**LEARNING REMOTELY**

**Stay Informed about Each Course You are Taking**

* Canvas and Courseweb are the definitive sources of information about each course. Revised syllabi and schedules will be posted by course faculty. The old grids are NO LONGER RELEVANT.
* Consult the course syllabus and directly with the course faculty for how they will manage class absences and inability to participate in any given session or activity.

**ASYNCHRONOUS CLASS SESSIONS**

Pre-recorded class sessions, slide sets, assignments, etc. will be posted by instructors in Canvas or CourseWeb. Follow course-specific instructions carefully.

**SYNCHRONOUS (LIVE) CLASS SESSIONS**

**Using Zoom**

Faculty will be using Zoom for synchronous (live) class sessions. If you haven’t done so already, [download the Zoom app](https://zoom.us/download) for your devices (laptop, desktop, tablet, phone). You will then be able to join Zoom class sessions and meetings from your device using the Web link in CourseWeb or Canvas. NOTE: The phone numbers provided are not toll-free and you may incur charges. TEST YOUR ACCESS TO ZOOM BEFORE YOUR FIRST ZOOM CLASS SESSION.

**Processes for When a Course Session is Synchronous (Live)**

* Be close to a power source. Be close to a power source. Be close to a power source. These technologies will quickly drain a battery.
* The days and times of synchronous class sessions will be the same as they would have been if you were on campus.
* The instructor will inform you if the session will be recorded or not.
* **UNDER NO CIRCUMSTANCE** can you record a live session with your own device. Without the explicit permission of all parties recorded, it would be a violation of wiretapping laws.
* Think about what’s in your frame. If you are going to have your video on during the class session, be sure to preview what everyone will see. Look at what shows up in the screen and adjust accordingly or upload a [virtual background](https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background); make sure a light source is in front of you so that everyone can see a clear image of you; secure the room from sources of video and sounds that you do not want to interfere with the class session.
* Be respectful of others. Make sure that your microphone is muted unless you are invited by the instructor to speak.
* The instructor will let you know what strategy to use to get their attention during the session (options might include using the chat feature or raising your hand button in Zoom).
* To switch back and forth between Zoom and a notetaking application or program:
	+ Windows: Alt + Tab
	+ Mac: Command + Tab

**Solving Some Technical Difficulties**

[My Video/Camera Isn’t Working](https://support.zoom.us/hc/en-us/articles/202952568-My-Video-Camera-Isn-t-Working)

[Device Audio](https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio)

[Quick Overview of Attendee Controls](https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting)

[Audio Echo During a Session](https://support.zoom.us/hc/en-us/articles/202050538-Audio-Echo-In-A-Meeting)

When the Links Above Don’t Work – contact the Pitt IT Help Desk at 412-624-4357 (HELP) or submit a help ticket at <https://www.technology.pitt.edu/pitt-students>.