



SETTING UP FOR SUCCESS

Environment

A quiet setting with good lighting is strongly recommended. Please let anyone who shares your space know you will be in a live video workshop.

Materials Needed

- Pencil and paper
- Workshop Reference Handout (printed OR open on-screen during workshop)

Hardware Requirements

- Computer and Webcam
- Headphones with an integrated microphone are recommended. But at a minimum you need a microphone and speakers (many systems have these built in –test these in your system settings or preferences).
- Dual screens are preferred. Otherwise use the largest screen available (e.g., a desktop is better than a laptop).
- iPads are strongly discouraged as the screen is small and it's difficult to manage multiple apps.
- Mobile phones (IOS and Android) will not suffice.

Navigation Skills

You will work with multiple windows during this class. You need to be comfortable with minimizing windows and moving between open windows on your desktop. Please note when moving from Zoom to another app, you can lose track of the Zoom toolbar, chat window, etc. You must be able to find and access all apps.

Finding Windows

Windows - Press ALT-TAB to see all open windows. Keep your finger on ALT and press tab to cycle through windows and release keys to select the one to bring to front.

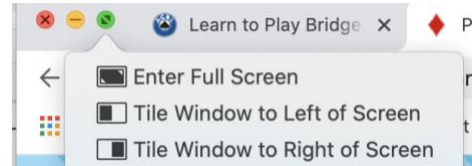
Mac - Press COMMAND-TAB to see all open applications. Keep your finger on COMMAND and press TAB to cycle through open apps - selecting the app brings that window to the front. If you want to cycle through different windows of the same app, press Shift-Command-Tilde (~)

Navigation Skills (continued)

Tiling Windows/Split Screen

Windows- To tile open windows, drag it from title bar at top left until a shadow line appears down middle of screen then let go – repeat to the right with next window and now each fills half the screen. In Windows 10 you can tile up to 4 windows. Drag to corners to get ghost image defining quarter of screen. [[Click here for a YouTube Tutorial](#)]

Mac - Enter split view by hovering pointer over green, full-screen button in the upper-left corner of the window you want. Or click the green button and hold. Choose “Tile Window to Left of Screen” or “Tile Window to Right of Screen” from menu. Choose a second window to place it on the other side.



Using Zoom

If you are not proficient with Zoom, please watch some of the many tutorials available, a few suggestions (links below are clickable):

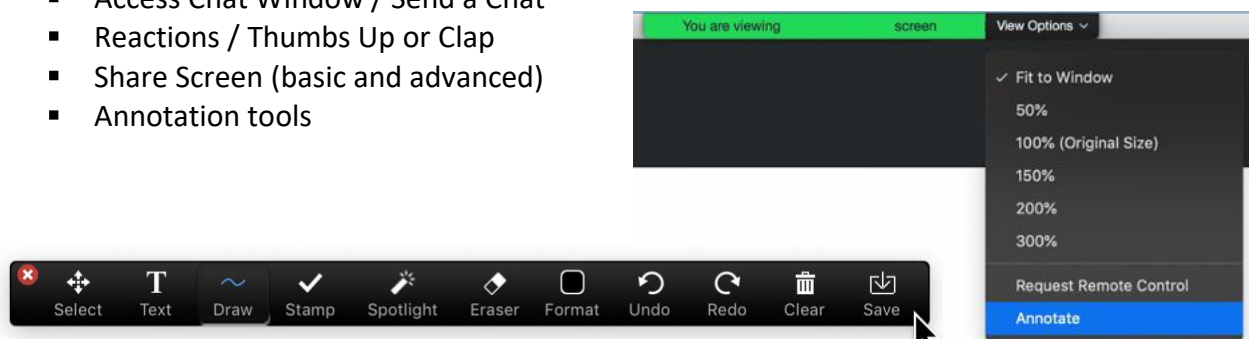
- [Joining Zoom Meeting, Audio & Video Settings](#)
- [Chat, Reactions, Participants & Raise Hand](#)
- [Sharing Screen & Annotating](#)
- [Using Breakout Rooms](#)
- [Setting Up & Using Polls](#)

The first time you Zoom, you will be prompted to download it. Please do this in advance and familiarize yourself with the app. We recommend having a zoom call with friends or family. You must be able to use the following functions:

- Mute / Unmute / Change Audio Settings
- Start / Stop Video
- Access Participant Window / Raise Hand
- Access Chat Window / Send a Chat
- Reactions / Thumbs Up or Clap
- Share Screen (basic and advanced)
- Annotation tools

ZOOM KEYBOARD SHORTCUTS
⌘ = COMMAND

- **Space Bar:** Push to talk (only if activated in audio settings)
- **⌘+U:** Display/hide Participants panel
- **⌘+SHIFT+H:** Display/hide Chat Panel
- **OPTION+Y:** Raise hand or lower hand



Navigation Skills (continued)

Taking a Screen Shot of Part of Your Screen

Windows 10

1. Press these three keys together: Windows, Shift, S. (Mouse cursor will change)
2. Drag on your screen to select the are of the screen to capture.
3. To take the screenshot, release your mouse or trackpad button.
4. Paste it in any application by selecting Edit > Paste or pressing Ctrl + V.

Windows 7/8/10 – Use the Snipping Tool. See video of how to use it by [clicking here](#).

Mac

1. Press these three keys together: Shift, Command, and 4. (Mouse cursor will change).
2. Drag the crosshair to select the area of the screen to capture.
3. To take the screenshot, release your mouse or trackpad button.
4. If see thumbnail in the corner of screen, you can click to edit the screenshot. File will be saved to desktop named “screenshot” with the date and time.

Zoom Tips

- Your voice is your most important feature! Test the quality of your audio
 - Sometimes the computer’s built in mic is not ideal, consider an external mic.
 - Pick a quiet room, be aware that bare walls can create echoes.
 - Use headphones. When paired with an external mic these allow you to hear yourself the way your students do.
- Make sure you are positioned and lit well.
 - Try to look directly into the camera by repositioning your camera or zoom window so you appear to be making eye contact when talking to your students.
 - Look at your video feed. Is your face dark? Maybe add light in front of you.
 - Your best lighting is natural light. Try and move so a window is behind or to the side.
 - Try to avoid having a light source behind you.
 - Position your camera so your head and shoulders are in view.
 - If you're using bifocals or readers, you'll may be tilting your head back to see the screen, and everyone is looking up your nose. Consider getting intermediate lenses, so you can read the screen easily without tilting your head.
- Don't eat on camera! And if you need a drink of water, mute your mic first.
- Position any materials you need to refer to, so it is easy to see without having to face away from your mic and camera.

Bridge and Card Apps

These apps will be used in the workshop and it will be helpful to be familiar with them.

SharkBridge, specifically, will be used for mini-lessons that workshop participants will be conducting for practice purposes during the workshop.

IMPORTANT: It is required that each participant has a SharkBridge teacher console and has completed the onboarding training offered by the SharkBridge team. (See below)

ACBL | Learn to Play Bridge

Checkout the learning app ACBL offers free of charge by [clicking here](#).

PlayingCards.io

- Take a look at this free, web-based, multi-player virtual card table app (not specific to bridge) at www.playingcards.io.
- Set up of the table, cards and hands is completely customizable. Export game setups to reuse again later. Games once created have a room share code so others can join, all who enter can simultaneously manipulate cards, and rooms remain open for 2 weeks.
- Review their basic help info by [clicking here](#). And a brief video overview is [here](#).

VuBridge

Visit their main page at www.vubridge.fr. Access to teaching hands is limited to ACBL's Online Teacher Certification workshop.

Shark Bridge

- Visit the Shark Bridge at www.thesharkbridgecompany.com.
- See the information page for their Bridge Console by [clicking here](#).
- There is a link to email them to request your teaching console, they offer a free onboarding class to learn how to use it. Please familiarize yourself with this app.

BBO Teaching Table

- See BBO Guidelines for teaching tables by [clicking here](#).
- See video overview of how to use teaching table by [clicking here](#).