PARTICIPATING IN A ZOOM VIRTUAL CLASSROOM AS A:

Baldwin Student
HOW DOES ZOOM WORK FOR DISTANCE LEARNING?

Enhanced collaboration features
Collaborating on projects and ideas is easy with one-click content sharing, real-time co-annotation, and digital whiteboarding.

New ways for students to engage
Video breakout rooms, multi-sharing, polling, and group chats add a new level of engagement to virtual and hybrid classes.

Microlearning opportunities
Create and repurpose video content into easily-digested hosted videos that allow students to learn at their own pace.

ZOOM FEATURES

1. Logging In - Browser
2. Logging In - Desktop
3. Zoom Desktop Client
4. Zoom + ManageBac
5. Zoom Controls
6. Zoom Videos
7. Contact BWN IT
1. LOGGING IN TO ZOOM THROUGH A BROWSER

✓ Login to Zoom through a browser at: https://zoom.us/signin

✓ Click on the **Sign in with Google** button to sign in with your Baldwin Gmail address and password.

➡ Next, it may ask you to authorize Zoom to login with your Google account, Click the confirm/allow button/authorize.

✓ For optimal use, please use Google Chrome, Safari, or Firefox.
2. LOGGING IN TO ZOOM THROUGH THE DESKTOP CLIENT

✔ Click Here to Download Zoom desktop client (Windows or Mac)

✔ After launching Zoom, click Sign In to log in and start, join a scheduled meeting or schedule your own meeting.

✔ To sign in, click on the Sign in with Google button to sign in with your Baldwin Gmail address and password.

➡ Next, it may ask you to authorize Zoom to login with your Google account. Click the confirm/allow button.
3. ZOOM THROUGH THE DESKTOP CLIENT HOME SCREEN

✓ Home

After signing in, you will see the Home tab, where you can click these options:

➡ **New Meeting**: Start an instant meeting. Click the downwards arrow to enable video or use your personal meeting ID (PMI) for instant meetings.

➡ **Join**: Join a meeting that is in progress.

➡ **Schedule**: Set up a future meeting.

➡ **Share Screen**: Share your screen in a Zoom Room by entering in the sharing key or meeting ID.

➡ **Date and time with background image**: To change the background image, hover over the picture and click the camera icon.
Upcoming meeting: Displays the next meeting for the current day. Add a third-party calendar service if you want to sync upcoming meetings.
3. **ZOOM THROUGH THE DESKTOP CLIENT HOME SCREEN**

- Click your profile picture for these options:
  - Add a personal note.
  - **Settings**: Access settings you can change in the client.
  - Change your status to Available, Away, or Do Not Disturb.
  - **My Profile**: Open the Zoom web portal to edit your profile.
  - **Help**: Open the Zoom Help Center.
  - **Check for Updates**: Check if Zoom is up to date.
  - **About Zoom**: View the current version.
  - **Switch to Portrait View**: Switch the Zoom window to portrait view if you prefer a narrower window.
  - **Sign out**
3. ZOOM THROUGH THE DESKTOP CLIENT HOME SCREEN

✓ Meetings

Select the Meetings tab and click Upcoming to view, start, edit, and delete scheduled meetings.

You can click the following options after selecting a scheduled meeting in the left-side panel:

➡ Add icon: Schedule a new meeting.

➡ Refresh icon: Refresh the meeting list if you don’t see your scheduled meeting.

➡ Start: Start the scheduled meeting that you have selected in your upcoming meetings.

➡ Copy Invitation: Copy the scheduled meeting’s invitation text, allowing you to manually paste into an email, instant messenger etc. Click Show Meeting Invitation if you want to view the invitation you are copying.

➡ Edit: Edit the meeting options for your scheduled meeting.

➡ Delete: Permanently delete your scheduled meeting.
4. Join Your Baldwin Virtual Classroom with Zoom through ManageBac

✓ Your online lessons are **in light blue color** in the Calendar. You can join online lessons directly from the Calendar via the link provided.

✓ **Online Lesson** (Class Zoom Meeting) is a new feature in ManageBac where teachers will post Zoom Class Meetings (links) to directly connect to the session.
Your student view of online lessons will show three columns:
- on the left, you will have Lesson/Unit details related to the current lesson
- a place to add Notes that will remain accessible for the student after the end of the online lesson on the right
- the center column with shared resources selected by the teacher
- the right column with Members and Chat tabs for direct interactions with other members of the online lesson and to ask the questions to the teacher (this will be available depending if the teacher enables it for the lesson).

Students will only see the Presentation Mode screen if teachers have started an online lesson and enabled Presentation Mode in that Online Lesson. Otherwise, students will just see the screen for accessing Online Lessons.
Once you have started or joined a meeting, you can access the meeting controls located at the bottom of the meeting window (move your mouse in the Zoom window to display meeting controls).
Attendees have access to these features:

➡️ **Mute / Unmute**: Mute and unmute your microphone.

➡️ **Audio Controls** (click the ^ arrow next to Mute / Unmute): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

➡️ **Start Video / Stop Video**: Turns your camera on or off.

➡️ **Video Controls** (click the ^ arrow next to Start Video / Stop Video): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.

➡️ **Participants**: See who’s currently in the meeting and invite others. You can also access to these options:

➡️ **Rename**: Hover over your name, click More, and choose Rename to change your screen name displayed to other participants.

➡️ **Non-verbal feedback icons** (if enabled by the host): Places an icon beside your name to quickly notify the host.

➡️ **Share Screen**: Start a screen share (if the host allows). You will be able to select the desktop or application you want to share. Learn more.

➡️ **Chat**: Access the chat window to chat with the participants.

➡️ **Leave**: Leave the meeting while it continues for the other participants. Only the host can end the meeting.
5. ZOOM IN-MEETING CONTROLS – BROWSER

✓ The attendee controls appear at the bottom of your screen.

✓ Attendees have access to these features:

➡ Mute / Unmute: Mute and unmute your microphone.

➡ Start Video / Stop Video: Turns your camera on or off.

➡ Participants: See who’s currently in the meeting. The participants list also gives you access to these options:

➡ Rename: Hover over your name to change it as it’s displayed to other participants.

➡ Invite: Invite others to join your meeting.

➡ Non-verbal feedback icons (if enabled by the host): Places an icon beside your name to quickly notify the host. For example, Raise Hand places the raise hand icon beside your name and simulates a hand raise.

✓ Chat: Access the chat window to chat with the participants. Learn more.

✓ More:

➡ Disable video receiving: Allows the attendee to disable incoming video

✓ Leave Meeting: Leave the meeting while it continues for the other participants. Only the host can end the meeting.
6. **ZOOM VIDEO TUTORIALS FOR STUDENTS**

- ✔ 0:00 / 13:22  Zoom for Students Complete Overview
- ✔ 0:00 / 1:09  Join a Meeting
- ✔ 0:00 / 1:42  Joining & Configuring Audio & Video
- ✔ 0:00 / 3:18  Video Breakout Rooms
- ✔ 0:00 / 4:52  Screen Share & Annotation
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For any questions, please send us an email at:

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