Working and Learning Remotely - Students

Last Modified on 09/11/2023 3:56 pm EDT

This article provides overview information for attending classes and doing class work remotely.

Before You Start

You must activate your account first before you can use Penn Zoom. You'll need the following:

- Access to the internet
- Computer, tablet, or smartphone
- PennKey account and password

Table of Contents

Attending Class Remotely Using Video Conferencing

Some Wharton classes have an online component. Use these directions to get yourself set up and oriented. See the Related Articles below for more in-depth information on these and other resources.

Set Up and Authorization

You'll need Zoom activated (and preferably installed on your computer or mobile device) to participate in class. Before using Zoom for the first time, y**ou must activate and authorize your Penn Zoom account**:

Zoom Activation and Authorization

Read More →

This one-time set of steps should result in seeing a list of upcoming, in-progress, and recorded Zoom Meetings for your course; you'll be able to play any of the recorded meetings using the **Play** button.

Getting Started

To attend class remotely and have the best experience, you must install the Zoom client before your scheduled class. Be sure to have the most up-to-date version of the app installed so you can access all the features.

- **Zoom App**: To attend class using the Zoom application, you will need to install Zoom on a laptop or desktop computer: https://zoom.us/download

- **Web Browser**: To attend class using your web browser, paste the URL for your class provided by your professor or TA into a web browser, and when prompted, select **Join with Browser**.

> Some Zoom meetings require joining via the Zoom app. We recommend using the app whenever possible.

- **Tablets**: To attend class using your Tablet, you will need to install the Zoom app: https://zoom.us/download

For more information about using Zoom: https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials

> **Note**: If you cannot attend your class through Zoom or in person, check to see if the recording is on Canvas or submit a request if your course is using the **Attendance & Video Request app**.

Testing Your Connection

We recommend you test your connections before your class starts.

1. Go to zoom.us/test.
2. Click the blue **Join** button to launch Zoom and join the test meeting.
3. The meeting will run you through a series of tests to ensure your speakers, microphone, and camera are working.

Best Practices for attending classes remotely

- Most remote classes will be scheduled through Canvas. Please log into Canvas, open your class, and join the meeting from the Zoom tab on the left navigation pane.

- When you enter your class through Zoom, your microphone will automatically be muted. Please do not unmute your microphone to limit the noise in the class.

- All comments and questions should be posted in the Chat window.

- Make sure you are in a quiet area.

- Please make sure all chats are class-related.

Communicating

- Video Conferencing for classes - Use Zoom to meet virtually with classmates and study groups.

- Email - Access your email by going to gmail.com

- Virtual Lab - access software needed for course assignments

Productivity Software

- G Suite - Docs, Sheets, and Slides

- Penn M365 - Access to Word, Excel, and PowerPoint Online and Office software can be downloaded to personal devices

File Shares

As a student, you have a variety of document-sharing options.

- Google Drive

- Penn M365 - One Drive

- Penn Box

- Wharton Dropbox for Business

Two-Step Verification

Make sure you have the device (smartphone, key fob, or something else) that you use to authenticate for Two-Step Verification. You might also want to print out some backup authentication codes by following these instructions (the "Generate and print backup codes" section specifically).

Other Tools

Here is a partial list of University-provided software you can install/access on your personal computer for the purposes of remote work.

- Secure Share - Securely share files with fellow students

- Student Remote IT Support - Additional contacts for student IT support at the University

- Wharton Student Computing Resources - All resources available to Wharton Students

- Equipment Buyer's Guide - Recommendations for useful technology purchases

Questions?

Contact: Wharton Student Computing