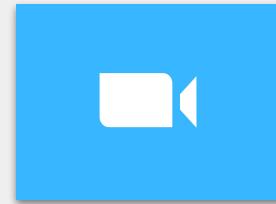


How to Zoom

A Student's Guide



What is Zoom?



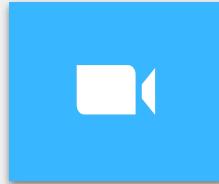
Zoom is a video online service that your teacher will use to have your English class on the computer.

When you are in a Zoom Meeting you can see your teacher and your other classmates.

Zoom is a great way to continue your education. So let's get Zooming!



Join a Zoom Meeting



Your teacher will send you a link to join your Zoom meeting from one of the following:

Google Classroom



Remind



Email



Text



Click on the Zoom link to join the meeting.

Zoom Link

Instructions Student work

Due Aug 31
Zoom Invitation - Terri Osborne - ESL Beginning Low
100 points

Terri Osborne is inviting you to a scheduled Zoom meeting.

Topic: Terri Osborne's Personal Meeting Room
Join Zoom Meeting
[https://us02web.zoom.us/j/9390273936?
pwd=NzdyWXhCekM3ZUhycDM2U3ZxZ2pOQT09](https://us02web.zoom.us/j/9390273936?pwd=NzdyWXhCekM3ZUhycDM2U3ZxZ2pOQT09)

Meeting ID: 939 027 3936
Passcode: Terri

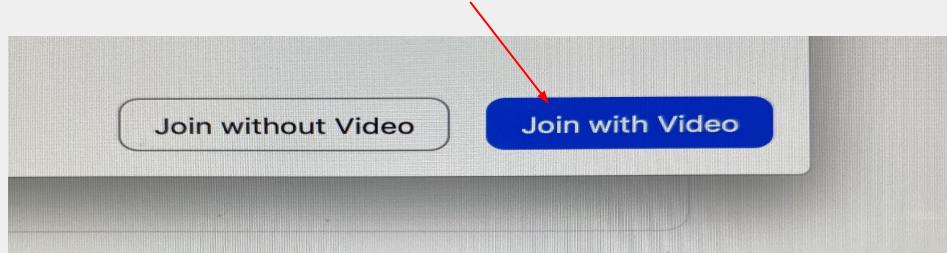
Class comments

Terri Osborne Aug 17
Click on the web link above (blue letters)
to join the Zoom class on Monday, August 31st. at 8:30 am

Add class comment

Join with Video

After you click on the Zoom link to join the Zoom Meeting, you will see the message “Join without Video” or “Join with Video”. Please click on Join with Video so the teacher and your classmates can see you.



Devices and Computers You Can Use to Zoom

1. Desktop computer

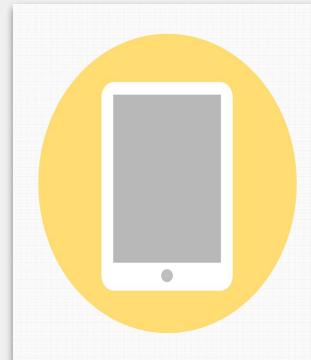


2. Laptop computer

3. iPad



4. Tablet



5. Smartphone

*A desktop or laptop computer is recommended.



Join a Zoom Meeting on a Desktop or Laptop Computer

It is recommended that you join your Zoom meeting on a desktop or laptop computer, because the screen is large enough for you to see the lessons without having to strain your eyes.

The **first time** you click on your **Zoom link** you will get a pop up and Zoom will download the software on your computer.
You don't need to do anything, the program will download automatically. There is no account required. You only need to download the Zoom software once.

Zooming on a Cellphone

If you are joining a Zoom meeting from an Apple or Android **cell phone**, you will need to download the Zoom app from the App Store.



Apple

Android



Zooming on an IPad or Tablet

If you are joining a Zoom meeting from an IPad or Tablet go to the App Store or Google Play to download the Zoom app.



How to Download The Zoom App.

1. Click on the App. Store icon from your device.
2. Type Zoom.us in the Search Bar.
3. Click on GET to download and then install the app to your device

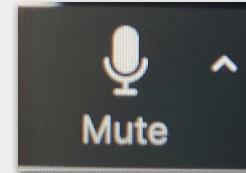


Interactive Toolbar

At the bottom of your screen you will see a Toolbar with seven icons.

1. Microphone
2. Stop Video
3. Participants
4. Chat
5. Share Screen
6. Record
7. Reactions





1. Microphone

The microphone icon allows you to mute (turn off) the sound.

Or, unmute (turn on) the sound.

Click on the microphone icon to mute or unmute your sound.

*If there is a lot of noise in your house when you are in a Zoom meeting, *please mute* your microphone so the other students and teacher are not disturbed.

Click on the up arrow  to select the speaker you want to use.

You can choose your own headset, or use the built in speaker in the computer.

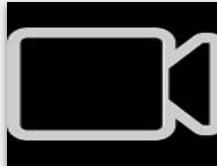


Sound is turned on



Sound is turned off

2. Stop Video

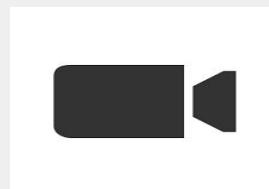


Click on the **Stop Video** icon to turn your video **on** or **off**.

*Please turn your video **on** when you are in your Zoom meeting so the teacher and other students can see you.



Video off



Video on

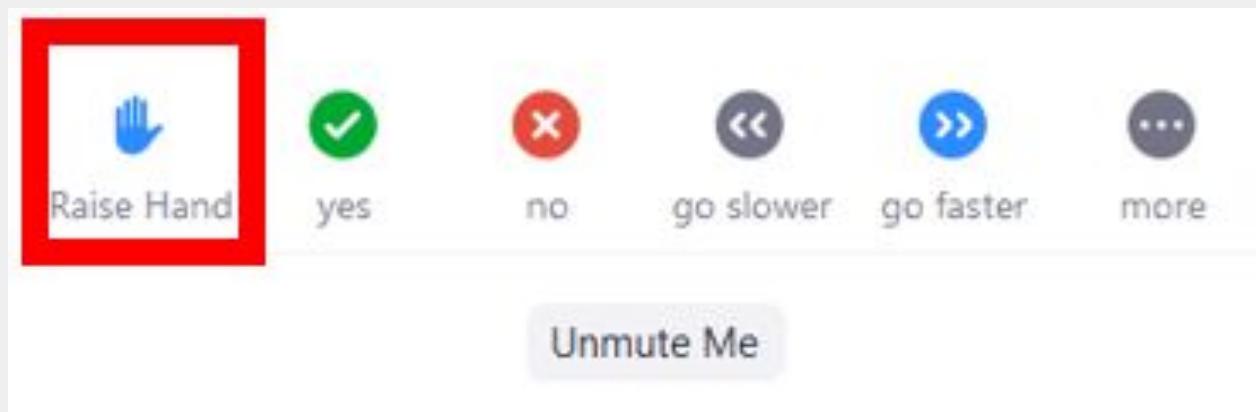
3. Participants



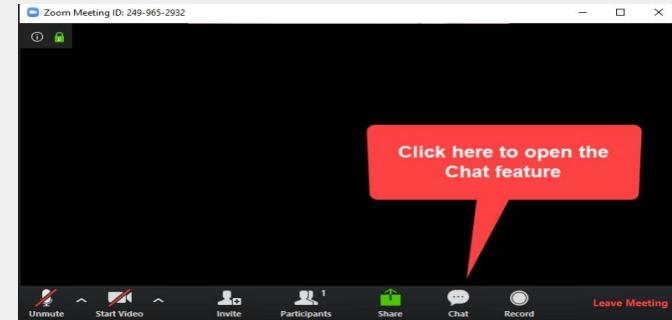
Participants = The classmates in the Zoom meeting with you.

Click the up arrow ↑ to see a list with your name at the top followed by the **Host** (your teacher) then a list of the students that are in your class on the day you are in your Zoom meeting.

***If you have a question:** Click on the Participants icon then click on Raise Hand  this will show a picture of a hand next to your picture and the teacher will know you have a question.

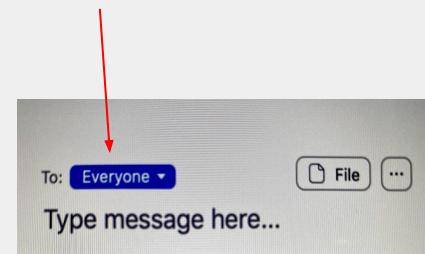


4. Chat

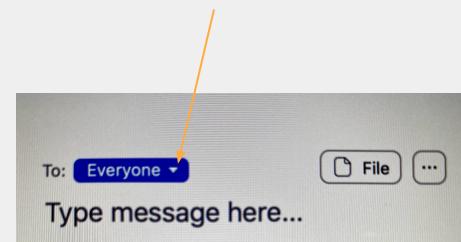


When you are in a Zoom meeting you can click on the In-meeting Chat icon to type questions to your teacher, or send a message to other students.

Everyone: If you want to type your message to all the students and the teacher in the meeting, make sure you see “Everyone” in the blue box, type your message, then click on enter to send your message.

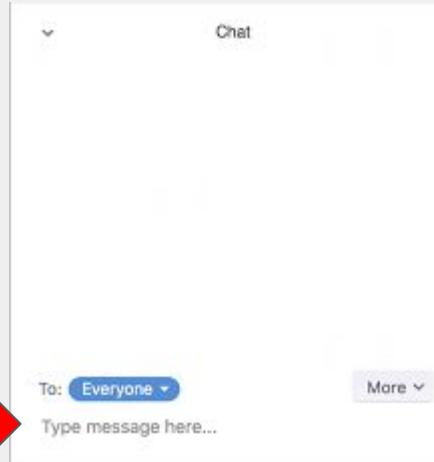


Private Chat: Click on the **down arrow** next to “Everyone” to choose the name of only one person (the teacher or a classmate) you want to send a message to.



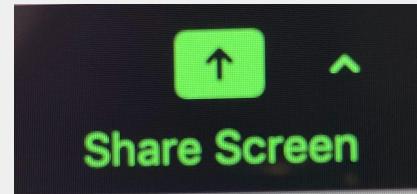
4. Chat - Attendance

When you join the Zoom meeting, please type your **first** and **last** name in the Chat Box and click Enter so your teacher knows you are attending class.



Type your first and last name here

5. Share Screen



The Share Screen allows you (the student) to share your screen with the teacher and class.

*You will only share your screen if the teacher asks you to share.

To share your screen, you will click on the Share Screen Icon and your computer screen will be shared with everyone in the class.

6. Record

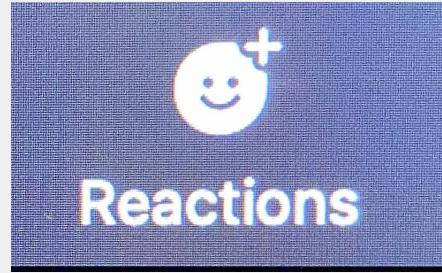


The record icon allows for a recording of the Zoom meeting.

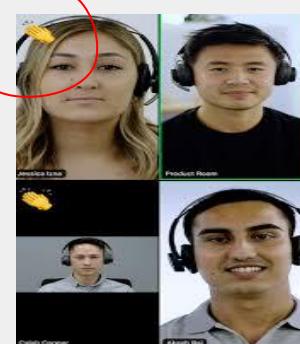
Important: *Only your teacher is allowed to record your Zoom meetings.*

Your teacher will ask your permission to record the meeting.

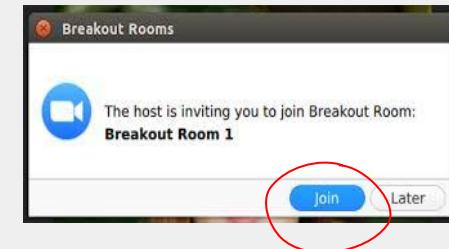
7. Reactions



You can click on the **Reactions** icon to share a clap or a thumbs up image. You can use these icons to show when you like something. The teacher and your classmates will see the image on your picture in the Zoom meeting.



Breakout Rooms



- Your teacher will use breakout Rooms to put you and your classmates into small rooms or pairs.
- Your teacher will give you an invitation to join the breakout room in the Zoom meeting. Click on the word “Join” in the blue box. In the breakout room the teacher will give you lessons to do with the other students in your breakout room. For example: Conversation practice, pair practice, peer editing, and discussions.
- When you are in a breakout room be ready to speak, share, and listen to the other students.
- Make sure to **unmute** your microphone so the other students can hear you.
- Your teacher will give you instructions for the lessons before you go into your breakout room. Or, check the Chat Box for instructions from your teacher.
- After you are finished with your lesson, you will go back to the main meeting room with the teacher and other students.

Helpful Hints for Success on Zoom



1. **Reliable Internet**: Make sure you have a good internet connection.
2. **Quiet Area**: Go to a quiet area in your house to Zoom.
You want to make sure there are no distractions so you can focus on your class.
**Remember the teacher and other students can hear you, other people and sounds from where you are zooming, so please try to keep the area quiet!!!*
3. **Ask Questions**: Virtually raise your hand to speak, or use the Chat setting to type a question to your teacher.
4. **Be Respectful**: Be respectful of the other students in your Zoom classroom.
5. **Have Fun**: Learning something new is always a little scary. But don't worry, your teacher is here to help you. We care about your education and want you to be successful! Happy Zooming students !!!!

YouTube Link on How to Zoom for Students

Click on the link below to watch a YouTube video on how to Zoom.

<https://youtu.be/wbnyQwsVbiY>



The End

You've got this Students!
Happy Zooming!