

Zoom Classroom Guidelines

This document is to help you familiarize yourself with zoom and get you ready to take your upcoming Rhode Island Builders' zoom course. First, you should have received – or will soon get – a separate email confirmation for the course, and within it is your zoom link to attend that session.

GENERAL GUIDELINES:

- Check your zoom account and/or download the application before the day of the class (see below for steps).
- Most classes start promptly at **8:00 am**. Please **click on the zoom link after 7:45 am** to ensure your audio and video is working correctly. If you are late for a class or leave early, you may be allowed to participate, but may not receive a certificate (see below for certificate requirements).
- After clicking the link, proceed to the screen that reads, "**Waiting for Host to Start Meeting**".
- Kindly wait there. You will be invited into the virtual classroom at 8:00 am.
- **TECH SUPPORT: If you have any problems logging into the zoom classroom, please send a text message to Bill (our zoom tech) at 401-379-9494. He will be able to assist you. Do NOT call the RIBA office for assistance.**

IF YOU ARE NEW TO ZOOM CLASSES:

- You can use a desktop or laptop computer (you may use a Tablet if it is your only option) for the class. Cell phone is discouraged -- it is difficult to take a class with a cell phone.
- Download Zoom **BEFORE** your first class onto your desktop, laptop, or tablet:
 - To **download and install** the **Zoom** Application: click this link and go to <https://zoom.us/download>
 - From the **Download** Center, click on the **Download** button under "**Zoom** Client for Meetings."
 - This application will automatically **download** when you start your first **Zoom** meeting.
- You should stay in one location near a strong and reliable internet signal.
- Log in to the class with both your **FIRST NAME** and **LAST NAME**. Do not use nicknames. When you start Zoom a page will come up where you can change the automatically filled name to your correct name (the name you registered for the class).
- Additional help can be found through this set of YouTube videos focusing on the ways to join a Zoom meeting:

<https://support.zoom.us/hc/en-us/articles/201362193>

https://www.youtube.com/watch?v=wo1l6ljz_wg

IF YOU NEED A CERTIFICATE OF ATTENDANCE FOR INDUSTRY EDUCATION CREDIT

- Your computer or tablet must have a working camera turned on facing toward you so your face can be seen by the Zoom system. You must remain in front of your camera – and be paying attention for the duration of the class (no walking, driving or other activities during the class).
- 10-minute breaks will be given periodically when you are allowed to have the camera off.
- In many cases, you must first email us a copy of your photo ID before your certificate is emailed to you.
- If you don't receive your certificate, be sure to check your email SPAM folder before calling the office.
- NOTE: If you do not require a certificate for a given class (or if the class is a non-credit class), you may have your camera turned off.
- NOTE: Occasionally, some of our Zoom classes may be recorded for viewing later; however, viewing a recording of a Zoom class **does not** qualify you for education credits or certificates.

If you have any questions about the criteria for attending a zoom meeting or qualifying for a certificate, please call Bob Salvas at 401-438-7400, Ext. 104 or email at: bsalvas@ribuilders.org.