

zoom BASIC FEATURES AND ETIQUETTE FOR STUDENTS

NAME

Your name is displayed in your video box when you join a meeting. You may wish to be known just by your first name if you are not comfortable sharing your personal details with the class. When you join a Zoom meeting, Zoom will prompt you to enter your name.

ACCESSING ZOOM CONTROLS

On PC/Mac/Laptop - move your mouse or cursor on the screen and you'll see a toolbar, and hover over your own video box to see menu options.

On smartphone/tablet - tap the screen to reveal the toolbar, tap your video box to see the menu options.

MUTE/UNMUTE - the microphone icon on the toolbar, or as an option in your video box

You will join the class with Computer Audio when prompted, but because it's not possible for everyone to sing/play at the same time, the tutor can mute all participants when appropriate. If there is a class discussion, you may have control of this yourself. **It's good practice to mute yourself** when you're not speaking/playing/singing to everyone else so that the class isn't disturbed by your doorbell or barking dog, but remember to unmute when it's your turn!

STOP/START VIDEO - the camera icon on the toolbar

You can use this if you want to leave the class for a minute.

CHAT - the speech bubble on the toolbar - click or tap to bring up the chat window

There are two types of chat - messages which everyone can see and private messages sent between two people. Tutors have been asked to disable private messages at first for the safety of participants as tutors can't see them to make sure they are appropriate. Your tutor may ask you to use the Chat feature to ask questions, or allow private messages if appropriate.

SPEAKER VIEW/GALLERY VIEW

You can choose to see the speaker in the main part of your screen (speaker view) or see everyone in small video boxes (gallery view). These are in different places on different devices:

PC/Mac/Laptop - top right of the screen; Tablet - tap for the menu buttons; Smartphones - swipe left on the main speaker's box to change view. Note that different devices will show a maximum number of video boxes (Smartphones: 4, Tablets: 9, PC/Mac/Laptop: 25).

ZOOM ETIQUETTE!

- ✓ Arrive on time! Make sure you have everything you need for class before joining the meeting. Find a space where you won't be disturbed, where the lighting is good so that you can be seen.
- ✓ Mute yourself if you're not speaking (the tutor may do this for you).
- ✓ Follow your tutor's instructions for giving feedback - this might be via Chat, or by simply raising your hand.
- ✓ Be patient! It can take time for your tutor and class members to get used to Zoom, and we are all learning! Please speak to your tutor or contact the Office if you have any concerns.