Instructions for Students in all Courses Offered by the Theology Department

This document contains instructions to guide students about the transition of all theology courses to online teaching during the remainder of the Spring 2020 semester. No classes offered by the department will meet face to face, until the semester's end. This document will be updated as frequently as needed to address evolving needs in response to the pandemic. Students are encouraged to check back frequently.

Individual professors in the department will determine how best to adapt their courses to online delivery. Students should expect that professors are *likely* to use one of several commonly available tools: (1) Blackboard Collaborate Ultra, (2) Zoom, or (3) Skype. They may use these tools either for regular class time, office hours, or both. If you are in any doubt about what tool(s) he or she intends to use, please reach out via email.

Individual faculty will set attendance requirements. In general, unless told otherwise by their professor, students should assume that their classes will be held at their scheduled time via one of the web-meeting tools mentioned above.

General guidance on technology requirements

Most online meeting platforms have the same basic requirements: (1) a reliable internet connection, and (2) an internet capable device, such as a desktop computer, laptop, tablet, or phone. Most laptops and tablets have webcams, speakers, and microphones built in. If you are using a desktop or laptop computer without camera, microphone, or speakers, you can generally use a cell phone to call into the class meeting instead.

General guidance for access

Blackboard Collaborate Ultra: access via your regular CELT login and a web browser. Your professor will enable the Blackboard Collaborate tool in an appropriate section of the course page. You won't need to download or install anything.

Zoom: access via the meeting link sent to you by your professor. These can be sent via email, via blackboard announcement, or calendar invite. You will be prompted to download the zoom app for the device you are using if you don't already have it installed. This is free to download.

Skype: access via the meeting link sent to you by your professor. These can be sent via email, blackboard announcement, etc. You do not need to download anything or sign up for anything. Skype meetings can simply occur in your web browser. They can also use the skype app if you already have it installed.

Recommendations

Check your university email account frequently for any relevant updates. Make sure that your account is not over quota by deleting unnecessary emails and emptying the trash. Otherwise, you may miss crucial information.

It is a good idea to download and test the zoom and skype apps if you don't already have them installed. Familiarizing yourself with the apps and setting up your microphone and camera early will save time and trouble before the first class meeting. If you are joining a meeting using skype or Blackboard, Chrome or Firefox is recommended.

Helpful links

chrome

firefox

zoom: join a meeting

skype