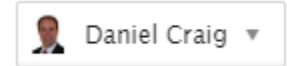


Zoom Tutorials for CSI Students

Getting Set Up with Zoom

Getting set up consists of signing up for a Zoom account, downloading and installing the program, and configuring your audio and video settings to take advantage of all Zoom's best features.

1. **Sign up for a free Zoom account:** <https://zoom.us/signup>
 1. This account is not required for your CSI classes. Zoom meetings can be joined without registering for a Zoom account. However, it is best to sign up for an account to see what it looks like and how it works before classes begin.
 2. You can register with your CSI email.
 3. After you register, you will see your username is in the upper-right of the page. Click on that and choose "Edit my Profile".
 4. Add a photo of yourself in your profile. This photo will be shown when your video is not on.
2. **Accessing Zoom:** Desktop, Chromebook, Browser, iOS (iPhone/iPad), and Android.
 - **Desktop Client:** Download and install Zoom for Windows or Mac: <https://zoom.us/support/download>
 - **Browser:** Using the Zoom Web Client: <https://support.zoom.us/hc/en-us/articles/214629443-Zoom-Web-Client>
 - **Chrome OS:** Using Chrome OS (on a Chromebook computer): <https://support.zoom.us/hc/en-us/articles/213298746-Getting-Started-On-Chrome-OS>
 - **iOS:** Download and install Zoom on an iPhone or iPad: <https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS>
 - **Android:** Download and install Zoom on an Android device (phone or tablet): <https://support.zoom.us/hc/en-us/articles/200942759-Getting-Started-with-Android>
- **Joining a Zoom meeting:** Joining a Zoom meeting is as easy as clicking on a link in a meeting invitation or the link on your coursepage in Moodle.
 - **Joining Zoom from your class page in CSI Moodle:** <https://youtu.be/ydgoEJbPFtU>
 - **Joining and Configuring Audio & Video:** <https://www.youtube.com/embed/-s76QHshQnY>
 - This brief tutorial shows you how to configure your audio and video settings in the Zoom meeting window.



Working in Your Classes in Zoom

After you join a meeting in Zoom, you need to know how to participate. The following resources will help you to be a Zoom master!

- **Turning your microphone on and off:** If all students leave their microphones on during class, Zoom will get quite noisy. You need to know how to mute and unmute your microphone.



click on the “Mute” button and then you will see



. Now nobody can hear you.

If you want to speak, click on



again and you will see it change to



. Now you can talk.

- **Turning your video on and off:** Using video is great because you can see your instructor and classmates and they can see you. This builds a sense of presence and community. However, you don't always need to have your video on. You may want to turn it off while you are working on your assignments or just to save on data (video uses a lot of data). This works the same as muting your audio.



Click on the “Stop Video” button to turn off your video. Then you'll see



If you want to start your video again, click



and everyone will see you again.

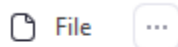
- **Using Chat in Zoom:** This is a great way to communicate with your instructor or other students in your class without having to talk or interrupt others when they are talking.



Click on the “Chat” button

You can choose to chat with “Everyone” or individual people in the meeting.

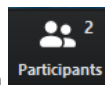
To: Everyone ▾



Type message here...

Then you just type your message and hit enter. This is a great way to communicate with your instructor or other students in your class without having to talk or interrupt others when they are talking.

- **Viewing Participants in Zoom:** Do you want to see who is in class with you today? You can see who all of the participants are in the participants window.



Click on the “Participants” button

- **Using Non-Verbal Feedback in Zoom:** https://support.zoom.us/hc/en-us/articles/115001286183-Nonverbal-Feedback-During-Meetings#h_50523139-7bac-403b-9c59-1755ada65ad9
 - This is an easy way for students to give the instructor (or others) feedback during a meeting. You can quickly answer “yes” and “no” questions, you can “raise hand” if you have a question, you can let your instructor know if he/she should “go slower” or “go faster” and, of course, the coffee cup icon for “It’s time for a break!”

- **Sharing your Screen in a Zoom meeting:** https://www.youtube.com/embed/YA6SGQIVmcA?rel=0&autoplay=1&cc_load_policy=1
 - Sharing your screen in Zoom can be very useful for a student. This is how you can show your instructor and classmates what you are working on. You can share PowerPoints, websites, images, and anything else that's on your computer screen for the class to see. Do you need your instructor to check your assignment? Share your screen with them.
- **Breakout Rooms:** <https://www.youtube.com/embed/jbPpdyn16sY?rel=0&autoplay=1>
 - Students cannot create breakout rooms on their own, but your teacher can do it. These are great for groupwork or one-on-one discussions with your instructor. These are separate rooms in the Zoom meeting where a smaller group can meet and talk.

Video Training and Tutorials from Zoom

Zoom has an incredible amount of training materials available through their website at <https://support.zoom.us/>. If you have any questions, I recommend you visit there first. Below are some of the most useful collections on their support site for people who want to learn more about using Zoom.

- **Video Tutorials from Zoom:** <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>
- **Watch Recorded Training Sessions from Zoom:** <https://support.zoom.us/hc/en-us/articles/217214286-Watch-Recorded-Training-Sessions>
- **Register for Live Training Webinars:** <https://support.zoom.us/hc/en-us/articles/360029527911-Live-Training-Webinars>