



CONTINUING EDUCATION PROGRAMS

DEPARTMENT OF ENVIRONMENTAL & OCCUPATIONAL HEALTH SCIENCES

School of Public Health

PLEASE READ THESE INSTRUCTIONS CAREFULLY


Instructions for Students Participating in Virtual Classroom Courses

In order to participate in the virtual classroom courses delivered by the Pacific Northwest OSHA Education Center, you must have a computer with a camera and microphone as well as internet access with sufficient bandwidth for video conferencing. We will be using Zoom as the platform for our virtual classroom sessions, so you will need to sign up for a Zoom account. If you have a UW NetID, you already have a Zoom account associated with your NetID. If you are not affiliated with the UW, you can sign up for a free Zoom account at <https://www.zoom.us>. Please setup your account well in advance of the course so that you can test the audio and video capabilities of your computer. The course will be delivered as a live, two-way video conference where the in-person teaching will be conducted remotely in the same way that we teach in a physical classroom setting.

1. After you have received an email invitation from UW DEOHS Continuing Education to register for the Zoom meeting, follow the link in the invitation and complete the Zoom meeting registration with your name and email address.

2. You will then see a page that looks like this:

Please note, **this is an example**, refer to your email for the actual Zoom link.

Topic	OSHA 7845
Description	Recordkeeping Rule Seminar
Time	Apr 13, 2020 09:00 AM in Pacific Time (US and Canada)  Add to calendar
Meeting ID:	783-819-658
To Join the Meeting	
Join from a PC, Mac, iPad, iPhone or Android device:	
Please click this URL to join. https://washington.zoom.us/j/783819658?tk=xctzY6SleqCAdLBGpmZclmX1TDbJRHes9NH5wrjWaQI.DQEAAAAALrgjihZROURXNXlwZIROV1RJX0YzVE91N0VRAA	
To Cancel This Registration	
You can cancel your registration at any time.	

3. You will also receive a registration confirmation email from the Zoom meeting host that looks like this:

Please save this email as you will need it to access the meeting on the day of the course.

From: Meeting Host <no-reply@zoom.us>

Subject: OSHA 7845 Confirmation

Date: April 10, 2020 at 9:52:03 AM PDT

To: [your email address]

Reply-To: ce@uw.edu

Hi [your name],

Thank you for registering for "OSHA 7845".

Please submit any questions to: ce@uw.edu

Date Time: Apr 13, 2020 09:00 AM Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: [Click Here to Join](#)

Note: This link should not be shared with others; it is unique to you.

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or iPhone one-tap

US: +13462487799,,783819658# or +16027530140,,783819658#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 346 248 7799 or +1 602 753 0140 or +1 669 219 2599 or +1 669 900 6833 or +1 720 928 9299 or +1 971 247 1195 or +1 213 338 8477 or +1 301 715 8592 or +1 312 626 6799

Meeting ID: 783 819 658

Or an H.323/SIP room system:

H.323:

162.255.37.11 (US West)

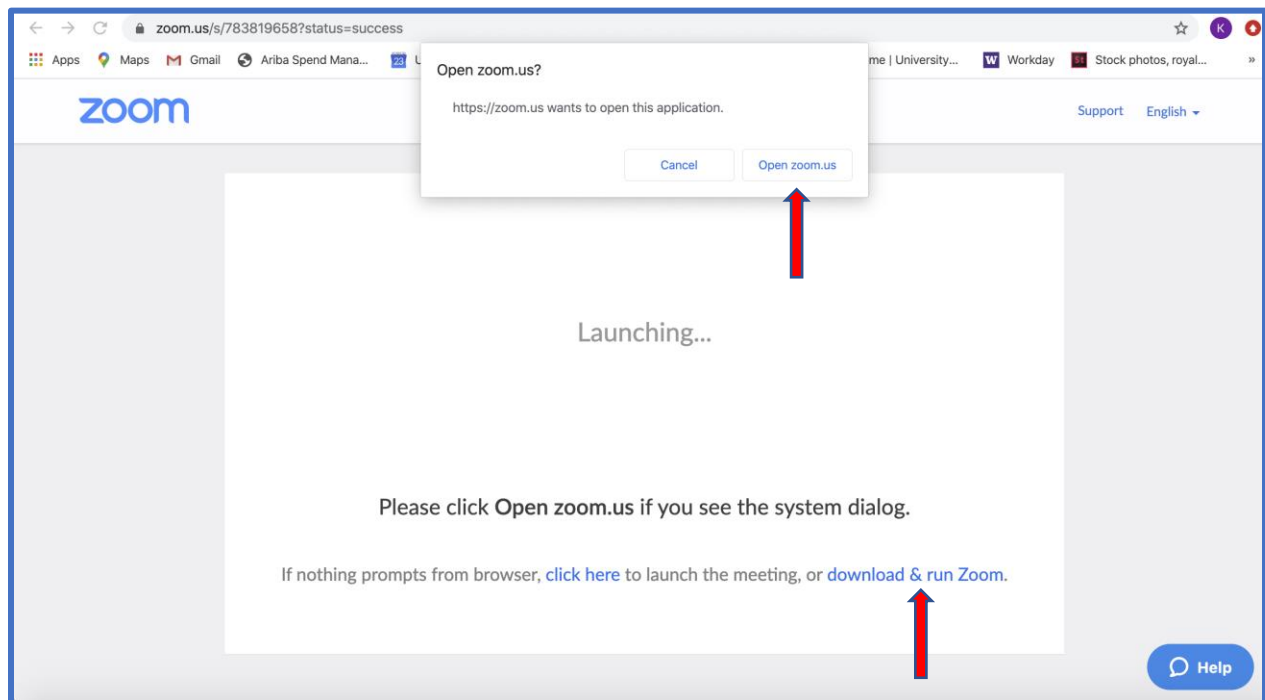
162.255.36.11 (US East)

Meeting ID: 783 819 658

SIP: 783819658@zoomcrc.com

You can [cancel](#) your registration at any time.

4. If this will be your first time using Zoom, you will want to test your Zoom capability before the class. You can do this immediately after registering for the Zoom meeting by clicking on the URL to join the meeting in the confirmation on your screen. Or, you can do it any time by clicking on [Click Here to Join](#) in your registration confirmation email.
5. When you click on the link, a pop up window will ask if you want to open zoom.us. Click on [Open zoom.us](#). Or – if you do not yet have the Zoom application, click on the link to [download & run Zoom](#). This works seamlessly on both Mac and PC computers.



If you are testing ahead of time, you will not be able to enter the meeting because it hasn't started yet, but you can make sure that Zoom works properly on your computer. The first time you use Zoom, you may be asked to allow Zoom to connect to your camera and microphone. You will need to make sure that the settings on your computer allow this so that you will have functioning audio and video during the class.

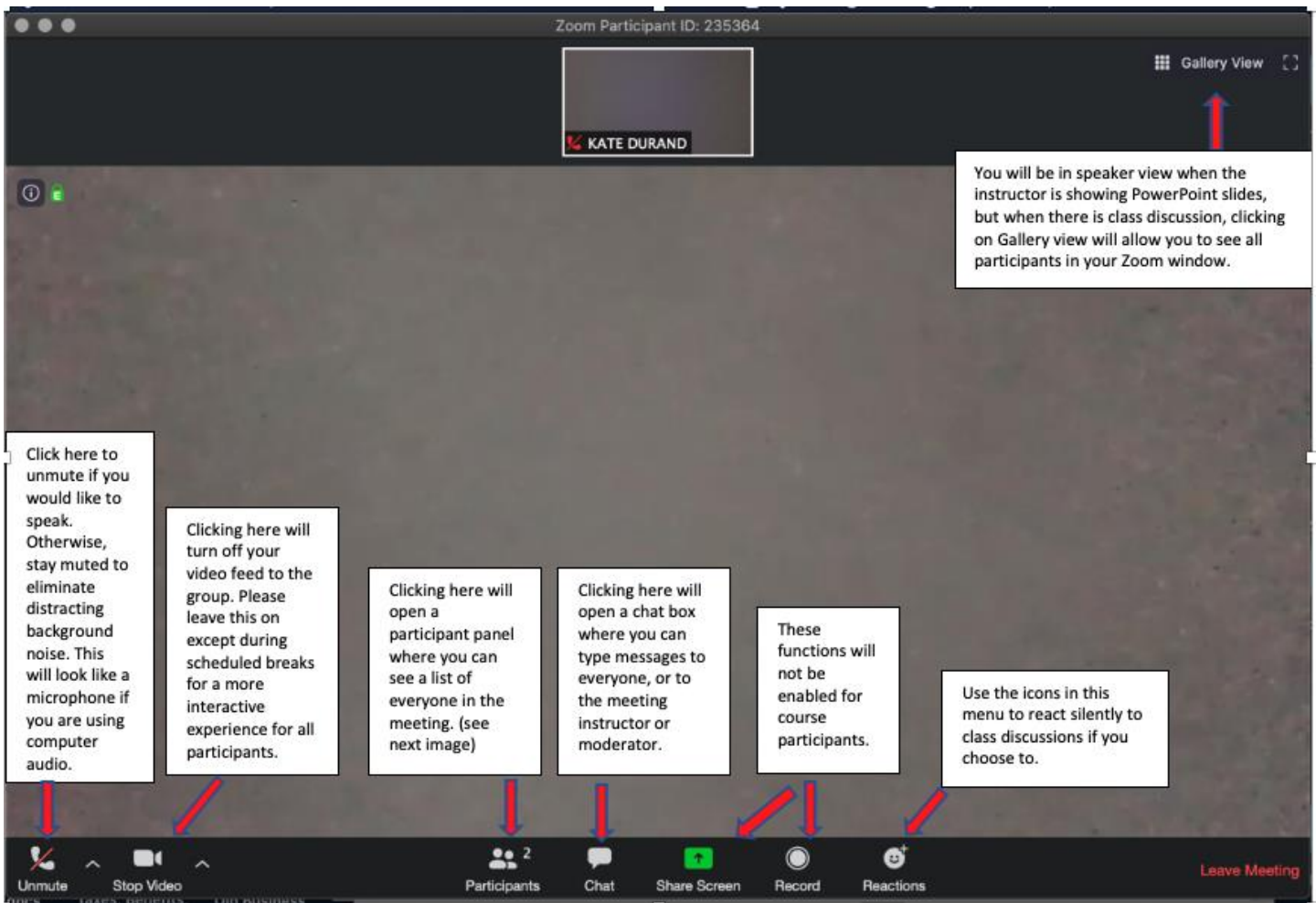
Remember – in order to participate in our virtual classroom Zoom courses, you must have a computer (not a mobile device) with the following specifications:

1. A high speed internet connection;
2. A built-in camera or attached web cam;
3. Either a built-in microphone and speaker, or the ability to connect by phone for audio.

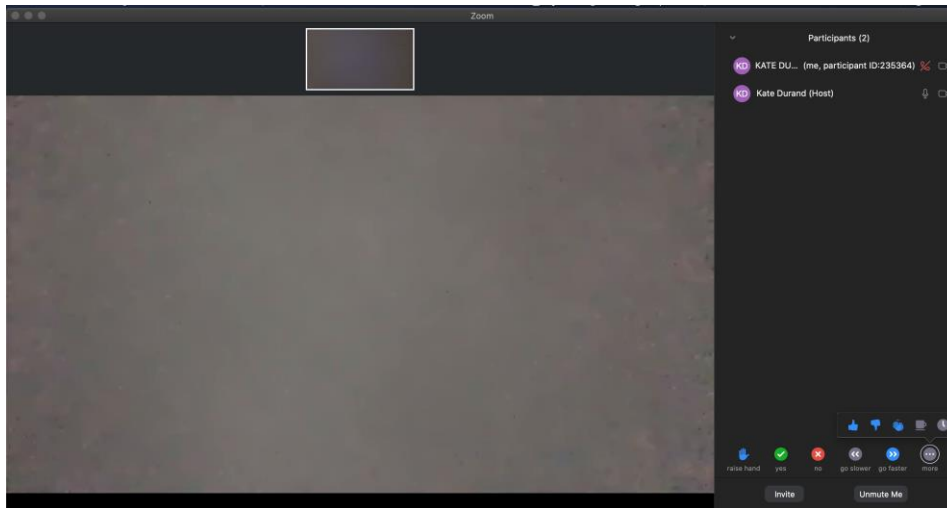
If you are having technical difficulties connecting when you test ahead of time, please reach out to your IT department or to our staff at ce@uw.edu well before the course for assistance.

On the day of the course:

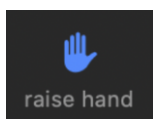
- Please join the meeting between 30 minutes before the scheduled start time so that we can resolve any technical issues prior to the start of the class. You can join the meeting in a couple of different ways. The easiest way is to click on the link in your confirmation email. The second option is to log into your zoom account and click on the "Join a Meeting" link in the top right of your screen. A window will pop up that requires that you enter the meeting ID, which you can find in your confirmation email. Whichever way you choose, you will be taken through the same process as in step 5 above. When the application opens you will be in a waiting room until the course instructor admits you to the meeting. Once in the meeting, you will be muted.
- You will be given a brief tutorial at the beginning of the class regarding the user interface and ways for you to communicate and engage in discussion. Below is an image of what your Zoom window will look like and some instructions for various features for your reference during the class.



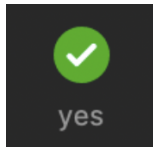
8. When you open the participant panel, your screen will look like this:



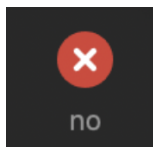
Use the icons in the bottom of the participant panel as follows:



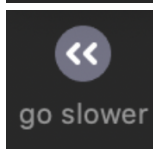
Raise your hand to speak



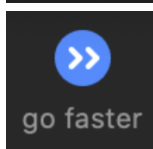
Answer yes to instructor questions to the group



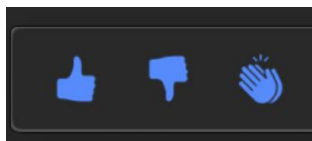
Answer no to instructor questions to the group



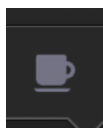
Indicate that you would like the instructor to slow down



Indicate that you would like the instructor to speed up



React silently to comments or discussion



Indicate that you need a break.

9. Please keep in mind the following rules of etiquette for our courses:
- a. Remain muted unless you have a question for the instructor, a contribution to a class discussion, or if the instructor asks you to unmute. You may raise your hand by clicking on the hand in the menu at the bottom of the Participants window so that the instructor will know you would like to speak.
 - b. Leave your video on unless you are having connection instability issues. It is a much more engaging experience for all of the participants if they can see everyone as though the course was being taught in person.
 - c. Please do not use virtual backgrounds as this can be distracting for the other participants.
 - d. Use the chat box to convey technical issues directly to the class instructor or moderator. You may also use the chat box to send messages to the entire class that are useful and respectful.
 - e. Remember that we are pilot testing this type of course delivery. Please have patience with us as we work out any kinks in the technology. Most of all – have fun and we hope you enjoy the experience!

After the course, you will be sent a course evaluation in the form of an online survey. Please complete this to give us feedback and help us improve both our content and our delivery.

Thank you for joining us in this Pilot Program to deliver OSHA numbered courses using video conferencing technology. If you have any questions in advance of the course, please email ce@uw.edu and someone will get back to you shortly.