

Participating in LPL Classes on Zoom

- 1) Sign up for class. You can do this over the phone or on our website at:

www.lovelandpubliclibrary.org/library-technology/lti-class-registration/

The screenshot shows the Loveland Public Library website. At the top, there is a navigation bar with links for Events, Adults, Teens, Children, Technology, Electronic Reference, Book Search, Downloadables, and About. The Technology section is currently selected. Below the navigation bar, there is a grid of six circular icons representing different resources: a computer monitor, a person on a laptop, a cloud, a video camera, a laptop, and a leaf. Each icon has a corresponding text label below it: 'Technology Center Access', 'Free Technology Classes', 'Virtual Classroom', 'Computer Lab', 'Libraries Lead with Digital Skills', and 'Makerspace Lab'.

Commonly Requested Resources



- a) Click on the link to the class you want to take on our calendar

The screenshot shows a weekly calendar for September 9-12, 2019. The days of the week are listed as 6, 7, 8, 9, 10, 11, and 12. Each day has a list of events. For example, on September 9, there is an event titled 'Excel 101 (Online)' with a description: 'September 9 @ 5:30 pm - 7:00 pm Virtual Class from Loveland Public Library'. On September 10, there is an event titled 'Bilingual Storytime (online)' with a description: 'September 10 @ 10:00 am - 11:00 am Online Event'. On September 11, there is an event titled 'Bedtime Stories with Ms Beth (online)' with a description: 'September 11 @ 7:00 pm - 7:30 pm Online Event'. On September 12, there is an event titled 'Sci-Fi/Fantasy Book Club: All Systems Red (online)' with a description: 'September 12 @ 1:00 pm - 2:00 pm Online Event'. There is also a small inset image for 'Getting Started with Google Hangouts' on September 14.

- b) Scroll down the page and click the orange Register button

Getting Started with Facebook (Online)
Tue, Sep 22, 2020 5:30 PM - 7:00 PM MDT

Getting Started with Facebook (Online)

Free

Sales end on Sep 22, 2020

Thanks for learning with Loveland Public Library! Please check your email for your ticket and information on how to access the virtual classroom. **SAVE THE EMAIL SO YOU CAN EASILY ENTER THE CLASS**. All of the links and information needed to access the virtual

[See more](#)

Powered by [eventbrite](#) English (US) ▾

1 ▾

Free [Register](#)

- c) Enter your information (name and email) and click Register again to sign up for the class!
- 2) You should receive an email after signing up with details on how to access the virtual classroom. You can also go to: www.lovelandpubliclibrary.org/virtual-classroom/ to find the link to the classroom and other information.

Virtual Classroom

Contact Information for Library Technology and Innovation
Phone: (970) 962-2599 | Email: library.technology@cityofloveland.org

About Virtual Classes

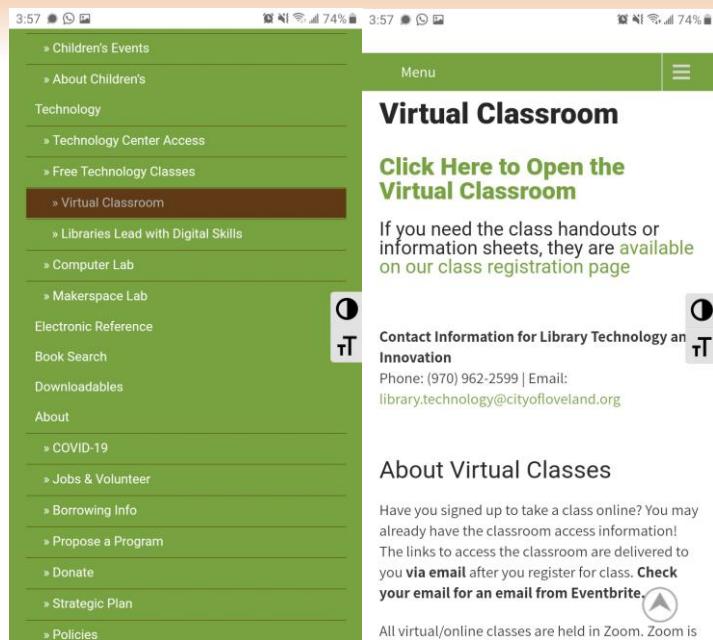
Have you signed up to take a class online? You may already have the classroom access information! The links to access the classroom are delivered to you **via email** after you register for class. **Check your email for an email from Eventbrite.**

All virtual/online classes are held in Zoom. Zoom is a free video conferencing software that is used through your internet browser. Your participation can be live audio only or live audio/video combined. For video meeting, all you need is a smartphone or laptop with wireless internet connection and audio (and/or video) capabilities. For observation only, you can use a device without a camera or microphone (or disable your camera and microphone). You can talk to the instructor via a text chat box.

If you need help or have never taken an online class before, please reach out to Library Technology and Innovation staff **as soon as possible** so that we may help get you started. See contact information above.

Click Here to Open the Virtual Classroom

If you need the class handouts or information sheets, they are **available on our class registration page**



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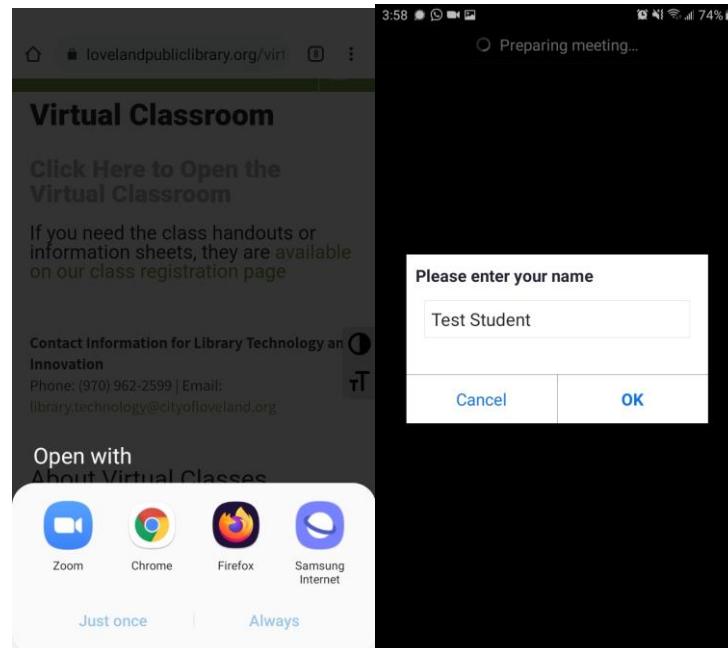
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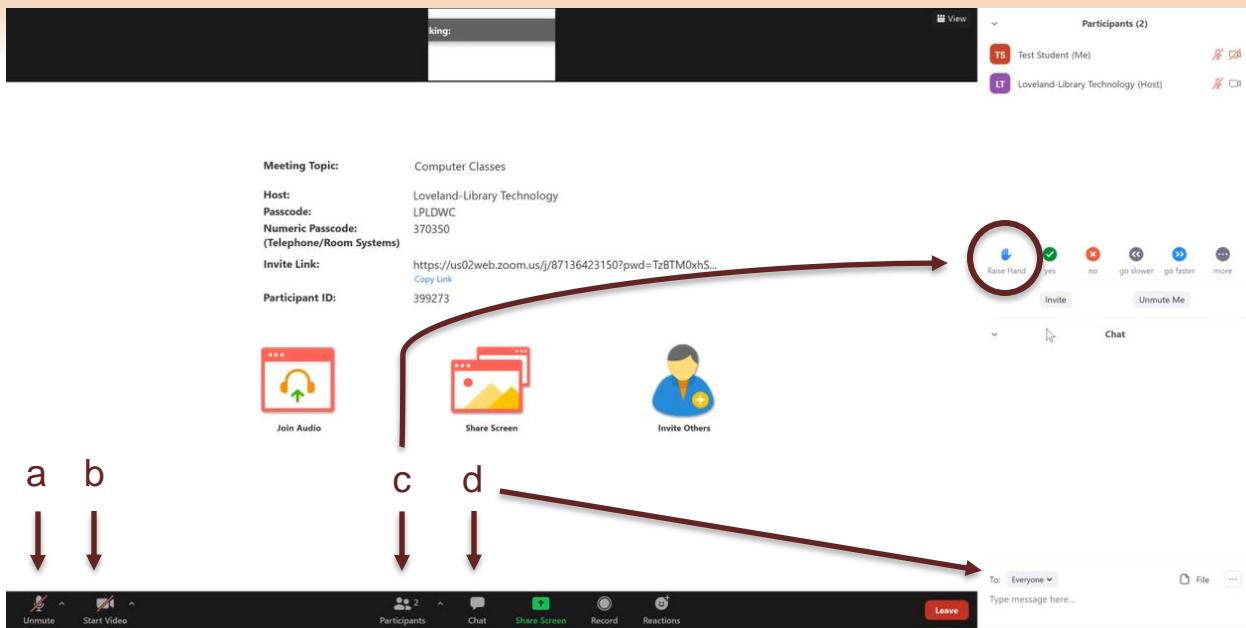
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- 3) Click on the link in your email to open the virtual classroom. If you have Zoom already installed, it should open the meeting window. If you do not have Zoom installed, you can still click on the link to quickly install the program.



- 4) Zoom has a number of helpful features you can use for class! See below for more information on these features and how to use them:



- Mute/Unmute: If you have a microphone, this icon will let you mute and unmute it. If you are not asking a question or speaking to the instructor, it is generally a good idea to keep your microphone muted. The instructor can also mute and unmute you from their zoom panel.
- Start Video: If you have a webcam, this icon will let you start or stop your video. If your video is turned off, your screen will just show the display name that you chose when opening Zoom.
- Participants: If you click on this icon, it will show the current participants in the Zoom meeting. This will also allow you to click on the “Raise Hand” option (circled, middle right side of the above screenshot), which will let the instructor know that you have a question.
- Chat: This icon will open up the chat window at the right side of the screen, allowing you to type in questions or responses instead of speaking out loud. This can be useful if you do not have a microphone or are having any issues. Under “To:”, you can decide if you want to send a message to the entire class or privately to one participant.