



## **Recommendations for Student Success in Remote Classes**

**Updated: Aug. 28, 2020**

*We recognize that students have different views of the remote learning environment ranging from excitement and appreciation to nervousness or fear. The following list of expectations and recommendations is provided to support your success as a student in our remote classes.*

### **General expectations:**

- Check your syllabus and watch for HAWKMail messages from your faculty prior to the start of class for course requirements. Some course shells in D2L MAY open prior to the class- start date.
- Treat your remote class session as you would your face-to-face classroom. When in doubt, follow your faculty member's course syllabus and guidelines regarding eating or smoking during class, appropriate dress, punctuality, breaks, etc.
- Use a laptop or PC to attend your Zoom class(es). This is highly recommended instead of using your phone, so you can click on multiple screens or visit other websites as directed by your instructor during class. If you need a laptop, PC, web cam, or hotspot, HACC has [technology that students may borrow](#) for the semester!
- Note that acts of academic dishonesty will result in disciplinary action as outlined in each course syllabus.

### **Zoom and video camera expectations:**

- Join each Zoom class session at the scheduled start of class and stay logged in until the scheduled end of class.
- Note that faculty will provide specific instructions for technology requirements that are essential to meet course outcomes and will clarify the use of your camera to meet course outcomes.
- Be aware of your appearance and surroundings when using the camera for your classes.
- Note the following when participating in discussion on Zoom:
  - Mute your microphone unless you are asked to answer a question or participate in a discussion

- Wait until the professor or other students are finished speaking before speaking. You can use Zoom’s “raise hand” tool or the chat feature to alert your professor that you want to speak.
  - Enable your camera when you ask or answer a question or participate in a discussion, if you are comfortable doing so. Consult your syllabus for camera requirements to meet course outcomes.
- Brightspace / D2L expectations:
- Log into your Brightspace/D2L course following the recommendations of your instructor. All course materials (handouts, assignments, exercises, quizzes and tests) will be made available through Brightspace/D2L.
  - Check your grades often. Grades will be posted in the Brightspace/D2L gradebook. [Here is a video on how to check your grades in Brightspace/D2L.](#)
  - Check regularly for news and announcements in your Brightspace/D2L courses. Most of the communication between you and your instructor will be via Zoom and accessed through Brightspace/D2L; although, some instructors may use additional tools such as email, phone or text, the Remind app, etc.
- Additional tips for success:
- Reach out to your instructor and available [support services](#) for your success. We recognize that we are all in a pandemic, but you are our priority!
  - View the following links:
    - [Student tips for remote learning](#)
    - [Essential resources for remote learning students](#)
    - [Differences between remote instruction and virtual learning](#)
    - [Get help with HAWKMail](#)
    - [HACC IT support center \(Help Desk\)](#)
    - [How to use Zoom \(video by a Virtual Learning Student Advisory Council leader\)](#)
  - Note that accommodations are available to students with documented disabilities. To learn more, please visit [hacc.edu/Students/DisabilityServices/Contact-Disability-Services.cfm](http://hacc.edu/Students/DisabilityServices/Contact-Disability-Services.cfm)
  - Note that HACC will pay for up to three counseling sessions with Mazzitti & Sullivan EAP Services, Inc. per semester for a student in need of services. Please [read HACC’s statement, refer to this informational flyer](#) (pdf) for more information or call 800-543-5080; TTY/TDD 855-264-3248. You may also want to review [additional support resources](#).

*Remember we are here for you. If you have questions or need help (classes work, technology, etc.), please communicate with your professor. **You can do this!***