

## **Video Conferencing at NTS**

NTS offers classes accessible from a distance using the Zoom Video Conferencing platform (<http://nazarenetheologicalseminary.zoom.us>) and we are pleased you are joining us. Please download and configure Zoom prior to the start of your NTS class as it may take a few minutes to setup. If you need help, the Zoom webpage has 24/7 assistance (<http://zoom.us>); look for the floating bubble on the bottom right of the page and click to chat with someone at Zoom.

For the safety of our students and to avoid distractions to the class, participation and attendance through videoconference requires a fixed and stable location and the camera/video turned "on."  
**Students driving while videoconferencing are subject to dis-enrollment from the class.**

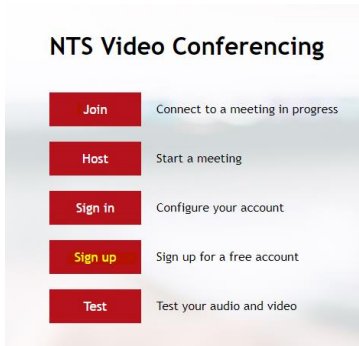
For Weekly/Block residential classes, students are expected to attend class in the format/delivery method in which they registered (videoconference for distance students, or face-to-face for residential). Exceptions for extenuating circumstances must be made in advance with the instructor.

### **Equipment List:**

- A computer or mounted tablet capable of running web streaming applications such as YouTube. Handheld devices are prohibited unless that are mounted and provide high quality video and sound.
- The current version of Zoom software installed and tested on your computer from <http://nazarenetheologicalseminary.zoom.us>.
- A minimum Internet speed of 1.5 MB/sec upload and download which is typical of a high-speed connection. You can test your internet speed from this link: <http://www.speedtest.net/> Wireless connections are often impacted by unwanted interference, so we encourage a hard-wired connection.
- A built-in or attached Webcam such as Logitech or another good quality webcam. For quality audio, use a headset with an attached microphone and mute yourself when you are not speaking. A USB headset is recommended.
- For additional system requirements and recommended hardware see: <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>

### **Software Setup with Zoom:**

1. Visit <https://nazarenetheologicalseminary.zoom.us/> to begin the sign-up process. Click the sign up button to create a free account. *It is recommended that you create an account with your NTS email to prevent entering the waiting room when trying to join a class session with NTS.*



2. Download the Zoom application by clicking **Download Client and Plugins** at the bottom of the page.



3. Click the download button for **Zoom Client for Meetings**.

## Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

4. Test your zoom connection at



<https://nazarenetheologicalseminary.zoom.us/> by clicking the test button and following these steps:



A. Once on the Zoom test page, click on the blue **Join** button to launch Zoom.

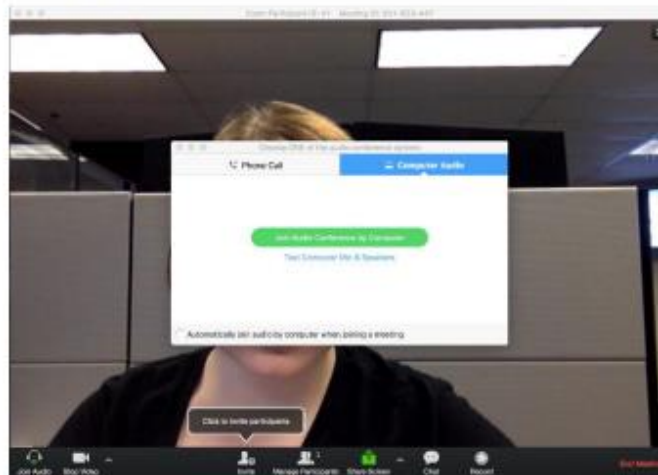
## Join Meeting Test

Test your internet connection by joining a test meeting.



If you are unable to join the meeting, visit [Zoom Support Center](#) for useful information.

B. With Zoom installed, it will open the Zoom window automatically.



- C. You will then have the option to Join the Audio Conference by the Computer or to view the details to dial in by phone. If this is your first time joining a Zoom meeting, choose the option **Test your Computer Mic & Speaker**.



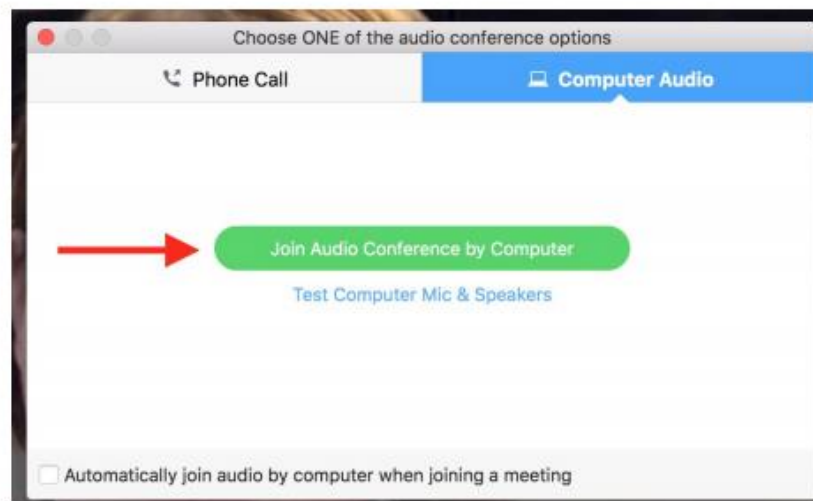
- D. Click **Test Speaker** and confirm that you can hear the tone. If it does not play, you may need to adjust the volume or choose a different speaker from the drop-down menu.



- E. Click **Test Mic** and speak into your microphone. Click the button **Recording** when you are done speaking and it will play your microphone test back to you. If you cannot hear your microphone recording, you can select another microphone from the drop-down menu or adjust the input level.



- F. Once you've confirmed that your microphone and speakers are working properly, you can close out of the audio settings window. To continue using computer audio, now choose **Join Audio Conference by Computer** by Computer. You can also check the option **Automatically join audio by computer** when joining a meeting if you want Zoom to automatically connect to computer audio each time you join a Zoom meeting.



### **Joining a Classroom:**

In your Moodle class, there is a link to click to join your Zoom room. Click on the link that correlates with the classroom or Zoom room scheduled. Reference the Course schedule (<https://www.nts.edu/students/#courseschedules> ) to find the assigned classroom. If it prompts you to enter a password, use the password listed on the Moodle site, or what your professor has assigned. To learn about additional functionality and view tutorials, please visit: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

### **Expected Videoconference Etiquette:**

1. Be early. You will want to connect to the classroom a few minutes before the class is scheduled to begin. If you join the classroom late, be aware that your video is displayed in the front of the classroom and sound may be live causing disruption.
2. Headsets help eliminate background noise and audio feedback, but you should also keep your microphone muted unless you are asking a question or participating in a discussion.
3. Video should be on and stable during class sessions. Position your camera so that your head and shoulders fill most of the screen and you are seated in a static and distracting free environment. Ensure that there is light in front of your face and not behind so that your face can be clearly seen.
4. Treat your presence in the class as if you were in the physical classroom. Avoid unnecessary coming and going and excessive movement.
5. It may seem difficult to ask a question or join the discussion over video, but we encourage you to participate as if you are in a physical classroom. If you wish to speak, we encourage you to unmute your microphone and address the professor or other students. ”
6. Please note, if your participation in the class becomes a major distraction or if you are participating from a vehicle, you may be dropped from the course.