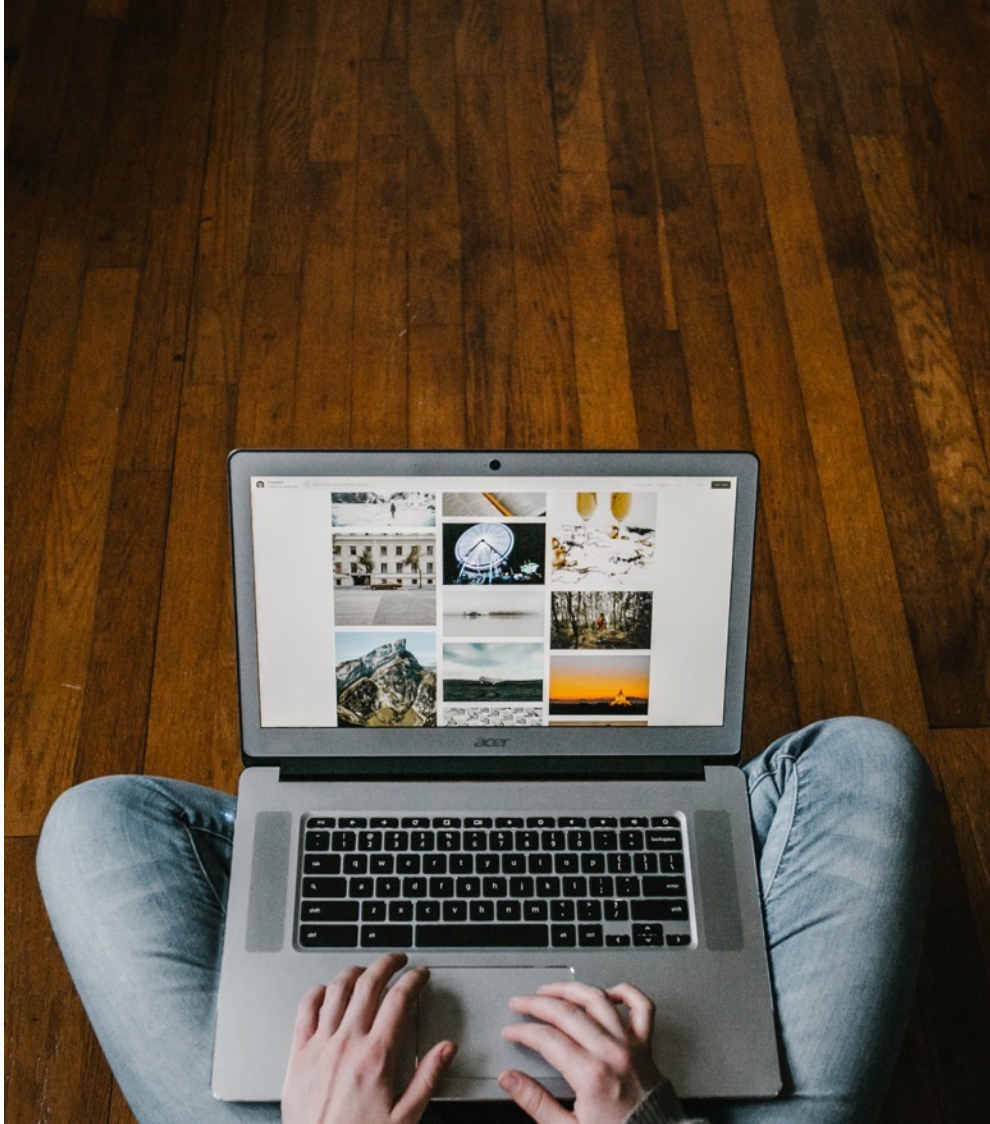




Introduction to Zoom Meetings for Students (RVS)



Transition to Online

This is a new experience for all of us.
Thanks for your patience as we transition to
online learning. Let's get started!

Objectives

- Expectations for video meetings/conferences.
- Installing the Zoom application.
- Participation in a Zoom meeting.



Devices

- Charge your device prior to the meeting or set-up near an electrical outlet.
- Put your device on a flat surface and try to have the camera at eye level.

Login

- Install the video conferencing application.
- Test the audio and video features before the meeting begins.
- Be on time for the start of the meeting.
- Check your email for the meeting access ID code.

Appearance

- Dress for your meeting, just like you would for going to class on campus.
- Be mindful of what you are doing when your camera is on. Treat the video lecture like you are sitting in an actual classroom.



Environment

- Try to go somewhere quiet. Use headphones if necessary.
- Sit near a light source to help your video look brighter.
- Limit things that could distract you such as phones, TVs, pets, food, etc.
- Be mindful of posters or items that contain explicit or offensive images.





Online Etiquette

- Treat your instructor and classmates with respect, just as you would in an on-campus classroom.
- Use clear and concise language. Profanity spoken or typed is not acceptable.
- Limit the use of emoji's and avoid using all capital letters, as it can be interpreted as yelling or aggression.
- Open any files you will need during the meeting. Be aware of items on your desktop that will be seen during a screen share, such as private emails or instant messages.

Check Spartan Email for Meeting ID

- Log in to <https://login.microsoftonline.com/>. Use the same login and password as Canvas.
- Go to Outlook Email and find the Zoom invite from your instructor.
- Select the meeting link.

* The meeting information is also available in your Canvas course.

Example of Zoom Email Meeting Invite

John Doe is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/000000000>



Meeting ID: 000-000-0000

One tap mobile

.,000000000# US Toll

Dial by your location

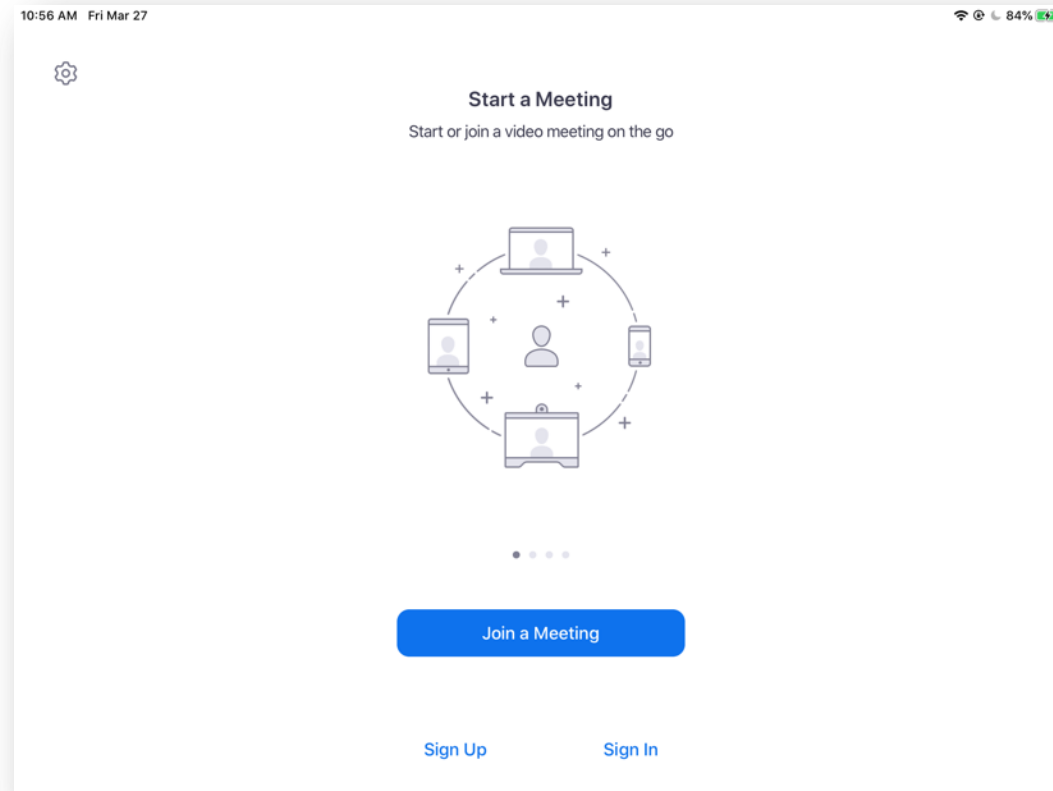
US Toll

Meeting ID: 000 000 000

Find your local number: <https://zoom.us/u/00>

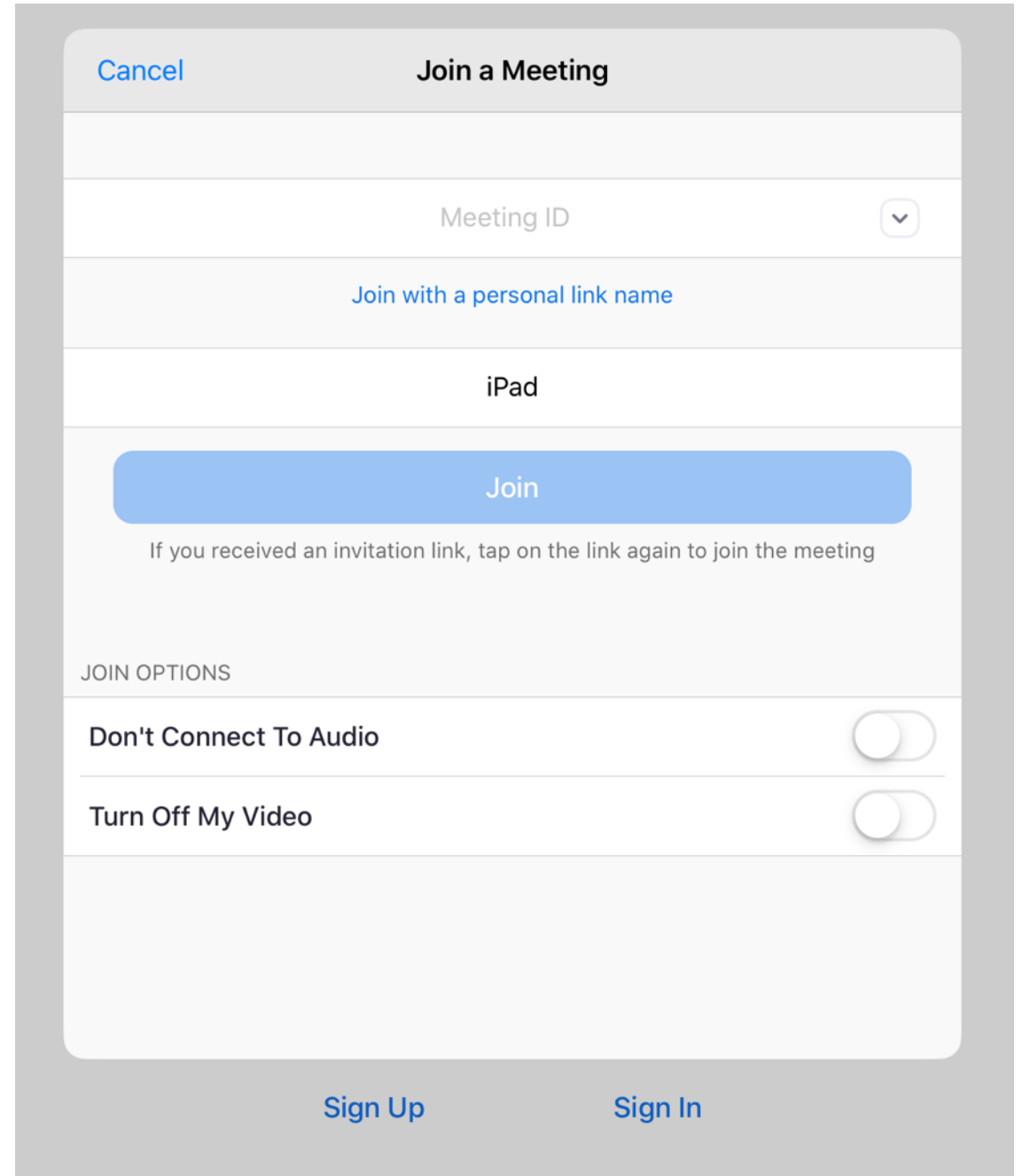
Install the Zoom App on an iPad

- Download the Zoom app on your iPad.
- <https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS>



Add your Meeting ID and Screen Name

- Enter your Meeting ID from your instructor
- Enter your full name. **This is important for attendance purposes.**



The screenshot shows the 'Join a Meeting' interface on an iPad. At the top, there is a 'Cancel' button on the left and the title 'Join a Meeting' in the center. Below the title is a 'Meeting ID' input field with a dropdown arrow on the right. Underneath the input field is a link that says 'Join with a personal link name'. Below this is a label 'iPad'. A large blue 'Join' button is centered below the label. Under the 'Join' button is a note: 'If you received an invitation link, tap on the link again to join the meeting'. Below this is a section titled 'JOIN OPTIONS'. It contains two toggle switches: 'Don't Connect To Audio' and 'Turn Off My Video', both of which are currently turned off. At the bottom of the screen, there are two buttons: 'Sign Up' and 'Sign In'.

Cancel Join a Meeting

Meeting ID

Join with a personal link name

iPad

Join

If you received an invitation link, tap on the link again to join the meeting

JOIN OPTIONS

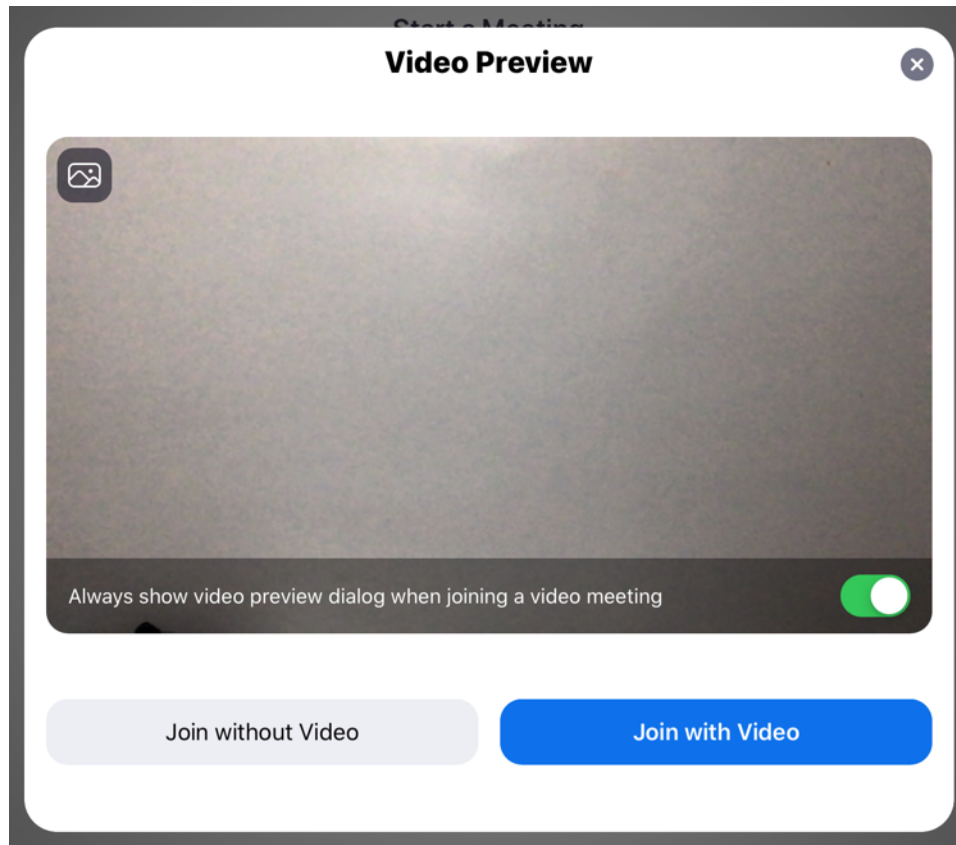
Don't Connect To Audio

Turn Off My Video

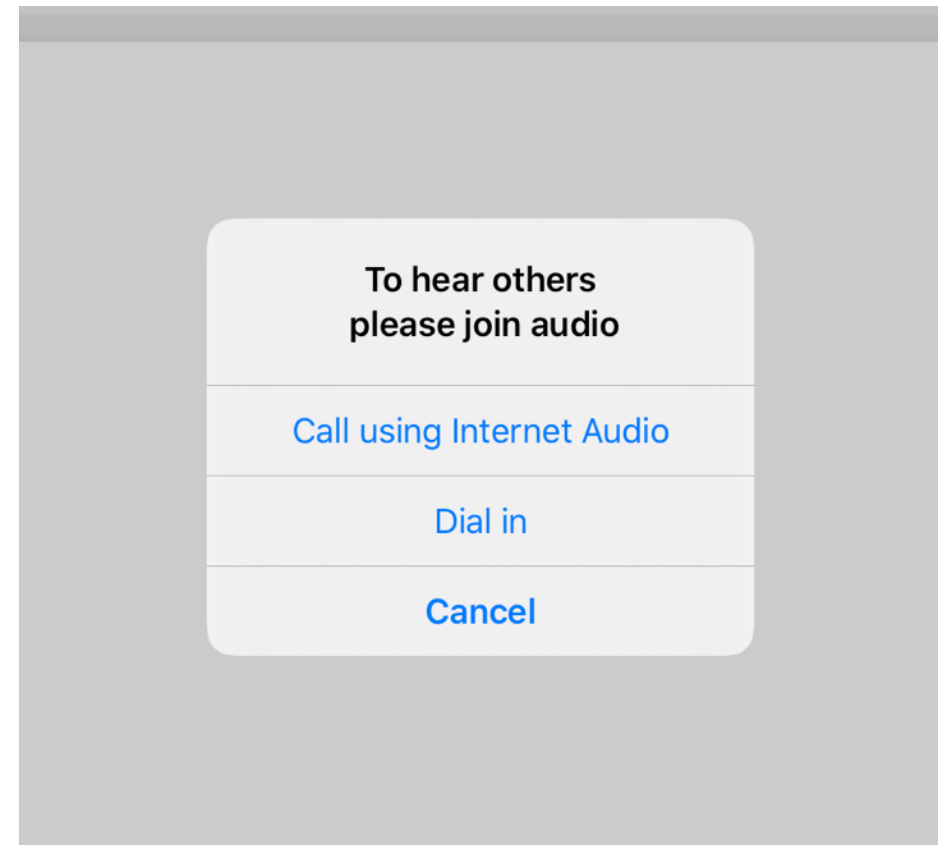
Sign Up Sign In

Video and Audio Options

- Select the *Join with Video* button.



- Select Call using Internet Audio

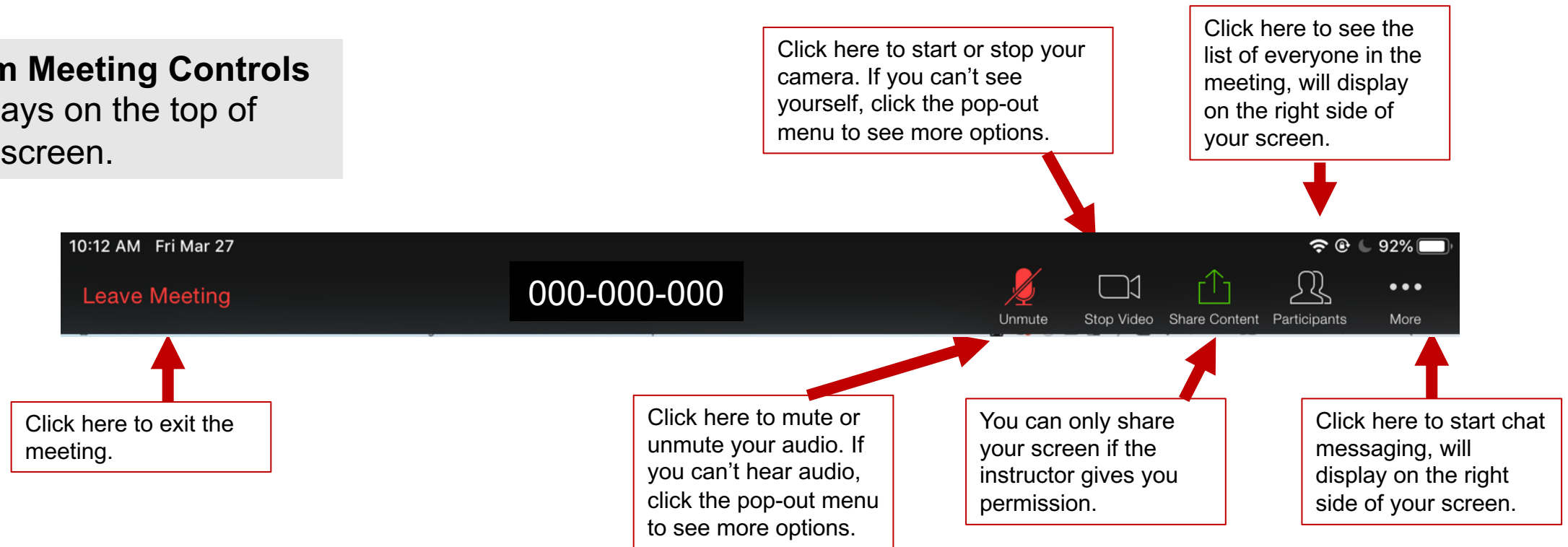


Participation

- When the meeting starts:
 - you will be on mute and
 - you will be able to send chat messages to your instructor only.
- You instructor will decide when to unmute everyone or open chat messaging.
- You will have scheduled breaks, just like in the classroom.

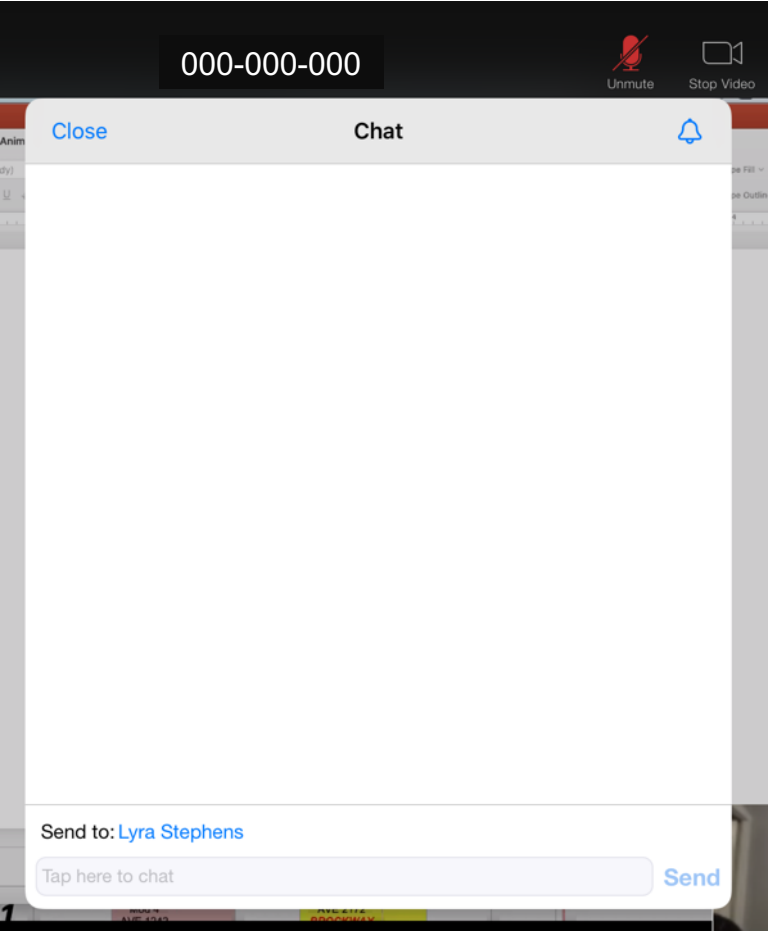
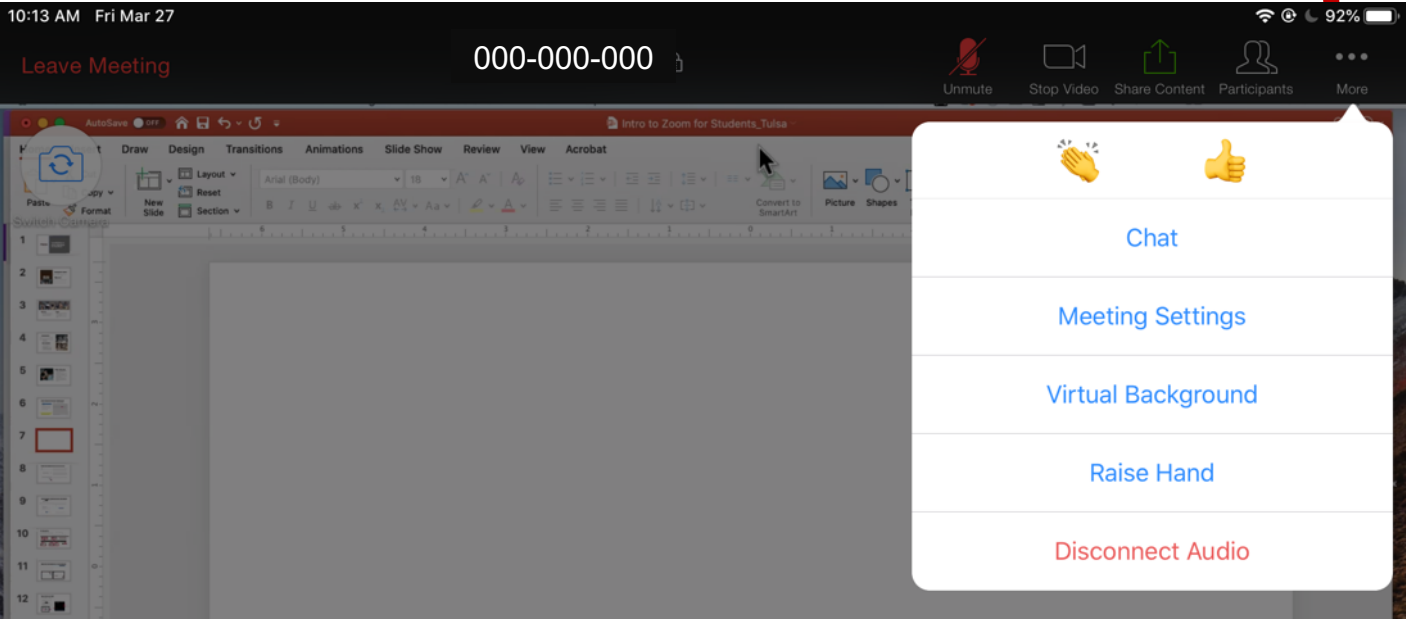
Zoom Meeting Controls

Displays on the top of your screen.



Participation

Tap More to see additional options including Chat



Canvas Online Courses

- <http://ecampus.spartan.edu> , we recommend using Chrome web browser
- Use the same login and password as your Spartan Student email/Office 365
- Video Tutorial: [How to Log in to Canvas for Spartan College](#)
- The Canvas for Student app is also available for iOS and Android mobile devices
 - Select *Find My School*, and select Spartan Education
 - Please note that the mobile app has limited capability, not all features are functional

