



Port Moody Art Centre Society

ONLINE CLASS POLICIES & PROCEDURES

September 2020

PoMoArts online programs are offered using Zoom. PoMoArts will provide the Zoom account. Students must provide the following:

- A computer, tablet or mobile device with audio and video capabilities. We recommend using a laptop or tablet as the larger screen size will make it easier to see the rest of your classmates and detailed demonstrations by the Instructor.

Zoom is free to download here: <https://zoom.us/download>. Students must do this prior to the start of the class (you do not need a Zoom account for this).

The link to log into your class will be included in your registration receipt (lower portion). It will also be sent in your class reminder email (please check your spam folder).

All meetings will be password protected. Only those with a direct link or password can access the class, the general public cannot participate.

You **MUST** keep the password secure – **DO NOT SHARE THE LINK!**

The same link will be used for every class, so please save it.

If you cannot locate it, contact Customer Service via email to have the link resent.

Email Subject should say: Zoom Link for Class (insert class code).

In the email, indicate:

- Name of the ASAP (online registration system) account holder
- Name of the class
- Name of the person registered in the class.

Before class begins, test your video and microphone to make sure they are working well AND that your account name is set to the FULL NAME of the PARTICIPATING STUDENT. Make sure your supplies are laid out and that you're ready to begin working.

You may join the class by clicking on the zoom link 5-10 mins prior to class time. You will get a message asking you to wait for the Host - this is the equivalent of being in a reception area. The Instructor will admit everyone to the meeting room one by one and take attendance. Please be patient as this will take a few minutes.

For camps and PD days, please click on the zoom link 10-15 mins prior to class time to allow adequate time for admission into the meeting room.

Resources: To learn more about how to use zoom, click here:

<https://support.zoom.us/hc/en-us/categories/200101697>

ZOOM Etiquette

1. During class, the Instructor will be in control of muting and unmuting your microphone. This is to prevent audio feedback and ensure you can hear what the Instructor is saying. Do not attempt to override this.
2. Ensure your video is on during class
3. If you have a question, use the wave your hand button, or raise your actual hand so the Instructor can see you, or use the chat function.
4. Be aware of your surroundings and their impact on the class. Set up your device in a quiet and private space away from barking dogs, TV, radio, music or other people.
5. Do not take phone calls, look at emails or texts, browse the internet during your class. Unless requested by the Instructor, do not have any other websites open.
6. Dress as you would for in-person classes.
7. Be prepared before your class starts:
 - Test your video and microphone to make sure they are working well in advance of the class.
 - Ensure that your account name is set to the FULL NAME of the PARTICIPATING STUDENT
 - Make sure your supplies are laid out
 - Eat beforehand
 - Be free of all distractions
 - Log on prior to class time (as noted above) and wait in the Zoom waiting room
8. Be patient with any technical hiccups.
9. Be kind to yourself if you're having a harder time learning online and be kind to your fellow students and the Instructor. This is a new process for many people and with patience and kindness, everyone can succeed.
10. Do not share the Zoom link with anyone else