

# Welcome to Jane Callender's shibori stream online **interactive** classes

## Zoom page

Please be aware that there may be up to twelve participants in the group and for the class to be interactive you will need to have your camera switched on. Ausio is best muted while teaching or videos are being shown. You can unmute at any time.

## Your privacy

My zoom class will be a virtual workshop and teaching methods will of course be different to a 'real life' one. But, as in a real workshop, you will be joining others so please be aware that you will see, and be seen.

Your name will show on your image and be visible to all. There are options to change how your name is displayed. See 'Participants' in the information on 'Zoom icons and guidance' page.

See more information on Data Security sheet.

## What you will need to do

In order to take part in the sessions, you will need to have downloaded the latest version of the free 'Zoom' application to your device.

For a fuller and more inclusive experience please download to an iPad, tablet, laptop or main computer and avoid using a mobile phone if possible.

You will need to register with Zoom in advance as a 'User'. Be prepared with a password.

You do not have to open an account to participate in the class.

Please familiarise yourself with Zoom's audio and video facility before the class. Unlike a recorded class video, I will be able to answer questions. and discussion can take place. Why not try it with friends first?

## Joining the meeting

You will receive an email invitation with a link to join the Zoom 'Meeting' . This will be the same for every session so please keep a record of it. Please check your junk mailing box as the emails may end up there.

Make a note of the meeting ID number and password also in the email.

*Either*

Click on the link to access the meeting.

*Or*

Open your Zoom home page and click on 'Join'.

Type in the meeting ID number and password when prompted to do so.

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Some may be new to using Zoom, others more experienced. Here are a few pointers which I hope will be useful for the smooth running of the sessions. The following pages display the Zoom icons with their meanings. The Zoom sessions will open about 15 minutes prior to the official start time to allow for any technical glitches to be sorted. Once you join the meeting you will be in the waiting room. Please be patient as I may be out of the room momentarily - also Zoom is a fairly new venture for me too. Thank you.

## Zoom etiquette and guidelines

1. Please make sure all background noise is kept to a minimum. i.e. washing machines. Please mute your microphone when you are not in discussion, getting organised and settled or when you leave your computer. There will be designated open times for group discussion.
2. Limit any distractions as much as possible, such as turning off notifications sounds on mobile phones and applications.
3. After giving out instructions everyone will be asked in turn if they have a clear understanding of how to proceed. Please wait patiently and quietly while this is going on. It would be useful for everyone to hear all the questions and answers.
4. While demonstrations are taking place, please click on 'Mute' and 'Speaker View' options. This enables you to see demonstrations as a larger image.
5. Keep a note of questions you would like to ask and any comments you would like to make and we can come to those once everyone is settled.
6. Please have any preparation required completed and all the things you might need to hand.
7. Rather than the waving of hands for attention, to ask a question for instance, it would be fun to hold up a red piece of card....

## Keeping safe while using Zoom

- Be aware of what is in the background of your camera shot so that no information can be collected about your location.
- Ensure there is no personal or sensitive data visible during the class.
- Make sure that cameras and audio are disabled when the meeting has concluded.
- You have the option of renaming yourself on joining the class giving only you first name. See '*Participants*' on the *Zoom icons and guidance page*.

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## Zoom icons and guidance



Mute

### MIC

This icon indicates you have your audio on. To be heard make sure it does not have a red line through it. Click on this icon to mute yourself. A red line appears. *See below.*

Make sure the audio settings on your on computer, not just Zooms, are turned on and at a reasonable level. Click on the 'Up' indicator for information about your own computer system, to test your mic, and for information on your audio settings.



Unmute

### MIC MUTED

This icon indicates you cannot be heard. Click on this to start your audio. The icon will show up on your picture on the host's screen when you're muted. The host/teacher can ask you to Mute and Unmute yourself. You will see this as a written instruction at the base of your image. They can also mute you without prior warning.



Stop video

### VIDEO

This icon indicates your video is on and is filming you so that everyone can see you. It is not recording.

Clicking on it stops the filming and you'll disappear from view. your name will be shown on a blank screen instead, visible to all.

Click on the 'Up' indicator for further information about your own camera set up on your computer.



Start video

The video icon with the red line indicates your video is switched off. Click on 'Start Video' to resume filming in order to be visible to all.



Security

### SECURITY

The host can allow participants to wait in the waiting room, give the option for them to rename themselves and allow them to mute and unmute themselves.

The host can also lock the meeting so no-one else can join in.

Please be informed that by joining a zoom group you will be seen and your name will appear on the screen visible to all. You have the option of renaming yourself so that only your first name appears. Click on the 'More' option in the Participants panel, enter your name and save.



Chat

### CHAT

'Chat' is a type facility which allows you to send typed messages, privately or publicly, during a meeting. The host has control of this option and it is usually set for 'no-one' or 'host only'.

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## Zoom icons and guidance



Participants

### PARTICIPANTS

Having the participant panel open before the meeting starts allows the host to see who is in the waiting room to be admitted.

Clicking on this icon opens up a list of participants on the right of the screen. Here you will find options 'Mute' and 'More'.

Clicking on 'More' gives you the choice of **renaming** yourself and adding a profile image.



Changing your name

Usually the word 'More >' is found top right of the Zoom page (depends whether mac or PC ) Click on this and a box will appear giving you the option to 'Enter a new screen name'. After typing in your name don't forget to click OK. This new name will appear with your zoom image for all to see. ie Mrs Smith could become Lucy.

On the left of the word 'Participants' in the participant panel there is a small arrow. Clicking on this provides options to 'pop out' the panel and move it to a more suitable area on your own screen. Other options appear also such as merging it back to the main screen.



Reactions

### REACTIONS

Clicking on this reveals a 'hand clap' or 'thumbs up' icon. Clicking on one shows the icon on your screen, allowing others to know your response. 'Thumbs up', for 'OK', or the 'hand clap' for 'well done.' This is useful if you are on mute!



Share Screen

### SHARE SCREEN

Clicking on this options allows the host to share their computer screen with you. Useful for showing documentation or designs. The host has choices as to who can share by clicking on the 'Up' indicator for more options.

A white board can also be accessed for live explanatory diagrams.



Gallery View

### GALLERY VIEW

Clicking on this allows everyone in the group to be seen on screen.



Speaker View

### SPEAKER VIEW

Clicking this option makes the speakers image fill the screen.

For a clearer view of demonstrations it is advisable to click your individual 'Mute' icons and put the video on 'Speaker View'. This will ensure you will get a better and uninterrupted explanation and image.

The above is a brief guide only and based on Zoom showing on PC windows 10. Placements and icons will be slightly different on Macs and tablets, For further information and help from the zoom web site support pages visit <https://support.zoom.us/hc/en-us>