



Student Guide - Zoom

Introduction

This guide is to help students download/ set up Zoom, how to access classes, school meetings, extra help and office hours. Ensure everything is ready before your first “virtual” class (before April 1st, no fooling).

Installing Zoom

Zoom Application

Installing the Zoom application

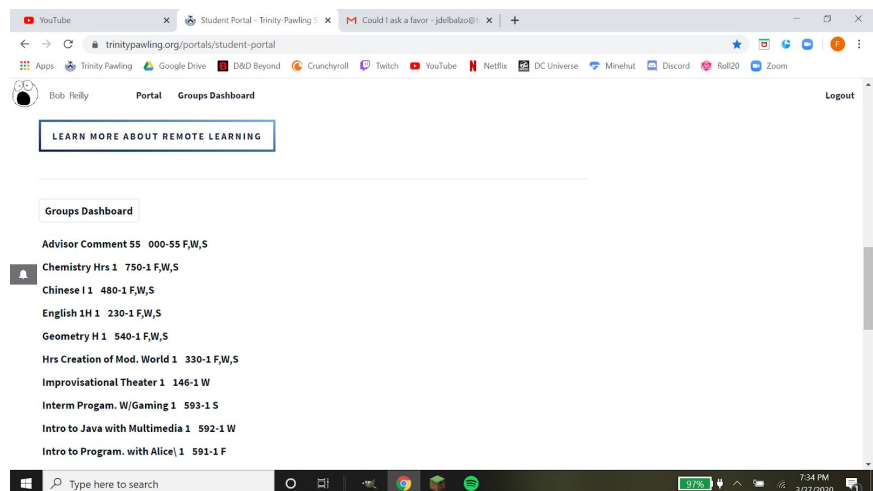
- Visit the Zoom Download Center (<https://zoom.us/download>)
- Next to Zoom Client for Meetings, click Download.
- Open the downloaded file. It is typically saved to your Downloads folder.
- Follow the prompts to install the application on your computer.

Zoom Chrome Extension (Essential for Chromebooks)

- Click on the following link in Chrome to be brought to the Chrome Web Store for the free Zoom Extension. Your Chromebook will take you to this link if you start Zoom and it is not installed. Check this **BEFORE** your first Zoom session.
 - <https://chrome.google.com/webstore/detail/zoom/kgjfgplpablkijnlkjmjdecgdpfankdl?hl=en&gl=US&authuser=1>

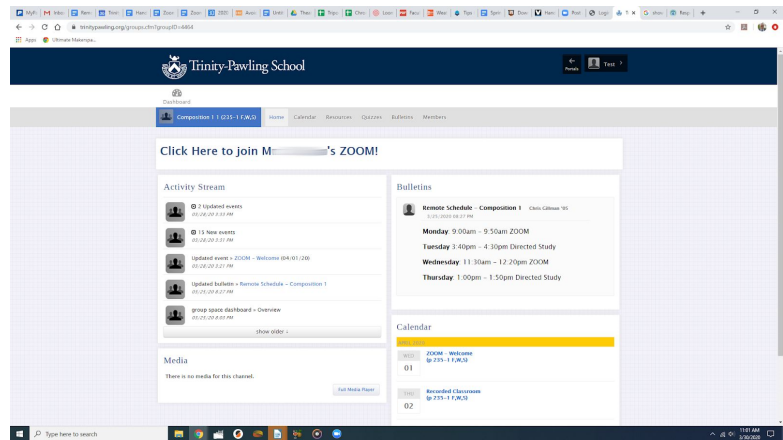
Accessing Zoom through the Portal

- Log into the Trinity-Pawling Student Portal - Click on the class link 5 minutes before class.

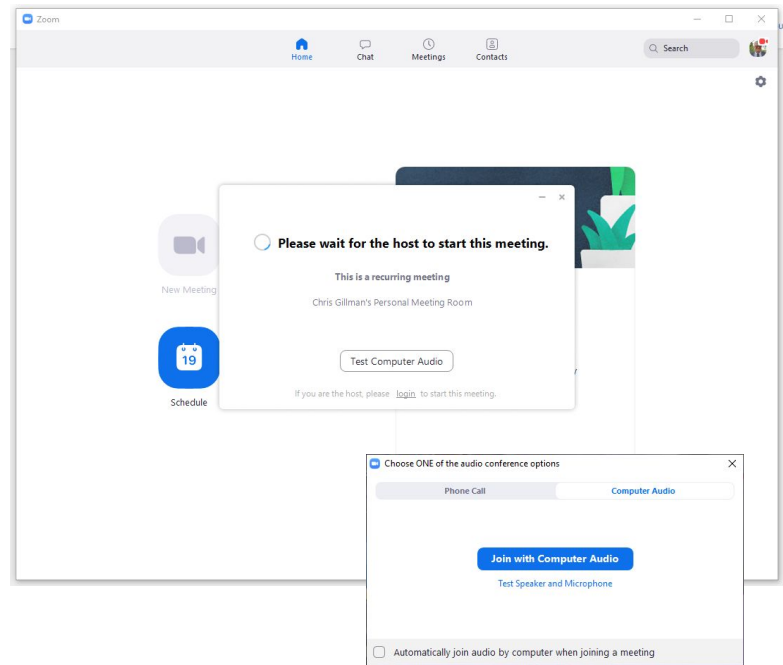




- Each teacher's Zoom ID is posted on top of the class page.. Click "Join ZOOM!"



- Wait for your teacher. Test your speaker and microphone.
- When the class begins, click on "Join with Computer Audio".





In Meeting Controls

- Mute Microphone
 - Click on the microphone in the bottom left corner.
 - You can temporarily unmute by holding down the space bar.
- Video
 - **Be mindful**
 - The video should be on
 - **Appropriate attire required**
 - **Appropriate space around you** (E.g. items in the background/behind you)
 - Good lighting
- Change views
 - Top **right** user can go from Speaker to Gallery
 - Speaker view show who is speaking, but users can click on one person (should be the teacher)
 - Click on “...” in their video frame and select “pin video on the first screen” (This will keep that person front and center for the meeting)
- Chat is only accessible to chat directly with the teacher
- Non-Verbal Options



- Click on Participants
- You will see the following options (These will show next to your name)



Attendance will be taken for all classes. If for some reason you cannot attend a “Zoom” class, you **MUST** inform your teacher **PRIOR** to that class.

Classes will be recorded and stored on the portal. They can be found under “Resources” in the “Zoom Meetings” folder.

When you click on a resource, it will be downloaded to your computer for viewing. Delete the video from your computer when you no longer need it.