

Guideline for delivery zoom class



STEP BY STEP GUIDE FOR TRAINING WITH ZOOM



Contents

System requirements.....	3
Supported operating systems	3
Instructor requirements.....	3
Step 1. Activate your Zoom account.....	5
Step 2. Access to the training.	5
Step 3. Test Virtual classroom and Virtual lab environment	6
Step 4. Enter your class session.....	10
Step 5, Work with Zoom environment	12
Step 5.1 Recordings	12
Step 5.2. Microphone and Camera	13
Step 5.4 Participants and chat	14
Step 5.4 Share screen.....	18
Step 5.5 Create Polls.....	22
Step 5.6 Invite	23
Step 5.7 Annotate.....	24
Step 5.8 Mini Zoom	25
Step 5.9 End Meeting.....	25
Useful links	26

System requirements

Ensure that your computer meets the following system requirements:

- ✓ An internet connection – broadband wired or wireless (3G or 4G/LTE)
- ✓ Speakers and a microphone – built-in, USB plug-in, or wireless Bluetooth
- ✓ A webcam or HD webcam - built-in, USB plug-in, or:
 - An HD cam or HD camcorder with a video-capture card
Note: See the list of [supported devices](#).
 - Virtual camera software for use with broadcasting software like OBS or IP cameras
Note: For macOS, [Zoom client 5.1.1 or higher is required](#).

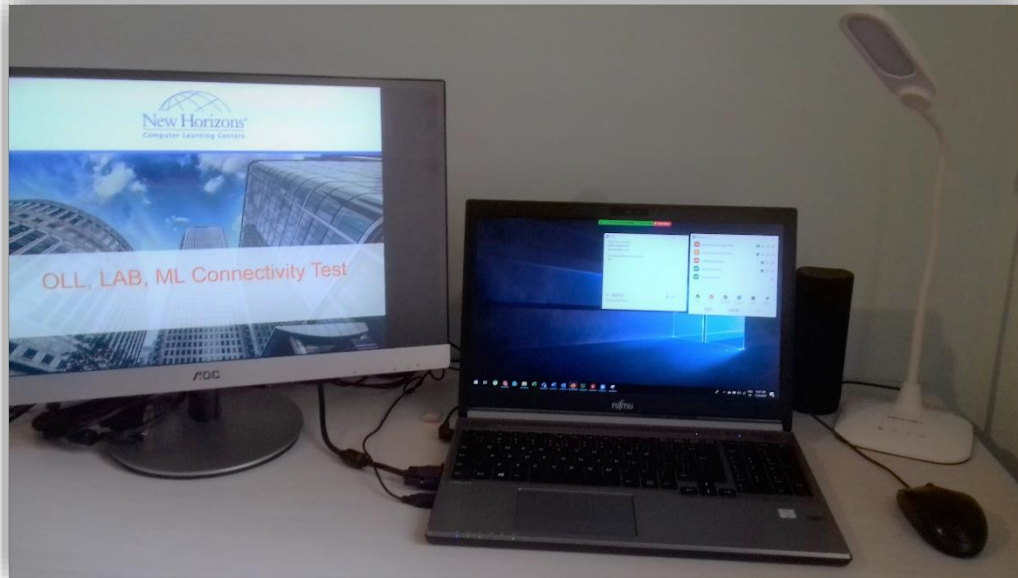
Supported operating systems

- ✓ macOS X with macOS 10.9 or later
- ✓ Windows 10*
Note: Devices running Windows 10 must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.
- ✓ Windows 8 or 8.1
- ✓ Windows 7
- ✓ Ubuntu 12.04 or higher
- ✓ Mint 17.1 or higher
- ✓ Red Hat Enterprise Linux 6.4 or higher
- ✓ Oracle Linux 6.4 or higher
- ✓ CentOS 6.4 or higher
- ✓ Fedora 21 or higher
- ✓ OpenSUSE 13.2 or higher
- ✓ ArchLinux (64-bit only)

Instructor requirements

- ✓ Additional monitor/monitors
- ✓ Second PC
- ✓ Internet connection on computer from which you will present - with broadband wired.
- ✓ Using New Horizons presentation template

Use the second monitor to assist your work while presenting



Use the second PC to log in again as a backup option and to verify what the students are seeing on their screens during the course.



Step by Step for Trainers for online delivery class

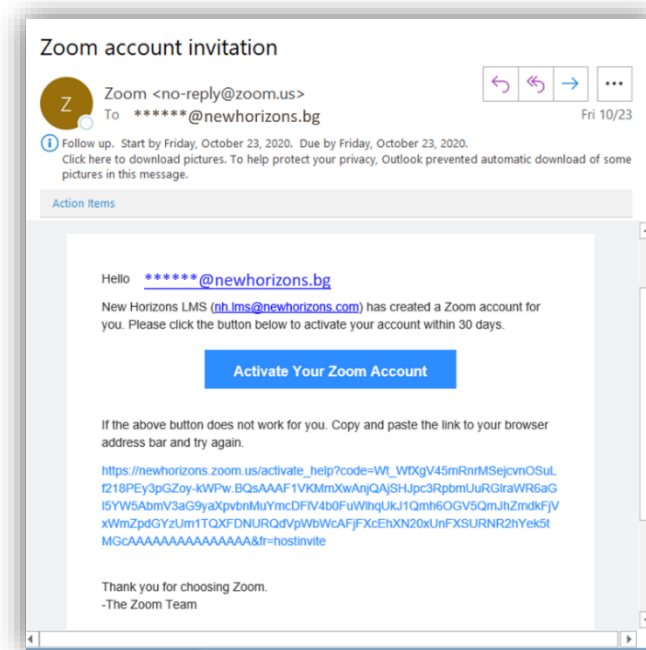
Step 1. Activate your Zoom account

New Horizons will create a Zoom account for you.

You will receive an invitation e-mail for activation. Select the button "**Activate your zoom account**".

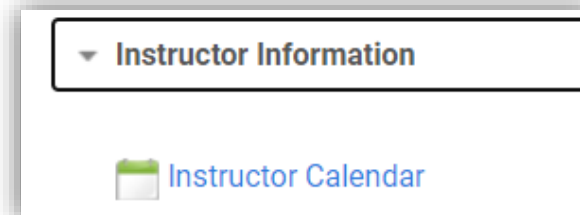
Use the specified email as username, insert your Name and Surname and enter password: **Pa\$\$wOrd**.

This account is linked to the LMS and training recordings will be uploaded automatically in the course site.



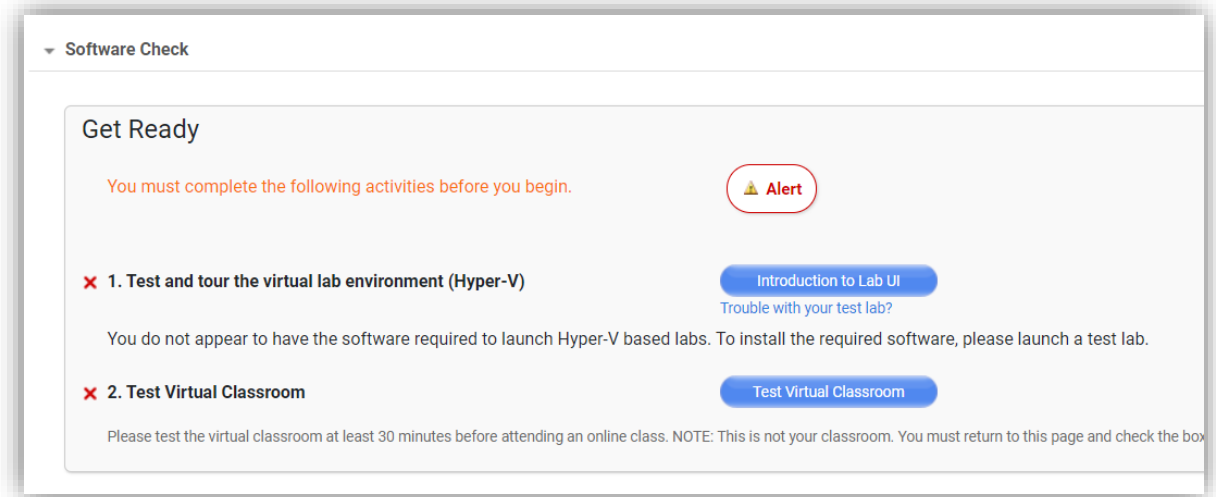
Step 2. Access to the training.

1. You will receive an e-mail confirmation for a new class that you will be leading at New Horizons Bulgaria.
2. You can access your training course from your LMS profile – log in to <https://lms.nhcms.net/> and check your trainings through “**Instructor Calendar**” option from “**Instructor Information**”.
3. Select your training.

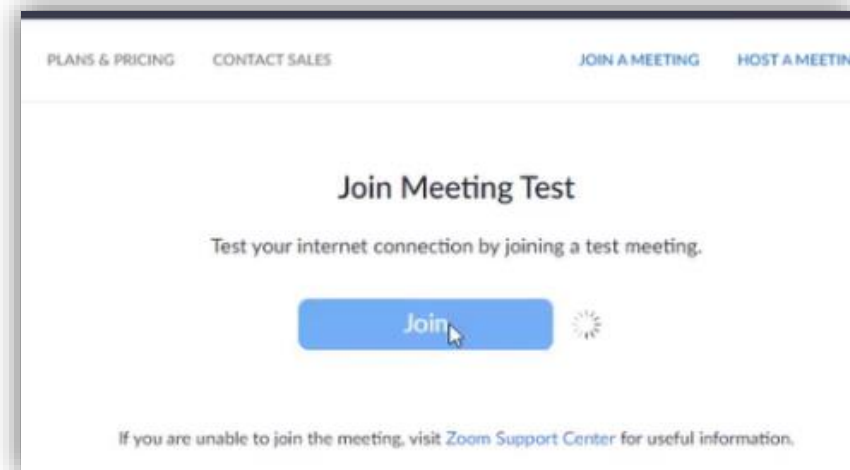


Step 3. Test Virtual classroom and Virtual lab environment

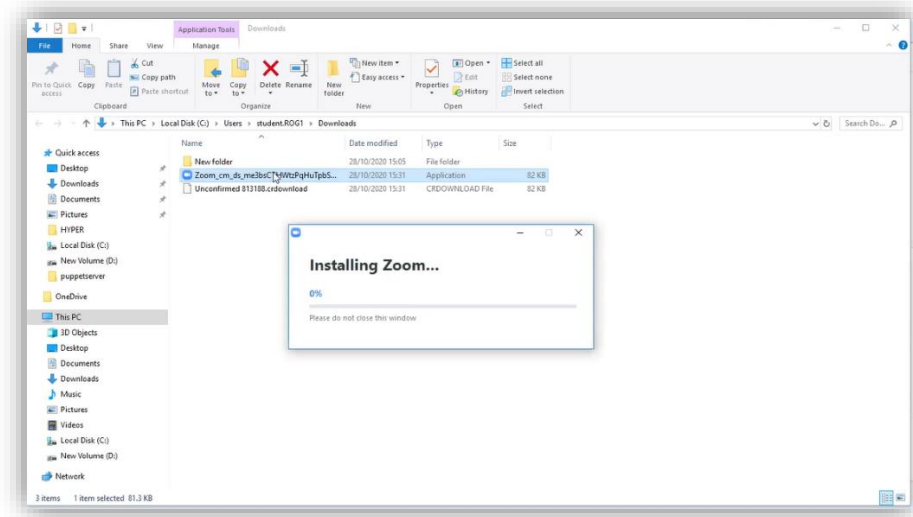
From “**Get Ready**” panel you must complete a test of **Test Virtual classroom** and **Test Virtual lab environment** (if embedded labs are included in your course).



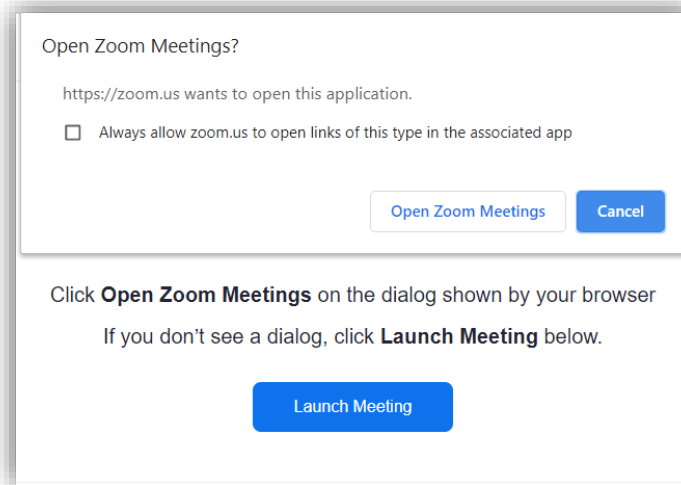
Choose “**Test Virtual Classroom**” button and in the opened window click **Join** for Join Meeting Test in Zoom.



If you haven't used zoom before, use the "Download Now" button and install the application on your PC.

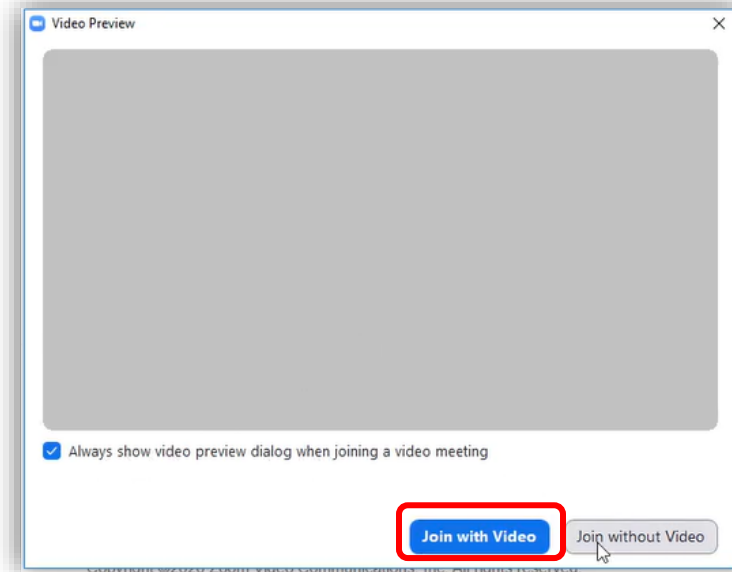


After installation, join again from “Join” button then click **Open Zoom Meeting** on the dialog box, shown by your browser or from “Launch Meeting” button.



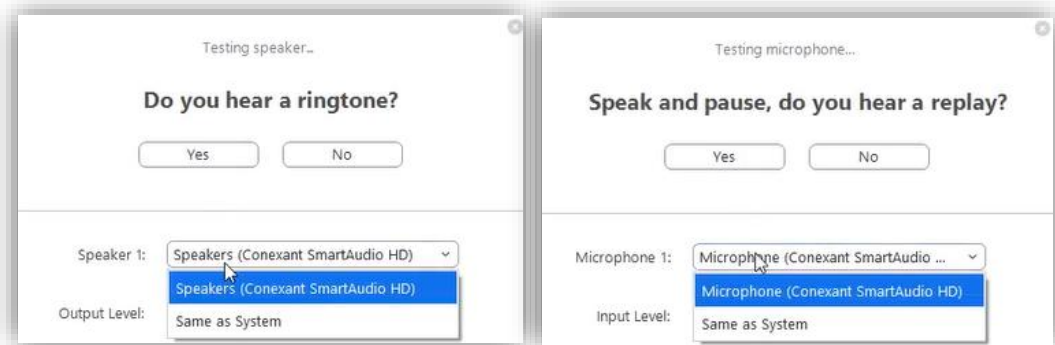
The meeting starts automatically with your account.

Select **"Join with video"** to test your camera device.

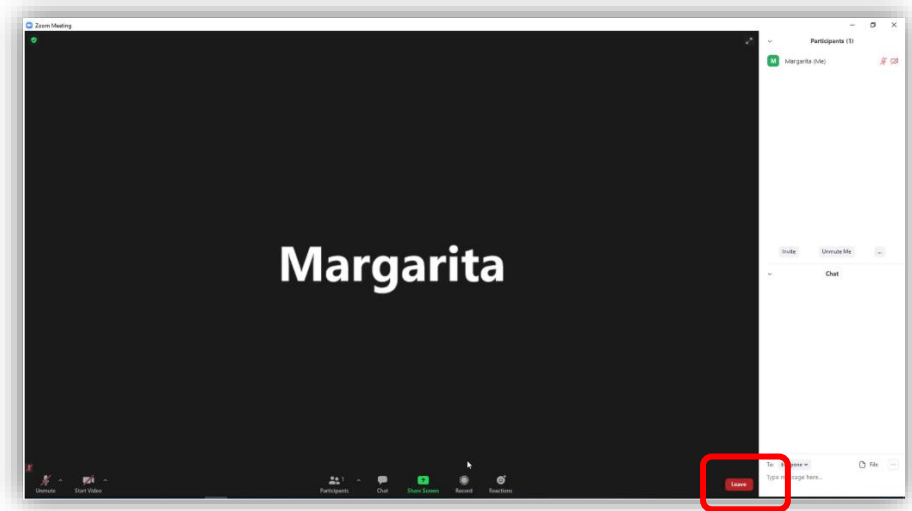


Test your speaker and microphone.

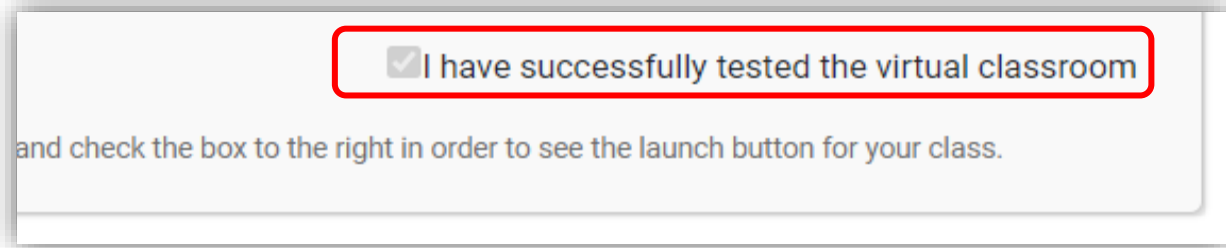
If necessary, change your devices.



If everything with the test classroom is fine, then select “**Leave**” button.



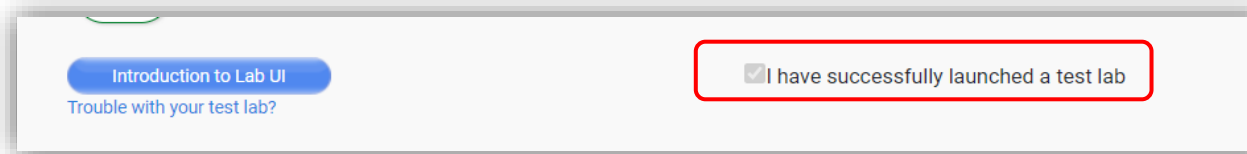
After the test, return to the site and select “**I have successfully tested the virtual classroom**”



If your training course has embedded labs, then you must test **Virtual lab environment**.

The labs can vary, depending on the course.

After the Labs test, return to the site and select “**I have successfully tested the virtual classroom**”.



Step 4. Enter your class session.

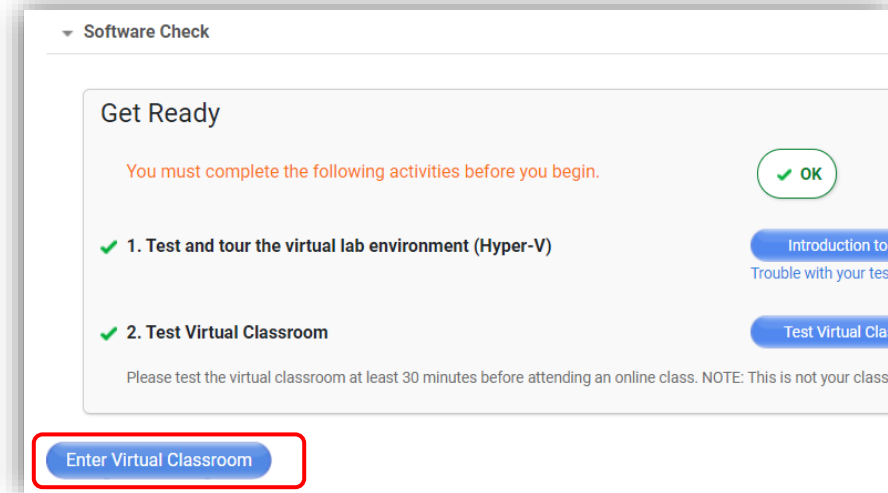
The launch button for your class will appear below your test buttons.

Click "**Enter Virtual Classroom**"

(For the trainers it is available 60 minutes before course start and for the students – 5 min.)

PLEASE NOTE:

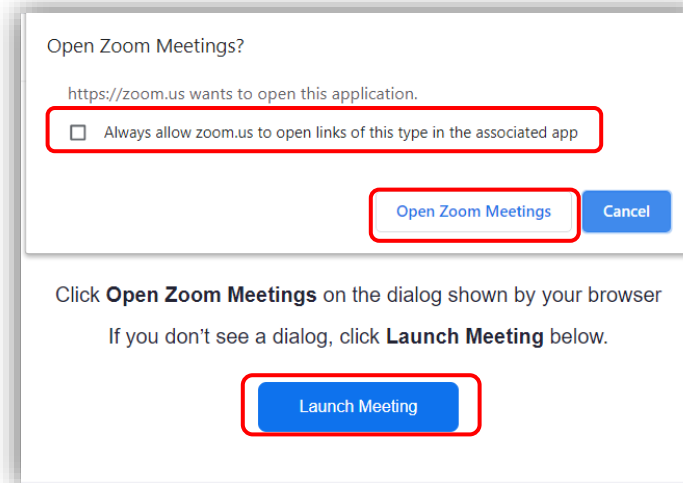
Be available 30 minutes prior to the start time of the class to prepare your Zoom environment and welcome the students after they have joined.



From dialog check the box "**Always allow zoom.us to open links of this type in the associated app**".

Use the button "**Open Zoom Meetings**".

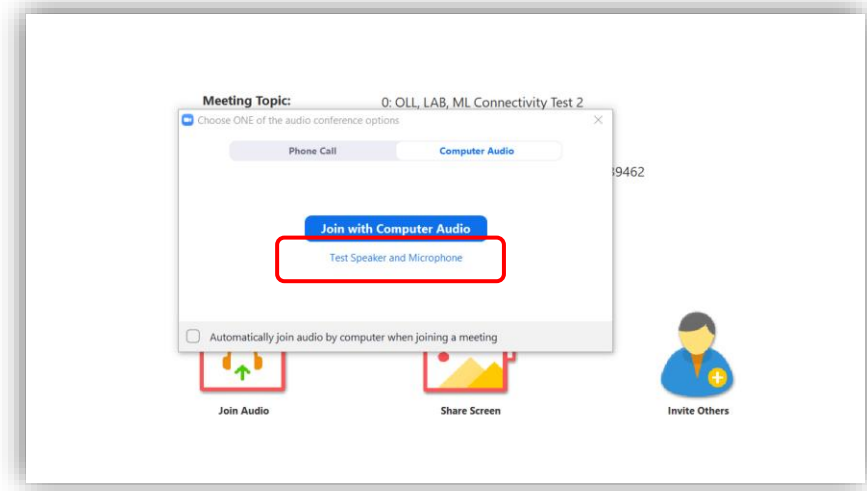
If you don't see a dialog box, click "**Launch Meeting**" button.



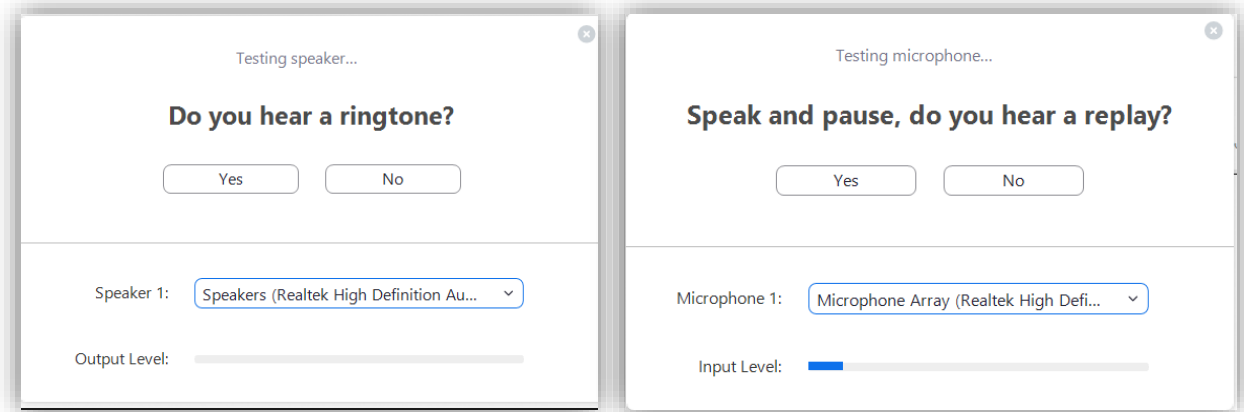
A Zoom icon will appear on your task bar.



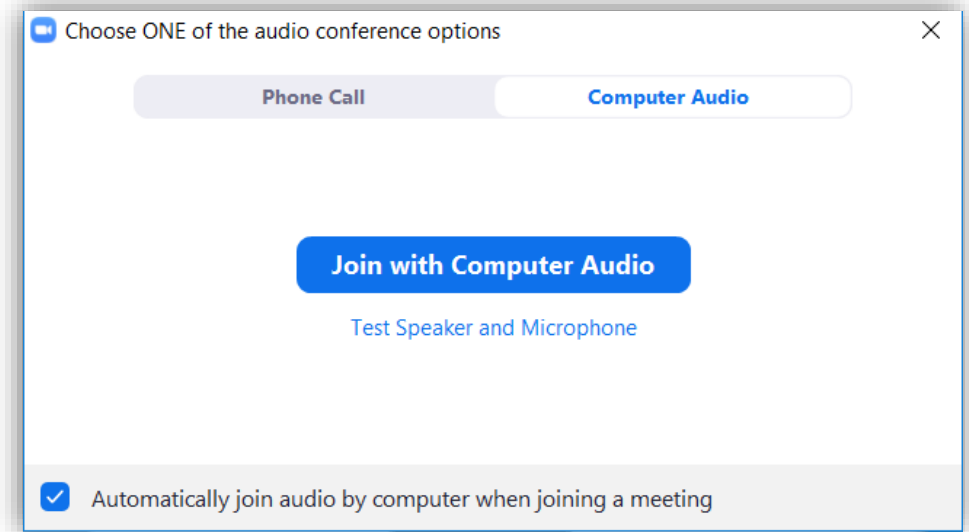
Test your audio settings using “**Test Speaker**” and “**Microphone**” button.



Test your speaker and microphone.
If necessary, change your devices.



After successful completion of the audio settings test press again **“Join with Computer Audio”**.



Step 5, Work with Zoom environment

Step 5.1 Recordings

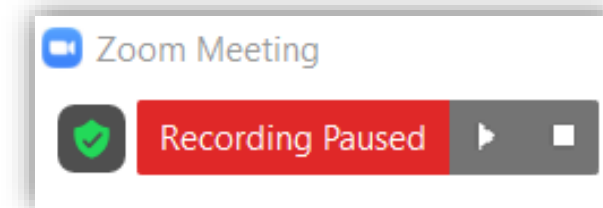
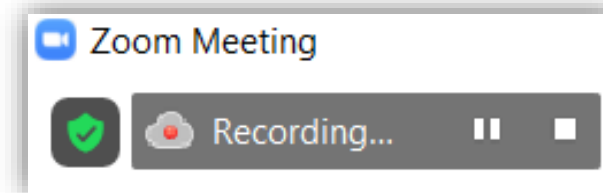
Automatic cloud recording will start when the host (You) joins.

It is necessary to pause or stop the recording from the upper left side of the Zoom window, until all students join, and the training begins.

When you paused the recording, you will see the message **“Recording Paused”**.

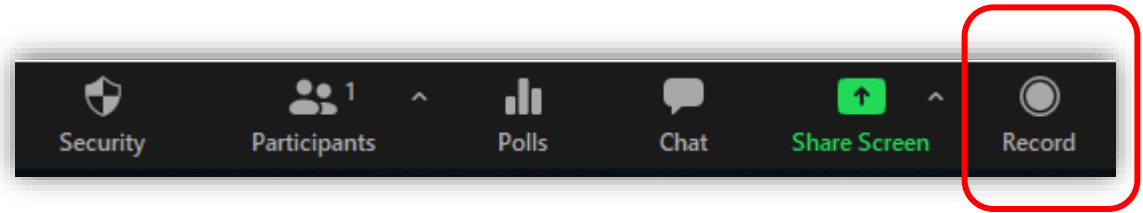
All class recordings are stored by default in the cloud.

Please, don't change the default settings.

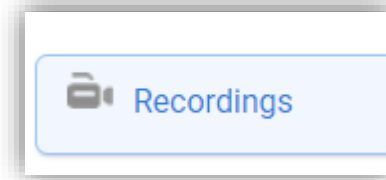


If your recording is stopped, you can initiate a new one by choosing “**Record**” button from the black task bar in the bottom on the Zoom window.

The black task bar automatically appears/disappears by moving the mouse over it.

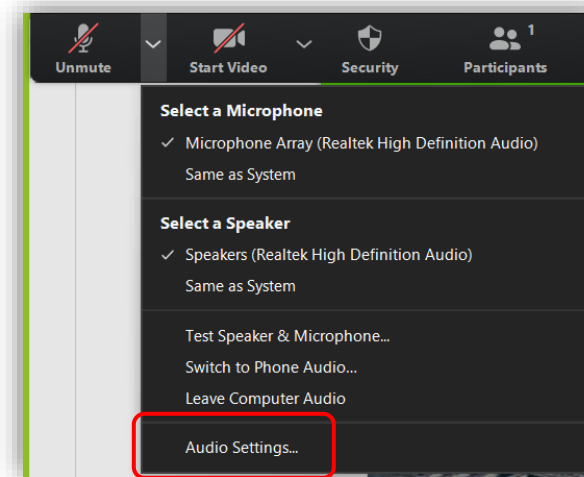


They will be available for the students on class link from Recordings button.



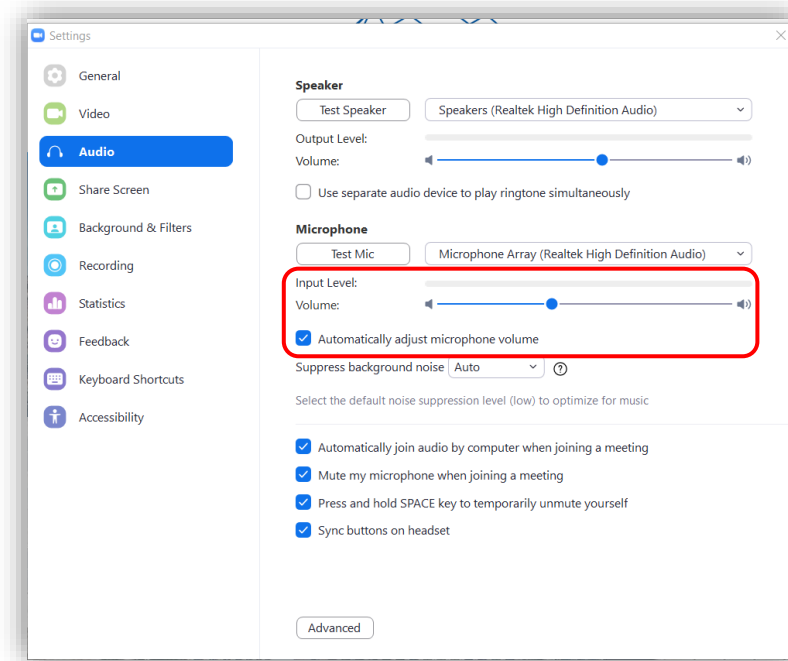
Step 5.2. Microphone and Camera

You can control the volume level of your microphone drop-down menu → “**Audio setting**”



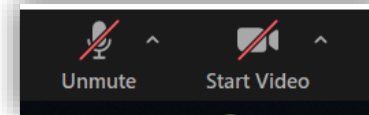
Decrease or increase the microphone volume if is needed.

Please don't change other default settings.



PLEASE NOTE:

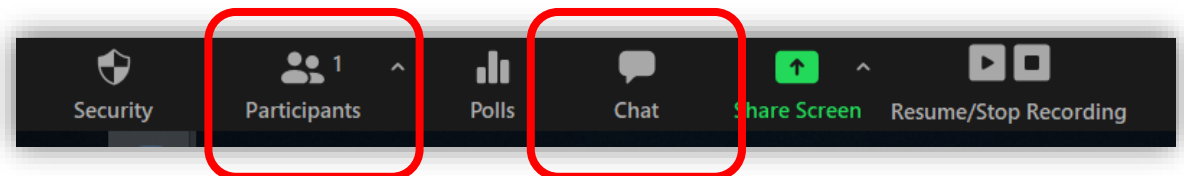
Turn off your microphone and camera until class start and all students have joined.



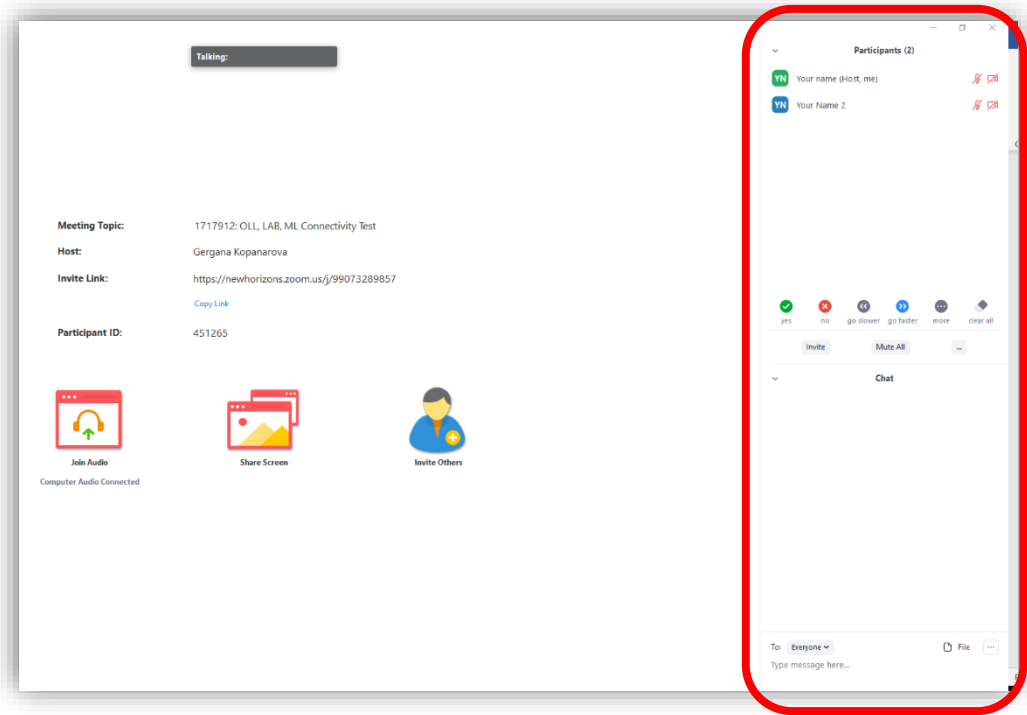
Step 5.4 Participants and chat

Choose the “Participants” and “Chat” buttons from the black Zoom task bar.

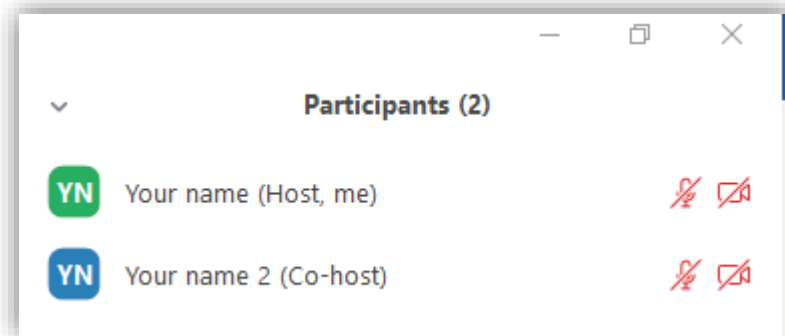
You can hide them pressing the same buttons.



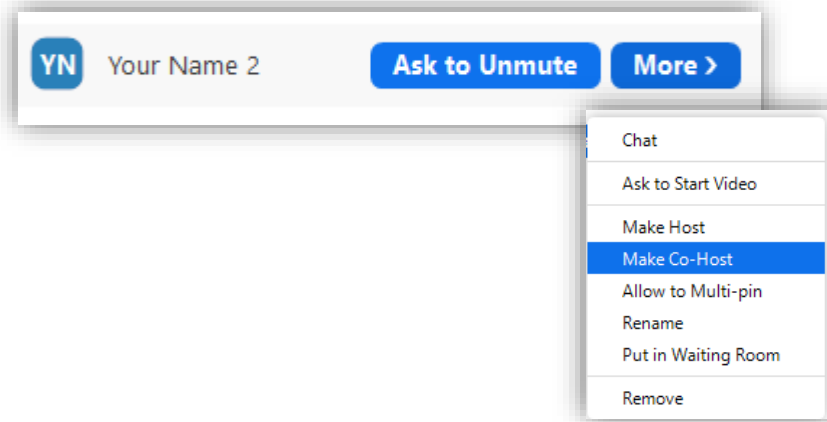
The “Participants” and “Chat” panels appear on your right side of Zoom.



After your second log in to the zoom meeting your duplicate profile will be promoted like a “Co-host” in the meeting in the “Participants” panel.



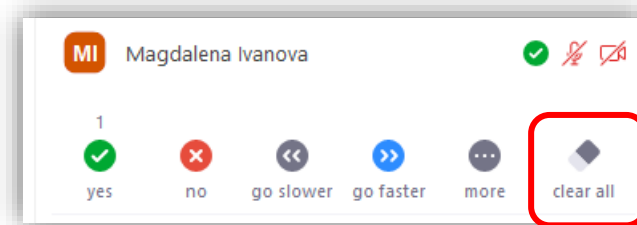
In case your second account has a participant status, promote it with a mouse over the name and then select **“Make Co-host”** from the **“More>”** drop-down menu.



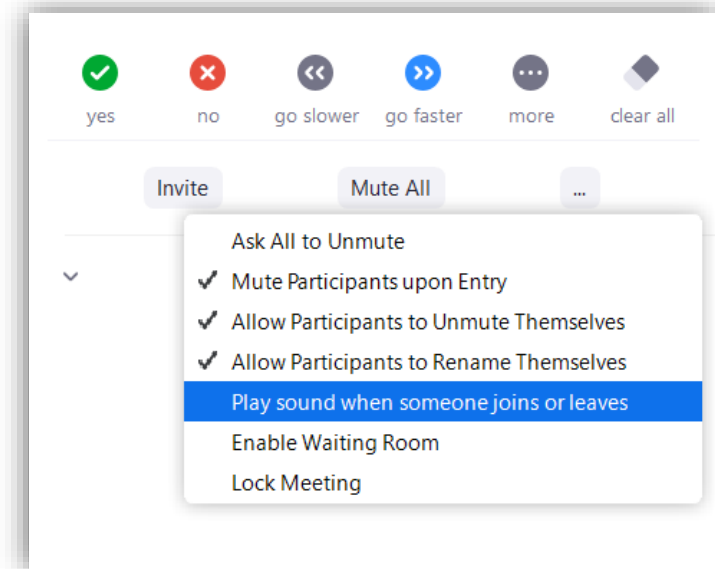
In the beginning of the course encourage the students to use the icons from the **“Participants”** window for easy communication.

Follow their reactions in real time, during the class session.

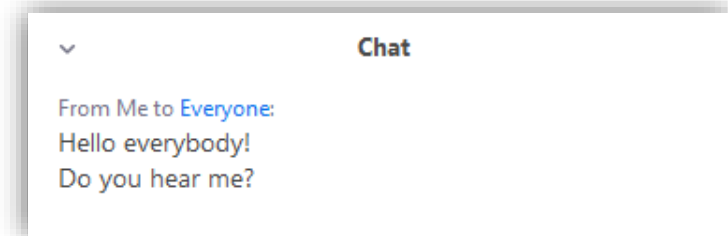
Clear them with the **“Clear all”** button.



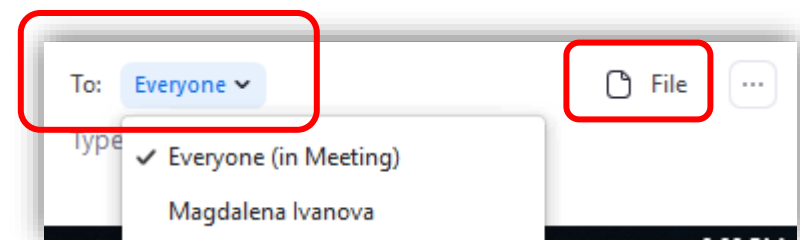
As a host, you have rights to mute all participants.
View more options from the “...” button.



Start with a greeting message to welcome the students.

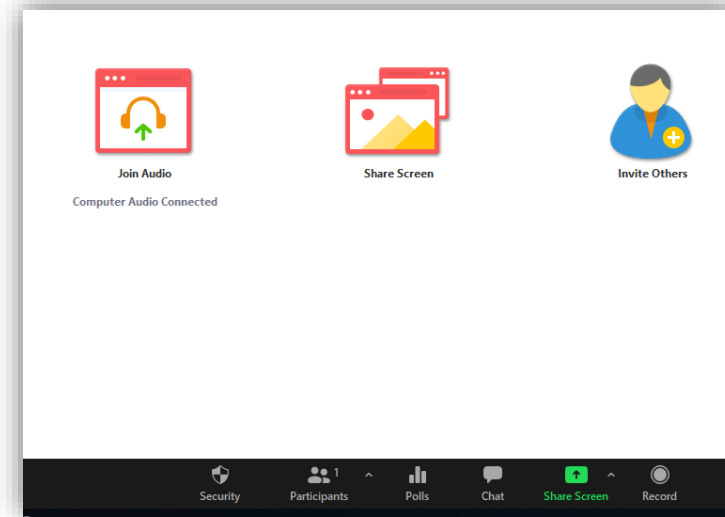


The chat gives you the ability to send a public or a private message to everyone in the meeting and to share files with “File” button.



Step 5.4 Share screen

To share click the green **“Share Screen”** button or press on the **“Share Screen”** icon in the middle of the screen.



Opens the window that will show anything you bring up on your main desktop to your students.

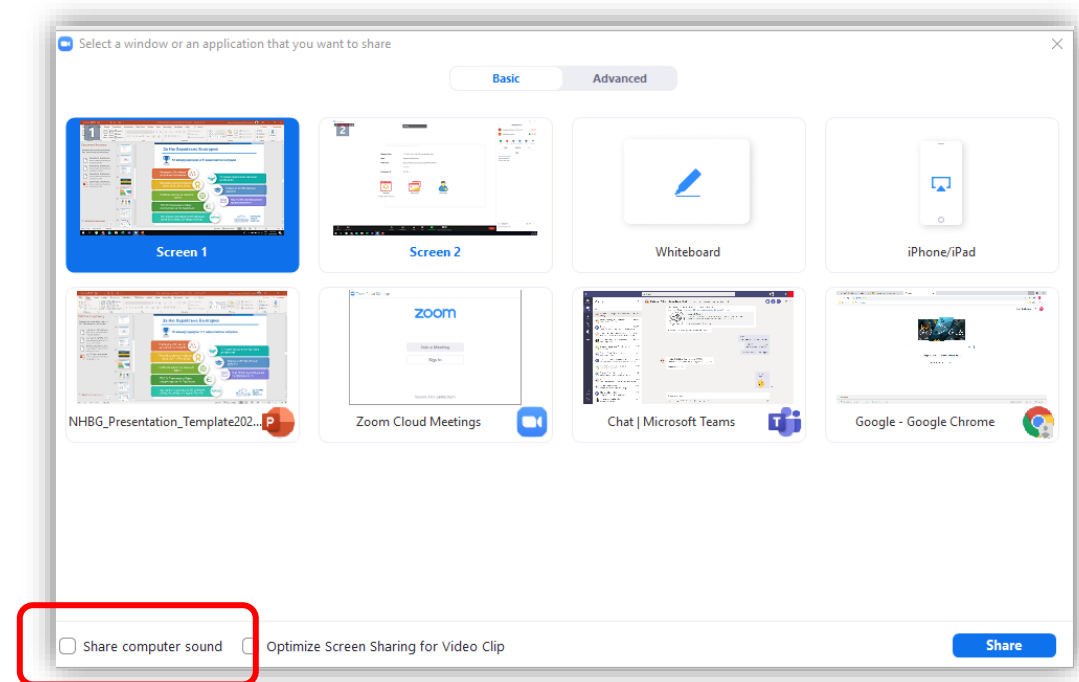
We recommend the screen option.

If there are multiple screens, select the one that you prefer.

Other options that are available are Whiteboard, iPhone/iPad, open applications and documents, etc.

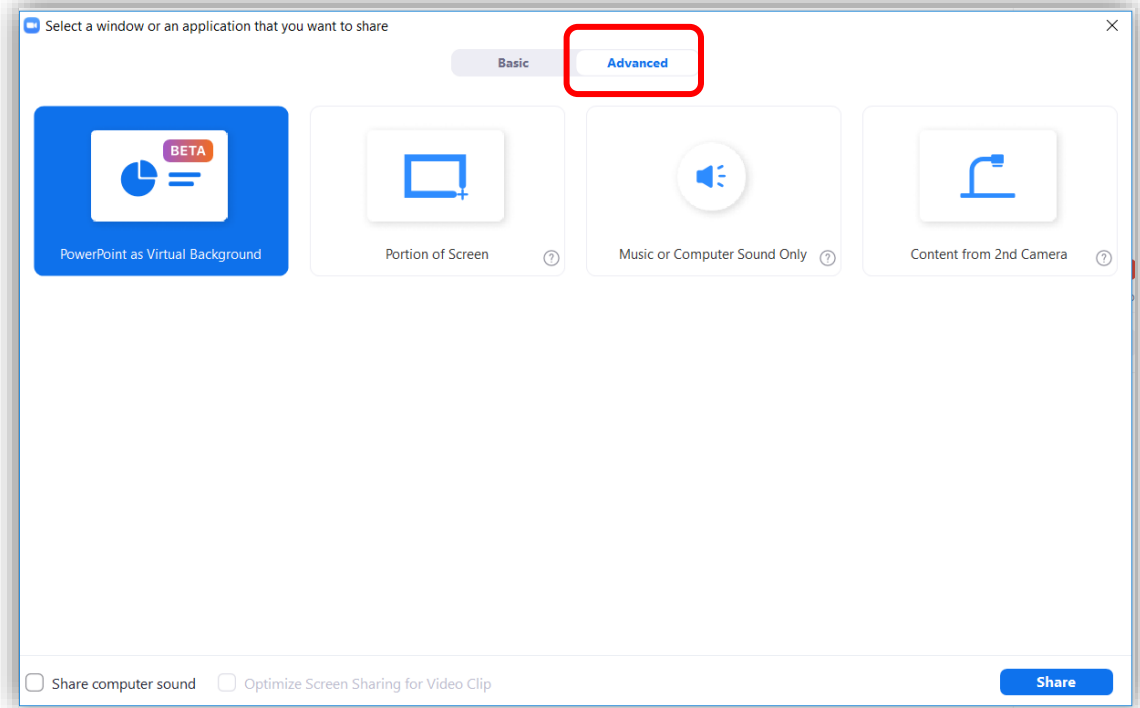
If necessary, you can also **“Share computer sound”**.

In the end press the blue **“Share button”**.



Zoom allows you advanced scope for sharing through the Advanced tab.

- ✓ Upload PowerPoint
- ✓ Portion of Screen
- ✓ Music or Computer Sound Only
- ✓ Content from 2nd Camera.

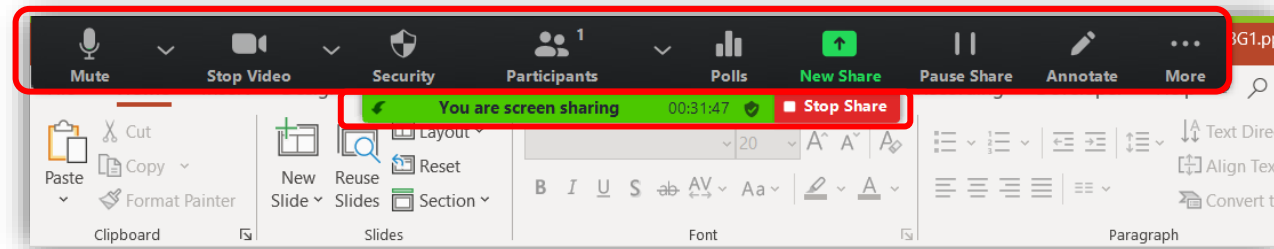


During screen sharing mode:

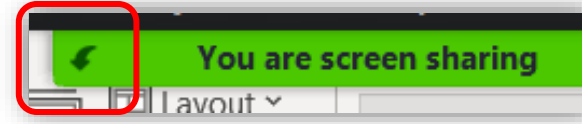
- ✓ your screen has a green frame,
- ✓ a green “you are screen sharing” message appears in the top, following the black task bar.

You can hide/unhide the black task bar with the buttons by moving the mouse over it.

The black buttons bar is movable.

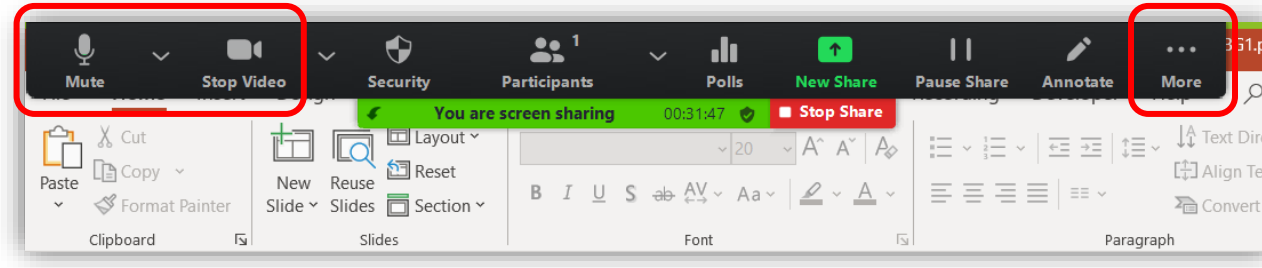


Use the arrow to move the position of the bar at the top or bottom of the screen.



Please, don't forget:

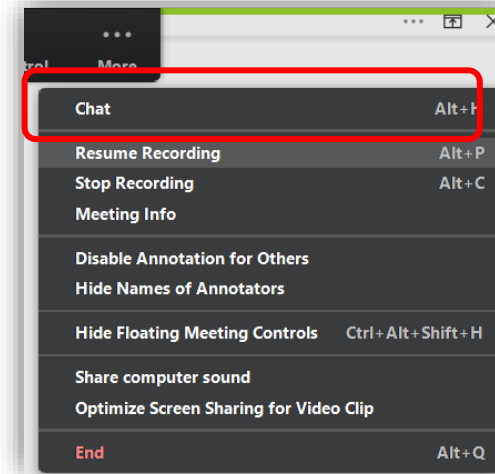
When presenting, turn on your microphone, camera and recording.

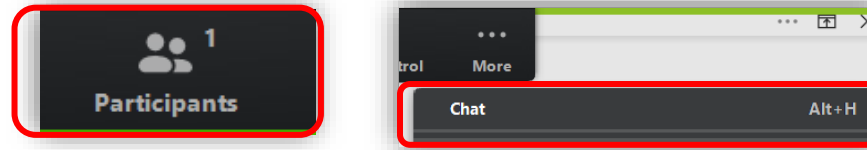


Use “More” button to:

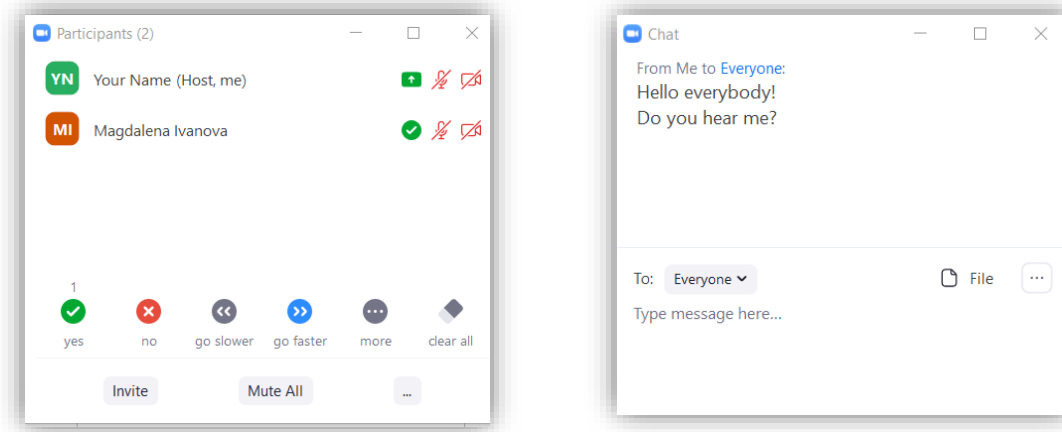
- ✓ Start Recording or Resume Recording

Manipulate the recordings throughout the course such as pausing and stopping from the same menu.





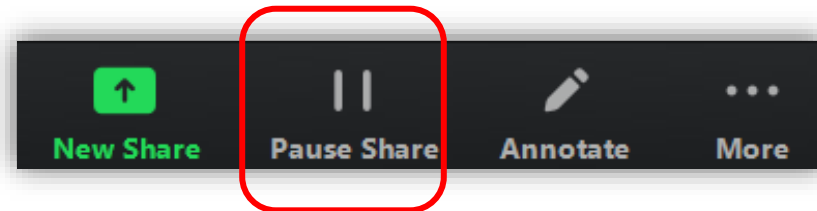
Open “Participants” and “Chat” windows and move them in your second screen */in case you have one/* for uninterrupted communication with the students, during presenting.



Zoom gives you the ability to pause the screen.

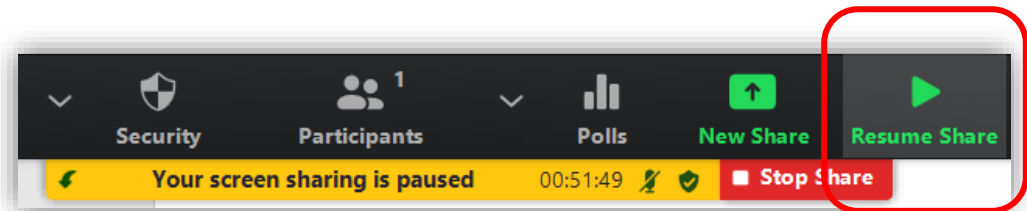
Pros:

It is used during individual exercises of the students or for performing personal actions that you do not want the other participants to see without stopping the screen sharing.



During pausing screen sharing:

- ✓ Your screen has yellow frame.
- ✓ “Your screen sharing is paused” message appears.
- ✓ A new “Resume Share” button becomes available.



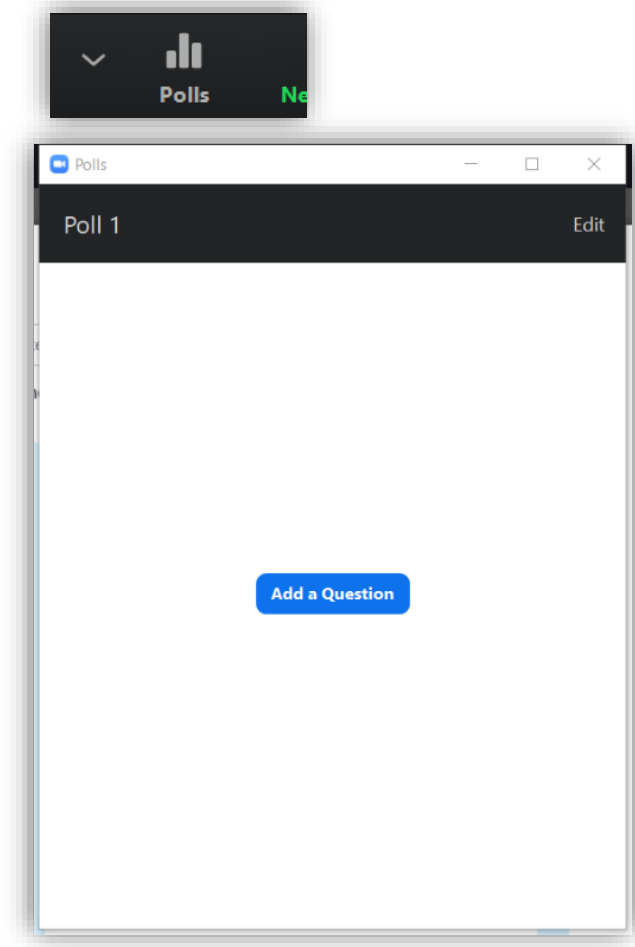
Stop sharing at any time if needed.



Step 5.5 Create Polls

Create polls through “Polls” button before or during presenting.

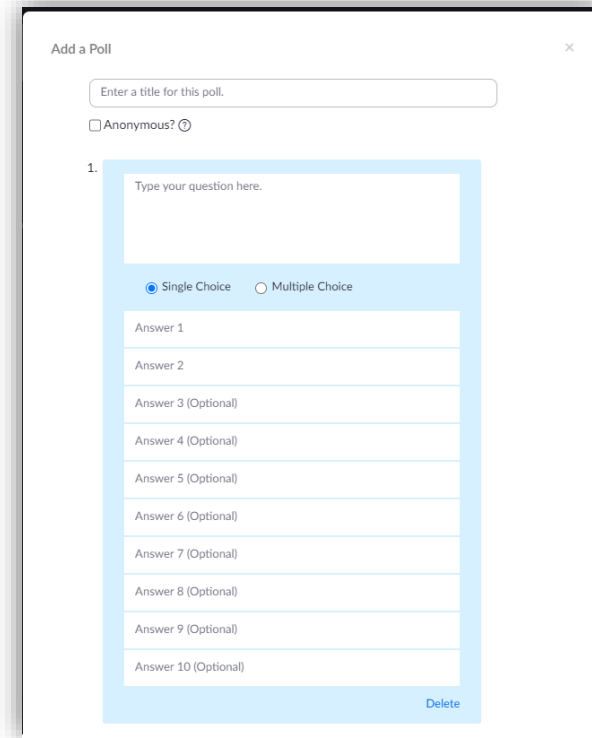
Press “Add a Question” from a new open window.



Create your poll and:

- ✓ Enter a title
- ✓ Type your question
- ✓ Define single choice or multiple choice
- ✓ Input options for answers

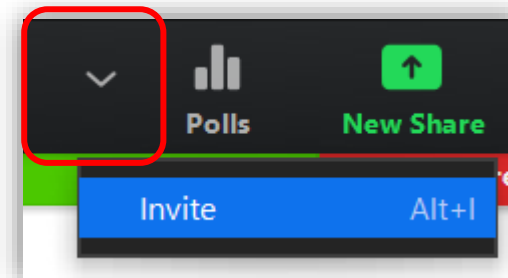
Close the poll at any time after the vote.



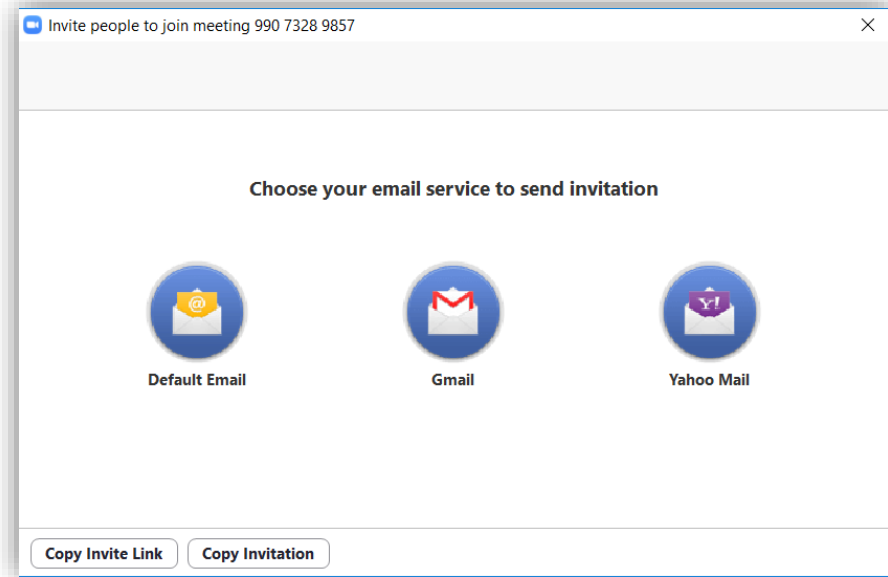
Step 5.6 Invite

If during the training some of the students lose the link to the course you can send them an invitation by e-mail or just copy the link.

Invite from drop-down arrow.



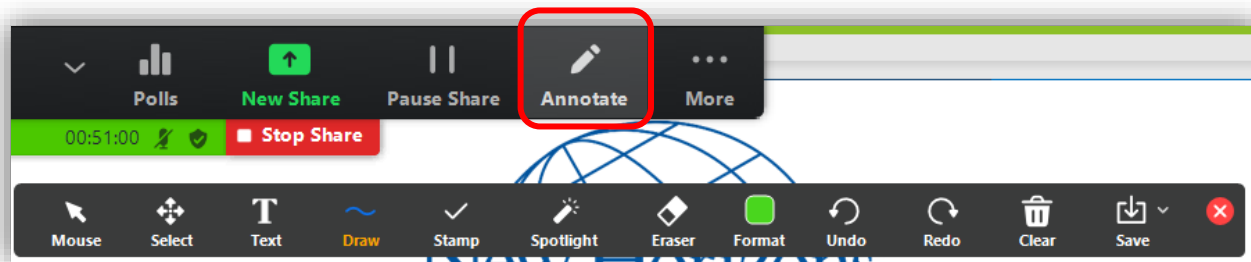
Zoom gives you many options for invitation.



Step 5.7 Annotate

During presentation annotate in case you need.

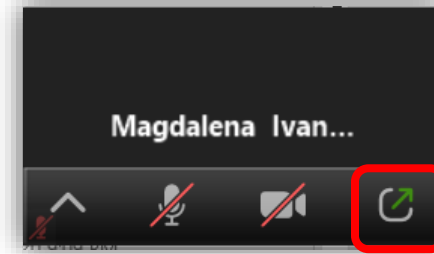
An additional bar with thumbnails appears, visualizing the individual functions of each of the buttons.



Step 5.8 Mini Zoom

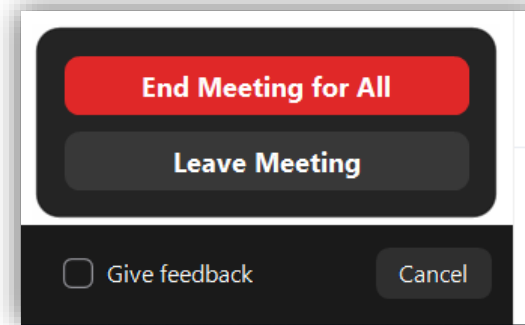
When the shared screen function is not enabled, and you minimize the Zoom window, you will see a minimized version instead.

Maximize it with the right arrow.

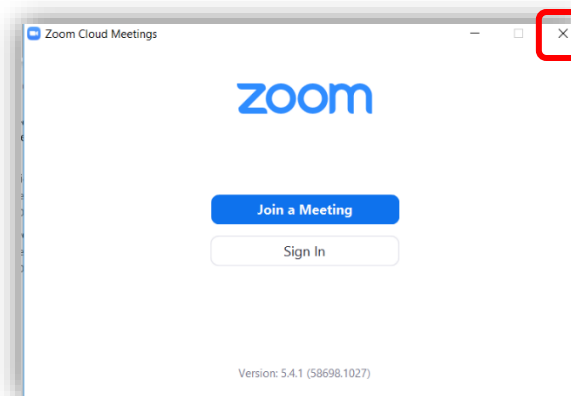


Step 5.9 End Meeting

At the end of your class, click **End Meeting** and **End Meeting for All** in the pop-up that appears.



Close the Zoom window.



Useful links

Hot keys and keyboard shortcuts:

<https://support.zoom.us/hc/en-us/articles/205683899-hot-keys-and-keyboard-for-zoom>

Zoom video tutorials:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>

Desktop client, mobile app, and web client comparison:

<https://support.zoom.us/hc/en-us/articles/360027397692>

Download center:

<https://zoom.us/download>