Zoom Participant Guide

As part of the Carmel Central School District Distance Learning plan, some teachers may use Zoom to facilitate optional office hours. Zoom is Education Law 2-D, FERPA and COPPA compliant (https://zoom.us/docs/doc/FERPA%20Guide.pdf) video conferencing tool that is free for teacher and student use for distance learning during the COVID-19 outbreak. More information about Zoom's Privacy Policy can be found at https://zoom.us/docs/en-us/childrens-privacy.html
Additional documentation is available via the Zoom online knowledge base: https://support.zoom.us/home.

Note: You do not need to purchase a Zoom account to participate in a Zoom meeting.

What You Need To Get Started

- A wired, internet connected computer, laptop, or web-enabled device connected to a projector, Smartboard, or monitor.
- An external webcam or built-in camera on your computer, that is positioned to see your group.
- An external USB conference microphone is ideal but built-in microphones will work as long as a facilitator is available to repeat your group's responses as needed.
- Speakers loud enough for the entire classroom to hear. Make sure that speakers are pointing away from the microphone to prevent feedback. You can also use a speakerphone if you're unable to receive audio through your computer, laptop, or device.

How to Launch Zoom and Participate in Your Meeting

When you're invited to participate in a Zoom meeting, in your e-mail, you'll receive instructions similar to what you see below. You can either click on the link provided, or go to the Zoom web site at http:// zoom.us/ and click on "Join a Meeting" where you can enter the 9 or 10-digit Meeting ID number and password. Closing any applications you don't need for the meeting with improve the quality of your connection. Audio is integrated in the meeting. However, you have the option to participate via audio-only if a web-connected device is not available.

> Join Zoom Meeting
> https://zoom.us/j/92322809166?pwd=L2d6S2hhaWRNTVFUZHI4cmNFWXNTZz09
>
> Meeting ID: 923 2280 9166
> Password: 8u9hD3

While You're Waiting for the Meeting to Begin

You'll be presented with the following screen if the host hasn't started the meeting at the time you join. We recommend that you check your audio settings while waiting for the meeting to start.

If you're an individual meeting participant, we recommend wearing headphones to avoid audio feedback
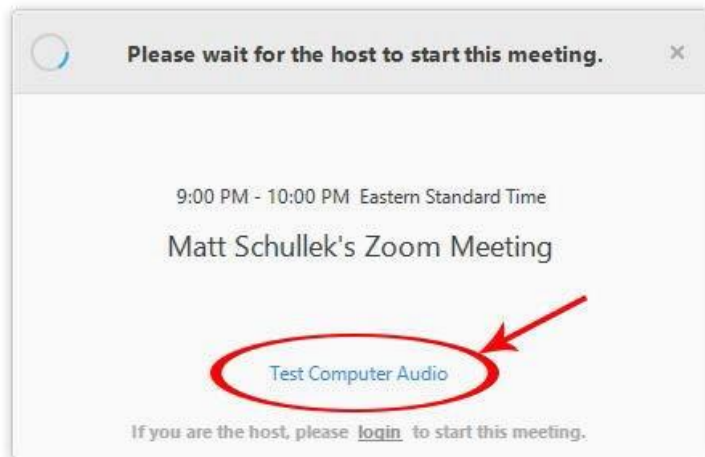
The Zoom Menu Bar

The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don't see the menu bar, move your mouse slightly and the bar will appear. (The bar disappears after a few seconds when in full-screen mode.)

You can:

1. Mute/unmute your audio (not the audio of the participants)
2. Stop/start your video
3. View a list of participants
4. Send a message (if you have been granted permission)
5. Share your desktop (if you have been granted permission)
6. Record the meeting (if you have been granted permission)
7. Leave or end the video meeting
8. Post a reaction (hand clap or thumbs up)
9. Leave the meeting

Change View

You can change the view to either Speaker View or Gallery View. In Gallery View, you can see more Participants. To change the view, click on Speaker View or Gallery View at the top right.

Audio Mute and Unmute

During a session you might be asked to mute your microphone until you have a question or comment. This helps to minimize audio feedback. Mute your audio by clicking on the microphone icon located in the lower left-hand corner of the menu bar.


Audio is not muted   *Audio is muted*

## Switching Between Views -- Share Screen and Video (Enabled by permission only)

As a participant you might be asked to share your desktop or an application. During a meeting you can switch back and forth between sharing your screen and sharing your video as often as needed.

If you are in video mode, switch to screen share by:
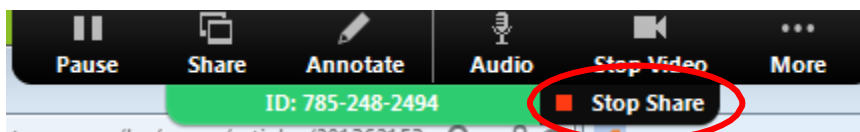
1. Clicking on "Share Screen":
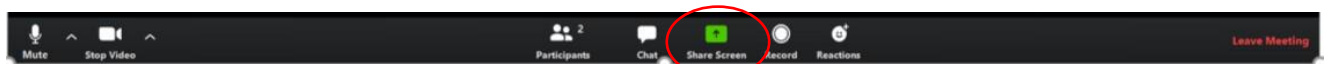
2. A window showing all possible options for you to share displays. Click on the item you want to display and then click "OK":
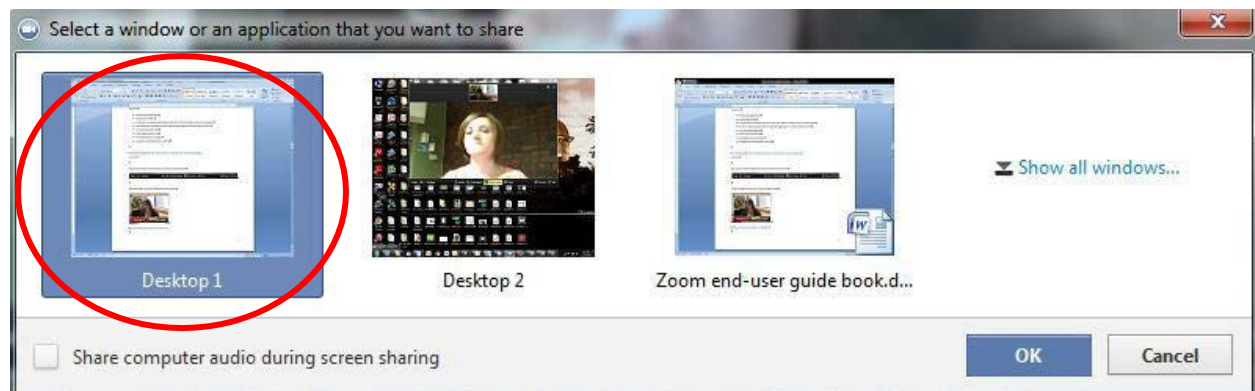
If you are displaying your screen, switch to video by:

1. Clicking "Stop Share" from the sharing/annotation menu at the top of the screen:


The view will immediately switch back to showing the webcam videos of the participants.

Chat (Enabled by permission only)

The chat feature provides the ability to send instant messages during the session. You can send private chat to one person or message all participants. In the event you experience issues with your microphone, using the chat feature can serve as an alternate means of communication.

1. Click on Chat
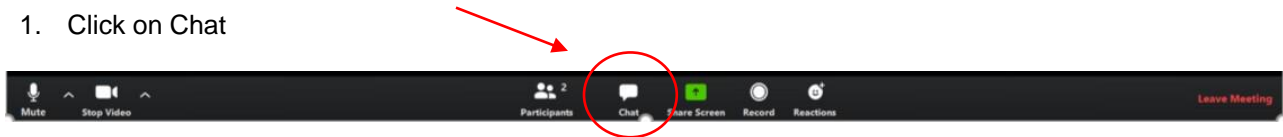
2. Type a message and press "Enter" on your keyboard to send. Messages are sent to all participants by default. You can message an individual participant via private chat by clicking on the
drop down menu, and selecting an individual's name.
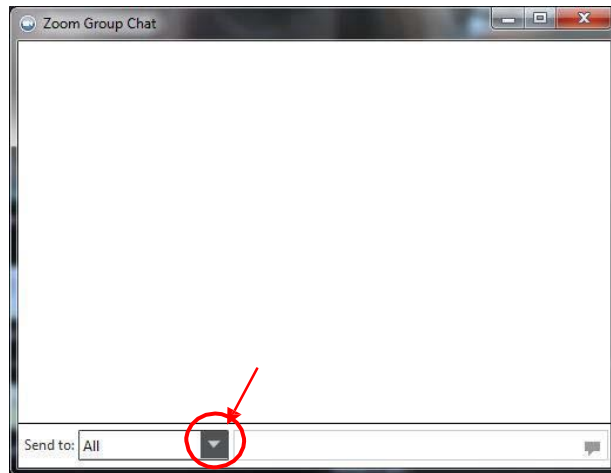
How to Record a Session

You must either be the host or the host must grant you permission to record.

1. If the host has granted permission to record, record the session by clicking the "Record" button.

After you click "Record" you'll receive a message indicating how the file will be saved. All recorded meetings are stored locally on *your* device or computer.

The recorded file will be converted to mp4 when the meeting ends.
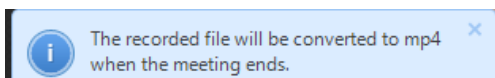
2. Click "Stop Recording" to end the recording (note: this ends the recording but does not end the meeting).