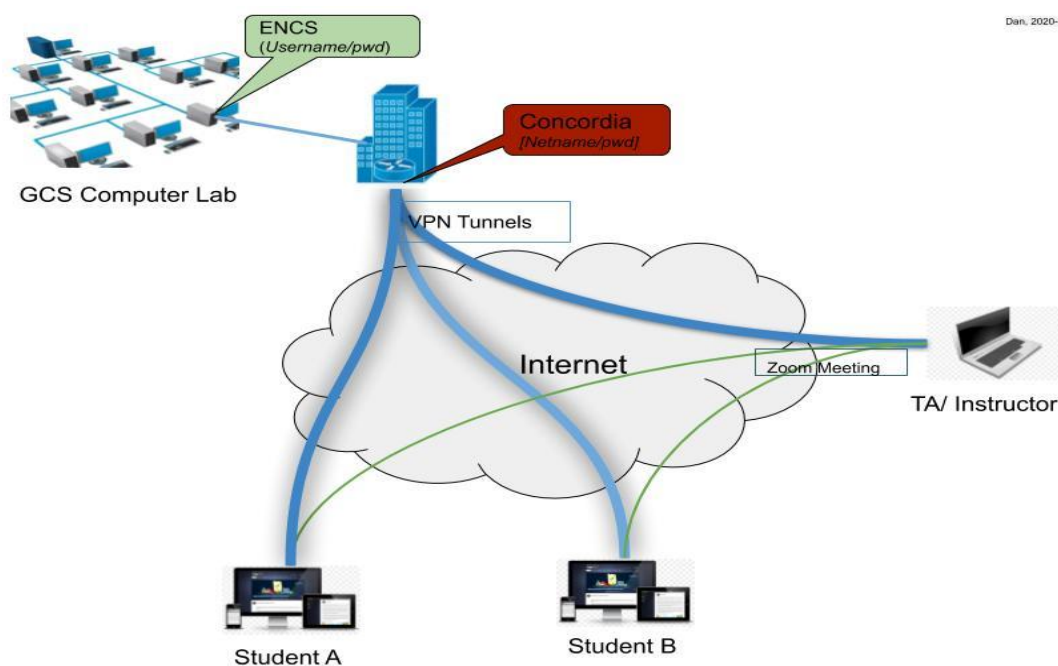


Operating Manual of a GCS on-line Lab

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1 GET READY

To run a GCS online lab, you shall get yourself ready on hi-speed Internet, a computer (Desktop or laptop, Windows or Mac), the VPN FortiClient software and online classroom software - Zoom. If you have a mobile device such as a smartphone, a tablet, which may be helpful but not necessary.



1.1 UPGRADE YOUR SYSTEM.

For security reasons, it is better to upgrade your system to the latest. If you are using an old system, such as Windows XP or Windows 7, Concordia network may refuse your computer to be connected.

You will need the following equipment to run virtual classes online:

- a desktop or laptop computer
- a reliable Internet connection
- a microphone
- camera (optional)

1.2 INSTALL SUPPORTING SOFTWARE

1.2.1 VPN software

By combining the Virtual Private Network (VPN) and Remote Desktop, Concordia members can access the machine in a public computer lab from an off-campus device.

To download the VPN *FortiClient* software, visit the **Software and Applications** section of the [MyConcordia portal](#). Once the software has been installed, enter your Concordia *netname* and password to establish a connection. [More information](#) is available at IITS website.

1.2.2 Zoom – Virtual course meeting

Concordia will be using Zoom to host online virtual classes. To ensure a pleasant experience with your first Zoom Meeting, we highly encourage individuals to download and install the Zoom Application beforehand.

To download and install the Zoom Application, open [Concordia Zoom page](#), click the **Download** button

Note: *This application will automatically download when you start your first Zoom Meeting. Once the download is complete, proceed with installing the Zoom application onto your computer.*

You also can use your mobile device to join a Zoom meeting. You can visit [Zoom download page](#) for more information.

More Zoom help information at Concordia, [Using Zoom for the students](#).

2 JOIN AN ON-LINE LAB

Before you can have a remote lab for a registered course, you shall receive email from your lab demonstrator or from [MyConcordia portal](#) get the lab information:

- The lab schedules, set on your calendar
- The assigned lab room number _____ (e.g. H815).
- Lab demonstrator name, email and Zoom meeting ID (10-digit number) _____.

2.1.1 Connect a remote computer

The following steps will be used:

- Step 1: Get the computer's name in a GCS lab _____ (e.g. *muller.encs.concordia.ca*) from the link - <https://fis.encs.concordia.ca/helpdesk-cgi/available-hosts.cgi>.
- Step 2: Connecting to the Concordia Network, by running **Forticlient** app.



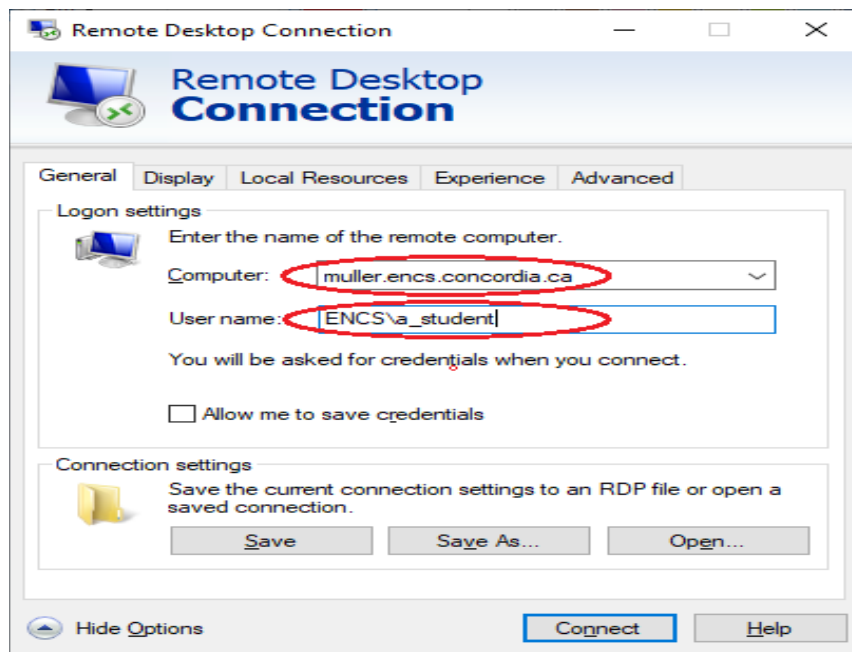
VPN Name: Concordia_VPN

Username: Concordia_netname

Password:

Connect

- Step 3: Connecting to a GCS Lab computer, which is found in Step 1, by using Windows Remote Desktop Connection.



More details are available at: <https://www.concordia.ca/ginacody/aits/support/faq/connect-from-home.html>

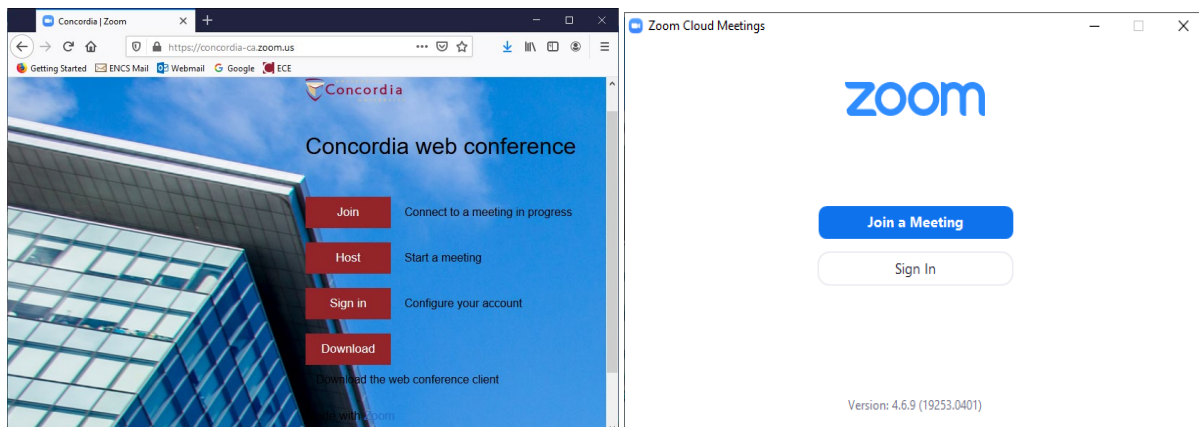
Note:

- One lab computer can accept only one Remote Desktop Connection. If the remote computer prompts you that another user is being logged in, you should choose another computer.
- The Computer is formatted: '**PC_name.encs.concordia.ca**', User name is: '**ENCS\username**'.

2.1.2 Join a Zoom meeting

To join a meeting, you can launch Zoom app on your PC, your mobile device, or open [Concordia Zoom page](#), then input 10-digit Zoom meeting ID, which your TA provides to you.

Or click the hyperlink sent by the TA, which is formatted as: <https://concordia-ca.zoom.us/j/0123456789>



More information at the Concordia webpage of [‘Transition to Learning Online’](#).

3 HOST AN ON-LINE LAB

If you are assigned as a lab demonstrator (lab TA), you shall receive email from the lab co-ordinator or from [MyConcordia portal](#) get the lab information:

- The lab schedules, set on your calendar
- The student name list with email information.
- The assigned lab room number _____ (e.g. H815).

3.1 ACTIVATE YOUR ZOOM ENHANCED LICENCE

You must activate your Zoom enhanced licence before using Zoom for the first time.

Please refer to [Running a Live Zoom Session](#) or instructions on setting up a Zoom account for Instructors and TAs.

Once you sign up Zoom with Concordia email, you shall have a Zoom Personal Meeting ID (10-digit) – PMI.

3.2 SCHEDULE A RECURRING MEETING IN ZOOM

You can use your Zoom PMI to schedule 5-times recurring meetings. The hyperlink of your meeting shall be like: <https://concordia-ca.zoom.us/j/your-PMI>. More information for [Scheduling a Recurring Meeting](#). You can send the meeting link to the students in your sections.

Note:

- *Don't change your Zoom PMI during the semester*
- *Don't use an automatically generated meeting ID for your instant and scheduled meeting.*

3.3 SCHEDULE LAB IN MOODLE (OPTIONAL)

To enable this, you may have to contact the professor to add you as a ‘Teaching Assistant’ in Moodle, then you can follow the instruction at the webpage of [‘Running a Zoom Session’](#).

This step is optional, you can use email to notify the students for the incoming lab section.

3.4 HOST A LAB

3.4.1 Connect a remote computer

Same as above 2.1.1 Connect a remote computer.

3.4.2 Start a meeting

Open the web page of [Concordia web conference](#), click the button of ‘Host’.

4 MORE INFORMATION:

- Centre for Teaching and Learning - <https://www.concordia.ca/offices/ctl.html>
 - Moving your course meetings online, <http://www.concordia.ca/offices/ctl/moving-courses-online/transition/course-meetings.html>
 - Concordia Instructional & Information Technology Services (IITS) - <https://www.concordia.ca/offices/iits.html>
 - GCS AITS website - <https://www.concordia.ca/ginacody/aits.html>
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