

----- UPDATED 01/10/2021 -----

ZOOM INSTRUCTIONS FOR STUDENTS

Please see the [student training video](#) that covers the LACM Zoom instructions

STEP ONE: REGISTER FOR A MEETING

Start on Populi:

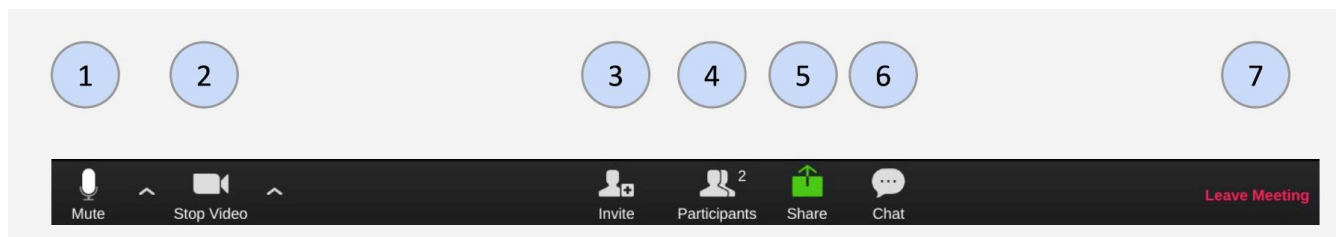
1. Go to the Course in Populi. Check the **Bulletin Board** for information about the online Zoom Meeting for the course.
2. Click on the **Registration URL** (or copy and paste into your browser).
3. The Meeting Registration page will show all of the meeting times for the quarter. Fill in the Registration information and click the [Register] button. (You only need to do this once for each course)
4. A Meeting Registration Confirmation page will appear with information about the meeting. *You can join the meeting directly from this page if the meeting is about to start. Or, if the meeting is not about to start, leave the page – all the information will be available in an email.*
5. You will be sent an email with information about the meeting times and a URL that you will use to join EACH MEETING (same URL for every class/meeting of this course). Make note of the Meeting ID.

STEP TWO: JOIN A MEETING

Just before your class begins – click the **Join Meeting URL** that is in your **Registration Confirmation** email.

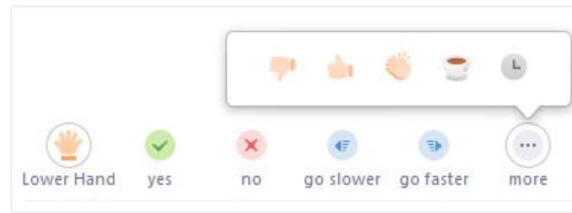
1. **NOTE:** If you are joining a Zoom Meeting for the first time you will be prompted to download the **Zoom app** onto your computer. When this is complete continue...
2. After you click the Join Meeting URL, you will be prompted to launch Zoom.
3. You will be directed to the meeting – click [Join With Computer Audio] – you can test your audio and video connection before joining.
 - Another short training video on Joining a Meeting: [Join a Meeting](#)

Once you are in a meeting – these are your in-meeting controls



1. **Mute/Unmute:** This allows you mute/unmute your microphone (it will be muted automatically upon entering an LACM meeting).
 - a. Click the arrow (^) to change the microphone and speaker that Zoom is currently using
2. **Start/Stop Video:** This allows you start and stop your own video
 - a. Click the arrow (^) to change cameras (if you have multiple cameras), select a virtual background, or access your full video settings
3. **Invite:** Invite others to join your meeting (only if your instructor allows)

4. **Participants:** See who's currently in the meeting. The Participants List also gives you access the these options – (bottom of the screen):
 - a. Non-verbal feedback icons: places an icon beside your name to quickly notify the host. For example “Raise Hand” places the raise hand icon beside you name



5. **Share Screen:** Share a screen (default disabled – your instructor controls participant screen sharing). If you are enabled to share by your instructor, you will be able to select a desktop or application to share. [Learn more](#)
6. **Chat:** Access the chat window to chat with the host and participants
7. **Leave Meeting:** Leave the meeting while it continues for other participants. Only the host can end a meeting.

STEP THREE: FOLLOWING A MEETING

Following the end of a class/meeting, your instructor will post a link to a recorded video of the meeting in Populi under the **Lessons** tab. You will be required to register your name before viewing the video. This is an important step to verify the attendance of students who are not able to attend live classes.

The recording will be available for 90 days.

For more general information and training help see the [Zoom Help Center](#)

NOTE: LACM has taken precautions to guard against uninvited participants from disrupting online class meetings. Please help us in this effort by not inviting guests into a class meeting, or publicizing any meeting details.

STUDENT CODE OF CONDUCT: ONLINE CLASSES

Students please follow the **Online Class Code of Conduct** when attending your temporary online classes during the pandemic shutdown.

1. **ATTENDANCE:** Attendance will be taken during each class meeting. If you are unable to attend the class, please follow normal procedures in informing your instructor ahead of time if possible. Excused absences will only be given in the case of extenuating circumstances such as serious illness, death of a family member, or other severe circumstances with proof of the applicable circumstance will constitute allowance for an excused absence. Watching the class video will help you catch up on missed material, BUT IT DOES NOT AUTOMATICALLY GIVE YOU AN EXCUSED ABSENCE.
 - a. **EXCEPTIONS:**
 - i. **TIME ZONE:** If your class starts between 7am – 9pm in the your time zone, you will be expected to attend class. If it starts between 9pm – 7am in your time zone, you must inform the instructor BEFORE the quarter begins and arrange to view the class recordings instead of attending the live class. You will be expected to watch the class video within 24 HOURS of the class end time. The

instructor can verify whether you watched the video and if you do so, you will be marked PRESENT. If you do not watch the video you will be marked ABSENT.

If you have an acceptable excuse for not viewing the video within 24 hours, you should inform the instructor and provide relevant documentation to receive an EXCUSED ABSENCE.

- ii. CLASS CONFLICT: Due to restricted time slots for online classes a student may be scheduled for two classes at the same time. This is a rare circumstance, but in this case you may view the class video for the missed class. The same rules for viewing as for TIME ZONE (above) apply.

2. **ONLINE ENVIRONMENT**: Please be aware that your instructor and your classmates can see your physical environment while you are in an online class. Clean up your background – or use the VIRTUAL BACKGROUND function on Zoom. You can set up a virtual background this way:
 - a. Launch the **Zoom Application** and click the gear icon in the upper right corner (this opens Preferences).
 - b. Select **Background & Filters** from the menu. You can select an image and test your video from here.

NOTE: Older computers may not have the required CPU/Operating System for Virtual Background.

3. **ONLINE BEHAVIOUR**: Even though you are in your home environment, please conduct yourself as though you are in the classroom.
 - a. NO EATING: Please refrain from eating during class.
 - b. DRESS CODE: Please be dressed for class.
 - c. SEATED POSITION: Please be in a seated position, ready to engage with your instructor and your classmates. *Do not Zoom in while lying in bed.*
 - d. NO DRIVING: Do not Zoom in to your class while you are behind the wheel. It goes without saying that this is extremely dangerous.
 - e. NO DISTRACTIONS: No internet surfing or engaging in conversation with others in your room.
 - f. LANGUAGE: Please refrain from using questionable or offensive language. You are in class with others, so communicate in a clear, professional manner.
 - g. VISIBILITY: Plan to be visible to your instructor and your classmates in all classes. Unless your instructors ask students to turn off video, please keep your VIDEO ON so your instructor can see you and engage with you as part of the class.
4. **CLASS ETIQUETTE**: Writing may be the only means of communication you have with classmates and instructors, so it is especially important to do this effectively. Follow the guidelines below to leave your mark as a knowledgeable, respectful and polite student who is also positioned to succeed professionally.
 - a. BE SCHOLARLY
 - i. Use proper language, grammar and spelling. Be explanatory and justify your opinions. Credit the ideas of others through citing and linking to scholarly resources.
 - ii. Avoid misinforming others when you may not know the answer. If you are guessing about something, clearly state that you do not know the answer.
 - b. BE RESPECTFUL
 - c. BE PROFESSIONAL
 - i. Respect privacy, diversity and opinions of others. Communicate tactfully and base disagreements on scholarly ideas or research evidence.
 - ii. Avoid sharing another person's professional or personal information.
 - iii. Represent yourself well at all times. Be truthful, accurate and run a final spell check. Limit the use of slang and emoticons.

d. BE POLITE

- i. Address others by name or appropriate title and be mindful of your tone. Treat people as if you were in a face-to-face situation.
- ii. Avoid using sarcasm, being rude or writing in all capital letters. Written words can be easily misinterpreted.