



Virtual Campus
MI COLLEGE

A Guide For Students On How To Use ZOOM (PC Version)



zoom

Participants (1)

MI College (Host, me)

yes no go slower go faster more clear all

Invite Mute All ...

Chat

To: Everyone

Type message here...

Activate Windows
Go to Settings to activate Windows.

File ...

Join Audio Start Video Security Participants 1 Polls Chat Share Screen Record Closed Caption Breakout Rooms More End

Definitions



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- **Host:** The person initiating and conducting meeting (Lecturer)
- **Co-host:** A person selected by the Host, and gives special permissions
- **Participants:** Those who join a meeting/class (students)
- **Zoom ID:** A code provided by the host
- **Zoom Password:** A password provided by the host
- **Meetings:** Sessions, Classes, Gatherings, etc.

What is Zoom?

- It allows people to have video conferencing and chat.
- Students will be able to continue having live lessons with their Lecturers.



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What can I expect during a live lesson?

- A Lecturer will be conducting a live lesson and students can join it from anywhere via devices with internet, including mobiles and computers.
- Students will be able to actively participate in the lesson by asking questions in chat.



What should I do to prepare?

- SIGN UP in Zoom Conferencing and create Zoom Account, by using a valid email
- Once registered, Zoom will send a link to the email. Please follow the link to activate/verify your account
- SIGN IN to Zoom, before using a Zoom ID



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Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

[Sign Up](#)

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

What do I need to prepare before live lesson?



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- Computer (laptop/desktop)
- Microphone
- Camera
- Headset
- A comfortable space
- Prepare the materials that you might need.
- Know the steps to join live lesson

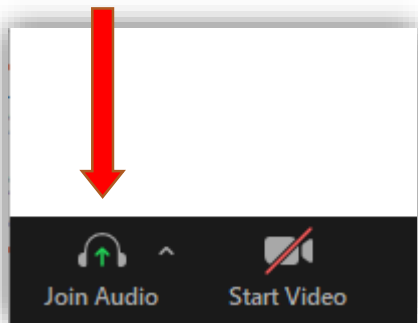
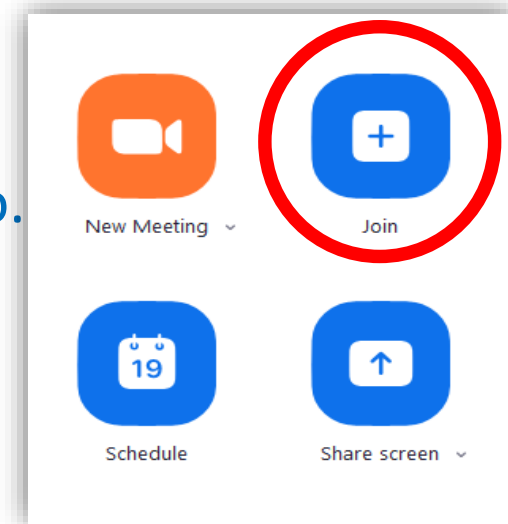
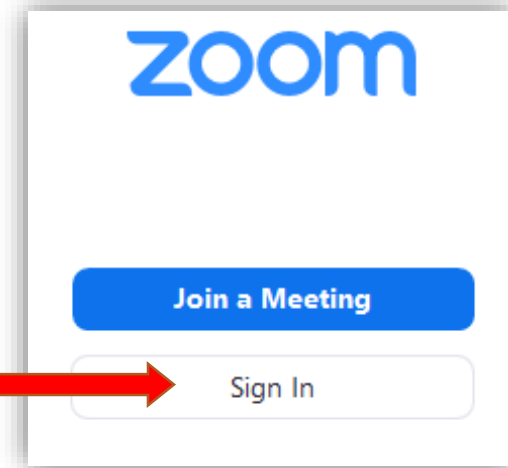




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What do I do to join the session?

- SIGN IN first, using registered email and password.
- Go to JOIN, type the ID and Password (which will be provided by the College). Make sure you write your full name as display name.
- Press JOIN AUDIO (bottom-left corner) to enable the audio. Otherwise, you will not be able to hear the audio.



What do I need to do during live lesson?



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- Join class on or before scheduled time.
- Participate in live lesson from the living room or any appropriate place.
- Be dressed appropriately, College student attire.
- Clear background of any distracting objects (e.g posters, photos, etc.)
- Write your **full name** as in NID Card for easy identification during live lesson. Go to participants list and rename if needed.



What do I need to do during live lesson?

- Leave the Microphone and Video off unless given instructions by Lecturer to enable it.
- Respond to Teacher's instruction promptly.
- Observe Cyber Wellness
- Follow established guidelines on classroom behaviour.



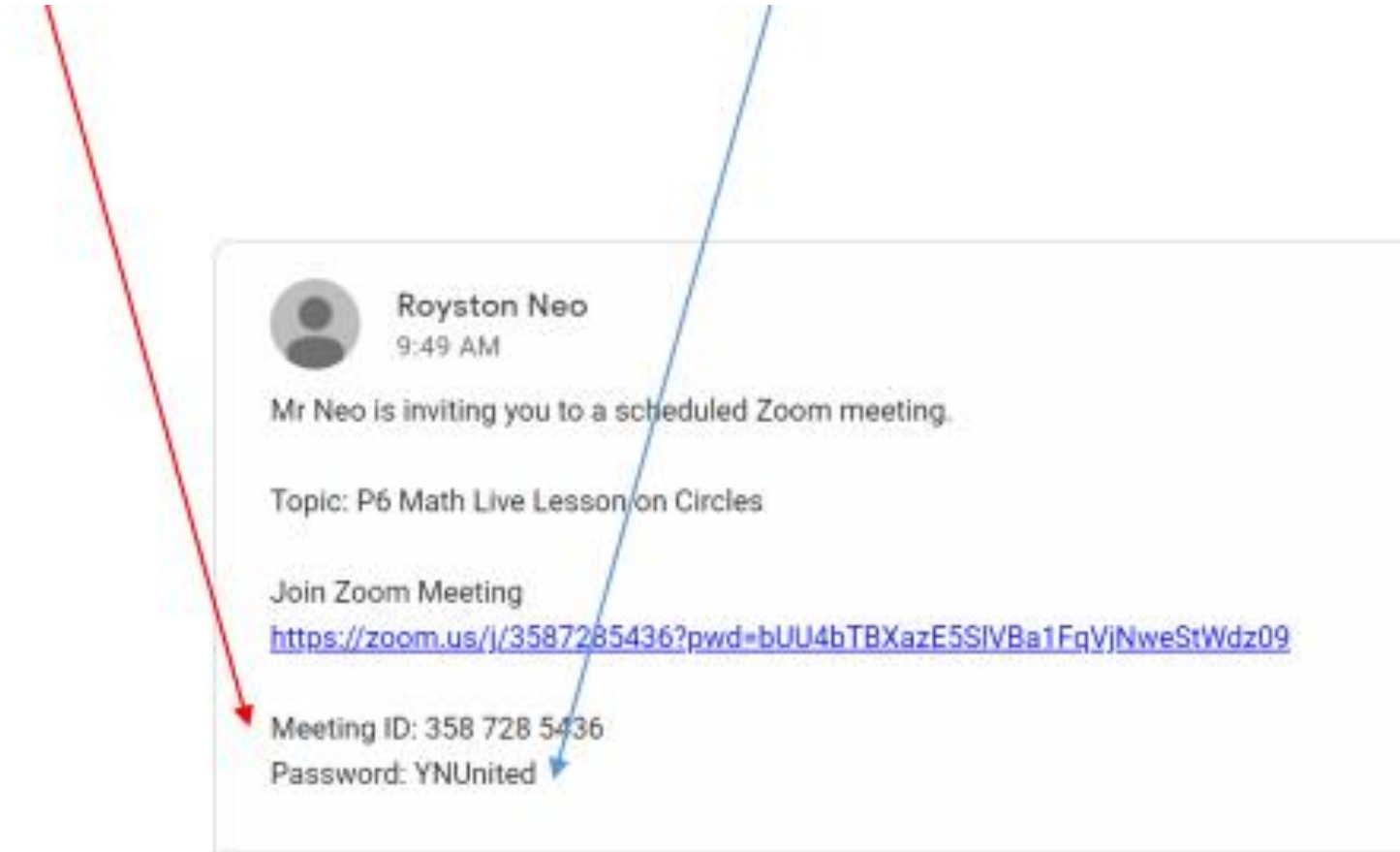
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Where can I find Meeting ID and Password?

- You can find the Meeting ID and Password in the invitation message.
College will share this information before the session.



Where do I write full name?

- Write your full name when signing in.
- You can also rename later if host allows.



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A screenshot of the Zoom application's 'Join Meeting' dialog box. The window title is 'Zoom' with a close button (X) in the top right corner. The main heading is 'Join Meeting'. Below the heading is a dropdown menu currently set to 'email'. Underneath is a text input field with the placeholder text 'Your Name' and '(Your Full Name as in NID Card)'. At the bottom, there are two checked checkboxes: 'Do not connect to audio' and 'Turn off my video'. At the very bottom, there are two buttons: a blue 'Join' button and a white 'Cancel' button with a grey border.

Some meetings are password-protected for security



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- Your Lecturer may set a password for live lesson, if so you may need to key in the password, then click 'join' to join the lesson.

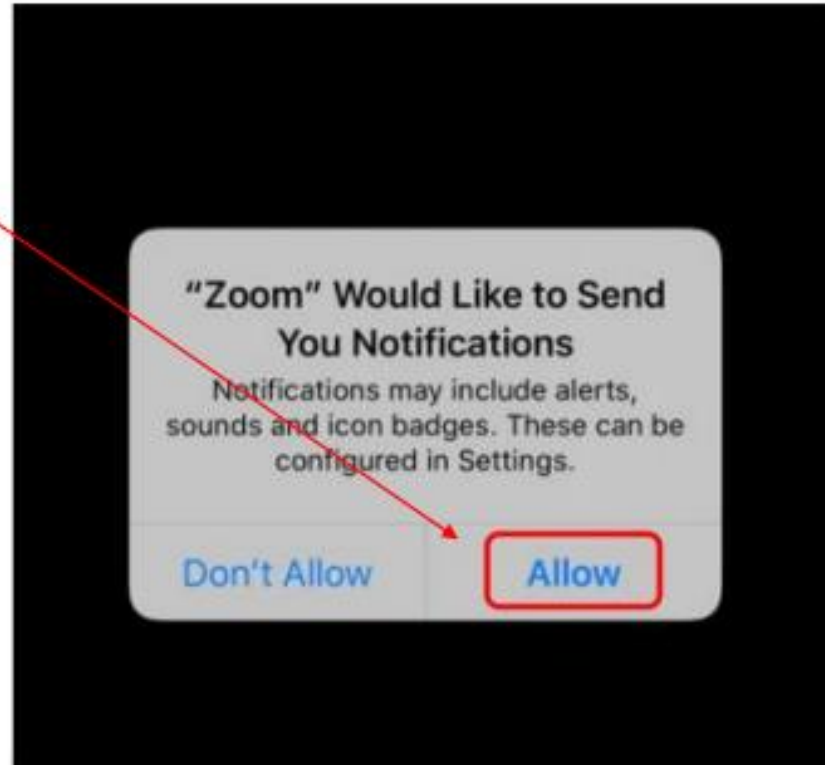
A screenshot of a 'Join a Meeting' dialog box. The title bar at the top reads 'Join a Meeting'. Below the title bar, the text 'Please enter the meeting password' is displayed. Underneath this text is a label 'Password:' followed by a rectangular text input field. At the bottom right of the dialog box is a button labeled 'Join'. Two red arrows originate from the text in the list above: one points to the password input field, and the other points to the 'Join' button.

Should I allow notifications?



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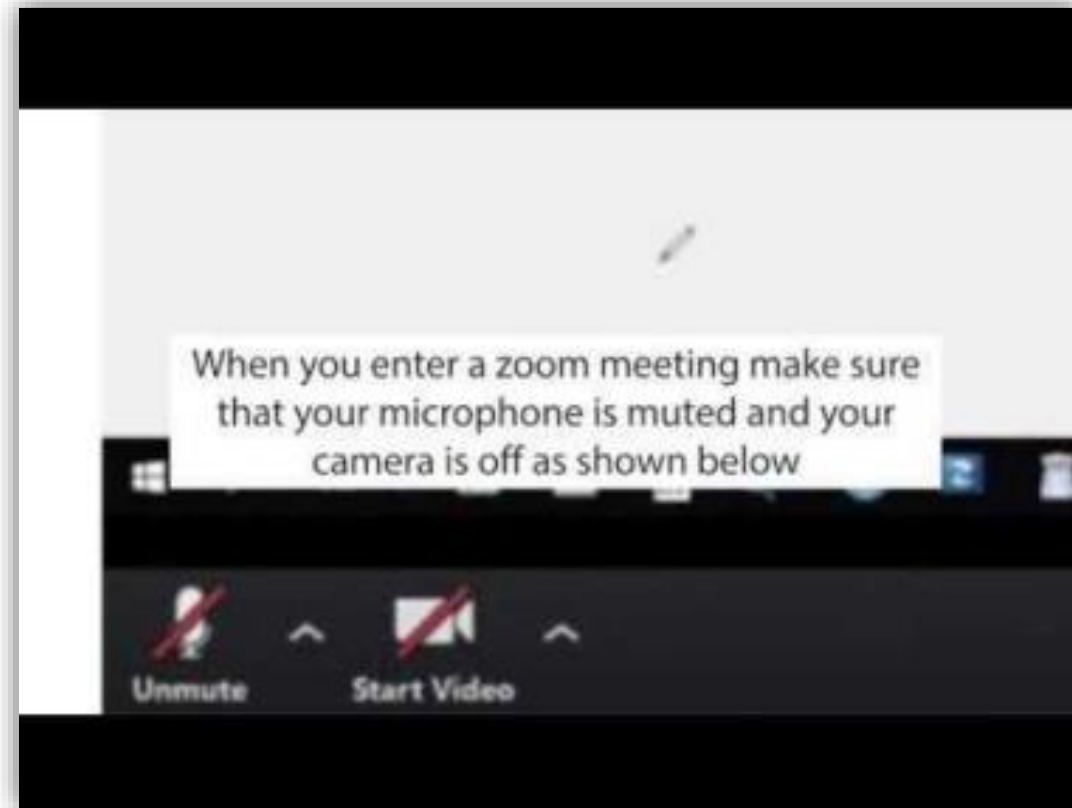
- Click 'Allow' to allow ZOOM to send you notifications





Should I enter with Camera/Microphone on?

- Remember to leave the Microphone and Camera off unless given special instructions by Lecturer



How do I actively participate in a live lesson ?

- Just like a lesson conducted in the classroom, your active participation is important for you to learn effectively. There are several functions that you can ask questions, communicate with your teachers and peers, and seek feedback from your teacher.



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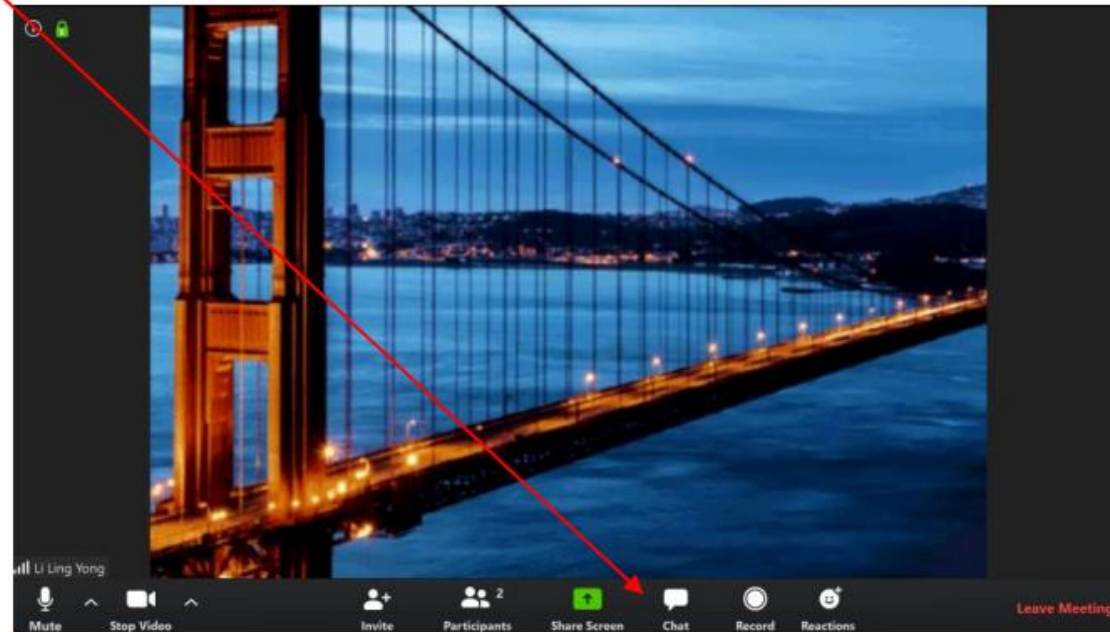
How do I actively participate in a live lesson ?



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a) Chat

You can use this function to raise questions, suggest ideas and responses, while the lesson is taking place.



How do I actively participate in a live lesson ?



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b) Screen Sharing

With screen sharing, you can share the screen with your teacher or other participants who are LIVE in the lessons. (You are not allowed to do screen sharing unless instructed by your teacher to do so.)

*To share your screen, click 'Share Screen' at the bottom of the window. Choose the application that you would like to share with the teacher and click 'Share'.

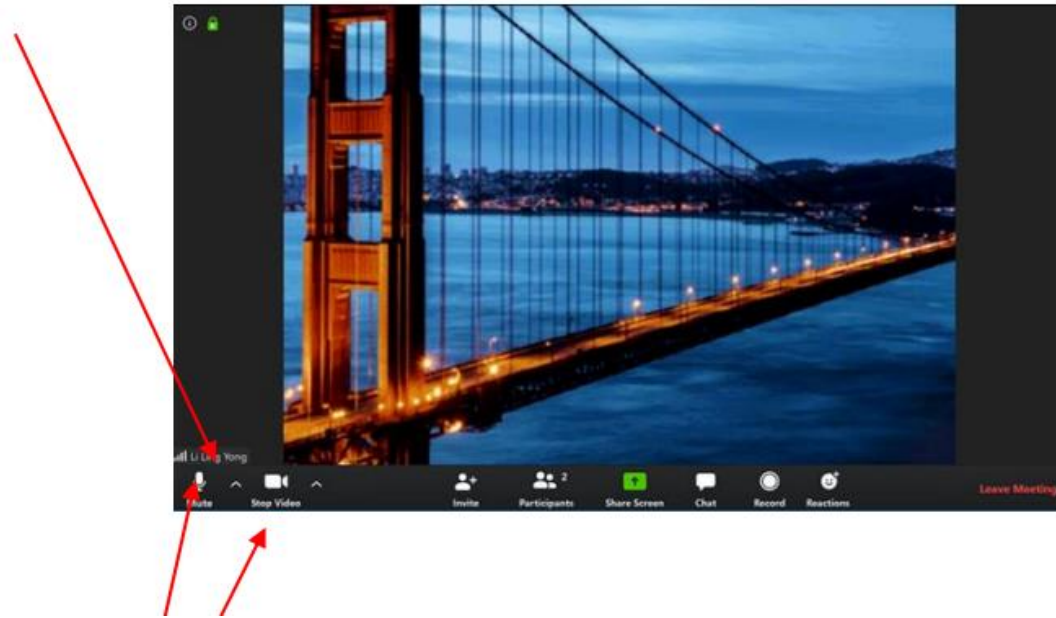
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c) Video/Audio

These functions can be found at the bottom left-hand corner of the window



- If you wish to mute/unmute your audio, click the microphone icon.
(Mute your microphone unless instructed by your teacher to do so)
- If you wish to start/stop video, click the video camera icon.
(Turn off your camera/video unless instructed by your teacher to do so)

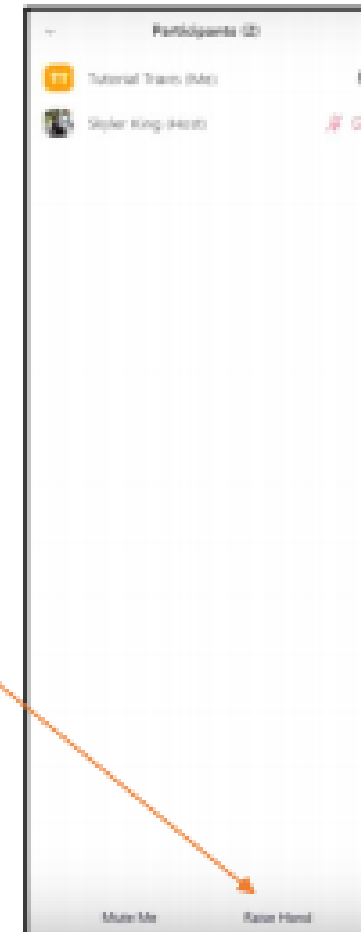
How do I actively participate in a live lesson ?



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d) Raise Hand/Lower Hand

- Use this function to get your teacher's attention if you have any questions during the lesson. (At the bottom of participants list)

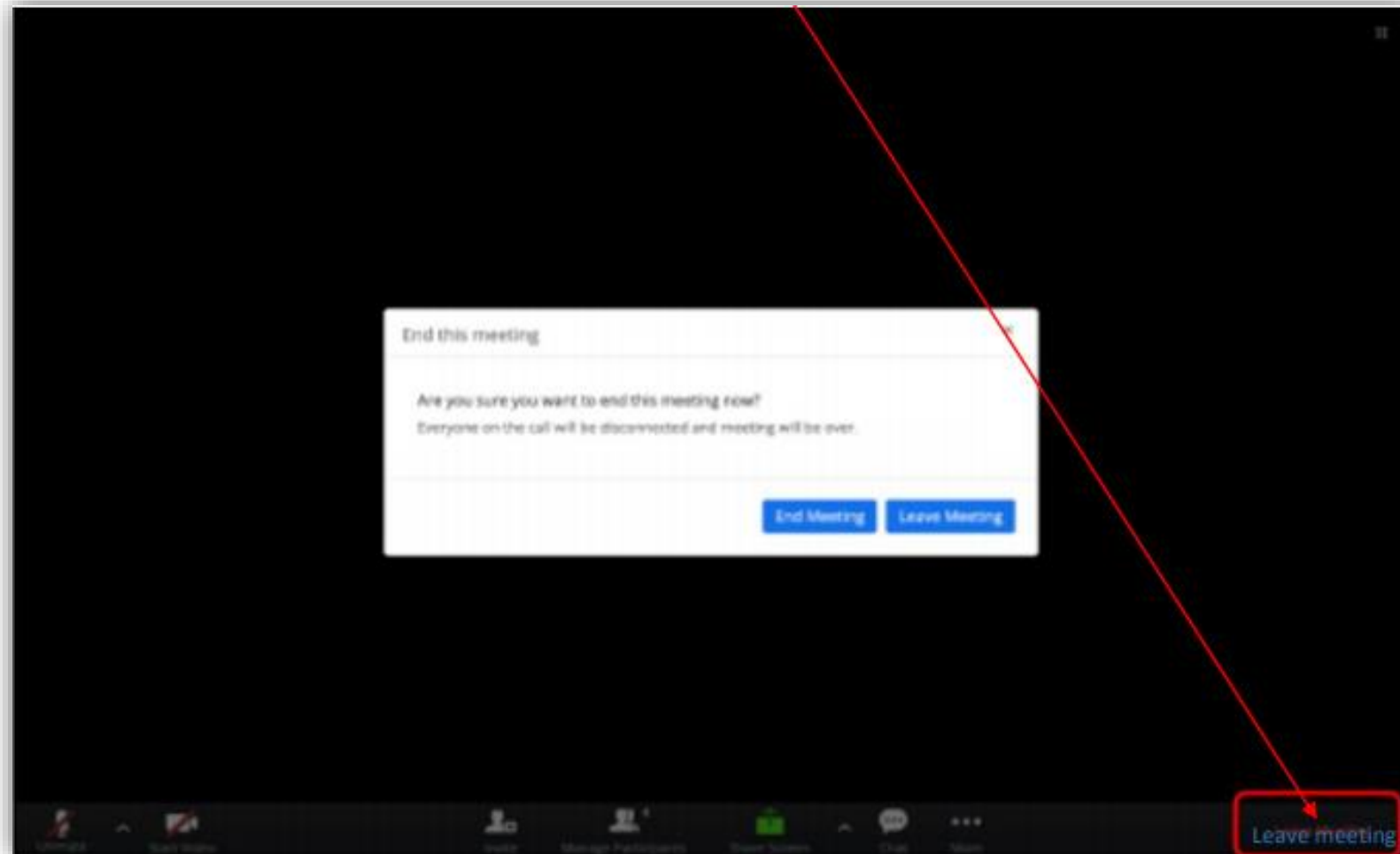


At the end of the lesson

To end a live lesson, click 'Leave Meeting'



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Interactive Tools in Zoom

1. Chat & file transfer
2. Audio & Video
3. Reactions
4. Non Verbal Responses
5. Screen Sharing
6. Polling
7. White Board & Annotation
8. Virtual Background
9. Breakout Rooms



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