# Zoom guide

Every online class at Studieskolen takes place in a video conference programme called Zoom.

In Zoom you can:

- see the teacher and your classmates
- talk to everyone in the main session
- talk to your classmate(s) in Breakout Rooms
- share your screen
- share your audio
- use and share a whiteboard
- chat with the teacher or your classmates

## 'Rooms' in Zoom

Zoom basically has three 'rooms':

1. **Waiting Room**
   In the waiting room you actually haven't quite entered Zoom, but are still waiting for your teacher (the host) to admit you to the Zoom meeting.
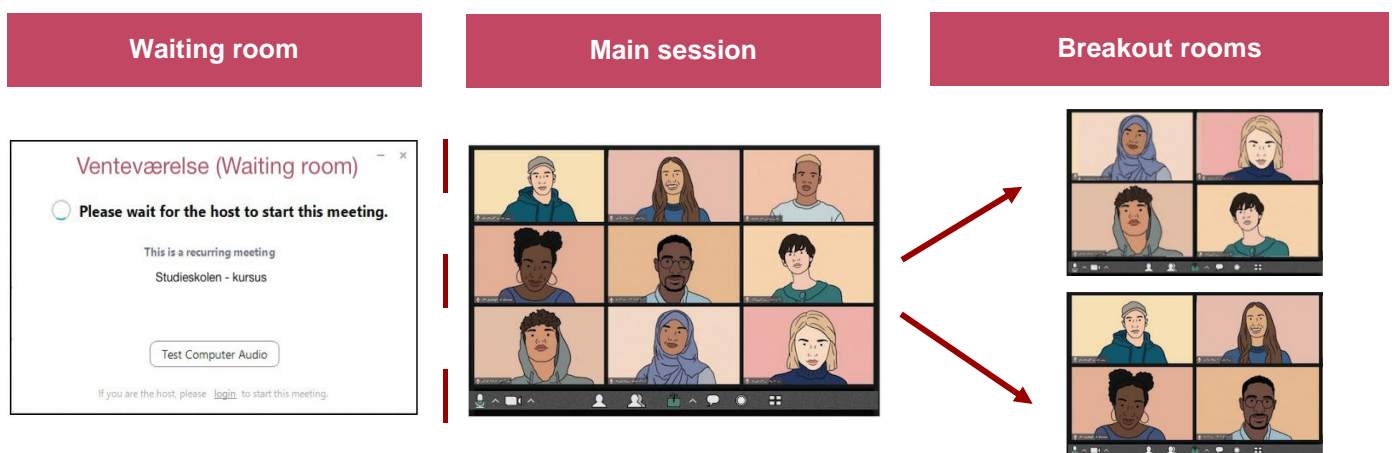
2. **Main session**
   In Main session everyone meets and can see and talk to each other.

3. **Breakout Rooms**
   Breakout rooms are individual rooms where you can work with one or more fellow students.
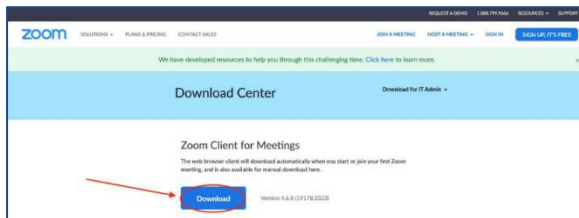   The teacher can communicate with you and enter each breakout room at any time.

| Waiting room | Main session | Breakout rooms |
|:---:|:---:|:---:|

# Get started

In order to participate in your online class with Zoom, you must install the Zoom client on your device.

### How to download Zoom to your computer

Go to: https://zoom.us/download

- Download Zoom (Select: Zoom client for meetings).



- Setup your microphone and camera in Zoom.

### You can watch videos about Zoom on YouTube:

- Watch how to join a Zoom meeting – Click here
- Watch how to share your screen in Zoom – Click here





# Before class

The link to Zoom is always on Moodle.

When you have an online class, always go to Moodle to find the link to your Zoom lesson.

### Join the class ('Zoom Meeting')

Click the Zoom link on Moodle (then Zoom will automatically open).

You might be asked to enter a password or meeting ID.
You don't have to login to your Zoom account, but can do so if convenient.



LINK TIL ZOOM

Meeting ID: xxx-yyy-zzz-12

Password = XXyyzz123
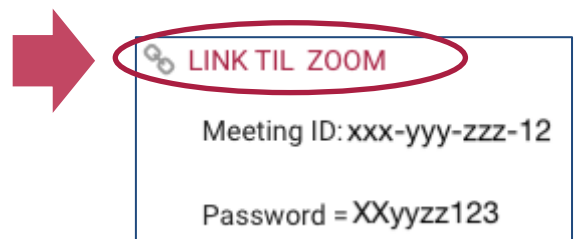
## Waiting room

When you click the Zoom link, you will be asked to wait for your teacher (the host) to start the meeting.

When your teacher starts the meeting and admits you in, you automatically get transferred to the main session.
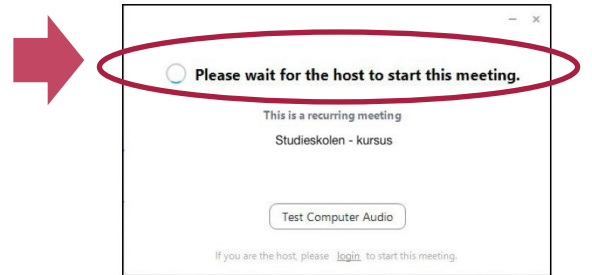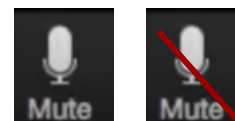
## Mute your audio

Find the microphone icon at the bottom of the Zoom window.
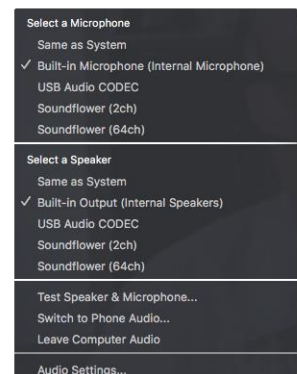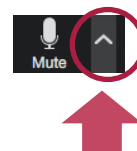
Click Mute to mute.

Click again to unmute.

## Choose, set and adjust your sound settings

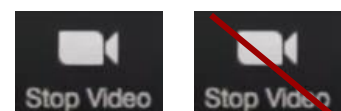Click the arrow next to the microphone

- Choose what microphone to use on your computer
- Choose what speaker to use on your computer
- Adjust according to your needs
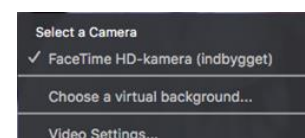
## Turn off your camera (video)

Find the video icon at the bottom of the Zoom window.

- Click 'Stop Video' in order to stop your video.
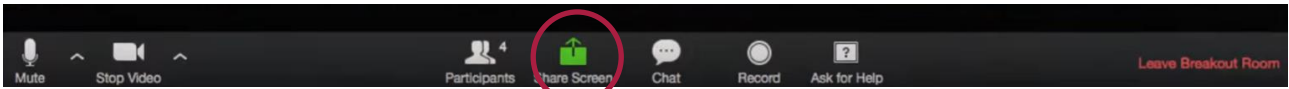- Click again to turn on your video.

## Choose, set and adjust your video

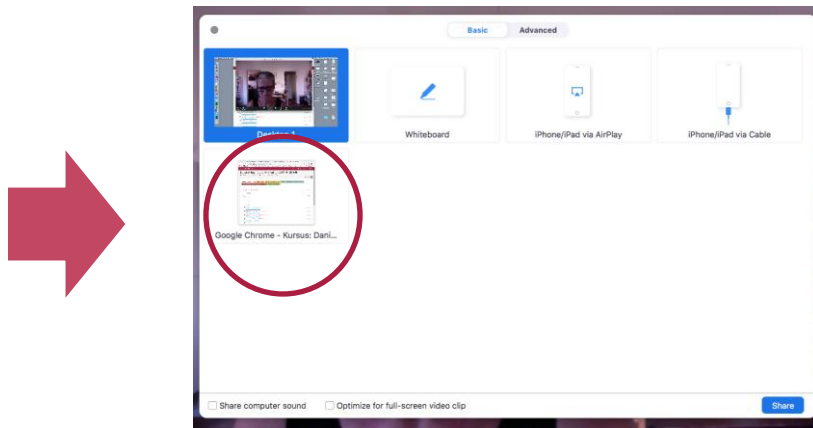- Click the arrow next to the video and adjust according to your needs.

## Share your screen (in the breakout rooms)



- Find the green Share Screen button at the bottom of the Zoom window.
- Choose what to share (desktop, browser or Whiteboard).
- Click the blue button: Share.

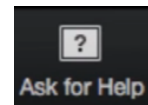Note, if you want to share Moodle, always choose your browser.



## Share your computer sound in the Breakout Room

- Click the green 'Share Screen' button
- Tick: 'Share computer sound'
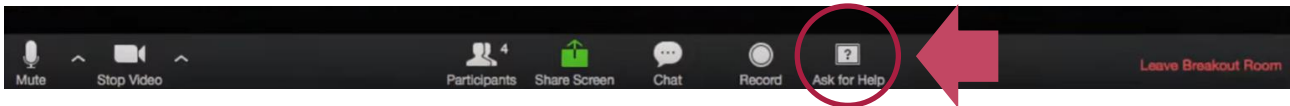- Finish by clicking the blue button: Share
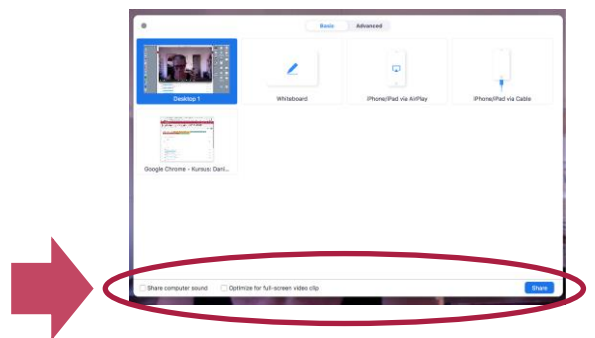
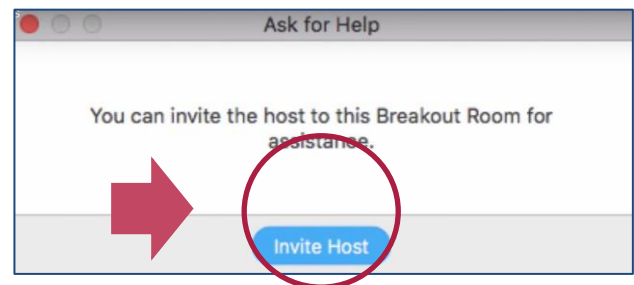**Breakout room functions (When you are in a breakout room)**

**Ask your teacher (the host) for help**

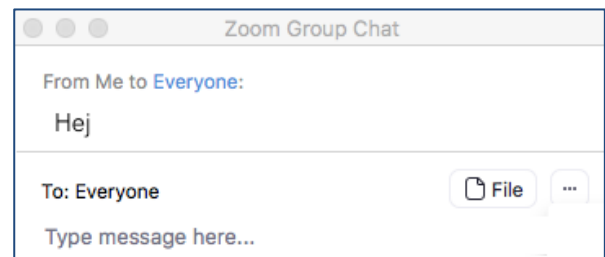- Find and click the 'Ask for Help' button at the bottom of the Zoom window.





- Click 'Invite Host'.
  Your teacher will join you shortly.



**Chat in the Breakout Room**

- Click the 'Chat' button
- Type your message to the others in the Breakout Room
- Click 'Enter' to send

Note, you can send a chat to everyone or send a private chat to for instance your teacher.



# Zoom, safety, privacy and netiquette

In order to make our online courses with Zoom at Studieskolen as safe as possible, there are a few things we would like to draw your attention to.

As a student at Studieskolen, please follow these guidelines:

- make sure that your Zoom-programme on your computer is always updated to the latest version.
- make sure that your Zoom app on your smartphone/iPad/tablet is always updated to the latest version.
- never share unsafe material (files or links) in the chat.
- abstain from entering unsafe web pages when sharing your screen.
- abstain from taking (private) screen dumps during sessions.
- abstain from doing (private) screencasts during or of the sessions.
- bear in mind that you too are responsible for ensuring the safety and privacy of others and yourself during session.

For further information about Studieskolen and Zoom, please visit: https://www.studieskolen.dk/en/zoom.