

**All Nations Leadership Institute**

www.allnationsleadershipinstitute.com

**ANLI Zoom Class Protocol**

**Seating Area**

* **Study Area.** Create a study area designated for your Zoom class and studies. Create an environment that mirrors an on-campus environment.
* **Posture**. Sit comfortably so you do not develop neck, back, or knee problems. We will take a ten-minute break midway through class. Do get up and walk around.
* **Food.** While you can’t eat during class, you can do that during our break.
* **Note taking**. Take copious notes! Feel free to take a picture or screen shot as well. You can find the replay link on the ANLI website.
* **Screen Size.** You can view the Zoom class best on a laptop or desktop. IPad works but has a smaller screen. You also will need a second device for word study.
* **One person per device.** Each household member should work on one’s own device in different rooms. (Devices interfere with each other if in the same area.)
* **Lighting**. Place a light in front or over you rather in back so everyone can see your face. Back lighting darkens your face dramatically and/or leaves a ghost mark around your head.
* **Position**. Center yourself in front of the screen, raising yourself up to about your chest. Raise your computer so that the camera is eye level



* **Video.** Keep your video on except for the break.
* **Final Note**: Make sure you read the classroom etiquette. We ask that you follow regular class participation guidelines, such as raising your hand for a question. So that you don’t interrupt the flow during lectures, directions, and while others speak, don’t just jump in with a comment or question. Mute the microphone while the teacher or another student speaks.

**Etiquette**

* **Early Arrival.** Feel free to arrive to class early to speak to your colleagues.
* **Cell phone.** Silence your cell phone during class. Do not take any calls during our learning time, including when the teacher lectures.
* **Classroom.** Treat the Zoom classroom as you would the on-campus site. Participate in your designated study area. For example, don’t sit in your bed during class, participate in your car, or walk around your house during class time.
* **Mute.** We do have your audio set to mute upon entering, and will unmute for you prior to class. Once class begins, please mute your audio when you are not talking.
* **Chat.** Use the chat feature when you have a question during a lecture. Write your question in the chat box set on the drop down to your teacher’s name. Pastor Cox will answer it after the lecture.
* **Raise Hand**. If you have any questions about assignment directions or wish to make a comment, use the Raise Hand function so as not to interrupt the flow of teaching. The teacher will address you as soon as possible and click off the Raise Hand when finished.
	+ On a computer screen
		- Windows: You can also use the Alt+Y keyboard shortcut to raise or lower your hand.
		- Mac: You can also use the Option+Y keyboard shortcut to raise or lower your hand.