

## TAKING A MIDCOAST SENIOR COLLEGE ONLINE ZOOM COURSE

Welcome to MSC Online! We're happy you can join us. Please read the information below carefully. Following these guidelines will help ensure that the experience is a positive one for the teacher and students alike. If you need any extra help, please contact us at <mailto:mscoffice@midcoastseniorcollege.org>.

- **Log on** to Zoom 5-10 min before class is due to start to be sure your connection is working.
- **Zoom screen view:** Generally, you will want to use "gallery view" if you wish to see the other students in the class. You can toggle to "speaker view" if you wish the teacher/speaker to be the largest Zoom tile. (Note that those on ipads, tablets or phones will be limited as to how many zoom squares you will see.) Toggle icon is in upper right of Zoom screen.
- **Name displayed:** If your Zoom name doesn't reflect your first and last name, please "rename" yourself. To rename, right click on the three dots next to the "mute" button at the top of your thumbnail image, or right click on your name.
- **Your image:** Check your room lighting and adjust your computer screen so that your face is visible.
- **Times to stop video:** We suggest that you "stop video" if your environment is distracting. For example, if there is a lot of movement while you move around the room, or if you wish not to be seen (while you leave their seat to use the restroom, or are eating, etc.). You will still see, hear, and be heard. To stop video, click on the video camera icon.
- **Mute/Unmute:** Everyone will be muted during the class. If you are called on, you should unmute yourself by clicking on the microphone icon.  
**Tip:** easy unmute is to hold down the space bar while talking; releasing the bar will mute you again.
- **Raising your hand to speak:** To speak during class discussion when image thumbnails are visible, you should raise your hand. If you have a question during a video or powerpoint presentation, text your question in the Chat box – or simply "??". This will alert the instructor.
- **Chat function:** Use the chat function to make a comment or ask a question. Send "to everyone" unless the information needs to be private.
- **Recording:** Classes will be recorded. Recordings will not be shared to the public. They are for students who miss a class or wish to re-watch a class. Please do not share a recording with other individuals. It is a courtesy to MSC registered students.
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