

STUDENT GUIDELINES FOR SUCCESS IN ONLINE FREN 1010-2020 COURSES

1. What technology do you need for online courses?

- **Collab.** You should become familiar with all the features and tools that we use in Collab, especially “Online Meetings” (Zoom), which is new for us. You can find details about each of the Collab tools [here](#).
- **vText.** You may not have your physical book with you, but you can access the electronic version of it through vhlcentral.com.
- **Zoom (Online Meetings in Collab).** You can find a general explanation about what this tool is [here](#). For more specific details see the sections below.

Basic recommendations and tools you will need to use Zoom:

- Work in a quiet room, with minimal background noise and distractions (turn notifications off so you can focus on the class).
- Connect a webcam to your computer or make sure your camera works appropriately.
- Use a good microphone. A noise-cancelling headset is recommended.
- Be prepared to join class a few minutes before it starts so you can make sure your audio and video are working.

2. What can you expect in this course?

- The class will be delivered in synchronous sessions during regular class time on Zoom (Collab/Online Meetings).
- Each class session will likely consist of teacher-led interactive presentation, as well as short exercises and group activities done in Zoom breakout rooms. You will often be asked to upload the result of this group work (a short document or video clip, for example) to your ePortfolio after class. The class structure will usually be similar to our normal on-campus class meetings.
- This type of online course delivery is new to most UVA faculty and most UVA students. Your instructor is piloting this method of language instruction at the same time that you are learning in this environment for the first time. We all should expect occasional glitches and possible technical problems as we are working in this online environment for the first time. Stress and confusion are normal as we all adapt. Mistakes are inevitable, and that’s okay. Be patient and kind to yourself. Be patient and compassionate to faculty, classmates, and staff during this transition.

3. How to access Zoom in Collab

- **How do I join a scheduled online meeting?** Details on how to join a scheduled online meeting can be found [here](#). There will be a recurring meeting on our Collab site/Online meetings for you to join every class day.
- **Tips for attending class in Zoom.** You can find a helpful summary of the main features of Zoom [here](#). Specific details can also be found in the following sections.

4. How to use Zoom during a Synchronous class session

- **Muting the video during the session.** Whenever you're not talking, keep your microphone muted so as not to add background noise. When you have been given permission to speak or called on, select the Unmute button, or type Alt + A on your keyboard to unmute, or use the [Push to Talk](#) option.
- **Being respectful of your classmates and instructor.** Although you may not see everyone's faces the entire time during an online class, keep in mind that you should show the same respect to your instructors and peers that you do in an in-person class. Chatspeak or other informal language that you might use when communicating online with friends is not appropriate in a classroom context.

5. How to interact or ask a question during a Synchronous Class Session

- **Use reactions to participate.** Use reactions, including the [raise hand, yes, no, go slower, and go faster](#) buttons to engage with your class. For steps to use these features, see the article [Meeting reactions](#).
- **Asking a question.** When you need to ask a question live, use the raise hand option and/or send a chat message to request permission to speak or write your question. For steps to use these features see the articles: [Meeting reactions](#) and [In-Meeting Chat](#).
- **Sharing a file with the class or specific classmates.** You can send a file using the in-meeting chat and choose to whom you are sending it.

6. How to maximize your learning during Zoom breakout room group work

- **What is a breakout room?** Instructors will use breakout rooms to divide the class in smaller groups to perform group work.
 - You will be assigned to a partner or group by your instructor and given time to complete various tasks.
 - The instructor can join breakout room in turns, as when you are working in groups in class.
 - When time is over your instructor will let you know and give you 60 seconds to finish your discussion before the room is closed. All participants will usually be brought back into the main Zoom meeting.
- **Tips to maximize your learning when working in breakout rooms:**
 - Speak French all the time as if you were in class working with your partner or group.
 - While you are working in breakout rooms, you can ask you for your instructor's help at any time. On your toolbar, you will see an 'Ask for Help' icon. This will allow you to send a message to the instructor directly.
 - Be ready to help your classmates and ask for help when needed; these are great ways of learning.
 - Be patient (we are all new using this technology) but remain active and engaged in the tasks at hand.

7. How to maximize your learning during Zoom synchronous presentations sessions

- Ask questions when something is not clear but if an explanation is going on and your question can wait, take notes of it and use the time devoted to questions and answers to ask them.
- Use reactions, including the raise hand, yes, no, go slower, and go faster buttons to engage with your class.
- Be ready to help your classmates when needed and be patient if class does not evolve at the pace you would like.
- Use the office hours to talk to your instructor, not only to ask questions but also to speak more French and keep practicing.

8. How to access the recorded Zoom class sessions

- Most online class sessions will be recorded so you can access them again if you want to. They can be accessed through the Online Meetings tool in Collab. Detailed instructions on how to access recorded class sessions can be found [here](#).

9. What do you do if your internet fails during a Zoom synchronous session and you miss class?

- Synchronous class sessions will be recorded and saved in Collab/Online Meetings. If you miss a class session, you should watch the recorded session online as soon as you can and complete the group work activities that were done during the session individually. Contact your instructor right away to find out what group activities you missed and what you need to make up before the next class session.

10. How to make a private office hour appointment with my instructor

- Follow your instructor's instructions as to how to set up a time to meet. This will usually mean sending an email to your instructor to determine the time to meet.
- If you cannot meet during the official office hours, let your instructor know. You can arrange a different time to meet in Zoom.

11. How to access Zoom office hours

- Go to Collab/Online Meetings and join the "Office Hours Meeting" for office hours. Do not forget to make an appointment first. How? By sending an email to your instructor and agreeing on a time to meet.

12. What does excellent participation look like in the online Zoom synchronous sessions and breakout room group work sessions?

- You are attentive to the class development, volunteer when appropriate, answer if asked and ask questions when you are confused or need more explanations.
- You are fully engaged in conversations or tasks during the breakout room group work to make the most of it for your group peers and yourself.
- You use every opportunity you have to keep growing as a French speaker.
- You attend office hours or ask for a private meeting with your instructor if you have questions, problems, concerns, or suggestions.

Guidelines for Participation. Your instructor may require you to keep a log in your ePortfolio of the breakout room activities and/or class sessions attended. Whether or not required, it is a good idea to create a new tab in your EP called “Online Class Participation” to record your participation and post collaborative group work (if relevant for that day).

The final participation grade will be an average of your participation grade before spring break (50%) and your participation starting March 19 (50%). *The criteria to receive full participation for the online transition (from March 19 onwards) are fundamentally the same as for the in-person class meetings:*

1. Preparation
 - a. Come to class having read all assigned texts/chapters and taken notes
 - b. Come to class having completed assignments by deadlines
 - c. Respond to emails from your instructor and your peers in a timely fashion
2. Active Engagement
 - a. Arrive to class meetings online on time
 - b. Attend all synchronous class meetings, barring unforeseen circumstances, and watch the recorded class session and make up activities in the case of missed classes
 - c. Ask questions for clarification or to respond to classmates’ contributions
 - d. Demonstrate positive interest in class activities and course material
 - e. Listen attentively to your classmates and instructor; don’t engage in distracting activities on your phone or computer, obviously, while class is in session
 - f. Work collaboratively in groups during breakout room activities
 - g. Encourage peers to participate equally and fully in paired/ group activities
 - h. Engage respectfully in and outside of class
 - i. Demonstrate commitment to using only the target language in class and to supporting classmates’ use of French in partner chat and group activities