

WC-ALL Members,

WC-ALL will be doing all classes online using the platform Zoom. We hope this platform will work for all of us and hope these instructions are helpful, particularly for those not familiar with Zoom.

A class session will constitute a “Zoom Meeting.” The instructor will be the “host”, and you will be a “participant.”

In preparation, please download Zoom to your PC or MAC by clicking on **download** from the link at <https://zoom.us> or directly from one of the following links

- <https://zoom.us/support/download>
- <https://zoom.us/download>
- <https://zoom.us/download2>

On your Smart Phone or tablet, you can download Zoom from the App store.

You must download Zoom to your device, but a Zoom *account* is not required if you are joining Zoom Meetings as a participant which is the case with the WCALL classes. As a class member, you will be a participant.

When you receive your final course confirmation, your link for the class will be included. **You should keep that email so that you can click on the link for each class.**

There are two ways to participate in the class: by live audio or by chat. Instructors will decide whether to use one or both.

In the case of chat, please look for the chat box where you can ask questions in class. You may need to click around the border of your screen to reveal the tool bar. On a tablet, it is on the upper right. On your computer, it is on the bottom. You just click on the chat and type your questions in the box.

To enable live audio, on most devices, you can join computer/device audio by clicking *Join Audio*, *Join with Computer Audio*, or *Audio* to access the audio settings. **As a courtesy to your fellow classmates, please be sure to mute your audio unless speaking so others do not hear background noise.** Your instructor may mute all participants and should announce this to the class at the beginning. In that case, chat is the only option for participating.

There is now ample opportunity to go over this beforehand. Please watch this introductory video:

<https://www.youtube.com/watch?v=9isp3qPeQ0E>

We will have trial sessions in the near future so that you can be sure you understand how Zoom works. After reviewing this material and downloading Zoom to your device, if you are interested in a trial session, please contact the office at wc_all@washcoll.edu to have your name added to a list.

Thank you all for engaging in this new way of conducting class. We are all looking forward to being back on campus at some point, but we are also looking forward to a set of interesting and engaging classes this Fall via Zoom and hope you enjoy them.