

SPARK your creativity

Interpretive Scriptwriting Online Course Zoom Rules

Sarah Oswald
Director



Joining the webinars

Welcome

I'm delighted to welcome you to this online course. The Webinars are provided through Zoom. A brief introduction to Zoom and the functions is included in this document. If you have never used Zoom before, it is a good idea to familiarise yourself with the programme before the meeting. Use the link below to join a test meeting:

<https://zoom.us/test>

Please allow plenty of time before the meeting start time to get your IT working and get logged into Zoom (and get your tea / coffee / snacks lined up!).

Please be aware that the webinars will be recorded and shared within this course group only. If you have concerns about being recorded please let me know. You can opt to switch your video off during the webinar so we can hear, but not see, you and only your voice will be recorded.

Zoom also captures all messages within the chat function during the webinar. This will be shared along with the recorded video and a transcript from the live caption subtitles.

During the webinars you may participate in break out rooms, working in small groups through Zoom. Zoom does not record these group discussions.



Joining a webinar

To join the webinar, simply click on the link in the electronic invitation below. This will open a web browser which asks you to 'join' or 'sign-in'. Click join and enter the meeting password when prompted. You should then be placed in a 'waiting room' until I admit you. You may be asked to confirm if you want to use your computer's audio and video software – please do so.

Troubleshooting

We want to be able to engage with you effectively so check that your microphone is at its highest sensitivity and/or use headphones for best audio. If your microphone and video don't seem to be working, check your privacy settings on your computer. You may need to grant access to these features.

If your internet connection is poor or dropping off, you can turn your camera off and continue to engage with audio only until your bandwidth is back again. If you lose connectivity just take your time and try to reconnect again using the invite link. If you really struggle to get back in, text me (07989656690). You will be able to watch the recording if all else fails.

The number of participants you will be able to see in the webinar will depend on the device you are using / size of screen, and how many are on the course. You may not be able to see everyone all the time. Opening the 'participants' function will allow you to see a list of who is in the webinar.

You can choose whether to view the webinar on Speaker view (the person speaking is shown in a large screen and all others are small thumbnails) or Gallery view (everyone is in a small thumbnail and a yellow line will show around the screen of the person speaking). You can switch between these views using the function in the top right-hand corner of your screen.

Further guidance can be found at the link below:
<https://support.zoom.us/hc/en-us/articles/201362193>



Using Zoom controls

During the call you will have access to a number of functions and controls. More information can be found at:

<https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting>

A few rules of engagement:

- Please mute your microphone when you aren't speaking. This helps to minimise the background noise. I may mute you if you forget! Don't forget to unmute when you are contributing!
- If you need to leave (to deal with the children / pets, answer the door, etc) please put your microphone on mute & stop your video
- To indicate that you want to share something, ask a question or contribute please use the hands up icon feature which you will find in the 'manage participants' control. There are some other useful features in this control, such as thumbs up and thumbs down symbols, and the ability to indicate you need a break (cup of tea symbol).
- You can use the chat function to share a question or comment that comes to you at any point in the webinar (e.g. when I'm sharing slides / talking). I will check on them as we are going through and do my best to pick up on the discussions. I may also ask you to post your responses to a question here
- At times in the webinars I will assign you to breakout rooms where you will be able to have smaller group discussions with other course participants. You will automatically be 'sent' to those breakout rooms and then will receive notification to rejoin the main room when I close the breakout discussions. Please follow the instructions onscreen at that time to rejoin
- We may also use the poll function – just follow the instructions on screen
- Closed Captioning is available (provided by a Third Party captioning service). To view closed captioning look for the CC symbol on your screen. Click on it to start viewing. There are options to increase the size of the captions also. Please refer to this Zoom guide for more info: https://support.zoom.us/hc/en-us/articles/207279736-Managing-and-viewing-closed-captioning#h_01EJW2XGTA3QNDGQBV81PQ07NY