Dear Students,

Due to the spike in cases of the Omicron variant of COVID-19, the college will be teaching over Zoom for the first few weeks. We plan on coming back to campus on Monday, February 14th. In the meantime, welcome to "synchronous" online learning! This is a fancy (and confusing) way of saying that we'll be meeting on Zoom, instead of in a physical classroom on campus, but using some online tools in other areas.

Although I will be using Canvas to house certain components, and to administer tests, I will be keeping the structure of the course as close to an in-person experience as possible. To that end, I will give regular lectures over ConferZoom video conferencing. It will be your responsibility to follow the syllabus, check our Canvas shell to see what's going on each day, and to otherwise keep up with the readings, assignments, tests, etc.

(After we return to campus, I will continue to use our Canvas shell for tests, submitting written assignments, and various other housekeeping components of the course.)

YOU MUST ATTEND VIA ConferZoom ON THE FIRST DAY, OR RISK BEING DROPPED FROM THE CLASS. On the first day, I will do the following:

1. **Get everyone into Canvas, and comfortable with navigating its basic tools.**
2. **Meet for class at the regular time using a video conferencing app called ConferZoom (it's like FaceTime or Skype, but for educators and students).**
3. **Discuss what we're going to do each day, and read through the entire syllabus.**
4. **Teach you to use the email system in Canvas so that all of our communications are tracked well.**
5. **Give a lecture on Chapter 1, which I'll deliver by screensharing in ConferZoom.**
6. **I ask you MUTE your mics, but KEEP YOUR CAMERAS ON so that I can**
   a.) know that you're actually there and paying attention, and
   b.) keep track of visual cues that people are getting (or not getting) the material.
   You may UN-MUTE your mic and talk to me at any time to ask questions, share, etc., but be sure and MUTE again so that we don't hear children, pets, lawnmowers, roommates, and other distractions in the background.

Please know that I'll do what I can to make sure that you learn everything I would have taught you in a normal classroom situation, and the college will do what it can to ensure that you're provided with all of the tools to make that happen. This will necessitate some degree of flexibility, but it will also mean that we need to stay in contact a bit more than usual so that we all know what's going on.
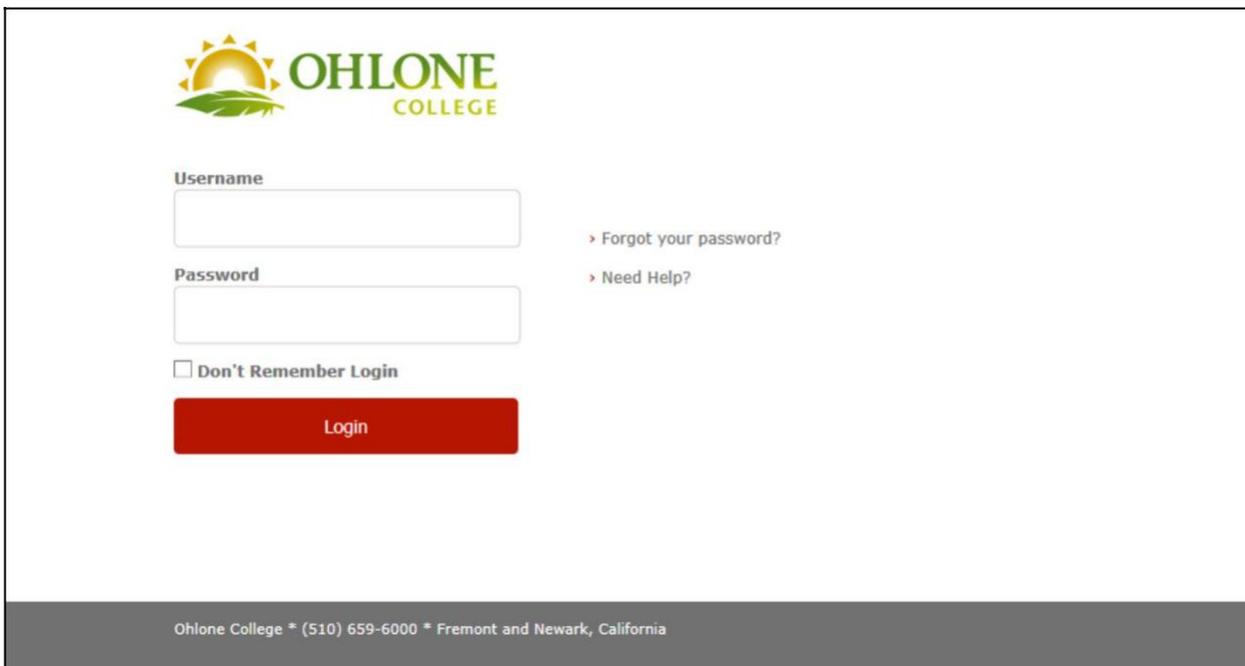
On the next page, I provide you with basic instructions to get you into Canvas, and to get us started…

1. **Visit Ohlone.edu, and click on the Online Services tab. From the dropdown box, select Canvas.**
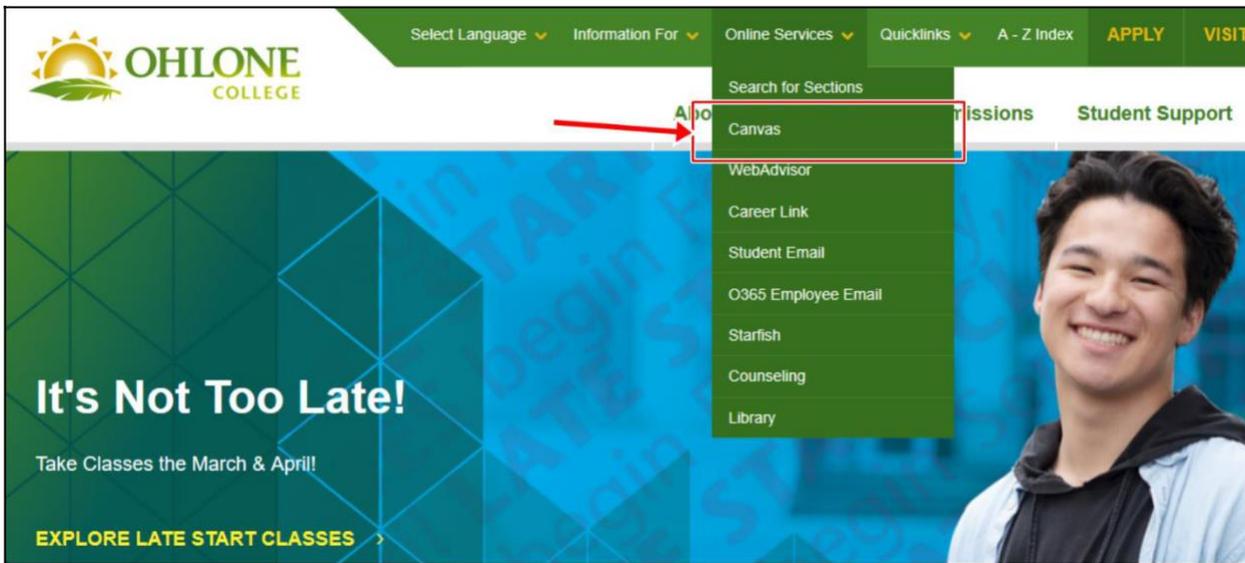
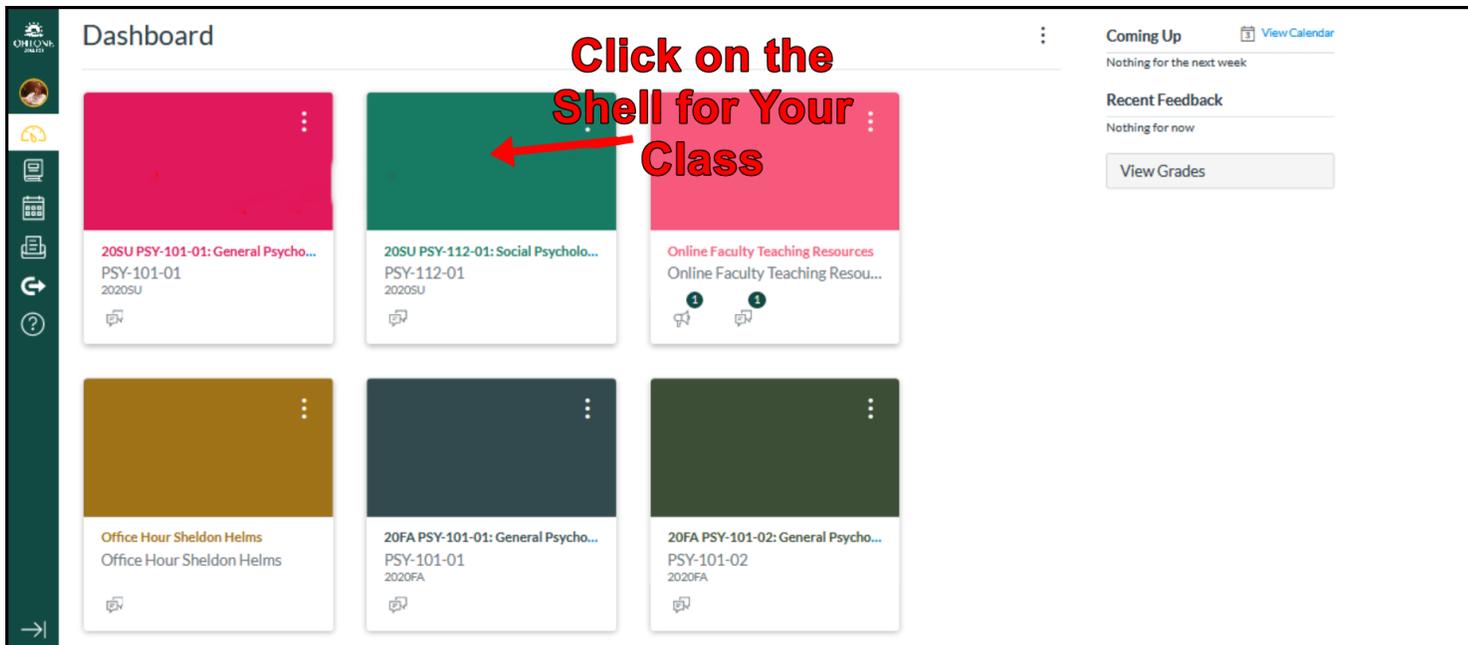2. **Log in, using your MyOhlone username and password.**

3. **Once logged in, click on the Dashboard symbol to see a list of all of your classes and their Canvas shells.**

4. **Click on the shell (square) for our class.**

5. **Click on the link that opens ConferZoom. (It will first ask for permission to download the app, and guide you through the set-up.)**
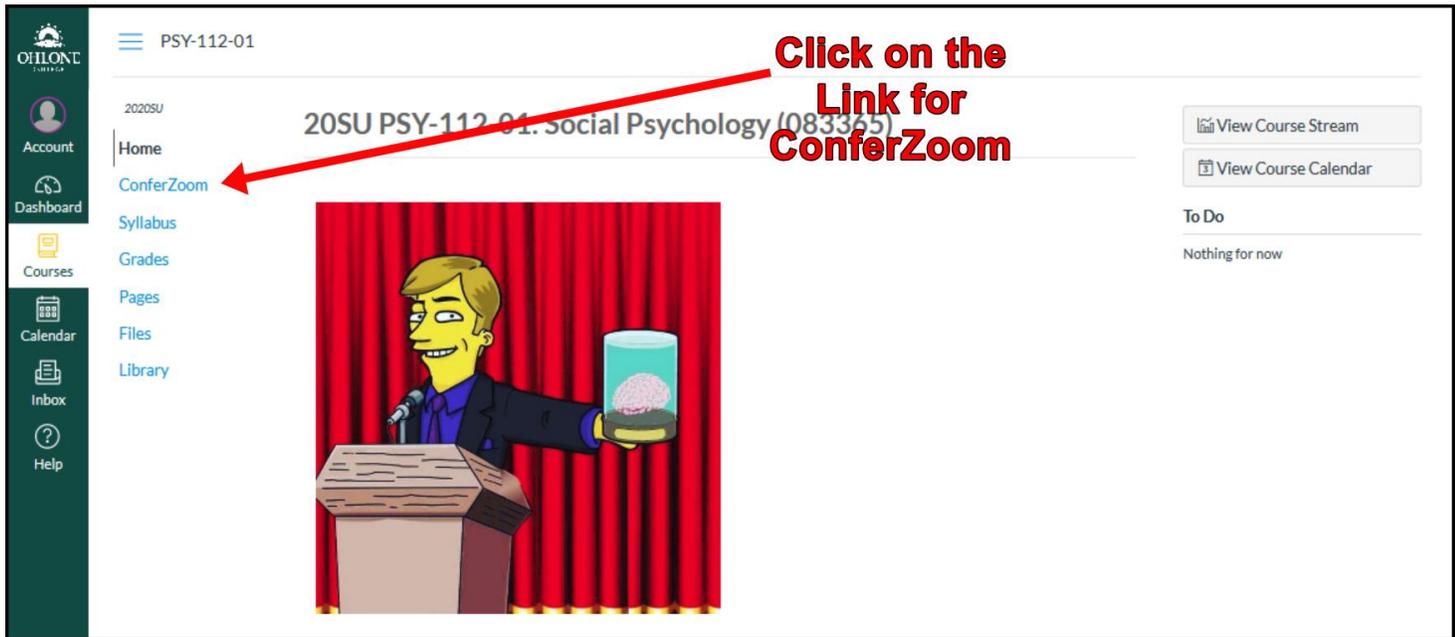
6. **Click on Event Calendar, then click on the "Join" button for the ConferZoom meeting that I have scheduled for us for that date.**
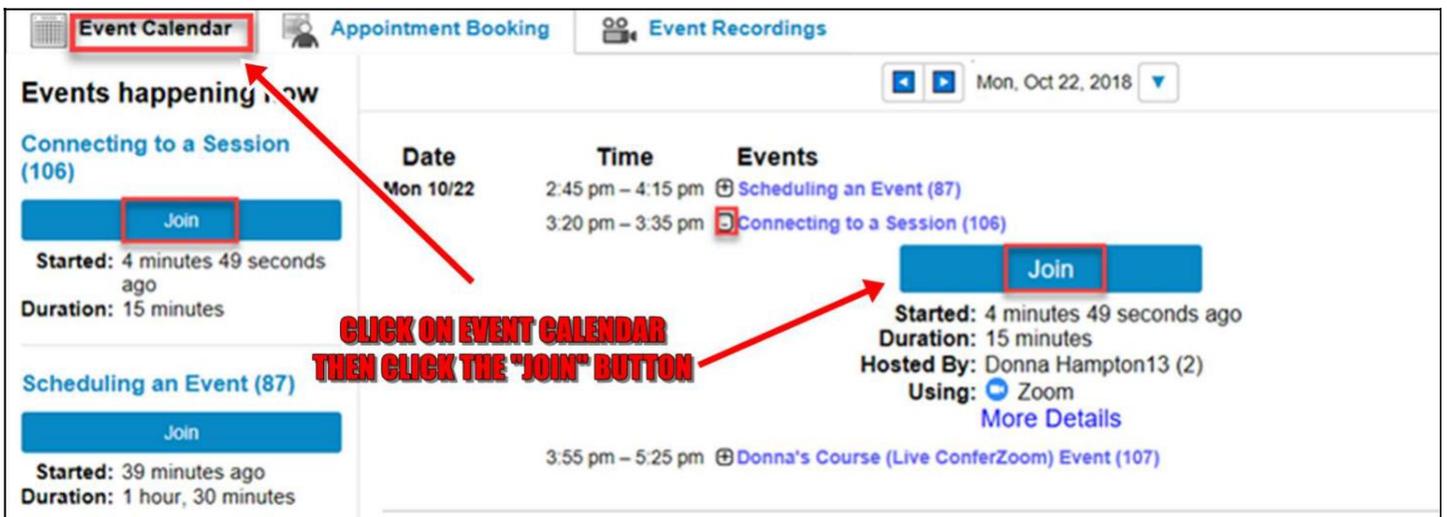
7. **The ConferZoom app will open, and you'll be given options to turn on your mic, turn on your camera, etc. Please turn on your camera, but MUTE your mic unless you need to talk to me. Please use your real name when you register for ConferZoom so that I can see who is "in class."**

8. **If you float your cursor at the bottom of the app, some controls will open that allow you to do many different things, including opening a chat page where you can communicate with me and/or the class.**