

## Using Zoom in Class: Quick Start Guide for Students and Families:

Becoming comfortable in the Zoom meeting enables students to enjoy and engage in class. Participation during class is a key part of cultivating relationships and learning.

Please give some thought to intentionally setting up your personal space to provide a quiet, non-distracting environment to be in while attending class.

Below are some quick and simple steps to help you use Zoom effectively during class.

You can use Zoom from a web browser but downloading the desktop client is recommended. You may use another person's Zoom account to join class but be sure the display name is your first name and initial of your last name so your teacher can recognize you in the Zoom waiting room. Your teacher will give you some training on how best to use Zoom in class.

### Here is a quick start guide:

How to:

1. Exit full screen
2. Setup Audio
3. Setup Video
4. Open Participant Pod- how merge to Meeting window and how to raise hand
5. Open Chat pod – how to merge and private chat teacher
6. Hide Non-Video participants
7. Switch to Gallery View when webcams on
8. Switch to Side-by-Side Mode when screenshare is on with webcams
9. Share screen if asked by teacher.
10. Private chat with teacher

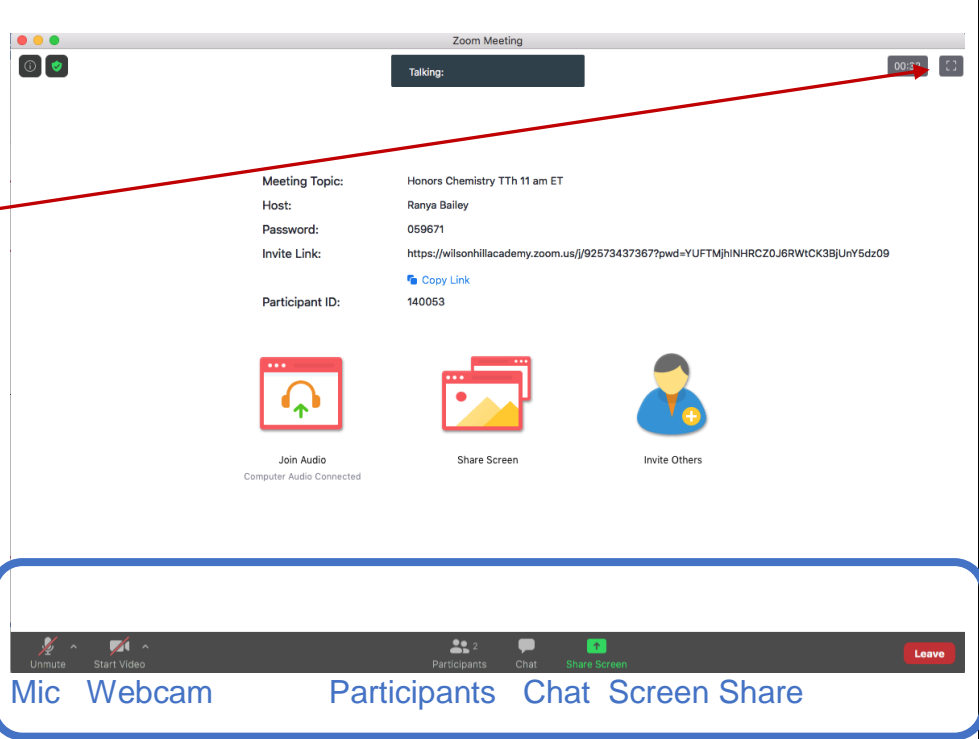
Below is the visual “how-to” for each of the steps:

Your Zoom meeting window (class) looks like this.

The main tool bar is at the bottom.

**1. Exit full screen using this button.**

We will work through these buttons on the toolbar:



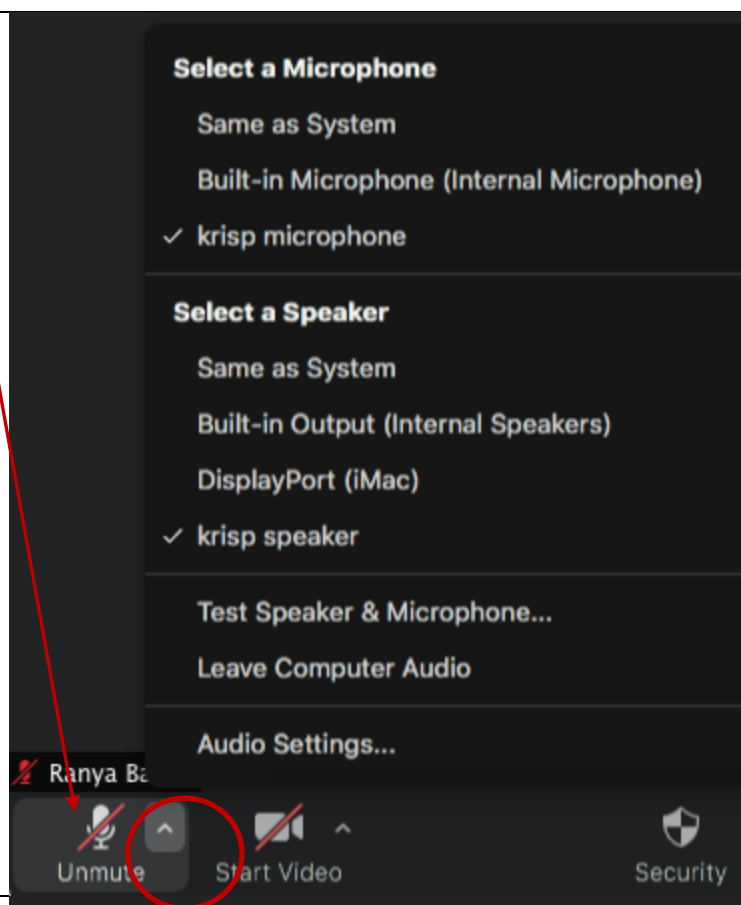
The screenshot shows a Zoom meeting window titled "Zoom Meeting". The main area displays meeting details: Meeting Topic: Honors Chemistry TTh 11 am ET, Host: Ranya Bailey, Password: 059871, Invite Link: <https://wilsonhillacademy.zoom.us/j/92573437367?pwd=YUFTMjhINHRCZDJ6RWtCK3BJUnY5dz09>, and Participant ID: 140053. Below the details are three buttons: "Join Audio" (with a headset icon and "Computer Audio Connected" text), "Share Screen" (with a screen icon), and "Invite Others" (with a person icon). At the bottom, a toolbar contains icons for "Unmute", "Start Video", "Participants", "Chat", "Share Screen", and "Leave". A red arrow points from the "Exit Full Screen" button in the toolbar to the top-right corner of the window. A blue box highlights the bottom toolbar with labels for "Mic", "Webcam", "Participants", "Chat", "Screen Share", and "Leave".

## 2. Setup Audio:

Mute/Unmute mic button

Click the **arrow beside the mic** to open a pop-up menu to select the right mic and speakers or test your audio during a meeting.

Select Audio settings from the pop-up menu to navigate the Zoom App Settings Window if you want to see more options.

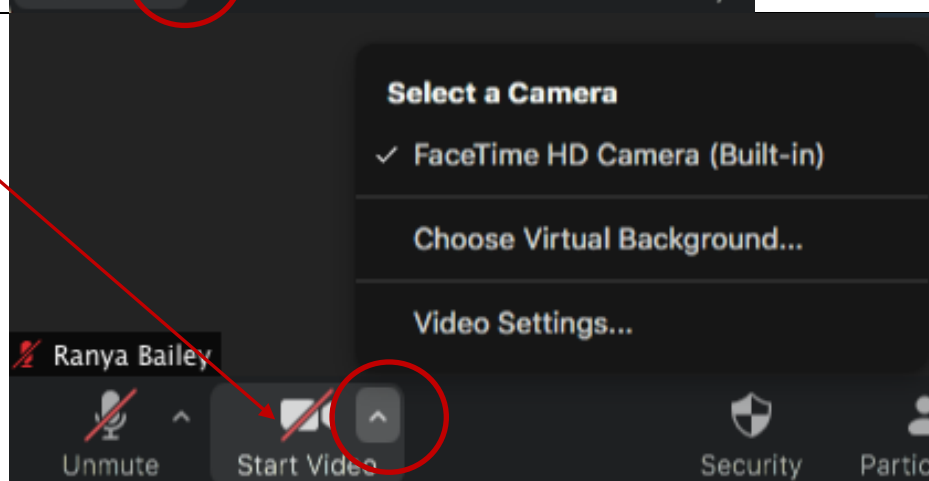


## 3. Setup Video:

Start/Stop Video button

Click the **arrow beside the video** to open a pop-up menu to access more settings.

**Using your webcam during class is strongly encouraged! Please consider being in a setting where your lighting is good and the background is not overly distracting.**

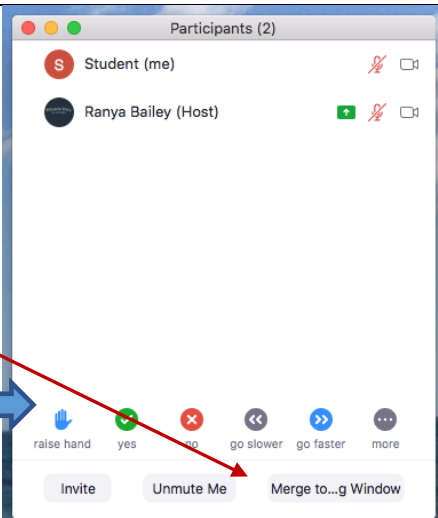


## Using Zoom in Class: Quick Start Guide for Students and Families:

### 4. Open participant pod and attach to Meeting window:

If it opens as a free-floating pod attach it to the meeting window, by selecting Merge to Meeting Window.

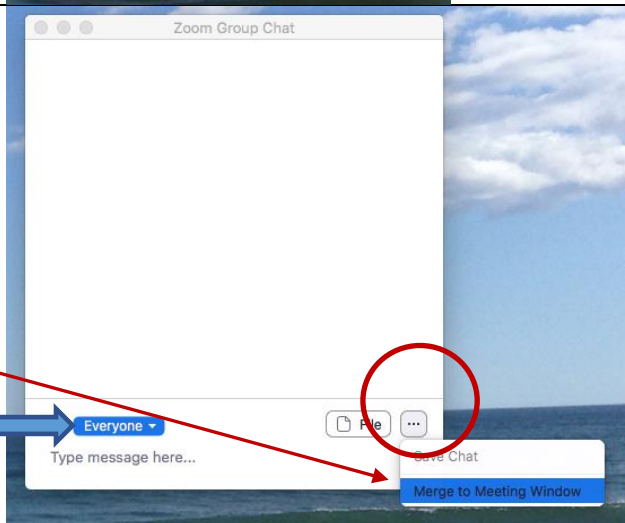
Notice the button to raise your hand.



### 5. Open chat pod and attach to Meeting window:

If it opens as a free-floating pod, attach it to the meeting window by clicking on the 3 dots in the lower right hand corner and selecting Merge to Meeting Window.

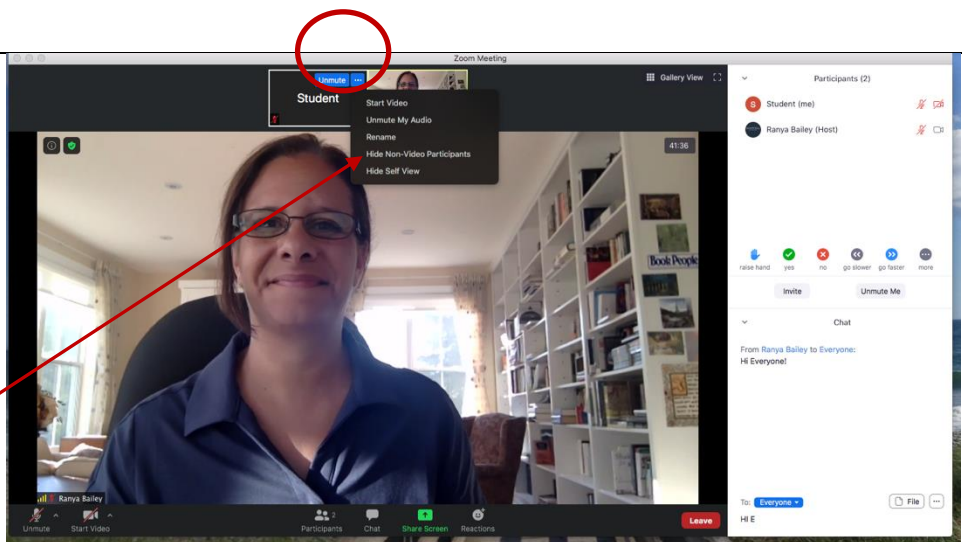
Notice the button to change your chat. You can click here to private chat your teacher.



Now your meeting window looks something like this:

### 6. Hide thumbnails of students who don't have webcams on.

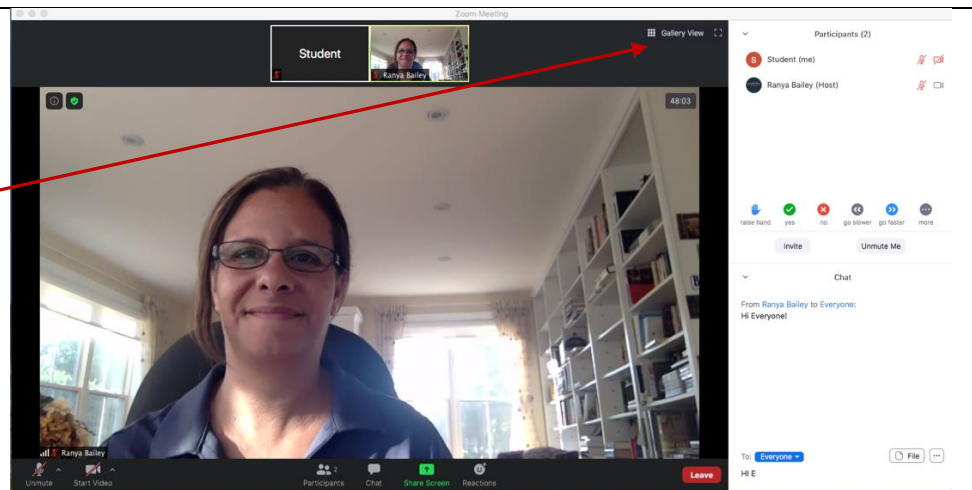
To do this, hover your mouse over a black thumbnail, click on the 3 dots and select Hide Non-Video Participants.



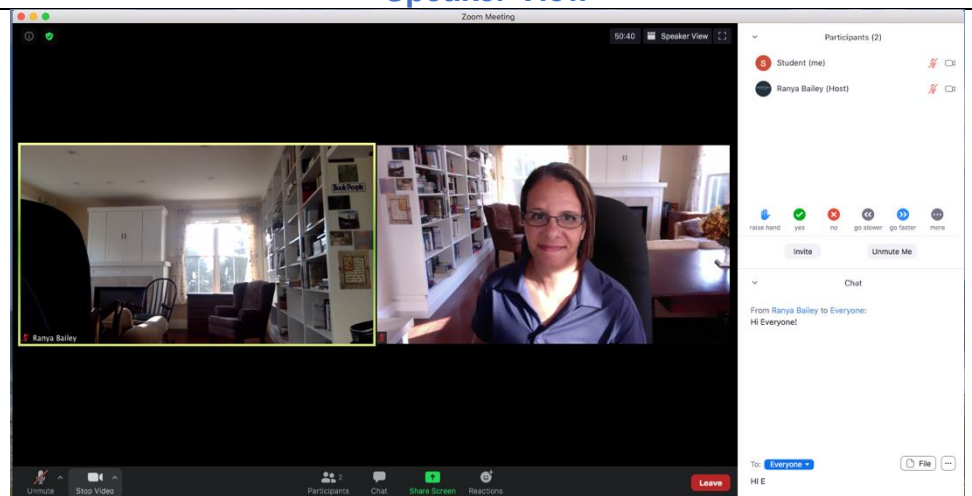
## Using Zoom in Class: Quick Start Guide for Students and Families:

### 7. Choose Gallery view to see more webcam thumbnails.

Here is the button to switch from Speaker view to Gallery view.



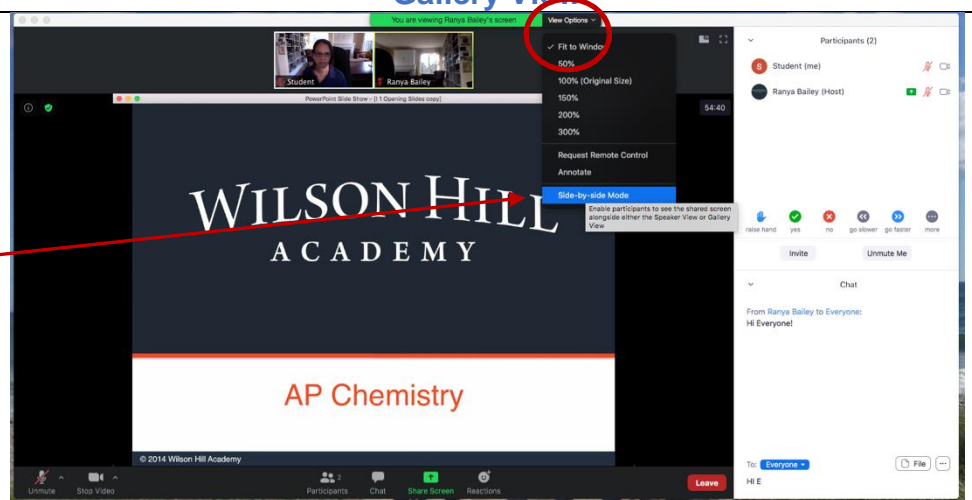
Speaker View



Gallery View

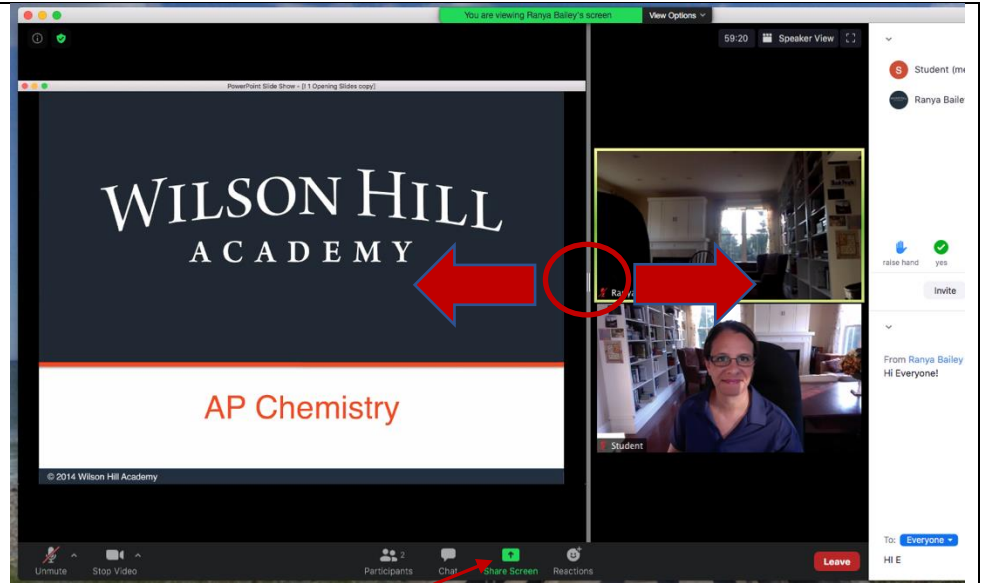
### 8. Select Side-by-Side Mode when screenshare is on with webcams.

Click on View Options and select Side-by-Side Mode.



## Using Zoom in Class: Quick Start Guide for Students and Families:

This will change your view and allow you to drag a vertical bar to adjust the sizes of the webcams and screenshare. Click and hold the grab lines and slide left or right to re-size the portions of the window. This changes YOUR VIEW only and does not affect anyone else in the meeting.



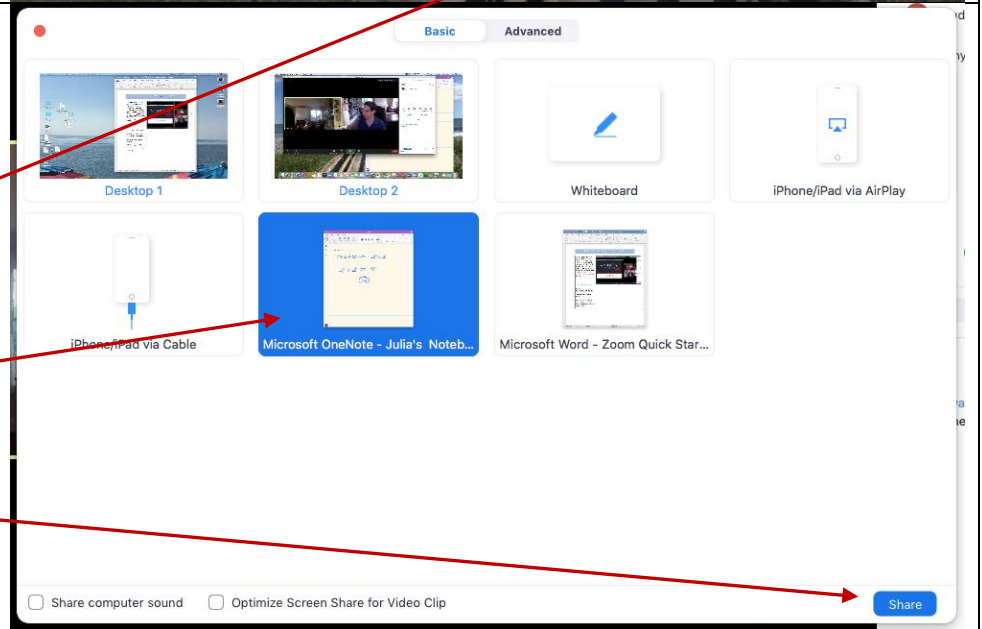
### 9. Share your Screen

If directed by your teacher you may share your screen:

Click on the Share Screen button from the Toolbar.

Select the app you wish to share. (It must be open on your computer before you hit Share Screen.)  
Click on Share.

It is best not to share your whole desktop for privacy.



### 10. Private Chat

In the Zoom Chat pod you have the option to chat everyone in the room or the host (teacher) only.

Notice the chat pod tells you who will receive your chat.

If you wish to private chat your teacher, click on the arrow and select the host.

Now you can see that any chat you enter will go to the teacher only until you change it back to Everyone.

