



Virtual Senior Academy

Participant's Technology Guide



Virtual Senior Academy

This Guide is organized in the following sections:

ABOUT THE VIRTUAL SENIOR ACADEMY	4
SIGNING UP FOR THE VIRTUAL SENIOR ACADEMY	6
HOW TO: SIGN UP TO BE A PARTICIPANT	8
HOW TO: LOG IN TO THE VIRTUAL SENIOR ACADEMY	15
HOW TO: BROWSE YOUR HOME SCREEN	18
HOW TO: FIND CLASSES IN THE COURSE CATALOG	21
HOW TO: FILTER CLASSES IN THE COURSE CATALOG	22
HOW TO: FILTER CLASSES EXAMPLE	24
HOW TO: BROWSE IN THE COURSE CATALOG	25
HOW TO: VIEW DETAILS IN THE COURSE CATALOG	26
HOW TO: VIEW MATERIALS IN THE COURSE CATALOG	27
HOW TO: REGISTER FOR CLASSES IN THE COURSE CATALOG	28
HOW TO: UNREGISTER FOR CLASSES IN THE COURSE CATALOG	29
HOW TO: FIND CLASSES IN THE COURSE SCHEDULE	31
HOW TO: VIEW DETAILS IN THE COURSE SCHEDULE	33
HOW TO: VIEW MATERIALS IN THE COURSE SCHEDULE	34
HOW TO: REGISTER FOR CLASSES IN THE COURSE SCHEDULE	35
HOW TO: UNREGISTER FOR CLASSES IN THE COURSE SCHEDULE	37
HOW TO: FIND YOUR CLASS ONCE YOU'VE REGISTERED	40
HOW TO: FIND MATERIALS NEEDED FOR CLASS	43
HOW TO: VIEW INFORMATION ON MY FACILITATOR	46
HOW TO: JOIN MY CLASS ONCE I'VE REGISTERED	50
HOW TO: DOWNLOAD AND SET UP ZOOM	52



Virtual Senior Academy	
HOW TO: USE THE PARTICIPANT SCREEN IN ZOOM	56

HOW TO: ADJUST AUDIO AND VIDEO IN ZOOM	58
HOW TO: ENTER AND EXIT FULL SCREEN	60
HOW TO: PARTICIPATE IN CLASS USING ZOOM	61
HOW TO: LEAVE YOUR CLASS IN ZOOM	63
HOW TO: RECEIVE ADDITIONAL HELP	65



Virtual Senior Academy

ABOUT THE VIRTUAL SENIOR ACADEMY

In 2017, The Jewish Healthcare Foundation developed a web-based platform to connect seniors in Pittsburgh to their peers through interactive online classes. The AgeWell program at the Jewish Community Center took over the program in 2020.

Many seniors experience loneliness and social isolation, which can be associated with negative physical, mental and emotional health consequences. Technology provides a unique opportunity for engagement, expanding the reach of existing educational programs for seniors.



Welcome!

Who can participate in Virtual Senior Academy?

Individuals 55+ who live in our region with access to a computer, webcam, and internet.

What kinds of classes are offered?

The Virtual Senior Academy is offering a wide variety of classes, at varying times of the day. There are topics to suit a broad range of





Virtual Senior Academy

interests, such as health, arts, history, community, and so much more!

Who can teach classes?

Individuals of varying ages who are interested in sharing their knowledge, expertise and personal experience with seniors on a variety of topics such as:

Health & Wellness

Book Clubs

Technology

Arts & Music

History

Philosophy & Religion

...AND so much more!



All you need is access to a computer with internet and a webcam.

What are the benefits for joining the Virtual Senior Academy?

- Life-long learning
- Interaction with peers and opportunities for social engagement
- Expansion of social networks—Meet new people in your area!
- Increased comfort with technology (it's easy to use, we promise!)

What can you find on this Guide?

This Guide was developed to help you throughout the process of becoming a successful Virtual Senior Academy Participant. Please e-mail us at helpvsa@jccpgh.org if you have any questions.



Virtual Senior Academy

SIGNING UP FOR THE VIRTUAL SENIOR ACADEMY

Welcome to the Virtual Senior Academy! We are so excited for you to start your virtual experience. First we would like to confirm some requirements prior to signing up and logging in. You can run Virtual Senior Academy on any of these browsers!



To be a Virtual Senior Academy Participant, you will need a:



Computer, Laptop or Tablet (10 years or Newer)



Webcam



Microphone



Good internet connection



Headphones



Email Address



**Virtual Senior
Academy**

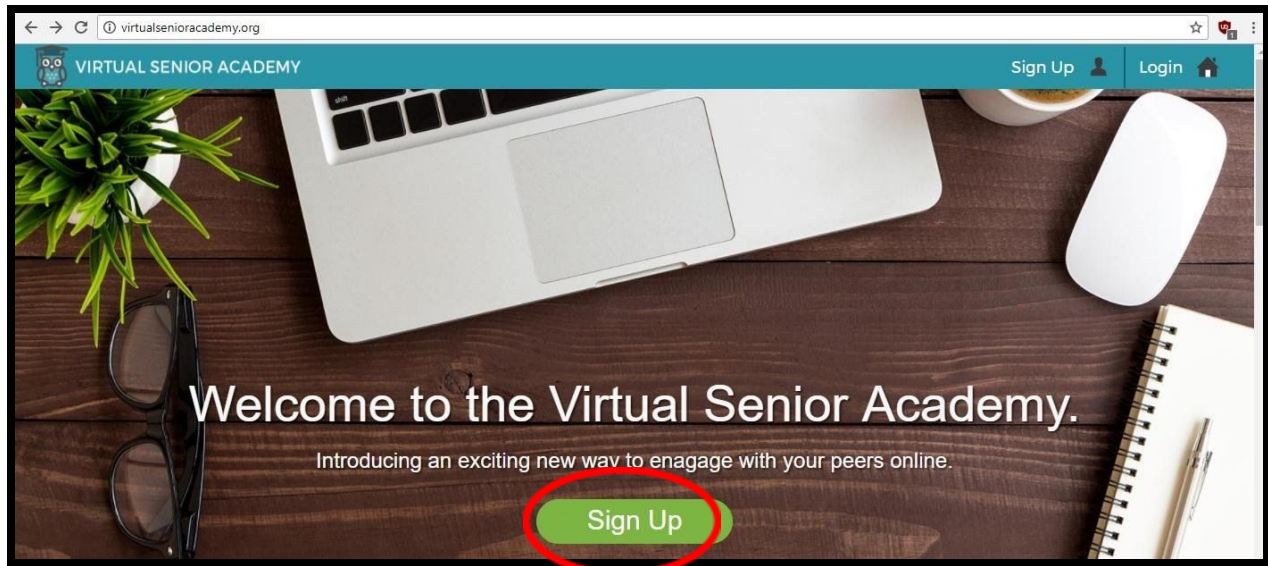
How Can I Sign up for Virtual Senior Academy?



Virtual Senior Academy

HOW TO: SIGN UP TO BE A PARTICIPANT

Step 1: Go to Virtual Senior Academy Website



1. Using the address bar on your internet browser, type in website address:
www.virtualsenioracademy.org
2. Click on “Sign up” button.
3. From this page, you will be redirected to a new sign up screen.



Virtual Senior Academy

Step 2: Sign up to be a Participant

Terms of Service'. At the bottom are two buttons: 'Cancel' and 'Next'."/>

Sign Up

Basic Information

Full Name

E-Mail

Password

Confirm Password

By Registering, you agree to the [Terms of Service](#)

Cancel Next

The Sign-up Screen will ask for Basic Information:

1. In the “Name” box, fill in your name (First and Last).
2. In the “Email” box, put in your email address. This will be used in the future for you to log into the Virtual Senior Academy.
3. In the “Password” box, create a new password for the Virtual Senior Academy. This password should be at least 6 characters with a capitalization, number, and symbol to increase security. An example could be: Hotdog7!
4. Re-enter your password by typing it again in the “Confirm Password” box.



Virtual Senior Academy

5. Click "Next".



TIP: Write down the email address and password used during sign up and put in a secure location for later use.



Virtual Senior Academy

Step 3: Sign up and Tell Us a Little About You

The screenshot shows a 'Sign Up' form with the following fields and buttons:

- Progress indicator: A horizontal line with three circles, the second of which is filled.
- Title: "A Little About You."
- Gender: A teal drop-down menu with a red circle around the arrow and a red arrow pointing to it from the right.
- Select Age-Range: A teal drop-down menu.
- Zipcode: A light gray text input field.
- Race: A teal drop-down menu.
- Select Organization: A teal drop-down menu.
- Buttons: "Cancel" (light green) and "Next" (green).

1. Click the drop-down button to select "Gender" (Male, Female, Other, or Don't Wish to Disclose).
2. Click the drop-down button for "Select Age Range" and select the age range that applies to you. You may choose "55-65", "66-75", "Over 76", or "Don't Wish to Disclose".
3. Click into the "Zip code" box to type in a preferred zip code, such as your home zip code or the zip code of your community center.
4. Click drop-down to "Select your Race". Choose from options "Asian", "African American", "White", "Other" or "Don't Wish to Disclose".



Virtual Senior Academy

5. Click drop-down arrow for “Select Organization”. If you are not a part of an organization, you may choose the option of “No Affiliation”.



TIP: If you belong to an organization not listed, Select “No Affiliation”.

6. Click “Next”.

Sign Up

A Little About You.

Gender

Select Age-Range

Zipcode

Race

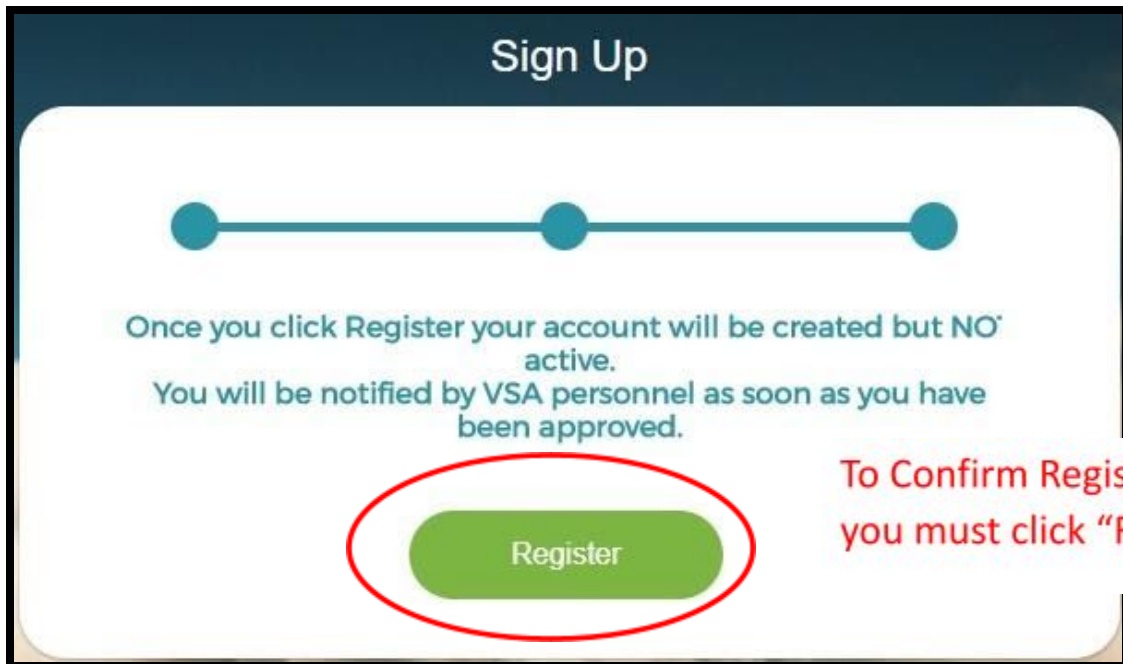
Select Organization

Cancel Next



Virtual Senior Academy

4. You Are Almost Ready to Take Your First



Class

1. You will see the message “Once you click Register your account will be created but not active. You will be notified by VSA personnel as soon as you have been approved.”
2. Click “Register”.
3. Check the email that you used to sign up for Virtual Senior Academy to see when you can log in.
4. Once you have received the email from Virtual Senior Academy staff, you will be able to log in.



Virtual Senior Congratulations!

You have successfully registered for the Virtual Senior Academy!

Now we will show you a step by step guide to help you navigate the site!

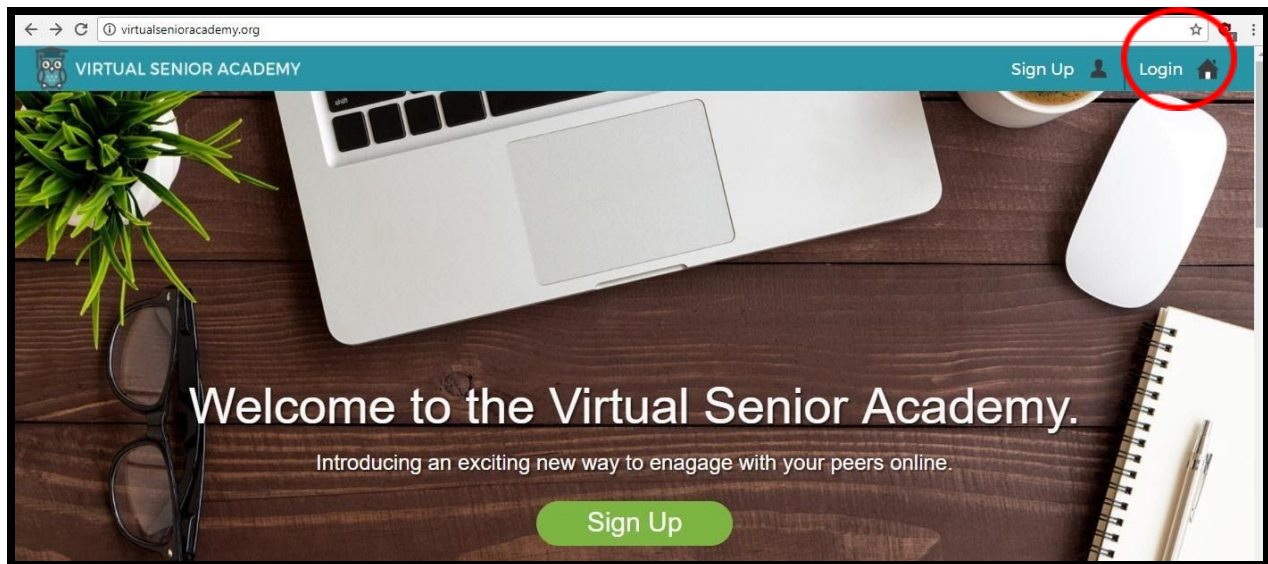
How Can I Log in to the Virtual Senior Academy?



Virtual Senior Academy

HOW TO: LOG IN TO THE VIRTUAL SENIOR ACADEMY

Step 1: Go to the Login Page



1. Go to www.virtualsenioracademy.org.
2. Click on “Login” in the top right corner of site.
3. You will be redirected to the login screen.



Virtual Senior Academy

Step 2: Login

Login

E-Mail

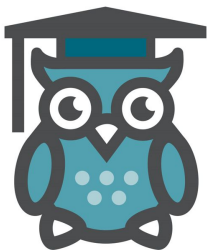
Password

By logging in, you agree to the [Terms of Service](#)

New user? [Signup here](#)
Forgot Password? [Click here](#)

Login

1. Click in the “Email” box and type in the email you used during the signup process.
2. Click in the “Password” box and type in the password you created during the signup process.
3. Once you have filled the boxes with correct email and password, click the blue “Login” Button.
4. Once you have logged in to the Virtual Senior Academy you will arrive at your “Home Screen”.





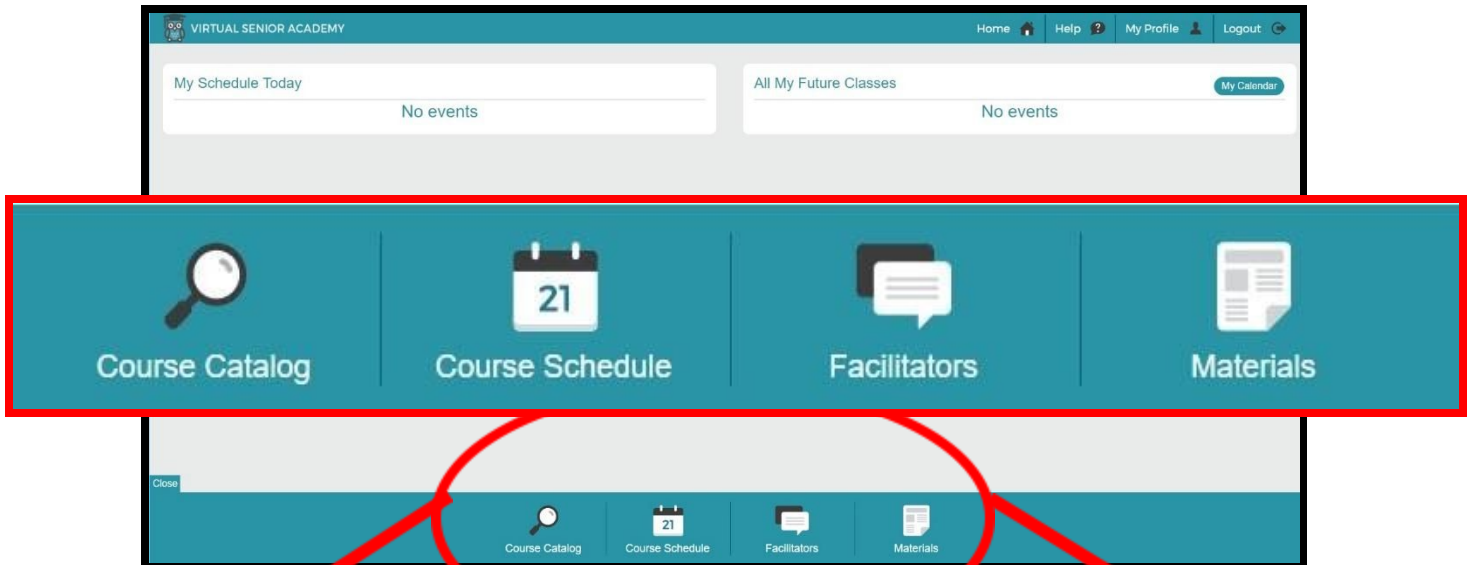
**Virtual Senior
Academy**

What Do I Do Once I Have Logged on to the Virtual Senior Academy?



Virtual Senior Academy

The below image shows what the “Home Screen” will look like once you have logged into the Virtual Senior Academy. Here you have several options to explore the Virtual Senior Academy website.



To view what is on the Virtual Senior Academy – Look towards the bottom of the page to see the four buttons “Course Catalog”, “Course Schedule”, “Facilitators”, and “Materials”. See an explanation of the buttons on the next page.

Course Catalog

“Course Catalog” is one of two ways to explore and register for classes on the Virtual Senior Academy. Click “Course Catalog” to explore classes by filtering or scrolling through all classes

Course Schedule

“Course Schedule” is the second way to explore and register for classes on the Virtual Senior Academy. Click “Course Schedule” to see a weekly view of classes.



Virtual Senior Facilitators Academy

“Facilitators” button shows the profiles of all the Facilitators for classes offered on the Virtual Senior Academy.

Materials

“Materials” is a section to use after you have registered for courses. When there is a course with materials needed prior to entering the class, click “Materials”. This will show the materials needed for every class you are registered for.

**How Can I Look for Classes Offered
on the Virtual Senior Academy?
There are Two Ways.**



Virtual Senior Academy

Option One: Find Classes through the Course Catalog

1. Click on “Course Catalog”.
2. Once you click “Course Catalog” you will see a screen that looks like this bel

The screenshot displays the 'Explore Classes' interface. On the left, there are filters for 'Starting After' (06/27/2017), 'Ending Before' (06/27/2017), 'Topic' (Arts And Music, Current Events And Politics, Health And Wellness, History Architecture And Literature, Pittsburgh And Nature, Technology Skills, Self Help), 'Level Of Difficulty' (For Everyone, Beginner, Intermediate, Advanced), and 'Class Length' (Single Class, Course, Series). The main content area lists five classes, each with a 'Register' button. The bottom navigation bar includes 'Course Catalog', 'Course Schedule', 'Facilitators', and 'Materials'. The 'Course Catalog' button is circled in red, and a magnifying glass icon is also circled in red.





Virtual Senior Academy

From here, you can either “Filter Courses” to search for courses of your interest or you can scroll through all available courses on the Virtual Senior Academy.

Let’s start by learning about the “Filter” function and we will follow with an example!



HOW TO: FILTER CLASSES IN THE COURSE

On the Left of the site you will see a “Filter” option to search for courses.

First select a “**Date Range**” for a course that interests you. The default range will include courses offered within a month.

Next under “**Topic**”, click on the boxes of words like “Arts and Music”, “Health and Wellness”, “Technology skills” to find a course you are interested in.

Each course will identify a “**Level of Difficulty**”. Select what difficulty level you feel comfortable with.

“**Class Length**” refers to whether a class will be a single class, course, or a series.

In the Virtual Senior Academy, you can enroll in a single class, a course (where you break up the content into a sequence of classes) or a series (where

The screenshot shows the 'Explore Classes' filter interface on the Virtual Senior Academy website. At the top left is the owl logo and the text 'VIRTUAL SENIOR ACADEMY'. Below this is the title 'Explore Classes'. The interface includes several filter sections: 'Starting After' with a date input field containing '07/31/2017'; 'Ending Before' with a date input field containing '08/31/2017'; 'Topic' with a list of checkboxes for 'Arts And Music', 'Current Events And Politics', 'Health And Wellness', 'History, Architecture And Literature', 'Pittsburgh And Nature', 'Technology Skills', and 'Self Improvement'; 'Level Of Difficulty' with checkboxes for 'Beginner', 'Intermediate', and 'Advanced'; and 'Class Length' with checkboxes for 'Single Class', 'Course', and 'Series'. At the bottom are two buttons: 'Reset' and 'Filter Classes'.



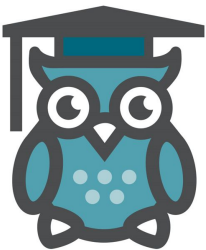
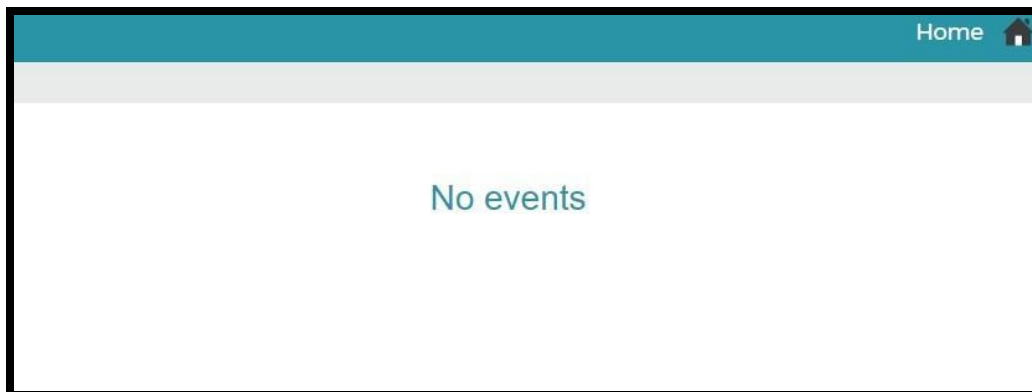
Virtual Senior Academy

a Facilitator or several Facilitators present classes on related topics).

If you would like to attend one course within a series, you may sign up for the series and attend the course you are interested in.

Click “**Filter Classes**” to submit your search.

Click the “**Reset**” Button if you do would like to change your search.



TIP: If you see this screen, currently there is not a class that matches your search. Go back to the Filter to try a new search.



Virtual Senior Academy

HOW TO: FILTER CLASSES EXAMPLE

VIRTUAL SENIOR ACADEMY

Explore Classes

Starting After
07/31/2017

Ending Before
08/31/2017

Topic

- Arts And Music
- Current Events And Politics
- Health And Wellness
- History, Architecture And Literature
- Pittsburgh And Nature
- Technology Skills
- Self Improvement

Level Of Difficulty

- Beginner
- Intermediate
- Advanced

Class Length

- Single Class
- Course
- Series

Reset

Filter Classes

Are you Interested in Learning More About Art and Music?

Use the “Filter” function to select the “Topic”, “Level of Difficulty”, and “Class Length”.

The “**Date Range**” will automatically search for a month view. Click inside the box of “Ending Before” to change the date of the search to include more time.

Select a “**Topic**” by clicking in the small square box next to “Arts and Music” to select that topic.

What is “**Level of Difficulty**”? You are not sure how much you know about Art and Music, so you may select a level of difficulty that is “Beginner” where you will join others who are also learning more about Art and Music. Click on the box next to “Beginner”.

Select “**Class Length**”: Maybe you are still not sure about time commitment for the



Virtual Senior Academy

course. Click box next to “Single Class” to select it.

Click on “**Filter Classes**” to search for the criteria you selected for “Arts and Music.”

HOW TO: BROWSE IN THE COURSE CATALOG

Instead of using the Filter function on the “Course Catalog” you can choose to browse all the courses currently offered through the Virtual Senior Academy by scrolling down.

Tour to Brazil 2
26 Jul . 10:00AM - 11:00PM
Lycia Neumann
History, Architecture And Literature • For Everyone

Preserving ancestry and archiving photos
26 Jul . 02:00PM - 03:00PM
Reads A Lot
Arts And Music • For Everyone

Budding Naturalist Class with Venture Outdoors
31 Jul . 11:00AM - 12:00PM
Pittsburgh And Nature • For Everyone

Tech class

Use the Scroll Bar on the Right to browse courses

Course Catalog Course Schedule Facilitators Materials



Virtual Senior Academy

HOW TO: VIEW DETAILS IN THE COURSE CATALOG

Explore Classes

Starting After
07/25/2017

Ending Before
07/25/2017

Topic

- Arts And Music
- Current Events And Politics
- Health And Wellness
- History, Architecture And Literature
- Pittsburgh And Nature
- Technology Skills
- Self Improvement

Level Of Difficulty

- For Everyone
- Beginner
- Intermediate
- Advanced

Class Length

- Single Class
- Course
- Series

	Tech class 25 Jul . 11:00AM - 12:00PM Technology Skills • For Everyone	Register
	Living with COPD 26 Jul . 10:00AM - 11:00AM Health And Wellness • For Everyone	Register
	Tour to Brazil 2 26 Jul . 10:00AM - 11:00PM Lycia Neumann History, Architecture And Literature • For Everyone	Register
	Preserving ancestry and archiving photos 26 Jul . 02:00PM - 03:00PM Reads A Lot Arts And Music • For Everyone	Register

To get more information on a course you are interested in:



Tour to Brazil 2
26 Jul . 10:00AM - 11:00PM
Lycia Neumann
History, Architecture And Literature • For Everyone

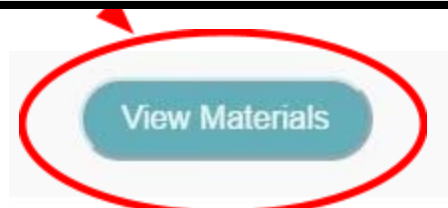
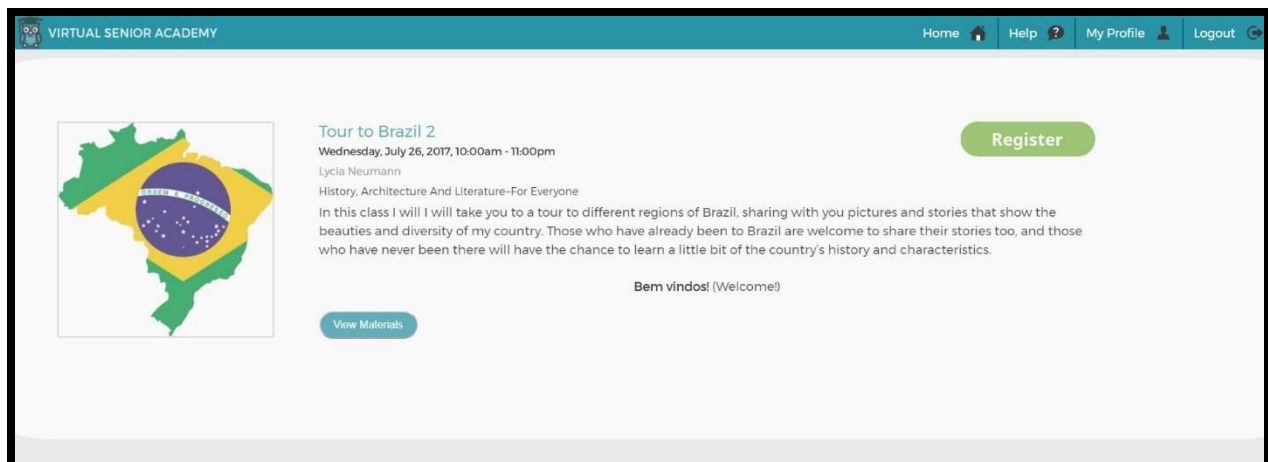
Click Anywhere in this
Box to view Course
Details

1. Click on "Course Catalog".
2. Scroll to find the course of interest.
3. Click into highlighted area of the course you are interested in.
4. Screen will redirect to view more information on the course.



Virtual Senior Academy

HOW TO: VIEW MATERIALS IN THE COURSE CATALOG



1. If you like this course, you can register by clicking on the green “Register” Button.
2. If you are not interested in this course, return to the “Course Catalog” to filter and browse for other courses.

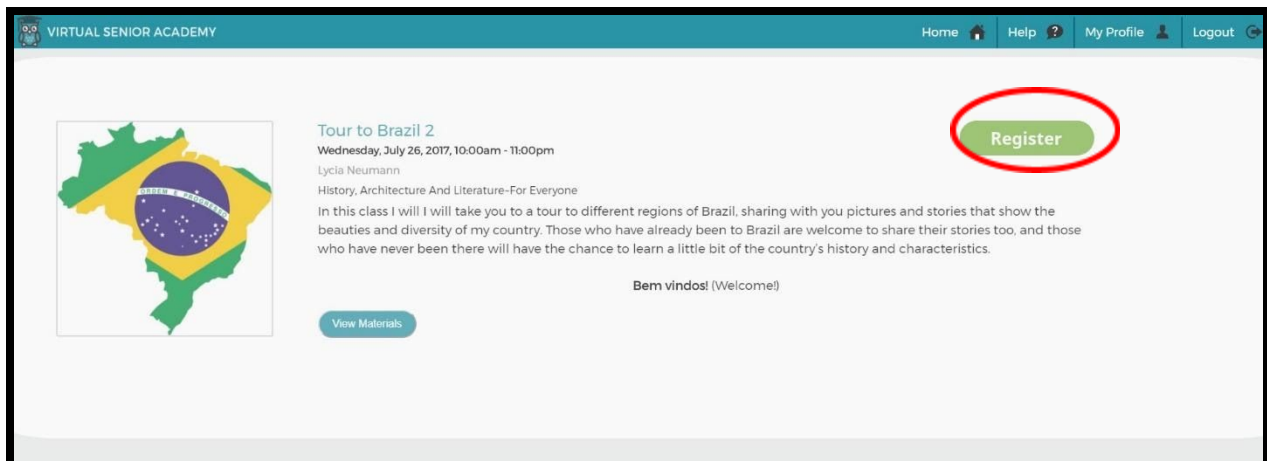


Virtual Senior Academy

HOW TO: REGISTER FOR CLASSES IN THE COURSE CATALOG

See a course that you like? Great! Hold your spot to attend class by following these quick registration steps:

1. From this screen, you can click on the top left green “Register Button”.
2. The green “Register” button will turn to a white “Unregister” button.



Not the Course for you? To Find other classes that meet your interest follow these steps:

1. Click “Course Catalog” on the bottom bar of the screen.
2. Filter for a specific course or browse all courses available.
3. Click on the green “Register” button to register for the course.



Virtual Senior Academy

HOW TO: UNREGISTER FOR CLASSES IN THE COURSE CATALOG

Need to change your schedule?

The “Course Catalog”, “Course Schedule”, and “Home” screen will allow you to unregister for a course:

1. From the “Course Catalog”, click on the white “Unregister” button.
2. When you unregister for the course, the course will change back to the green “Register” button.



The screenshot shows the course page for "Tour to Brazil 2". The page includes a header with "VIRTUAL SENIOR ACADEMY" and navigation links for "Home", "Help", "My Profile", and "Logout". The course details are as follows:

- Course Title:** Tour to Brazil 2
- Date/Time:** Wednesday, July 26, 2017, 10:00am - 11:00pm
- Instructor:** Lycia Neumann
- Subject:** History, Architecture And Literature-For Everyone
- Description:** In this class I will take you to a tour to different regions of Brazil, sharing with you pictures and stories that show the beauties and diversity of my country. Those who have already been to Brazil are welcome to share their stories too, and those who have never been there will have the chance to learn a little bit of the country's history and characteristics.
- Welcome Message:** Bem vindos! (Welcome!)

A red circle highlights the "Unregister" button in the top right corner of the course details area.



**Virtual Senior
Academy**

**How Can I Look for Classes Offered
on the Virtual Senior Academy?
There are Two Ways.**

**Option Two: Find Classes through the
Course Schedule**



Virtual Senior HOW TO: FIND CLASSES IN THE COURSE SCHEDULE

1. You are currently browsing “Course Catalog”. From here, click on the “Course Schedule”.

The screenshot shows the 'Explore Classes' page on the Virtual Senior Academy website. The page includes a navigation bar with 'Home', 'Help', 'My Profile', and 'Logout'. The main content area displays a list of classes with filters on the left. The filters include 'Starting After', 'Ending Before', 'Topic', 'Level Of Difficulty', and 'Class Length'. The class list includes 'Cordella's class', 'Healthy Living for Your Brain and Body', 'Cordella's class', 'Caregiving for a Person Living with Alzheimer's', and 'Preserving ancestry and archiving photos'. Each class entry has a 'Register' button. The navigation bar at the bottom has buttons for 'Course Catalog', 'Course Schedule', 'Facilitators', and 'Materials'. The 'Course Schedule' button is circled in red, and an arrow points from it to a larger, zoomed-in view of the button below.





Virtual Senior Academy

2. Once you have clicked on “Course Schedule” you will see the courses offered that week. Below is an image of the “Course Schedule”.
3. To view courses later in the month – look for the date on the page. Next to the date will be two small blue arrows:
4. Select the blue arrows to view the following week courses available.

Schedule of Classes

Sunday 23	Monday 24	Tuesday 25	Wednesday 26	Thursday 27	Friday 28	Saturday 29														
	08:00am-05:00pm Test Timer Super Facilitator		10:00am-11:00am Living with COPD Carla Conrad	08:00am-09:00am ABCs of diabetes Tester1 One	10:00am-11:00am Control High Blood Pressure Jesabel Rivera-Guerra															
July 23, 2017 - July 29, 2017																				
Tuesday 25 Wednesday 26 Thursday 27																				
08:00pm-09:00pm Example Class Kylea Covaleski							02:00pm-03:00pm Preserving ancestry and archi... Reads A Lot							08:00am-05:00pm ozs new test class						
View Details							View Details							View Details						
Register							Register							Register						

HOW TO: VIEW DETAILS IN THE COURSE SCHEDULE

From the Course Calendar You Can Find More Information

1. You are viewing the courses on “Course Schedule”.
2. Click on course of interest in calendar view.
3. Screen will redirect to view more information on the course.

Schedule of Classes

Sunday 23	Monday 24	Tuesday 25	Wednesday 26	Thursday 27	Friday 28	Saturday 29														
	08:00am-05:00pm Test Timer Super Facilitator		10:00am-11:00am Living with COPD Carla Conrad	08:00am-09:00am ABCs of diabetes Tester1 One	10:00am-11:00am Control High Blood Pressure Jesabel Rivera-Guerra															
July 23, 2017 - July 29, 2017																				
Tuesday 25 Wednesday 26 Thursday 27																				
11:00am-12:00pm Budding Naturalist Class with... Joey Linn Ulrich							10:00am-11:00pm Tour to Brazil 2 Lycia Neumann							08:00am-05:00pm Computer Basics: Hardware a... Mike Smalek						
View Details							View Details							View Details						
Register							Register							Register						

Click on “View Details” or anywhere in the highlighted box to view



Virtual Senior Academy

10:00am-11:00pm
Tour to Brazil 2
Lycia Neumann

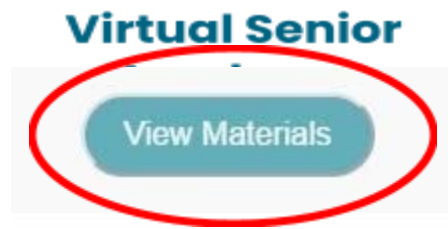
[View Details](#)

[Register](#)

HOW TO: VIEW MATERIALS IN THE COURSE SCHEDULE

1. If the course has any materials needed, there will be a “View Materials” button.
2. Click on “View Materials” to view any available course materials.

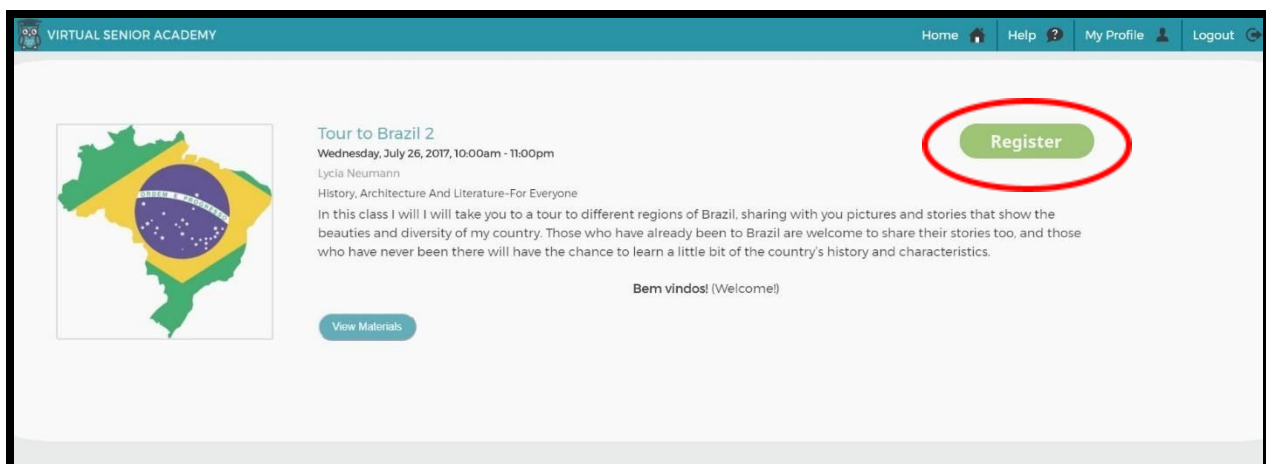
The screenshot shows the course page for 'Tour to Brazil 2' by Lycia Neumann. The page includes a navigation bar with 'Home', 'Help', 'My Profile', and 'Logout'. The course details section features a map of Brazil, the course title, date, time, and instructor. A 'View Materials' button is highlighted with a red circle and an arrow pointing to it. The course description mentions sharing pictures and stories of Brazil's regions.



HOW TO: REGISTER FOR CLASSES IN THE COURSE SCHEDULE

See a course that you like? Great! Hold your spot to attend class by following these quick registration steps:

1. From the view descriptions screen you can register for your class.
2. Click on the green “Register” Icon on the top right of the course description.





Virtual Senior Academy

If you don't want to register for the example class:

1. Click "Course Schedule".
2. View classes on the "Course Schedule".

Schedule of Classes

Sunday 23	Monday 24	Tuesday 25	Wednesday 26	Thursday 27	Friday 28	Saturday 29
	08:00am-05:00pm Test Timer Super Facilitator View Details Register		10:00am-11:00am Living with COPD Carla Conrad View Details Register	08:00am-09:00am ABCs of diabetes Testerl One View Details Register	10:00am-11:00am Control High Blood Pressure Jesabel Rivera-Guerra View Details Register	
	11:00am-12:00pm Budding Naturalist Class with ... Joey Linn Ulrich View Details Register		10:00am-11:00pm Tour to Brazil 2 Lycia Neumann View Details Register	08:00am-05:00pm Computer Basics: Hardware a... Mike Smialek View Details Register		
	08:00pm-09:00pm Example Class Kylea Covaleski View Details Register		02:00pm-03:00pm Preserving ancestry and archi... Reads A Lot View Details Register	08:00am-05:00pm ozs new test class View Details Register		

3. Click on the green "Register" button to register for the course beneath the course name.



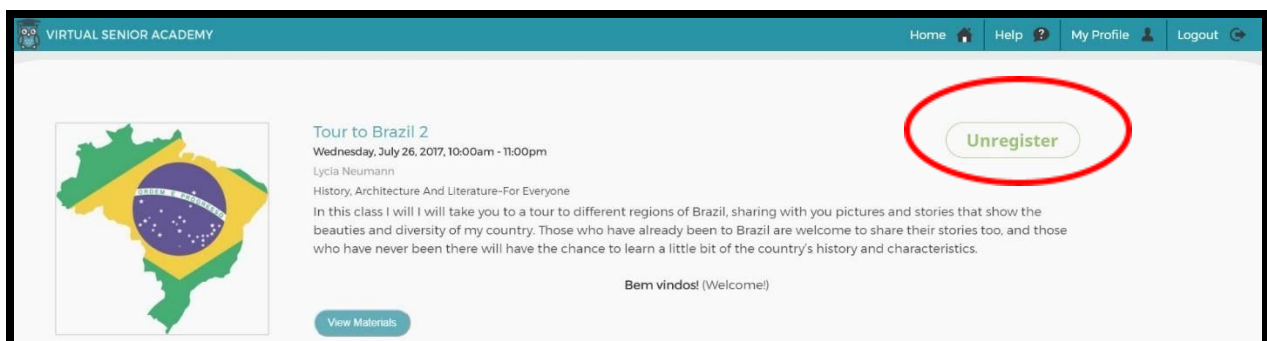
Virtual Senior Academy

4. Click on “Home” button to See Your Class.

HOW TO: UNREGISTER FOR CLASSES IN THE COURSE SCHEDULE

Need to change your schedule?

1. To unregister for a course, click the white “Unregister” button.
2. When you unregister for the course, the course will change back to the green “Register” button.



3. You can unregister from the view details section of a class, such as the image above or you can “Unregister” in the calendar view like the image on the following page.



Virtual Senior Academy

Schedule of Classes

Sunday 23	Monday 24	10:00am-11:00pm	Friday 28	Saturday 29
	08:00am-05:00pm Test Timer Super Facilitator	Tour to Brazil 2 Lycia Neumann	10:00am-11:00am Control High Blood Pressure Jesabel Rivera-Guerra	
	View Details	View Details	View Details	
	Register	Unregister	Register	
	11:00am-12:00pm Budding Naturalist Class with Joey-Linn Ulrich			
	View Details			
	Register			
	08:00pm-09:00pm Example Class Kylea Covaleski	02:00pm-03:00pm Preserving ancestry and archiL Reads A Lot		
	View Details	View Details		
	Register	Register		
		08:00am-05:00pm new test class		
		View Details		
		Register		



Virtual Senior Academy

4. Click on “Home” button to return to “Home Page” or click on “Course Catalog” or “Course Schedule” to continue to browse for other courses.

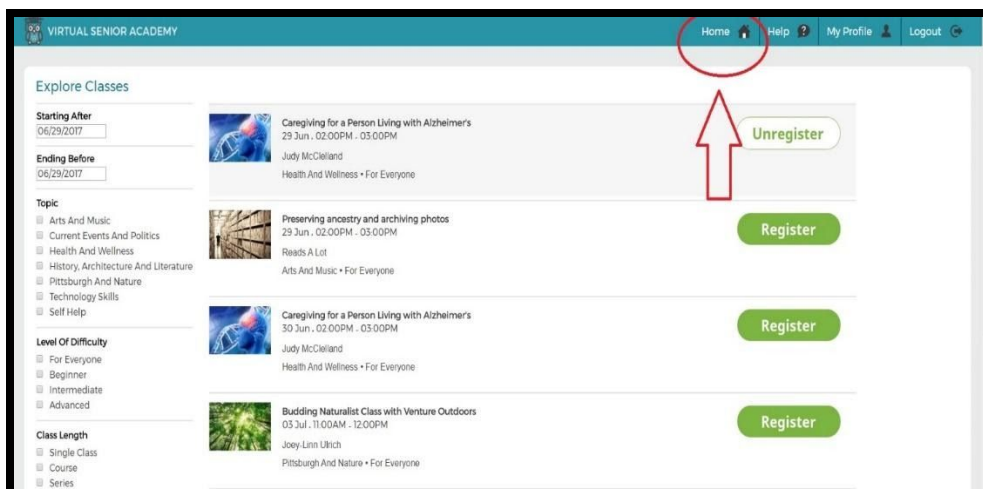
What Happens After I Register for a Class?



Virtual Senior Academy

HOW TO: FIND YOUR CLASS ONCE YOU'VE REGISTERED

What Happens After I Register for a Class?



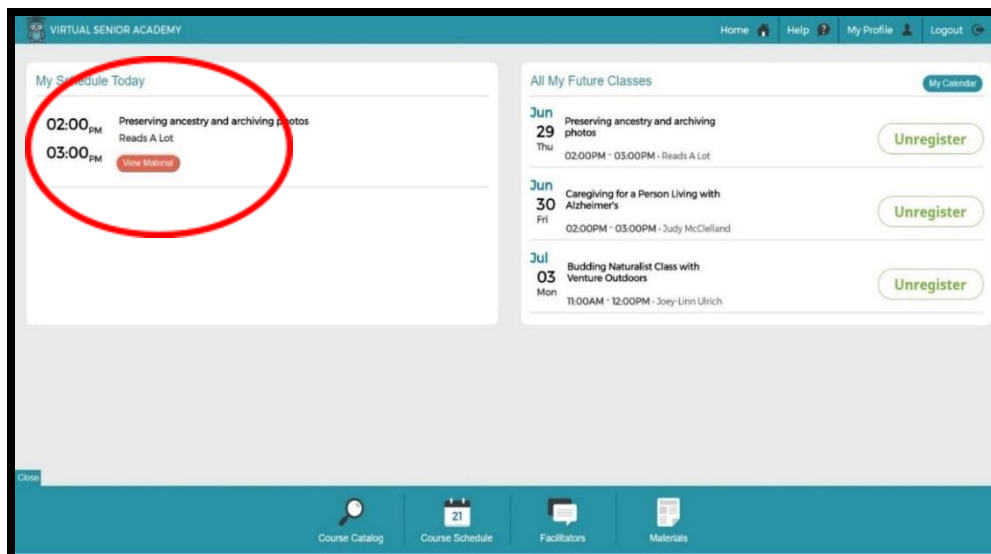
1. Once you register for a course or courses, click on “Home” button. The “Home” button is always located on the top right of the screen you are on.



Virtual Senior Academy

2. After clicking on “Home” you will be redirected to another page.

3. The “Home Page” will show all the courses you registered for. This includes “Today’s Courses” and any “Future Courses”.



TIP: Later in this guide, there will be instructions on how to join your class after registration.



**Virtual Senior
Academy**

How Can I Find Materials Needed for My Class?



Virtual Senior Academy

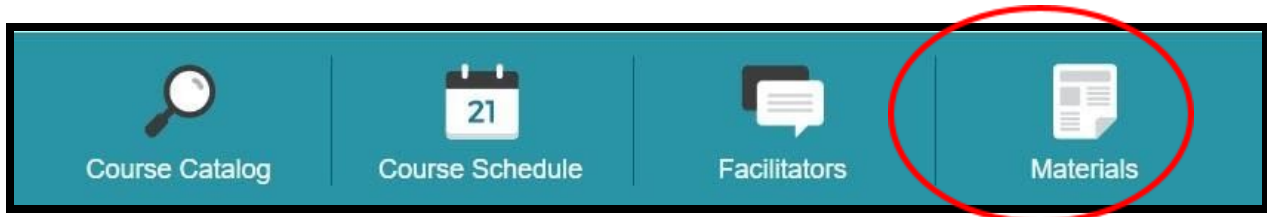


Virtual Senior Academy

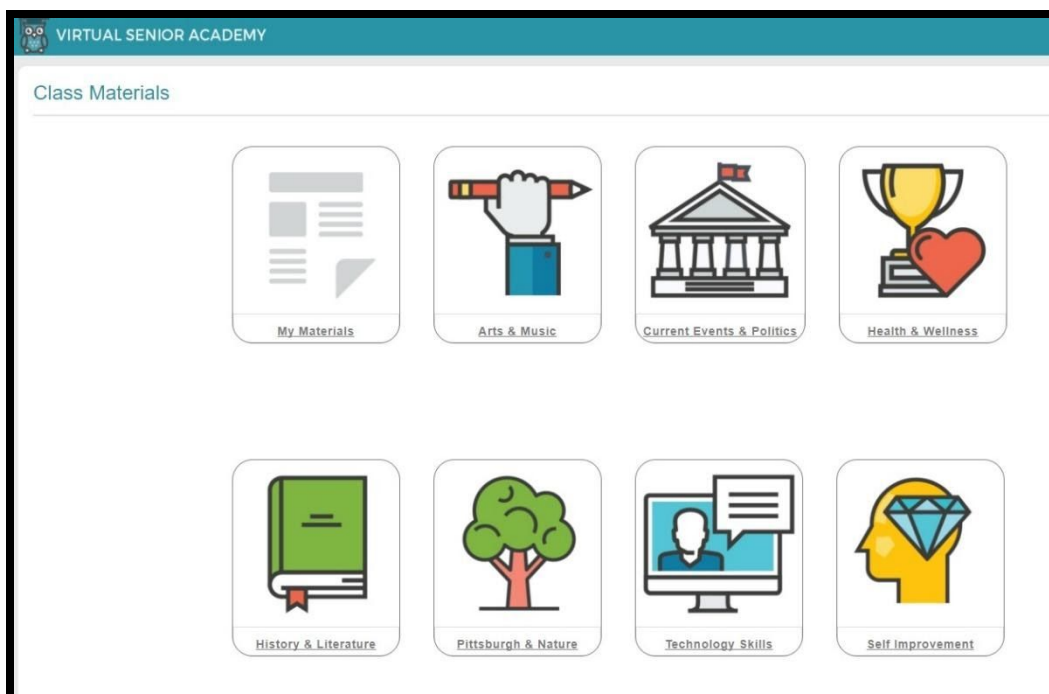
HOW TO: FIND MATERIALS NEEDED FOR CLASS

Now that you've registered for your course, let's check to see if you have any materials needed prior to entering the class.

1. On the bottom navigational bar, there is a "Materials" Button. When you have registered for a class, you can check to see if you have materials needed for the course by clicking "Materials" Button.



2. Once you clicked "Materials", you will be redirected to a screen where you will see materials needed for every class you are registered for.





Virtual Senior Academy

3. Once you have been redirected. You will see “My Materials”, “Arts & Music”, “Current Events & Politics”, “Health & Wellness”, “History & Literature”, “Pittsburgh & Nature”, “Technology Skills”, and “Self-Improvement”.
4. To see materials from a class you registered for, click “My Materials”.



5. To see materials for any class offered on the Virtual Senior Academy, click on any of the other buttons like “Arts & Music”, “Current Events & Politics”, “Health & Wellness”, “History & Literature”, “Pittsburgh & Nature”, “Technology Skills”, and “Self-Improvement”.



**Virtual Senior
Academy**

How Can I Find Out More Information on My Facilitator?



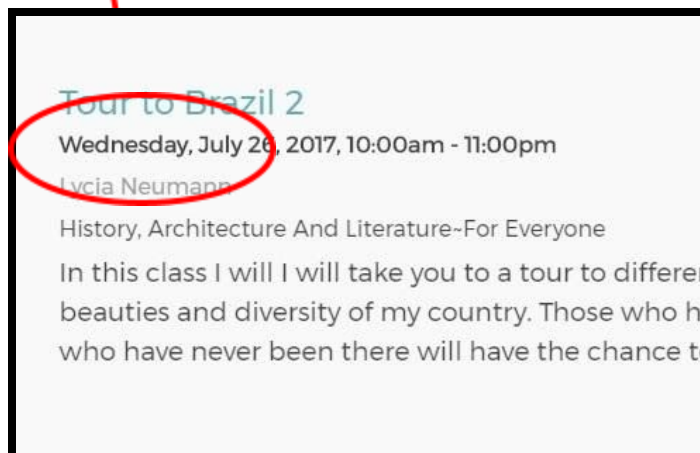
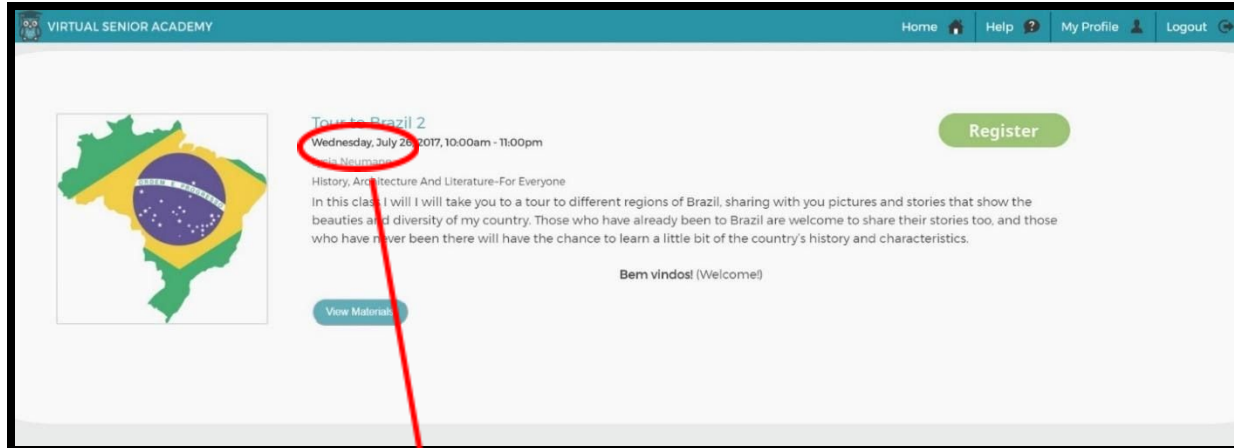
Virtual Senior Academy

HOW TO: VIEW INFORMATION ON MY FACILITATOR

How can I find more information about my class's Facilitator?

From the "Home Page", "Course Catalog", or "Course Schedule"

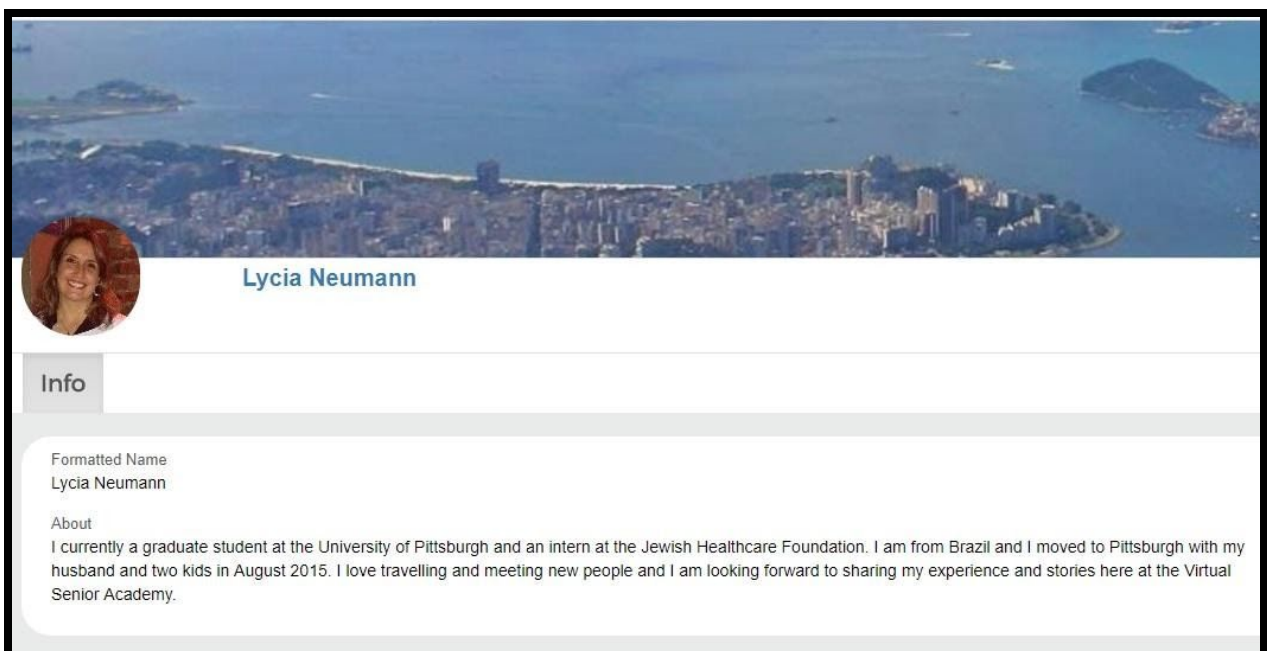
1. Click on the class you want to view more information on the Facilitator.
2. Once you click on the class, you will see the detailed description of the class. The name of the Facilitator will be listed in gray underneath the time and title of the class.
3. Click on the name.





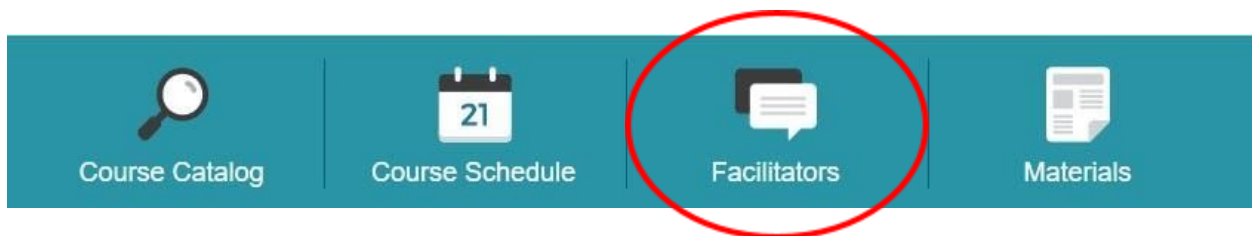
Virtual Senior Academy

4. Once you click on the name, you will be redirected to a new screen. Below is an example of what a profile of a Facilitator might look like. The description of the Facilitator might include passions and interests as well as the class topic.



Interested in learning more about other Facilitators?

1. Click on the “Facilitators” Button on the Bottom Navigation Bar.

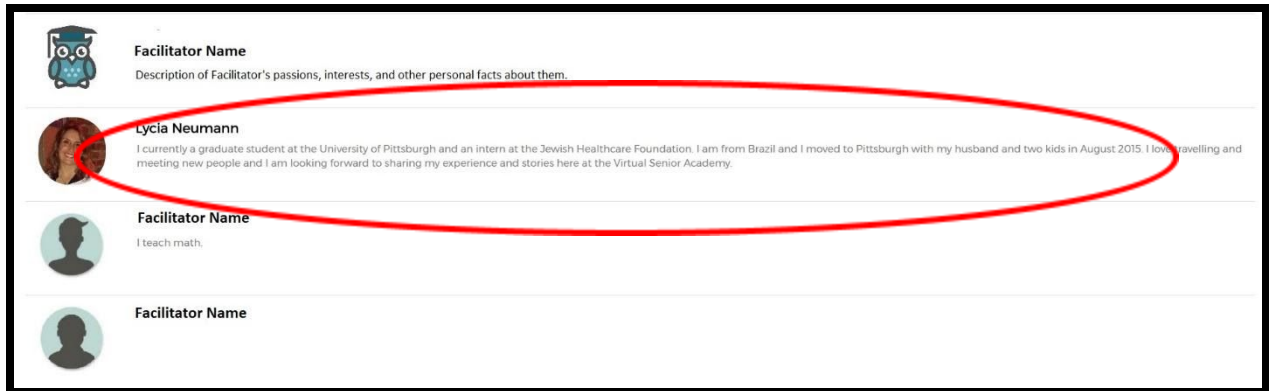




Virtual Senior Academy

2. You will be redirected to a new screen where you can view individual Facilitator profiles. Scroll down the page to view more profiles.

3. Select any Facilitator by clicking within the highlighted box to see more detailed information.





**Virtual Senior
Academy**

How Can I Join My Class Once I Have Registered?

HOW TO: JOIN MY CLASS ONCE I'VE REGISTERED

Once you have registered for the classes you want to take, you will return to the Home Screen. From the "Home Page", you will see the class you want to go into offered today.



Virtual Senior Academy

1. Under “My Schedule Today”, you will see a green “Join Now”. Click “Join Now”.
2. Once you click “Join Now” you will be redirected to

another page.

My Schedule Today

02:00_{PM} Preserving ancestry and archiving photos
Reads A Lot

03:00_{PM} [Join Now](#) [View Material](#)



**Virtual Senior
Academy**

How Do I Download Zoom?



Virtual Senior Academy



Virtual Senior Academy

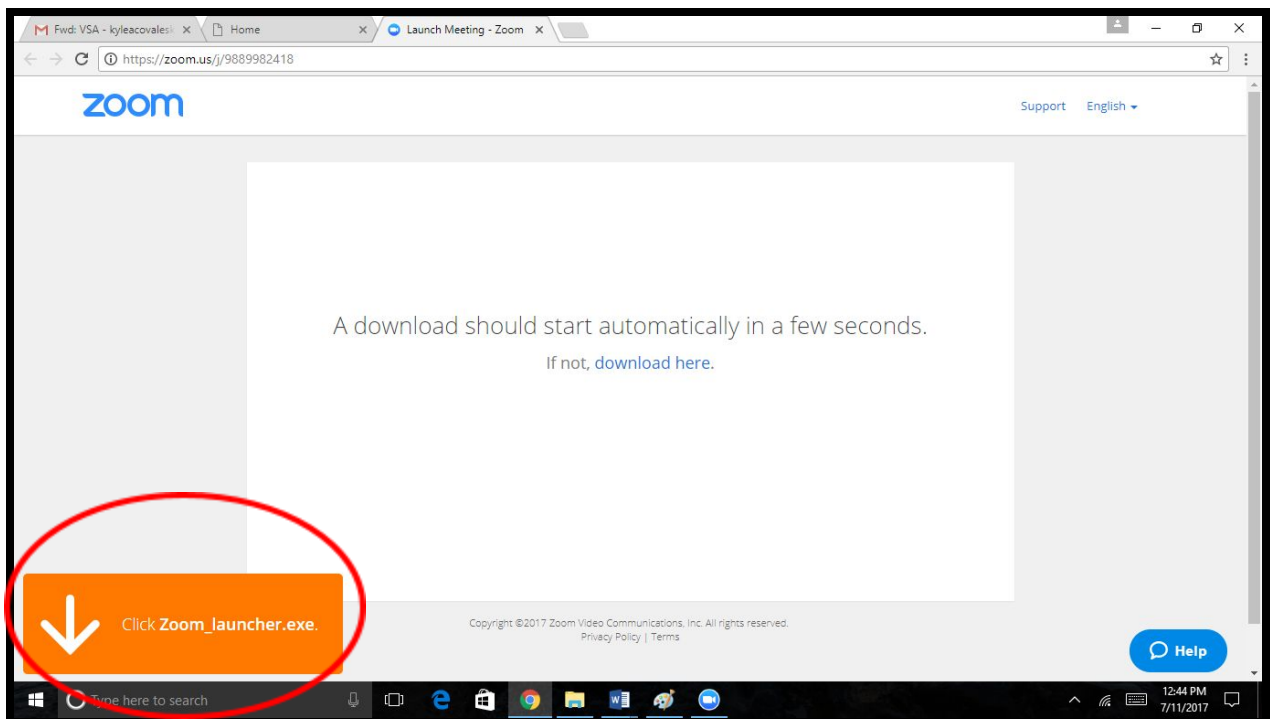
HOW TO: DOWNLOAD AND SET UP ZOOM



TIP: Downloading Zoom and setting up Zoom is a onetime process.

Zoom is the video conferencing software used along with the Virtual Senior Academy to connect you to your virtual class. The download process begins when you join a class for the first time.

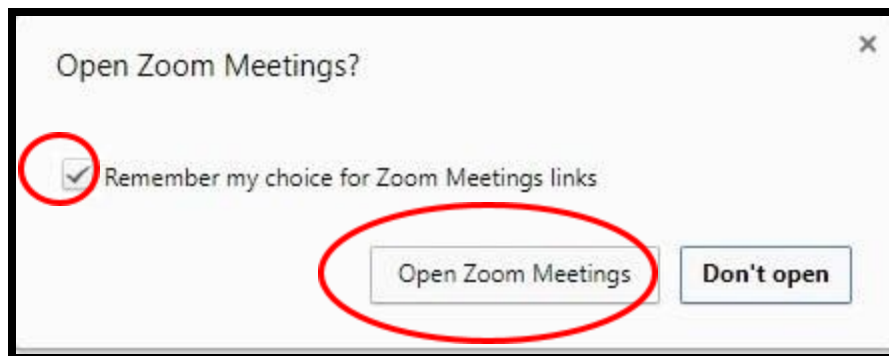
1. Once you click the “Join Now” you will be redirected to a page where you will be asked to download the program “Zoom”. You need “Zoom” to attend a class for Virtual Senior Academy.



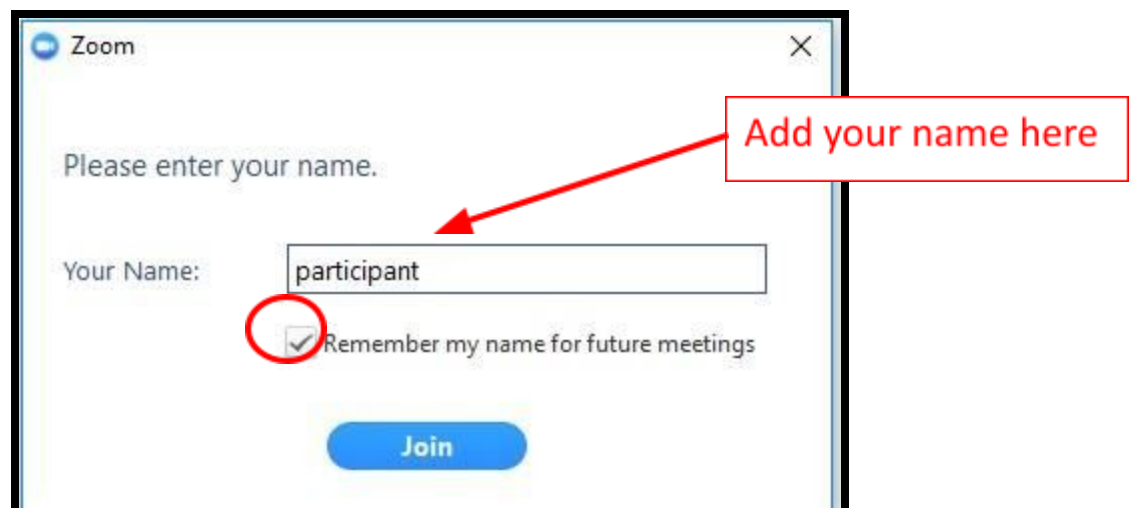


Virtual Senior Academy

2. At the Bottom left of your screen you will need to click on the download called “Zoom_launcher.exe” to run the program.
3. Once download is complete and your Facilitator has logged in, you will receive a notification to enter a meeting. Click “Open Zoom Meetings”.



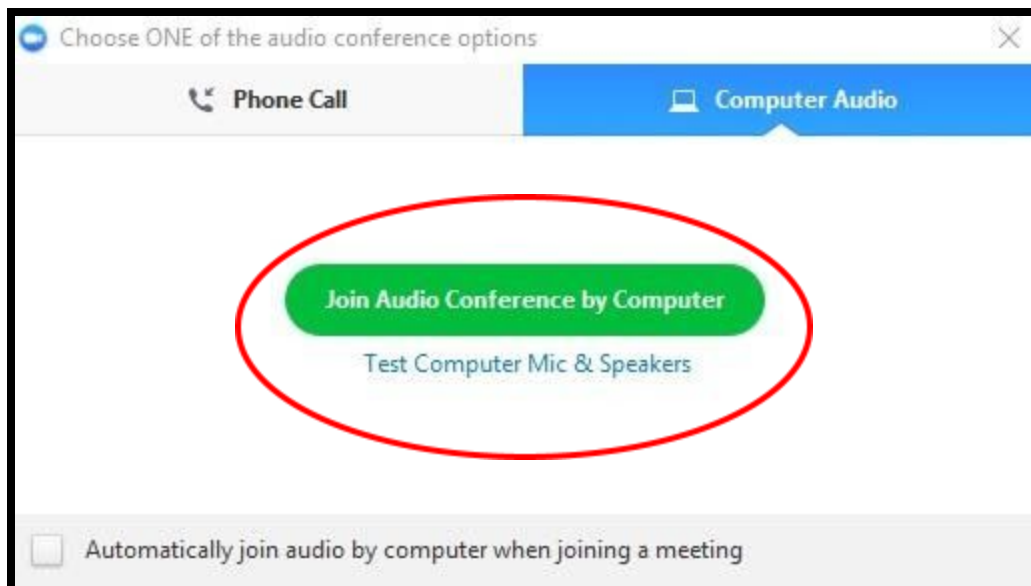
4. After you click to “Open Zoom Meetings”, you will see a new pop-up requesting you to put your name in the box. This will be used when you participate in the class for the Facilitator to call on you if you ask questions. Click check box next to “Remember my name for future meetings” to have Zoom remember your name.





Virtual Senior Academy

5. Click “Join” to enter the Zoom video classroom. You will not be able to see the other participants or the Facilitator until the Facilitator has logged into the class.
6. After clicking “Join”, you will be viewing the participant Zoom. As you enter the class, you will receive an initial message that asks you if you would like to test your audio speakers and microphone. This message will appear every time you log in to the Zoom platform to attend a class.



7. If you want to test your speakers and microphone, click the blue “Test Computer Mic & Speakers”.
8. Click “Join Audio Conference by Computer” if you do not want to check audio or video.



**Virtual Senior
Academy**

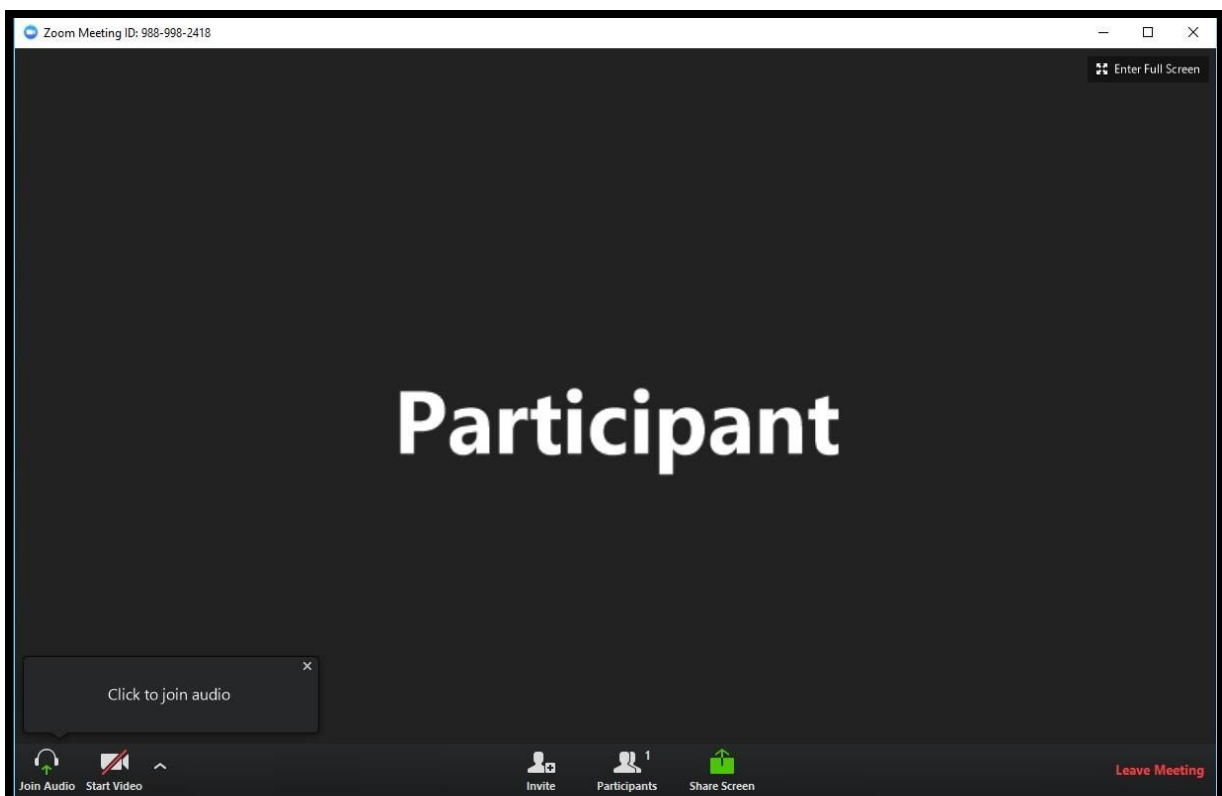
More About Zoom



Virtual Senior Academy

HOW TO: USE THE PARTICIPANT SCREEN IN ZOOM

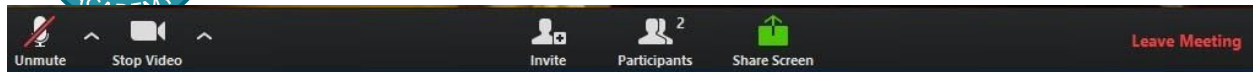
From the participant screen, we will help you navigate Zoom by looking at how to adjust your volume, video, and how to ask questions in the class. Below is an image of the participant view when you enter Zoom.



The bottom panel will help you adjust audio, start or stop video, manage participants, take a poll, or end your meeting. Below is a brief description of each button, which the guide will go into more detail later.



Virtual Senior Academy



You Can:

1. “Mute” and “Unmute” are available to turn on and off to participate in class.
2. “Start Video” and “Stop Video” will turn off and on the video.
3. Click on “Participants” to bring up a white panel of options to interact within the class; such as “Raise Hand”, “yes” or “no”, to “go slower” or “go faster”.



TIP: Some functions on Zoom are not available, such as “Invite” or “Share Screen”. Share Screen is only available for Facilitators as additional classroom tools.

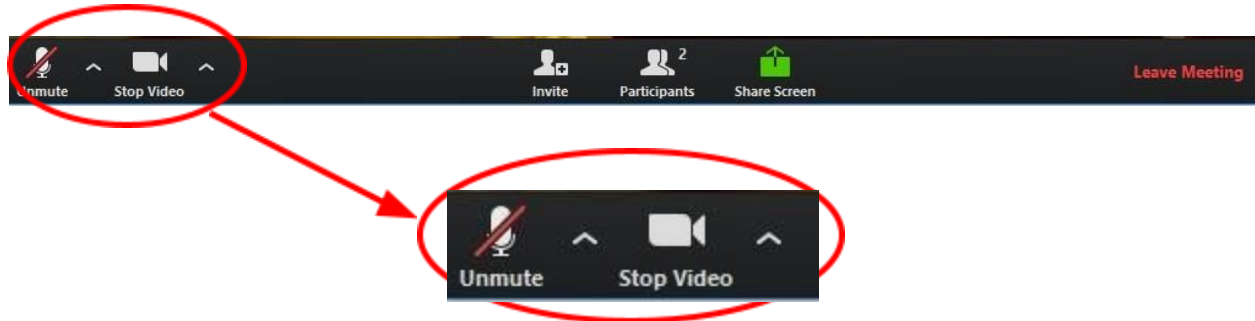
4. “Leave Meeting” will exit you out of the class.
5. There may be survey questions at the end of your class.



Virtual Senior Academy

HOW TO: ADJUST AUDIO AND VIDEO IN ZOOM

On the bottom left of the participant screen, is a panel that will have a headset image and a video image.



Adjust Audio:

1. Click on the microphone image to adjust the audio. You can “mute” and “unmute” yourself by clicking on the microphone button. The red slash through the microphone means you are muted. When you are muted, classmates and the Facilitator will not be able to hear you. It is recommended to “Mute” yourself, while Facilitator is speaking to reduce background noise.
2. It is recommended to use a headset while using zoom to better hear the participants and Facilitator.



TIP: Your Facilitator may have you muted at the start of class.



Virtual Senior Academy

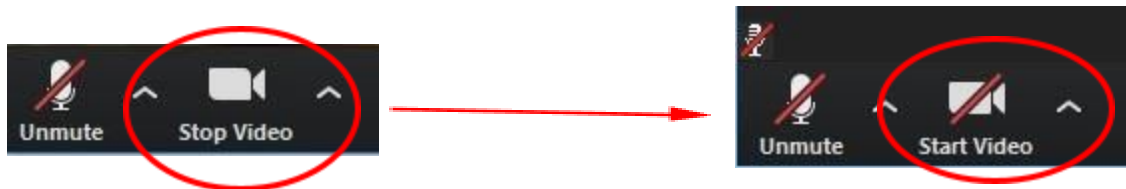
Adjust Video:

1. Click “Start Video” to start your video. There will not red slash on the video icon. Turning on the video will allow participants and the Facilitator to see you.



TIP: Your video will automatically start when you enter the class. Please leave the video on during the class for optimum experience for you and your peers.

2. “Stop Video” – Click on stop video to turn off the video. There will be a red slash that goes over the video. Other participants will be unable to see you when video is stopped.



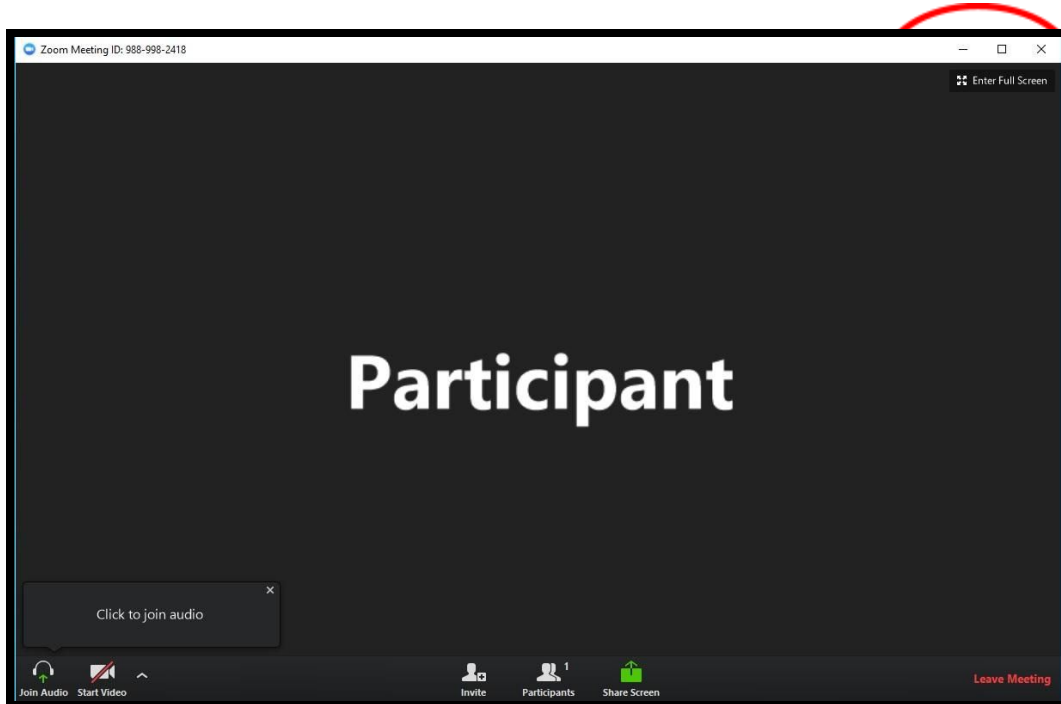


Virtual Senior Academy

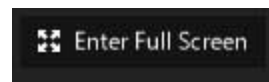
HOW TO: ENTER AND EXIT FULL SCREEN

How can I enlarge my screen to better see the other participants?

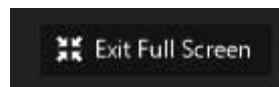
From the participant video screen, in the top right corner there is a “Enter Full Screen” Button. “Enter Full Screen” allows the video to take up the entire desktop screen. This will allow you to see the other participants and Facilitator better if you are having difficulty seeing everyone.



1. To “Enter Full Screen” click on



2. To “Exit Full Screen”, click on

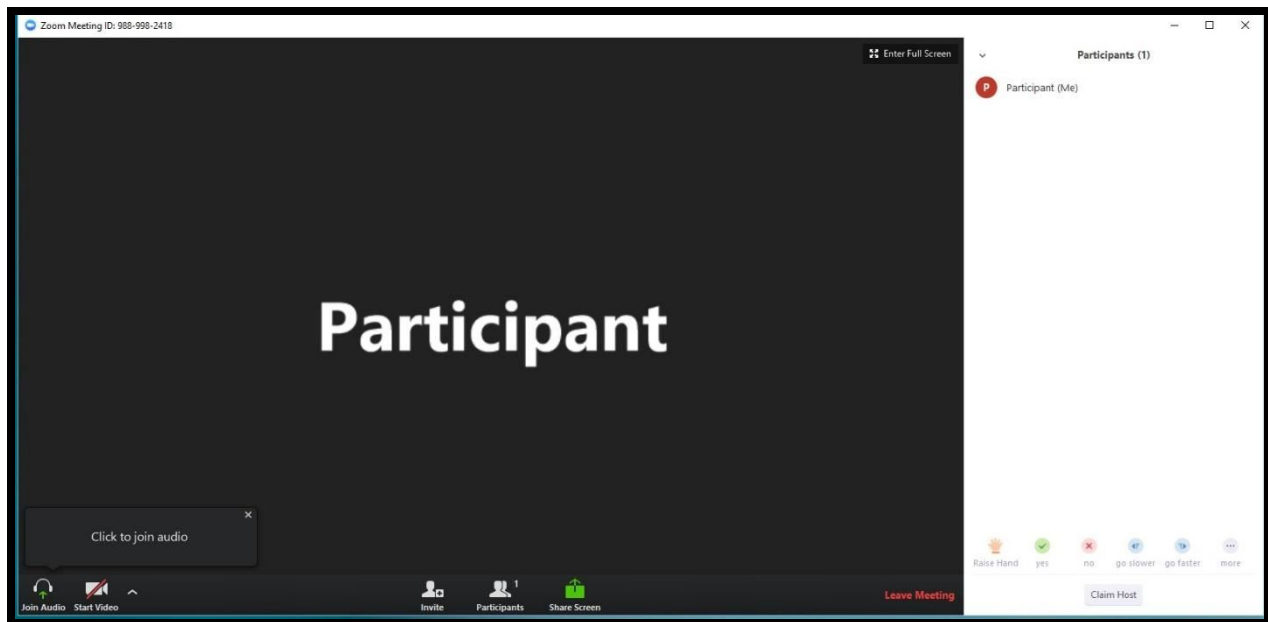




Virtual Senior Academy

HOW TO: PARTICIPATE IN CLASS USING ZOOM

Now that you've set up your audio and video, you may want to know how to participate in class when you are talking.

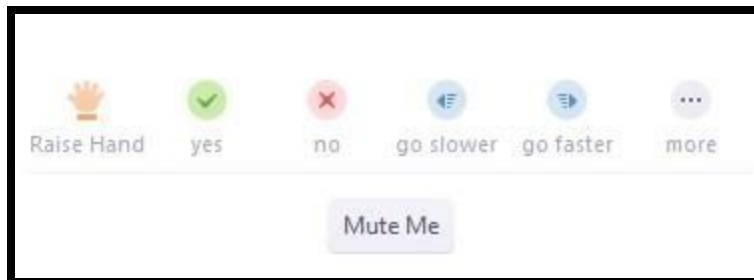


1. Click on “Participants” on the bottom bar to see options to interact with Facilitator on Zoom while in class. Clicking on “Participants” will pull up a white panel.

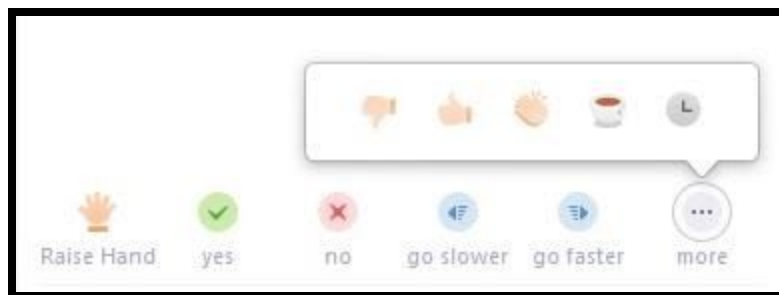


Virtual Senior Academy

2. On the white panel, next to your Zoom Screen, you will see the list of your classmates' names as well as options on the lower half for "Raise Hand", "Yes". "No", "Go Slower", "Go Faster" and "More".



3. Hover over "More" to use options "dislike", "like", "clap", "need a break", and "away"



4. **How Can I Ask Questions?** Click on the "Raise Hand" button. The "Raise Hand" will send a notification to your Facilitator that you have a question or want to make a comment.
5. **How Can I Ask my Facilitator to Talk Slower?** There is a "Go Slower" button that will send a message to your Facilitator that they are speaking too quickly.



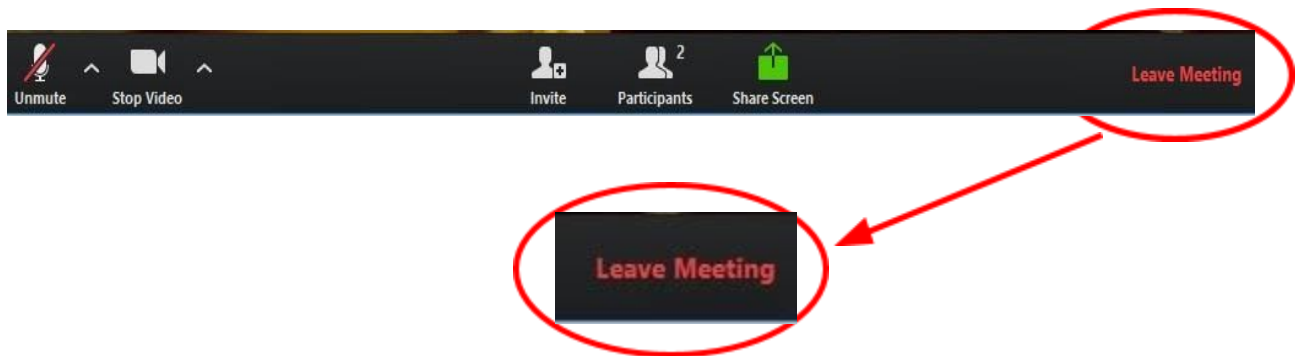
Virtual Senior Academy

HOW TO: LEAVE YOUR CLASS IN ZOOM

Class is coming to an end; How do I leave my class?

To leave a class:

1. You can wait to have the Facilitator disconnect the class.
2. Or you can click “Leave Meeting” on the Bottom panel of the video.





**Virtual Senior
Academy**

Where Do I Go If I Need Additional Help?

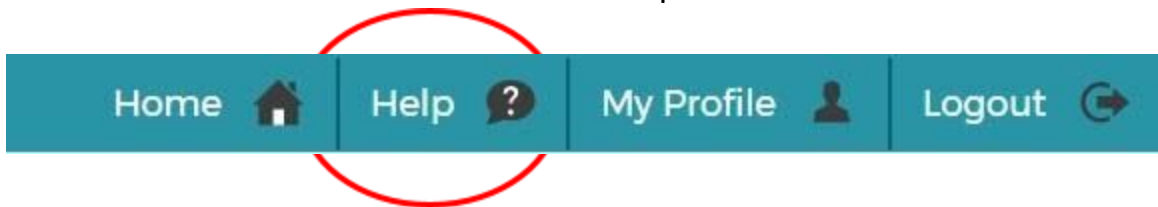


Virtual Senior Academy

HOW TO: RECEIVE ADDITIONAL HELP

During your Virtual Senior Academy Experience, you may have difficulty with certain portions of the site. Your successful and happy experience is very important to the Virtual Senior Academy staff. If you find that you need help, there are several ways we can direct you to get help.

1. Click on the “Help” button next to the “Home” button on the top right of your screen. By clicking on “Help”, you will be taken to new page where you will able to download materials to address problems.



2. If you are having trouble on the Zoom video conferencing platform. Please click on the following link:
<https://support.zoom.us/hc/en-us/categories/201137166-Audio-Video-Sharing>. This link will provide tips and educational videos to help you have a successful experience on Zoom.

At Any Time

3. Please contact a Virtual Senior Academy staff for help navigating the Virtual Senior Academy site or Zoom. You can contact us through email. Our email is helpvsa@jccpgh.org.