



# Remote Residency Guidelines for Faculty

*NOTE: This is a living document; please check back regularly for new information.*

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## Platforms for Video Conferencing

### ZOOM

VCFA will use Zoom as a primary platform for meetings and events during remote residencies. We have experienced Zoom to be a safe, reliable, and flexible platform for our program needs. As many know, there have been numerous stories recently about Zoom's security issues. VCFA and its Information Technology Department take the privacy and security of our students, faculty, staff, alumnx, and guests very seriously. At this time we feel confident that Zoom has taken appropriate action to ensure user privacy. We continue to monitor Zoom's /Plan to Bolster Key Privacy and Security Initiatives/ and will continue to implement necessary software updates to ensure security. All VCFA events on Zoom will be password protected, a feature Zoom added in response to its earlier security breaches.

Below are some ways you can ensure that your computer is secure:

1. Always make sure that you have the latest version of the software. You can get the latest version of Zoom here: <https://zoom.us/support/download>
2. Make sure your virus protection is up to date. If you do not have virus protection on your computer, a good free option is at <https://avast.com>

And, of course, IT is available to answer any questions and/or address any concerns or issues you might have.

Zoom has great consistency and promises to provide smooth delivery for all residency sessions including lectures, critiques, workshops, etc. The chat function is excellent. Each session in the schedule should include the following:

**Host:** The Host is a person designated to facilitate the event--they make sure the meeting starts, they record the event (if need be), and they prepare for the Presenter(s) to take over. The host provides technical, logistical facilitation. The host can also implement Zoom features such as

waiting rooms to allow participants in (for meetings if used), facilitation of breakout sessions, etc. The host can also monitor comments and questions from the chat feature. For example, a host can read aloud a question from the chat feature for the presenter to respond to. Anyone serving as an event host must have a strong wireless connection. Faculty/hosts need to sign out of VCFA Zoom accounts when not actively hosting and use their personal accounts if only attending Zoom sessions.

**Presenter:** The Presenter is the main person chairing a meeting, delivering a lecture, leading a workshop, etc. The presenter provides the content of the event.

**Zoom link/password:** Your program will provide a Zoom link and password for each session.

### **Zoom Tips and Training:**

- [VCFA Zoom Guide for Students and Faculty](#)
- [Four Easy Steps to Get Ready for VCFA Virtual Residency](#)
- [10 Quick Checks If You Are Having Zoom Issues](#)
- [Full List of Zoom IT Help Guides](#)

## **GOOGLE MEET**

Google Meet will be used during residency for smaller gatherings and one-on-one meetings. This allows for multiple simultaneous meetings to happen without the need for hosts. You do not need to sign up for Google Meet - it comes standard with your vcfa.edu email address. Like Zoom, Google Meet works best in the Chrome browser. We recommend setting Chrome as your default browser for the length of residency, if it is not already.

As with Zoom, the chat feature in Google Meet can help participants communicate during sessions, including sharing links. In addition, Google Meet has a built-in live captioning feature that students and faculty may find useful for following the live conversation, especially since events held in Google Meet will never be recorded.

(Admitting students to your Google Meeting)

As with Zoom, students and faculty who have bandwidth issues may decide to turn off their video camera function during a meeting. This can improve overall meeting quality.

### **Getting the Chrome browser:**

- <https://www.google.com/chrome/>

### **Google Meet tips and training:**

- [Google Meet Quick Start Guide](#)
- [Full list of Google Meet IT Help Guides](#)

## GENERAL VIDEO CONFERENCING TIPS AND TRAINING

Whether you are using Zoom or Google Meet, here are some basic guidelines to ensuring a positive video conferencing experience for all:

- [Etiquette for Video Conferencing](#)
  - **Preventing Screen Fatigue:** Anyone attending a virtual presentation who is experiencing screen fatigue may benefit from turning off their video and moving around while watching the presentation. If you would like to participate in a Q&A session or discussion and have turned off your video, please turn it back on before speaking.
  - **Phone-In Option:** With the exception of workshop, you may alternately use the phone-in option in Zoom and Google Meet to attend virtual presentations.
  - **Use of Apps:** Zoom and Google Meet both have phone applications available for iPhones and Android phones. While we strongly encourage you to use a device with a larger screen and robust operating system, it is good practice to download the Zoom and Google Meet apps to your phone before the start of your residency. That way, if you run into any technical difficulties in the midst of a session, you have the option of using your phone as backup.
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## Platforms for Communication and File Exchange

### SLACK

Slack is an extremely efficient method for students/faculty/staff to communicate in real time. For those residencies using Slack, you will be invited to your Residency Slack Workspace before the residency begins. Slack can be accessed via your web browser but we recommend using the Slack platform. (Information on how to download Slack in the links below.) As with Zoom and Google Meet, there is also a Slack app for iPhone and Android.

Once you have logged in to Slack, you will have access to a number of Slack channels. Some channels will be used for pedagogical purposes (ie group discussions related to residency content); others will be available for social use. You can also use Slack to send Direct Messages to any other user. These operate like an “instant message” feature, or a phone text. Direct messages can be to a single user, or a group.

More information about Slack:

- [Download Slack for Windows](#)
- [Download Slack for Mac](#)
- [Slack Channels](#)
- [Slack Direct Messages](#)
- [Full List of Slack IT Help Guides](#)

### GOOGLE DRIVE

Google Drive is one of the main ways VCFA will share documents and information with you during the remote residency. (In fact, the document you are currently reading is in Google Drive!) A shared drive allows participants to upload pre-recorded lectures, presentations, semester work in folders by student/faculty. They also allow program staff to share information widely with a single link, and ensure that information is up-to-date for everyone.

Google Drive allows for document sharing for all users, including the co-creating of documents. During remote residency, this is a great way to share ideas and information. A Google Doc can even work as a “whiteboard” in a Zoom or Google Meet if you share your screen.

- [Full list of Google Drive IT Help Guides](#)
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## **IT Help Page and Resources**

- <https://it.vcfa.edu/>