Online Adult Theological Seminar 網路成人神訓班
Zoom Class Guidelines (上課規則)

Preparation 課前準備

- **Environment** ➜ Create a worship-conducive environment with minimal distractions. Use a physical Bible and hymn book, and take notes.
  準備一個讓你專心敬拜神、不易被打擾的空間。使用實體聖經及讚美詩，並做筆記。
- **Attendance** ➜ Attend all sessions. Notify the coordinator if you will ever be absent.
  請參加所有的課程。若有必要缺席，請通知班務人員。
- **Timeliness** ➜ Be on time. Standby 5 minutes prior when possible.
  準時上課，盡可能提前 5 分鐘上網進入Zoom meeting。
- **Meetings** ➜ Refrain from creating additional meetings apart from designated NATS meetings. Do not share the NATS Zoom links, ID, or password with others.
  不要將NATS Zoom 連結密碼轉傳給他人，也不要私下設立小組開會。
- **Login** ➜ Please do not login to Zoom beside any designed time to avoid interrupt other GA meetings.　請勿在設定時間外上網進入Zoom meeting，以免影響到總會其他會議。

During the Class 當你在上課時 . . .

- **Mute** ➜ Keep your microphone muted if you are not called upon during class. Be mindful of mute/unmute status. Mute after you are done speaking when called upon.
  上課時請將你的麥克風 "靜音"。若你被點名說話時，才將麥克風打開，之後隨即關閉。隨時注意你麥克風的狀態。
- **Listen** ➜ Wear headphones/earphones to avoid feedback.
  使用耳機可以避免回音。
- **Camera** ➜ Turn your camera on throughout sessions. Be mindful that you are on camera.
  請將你電腦的相機打開。注意你在相機前的言行舉止。
- **Screen** ➜ Turn on "speaker view" to spotlight the speaker. Minimize your view of other participants' videos.
  選擇 "speaker view"，以看到講員的影像為主，盡量減少看到其他學員的影像。
- **Chat** ➜ Refrain from using the chat box as your messages will be viewed by all participants. If you have a question though, type it in the chat box.
  Zoom 課堂上的聊天室僅用於提問用，不要作為其他用途。
- **Technology** ➜ Refrain from using your phones, browsing the internet, etc.
  上課時不要使用手機或上網瀏覽網頁等。
- **Food/Drink** ➜ No eating or drinking (except water) during class.
  上課不要吃東西或喝飲料 (喝水除外)。
- **Focus** ➜ Take care of personal matters outside of sessions, such as during meal times.
  上課要專心，若有私事需處理，請利用下課時間或用餐時間。