

Zoom Guide for Students



Overview

Zoom is a Video and Web Conferencing software package similar to Skype. It is a general purpose platform for connecting people via the Internet.

Zoom is particularly good at supporting:

- One on one meetings (e.g. touching base with remote students individually)
- Group meetings (e.g. remote classroom sessions)
- Breakout rooms (e.g. sending students off to work in small groups)

Contents

1. [Setting up for Zoom](#)
2. [Joining a Zoom meeting](#)
3. [How Zoom meetings work](#)
4. [Tips for Zooming effectively and safely](#)
5. [Creating your own Zoom account](#)
6. [Using Zoom to communicate and collaborate with fellow students](#)

1. Setting up for Zoom

- a. Equipment - to participate in a Zoom meeting you will need:
 - A reliable internet connection – broadband wired or wireless (3G or 4G/LTE)
 - Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
 - A built-in camera or USB plug-in webcam
 - Supported operating system – click this [link](#) for more information if unsure
- b. Suitable space - set up an effective learning space that:
 - Is quiet and free from interruptions and distractions eg. avoid sitting beside a visible doorway
 - Is close to your router to ensure the best internet connection
 - Has good lighting in front of you or to the side, if using video
 - Ensures your camera is set up to be at around eye level if possible.

2. Joining a Zoom meeting

- a. **Test your microphone, speaker and video camera** – you can test your Zoom audio input/output and video either before or during a meeting. You are encouraged to test these before your first Zoom meeting so that you have time to troubleshoot any audio issues that may arise. Note that you will need to have registered for a Zoom

account if you want to test your microphone, speaker and video camera before a meeting.

- i. View how to test your device's microphone and speaker in this [Zoom article](#), which covers the Windows, Mac, Linux, Android and iOS systems.
- ii. View how to test your device's video camera in this [Zoom article](#), which also covers the Windows, Mac, Linux, Android and iOS systems.

b. Join a meeting that has been created by another Zoom user – any of these options work whether you are logged into your Zoom account or not:

- i. Click the Zoom meeting link that your tutor (the meeting's host) has provided. Your tutor may provide the Zoom meeting link via a number of pathways, for example as a link on Moodle or in an email or calendar invite; or
- ii. Select the "Join" button in your Zoom client and enter the 9-digit meeting ID that your tutor has provided; or
- iii. Go to <https://zoom.us/join> and enter the 9-digit meeting ID that your tutor has provided.

c. Password – Ara Zoom meetings may use a password so that only students receiving the meeting invitation can join that meeting. Your tutor will provide you with the meeting's password to input when joining their Zoom meeting.

d. Waiting room – Ara Zoom meetings have a waiting room feature that allows your tutor (the host) to control when students join the meeting.

- i. You may be asked to wait for a short time if you see the following screen:

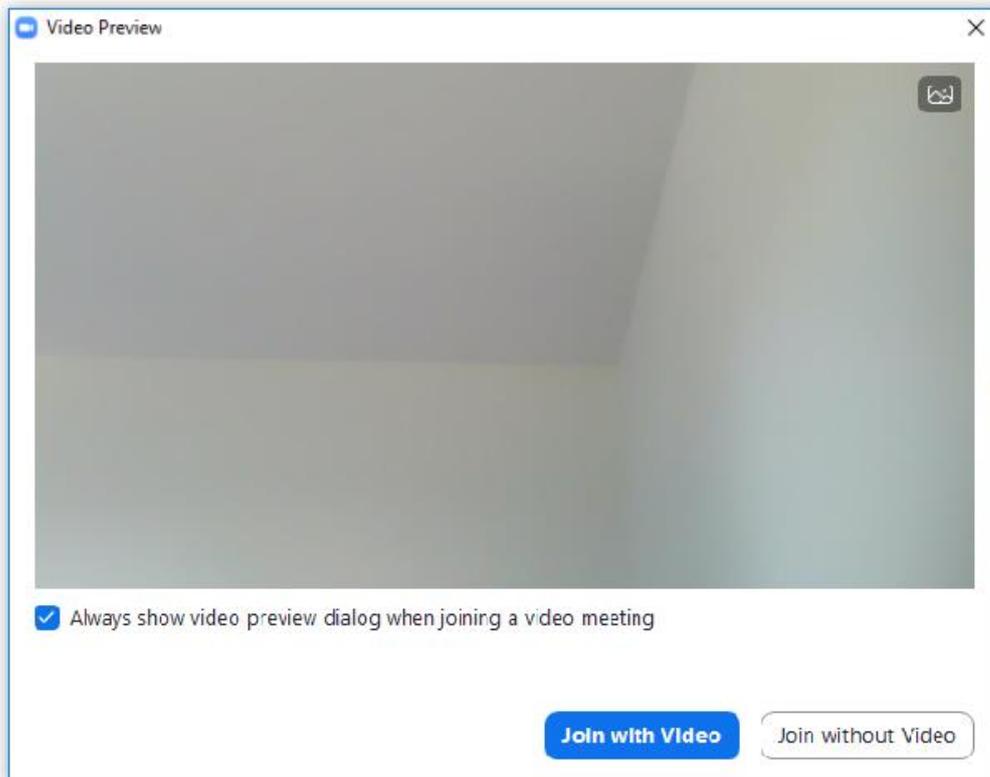
Please wait, the meeting host will let you in soon.

xxxxxxxx Meeting Room

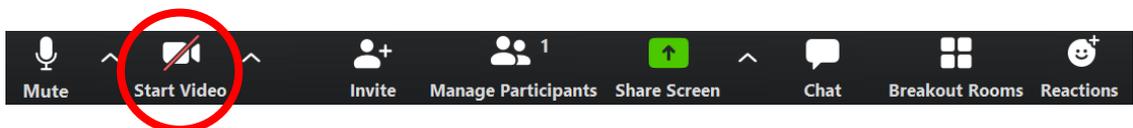
[Test speaker and microphone](#)

- ii. Once your tutor admits you to the meeting, the Zoom meeting room will automatically appear.

- e. **Join by video (optional)** – It is optional to join a Zoom meeting with video. Whether you choose to use video or not, you will be able to listen and speak during a Zoom meeting, share your screen, and view other participants who have their video on.
 - i. When joining a Zoom meeting, you will be prompted to “Join with Video” or “Join without Video” – you will need a camera on your device if you want to join the meeting with video.

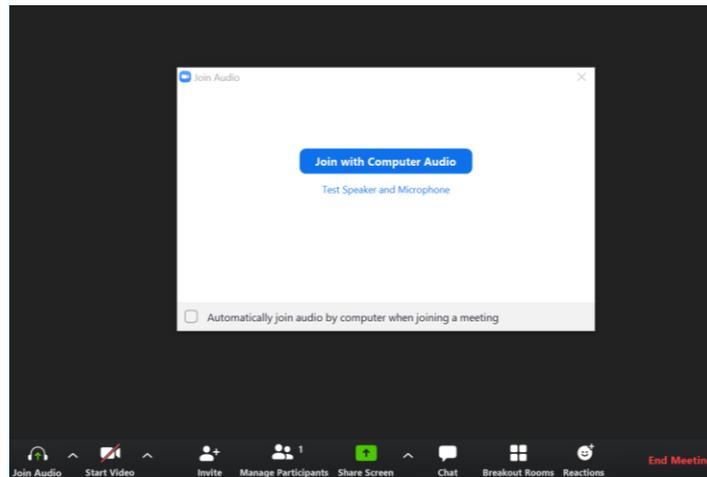


- ii. You can always start/stop the video function during the Zoom meeting as well – see the “Start/Stop Video” image on the Zoom meeting controls.

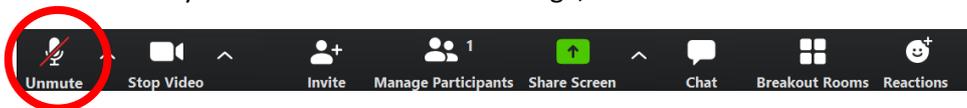


- iii. Note that using the video function in a Zoom meeting uses an increased bandwidth. Sometimes this can affect the audio and video quality you experience in the meeting. Your tutor may ask all students to turn off their video to ensure the meeting runs smoothly.
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- f. **Join by audio** – You will need to join the meeting with audio to be able to hear your tutor speaking and to participate verbally in the class if appropriate.
 - i. Once your tutor has admitted you through the waiting room into the Zoom meeting, your Zoom interface will prompt you to “Join Audio” or “Join with

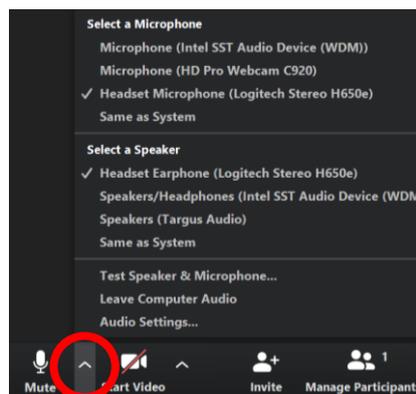
Computer Audio.” Note that this audio prompt can sometimes take up to one minute to appear.



- g. Troubleshooting audio issues within a Zoom meeting** – students are sometimes finding that despite joining the Zoom meeting with audio, they do not have any audio input/output (they cannot hear their tutor or speak to anyone). If this occurs, you will need to select the correct microphone and speaker for your device.
 - i. First, check whether you are on mute on the Zoom meeting controls. If so, you will see the “Unmute” image, click on this once to unmute.



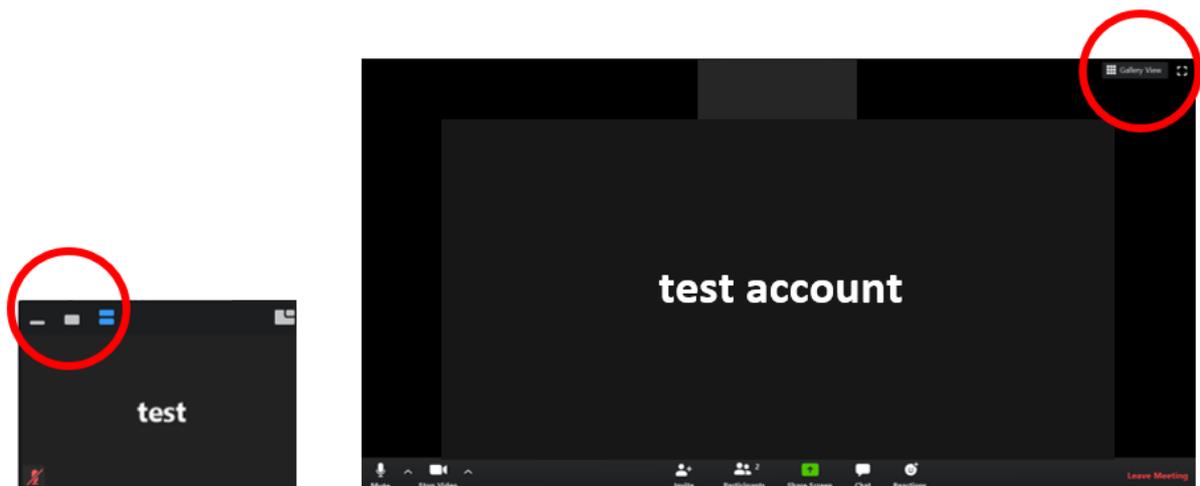
- ii. If you are not on mute and do not have audio input or output, select the arrow beside “Mute” on the Zoom meeting controls. This will show you your microphone and speaker options for the meeting – please select the correct options that you wish to use. You may have to try several options to find the right ones.



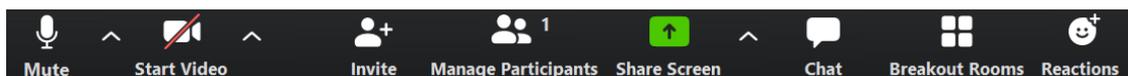
- iii. If there is still no audio input/output, see this [Zoom article](#) for more audio troubleshooting tips.

3. How Zoom meetings work

- a. Zoom meetings
 - i. When you join a Zoom meeting you are likely to see the images and/or names of the other participants. The host can control whether participant videos and mics are on or off.
 - ii. You are able to control the size and view of the participant images using the controls at the top of the Zoom screen. Instructions are [here](#).



- iii. During the meeting the host or participants may share their screen. This will minimise the participant videos/names and allow everyone to see and discuss relevant content. Content may include share documents, PowerPoint slides, videos, demonstrations, activities and other formats.
- iv. Meeting controls are located at the bottom of the Zoom screen.



- b. Privacy in Zoom meetings
 - (i) Zoom meetings may be recorded by the tutor. You will be informed if a session is being recorded and may be asked for permission. Recorded sessions may be available via course Moodle sites so you may wish to be careful about sharing personal information during a session.
 - (ii) Tutors may also use Zoom sessions to record attendance so they know who is engaging in the course material.
- c. Sharing screens
 - i. In a Zoom session it is possible for both host and participants to share their screens with the meeting. However, your tutor (or the meeting host) may block screen sharing by participants in order to limit the screen sharing to their class content.

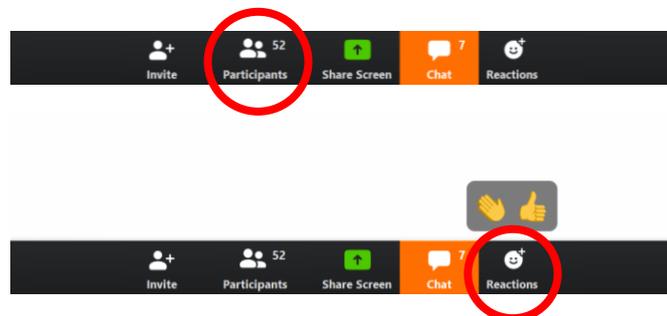
- ii. Learning how to share your screen will be useful if you are seeking feedback on an assessment or sharing information and collaborating on coursework with fellow students in your classes.
- iii. You can read more about sharing screens [here](#).

d. Chat functions

- i. If your tutor (the meeting host) has enabled chat functions for a Zoom session you will be able to communicate with others in the session using either public or private chat. For example, the tutor may tell you to ask or respond to questions and activities via chat. Questions may be answered by the tutor or fellow participants.
- ii. Your tutor can save public chat and access it after the session, whereas private in-meeting chat can only be seen by those included in the chat.
- iii. You can read more about accessing and using in-meeting chat [here](#).

e. Meeting reactions and non-verbal feedback

- i. Non-verbal feedback allows you to respond to content with a meeting "Reaction" (e.g. clap, thumbs up) or to show you want to ask a question (raise a hand) during a Zoom session without interrupting the flow of the meeting. Tutors may also ask you to respond non-verbally to a question.
- ii. You can select the "Raise a Hand" option after clicking on "Participants" in the Zoom meeting controls. "Reactions" are directly found in the Zoom meeting controls.



- iii. You can read more about using meeting reactions [here](#) and non-verbal feedback [here](#).

f. Breakout rooms

- i. During a Zoom session your tutor may ask you to join a breakout room to discuss and collaborate with other students.
- ii. You can read more about participating in breakout rooms [here](#).

g. Camera awareness – how will others see me?

- i. When you join a Zoom meeting by video you can use the video preview to check the image others will see. Think about:
 - o The background view – people, animals, environment
 - o Your clothing and appearance – appropriate to the classroom?

- The lighting – lighting from the front and/or side will help people to see your face clearly
 - ii. If you wish to hide the background to your Zoom session you may wish to add a virtual background. Instructions for virtual backgrounds are [here](#).
- h. Audio awareness – what will others hear?**
- iii. Your mic will record background noise which can be distracting for other participants.
 - iv. Watch out for heavy breathing, coughing, paper rustling, eating noises, people/animals in the background – muting your mic when you're not speaking will help to avoid distracting or embarrassing audio.

4. Tips for Zooming effectively and safely

Think of a Zoom Meeting as a face-to-face meeting and conduct yourself as you would if you were all present in the same room. The following tips may help your Zoom meetings to go smoothly for all involved.

Attendee Etiquette

- 1) **Join early** – up to 5 minutes before the meeting start time.
- 2) **Practise** - before your first Zoom meeting, make sure you have Zoom on your computer and familiarise yourself with any features you may need to use during your meeting(s) - mute/unmute microphone, stop/start video, screenshare etc
- 3) **Video On** - Have your video on unless you are experiencing connection issues, turn your camera off if you do. Have a plain background – avoid back-light from bright windows. Ensure there is light on your face.
- 4) **Adjust camera** - set up and adjust your camera to be at around eye level if possible.
- 5) **Remember** - you are on camera and try to avoid doing other tasks, checking emails, looking at your phone etc
- 6) **Mute Mic/ Audio** - Mute your microphone when not talking. Try to avoid talking over/at the same time as other participants. Hosts can mute all microphones to ensure everyone is muted when discussion is not required.
- 7) **Use headphones** - this gives all attendees a much better experience and limits feedback.
- 8) **Quiet** - Find a quiet space without interruptions or background noise.
- 9) **Virtual backgrounds** - are fun but can also put additional strain on bandwidth. If there are some issues with lag and connection, any virtual backgrounds should be turned off.

Attendee Etiquette - Mobile Devices

- 1) Only join when in a safe, private location.
- 2) Try and position yourself somewhere with little or no distractions in the background of your camera shot.
- 3) Use headphones and use the mute function frequently.
- 4) Have video on when possible so others know you are there.

- 5) Preferably do not be on the move. Try to use a stand or prop your phone/tablet up to get a good camera angle. Moving video also uses more bandwidth, potentially affecting the stability of your connection and is also uncomfortable for others to watch.

5. Creating your own Zoom account

- a. **Registering for Zoom** – You can sign up for a basic Zoom account for free.
 - i. A Zoom account is not necessary to join Zoom meetings if you are joining your classes as a participant only. However, if you would like to schedule and host your own Zoom meetings (for example, to meet with your classmates) or to test your audio and video settings before a Zoom meeting, you will need to have signed up for an account.
 - ii. To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click **Activate Account**.
 - iii. You can then log in to your Zoom account on the web at any time, at zoom.us/signin. Once you're logged in, use the panel on the left side to navigate the Zoom web portal. You can update your profile, schedule a meeting, edit your settings, and more.
 - iv. See [Zoom's Quick Start Guide](#) for more details about how to register for Zoom and how to download the desktop or mobile app Zoom client.

6. Using Zoom to communicate and collaborate with fellow students

- a. **Creating your own Zoom meetings** – If you have registered for a Zoom account, you can schedule/start meetings directly from the Zoom desktop client, mobile app or web portal.
 - i. To schedule a Zoom meeting, view this [Zoom article](#) which covers the Windows, Mac, Linux, Android and iOS systems.