

Using Zoom as a Class Participant Colorado Free University

There is no charge for students to join a meeting via Zoom.

Tips for joining a Zoom class:

- **What kind of device is needed?** It's preferable if you access training via a desktop or laptop with camera and microphone. If you use a tablet or a smart phone, you'll just have access to fewer features on Zoom. For info on installing on a tablet or smartphone, here is a good resource:
<https://primeoflifetech.com/blog/index.php/2020/03/23/how-to-install-configure-and-use-zoom-on-smartphones-and-tablets/>
- **Test your device in advance.** Make sure your speakers are turned up and your camera works. If you don't have a camera, you can still fully participate in the class, it just means that your instructor and classmates won't see you.
- **How do I log on to the meeting?** Click on to the link provided by your instructor and follow the prompts. If you cannot get into the meeting this way, go to Zoom.us and click "join a meeting" and enter the meeting ID.
- **Can I join a meeting via telephone?** If you don't have speakers on your computer, you can get audio via the phone. Or you can listen to a meeting without the visuals using a landline or mobile phone.
Dial the teleconferencing number provided in your invite. Enter the meeting ID number when prompted using your phone keypad. If you have already joined the so that your audio and visual are synched. Your personal ID will show at the top of your screen. If you have not joined on your computer and are joining by phone only, simply press # to skip that step.
- **Be early!** Come to the meeting 10 minutes before class time so you can get into the site and ready for the meeting.
- **Be a part of the meeting.** When you join, select to join with both audio and video so you can be seen and heard.

Zoom features and tips to enhance your experience during class

- **View options.** If you are on a computer you can select "speaker view" (speaker is larger and in the center of the screen, with other participants showing in smaller tiles) or "gallery view" (you see all participants in similar sized tiles). For a class, speaker view is generally best. The grid of dots in the upper right corner is where you move from one view to the other.
- **Features on the tool bar:** This bar appears at the bottom on your screen



- **Microphone.** You can mute and unmute yourself with the microphone icon on the left of the bar at the bottom of your screen. The teacher will

probably mute all participants during instruction to cut down on noise interference and unmute participants for discussion.

- **Camera.** If you don't want others to see your image or if you want to step away for a moment, use "Stop Video."
- **Participants.** This allows you to see who else in the class.
- **Sharing your screen.** In some classes you might be asked to share something you have on your computer. The green icon "Share" enables that.
- **Chat.** This allows you to post a question or comment to the group or to an individual in the class.
- **Raising your hand.** You can signal the instructor that you'd like to speak.



- **Leaving the Meeting.** The instructor will end the meeting, but if you need to exit prior to the end, let the instructor know by sending a chat message and then click "Leave Meeting."

Other help and support can be found at [Zoom.us](https://zoom.us).

Happy Zooming!

Colorado Free University