Zoom for Alexander College Students

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WHAT IS ZOOM?

HOW TO DOWNLOAD THE APP

ZOOM BASICS

WHAT TO EXPECT IN THE CLASSROOM

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What is Zoom?

Zoom is a video-conferencing software. Alexander College will be using Zoom to deliver lectures virtually. Students are expected to attend their courses on the dates and times as if attending in-person classes.

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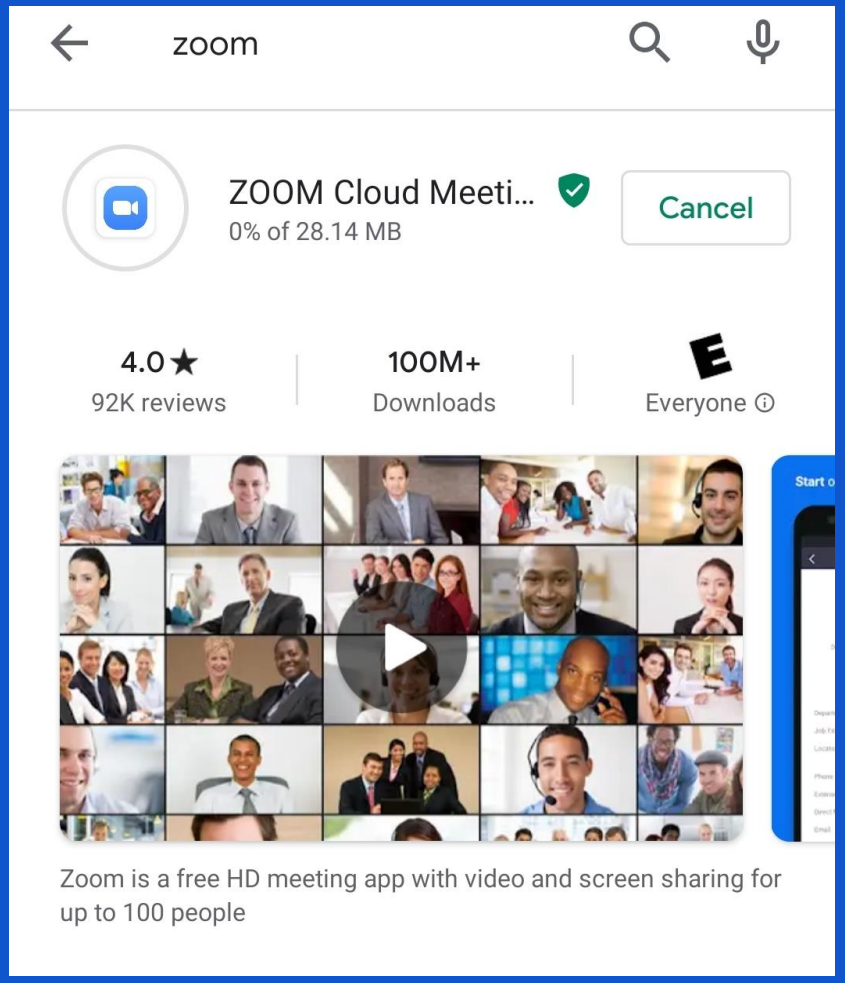
Download the App for Mobile



- Download the app for a seamless experience on your phone or tablet!
- Look for the app in the app store or access from the zoom website

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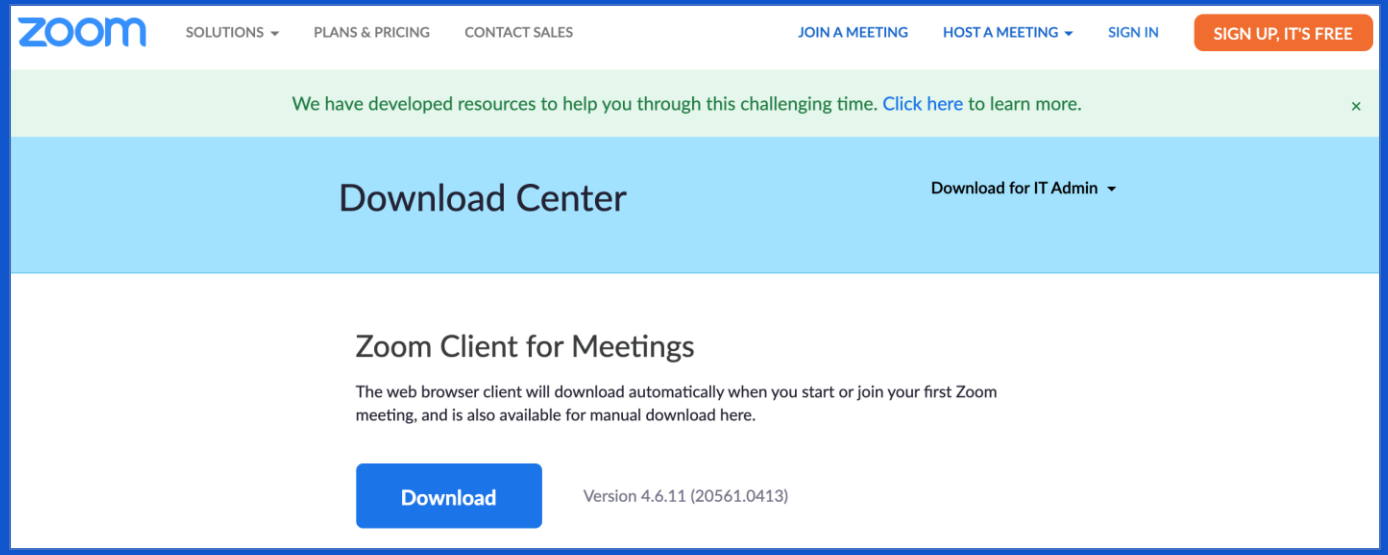
Download the Client for Laptop/Desktop

- Download the app on your computer from the Zoom Download Centre https://zoom.us/download#client_4meeting



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Access your Class

1. Go to MyAC and log in
2. Go to 'My Current Courses'
3. Click on 'Launch Zoom' and the Zoom app will open.
4. Enter your student # and name
   - You can choose to turn off video and/or audio
5. Click 'Join'
   - If your instructor hasn't started the class yet, you'll see a screen that asks you to wait for your instructor to let you enter the room

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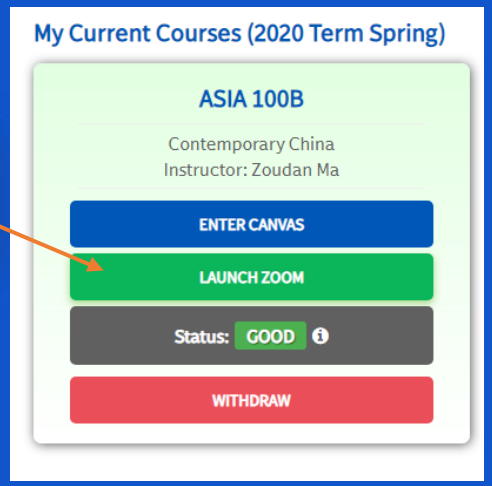
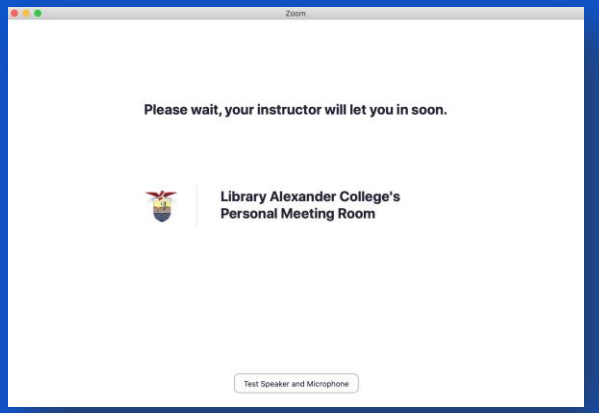
Steps 1 & 2

myAC



Step 3 - 5

Please wait



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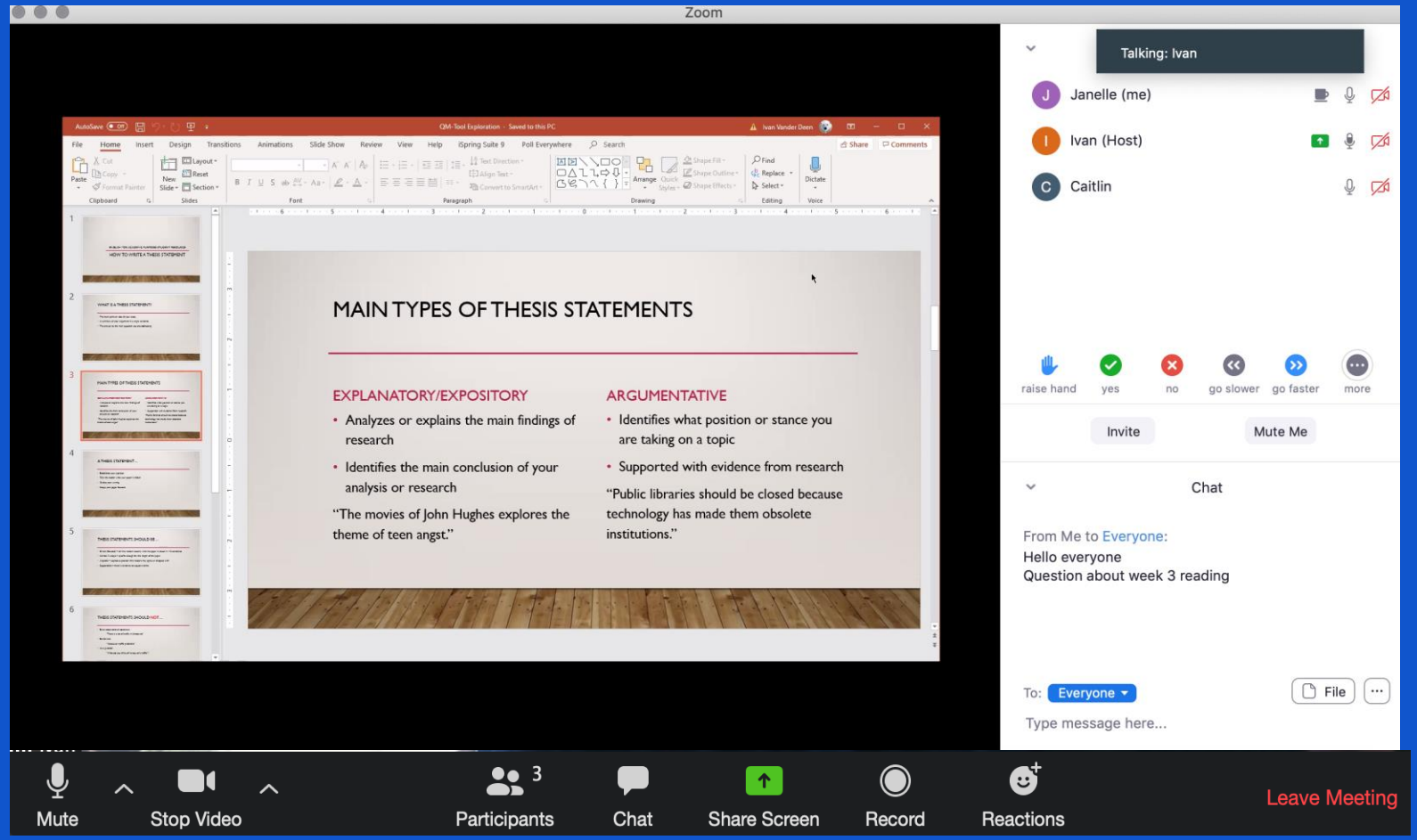
Zoom Basics



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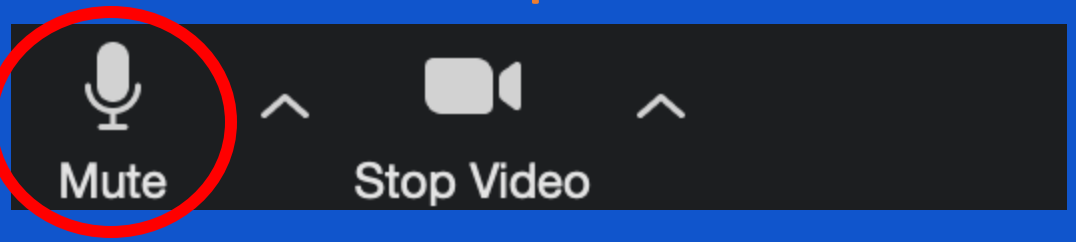
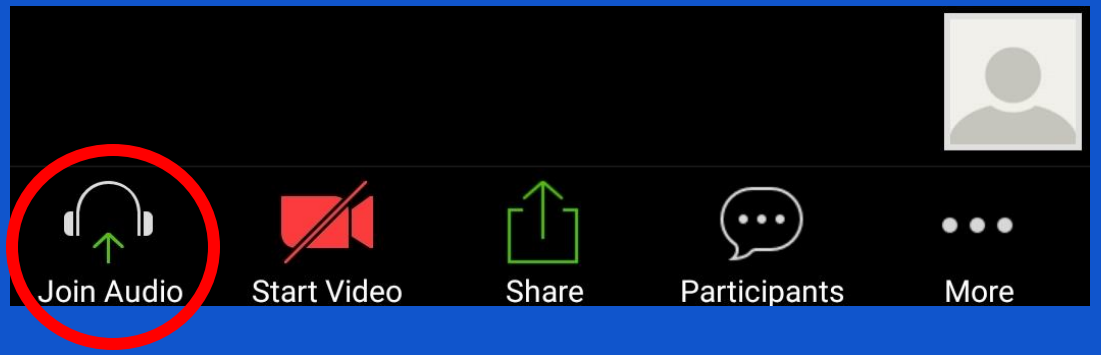
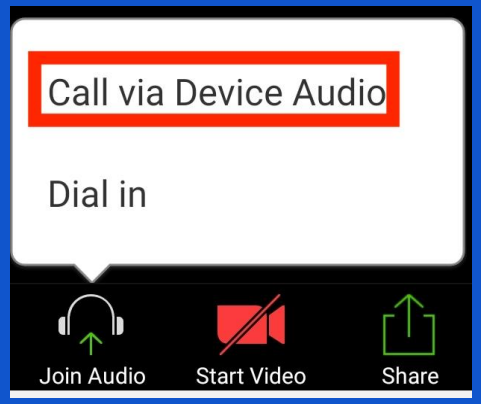
Audio Options



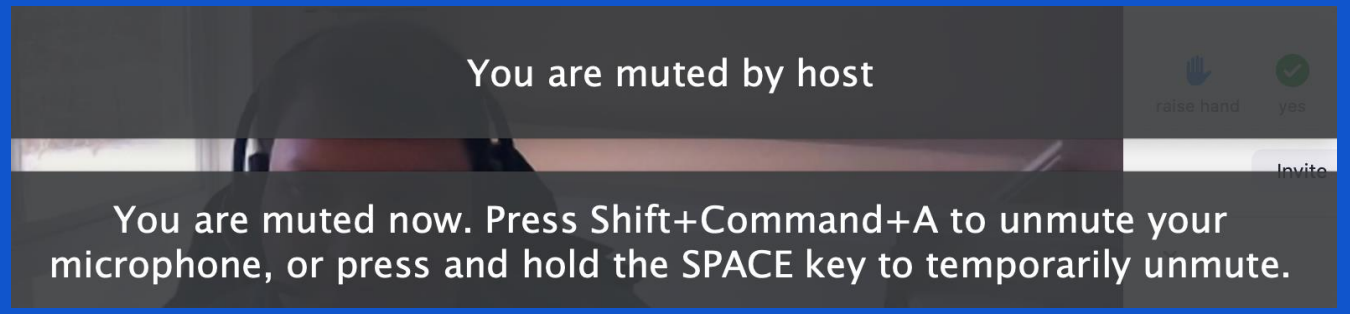
Turn Audio on or off (Mute) by clicking the microphone icon on the bottom left of your screen.



Audio options can be found by clicking on the up arrow beside the microphone icon



If you are on a mobile device, you may need to click 'Join Audio' and 'Call Via Device Audio'



Your professor may mute students during class. You will get a message on your screen (below) when this happens

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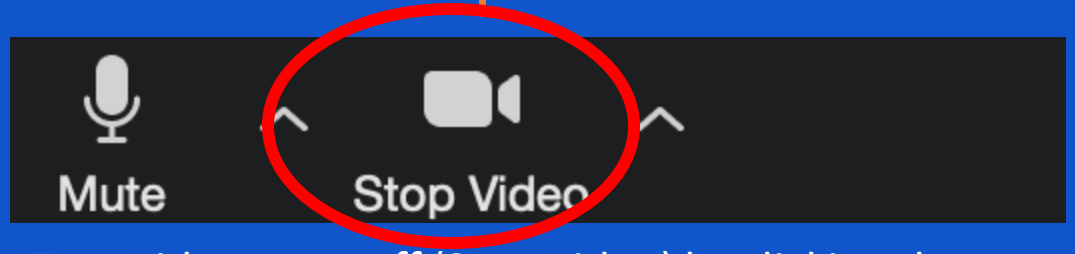
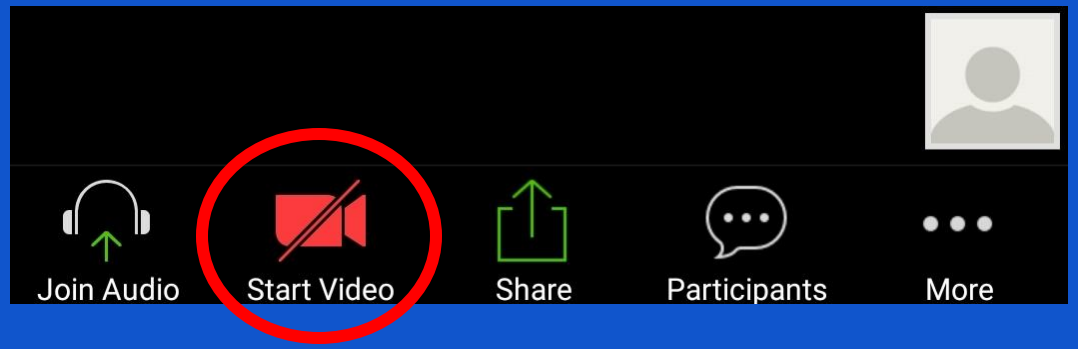
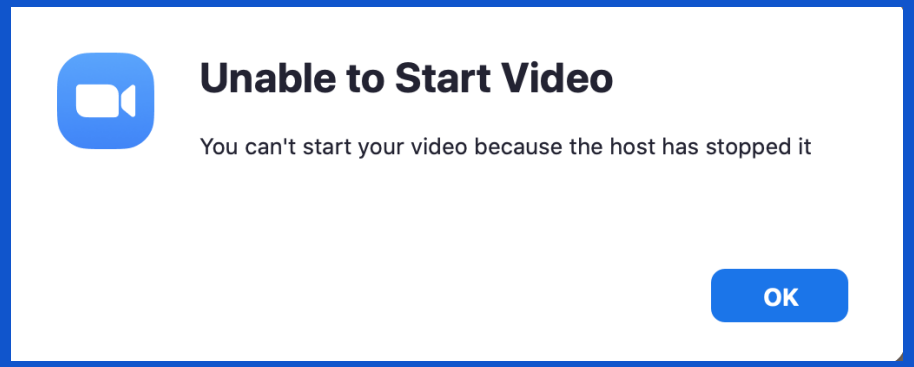
Video Options



Turn Video on or off (Stop Video) by clicking the video camera icon on the bottom left of your screen.

Video options can be found by clicking on the up arrow beside the microphone icon





Your professor may turn video off on students during class, or may ask you to turn your video on. You will get a message on your screen when they want you to turn your video on or off

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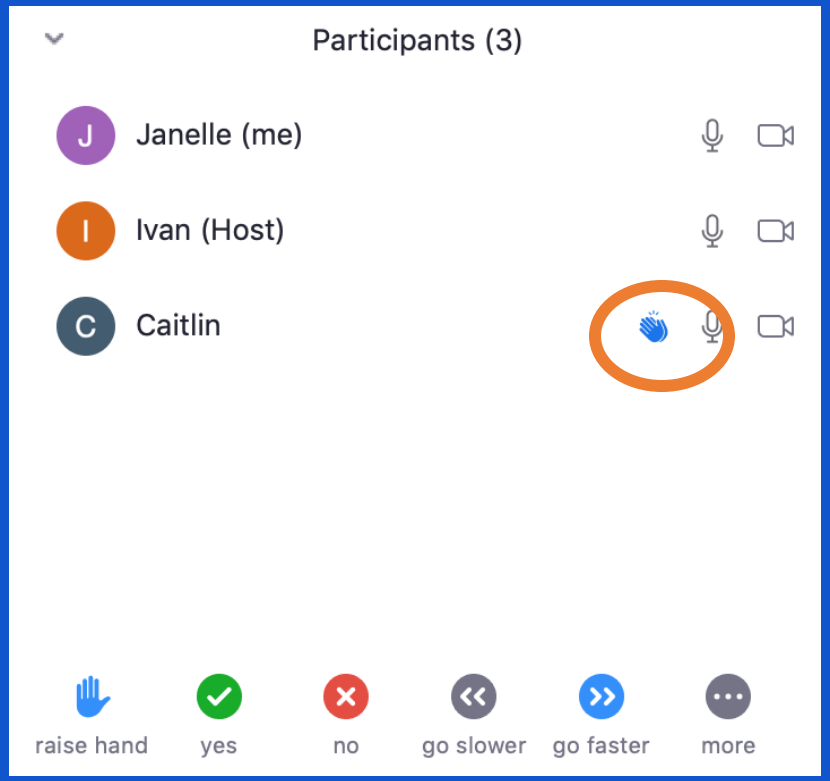
Participants Feature

- Clicking Participants from the bottom menu will show who is in the room

- You can also react and participate online like you would in the classroom. Options include: raise hand, yes, no, go slower, go faster, clap, and thumbs up! Click on the reaction by your name to remove it.



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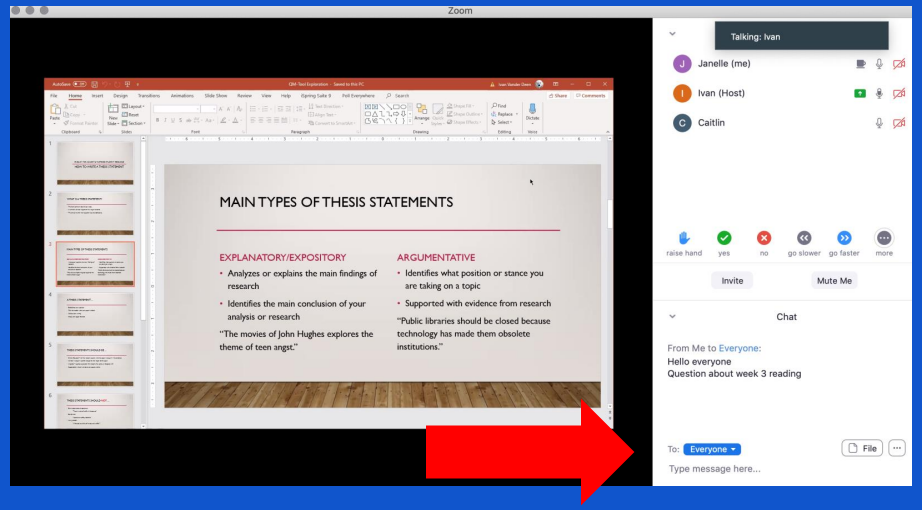
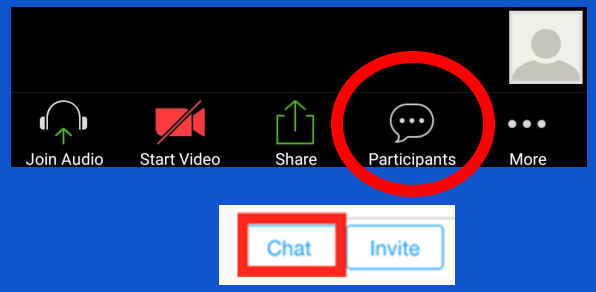
Chat Feature

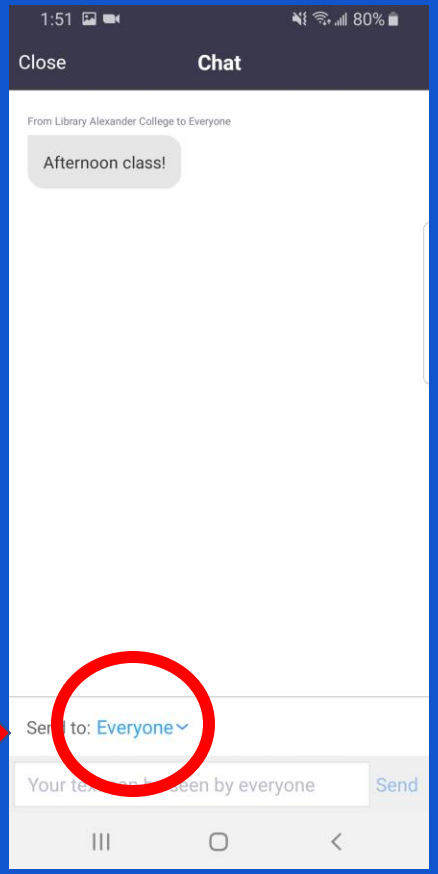


Students can chat with classmates and their professor using the chat box.



To chat on a mobile device, click on participants, and hit 'chat'

Students can chat with the whole class, or with individual students by changing the 'Send to' feature.



Etiquette on chat remains the same as in class – act as if the whole class can hear you, because **all** chats are visible to the instructor!

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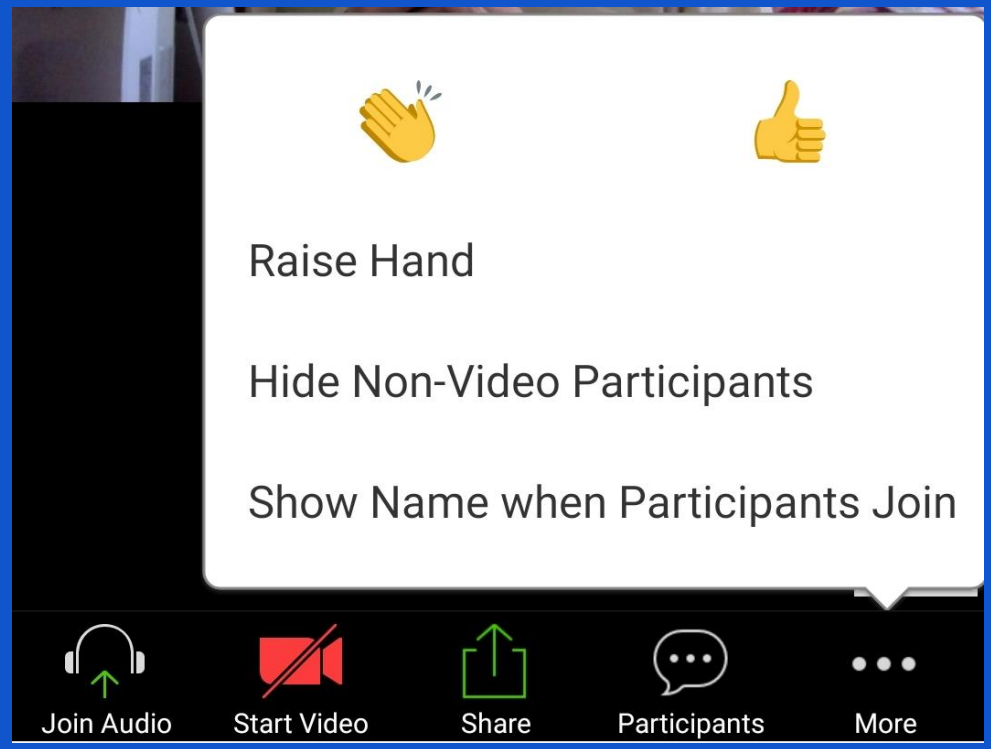
Other Features

- Students may be asked to share their screens (when presenting). They can do so by clicking 'Share Screen' (computer) or 'Share' (mobile)

- Mobile users can turn off or on participant information by clicking on the 'More' tab.



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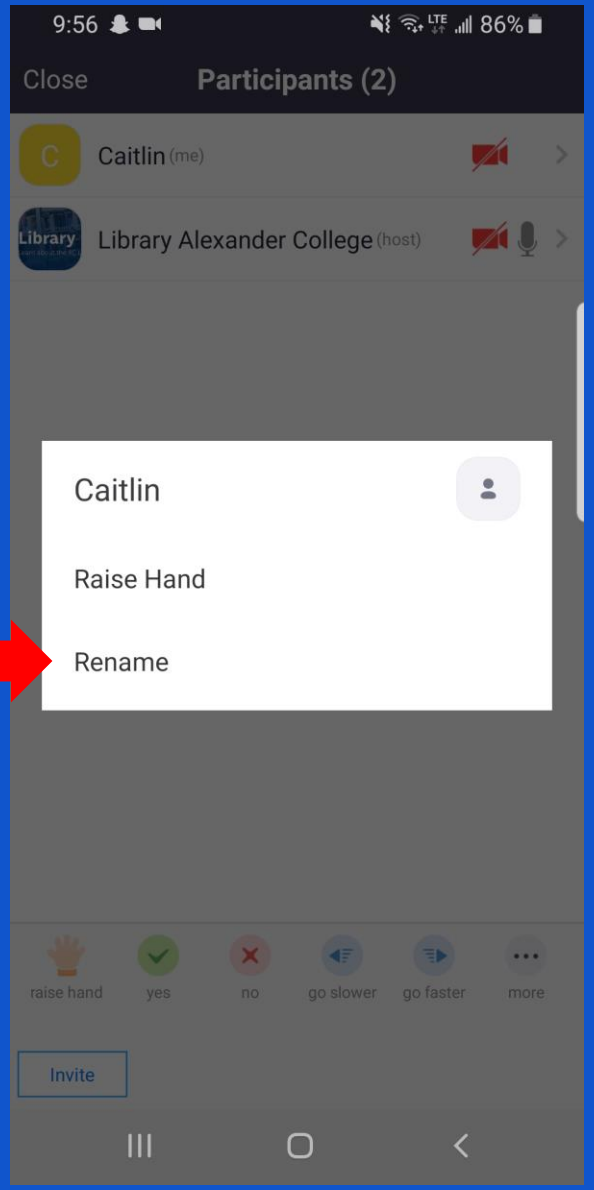
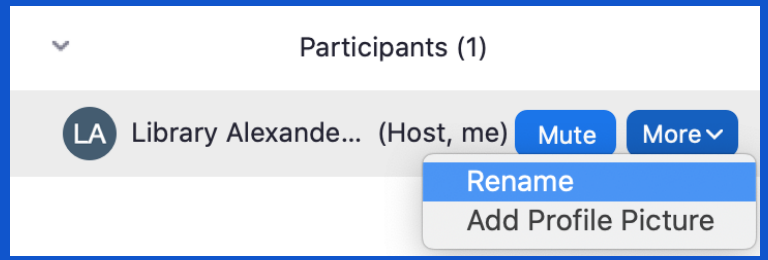
Renaming

- You will be asked to enter your student number and name, so that your professor and classmates know who you are

- You can edit your name by clicking on "Participants" and selecting yourself





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What to expect in the classroom

- Each professor might conduct their virtual classes a bit differently – check with your instructor and/or syllabus for expectations
- Your instructor might mute video, audio, screen sharing options for students for a class or part of a class
- You are expected to participate in virtual classes to help foster discussion and create a sense of online community with your peers and professor
- There could be virtual groups in the class where you work with other students

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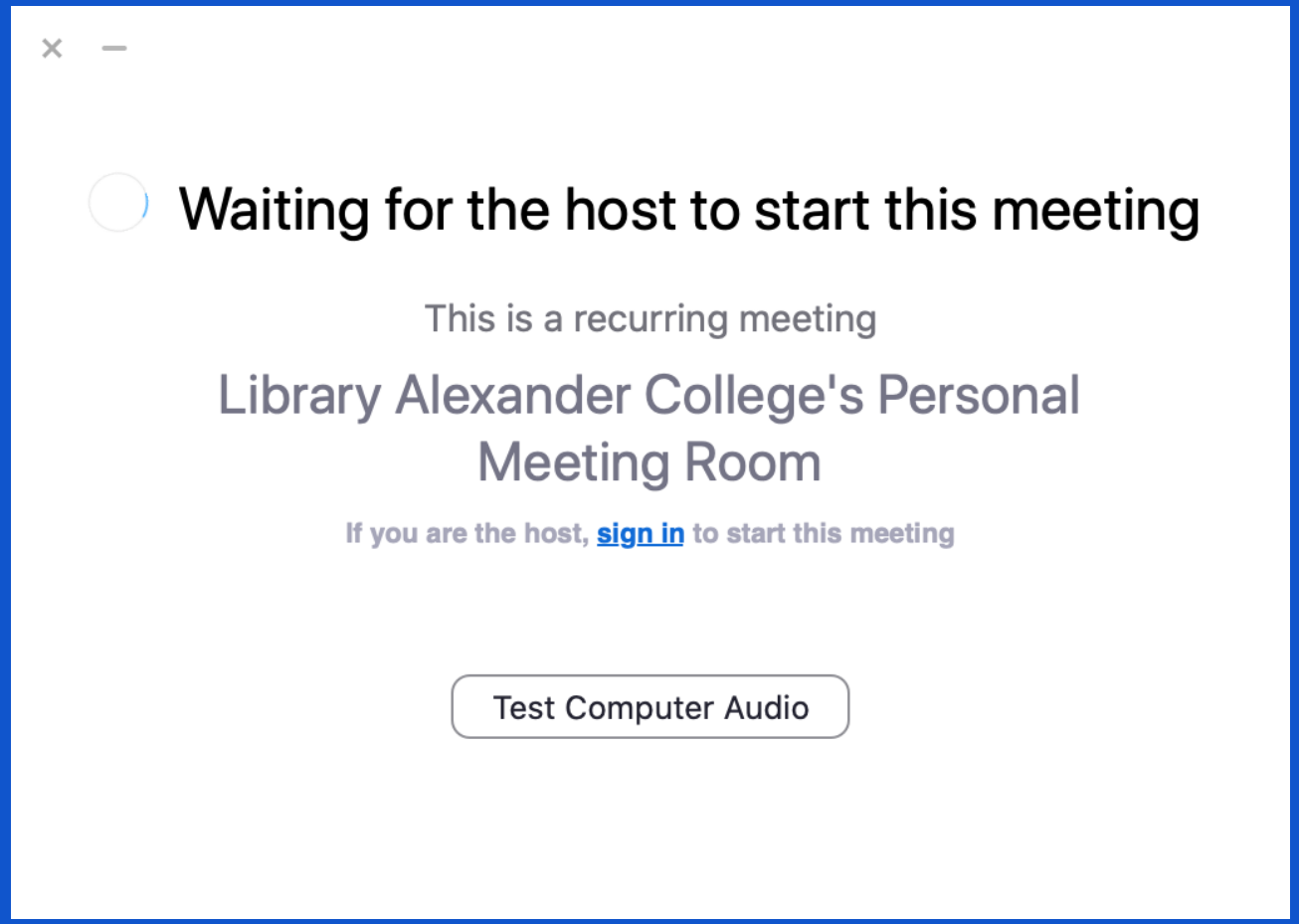
Arriving Early

- If you arrive early for class (before your professor), you will see a screen which reads "Waiting for the host to start this meeting". Sit tight, and wait for your professor!



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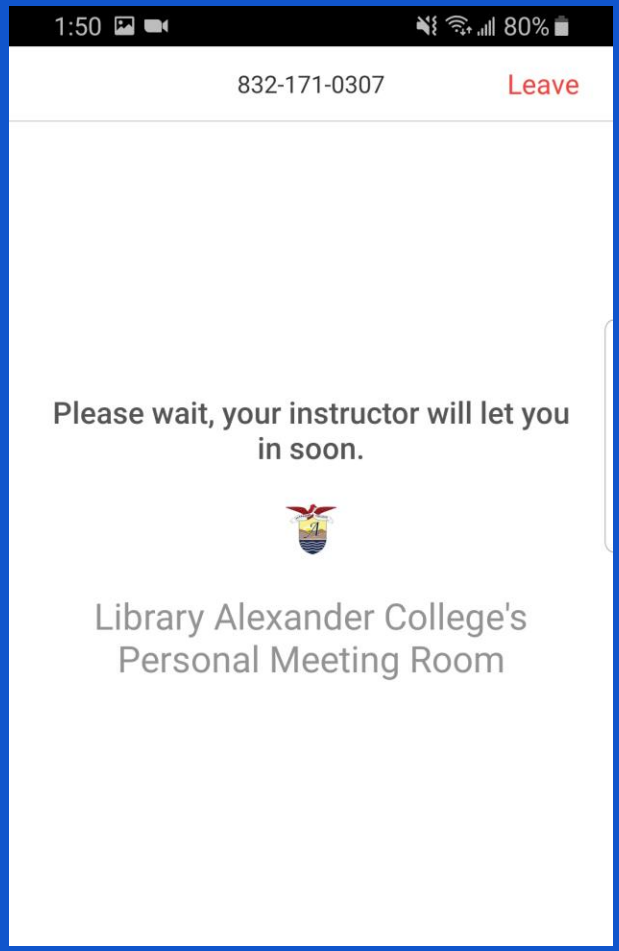
Waiting Rooms

- Instructors may require students to wait in a 'waiting room', so that they can verify each student accessing their class. If you are in a waiting room, wait for your professor to admit you into the classroom.



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Zoom Etiquette

- Only use chat, video, and audio for questions & comments related to your course
- Mute your audio if you are eating, drinking, or if there are background noises around you
- Do not engage in misconduct online – behavioral misconducted can result in penalties. For more information visit AC's Office of Student affairs website (https://alexandercollege.ca/student-success/office-of-student-affairs/misconduct/)
- Check with your instructor about their expectations for participation online
- Don't forget to click 'leave meeting' when you are leaving class!

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Zoom Support

- Have technical questions? Contact us at zoomsupport@alexandercollege.ca

- You can also check out the Zoom help website (https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?_ga=2.147701495.1914715151.1586967552-32684170.1586967552) for more info!

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