

## Transitioning to Online Learning

Last updated: 10 April 2020. **Changes are in red.**

### 0 Before we begin...

I hope you are all safe and well.

I realize that you might feel overwhelmed by this transition to online learning. As your instructor, I will try my best to make the remainder of the course accessible and productive. However, online instruction is new to me, and so there are bound to be bumps along the road – I very much appreciate your patience and flexibility.

Since we will not be meeting face-to-face for the foreseeable future, communication is now more important than ever.

**If you have any questions or concerns, please do not hesitate to contact me.**

### 1 How can I contact Prof. Uhan now that our course is online?

**E-mail.** uhan@usna.edu

**Virtual class time.** See Section 3 below.

**By appointment.** E-mail me to set up a time for a phone call or Google Meet meeting.

### 2 What will I need to continue in this course?

**A computing device with internet access.** For example, a laptop, tablet, or smartphone. You will need a way to read documents and watch videos posted on the course website.

**A scanner, digital camera, or smartphone camera.** You will need a way to send me your written work for feedback.

**Optional, but very convenient – a printer.** This way, you can print the guided notes, quizzes, and exams that will be posted on the course website or sent to you by email.

### 3 How will this course work?

**Check your email everyday.** Be on the lookout for announcements, instructions, and reminders from me.

**Check the course website regularly.** <https://www.usna.edu/users/math/uhan/sa367>

All course materials and longer-term announcements will be posted here.

**Lessons.** On Mondays and Wednesdays, I will post lesson materials on the course website and send you an email with instructions. **This email will come in the form of a Google Calendar invitation for class the next day.** These materials will include:

- blank guided notes,
- videos of me going through the guided notes,
- completed guided notes.

You will be expected to go through these materials on your own on Tuesdays and Thursdays.

**Virtual class time.** I will be available on Google Meet during our scheduled class times (Tuesdays and Thursdays, 9:30 - 10:45 and 12:30 - 13:45 Eastern Time) to answer any questions you may have. Virtual class time is optional.

I strongly encourage you to work through the lesson materials before or during our scheduled class times, if at all possible. This way, if you have any questions, we can talk about it in real time on Google Meet.

**Virtual attendance.** As mentioned above, you will be sent a Google Calendar invitation for each class. In accordance with ACDEANNOTE 1531.12, you will be marked present for a class if you accept the Google Calendar invitation for that class (by responding “Yes” to “Going?”) by 23:59 on the day of the class (your local time).

**Quizzes and exams.** Quizzes and exams will be similar to take-home quizzes and exams given under face-to-face instruction. As always, I expect that you will maintain your honor and integrity, now more than ever.

**Resubmissions.** I will continue to accept resubmissions. **Instructions are on the course website.**

#### 4 What about...

**What if you get sick?** Email me to let me know, if at all possible. We will come up with a plan that is reasonable and sensitive to your circumstances. You should also contact your Company Officer.

**What if Prof. Uhan gets sick?** I will give you instructions as necessary.

**What about the final exam? What about grades?** More on this as the situation evolves. These topics are currently being discussed by the Naval Academy leadership.

#### 5 Tips on transitioning to online learning

- Find an accountability partner or study group. Exchange phone numbers and establish a schedule for checking in with one another. You can keep each other motivated, offer emotional support, and hold each other accountable for completing work.
- Do not hesitate to ask questions via email or Google Meet during virtual class time. Without face-to-face contact, it is difficult for me to gauge how things are going for you, so timely communication is very important.
- Please read all instructions carefully. Since we’re not meeting face-to-face, we’ll have to rely exclusively on written instructions. Furthermore, in many ways, the logistics of an online class are more complex than those for a face-to-face class (for example, submitting and returning assignments). So please, read all instructions carefully.

**Again, please contact me if you have any questions or concerns.**

**Let’s try to make the rest of this course as productive as possible!**