
SFW ▶ Online

Digital Guidelines for Participants

CREATING YOUR CLASSROOM

- 1 Locate a room with the least distractions. Make sure doors are closed and minimal chance of interruptions can occur (I.E. animals entering the room, children entering the room, noise coming from other rooms, changing in lighting, loss of internet, etc.)
- 2 It is important to choose a room close to your WiFi modem or router. If you are able to, you can hard-line your computer to the modem or router – this increases your chances of maintaining a strong signal throughout the online session. Ethernet-to-USB or Thunderbolt adapters, for connecting laptops directly to modems and routers, are available to purchase online.
- 3 Download the Zoom app via their website <https://zoom.us/support/download>. You will need to download the Zoom application in order to participate in the course.
- 4 Pay attention to lighting in the area, and if necessary, provide alternative lighting to your set up. (I.E. Do not set-up sitting in front of a window because you will be silhouetted on the camera). Alternative lighting does not need to be advanced, additional desk lamps can work just fine. Start a video conference alone to test what you will look like on screen.
- 5 Make sure your microphone and camera are both working before joining a class. This will prevent taking time away from the course.
- 6 Remember that once your camera is on, everyone in the meeting can see you. If you decide to leave the room to take a break, it is best to mute your camera.

STARTING/ENDING A MEETING

- 1 Santa Fe Workshops will be starting and scheduling all meetings. These meeting times and access links will be emailed to you. (It is suggested to add the zoom extension to your chrome or outlook mail. This will allow you to add these meetings directly to your calendar). Simply click the link to join the meeting, at which point your zoom application will open, and you will be sent to a waiting room until the instructor admits you into the digital classroom. (You can join a meeting in a number of ways. Reach out to your Instructor or Course Coordinator for more options).
- 2 The Course Coordinator will spotlight your instructor as the main speaker. This means that you will only have the option of seeing everyone participating, or see your instructor as the main screen.
- 3 All video meetings will be recorded and offered for you to watch for a number of days following the course.
- 4 Breaks will be provided as needed. Be sure to turn off your webcam during the break
- 5 Your instructor will give you guidelines for what is expected before the next meeting, as well as a reminder of the time and day that meeting will take place.
- 6 Once a session is complete, your Course Coordinator will end the meeting for everyone involved.

ONLINE CONNECTION SPEEDS

Santa Fe Workshops always aims to produce a high-quality experience for our online attendees. That said, variables including regional and local internet provider speeds, traffic on Zoom's servers, and your own computing hardware can contribute to a less than ideal streaming event. While we do our best to minimize the impact of these variables, they are outside the control of Santa Fe Workshops.

