

iVC: Virtual Classroom: Participants Guidance Note

1. Introduction

The purpose of this guidance note is to enable participants to take part in our interactive virtual:

- a) Meetings
- b) Training sessions – courses
- c) Professional discussions

Note 1: Print a hard copy of this Guidance Note for reference during session

Note 2: Virtual means enabling participants to be in separate locations e.g. work place, home etc.

Note 3: This programme runs on Zoom software

1.1 Participant experience

The software enables participants to:

- a) View and address facilitators and participants
- b) View PowerPoints, documents, videos etc
- c) Work in syndicates
- d) Mark up plans
- e) Send typed questions (chat) to facilitator
- f) Share documents with facilitator and participants

2. Technology requirements

- a) Laptop with integral:
 - i) web camera *or* USB plug-in camera *or* HD camcorder with video capture card
 - ii) Integral microphone and speakers *or* wireless Bluetooth
- b) Internet connection: Broadband wired *or* wireless (3G or 4G/LTE)
- c) Ability to collect or receive small parcels for receiving course materials
- d) Support material for activity e.g. course notes, reference documents, note paper etc
- e) Web browser: Google Chrome
- f) Supported operating system:
 - i) Windows 10, 8, 8.1, 7, Vista, XP SP3 or later
 - ii) macOS X with macOS 10.7 or later

Note: Other operating systems are supported, see other: [operating systems](#)

2.1 Restrictions to using iVC software

The following areas will prevent iVC from functioning:

1. Poor broadband connection
2. VPN connections restrict video and audio. It is likely that the software will not function unless VPN is disabled.
3. Some company systems are locked down preventing access. Either request that your IT department lifts the restriction on your device to access the software or that you use an alternative unrestricted device

2.2 How to get the most from iVC

The following items will enhance the experience:

- a) Second screen: View facilitator on Screen 1 and PowerPoint on Screen 2
- b) Printer: To print Guidance notes for reference during activity

3. Data Protection and Copyright, Designs and Patents Act 1988

To ensure compliance with the Data Protection Act 2018 and copyright law, the recording, taking pictures, making screens grabs, etc, of event are not permitted.

4. Professional protocols

To ensure the session remains professional, please ensure the following:

- a) **Interruptions:** Reduce by phones on silent, preventing others entering room etc
- b) **Lighting behind you:** Ensure light from windows, light fitting is above or in front of you and not behind, otherwise you appear as a dark shape on the screen
- c) **Background:** Nothing inappropriate is behind you which can be viewed by others
- d) **Dress:** Dress professionally

5. Software support

Zoom is a simple-to-use modern video communication method, with an easy, reliable cloud platform for video and audio conferencing, virtual classroom, meetings and webinars.

Please familiarise yourself with the software before the session commences by following guidance on Zoom website:

- a) Joining a [Meeting](#)
- b) For more information see: [Help Centre](#)

Note 1: Seek guidance from your organisation or IT provider

Note 2: Facilitators are unable to assist you with technical issues

6. Email invite

The facilitator will email an invitation to you to join the session in advance. To accept:

- a) Open email
- b) Click on **link**
- c) Select option: **Download & run Zoom¹**
- d) **Download** software: Zoom software installs a small programme less than 100kb in size
- e) **Open** (run) software. Activity will open

Notes¹: If you have previously downloaded Zoom software do not follow instructions c) – e) above, instead:

- i) Click link **click here**
- ii) Click link **Open Zoom** in opening text box

7. Video, microphone and speaker settings

Conduct the following checks once the programme is open and before the session commences

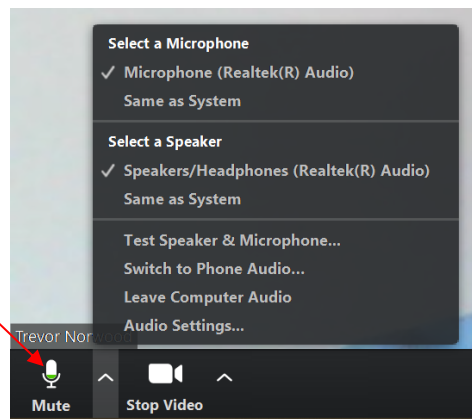
Icons: Bottom left of screen

Microphone and speaker settings. Ensure:

- a) **No line** through microphone icon
- b) **Mute** is displayed

Hover over microphone for pop up menu. Check:

- c) **Microphone** is selected
- d) **Speakers** is selected
- e) Use **Test speaker & Microphone** function
- f) Click **Audio Settings** to adjust sound levels



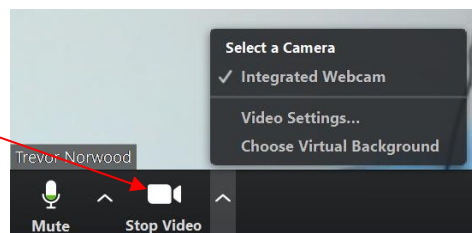
Video settings. Ensure:

- g) **No line** through camera icon
- h) **Stop video** is displayed

Hover over camera for pop up menu. Check:

- i) **Integrated Webcam¹** is selected

Note¹: Or similar e.g. HP Webcam etc.

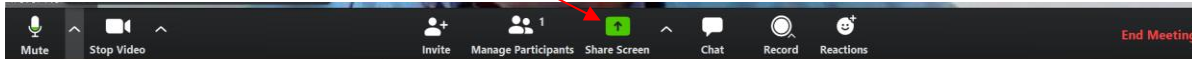


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8. Sharing documents and images

To share documents, images etc. with facilitator and participants:

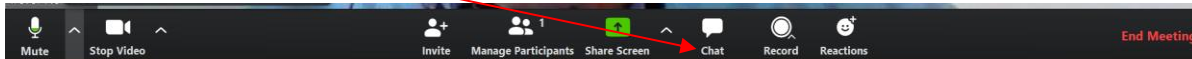
- Open document, images etc. before commencement of activity
Note: They can be opened during a session – it just takes longer
- Click **Share Screen** (green icon bottom of screen)
- Select required **PowerPoint, document or image** from popup menu
- Click **Share**




9. Chatting to facilitator

To chat (send a question) to facilitator:

- Click on **Chat** (icon bottom of screen)



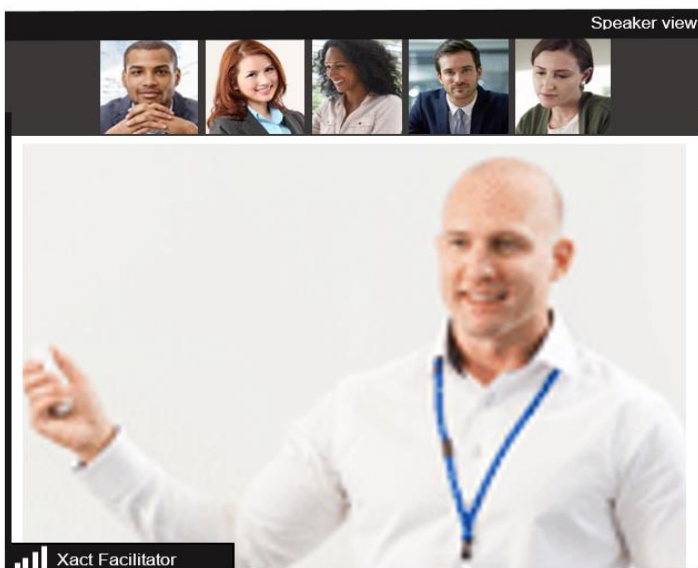
- Select **Everyone** or tick required participants
- Type question** in text box (bottom right) and press **return** key 
- Question appears in text box (top right)

10. Viewing options

There are a range of viewing options, including:

10.1 Speaker View

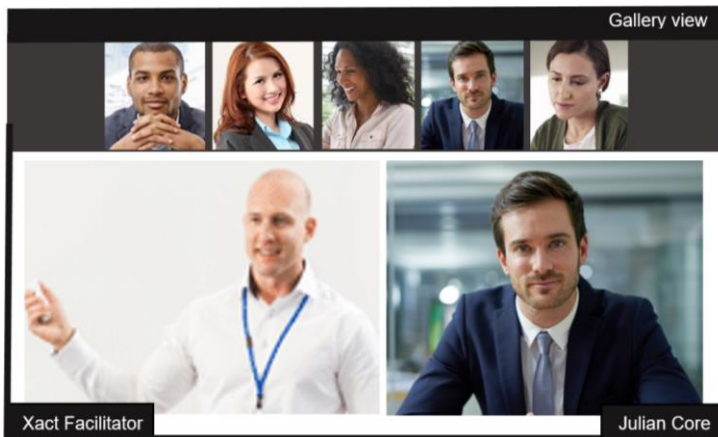
Select **Speaker View** top right:



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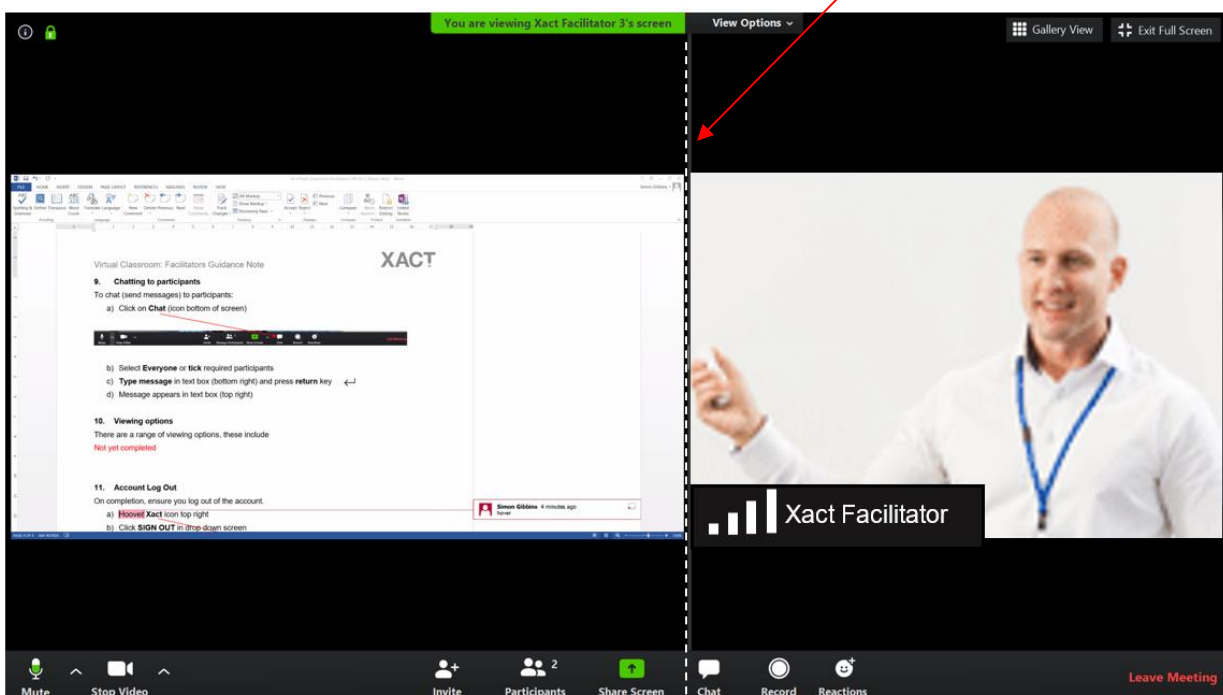
10.2 Gallery View

Select **Gallery View** top right:



10.3 Sharing screen view

Alter size of shared document and video images by dragging **vertical line** left or right



Note: Vertical line is faint. Hover over line until >||< sign appears, drag left or right

10.4 Two screens

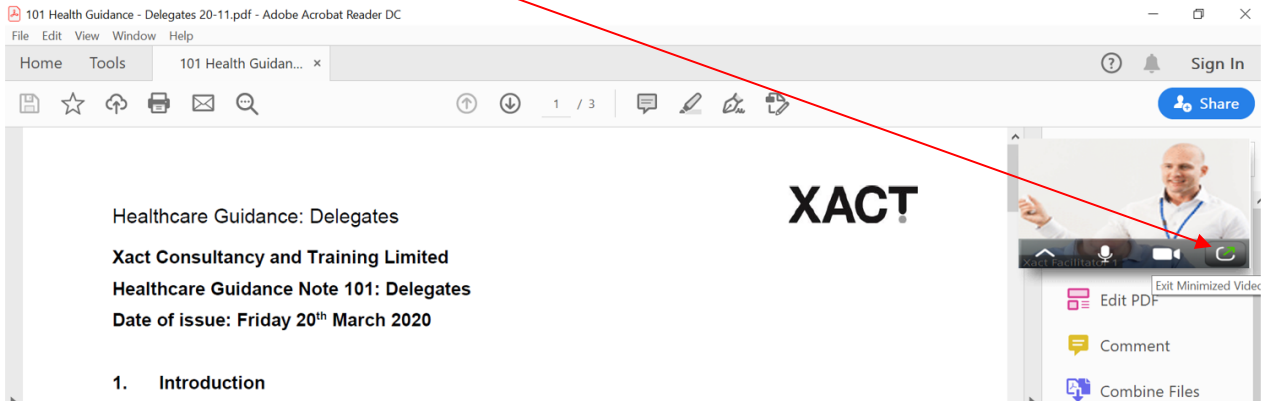
To setup for using two screens:

- a) Connect second screen using HDMI cable, VGA cable or Bluetooth
- b) Go to: Settings/Display/Multiple displays and make changes. See YouTube [video](#)

10.5 Small video image

To change a small video image to full screen:

- a) Hover over video image
- b) Click on icon: **Exit Minimised Video**



Note: The image (PDF) shown on the screen is the document being shared