

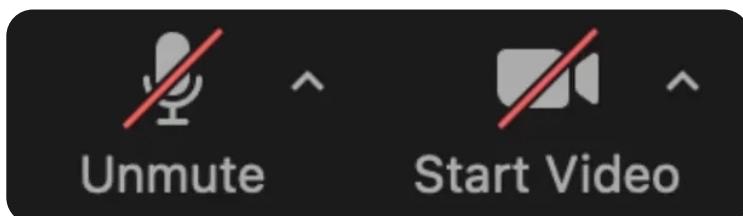
Online Etiquette Primer

Platforms for OrSem 2021

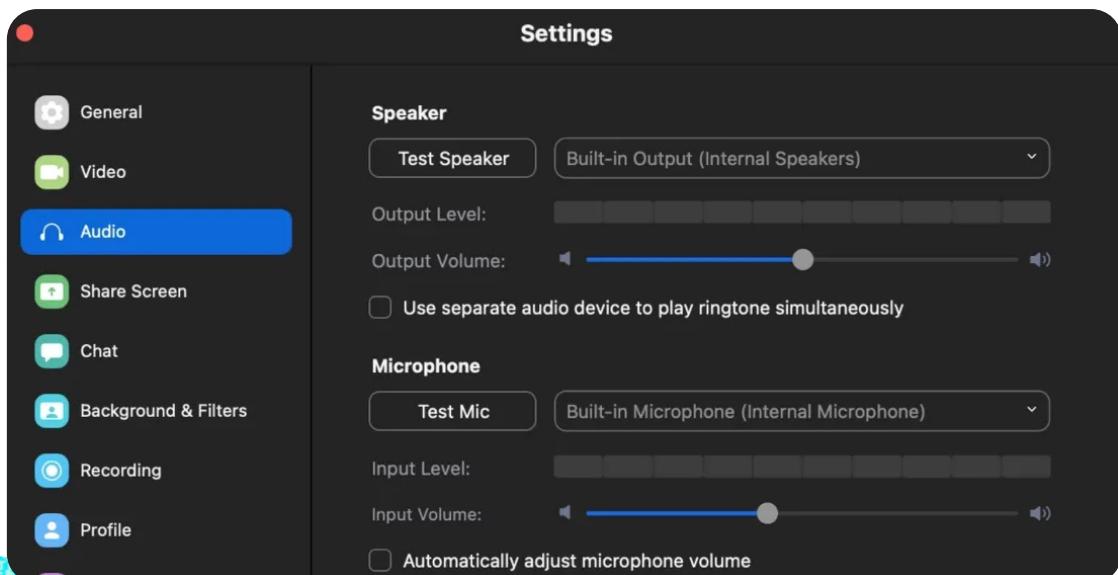
I. Synchronous Platforms

1. Zoom

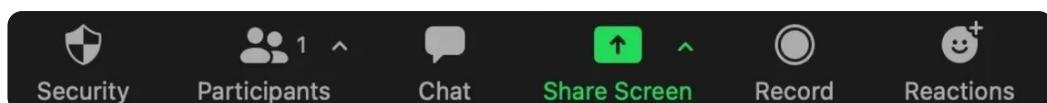
- a. Primarily, Zoom will be used for the **OrSem Synchronous Sessions** (Block Sessions, Message from the Deans, Offices Content Release, Irwin Theatre)
- b. Links will be available in the website's block generator tab. Stay tuned for more updates on this in the incoming days!
- c. Don't forget to **always mute your mics unless told otherwise!** The icons for controlling your microphone and camera are located at the lower right of your Zoom screen.



- d. Always double check that your **input and output devices are connected**. To do this, click on the arrow on the right side of the microphone icon, and adjust your speaker and microphone settings to your likings.

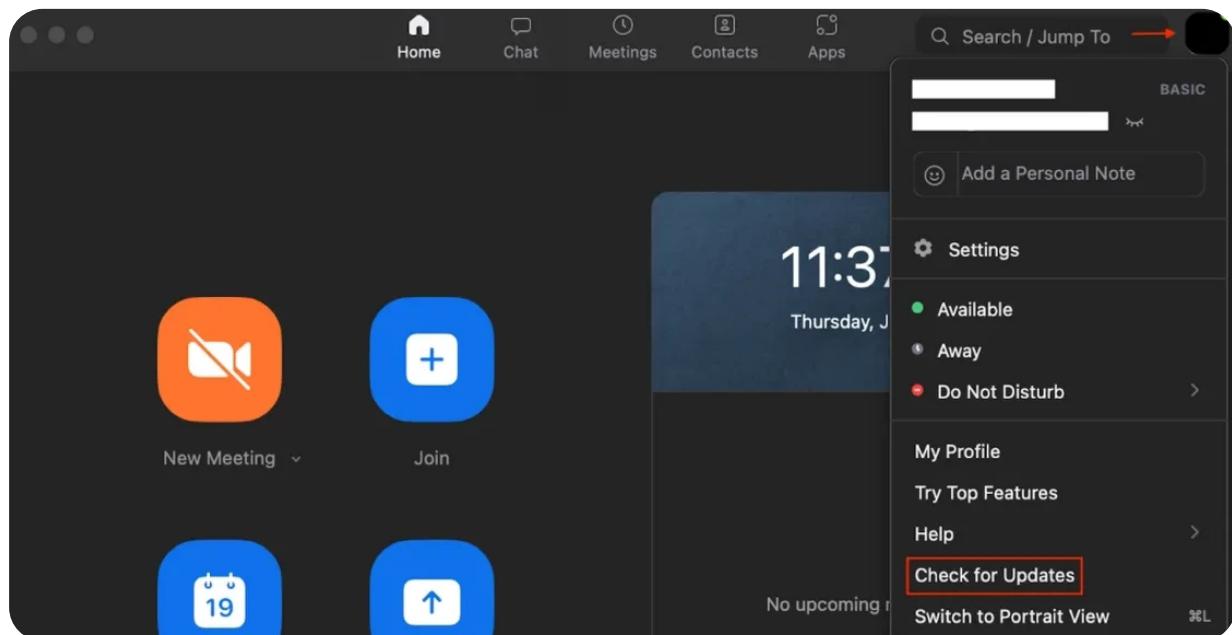


- d. You can use the **chat** and **reactions** to interact with your TNTs and blockmates all throughout your zoom sessions. These should be found at the bottom of your zoom screen, together with other icons for screen sharing, recording, and more!



- e. Make sure that your **Zoom is updated!**

On your Zoom home screen, click on your icon on the upper right corner of your screen and click “Check for Updates”.



2. Google Meet

***Contingency:* In case of technical difficulties, GMeet will be used for your block sessions!

II. Asynchronous Platforms

1. Ateneo OrSem 2021 Website

Most of our **full content** will be found on our OrSem 2021 website! Stay tuned for more updates in the incoming days.

2. Facebook page

You can expect our **live content** through our Facebook page:
[fb.com/OrSem2021](https://www.facebook.com/OrSem2021)

3. Other platforms

And for other **fun things**, you can go to our **IG**, **Twitter**, and **Tiktok**!



@ateneo.orsem



@2021OrSem



@2021orsem

Remember, ADMU OrSem 2021 Tayo is a school sanctioned event. Please refrain from using profanity or suggestive language, and don't forget to be nice to your peers!

House Rules

I. Large Sessions - Irwin Theatre

Here are some general guidelines to take note of during the synchronous sessions:

1. Remember to use and log in using your **OBF email account**.
 - As a student of the Loyola Schools, you are automatically assigned an OBF account upon confirmation of your application to the University
 - Don't forget to regularly check your OBF email because official updates and announcements will be sent to this account
2. Before entering the session, rename yourself to:
[Block] First Name Last Name
e.g. **[Z5] Jose Rizal**
 - Renaming yourself will be helpful for your TNT and SecMobs to identify you easily during the call
3. If you are not speaking, please **mute** your microphone.
 - Let's show respect to the people talking during the call by keeping our microphones on mute so we won't distract and interrupt them
4. If your internet connection permits, feel free to **turn on your camera**.
 - For those experiencing a slow internet connection, it would help to turn off your camera because it will reduce the amount of data and bandwidth you are using
5. We encourage you to have a **profile picture** with your Zoom profile
 - Uploading a profile picture for your Zoom profile will help us identify and remember you even if you have your camera turned off



House Rules

6. This is still an official school-sanctioned event, so **all Ateneo school policies still apply**
 - Remember to follow the **Loyola Schools Student Handbook**.
 - You are free to eat and drink non-alcoholic beverages during the call.
7. If you can't access the call, **contact your SecMobs**
 - Feel free to reach out to your SecMobs for any Zoom call-related concerns!

II. Block Sessions

If you have any concerns during the session, remember to **use the following codes** in the chat thread and your TNT or SecMobs will attend to you as soon as they can:

[C]

If you would like to **comment or react** on anything that happened.

[C] That's so interesting!

[T]

If you would like to **talk** and say something.

Kindly wait for your TNT or SecMobs to acknowledge you and you may unmute your microphone then

[Q]

+ **your question** if you have any question you would like to ask.

Your TNT and SecMobs will acknowledge and answer your question as soon as they can

[Q] Is this required?

[L]

+ **reason + minutes you'll be gone** if you would need to leave the session at any point.

Please remember to inform your TNT or SecMobs first before stepping away from the call

[L] Bathroom break 3 minutes

Contingencies

1. What do I do if I disconnect from the Zoom call?

- a. First, try to re-join the call.
- b. If rejoining is not possible due to complete loss of connection, please wait for your SecMobs to reach out to you.

2. What if I cannot enter my assigned block room?

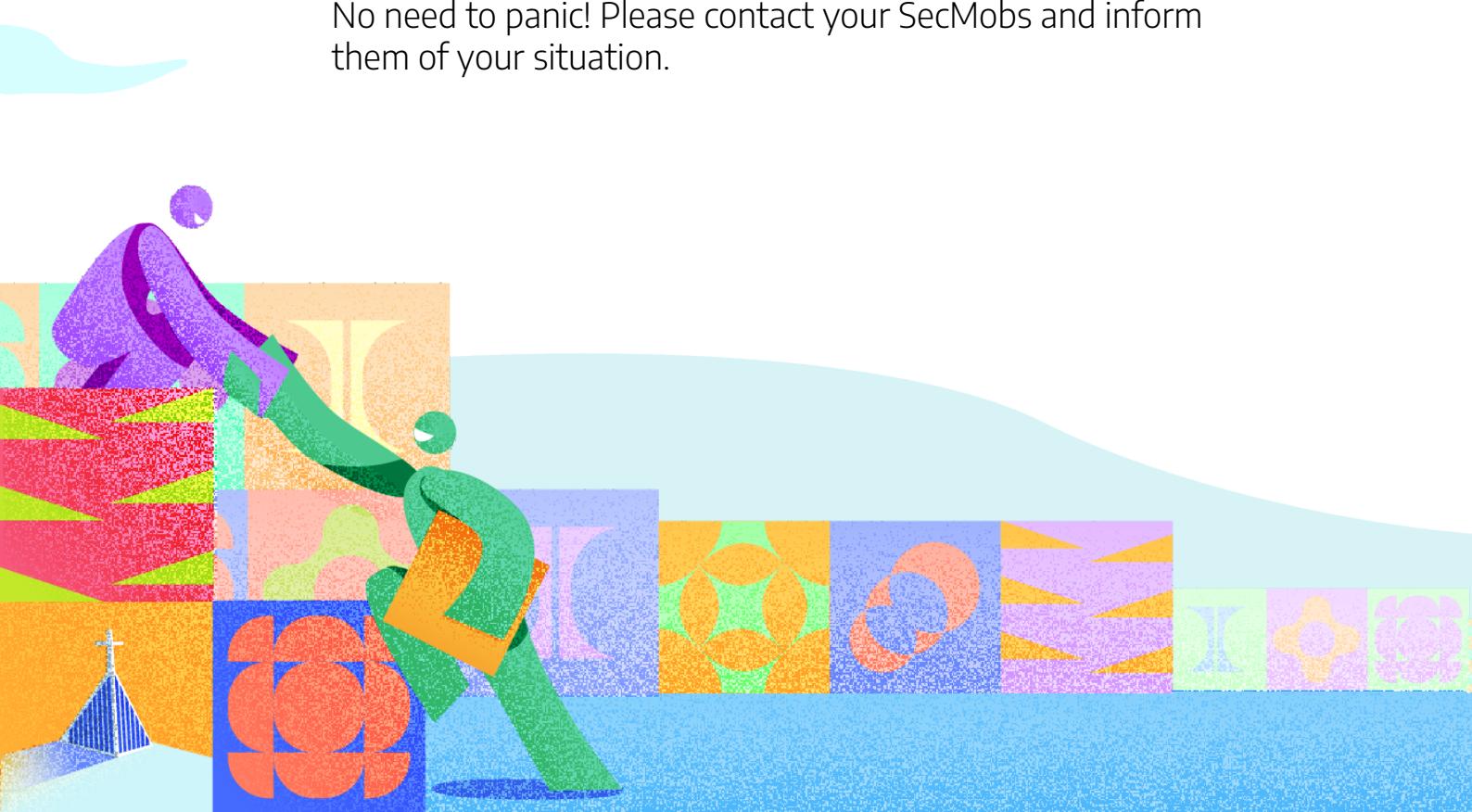
- a. Please wait for your SecMobs to reach out to you.
- b. Stay on the call and wait for the TechOps team to assign you manually.

3. My mic doesn't work, what should I do?

No worries! You are free to use the Zoom chat function instead.

4. What if my internet or power cuts off and I can't return to the call?

No need to panic! Please contact your SecMobs and inform them of your situation.



Additional Information about our Platforms

a. Zoom Client

Zoom regularly provides new versions of the Zoom desktop client and mobile app to release new features and fix bugs. For the best OrSem experience, we hope you have the **latest version of Zoom** client installed!

You may download the latest version from one of these links:

<https://zoom.us/support/download>

<https://zoom.us/download>

<https://zoom.us/download2>

Or by clicking on download from the link at <https://zoom.us>

The latest version of Zoom available at the time of writing is **Version 5.7.4**

b. Minimum Bandwidth – Zoom

Zoom Function	Minimum Bandwidth required (in upload and download speed)
1:1 call in 480p video	600 Kbps/600 Kbps (0.6 Mbps)
1:1 call in 720p video	1.2 Mbps/1.2 Mbps
Sending and receiving videos in 1080p	1.8 Mbps/1.8 Mbps
Group call in 480p video	800 Kbps (0.8 Mbps)/1.0 Mbps
Group call/gallery view in 720p video	1.5 Mbps/1.5 Mbps
Sending/receiving a group call in 1080p video	2.5 Mbps/3.0 Mbps

Additional Information about our Platforms

Zoom Function	Minimum Bandwidth required (in upload and download speed)
Sharing your screen	50–150 Kbps (both upload/download)
Audio-only call	60–100 Kbps (both upload/download)
Zoom Phone	60–100 Kbps (both upload/download)

Zoom needs a **minimum of 3 Mbps download speeds** in order to work effectively. That's enough to let you participate in one-on-one and group calls and share your screen with a smooth connection—although more bandwidth will definitely improve the overall quality of your Zoom call.

b. Minimum Bandwidth – Google Meet

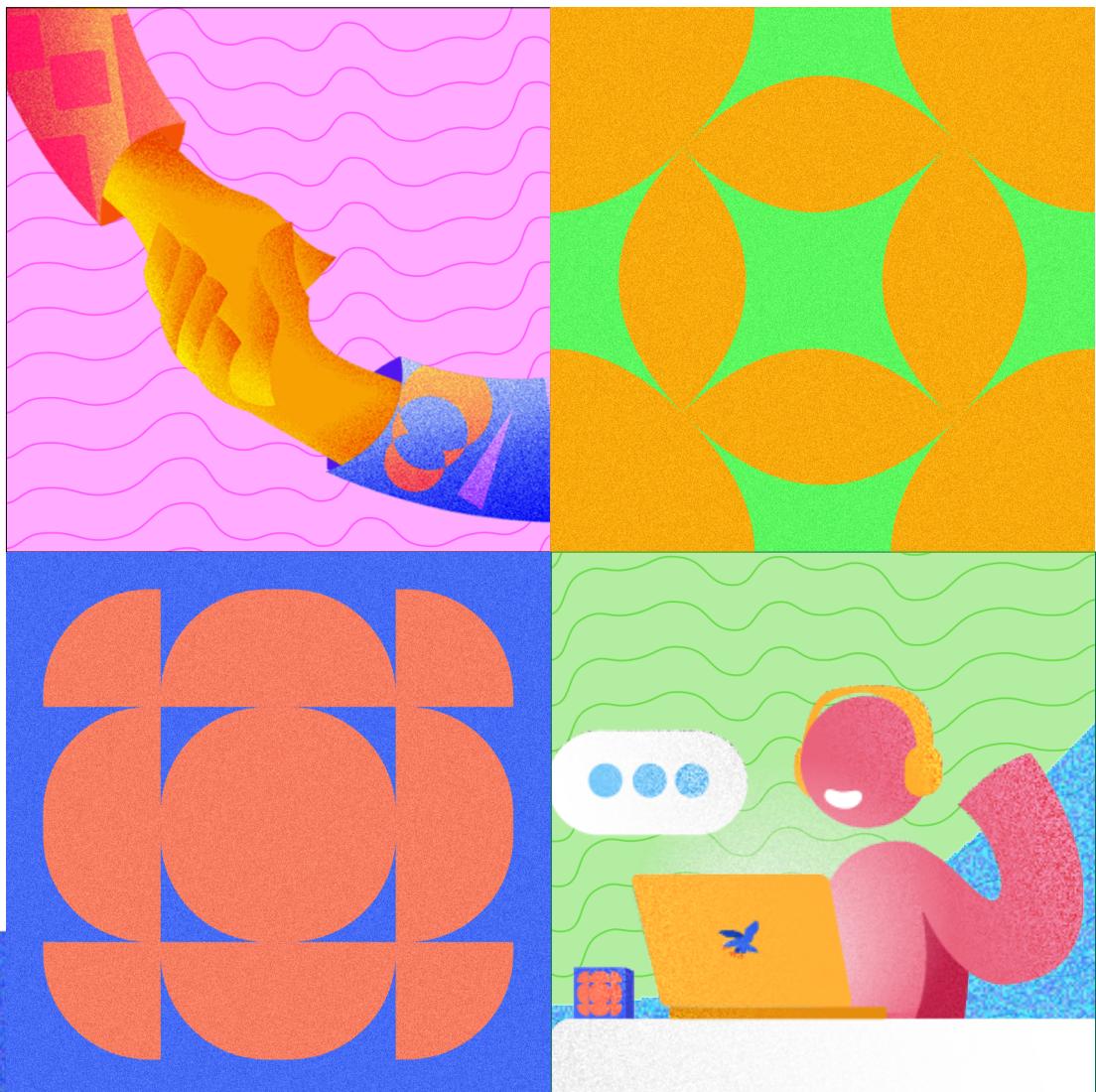
GMeet Function	Minimum Bandwidth required (in upload and download speed)
HD Video with 2 participants	3.2 Mbps/2.6 Mbps
HD Video with 5 participants	3.2 Mbps (both upload and download)
HD Video with 10 participants	3.2 Mbps/4.0 Mbps
SD Video with 2 participants	1 Mbps (both upload and download)
SD Video with 5 participants	1 Mbps/ 1.5 Mbps
SD Video with 10 participants	1 Mbps/ 2 Mbps

While the Chromebox will operate with bandwidth speeds as low as 300 kbps, video and audio quality might be poor. Gmeet needs a **minimum of 4 Mbps download speed** in order to work effectively.

Sources

Google. (n.d.). Google Meet hardware requirements. Google Meet hardware Help. <https://support.google.com/meethardware/answer/4541234?hl=en#zippy=%2Cgeneral-network-requirements%2Cminimum-bandwidth-required%2Cfor-room-to-room-video-meetings%2Cfor-scheduled-video-meetings>.

Holslin, P. (2021, June 8). How to Reduce Zoom Data Usage. SatelliteInternet.com. <https://www.satelliteinternet.com/resources/how-to-reduce-zoom-data-use/>.



OrSem 2021: Tayo Online Etiquette Primer