Moderation 2021
Participant

ZOOM SUPPORT
## Non-DoE Teachers

Before Moderation Day

1. Register for Zoom.

   — If you do not have a Zoom account, please sign up for a free account at https://zoom.us/

   — If you already have a Zoom account, please make sure you can log in prior to the day. Your username and password would be the email address you used to set up Zoom and the password you provided at the time of signing up. It does not matter if the email address and password for Zoom is different to Canvas.

2. Make sure the Zoom Desktop Client is on your device.

   — The Zoom application is available from the resources tab on the website (https://zoom.us/)
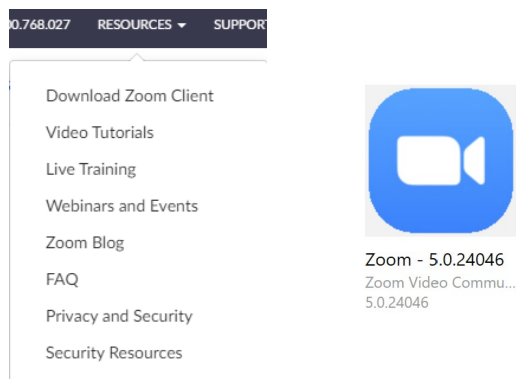
Figures 1 and 2: Resources website tab and Zoom application on your computer

— Once open, select Zoom from your available applications and click **Install** . You may be asked to sign in with your Zoom credentials.

Accessing my meeting invites and joining a meeting (Participant)

Joining a meeting using the link in Canvas – preferred method of joining

Make sure you are signed into your Zoom Desktop application.

Usually meeting invites can be found in your Zoom or Outlook applications, in the case of Moderation the meeting invites will be accessible from within Canvas Learning Area courses. Click on the link to the meeting from within Canvas.
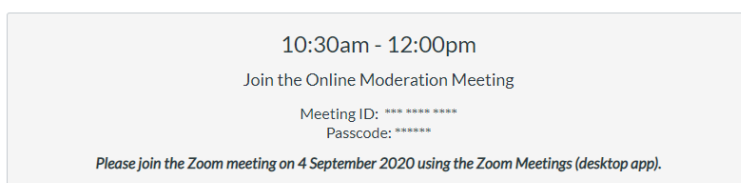

Figure 4: Meeting link in Canvas

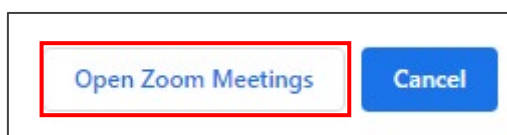Click Open Zoom Meetings to use the Zoom Desktop Client for a more stable experience.

Figure 5: Open Zoom Meetings Prompt

If you have not signed into your Zoom Desktop Client, you may be prompted to sign in as the meetings are only for people with an active Zoom account.

Figure 6: Sign in to Zoom to access your meeting

Figure 7: Zoom Video Conferencing

Joining a meeting using the Zoom Desktop Client
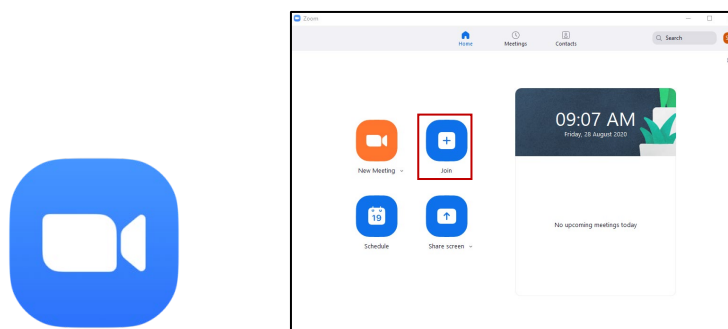
Open the Zoom Desktop Client and select Join.

Figure 8: Zoom Desktop icon and Zoom Desktop Client

Enter the Meeting ID and select Join. The Meeting ID and password is located on the Meeting Link button in Canvas (Figure 4).

Figure 9: Join Meeting in Zoom Desktop Client

Checking your computer audio when joining a meeting

When joining the meeting you will enter a lobby until the host starts the meeting (Figure 10)
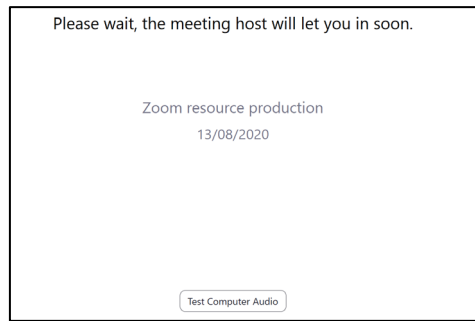
Figure 10: Waiting room lobby for your meeting

Zoom will open on your computer when you click your join link. Tick the box "Automatically join audio by computer when joining a meeting" (1) and then click "Join with Computer Audio" (2).

If this is your first-time using Zoom on your device click "Test Speaker and Microphone" (3) to ensure that your device has allowed these to be used by Zoom and that they are working properly.

Figure 11: Join with Computer Audio

Joining and Participating in Zoom meeting

When you first open your Zoom meeting you will see the following screen options (Figure 8).
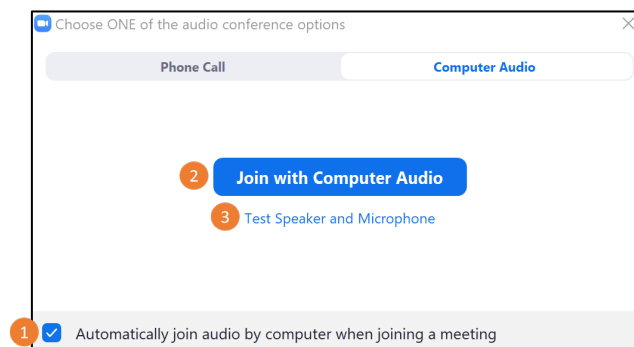
(8)

Talking: Spencer, Kate

Meeting Topic:	Zoom Meeting
Host:	Jones, Ben
Password:	000000
Invite Link:	https://tased.zoom.au/....
	Copy Link
Participant ID:	000001

(1) Join Audio
Computer Audio Connected

(5) Share Screen

(7) Invite Others

(1) **(2)** Mute Start Video   **(3)** Participants **(4)** Chat **(5)** Share Screen   **(6)** Leave
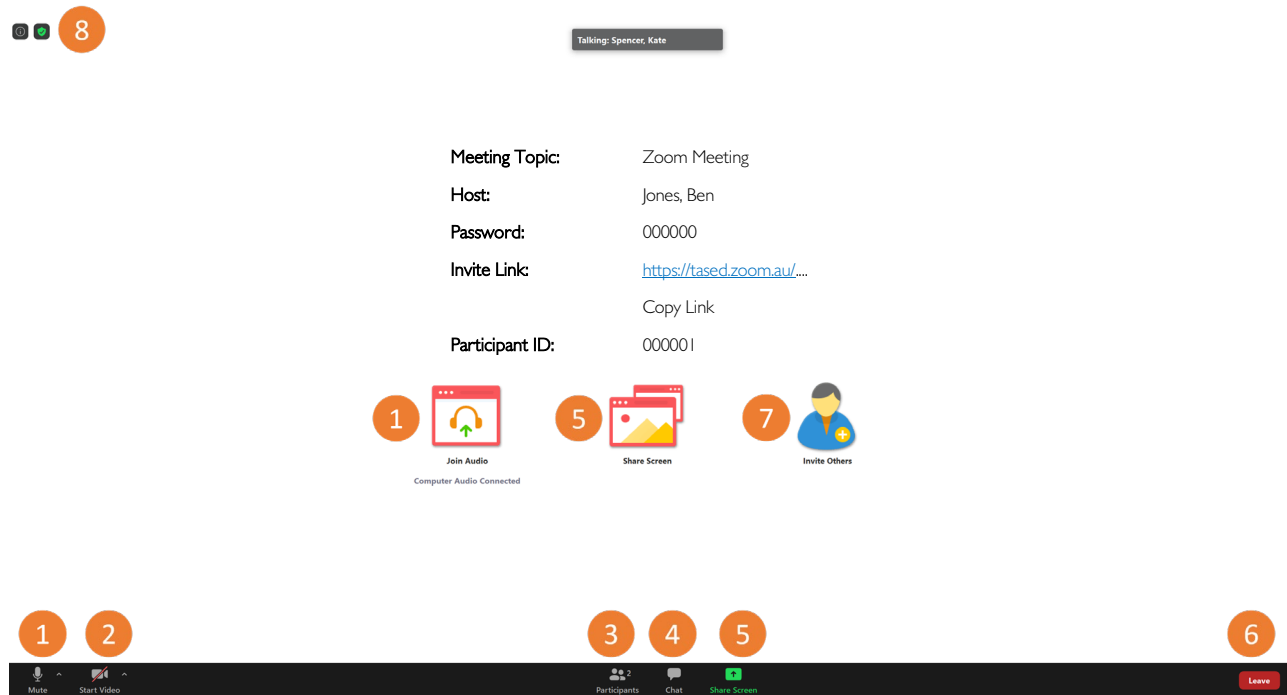
Figure 12: Zoom Hosting Screen

1. [Audio](#)
2. [Video](#)
3. [Participants](#)
4. [Chat](#)
5. [Share Screen](#) (including [whiteboard](#))
6. [Leaving a Meeting](#)
7. [Invite Others (during meeting)](#)
8. [Your Settings](#)
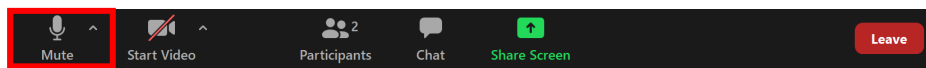
Setting your Audio controls

Figure 13: Accessing your in-meeting Audio Settings

You can mute yourself and unmute yourself by clicking the microphone logo. Click the microphone logo (Figure 13) to change your microphone or speaker. You can test your set-up at any time.
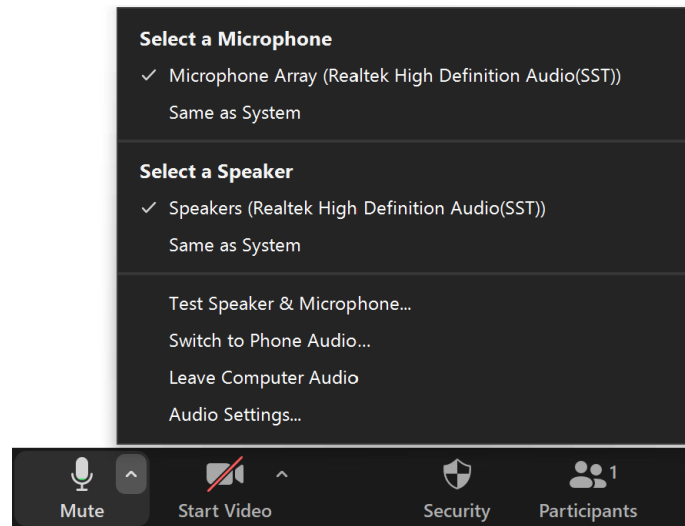

Figure 14: Zoom meeting audio settings

In general settings (Figure 15 top left) you can set how you'd like to automatically join a meeting every time you use Zoom. This will remove the need to mute your microphone each time you join a meeting and easily mute or unmute yourself by using the space key.
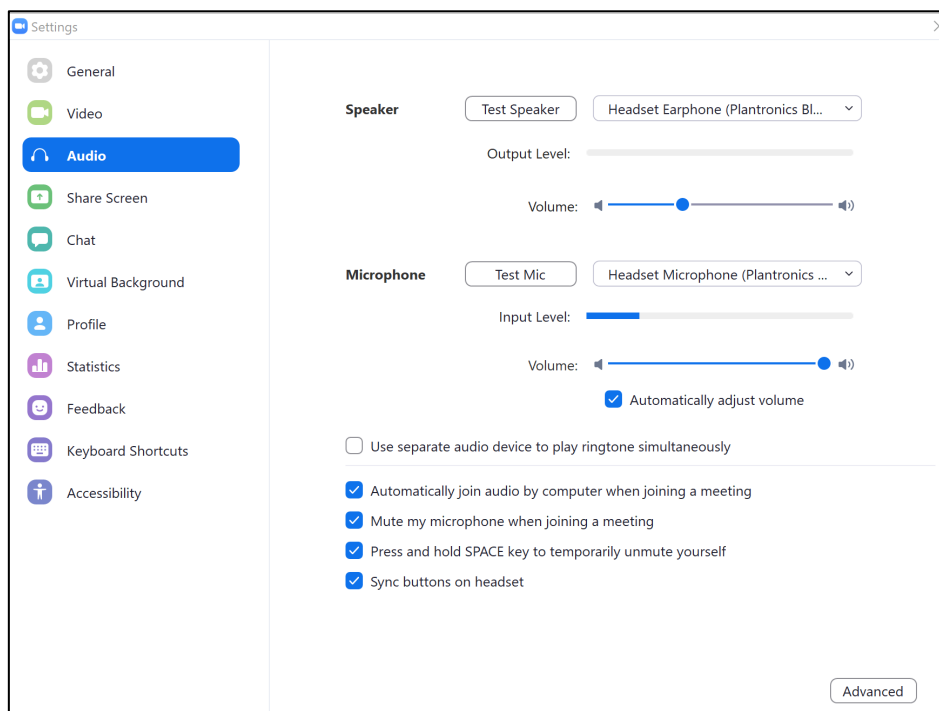

Figure 15: General settings for Zoom audio
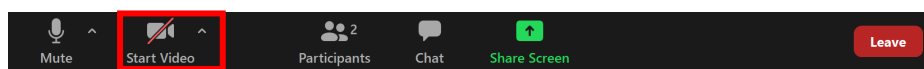
Setting your Video

Figure 16: Accessing your in-meeting Video Settings

Click on the Start video icon (2) to select a camera and to start or stop your video (Figure 16). In this link you can choose a virtual background or upload an image or video as your background. (Figure 18).
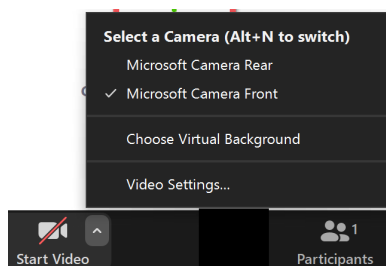

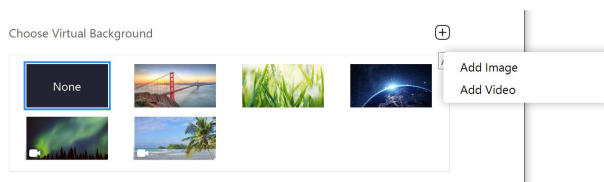Figure 17: Zoom meeting video settings

Figure 18: Choosing or adding your virtual background

In general settings (Figure 19) you can set how you'd like to automatically join a meeting every time you use Zoom. Tick options such as display 49 participants in gallery view and add names to videos to improve your Zoom experience.
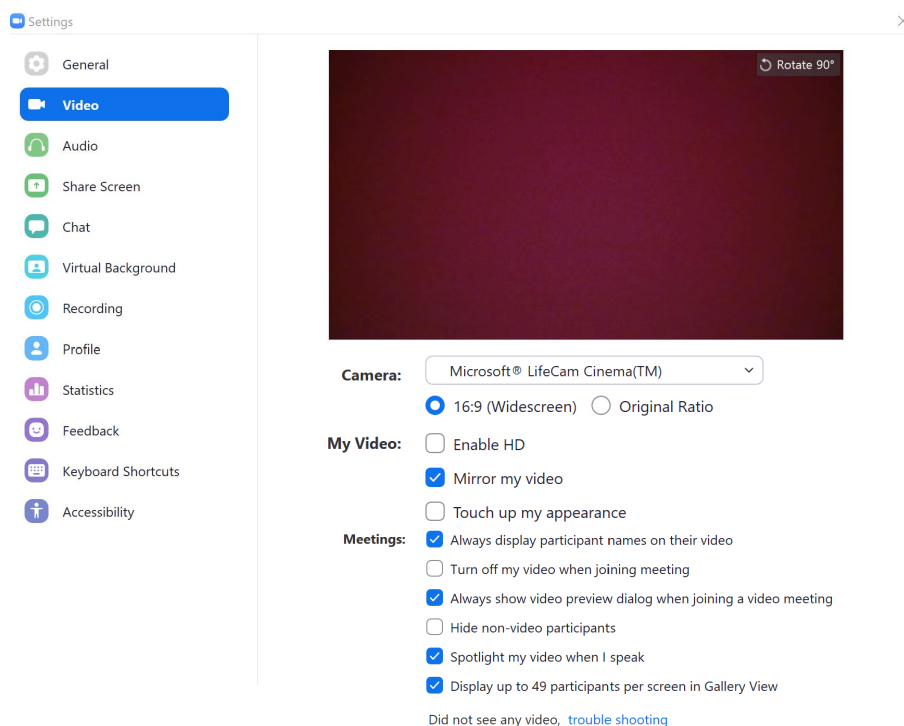

Figure 19: General settings for Zoom video

During a meeting your host may ask you to start your video. You can choose to start your video then or let the host know you will do this later.
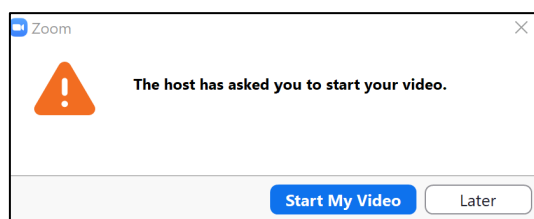
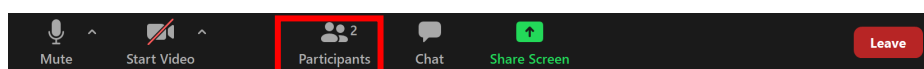Figure 20: Video prompt during Zoom meeting

Participants

Figure 21: Accessing your in-meeting Participant Settings

The Participants icon (Figure 21) will open a window to the right which you can click the V menu on the top left, to pop out this screen for easier viewing when sharing your screen.

The participants menu allows hosts to seek feedback on their meeting by asking participants to choose a reaction. These will be counted above the logo for the host to see.
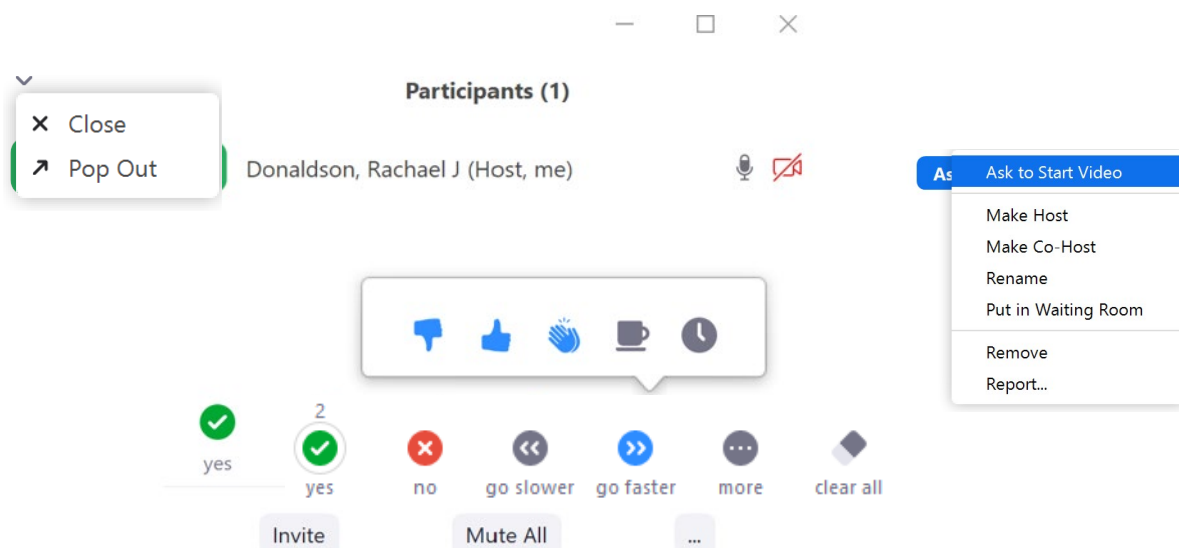

Figure 22: Participants settings in your meeting

Inviting Others

The participant can sometimes add other participants by clicking invite others link when the host first enters the meeting. This may be disabled by the host.

Invite Others

Figure 23: Inviting others

It is best to use the email method of adding others to the meeting. Click on the tab labelled email and choose default email. This will open Outlook for the host to then select participants from the DoE address book to send

the Zoom email invite to. In this window (Figure 24) you can also copy invite link or invitation (bottom left) to choose another method to send the meeting invite.
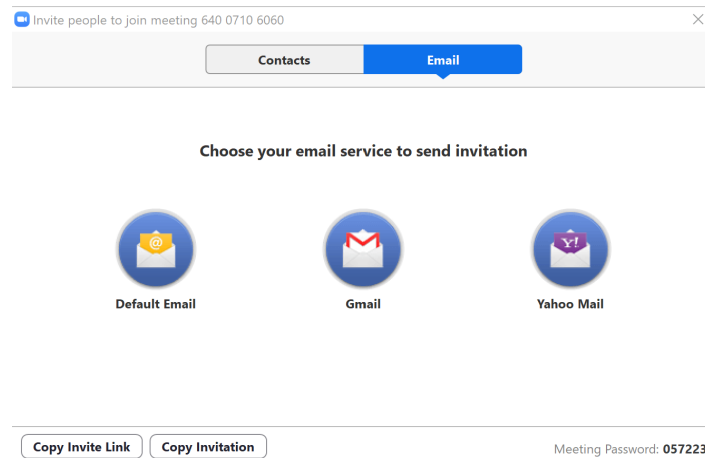

Figure 24: Adding a participant through email

Chat

Figure 25: Accessing your in-meeting Chat

Zoom chat is available unless the host has disabled the function for the meeting or webinar. Zoom chat is a great way to share links, clarify something said on the video call or post lists or large blocks of text.

In Zoom chat, hosts and participants, can use the @ sign followed by the starting few characters of the person they want to mention, and a list of participants with the matching names will appear, and the writer can then choose the one they want to mention.

When participants are in breakout groups you will only have access to the whole group chat (there are no "mini breakout group chats").
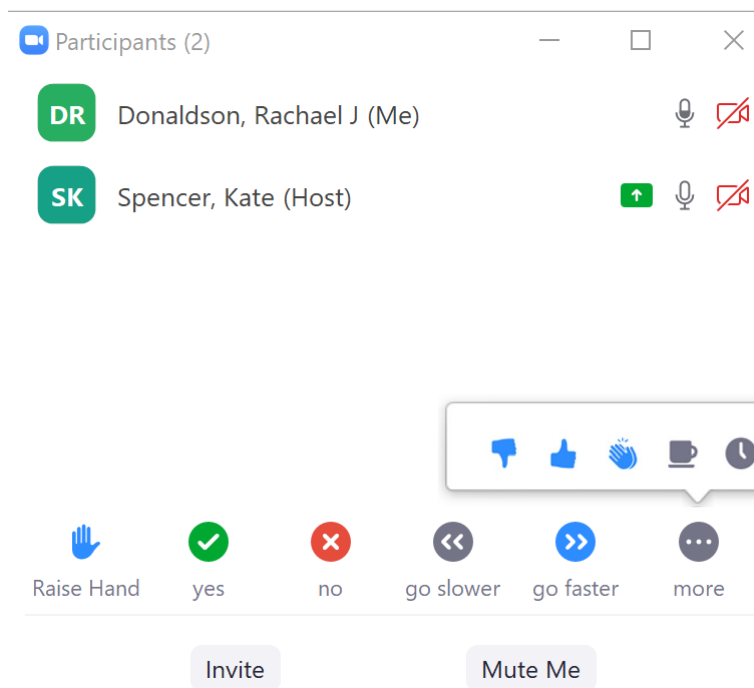
Figure 26: Participant options in chat

Share Your Screen

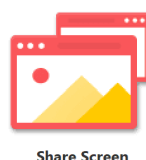Figure 27: Sharing your Screen in a meeting

Figure 28: Sharing screen icons

Share Screen can be turned off or on by the host. Click Share Screen button in the meeting controls (Figure 27) or the when the host or participant first enters the meeting, the red Share Screen reminder icon is available (Figure 28).

Hosts and participants can share desktop(s) (1 - recommended), specific applications, whiteboard or an iPhone/iPad screen (Figure 29). It is generally easier to share your screen rather than an application. In the "Advanced tab" you can share a portion of your screen – shown by a green screen, only share your computer's audio, share a file from a third-party sharing service (eg Google Drive or Microsoft OneDrive) or content from a secondary camera connected to your computer (eg document camera or the integrated camera on your device).

When sharing video remember to click "Share computer sound" (2- bottom left). Click Share (3).

Zoom will automatically switch to full screen to optimize the shared screen view. To exit full-screen, click Exit Full Screen in the top-right corner or press the Esc key.

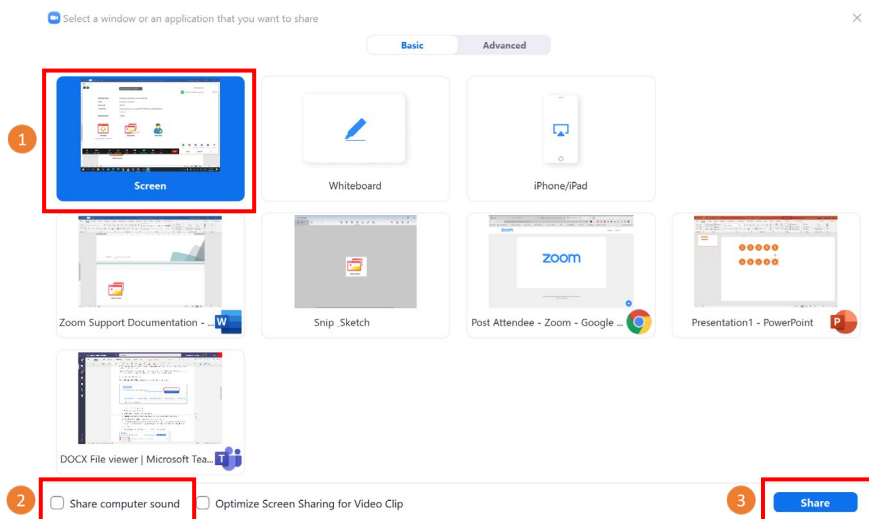Last updated 16 February, 2021
Version

Figure 29: Share Screen Options

At any time you can choose a new share or pause your sharing (Figure 30) to allow for swapping between applications or focusing on the participant gallery view.
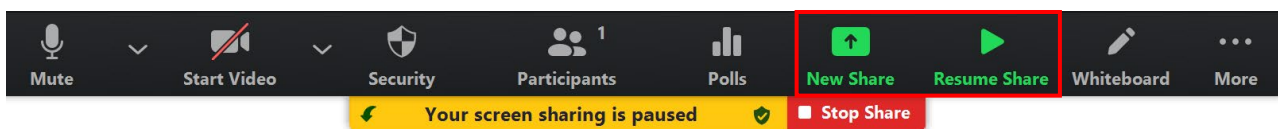

Figure 30: Pause sharing and new sharing

In General settings (Figure 31) you can set how you'd like to share your screen for all meetings. It is a good idea to tick silence system notifications when sharing desktop.
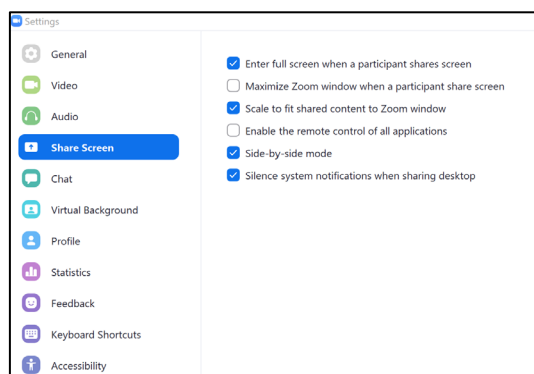

Figure 31: General settings for Share Screen

Whiteboard

Figure 32: Shareable whiteboard

When clicking Share Screen participants may be able to select whiteboard. The annotation tools (Figure 33) will appear automatically at the top the screen. You can press whiteboard option in the meeting controls to show or hide annotation tools. The spotlight tool can be used as a pointer.
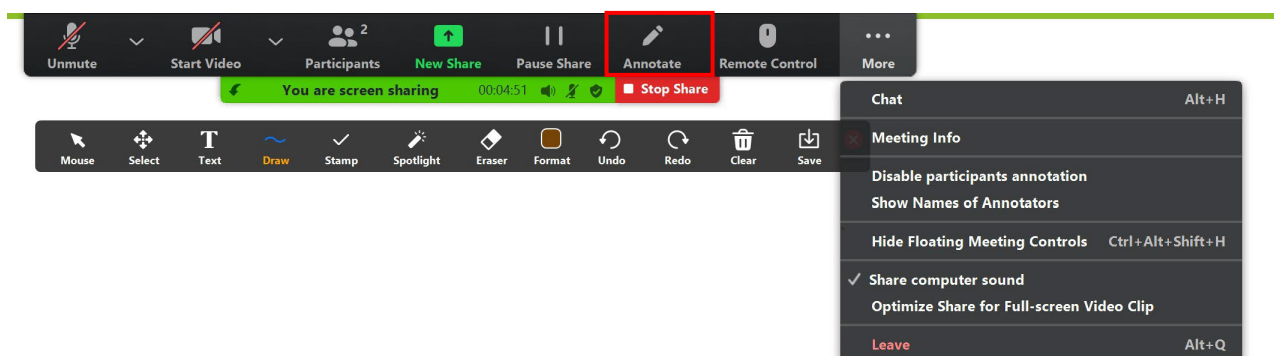
Last updated 16 February, 2021
Version

Figure 33: Annotation tools for whiteboard

Use the page controls at the bottom-right corner of the whiteboard to create new pages or switch between pages.

Figure 34: Create new whiteboard pages or switch between them

To clear whiteboard, choose clear and then select all drawings, my drawings or viewer's drawings.
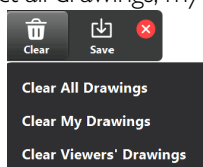

Figure 35: Clearing the whiteboard

Leaving a meeting

Figure 36: Choosing to leave a meeting
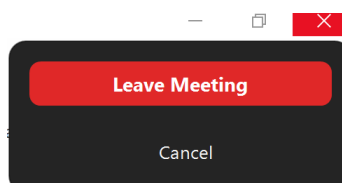
Click Leave to leave your meeting.

Figure 37: Leave Meeting

Zoom Settings

You can set your own personal zoom settings for all meetings. Open the Zoom application on your computer. Click the settings cog on the top right (Figure 38). In Settings you can change your accessibility options (larger text, meeting controls), keyboard shortcuts, recording, virtual backgrounds, chat, video and audio.

Last updated 16 February, 2021
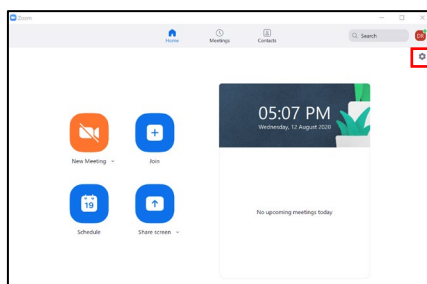   Version
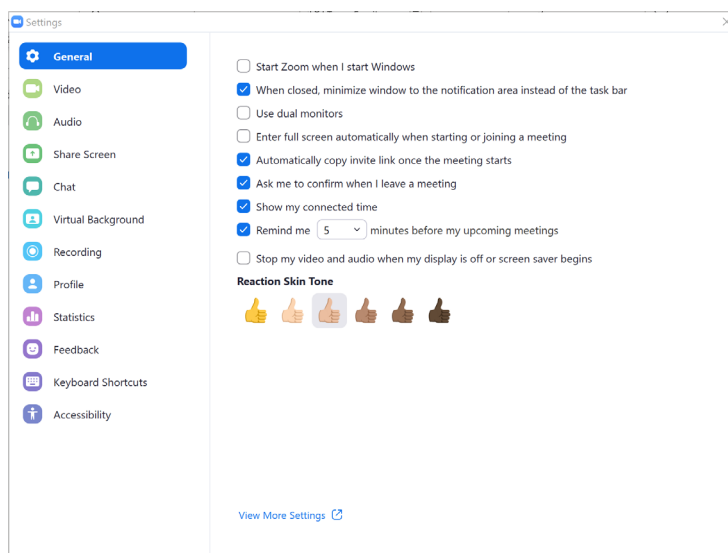
Figure 38: Accessing your settings in Zoom

Figure 39: General settings for Zoom

Participating in a Breakout Room

Your host may choose to use breakout rooms. These can be automatically or manually assigned.

Transition times between the Main Meeting Room and your assigned Breakout Room can vary depending on the network. Please be patient.
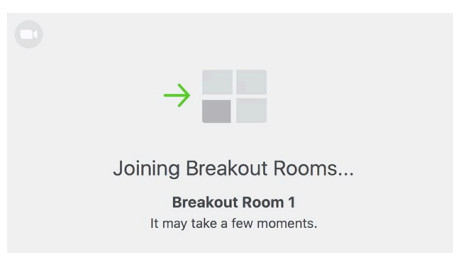

Figure 40: Joining a Breakout Room

1. In a breakout room (Figure 41) you will need to turn your microphone on as there is not chat option within a breakout room (ie the chat you can see is to the whole group room only). You can share your screen in a breakout room.

2. In this room you can ask the host for help. They will receive a message asking for them to join your breakout room.

3. A host can also broadcast a message to all breakout rooms. This will appear at the top of your screen in a blue notice.

4. To leave the breakout room early click 'Leave Room' or the end of the set breakout room time you will be automatically returned to the main room (Figure 38). You will join the main room as muted.
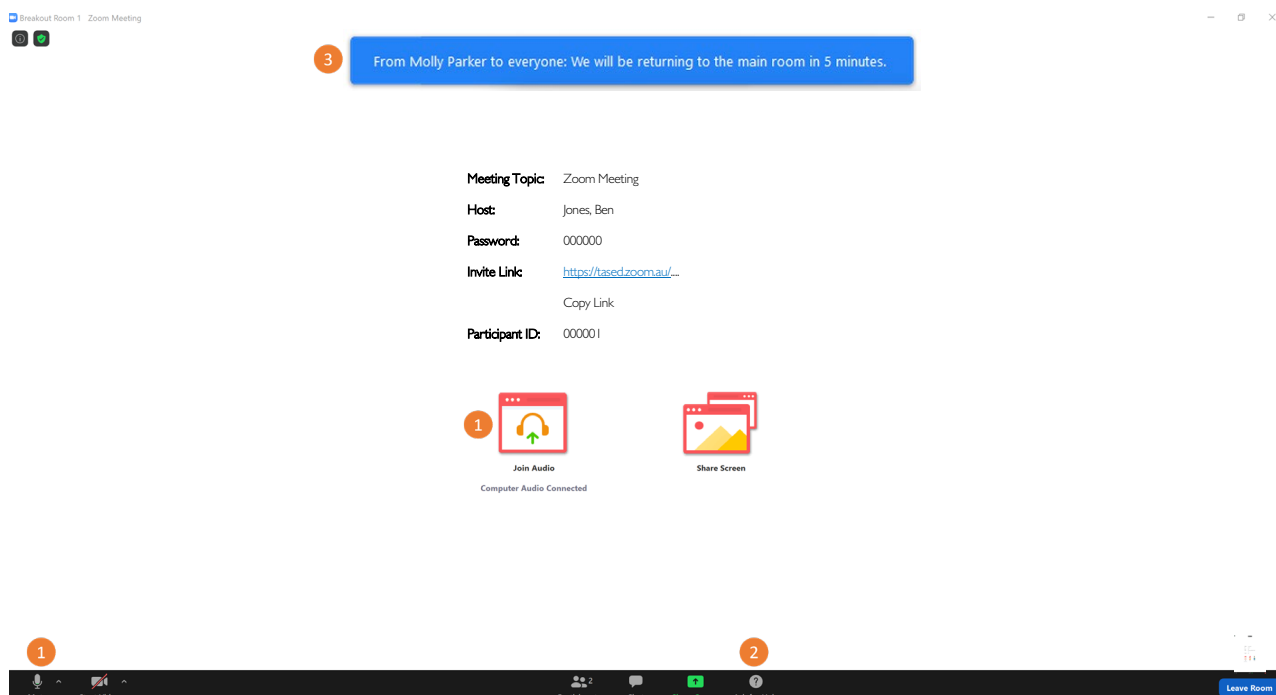
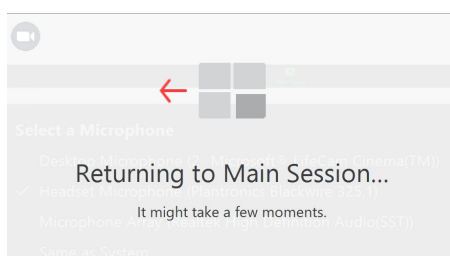

Figure: 41: Breakout Room participants view

Figure 42: Returning to the main session

Web view of Joining a Meeting as a Participant

It is best to join a meeting from the desktop Zoom application for a more stable experience. Please revisit the instructions at the start of this help guide for more information.

If it is not possible to join a meeting from the Zoom Desktop Client, you may see the following window when joining (Figure 39). Ensure that you use your full name when signing in, tick "I'm not a robot" and then press Join. You will then be asked to sign in.
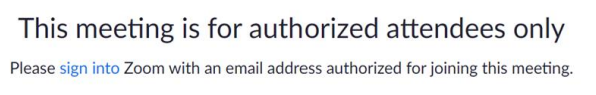

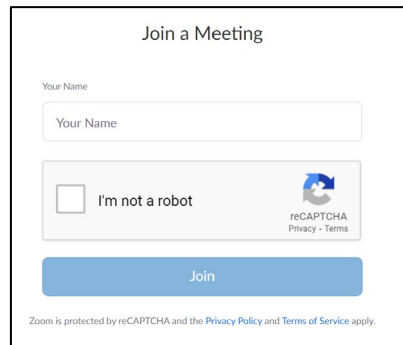Figure 43: Sign in to Zoom to access your meeting

Figure 44: Joining Zoom through the Web

Once signed in it will ask you for the Meeting ID which was sent to you via email. Copy and paste this into this window and click Join. It will then ask you for the Meeting Passcode from the same email.
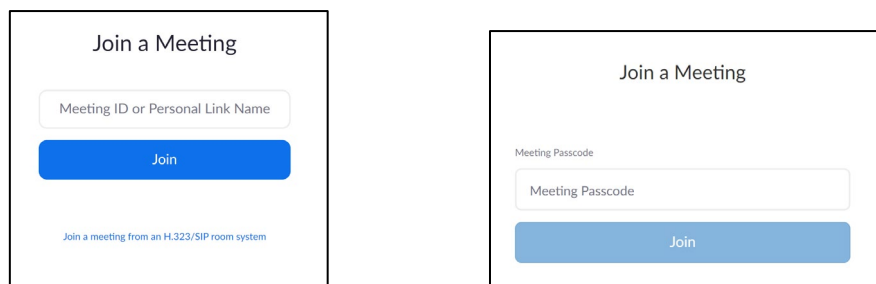

Figure 45: Joining a meeting with your emailed Meeting ID and Passcode

You will then see a screen letting you know you have joined the meeting lobby and that the meeting will start soon.

Figure 46: Meeting lobby