

**Steps to Orientation Process for Virtual Classes at SULC**  
*(as of March 16, 2020)*

**Faculty Set-up and Orientation**

- I. Accessing basic application client (e.g., Zoom) on professor's PC/Laptop
  - a. School accounts for virtual class already exist; however, use of a personal account will allow the professor to become acclimated with program's functions.
  - b. School accounts will be slightly different from personal accounts in that the operational settings of the school account will be pre-set.
  - c. A list of the school accounts will be provided to faculty members for use of the virtual classrooms; this information will be made available on a special SULC webpage.
  - d. Faculty members will be able to access the appropriate account for Zoom, whether at home or at the school, from a special SULC webpage.
  - e. Faculty members will need the following hardware/software to fully participate in a virtual class: 1) PC/Laptop/Smartphone; 2) a microphone; 3) a speaker; 4) a webcam (preferred but not required); and 5) a broadband network.
  - f. Anyone lacking the requirements listed above should contact the Information Technology staff at [ITSS@sulc.edu](mailto:ITSS@sulc.edu).
  - g. If you will be using a personal laptop or home PC, then Zoom will require you to download an application to your laptop/PC the first-time using the application.
  - h. Once the download is complete, then it will be straight forward on how to use the site; the more you practice the more comfortable you will be in using the application.
  - i. All virtual class sessions will be recorded and made available on Panopto within one (1) business day of the session.
- II. Practicing with personal basic application client (Zoom)
  - a. While SULC will have orientation sessions on use of the school accounts, the use of the personal account will allow for additional practice time.
  - b. You may need someone else to log in to practice (using a team approach); the use of family members or other professors will create a comfortable environment.
- III. Creating and distributing rules for use of basic application client
  - a. If you host your virtual class from home, then remember you need to make this environment as professional as possible.
  - b. You should minimize distractions from the background and limit the noise within your environment so as not to distract students.
  - c. Likewise, the school will distribute a list of virtual classroom rules that prohibit professors and students from engaging in distracting conduct.
  - d. These rules will address:
    - i. Attire
    - ii. Location (what can be seen on screen)
    - iii. Background noise
    - iv. Method of engagement

- e. If a professor decides to use an alternative application (TWEEN, FreeConferenceCall.com), then the alternative application must be approved by the Vice Chancellor for Academic Affairs. The professor must also submit a set of rules regarding the use of the alternative method that complies with ADA and other requirements to ensure equal access of students to fully participate in class. This set of rules must also be approved by the Vice Chancellor for Academic Affairs.
- IV. Reporting Requirements
- a. Professors must report whether they will be using Zoom or an alternative application for conducting the virtual class ([applicationelection@sulc.edu](mailto:applicationelection@sulc.edu)).
  - b. Professors must send an email ([classreport@sulc.edu](mailto:classreport@sulc.edu)) after each virtual class indicating that class was conducted and whether any issues were experienced.

### **Student Set-up and Use**

- I. Accessing basic application client (e.g., Zoom) on student's PC/Laptop/Smartphone
  - a. SULC has created a page where students will be able to click on a link for their respective virtual class.
  - b. Classes will proceed pursuant to the current Spring 2020 course schedule.
  - c. Students will need the following hardware/software to fully participate in a virtual class: 1) PC/Laptop/Smartphone; 2) a microphone; 3) a speaker; 4) a webcam (preferred but not required); and 5) a broadband network.
  - d. Anyone lacking the requirements listed above should contact SULC by emailing [equipmentneeds@sulc.edu](mailto:equipmentneeds@sulc.edu).
- II. Practicing with personal basic application client
  - a. While students may be familiar with a number of programs, we request that they practice accessing the virtual platform.
  - b. SULC will provide opportunities for practice sessions for students so that they can experience the application.
- III. Abiding by rules of virtual class
  - a. Students must abide by the SULC rules for virtual classes
  - b. The Honor Code will be enforced regarding participation and conduct in virtual classes.
  - c. All virtual classes will be recorded so proof of conduct will be easily established.

### **Schedule of Orientation Sessions**

- I. Faculty – live and/or online (tentative schedule listed below)
  - a. 12:00 p.m. on Wednesday
  - b. 5:30 p.m. on Wednesday
  - c. 12:00 p.m. on Thursday
  - d. 5:30 p.m. on Thursday
- II. Students
  - a. No actual orientation sessions will be scheduled;

- b. However, a practice session(s) will be held so that students can use the application and test how their PC/Laptop/Smartphone performs and familiarize themselves with the application.

### **Other Basic Applications for Virtual Classes**

- I. Faculty members may select an alternative application for virtual class.
- II. The other options include:
  - a. TWEN
  - b. FreeConferenceCall.com
  - c. Other
- III. However, the faculty member must get their alternative application approved by the Vice Chancellor for Academic Affairs and develop rules of use for students (which must also be approved).

### **Reporting Requirements**

- I. Faculty members must report the basic application (Zoom or an alternative) they will use for the virtual class at [applicationelection@sulc.edu](mailto:applicationelection@sulc.edu). Remember, all request for an alternative application must be approved by the Vice Chancellor for Academic Affairs.
- II. Faculty members must report that they had class (each time class is held) and whether they experienced any issues with virtual class at [classreport@sulc.edu](mailto:classreport@sulc.edu).