

## Zoom Instructions

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Since 6.008 is virtual this semester due to the pandemic, we are using the on-line meeting application [Zoom](#) to conduct live lectures, recitations, lab hours, and office hours this semester. Although we'd much rather be interacting with all of you in person, we're determined to use the virtual format to give you the best possible 6.008 experience.

If you haven't already done so, you'll need to activate your MIT Zoom account as described in the information sheet. If you're not yet familiar with Zoom, you can find tutorials here:

<https://support.zoom.us>

A brief tutorial on some specific features that we will be using is provided later in this document.

### Zoom Links

#### Lectures

Meeting ID 949 4433 2100, <https://mit.zoom.us/j/94944332100>

#### Recitations

Meeting ID 922 8064 2744, <https://mit.zoom.us/j/92280642744>

#### Lab Hours

Meeting ID 967 9280 6030, <https://mit.zoom.us/j/96792806030>

#### TA Office Hours

Meeting ID 996 0971 1740, <https://mit.zoom.us/j/99609711740>

#### Greg's Office Hour

Meeting ID 946 4734 6214, <https://mit.zoom.us/j/94647346214>

#### Lizhong's Office Hour

Meeting ID 991 1308 1163, <https://mit.zoom.us/j/99113081163>

The following sections describe how zoom will be used for the different parts of the class.

## Lectures

Lectures will be delivered **live**. To join the lectures, click on the zoom lecture link provided [here](#) in the Zoom Info section of Materials tab in the class stellar site.

How it will work (and some guidelines):

**Muting:** You will be muted and your video will be off upon joining. Please keep yourself muted and your video off.

**How to ask a question:** Click “Manage Participants” then “Raise Hand.” The lecturer will respond when he sees it (which the rest of the staff will help with). Please remember to put down your hand and remember to mute yourself after your question has been answered.

**For other issues:** If you are experiencing issues (e.g., it is hard to hear or difficult to see what is written), instead of raising your hand, please type a message using Zoom’s Chat feature.

Lectures will be recorded and posted on the Stellar site in case you are unable to join us live.

## Recitations

Recitations will also be **live**. To join the recitations, click on the zoom recitation link provided [here](#) in the Zoom Info section of Materials tab in the class stellar site.

How it will work:

**Muting:** You will be muted upon joining. Please keep yourself muted.

**How to ask a question:** Click “Manage Participants” then “Raise Hand.” The TA will respond when they see it. Please remember to put down your hand and remember to mute yourself after the question has been answered.

**For other issues:** If you are experiencing issues (e.g., it is hard to hear or difficult to see what is written), instead of raising your hand, please type a message using Zoom’s Chat feature.

Any TA presentations that take place in recitations will be recorded and posted on the Stellar site in case you are unable to join us live, but not discussions.

## Lab Hours

To join the lab hours, click on the zoom lab hours link provided [here](#) in the Zoom Info section of Materials tab in the class stellar site.

How it will work:

**Muting:** You will be muted upon joining. Please keep yourself muted.

**Queueing:** Upon joining the call, please append your name to the queue [here](#). LAs will help students in breakout rooms according to the queue.

To protect your privacy, lab hours will not be recorded.

## Office Hours

There are different office hours for TAs and each of the instructors. To join an office hour, click on the corresponding zoom office hour link provided [here](#) in the Zoom Info section of Materials tab in the class stellar site.

How TA office hours will work:

**Muting:** You will be muted upon joining. Please keep yourself muted unless you are asking a question/need to share your screen.

### How to ask a question:

1. Please indicate that you have a question by adding your name to the queue [here](#). If you have a question about a particular problem on a problem set, you can write your name under the column named after the problem number and part about which you have a question. This will help us better organize the session.
2. When the TA is ready and asks you for your question, you may unmute yourself to discuss. Please remember to mute yourself afterwards!

**Sharing screens:** When it is your turn to ask a question, you are welcome to share your screen if you feel comfortable doing so. Please be mindful *not to share screens containing your problem answers*.

**Zoom whiteboards:** There is a whiteboard feature that allows drawings and writing. To avoid confusion, *please do not create your own whiteboard*. The TA/instructor will make one available, which you will be able to join. To write on a whiteboard, click “View Options” then “Annotate” at the top of your screen. You may then draw, erase, add text, etc.

**Breakout rooms:** If a subset of the meeting would like to break off into a smaller meeting (for example, to discuss a particular homework problem), it is

possible to do so via Zoom Breakout Room feature. Breakout rooms will be created by the staff. We will do our best to make it so that you are able to move freely between breakout rooms.

To protect your privacy, office hours will not be recorded.

## A Very Brief Zoom Tutorial

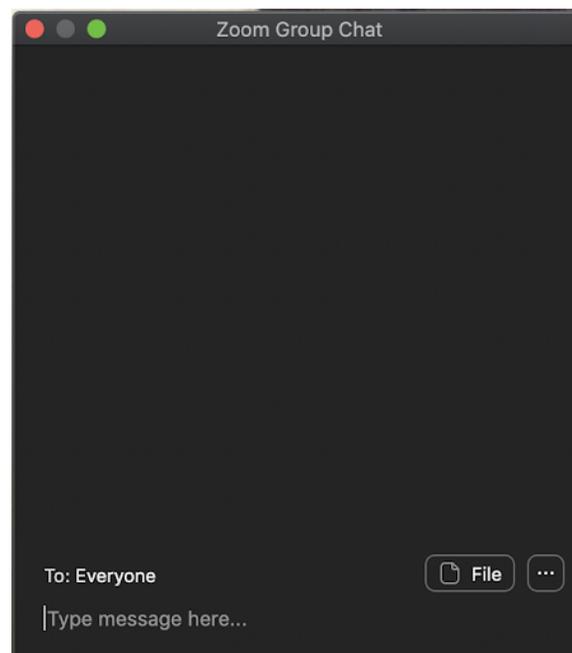
### Toolbar

A toolbar (screenshot below) will appear at the bottom of your screen. It may look slightly different than below. Please keep your audio and video muted (see rules of conduct above).



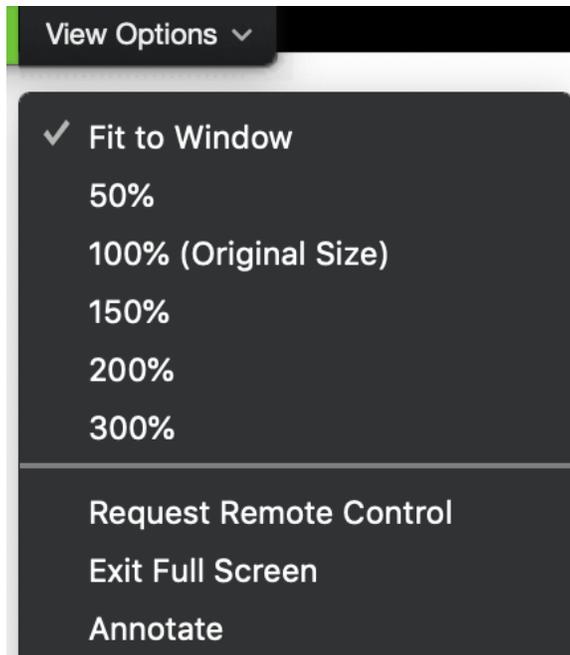
### Chat

Begin by clicking “Chat” in the toolbar, which produces the interface shown below. In office hours, indicate you have a question by writing the problem number and part in the chat. Direct your message “To: Everyone”.



## Whiteboard

You will only need this feature during office hours and lab hours (please do not write on the whiteboard during recitation). To write on a whiteboard that the TA has created, look to the top of your screen and click “View Options” then “Annotate,” as shown below.



## Sharing Screens

You can share your screen by clicking “Share Screen” in toolbar. Then, select the desktop or application you would like to display; see representative example below. Please remember not to share screens containing full homework answers. In addition, please remember not to create your own whiteboard; they will be created by a staff member.

