

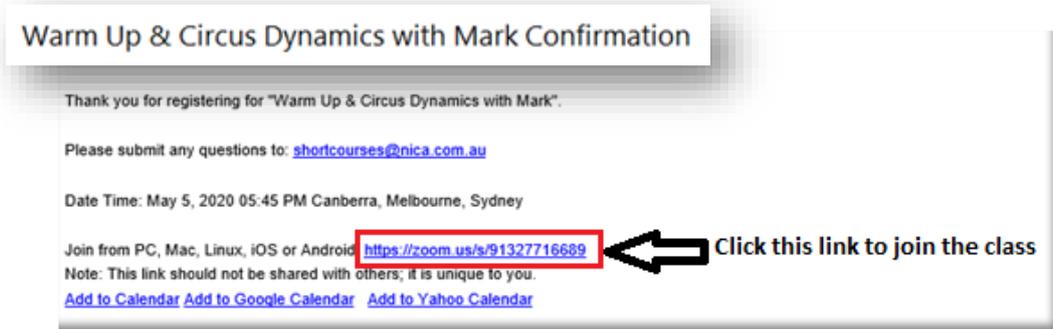
NICA SHORT COURSES 2020

ZOOM LIVE ONLINE CLASSES INFORMATION SHEET

1. Follow the link to your chosen class either from the Short Courses Newsletter or the NICA Short Courses Facebook page and register with your details

TIP: *If you are a parent registering a child/teen, please enter your child's name as this is the name that the trainer will see when you join the class. Use their first name and an initial.*

2. After registering you will be sent a confirmation email with details of the class and a link to join



3. Click the link to join the class. You will be directed to a 'waiting room' and will be admitted several minutes before the class begins.

Please wait, the meeting host will let you in soon.

TIPS:

- Please join up to 5 minutes before the class is due to start so we can troubleshoot any access issues and commence on time
- If possible, connect your device to your TV monitor for best viewing
- If the class will involve feedback, position your mobile phone, tablet, or laptop well back so you are fully visible to the trainer

ONLINE CLASS CHECKLIST

- ✓ Choose **Speaker View** so you're able to see the instructor in full screen mode
- ✓ **Pin** the instructor's video to ensure they stay front and centre during the class:
 - PC: click on the ... (top corner of trainer screen) and select 'Pin Video'
 - i-pad: your video will appear as a small screen with a + & - on each corner. Pin by clicking on the + symbol
 - Phones: slide across on the trainer screen and double click to pin
- ✓ Is the participant's name on your video screen? If not, change it (first name & initial for minors)
- ✓ **Mute** your microphone when the class is ready to start
- ✓ Turn off your video (**Stop Video**) if there will not be feedback and you prefer not to be seen

Note: the layout of buttons may be different between Macs, PC's, tablets and phones, however in most cases the icons should be the same or similar.

