

Distance Learning Guidelines for MTH 337

This document contains the additional information about how this course will be run through distance learning. If you ever have any questions, please do not hesitate to contact me via email at *rahollis@buffalo.edu*. I will typically respond with 24 hours.

- **Lecture recordings:** The lecture will be delivered live during the scheduled class time via Discord, and a recording of the lecture will be posted on UBLearns. To access the recording

1. log into UBLearns,
2. navigate to the *Tools* tab,
3. and click on *Panopto Content*.

- **Office Hours:** Office hours will also be conducted via Discord during the scheduled time and by appointment. If you have a general question about course content or need help with a project, try posting on Piazza first. In order to make an appointment for office hours, please send me an email at least 24 hours in advance with

1. your name,
2. a proposed meeting time,
3. and the reason for the meeting.

If the meeting is in regards to a subject that was discussed on Piazza, also include in your email

4. a link to the Piazza discussion.

- **Discord:** The Discord app can be downloaded at *<http://www.discord.gg>* after you sign up. Once you have the app installed, you can join the class server by clicking on the link provided in the syllabus.
- **Quizzes:** Our weekly quizzes will be administered at the end of class on Mondays. The quiz will be available on UBLearns, and must be submitted on UBLearns as well.