

Class Best Practices

Above all else, we want you to have an enjoyable learning experience in our classes. It's a great opportunity to learn new ideas and skills, and learn from your classmates' experiences. They are truly a unique experience that should be enjoyed. You are part of a rare, wonderful holistic community. Please observe the following suggestions to enhance the class learning experience for everyone on the call.

PREPARATION:

- **The class Zoom conferences are recorded.** Your attendance for the class means that you agree to be recorded for future use.
- **Verify the correct starting time of the class for your time zone.** Class times are indicated in Pacific daylight or standard time.
- **Plan to call from a quiet location.** Traffic noise, children, and barking dogs disrupt the call. Put your dogs in another room and try to get help with small children. Also be aware that small noises like squeaky chairs and dish washing can be picked up on the call.
- **If possible keep background noise to a minimum.** You can mute yourself by pressing an icon on the screen. The instructor can also mute you.

CONNECTING TO THE MEETING:

- **Use the various ways to access the meeting provided by Awakenings.**
- **Classes do start on time. If you need to be late that is okay for It's better to show up late, rather than not at all.** There are benefits to attending live: the energy, interaction and effort you put into it enhances your learning.

PARTICIPATION

- **The instructor will control the flow of "traffic" and let you know when it is time for you to talk.** Interaction is always encouraged, but please go through the instructor when you want to make a comment or ask a question. This will avoid having people talking over each other. You can manually raise your hand if you are on video, or there is a raise hand icon on audio

- **Wait for the instructor to ask if there are any questions or comments.** Once the instructor indicates that the discussion is "open," you can ask your question or share your thoughts on the topic.
- **Recognize that your active participation is important and be comfortable in asking questions and offering comments, without dominating the class.** You will feel like you are getting more out of it if you are active. If you don't understand something, it's likely that others are confused as well. The only "dumb question" is the one you don't ask. If you have a comment, realize that what you have to say might be just what someone in the class needs to hear.
- **Announce yourself by stating your first name before you make a comment or ask a question.** For instance, you might say, "Hi, this is John, I have a question," then wait for the instructor to say, "Go ahead, John." That way people get to know you better, and in turn you get to know others and their names, too.
- **You may be instructed to use the mute feature built into Zoom platform features if background noise is interfering with the conversation.** The instructor may mute everyone or you may be asked to press *6 on your telephone keypad to mute yourself or use the mute icon. Then, when you want to talk, press *6 again to un-mute yourself or press the unmute icon.
- **Avoid talking to others at home or in your office during the call.** If you do not put yourself on mute and begin having a conversation with someone at home or in your office, the whole class will hear you! Telephone microphones are very sensitive.
- **Use class handouts and have a pen and paper handy to take notes.** Handouts are found on the download resource page before the class starts, so you can print them out and have them available during the class.
- **When the class is over,** feel free to say goodbye to everyone and then just hang up or press the exit icon.

CONFIDENTIALITY AND REPRODUCTION:

- **Never share the meeting access number with anyone.**
- **By law, you can only record a class with permission,** and audio files of the classes will be available for listening and downloading to a listening device or CD for your personal use only. It's not only illegal to tape the conversations of the others on the call (unless every participant has given permission) but there is copyrighted intellectual property involved as well. All classes given by Awakenings are copyrighted.