

STUDENTS' RESPONSIBILITIES

In online classes, you are part of a group that all have the same interest in learning. These are not private lessons and your participation in the group means you must exercise the best practices as students in our classrooms. These are your responsibilities to the class, teacher and fellow students:

Help keep noise to a minimum and disarm any distractions.

Do not think out loud. Others can hear you and most are trying to concentrate on their own bidding, playing, counting, memorizing, etc. Filler comments like “oh no!”, “I need to undo”, “I made it”, “hmmm” are a distraction.

When speaking, use your normal tone and volume. Do not raise your voice. On the same note, we can hear your whispers, be careful what you say.

Do not call out in class or speak over others. Use the “Raise Hand” button to get the teacher’s attention when in zoom and you are NOT in the classroom (playing tables). In the classroom (at the tables), wait until there is a pause or the teacher welcomes questions and comments.

Do not answer other students’ questions, even if you know the answer. Another student may think the teacher answered it.

Control impatience. Do not ask questions on things that are expected to be covered. If you played the hand and finished before others, do not ask how many could be made, that is answered by the instructor during the review. If we are reviewing page 1 of supportive notes, do not ask to review a question you have regarding a topic on page 4.

Be aware of your current camera and microphone configurations.

Mute yourself if you need to eat, talk to your family or pet, etc.

Please do not take us to the restroom with your camera on.

When called upon to answer a question, unmute yourself.

Need to leave early? Bow out quietly.

Troubleshoot your own technical issues. We know that many of you are not tech-savvy. This is why we have orientation sessions to familiarize you with all of the things you will need to know to participate in class. During your class, if you forget how to raise your hand, find chat, get to the classroom, etc., please refer to the troubleshooting tips below. Class time is NOT tech support time.

Do not sign into (2) different devices in the same room. This causes a high-pitched feedback that is painful for others. If you need to use dual devices to hear, see and play, the one you will use to play and see must have ALL audio setting off. Mute yourself on both devices while you try to configure these settings.

Help us maximize our time together

Do not ask vague questions or make incomplete comments like “ I don’t know what happened”...”Was that right?”...”I can’t see anything”. Tell us who you are and add details in your questions so we can answer quickly and not volley back and forth to determine who you are, where you are, what you need and what the real question is. Ask questions like this... “This is Dan, as the responder, did I bid correctly at table 5?”...”This is Jen, I am in zoom and need the link to rejoin the classroom”

Do not ask questions that have nothing to do with what we are doing. For instance, if we are discussing the play of the hand, do not ask questions about defensive signals. We are happy to answer all of these questions via email, or at the end of class, if there is time. All business related questions regarding registrations, payments, etc., should be emailed to Silvana@Morici.us or discussed at the end of the class.

Do not arrive late. This often means having to have things repeated for your benefit, which is time consuming and an unfair interruption for all.

K.I.S.S. Keep It Short & Simple. Try to avoid rambling, or long-winded questions that consume everyone’s time. Keep your questions and comments Short and Simple, and on topic.

Pay attention the instructor so things do not have to be repeated.

Listen to the details in the instructions like “GO to chat, CLICK the link”...”after the auction is finished, DO NOT play the hand”...”You are all the declarer, PLAY the hand”. Avoid mirror questions like “So, you want me to click the link?”

Stay attentive in class

Do not repeat questions. If you raised your hand and your question was answered before your turn, kindly lower your hand so we can move along.

Do not switch to other applications on your device while in class. (e.g. answer texts, emails, phone calls). This may remove you from the screen you need to be on and getting you back wastes the teacher’s time.

Do not play with Zoom in class. This is not the time to check out all of the features of zoom.

NEVER click SHARE SCREEN. This hijacks the meeting and video feed and often causes the entire class to be reset as too many people are not tech-savvy enough to recover.

Be understanding and patient. Don't get frustrated

- **Be easy on yourself.** Bridge is hard. Everyone has their “a-ha!” moment at a different time, but it always comes. Do not give up and trust that we are here to support you, even outside of the classroom.
- **Be easy on others.** Not everyone is the same. Students come to us at different levels in their learning, some are not tech-savvy and many need repetition.
- **We make mistakes, too.** Due to Covid, we have had to close our physical bridge club. Along with it, went all of our wonderful volunteers who proofread our notes and tested our exercises. Although we have spent extra time reviewing our materials, occasionally, a mistake is found. It's the human factor. We hope you understand and forgive us.
- **Student behavior is not our fault.** We make a great effort to get ahead of tech issues, explain our expectations and I imagine that you can tell from this long memo that we have gone to great lengths to make things go as smoothly as possible for all. Unfortunately, we cannot control everything. There is still a student who fails to arrive on time, needs things repeated more than once, calls out and is disruptive occasionally. We hope to be judged by our teaching ability and willingness to make ourselves available to you as you grow in bridge. We thank you in advance for your consideration and understanding.

TROUBLESHOOTING TIPS AND HELPFUL INFORMATION

How do I join a Zoom meeting?

You can join a meeting by clicking the meeting link sent to you in your email or going to JOIN.ZOOM.US and entering in the meeting ID and password sent to you in your email. [Learn more about joining a meeting here.](#)

You can't hear us or speak to us? Check your Audio settings.

On most devices, you can join computer/device audio by clicking "Join Audio", "Join with Computer Audio" when you first link into the meeting. You can also access the audio settings by clicking on the ^ (up arrow) near your microphone icon in the zoom toolbar. [Learn more about connecting your audio here.](#)

How do I find the Zoom Toolbar?

- Laptop/Computer: click the screen and it pops up. It is a black bar with icon silhouettes on it.
- iPad/Tablet: Look at the bottom of your screen or click the three dots (MORE) for a menu of more choices.

How do I find the "Raise Hand" Button?

- Laptop/Computer: Look on your zoom toolbar for an icon that looks like people (PARTICIPANTS). Just to the right of that is REACTIONS. Click to open the REACTIONS list. Choose the words RAISE HAND, NOT the clapping image.
- iPad/Tablet: Click the three dots (MORE) for a menu of choices, including RAISE HAND.

Where is CHAT on zoom?

- Laptop/Computer: Look on your zoom toolbar for an icon that looks like a caption (CHAT) and click to open the chat box.
- iPad/Tablet: Click the three dots (MORE) for a menu of choices, including CHAT.

How do I click on a link?

- Laptop/Computer: Use your mouse or trackpad. Click anything once and if it doesn't work, click it again.
- iPad/Tablet: Use your finger or stylus. Click anything once and if it doesn't work, click it again.

I never got to classroom with the tables or I lost the table screen?

- Laptop/Computer:
 - Did you click on the link in the chat area?
 - Did you fill out the green screen with your nickname and clicked continue?
 - Did you click on your internet browser to make sure it isn't sitting in the background?
 - Try clicking COMMAND+TAB or CONTROL+TAB?
- iPad/Tablet: Swipe right or left. If that doesn't work...
 - Did you click on the link in the chat area?
 - Did you fill out the green screen with your nickname and clicked continue?

- Did you click on your internet browser to make sure it isn't sitting in the background?
- If all of this doesn't help, the link to the classroom is included in your class emails. Look at the bottom, below our signature.

What is my internet browser and how do I find it?

That is how you access the internet normally. Click on the button/icon you normally use to get online (check emails, google, etc.) and your internet browser window will open.

Do I have to have a webcam to join on Zoom?

While you are not required to have a webcam to join a Zoom Meeting or Webinar, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during the meeting, share your screen, and view the webcam video of other participants.

How do I change my name on Zoom?

Find your name in the participant list, right click and choose RENAME.