

# The Evaluators' Institute Guide to Connect to the Online Classroom

September 2021 | Online

**PLEASE READ THIS GUIDE TO CONNECT IN ITS ENTIRETY.**

**EMAIL [TEI@CGU.EDU](mailto:TEI@CGU.EDU) WITH ANY QUESTIONS.**

# Contents

<b>DAILY SCHEDULE .....</b>	<b>3</b>
<b>PREPARING FOR THE VIRTUAL SESSION .....</b>	<b>4</b>
Software.....	5
Recommended Hardware/Physical Set-Up .....	5
<b>CONNECTING INSTRUCTIONS AND ROOM FEATURES .....</b>	<b>5</b>
Before the Meeting.....	5
Joining the Meeting .....	6
Joining Audio by Computer.....	6
Joining Audio by Telephone.....	7
Changing Your Audio Selection.....	8
Phone Controls for all Dial-In Participants.....	9

# DAILY SCHEDULE

9:30 am: Classrooms open

---

10:00 am: Courses begin

---

1:00 pm: Lunch break

---

2:00 pm: Courses resume

---

5:00 pm: Courses end

*Please note that times are based on Eastern Time.*

**Read the Connecting Instructions and Room Features section below before the day of your course.**

In order to participate fully in your TEI course you will need to ensure that your sound system, microphone, and computer connection are set-up properly. Please read through this guide carefully to be sure that you have the technology you need in place before your course.

On the day of your class, we ask that you login at **9:30 AM Eastern Time** so that we can confirm your audio and connection before class begins. Once you have checked in with the TEI Producer, you may step away from your computer until 10:00 AM Eastern Time. Please note that we will not be able to adjust your audio, microphone, or connection after the course has begun and that TEI will not be able to issue any refunds or vouchers due to issues with your audio or your connectivity that may arise during the course. If you do run into any challenges on the day of the delivery, please email our team right away at [tei@cgu.edu](mailto:tei@cgu.edu) for assistance.

Course credit toward TEI certificates will only be given to those who participate in the class, so please be sure to check in early to set yourself up for success!

## PREPARING FOR THE VIRTUAL SESSION

Our sessions will be highly interactive and will include multiple moments for participants to speak. We encourage each participant to connect to the virtual meeting room from your individual computer and to use a microphone headset with a USB port.

We recommend that you identify a quiet room with a closed door that you can sit in during the session. Please close all other programs on your computer before **logging into the virtual room 30 minutes early to ensure we start on time.**

Detailed instructions for connecting to the meeting room are included in this version of the [TEI Guide to Connect](#) to support you in familiarizing yourself with the Zoom platform. Please review the minimum system requirements below **before** logging into the session.

If you have any questions about whether or not your operating system and software are compatible with Zoom, please see the article [System requirements for Windows, macOS, and Linux](#) in Zoom's help center.

In summary, we would recommend the following, but do review the detailed articles to ensure that your systems are compatible:

### Software

- Operating system: XP, Vista, Windows 7 or higher, Mac OS X with Mac OS 10.10 and higher
- Processor: Intel Core2 or equivalent/RAM: 4MB minimum
- Up-to-date version of web browser (Chrome is recommended)
- Java, Flash and cookies enabled on your web browser
- ActiveX enabled on Internet
- High-speed Internet connection (DSL, cable modem, ISDN or T1)

## **Recommended Hardware/Physical Set-Up**

- Computer (tablets not recommended)
- Microphone headset with USB port connection
- Webcam
- Ethernet cable connection to internet source (Wi-Fi only recommended if you have a strong, stable, and reliable connection)
- Lamp or natural light to enable attendees to see your face on video
- Private room in a quiet space where you will not be interrupted (remember to silence all telephones and mobile devices)

If you have any questions related to the course technology, please do not hesitate to reach out to the TEI team at [tei@cgu.edu](mailto:tei@cgu.edu).

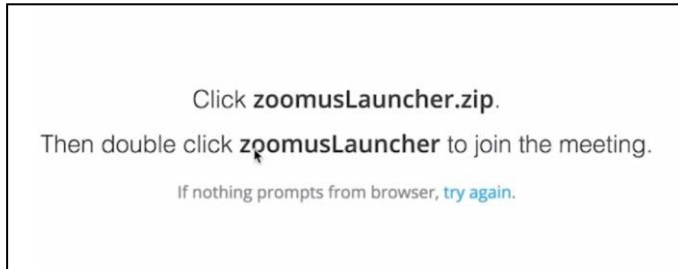
# **CONNECTING INSTRUCTIONS AND ROOM FEATURES**

## ***Before the Meeting***

1. [Click on this link](#) to run a quick diagnostic test on your internet connection.
2. Identify a working computer headset with a microphone. We recommend one with a USB connecting port.
3. [Watch this brief video](#) on how to connect to a virtual meeting.
4. Review the following instructions in their entirety. For more detailed information on connecting to a Zoom session, click [here](#).

## Joining the Meeting

1. Each virtual session will meet on a unique Zoom link. **Please click on the link found on your Canvas page to begin the session at 9:30 AM Eastern Time.**
2. You will be direct to download the Zoom Launcher to install the desktop application if you do not already have it downloaded. A zoomusLauncher.zip file will appear in your downloads folder.



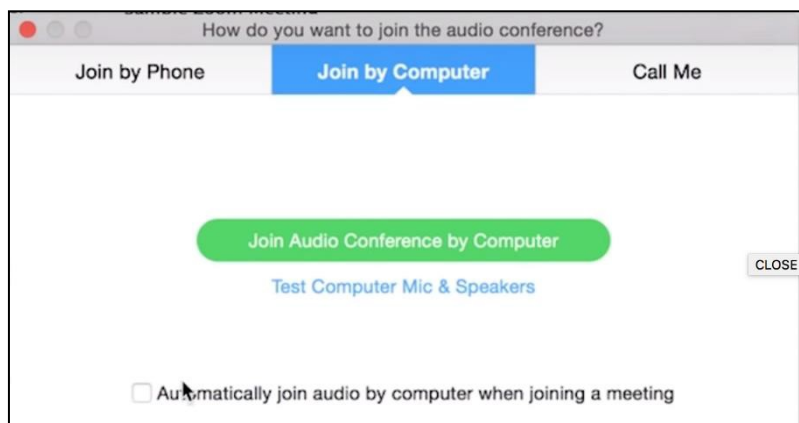
3. Click on the file and follow the guidance to install the launcher. A dialogue box will appear stating, “ZoomusLauncher is an application downloaded from the Internet. Are you sure you want to open it?” Click “Open”.
4. A larger Zoom meeting window will appear where you can select to join the Audio Conference. You will have three options for connecting your audio:
  - a. “Join by Phone”
  - b. “Join by Computer”
  - c. “Call Me”

**TIP:** If you typically experience Internet connectivity issues, please plan to connect your audio via phone to reserve your Internet bandwidth for the visuals.

## Joining Audio by Computer

**This is the recommended option.** This option requires you to have a computer enabled with a speaker/microphone and is optimized by use of a headset.

1. From the Zoom Window, select “Join Audio Conference by Computer.”
2. You will then enter into the meeting room where you will be off mute. You will be invited by the producer to test your



sound by saying a quick hello.

3. Then, please remember to place yourself on mute by clicking once more on the microphone icon labelled “Mute”, located on the bottom left corner of the screen.



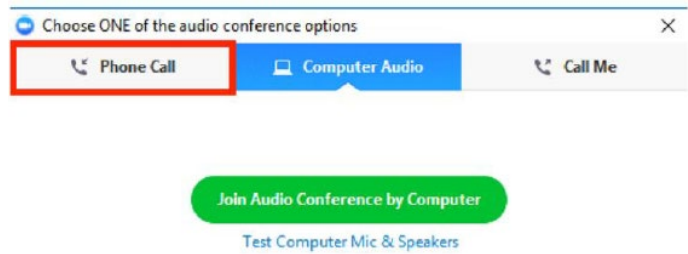
## ***Joining Audio by Telephone***

**\*Please note that this option is provided through your computer connection. Please note that for this training we prefer that you log-on with your computers.**

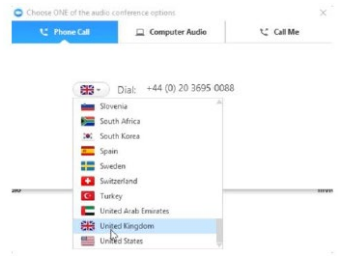
You can join a Zoom meeting via teleconferencing/audio conferencing (using a traditional telephone). This is useful on occasions when:

- you do not have a microphone or speaker on your PC/Mac,
- you have limited bandwidth on your local Internet connection and are experiencing interruptions in sound quality, or
- you cannot connect to a network for video and VoIP/computer audio.

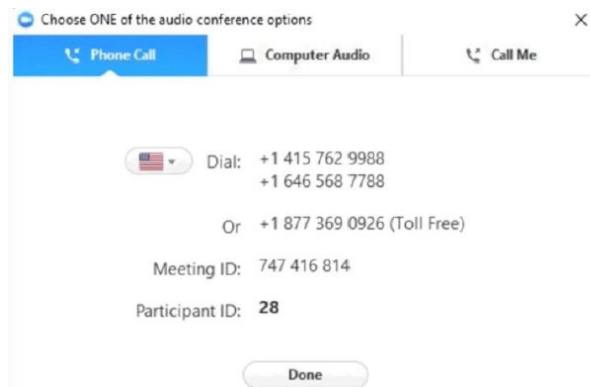
1. From the Zoom Window, click **“Phone Call”**



2. Follow the instructions for dialing in. Select the country you’re calling from in the flag menu if the correct country is not already selected.



3. Using your telephone, dial one of the numbers provided.
4. Enter your 9-digit meeting ID, provided in the link to connect section and listed on the screen, followed by #.
5. Enter your participant ID as listed on the screen, followed by #.



## Changing Your Audio Selection

You have the option to change your audio selection at any time during the meeting. If you joined computer audio automatically, you can leave the computer audio and join by phone.



1. Click the arrow next to Mute/Unmute
2. Click **Leave Computer Audio**
3. Click **Phone Call** and follow the prompt to dial in





## ***Phone Controls for all Dial-In Participants***

The following commands can be entered using your phone's dial pad while in a Zoom Meeting:

- \*6** - Toggle mute/un-mute
- \*9** - Toggle raise/lower hand

