



Zoom Tips for Students

CONNECTING TO YOUR ZOOM CLASS MEETING

REQUIREMENTS

- Internet connection.
- The meeting ID# and password or the link sent to you via email.
- Zoom client installed.
- Microphone and speakers (headset optional but recommend if in an office or classroom environment).
- Video camera is recommended, but not required.

INSTRUCTIONS

1. You will first receive an invitation to register for your class if you haven't already. Click the link and follow the instructions. Please register with the name you would like to be called during the class.
2. When approved, you will receive a Zoom meeting invitation containing a link you can use each morning to join the training.
3. Please click on the meeting URL provided in the meeting invitation before the appointed start time.
4. If prompted, download the Zoom app. You do not have to create a Zoom account but can if you want to save any Zoom settings. CAD Productivity classes require the registration mentioned above as an extra security measure which means you cannot join via the web interface. If you can't download to your machine, please see your IT department for assistance.
5. When prompted, click **Open Zoom Meetings**.
6. You will enter the waiting room. The instructor will then allow you into the meeting.

WHEN YOU JOIN THE CLASS MEETING

- A window will open that allows you to select **Computer Audio** and test your microphone and speakers.
- While in the testing window, you can also test your **Video** (if you're using video).
- After testing, click **Join with Computer Audio**. (If you have no mic, join with computer audio anyway and see the Microphone Icon bullet on the next page for joining via phone.)
- From the Zoom menu bar, make sure your audio is off (muted) and your video is on.

IF YOU HAVE AUDIO PROBLEMS

- Check your computer speaker volume. Is it set to mute or to a low volume?
- Are your speakers selected for the active output in Zoom?

FOR ADDITIONAL HELP

- See the Zoom article [How Do I Join or Test My Computer/Device Audio?](#) which also includes an instructional video.

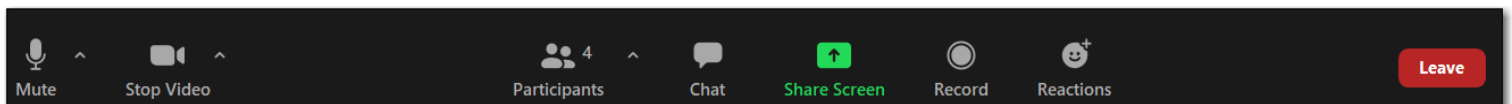


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IN YOUR CLASS MEETING

- After the class starts, the Zoom window will open.
- The Zoom menu bar is located at the bottom of the Zoom window. The menu bar hides after a few seconds when you're in full-screen mode. Move your mouse slightly to make the menu bar visible again.
- The meeting may start with audio and video off. Check the menu bar to make sure your audio is muted, and your video feed is started.

THE ZOOM MENU BAR



- **Microphone icon:** mute/unmute your own audio (You can't mute or unmute the audio of other students. The host can mute you but cannot unmute.) If you do not have a mic, click the up arrow next to the icon and select *Switch to Phone Audio*.
- **Video icon:** start/stop your video feed. (The host cannot start your video.)
- **Participants:** list of participants in the class.
- **Chat:** send a message to one person or all participants.
- **Share Screen:** you can share your desktop (all apps you have open) or a specific app. Your instructor may ask you to share your software application in a breakout room if you have problems or questions.
- **Record:** this option is not available during the class. It is copyright infringement to use any method to record the training class you are attending, even for personal use.
- **Leave:** click to leave the meeting.

IF YOU ACCIDENTALLY LEAVE THE MEETING

- You may click the original meeting link to return to the waiting room.
- The instructor must grant access each time you enter the meeting.



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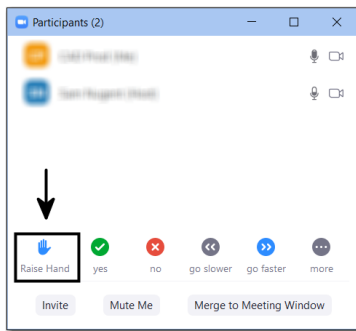
DURING CLASS LECTURES

- **Mute** your audio feed unless you are speaking. This reduces audio feedback and background sounds that may be distracting to other participants.

TIP: Press the **spacebar** to temporarily unmute your audio if, for example, you have a question for the instructor during the lecture.

- From the Zoom Menu, select **Participants**.

Tip: Use the **Raise Hand** icon at the bottom of the **Participants** window if you have a question. If your instructor doesn't see your raised hand, go ahead and press your **spacebar** and ask your question. The instructor will be asking Yes/No questions – you can use the icons next to Raise Hand to answer.



- From the Zoom Menu, select **Chat**.

Tip: You can chat with everyone or one person. You can also ask questions via the Chat window.

Important! The **Participants** and **Chat** windows will close when you change rooms (e.g. class meeting room to breakout room or vice-versa). You will need to reopen them after entering the room.

- In the upper right corner of your screen, you can select your **View Layout**. Select **Speaker View** to see only the instructor and hide the video of all class participants. Choose **Gallery View** to see the instructor plus all class participants.

FOR ADDITIONAL HELP

- See the Zoom article [How Do I Join or Test My Computer/Device Audio?](#) which also includes an instructional video.
- See the Zoom article [How Do I Test My Video?](#)
- See the Zoom article [How Do I Change the Video Layout?](#)



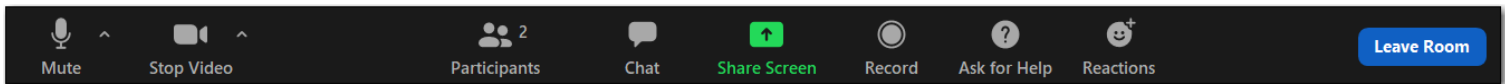
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BREAKOUT ROOMS

INSTRUCTIONS

You will use breakout rooms when you work your lab exercises.

1. The instructor (host) will send an invitation to join the breakroom when the lab starts.
2. Click the **Join** button.
Note: You have the option to click the **Later** button, but in lab you won't normally use this option.
3. The breakout room menu bar is very similar to the menu bar in the main meeting window.
 - There is an **Ask for Help** icon in the breakout room menu bar. Use this control to request help from the instructor (host) and will send the message even if he is in another room.
4. To leave the breakout room or the entire meeting, clicking the **Leave Room** control.



The **Leave Room** dialog window opens. There are three choices:

- **Leave Breakout Room:** You'll exit the breakout room and return to the main class session.
 - **Leave Meeting:** You'll exit from the entire class session. You would only choose this option if class is ending for the day after this lab.
 - **Cancel:** You'll return to the breakout room.
5. When the instructor (host) ends the breakout rooms, you'll receive notification and the opportunity to return to the main class session immediately or in 60 seconds.

SHARE

During the Breakout Room sessions, the instructor will be popping in and out to see how you are doing in the lab and to answer any questions. When you first enter the breakout:

1. Click on the **Share Screen** icon in the Zoom menu bar.
A window showing your Desktop and open apps will appear.
 - Select a specific app if you only want to share that app. Typically, you will just share your **MicroStation** or **OpenRoads** application.
 - Click the **Share** button. Only you and the instructor can see your screen in a Breakout Room.
2. During a **Share** session, your Zoom menu will appear at the **TOP** of your shared screen or application. Hover over the menu bar to unhide it.
3. To stop sharing your screen, click **Stop Share** on the menu bar.
4. If the instructor sends you a message requesting remote control of your screen while shared, click **Approve**.
Note: While in breakout rooms, chat, audio, video and shares are private between you and the instructor.

FOR ADDITIONAL HELP

See the Zoom article [Participating in Breakout Rooms](#)