

## VIRTUAL COURSE GUIDELINES

**Currently, due to COVID 19, there is no yearly membership fee of \$35.00 until June 2021. After June you will need to join as a new member or renew your membership before you can register for programs, courses, workshops or free events.**

Courses are offered via **Zoom**, a relatively easy platform in which instructors and participants can connect and interact.

After clicking on the Zoom course link that will be sent to you via an email invitation, you will be placed in a waiting room. Only participants who have paid and are on the course registration list will be allowed into the virtual classroom. You cannot communicate with anyone whilst in the waiting room and you **MUST** wait till the instructor moves you to the Classroom.

### **Using Zoom as a class participant**

COSAP provides pre-recorded lectures, lectures with Q&A and interactive hands-on courses.

- You will be sent a Zoom invitation to join the course by email which you must accept with a Zoom course link. You will use the same link and password for each class session in that course, so save that email where you can find it.
- **On the day and time of the respective course, about 5 minutes before the start time**, you can click on the link to join the class. You are required to login each week for each course session.
- The instructor will then move you from the waiting room into the course meeting room.
- Zoom offers a number of features that you can adjust so explore the settings and controls, you will find ways to improve your experience or go to <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting> or view the video [https://www.youtube.com/embed/hkCmbvAHQQ?rel=0&autoplay=1&cc\\_load\\_policy=](https://www.youtube.com/embed/hkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=)

- **If your video falters during a meeting, the pauses may be caused by the upload speed on the speaker's network connection, or by the download speed on your connection.** If more than one device is using the network at the same time that slows the speed and may cause interruptions.
- Zoom may not run properly on an out-of-date browser, so make sure your browser is up to date.
- If you do not have a videocam or a microphone, you can still take part in a class. Your image will not show, but your name will still be displayed and you will be able to see people and slides on your screen and participate using the chat feature.
- You do not need a paid Zoom account to join a webinar. For security reasons, do not share the class link. Only those who have paid and are on the class list will be accepted into the classroom from the waiting room.
- Please mute yourself and **turn your phone off** during the course so as not to disturb the classroom.
- If you are using Wi-Fi, your reception may be poor, move closer to the Wi-Fi or the best option is to plug in using an Ethernet cable to get a stronger and more stable signal.

### Pre-Recorded Lecture

- Your camera will not be used, your picture will not appear on screen, and you will not be able to communicate with the instructor or each other.

### Lecture with Q&A

- Your picture will show on the screen if your computer or tablet has a camera, or you have turned your cellphone camera on to self-display and your microphones are active on the respective device.
- You can mute yourself or the host mutes everyone.
- If you do not want your picture on screen, do not turn on your camera.
- You will be able to chat with the instructor and others using the chat function during the session.

- At designated times the instructor opens up the classroom for Q&A's and will unmute you. You will be able to hear each other and communicate with each other.
- Raise your hand if you want to speak or use the Raise Hand icon in your Zoom controls. Wait until your request is recognized by the host. Do not speak over someone else and make sure you are not muted when you speak.

### Interactive Course

- You will need a camera and a microphone for these classes if you want to fully benefit from them.
- Your picture will show on the screen if your computer or tablet has a camera, or you have turned your cellphone camera on to self-display and your microphones are active on the respective device.
- **You need to leave the camera and microphone on in order to share work with instructor.**
- The instructor may create Breakout Rooms and assign participants to those rooms. You will be able to interact with those in your assigned rooms.