

GUIDELINES FOR USING ZOOM FOR NGC ENVIRONMENTAL, GARDENING AND LANDSCAPE DESIGN COURSES

The Schools Policy Committee continues to recommend courses be held live in the classroom; courses using virtual platform are an option in circumstances where local conditions prevent safe gathering of participants and/or where travel distances inhibit live classroom scheduling. The decision is made at the State level.

The Schools Policy Committee highly recommends that if a change from classroom to virtual platform is necessary, this decision is made no later than three weeks before the published Course date.

A Hybrid Course is in a classroom setting in which the instructors, some or all, present via Zoom or another virtual platform. (Noted on Registration (Form 1-2020))

SCHOOLS REQUIREMENTS WHEN USING ZOOM

- a. Courses using Zoom are managed and organized according to the Rules set forth in the NGC ES, GS, LDS Schools Handbook (August, 2020).
 1. Initially for communication administration, it is recommended that the number of students should be limited to thirty (30) students and twenty (20) refreshing consultants, not to exceed a total of fifty (50) participants. Technical Administrators (Tech Admin), Instructors and Proctors are in addition to student maximum. As State and Local School Chairmen become more familiar with Zoom, a larger group could be accommodated.
 2. To sponsor an NGC School using Zoom, the appropriate NGC Accrediting Chairman will review the composition and plans of the Local/State School Committee which will include an experienced Zoom Technical Administrator.
- b. State and Local Chairmen need to identify topics that may be difficult to teach using Zoom. Accrediting Chairman should be consulted.
- c. Pre-recorded tours* that are streamed on YouTube via Zoom are permitted as they relate to class material, as long as they are shown by the instructor, who is required to be available for questions.
- d. TEACHING AND TESTING WITH ZOOM:
 1. Zoom allows teachers and students to communicate with audio and video.
 2. Local/State School Committee approved courses must comply with the required Handbook ten (10) hours of instruction. Course scheduling should allow fifteen (15) minutes for interactive questions at the end of each instructor's presentation. Instructors should be prepared to complete topic time allotted if no questions are forthcoming.
 3. Exams will be distributed to testing students by email or other available technological means.

LOCAL CHAIRMEN/COMMITTEE DUTIES

- a. Defines course schedule which needs to be completed within seven days (includes hours of instruction and breaks).
- b. Publish a brochure for a Zoom Course which must include required equipment and operating systems.
- c. Publish Zoom orientation session for participants with time/date at the time of release of Registration information if at all possible.
- d. Receives Instructor’s Contract (Form 4-2020) and Addendum for Zoom.
- e. Instructors are required as part of their contract (Form 4-2020) to provide, at least one week prior to course date, a digital copy of content being presented (i.e., PowerPoint, videos, links to streaming content (e.g., YouTube)) which the Local School Chairman will forward to the Tech Admin. The Tech Admin should then forward to any designated Co-Host or Alternate Host for the meeting.
- f. Recommend Instructor attend an orientation on Zoom for interactive class instruction.
- g. Verifies if videos are presented, that the Instructor will be present during the presentation for questions.
- h. Requests and identifies support of two (2) or more Proctors plus and an alternate for the course.
- i. Issue a registration acknowledgement and state that instructional materials provided are for personal educational reference only, not to be duplicated or reproduced so as not to disrupt intellectual property rights.
- j. Provides School Course Schedule and Registration List (in Excel with student name and contact information). Sends to Appropriate Accrediting Chairmen, Proctor(s) and Zoom Tech Admin/Co-Host/Alt. Host. This information is required for the Excel spreadsheet that tracks compliance with requirements for accreditation of participants.
- k. Ensures that every student and refreshing consultant receive the instructors’ outlines and/or handouts via e-mail prior to the course. Receipt acknowledgement on an Excel spreadsheet of this email is required.
- l. Provides email copy of Tech Admin, Alt. Host and co Host contact information to all participants prior to Course commencement.
- m. Coordinates with Tech Admin for introduction of speakers and bios.
 - a. Including possible slide deck or PowerPoint presentation:
 - b. This could include introductions
 - i. Local Chairman (photo, title, contact information)
 - ii. Proctor (photo, title, contact information)
 - iii. Tech Admin, and Alt. Host or Co-Host (photo, title, contact information)
 - iv. Instructors (photo, title, contact information)
 - v. Agenda Slide (with links to content)
 - vi. Reminders for Evaluation and Exam completion
- n. During course instruction, serves as moderator, introduces the Instructor(s) and must be present for the duration of the Course. Distributes “Guide for Students and Consultants” and requirement to read *The National Gardener* (TNG) for updates on NGC Schools. (Available on Schools Pages of NGC Website)
- o. Supervises that the Course complies with the ten (10) hours of instruction.
- p. Verify Proctors review and direct questions in the Chat Window to the Instructors.

- q. Review completion of Evaluation Forms (Form 11-2020)
- r. Send Exam results to students after course conclusion.

TECHNICAL ADMINISTRATOR or ALTERNATE HOST or CO-HOST DUTIES:

An Alternate Host is recommended because a Co-Host cannot start a meeting or control recording, in the event that the Tech Admin/Host loses their internet connection prior to opening the meeting.

- a. Must have a computer system that meets Zoom’s system requirements.
- b. Must have experience in operating Zoom.
- c. Must have storage space for Course recording.
- d. Communicates by e-mail the Zoom date, time zone, meeting ID, password, and direct link to all participants.
- e. Schedule and Setup Zoom Meeting following:
 - 1. Participant authorization for recording
 - 2. Record to Cloud or Personal System
 - 3. Saves Chat
- f. Confirm that Instructor has agreed to their presentation being recorded. Verify Instructors agree to test run on Zoom.
- g. Conducts Orientation with participants during the week prior to the scheduled Class to familiarize students and consultants who are refreshing with Zoom:
 - 1. Equipment / Devices connecting to Zoom
 - 2. Zoom Interface controls to communicate (to signal to Proctor)
 - i. Participant List
 - ii. Audio/Video
 - iii. Chat window
 - iv. Share Screen (if required)
 - 3. Identifies who completed the Orientation (Excel spreadsheet) and send to State/Local School Chairman, Accrediting Chairmen and Proctor(s)
- h. Instruct participants to identify themselves in the Participant List by renaming themselves as registered (Name, City and State)
- i. Conduct AV check with Instructors at least 3-7 days prior to the scheduled Class to verify quality connection, and video is not distorted, visual aids (i.e., PowerPoint slide deck, handouts, YouTube or other video source links) are working and available on hand for backup. Identifies on Excel spreadsheet this was conducted.
- j. Monitors with help from the Alt. Host or Co-Host, the waiting room, instructors’ presentations, and chat window during the course for technical issues.
- k. Start course as scheduled. Verifies all participants have logged in at least 15-minutes prior to course start time. Verifies all participants have inserted their names and have practiced using chat and screen sharing (if screen sharing is necessary for the course instruction).
- l. Assists Instructors with entering the Course for Introduction.
- m. Manages Student microphones and video (i.e., set to “mute” during the class) providing voice cue to Students.
- n. Turns on Video Cameras and Audio during breaks for social interaction.
- o. Explain how questions will be directed to Instructors.

- p. Monitors Screen Sharing.
- q. Communicates to State/Local Chairman during Session in Chat window any participant taking course for credit, who is no longer online
- r. Provides recording and Chat transcripts to Local Course Chairman within 24 hours for use if a student must review and take an exam again or makeup a missed portion of the course per Handbook. Recording will be saved no longer than three months or as restricted by the Instructor Contract Addendum.

NGC ACCREDITING CHAIRMAN

- a. Monitors, in addition to duties in Handbook, that all publications and administrative duties outlined above have been performed.
- b. Attend orientation session if needed and where possible audit course.
- c. When processing the Rosters, send copies to appropriate out of state/region Accrediting Chairmen to facilitate the completion of Forms 6 and 7 and Consultant and/or Refresher Cards as appropriate.
- d. Summary of Course Evaluations are to be compiled by State/Local Chairman, and sent to the NGC School Chairmen. Information regarding Zoom Instructors who are highly rated and who are willing to provide Zoom Instructions for other Zoom Courses will be entered into a data base as a resource for future courses available from the NGC School Chairmen.

PROCTOR(S) DUTIES

- a. Must have a computer/device that meets Zoom’s system requirements.
- b. Must be appropriate School Consultant
- c. Obtains Student Registration list in Excel Format.
- d. Prior to course identify which proctor is to lead in monitoring presentation(s) for relevancy to exam questions and who will be reviewing with instructor at conclusion of presentation.
- e. Monitor Chat window during the course Class questions for the Instructor

STUDENTS/REFRESHING CONSULTANTS:

- a. Must have a computer/device that meets Zoom’s system requirements.
- b. Smartphones not permitted.
- c. Complete an Orientation session

ZOOM BETA ADVISORY GROUP, REV August 28, 2020

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ZOOM KIT – The following Items in the Zoom Kit can be found of the NGC Website

1. Guidelines for using Zoom for NGC Environmental, Gardening, and Landscape Design Courses
2. Sample Brochure for Zoom Courses
3. Instructor Contract Addendum
4. Registration Form Addendum - Zoom
5. Zoom Registration Spreadsheet
6. Zoom Technology & Attendance Spreadsheet
7. Zoom Training for Hosts Slide Deck/PowerPoint
8. Zoom Training for Participants Slide Deck/PowerPoint
9. Zoom Course Introduction Slide Deck/PowerPoint