

CC Lecture + Lab Remote Learning Tips

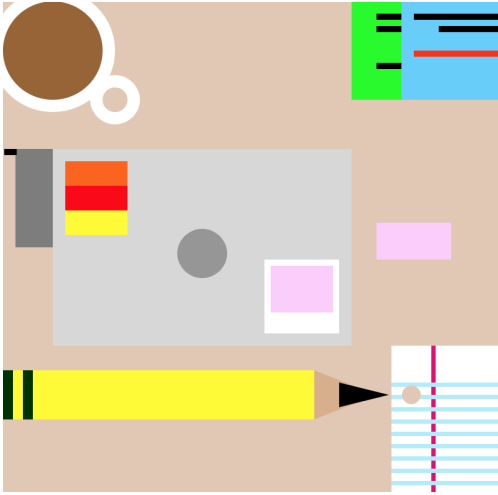


Image by Anjali Chary (BFADT)

Create a “studio space” inside your home

This can be a corner of your bedroom or another quiet spot at your place. Set the space up with a lot of care; a space that will help you feel comfortable while pursuing studio work.

Some questions to get you started:

- ☐ Is the spot you’ve chosen private and quiet?
- ☐ Do you need to keep some snacks around the table to keep you energized?
- ☐ Do you need a cushion or pillow to feel more comfortable sitting at the chair for long hours?
- ☐ Do you need to put up a white board on the wall or prepare a sketchpad to visually organize your ideas?

In order to make the most out of remote learning, we need everyone to be **fully present and ready to engage during synchronous sessions**. To your best ability, get rid of all the possible distractions in your indoor environment such as noise and traffic — let your roommates know that you need them to remain quiet during class time; if you live with your parents and they don’t knock when they come into the room, this may be the time to establish some boundaries ;-)

Consider using a task tracking method like sticky notes on a wall, a [Notion](#), [Trello](#), [Airtable](#), or other task tracking application to organize your to-do list. It’s difficult to stay motivated when you work remotely sometimes, so look for tools that would help make it easier for you.

Be prepared to zoom into every class from an indoor space with strong WiFi. Please don’t zoom into a class from your phone while you’re out and about.

Zoom etiquette

- ❑ Change your name on Zoom to your preferred name followed by your gender pronouns. E.g., Jane Doe (she/her)
- ❑ Keeping your camera on during class is required for creating a present and aware community. If you have special reasons as to why you need to keep your camera off please email your instructor to make arrangements.
- ❑ Don't feel comfortable sharing all the personal details of your bedroom on Zoom? Consider repositioning your table / seating so that you can sit against a white wall or a less personal background.
- ❑ Also consider using a Zoom virtual background! Instructions can be found [here](#). Zoom virtual backgrounds can be fun ways to show off your interest, or a project you're working on!
- ❑ If you are not actively speaking, mute your microphone. It's good to get in the habit of setting yourself to mute whenever you aren't speaking. This really helps to cut down on background noise and feedback.
- ❑ Remember Zoom meetings should be treated like a public forum. Be mindful of how you use the chat function. It's great for giving kudos or asking questions, but try to be respectful while others are presenting.