FACULTY OF ASTROLOGICAL STUDIES Online Classes

Guide and Instructions

Online Classes – Guide and Instructions

Welcome to the Faculty's online classes. To gain the most out of the classes, please read this document carefully. If you have not done so already, you are also advised to read the 'Conditions of Enrolment for Online Classes' which you will find on the Online Classes page of the website at https://www.astrology.org.uk/online-classes/

This guide covers:

1   Online etiquette
2   Attendance requirement for module credits
3   Instructions for joining an online session

If you have any queries about your studies at any stage, feel free to get in touch:

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1. Online etiquette

We want everyone to enjoy the experience of participating in the online classes. To make the most of it, we ask you to take note of the following:

- When attending the class, please be fully present and with your camera switched on. As in a real classroom, activities such as moving around the room or checking your phone while the class is in progress can be distracting for the other participants.

- We appreciate that from time to time you may need to join a class when you are away from home. The same idea applies however – it can be disruptive for others if you are attempting to tune in via mobile phone on the move, or from a café or other public space, or if you arrive late.

- Remember that everyone can see you – and your backdrop!

- A laptop or PC is preferable, although it is possible to use a tablet. Using a mobile phone is not desirable, not least because it will be extremely difficult for you to see the slides and charts being presented in class.

- Please ensure you click the link to enter the classroom 10 minutes before the class is due to start. This gives you time to settle down, adjust your camera and greet the others in the room before the class begins. The tutor will start the class on time, so you risk missing part of the class if you join late.

- Please let the tutor know in advance if you know you are unable to attend a class.

2. Attendance requirement for module credits

If you wish to gain the Certificate or Diploma, you need to gain the requisite number of credits (see the website or the 'Conditions of Enrolment' document for details). Each module attracts 20 credits towards your qualification.

To gain the 20 credits you need to achieve 75% attendance, as well as submit a piece of homework at the end of the module.

75% attendance means just that – being present and with your camera on, listening and participating. We appreciate that occasionally you may lose internet connection through no fault of your own or be unable to attend because you are unwell or away. You can miss up to 2 ½ sessions and still gain the 20 credits. Whilst we try to be flexible, the attendance rule is important for ensuring that you participate in the work and absorb the material – if you are not present, you cannot do that. If you join or leave a class half way through, this counts as half attendance.

3. Instruction for Joining a Session

The Faculty uses 'Zoom' as the platform for the online classes.

Please ensure you join a session at least 10 minutes before the start time.

What You Need
- Good internet access
- Webcam
- Either a head-set or a built-in microphone.

You can join the course using a PC or Mac – although a tablet is possible, a laptop is preferable. The tutors will show slides and charts on the screen – to see these easily you need to use a device with a reasonable screen size.

Instructions for joining Zoom
The day before a session you will be sent an email which will contain a link.

If you have not received this link by the morning of the session: - check your spam folder first - email your tutor and copy your email also to frances.clynes@astrology.org.uk to ensure you are sent the link in time.

When it is time to join the seminar simply click the link contained in the email. The following screen fig. 1, will be displayed:
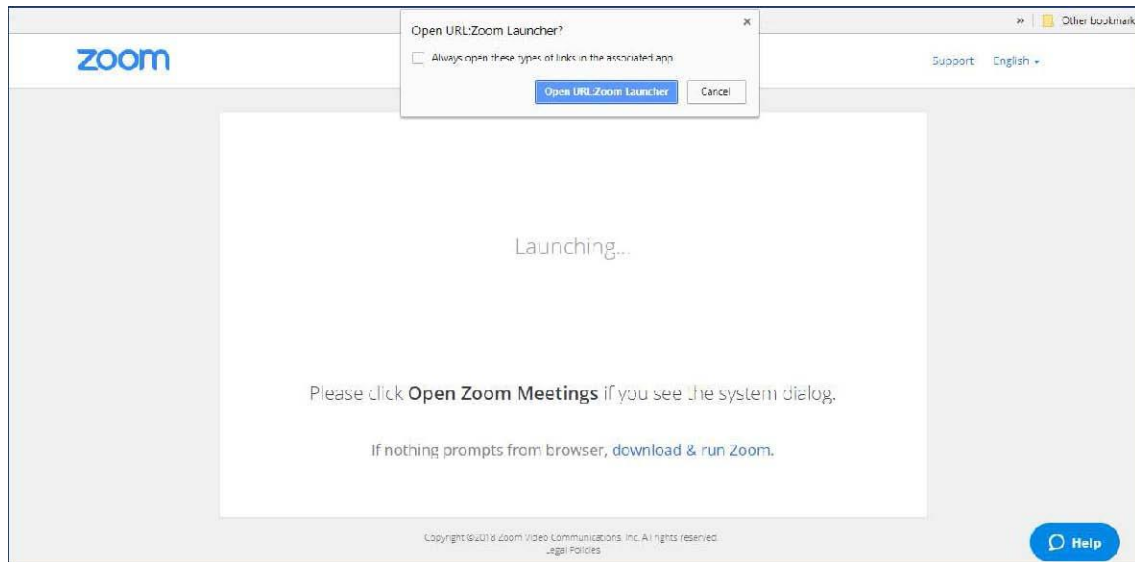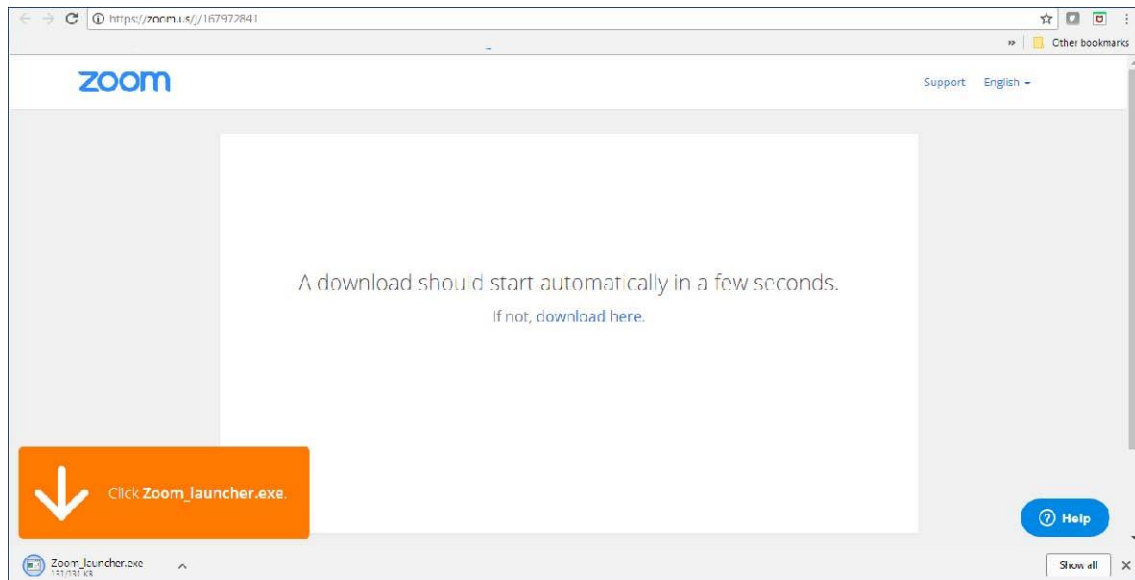
fig. 1 – Opening Zoom Click 'Open URL:Zoom Launcher'. This will take you to 'Join Audio Conference' – see fig. 6   below.

The First Time You Use Zoom
The first time you use Zoom on a computer, you will need to download and run the Zoom Launcher. To do this, click the link in the email you have received. The following screen (fig. 2) will

be displayed.

fig. 2 – Downloading the Zoom-launcher.exe

Click the Zoom_launcher.exe in the bottom left of your screen. You will be asked if you want to run the file as in fig. 3 below.
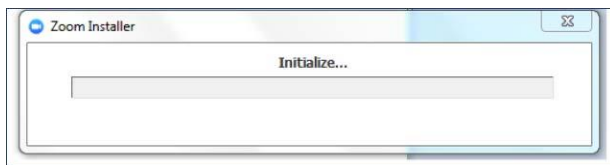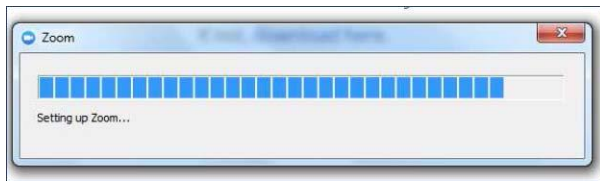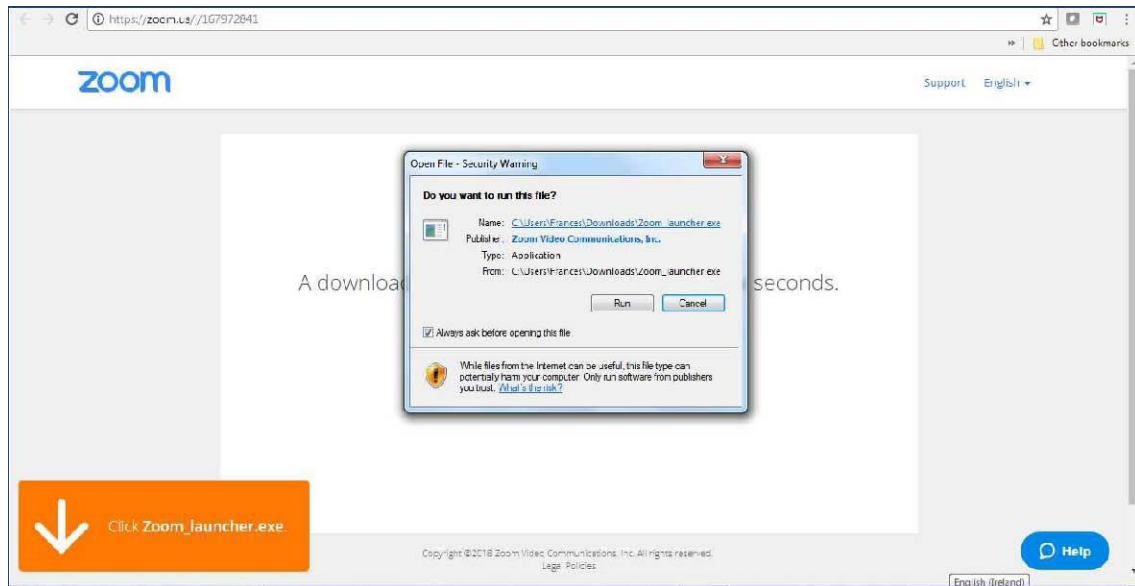
fig. 3 – Running the Zoom_launcher Click 'Run' and the Zoom_launcher will install:

fig. 4 – Zoom prepares the settings

fig. 5 – Zoom installs the launcher

Joining the Audio Conference

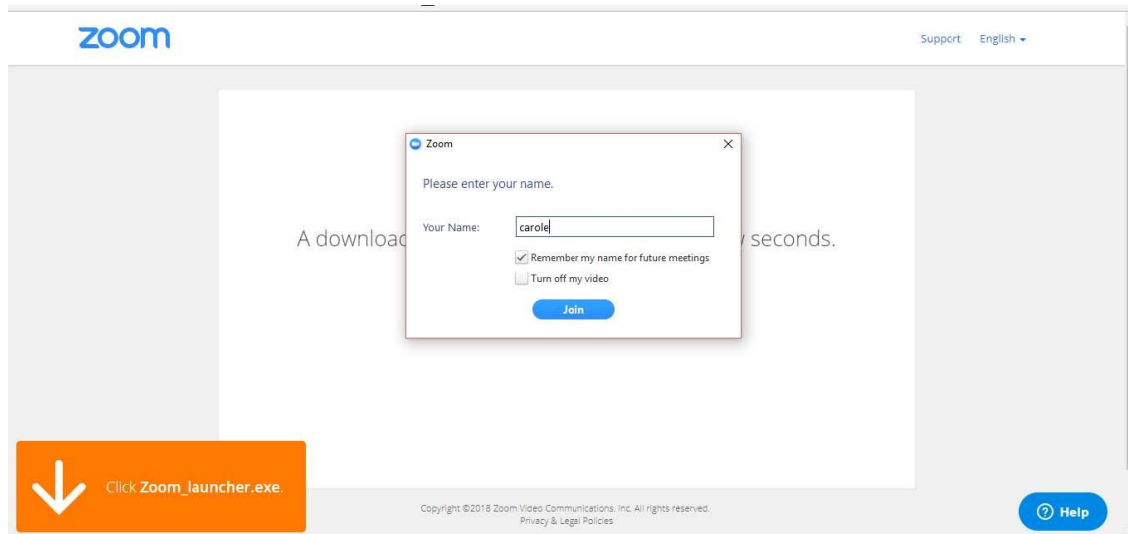You will be asked to enter your name and email address in the following screen, fig. 6.

fig. 6 – Entering your name before joining the seminar

When you have entered your name and clicked 'Join', Zoom will ask you to agree to their Terms of Service and Privacy Policy. Click 'I Agree' (fig. 7):
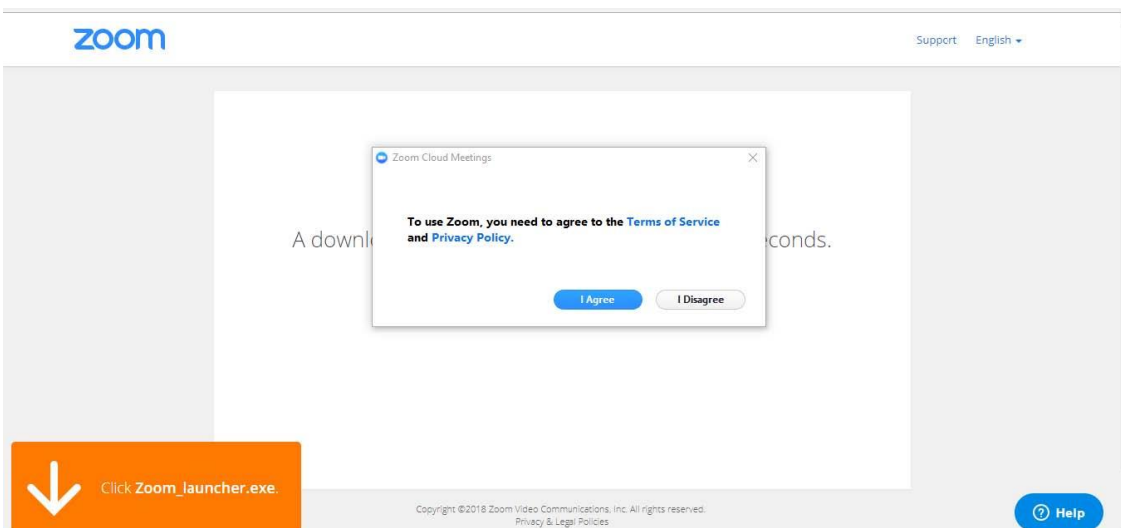

fig. 7 – Agreeing to the Zoom Terms of Service and Privacy Policy You will then be given the option to choose if you want to join the session using a computer or a phone – fig. 8 and fig. 9.

In some sessions you may see a message telling you that you are in the waiting room. If this happens, do nothing. The tutor will be informed that you are waiting and he or she will let you in, in plenty of time to settle down and start the class.
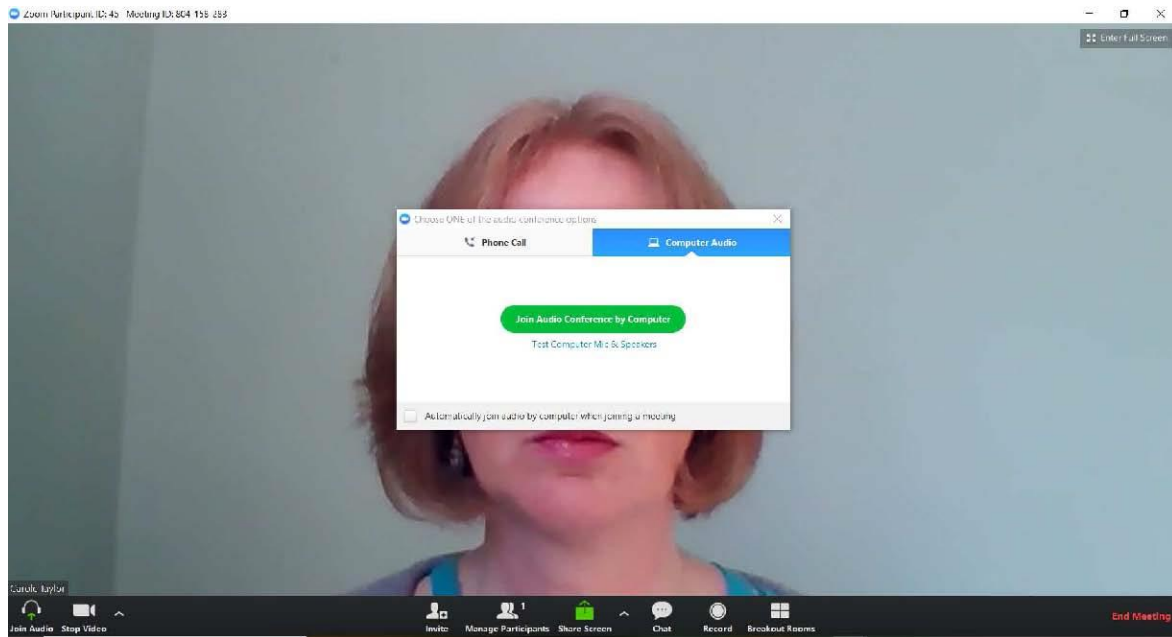
fig. 8 – Joining the Audio Conference by Computer

You can join the session by phone or computer. When the screen in fig. 8 is displayed you can select 'Phone Call' or 'Computer Audio' by clicking the relevant link at the top of the dialogue box. In fig. 8, 'Computer Audio' is selected. If you have chosen 'Computer Audio', click 'Join Audio Conference by Computer', and you will be taken into the session.

If you have chosen 'Phone Call', the dialogue box in fig. 9 is displayed. Click 'Done', and you will be taken into the session:
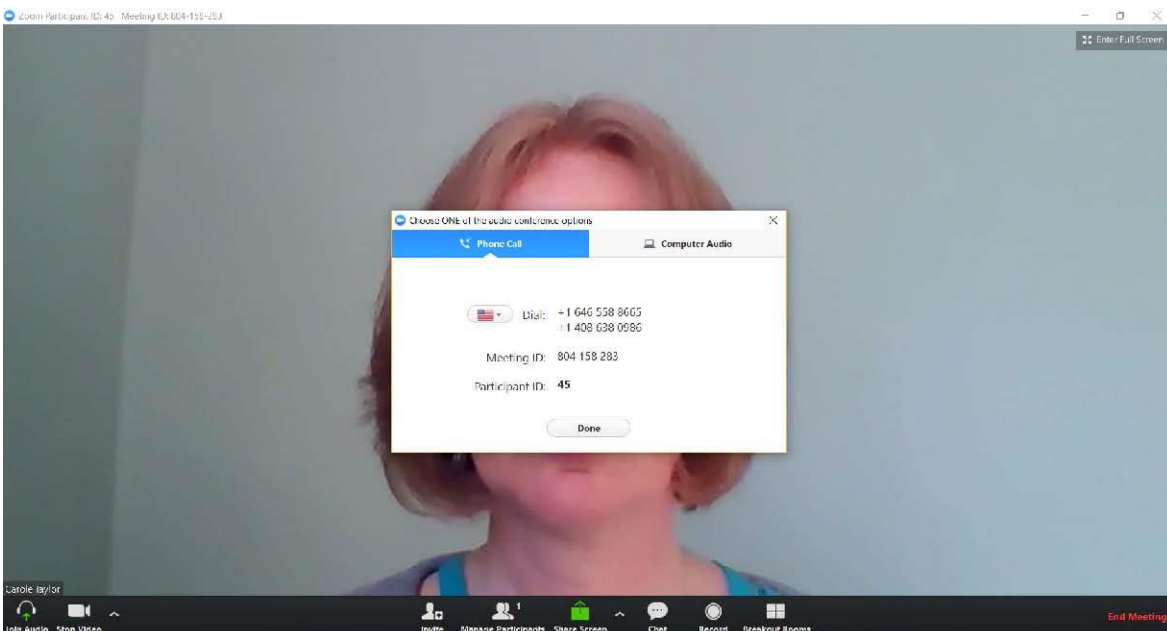

fig. 9 – Joining the Audio Conference by Phone

When you enter the session, you should see the tutor in the main part of your screen and the other participants along the top. Move your mouse over any part of the screen to reveal the Control Menu bar along the bottom (fig. 10):

fig. 10 – Control Menu bar

If you need to check your audio: If your sound is not working, it may be that Zoom has chosen an incorrect computer speaker. Click the arrow next to the **'Join Audio'** button at the far left of the control menu and then choose **'Audio Settings'** and then 'Test Speakers'. The dialogue box in fig. 11 below is displayed. The drop-down arrow to the right of the speaker text box allows you to choose which speaker you want to use for the seminar.
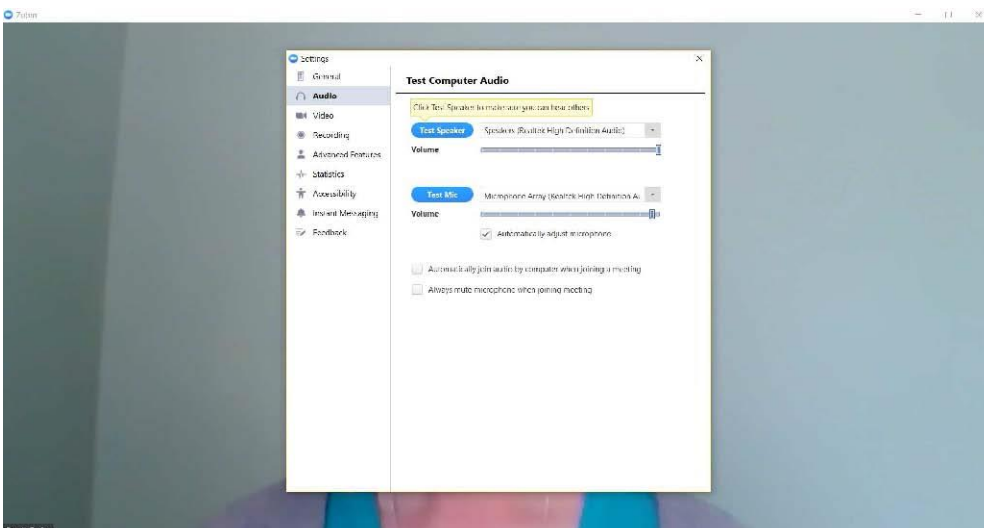

fig. 11 – Testing Audio Settings.

Webcam: if you still need to switch on your webcam, click on the arrow next to the camera icon in the bottom left of the control bar to choose your camera or test your video settings.

Chat To bring up the 'Chat' box**, so you can post a question or convey a message to the tutor, click on 'Chat' in the control menu.** The chat box then appears as a white area on the right of your screen (fig. 12).

fig. 12 – Chat Box

Full screen
You can choose either to be on full screen or not. Full screen means you can only view the Zoom window, with no access to other programmes or documents on your computer. To switch between the two, click on 'Enter full screen' or 'Exit full screen' in the top right corner, or just double-click on any part of the screen. See fig. 13 on the next page.
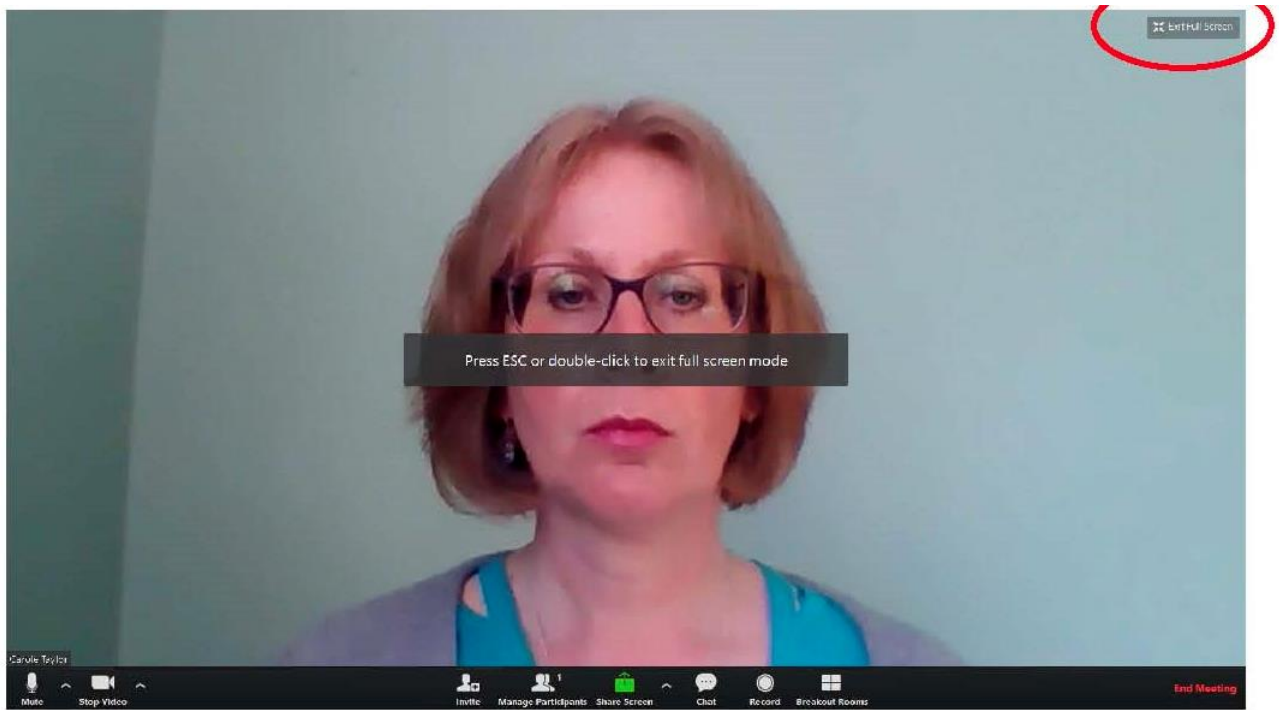
fig. 13 – Full screen mode

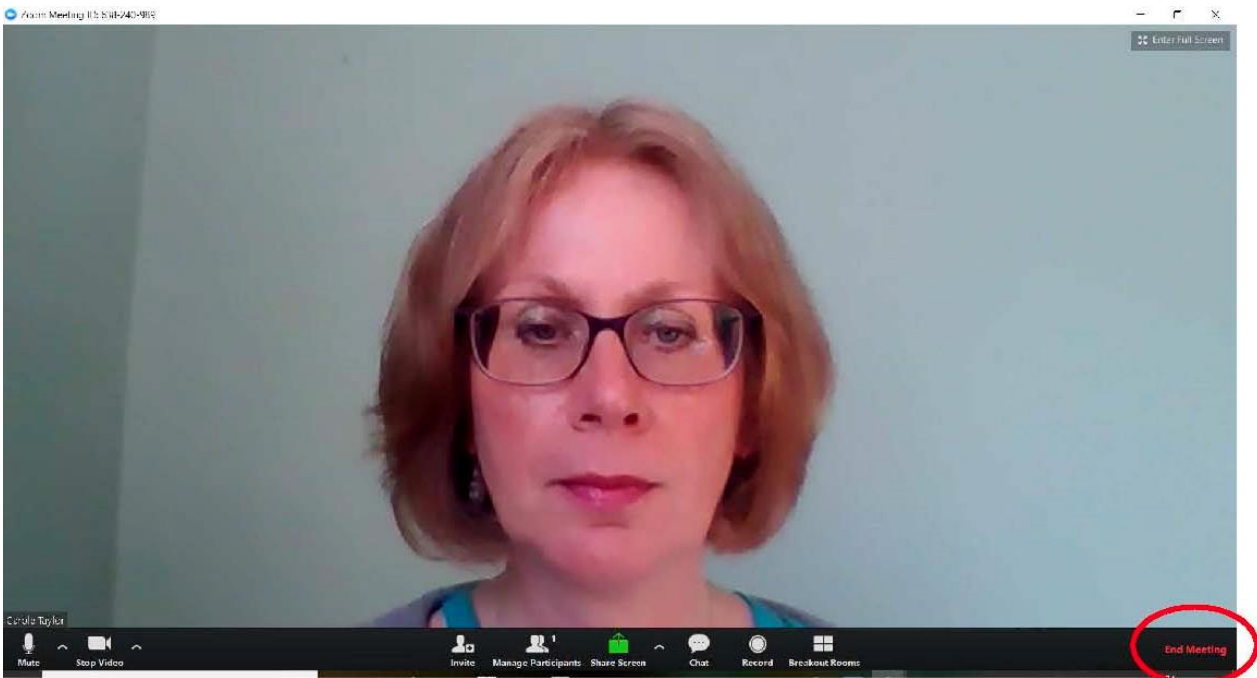If you need to leave the session before the end, you can do so by clicking 'Leave Meeting' in the bottom right of the screen – see fig. 14. You should not simply close the browser.

fig. 14 – Leaving a Meeting