**Addendum to Course Policies**
**CS3700: online learning & teaching in Spring 2020**

As you may have heard before the Spring break, being the only feasible approach in the current circumstances, online learning and teaching will last at least till the end of this Spring semester. Therefore, I would like to write to you to provide you the following information/updates for CS3700 in the rest of the Spring 2020 semester.

1. **Pre-recorded lectures, in-class notes, and PPT slides on Blackboard**. After having an experimental live online class on MS Teams before the Spring break and doing some continuous exploration during the Spring break, to deliver high quality lectures, I have decided to record the lecture and post the links to the cloud recording of the lecture (videos in .mp4) as well as the in-class notes on Blackboard BEFORE the designated class period.  Hopefully, this will also provide some flexibility that you may need in terms of when to watch the videos for attending the class.  However, I would like to <u>strongly recommen</u>d you watching the videos *no later than* the designated class period, such that you will have enough time for the homework.  You may find the links to the cloud recording and the in-class notes under "**Course Content → Content → In-Class Notes & Links to Lecture Videos in Cloud**" on Blackboard.  Everything for the upcoming week has been posted there.  As usual you may always find the PPT slides that I use at "**Course Content --> Content --> PPT Slides**" on Blackboard.

2. **Online office hours on MS Teams or Zoom**. As what was announced before the Spring break, I am going to have my online office hours on MS Teams.  You may send me a chat message first and then we can have a voice call, first come first serve.  if I see a need to switch to a Zoom meeting, I will start one and post its link in the chat window on MS Teams during my office hour.  Once I start chatting with some student, I will post my status in the chat window and update it once I am done.  I made some changes to my office hours so that it spreads longer in a week.  Hopefully it works better for you.
**Monday: 2PM~3:30PM, Tuesday: 10AM~noon, Thursday: 11AM~12:30PM**

3. **Homework**. As always, I will still post homework assignments on Blackboard at the same location.  Following the submission instruction included in every homework assignment, please submit your work on Blackboard for both programming assignments and problem-solving assignments.  For programming assignments, you will also need to test and submit your programs on the virtual server(s). I will grade your work and return graded homework on Blackboard as well.

4. **Final Exam**.  Just like Exam 1, the final exam will be an **online test on Blackboard**.   It covers the topics in HW#6 and thereafter.

5. A **multiplication factor** or some other means that is not less than the 108% used to boost up your *mid-term average* will be used to promote your *term-average* at the end of the semester, while all the other grading policies discussed in the "Course Policies" document remain the same.