

Intro to CSF Course - Prerequisites

Background

Due to the current COVID-19 situation we have had to move our classroom based training to online delivery. The tool we have chosen to facilitate this is Zoom (<https://zoom.us/>). In order to get the most out of the upcoming 'Intro to CSF Course' there are a number of prerequisites and recommendations that will need to be taken into account. Please take the time to read the below information.

UoM VPN (Global Protect)

In order to access the CSF from off-campus course please download and configure the UoM VPN client from here: <https://vpnconnect.manchester.ac.uk/>. Please ensure you have connected to the vpnconnect.manchester.ac.uk profile and **NOT** vpnconnect-standard.manchester.ac.uk

Software

Windows users - please download MobaXterm from the following link (either the portable or the installer edition): <http://mobaxterm.mobatek.net/download-home-edition.html>

Mac users - please download and install X-Quartz. Please do this before the course as your Mac will need to be rebooted for it to work properly.

<https://www.xquartz.org/>

How to Access Zoom

We recommend downloading the Zoom desktop client for increased functionality. Although the web client can be used for joining meetings, the web client has limited features.

To download the client please follow the below link

<https://zoom.us/download>

Once downloaded please install accordingly. Feel free to sign up for an account, if not you can still join as a guest so long as you have a valid link (see below).

Once downloaded please test the video and audio settings to make sure everything is working as expected. Please note there is a Zoom 'test' meeting available via the desktop client, you can use this in order to test your video and audio settings. For more information please follow the below link

<https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting>

Joining the Meeting

Prior to the start of the course you will each receive an email with a link to the Zoom meeting (course) and a password.

The link will look something like this (**THIS IS JUST AN EXAMPLE - THE COURSE MEETING LINK WILL BE SUPPLIED BY EMAIL!**)

<https://zoom.us/j/123456789>

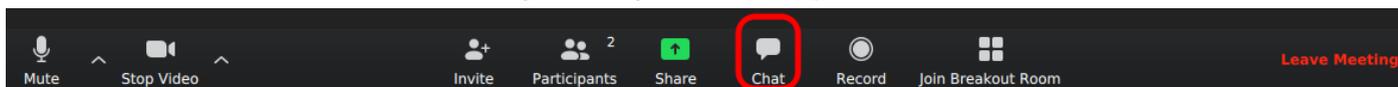
PLEASE NOTE: The Meeting ID is the set of numbers at the end of the link. Please make a note of this as it may come in useful especially if you accidentally leave the meeting or experience local network/computer issues.

The easiest way to join the meeting is to simply click on the link. It should automatically open the Zoom desktop client. You can click on the link again if you are disconnected.

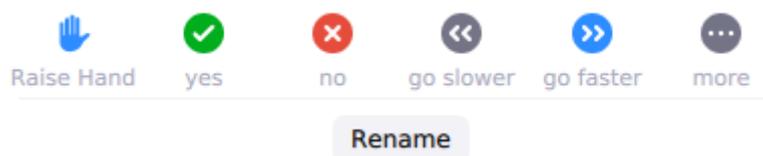
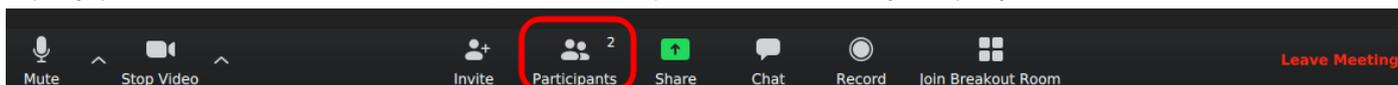
When you join the meeting you will first be placed in a **'Waiting room'**. From here, the host of the meeting will admit you into the main meeting room once the instructor (host) is ready to start. Please be patient.

Meeting Etiquette

- You will be joined by a number of other users including students and members of staff. Please bear this in mind at all times.
- We ask that you **join with your full name** rather than a username, email address, or nickname. This will help the instructors identify individuals throughout the day.
- Feel free to join with or without video, whichever you feel most comfortable with.
- When you join the meeting your audio will be automatically muted.
- Please keep your microphone muted during the presentation of slides, this will help to avoid any potential sound/feedback issues.
- Once you have joined the main meeting there is a **'Chat'** feature available. Please use this to ask any questions relating to the training, course material, or practicals. We would encourage you to share your questions with other users via the main chat window as they will likely have similar questions.



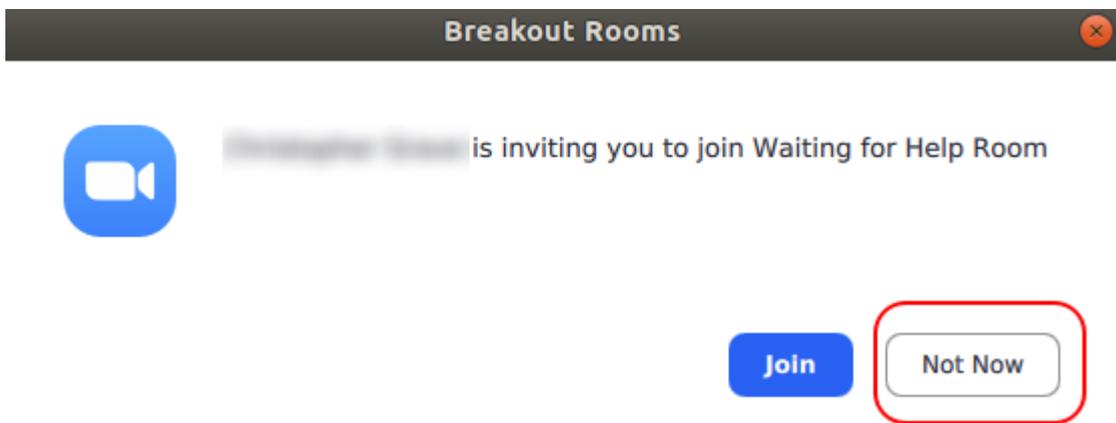
- If you would feel more comfortable asking a question privately open the **Chat window** and double click on one of the instructors (hosts/co-hosts/helper) names. This will open a private chat window.
- Please also use the various **'Gestures'** which are available via the **'Participants'** window. This will help the instructors/assistant know how you are getting on and whether or not you need help. For example, if you have a query, please use the 'raise hand' status, remembering to lower this once your query is met.



- During the presentation of slides you will NOT be permitted to share your desktop.
- We do plan to include regular breaks which it would be better to stick to, but if you need to get up from your desk to make a cup of tea, take a break, see to any little ones causing chaos in the background, feel free to do so

Practicals

The training itself will contain various practicals. During the practical sessions you will be assigned to a breakout room entitled '**Waiting for Help Room**' and will see the following pop-up.



Please respond '**Not Now**' or '**Later**' when you receive the above prompt. The room will remain available throughout the practical session. Due to the ratio of attendees to instructors, it is preferential to resolve issues through the '**Chat**' feature if possible.

PLEASE NOTE: Desktop sharing and Voice will be allowed in Breakout Rooms.

If you would like to speak to an instructor/helper directly and share your screen enter the room by the selecting the following option.



Once you are in the **Waiting for Help Room** you will not have access to the main meeting or chat window. Whilst in the **Waiting for Help Room** if you require help from an instructor/helper please select the '**Ask for Help**' option.



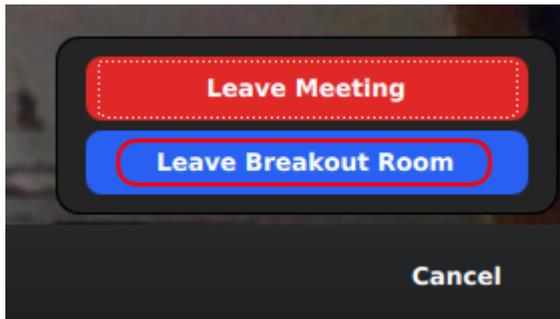
If you click **Ask for Help**, it will notify the meeting host that you need assistance and they will place you in a room with an instructor/helper. Please be patient, as soon as a helper becomes available you will be assigned to their room. As time is limited please only ask for help if the query relates to either the presentation or the practical aspect of the course. We will be happy to answer any additional queries at a later date.

Once in the room with an instructor/helper you will have the ability to share your desktop via the green **'Share Screen'** icon in the dock. Please be aware of anything visible on your desktop and only share your screen when you are ready to do so. Please remove any visible personal data before screen sharing.

Once you have finished you can rejoin the main meeting by selecting the **'Leave Breakout Room'** option.



Be sure to select **'Leave Breakout Room'**



Once you have completed the practical and have returned to the main session, please use the following **'Green Tick Gesture'** which can be found in the **'Participants'** window to indicate you have finished the practical. This will let the instructor know you have finished the practical and are ready to move on to the next section.



When the instructor is ready to continue presenting the slides they will broadcast a message to all users who are still in Breakout Rooms that the presentation will continue in 2 minutes. Please leave the Breakout Room as soon as possible and return to the Main Session. All Breakout rooms will close automatically before the presentation of slides resumes.

Further Info

If you have any questions in between now and the start of the course please email its-ri-team@manchester.ac.uk. Course materials for the upcoming course can be found at the following link: <http://ri.itservices.manchester.ac.uk/course/rcsf/>