

INFO4310: Zoom Procedures & Guidance

This course uses Zoom for synchronous online lectures, discussion, and activities. Here are some procedures and general guidelines for using Zoom during this term

Joining a Zoom class lecture or section

- Class Zoom meetings links are posted on Canvas. You will need to log in to Zoom using your NetID in order to join. Plan to join in about 5 minutes before class starts to make sure that there are no connection problems and that both your audio and video are working and enabled.
- Please make sure that your full name is displayed. You can 'rename' yourself through the Participants option at the bottom if your netID is showing instead of your name, or by right-clicking on your portrait in Gallery view.
- We expect everyone to join with **both audio and video** unless there are some technical issues. People use all available senses to form connections and to strengthen them --and it would be nice to be recognized by your peers or instructors when you walk on campus once the pandemic is over. We don't mind messy rooms, or background distractions -- we want to see you and be able to interact with you, just like in an in-person classroom. Feel free to use a virtual background if it is not distracting to others.
- Mute yourself once we start the lecture or discussion to avoid background sounds. Only unmute when you have something to contribute.
- Prepare in advance a piece of paper and a black pen (ideally some colored markers as well) for sketching exercises. A black fine-point marker (e.g. Sharpie) works best as it is easily observable when you hold your sketch up to the camera to share.

During lectures & activities

- We encourage participation in class through Zoom
- That said, do not leave your microphone on. Nonetheless, as a safety practice, **always assume that your microphone is turned on and others can hear**. That will help to avoid potentially awkward situations. Assume the same of your video.
- Assuming we conduct lectures synchronously as well as in recorded form. when you have a question or a comment please "raise your hand" through the "Manage Participants" option at the bottom of your screen. You will need to "lower your hand" when you are done. You can also raise your actual hand, which we hopefully will be able to see. If neither of these is working and you have a pressing/time-sensitive question you can unmute yourself and speak up.

- **During discussion, please also raise your hand if we are discussing as a class or in 2-3 large groups.** This will help to manage the confusion and overlap between participants that short delays can cause.
- If you choose to use the Zoom chat function, remember that the instructor might not see it and be able to respond to it in a timely manner. It's better to "raise your hand" and speak up if you have a concern.
- In the end, attention is voluntary: being in front of a screen can be distracting: email, messaging systems, social media, and online shopping are calling your attention away from the class. Build your own safeguards to avoid these distractions: put your computer/phone in a "do not disturb" mode, close the browser window, put your phone away, etc. If you are in the Zoom class session but are not paying attention, you are wasting your own time. Zoom fatigue is real—while in the past INFO4310 has used two 75 minute slots, this term we are using three 50 minute slots instead.

Breakout activities

- A substantial part of the class will be dedicated to small group activities and discussions using Zoom breakout rooms. Most breakout rooms will be assigned "randomly", which means that during every class section you have the chance to interact with other people. This is great for getting to know class students, create relationships and build a community.
- During breakout activities, have your video AND audio on. Go ahead and unmute yourself This is important so you can interact with your partners.
- Before you start working on the breakout activity, spend 1 minute introducing yourselves to each other, beyond your name that appears on your Zoom window, e.g., your major, current location, pets if you have them, etc.
- During breakout activities, you can send messages to the instructor from inside the breakout rooms, asking us to visit your room to answer questions.
- Most breakout activities are associated with instructions and other content on the course repository. You are welcome to open Canvas and look at the assignment together with your breakout partners.

After class, Q&A and office hours

- All lectures will be recorded and later be available through Canvas. It takes a few hours to process the Zoom recording into a file, so please be patient.
- After class is over, the professor will stay in the class Zoom meeting for 10 more minutes in case you want to ask questions or chat with us in person.