

## **Real-Time Virtual Classroom (RTVC)**

### Information Sheet

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RTVC is facilitated via the **Zoom** Meeting tool.

The following provide information, particularly of import to those who haven't used this tool prior to this course.

[KU Zoom Home Page](#)

[Zoom Front Page](#)

[Zoom Support Page](#)

Before the term starts (not the first day of class; during the week before, at the latest), begin setting up for remote access. First-time users must familiarize themselves with the tool; not having prepared is not a legitimate excuse for missed class/work, etc;

If there are issues with using Zoom, you are advised to try to attend the first session in person with a laptop computer. This lecture will include demonstration and opportunities for everyone who wishes to test the RTVC environment.

#### **Accessing Zoom:**

Zoom is accessed off its front page, or in D2L, you can access it from the Communications link of the course's home.

Follow instructions for joining and navigating a Zoom room, found off this page:

<https://learningtechnologysupport.kutztown.edu/support/solutions/folders/9000185752>

You may have to download & install the **zoom.us** application the first time.

Once you join the meeting, you should be able to listen, see via the classroom camera (if the instructor chooses to turn it on), participate in chats, ask questions and receive feedback, all in real-time.

- Use Raise Hand event, Chat, and Audio questions etc. as appropriate.
- Make sure to click to leave the meeting at the end of the class session.
- A recorded archive should be available.
- Contact [IT Help Center](#) about generic tool problems.

**Note: Type your question into the chat BEFORE indicating you have a question.**  
We hope to facilitate direct audio instead of typed questions.

- Disable Audio when you are not using it.
- Disable video if the in-room camera is not in use.

*Many thanks to Professor Parson for his work on RTVC, from which much of this is adapted.*