

Annex C2a

Students' Guide for Downloading Zoom and Accessing a Zoom Meeting

*'Live' Lessons
Anytime Anywhere!*

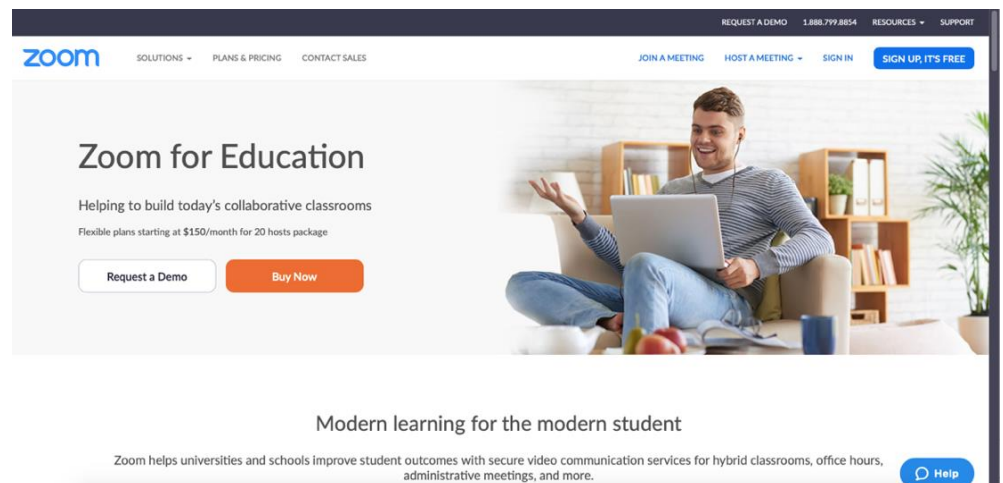
*Continue to learn from
your teacher and with
your friends out of the
classroom.*



*You will only need to
download the Zoom
application/extension the
first time you access such
lessons.*

What's ZOOM ?

Zoom is a software that allows people to have video conferencing and chat.



Features on the free version of Zoom are sufficient for your home-based learning. It is not necessary to pay for the additional features.

How do I get the Zoom app on my device?

Downloading Zoom

For Computers Running Windows and Mac OS

Students accessing the Zoom meeting using Windows or Apple desktop/laptop computers do **not** have to download any application/extension.

For iPads/iPhones, Android phones/tablets, Chromebooks

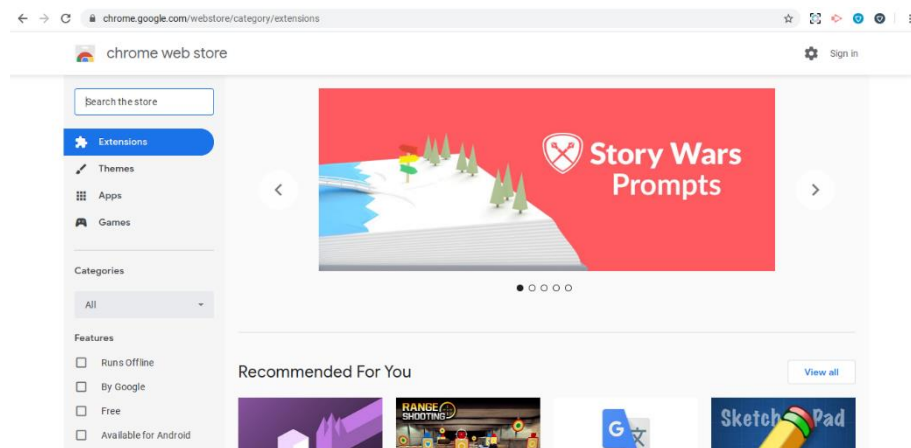
Students accessing the Zoom meeting using iPads and iPhones, or Android phones and tablets, or Chromebooks will have to download the Zoom application/extension prior to accessing Zoom for the first time.

1. For **Apple or Android devices**, scan the QR codes below to download the application.



For Chromebooks

2. For **Chromebook**, go to the Chrome Web Store: <https://chrome.google.com/webstore/> and search for the 'Zoom' extension. Click 'Add to Chrome'.





Use the Chrome browser to ensure that the features of Zoom are fully supported.



If your teacher has provided a link as part of your SLS lesson, click the link and follow the instructions.

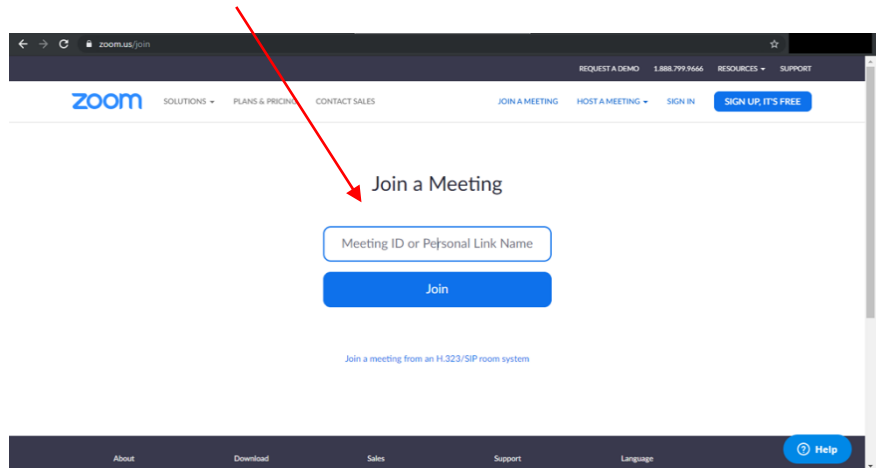
Accessing Zoom

Lessons with Zoom allow you to actively participate in a lesson without meeting the teacher in person. User experiences will differ based on the devices used. Refer to the relevant section below for a step-by-step guide that is specific to your device.

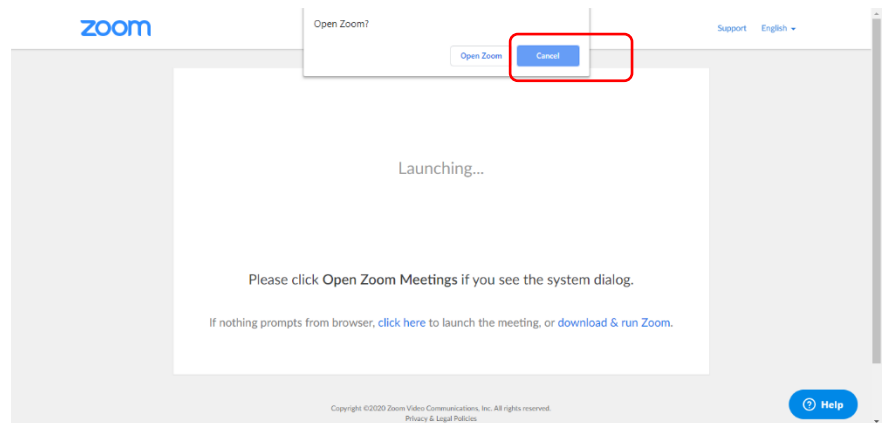
For computers

You can access Zoom meetings on your personal laptops and desktops by following the steps below.

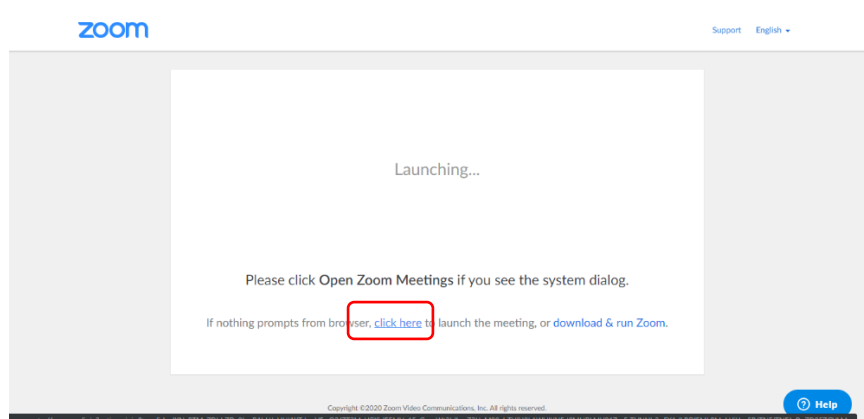
1. Using your Chrome browser, go to zoom.us/join Key in the Meeting ID, and click 'Join'.



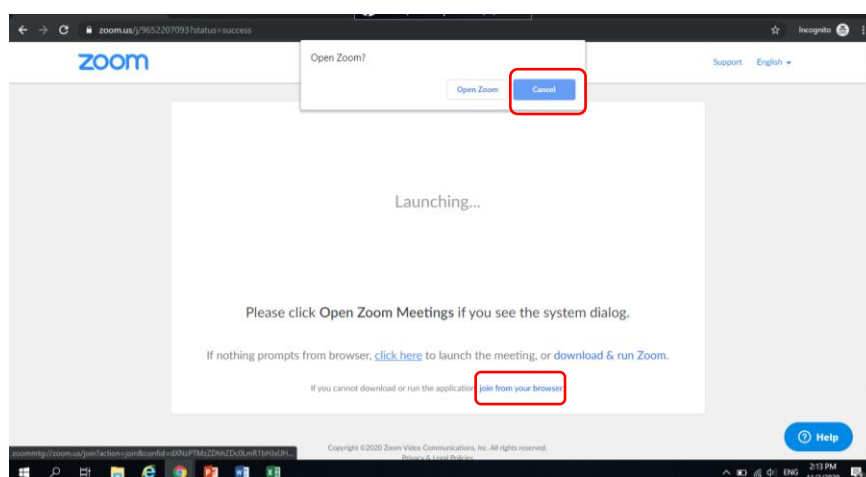
2. Click 'Cancel' when the pop-up prompts you to open the Zoom application.



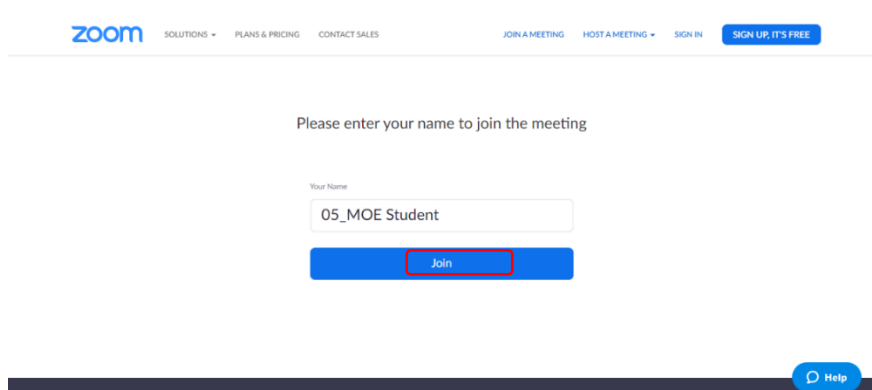
3. Click **'Click here'** to join the meeting.



4. When prompted, click **'Cancel'** again. Then click **'join from your browser'**.



5. Key in your name in the format of: **Index Number_Full Name**, e.g. 05_MOE Student. Click **'Join'**.



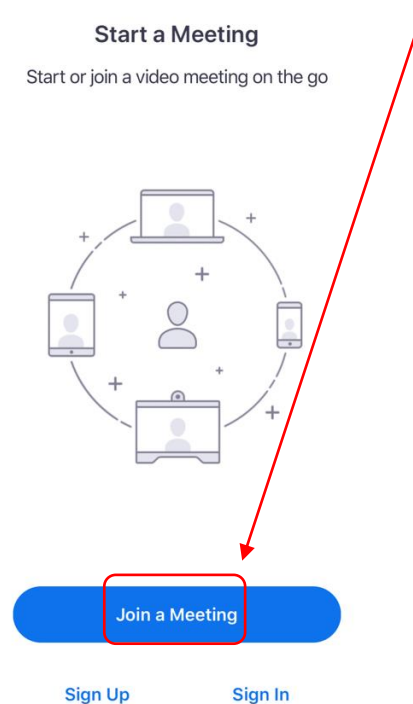
6. Click **'Mute'** to silence the audio upon joining the meeting, and **'Share video'** with your teacher. Upon joining the meeting, wait for your teacher's instructions.



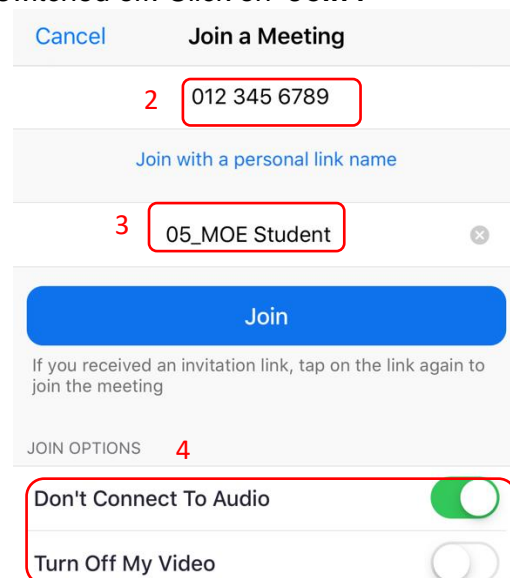
For other devices

These devices include iPhones and iPads, or Android phones and tablets, and Chromebooks.

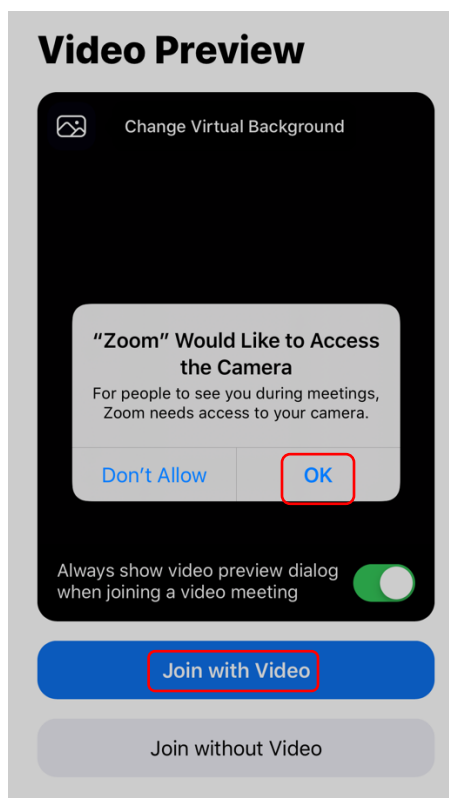
1. Open the Zoom application. Click **'Join a Meeting'**.



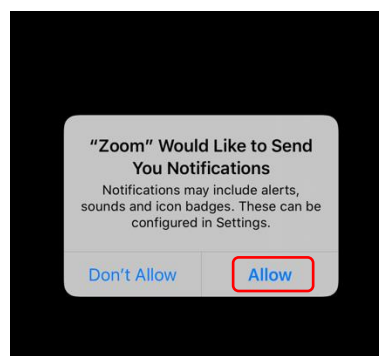
2. When prompted, **key in the Meeting ID.**
3. Key in your name in the format of: **Index Number_Full Name**, e.g. 05_MOE Student.
4. Check that **'Don't Connect to Audio'** is switched on, and **'Turn off My Video'** is switched off. Click on **'Join'**.



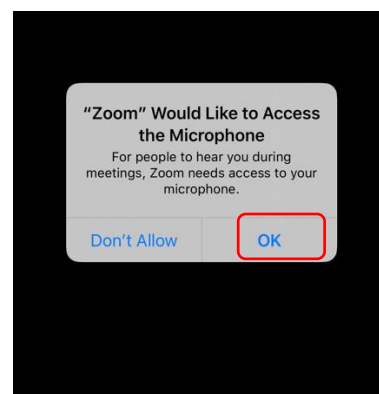
5. Click **'OK'** to allow Zoom to access the camera, then click **'Join with Video'**.



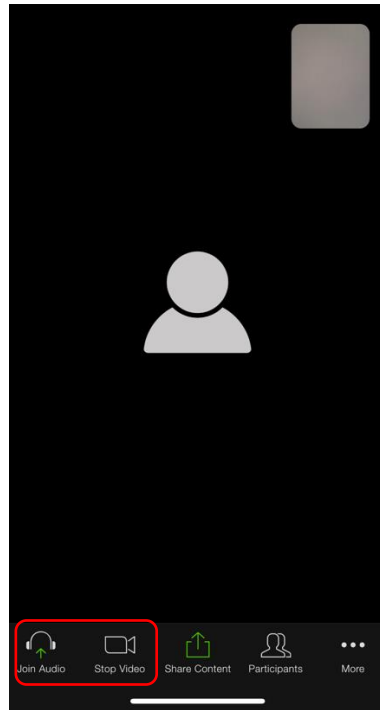
6. Click **'Allow'** to allow Zoom to send you notifications.



7. Click **'OK'** to allow Zoom to access the microphone.



8. Check that your audio is **muted** and that you have **shared video** with your teacher. Wait for further instructions.



Students' Guide for Navigating a Zoom Meeting



It is important to follow the instructions given by your teacher as this will enable everyone to effectively learn together.

What should I take note of when participating in a Zoom Meeting?

Before participating in a Zoom meeting, here is what you should take note of:

1. Teleconference your teacher from a public space, e.g. living room, instead of a private space, e.g. bedroom.
2. Be appropriately dressed.
3. Follow class rules for HBL
 - a. Students should mute your microphones when you join the meeting
 - b. Students should not send inappropriate content to your peers
 - c. Students should key in your names in a standard format for easy identification, e.g. Index Number _Full Name
 - d. Students who wish to speak should indicate by virtually raising hands or indicating in the chat room and waiting for further instructions before speaking

How do I actively participate in a Zoom lesson?

Just like a lesson conducted in the classroom, your active participation is important for you to learn effectively. Zoom has several functions that you can use to ask questions, communicate with your teachers and peers, and seek feedback from your teacher.

These functions include:

- a) Chat
- b) Screen Sharing
- c) Video/Audio
- d) Raise Hand/ Lower Hand

a) Chat

You can use the chat function to ask questions, suggest ideas and responses, while the lesson is taking place.

b) Screen Sharing

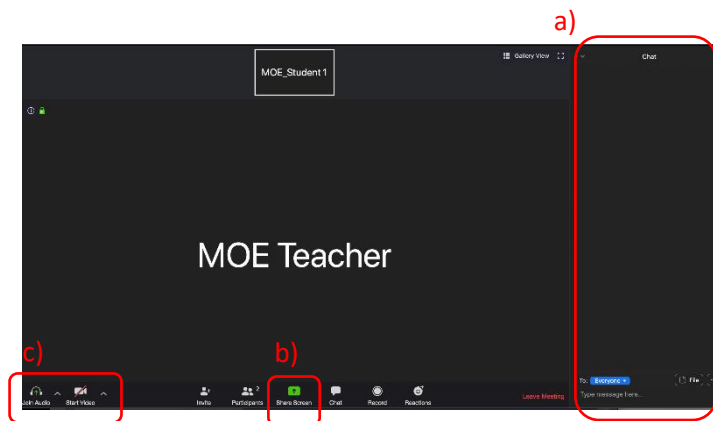
With screen sharing, you can share your screen with your teacher or other participants who are Live in the lesson. To share your screen, click **'Share Screen'** at the bottom of the window.

Choose the application that you would like to share with the teacher and click **'Share'**.

c) Video / Audio

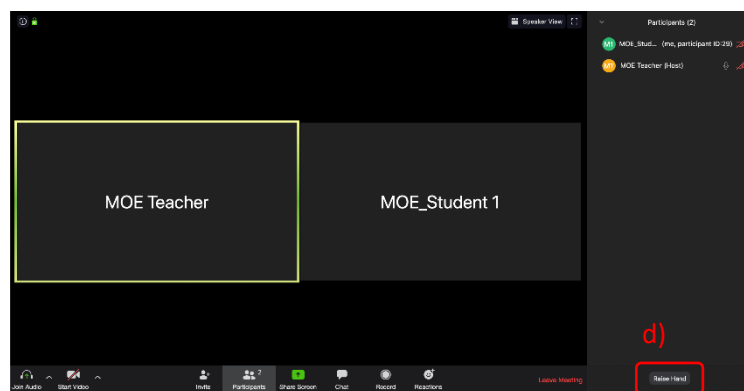
Your teacher might ask you to give a video or audio response during the lesson. The audio and video functions can be found at the bottom left-hand corner of the window.

- If you wish to mute/unmute your audio, click the microphone icon.
- If you wish to start/stop video, click the video camera icon.



d) Raise Hand / Lower Hand

You can use the **'Raise Hand / Lower Hand'** function to get your teacher's attention if you have any questions during the lesson.



Leaving a Zoom Meeting

To end a Zoom meeting, click **'Leave Meeting'**.

