

# FAQs for GHHN's online classes

## **Do I have to have a Gmail account?**

No – but you do have to have a Google account. It's free and easy to set up. You can choose to create a brand-new Gmail account or you can choose to connect a Google account to one of your existing email accounts. [Click here to learn more.](#)

## **Do I have to log-on at specific days or times for the weekly assignments?**

No - the lessons and assignments will be uploaded weekly and you can work on them at your own pace. The video lessons are short (approx. 15 mins) and the associated assignments should take between 30 minutes – 1 hour to complete, depending on your work pace and the specific assignment.

## **What about for the live ZOOM Q&A sessions in Weeks 3 and 6?**

Those you do have to log-on at specific times to participate. The invitation for the ZOOM will be sent to you during the first week of the class so you have advance notice. If you cannot participate in the live ZOOM, don't worry – it will be recorded and uploaded to Google classroom to view.

## **How long are the video lessons?**

They are short- between 10 and 15 minutes.

## **How long will the associated assignments take?**

Depending on the individual assignment and your own work pace, it should take you between 30 minutes to 1 hour to complete. We'll also ask you to submit a related question for the live ZOOM session along with every assignment.

## **How long do I have to complete the weekly assignments?**

Ideally, you'll complete them within the week they are posted. This online course is work at your own pace – so whatever is most convenient for you. We do ask that

the assignments for Weeks 1 and 2 are completed before the Week 3 live ZOOM, and that the assignments for Weeks 4 and 5 are completed before the Week 6 live ZOOM.

### **Do I need to be at my computer to complete the lessons?**

The Google Classroom is accessible via your computer and the free Google Classroom app. You can download the app onto your smart phone or tablet. As long as you're connected to the internet, you can watch the video lessons, access resources, complete quizzes, and upload photos to submit the assignments from anywhere you choose!

### **What supplies do I need to take this online class?**

You'll need access to a device that is connected to the internet (computer, or smart phone/tablet with the Google Classroom app), a device that can take photos (smart phone/tablet, or digital camera), and for some assignments – access to your organization's historical collections and physical spaces. If you are physically creating an item for one of the assignments (online classes with both Donia/Archival and Gwen/Textile), you will receive a box in advance of the class with the individual materials you'll need as well as a list of the supplies you'll need to provide yourself – but likely have on hand anyhow (a ruler, scissors, pencil, etc).

### **Who do I contact if I have a problem?**

If it's a technical problem, or you need help troubleshooting something, please contact Kerry Sclafani, GHHN Program Director at 914.582.3353 (cell), or by email at [info@greaterhudson.org](mailto:info@greaterhudson.org). If it's a question for the online class instructor about content or assignments, you can contact them directly through Google Classroom.