

In this document you will find answers for the questions that you have submitted at the meeting we held on March 21, 2020. If you have more questions about the course design and technical support, please submit your questions to CANVAS + CELT + Discussions.

**If there is a student without a computer, what should I do?**

First, we have to explain our students that the next phase of learning until this epidemic is over will be continued online. The instructors will use online tools to make announcements, collect their homework, and perform assessments. For this, the students need to acquire a computer/laptop/tablet and Internet access to reach course materials and synchronized sessions. Once you remind the new requirements if a student contacts you and says that he will not be able to do so due to his/her financial problems, you should convey this information to your department chair. S/he will handle his/her situation by communicating with the dean and the secretary general.

**My students used to do analyses by using certain software packages that require being on campus, will they be able to have access to those packages from home?**

A Virtual Private Network (VPN) can be installed on the student's computer after receiving a permission and approval from their advisor. The instructors should contact AGU IT office for this matter.

**How should we define Not Attended (NA) grade in these circumstances?**

Students who have completed their quotas you mentioned in your syllabi before March 13, 2020, will get an NA grade. The following statement applies for the cases that will occur after that date.

**How should we take the attendance in the synchronous courses?**

The rules regarding the attendance stated in your syllabi should be stretched in this period. Although students are required/expected to attend synchronous classes, it is recommended to develop creative approaches to support their attendance and participation.

The interactive tools you can use for this purpose are shared in the attached document (Tech\_Recourses.pdf). You can also access the document from CANVAS + CELT. If you have questions about integrating some of these tools into your courses, please contact Dr. Elif Bengü from CANVAS + CELT.

**How can I get a cloud disk space?**

OneDrive provides 1TB cloud disk space if you register with your agu.edu.tr e-mail account. Other alternatives are Google Drive, DropBox, Box, and Mega. In case, faculty members can also be given limited cloud disk space on cd.agu.edu.tr. For this, you should contact AGU IT office by e-mail ([helpdesk@agu.edu.tr](mailto:helpdesk@agu.edu.tr)).

**How can I record my screen?**

For recording your voice over the course materials MacOS users can use **QuickTime Player** (<https://youtu.be/I9CnSi0SnEo>), and Windows users can use **Captura**. If you would like yourself to appear on the video you may use Zoom and share your screen or your pdf/ppt files at the same time by starting a meeting without inviting anyone as a participant, and do the recording.

**What should be the display resolution of the videos that I have recorded?**

The display resolution should not be higher than 1280x900, considering that students might be watching your recorded videos/sessions on their phones. Detailed information about display resolution can be found at [https://en.wikipedia.org/wiki/Display\\_resolution](https://en.wikipedia.org/wiki/Display_resolution)

**After recording my video, which programs can I use to edit it?**

MacOS users can use the iMovie program available on their computers. Blender and Shotcut are programs that can be used on any platform for free. If you want to make it more professional, kdenlive is another program that we recommend.

**Which format should I convert the videos to?**

We recommend converting your videos to .mp4 format, so that students will be able to watch the videos easily from any device. HandBrake software can be used for this purpose. Zoom videos are automatically saved to your computer or cloud as a .mp4 file. In Zoom using default settings a 5-min video uses approximately 11 MB disk space.

**Will there be a special video recording room in the campus?**

We are working on this; however, we may not be able to make it available in the next 8 weeks.

**What are the alternative scenarios if the finals cannot be held on campus?**

We will act according to the Turkish Higher Education Council's (YÖK) regulations.

**How will students be able to access reserved books and other books in the library?**

Access information to AGU Library was sent to our students via e-mail.

**Will there be a technical team that we can connect if we may encounter a problem while in the session?**

If you encounter any problems with ZOOM or CANVAS please post it at CANVAS + CELT + Discussions. Your question may be already answered for/by another faculty member.

For on-campus internet access problems, you can contact AGU IT office from 0352 2248800 x (Extensions: 8301 – 8305).

**How can I reach the CANVAS + CELT page?**

All academic staff have access to CANVAS + CELT as of March 22, 2020. You should receive an invitation e-mail by now if you are added lately. If you have not received any e-mails yet, please send your request to the research assistant Uğur Doğan at [ugur.dogan@agu.edu.tr](mailto:ugur.dogan@agu.edu.tr).