15-minute class introduction
(amend as necessary)

Greet participants and ask them to mute.

Check if students can hear you properly, ask to raise hand if 'yes.'

Tell students to unmute if they want to ask questions.

Outline topics covered in the 15-minute introduction:
- Recordings
- Etiquette
- Feedback
- Class management
- Virtual backgrounds

Recordings
Classes will be recorded weekly and made available on iLearn for all students.

Etiquette
Remind students that Zoom sessions remain a regular classroom learning environment.
Highlight the necessary adjustments to efficiently operate via Zoom:
- Switch off notifications on your computer, minimise interferences as much as possible
- Setting (good lighting, have a back-up location if necessary)/ attire (appropriate dress like in an on-campus environment)
- Follow instructions, don't interrupt, be patient and courteous, don't use inappropriate language, don't consume foods during session

Feedback
- Point to the chat function and highlight different options (participant-to-participant, participant to group, participant to everyone).
    - As the session unfolds, use the Chat function to raise questions related to the content covered. UC will collate and reply either via announcement or at the next session.
    - Ask students to say 'hi' via Chat to everyone (but not for latecomers to avoid disruption)
- Emoticons
    - Ask students to click on various emoticons as per your instructions.
- "Feedback requested" in Chat to everyone to signal instructor.

Class management
Introduce breakout rooms and explain how they will be used.

Virtual background
Virtual background >> preferences >> Virtual background or click up arrow next to stop video, bottom left corner of window.

Notes for staff

- If you intend to use a whiteboard marker remember to mirror your video to writing to ensure that it displays properly. Preferences >> Video >> My video >> Mirror my video
- Consider adopting weekly themes for virtual background.

Checklist for students

- I understand that Zoom sessions have the same requirements as regular learning environments in terms of how I present myself
- I am wearing appropriate attire
- I have identified a suitable location to engage in my online learning activities
- My workstation is properly set up (includes computer, headphones if necessary, notes)
- I have minimised noise interference as much as possible (includes disabling push notifications, finding a quiet place, letting the people in my household know to avoid interruptions)

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