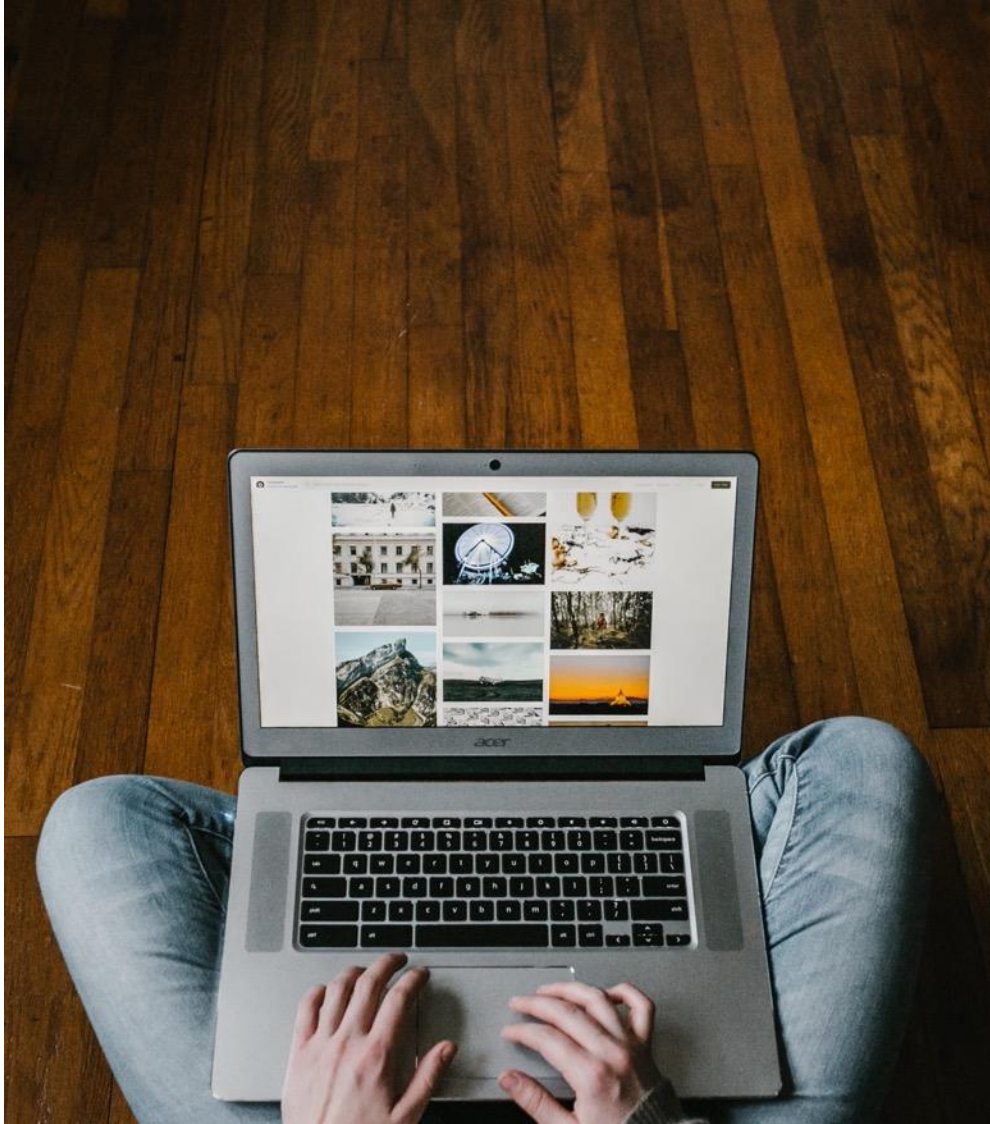




Introduction to Zoom Meetings for Students



Transition to Online

This is a new experience for all of us.
Thanks for your patience as we transition to
online learning. Let's get started!

Objectives

- Expectations for video meetings/conferences.
- Installing the Zoom application.
- Participation in a Zoom meeting.



Devices

- Charge your device prior to the meeting or set-up near an electrical outlet.
- Put your device on a flat surface and try to have the camera at eye level.

Login

- Install the video conferencing application.
- Test the audio and video features before the meeting begins.
- Be on time for the start of the meeting.
- Check your email for the meeting access ID code.

Appearance

- Dress for your meeting, just like you would for going to class on campus.
- Be mindful of what you are doing when your camera is on. Treat the video lecture like you are sitting in an actual classroom.



Environment

- Try to go somewhere quiet. Use headphones if necessary.
- Sit near a light source to help your video look brighter.
- Limit things that could distract you such as phones, TVs, pets, food, etc.
- Be mindful of posters or items that contain explicit or offensive images.





Online Etiquette

- Treat your instructor and classmates with respect, just as you would in an on-campus classroom.
- Use clear and concise language. Profanity spoken or typed is not acceptable.
- Limit the use of emoji's and avoid using all capital letters, as it can be interpreted as yelling or aggression.
- Open any files you will need during the meeting. Be aware of items on your desktop that will be seen during a screen share, such as private emails or instant messages.

Check Spartan Email for Meeting ID

- Log in to <https://login.microsoftonline.com/>. Use the same login and password as Canvas.
- Go to Outlook Email and find the Zoom invite from your instructor.
- Select the meeting link.

* The meeting information is also available in your Canvas course.

Example of Zoom Email Meeting Invite

John Doe is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/0000000000>



Meeting ID: 000-000-0000

One tap mobile

.,,0000000000# US Toll

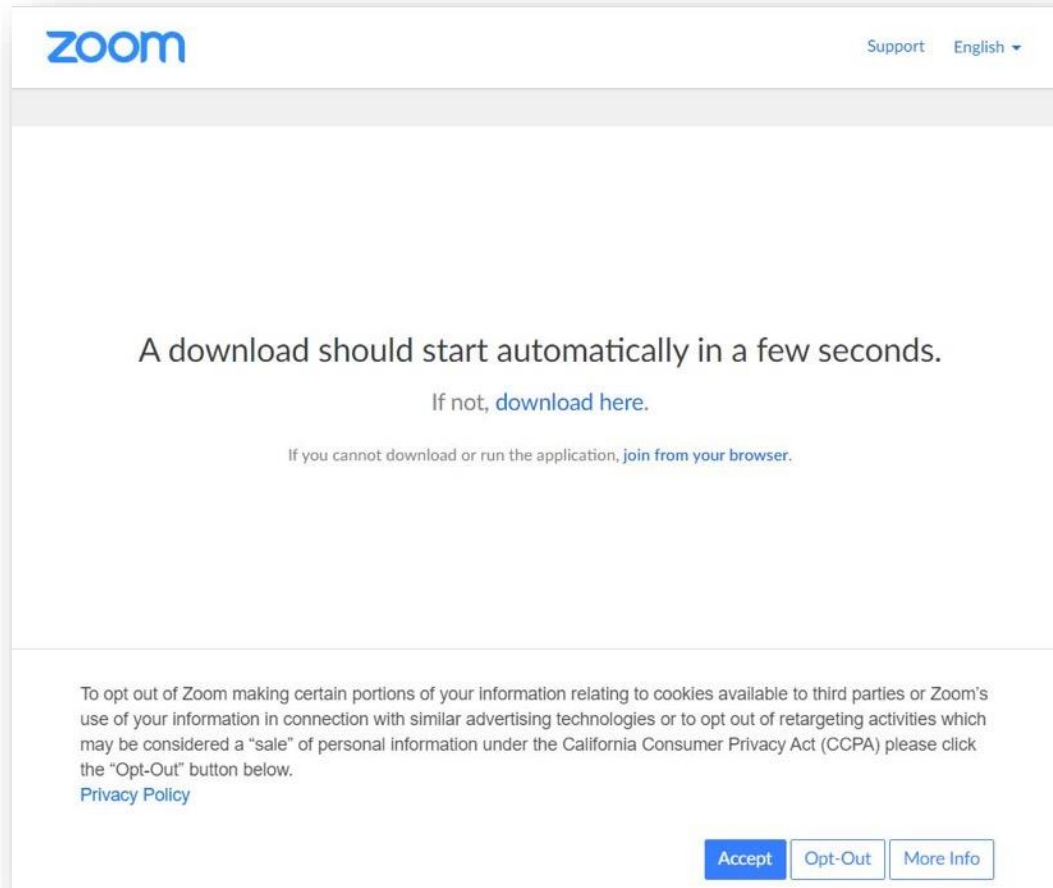
Dial by your location

US Toll

Meeting ID: 000 000 000

Find your local number: <https://zoom.us/u/00>

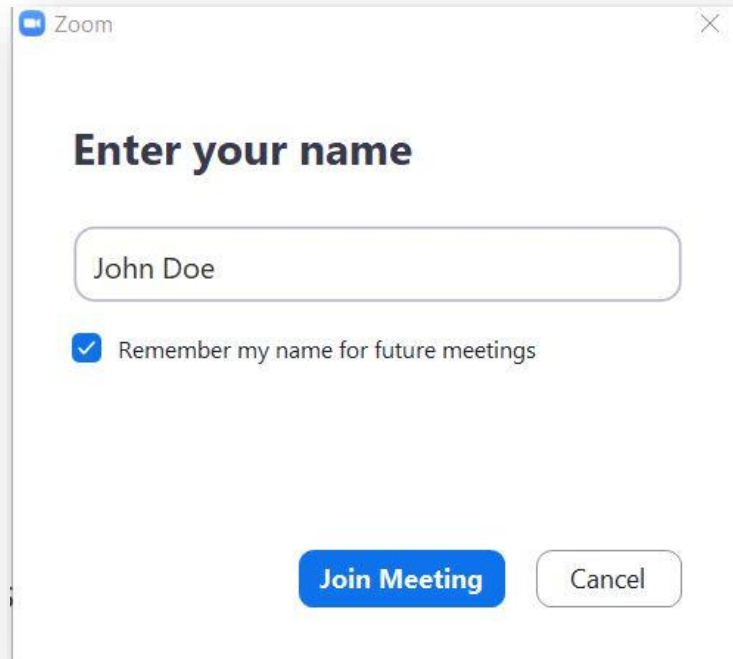
Install the Zoom App on a PC Laptop



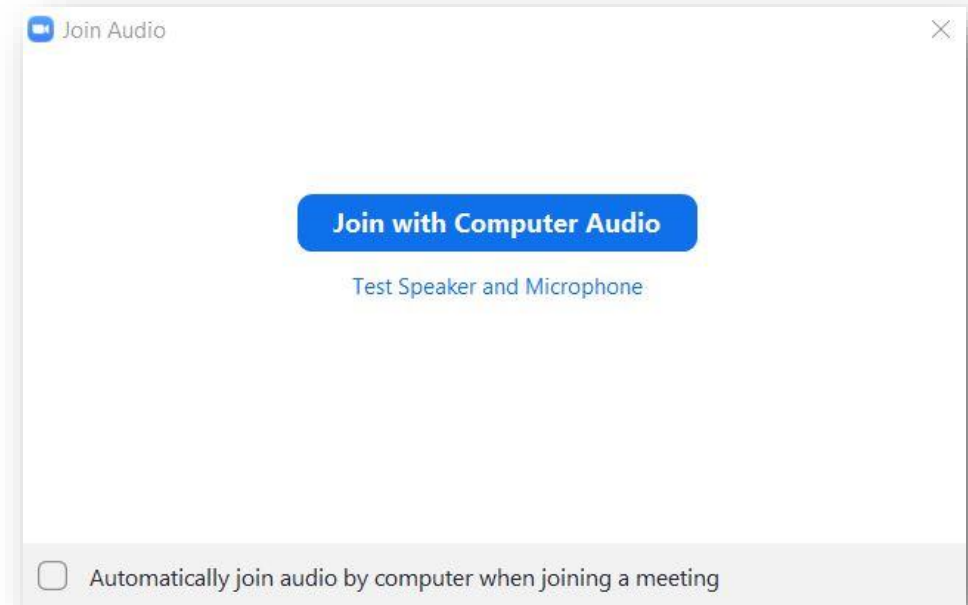
- When you go to the meeting link, the Zoom app will automatically download to your laptop.
- Select the *Accept* button in the lower right corner.
- The download will appear in your *Download* folder or at the bottom of your browser. Double-click this file and follow the instructions in the download.
- If the download does not work, select *join from your browser*.

Launching the Zoom App on a PC Laptop

- Enter your full name. **This is important for attendance purposes.**
- You can place a checkmark in *Remember my name for future settings*.
- Select the *Join with Computer Audio* button.
- You can place a checkmark in *Automatically join audio by computer when joining a meeting*.



The screenshot shows the Zoom application window with the title 'Zoom'. The main heading is 'Enter your name'. Below the heading is a text input field containing 'John Doe'. Underneath the input field is a checked checkbox with the label 'Remember my name for future meetings'. At the bottom of the dialog are two buttons: 'Join Meeting' (in blue) and 'Cancel' (in white with a grey border).

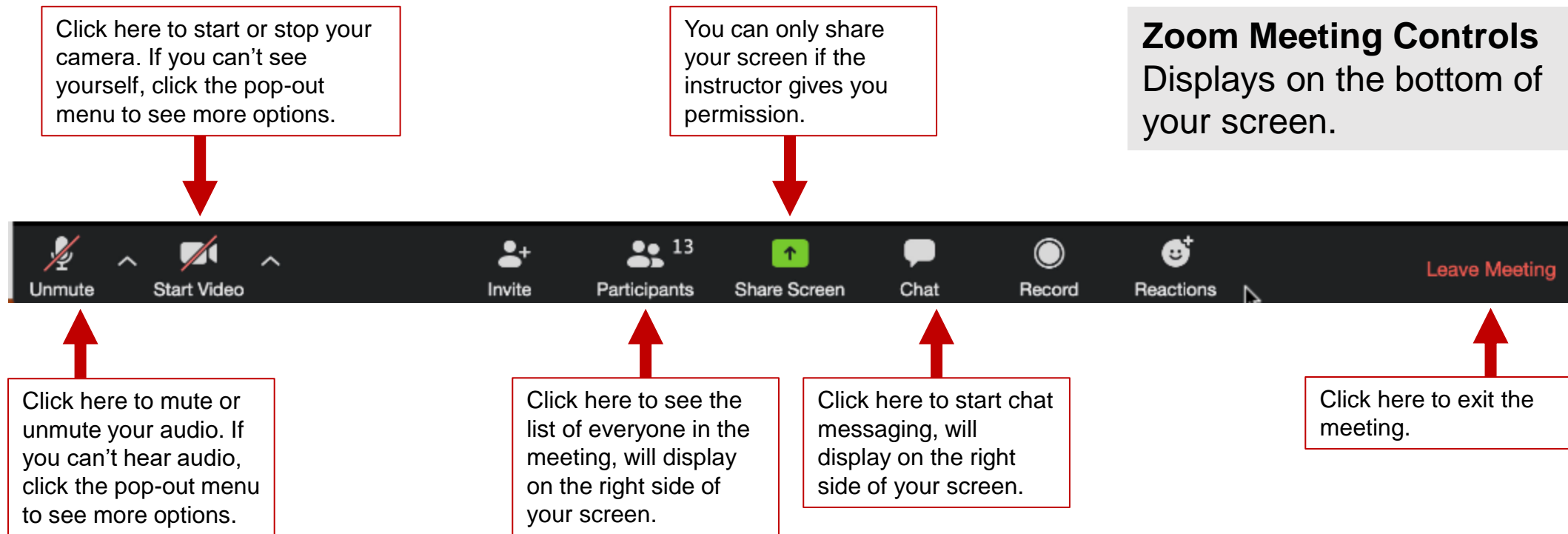


The screenshot shows the Zoom application window with the title 'Join Audio'. The main heading is 'Join with Computer Audio' in a blue button. Below the button is the text 'Test Speaker and Microphone'. At the bottom of the dialog is a checkbox with the label 'Automatically join audio by computer when joining a meeting', which is currently unchecked.

Participation

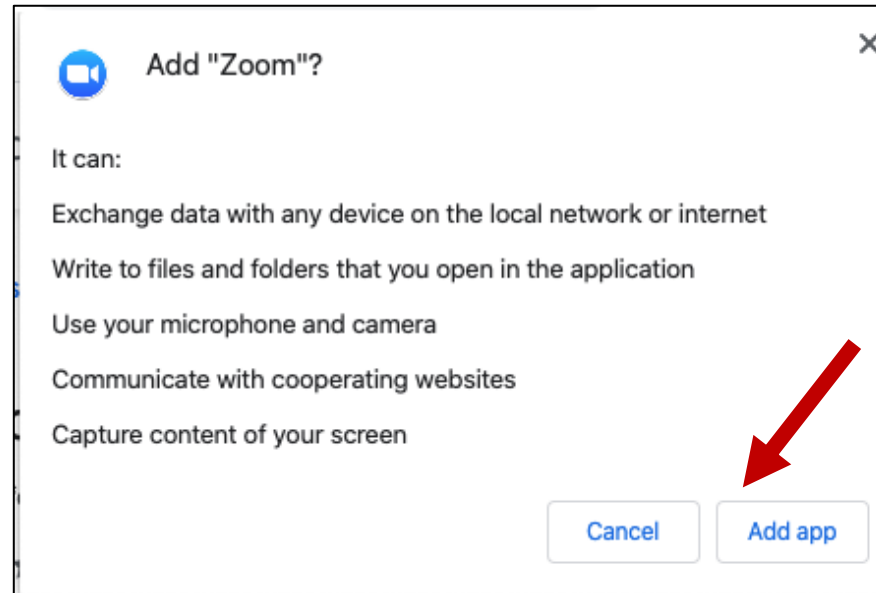
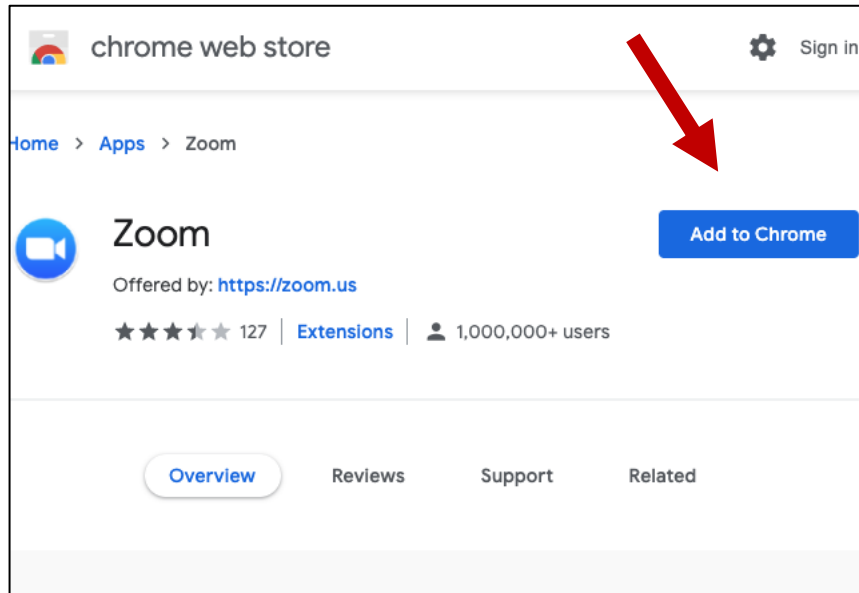
- When the meeting starts:
 - you will be on mute and
 - you will be able to send chat messages to your instructor only.
- You instructor will decide when to unmute everyone or open chat messaging.
- You will have scheduled breaks, just like in the classroom.

Zoom Meeting Controls Displays on the bottom of your screen.



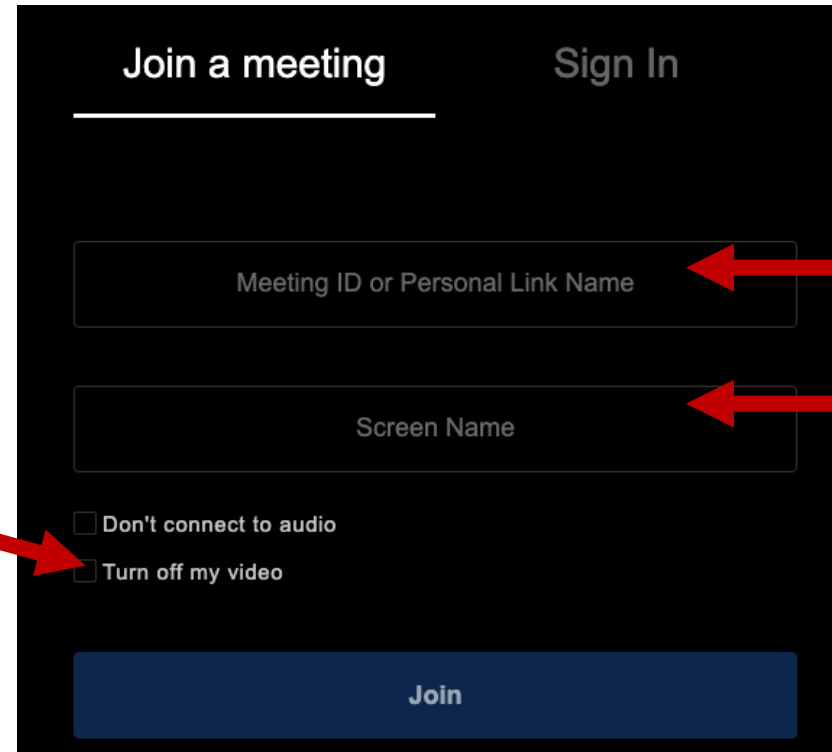
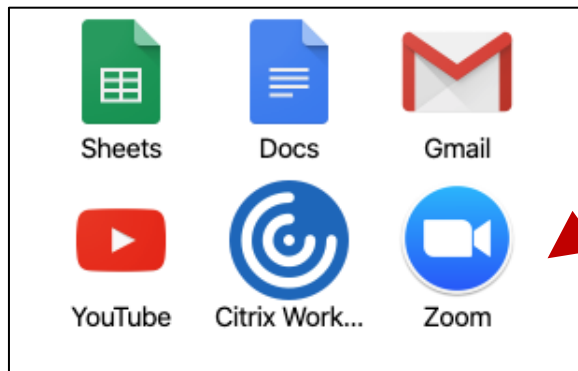
Install the Zoom App on a Chromebook

- Open your Chrome Internet browser and go to this link for the [Chrome Web Store](#).
- Select *Add to Chrome*.
- A pop-up window will appear. Select *Add app*.



Open the Zoom App

- Select the Zoom app icon or find the app in *All Apps*.
- Under *Join a Meeting*, enter the meeting ID from your email.
- Enter your full name under *Screen Name*. **This is important for attendance purposes.**
- You can choose to turn off video. Then select the *Join* button.



Join a meeting Sign In

Meeting ID or Personal Link Name

Screen Name

Don't connect to audio

Turn off my video

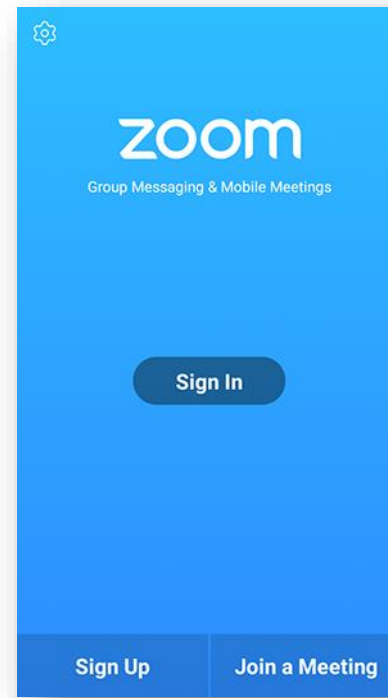
Join

Meeting ID

Screen Name

Install the Zoom App on Mobile Device

- You can also download the Zoom app on your phone/tablet.
- <https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS>
- <https://support.zoom.us/hc/en-us/articles/200942759-Getting-Started-with-Android>.



Canvas Online Courses

- <http://ecampus.spartan.edu> , we recommend using Chrome web browser
- Use the same login and password as your Spartan Student email/Office 365
- Video Tutorial: [How to Log in to Canvas for Spartan College](#)
- The Canvas for Student app is also available for iOS and Android mobile devices
 - Select *Find My School*, and select Spartan Education
 - Please note that the mobile app has limited capability, not all features are functional

