

RADA

RADA Short Courses: General Zoom Guidance and Protocols for Participants

Welcome to RADA's Short Courses.

For the courses we deliver virtually, this guide provides you with information on how to get the most out of your session.

We will cover:

- The basic equipment you will need;
- Some hints and tips on getting the most from a virtual session;
- An introduction to using Zoom.

Zoom Introduction

Zoom is RADA Short Courses' virtual delivery platform and you will be sent an email containing a unique link before the start of the course. You will join as part of the RADA Zoom account, and the 40-minutes time limit of a Basic plan will not apply to you.

You can run Zoom either from your internet browser or by downloading the App. We strongly recommend that you use the desktop App as this provides additional functionality.

Basic Equipment

To take part in a virtual session you need:

- An internet connection – broadband wired or wireless;
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth;
- A webcam - built-in or USB plug-in.

Zoom has a useful list of [equipment](#) which you may wish to look at, including a list of supported [operating systems](#), [devices](#) and [browsers](#).

We advise that you join the session from a laptop or tablet rather than your Smart Phone as this will enable you to take part fully in the session.

Internet Connectivity

A stable and sufficient internet connection is key, and OFCOM has some great advice on how you can do this, including:

- Updating your browser;
- Checking for electrical and phone line interference;
- Checking your router model;
- Making sure your connection is secure and not being used by anyone else;
- Using a wired instead of wireless connection.

OFCEM's full advice can be found [here](#) and there is a useful [summary](#).

Hints and Tips: Getting the most from your session

- Make sure you have familiarised yourself with accessing a Zoom meeting and the in-meeting controls. Check that your technology is working as you expect it to.
- We know it may be difficult, but try to make sure you have a quiet space where disturbances are kept to a minimum. We work with small groups and disturbances can be distracting for your tutor and fellow participants.
- Our courses are highly practical and may include movement and some floor work. As far as possible, arrange the room so that you have the ability to sit in front of your device and stand to back from it far

enough to see your full length on the screen. You should only undertake activities that are suitable for your general level of fitness and the environment in which you are working.

- Your course will involve performance, reading from texts and - at times - making sounds when exploring the voice. Please make sure you are in an environment where you will be comfortable to do this. You may want to consider arranging for a private space in which to participate.
- Persons who are not officially enrolled on the course are not permitted to sit in on classes, rehearsals, or presentations.
- Please be aware of your surroundings and make sure you have removed any possible hazards from the area before starting the session. Be aware of anything in your background you may not wish others to see; for example, personal photographs. You may also be asked to move away from your device, to stand up and move around, so please ensure you are comfortable in what you're wearing, as you may be visible to other participants.
- We may send you documents which are to be used during the session e.g. copies of speeches. Please make sure that, where possible, these are printed: otherwise please download to your desktop or, ideally, a second device from which you can.
- As far as possible we ask that video remains 'On' during the session.
- Remember: turn off alerts from all other electronic devices e.g. email or text message alerts and put your phone on silent or turned off.
- Please do not eat in class, or chew gum. Do have water available.
- We will not usually permit the recording of any live class.

Using Zoom

How to Join a Meeting

All you need to do to join the event is click on the link you have been sent. If you'd like to look at how this works visit [Zoom](#). You may also wish to [familiarise](#) yourself with the screens in advance. You may wish to join a [Test Meeting](#) in advance to make sure you can connect to Audio and Video.

We configure our meetings so that you will:

- Join with video turned off and microphone muted
- Enter a 'Waiting Room' before the event starts and be transferred in by your tutor.

Trouble shooting

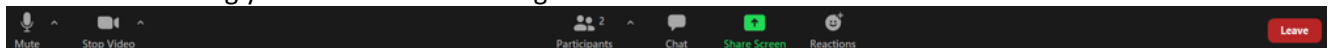
"My camera isn't working": visit the Zoom [Help Site](#) for hints and tips on solutions depending on your operating system.

"I can hear an echo": echo is caused by many things, check that you're not connected to the meeting audio on multiple devices and try putting yourself on Mute. You can learn about the common causes of audio echo [here](#).

"Audio isn't working on my mobile device": visit the Zoom [Help Site](#) for hints and tips on solutions depending on your operating system. There are instructions on how to [test](#) your audio and a full set of [FAQs](#).

In-Meeting Controls

Within the meeting you will see the following bar:



Mute / Unmute: Mute and unmute your microphone.

Audio Controls (click the ^ arrow next to *Mute / Unmute*): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full [audio settings](#).

Tip: Use following [keyboard shortcuts](#) to mute or unmute yourself. You can also use [push to talk](#) if you want to unmute yourself by holding the spacebar.

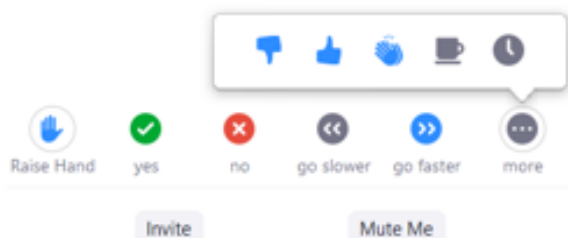
- Windows: Alt + A
- Mac: Shift + Command + A

Start Video / Stop Video: Turns your camera on or off.

Video Controls (click the ^ arrow next to *Start Video / Stop Video*): Change cameras if you have multiple cameras, select a [virtual background](#), or access your full [video settings](#).

Participants: See who's currently in the meeting. The *Participants* list also gives you access to these options:

- **Rename:** Hover over your name and click *Rename* to change your screen name displayed to other participants. Please add your preferred pronouns, should you wish.
- **Non-verbal feedback icons** (if enabled by the host): Places an icon beside your name to quickly notify the host. For example, *Raise Hand* places the raise hand icon beside your name and simulates a hand raise.

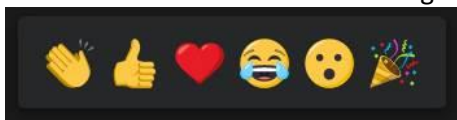


You can also *Mute Me* and also *Invite* other participants.

Chat: Access the chat window to chat with the participants. You will not be able to chat privately (participant to participant), only to the Host. [Learn more.](#)

Share Screen: Start a screen share (if the host allows). You will be able to select the desktop or application you want to share.

Reactions: You can use the following to share your thoughts with other participants:



Leave Meeting: Leave the meeting while it continues for the other participants. Only the host can end the meeting.





If you'd like more information please visit the [Zoom Help Site page.](#)

You may also be interested in knowing:

How to hide your own video from your screen: some people prefer to hide their own video from the screen giving you more room to see other participants - instructions on how to do this can be found [here](#). Note when this option is enabled you are still visible to the other participants:

Displaying a virtual background: if you'd prefer others not to see the location that you're in you can display a virtual background by following the instructions on the [Zoom](#) site. We recommend that you make sure that any virtual background is neutral and the meeting host may ask you to change or remove it if it is distracting for other participants.

How to change the view of the individual you are seeing on the screen: there's a number of different ways you can see the individuals participating in the meeting. At the top of the screen you will see the following bar:

	Active Speaker View	Will display the active speaker on the screen
	Gallery View Strip	By default the participants will be viewed in a vertical filmstrip, however if you drag the video panel to the top or bottom of your screen, they will be shown in a horizontal strip instead.
	Gallery View Grid	In the grid version of Gallery View, you view up to 25 participants' videos.
	Minimise	This option minimises the video, showing the name of the person who is speaking only.

Full information can be found at the [Zoom Help Site](#).