# ZOOM GUIDE: STUDENTS

Hello students!

Thanks for venturing into the world of online classes with Center for Community Arts! Here is a quick reference guide on how to use Zoom – there are some helpful links on the last page of the guide.

Getting Started

Before getting started, make sure your device has a good connection for a successful learning experience! Try to have the app set up the day before the first class, so you have a chance to ask for help or do any troubleshooting. There are a couple device options:

1. **Desktop/Laptop:** This is the easiest and most convenient method.
    a. Test that Zoom works on your computer. Go to zoom.us/test to join a mock meeting. You do not need to be signed in to do this. Here, you can test your audio and video, whether your internet connectivity is fast enough, and also check how much your video is able to capture. Also check your lighting, making sure that your face and the demonstrations can be clearly seen.
    b. Download the appropriate Zoom desktop application. **The Zoom desktop client is made for making and running meetings, while the Zoom web portal (zoom.us) is used for managing preferences and settings.** It is not recommended to attended classes through the web portal, as it can be very slow. However, if that is the only option, use Google Chrome for best results.

2. **Tablet/Phone:** If a computer is unavailable, a tablet or phone can be used. Try to use something with a larger screen, as it can be difficult to see details on smaller screens.
    a. Download the Zoom Cloud Meetings app from the App Store or Google Play.
    b. Test that Zoom works: Click on your profile picture in the top right corner, and select "Settings." Find the "Videos" tab. Click on the green video icon to start up a test call.
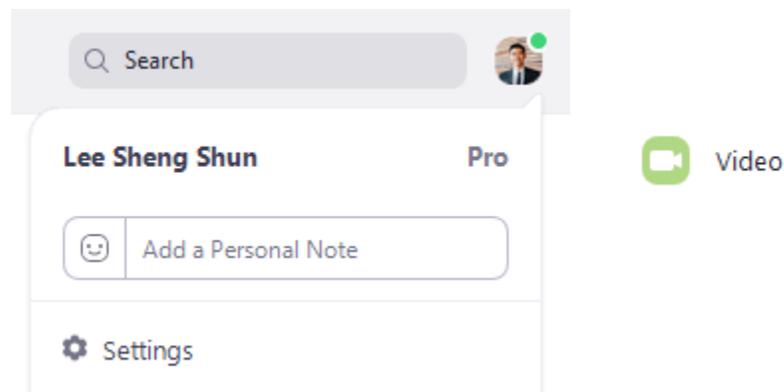
Workspace

Next, you'll want to find a location within your home to take the class. Here are some tips to keep in mind:

1. **Internet:** Make sure it is somewhere with steady, fast internet connection, as Zoom relies on internet to work.
2. **Power:** Make sure your device is fully charged, or that you can easily plug it in at your location. Video conferencing can use up battery life faster than expected.
3. **Quiet:** Find somewhere relatively quiet. It can be very distracting for other members of your class if there are loud background noises, and can make it difficult for you to hear others.
4. **Bright:** Find somewhere well-lit, preferably with the light coming towards your face. This will help you show up better on video, and also make it easier to show the teaching artist your works in progress.
5. **Camera Set Up:** Make sure your device is set up in a way where people will be able to see you. Whether you need to prop your tablet up on something, or elevate your computer, make sure you can be seen! Also, take into account the space you will need if you are taking a class that involves movement, such as yoga, dance, etc.
6. **Prepare Materials:** Make sure you have all the necessary materials ready before the start of class! Just like an in-person class, you'll want to be prepared and familiar with all course material prior to the start of the class.

Starting Class

Time to start your class! Tip: For the first class, try to be connected at least 5-10 minutes early just in case you run into technical difficulties.

1. **Meeting ID:** When you sign up for the class, you will be given a meeting ID and password. This is how you will find the class. Be sure to have it on hand when you are getting ready to join the class.
2. **Join Meeting:** When you are ready, click "Join Meeting." You will then be prompted to enter the meeting ID and password. If it asks you to give your name, make sure you give the name that corresponds to the name you registered with! The instructor lets people into the session based on the roster, so it can be confusing if you use an alternate name or a nickname
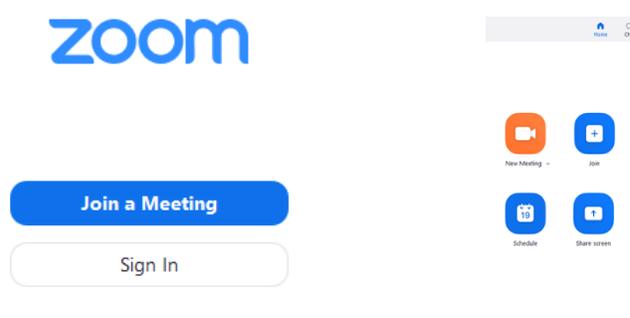
3. **Waiting Room:** Once you have joined the class, you will be put in a virtual waiting room. When it is time to start the class, the teaching artist will let you in.
4. **Starting class:** After you have joined the class, you will have a navigation menu for controlling different aspects of the class experience. When you first join a class, it is best to be muted, to reduce extra sounds and echoing as the teaching artist starts the class. Below, you can see the navigation menu that will be at the bottom of your screen. We'll go over each icon, from left to right.
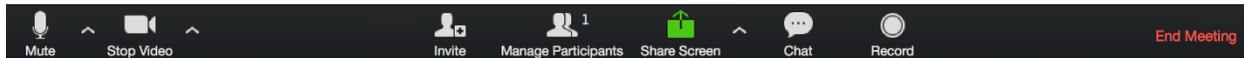
   a. **Audio:** Here, you can mute and unmute yourself by clicking on the microphone icon. If you click on the up arrow to its right, you can set different preferences, such as switching to different microphones (for example, you can switch from your headphone microphone to your computer speakers).
   b. **Video:** Here, you can turn on and off your video feed by clicking on the video icon. If you click on the up arrow to its right, you can set different preferences, such as switching to different video feeds (for example, if you have both a built in and external webcam).
   c. **Participants:** Here, you can give nonverbal feedback. If you click on it, on the bottom you will see a row of icons. You can do things such as "raise hand," say "yes" or "no," or ask your teaching artist to "slow down" or "speed up." This is especially helpful if you are in a larger class.
   d. **Share Screen:** This is mostly used for classes that involve using your computer, such as a digital class. It allows you to show what is on your desktop to the rest of the class.
   e. **Chat:** This allows written communication during the class. You can use it to talk to the whole class, or chat with certain classmates. To get someone's attention in the chat, type **@theirusername** and it will create a notification for them. Try to limit using the chat for relevant class use, as it can get distracting for other students, just like how chatter in an in-person class can be distracting.
   f. **Leave Meeting:** This is how you leave the class after it is done. Try not to go in and out of the class, as it is difficult for the teaching artist to manage.

Additional Resources

This is a great list of different settings and controls you can change: https://support.zoom.us/hc/en-us/articles/201362623-Changing-Settings-in-the-Desktop-Client-or-Mobile-App?mobile_site=true

For those that may prefer to learn via video, this is a quick and easy guide to using Zoom: https://www.youtube.com/watch?v=wbnyQwsVbiY