

REMOTE CLASSROOM MEETING INFORMATION

In the event campuses close due to extreme weather, disaster, or illness, provisions have been put in place to conduct class remotely. The following information will help you understand how this course will be conducted should we be required to abandon in-person classes.

Please note, each instructor will have a different process for conducting remote coursework. This information is specific only to the course listed below.

INSTRUCTOR & COURSE INFORMATION

Instructor Name _____

Email and Phone _____

Course Name / Number _____

REMOTE CLASS SESSIONS

Remote class sessions will be held on the following days and times. Please be prepared to meet during these times and reserve this time, as you would have for regularly scheduled classes.

Days M Tu W Th F Time _____ to _____ Time Zone _____

ACCESSING YOUR REMOTE CLASS MEETING

There are two ways to connect to Blackboard Collaborate sessions. Below are steps for both options.

Access via **BLACKBOARD** *RECOMMENDED - NEEDS INTERNET CONNECTION*

To connect via [Blackboard](#) **ONLINE** go to **MyPath > Blackboard > Courses** then **Navigate** to the **Course**.

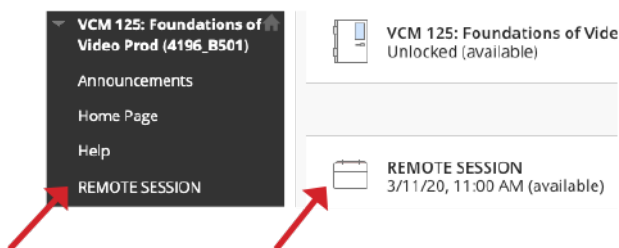
Once you open the course, you will see one of the menu types shown below depending on what version of Blackboard your course is set up in. Follow the steps for which version looks like the menu you see after finding your course. Be sure to look for the session title **for this course** listed below.

The session title for this course is _____

LEARN

01 Find the title of your session to open Collaborate

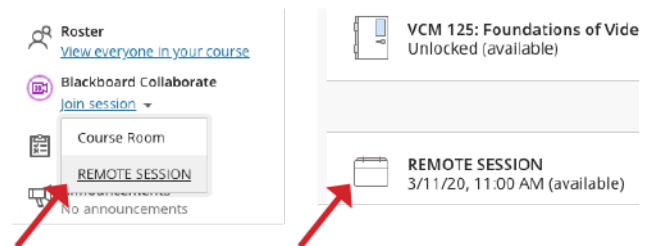
02 Choose the session from list



ULTRA

01 Find Blackboard Collaborate & click on Join Session

02 Choose the session from list



>>> **NOTE:** The title **REMOTE SESSION** used above is just a placeholder. Please look above for information specific to this course

To connect to course meetings via Blackboard **MOBILE**

Download the Blackboard Collaborate App (available for both Apple & Android)

Follow prompts to navigate to session

ACCESS VIA TELEPHONE *WHEN YOU ARE WITHOUT INTERNET CONNECTION*

If internet and mobile data access is problematic, you may use your phone to dial into class meetings. With this option you will not be able to see any documents or whiteboards that are shared with the group, but you will be able to participate in discussions.

To connect to your remote meeting using your phone:

Call-In Number _____ **Conference/PIN #** _____

WHAT TO EXPECT FROM REMOTE COURSEWORK IN THIS CLASS

Different instructors may choose to conduct remote classwork differently. Here is what you should expect for this course, and how it will operate in the event of a school closure.

THIS CLASS WILL CONDUCT REMOTE LEARNING IN THE FOLLOWING WAYS:

Online class sessions using Blackboard Collaborate

One-on-one phone calls between instructor and student

Course materials posted to Blackboard for your review

Communication via your KCTCS email

Assignments (e.g., quizzes, tests) submitted via Blackboard

Other _____

HOW TO BE SUCCESSFUL AS A REMOTE LEARNER IN THIS COURSE (What I expect from you)

DO THIS NOW (We never know when an emergency will happen)