

WKAR Family Workshop
Tech Tips for Students and Parents
May 11, 2020

Students:

Thank you for your interest in the WKAR Family Workshop - Online Edition. We hope you have a positive experience with the workshops. Most online workshops involve a little prep work prior to the start of the actual workshop. Please read through the tips below to help you get started.

Parents:

Thank you for supporting your student's interest in the WKAR Family Workshop - Online Edition. We want this to be a positive experience for your student. The tips below will help your student prep prior to the start of the actual workshop.

General Tips:

- Find a quiet place with a table or desk to participate.
- Use the same computer for each session if possible.
- Turn on and test your computer camera and microphone prior to the start of the workshop.
- Workshops will have scheduled days and times for LIVE interaction. The schedule will be posted in the D2L course management system.
- Workshops will also be recorded for access after the LIVE event and posted in the D2L course management system.
- Set a reminder on your device for the Zoom meetings.

Choice of Computers:

We recommend using a laptop for D2L course management system and the Zoom meetings for best results. A laptop has a larger screen to navigate the D2L to see all of the materials available. A laptop may also add more dimension to the Zoom meetings experience.

Zoom Tips: Laptop

- Info about Zoom: <https://zoom.us/>
- Download the Zoom app for best results: <https://zoom.us/download>
Note: if you do not have the Zoom app you may still join the meeting. Click on the link in the email meeting invite, select "Join meeting using a browser" and follow the prompts.
- Each workshop will have a meeting ID and password to connect.
- After connecting, keep your mic muted (off) until you are ready to talk.
- Screen size can be adjusted using ESC key and/or selecting the top right screen icons.
- Recordings of each session will be posted in the D2L course management system.

Zoom Tips – Mobile Device:

- Download the app to have optimal usage
- Each workshop will have a meeting ID and password to connect.
- After connecting, keep your mic muted (off) until you are ready to talk.
- Place phone at face level during Zoom meetings
- After connecting, keep your mic muted (off) until you are ready to talk.

D2L Course Management System (CMS)

Log on to the class a few days prior to the start to confirm that you can access and to explore the materials. Review the Orientation and Zoom sections.

Tech Test:

All students will be required to participate in a brief tech test prior to the start of the first workshop to ensure that all technology is working correctly. The tech administrator will work with each student to test their camera and microphone.

Schedule of Zoom Meetings:

Once registered, students will be notified by email of the schedule for the Tech Test and the Workshop via Zoom.