

Guide to using Zoom

Zoom is the video conferencing program that will be used for your orientation session and weekly 2-hour classes.

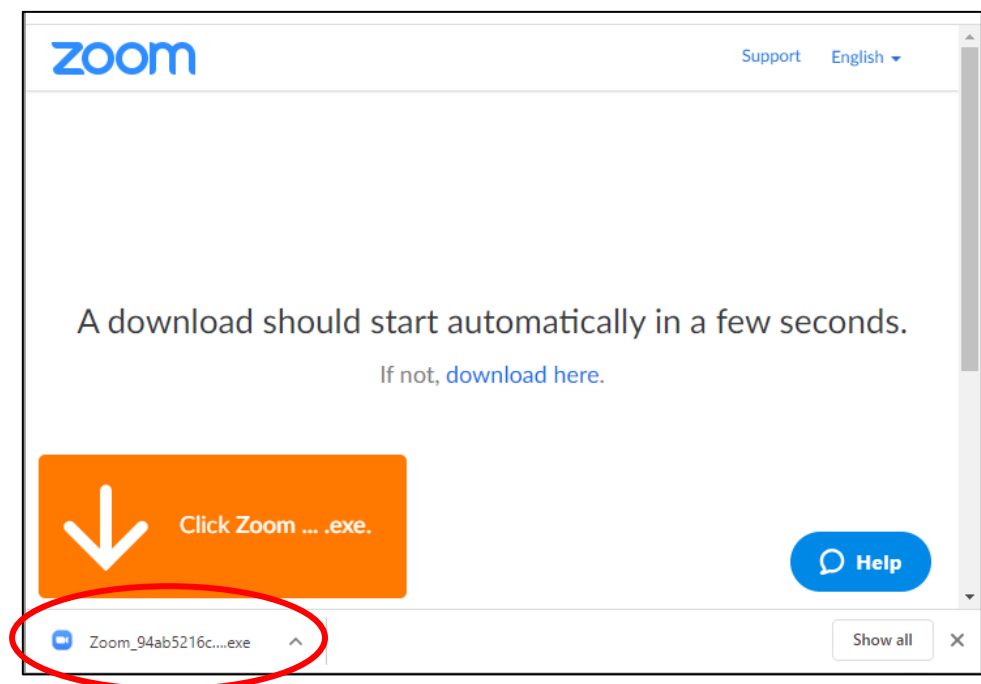
For best quality, we recommend joining Zoom lessons with your computer or tablet, although it is also possible to join from your smartphone. To prevent audio feedback, please use earphones or headphones with a microphone instead of the built-in speaker on your computer where possible.

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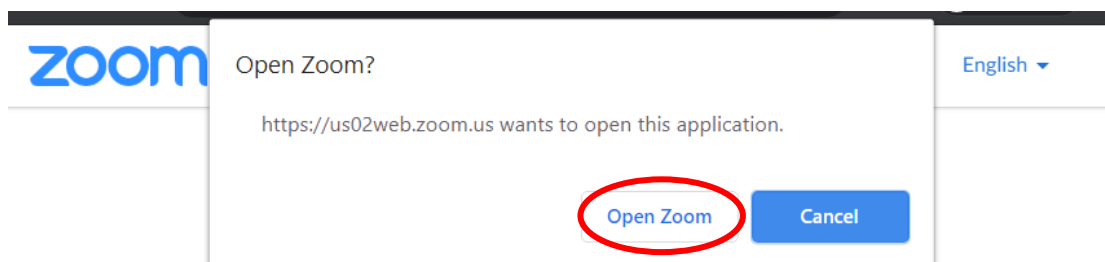
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1. How to join the Zoom class on your computer

- 1) Click on the Zoom link that was emailed to you the day before your class
We recommend joining a few minutes before class starts in case you encounter any technical difficulties.
- 2) [Download Zoom](#)
If this is your first time using Zoom, you would need to download the client. This download should start automatically (if it doesn't, click 'download here'). Once downloaded, click on the 'Zoom... .exe' file to open Zoom.



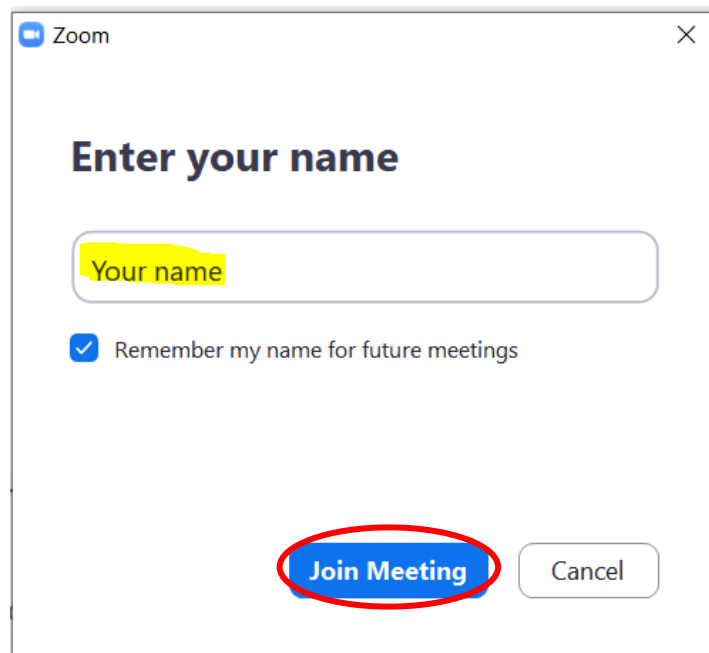
Note: If you already have Zoom installed, you will not need to redownload and will instead be prompted to open the application. Click 'Open Zoom'.



Launching...

3) Enter your name

You will be prompted to enter your name. So that your teacher can identify you, please use the same name that you registered for J-Course with.



4) Wait for your teacher to approve your join request

Please wait, the meeting host will let you in soon.

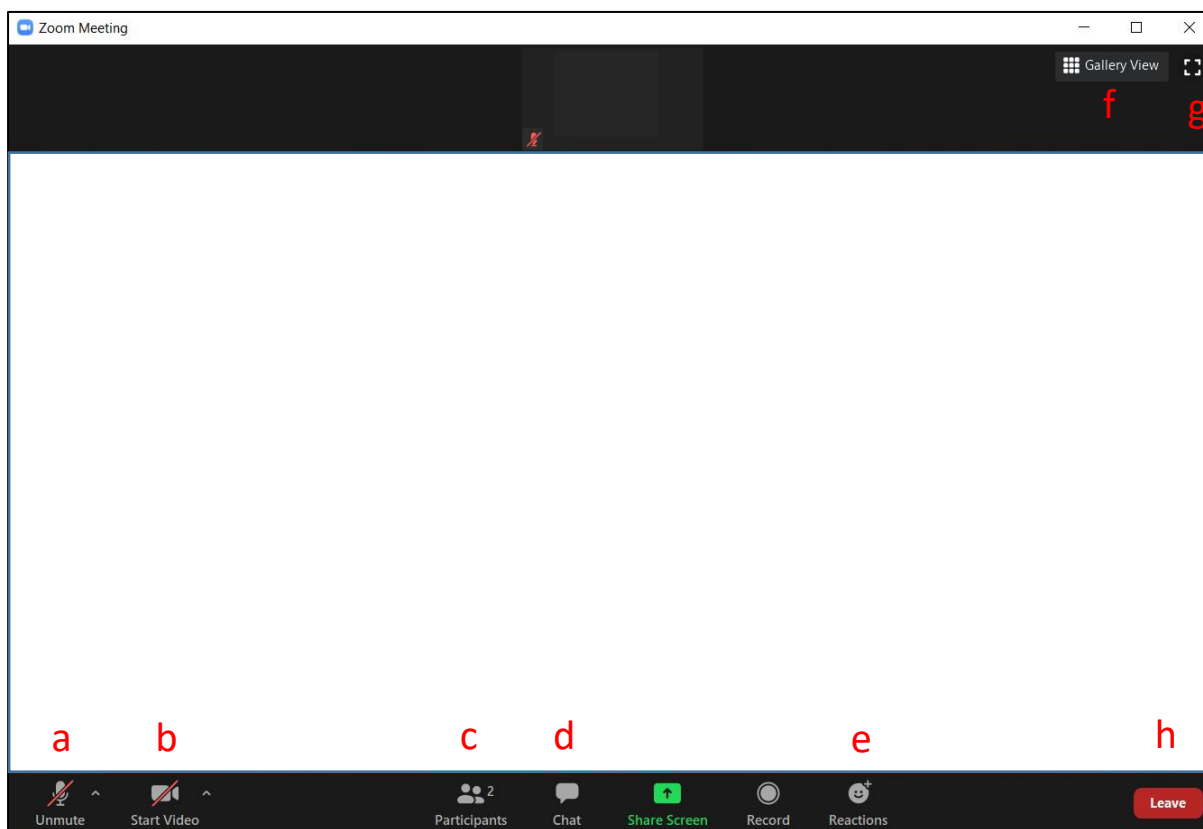
5) Once approved, click 'Join with Computer Audio' to join the class



Note: It is also possible to join Zoom lessons from your mobile. For more information on how to join a class from other devices, please visit the following link: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

2. Meeting controls

1) Basic controls



- a) mute/unmute your microphone (you are muted by default when you join the meeting, press unmute to talk)
- b) turn your camera on/off
- c) see the list of participants
- d) send messages in chat
- e) use reactions (thumbs up or clap)
- f) toggle between speaker view (screen focused on whoever is speaking) or gallery view (see everyone in the room)
- g) toggle full screen on/off
- h) exit the meeting and close Zoom

2) Raising your hand

- If your teacher is talking and want to ask a question, click 'Participants' (c) to open the participant list. Click on the 'Raise Hand' button on the bottom right.

Unmute Me

Raise Hand

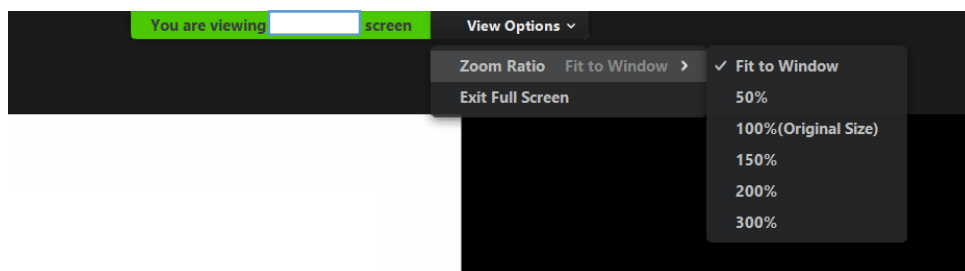
A hand icon will appear next to your name on the participant list. Click on the button again to lower your hand.

J (Me)



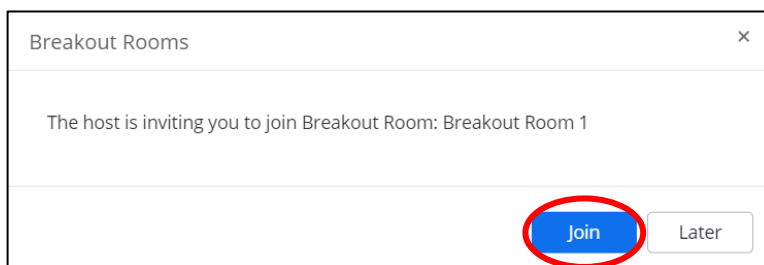
3) Adjusting screen sharing view

- When your teacher is sharing their screen, this bar will appear on the top of your screen. Click on 'View Options' to exit full screen or adjust the zoom ratio.

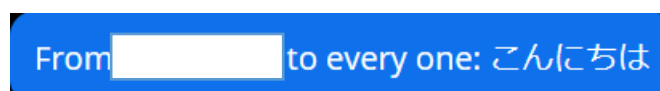


4) Breakout rooms

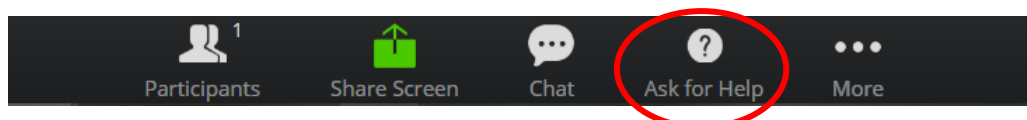
- At times, your teacher will make 'Breakout Rooms' to split the class into smaller groups for conversation practice. Click 'Join' when prompted to split into Breakout Rooms.



- While you are in a Breakout Room, your teacher may broadcast messages to everyone in the class. The message will appear at the top of your screen.



- Inside Breakout Rooms, the 'Ask for Help' button will appear at the bottom of your screen. Click this if you want to ask your teacher to come to your Breakout Room.



- At the end of a Breakout session, a countdown will appear and you will be returned to the main room automatically