

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

This is a new document and is subject to updates

Zoom Meetings/Lectures & Office Hours

- All classes and meetings will take place remotely, via Zoom.
- There will be an individual “recurring” Zoom meeting number and passcode for each course. Please save it for easy-access.
- 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 plan to “attend” my office hours.
- Class attendance is not required, but strongly encouraged. All Zoom lectures will be recorded. Recordings will be made available ASAP.

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” or “jono_ch3_p1, jono_ch3_p2” 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.