



## College of Osteopaths Student Guide to Zoom Sessions

---

### How do I access a Zoom Session?

An email invitation will be sent to your **University Email**. You will need to click on the link and then enter the Meeting ID and Password when prompted. You will then be held in a waiting room until the lecturer starts the session. The College will be following the guidelines for best practice on the use of Zoom: <https://blog.zoom.us/best-practices-for-securing-your-virtual-classroom/>

### Consent

You can only attend the Zoom Session if you are aware it may be recorded and your consent is needed. Recording can only be made if everybody present gives consent. If you attend a zoom session this implies consent.

Sessions are recorded at the discretion of the lecturer.

### During the session

- All Zoom Classroom sessions with students may be recorded
- Students should not share private information.
- Students should be sensitive to the needs of others.
- Please note all IT Regulations are relevant whilst you are 'attending' a Zoom Session: <https://www.staffs.ac.uk/assets/itregulations2019-20.pdf> (Staffordshire University); <https://www.derby.ac.uk/services/its/policies/> (University of Derby). Expectations remain as per a normal classroom.
- Any student who makes inappropriate comments or behaves in an unsatisfactory manner during a live stream lesson will be removed from the session.
- Any breaches of the Student Conduct and Disciplinary Policy will be shared with the appropriate member of staff.

### General Guidance

- Pick somewhere that is not too noisy and you will have less distractions
- Check what is in the background. Please remove any personal or family photos from view. Use the blur or background feature if these are available
- Behave online as you would be expected to in class. This relates to how you speak to each other and the lecturer.
- Be aware that there may be a lag in what you are seeing or hearing.
- Use the hands up icon to let the lecturer know you have a question or a point to make. **Or** Use the chat feature too. You can ask questions as you go, the lecturer or other students may answer these questions for you.

### Live Session Recording

Once the live session is over the recorded session a link will be added to Blackboard or emailed to your **University Email Address**.

### Useful Tips

Helpful tips for on line learning can be found at the following:

<https://www.futurelearn.com/info/blog/how-to-succeed-with-online-learning>  
<https://studentspace.org.uk/wellbeing/feel-more-confident-about-learning-online>