

Attending a ZOOM Class with CFCArts

Questions? Contact: School@cfcarts.com

Preparing for Your Class

- Please plan to join the class on a **computer or tablet** - **phones are not recommended, but can be used.**
- Download the Zoom app by going to this website:
<https://zoom.us/download>
 - The download will also start automatically if you click your meeting link.
- Set up your space:
 - **Select a room with little to no noise, to isolate yourself from distractions**
 - Keep the computer connected to the power cable because virtual communication does tend to drain the battery
 - Wear headphones or AirBuds for optimal sound quality
 - Find most effective camera angle:
 - The room needs to be well lit and the light is better if it is behind the computer shining toward the student

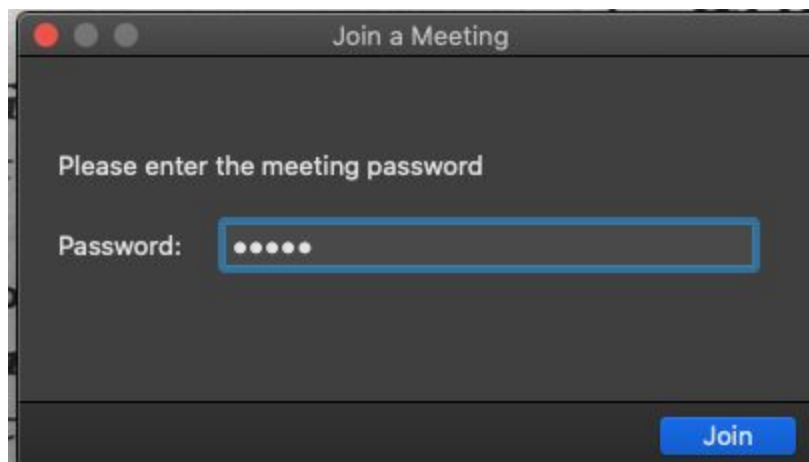
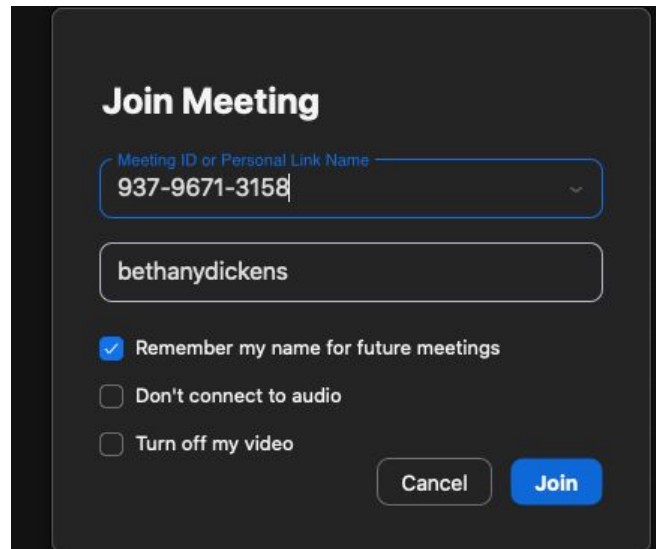
Tips for Improving Internet Quality

- Upgrade your computer to the latest version of the operating system
- Plug directly into the internet with an ethernet cable, instead of using wi-fi
- If you must use wi-fi, disconnect other devices as much as possible
- Ask family members to refrain from streaming or downloading large files during the class

Once you are ready:

- Click the link sent to you by the **Central Florida Urban League.**
- This class occurs Monday - Friday from 3-5 pm. You will not be able to enter the class early.

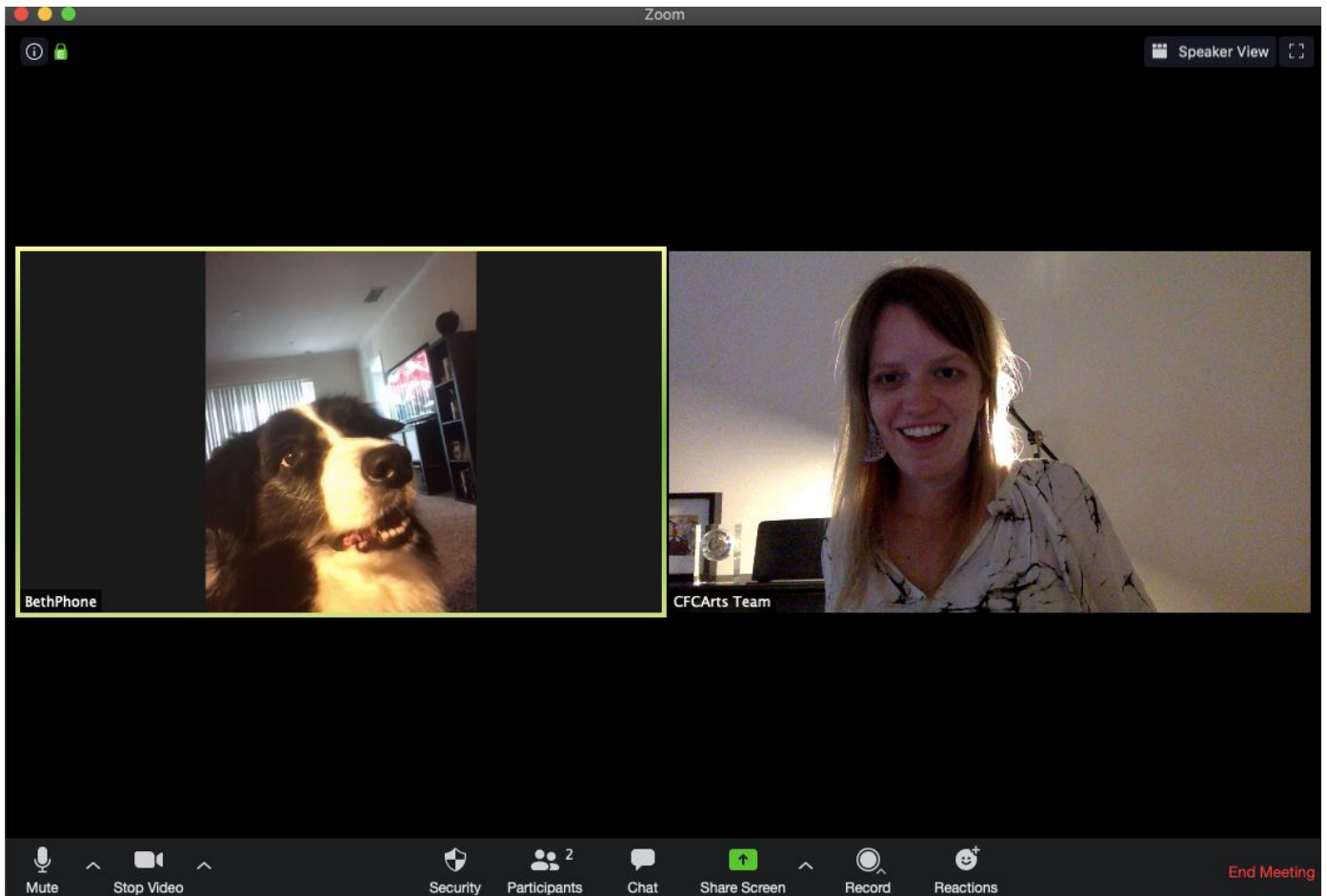
- The link will start with “<https://zoom.us/>” followed by a long string of letters and numbers
- If you have not yet installed ZOOM, it will direct you to do so and then take you to the classroom.
- You can also access the class by opening ZOOM, copying the link into the “Meeting ID or personal link name” box (it will convert automatically to meeting ID), and entering the password (pictured below)



Keep in mind that when you enter the classroom, you will **need to “allow” camera and mic access.**

Once you are in the classroom:

Change the video display using the icons in the top right corner



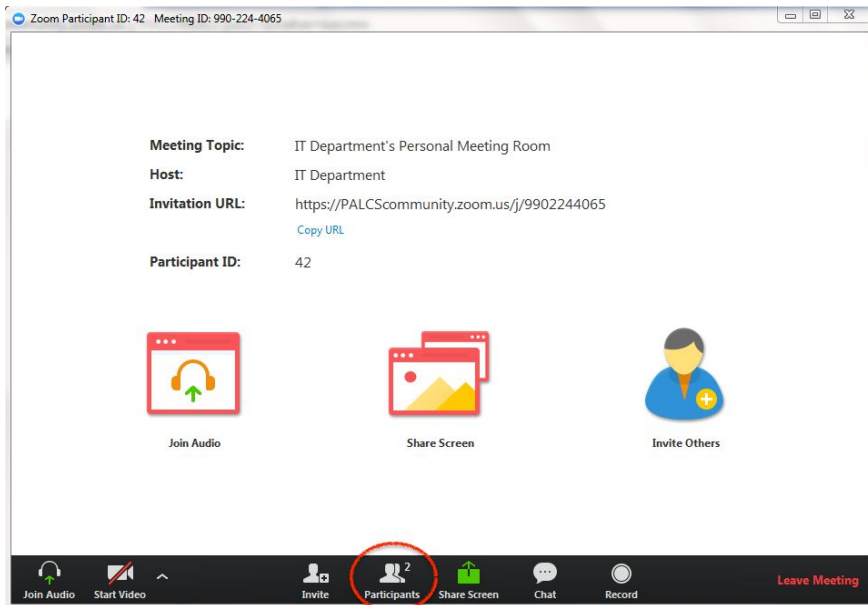
You can mute the audio or camera using the button on the bottom left

Use the 'chat' function to ask a question or talk to everyone in the class!

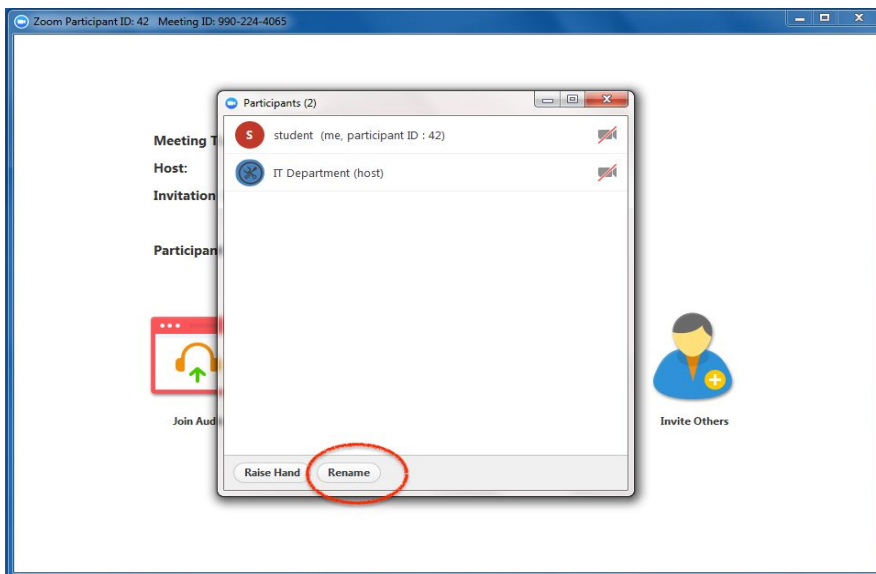
Change Your Name in Zoom - We need it for attendance!

Students' display name may not be accurate when entering Zoom rooms. To change a display name, students should follow the steps below:

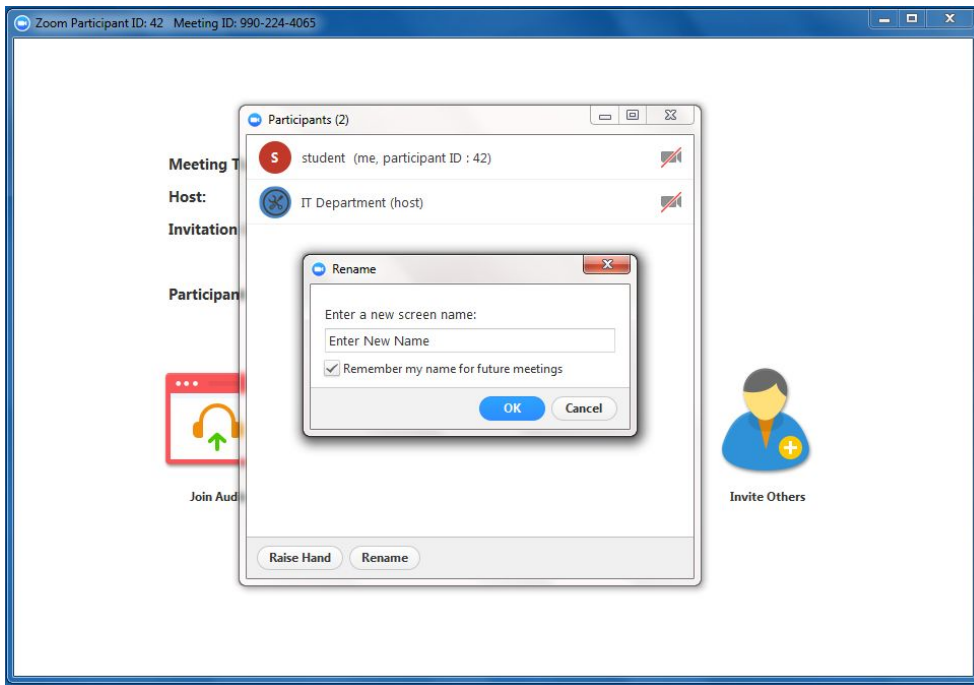
1. From the Zoom Room click on the "Participants" icon at the bottom of the window (shown circled below).



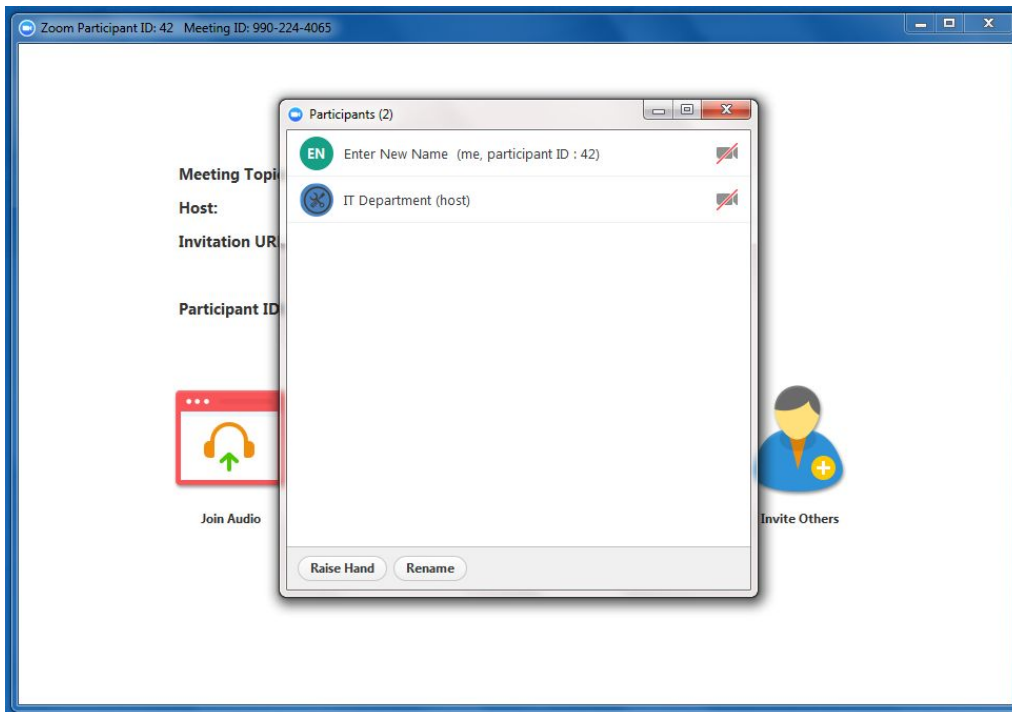
2. A Participants window will appear. Click the "Rename" button (shown circled below).



3. Enter your new name in the "New Screen Name" field and be sure to have the "Remember my name for future meetings" checked.

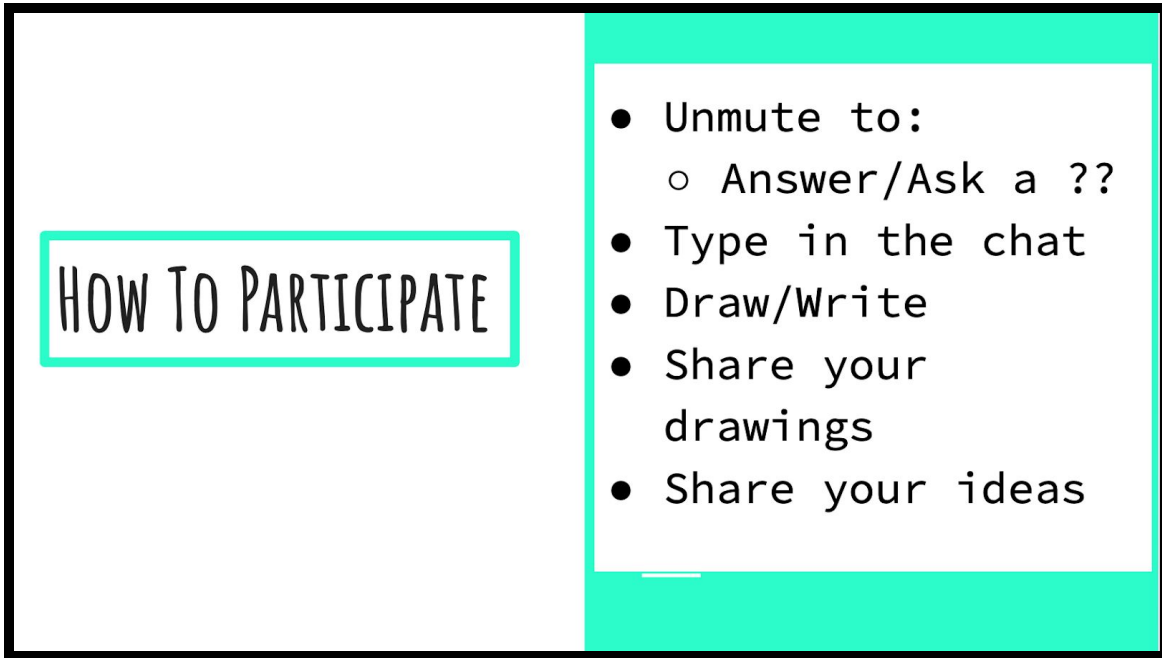


4. After clicking the blue "OK" button, your new name will appear.



Note: Student's will be asked to change their name to First Name and Last Initial. Ex: Miranda T.

How to Participate in Zoom!



Students are expected to participate in class by sharing their thoughts and creativity in at least one of the following ways:

- **Verbally** - by unmuting their microphones and participating in conversation
- **Via chat** - by typing into the chat box to answer/ask questions and share their work
- **Have their cameras on** so that they can be seen by the teacher and other students, and to enable sharing their illustrations with the class.
 - **If they cannot turn on their cameras** they must let us know and participate in the other ways listed.

For student safety and in accordance with CFCArts policy, students can be removed from the class if they are not participating in any of the aforementioned ways.

- Students should arrive to class in a timely manner. If students arrive more than 30 minutes late, they will not be admitted to class that day.
- If a student misses more than one class within a week they will be asked to join the following week's class. As classes are sequential multiple absences will hinder student ability to complete the project.

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Thank you!