

GOOGLE CLASSROOMS & ZOOM: STUDENT GUIDELINES

During OSAI at Home, students will use two online platforms: Google Classrooms and Zoom. Some disciplines may require the use of additional platforms; please review your supply lists and emails from your faculty for information about those.

Google Classrooms

Google Classrooms is the OSAI at Home learning management system, the purpose of which is to access, find, gather, and share information, events, files, links, photos, videos, and other information necessary for the facilitation of OSAI at Home. Faculty, liaisons, staff, and students will share pertinent OSAI at Home information in Google Classrooms. It is not only a way for the OSAI at Home community to connect, but a streamlined communication system.

How to Join OAI Google Classrooms:

You will receive a separate email with your login credentials for G Suite, which will include your access to Google Classrooms. To log in, go to <https://gsuite.google.com/dashboard> and use the credentials provided. If you already have a Google account, you will need to switch users so that you are signing in with the oaiquartz.org email address. The system will require you to reset your password after the first login. The G Suite dashboard shows all the apps (including Classroom) available to use through your OSAI account. Click on the Classroom app and click accept on all classes. If you have not used Google Classrooms before, [watch this video](#) to learn how.

Zoom

Zoom is the OSAI at Home videoconferencing software, the purpose of which is for live, face-to-face interaction. All scheduled events (e.g., class discussions, live lectures, private lessons, master classes, and guest artist presentations) will happen on Zoom.

Please note: All Zoom events during OSAI at Home (including breakout sessions, master classes, and private lessons) will be recorded.

How to Join Zoom:

Create a free account on Zoom by visiting <https://www.zoom.us>. Zoom class meeting links are available on your Google Classroom. To attend a class, follow the link provided. If you have not used Zoom before, [visit this page](#) to learn how.

Zoom Terminology:

Host: The person who manages the meeting/class/presentation. For classes, the host will be the liaison or faculty member. For presentations, the host will be an OAI staff member. A host manages the attendees and settings and facilitates user controls.

Participants: Users joining the meeting/class/presentation.

Meeting ID: The unique number associated with a particular meeting/class/presentation (in some cases you may need the number for access).

Chat: Users can type questions/comments to the group using the chat option at the bottom of your screen.

Leave a meeting: When you are dismissed from a meeting/class/presentation, you can click “leave” to remove yourself.

End a meeting: When the host ends the meeting/class/presentation, all participants will automatically be removed.

Before Online Classes/Presentations

Supplies:

Gather your supplies (e.g., paper, writing utensil, headphones) and have them next to you so you do not have to get up and walk away during class time.

Computer:

If one is available, a desktop or laptop computer with a video camera is preferred (instead of a mobile device).

Internet:

If possible, use an ethernet cable to connect your computer directly to your router (rather than using wifi).

Finding the Optimal Location in Your Home:

Find a quiet, well-lit room so you can focus—preferably a room with a door that can be closed to prevent sound from another part of your home.

Make sure the lamp / window / light source in the room is in front of you. (i.e., don't sit with your back to a window.)

As much as possible, find a place where you can limit distractions (e.g., pets, siblings, social media, TVs).

Orientation:

Set up your computer/device so you are centered in the frame, in a horizontal, medium close-up position (roughly from your shoulders to a few inches above your head). In general, sitting two feet from your camera should be a good starting point, but you may have to make adjustments. Position your video camera at eye level. Do not lie down or sit in bed. Designate a desk or table and ensure the background is appropriate for a classroom setting.

Testing:

Test out the technology ahead of time and connect early, making sure your microphone works. When it is time to connect, get on the call a little early to have time to settle in and be prepared.

Sign-In Name:

When participating in live classes or presentations, your name should always be set to appear as First Last, pronouns, discipline/instrument (e.g. *Emma Smith, she/her/hers, Violin*).

During Online Classes/Presentations

Dress Code:

Freedom of expression is a cornerstone of the OSAI educational experience. While OSAI values every student's right to express themselves in the way they dress, students are expected to honor the educational environment of OSAI by wearing attire that is respectful of others and not excessively revealing. If the OAI administration, faculty, or liaison determines that an outfit is inappropriate, the student will be asked to change.

Microphone:

If possible, use earbuds or similar headphones with a microphone (instead of computer audio) for best sound quality and to eliminate background noise.

Mute your microphone to eliminate competing noise from multiple participants. Keep your microphone muted unless a faculty/liaison/staff member calls on you to talk.

Bathroom Breaks:

If you need to use the bathroom, walk away from the meeting; do not take your device with you.

Communication:

Communication is key. If you need to connect late or leave the class early, you must let your liaison know ahead of time.

Use the chat feature in Zoom so you can communicate with your faculty member / liaison without interrupting.

Optimal Audio Settings for Musicians

In order to achieve the best audio quality during Zoom sessions, musicians should update their Zoom settings as follows:

1. In the Zoom app, click the settings icon in the top right corner.
2. In audio settings, uncheck "automatically adjust microphone volume."
3. Click the "advanced" button in the bottom right corner of audio settings, and check "enable original sound" from microphone, then disable "suppress background/intermittent noise."

Zoom Troubleshooting

If you are participating in a meeting/class/presentation on Zoom, and you are experiencing technical difficulties, follow these steps:

1. Leave the meeting/class/presentation.
2. Message your liaison to let them know you are having difficulties.
3. Try to rejoin the meeting/class/presentation.
4. If unable to rejoin, message your liaison again and await further instructions.

Technical Support

It is imperative that every student have uninterrupted access to the internet and can use technology to their benefit during OSAI at Home. If you experience problems with technology during OSAI at Home, please contact technical support via this online form: bit.ly/quartzmt. If you are unable to access the internet, text your liaison for further instructions.