A Student Guide to Zoom

This guide will cover the basics of how to join CLL classes online via Zoom.
Following student and tutor feedback, your course has been moved from Collaborate to Zoom.
Do not worry - the majority of functions on Zoom are extremely similar to Collaborate!

What you need to participate:

- A reliable internet connection
- A desktop, laptop or tablet with a webcam and in-built microphone
- You should use Google Chrome or Mozilla Firefox as these browsers provide the most functionality.
- The link to the session will be emailed to you by lifelong learning - **please keep the email and do not delete it. The link is the same for each session - though we will be sending reminder links**

Tips

- Close all programs and streaming services on your computer except for the browser you are using for your Zoom session.
- If you can, you can cut down on the background noise and use headphones.
- Make sure you have a well-lit space so that the picture on the webcam is clear and a quiet room where you won't be interrupted during the delivery.
- No music or TV on in the background
- Be aware of what your fellow students can see - avoid sitting in front of a window if possible
- **Mute yourself - to prevent noise interference**

Joining the session

- Click on the link provided by CLL in your email.
- You may be asked to install Zoom - which is not necessary for the class, do not worry, you can click on 'join from your browser'.

Add Zoom to Chrome

Clicking the button below will open a new tab page to guide you to Chrome Web Store.
Once the new tab page is opened, click "Add to Chrome" button.

Install from Chrome Web Store

During installation process, do not close this page. You will join the meeting automatically.

If you cannot download or run the application, join from your browser.

You might then be asked to enter a display name. Please use your name for this - you will enter a waiting room so this will allow the tutor to recognise you and let you into the seminar.
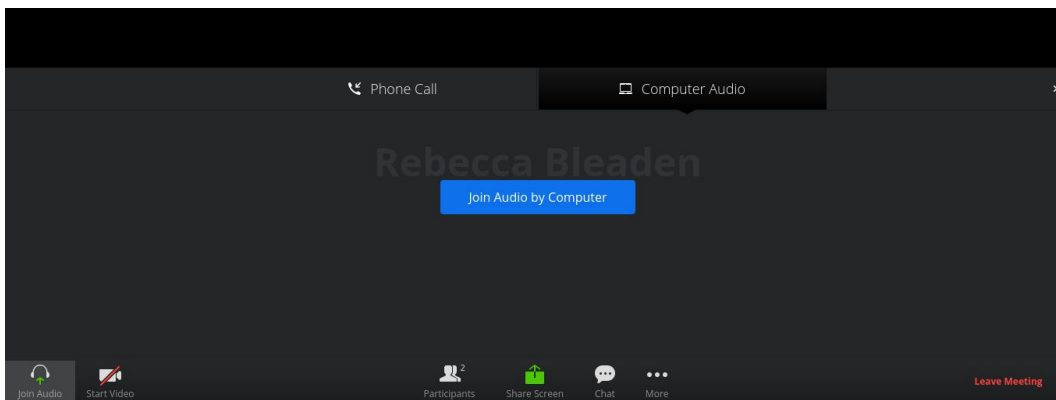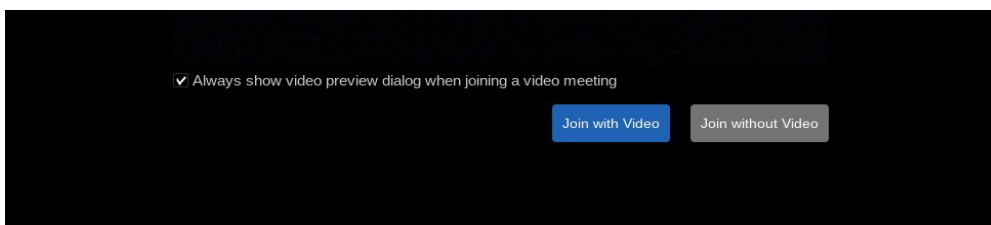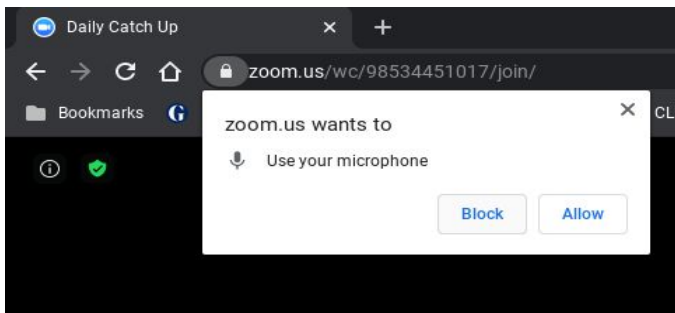

You might then be asked to configure your video and audio settings - you may see a variety of the settings below.
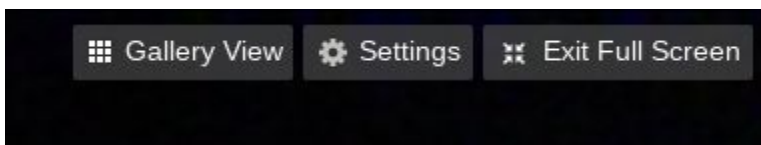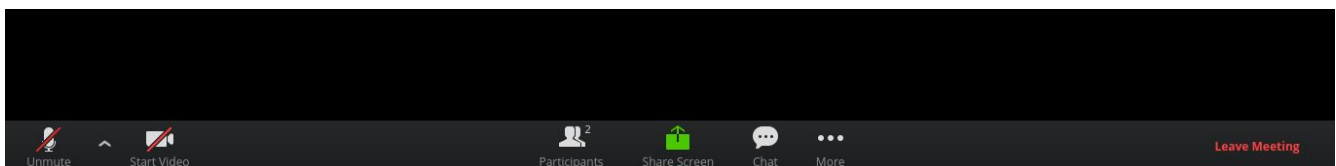
In the session

- **Mute/Unmute:** This allows you to mute or unmute your microphone.
  - Audio Controls (click to Mute/Unmute): The audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio options in the Zoom settings.
  - The tutor may mute you all - to minimise disruption and prevent noise feedback.

- **Start/Stop Video:** This allows you to start or stop your own video.
  - Video controls (click to Start/Stop Video): If you have multiple cameras on your computer, you can select which Zoom is using, access the full video controls, and select a Virtual Background.
  - If you are having connectivity issues - you can stop your video - but you are still able to see everyone else.
- *If the tutor has planned for a coffee break - you can mute yourself and stop the video to avoid leaving the session.*
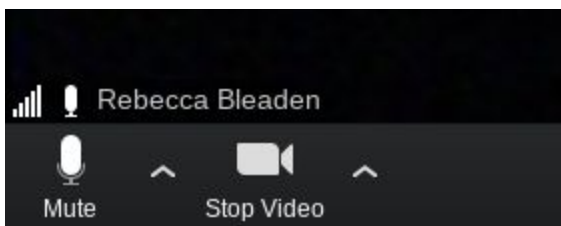
- **In the top right corner of the screen**
  - If you want to view all in the session - select 'Gallery view'
 - If you just want to see the tutor - select 'Speaker view'

- **Your Toolbar - depending on if you are using a laptop, PC, tablet or phone - you will have a variety of these functions below**

- **'Leave meeting'** in the bottom left corner

Communicating during the session:

- The chat function - where you can ask questions or communicate with the tutor/students if you are muted
- Participants tab - where there are a number of functions through which you can communicate with the tutor during presentations.
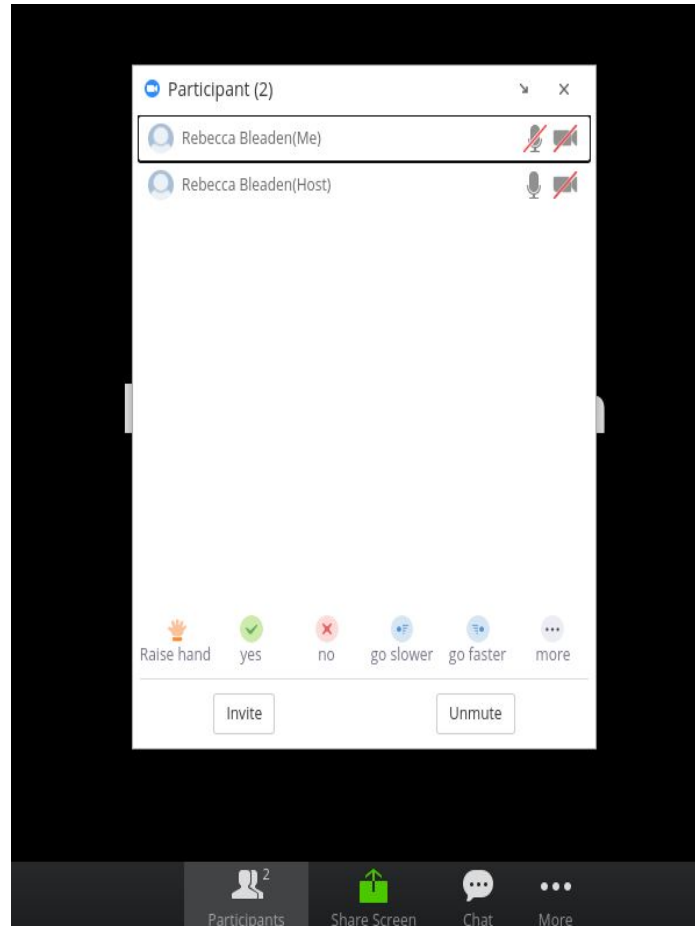
- **For example - 'Raise hand' - this will pop up to the tutor and you will be asked to 'unmute' yourself so that you can ask the question. You can then lower your hand using the same button, once you have finished your question**

If you have any questions - please do not hesitate to get in touch with the Centre at
lifelonglearning@york.ac.uk

You can also find more information on the following sites:
Zoom video tutorials
Zoom FAQs