演藝教學創新中心
Innovative Technology Enhanced Learning
in the Performing Arts

The Hong Kong Academy
for
Performing Arts
香港演藝學院

ZOOM USER GUIDE FOR STUDENTS

Zoom is the video conferencing tool you will use to attend your class virtually. This is a simple guide to this software.

What You Need to Get Started:

- An internet connected computer, laptop, or device
- Your meeting ID number or URL of the meeting
- A headset or ear buds (if you're participating with a laptop)

Download and Launch the Zoom Mobile App:

The Zoom mobile app is available for both iOS and Android devices.
- For iOS, search "Zoom" on Apple AppStore or open Safari, and enter zoom.us. It will direct you to http://itunes.apple.com/us/app/zoom.us-cloud-video-meetings/id546505307

- For Android, search "Zoom Meetings" on Google Play. It will direct you to https://play.google.com/store/apps/details?id=us.zoom.videomeetings

Available on the App Store

ANDROID APP ON Google play

Enter your virtual class:

Ideally watch this tutorial prior : https://www.youtube.com/watch?v=K8l4l_39MFA
- Click the link or URL to the Zoom room posted by your teacher
- You will be prompted to download the Zoom application
- Download the Zoom application
- Click the URL of the zoom room again
- Launch Zoom application from your browser, or moblie device

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. On a mobile device tap the screen to make the bar appear. (*The bar disappears after a fewseconds when in full-screen mode.*)
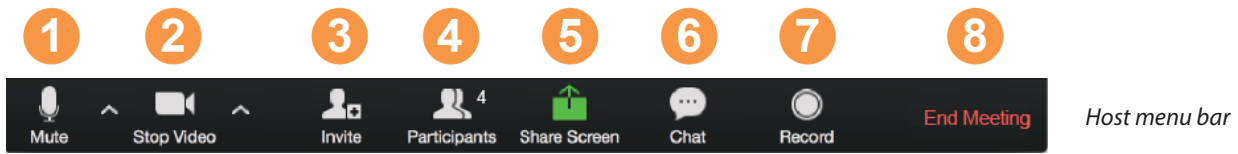
| Mute | Stop Video | Invite | Participants | Share Screen | Chat | Record | Leave Meeting | ← *Participants menu bar* |

| Mute | Stop Video | Invite | Participants | Share Screen | Chat | Record | End Meeting | ← *Host menu bar* |

Working with you...
*Connecting with us...*

Host menu bar

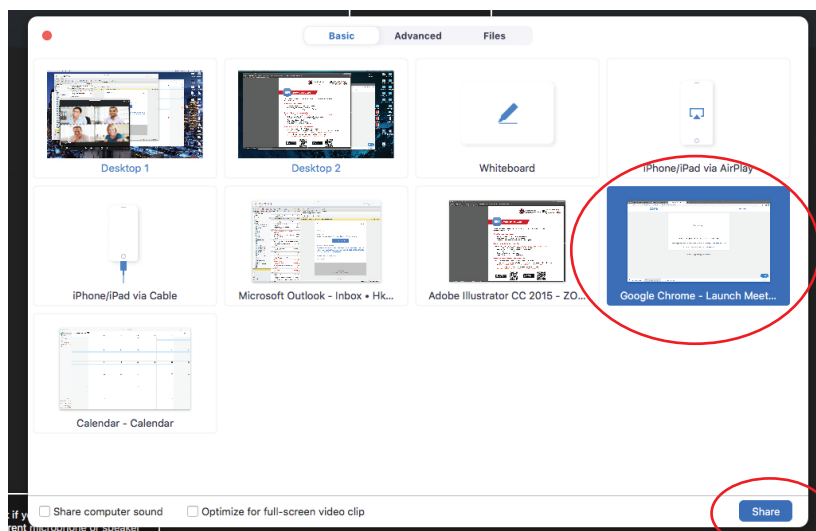## With the Zoom Menu Bar you are able to do the following:

1. Mute/unmute your audio (not the audio of the participants). You can also select your audio input here by clicking the up arrow next to the microphone icon.

2. Start/stop your video. You can also select you video input here by clicking the up arrow next to the video camera icon.

3. Invite more people to join by email, IM, or meeting ID,

4. View a list of participants

5. Share your desktop (everything you have open) or select a specific application to share (e.g., Microsoft Word)

6. Send a message to one person (using private chat) or to all participants

7. Record the meeting (if you have been granted permission)

8. Leave or end the video virtual class

Share Screen / Video Annotate

As a participant you might be asked to share your desktop or an application. During a class you can switch back and forth between sharing your screen and sharing your video as often as needed.
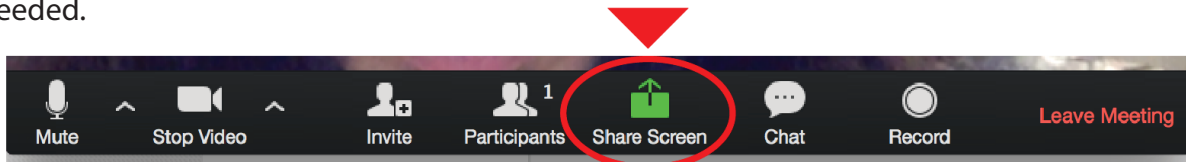
If you are in video mode, switch to screen share by clicking "Share Screen" in the menu bar as shown: A window showing all possible options to share displays like below. Click on the item you want to display, which will be highlighted in blue, then click **"Share"**:

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If you are displaying your screen, switch to video by clicking "Stop Share" from the menu at the top of the screen shown in the red box:
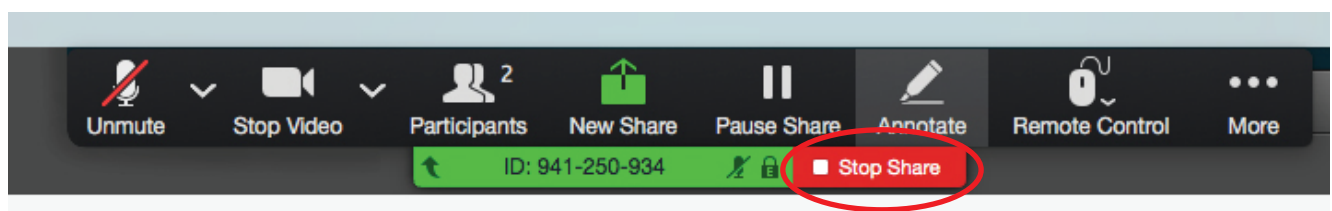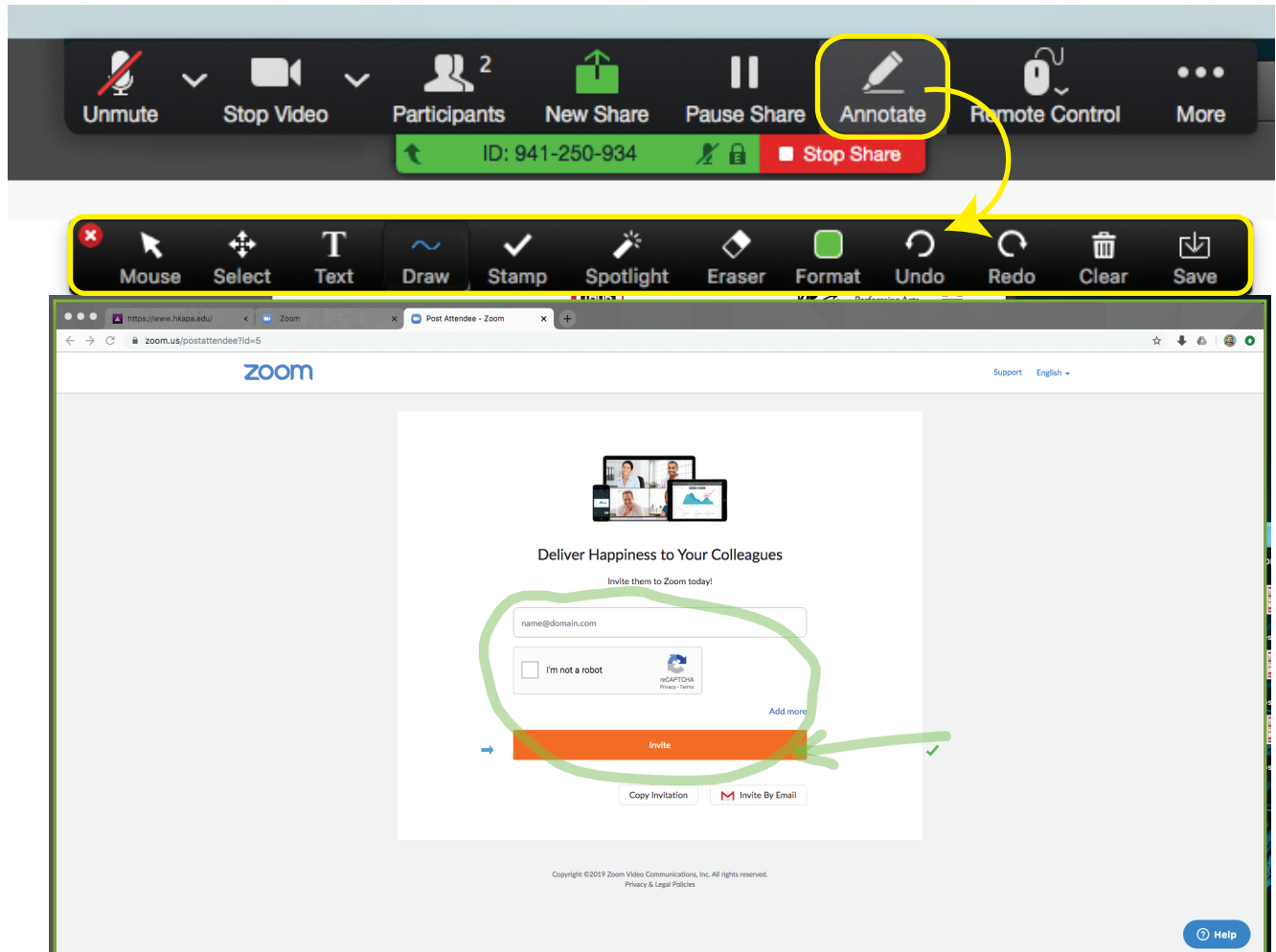
Helpful Hints:

Video conferences are a great way to meet - and stay connected with your classmates and teacher. To make sure you get the most out of every session, keep the following tips and tricks in mind:

- Find a quiet location from which to join your virtual class, and make sure you have access to a fast LAN connection or excellent Wi-Fi signal (if you're on campus, use Academy Wi-Fi).

- Join your virtual class a few minutes early to test your audio and video connections. You should also make sure you have the latest Zoom app downloaded
 (Zoom.us menu > Check for updates)

- Use a headset (or earbuds) instead of speakers and a microphone. The connection may sound fine to you, but speakers and a microphone generate too much static for others.

- Mute your audio unless you are speaking (or in line to speak) so as to prevent unintentional background noise from disrupting the conversation.

- When video is enabled, speak to the camera (and not to the screen).