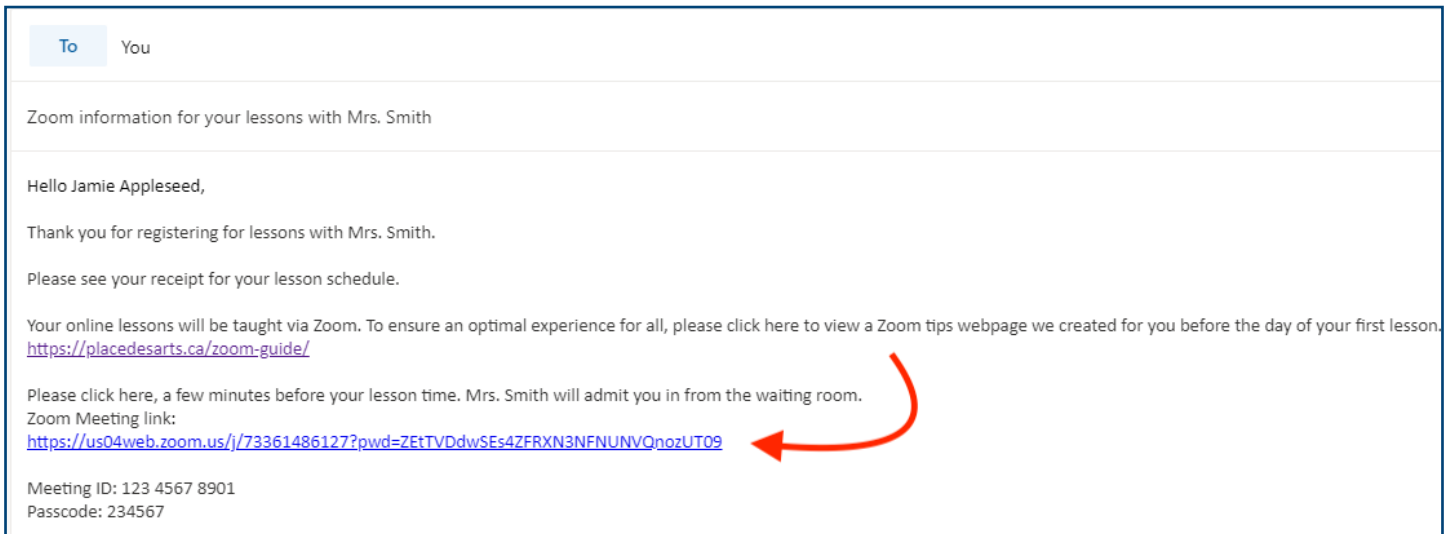# ZOOM GUIDE

Logging in to a Zoom Meeting

Step 1. Open your email from Place des Arts with the Zoom information. Click on the meeting link.

To	You

Zoom information for your lessons with Mrs. Smith

Hello Jamie Appleseed,

Thank you for registering for lessons with Mrs. Smith.

Please see your receipt for your lesson schedule.

Your online lessons will be taught via Zoom. To ensure an optimal experience for all, please click here to view a Zoom tips webpage we created for you before the day of your first lesson. https://placedesarts.ca/zoom-guide/

Please click here, a few minutes before your lesson time. Mrs. Smith will admit you in from the waiting room.
Zoom Meeting link:
https://us04web.zoom.us/j/73361486127?pwd=ZEtTVDdwSEs4ZFRXN3NFNUNVQnozUT09

Meeting ID: 123 4567 8901
Passcode: 234567

Step 2. A pop-up window may come up on your screen. If it does, grant permission to open the Zoom app by clicking "Allow".
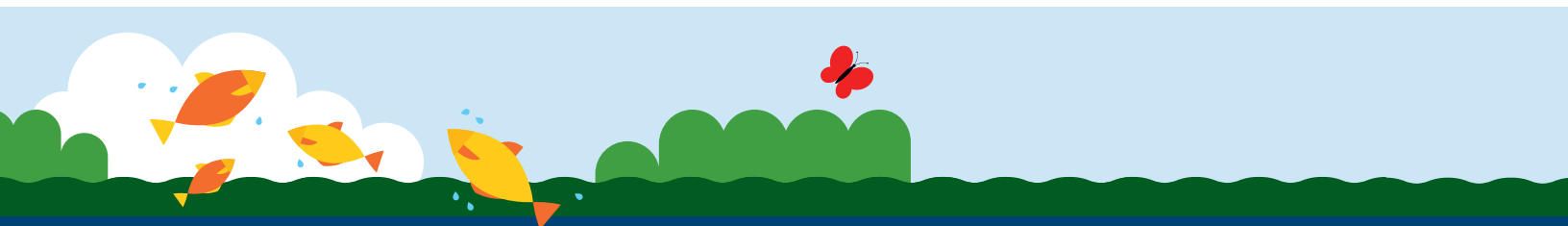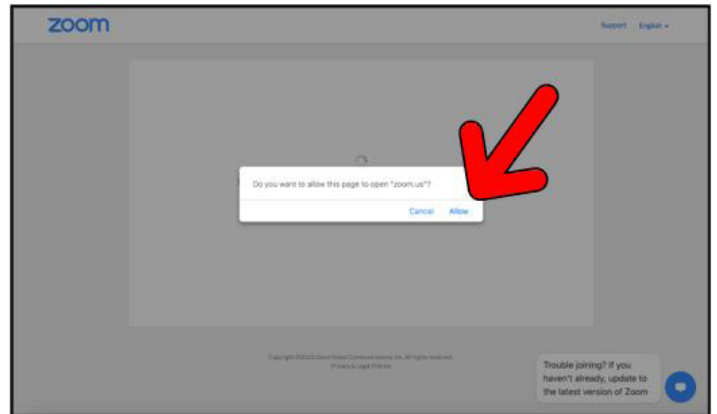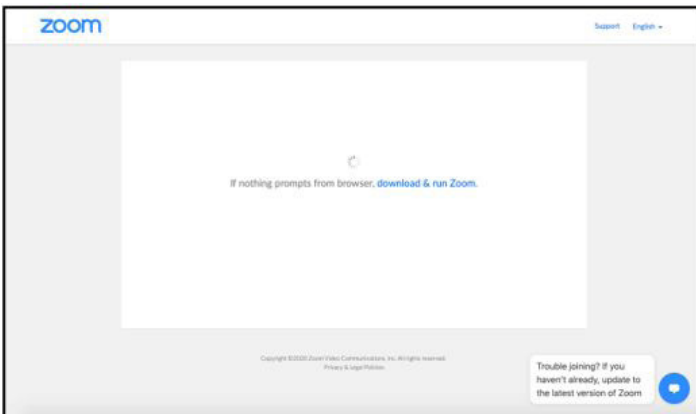
Alternative Option: If the link does not work and you have the Zoom app, you can enter in the Meeting ID and Password provided in the email.

Join Zoom Meeting
https://us04web.zoom.us/j/73361486127?pwd=ZEtTVDdwSEs4ZFRXN3NFNUNVQnozUT09

Meeting ID: 123 4567 8901
Password: 234567

Open the Zoom App. Click "Join" on the home page. A pop-up window will appear where you can enter the Meeting ID and password in the corresponding boxes. Enter the name of the registered student and click "Join".
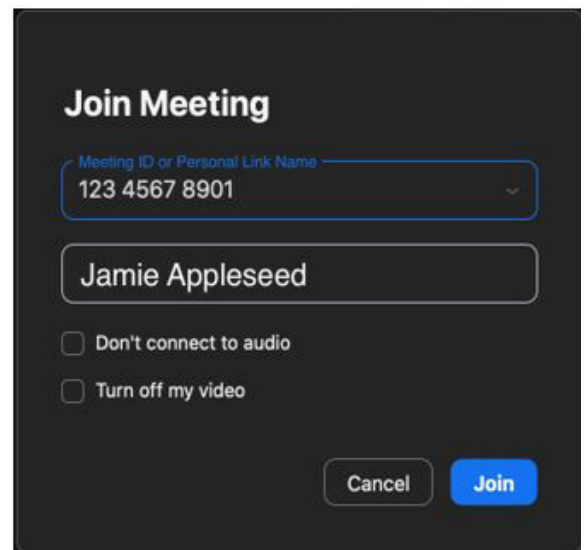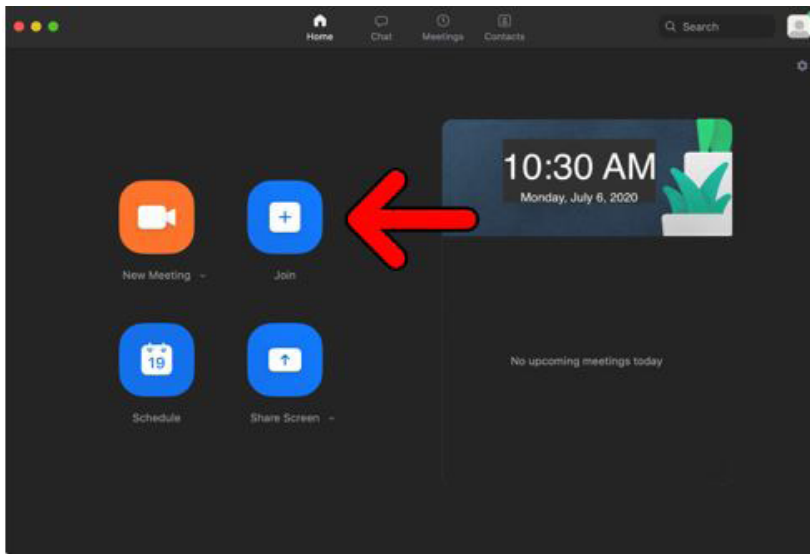
Step 3: You will see the following message. Please wait for your teacher to admit you into the meeting.
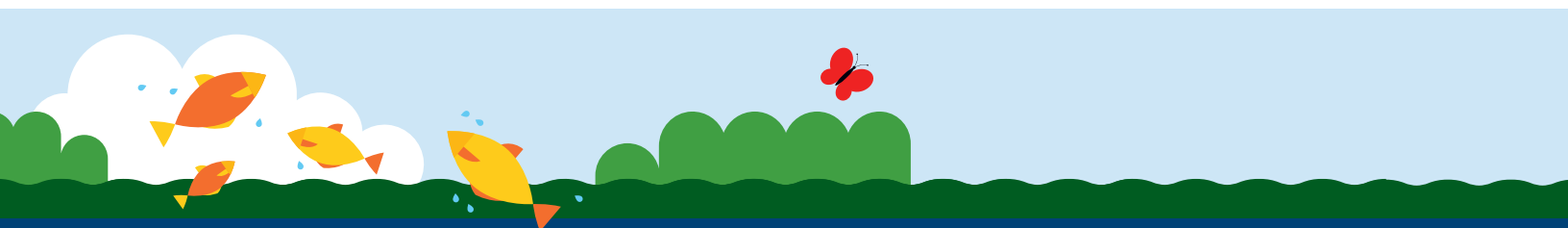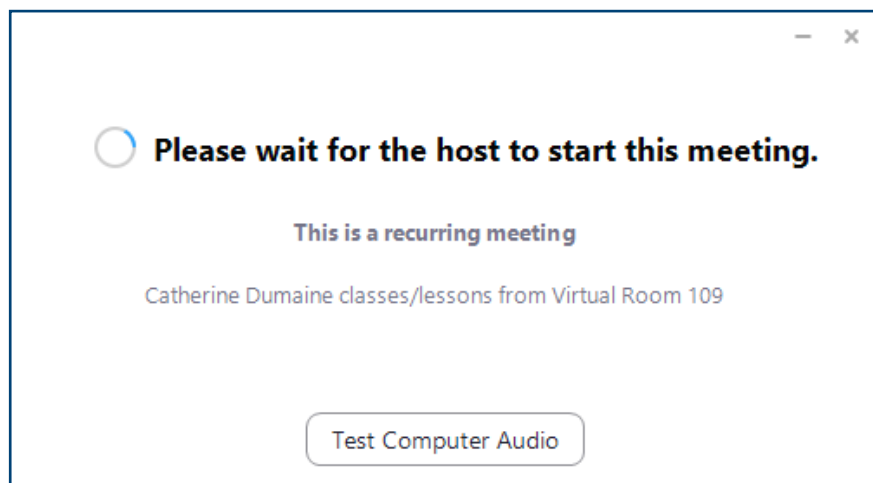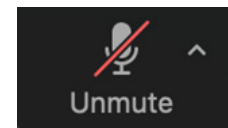
Muting/Unmuting Your Microphone

When in class, if you are not talking or if the teacher is talking, it is polite to mute your microphone. This will enhance the audio quality for you and others in the class.
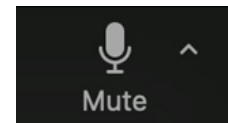
Look for the microphone icon on the bottom left of your Zoom meeting screen. Click the icon to toggle the mute/unmute feature.
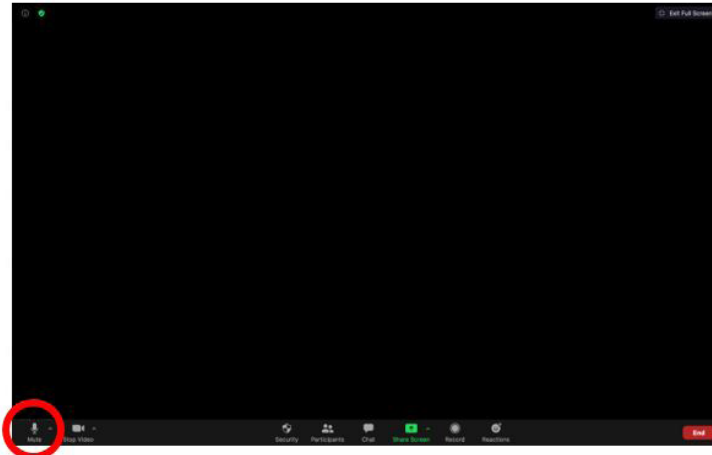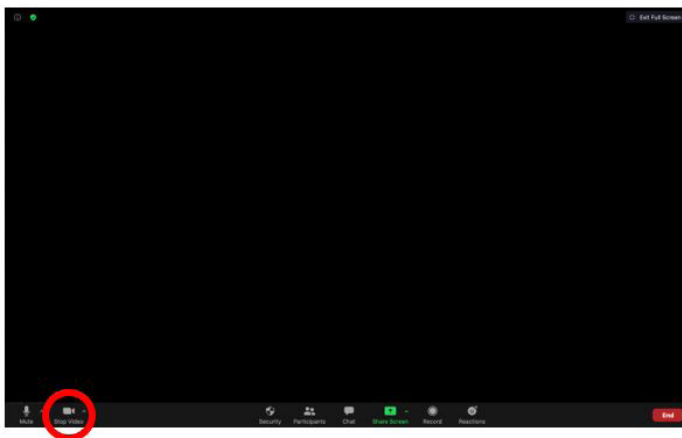
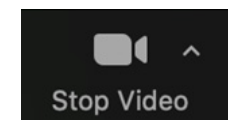This means you are muted.

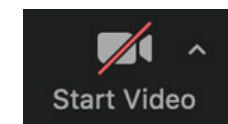This means you are unmuted.

Turning On/Off Your Video

If during class, you need to turn off your camera, you can look for the camera icon on the bottom left of your Zoom meeting screen. Click the icon to toggle the video on/video off feature.
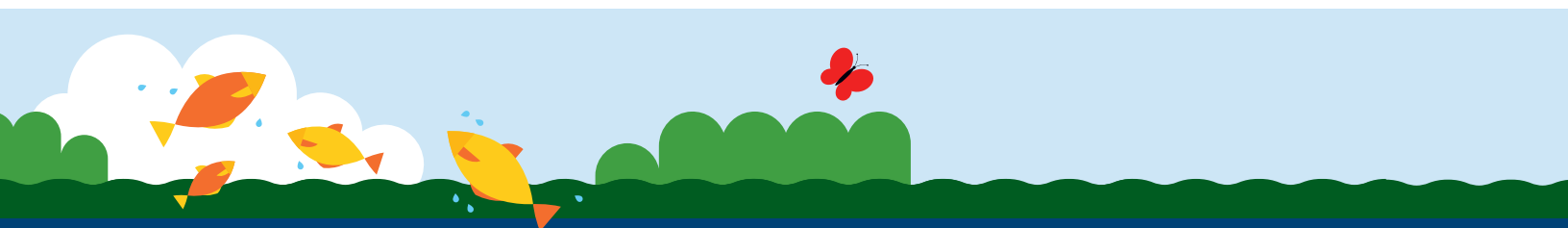
This means your video is on.

This means your camera is off.

QUICK TIP: The Zoom menu usually disappears and only becomes visible when you move mouse in the Zoom window

Speaking or Asking a Question

Much like when you're in an in-person class, it is polite to raise your hand when you have a question. There are two options in a virtual classroom when raising your hand.
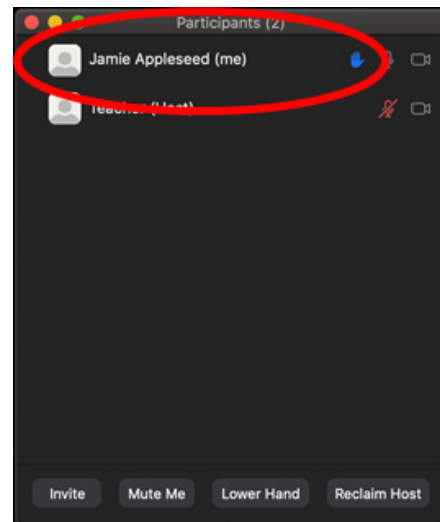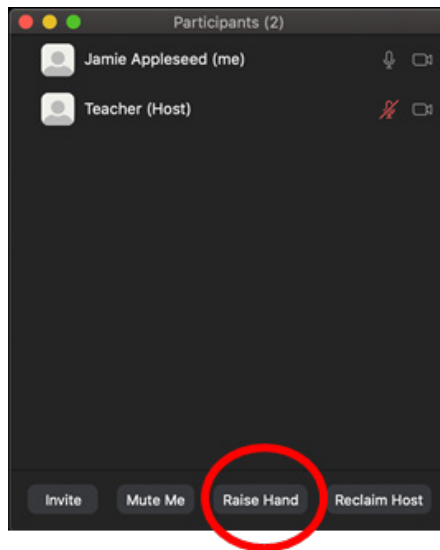
Option 1. You can raise your hand physically so that the teacher can see.

Option 2. You can use the "Raise Hand" feature on Zoom. This is how you do that:

Step 1. Click on "Participants".
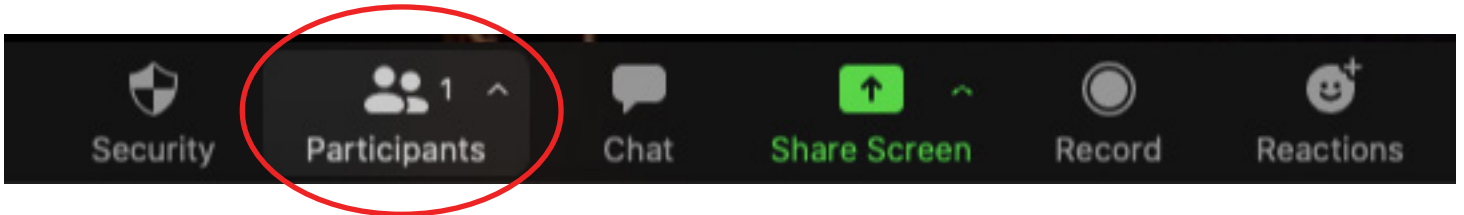
Step 2. Another window will pop up. At the bottom of the window click, "Raise Hand". A blue hand symbol will appear beside your name.

Step 3. Make sure to turn off the "Raise Hand" feature once the teacher has answered your question, by clicking on "Lower Hand" in the same pop-up window.

> **QUICK TIP:** If you are muted and want to ask your question quickly, once the teacher has given you permission to speak, you can hold down the spacebar on your computer or laptop to temporarily unmute yourself. Once you release the spacebar, you will be muted again.
> (This feature is not available on mobile devices.)
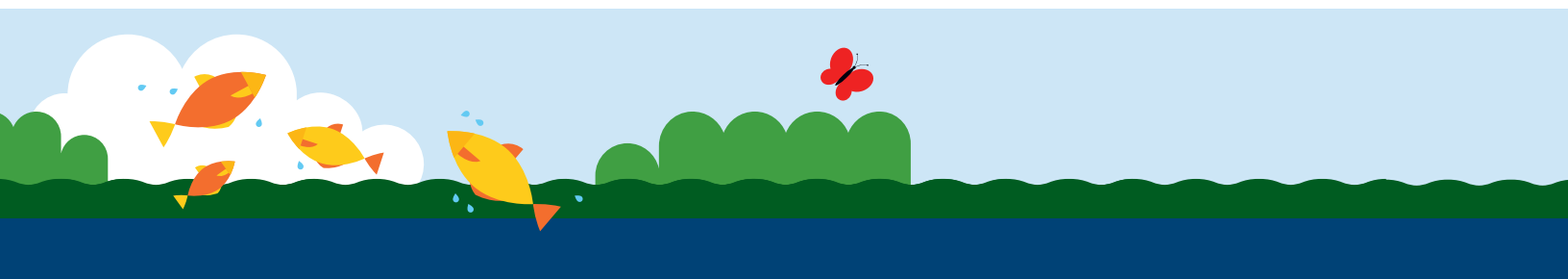
Using the Group Chat Feature

Some teachers may use the group chat feature or it can be used to ask questions.

Step 1. Look for the speech bubble icon at the bottom of your Zoom screen. Click on it.
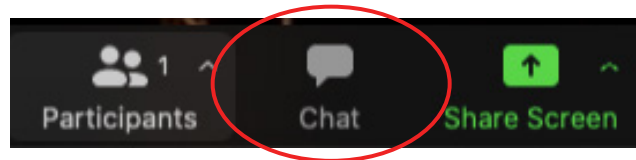
Step 2. Another window will pop up. At the bottom of the window, click in the "Type message here..." box to write. Hit the enter key on your keyboard to send the message.
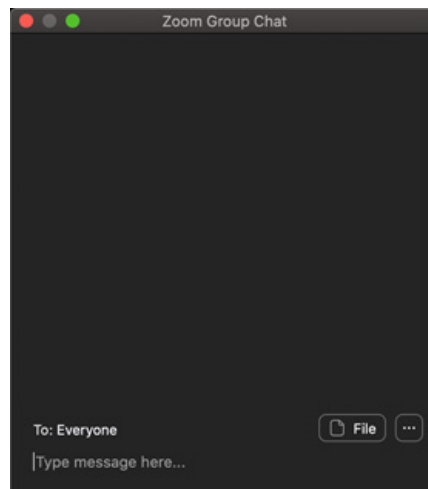
When The Class is Finished

You can exit the meeting by looking for the red "End" button on the bottom right-hand corner of your screen. Click on it.