# For Students:

## Online Classes:

## *Etiquette:*

*Online class will meet through the Zoom online conference system unless instructed otherwise by the instructor. We will adopt the same rules and norms as in a physical classroom (take notes; participate by asking and answering questions; wear classroom-ready clothing). For everyone’s benefit, join the course in a quiet place. Turn on your video. Mute your microphone unless you are speaking. Close browser tabs not required for participating in class. This form of learning will be somewhat new to all of us, and success will depend on the same commitment we all bring to the physical classroom.*

* All classes will be held online and will follow the previously determined class schedule.
* Use the computer with KGI recommended requirements for all instructional activities.
* Instructor will share a Zoom link to connect to the online class through a course announcement and will post the link on the course Sakai site under course overview.
* Students are encouraged to change background for the Zoom session to avoid any distractions to the class and to protect privacy.
* Make sure to have reliable internet connection and suitable non-distracting environment to attend classes.
* Video needs to be turned on for all students during the entire duration of the session.
* ***Kahoot and other online tools for active learning:*** Faculty will use online technology for active learning. Active learning will also happen through group work and discussions during class.

## Lecture Recordings:

Instructors will try to provide pre-recorded lectures to students, and will provide class session recording after class (please note that it may take 24-48 hours for recordings to be made available).

## Asynchronous Discussion Boards (Piazza, Sakai forum etc):

Students may be required to enroll and participate in virtual discussion boards as per the directions from the instructor. Message boards are commonly used as a place to ask questions, and some faculty may set up moderated discussions of course content.

## Virtual Office Hours:

Faculty will hold virtual office hours via Zoom. Please request faculty directly to schedule a 1:1 meeting. These sessions may be held on Zoom, by phone, or another videoconferencing platform (such as Skype).

### Additional Support:

In many courses student teaching assistants are available for help The peer tutor program is another source of additional support;; virtual one-on-one appointments can be made at [www.kgi.edu/tutors](http://www.kgi.edu/tutors). Feel free to reach out to Dean Steve Casper ([Steve\_Casper@kgi.edu](mailto:Steve_Casper@kgi.edu)) or Assistant Dean Jane Rosenthal ([Jane\_Rosenthal@kgi.edu](mailto:Jane_Rosenthal@kgi.edu) if there is anything we can do to support your success.

## Assessments:

Expect format changes in how on-line courses are assessed. This might include open book or take home exams, quizzes in Sakai, Kahoot, or other formats. Please follow directions from course instructors.

Embrace learning online: Online learning will become more and more common in the future, so this is a great chance for you to develop some skills to help you succeed. Online learning communities can be as rich, supportive and exciting as on campus learning. We hope you can adapt to this experience and benefit from it.