



Guide to Distance Learning using Zoom

Welcome to CEPUTEC distance learning.

Courses that are delivered via distance learning at CEPUTEC use Zoom <https://zoom.us/>

1. How does Zoom work?

Zoom's virtual classroom allows students to interact with the Trainer and other students with video and audio. Trainers will share PowerPoint presentations with you and will have question and answer sessions just like in a traditional classroom environment.

2. What do I need to be able to take part in distance learning?

A Computer with:

- Stable and high-speed internet line
- Webcam (video) and Microphone
- Speaker or headphones/earphones **that include a microphone?**

Tip! headphones or earphones will produce better sound quality than relying on the inbuilt speaker and microphone on your computer

You can test that the program works anytime here: <https://zoom.us/test>

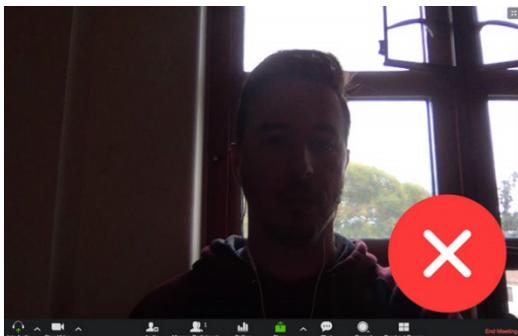
Tip! There are many videos demonstrating how to set up and use Zoom on YouTube such as this: [How to join a Zoom meeting/class](#)

It's also a good idea to do a quick test 5 minutes before you begin each class so that you can make sure that everything is working and ready to go.

Additional tips for a successful online class

A quiet and well-lit room

- Try to avoid having bright light (such as from a window) behind you to avoid this:



- If using a laptop, prop it up on some books so that you are looking straight at the screen instead of straining your neck by looking down at the screen the whole time

- Keep your phone handy in case you need to call for assistance or as a backup to access Zoom should you have a computer failure.

Zoom app

Zoom is easily accessed on your smartphone via the app which can be downloaded from your App Store. ***It is not recommended as the first choice for taking part in training*** as it will be difficult to view and join in the training on a small screen. However, it is good to have it downloaded on your phone as a backup for anytime there might be problems with access via your computer.

To access the app, download Zoom Cloud Meeting from your App Store and create a basic/free Zoom Account.

3. Invite to the meeting/session

You will receive an invitation via email like the one below which will contain a link to access the training on the assigned date.

Hi there,

Bob is inviting you to a scheduled Zoom meeting

Topic: Training course

When: Friday 17 April 2021

Click on the link below to complete your registration at least 24 hours before the course begins.

<https://zoom.us/j/00000000000?pwd+dDuWhfdkjoHjfkKkKflepNd09>

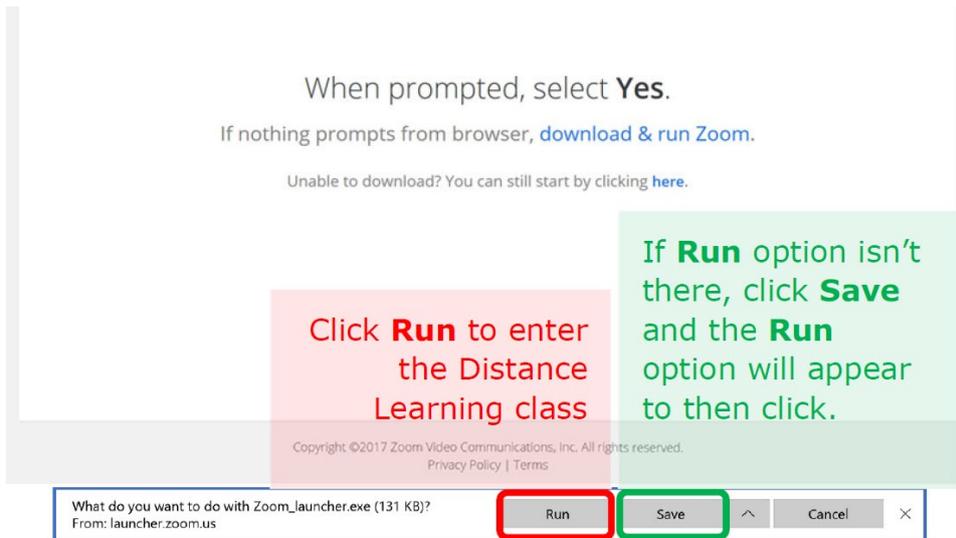
Meeting ID: #####

Once you click on the link, **you will be asked to register for the training** and a confirmation email will be sent to you once you are successfully registered.

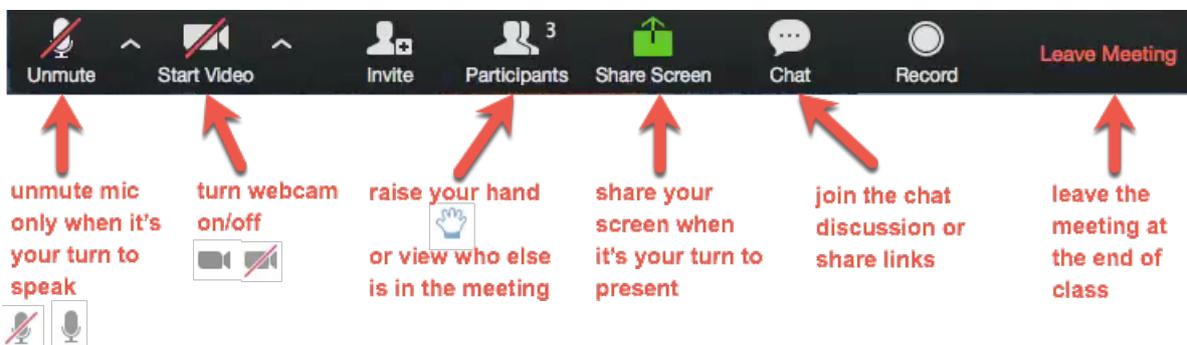
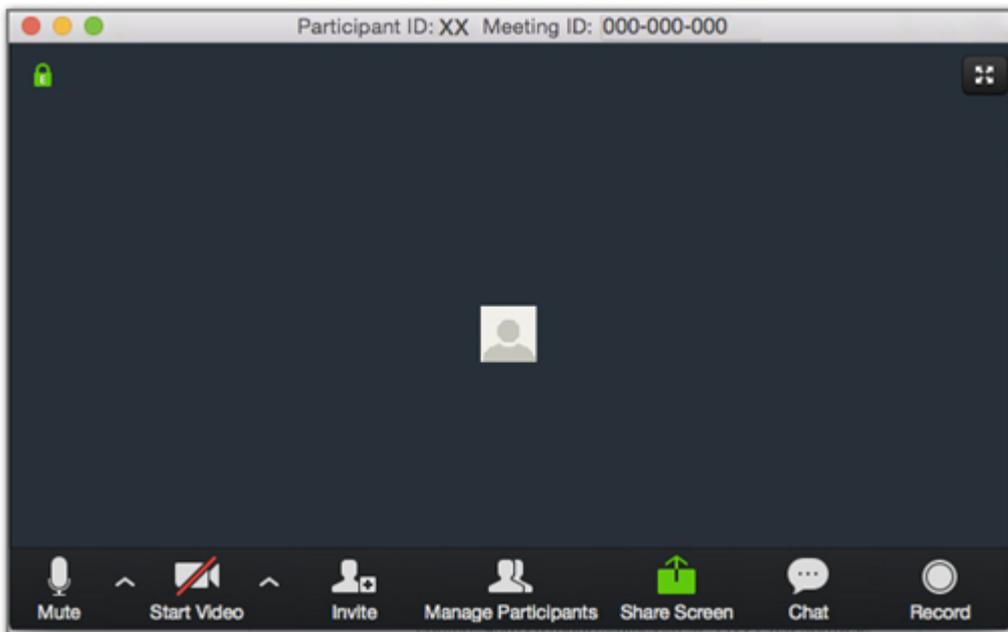
You must be registered prior to the first day of training.

4. What to do on the day

1. Set up your computer ahead of the class. Begin 30 minutes prior to the class if you are unfamiliar with using Zoom
2. Click the link in your confirmation email. Your internet browser will open and bring up the options **Run** or **Save**
3. Click the **Run** option



4. Once Zoom opens, the screen will appear as below:

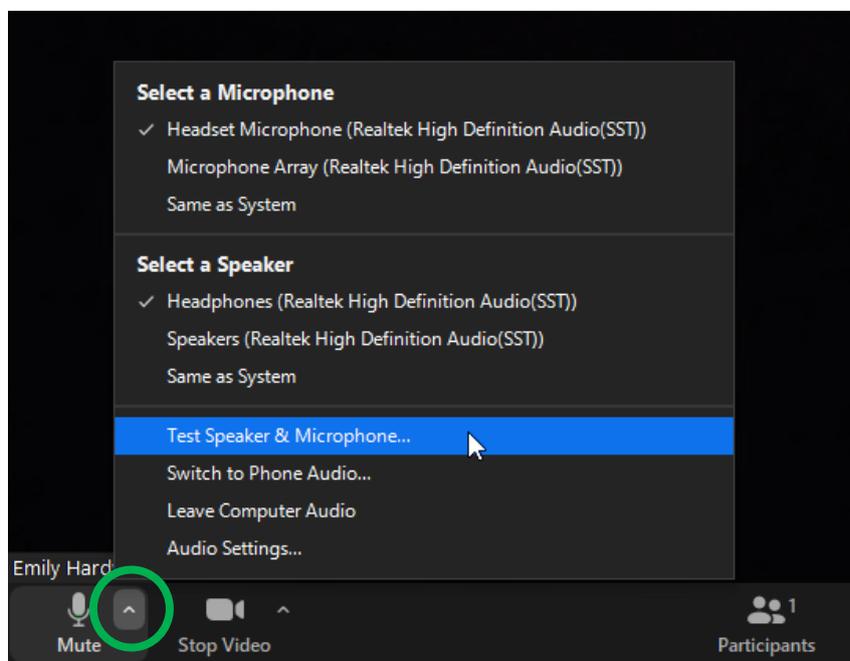


5. Check Audio and Visual settings

Audio:

If the sound is not working or is low (in either speaker or microphone) take the following steps:

Click on the **arrow** next to the Microphone/Mute button (circled in green below)



Check that the Microphone and Speaker are set to the correct devices (eg. Headphones if you are using headphones or Microphone Array/Speakers if you are using your computer's audio)

Select 'Test Speaker & Microphone' and follow the prompts to test if you can hear and be heard

If the audio is not loud enough or working, check that the correct Mic and Speakers are selected and if the problem persists, select Audio Settings and test and adjust the volume for each component individually

Visual:

Turn on 'Start Video' if not already on.

If you cannot see yourself, click the arrow next to the Start/Stop Video button and ensure that the camera is pointing the right way (eg. Front facing/Rear facing)

Most instructors will prefer that all students have their cameras turned on but may ask you to mute your microphones when not speaking to assist in reducing noise interference during class

6. Adjust your preferences

Each participant controls their screen view arrangement. You can choose:

- **Speaker view** – the individual speaking (mostly the instructor) appears large on screen
- **Gallery view** – shows all participants screen equal size

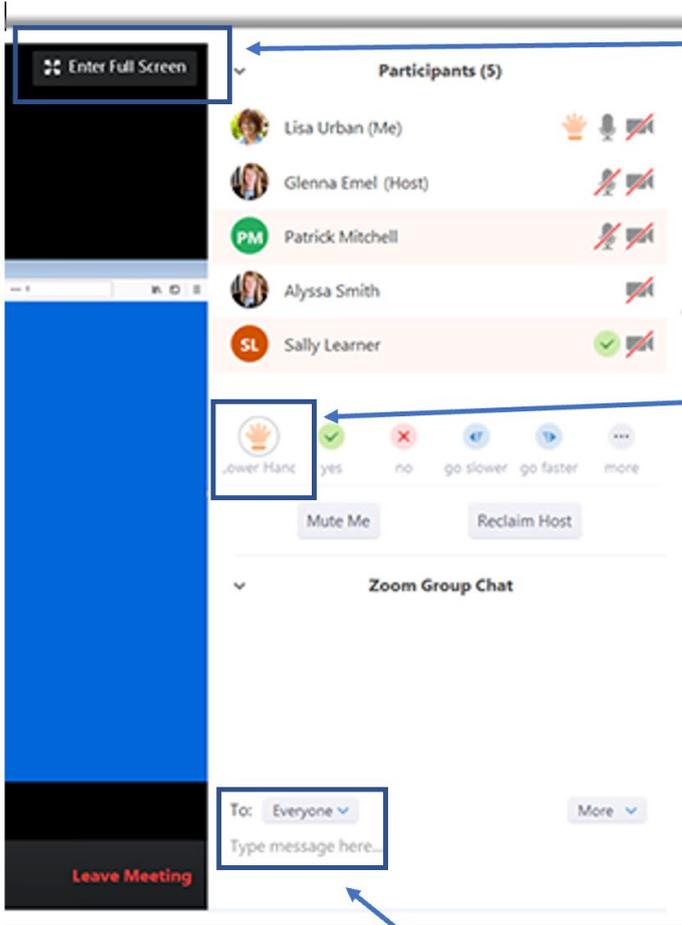
Participants and Chat

- **Participants** – shows list of meeting/class participants
- **Raise hand** – like in class, you can virtually raise your hand to ask the trainer a question

It is recommended that you do not display ZOOM on *Full Screen*. When in Full Screen mode, the Participants and Chat panels don't display onscreen and it is an extra click to view the Chat or raise your hand each time

ZOOM Group Chat:

- **Chat:** - You can write to 'Everyone' or just select one participant
- **File share:** - The trainer, you or other participants can place a file to upload and be viewed by all



The screenshot shows the Zoom meeting interface. On the left, there is a 'Leave Meeting' button. The main area is divided into three sections: a video feed (partially obscured by a blue bar), a 'Participants (5)' list, and a 'Zoom Group Chat' section. The 'Participants' list includes Lisa Urban (Me), Glenna Emel (Host), Patrick Mitchell (PM), Alyssa Smith, and Sally Learner. The 'Zoom Group Chat' section has a 'To: Everyone' dropdown and a 'Type message here...' input field. Annotations with arrows point to the 'Enter Full Screen' button, the 'Raise Hand' icon, and the 'To: Everyone' dropdown menu.

Click here to change the participants view to Speaker or Gallery view.

Click here to raise your hand or request permission

Click the field TO: field and select a participant to send a message