

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.

- **Lectures:** We will be using Zoom to conduct the lecture portion of the class, Zoom link, and Discord to conduct the discussion portion of this class, download the app [here](#). I will give out a Discord invite link and we will sort out server permissions during the first day of class.
- **Lecture recordings:** The lecture will be recorded and posted on UBLearns. To access the recording
 1. log into UBLearns,
 2. navigate to the *Tools* tab,
 3. and click on *Panopto*.
- **Office Hours:** Office hours will also be conducted via Discord during the scheduled time and by appointment. 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.

You can also message me on Discord with questions.

- **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 on the first day of class. Discord can also be used outside of class to facilitate group discussion. If you have a question outside of class, you can always message me on Discord. As a rule of thumb, I will respond to Discord messages much faster than an email.

While on the class Discord server, please keep your messages respectful and "school appropriate". Under no circumstance should you give out any personal information on Discord.

- **Quizzes:** Our weekly quizzes will be administered at the end of class on Mondays. The quiz will be available on Gradescope, <https://www.gradescope.com> using the entry code **ER7Z7K**.