

## Participant Guide – Video Learning

Welcome to a new way of learning using a virtual classroom. You must have a computer with a camera and microphone as well as internet access with sufficient bandwidth for video conferencing. We will be utilizing the Zoom platform for our virtual classroom. If you do not already have a Zoom account, you will need to sign up for a free Zoom account at <https://www.zoom.us>. Please check the system requirements as well as a zoom account before the class to test the audio and video capabilities of your computer. The following information and guidelines will help you maneuver through your class. We strongly recommend that you access the ZOOM Help Center <https://support.zoom.us/hc/en-us> to learn more about using this platform.

### What is a Virtual Classroom?

The course will be delivered as a live, two-way video conference where the in-person teaching will be conducted remotely in the same way that we teach in a physical classroom setting.

### Prior to Class

#### System Requirements

Students that lose connection more than three (3) times may be asked to reschedule. Be sure that you meet the system requirements below.

- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth – a headset is recommended.
- A webcam or HD webcam - USB plug-in is highly recommended, but the built in camera will work – students face must be fully visible during all teaching sessions.

[Click here](#) for additional information on supported operating systems, browsers, bandwidth requirements and more.

## Set Up Your Equipment in Advance

You do not need to activate an account to attend an online class or meetings, but you do need to download the application.

1. Download Zoom
  - a. Personal Computer or laptop
    - i. Install Zoom from <https://zoom.u/support/download>
    - ii. Select Run in Internet Explorer. Select the download icon in Google Chrome. (For mac users click on downloads and click on zoom.pkg and follow on screen instructions)
    - iii. If a User Account Control message pops up, select Yes
    - iv. Follow any additional on-screen instructions to complete the installation.
    - v. If you are utilizing a work issued computer, you will need to have admin rights and may need to work with your IT support team.
2. Connect Audio
  - a. Using a headset and microphone (if you have them) helps to reduce background noise.
  - b. You can connect via telephone for the audio connection. (You must still be connected via webcam).
3. [Test Audio and Video](#)

## Registering and Joining a Class

Before you join a meeting, you must install Zoom using the instruction above. Remember that you do NOT need to purchase an account to attend an online course.

### Advance Registration

You must register for the class at <http://osha.asu.edu> no later than 3 business days before class begins. We will provide you a link for the course that will be sent to you via the email you registered with.

- Look for your unique registration link and password. This is emailed to you at least 3 days prior to class. You will need this email, but please do NOT share this link!
- Complete the meeting registration in advance (please verify the information for accuracy, this will be used to prepare your completion certificates).

- You will receive an email from the Host. Use the URL link provided in this email to enter the class.
- You will also receive an email with a link to Canvas. This is where the materials for the class can be found.

Lisa Hogle is inviting you to a scheduled Zoom meeting.

Topic: OSHA Training Course  
 Time: May 12, 2020 07:00 AM Arizona

Join from PC, Mac, Linux, iOS or Android: <https://asu.zoom.us/j/97166336235>

Or Telephone:  
 Dial (for higher quality, dial a number based on your current location):  
 US: +1 602 753 0140  
 Meeting ID: 971 6633 6235

Link to join class 

Phone numbers to call in if not using computer audio 

## Recommended Setup

- Lighting should come from in Front of you to best light your face
- Keep your background simple
  - Consider what your background is, a plain wall or bookcase is great!
  - Please do not use virtual backgrounds, not all computers or internet connections can support this, and it can be very distracting to other participants and the instructor.
- Test your video and audio
- Enable your video (your face must be fully visible during all teaching sessions)
- We recommend the side-by-side view
  - Open the chat panel
  - Open the participants panel
- Maximize your screen for the best viewing
- Adjust your camera – camera should be at eye level. Your face needs to be fully visible during all teaching sessions.
- Never join a meeting on two devices with the audio connected to both – doing so creates audio echo/feedback
- Be sure your full name shows on your video screen [click here](#) for help
- This course is via video with the same expectations of an in-person course. Be fully engaged, focus on the presentation and participate in the activities.
- BE ON TIME!

## Basic Etiquette

## Participate Productively

These are some general rules of courtesy for virtual (and in-person) classes and meetings.

- Raise your virtual hand to request to be unmuted or use the chat function to ask a question.
- Take part in group discussions and polls
  - Be sure that your microphone is on and people can hear you.
  - Use participation keys (i.e. raise hand, thumbs up) located on the participant window
  - Utilize the chat to share questions
- Don't have side conversations or chats
- Mute your microphone if you are not talking
- Avoid noise (i.e. Typing, shuffling paper) while your microphone is on
- Close other applications and programs that are not part of class
- Refrain from private behavior – i.e. scratching your armpits, picking your nose, we can see you!
- Avoid eating meals or chewing gum during your meeting/class
- Students that are disrespectful may be removed from the classroom.

### Keyboard Shortcuts

Here are some frequently used shortcuts. For a complete list visit [Hot Keys and Keyboard Shortcuts for Zoom](#) (mac users – use Command ⌘ **instead of Alt**)

Alt + V – Start / Stop Video	Alt + F – Enter or Exit Full Screen
Alt + A – Mute / Unmute Audio	Alt + Y – Raise / Lower Hand
Space bar – push and hold space bar to temporarily unmute.	

## Testing

The course you are taking has a required testing element. In order to take the test, you will need to be able to do the following during the test:

- Maintain full view of yourself in your camera throughout the entire test.
- You must have a clear work area – The area where you are taking the test must be clear from all paper, books, writing elements, phones and other electronic devices. You will be showing a 360° view of your work area before the test begins.
- If you are using a tablet to login to the class you will not be able to take the test on it as well. You need to plan to have a separate device to take the test.

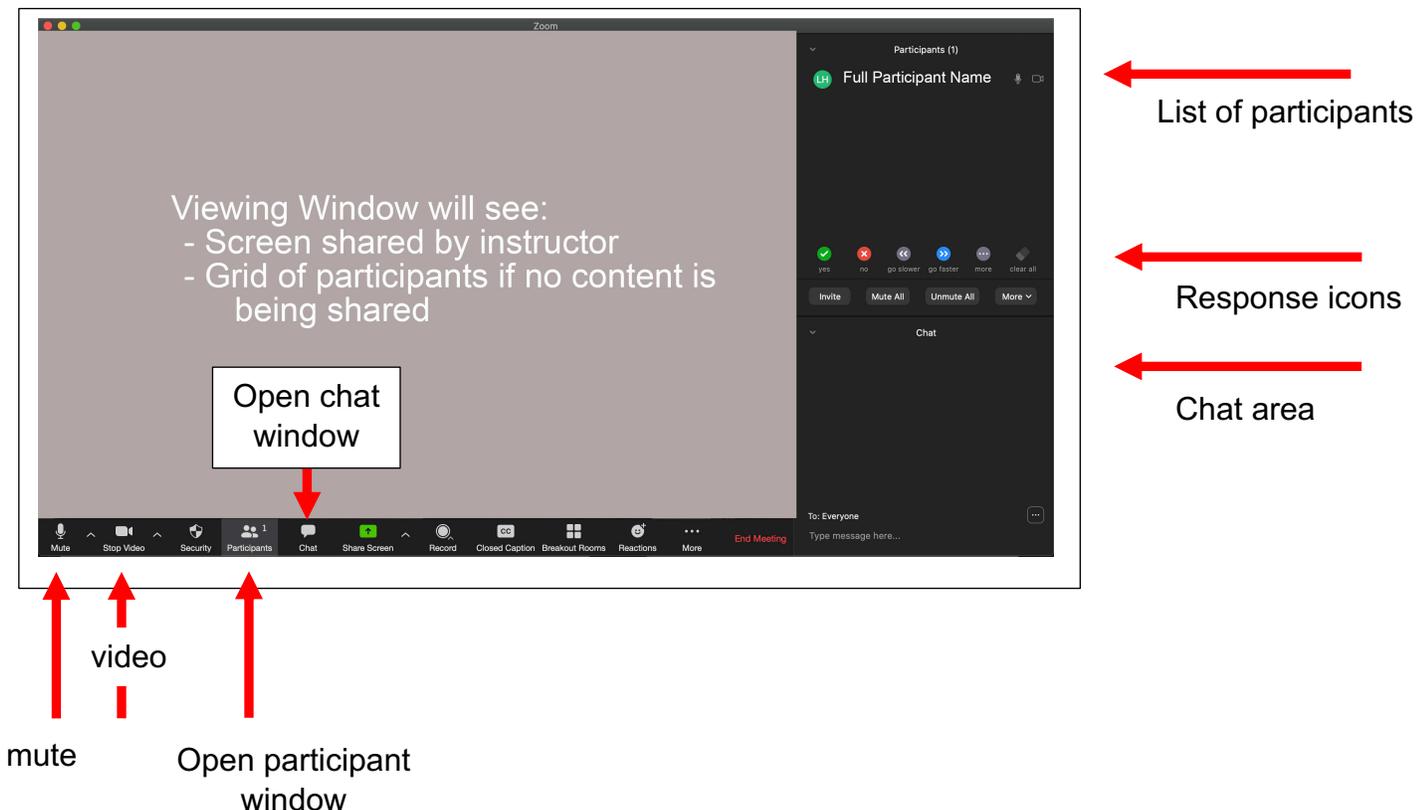
## On the Day of the Course

Please join the meeting 30 minutes before the scheduled start time of class so we can resolve any technical issues prior to class.

1. The easiest way to join is to click on the link in your confirmation email.
2. The second option is to log into your zoom account and click on the “Join a Meeting” link in the top right of your screen. A window will pop up that requires that you enter the meeting ID, which you can find in your confirmation email.

Whichever way you choose, you will be taken through the same process as listed above. When the application opens you will be in a waiting room until the course facilitator accepts you into the course.

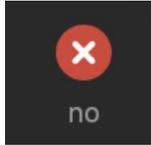
You will be given a brief tutorial at the beginning of the class regarding the user interface and ways for you to communicate and engage in discussion. Below is an image of what your Zoom window will look like and some instructions for various features for your reference during the class.



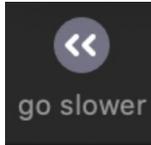
Use the icons in the bottom of the participant panel as follows:



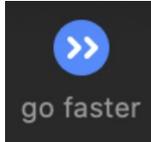
Answer yes to instructor questions to the group



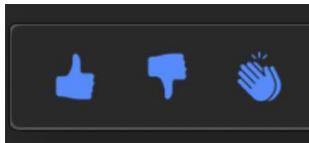
Answer no to instructor questions to the group



Indicate that you would like the instructor to slow down



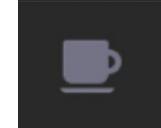
Indicate that you would like the instructor to speed up



React silently to comments or discussion



Raise your hand to speak



Indicate that you need a break.

#### Reminders

- Remain muted unless you have a question for the instructor, a contribution to a class discussion, or if the instructor asks you to unmute. You may raise your hand by clicking on the hand in the menu at the bottom of the Participants window so that the instructor will know you would like to speak.
- Leave your video on unless you are having connection instability issues. It is a much more engaging experience for all of the participants if they can see everyone as though the course was being taught in person.
- Please do not use virtual backgrounds as this can be distracting for the other participants.
- Use the chat box to convey technical issues directly to the class instructor or moderator. You may also use the chat box to send messages to the entire class that are useful and respectful.
- Remember that we are pilot testing this type of course delivery. Please have patience with us as we work out any kinks in the technology. Most of all – have fun and we hope you enjoy the experience!

TIP: We suggest you **open 2 tabs or browser windows** during the class so that you can easily navigate to course materials in Google folder when directed.

## **INSTRUCTIONS - CONNECT TO COURSE MATERIALS**

Clicking on the Google link provided in the course login email – you can access the files from the drive or downloaded.