Student Instructions for Accessing Virtual Class

In preparing for online classes, we want to provide you with some initial information on what your computer/smartphone will need to access SULC's online class sessions. In addition, we'll ask that you perform some initial steps to setup your computer to participate in classes with Zoom. Finally, we'd like you to test your ability to access one of the SULC virtual classrooms.

What Hardware/Access Your Computer/Smartphone Needs:
- A microphone
- A speaker
- Preferably a web cam (It's not a requirement, as long as you can either chat or speak to, and hear the instructor using the computer's microphone/speakers)
- A broadband network connection.

Initial Steps
Go to http://www.sulc.edu/page/zoom-classroom-links-students

Click on room 129 (Next to the room number, it will say, *Test Connection Room*)
Notes:
- SULC will monitor the room on the following days and times:

March 17-20, 2020

Tuesday:
     1:00pm – 3:00pm

Wednesday – Friday:
     9:00am – 11:00am & 1:00pm – 3:00pm

Wednesday and Thursday Evening:
5:00pm – 7:00pm

- If more days and nights are added, we will notify students by email and place a notice on the Zoom classroom webpage.

This will start the process of activating Zoom.

If you haven't used Zoom before, you may be prompted to download and install the Zoom.
If prompted, please allow the download to occur and follow the instructions to install.

Once installed, Zoom may ask you for identifying info (e.g. name, email address). Please enter the info.

Then, you'll see a window asking whether you wish to join the audio by computer or by telephone. In most cases, you'll choose the computer option.
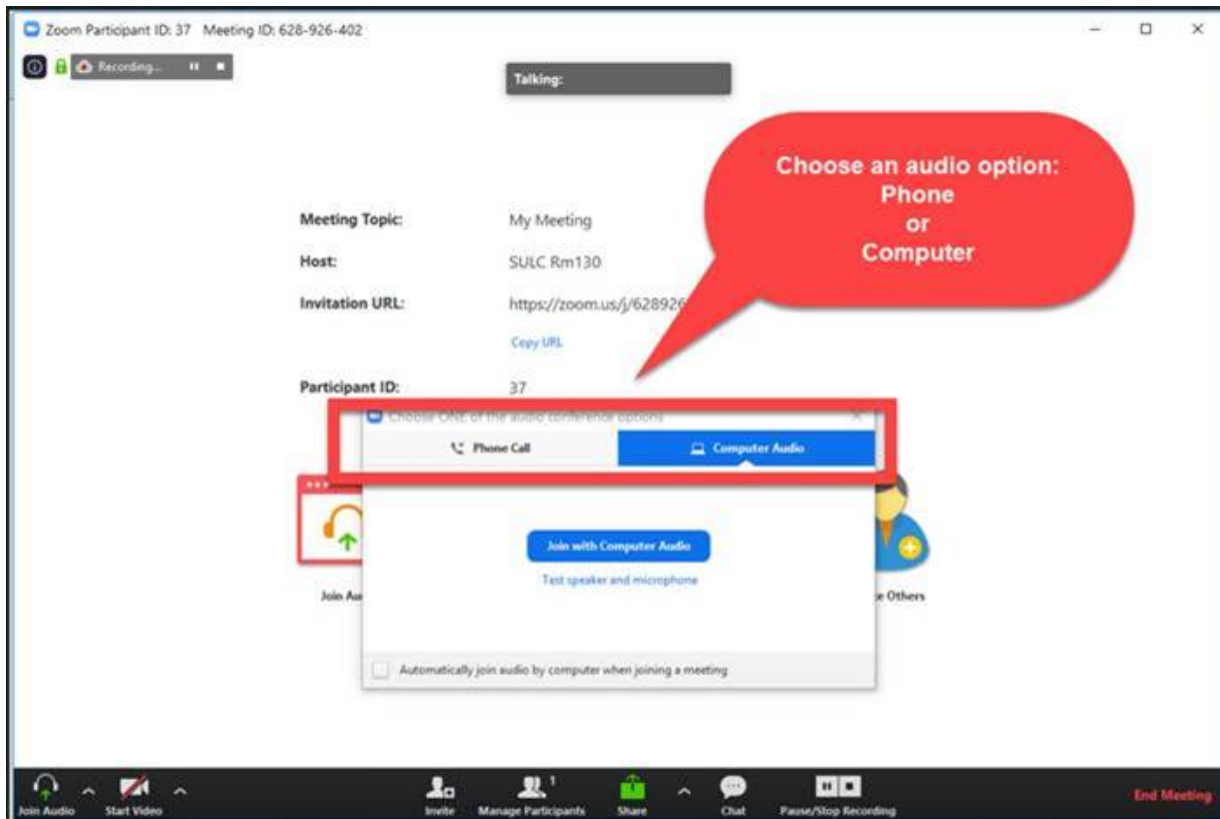
Finally, you'll see a window appear that may show a streaming image of someone at SULC.

If not, place your cursor in the window.

A task bar will appear. If needed, tap the left mouse button once while the cursor is in the window to display the task bar.
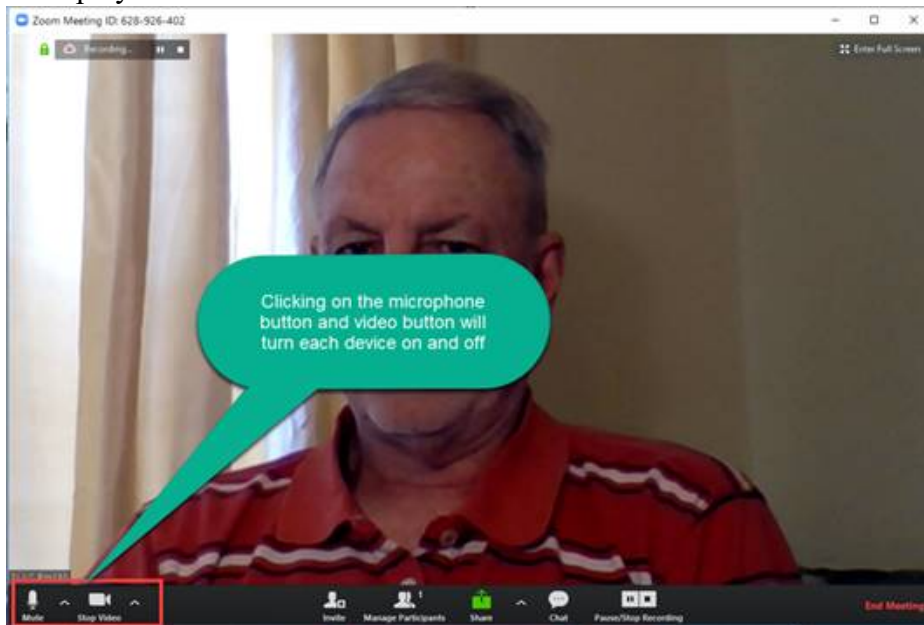
If the video and audio is turned on, you'll see the icons without a red line through them. If you see a red line through either icon, try clicking once on the icon.

If the person at SULC can see and hear you, and you can see and hear the SULC person. SUCCESS.

If not, please check the following:

- Do you have an internet connection?
- Do you have a web cam, and is it turned on?
- Do you have a microphone, and is it turned on?
- Does your computer have a speaker? Is it connected and, if necessary, turned on, or unmuted?

If you're still having a challenge, using your SULC email account, please initiate a helpdesk ticket using _helpdesk@sulc.edu_ or, if possible, visit the SULC IT office.

Any student with ADA accommodation concerns/needs regarding the virtual class environment should contact the ADA Coordinator (_dparker@sulc.edu_).