Assessor instructions: Students must create a Zoom Setup and Class Recording Guide following the instructions provided.

Student must:

a. Use and fill out the template you created in Task 1. The templates may vary, but they will all need to meet the criteria provided in Task 1 and in ICTICT435_03_Template 2 - Assessor Guide.

b. Assess Zoom functionality and investigate how it can be used to start a class and record it effectively. More specifically, you will need to find out how to:

- Install Zoom
- Set Up a Class
- Start a Class
- Record Sessions
- Post-Class Actions.

c. This information will need to be recorded in the template. The Zoom Setup and Class Recording Guide should not exceed 3 pages in length.

Benchmark answers are provided below:

Benchmark Answer:

Bounce Fitness Zoom Setup and Class Recording Guide

Prepared by: [Your Name]
Date: [Current Date]

Table of Contents

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1. Introduction

Welcome to the Bounce Fitness Zoom Setup and Class Recording Guide. This manual is designed to assist our fitness instructors in utilising Zoom to conduct and record virtual fitness classes effectively. Following these guidelines will ensure a seamless experience for both instructors and participants, maintaining the high standards of Bounce Fitness's service offerings.

2. System Overview

This section needs to include the system utilised for conducting and recording virtual fitness classes at Bounce Fitness centres which is Zoom.

Hardware Requirements:

- Computer or mobile device with internet connectivity.

- Webcam and microphone, either built-in or external.

- Adequate lighting and soundproofing in the room to enhance video and audio quality.

Software Requirements:

- Latest version of Zoom installed on all devices used for conducting classes.

- Access permissions and login credentials provided to instructors.

3. Installing Zoom

Branding and Logo Usage:

- Include the Bounce Fitness logo, centred at the top of this section.

Steps:

- Visit the official Zoom website [zoom.us] to download the latest version of Zoom for your operating system.

- Follow the on-screen instructions to install the application on your device [PC, Mac, tablet, or smartphone].

Screenshots and Diagrams:

- Include screenshots of each step, with callouts and annotations as needed for clarity.

4. Setting Up a Class

Typography and Colors:

- Use Calibri font, 10 pt, justified text alignment for body text.

Steps:

- Open Zoom and sign in with your Bounce Fitness provided credentials.

- Configure audio and video settings from the 'Settings' menu to ensure optimal quality and stability.

Visual Aids:

- Provide diagrams illustrating how to access settings and options within the Zoom interface.

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5. Starting a Class

Table Formatting:

- Create a checklist table for pre-class setup tasks using the prescribed table text style and color scheme (#1F3864 for headers; #D9E2F3 for row headers).

Steps:

- Schedule the class in Zoom, setting the correct date and time.
- Use the 'Invite' feature to send class links to participants via email or through the Bounce Fitness app.

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6. Recording Sessions

Steps:

- Before starting the class, ensure the recording option is enabled in Zoom.
- Click the 'Record' button as soon as the class begins.
- Choose whether to save the recording locally on your device or to the cloud, based on Bounce Fitness policy.

Troubleshooting Tips:

- Provide solutions for common recording issues such as interrupted recordings or unresponsive recording controls.

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7. Post-Class Actions

Formatting for General Text:

- Ensure all text follows the line and paragraph spacing guidelines, with multiple spaces at 1.15 pt and 6 pt spacing before and after paragraphs.

Steps:

- End the recording before closing the Zoom meeting.
- Follow instructions for accessing and sharing the recording from Zoom to the designated Bounce Fitness platform for participant access.

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8. Appendix

- Include additional resources, links to Zoom support pages, and Bounce Fitness IT support contact information.

9. Feedback and Contact Information

- Encourage users to provide feedback on the guide for future improvements.

- List contact details for IT support within Bounce Fitness for immediate assistance.

This document should be formatted according to the Bounce Fitness style guide, ensuring it is not only informative but also visually aligned with the brand's identity. The inclusion of visual aids, proper typography, and organised content will help ensure that it is user-friendly and effective.