

## Information for PAFA CE Online Courses

Continuing Education is pleased to offer online courses. In addition to the required art-making materials indicated for each course, students typically need only a computer or other device with a high-speed internet connection to participate, as well as a means of photographing artwork to upload for studio/critique-based courses -- a cell phone camera will suffice. See detailed information for Zoom requirements below.

Online courses feature **asynchronous** instruction, allowing students to take advantage of posted course content any time of day, *and/or* **synchronous** instruction, scheduled for specific days and times via live Zoom videoconferencing sessions. Many courses utilize combination of these formats. See course descriptions. Standard courses consist of approximately 3 hours of weekly content, either Zoom-only or as a combination of synchronous Zoom instruction and asynchronous Canvas content in the form of assignments/feedback, artist references, and/or posted handouts or videos. Condensed Courses are comprised of a greater number of content hours over fewer weeks. Live, Zoom-only lectures or mindfulness courses may meet for fewer hours.

**Note:** It is strongly recommended that you add the *pafa.edu* domain, as well as the Canvas and CourseStorm notification emails below, to your list of approved senders in your email, to ensure that you are receiving all pertinent information and communications regarding your enrollment.

### Asynchronous (Canvas) Online Instruction:

- Courses with asynchronous online instruction utilize **Canvas** as their online learning platform. Canvas allows students to view course content (video, images, text), upload homework assignments for instructor feedback, and communicate both with the instructor one-on-one and with other students via message boards. The course content is typically uploaded each Monday (or other designated start date), and enrolled students have 24-hour access to all posted content to pursue according to their personal schedule.
- Enrolled students will receive an invitation to join Canvas by their course start date. Emailed invitations will be sent via **canvas@pafa.edu / notifications@instructure.com**. *Please be sure to check your email junk/spam or "All Mail" folders and approve sender.*
- Registrations shortly before the course start date may receive Canvas information the day-of, or shortly following, the first day of class. Usually this will not result in missed content: Course information uploaded on Canvas is available for the duration of the course.
- For Canvas instructions (following acceptance of the emailed invitation to login) see PAFA's [Canvas FAQs](#).

### Synchronous (Zoom) Online Instruction:

- Courses with synchronous courses utilize **Zoom** for live videoconferencing. Review PAFA's list of [Zoom Technical Requirements](#) for details about participating in Zoom courses.

- Course times are included in the course description. All posted meetings take place in Eastern Time.
- Enrolled students will be emailed instructions for accessing Zoom sessions via CourseStorm registration reminders **two days** before the course start date. Registration reminders/receipts are emailed via **notifications@coursestorm.com**. *Please be sure to check your email junk/spam or "All Mail" folders and approve sender.* It is strongly recommended that students take advantage of the *Zoom* tutorials (included in the Zoom instructions, or via <https://zoom.us>) before the course begins.
- Registrations shortly before the course start date/time may receive Zoom instructions on their CourseStorm registration receipts or emailed separately.
- Zoom sessions may be recorded. By registering for a Zoom class, students agree to participate in recorded sessions; however, students may elect to adjust setting so as to ensure that they are not visible to other participants/viewers. Recorded Zoom sessions may be viewed later by students registered in the course, but will not be shared beyond enrolled students. **Students are not to download and/or share class recordings.**
- **Please note:** Faculty are not required to record or make recordings available to students; however, many instructors do provide this option by posting on Canvas or by emailing students. Students requesting recordings must do so from the instructor -- the CE office cannot provide a faculty member's zoom recordings.

Please contact Continuing Education with any questions at [continuinged@pafa.edu](mailto:continuinged@pafa.edu).