

# IHU DISTANCE LEARNING ZOOM MANUAL - STUDENTS

## **DISTANCE LEARNING**



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## 1. General overview

The International Hellenic University has adopted Zoom software solution to provide remote conferencing services to its academic staff and students, who can participate in online meetings and lectures without being physically present in the IHU premises.

**Zoom** (<https://zoom.us>) is an online video conferencing software providing numerous features to support online meetings, such as:

- Screen (video & audio) sharing
- Whiteboard
- Online chat
- Meeting recording
- Live Polling
- Participant management

You can see the Zoom system requirements, here:

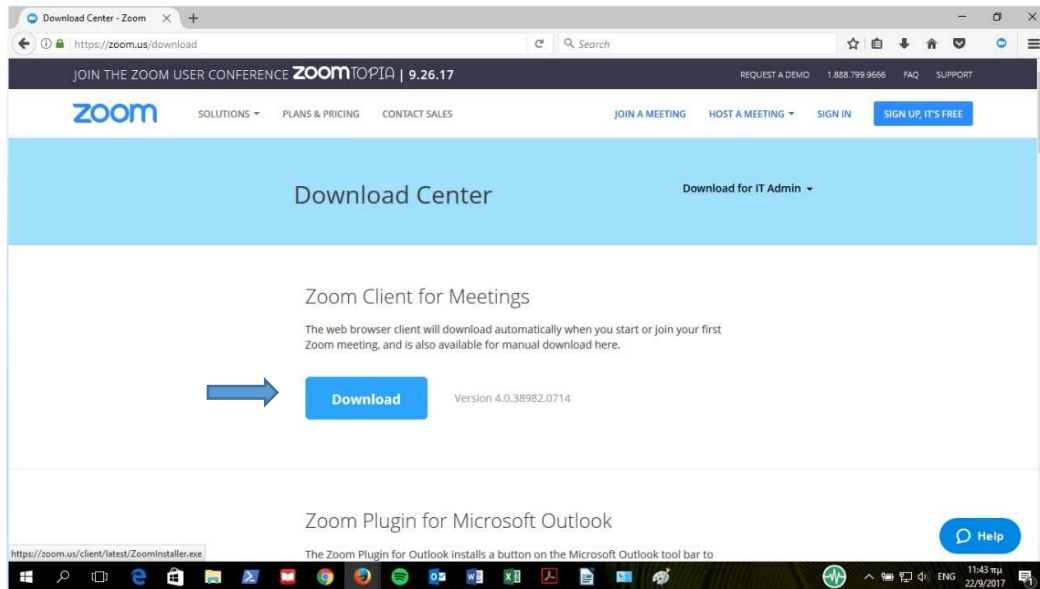
- <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-and-Mac> (for desktop computers)
- <https://support.zoom.us/hc/en-us/articles/201179966-System-Requirements-for-iOS-and-Android> (for mobile devices)

For detailed Zoom tutorials and guides, you can visit <https://support.zoom.us/hc/en-us>.

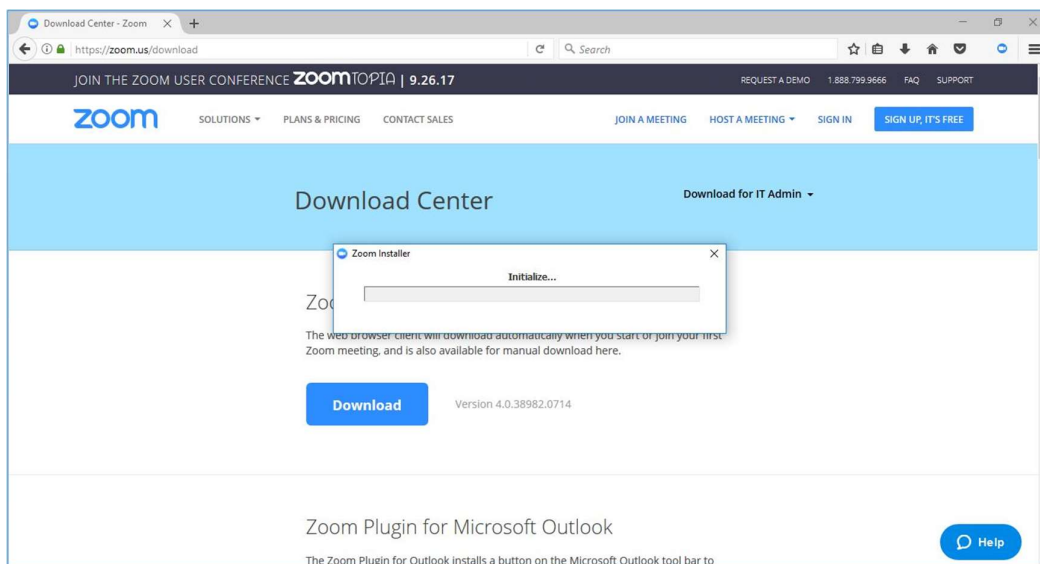
This manual provides detailed instructions to the students - otherwise **participants** in Zoom terminology - of the online video lectures (or meetings).

## 2. Zoom client download & installation

Before starting the meeting, download the web browser client “Zoom client for meetings”. In the following URL: <https://zoom.us/download>, click on **Zoom Client for Meetings - Download**

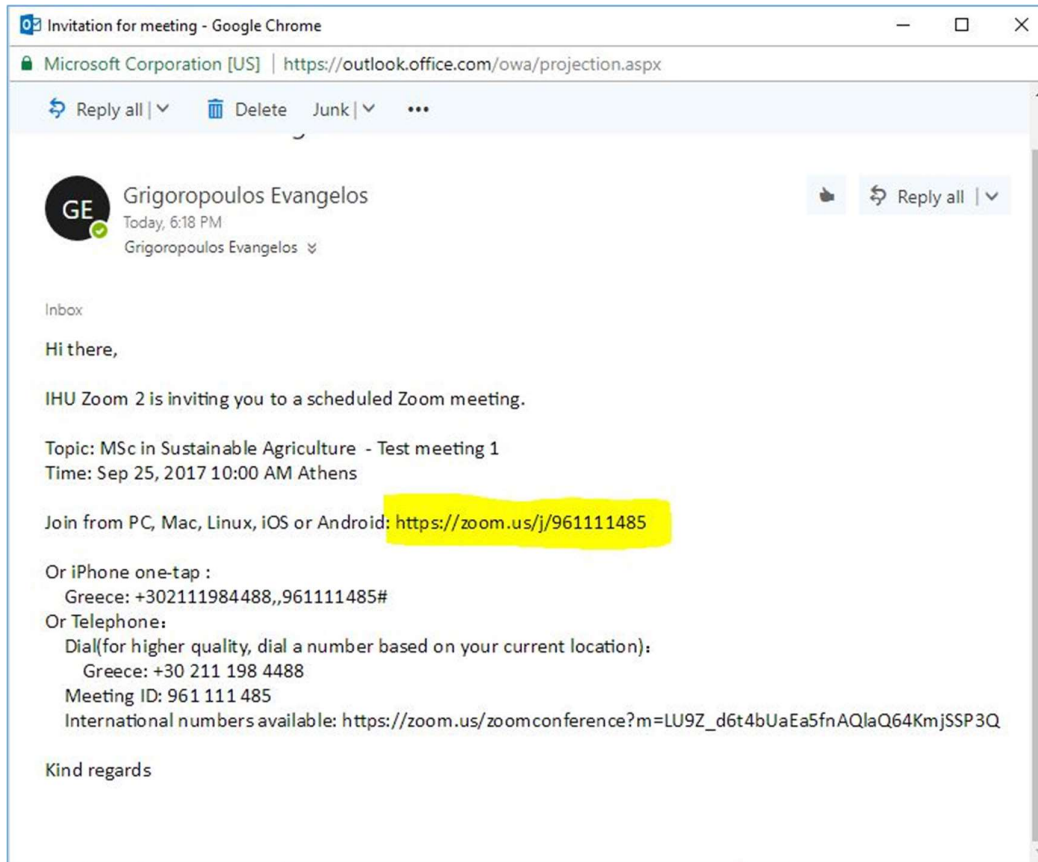


Save **Zoominstaller.exe** file in your PC or laptop and then double-click on it to start Zoom client installation.

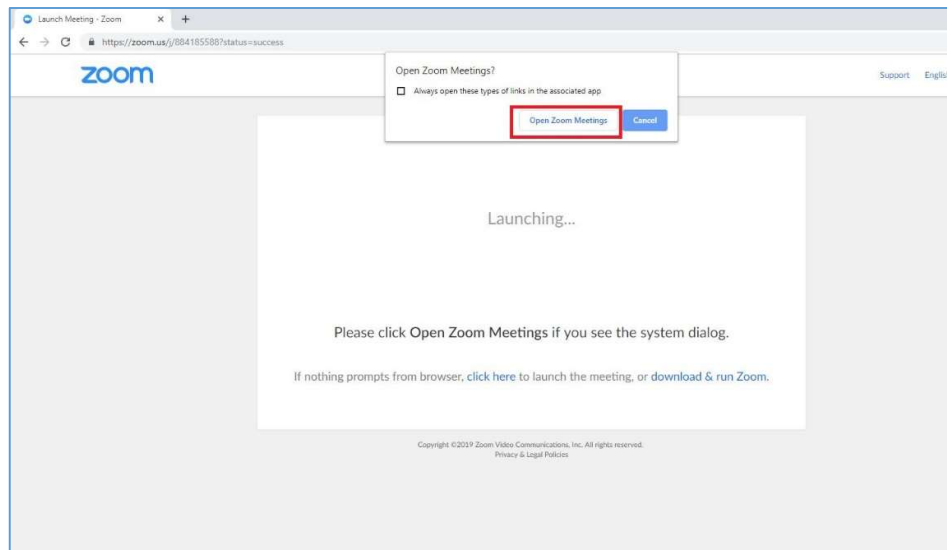


### 3. Enter the online lecture

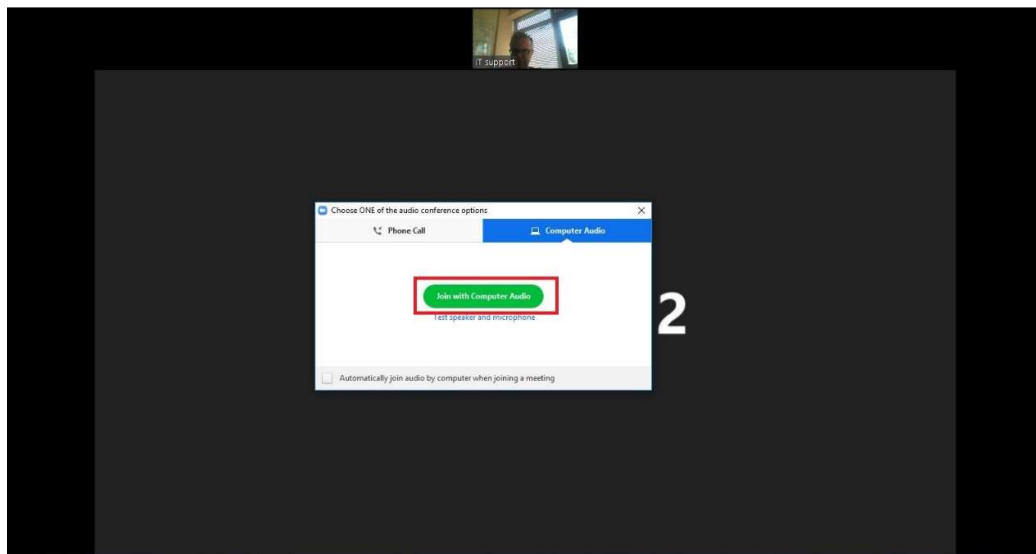
At the scheduled date and time of the course, click on the Zoom meeting's URL sent to you by email, as follows



The following window will emerge. Just click on ***Open Link*** to launch Zoom and you will enter the scheduled online lecture automatically.



When first entering the online Zoom lecture, do not forget to click on ***Join with Computer Audio***.

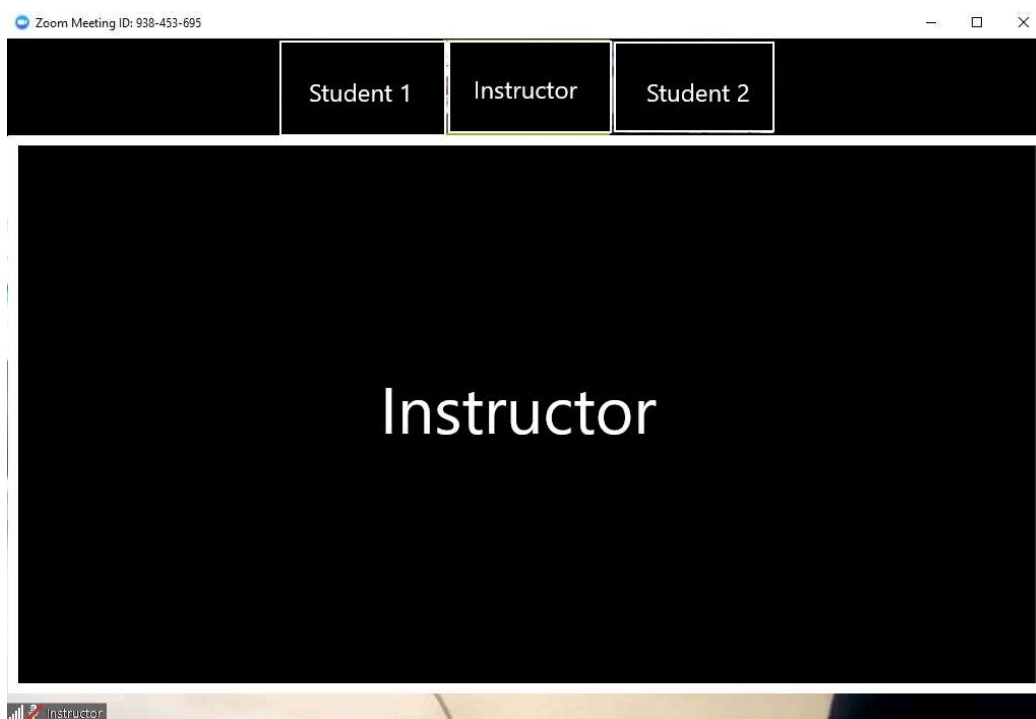


## 4. During the online lecture

### 4.1 Video layouts

The following screen layout is the one you see after joining the meeting, the **Speaker view**. In this mode, the active speaker's video (usually the instructor) is at the foreground, but at the same time you can see the other participant's video at the background.

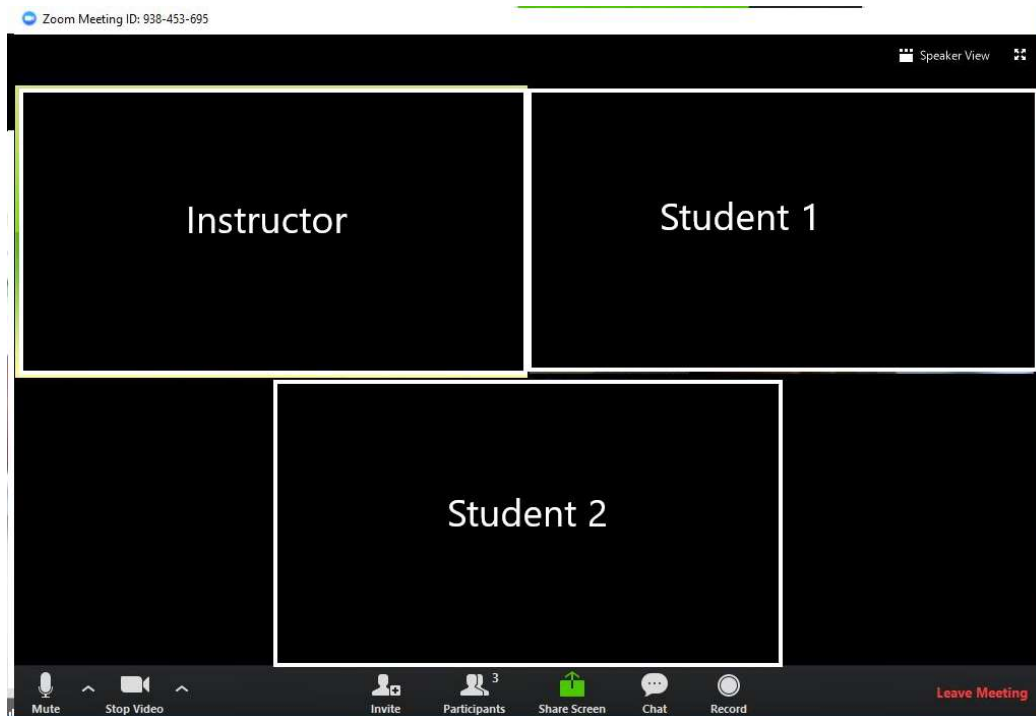
You can enter **Full screen** mode for the active speaker, by double-clicking anywhere on his/her video (the same for exiting Full screen).



The other video layout is the **Gallery view**. You can switch between the Gallery and Speaker view by selecting the icon located in the upper-right hand corner of your screen.

When selecting the **Gallery view** you will be able to see all participants (up to 25) in the same window.





You can perform various actions from the menu bar located at the bottom of the meeting window (move your mouse to toggle):



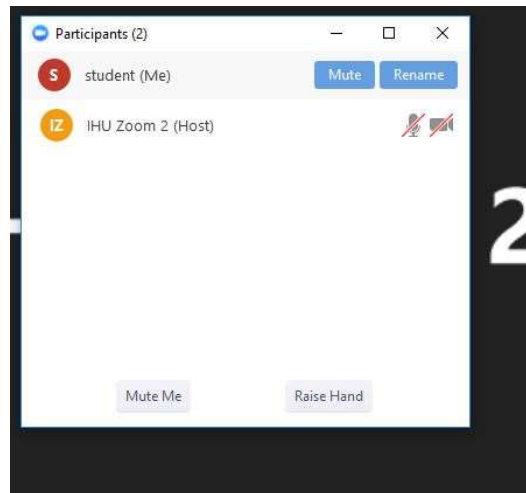
Unmute your microphone (if muted) by clicking on the icon at the left side of the menu bar, so that your teacher and your fellow students can hear you, when you speak. **In any other case, please have your microphone muted.**



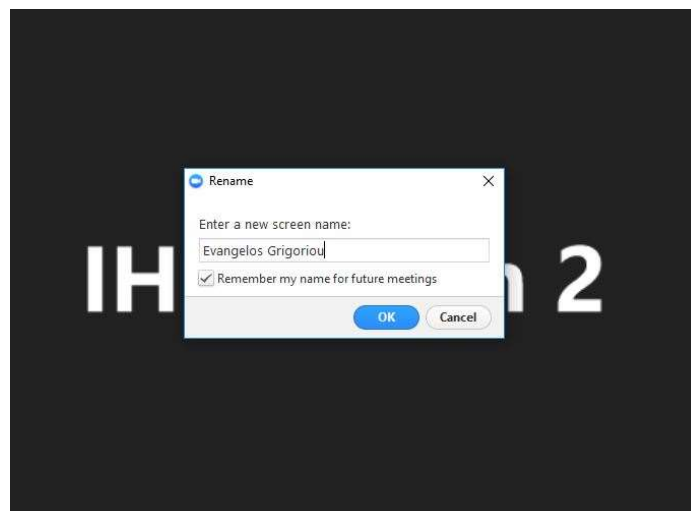
Your video can be stopped or started again by clicking the icon in the following picture.



Finally, by selecting **Participants** from the menu bar, you can see the list of all the participants (instructors, students) in the online lecture. If you move your mouse cursor upon the name with which you appear in the list, the **Rename** button emerges.



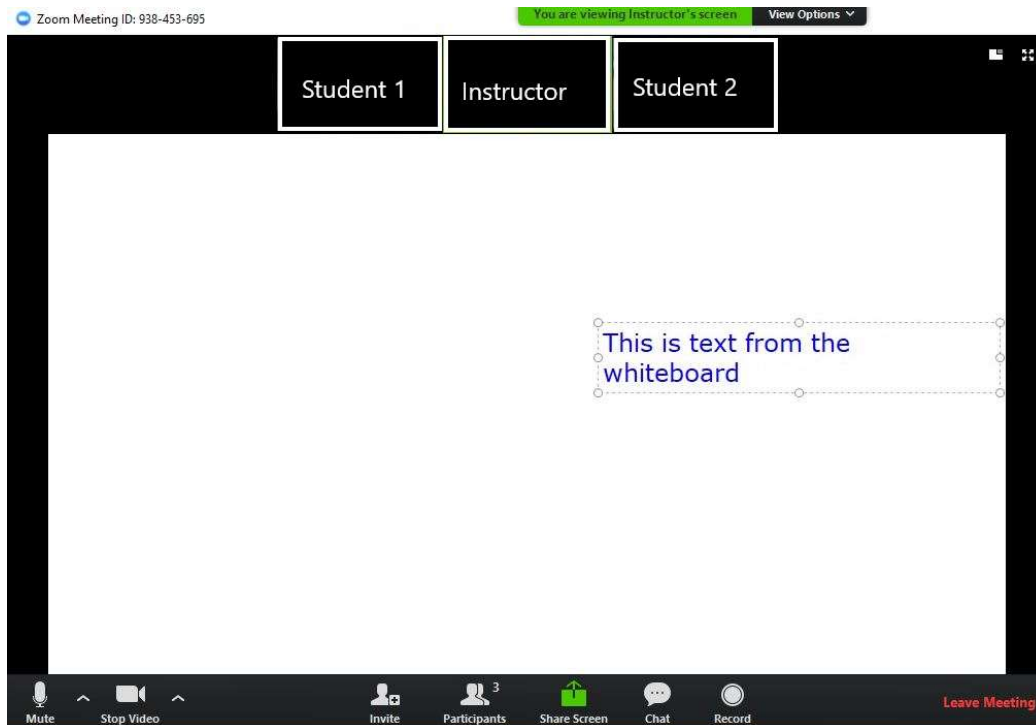
Click on that to correct your name. Please always be shown with your first and last name, when in the Zoom meeting.



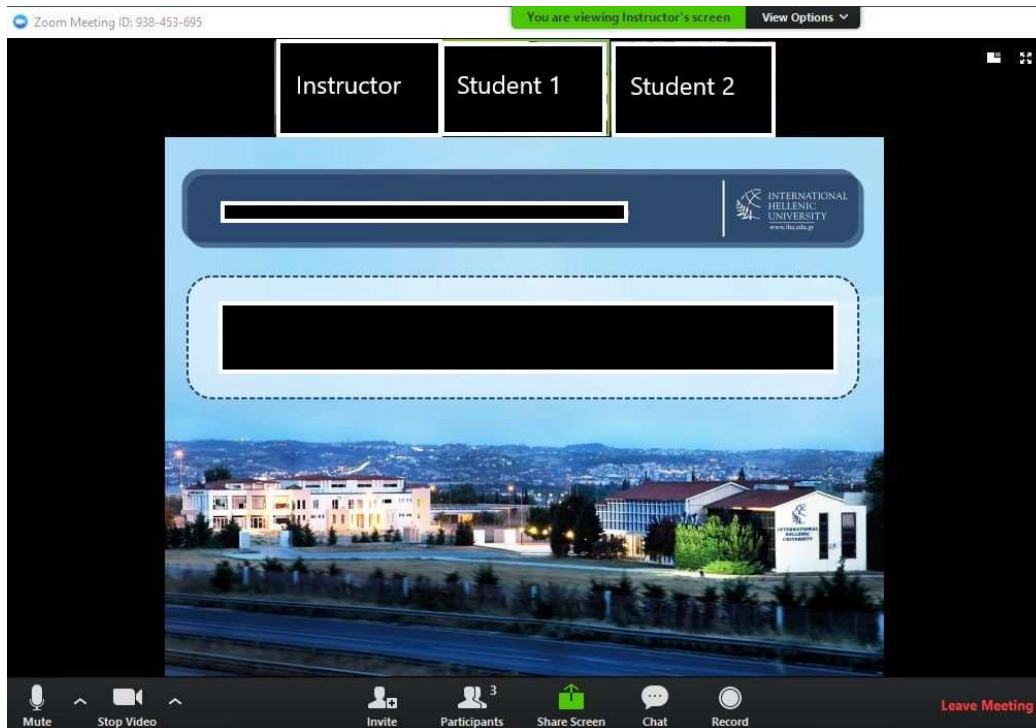
## 4.2 Screen sharing

During the online lecture, your instructor will probably share educational content by sharing his/her screen. Various types of content are supported.

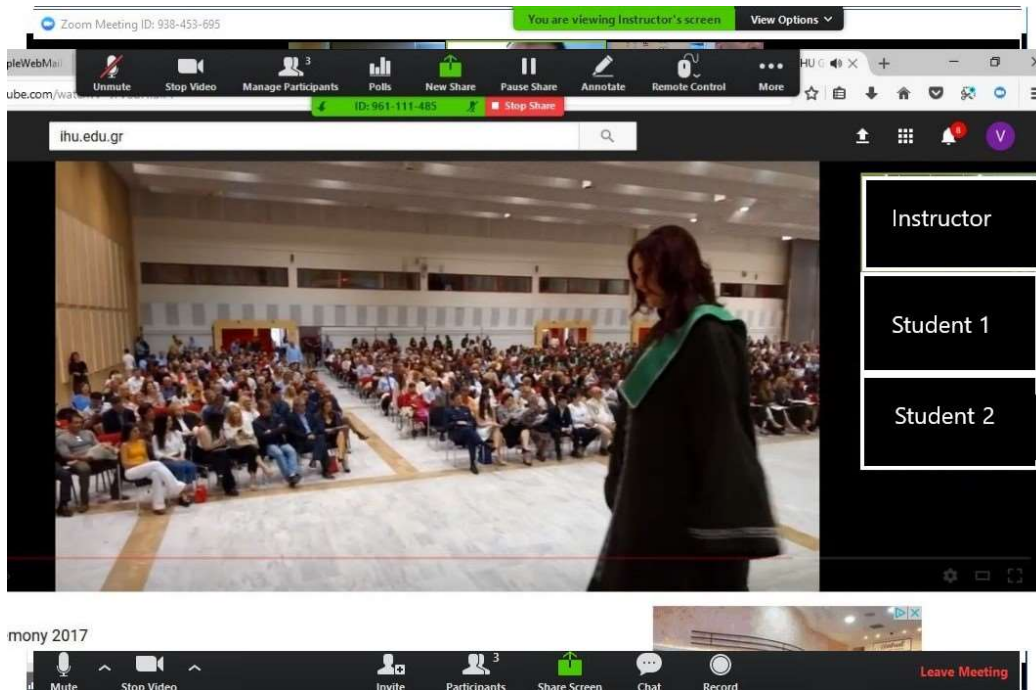
The following picture shows a whiteboard launched and shared by the instructor, on which he/she can write just like on a classroom whiteboard.



Similarly, a presentation can be shared to be viewed by the students,

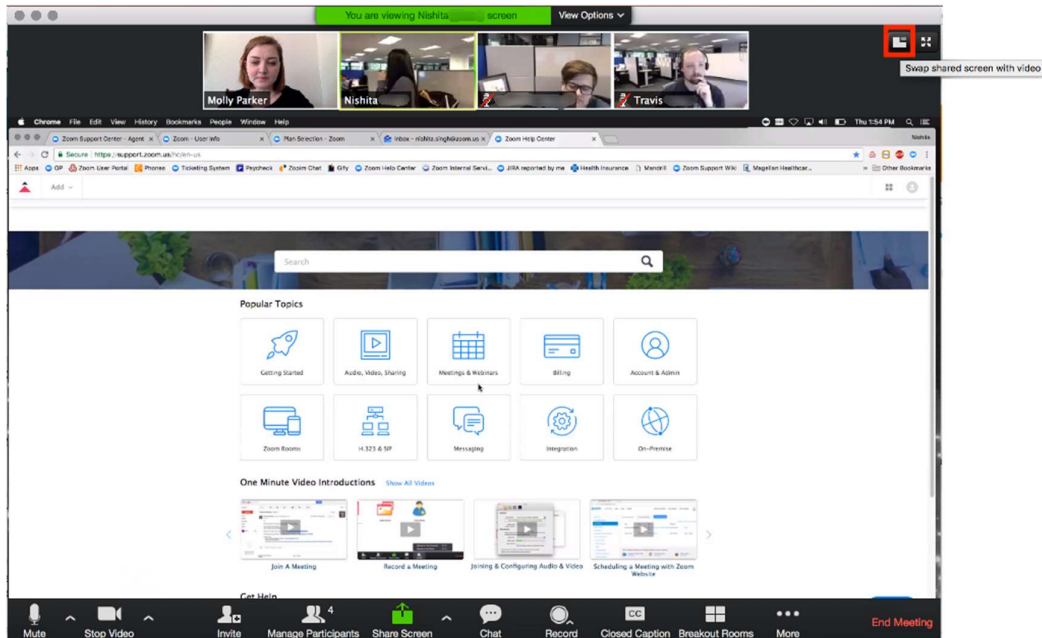


or the instructor can share a video playing in his PC or laptop.

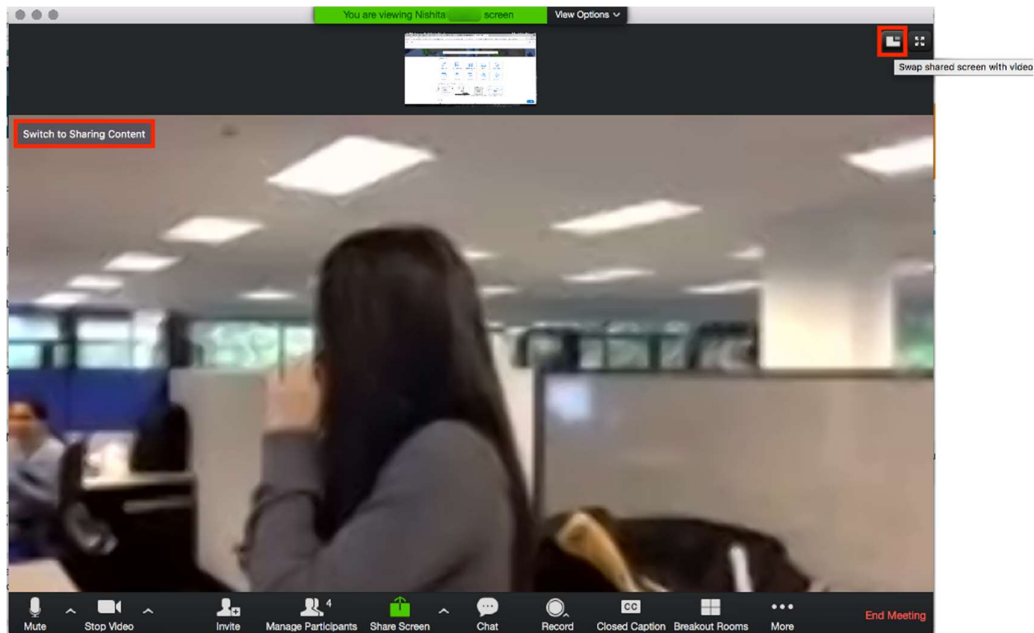


When you are viewing a screenshare, usually the active speaker view is in a small window at the top of your screen or at the right side of it, in side-by-side mode.

If during the lecture, you want to place the teacher's camera view in the main window and your teacher's screen or powerpoint share in side-by-side mode, click the ***Swap shared screen with video*** icon.



Click the icon at the upper right to swap it back or click **Switch to Sharing Content**.

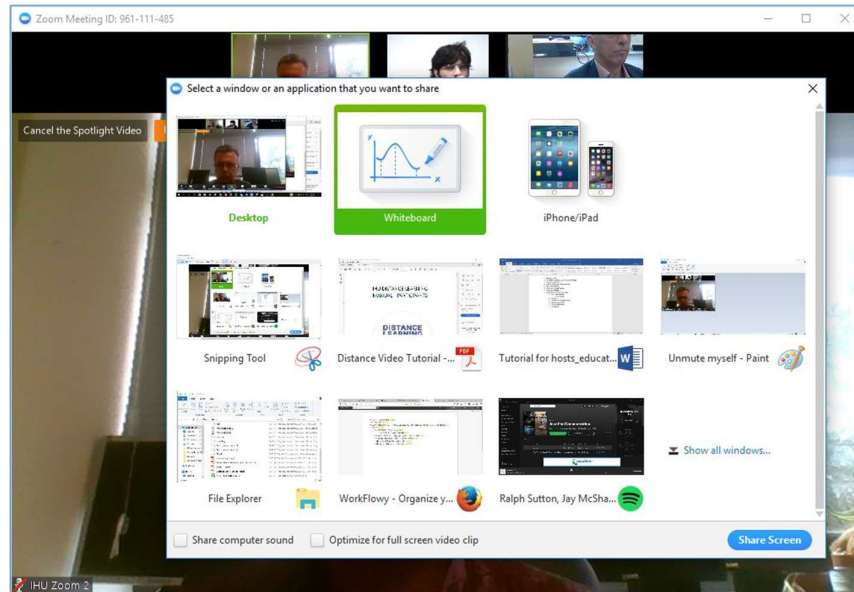


If you try to share your screen like your teacher, you will be notified that you are not allowed, as student's sharing is disabled by default.

But if your instructor allows you to share your screen and you are asked to do so, click **Share** on your menu bar



Then, you can choose to share your **Desktop** or an "individual application/window" that is already open, as shown in the following figure.

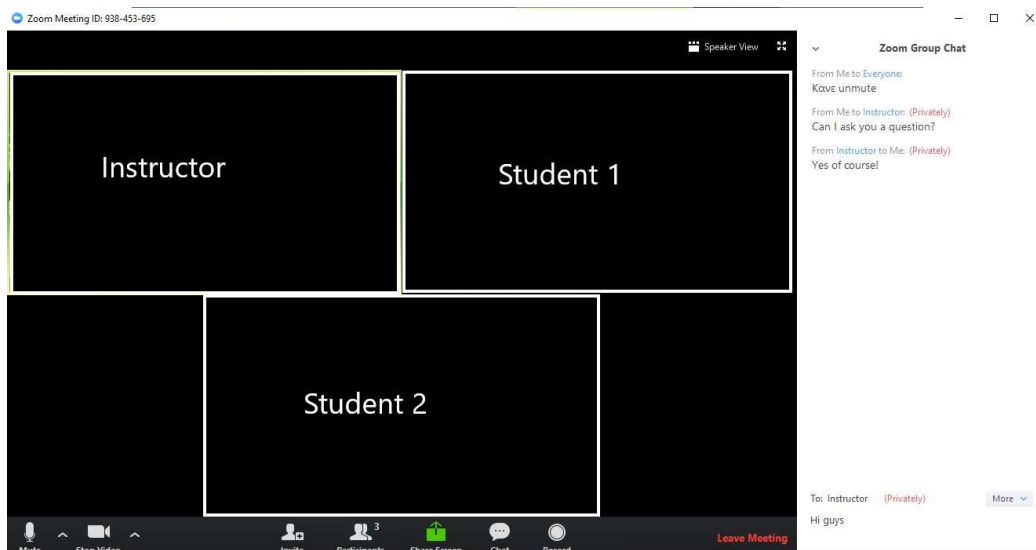


### 4.3 Chat

From the menu bar at the bottom of your screen, click **Chat** to enable message exchanging between teacher and students.



A side window titled **Zoom Group Chat** opens. Please enter your message in the box at the bottom of the chat window. You can send a message or a question to your teacher by selecting **Instructor** in the **To:** button.



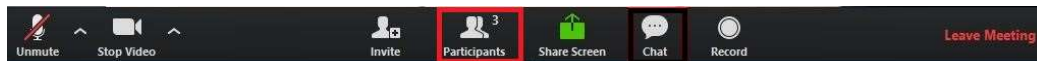
If allowed by your instructor, you can also send a message to all participant's by selecting **Everyone** or to a specific student by selecting his/her name.

#### 4.4 Ask permission to speak

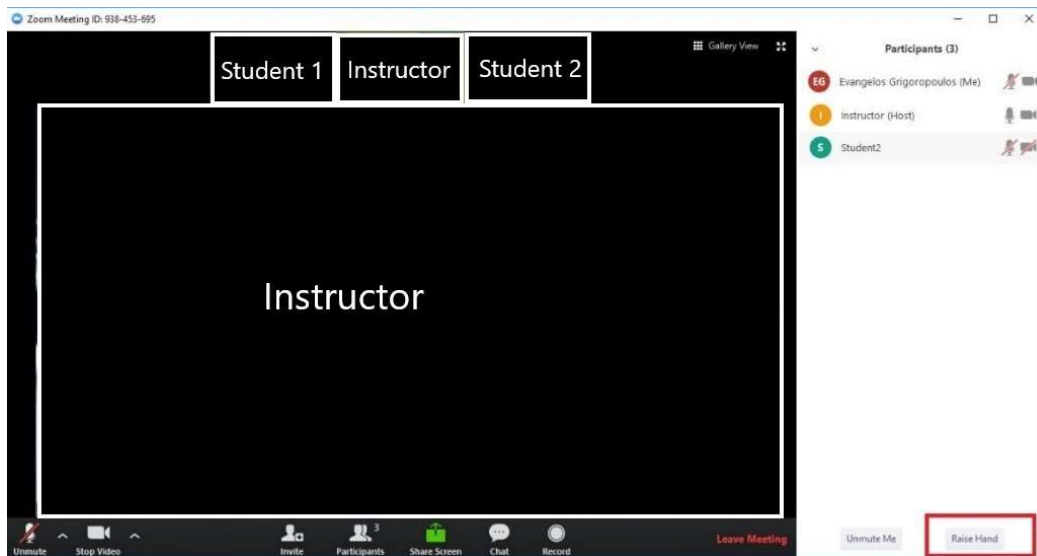
By default, when you enter a Zoom online lecture your microphones will be muted. If you wish to submit a question or speak in general, unmute your microphone – as shown earlier – and ask permission from your teacher to speak.

Another option – before unmuting your mic – is to notify your instructor by **raising your hand**.

In the menu bar, click on **Participants**.

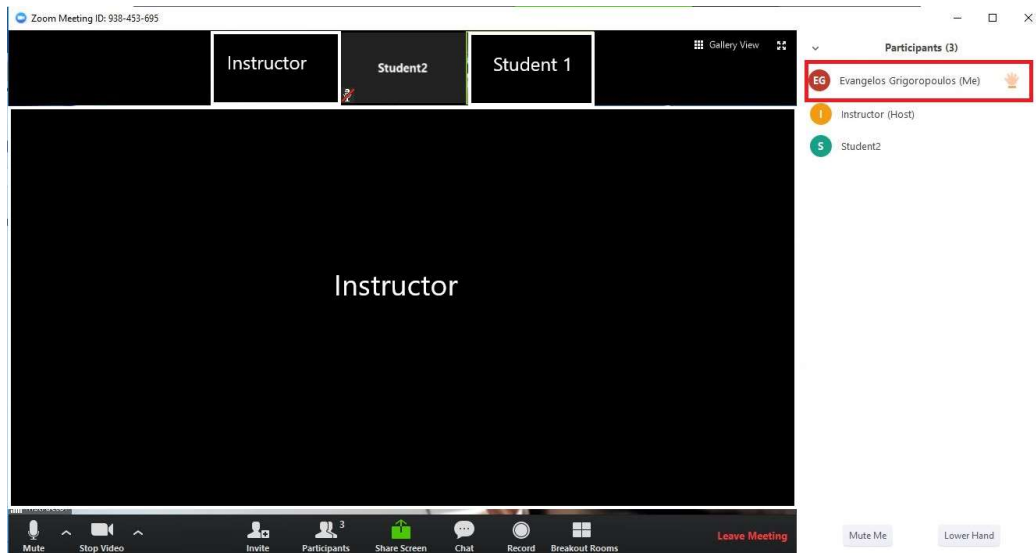


A side window titled **Participant** emerges. Click on **Raise Hand** to notify your instructor.



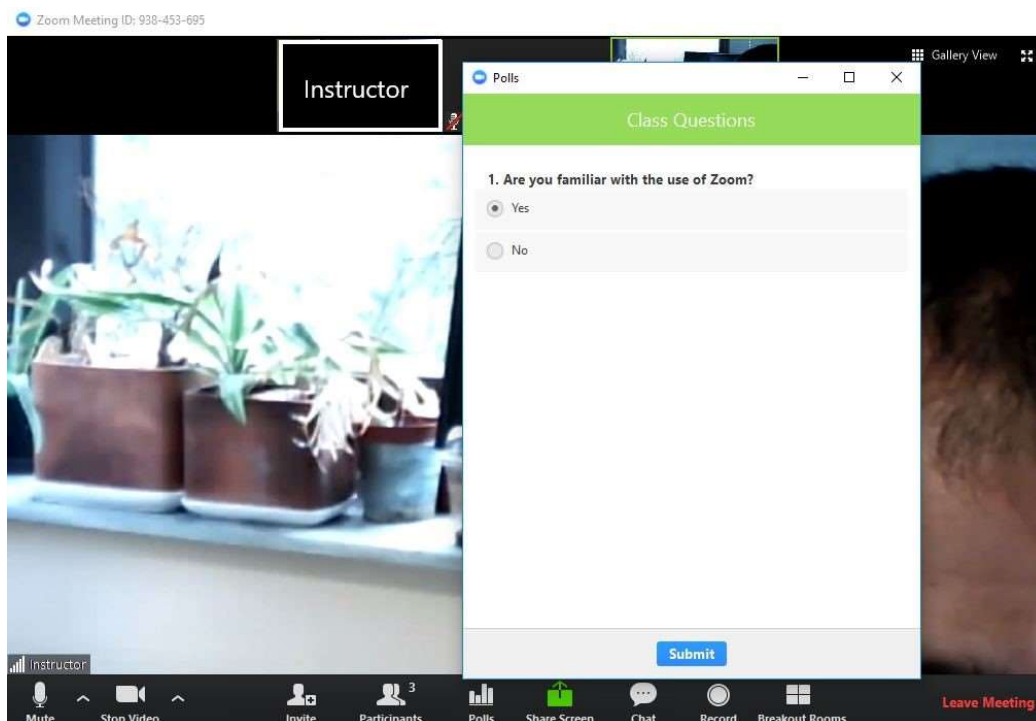
A hand icon appears next to your name in the **Participants** window. When you are granted permission to speak, please click on **Lower Hand** and unmute your microphone.





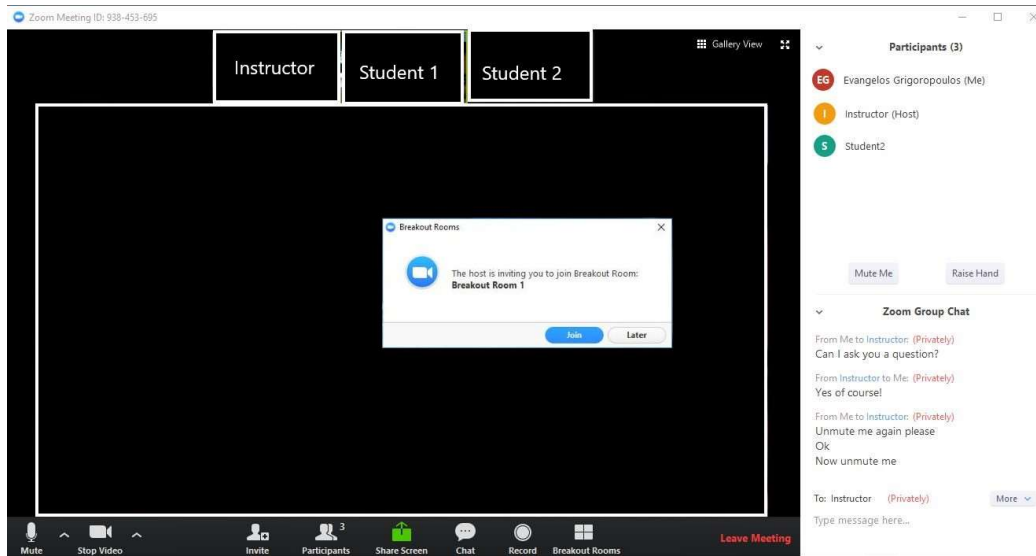
#### 4.5 Polling

Your instructor might use the polling feature of Zoom to create multiple choice questions and send them to you during the meeting. The question appears in the main Zoom screen and all you have to do is to choose your question and click on **Submit**.

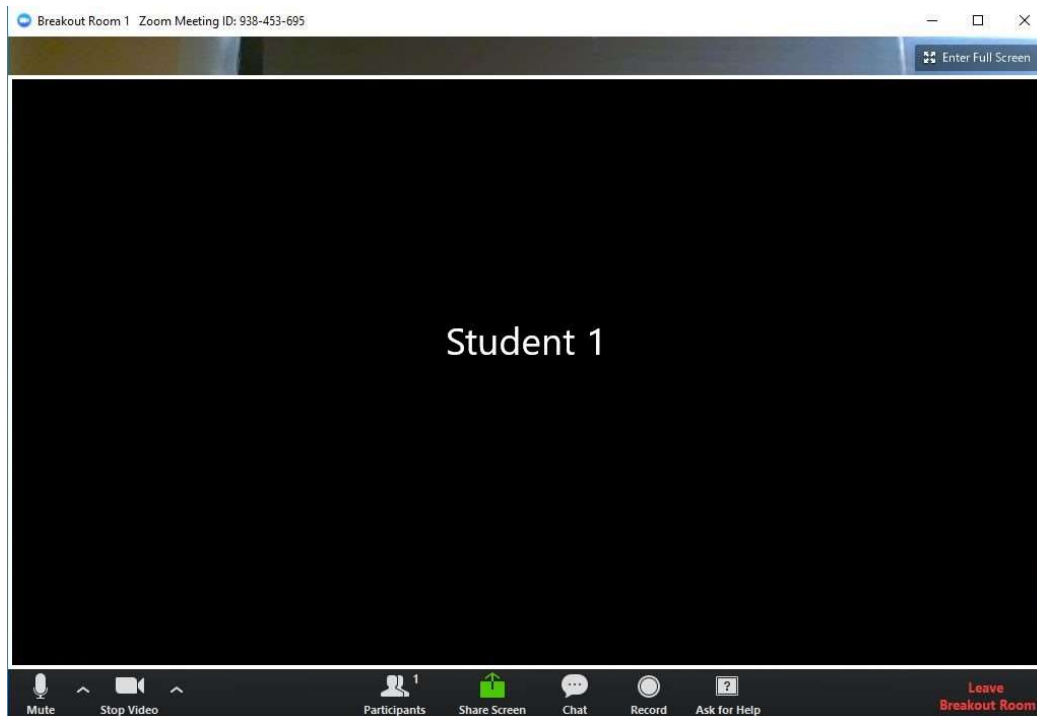


## 4.5 Breakout Rooms

In Zoom you can work with the other students in teams – called **BreakOut Rooms**. Breakout rooms are set up by the instructor, who will be able to invite you to join a breakout room anytime during the meeting. Click **Join** in the window that appears on your main Zoom screen to accept the invitation.



In a few seconds after you accept the invitation, you leave the main meeting and enter the Breakout room you are assigned along. In this room, you can discuss or work with the other students assigned to the same room.



Even your instructor may enter your breakout room to provide guidance. You can request for help, while being in the breakout room by clicking on **Ask for help** in your menu bar. Then click on **Invite host** in the emerging window.




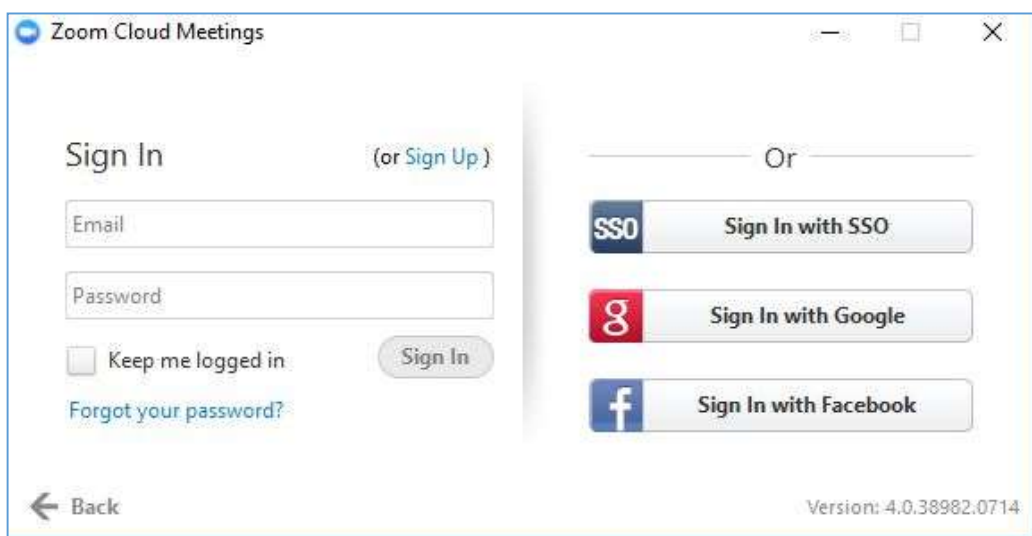
When it's time to get back to the main meeting, your instructor will send you a broadcast message. Click on **Return to Main Session** to leave the Breakout Room.



And you can leave at any time, by clicking on ***Leave Breakout Room***.

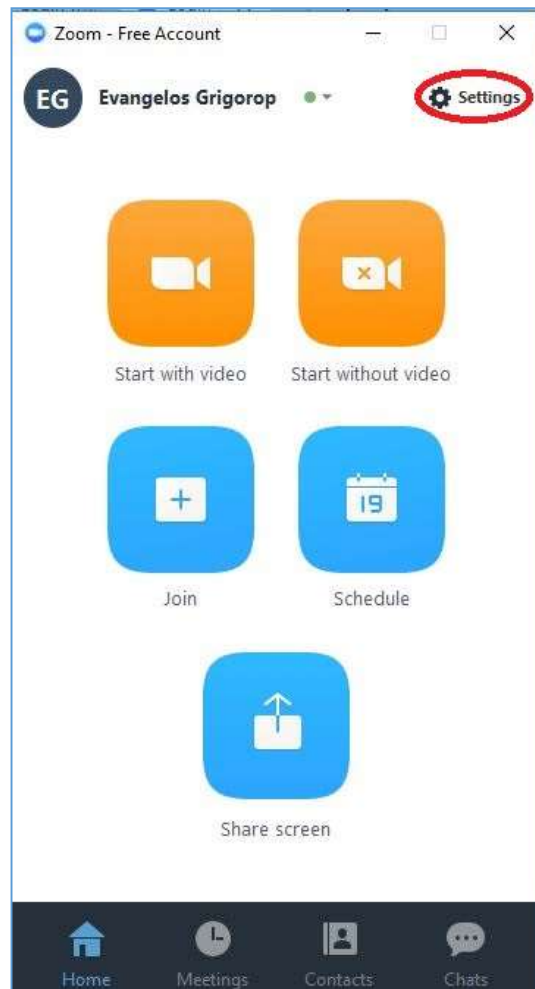
## I. Appendix – Test your camera and microphone before the online lecture

We recommend that you test the operation of your audio (microphone, speakers) and camera before the online lectures start. Launch your Zoom client from your start menu (**Zoom – Start Zoom**) or double click on the Zoom desktop  icon. The following window emerges.

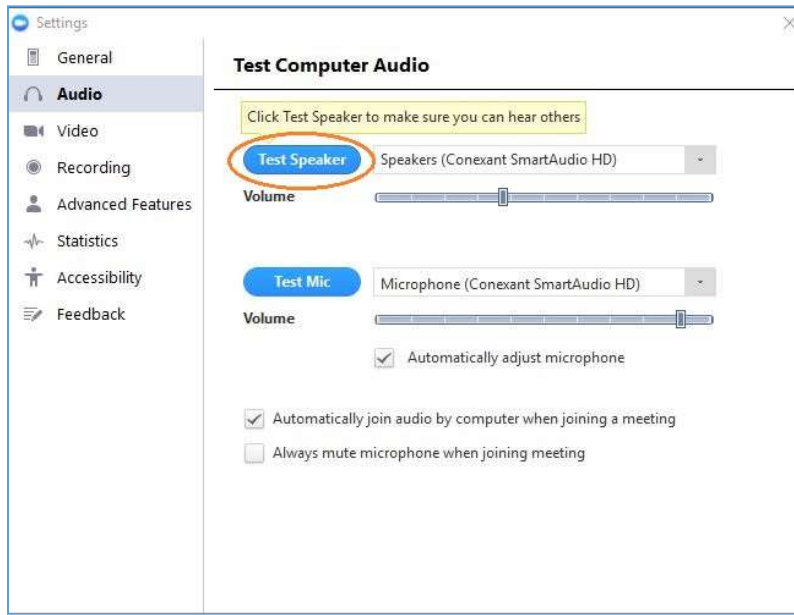


Sign up to create a free Zoom account or sign in (with Google or Facebook) to enter Zoom.

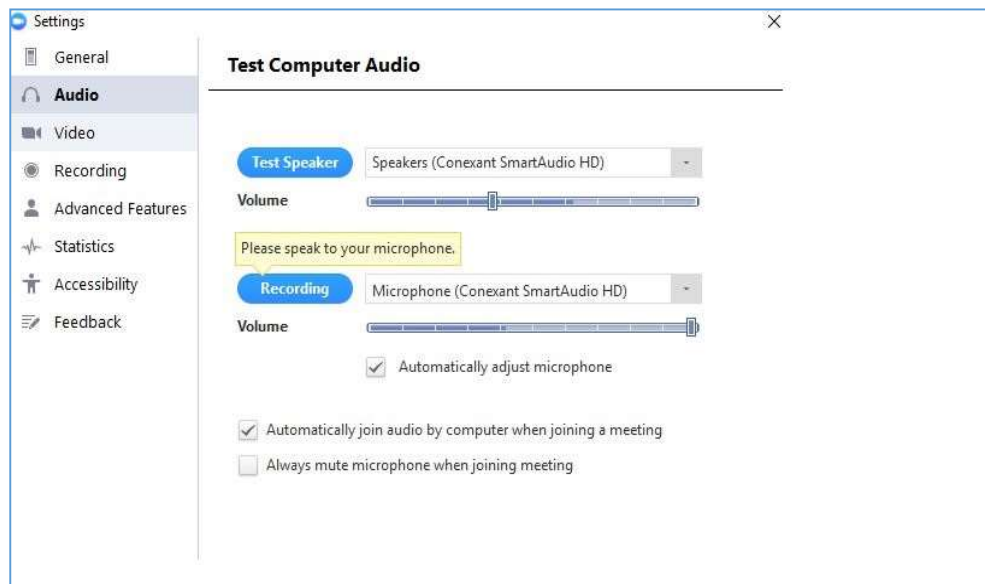
Once you have signed in, the main dialog box appears, as shown below. Click on **Settings**.

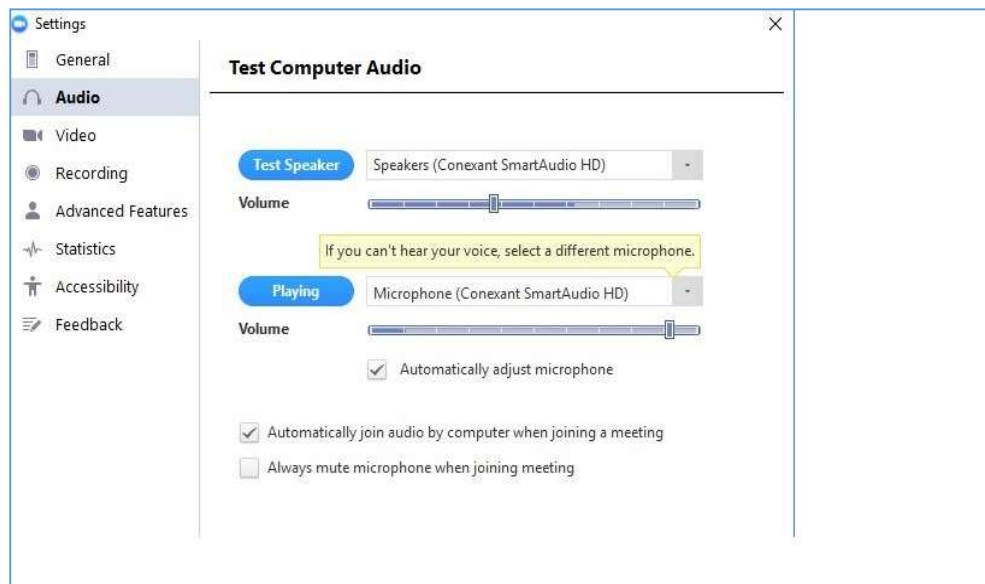


Among the various tabs, firstly click on **Audio** to test your audio setting. Click on **Test Speaker** to make sure that you can hear the sound from your speakers. Then click **Stop** to finish speaker testing. If you cannot hear the test sound, select a different speaker from the drop-down menu or check the volume of your speakers.



Then click on **Test Mic** to test your microphone. When the button is switched to **Recording**, record something with your microphone. After a few seconds the same button is switched to **Playing** and if your microphone operates properly, you will be able to listen to your recording. Otherwise check your microphone or select a different one from the drop-down menu.





To test your video camera, click on **Video** tab from the settings menu, to see what your camera captures.

After completing the tests, click on the down arrow next to your account name and **Log out**.