

Zooming into 2021

As the Computer Club moves more and more to online courses our scheduling, signup and class conduct procedures need to be updated to match. Going forward there will be 3 ways to conduct courses and the method used in each case will be dependent on the specific requirements of the course. Courses that require interactive instruction in a uniform environment will require the use of the classroom computers and will be conducted only in the classroom. Those classes that are lecture or demonstration driven without the requirement for hands-on computer use may be conducted strictly as remote classes and instructors may use the teacher's computer in the classroom or their home computer to conduct the class. The third type of class and the one that expands significantly our potential audience is the combined remote and in-person attendance class. This class offers members who may have difficulty getting to the classroom with the at home option to attend these classroom classes.

Scheduling Procedures

The first step in scheduling a class is for the instructor to determine which of the 3 models the class fits based on the criteria above and restrictions like we have now on number of people allowed in the facility and the requirement for social distancing. The instructor will specify the number of in person "Students", the number of from home "Students (Zoom)", and the choice of which will be considered primary which indicates the default for members who enroll in the class.

Student Signup Procedures

When a student clicks on the class in the class schedule they will see the enroll button as always but when they select "Enroll" it will give the option of enrolling as "Student" or "Student (Zoom)" or it will give both options indicating that it is a combined class. This selection is important and the student must attend in the method selected as the limit on the number of each type of student was intentionally set by the instructor for a valid reason. If a student signs up for one type of attendance and wishes to change that selection they must "Unenroll" in the class and then "Enroll" in the class in the desired method. It is still very important that students enroll online and unenroll if they determine that they can't take the class so we don't lock out other members who may wish to take the class.

Class Signin Procedures

The Procedures for students attending classes in person remains the same, you must show up 10 minutes prior to the class and scan in with your Anthem ID card at the front of the classroom. The system does not allow scanning in before 20 minutes prior to the class. For students attending via Zoom you will be sent an email with the link to click on to enter the Zoom session. Because instructors will be manually marking students present who are attending via Zoom, students must click on the link prior to 10 minutes before class or they may not be allowed to attend. Students have the option of using the Zoom app on their computer or device or attending using their browser. There are some limits on which browsers are supported by Zoom so you may be required to install an alternative browser to the one you usually use. The experience using the Zoom app is a little easier as it takes into account the security requirements on your computer for use of the camera and microphone. Students will be placed in a waiting room while the instructor marks them present and then admits them into the main room for the class.

Class Conduct

Once everyone who is attending is marked present, the instructor will give instructions on how the class will be conducted including, unmuting the microphone to be heard and hand raising using either the built in option to display an icon when a student wishes to be heard or physically raising their hand so the instructor sees it in

their video. The instructor will also describe how to share your screen if that will be an option in the class. While this all seems a little complicated, with practice it will become second nature. So that members can become familiar with Zoom and its capabilities I have included a link to the Zoom training videos. You can actually attend training sessions using Zoom at their site. Better to learn prior to class but it is simple enough that training may not be necessary.

Come Zoom with us!

<https://support.zoom.us/hc/en-us/articles/206175806>