

# Instructions for joining an SRA online training course

v1

## Equipment

### 1. Laptop, PC, Mac, Ipad – basically a computer that has:

- Access to the internet
- A camera
- A microphone (either inbuilt, or via external plug-in)

Without these essentials, ***you won't be able to take part*** in an online training course.

### 2. Earbuds, earphones (with or without a microphone).

Earbuds/earphones that plug in to your computer will greatly enhance your experience of the training. The best option is a headset (earphones + microphone). If you have a separate plug-in microphone, please use it.

## Setting up with Zoom

### Sign up to Zoom

The SRA, like many organisations, uses the Zoom platform for training courses.

- *If you already have a Zoom account that you've used for meetings, skip this section.*

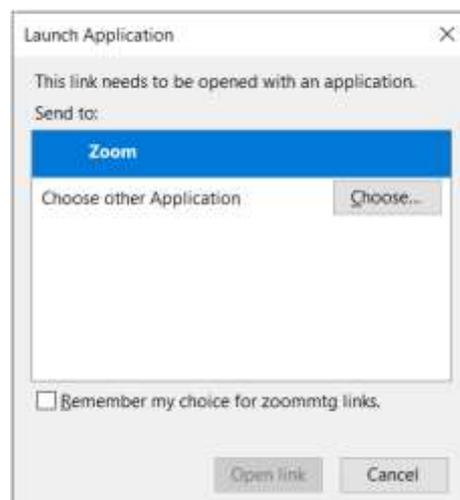
If you don't have an account with Zoom, create one: visit <https://zoom.us/signup> and sign up with your email address. You will receive an email from Zoom; in this, click Activate Account.

Be sure to use your ***proper name*** for this account so the trainer will know who you are. (If you already have a Zoom account and need to change your name on it, sign in to Zoom and click Profile.)

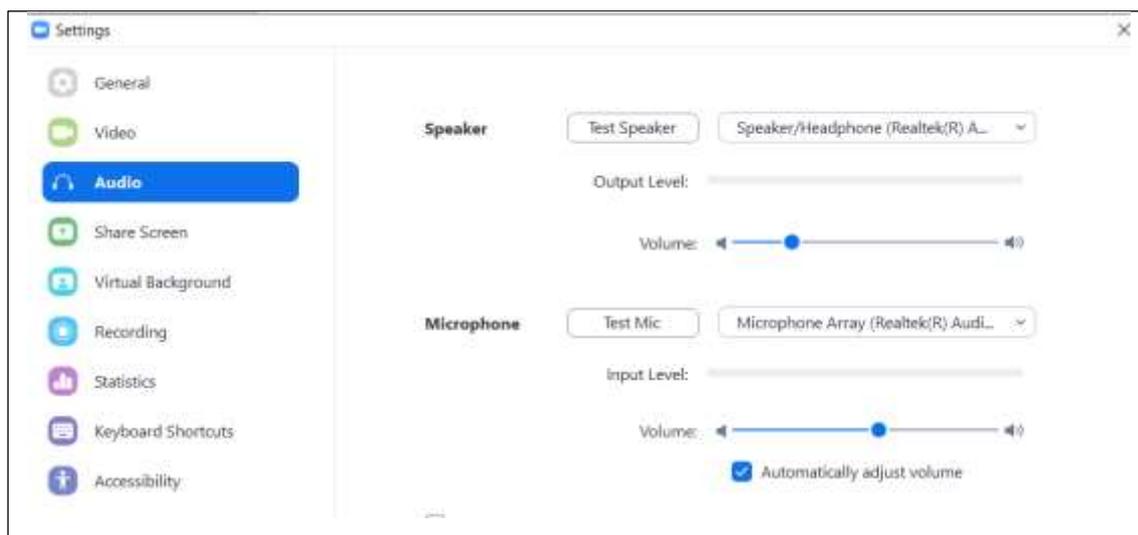
### Test your equipment

If you haven't used Zoom before, sign in, then go to <https://zoom.us/test> and click Join.

You should see this pop-up:



Click 'Open link' to start the test meeting, and click 'Test Computer Audio' if prompted. You should see this pop-up:



- Click 'Test speaker' and you should hear a sound.
- Click 'Test mic' and then say something; you should hear this played back.

On the left side of the screen, click 'Video' – you should see your own image, via the camera on your device.

- *If there are problems with any of these tests, you **won't be able to join** the training until they're resolved.*

Video/camera not working: see this [help page](#) in Zoom. Audio/microphone: this [help page](#)

## Before the course starts

A few days before the course we will email you:

1. **A reminder of the date and start time for the course**
2. **The link to join the training via Zoom**
3. **A link to a webpage where you will find key documents for the training**

We may ask you to read one or more of the documents ahead of the course.

## Joining the training session

Please join the session 5 – 10 minutes before the start time, by clicking the link we sent you.

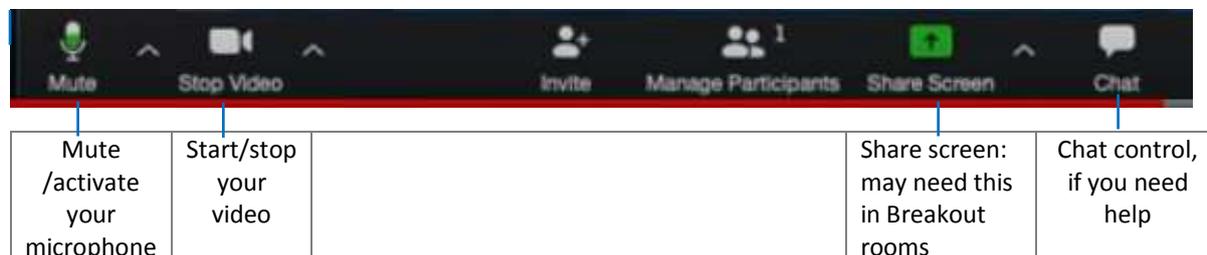
Make sure you join with Audio, and unless you have strong reasons not to, with Video too. Being able to see attendees is very helpful to the trainer.

Be aware that everyone in the session can hear and see each other.

**Important:** check that your face is clearly visible and not blurred or in shadow, eg. by being too close to a window or an overhead light. Try to sit where the background is not distracting.

### Your controls

Hover your mouse over the Zoom screen to see the controls – the ones you need are on the left:



Check the 2 controls on the far left side: Audio (microphone), and Video. If either icon has a red line through it, this means it's switched off: click the icon to switch it on.

**Troubleshooting:** if you're having trouble hearing or seeing others, **use the 'Chat' control to ask the trainer for help** (you can send a chat message to everyone, or just to the trainer). Either the trainer or an assistant will advise you, also via Chat.

## During the training

The trainer will start by welcoming attendees and explaining what will happen in the session. It's likely to be a mixture of slides, short videos, questions and answers, and practical exercises where attendees may be put into virtual groups (called 'Breakout rooms' in Zoom) to work on a topic, then all brought back to the main room to share work.

There will be regular breaks – the timing is noted on the Agenda that we'll share with you ahead of the course.

### Don't be late

Allow 5 – 10 minutes to join the meeting. Better to be early than a minute late.

### Close the door, put your pets somewhere else, switch off email, twitter feed, etc

Find a quiet location. Close down email and other messaging services – to minimise background noise and to avoid distractions. (It's easy to see when people are multitasking!)

### Plug your computer into mains electric power.

### Introductions

The trainer will ask everyone to introduce themselves and say a little about what they hope to get out of the training.

### **Screen sharing**

The trainer will at times share their screen with attendees. This makes their screen 'take over' your whole screen: to reduce its size, **press the 'ESC' (escape) key** on your keyboard.

For group exercises the trainer may divide up attendees into breakout rooms – where you may need to share your screen with those in the room. And when you are all back in the main session, you may need to share your screen with attendees.

### **Recording**

Due to copyright issues, attendees are not allowed to record the session. The trainer may record the session for quality control purposes; this will only be available to the trainer and SRA staff.

### **Mute your microphone**

Keep your microphone muted when you're not speaking, so that attendees don't hear lots of background noise.

### **Take part in discussions and Q&A**

When the trainer invites feedback, ideas, etc. from participants, do take part. Online communication is not quite as easy as face to face, but it's worth making the extra effort. And do speak up clearly!

The trainer will advise if they want you to hold a hand up before saying something – to avoid everyone speaking at once.