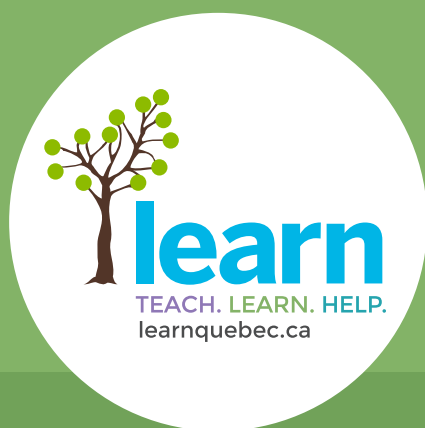




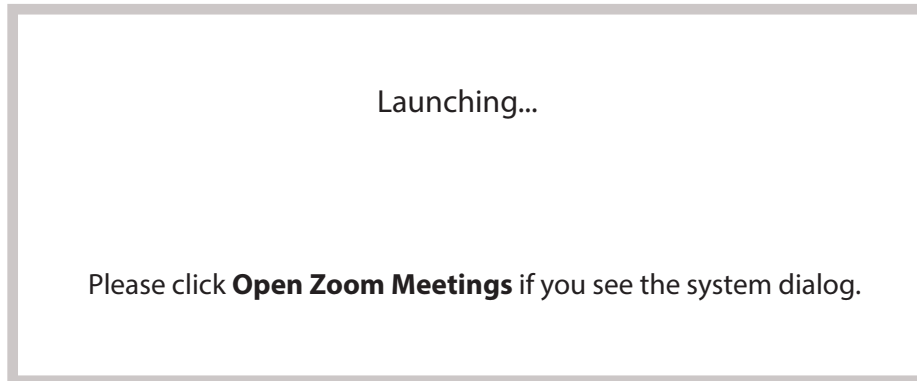
Zoom Quick Start Guide



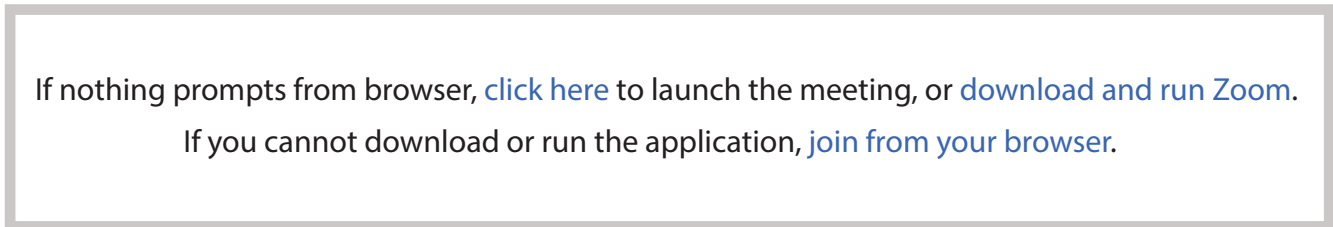
ONLINE SOLUTIONS FOR STUDENTS

Getting started with Zoom

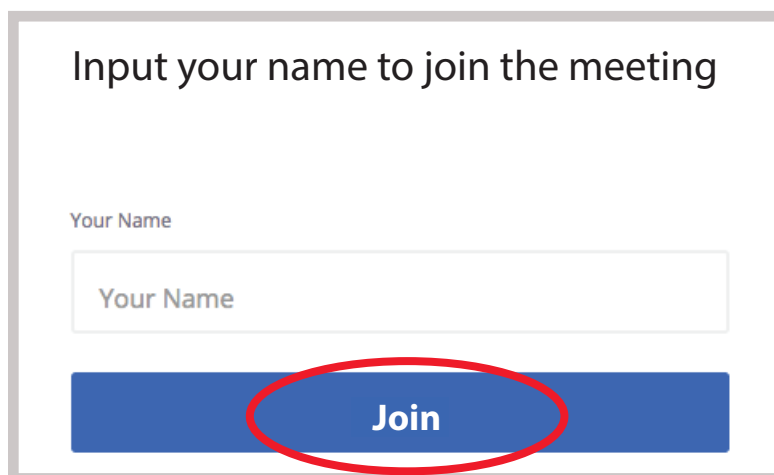
1. Click on the link provided **OR** copy and paste it into your browser's address bar to launch Zoom. Chrome, Firefox and Safari are all supported.



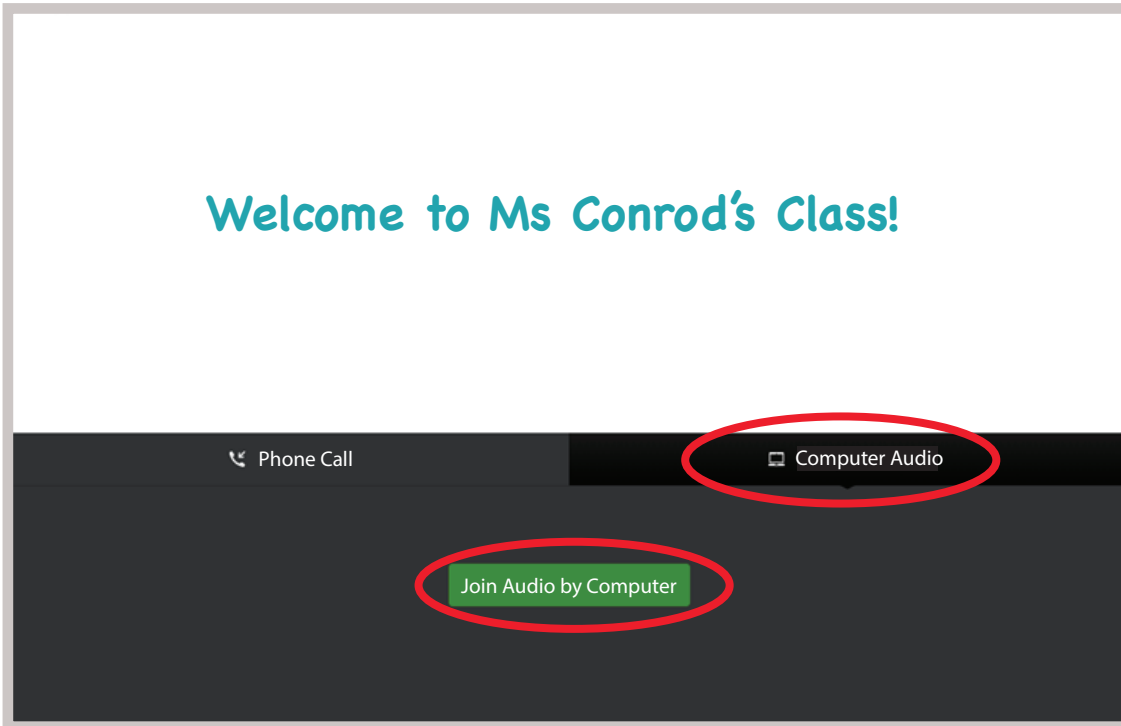
2. If Zoom does not launch automatically, follow the instructions as provided.



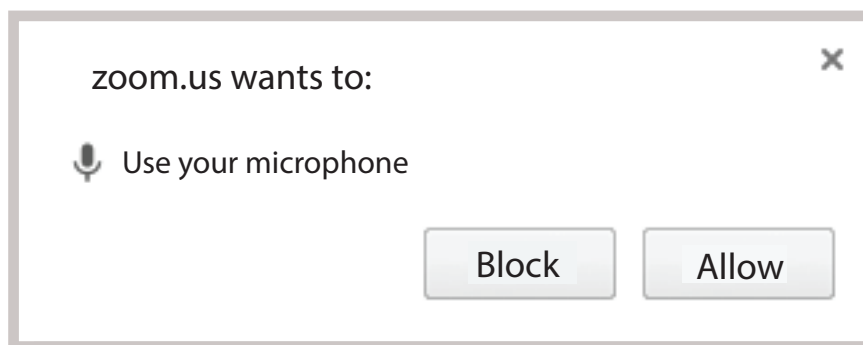
3. Now, type in your name and click on **Join**.



4. When prompted, select **Computer Audio** and then click on **Join Audio by Computer**.



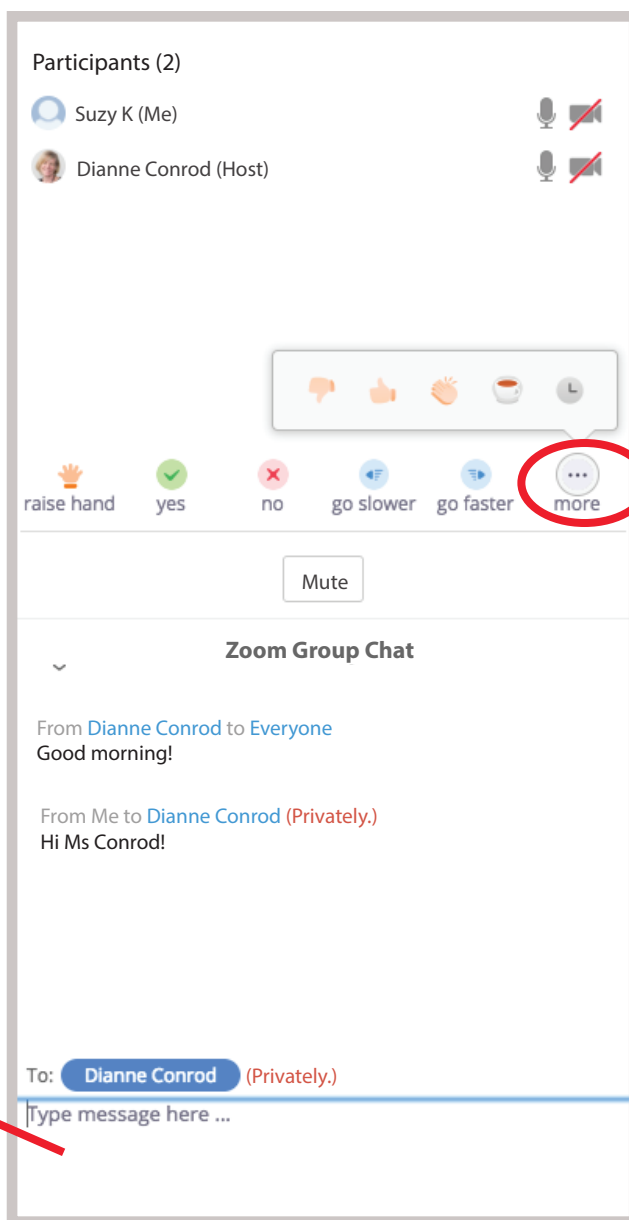
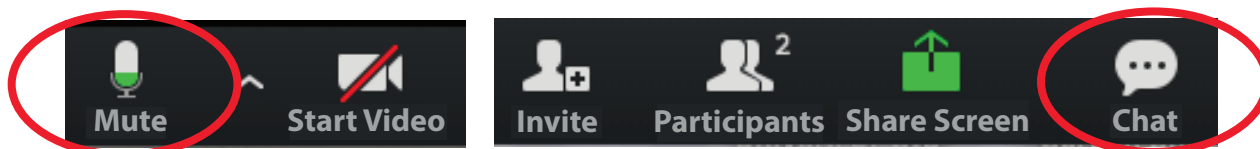
5. If you get a pop-up for Zoom to use your microphone, click **Allow**.



You are NOW all set to participate in your Zoom session!

How to participate in Zoom

In Zoom, you can control your audio by clicking on the **Microphone** icon to mute or unmute yourself. As well, you can chat with your teacher by clicking on the **Chat** icon and popping out a chat window (see below).

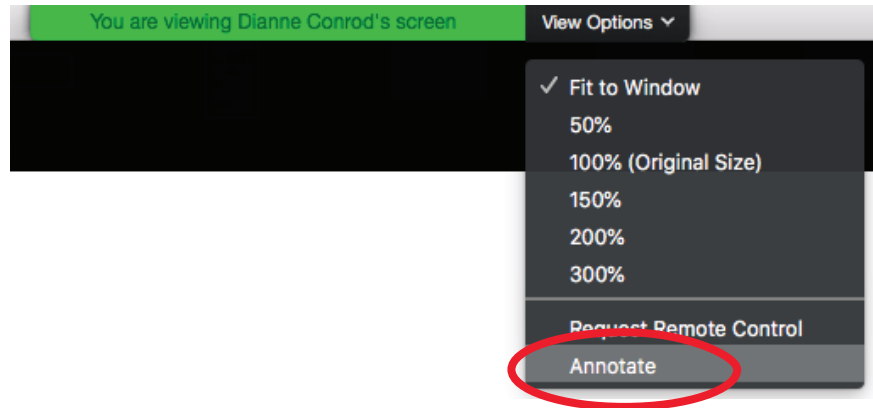


Use these emojis to let your teacher know how you are doing!

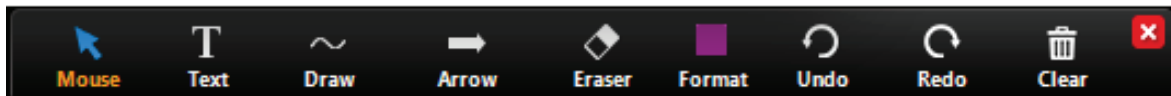
Type your message here.

How to write on the Zoom Whiteboard

When your teacher screenshares or brings up a whiteboard, you will see a green bar appear at the top of the screen. Click on **View Options** to the right of the green bar. Then, select **Annotate** from the drop-down menu.



An annotation tool bar will now appear with a number of tools you can use to write, draw, highlight, format or erase information on the screen.



To leave a Zoom session simply click on **Leave Meeting** at the bottom right-hand corner of your screen.



Your responsibilities as an online student

The effectiveness of online classes and meetings depends on your positive participation. Here are some helpful tips:

- Arrive online on time, properly equipped with required books and papers.
- Concentrate – do not allow disruptions by others and do not disturb other students.
- Keep up with homework and assignments.
- If you encounter difficulties with course content, inform your teacher so that you can get extra support.
- If you must miss a scheduled class, inform your teacher in advance, whenever possible.
- Participate in every class but do not take up all of the “air time”.

Use of the Internet:

- Respect confidentiality – never use other people’s codes, files or passwords without permission.
- Do not use social media for personal use during class time as this breaks your concentration on the lesson being taught.
- A private chat feature in Zoom permits you to communicate directly with your teacher. Use this tool when you feel that there is a need for private teacher support.
- Downloading and having multiple tabs and windows open may cause audio transmission speed to slow down.
- While there may be times to turn on webcams during class, it is not recommended that they be left on constantly as bandwidth may be impacted negatively.
- Online class spaces are for educational purposes. Students misusing the platforms may be removed.