

Your Virtual Classroom

Zoom is a web-based audio-video conferencing software, created to connect people and teach online. You will use it for timetabled synchronous online tutorials /lectures and/or meetings with your AST tutors

Think about which tool would be more appropriate for a given task:

- in a **discussion** it would be better to use your **microphone** to contribute in real time
- to **yes or no questions** you can respond using an **emoticon**
- to quickly share **detailed information** (e.g. a link; a name) you can use the **chat**

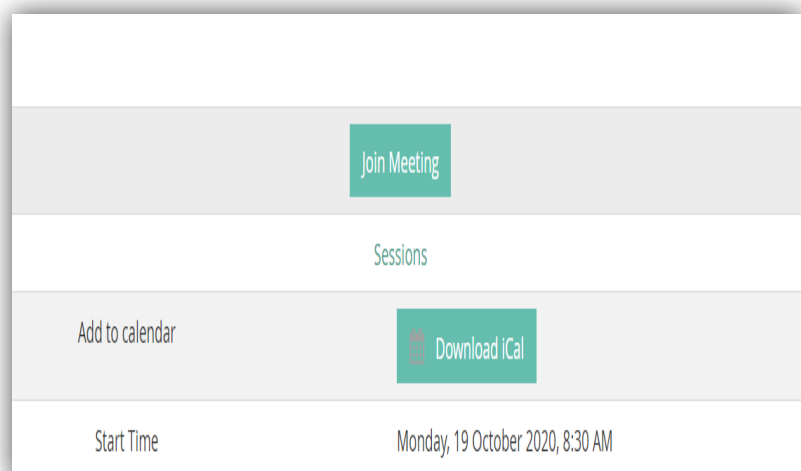
Check and test your audio before you join or set up a Zoom classroom.

- When using your **web cam** you may want to hide your home background however the video filters are quite distracting, (recommended backgrounds are: 'San Francisco', 'grass' or 'earth'.) You can also save and use your own photos as backgrounds.

- **Be ready to join in!** Share your thoughts with the rest of the class and don't be afraid to contribute to the discussion.
- **Use emoticons** (icons from the 'participants' tab or 'reactions') to express feelings and soften the tone of the communication
- **Use the chat box**, web cam or mic, depending on the task and/or guidance from your lecturer.

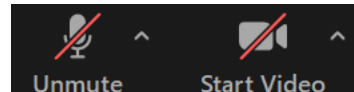
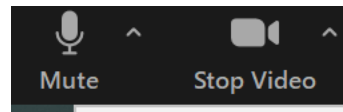
- Respect other people's time and **signal turn-taking by raising your hand**
- Use the **chat** sensibly, when asked. Be brief, keep to the point and avoid using capitals
- Don't worry about typos in the chat, as long as your language is respectful and polite

For your scheduled classes you will see a similar screen and once in you will be **waiting in a waiting room** until you are admitted to the classroom.

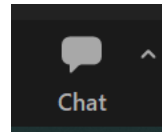


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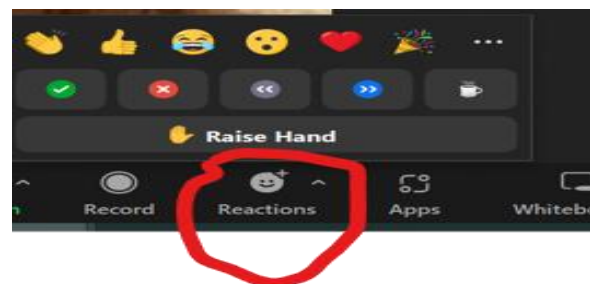
Top Tip: Always mute your microphone on arrival to class



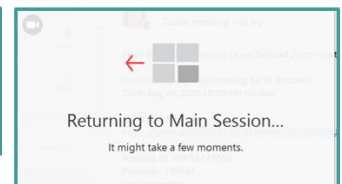
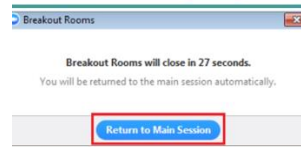
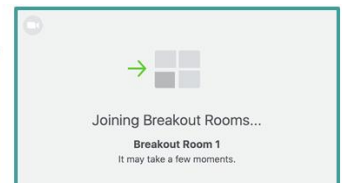
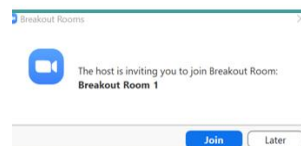
Post your comments in the chat



Use the appropriate emoticons



If you are asked to join a **break out room**, accept the invite and contribute to the activity with your fellow students



Final steps:

Follow to the same standards of behaviour in the online classroom that you would follow (and expect) in a real classroom



Library Portal
<https://library.arden.ac.uk/>



Study Skills on iLearn
<https://moodle.bl.rdi.co.uk/course/view.php?id=921§ion=1>



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