

Zoom Classes 2021

Nebraska Safety Center

Pupil Transportation

This document was created to give drivers and schools a set of expectations as well as some guidance for the Level I and II zoom courses the Nebraska Safety Center (NSC) will be offering.

Expectations:

- Attendance
 - Attendance will be monitored throughout the length of the session. If there seems to be an issue with participation, attendance credit will not be given for the course unless there is communication with the instructor or other NSC staff.
- Breaks
 - If breaks take place please use these times to use the restroom, chat with peers, and use your cell phone.
- Phones/Other Electronic Devices
 - Phones will need to be put away as they serve as a distraction to not only the participant, but also the instructor.
- Cameras on
 - The NSC understands that not every individual will have access to a video camera for zoom at home. This is a **school/driver responsibility** to make certain that the driver(s) has/have access to the technology to make these sessions a success.
- Test Technology Ahead of Session
 - Test your technology ahead of your zoom session. We have limited time to troubleshoot the day of the course. Make sure your equipment is ready to go.
- Arrive Early
 - Plan to sign in a little early to prevent technology issues from popping up.

Zoom Instructions (Web Browser):

- First thing open up a web browser (Chrome/Firefox/etc.)
- Then go to the webpage: <https://zoom.us/>
- Sign into the class by clicking on the "JOIN A MEETING" link

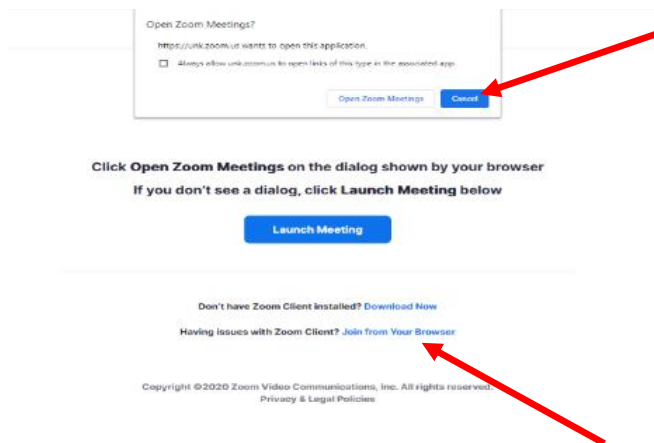


- Enter (Zoom Meeting ID; will look similar to this 000 000 000) in the Meeting ID or Personal Link Name box then select join. The spaces are added automatically
- Then on the next page enter the password 00000 (This is not the password will likely be a mix of letters and numbers)

Join a Meeting

Meeting ID numbers and Passwords will be sent out a couple days before class. The above numbers are just examples.

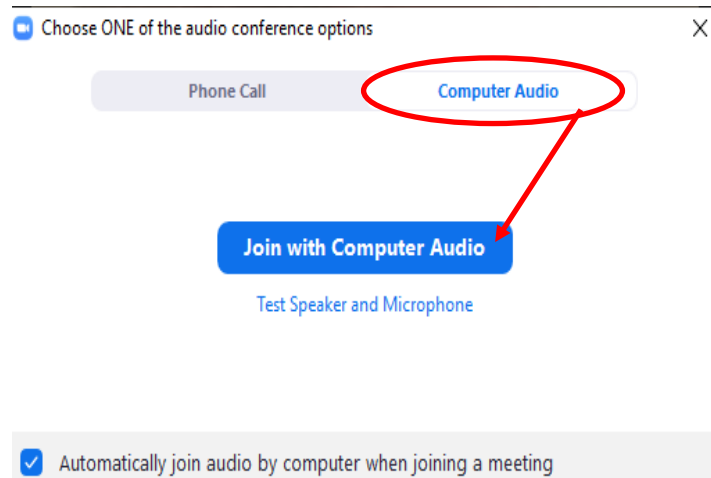
- You should then see a screen like the one below, click on the cancel button and then the Join from Your Browser link.



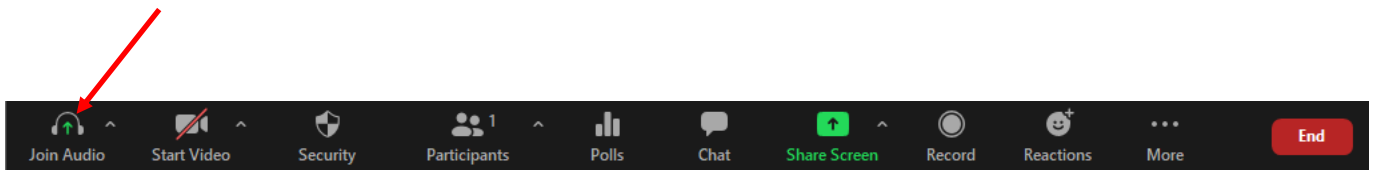
- Type in your name and click that you are not, in fact, a robot, then click the Join Button
- Zoom may ask for the password again if so, enter the password 00000 (will likely be a mix of letters and numbers)

Zoom Instructions (In the Meeting):

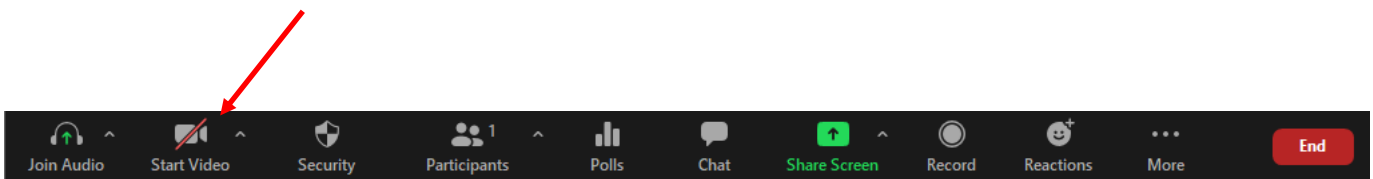
- If your computer did not connect with computer audio automatically you can choose it from this menu.
- For computer audio (probably the easiest way to connect). Just click on join with Computer Audio button.



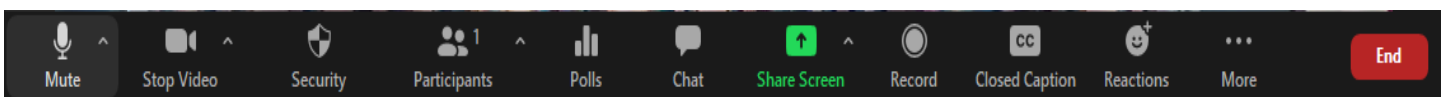
- If you did not connect with computer audio or phone call and need to connect you still can by clicking the join audio button at the bottom of the screen (follow steps above to connect this way)



- Keep your camera turned on by making sure your video is enabled

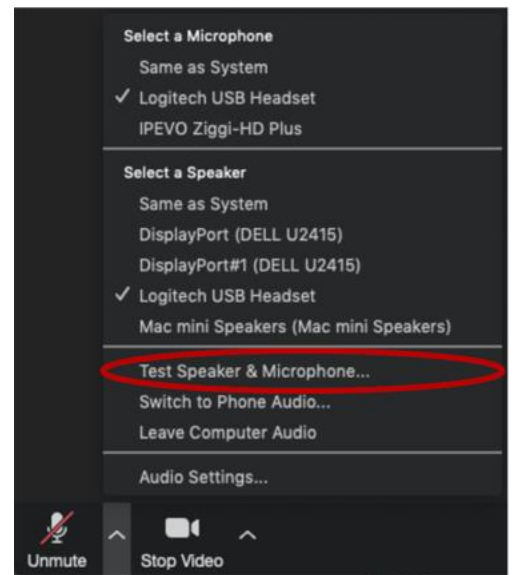


- The bottom bar of your computer screen in the Zoom Application (whether web-based or app based) will look something like this. There are probably more icons in this picture than you will have access to.

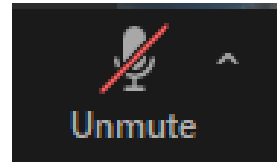
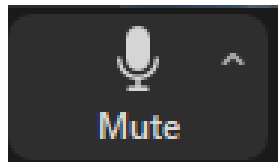


- If you are having trouble with your audio; you can test your speakers and microphone by clicking the small arrow by the mute button and clicking on Test Speaker and Microphone...

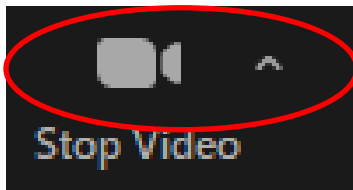
- You may also change your Speaker or Microphone from this menu.



- Mute/Unmute:** To avoid excess noise please keep your volume on Mute unless we are in a discussion or you have a question. You can Mute and Unmute yourself. There will be times when the instructor will ask everyone to Unmute to facilitate a conversation.



- Keep your camera on at all times. It will make for a more interactive session as well as is a requirement for participation in a zoom course.



- You can utilize the Chat function by clicking the Chat button at the bottom of the screen. Sometimes this chat function is under the More button.

