

INSTRUCTIONS FOR ONLINE PARTICIPATION IN MATH 351

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Welcome back from Spring Break! In this document you'll find the main changes that we'll need to discuss to get back up to speed for the second half of this course. The first thing to say is that everything will be happening at the same times, as no one has told me that they've changed time zones dramatically. The timing of office hours is going to be reassessed, and I want to use the discussion forum more in the coming weeks.

- (1) **Lecture.** Section 2 will still be held at 10:20a – 11:40a EDT and Section 1 at 12:00p – 1:20p EDT on Tuesday and Friday. Meetings will be held through Canvas' conference feature. Feedback from the test conference suggested that everyone got an email when a conference begins, so that will be a good reminder. Here are some instructions from the Mathematics Department:

To participate in the Lecture, go to <https://canvas.rutgers.edu> and login using your netID. We recommend using Firefox or Chrome. Click on courses on the bar at the left, and go to our course, Math 351. In the bar at the left, click on "Conferences". At the class time, there will be a new conference that you will be able to join. If you miss it, it will be recorded, and then you can access it under "Concluded Conferences". During lectures, you will be muted by default and able to ask questions by typing them in the chat feature. You will also be able to raise your hand virtually and ask a question with your microphone once you are unmuted. For more detailed instructions on the tools and websites noted here, see the links below:

- [Introduction to Canvas](#)
- [Introduction to conferences](#)
- [Using the conferences interface \(BigBlueButton\)](#)
- [24/7 Canvas Technical Support](#)

Conferences are best accessed on a computer with a reliable internet connection and headphones. If you do not have access to a computer, you can access conferences on your phone by navigating to <https://canvas.rutgers.edu> on your mobile internet browser. You cannot access conferences through the Canvas app. If you do not have access to a reliable internet connection, you can call into the meeting by using the phone number generated for the conference. Talk to your instructor about this option. When they start the

meeting, BigBlueButton will generate a number and pin for you to call, which your instructor can send you. Unfortunately, this number and pin are not generated until the meeting begins.

- (2) **Workshop.** Workshops are accessed just as you would the lectures, again at the usual time: Section 1 on Monday 10:20a – 11:40a EDT and Section 2 on Wednesday 10:20a – 11:40a EDT. However now in the smaller section, your workshop instructor may give you access to ask questions by speaking, provided you have a microphone. In this online environment, please be extra careful not to talk on top of each other. **Workshop is now mandatory!** There will no longer be quizzes but attendance will be taken. Of course if you have a valid reason you will be excused from workshop, just as usual.
- (3) **Office Hours.** Office hours will also be done as conferences. A link will be available during the usual office hours times. I am not sure that the current times will still be the best for everyone, I will provide a poll with the announcement that provides this PDF to fill out.
- (4) **Homework.** Homework will continue as usual. The only difference is that now you need to submit your homework online. There are a number of free PDF conversion apps for your phone (CamScanner comes recommended) and tools on your computer that can convert from photos to PDF, e.g. [this site](#).
- (5) **Discussion forum.** I want to begin using the discussion forum more now that class time and office hours are online-only. This can be accessed [here](#). I'm not going to answer questions over email anymore – ask your questions in the discussion forum, where your classmates can see the answers that I provide (or you can even provide answers for each other!).