Member Guide to Learning with Zoom

WHAT IS ZOOM?

Zoom is OLLI at Pitt's platform for offering live online classes. Zoom offers the ability to teach and participate in an online classroom. As a participant, you are <u>not required</u> to have a Zoom account and Zoom is <u>free</u> for you to use.

HOW DO I JOIN A CLASS IN ZOOM?

After you have registered for courses and before the course begins, OLLI will send you an email invitation containing a link to your various Zoom classrooms. If you are taking more than one course, you will receive a separate email with a different link for each course. Each email will contain a unique link provided by Zoom for your specific course.

Together with the course title, you will see a link to your class meeting. Copy and paste that link into your web browser OR directly click on the link in the email invitation to enter the digital classroom. **You will use the same link to enter each class session.**

A Zoom account isn't required to attend courses. (But, if you want a Zoom account, it is free and you can then upload a photo of yourself and personalize a bit more.)

You can attend classes using your laptop or desktop (Windows or Mac), tablet, or smartphone (iPhone or Android).

- If you are new to Zoom, you need to take a few minutes to become familiar with it before your first use.

- If you plan to use a **laptop or desktop**, the first time you click on a Zoom link you will be prompted to download a free and secure program to your computer.

- If you plan to use a **tablet or smartphone**, you will download the free and secure Zoom application from your App store.

- **Please note**: We are using Pitt's authorized, secure Zoom licenses for our courses. These educational licenses provide coverage by the Pitt's firewall protection and additional security measures, as well as no class time limits.

Click below for a one-minute video about joining Zoom.
https://youtu.be/2c2PNW_3TpM

WHAT EQUIPMENT DO I NEED TO GET STARTED?

If you have access to a computer or mobile device, you are set to use the **full** capabilities of Zoom. However, at the **most basic level** all you need to use Zoom is a telephone.

Whatever option you choose, make sure that you charge your device during class. This will ensure that you do not have an unexpected power outage interrupting your learning.

==**Click below** **for a one-minute video about testing your equipment.**==

https://youtu.be/9LeiPH5nKVM

Note that different devices appear differently. If you are using a Mac, your screen will have a slightly different look than if you are using a PC, for instance.

TIPS FOR CONDUCT IN ZOOM CLASS

- Mute your microphone
- To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking. It may be that your instructor will mute ALL students while they are lecturing and talking.
- Follow instructions on how you are to ask questions in a class. In large classes, you may need to type a question in the chat area and submit. Other instructors may ask you to use the "raised hand" icon (click "Participants" and select "raise hand") and then the instructor may unmute your microphone when you have a question and they call on you. DO NOT INTERUPT the instructor.
- If you are uncomfortable with your camera being on, you can easily turn it off at any time
- Stay on Mute until it is your turn to talk or ask a question. Unmute when asking a question or sharing your thoughts, and then mute again
- Choose a quiet location
- The Osher Member Code of Conduct is in full effect within the virtual classroom space.