



# SPC LIVE Online Weekly Recommendations

## Week 0 – Before the Semester Begins

### Post Your Syllabus

It should include:

- When and how your students will meet with the class online.
- Specific information on class times and how students can login to meet
- What students should do if they have trouble logging on to the live session(s):
  - SPC Help Desk: (727) 341-4357
  - Zoom Support: <https://support.zoom.us/hc/en-us>
- Identify the technology requirements for the student:
  - Will you be using Zoom, Honorlock, TurnItIn, etc.?
  - Do students need a microphone, webcam, etc.?
  - Where possible, include links to more information. Many helpful links can be found here:
    - For students: <https://mycoursesupport.spcollege.edu/mycourses-support>
    - For Faculty: <https://myresources.spcollege.edu>
- How to login to MyCourses and where students can get additional information on how to navigate MyCourses
  - Link: Intro to MyCourses modules <https://mycoursesupport.spcollege.edu/accessing-introduction-to-mycourses>
- Where and how students can get course materials or textbook(s)
  - Remember that ordering early might be necessary as the on-campus bookstores will not be open and students will have to have physical materials shipped to them.
- What qualifies as adequate participation for the course
  - Will students be required to have their webcam on? Must they participate in certain assignments to be counted as present and participating?

### Plan for Zoom

Zoom provides several options for tracking of student information such as attendance and answers to polls. You can choose to set up a Zoom session that requires students to register for the session in advance. While this option provides additional information, it may not be the best way to get your students into your class. Consider using the authentication feature instead which will limit your attendees to those using an SPC email address and still provide tracking information about who attended and how students answered poll questions.

- Faculty Tutorial: <https://myresources.spcollege.edu/training-and-pedagogy/zoom/create-an-authentication-only-meeting>
- Student Tutorial: <https://mycoursesupport.spcollege.edu/mycourses/zoom/accessing-a-zoom-meeting-with-authentication-enabled>

### Communicate

**RECOMMENDED:** Consider sending an early email to your students with the information above. We are all adjusting to this new delivery method so sharing information and expectations will help your students prepare for your class.

## Week 1

### Communicate – News Feed & Email

- Where the students will start the content in your course
- When and how your students will meet with the class online.
- How they can be successful in an online course. Some resources you might consider are:
  - A guide put together by our Librarians: <https://spcollege.libguides.com/studentsneedtoknow>
  - A toolkit for SPC Students: <https://mycoursesupport.spcollege.edu/academic-continuity-resources-student-toolkit>
  - SPC Learning Resources LIB Guide: <https://spcollege.libguides.com/studentsneedtoknow>
- How you prefer them to get in contact with you for the semester
- Your Office Phone Number (if you are logged into Skype at home, they can call you or they can leave a voicemail)
  - Consider using Google Voice – an app for your cell phone that protects your actual phone number but allows students to call and text you ([What is Google Voice](#))
- If email, tell them your intended schedule for checking and returning email
  - Consider your due dates. If you have assignments due on Sunday, do you check your email on Sunday? If not, you may consider adjusting due dates to days when you will be actively checking email in case your students experience any issues.
- When you will hold Virtual Office Hours and how students can connect with you during those times

### Monitor

- Reach out to the students who have not yet logged into your course by texting them through Faculty Tools. Video: [Using SParC with Last Login](#)
- Reach out again to anyone who has not “participated.” Participation will vary based on your class – have they submitted work, participated in a synchronous video, watched the videos you have posted, etc. If not, please pass their names onto your academic chair or dean and reach out one more time. Video: [Using SParC with Last Login](#)

## Week 2

### Grading

- Make sure you have graded something and given students some feedback. Remember that feedback can be:
  - Video, audio, individualized, directed to the class as a whole, and much more

### Communicate

- Reach out again to anyone who has not logged in or “participated.” Participation will vary based on your class – have they submitted work, participated in a synchronous video, watched the videos you have posted, etc. If not, please pass their names onto your academic chair or dean and reach out one more time.
  - Video: [Using SParC with Last Login](#)
- Clearly identify what students need to do this week and what they need to prepare for next week.
- Remind them about your Virtual Office Hours and encourage them to seek help from your, the Learning Support Center, etc.

## Week 3+

- Clearly identify what students need to do this week and what they need to prepare for next week.
- Remind them about your Virtual Office Hours and encourage them to seek help from your, the Learning Support Center, etc.

## Sample Syllabus Language

### TECHNOLOGY REQUIREMENTS

You must have the following technology items to be successful in this LIVE Online class:

- **Webcam**
- **Microphone**
- **Regular access to reliable, high speed internet access on a computer (not a mobile device).** I realize mobile devices are awesome and I encourage you to use them where appropriate. There are parts of our class that can be accessed with them, but to succeed, you must have regular access to a laptop or desktop computer with high speed internet access. Consider this the same as your transportation to class!

If you need to purchase a webcam or microphone, you can look to see if any are available on the College's Barnes & Noble website. Purchasing through Barnes & Noble will allow you to use your book line-of-credit if you have one.

You can also search Amazon and click "Under \$25" to see some options. If purchasing this device creates a hardship, let me know and I will work with you to see what solutions are available.

### **ATTENDANCE POLICY**

Attendance is expected and is essential for the successful completion of this course. This class is a LIVE Online course and students must attend the live, synchronous Zoom sessions to be counted as in attendance. This means that the class will meet weekly at a scheduled time through Zoom online meetings. Students are required to attend the Zoom sessions and attendance will be documented just like face-to-face courses in the Paralegal Studies program.

### **USING ZOOM & HOW TO BE A PART OF CLASS**

This course will utilize Zoom to facilitate our live, synchronous class sessions. To help us have successful classes, please review the following:

- For each Zoom (class) session, you should dress as though you are dressing to come to class. You will need to have your webcam turned on for most of the class session and therefore, attire matters.
  - I will be looking to you for feedback during the class. I find thumbs up, thumbs down, smiling, laughing, frowning, and most other facial expressions to be valuable feedback. Please feel free to utilize these communication tools in our class time.
- Do your best to find a comfortable spot where you can be alone and have quite time to focus on the class. I understand that this may not be possible, so consider using headphones to reduce outside distractions.
- Plan to login to each Zoom session 5-10 minutes prior to the start of class time. This will allow you time to deal with any potential technology issues and get ready for class.
- Once you are logged in, please click on the chat button in Zoom so that you can see the conversation that is happening there during our class session. In this class, it is acceptable to use the chat to ask questions, share comments, etc. You are also encouraged to unmute yourself and verbalize your thoughts and questions where applicable. (Hint: you can hold down the space bar to temporarily unmute yourself and it is easier than figuring out where your mouse is located, where to click, etc.).
  - All class sessions will be recorded so that you can go back and review the course material covered. Note: chatting "privately" during the class session will show up in the final recorded version.
- In addition to making the chat window visible, click on the manage participants button and set up your screen so that you can see your classmates.