
ADVENTIST EDUCATION



zoom

For Students

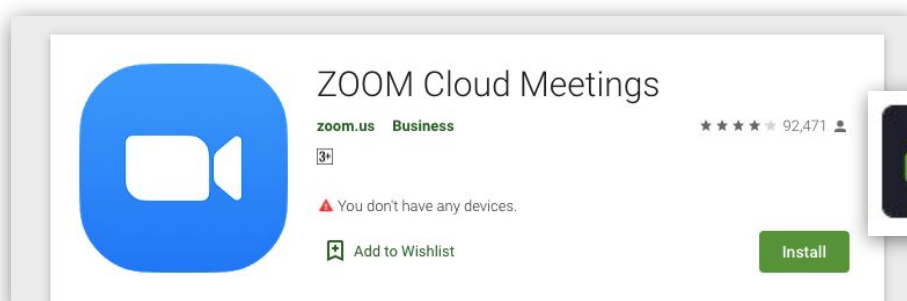


Getting Started with Zoom

In order to connect with your teachers for lessons you will need to be able to download and run Zoom on your computer or personal device.

Before you begin you will need to download and install Zoom onto your computer or device via the following methods:

1. **Computer** | head to <https://zoom.us/download> This will bring up a list of options.
2. **Apple Device** | Head to the app store. Search for Zoom. Download.
3. **Android Device** | Head to Play Store. Search for Zoom. Download





Logging In

Whichever device you log into, it will always ask you to sign in with an email address and password, sso, Google or Facebook.

*Please **ALWAYS** login with **GOOGLE** and **USING** your **SCHOOL** account not your **PERSONAL** account.*

The screenshot shows a 'Sign In' interface with the following elements:

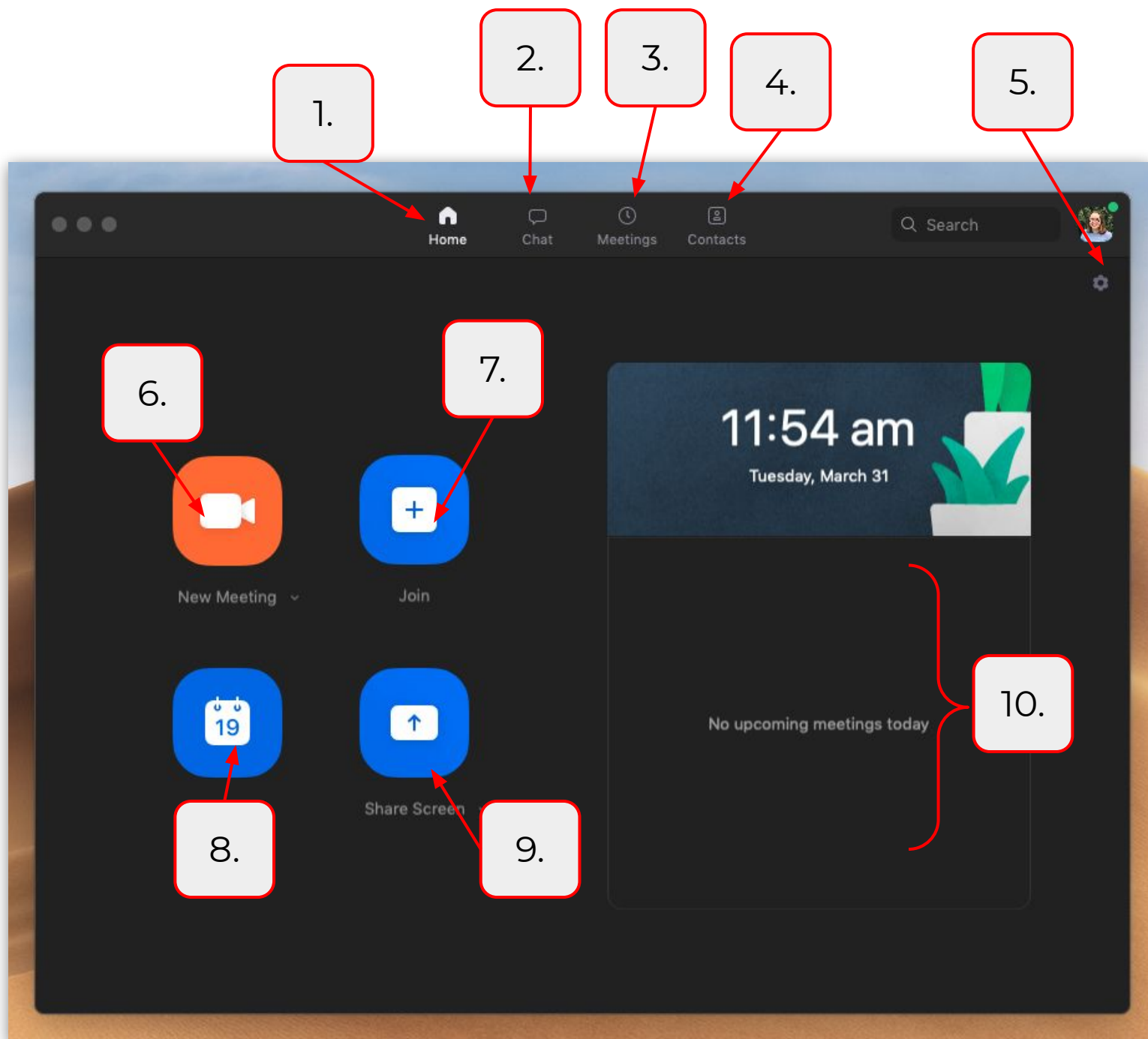
- Sign In** (large text) and **Sign Up Free** (link) at the top.
- Email** and **Password** input fields.
- Forgot?** link next to the password field.
- ☒ **Keep me signed in** checkbox.
- Sign In** button.
- or** separator.
- Sign In with SSO** button (with a key icon).
- Sign In with Google** button (with the Google 'G' logo, highlighted by a red box).
- Sign In with Facebook** button (with the Facebook 'f' logo).
- < Back** link at the bottom left.

If logging on via a **computer** you will be taken to a webpage to login to your google account and then be prompted to open the zoom.us app.

If logging on via a **device** the same will occur though you will be warned that your browser will be opened on your phone.



Welcome Page

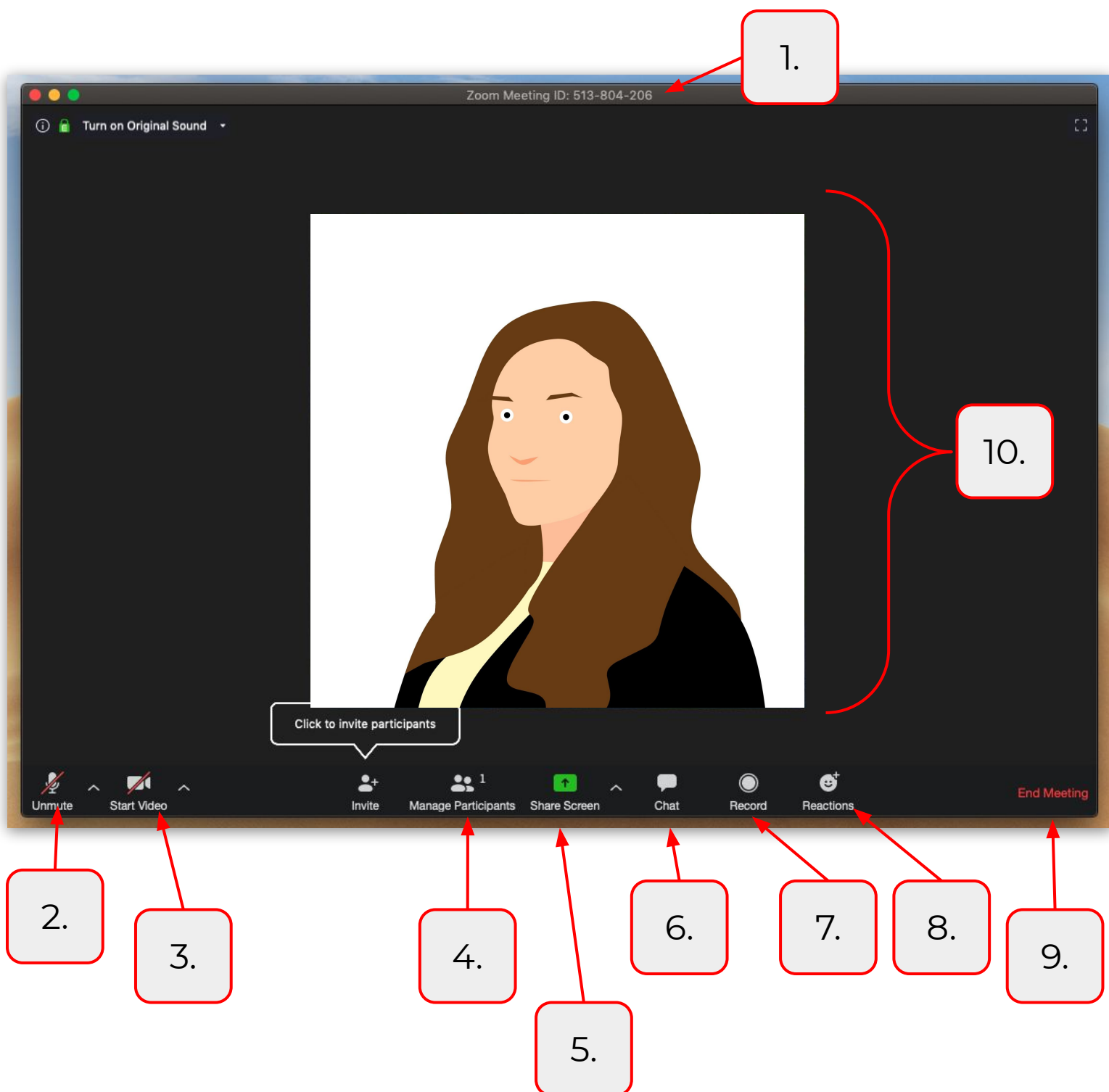




1. Home	This is your homepage/dashboard
2. Chat.	You can chat directly to individuals or groups
3. Meetings	Here you can start a meeting with your ID code, find recorded meetings as well as copy meeting invitations
4. Contacts	This is your contact address book. You can see all the people in your school network.
5. New Meeting	Here you can start a meeting with your ID code
6. Join	You can join a meeting here with a meeting ID or a personal link name
7. Schedule	Schedule future meetings and invite attendees.
8. Share Screen	Allows you to share your screen directly to a meeting ID
9. Dashboard	Tells you of any upcoming meetings
10. Settings	Allows you to control the settings within Zoom like video and audio settings.



Inside a Meeting

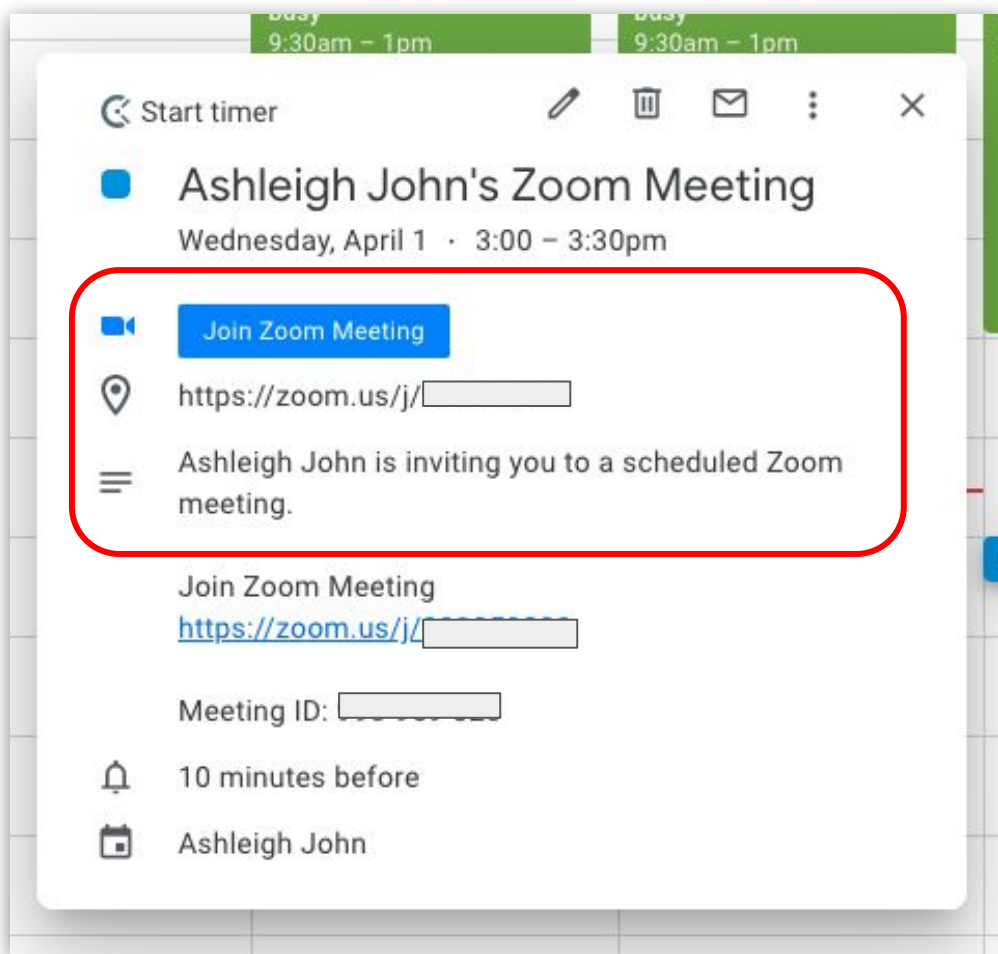




1. Meeting ID	This is unique to the meeting and will be given in your meeting invite with your teacher.
2. Audio Control	Use this button to toggle audio on or off.
3. Video Control	Use this button to toggle video on or off.
4. Participants	By clicking on this button you can see the participants that are involved in the meeting.
5. Screencast	If you are asked to share your screen you can do so by clicking this button. Your screen will then be visible to all participants.
6. Chat	This area allows you to chat with the participants in your meetings. Your teacher may ask you to respond to their questions this way.
7. Record	This is used to record the meeting, can only be done by the host of the meeting.
8. Reactions	You can share two emojis on your screen.
9. Leave Meeting	Click this to leave the meeting. You will be prompted to confirm. You can also leave by closing the window.
10. Video space	This is where you will see the person who is speaking or sharing their screen.



To Join a meeting



You will either receive a calendar invite or your teacher will ask that you are active on zoom at a particular time.

Scheduled

Your teacher may schedule a meeting with you and send you a calendar invite. The link to the meeting will be available in the invite. Click on the 'Join Zoom Meeting' button

Channels

You may have been added to a channel by your teacher. They will ask you to be active on Zoom at particular times, usually your regular class time, and will start a meeting with you without scheduling.



Raising your hand

To raise your hand:

1. Click on the participants list.
2. At the bottom of the screen there will be a 'raise hand' button.
3. When you raise your hand a little blue symbol of a hand will appear next to your video and your name.

Your teacher will be able to see that you have a question. They will lower your hand once they have responded to you.

