

Online Learning Comms 304

As we all know, this course will be taught online from now on and we have collated some important information for you to ensure your online study experience is going as smoothly as possible!

PLEASE READ CAEFULLY:

From 30th March onward we will be teaching online, continuing with week 4 of the syllabus.

Semester One will be extended by one week (now ending 12 June). The midsemester break will not be moved. Assignment due dates have been adjusted accordingly.

Canvas

Canvas remains our main tool for posting course material, major announcements and submitting assignments.

Lectures

Recorded lectures will be posted every week at the time the lecture would normally take place (Wednesday 11 am). It is a good idea to maintain your routine and watch your lecture right there and then (if you can...) instead of putting it off and potentially juggling a huge load of different lectures at the end of the week.

Lecture links/files will be posted to the weekly modules.

Tutorials

We will do Q and A sessions via Zoom during allotted tutorial times. You can ask general questions about the course content or talk through your assignments (or wave to your peers). Students can sign up on a google sheets for a 15 min time slot (up to five to six students can sign up for the same slot). The google docs are distributed by Jenny and Joe on Canvas each week.

Ideally people should stick to their allocated tutorial times, but we realise that you might find yourself in an unfavourable time zone (etc). Please get in touch with us to make arrangements.

Tutorials will not be recorded. This is a safe space to ask questions, make mistakes and exchange ideas.

Our tutorials turned Q and A sessions will not be mandatory. These sessions are meant to give you an opportunity to talk through questions (particularly those that are too long for emails) and get in touch with Jenny and Joe about the content of the week.

Ok but how does Zoom work?

Depending on whose tutorial you are taking, Jenny or Joe will send you a Zoom link. You can participate in the session by clicking on the link (this will automatically download Zoom). You can also just sit in for a bit, if you don't feel confident to ask a question straight away. In general this is a low pressure environment though. We are all just hanging out in our living rooms 😊.

Students can also sign up for their own Zoom account. Just use your UPI to sign in at:
<https://auckland.zoom.us/>

Tutorial Participation

In order to get your tutorial participation mark you have to do the reading prompts each week and submit them to Canvas by the due date.

Weekly reading prompts will be posted on Canvas by Monday morning (latest) and have to be submitted by Friday each week.

While we have a look at your responses, we cannot give individual feedback to each submission ...unfortunately (lots of them are really great!). If you are unsure about a particular concept or want to know what other people have brainstormed, make use of Zoom sessions or discussion boards (see below).

We will also post extra material as appropriate to keep you going!

Office Hours

Office hours will run as usual, at the scheduled times, via Zoom. No bookings are required to participate in these slots but we will treat them as “walk-in sessions”. If there are too many students, you might find yourself in the Zoom waiting room and we will talk to you shortly.

If you find the Zoom conversation a little too confronting in the beginning, you can also turn off your video and audio and use the chat function to ask questions. Ideally though we'd love to see you!

Hours

To reiterate: All of our tutorial and office hours will stay the same. You will remain in your tutorial slot but have zero travelling time to get to class or offices!

Discussion Boards on Canvas

We will use discussion boards to provide students with an opportunity to communicate with their class and us about assignments, general questions, and ideas from the lecture. This means you can now exchange thoughts with your favourite classmates again (!) and/or open discussions as appropriate. This is a good way of staying in touch and make use of collective knowledge in the class and raise questions with us. We will also use these boards to post relevant material as appropriate, so make sure you check them regularly!

Assignments

Assignment due dates have been postponed and the new due dates are published on Canvas. All assignments can be submitted online via Canvas.

Library Services

Library services are available online. This means you can still do your research as long as you are using the materials available online.

Library staff are available for students to help with assignment preparation online.

For further details check <https://www.library.auckland.ac.nz/>

- Assessment Help Drop-Ins will be available remotely via Zoom 12 – 4pm, Monday – Friday.
- Online resources – no change
- Workshops – available as self-paced videos for students to work through.
- Students can use Ask Us online form as well.

Empathy and Equity

Finally please keep in mind that this is an unprecedented situation for all of us and we simply don't know what personal situation each person is facing. We ask you to be kind and generous to your classmates and teachers. And to allow for a bit of trial and error as we figure out how to best deliver the course to everyone.

Joe and I will do our best to accomodate student needs as best as possible and we strongly encourage you to let us know if you have trouble accessing material, can't make allotted slots or feel in need of further support.

Not everything is going to go according to plan and we ask for your patience, a bit of humor and cooperation as we figure this out together. In any case Joe and I are completely committed to delivering the course as best as we can.

Please take care of yourselves and each other.

We look forward to working this out together with you.

Kia kaha

Jenny and Joe