

SIROVICH AT HOME

TECHNOLOGICAL RESOURCES & TIPS FOR VIRTUAL PROGRAMMING

STAFF ENCOURAGEMENT FOR NERVOUS NOVICES

Sirovich at Home offers you the opportunity to stay engaged physically and mentally in the classes you love and to share your creativity and thoughts with your peers. We understand that novices may find the virtual world strange: being up-close and personal through screens even though we're physically apart can be exciting and nerve-wracking at the same time. It's okay to feel uncomfortable about participating in virtual programming or intimidated by new technology.

Still, you can make virtual programming work for you. Sirovich members are SMART and RESILIENT, so we encourage you to give *Sirovich at Home* a try. Start by reading Xiomara's tips for a positive virtual experience below then check out the technological resources on the next page. Several members have already overcome their initial reluctance to participate in virtual classes and are now enjoying reconnecting with their friends and teachers. Until we can invite you to dance, exercise, perform, and hang out with friends in-person again, let's connect online!

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XIOMARA'S TIPS FOR A POSITIVE VIRTUAL EXPERIENCE

Prepare: Spend some time watching videos and reading articles on how to join virtual meetings and what to do before and after joining. Download any applications you need ahead of time. Also, play with your device's position: Which one gives you the best view? Look into the video screen: What do you see on the floor or around you that should be cleared away for safe exercise?

Practice: Give yourself enough time to ask for help if you need it by familiarizing yourself with the application and your device before the virtual event you want to attend. If you practice, you'll feel more comfortable when it's time for the activity and you'll avoid missing all or part of the class trying to figure things out at the last minute. Press the application control buttons to see what they do: turn camera on and off; mute and unmute sound; find the chat box and type in it.

Keep Video Off: It's okay if you don't want to be seen by others while at home. You can turn your video off and communicate with the instructor by writing in the chat box and still unmute your audio in order to talk into the device's microphone. Sometimes, if I'm in a meeting but need to cook for my family at the same, I'll turn my video off; but you should see the way my colleagues' faces light up when I turn the video back on!

Keep Video On: Keeping the video on allows for a special connection with the other attendees. It's also helpful to do so for exercise classes. When you turn the camera on, the video will act like a mirror so you can see yourself and what you are doing! When I'm exercising, I like to keep the video on so I can see if my body is positioned correctly and to allow the instructor to correct my movements as needed.

Look Away, As Needed: We don't stare intently into each other's eyes the whole time we talk in-person! If you keep video on, it's fine to occasionally look away from the screen. Besides, it's better for your eyes!

VIRTUAL PROGRAMMING ETIQUETTE

BE ON TIME

It's vital to join virtual class on time. Joining a virtual class late is just as disruptive as walking into a quiet Auditorium 15 minutes after a class has begun. Join at least 5 minutes before the start time, just in case you have to work out any last-minute technical issues.

ONE MICROPHONE

FIRST, mute your audio when you are in class. Listening to someone talk to their neighbor on the phone or clang pots and pans while on a video chat is extremely distracting for the members who are trying to pay attention to the presentation leader or instructor.

SECONDLY, do not talk over others as they're speaking. Put simply, speaking over one another is rude and confusing for all the attendees. You can always virtually raise your hand, or send a message to the group or individuals using the chat function.

STEP UP, STEP BACK

Make sure everyone has a chance to share their thoughts. Poetry workshops use a technique called "Step Up, Step Back," which reminds people who are talking a lot to figuratively take a "step back" so that someone else can be encouraged to "step up" to the microphone and speak.

USE THE VIDEO OPTION WHEN POSSIBLE

Use of the video option allows for a special connection with other people in discussion classes and gives instructors the opportunity to correct your movements during exercise.

SIROVICH COMMUNITY CENTER CODE OF CONDUCT

As Sirovich Center for Balanced Living and/or Project ORE participants, members are expected to conduct themselves in appropriate manner at all times while engaged in our various programs and activities. It is our policy to take appropriate measures when handling participant misconduct. We reserve the right to remove participants who do not adhere to proper behavior. Acts of violence, disrespect for authority, misuse or abuse of equipment and facility, and use of foul language or gestures will not be tolerated.

The following are considered unacceptable behaviors:*

- Activities that fringe on the rights of senior center participants or staff.
- Destruction of senior center materials, equipment, furniture or facility.
- Inappropriate behavior or language that disturbs other participants.
- Inconsiderate or discourteous behavior toward center participants or staff.
- Infractions against the center's policy regarding loitering, sales or solicitation.
- Possession, use or sale of alcohol or controlled substances.
- Racial or religious or sexual harassment of center participants or staff.
- Vandalism or littering in the center.
- Violation of any federal, state, or city laws or ordinances.
- Violation of smoking ordinances.
- Inappropriate and or revealing attire.
- Lack of personal cleanliness and good hygiene.

*While these may not all apply to virtual programming as they would in-person, we expect members to act respectfully at all times.

TECHNOLOGICAL RESOURCES

ZOOM HELP CENTER

- Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from the [Download Center](#). Otherwise, you will be prompted to download and install Zoom when you click a join link.
- To join a Zoom meeting, you need a [meeting ID](#) number and password or a direct link.
- If you join via phone, you'll need the [teleconferencing number](#) provided in the invite.
- Learn how to [join an instant meeting](#) through an email invite, from the browsers, from the Zoom desktop and mobile application, and from a landline or mobile phone.
- Familiarize yourself with Zoom by [joining a test meeting!](#)

SENIOR PLANET

- [Zoom Video Instructions \(Video\)](#)
- [Zoom Video Instructions \(Text\) in English](#)
- [Instrucciones para Zoom Video en Español](#)
- [中文说明](#) – Zoom Instructions in Chinese
- [Safe and Secure Video Chatting](#)
- [Device Recommendations](#)
- [Get Online](#)
- [Video Tutorials: Tech Tips](#)
- [Online Loneliness Busters](#)
- [Telemedicine Appointments](#)
- [Online Banking Made Easy](#)
- [Manage Finances from Home](#)

HAVE A TECHNOLOGY QUESTION?

Call the National Senior Planet Tech Hotline: 920-666-1959

Open 9am – 5pm, Monday – Friday

Call the NYC Local Help Hotline: (917) 936-4410

Leave message with name, phone # & question. Someone will return call within 24 hours.

TECHNOLOGICAL RESOURCES, CONTINUED

NYC SECURE APP

Protect your mobile device from malicious cyber activity with the NYC Secure App. It is a free, City-funded mobile app that detects risks and threats associated with dangerous network connections or apps and offers recommendations on how to address them. [Download NYC Secure App here.](#)

TECH BOOMERS

**Explore the basics when it comes to navigating the internet.
Check out the site's popular articles and free courses.**

- Access 100+ free online courses
- Technology Basics, including Internet 101, Digital Literacy, Android, and iPhone/iPad
- Social Media Websites and Apps for social networking (e.g. Facebook; Instagram) messaging and chat (e.g. Whatsapp), and video and image sharing (e.g. Youtube)
- Online Entertainment Websites and Apps
- Shopping Online, including eBay,
- Useful Sites and Apps, including popular articles and free courses

DIGITAL LEARN

STARTING OUT

- Learn how to set-up an email account, send emails and attach files and pictures.
- Learn how to utilize search engine tools to search the internet

BEING SAFE ONLINE

- Accounts & Passwords
- Online Scams
- Internet Privacy

BEING PRODUCTIVE

- Microsoft Word
- Basic Budget with Excel
- Health Information