TECHNOLOGY GUIDE
STONE CENTER SUMMER PROGRAMS
SUMMER 2021

This document contains information and resources regarding the technology students will use during the 2021 Virtual Summer Programs. **Students should review it fully and carefully prior to the program start date.** Please direct all questions to the Program Manager, Dr. Hannah Palmer at sclassum@tulane.edu or (504) 862-8629.

IMPORTANT WEBSITES

Gibson Portal: The Gibson Portal serves as a hub for academic and administrative resources. Once logged in, students can access Canvas, Grades, Student Accounts, etc through a menu on the left-hand side. Students should log-in using their Tulane username and password. *Non-Tulane Students* should note this is NOT the username and password established to submit the program application; it is the username issued after admission to the University as a temporary student (see the Admission, Registration, and Billing Guide).

Canvas: This Learning Management System (LMS) will be used for assignments and grading, communication, and resources. Students can log-in to their Canvas site through the Gibson portal. Those unfamiliar with the system are encouraged to explore the Canvas Student Tour prior to the program start date.

CET Center Canvas Site (Summer in Brazil ONLY): Summer in Brazil students will be enrolled in a third Canvas site in addition to their two course-specific sites. The *CET Center* will contain all orientation materials and supplementary resources like introduction videos (See Pre-and Post-Program Requirements Guide), Brazilian Buddies Info, CET personnel contact info, etc.

Google Drive (Mayan Language Institute ONLY): Students will likely not be required to purchase a textbook for the course, but rather will access a variety of resources in pdf format online. Because we collaborate closely with Guatemalan instructors who do not have Canvas access, instructors may these materials available through Google Drive. They will provide students with links to appropriate drive(s) on or before the first day of classes.

ZOOM

Most classes and extracurricular activities will be conducted synchronously via Zoom. Links to these meetings will be available on the course syllabi and the course site on Canvas. Before attending the program, students will need to establish a Zoom account and download and install the Zoom app. Those who already have an account are welcome to use it. Those who do not, should follow the instructions provided by Tulane IT to set up their account.

Prior to each day of classes, students should make sure that the video and audio on their computers are properly configured and functioning. Note that students are strongly discouraged from attending class via their phones unless absolutely necessary. Technical assistance is available from the Tulane Service Desk or through Zoom Live Chat (you must be logged-in to your account to use this feature).

Zoom Etiquette: During class sessions, students should enable their video and be seated upright in a quiet, low-distraction environment. Their microphones should remain muted unless they are called upon to speak. They should remain present (i.e. on-screen) and engaged throughout the duration of the class. If students are experiencing personal or technical issues that prevent them from meeting these expectations, they should communicate individually with their instructor per the contact instructions in Section 1.e.

COMMUNICATION (EMAIL, CANVAS, ETC)

Class Communication: Instructors and administrators will communicate with students through the Canvas Announcement (group messages) and Conversations (individual messages) features, as well as through regular email. Students should check their email periodically throughout the day: at least 3x/day during weekdays and 1x/day during weekends.

Canvas: All Canvas notifications will be available in the "Announcements" or "Communications" tab for the duration of the course. They will also be sent automatically to students' Tulane email addresses. *Non-Tulane Students* who would like to receive these messages in their primary inboxes can change their account settings. They should simply click on the Account icon in the global navigation menu on the left side of the Canvas interface, then in Settings click the Add Contact Method on the right side of the screen.

Tulane Email: Students can log-in to their Tulane inboxes at http://outlook.tulane.edu. Log-in requires the entry of the full email address, including the @tulane.edu. Students should check this email address at least 2x/week even if they have arranged for Canvas notifications and direct emails to be sent to another address.

HARDWARE REQUIREMENTS
Adapted from "Technical Requirements for CET Virtual Programs"

Computer: For hardware, we recommend a computer manufactured within the last five years that has a dual-core 2GHz or better processor with at least 2GB of memory (RAM). We recommend Windows 7 or 10, OSX 10.6 or newer, or Linux ChromeOS. Your operating system must be capable of running the latest versions of Google Chrome and Mozilla FireFox.

For browser, we recommend running either FireFox or Chrome. Safari, IE, and Edge will work as well, but FireFox and Chrome will deliver better audio in lower bandwidth conditions.

Internet Connection: Users should have a cable or fiber optic internet connection capable of download speeds of 10mbps and upload speeds of 5mbps at a minimum as measured by speedtest.net (ISP advertised speeds are often inflated). DSL or dial-up connections are not sufficient.

Headset: It's highly recommended to use a headset with microphone. A $20 headset that connects to your computer over USB (not 3.5mm AUX / headphone jack) is sufficient.

Webcam: Your computer should have either a built-in or external webcam.

USEFUL WEBSITES
Tulane Learn Anywhere Guide: http://guide.tulane.edu/learn-anywhere/
Gibson Portal: http://gibson.tulane.edu
Tulane Email: http://outlook.tulane.edu
Zoom: http://zoom.tulane.edu
Canvas: http://tulane.instructure.com
Tulane IT: http://it.tulane.edu
Stone Center: http://stonecenter.tulane.edu
Tulane Study Abroad portal: https://studyabroad.tulane.edu/