Zoom
How to Guide

Overview

What is Zoom?

Zoom is the online live streaming platform that Bus Stop Films will use to deliver its classes online.

Do you need a Zoom account to access the online classes?

No, students will not need a Zoom account. They will need to access Zoom via the link in their student portal for that particular lesson.

Setting up Zoom

What internet browser is best to access Zoom?

Zoom works best using Google Chrome.

You can download Google Chrome by go to Google searching "Google Chrome" and then downloading and installing this on your computer.

www.google.com › chrome ▼

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How do I access the Zoom link for my class?

Each lesson in your program will have a new Zoom link. This is to help with security and privacy.

To access your Zoom link you'll need to:

1. Log into your Student Portal

2. Select your program

3. Click on the zoom link provided next to the lesson date.

More information on how to use the Student Portal can be found in the "Student Portal How to Guide".

What happens when I click the link?

Once you click on the link a new web page will open and directs you to Zoom.us

If you've never used Zoom previously it'll automatically download the software to give you access.

A download should start automatically in a few seconds

If you have Zoom Client installed, launch meeting. Otherwise, download and run Zoom.

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Click **Keep** when receiving notification
Then click **Zoom... .exe**

Zoom_cm_fo42ank....exe

Once it downloads click and it will automatically install.

The pop up says I am waiting for a host to start the meeting, what does this mean?

The zoom links are timed with the lesson and will become available once the tutor started the lesson.

○ **Please wait for the host to start this meeting.**

This is a recurring meeting

Dianna La Grassa's Personal Meeting Room

Test Computer Audio

If you are the host, please login to start this meeting.

I've clicked on the Zoom link and it hasn't started?

If the meeting doesn't automatically open, you are able to push it to open by either clicking the "Click here" button or "Start from your browser"
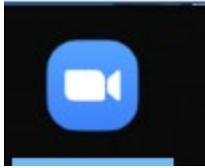
Launching...

Please click **Open zoom.us** if you see the system dialog.

If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.

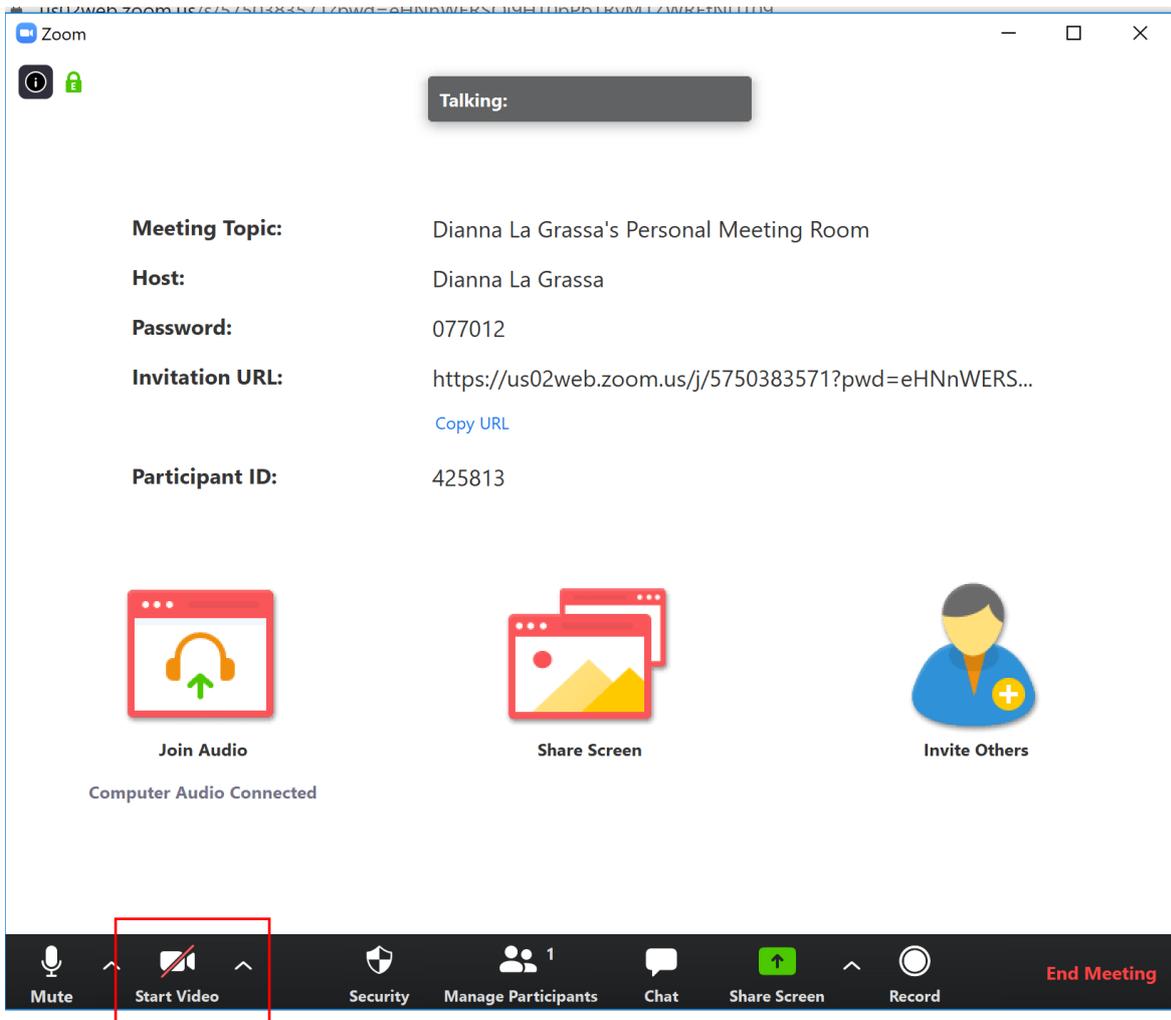If you cannot download or run the application start from your browser.

Once it starts you'll see the Zoom icon appear in your tool bar

Using Zoom

Starting your video

To start your video click on "Start Video" which is available at the bottom of the screen in the navigation panel.
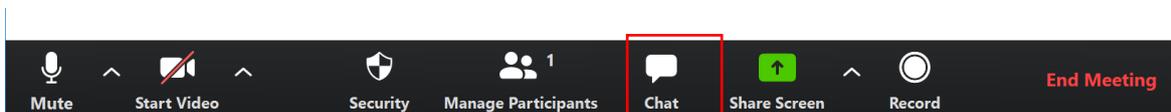
Using your speaker

Your lesson will start with everyone remaining on "mute". The tutor or support worker will unmute you throughout the class.

Please do not try and unmute yourself as we want to make sure that everyone can hear the tutor and/or support worker instructions.

How do I ask a question?

You can ask a question using the "Chat" functionality in the tool bar:

Or by raising your hand in the video and the tutor can unmute you and you can share your question/thought then.

How can I ask a question just to the tutor or support worker?

1. If you want to ask a tutor/support worker a question directly during the live webinar you can do so through the chat functionality.

2. Then where the "To" is use the drop down to select

| To: | Everyone ▾ | | 📄 File | ⋯ |

Type message here...

3. Type in your questions and press send.

Can I share my screen?

The tutor will need to give you permission to share your screen.

You may be asked to share your screen to show everyone what you are looking at or to help you through something.

Help

Where can I go for help with Zoom?

Zoom has a really great resource centre if you need any help that you can [access here.](https://support.zoom.us/)

https://support.zoom.us/