BRITANNIA SCHOOL
OF ACADEMICS

A COMPLETE GUIDE TO SETTING UP ZOOM & JOINING LIVE CLASSES

To have a splendid experience in your learning, you must have a decent look at this guide. Zoom has become a popular platform for conducting live classes, meetings, and webinars. Whether you're a student, teacher, or professional, here's a comprehensive guide to help you set up Zoom and join live classes effortlessly.

Note: You are required to install Zoom on your PC or laptop. Certain features won't be visible/legible on Smart-phones or Tablets.

"Please note that the Zoom session will be recorded to be uploaded on Moodle for future reference. If you have any concerns about being video recorded, we kindly ask that you turn off your camera during the session. This way we can respect your privacy and ensure a productive learning environment."

Downloading and Installing Zoom

Download the Zoom for Meetings from the Zoom website using the following link: https://zoom.us/download

Joining a Live Class

Links to the classes will be shared before every class, at the email address provided at the time of enrolment. Please make sure that you check your Inbox/Junk folder for the Zoom invitation, at least 24 hours before the scheduled class.

Join using the meeting ID and password provided by your instructor.
OR
Click on the link shared. This will directly take you to the class waiting room.

Setting Up Audio and Video

- Upon joining the meeting, you'll be prompted to join with computer audio. Click on "Join with Computer Audio" to enable audio.
- If you have a webcam, you'll be prompted to start the video. Click on "Start Video" to enable your webcam (Do this only if you're comfortable being video recorded).
- Make sure your microphone and camera are working properly by testing them before the class begins.

Participating in the Class

- Once you're in the meeting, you can participate by speaking, typing in the chat, or using reactions like raising your hand.
- To speak, unmute your microphone by clicking the microphone icon in the bottom left corner of the Zoom window. It is requested that you keep your mic on mute, unless you wish to speak to the instructor or the fellow students. This will ensure that any background noise is kept to a minimum.
- To type in the chat, click on the "Chat" button and type your message. This is important if you wish to ask a question without interrupting the instructor.
- Use the "Participants" button to see who else is in the meeting.

Additional Features

- Zoom offers various features like screen sharing, breakout rooms, and virtual backgrounds. Familiarise yourself with these features to enhance your learning experience.
- Experiment with different viewing options such as gallery view (to see multiple participants) or speaker view (to focus on the current speaker).

Note: It is highly recommended that you join the classes with two devices/screens/monitors (One focusing on either the PowerPoint or the whiteboard and the other on the live video). A lot of working professionals frequently extend screens to manage multiple tabs easily. Please watch these videos to learn more:

https://www.youtube.com/watch?v=aiwiQTwgHy0
https://www.youtube.com/watch?v=Bn0aQWJ60AE

Here are the steps to enable using dual monitors on Zoom:

- Launch the Zoom Client and sign in.
- Click on your profile picture located in the top-right corner of the Zoom Client window.
- From the dropdown menu, select "Settings."
- In the Settings window, navigate to the "General" tab.
- Locate the option labelled "Use dual monitors" and check the box next to it.

Ending the Meeting

Once the class is over, the host will end the meeting. You can also leave the meeting by

clicking on "Leave Meeting" at the bottom right corner of the Zoom window.

Troubleshooting

If you encounter any technical issues during the class, try restarting the Zoom application or checking your internet connection.