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Hi Everyone,

I was able to stop into a lot of online lectures this week and thought everyone was doing a great job! As the week progressed the technology seemed to be working better and we seem to be getting more comfortable using it. Below are some tips I put together to help make sure things run smoothly while presenting remotely.

- Have your laptop connected to power
- Hard wire to the router instead of depending on WiFi. This will give you the fastest connection possible.
- Make sure your computer is up-to-date by checking managed software center (found under the Block "M" icon)
- Restart your computer at least once a week.
- Close down any unused tabs and programs before presentation online
- Do a test run of BlueJeans, Zoom etc.. before using your first time
- Get online at least 10 minutes before class to make sure everything is functioning correctly
- Using a headset with a microphone usually will give the best sound quality when talking and help to block out any background noise
- If you need help reach out to COP IT or 4help
- If your live virtual lecture is not going to work because of a major issue you are having don't panic. Kaltura Capture can be your back up plan. Just record the lecture at a later time and post for students. Send them an announcement via Canvas to let them know about the change and virtual office hours later for questions.

COP working remote resource page: <https://pharmacy.umich.edu/mycop/college-services/it-services/tutorials-documentation/working-remote>

Do not hesitate to contact me if you need help with anything.

Best regards,  
Brian

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