

## **Guidelines to Get Prepared and Stay Engaged in Your Online Learning**

July 21, 2020

School of Computing and Design, CSUMB

To help prepare our students for the upcoming semester of remote learning, the School of Computing and Design (SCD) created a set of guidelines as listed below. We hope all students can follow the guidelines to thrive and succeed in their online learning.

### **Things to know and to do before classes start:**

- Classes start on Monday, August 24, 2020. Almost all SCD courses are scheduled synchronously, and therefore, mark your calendar for your classes to avoid being late.
- Obtain a computer with a webcam, a headset, and high speed Internet access. If your access is slow, or cannot upgrade to meet your school needs, please let your instructor know during the first week of classes. [Here is the recommended computer configuration from CSUMB's IT](#). Computer configurations for CS and CD students are highlighted in yellow. Financial aid covers purchasing a computer and even upgrading your high speed internet this year. Please [look into applying for financial aid](#) if needed.
- Set yourself up with a work space where you will do your schoolwork (a desk, good light, plenty of space to spread out books, paper, etc.). It will really help if you have a spot that is your "schoolwork zone" (it is exciting to design and decorate such a corner for your study). When you join a synchronous video session with a webcam, please be sure to check what is behind you in your video screen--you don't want to distract your classmates with items that are inappropriate to see. Make sure you have a good wi-fi signal in your work space!
- School labs BIT105 (High End PC Lab) and BIT118 (Mac Lab) are under reconfiguration to enable remote virtual access. You [can find instructions to use these computer labs here](#). They should be ready for remote access starting the first day of class on August 24.

### **What to expect and how to behave when classes start:**

- Regularly check your email, your [iLearn](#) (some lower division classes may use Canvas instead) class sites, class slack channels if any. They are going to be key communication tools for your classes.

- By default, classes will be in session during the scheduled class time. Attendance will be taken during the required synchronous lecture and lab sessions. Please follow your instructor's lead on the details.
- Take your online classes seriously. Instructors and TAs will be delivering lectures, hosting lab sessions, assigning homework, grading assignments and providing feedback in a timely manner. TA tutoring sessions and instructor office hours will be online via Zoom.
- Keep all communications professional. We expect everyone to respect their instructors, TAs, and peers all the time, including but not limited to during class, in small group meetings, and in written communications.
- Students are responsible for the integrity of their actions and must be willing to accept consequences for these actions. Please get familiar with the University policies and to seek clarification with instructors if you are unclear about behavioral expectations of your classes.
- A number of courses may have group work and it is expected that teams work together routinely and with a fair division of labor. We expect every student to be a good listener, actively engage with conversations, ask questions to clarify others' ideas and emotions, explain ideas clearly, reflect on the activities and interactions of their group, avoid being judgemental, deliver their own share of the workload on time, and encourage each other to do well. Be accommodative of each other when scheduling group meetings and attend meetings on time.
- It is essential for you to be on top of your learning, and get your tasks completed on time. We expect you to setup a healthy daily schedule and stick to your schedule during the semester:
  - Sleep at least 7-8 hours each night to support your immune system;
  - Get out of bed on time, get dressed, and set yourself up for a virtual day at school;
  - Set up a reminder system to attend all synchronous class sessions on time;
  - Create a practical daily schedule to allow sufficient study and homework time;
  - Exercise daily and eat healthy to maintain a good immune system;
  - Avoid large gatherings and environments in which people do not follow the recommended safety protocols such as wearing a face mask and keeping an adequate social distance.

- Practice good personal hygiene consistent with public health protocols, such as frequent hand washing for twenty seconds, appropriately covering coughs and sneezes, etc.

Please remind yourself to learn the content, do the practice, complete the assignments, and stay engaged academically.

We know that online schooling can't capture all aspects of the university experience. But please know that your instructors are committed to making this experience a success. Your positive attitude and best efforts in the coming months are a crucial contribution. Thank you in advance for your patience and resilience as we get through this very disturbing time in human history together. Stay healthy, stay connected, and we look forward to seeing you when school starts on August 24.