Setup guide for Online Theoretical Lessons for Participants

Safe Driving Course

Preparation before the Safe Driving Course on Zoom

Do I need to install the *Zoom App*?

• We recommend participants to install the Zoom app for the best and easiest Zoom connections. However, it is still possible to participate in a Zoom meeting using a web browser like Safari or Chrome. We recommend installing the app if participants are using it regularly.

Do I need a Zoom account?

• No. If participants are attending a Zoom meeting set up by another person or an Organization. No registration is required with Zoom to attend a meeting.

Useful tips for the Zoom User

These are some tips to ensure you have the best experience.

- **Obtain a high-quality web camera if you are using a desktop.** For laptops, if your computer is less 3 years old, the built-in camera (if it has one) should be adequate.

- **Obtain a computer headset.** This will greatly reduce the chance for feedback and improve your voice quality for those who are communicating with you on the other side.

- Access the meeting from a place with a **stable Wi-Fi connection.** Connecting to the Internet with a physical cable connection (Ethernet cable) will also give you much greater speed, service and stability.

- A laptop or desktop is preferred over a Smartphone or tablet! There are functional limitations with Smartphones or Tablets that will come in the way of your learning experience.

- **Find a quiet place.** Wind and background noise makes your device's microphone receive poor distorted sound quality and your voice may sound muffled.

- Don't run multiple programs while using Zoom. **Close all unnecessary applications & turn off all devices that is using Wi-Fi** during your lesson to channel all processing power to maximize the quality of your Zoom session.

- **Pay attention to your background.** Too much light behind you and you appear to be only a dark figure. Also, don't have anything behind you that may be distracting to those who are on the other side.

Safe Driving Course Contents

Topic 1 - Accident facts and Figures
- Traffic accidents
- Accident statistics
- Causes of accidents
- Black Spots

Topic 2 - Driver Improvement points system (DIPS)
- The System
- Schedule Offences and Demerit Points
- Suspension Periods
- Fines/Court Action
- Incentives

Topic 3 - Preventable and Non-preventable accidents
- Human Errors
- Defensive Driving

Topic 4 - Attitude and responsibilities of a driver
- Qualities of Good Driver
- Consequences of traffic accidents

Topic 5 - Interaction with other road users
- Pedestrians
- Cyclists
- Motorcyclists
- Motorcars
- Large Vehicles

Topic 6 - Defensive driving
- Six Adverse Conditions that lead to accidents
- Driver Conditions
- Vehicles Conditions
- Road Conditions
- Weather Conditions
- Light Conditions
- Traffic Conditions

Topic 7 - Case Studies of actual accidents

Participants will need to answer 5 Multiple Choice Questions at the end of every topic.
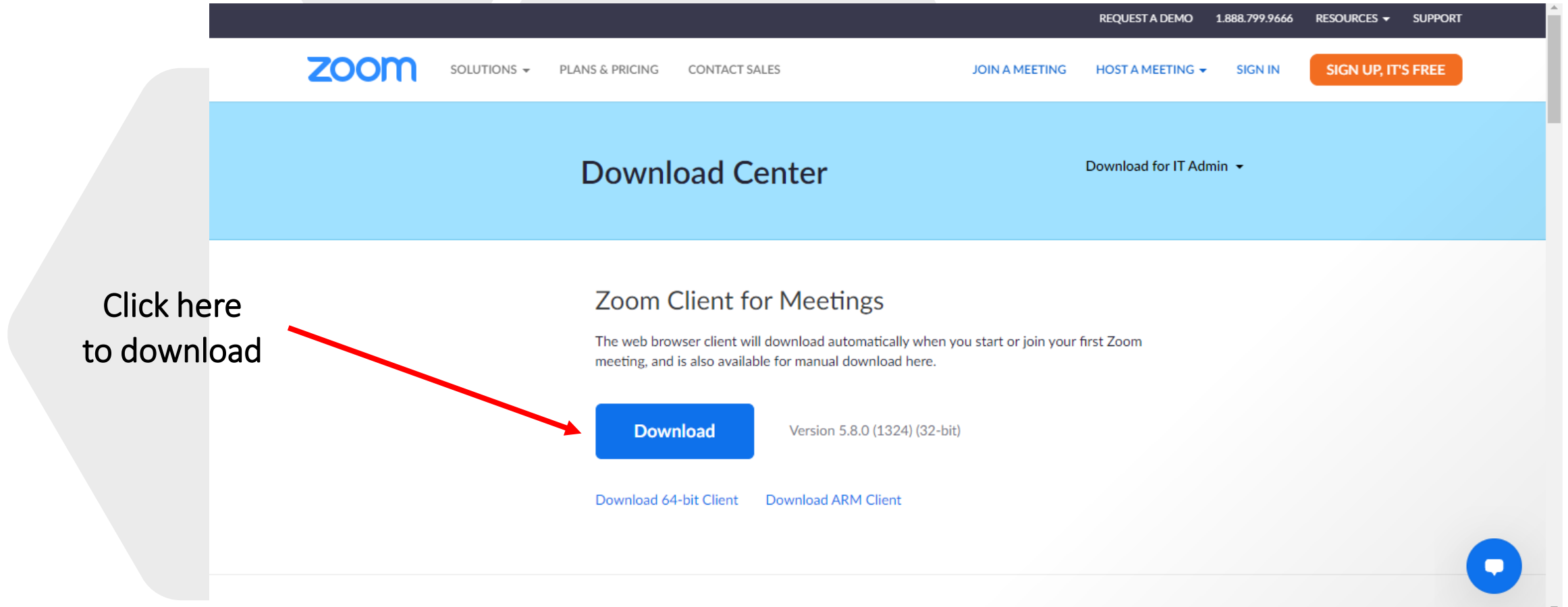
Check your email for "Zoom Invitation".

- Singapore Safety Driving Centre (SSDC) will send participants a Zoom invitation **via email** with the "Meeting ID and Password" **3 days** before the Safe Driving Course (SDC).

- Participants are strongly advised <u>not to share</u> their password and ID with anyone.

- Please **log in** and **join** the SDC Zoom Meeting **15 mins before the start of the course** for attendance-taking and ID verification.
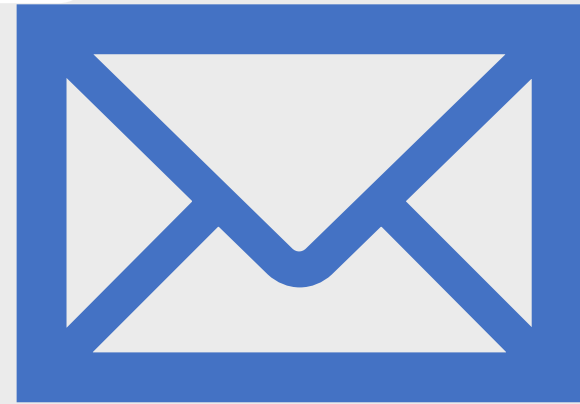
Your 1ˢᵗ Zoom Meeting

Installing the app in your Computer / Laptop

Click here to download

An example of Zoom's download page.

Your 1ˢᵗ Zoom Meeting

Joining the Zoom Meeting (Meeting ID & Password)

- Please refer to the Zoom Meeting Invitation email for the **Zoom Meeting ID** and **Zoom Password**.

- For participants using Zoom for the first time, you will need to install the app first.

- Follow the on-screen instructions for the installation process.

- Once installed, launch the Zoom client / app to open the sign-in page.

SSDC is Inviting you to a Scheduled Zoom Meeting

Participants are to join **15 minutes** before the Zoom Meeting.

Please ensure that you are in a location with strong internet connection as you will have to switch on your webcams at all times and remain within the screen frame throughout the meeting.

Participants are advised to attend the lesson from a quiet environment with excellent internet connection.

- Participants to prepare NRIC or FIN or Driving License for Attendance Check.
- Attendance will be checked after every break.
- No video recording or photography is allowed
- Virtual background is not allowed.

Participants will be removed from the online lesson under the following circumstances:

- Participants who are late for more than 20 minutes.
  Not responsive for more than 5 minutes.
- Participants Camera is off/cannot be seen for more than 5 minutes.
- Participants who are abusive or disruptive to the class.

For Participants who have been removed from the online lesson, NO refund will be made. Re-Enrolment for the course may be required.

Zoom Meeting ID: 455 012 8245
Zoom Password: 123456
Times
Date : 25-11-2021
From - 12:00 AM - To - 01:00 AM
Please do not hesitate to contact us if you require any further assistance.

Singapore Safety Driving Centre (SSDC) Customer Service Operating hours:
Monday to Friday: 9.15 am to 6.00 pm
Saturday & Sunday: 9.15 am to 1.00 pm
Closed on Public Holidays

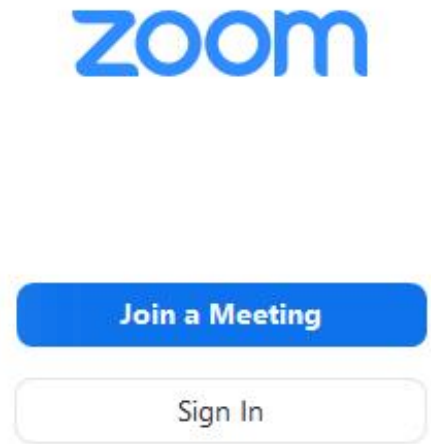An example of the Participant's invitation email together with the "Meeting ID and Password".

Your 1st Zoom Meeting

Joining the Zoom Meeting (Meeting ID & Password)

Upon completing the installation and launching the Zoom app, a sign-in page will be shown.

Click on **"Join a Meeting"**

Your 1ˢᵗ Zoom Meeting
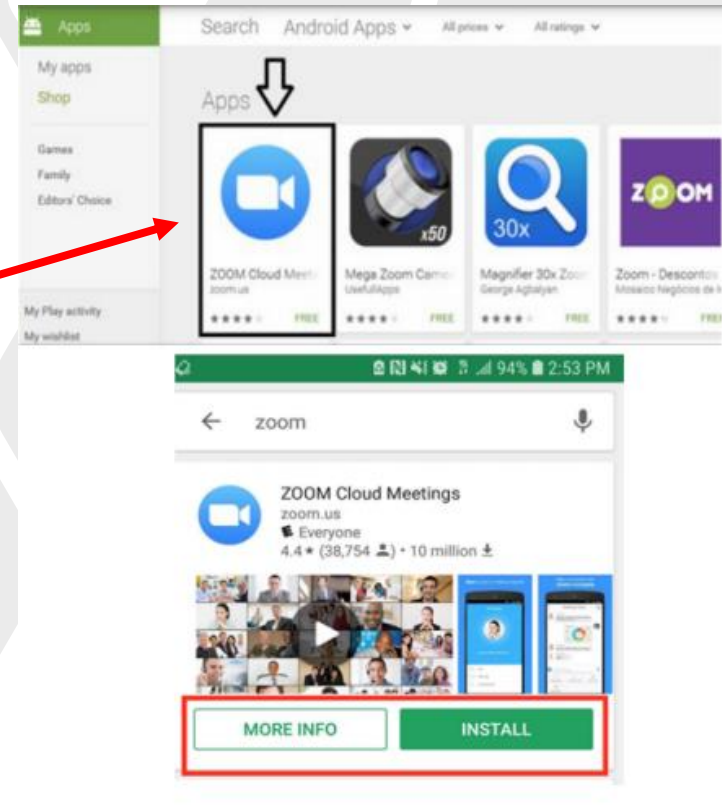
Joining the Zoom Meeting (Meeting ID & Password)

Key in your

- **Meeting ID**
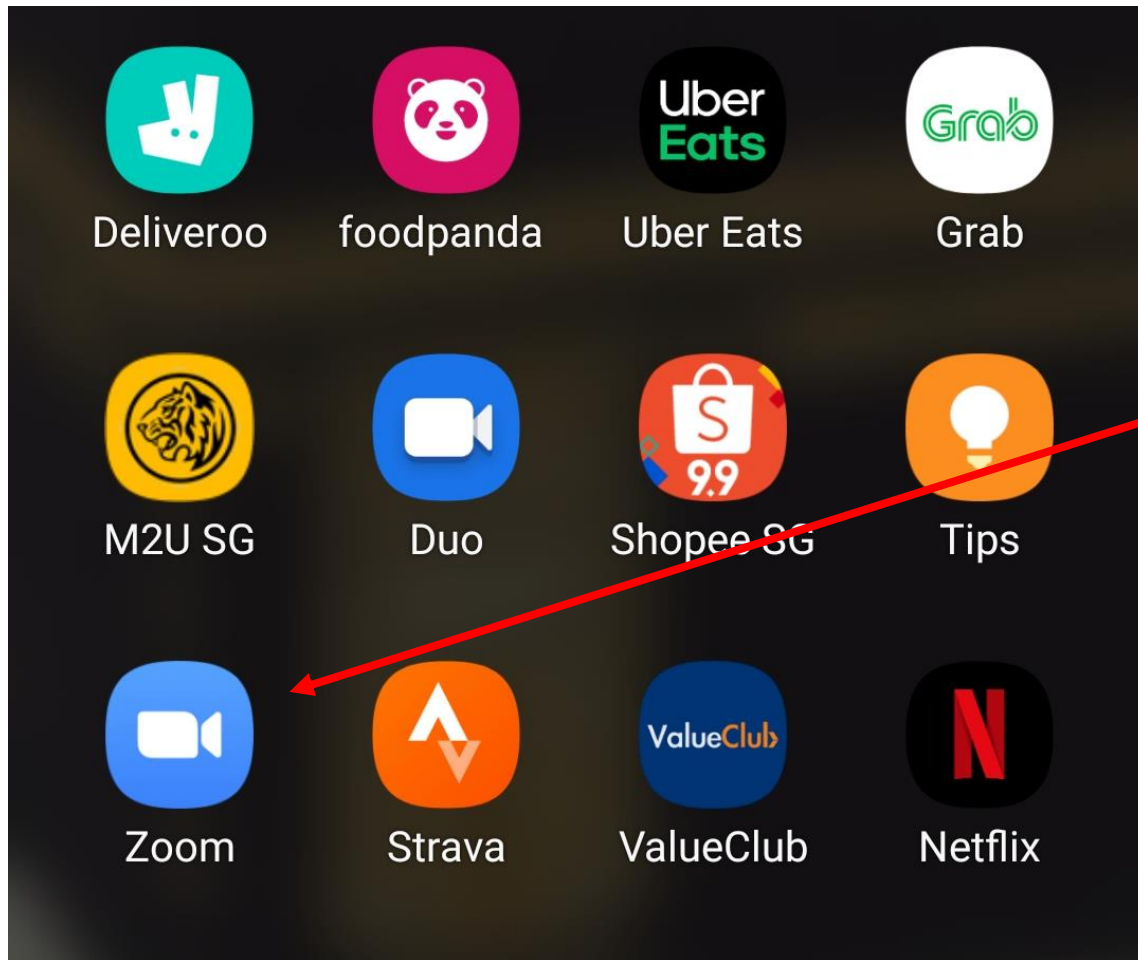- **Name: <Full Name>_<last 4 characters of NRIC>**
- **Password**

Join Meeting

Enter meeting ID or personal link name

Enter your name

☑ Remember my name for future meetings

☐ Do not connect to audio

☐ Turn off my video

By clicking "Join", you agree to our Terms of Service and Privacy Statement.

Join   Cancel

Your 1ˢᵗ Zoom Meeting

Installing the app on your Mobile Device

- Needed if you are using a Smartphone or Tablet.

- A similar action will occur when clicking on Join Zoom Meeting link for the first time on an Apple or Android device. The URL will redirect to the App Store where you can install the Zoom app for free.

Your 1st Zoom Meeting

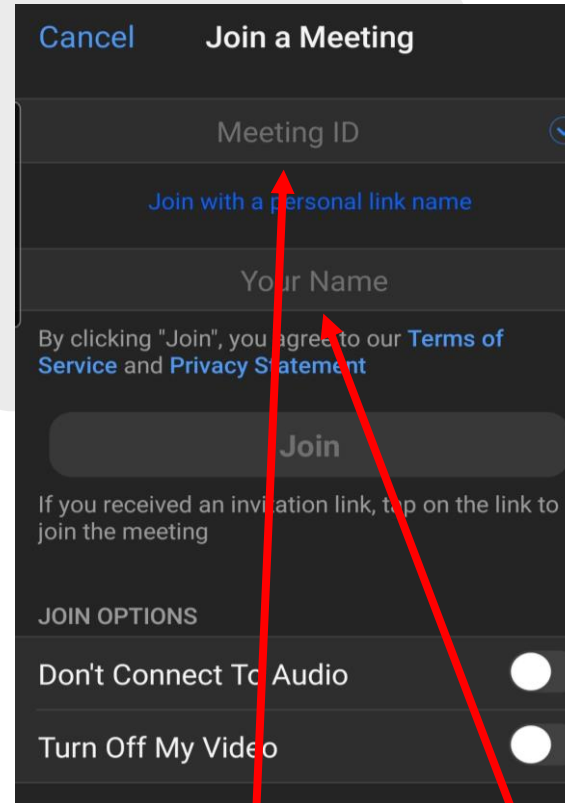Joining the Zoom Meeting (Meeting ID & Password on Mobile Device)

You can go to the Zoom app on your home screen to sign-in using your mobile device.

Your 1ˢᵗ Zoom Meeting

Joining the Zoom Meeting (Meeting ID & Password on Mobile Device)
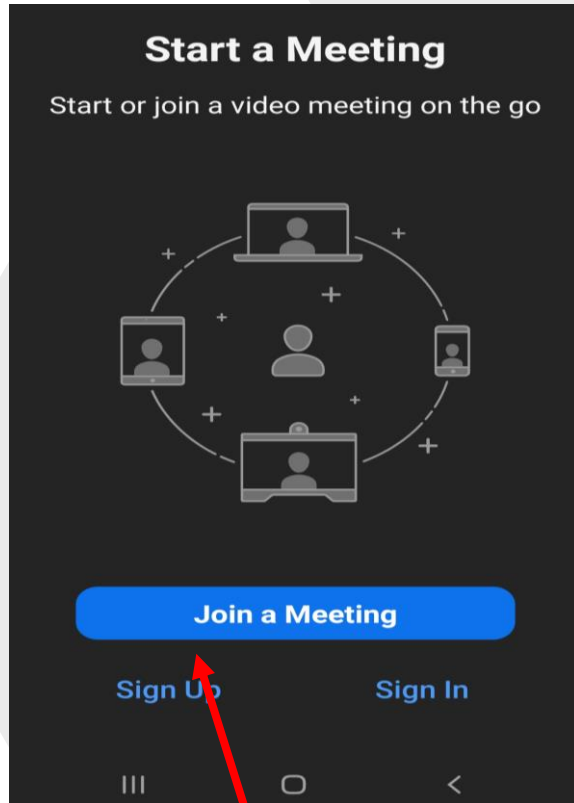
Click on "**Join a Meeting**" to begin the Zoom lesson.
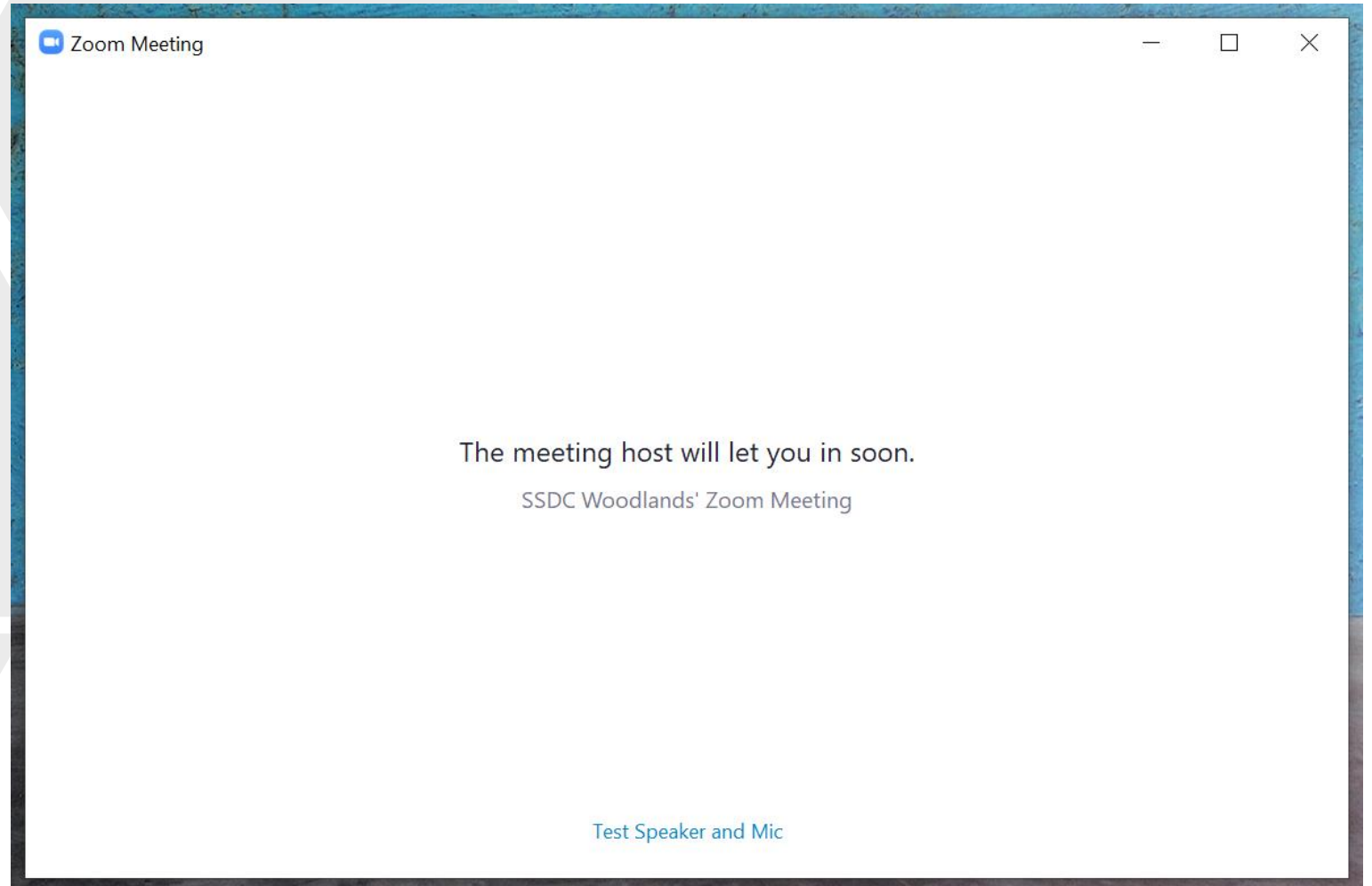
Enter **Meeting ID** and **Name**, and click **Join**.
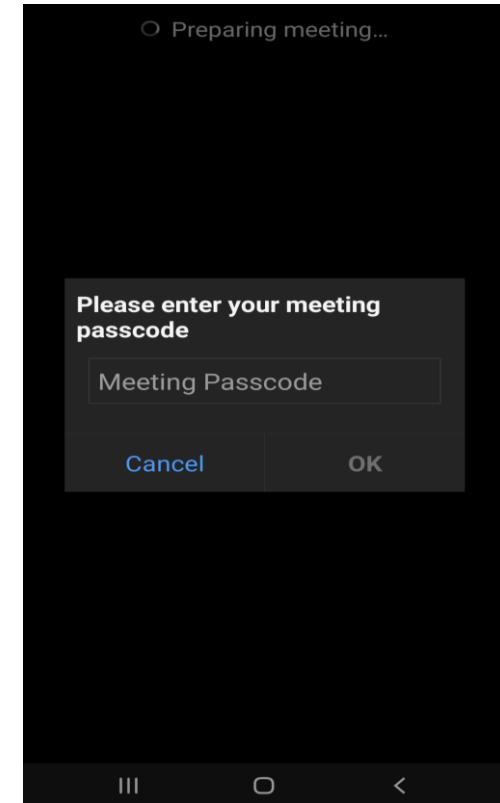
Key in the **Meeting Password**.

Joining the Zoom Meeting

Waiting Room

Upon successfully joining the Zoom meeting, participants will be directed to the *Waiting Room*.

The instructor will then *Admit* participants into the *Main Room*.
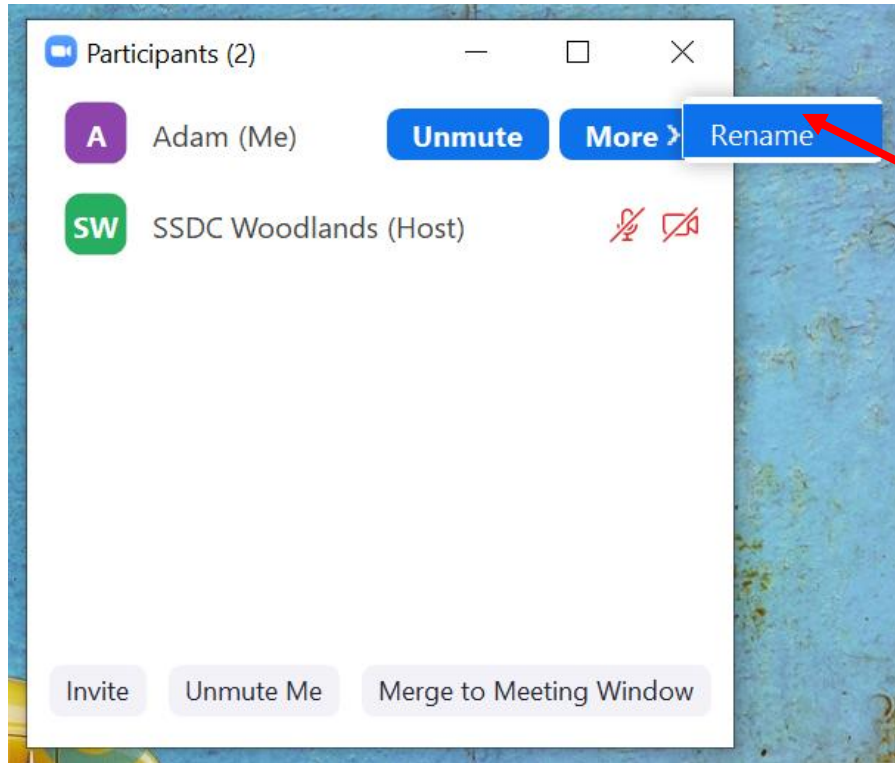
Joining the Zoom Meeting

Main Room – Set display name
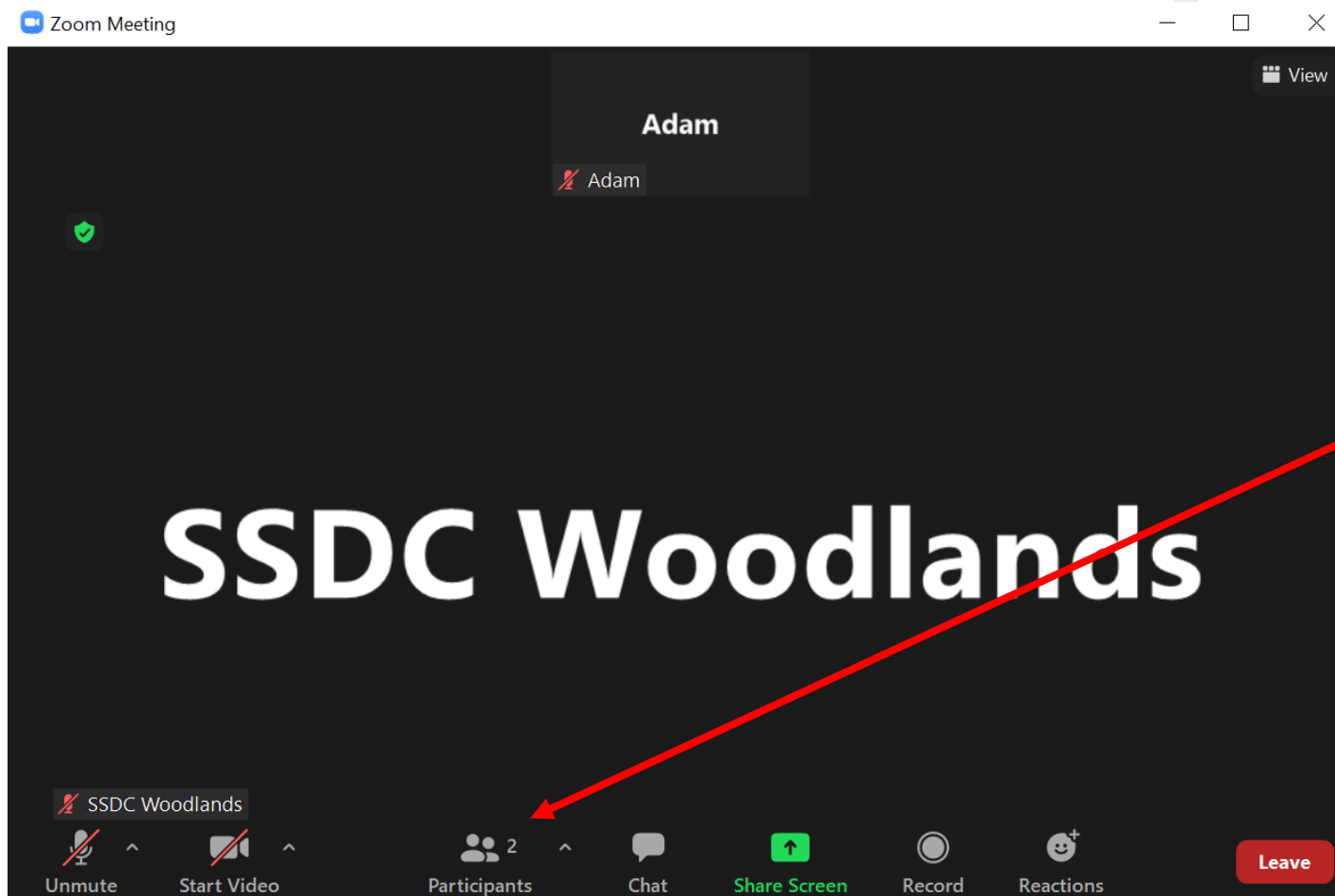
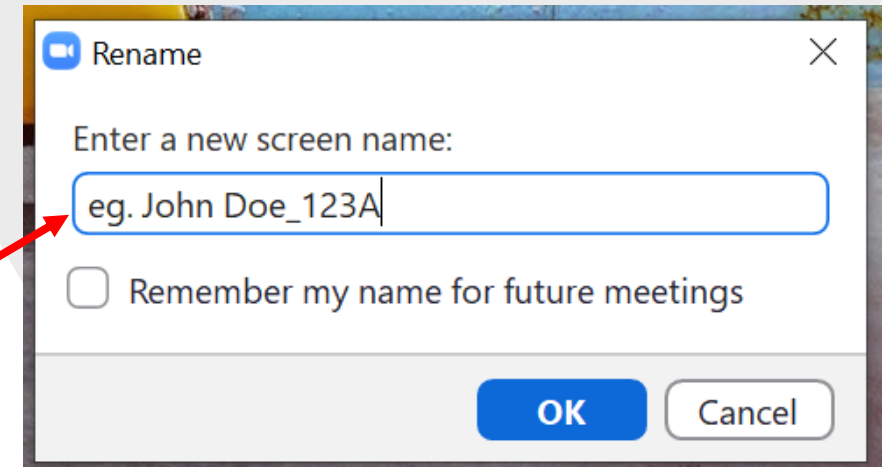1. Once admitted into the Main Room, click on the **"Participants"** icon at the bottom of the window.

Joining the Zoom Meeting

Main Room – Set display name

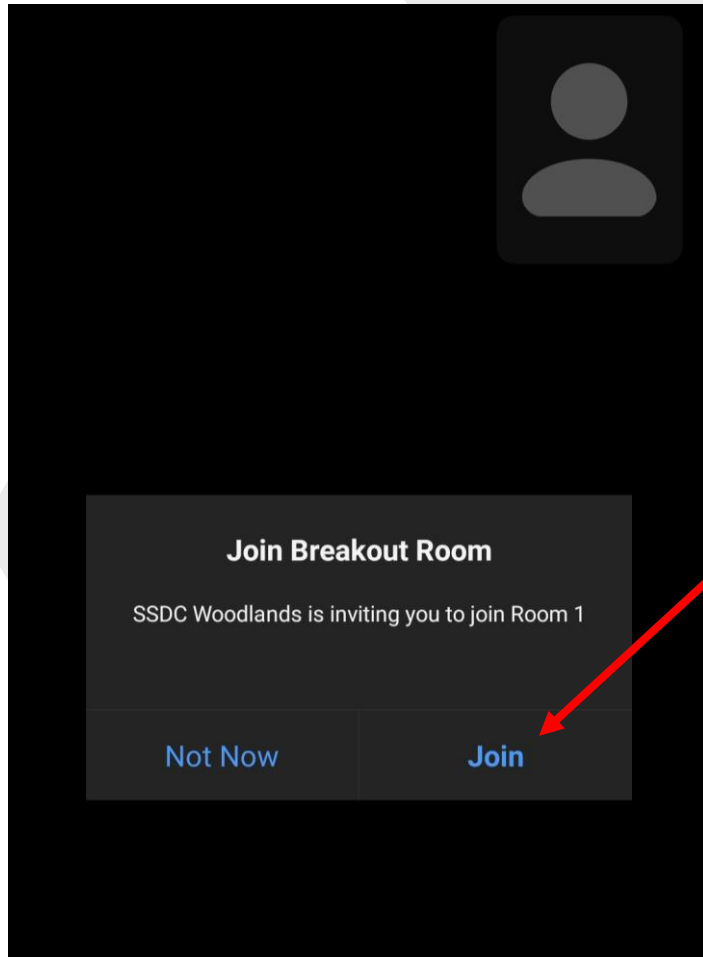2. In the **"Participants"** list, hover over your name and click **"More"** then **"Rename"**.

3. Please key in
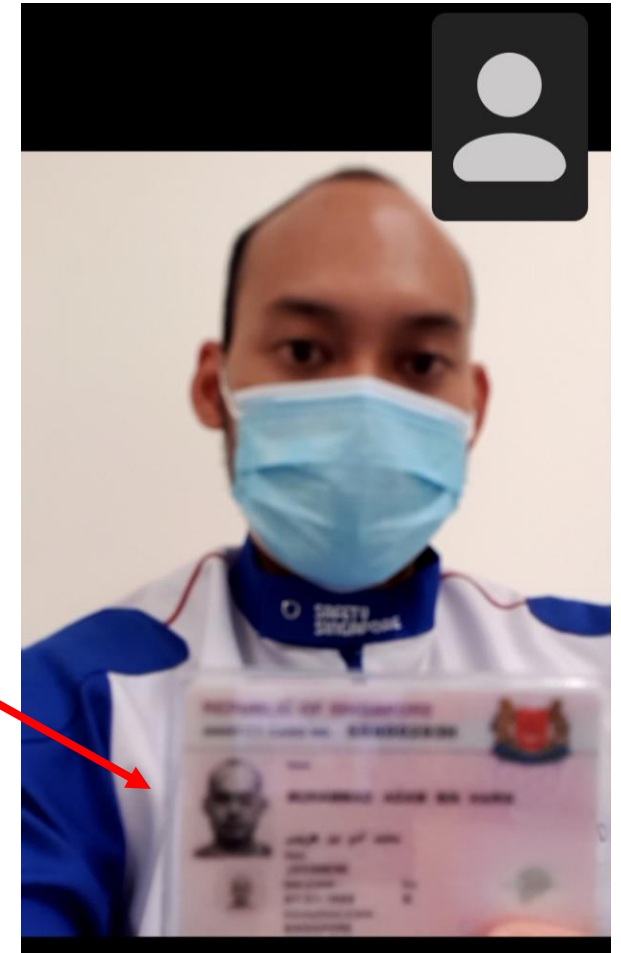<Full Name>_<last 4 characters of NRIC>.

Checking Attendance

Breakout Rooms – Verifying your Name & IC number

1. To check attendance and verify your identity, your instructor will prompt you to join a **Breakout Room**. Click **"Join"**.
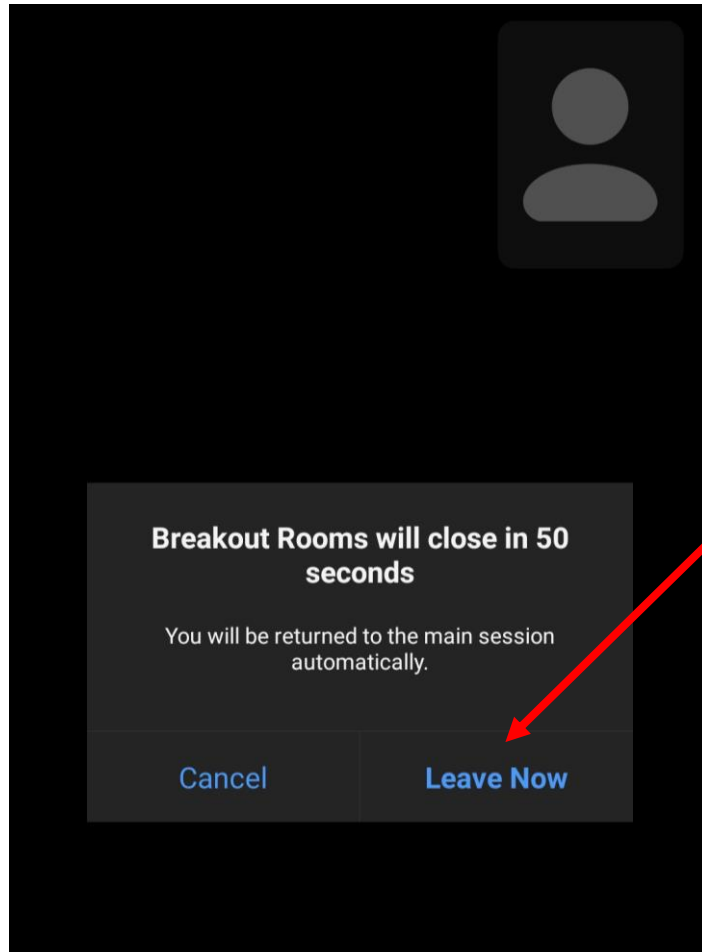
2. Please prepare your **NRIC / Work Permit / S-Pass etc.** for verification. Present your card clearly in the camera with your face visible for the instructor to verify.
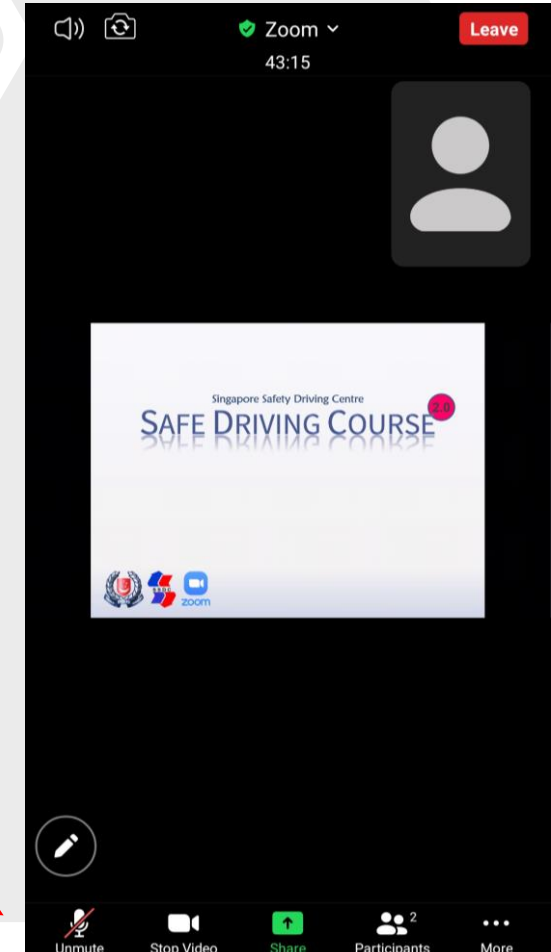
Start the Course

Return to Main Session - Proceed with course content

1. Once verified and ready to start the course, instructor will prompt you to leave the **Breakout Room**. Click **"Leave Now"** to return to the **Main Session**.

2. Ensure that your **camera is turned on**, while **microphone is muted**. Instructor will share screen & proceed with lesson content. *All the Best!*
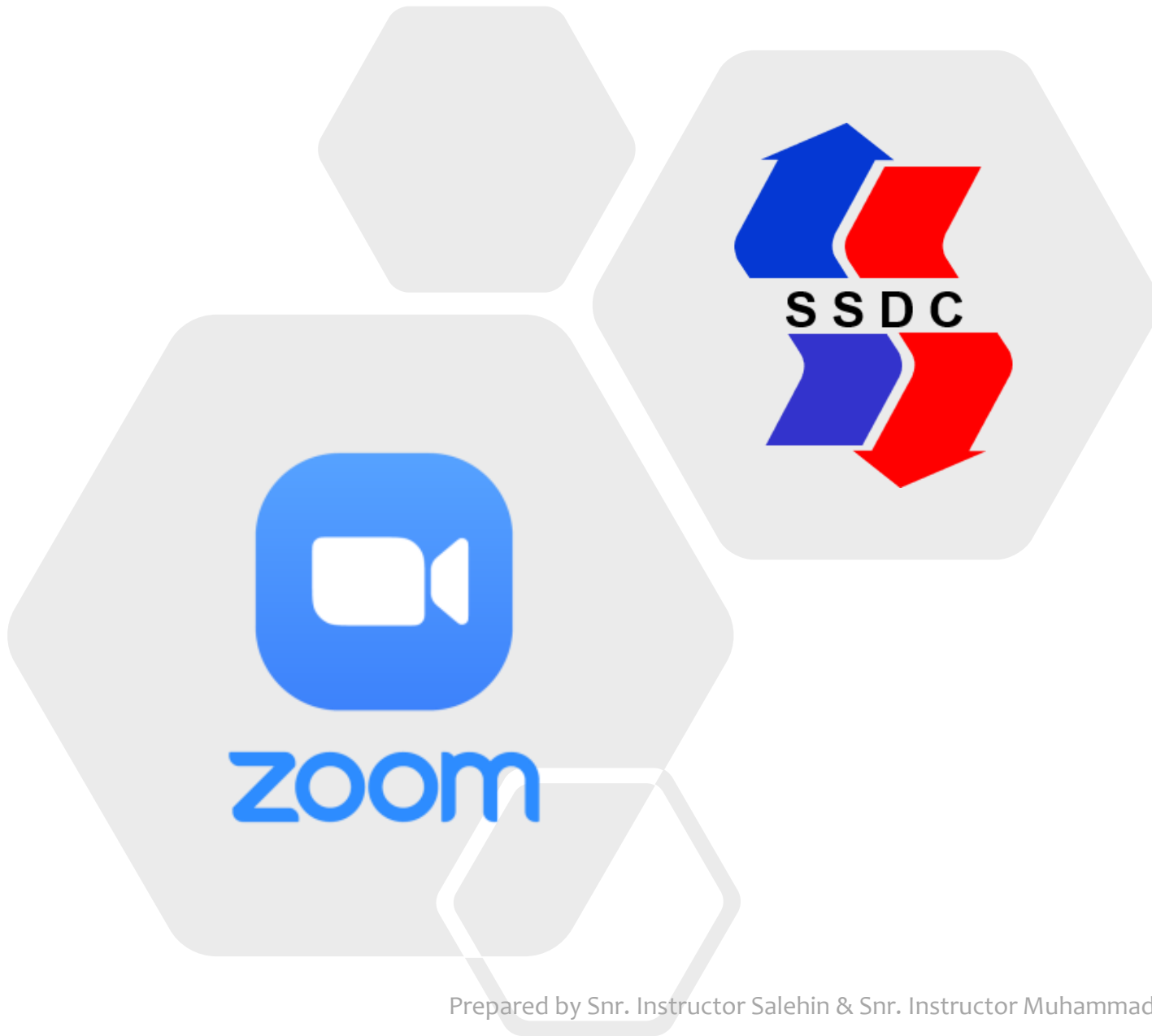
What to prepare for the **SDC Practical Session**?

Please report **15 mins** before your allocated timeslot for the SDC Practical Driving Assessment. Proceed to **SSDC Level 3 Waiting Area**.

What do I need to bring?

- NRIC / Work Permit / S-Pass etc.
- Valid Driving Licence

Dress Code

- Appropriate Smart Casual attire
- Covered Shoes (No slippers or sandals allowed)

Thank you.