

Williamson College of the Trades: Online Education Policy - Students

General Policy Items

- Williamson will be shifting to online education effective March 23, 2020.
- Online education will be suspended during the scheduled Spring Break (April 6-9)
- Students are **HIGHLY ENCOURAGED** to check their Williamson email and the college's Coronavirus webpage (<https://www.williamson.edu/student-life/coronavirus/>) daily for updates and notices.
- On April 8th, the administration will assess the situation and determine if the college will continue online education through the remainder of the term.
- Please note the changes to the Spring Academic Calendar, specifically the change to the term final examination week as reflected in the March 16, 2020 update available on the college website (<https://www.williamson.edu/student-life/coronavirus/>). Spring Term Finals are now May 18-20.
- Students must be very proactive in their courses. If you need help, ask. Faculty have the ability to schedule one-on-one virtual meetings with you during non-class time. If you have technical issues, please let your instructor or the following administrative staff know:
 - Technical issues: Dr. Zachary (tzachary@williamson.edu) or Dr. Wrightson (swrightson@williamson.edu)
 - Problems with Canvas: Mrs. Martinez (omartinez@williamson.edu)
 - Problems with the Teleconference Line: Dr. Zachary (tzachary@williamson.edu)

Academic Schedule and Attendance

- Students are expected to attend online classes and complete all required assignments.
- Student attendance will be taken during each course regardless of the delivery method used (e.g. Canvas, teleconference, etc.). Faculty will be reporting student attendance to the Dean of Education's office at the conclusion of each academic week.
- Students failing to attend two online courses will need to schedule a virtual meeting with the Dean of Education. Subsequent absences may result in course failure and potential dismissal.

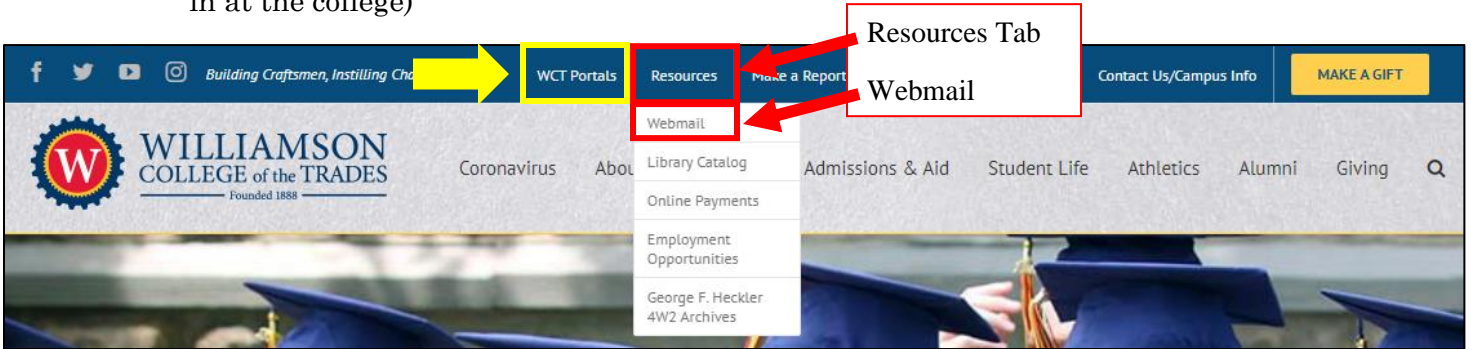
Technology

- Faculty will be using a variety of different technologies to deliver their online courses:
 - **Canvas:** Our Canvas platform provides incredible versatility in terms of course content and capability. Student Canvas guides are available on our website. (<https://www.williamson.edu/student-life/coronavirus/>)
 - **Teleconferences:** Williamson has procured a bank of additional independent teleconference lines. If your instructor will be using a teleconference line, he/she will be sending this information to you via email on March 20th.

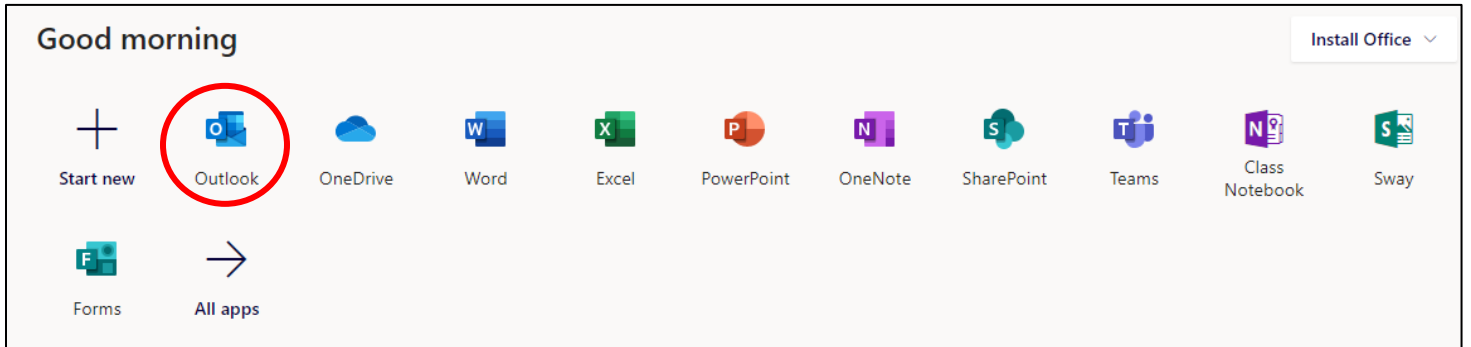
- **E-mail:** Assignments and course information can be sent via email.

How to access your Williamson email remotely

1. Go to the Williamson webpage (<https://www.williamson.edu/>)
2. On the top blue banner select the “Resources” tab (see figure below)
3. Select “Webmail”. If you have never accessed your email this way from your device, the system will ask for your email and log-in password (same as if you were logging in at the college)



4. Once logged in you will see the applications page, simply select the “Outlook” shortcut for your email inbox



How to access CANVAS or Blackbaud remotely:

1. From the main webpage, select “WCT Portals” See the yellow colored box in the figure above.
2. Select the yellow button(s) to access the Canvas or Blackbaud log-in page

