

# *Moving Online – A Guide for Students*

*Dr. Garven's Courses – Spring 2020*

## ***What to Expect***

Finance 4335 and Finance 4366 class meetings and professor office hours are moving online, beginning on Tuesday, March 24. Even though we are no longer meeting on campus, we will abide by the published course meeting times, which are 11:00-12:15 TR (CDT) for Finance 4366 and 2:00-3:15 TR (CDT) for Finance 4335. These meetings will be required. Also, I will hold my published office hours at the regularly scheduled times, which are 3:30-4:30 pm TR (CDT).

Here is how we will proceed:

- **All materials will be published on the course website as before.**

Expect to see a few adjustments to the course syllabus, readings, and problem sets. These adjustments will be made clear on both the course website<sup>1</sup> and the course blog<sup>2</sup> in due time.

- **Live-online classes will be facilitated through Cisco Webex.**

Take notice of the new "Webex" page on Canvas. This will be our primary portal for online lectures. See Section (1) for more details.

- **Reading quizzes & problem set submission will move to Canvas.**

You will notice a few new pages have been added to Canvas. We will now use the "Quizzes" and "Assignments" pages found on the course's left-side menu. See Sections (2) and (3) for more details.

- **Office hours will also be held virtually through Webex.**

To access virtual office hours one need only visit Dr. Garven's "Personal Room" on Webex. <sup>3</sup> The Personal Room is akin to a traditional web conference, only it allows visitors to easily enter and exit without invitation. See Section (4) for more details.

The remainder of this guide is organized as follows. Section (1) walks through the steps of attending online lectures in Webex. Section (2) provides instruction for taking reading quizzes on Canvas. Section (3) details the procedure for submitting problem sets online. And Section (4) discusses office hours and how to access Dr. Garven's "Personal Room" on Webex.

<sup>1</sup> Finance 4335 Website:  
[fin4335.garven.com](http://fin4335.garven.com)  
Finance 4366 Website:  
[fin4366.garven.com](http://fin4366.garven.com)

<sup>2</sup> Finance 4366 Blog:  
[derivatives.garven.com](http://derivatives.garven.com)  
Finance 4335 Blog:  
[risk.garven.com](http://risk.garven.com)

<sup>3</sup> Dr. Garven's Webex Personal Room:  
[dr.garven.com](http://dr.garven.com)

## (1) How do I attend class online?

Beginning on Tuesday, March 24 you will be expected to attend regularly scheduled online lectures during our normal course meeting times, which are 11:00-12:15 TR (CDT) for Finance 4366 and 2:00-3:15 TR (CDT) for Finance 4335. We will use Webex through Canvas as our primary portal for the online lectures. You can access Webex using your mobile device or with a microphone-enabled computer.

### (1.1) Attending class on your mobile device:

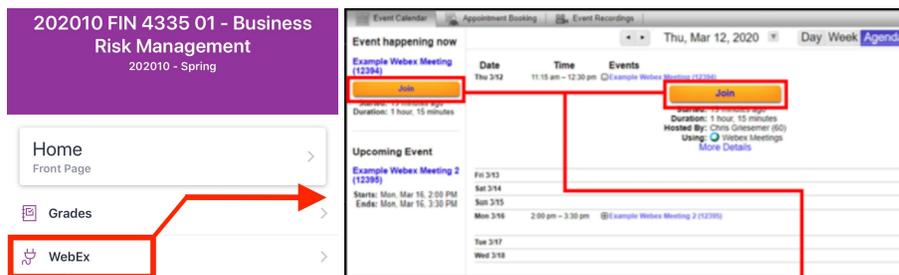
(\*) Download the **Canvas Student App** <sup>4</sup> on your mobile device from the [Apple App Store](#) or [Google Play Store](#).

<sup>4</sup> Canvas App

(\*) Download the **Webex Meetings** app by visiting [webex.com/downloads](https://webex.com/downloads), or via the [Apple App Store](#)/[Google Play Store](#) on your device.



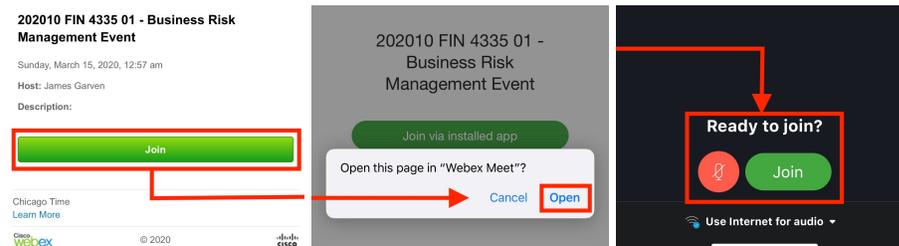
1. Navigate to our class page from the [Canvas Student App](#) and click on the **"Webex"** tab. You will be redirected to the **"Webex Portal."**



2. When a class meeting is open for you to join, you will see it listed on the left-side panel of the page as well as on the calendar view. You can click the meeting name and then press the **Join** button, or just press **Join** on the left-side panel.

\* You can join a meeting up to 15 minutes before the start time, and will be notified if Dr. Garven has not yet joined.

3. On the next page, select **Join** and you will receive a prompt to open the meeting using the **"Webex Meet App"**. Select **Open**. You will be redirected to the app and able to join the meeting.



**Want to interact with Dr. Garven? See Appendix A for details.<sup>5</sup>**

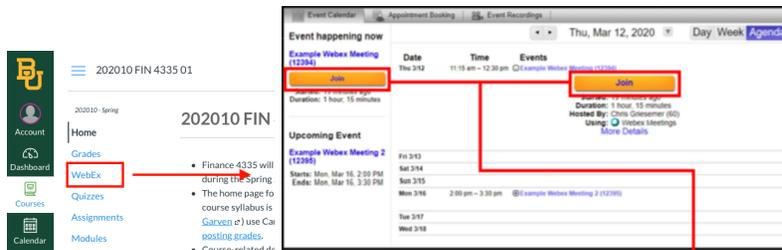
<sup>5</sup> In Appendix A (pg. 7) you will find details on audio/video settings, how to raise your virtual hand, and how to ask questions via the Webex Meet app on your mobile device.

**(1.2) Attending class using a personal computer:**

(\*) Download the **Webex Meetings** software by visiting [webex.com/downloads](https://webex.com/downloads) and downloading the appropriate software (Windows, Mac, etc...).

(\*) Install **Webex Meetings**.

1. Navigate to our class page on **Canvas** and click on the "**Webex**" tab. You will be redirected to the "**Webex Portal**."



2. When a class meeting is open for you to join, you will see it listed on the left-side panel of the page as well as on the calendar view. You can click the meeting name and then press the **Join** button, or just press **Join** on the left-side panel.

\* You can join a meeting up to 15 minutes before the start time, and will be notified if Dr. Garven has not yet joined.

\* The first time you join a meeting you may be prompted to download the "Cisco Webex add-on." If so,

- (1) Select **Download**
- (2) Follow these steps to install the add-on:



3. You will be redirected to **Cisco Webex Meet**. Select **Join Event**.

Starting Webex...



Use computer for audio

**Want to interact with Dr. Garven? See Appendix B for details.**<sup>6</sup>

<sup>6</sup> In Appendix B (pg. 9) you will find details on navigating the Webex Interface, audio/video settings, how to raise your virtual hand, and how to ask questions via the Webex software on your personal computer.

## (2) How do I take a reading quiz on Canvas?

We will continue to have short quizzes on each of the dates with required readings. Only now, the quizzes will be on Canvas.

### (2.1) A few things to know:

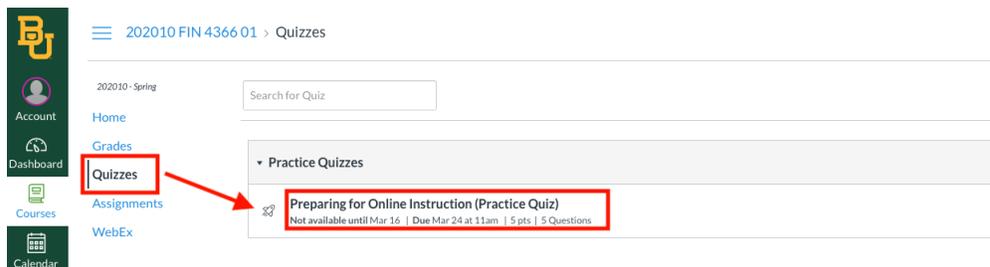
- Reading quizzes will open **30 minutes** prior to our regularly scheduled class time and close when class is scheduled to begin.<sup>7</sup>
- Once you begin a quiz, you will have **10 minutes** to complete it.

<sup>7</sup> This means quizzes open at 1:30 PM for FIN 4335 and at 10:30 AM for FIN 4366. They will close at 2:00 PM and 11:00 AM, respectively.

### (2.2) Here are the steps to follow:

1. Navigate to our class page on [Canvas](#).
2. Click on the "Quizzes" tab located on the left-side menu.
3. Take the assigned reading quiz.

\*A "Preparing for Online Instruction (Practice Quiz)" is currently available on Canvas for those of you wanting extra practice with this feature.



## (3) How do I turn in a problem set on Canvas?

Problem sets will continue to be available on the course website <sup>8</sup>, and (unless otherwise noted) are due at the beginning of class <sup>9</sup> on the date listed for each assignment.

<sup>8</sup> Finance 4335 Problem Sets:  
[fin4335.garven.com/problem-sets](http://fin4335.garven.com/problem-sets)  
 Finance 4366 Problem Sets:  
[fin4366.garven.com/problem-sets](http://fin4366.garven.com/problem-sets)

### (3.1) A few things to know:

- You should submit your written problem set as a properly formatted PDF on Canvas.

I recommend the *Adobe Scan App* (for iOS or Android), although a traditional scanner attached to a computer will suffice.<sup>10</sup>

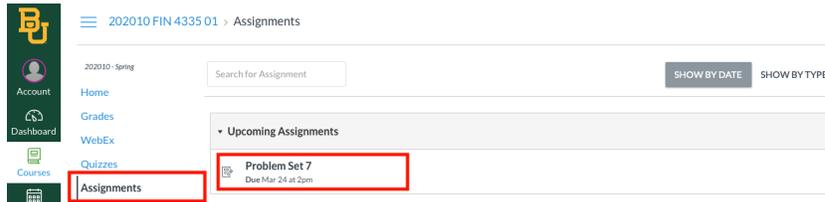
- Once problem sets are graded, they will be marked "complete" in Canvas, and the corrected file will be returned in a comment.

<sup>9</sup> This means 2:00 PM for FIN 4335 and 11:00 AM for FIN 4366.

<sup>10</sup> See Appendix C (pg. 12) for more information on how to use the Adobe Scan App.

**(3.2) Here are the steps to follow:**

1. Scan and format your problem set as a PDF.
2. Navigate to our class page on [Canvas](#).
3. Click on the "Assignments" tab located on the left-side menu.



4. Click on assigned problem set, read the instructions, and select "Submit Assignment."

## Problem Set 7

Submit Assignment

Due Points 0 Submitting a file upload

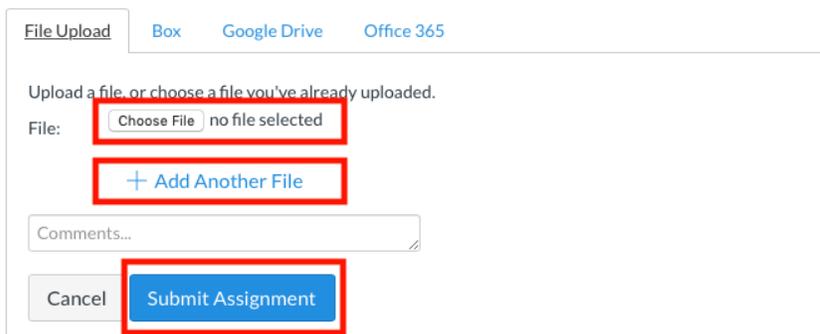
Finance 4335 problem sets are available here, and (unless otherwise noted) are due at the beginning of class (2:00 PM CST) on the date listed for each assignment:

<http://fin4335.garven.com/problem-sets/>

Please submit pdf files of your handwritten work through the Canvas platform.

Graded assignments will be marked "complete" in Canvas, and the corrected file will be returned in a comment.

5. Upload your PDF by selecting "Choose File." Remember, if you used an Excel Workbook, upload it separately by selecting "Add Another File." Finally, click "Submit Assignment."



#### *(4) How do I attend Dr. Garven's virtual office hours?*

Dr. Garven will hold office hours at the regularly scheduled times, which are 3:30-4:30 pm TR (CDT).

##### **Visiting Dr. Garven's Webex "Personal Room":**

- Once you have installed the **Webex Meetings** software on your device, if you want to meet with Dr. Garven via Webex, all you have to do is type [dr.garven.com](http://dr.garven.com) into the address field of any web browser and click **Open** when prompted with a dialog box which asks, "Open this page in "Webex Meet"? This will cause the **Webex Meetings** app to launch, taking you directly there.
- You will be redirected to **Cisco Webex Meet**. Select **Join Meeting**.

##### **Having Trouble? Here is an alternate procedure:**

- \* Make sure you have downloaded the appropriate (Windows, Mac, iOS, or Android) **Webex Meetings** software. (The installer can be downloaded at [webex.com/downloads.html](http://webex.com/downloads.html).)
- \* Install **Webex Meetings**.

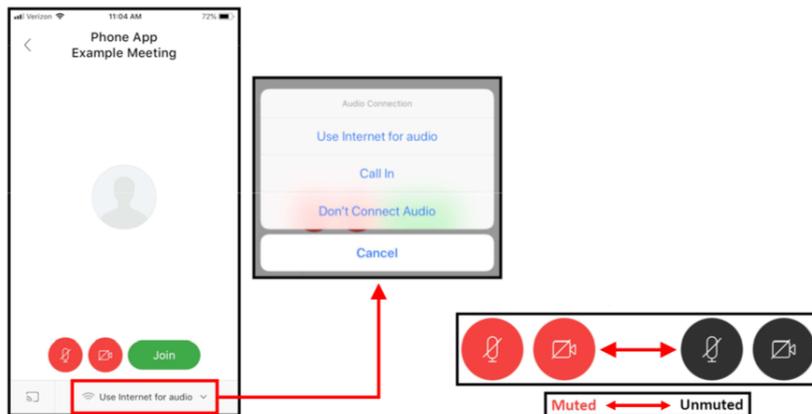
The following instructions are based on what happens the first time with the iOS version of **Webex Meetings**; the sequence for Windows, Mac, and Android are similar.

1. Launch **Webex Meetings** and accept the **Terms of Service and Privacy Statement**.
2. In the "Meeting Number or URL" field, type either 801 293 930 or [baylor.webex.com/meet/james\\_garven](http://baylor.webex.com/meet/james_garven), then provide your name and email address, and click on the **Join** button.
3. Allow "Webex Meet" to access the microphone and the camera on your device
4. Click "Next" for the "Choose how you want to connect to audio" option, and click "OK" to "Connect to a Cisco video device or a Cisco Webex Share Device".
5. When asked "Ready to Join", press the **Join** button. In order to unmute your audio and/or video, then click the (red) microphone and/or camera icons prior to clicking the **Join** button. If you do not click either of these icons, then you can hear and see Dr. Garven, but Dr. Garven can neither hear or see you, although he can turn on your microphone (but not camera) when you enter his room.

# Appendix (A) - The Webex App

## (A.1) Audio and Video Settings

- Your audio should be muted by default. Dr. Garven can neither hear nor see you, although he can turn on your microphone (but not camera) if you need to ask a question.
- If for some reason you need to change the setting, you can mute/unmute your audio and video by tapping their respective icons at the bottom of the screen.



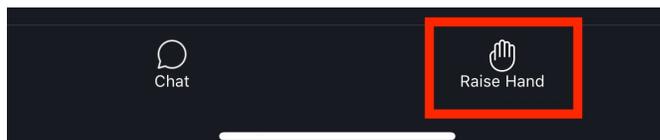
## (A.2) Raising your Virtual Hand

To gain Dr. Garven's attention use the "raise your hand" feature.<sup>11</sup> Dr. Garven will see that your virtual hand is raised and will unmute your audio so you that you may ask a question.

1. Click on the **Menu Icon** (top right corner of your screen)



2. Click on the **Raise Hand**<sup>10</sup> button (bottom right corner of the screen) which will place a small hand icon next to your name in the participant list. Click on the button again to withdraw the request.



<sup>11</sup> Raise Hand Button



**(A.3) Type a question for Dr. Garven**

During a class session, you can send your specific questions to Dr. Garven using the Chat panel.<sup>12</sup> All of your classmates can view the question and Dr. Garven will be notified to provide an answer. Dr. Garven has the option to type a response or answer verbally in the session.

<sup>12</sup> The Chat Panel

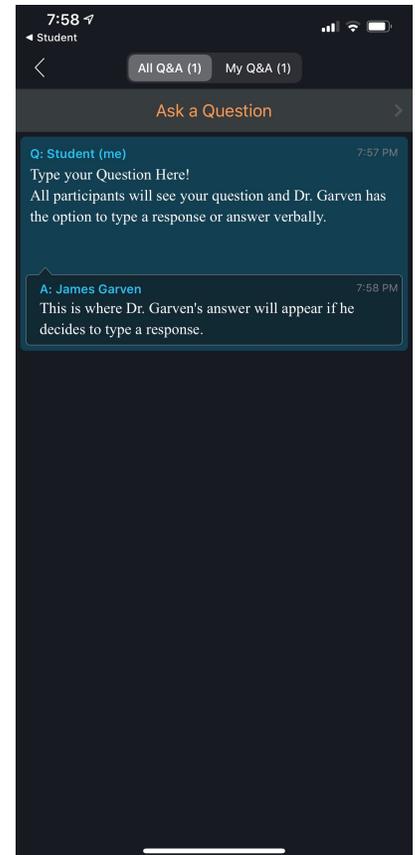
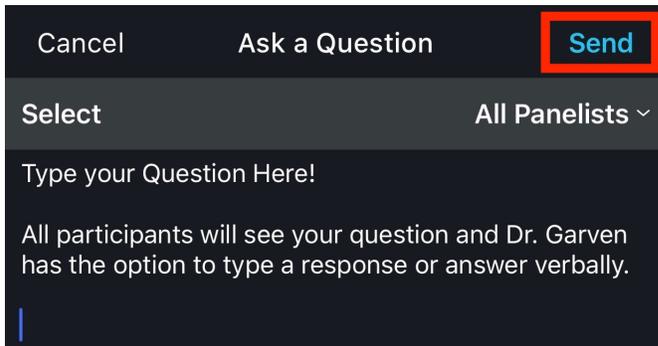
1. Click on the **Menu Icon** (top right corner of your screen)



2. Click on the **Chat**<sup>10</sup> button (bottom left corner of the screen) which will open the chat panel.

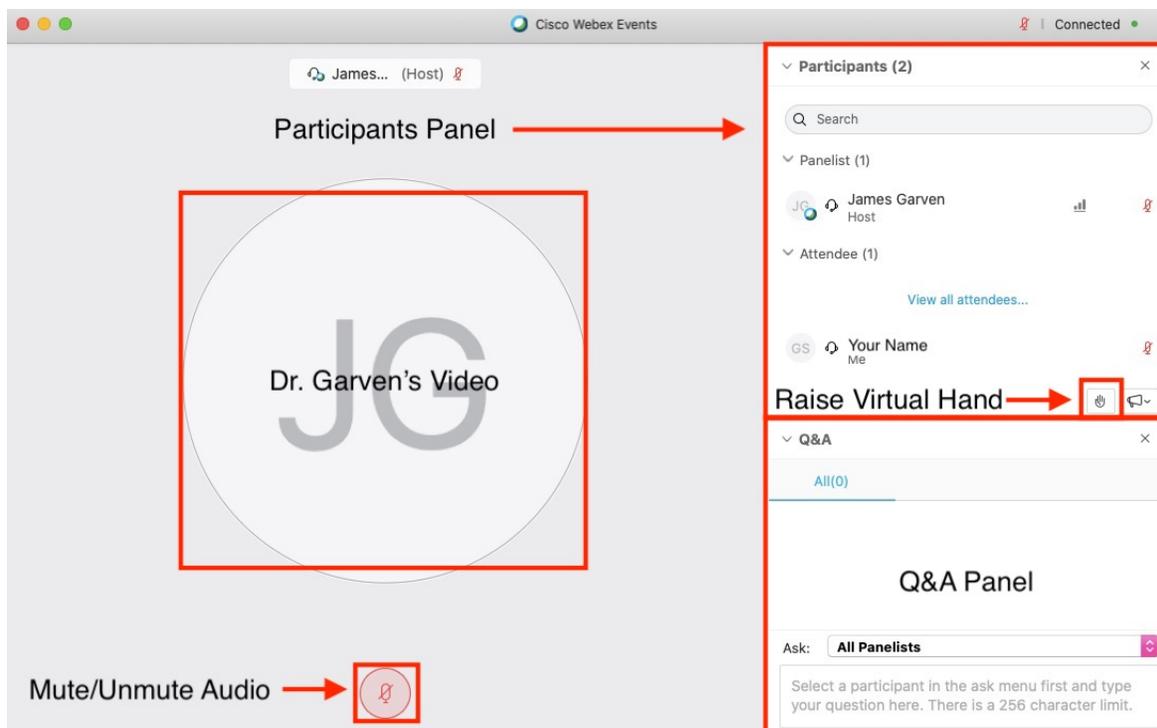
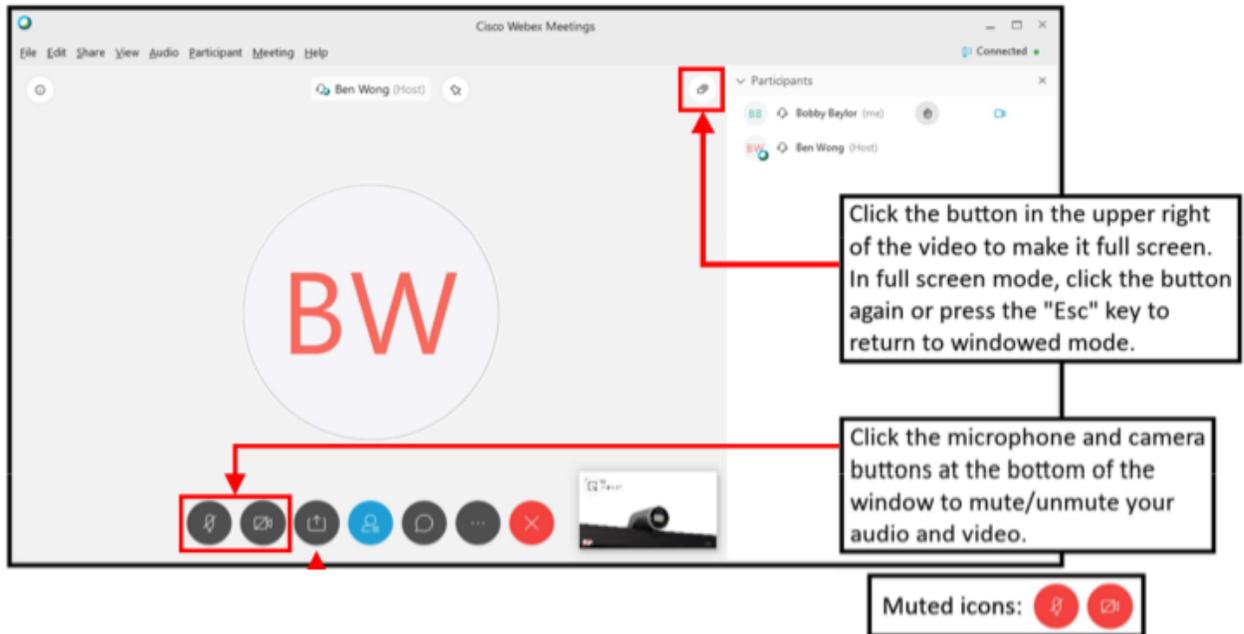


3. Type your question and then select **"Send"**.



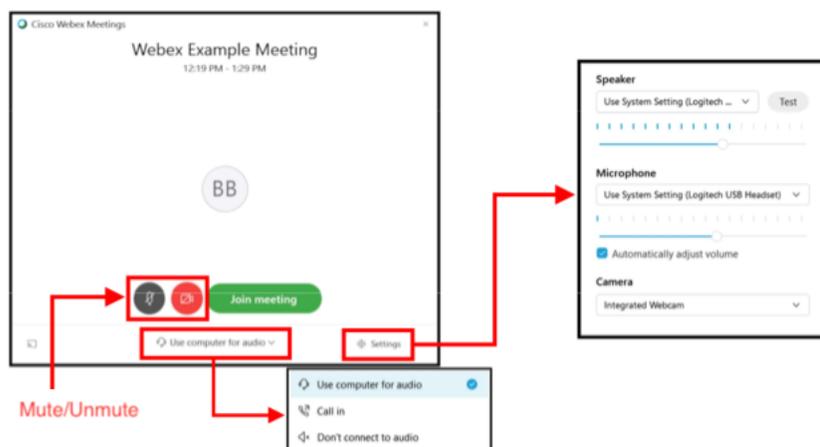
# Appendix (B) - Webex Software

## (B.1) Familiarize Yourself with the Webex Meeting Interface



### (B.2) Adjusting your A/V settings before a meeting

- Your audio should be muted by default. Dr. Garven can neither hear nor see you, although he can turn on your microphone (but not camera) if you need to ask a question.
- If for some reason you need to change the setting, you can mute/unmute your audio and video by tapping their respective icons.



- If you are experiencing trouble with your audio and video settings, make sure you see **Use computer for audio** at the bottom of the window - this should be the default option.
- See the graphic above for more "pre-meeting" audio and video settings.

### (B.3) Raising your Virtual Hand

To gain Dr. Garven's attention use the "raise your hand" feature.<sup>13</sup> Dr. Garven will see that your virtual hand is raised and will unmute your audio so you that you may ask a question.

1. Click on the **Raise Hand** <sup>13</sup> button (next to your name under the participants tab) which will place a small hand icon next to your name in the participant list. Click on the button again to withdraw the request.

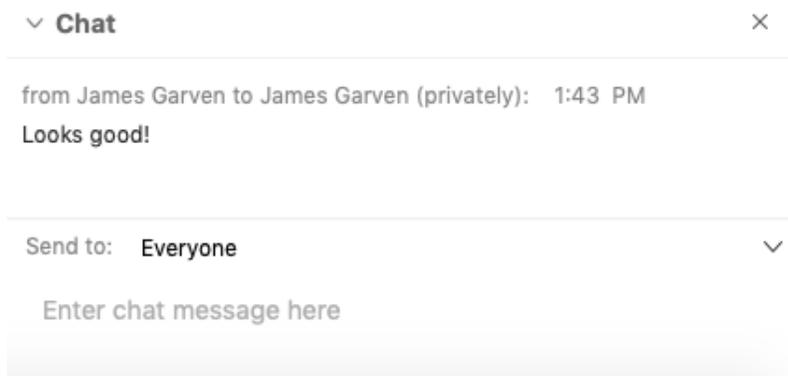
<sup>13</sup> Raise Hand Button



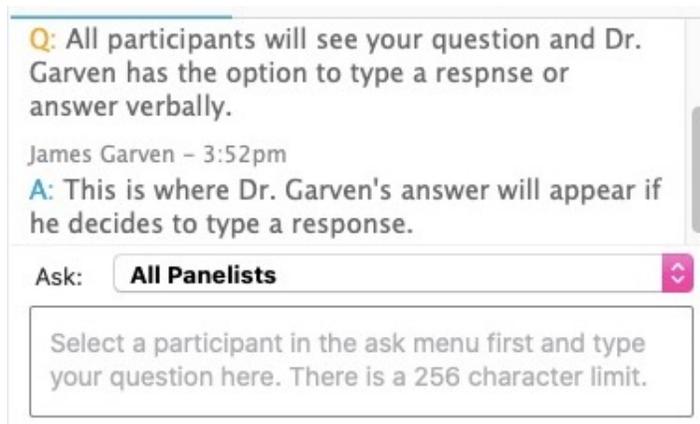
**(B.4) Type a question for Dr. Garven**

During a class session, you can send your specific questions to Dr. Garven using the Chat panel. All of your classmates can view the question and Dr. Garven will be notified to provide an answer. Dr. Garven has the option to type a response or answer verbally in the session.

1. Use the Chat panel in the bottom-right corner of the window.



2. Type your question and then click the **enter / return key** on your keyboard.



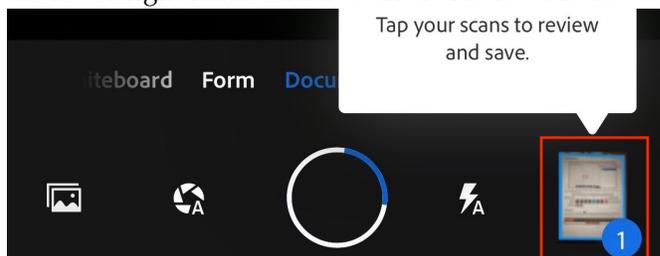
## Appendix (C) - Adobe Scan App

How to properly format a PDF using the Adobe Scan App:

1. Download the [Adobe Scan App](#)<sup>14</sup> on your mobile device from the [Apple App Store](#), [Google Play Store](#), or the [Samsung Galaxy Store](#).
2. Open the app and choose a sign in option.<sup>15</sup> You can sign in using an existing Adobe, Apple, Google, or Facebook account. (Alternatively, you can create a new Adobe ID.)
3. To scan a document, simply open the app, put the document in view of the camera, tap the screen, and wait for the capture.

Tap the screen when you're ready to scan. We'll find the borders, and take the photo for you.

4. Repeat step (3) multiple times until each page of your assignment has been scanned.
5. When you've finished scanning, tap the document's thumbnail in the lower right-hand corner to enter "Review Mode."



6. In Review Mode you can edit your scans. (Edit options appear in the bottom menu.)



7. Once you're satisfied with the scan, tap the pencil (top-center) to edit the default name, and then tap "Save PDF" (top-right) to automatically convert your scan to a PDF and save to the Adobe Document Cloud.
8. Now that your PDF is available in the Adobe Document Cloud, the next and final step is to download it to your computer/laptop. The instructions for doing so appear in the blog posting entitled "[Adobe Scan Addendum to Moving Online — A Guide for Students](#)".

<sup>14</sup> Adobe Scan App



<sup>15</sup> The scan app requires that you sign in to Adobe Document Cloud so that your scans may be converted to PDF, saved to the cloud, and synced across devices.

