

Virtual classroom - ZOOM Meetings instructions

Andrej Blejec
andrej.blejec@nib.si

ZOOM Meetings proved to be a lightweight platform for meetings and lectures. Here I provide a set of minimal instructions for students and presenters. ZOOM Meetings is available for PC, MAC, IOS and Android platforms. To attend you do not need a camera.

When you will enter the ZOOM Meetings for the first time, you will be asked to install ZOOM add-on for browser or, to install the app for mobile device. Please follow the instructions for installation – just a few steps. This is a one time installation, so you are set for forthcoming meetings.

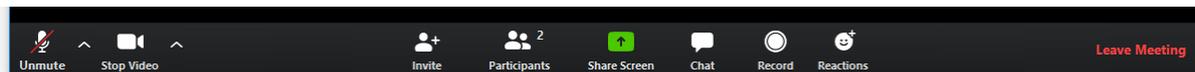
Connecting to a ZOOM meeting – virtual classroom

Click on the link distributed by the organizer. Enter your full name (not just your nickname) and join the classroom. ZOOM window will open, showing your camera picture or just a name.

For students, the link is available also on the SSP Moodle site and will be in the weekly handouts e-mail. We will use the same link for all lectures.

ZOOM window

After the successful classroom entry, you might see some controls on the screen.



If they are not visible, move your mouse pointer to the bottom or the top of the Zoom window, and the controls should appear. The controls allow you to mute your microphone, turn your camera on or off, see the list of participants, change the view of presentation, share your screen or application. Before or during the presentation students and presenters can change settings.

For students

Controls are rather obvious, the leftmost icons to turn the microphone and camera on or off and Chat to pose questions.

Microphone: It is advisable to **mute your microphone before the lecture starts.**

If you have a question, unmute the microphone and mute it back when you finish talking (Shortcut ALT-A). You can press and hold the Spacebar to temporarily unmute your microphone.

Camera: If your bandwidth is low, turn the camera off. Otherwise you can keep it on. (Shortcut ALT-V)

Background picture: you can hide the view of your room on the back. Use the dropdown menu next to the camera and ChooseVirtual background – use a static picture offered or upload your own background.



Question: Use **Chat** (Shortcut ALT-H) to send a question/message to the presenter (or organizer). At some point the presenter will answer the question. You can also **unmute the microphone** and ask. Turn the mic off when finished. Press and hold the Spacebar to temporarily unmute your microphone.

Raise hand: You can grab attention by raising your hand. Use the shortcut **Alt-Y** to raise/lower your hand. Presenter will see a brief note about you raising the hand and a small hand icon will appear next to your name in participants list (use Participants icon to turn the list on/of). The central button at the bottom of the participants list window, can be used to raise/lower your hand.

View just the speaker: On the top right of the screen, toggle between the Speaker view ( Speaker View), see just the current speaker's picture, the

presenter or the one asking questions) and Gallery View ( see all video pictures, the speaker is framed).

Resize the presentation (on the viewer's screen):

Place the tick mark next to the Side-by-side mode on the picture above. This moves the participants pictures from the top to the side, next to the sharing screen. You can move the divider between this two parts (move the mouse, two vertical bars should appear) and change the size of each part (presentation and videos).



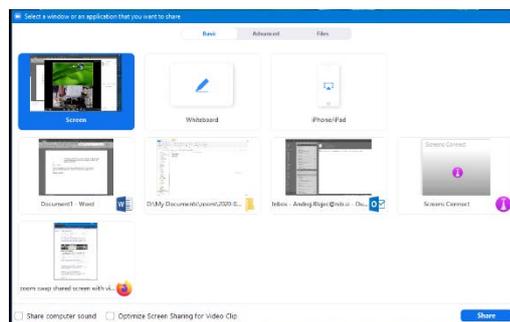
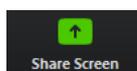
For presenters

The features described for students can be useful for presenters too: with somewhat different recommendations: it is no wonder that the presenters microphone and camera should be on.

In addition to Participants and Chat (described above), the most important icon is Share Screen.

Share Screen:

Presenter can share the Screen (your desktop), Whiteboard or any window that is currently open: click on Share screen icon:



Screen: Sharing your desktop (select Screen and press Share button) is the closest to the usual presentation:

students will see all performed operations, opening your presentation, extending it to the full screen etc – the same way as usual projection.

Whiteboard: If you want to sketch something, share the Whiteboard (not so easy and precise for writing with a mouse) or use second camera, see below.

Other windows: If your presentation is already open, you can share just the window with the presentation. Students will not see other windows that are opened – for example you can use the notes in another file, not showing them to students. If you plan to share more than one file, a good idea is to open them all before you start the presentation. When you select Share Screen, they will be offered for display and you can choose among them.

Second camera: (select *Advanced* on top) Connect second camera. Second camera can be handy for projection of the paper or board showing your hand written notes on-line. Use shortcut ALT-N to switch between the main and second camera.

Shared part of the screen is framed with a green frame.

During presentation, presenter has different control bar (appearing on the top of the screen):



Annotate: If you need to write or mark something on your slide, you can turn on Annotate in the ribbon at the top of the screen. If you do not see it, move your mouse to the top of the screen.