

# Zoom Guide for Students at Northern Lakes College

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# Introduction

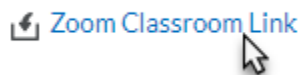
## What is Zoom?

Zoom is your virtual/online classroom! It is where you go to attend class in real time, with your instructor and classmates. You can talk to each other using your microphones and the text chat. Your instructor will cover material in class using PowerPoint slides, and might also share websites and videos.

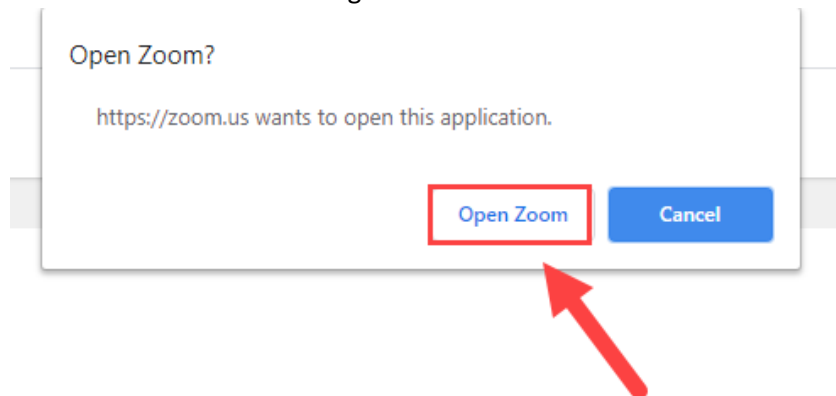
## How do I Access Zoom?

The very first time you access Zoom, you might do it by clicking on a link that your instructor sent to you in an email. After that, you will access Collaborate from Brightspace. If you want to log into Zoom for your Math 10 class, you will find your Math 10 class in Brightspace.

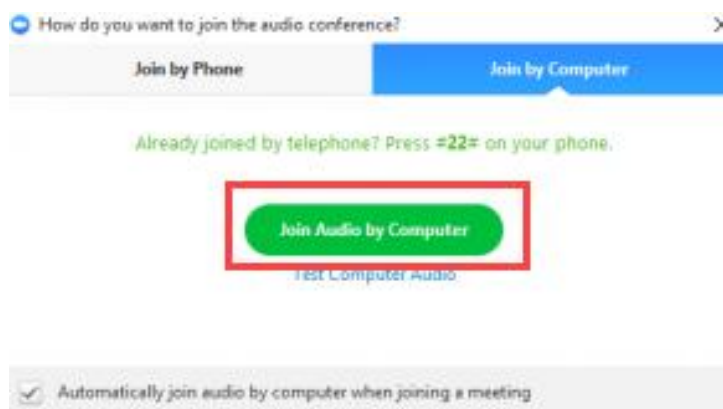
1. Click on the link in Brightspace



2. Click Open Zoom to launch the meeting



3. When prompted, join your audio by clicking the green Join Audio by Computer button. This will activate your computer's speakers and microphone.

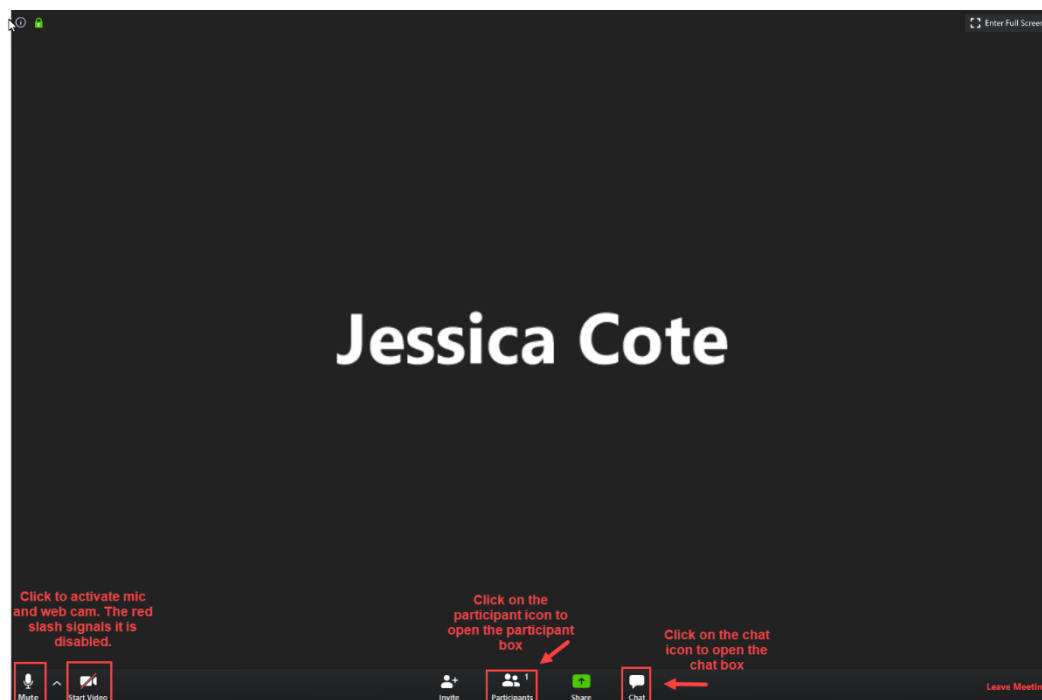


## Quick Start Guide

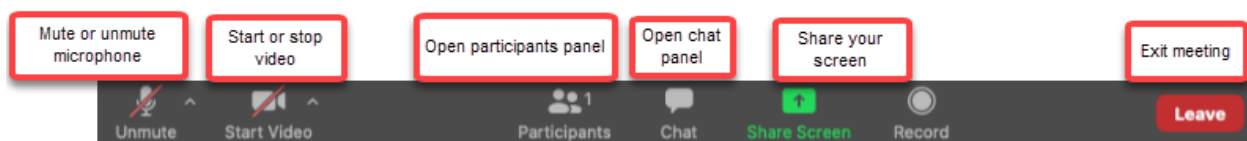
### Tips on Participating in a Zoom Class

- Be sure to join the class 5 – 10 minutes prior to the start.
- Use the Join with Computer Audio test to test your microphone and speakers.
- Introduce yourself - don't assume anyone automatically recognizes your voice. State your name the first few times you speak. Let your instructor know who is participating. Give everyone a chance to know you.
- Participate in the session by responding to polls and providing feedback to the instructor.
- Raise your hand when you have a question or a comment.
- Use Chat to send text messages to other participants and the instructor during the session.
- Remember that running other applications (email, word, etc.) on your computer can slow your connection down.
- Mute yourself when not speaking. Nothing is more distracting than background noise. For example, typing or a private conversation. It can also give the impression that you aren't paying attention.

## Student's View

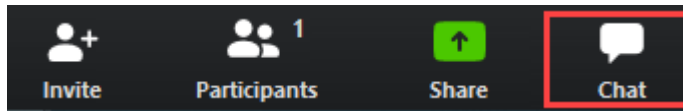


## Zoom Tool Bar

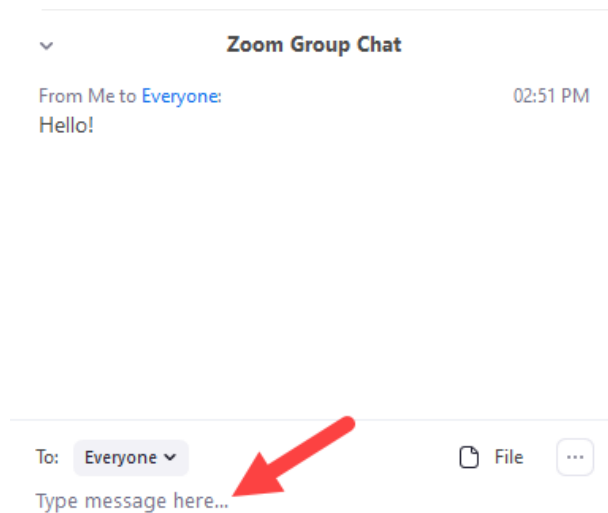


## Chat Panel

Zoom allows you to send chat messages to everyone in the room, as well as private chats to individuals. Click on the Chat icon from the tool bar to open your chat panel.

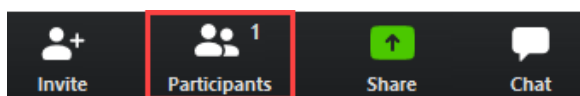


To send a message type your text at the bottom of the chat box.

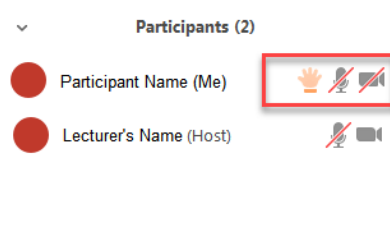


## Participant Panel

Click the Participants icon at the bottom of your screen to display the attendees list.



To the right of the name you will see if the microphone and webcam are enabled. A red line through the icon means it is disabled.



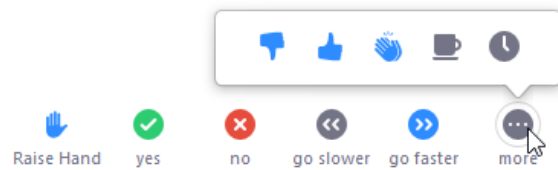
## Participant List Feedback Icons

Participants have a number of non-verbal feedback icons to communicate with.

The icon will be displayed next to the microphone and camera symbols.

Only one icon will be displayed at a time. Clicking a new icon will overwrite the first icon.

Hovering over the more button gives options for basic emoji symbols and the away notification.



## Whiteboard Annotation Tools

The annotation tools are available to use on all shared screens. Click the Annotate icon to open the tool bar.

