

## **GUIDELINES FOR ALL SLR COURSE PARTICIPANTS ON ZOOM**

### **Getting Comfortable with Zoom Prior to Class Start:**

- You will be contacted by both your course Leader and Host a week or more ahead of the class start to welcome you, answer any questions, determine your Zoom readiness, and help you become comfortable using Zoom.
- Doing a little advance training/preparation ensures your class experience goes smoothly. Before you start a session, make sure your computer works with all the necessary tools, so the class doesn't have to spend extra time during the session waiting for your technical issues to be resolved (although technical issues may happen to anyone at any time so everyone needs to be patient).
- A good way to do this is to log into your own free Zoom account prior to the class and click "new meeting" (this will be a meeting of one - you!). Check the lighting, adjust your camera or chair so your head is centred on screen (avoid high or low camera angles if possible), test sound by clicking the "⤴" next to the Mute icon and pick "Test Speaker & Microphone" and adjust levels so you can hear and be heard clearly; clean up any clutter in the background; learn where all the commands are located (like mute, share screen, gallery view, etc.). Then "end meeting for all." (This is also a good way to "play" with the controls to develop comfort.)

### **Prior to Start of Session**

- Ensure that your device is fully powered or plugged in, your speaker system works, the lighting is good. Mute your cell phone and, if possible, other telephones nearby.
- Prior to the session, the host will have emailed you a link to your Zoom meeting. About 5-10 minutes before the scheduled time, click on the link to join.

### **During the Session:**

- Once admitted to the meeting, click on "Join with Audio". Make sure your Zoom window is in Full Screen View.
- You may need to click the camera icon at the bottom left of the Zoom window to start your camera.
- Choose "Gallery View" to see all participants at once. Those with limited gallery viewing will need to swipe screen to see others.
- For a Study Group presentation, choose "Speaker View" so the presenter's face fills your screen.
- If your phone rings, dog barks, others enter your space, or any loud noise, mute yourself immediately.
- Etiquette requires that you do not do anything you wouldn't do in the classroom: no smoking/vaping, stretching, walking around, eating (noise is amplified on-line),

answering phone, etc. If any of these activities need to be done, then mute yourself and turn off camera until finished.

- Get out of your comfort zone with this new experience by participating as fully as possible.
- When you want to speak, raise your hand in front of the camera (no waving). Don't speak until called on. Your host/leader will do their best to keep the order.
- If you want to speak directly to a point just made, raise two hands.
- Try to look directly at the camera when speaking as this will give everyone virtual eye contact.
- Chat rooms: do not use for private conversations UNLESS you can direct the chat to a specific person - otherwise the message goes to everyone.

### **Making a Study Group Presentation (Practice all these steps before making your presentation):**

- Presentations are done the same way as in the classroom. PowerPoint, videos, photos or other content can be displayed. It is best to download any videos and DVD's onto your computer for easy access and playing. Zoom will show what is on your screen to all participants.
- You can rehearse your presentation by recording your presentation on your Zoom app to see where you can improve.
- To display your screen to the group, click the "Share Screen" icon at the bottom.
- Double click on one of the displayed application windows to share it. The "Share Screen" option will share whatever displays on your screen to everyone.
- To stop sharing, move the mouse pointer to "Stop Share". To switch applications, hover on the green area to show the control icons and click "New Share". Learn where these controls are on your specific device.
- It is best to forward the slides yourself.
- When sharing a video, click on "Optimize for video" and "Use Computer Audio". They will turn back off when sharing static content.
- To see the Taskbar ("Dock" on a Mac) to switch applications, pick "Exit Full Screen" before sharing.
- Usually you can switch applications while sharing, but with PowerPoint you may need to stop sharing, switch applications and share again.
- The Zoom website has several useful videos and instructions about screen sharing.

### **Internet Connection Problems:**

If you have difficulties with Zoom, including poor video or audio quality, try these steps:

- You need a good internet connection. To test your internet speed, go to [www.speedtest.net](http://www.speedtest.net). Zoom recommends at least 1.5 Mbps download and 1.2 Mbps upload. If you don't meet these values, you may experience poor quality video.

- If you are using Wi-Fi, try moving closer to the router or connect directly to it by cable. You can also try connecting the cable from the modem directly to the computer.
- If all else fails, leave the meeting and rejoin it by re-clicking on the link that you received by email. This will often allow you to continue in the class.
- If you are still experiencing problems with Zoom, then call or email the Host and describe the problem.