



ZOOM GUIDELINES **FOR REMOTE STUDENTS**

- If you are unable to join the class meeting using either the Zoom link or the Meeting ID and Password, you may call the **OLLI office 859-257-2656 or 2657** to ask for assistance. Do not attempt to contact the instructor/facilitator or the Zoom host. They will be occupied with the class.
- Keep yourself muted during class, except when you want to ask a question or make a comment. (Use the space bar to unmute yourself if that is available on your device. The host cannot unmute you.) It is especially important to be aware that extraneous noise in your environment (such as a phone call, a conversation with another person in your household, a barking dog, or a tweeting bird) can be very disruptive for the class.
- Make sure your name appears in the corner of your video (first and last name please). To do this: click on your video, the three dots to the right, type your name, then press the Enter key (Return on Mac). Naming yourself helps the instructor/facilitator as well as the other students identify who you are. It also helps with keeping attendance.
- Speak up right away if you cannot hear or see the instructor/facilitator; also make it known if you cannot see video, PowerPoint slides, documents, etc. during Screen Sharing.
- Turn off your video when moving to another location or during a personal activity, such as eating a meal or getting dressed.
- If you are asking a question or making a comment, start out by saying who you are: for example, “This is (first name)”, then speak.
- Be considerate by keeping your comments and questions succinct.
- Don’t engage in extended back-and-forth conversations with other members of the Zoom audience. It is very off-putting to the in-person audience members who will feel excluded. Don’t get upset if the instructor/facilitator steps in to end a conversation that has gone on for too long.
- The instructor/facilitator may advise you to turn off your video when a movie or video clip is being played, because this will improve the reception. In such cases, you may turn your video back on when the movie or video clip is no longer being shown.
- Be aware of the limitations of using the Zoom chat feature in a Hybrid class. The in-person class members cannot read your chat message. The chat feature may be useful to inform the instructor/facilitator or Zoom host that you are having difficulty with your Zoom reception.
- Closed captioning can be instigated by you or the Zoom host. If instigated by the Zoom host, you also have the option to disable them.
- Enjoy the class!