

## **Summary of Remote-Learning Procedures for SFSU MUS 231, MUS 232, MUS 233 & MUS 238**

### **Zoom Meetings/Lectures & Office Hours**

- All classes and meetings will take place remotely, via Zoom at their usual scheduled times.
- There will be an individual “recurring” Zoom meeting number and passcode for each course. Please save it for easy-access. Do not share it with anyone.
- There will be a separate meeting number and passcode for my office hours. A “waiting room” will be set up so I can meet with people individually. Please email me in advance if you want to schedule a meeting.
- Class attendance is not required, but strongly encouraged. All Zoom lectures will be recorded. Links to recordings will be made available ASAP, usually the same day. Do not share recordings/links with anyone.

### **Assignment/Quiz Submissions (and returns)**

- As stated in the syllabus, all assignments and quizzes will be due by 11:59pm on the stated due date.
- The typical procedure for turning in assignments via email will be to send a photo or scan of the page(s) (pic, jpeg, pdf, etc.), or an mp3 audio file. Please label your file(s) before sending, using the following type of formatting:

first name\_assignment name\_page number\* (\*if necessary)

For example:

“jono\_1st\_species.pdf” or “jono\_ch3\_p1, jono\_ch3\_p2.pdf” for multiple page assignments.

- In your email, please include the assignment title in the subject line
- Work will be emailed back to you with annotations/comments and a percentage grade.
- Keep a folder/archive of all returned work.
- Most assignments will be downloadable from the web syllabus.
- Quizzes will be emailed to you on the same day it is due, usually right (or soon) after class ends.
  - Quizzes should be submitted by replying to the email you received that had the quiz attached/embedded.

*Please note: You may need to print some assignments or quizzes. If this is a hardship, please let me know immediately and we will work out another arrangement.*