

Getting the Most from Your Online Course

Post-Course Message from Your Instructor

Dear Course Participants,

I am so glad you were able to join us for this special one-hour free course on Getting the Most from Your Online Course. The course was designed as a quick introduction to live video conferencing so that you might become comfortable enough to try taking an online course in the future.

For those who called in, or even those who would like to review the course content again, here is a recording of the Zoom meeting: <https://vimeo.com/432463333/ae208c1e58> (Note: As a courtesy, pictures of attendees that would normally appear in the recording have been edited out, except in sections where it was absolutely necessary as an example or due to part of the screen needed for the demonstration.)

If you were able to complete the full hour of instruction and did not get a chance to complete the online survey, if you could take a few minutes to answer three quick questions, we would be most grateful. You can take the survey through this link (providing whichever name/identification you prefer). Remember to click on **Submit** after filling each open-text question and then **Finish** at the end of the survey.

<https://PollEv.com/surveys/xkqtlug8jORgrEL3zmGxK/respond>

Here are a few extra pieces of information that might be helpful for post-course investigation:

You can sign up for your own Zoom account for free and practice live video conferencing with friends and family members. A free account allows you to talk unlimitedly with one other person (or computer device) or talk to a group of people (more than one other device) for 40 minutes. This is a great way to practice what you learned in the course in an easy “low stakes” environment while also helping you stay socially connected. You can also practice what you learned by setting up a meeting with yourself. 😊 Sign up here: <https://zoom.us/>

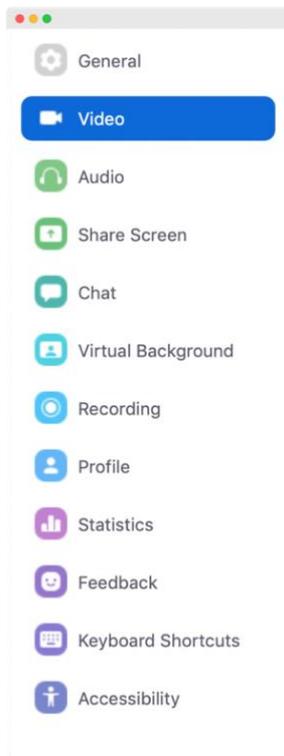
For those that have tablets or phones, this information might be helpful. Attendee Controls (Tablet & Computer info) <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting>

Excellent Zoom Instructions for Users and Hosts
<https://hub.securevideo.com/Knowledge/Details/286>

Speed Test on your home internet system - <https://www.speedtest.net/>

If you want to see how your computer and internet is performing, under the Settings option in **Statistics** the analytics interpretations are explained in this short article <https://onlinezoomappdownload.com/statistics-during-the-zoom-meeting-analytics/>

Although all you really need is a recent model of a laptop computer with a good quality built-in camera and microphone, in case you were wondering about externals, here is a list of best equipment to start with if you are considering additional technical support for video conferencing needs. - <https://www.thinkific.com/blog/best-equipment-software-creating-online-courses/>



There were a few questions at the end about how to turn on Virtual Backgrounds if you don't want your own home in the background, and how to replace your video image with a still picture. Both of these are set up under the **Video Settings** options which appears when you click on the up arrow next to the camera icon. (Also demonstrated at the end of our meeting in the Q&A session)

For the Virtual Background just click on **Virtual Background** and a box appears providing you with some default choices for pictures and sometimes a video is also available (indicated by a video camera image on the picture). Simply click on the image and it will apply that virtual background. My meetings are set up so that videos are not allowed in meetings due to the high number of people who are sensitive to motion sickness (1-3 people have this sensitivity). You can add your own images and videos by clicking on the + symbol and upload any image you like, scenery or a different room background. You can also choose a plane colored background by searching the internet for images of colored paper or fabric to take a screenshot of and then upload.

If you choose to turn your video off and want to have a photo of yourself available to view instead of just your name, this can be set up under the **Profile** tab. Simply hover over the picture image and a pencil icon will appear indicating that you can edit/upload an image. Some meetings allow you to change your image or reveal your image when the camera is off, others do not. During our course this option was not on since we did not have time to cover this in the course.



There were a couple people that still had difficulties with being heard during the meeting. Although several checks were accomplished to see if audio issues could have been due to Zoom, there is a strong possibility that the audio issue is within your own computer device settings. If this was the case for you, I encourage you to explore two areas: (1) the **Audio settings in Zoom** to see what Zoom is recognizing as your microphone, and then (2) go to [your computer Settings under Sound](#) and check on which microphone is connected and that the volume is up.

I hope this extra information was helpful as you are reflecting on our time together and that you are encouraged to keep exploring live video conferencing.

-Laura Bond, Instructor