We will use Zoom for the synchronous classes. Please be sure to familiarize yourself with the online room before the first night of your class. If you are not familiar with Zoom, please go to the following site. There are many videos and articles to assist you in accessing a Zoom meeting: <https://support.zoom.us/hc/en-us>.

**The link for the Zoom room for your class is located in your class Moodle site, in the top box.** **If your professor does not use Moodle, look for an e-mail from him/her in the next few days with the link. They have been sent the link and will e-mail it to you before the class begins. Simply click on the link, then follow the directions to download the platform.** Here is a link to the Zoom site with more detailed directions regarding downloading the platform for each particular device -- <https://support.zoom.us/hc/en-us/categories/200101697>.

Additionally, it is **strongly encouraged** that you use a headset or an earbud when accessing the room. If you do not, there will be feedback coming from your connection which all the participants will hear as a continuous sound loop. Often, the ear buds that are compatible with your phone will work in the Zoom room. If you do not have a headset or earbuds, then please be **particularly conscious of muting your mic** when you are not speaking.

The controls for the class are located on the attendee panel (see image below). This panel is located in various places depending upon which device you use to access Zoom. If you are using a laptop or desktop and accessing the site via the webpage ([www.zoom.us](http://www.zoom.us)), then it is located at the bottom of the Zoom room panel. If you are using a phone, tablet, or iPad, the panel is often located at the top of the screen and might not show unless you tap at the top of the screen to make it appear. Sometimes, the icons are in a different arrangement, but they are found on the panel. Please note, some of the icons may not be available to you as they are only available to the host/instructor of the class.

Please mute your audio by clicking on the microphone icon located on the attendee panel in order to eliminate additional feedback issues. You will know it is muted when a red, diagonal line appears over the mic. When you wish to speak, simply click the mic again to “unmute” it.

When speaking, if you have video capability, click the start video icon so all in the class can see you. When finished speaking, click the mic and the video to mute them again.

If you are on a mobile device, please click on the Participants icon in the attendee panel in order to access a text-based chat pane (you will notice the chat button at the bottom of that pane). On a desktop version of Zoom, it is a separate button in the attendee panel (see below).

Lastly, your professor will give additional direction on how to ask questions. Here is a link to show you how to do that depending on the device you are using -- <https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>.





If you feel more comfortable having a “trial run” with me before your class, I will be happy to arrange for such a session. Please e-mail me at [spontz@ost.edu](mailto:spontz@ost.edu). Let me know if you are interested in having a trial run and we will arrange for a time. Please remember that Oblate School of Theology is in Central Time.