# Guidelines for Students Participating in Zoom online course
## Soong-Chul Ro

1. Lectures:

- Turn on our video and microphones at the beginning and at the end of the class to say hello and good-bye to everyone

- You can keep the video on throughout the class if network permits
    - You should try to turn on the video when you are speaking unless there is a connection problem.
    - If there are connection problems, do send a message in the WeChat group and let the instructor and TA know immediately

- Keep your microphones off, unless you are speaking
    - We do not want everyone to talk simultaneously: raise your hand and wait for your turn to speak.
    - Lecturer and TA will coordinate during the class (Presenting group's leader will coordinate during a group presentation.)

- Remain interactive
    - Use all tools available to make lectures interactive: Reaction, Annotation. . . .
        - But in an orderly and responsible way

    - Raise hands 🖐 for questions/comments
        - Alt+Y or 'raise hand' icon ( 🖐 blue hand at the bottom of the participants screen) if you want to say something to the class,
            - for other occasions, use other action buttons – use 'yes' ✅ , 'no' ❌ action buttons for yes no questions.
        - Once you have the permission to speak, please **say hello to everyone** and **introduce yourself** before you speak.

    - Use comments (and WeChat) for technical issues
        - When you experience technical issues, do mention it in the comments or WeChat and let the lecturer know about the issue.
        - You may also use comments for questions during the lecture, but the lecturer may not always notice what goes on in the comments.
        - If your question is complex, a good practice is to note down your question and raise it in the Canvas/Piazza discussion section.

2. In-class Group Discussion (Breakout room):

- Occasionally, you will be asked to break into groups during the lecture.

- The lecturer will choose to visit the random group and listen, if your group has a particular question, request host to join your group or ask through WeChat or comment.
- All communications in breakout rooms must be in English

3. Participation scores

- Active participation following the guideline will add points to your participation scores.
- Participation in the discussion section of Canvas will also count towards your participation scores.
- Intentional disruption and boycotting will deduct points from your participation scores.
- The whole lectures will be recorded and stored on Canvas
  - for your review
  - it may also be used for assessing your participation
- In addition, this is a formal class and please dress appropriately (at least the visible parts)

4. Group presentation

- You can explore various options of Zoom to deliver your presentation
  - but you need to communicate with the lecturer how you intend to present during the office hours before the presentation.
- One member of your group will be appointed as a co-host on the day of the presentation and the co-host will conduct Q&A.

5. Office hours

- During the office hours, your lecturer will be available for a meeting as well as remain active in Canvas/Piazza discussion.
- But do check through the WeChat group for availability.
- You can make appointments through WeChat or email.