



# Video Conferencing Requirements

Welcome to the new way of learning using live video-based platform, Zoom. The following information and guidelines will help you maneuver through your class. Although live video-based platform courses are user friendly, participants should note that basic computer skills are required to be successful in this modality. All students must adhere to the following video conferencing requirements to attend and receive credit.

We strongly recommend that you access the ZOOM Help Center at <https://support.zoom.us/hc/en-us> to learn more about using this platform.

## System and Equipment Requirements

It is important that students review the system and equipment requirements listed below to be successful in a video conferencing course.

- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Access to computer or laptop (**no phone**); one student per device
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam - built-in or USB plug-in
- Stand alone webcam with a 10ft USB cord is required for OSHA 500, 501, 510 and 511 testing
- A phone can be used as a secondary camera **for testing only**

For additional information on supported operating systems, browsers, bandwidth requirements and more go to <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>.

Students whose video is off, who get disconnected for more than 15 minutes in any course day, or fail to meet the system requirements will be disconnected from the class and receive a "No Credit" grade.

## Set Up Your Equipment in Advance

You do not need to activate an account to attend an online class or meeting, but you do need to download the application.

Step 1 Download Zoom on your computer: <https://zoom.us/support/download>

Step 2 Follow any additional on-screen instructions to complete the installation.

Step 3 [Test your audio and video before class](#). Use a headset and microphone (if you have them). It helps to reduce background noise.

## Course Material

Please download the course material in advanced and take a moment to review it.

- You will receive digital copies of the course material from our office two (2) days before the class begins.
- Course material can be accessed through Dropbox using the link provided in the course conformation email.

## Joining a Class

Before you join a meeting, you must install Zoom using the instructions above. Remember that you do not need to purchase an account to attend an online class.

## Course Link

We will provide you with a Zoom link to the class via email.

- Look for your **Zoom Meeting Link email from CEE OSHA**. This is emailed to you at least two (2) days prior to class.
- If you do not receive the course link email 24 hours before the course start time, please call (310) 243-2425, or email [osha@csudh.edu](mailto:osha@csudh.edu).
- Use the URL link provided in the course confirmation email. **DO NOT SHARE THIS LINK!**
- You can also copy the Meeting ID from the email and paste the code in the "Join Meeting" ID box, type your name, and click **Join** to complete the process.
- For attendance purposes, be sure to **enter your complete first and last name** when joining the meeting.

Hi there,

OSHA is inviting you to a scheduled Zoom meeting.

Topic: OSHA Course

Time: Apr X, 2020 XX:XX AM Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: <https://csudh.zoom.us/j/000000000>

Or a H.323/SIP room system:

H.000: 162.000.37.11 (US West) or 162.000.36.11 (US East)

Meeting ID: 507 000 907

SIP: [507000907@zoomcrc.com](mailto:507000907@zoomcrc.com)

Zoom

### Join Meeting

Enter meeting ID or personal link name

Enter your name

Remember my name for future meetings

Do not connect to audio

Turn off my video

Join Cancel

## Before the Class Begins

Please review the following requirements to minimize disruption and maximize class time.

- Lighting should come from **in front of you** to best light your face.
- Keep your background **simple**. You can use a plain, blur, or virtual background. (Avoid religious, political, inappropriate or disruptive items in your backgrounds.)
- Test your video and audio.
- For OSHA 510, 511, 500 and 501 review the *Guidelines for Video Conferencing Testing* at <https://www.csudh.edu/Assets/csudh-sites/osha/forms/OSHA-video-conferencing-guidelines.pdf>
- Use the side-by-side view, and open the Chat and Participants panels.
- **Maximize your screen** for the best viewing.
- **Adjust your camera** if it is too low or high; your face should be in full view.
- Be sure your **full name** is shown on your video screen.
- **BE ON TIME!**

Students who are unable to meet the guidelines for video conferencing testing will be dropped from the class (this only applies to OSHA 500 series courses).

## Basic Etiquette

There are some general rules of courtesy for virtual and in person classes and meetings.

## Participate Productively

- **Raise your hand/virtual hand** to participate in class.
- Take part in group discussions and polls.
- Be sure that your microphone is on and people can hear you.
- Use participation keys (i.e., Raise Hand) located on the Zoom toolbar.
- Do not speak out of turn or over someone else.
- **Mute your microphone** if you are not speaking.
- Avoid noise (i.e., typing, shuffling papers) while your microphone is on.
- All students are required to monitor their chat and **provide responses to messages promptly**.

## Mind Your Manners

**Refrain from private behavior** – i.e. scratching your armpits and picking your nose.

We can see you!

- **Avoid eating** meals or **chewing gum** during your meeting/class.
- Students that are disrespectful will be removed from the classroom.
- Students exhibiting poor manners will be removed from the class.

## Disruptive Behavior

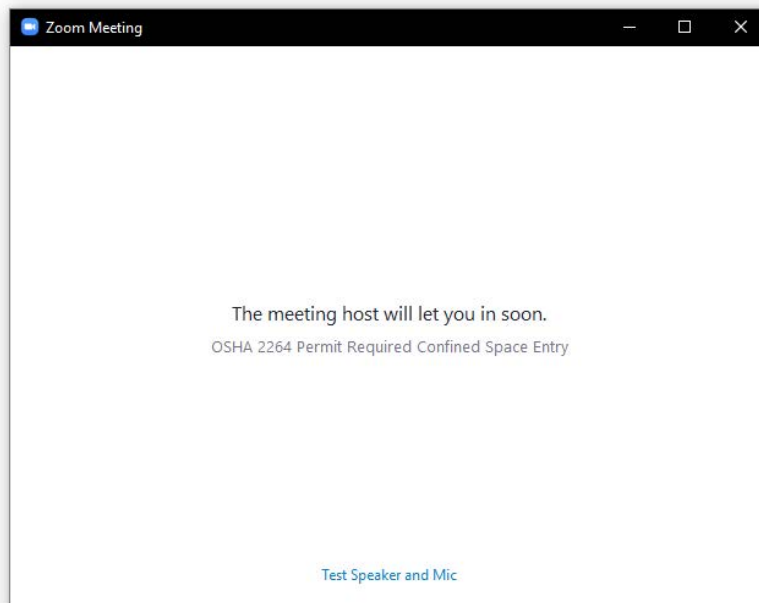
Disruptive behavior is student behavior in a classroom or other learning environment that persistently or grossly disrupts the educational process. These behaviors can include verbal or physical threats to other students or faculty members, interference with class discussions, unauthorized use of mobile devices, and persistent personal conversations. Sanctions for such behaviors will be enforced in accordance with Title 5, California Code of Regulations, 41301 Standards for Student Conduct.

In addition to the behaviors described above, any activity or action that takes place during class and does not pertain to the class is considered disruptive. Some examples include but are not limited to:

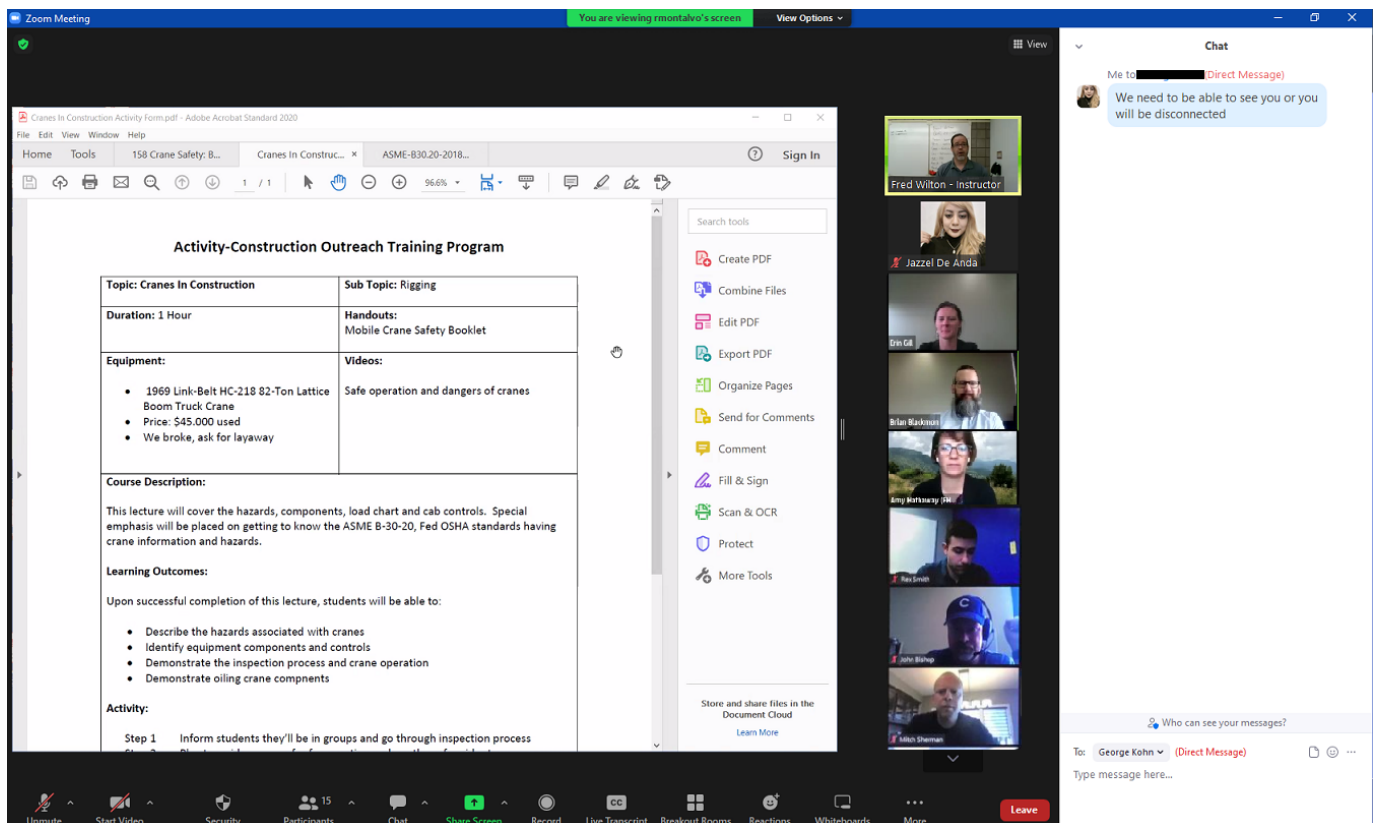
- Driving
- Sleeping
- Cooking
- Walking dog
- Showering
- Watching TV
- Parenting
- Exercising
- Arguing with significant other

## What to Expect

On the first day of class follow the course link to join the class. You will be placed in the waiting room please allow 10 minutes from the initial start time to be allowed into the class. Once you have joined your zoom meeting and set up your audio and video you are ready to begin your class. Please remain muted.



Below is a demo of what you will see on your screen during class.



## Keyboard Shortcuts

Here are some frequently used shortcuts. For a complete list visit:

<https://support.zoom.us/hc/en-us/articles/205683899-Hot-Keys-and-Keyboard-Shortcuts-for-Zoom>

- Alt+V: Start/Stop your Video
- Alt+A: Mute/Unmute your Audio
- Alt+F: Enter or exit full screen
- Alt+H: Display/Hide In-Meeting Chat panel
- Alt+U: Display/Hide Participants panel
- Alt+Y: Raise/Lower hand
- Ctrl+2: Read active speaker name

College of Extended & International Education