

## FIT2001: Systems Development

### ZOOM – RULES OF ENGAGEMENT

Monash Zoom Guide: <https://guides.lib.monash.edu/learning-tools/zoom>

<b>BEFORE THE ZOOM WORKSHOP</b>	
Getting ready for your Zoom workshop	<ul style="list-style-type: none"><li>- Must be done via your Monash email</li><li>- Test your internet connection before the workshop</li><li>- Use headphones – easier to hear and be heard</li><li>- Be in a quiet area which is not a thoroughfare for other people</li><li>- Click on the link for your Workshop on the unit Moodle site</li><li>- When you join, mute will be on automatically</li></ul>
<b>YOUR ZOOM PERSONA</b>	
Zoom Name	<ul style="list-style-type: none"><li>- Must be your Assignment Team No (when available) first, followed by preferred name, then name and surname in brackets e.g. 13 (Chris) Christabel Gonsalvez</li></ul>
Video	<ul style="list-style-type: none"><li>- Video must be on - can be intimidating, but turning it off completely defeats the purpose of person to person connection, so please leave it on</li></ul>
Zoom photo	<ul style="list-style-type: none"><li>- A photo of you that is appropriate - funny filters are for personal meetings not workshops</li></ul>
Dress	<ul style="list-style-type: none"><li>- Dress appropriately (at least all the bits we can see) – like you would if you were attending class in person</li></ul>
<b>DURING THE ZOOM WORKSHOP</b>	
View options	<ul style="list-style-type: none"><li>- Be aware that there are a number of view options – Speaker, Thumbnail and Gallery. Choose one that suits you. Make sure that you have the CHAT open. The tutors may pin videos and share their screen at various times throughout the session.</li></ul>
Mute	<ul style="list-style-type: none"><li>- Mute yourself when you are not talking – lots of background noise makes it difficult for everyone to hear</li><li>- Turn OFF mute when you do want to talk</li><li>- We will mute everyone during presentations</li></ul>
Disappearing physically or	<ul style="list-style-type: none"><li>- If you have tech issues every time you are asked a question, we will contact you to discuss these ‘tech’ issue</li></ul>

mentally not cool	<ul style="list-style-type: none"> <li>- You are there to engage for the whole workshop – not log in and then disappear when you feel like it. If you need to leave please leave a note in the CHAT to your tutor.</li> </ul>
Reactions/communication during the meeting	<p>If you want to ask a question</p> <ul style="list-style-type: none"> <li>- Ask the question in CHAT to ‘everyone’, so all students can see the question</li> <li>- ‘Raise your hand’ physically</li> <li>- ‘Raise your hand’ using the symbol in the Participants menu.</li> <li>- Non-verbal feedback. You can display icons such as “Yes”, “No”, etc. next to your name</li> </ul>
Recording the meeting	<ul style="list-style-type: none"> <li>- We will be recording the workshops for unit improvement and participation assessment purposes only – it will not be shared in any public forum</li> </ul>
<b>PARTICIPATING DURING THE WORKSHOP</b>	
Breakout rooms	<ul style="list-style-type: none"> <li>- Breakout rooms allow the participants to meet in smaller groups for collaboration and discussion.</li> <li>- The tutor cannot hear or see what you are doing in the breakout rooms unless they have joined your room, and can only see what you are doing while in the room.</li> <li>- You will also be able to “Ask for Help”. The tutor will briefly join you to answer your questions. NOTE: There will be multiple rooms that may need the tutor’s assistance. Please be patient.</li> <li>- You can also share your screen in the Breakout Rooms. This includes the 'Whiteboard' option where your group members can annotate the screen together and to save the annotations for themselves.</li> </ul> <p>Nominate a timekeeper to let everyone know when there is 5 minutes left</p>
<p>Whiteboard</p> <p><a href="https://support.zoom.us/hc/en-us/articles/205677665">https://support.zoom.us/hc/en-us/articles/205677665</a></p>	<p><b>Sharing a whiteboard useful during breakouts</b></p> <ul style="list-style-type: none"> <li>- Click the <b>Share Screen</b> button located in your meeting toolbar.</li> <li>- Click <b>Whiteboard</b>.</li> <li>- Click <b>Share</b>.</li> <li>- The annotation tools will appear automatically, but you can press the <b>Whiteboard</b> option in the meeting controls to show and hide them.</li> <li>- Use the page controls in the bottom-right corner of the whiteboard to create new pages and switch between pages.</li> </ul> <p><b>Note:</b> Only the participant or host that started sharing the</p>

	<p>whiteboard has access to create and switch pages.</p> <p>When you are done, click <b>Stop Share</b>.</p>
<p>Annotate shared screen</p> <p><a href="https://support.zoom.us/hc/en-us/articles/115005706806">https://support.zoom.us/hc/en-us/articles/115005706806</a></p>	<ul style="list-style-type: none"> <li>- <b>Mouse:</b> Deactivate annotation tools and switch to your mouse pointer. This button is blue if annotation tools are deactivated.</li> <li>- <b>Select</b> (only available if you started the shared screen or whiteboard): Select, move, or resize your annotations. To select several annotations at once, click and drag your mouse to display a selection area.</li> <li>- <b>Text:</b> Insert text.</li> <li>- <b>Draw:</b> Insert lines, arrows, and shapes.  <b>Note:</b> To highlight an area of the shared screen or whiteboard, select following square or circle icon to insert a semi-transparent square or circle.</li> <li>- <b>Stamp:</b> Insert predefined icons like a check mark or star.</li> <li>- <b>Spotlight / Arrow:</b> Turn your cursor into a spotlight or arrow. <ul style="list-style-type: none"> <li>○ <b>Spotlight</b> (only available if you started the shared screen or whiteboard): Displays your mouse pointer to all participants when your mouse is within the area being shared. Use this to point out parts of the screen to other participants.</li> <li>○ <b>Arrow:</b> Displays a small arrow instead of your mouse pointer. Click to insert an arrow that displays your name. Each subsequent click will remove the previous arrow placed. You can use this feature to point out your annotations to other participants.</li> </ul> </li> <li>- <b>Eraser:</b> Click and drag to erase parts of your annotation.</li> <li>- <b>Format:</b> Change the formatting options of annotations tools like colour, line width, and font.</li> <li>- <b>Undo:</b> Undo your latest annotation.</li> <li>- <b>Redo:</b> Redo your latest annotation that you undid.</li> <li>- <b>Clear:</b> Delete all annotations.</li> <li>- <b>Save:</b> Save all annotations on the screen as a screenshot. The screenshot is saved to the <a href="#">local recording</a> location.  <b>Note:</b> This option is only available to viewers if the host has <a href="#">allowed others to save</a>.</li> </ul>
Poll	<ul style="list-style-type: none"> <li>- Your tutor may use the polling feature to get an immediate response about what the class feels about certain issues.</li> </ul>