

# Access manual and use zoom

## Tutorial for the student

### Index

<b>What is zoom?</b>	<b>1Where can Zoom be used from?</b>
	2
<b>Access to the meeting by videoconference</b>	3
<b>Join a class via the link received</b>	3
<b>Changing the language</b>	6
<b>Test meeting</b>	<b>6Videoconference room</b>
	7
VIEWS	7
ACTIVATE / DEACTIVATE AUDIO	8
ACTIVATE / DEACTIVATE VIDEO	8
CHANGE THE WALLPAPER	8
PARTICIPANTS	9
CHAT	10
SHARE SCREEN	11
RECORD THE CLASS	13
REACTIONS	15
EXIT THE MEETING	13

## What is zoom?

Zoom (<https://www.zoom.us/>) is the application that we use in our online school **Inti Online Languages** and it is the one that allows us to carry out videoconference sessions between the tutor and the students.

Videoconferencing is the simultaneous bidirectional communication of audio and video in real time through the Internet.

The usual Zoom functions are:

- See the image of the attendees if they have a camera
- Show presentations
- Share screen or application windows
- Digital board
- Remote control
- Chat

*Among all the tools offered by this platform is the possibility of recording the session. This function allows the student to see their classes later, in case they have any doubts or want to review a concept.*

Compared to other similar applications, Zoom stands out for:

- Its ease of use
- Image and sound quality
- Compatibility with virtually any platform

## Where can Zoom be used from?

The application can be used on multiple devices:

- Any computer, desktop or laptop, with Windows, MacOS or Linux
- Any tablet or mobile phone iPhone, iPad or with Android operating system
- Room videoconferencing devices, Cisco type, etc.
- You can also attend the meeting from a landline (audio only)

With laptops, tablets or smartphones no additional accessories are needed; only in the case of desktop PCs do you need a microphone and headphones or speakers, and optionally, an external webcam.

## Access to the meeting by videoconference

To access the platform where the videoconference will take place, you must **click** on the link that we previously had to send you by mail.

For the class with our teachers, you only need to click on the link to the meeting. No need to have an account created in Zoom.

# Join a class via the link received

We will send you an email with the initial information of your classes. See an example:

My name is **Luis** and I'm your new online Spanish teacher. Pleased to meet you! I'm writing to give you details of your lessons.

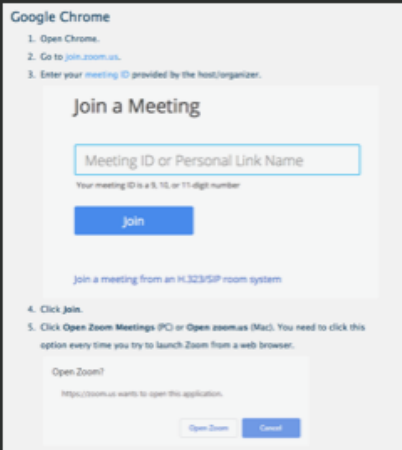
First, here is your schedule:

- 08/04 - 09:00-10:00 (Spain time)

And here are some brief instructions to get connected to zoom. You'll find a longer version in the attached document.

To join zoom we suggest using Google Chrome.

- 1) Go to: <https://zoom.us/join>
- 2) Fill in your meeting ID where it says Join the Meeting. This is **957 126 3913**. If the system asks for a password, this is: **539089**
- 3) Click Join
- 4) Click Open Zoom Meetings (PC) or Open zoom.us (MAC).



The screenshot shows a 'Join a Meeting' page with a text input field for 'Meeting ID or Personal Link Name' and a 'Join' button. Below it is an 'Open Zoom?' dialog box with 'Open Zoom' and 'Cancel' buttons.

If you have any questions, please send me an email or call (+34 646 980 353)

Please confirm you have received this email!

Best regards

Luis

Click on the link received by mail from the administration of Inti Online Languages (<https://zoom.us/join>)

In case it is the first time that access to the Zoom platform is requested, it will be necessary to install the application on the computer.

A browser window will open with a download page.

Here we must wait for the installer to download. In case it does not happen, we must click on **“Download and run Zoom”**.

When system dialog prompts, click **Open zoom.us**.

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If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

Una vez descargado el instalador debemos ejecutarlo. La instalación se llevará a cabo sin requerir intervención alguna por parte del usuario.

We leave you some options in case the automatic installer does not work:

- Android in Playstore “Zoom” - iOS in AppStore “Zoom”
- Windows - <https://zoom.us/client/latest/ZoomInstaller.exe>
- Mac OS - <https://zoom.us/client/latest/Zoom.pkg>
- Linux (select distribution and download)- <https://zoom.us/download?os=linux>

**NOTE:** We suggest entering via the web at <https://zoom.us/join> and done from the Google Chrome browser. To guarantee the stability of the connection and reduce data consumption, it is recommended to connect using a WIFI network or a computer connected by cable.

Once the application is installed, you must close it and enter from the browser with the link <https://zoom.us/join>. It is very important that your teacher has your Whatsapp details so they have a more immediate way of contacting you than email.

## Join a Meeting

Meeting ID or Personal Link Name

Join

[Join a meeting from an H.323/SIP room system](#)

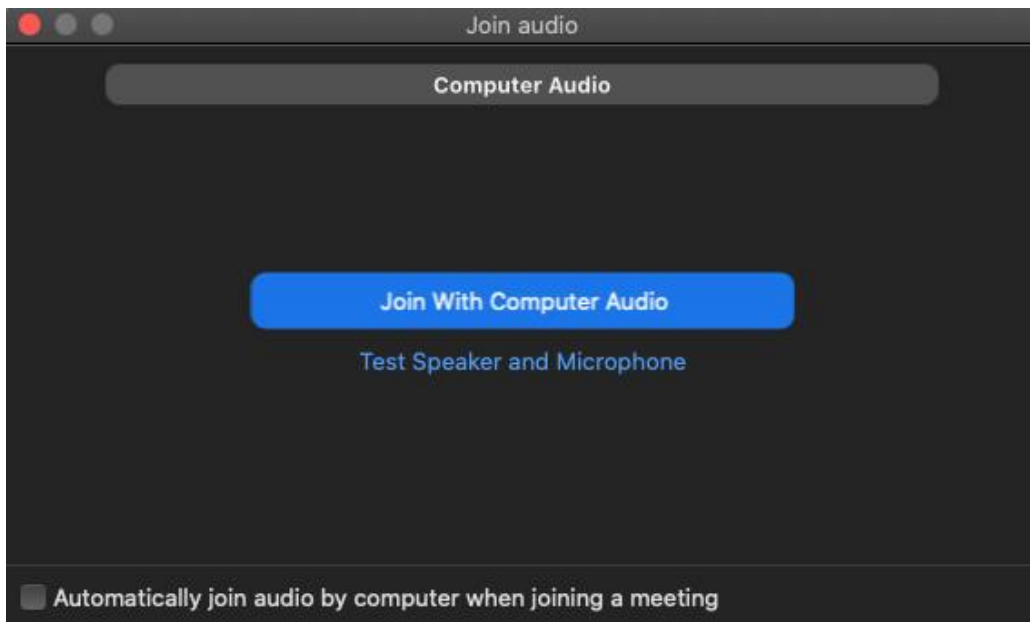
You must enter the meeting ID provided by **ISLA Online Spanish** administrative staff or by the tutor and your name (for identification on the teaching team).

The meeting ID will be somewhat similar with **624-496-1873**.

Click on **“Join”**.

The browser will ask you if you want to open the link with the zoom.us application. Click on **“Open zoom.us”**. If the system asks you for a password, please enter the one we have given you in your introductory email.

The application will ask you about your audio option.



Once the class has already been started by the host, you will already be inside the videoconference room. If you connect to the class a few minutes before the time, the following screen will appear:

## Waiting for the host to start this meeting

This is a recurring meeting

### Profesor 5 ISLA Online Spanish's Personal Meeting Room

If you are the host, [sign in](#) to start this meeting

Test Computer Audio

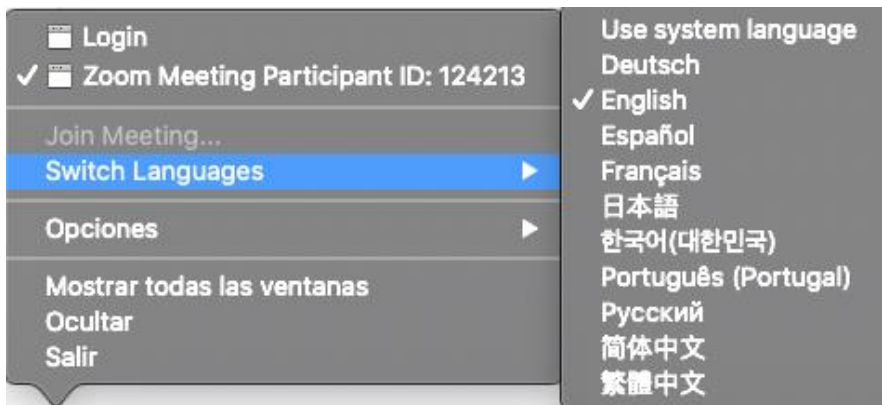
In this case, you have to wait until the host starts the meeting and you will automatically enter the video conference room.

## Changing the language

If the Zoom application is installed in English and we want to modify it, we must right-click on the Zoom



icon in the toolbar, select "**Switch Languages**" and choose the "Spanish" option.



## Test meeting

To check the correct operation of the webcam, speakers and microphone, enter the following address:

<https://zoom.us/test/>

To join this test meeting you must click on the "**Join**" button.

## Join Meeting Test

Test your internet connection by joining a test meeting.

Join

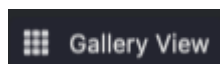
If you are unable to join the meeting, visit [Zoom Support Center](#) for useful information.

# Videoconference room

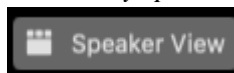
## VIEWS

There are three view modes that can be selected from the top right of the screen:

**Gallery view:** It will be shown to all participants in the same window, framing with another color the image of who is speaking at the time.



**Speaker view:** The image of the person who is currently speaking will be shown in the center of the screen.



**Minimized view:** The application will be displayed in a thumbnail window along with some basic commands.



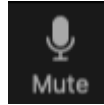
To maximize the window again, press the following button:

As for the menu with the basic functions, when participating in a video conference session, it appears by positioning the mouse at the bottom of the screen.

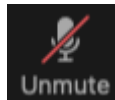
From left to right, the options you should know are:

## ACTIVATE / DEACTIVATE AUDIO

To mute the microphone, click on the button “**Mute**”.

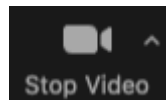


To activate the microphone, click on the button “**Unmute**”.



## ACTIVATE / DEACTIVATE VIDEO

To turn off the webcam, click on the button “**Stop Video**”.

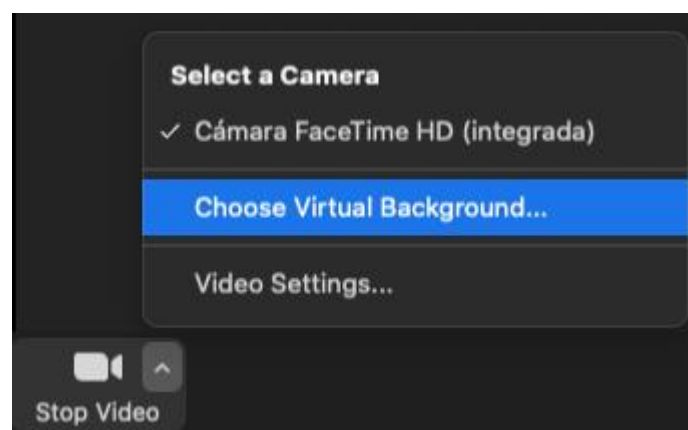


To turn on the webcam, click on the button “**Start Video**”.



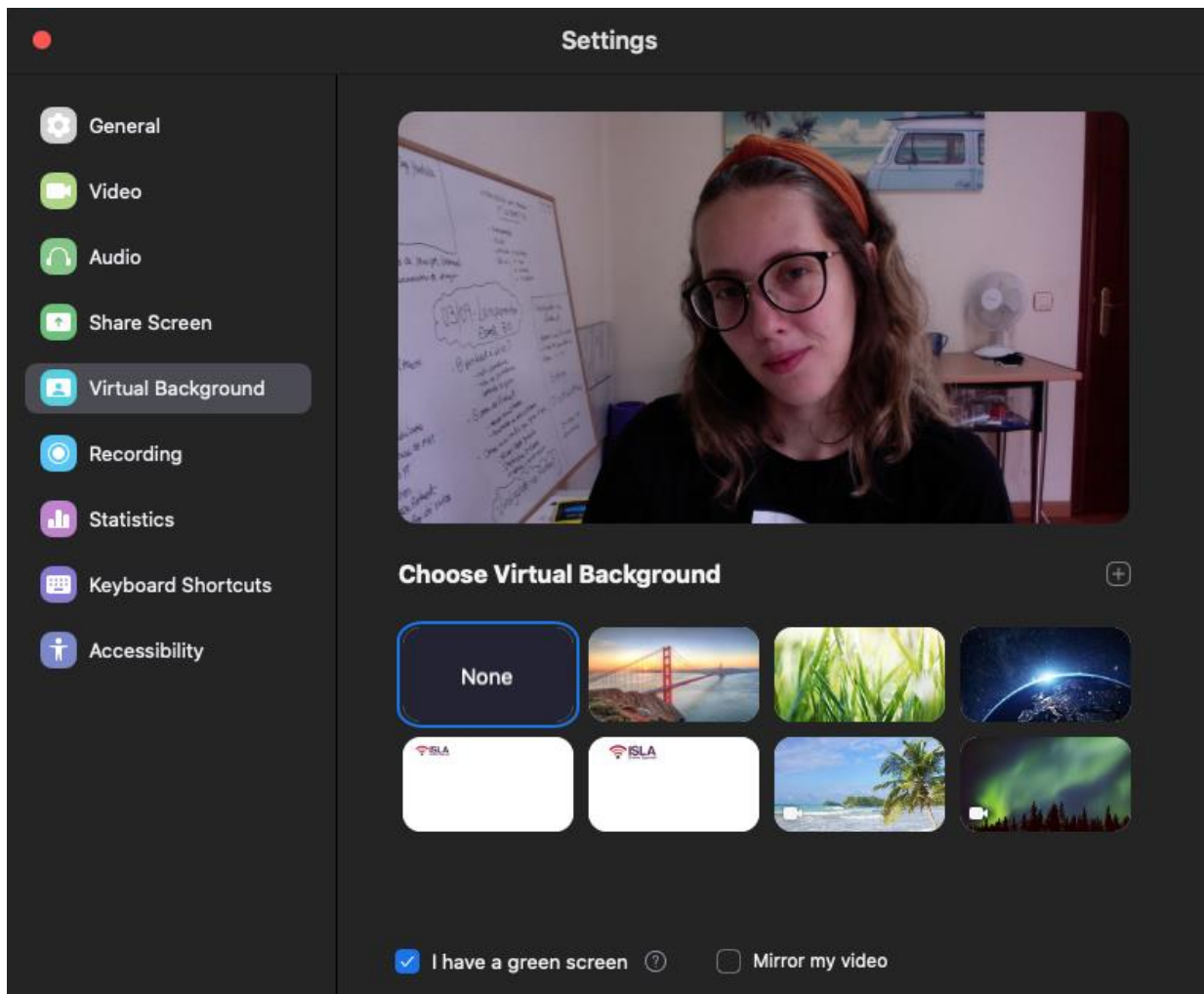
## CHANGE THE WALLPAPER

To change the screen background you must click on the options arrow of the video button and then click on the option “**Choose Virtual Background...**”.

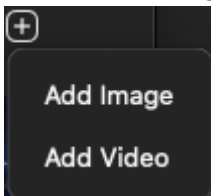




A window will open where you can choose between the photos and videos that come by default or add photos from your computer.

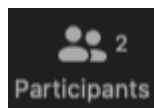


You can add images or videos.



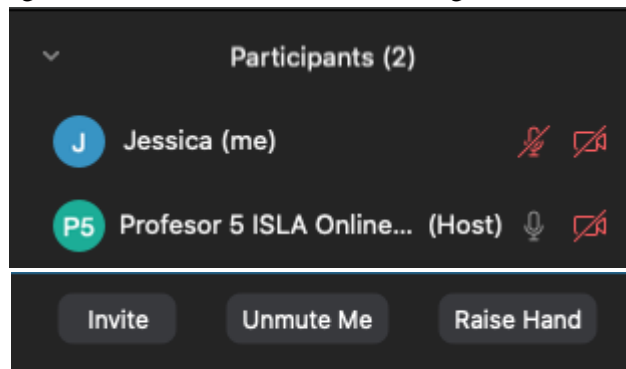
## PARTICIPANTS

To get the list of the people who are participating in the session, click on the button **“Participants”**.



Note that the superscript accompanying this icon indicates the number of active participants in the meeting.

A list will be shown on the right side of the screen in the following format:



To raise your hand, and thus request the floor, you must click on the "**Raise hand**" button located at the bottom of the participant view.

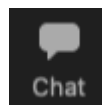
In this way, your name in the list of participants will be accompanied by the corresponding icon:



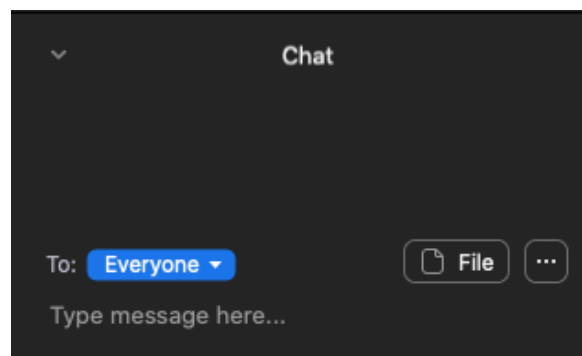
The host can lower your hand, but in case you want to lower your hand, you must click on the same button that will now be "Lower your hand".

## CHAT

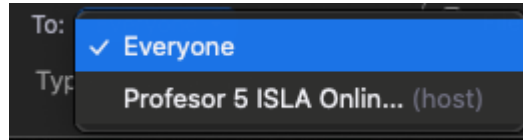
To enable the chat block, click on the button "**Chat**".



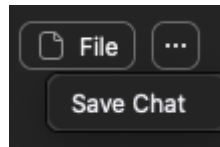
The block will open on the right side of the screen.



Before sending a message, we must select the recipient. By default the message will be sent and read by all participants, but if we want to chat with a particular participant we must select it in the dropdown "**To:**".

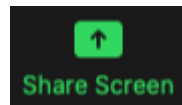


In the three dots on the right, there is the option to **"Save chat"**. You can also save the chat in case the tutor sends a suggestion of study material.

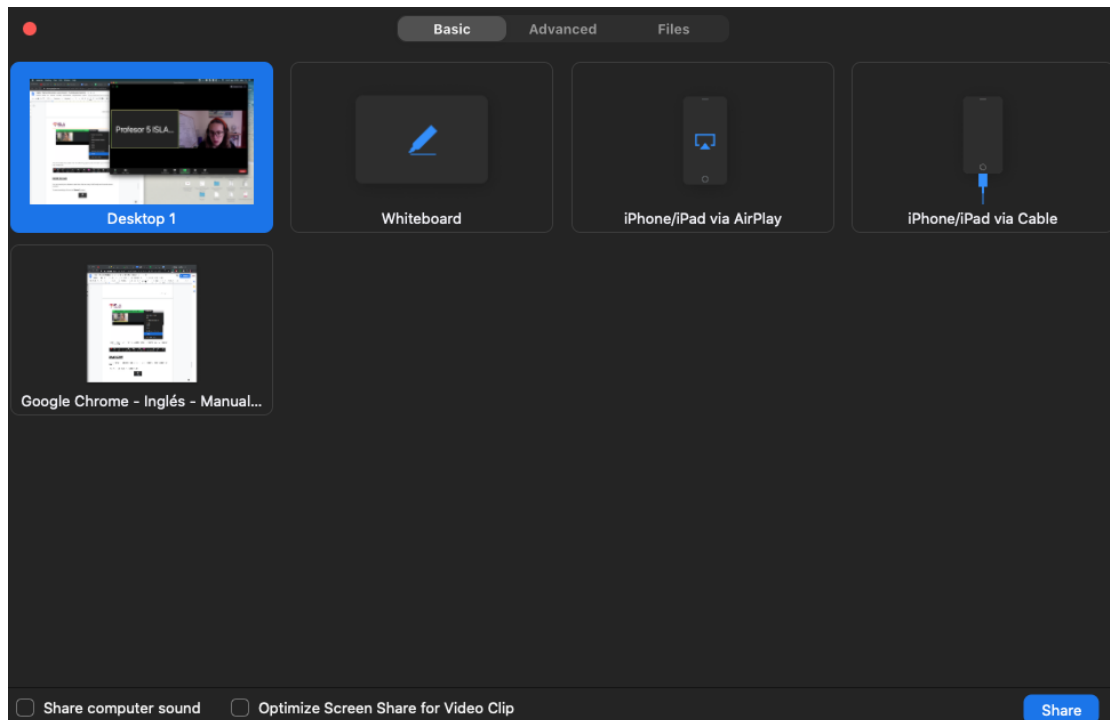


## SHARE SCREEN

If the moderator of the session allows it, we can share our screen by clicking on the "Share screen" button.

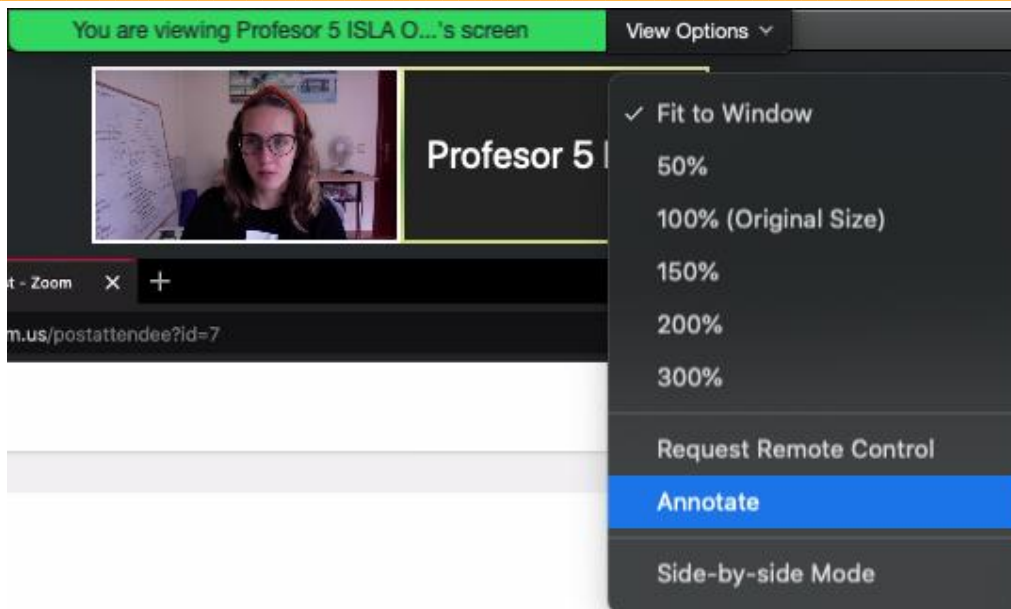


A pop-up window will open in which we can choose what type of resource we want to share (PC desktop, whiteboard, videos or documents in multiple formats that we have previously opened on our computer).



The tutor may share a collaborative digital whiteboard during the session.

To make annotations on this whiteboard and make them visible to all the other participants, the **"View options"** menu must be displayed, which will appear when you place the mouse at the top of the whiteboard, and select **"Annotate"**.



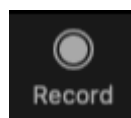
This will enable the toolbar with the following options that will allow us to intervene in the whiteboard.



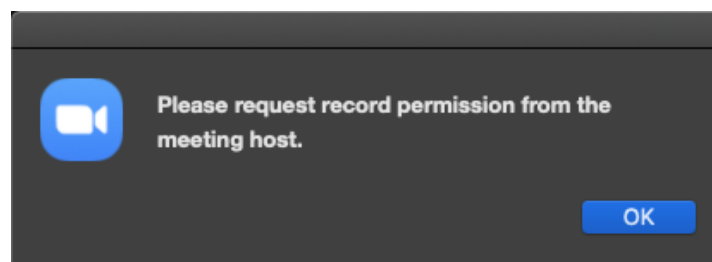
## RECORD THE CLASS

You can record your classes to see them later as a way of self-study and to review some content.

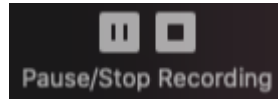
To start recording, click on the **"Record"** button.



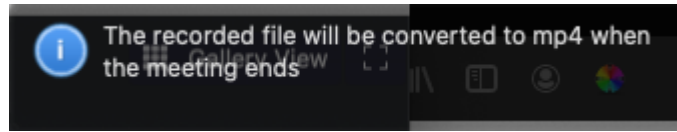
To enable recording, you have to tell your tutor that you want to record the classes. If not, the following message will appear.



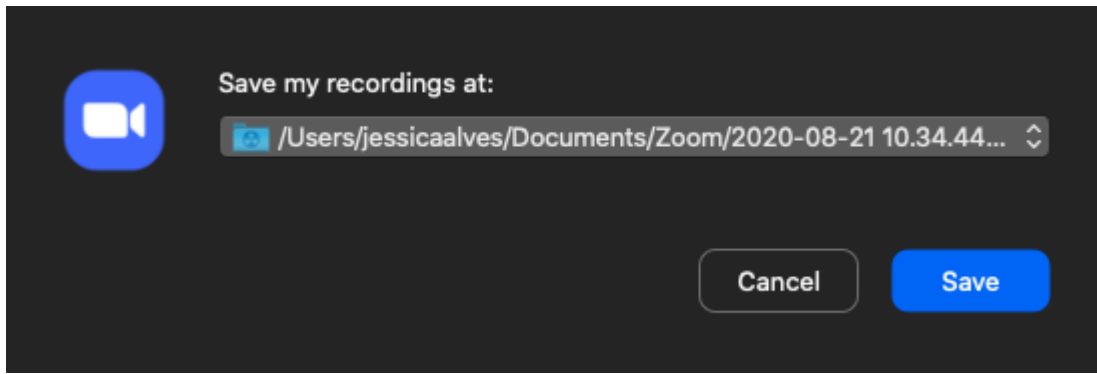
Once the tutor gives you permission, when you click on the **"Record"** button, the button will become a type of control where you can pause or stop the recording.



When you start recording the following message will appear.

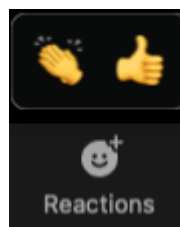


At the end of the class, you can choose where you want to save the recording on your computer.



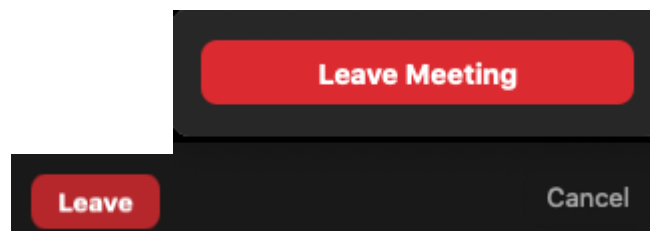
## REACTIONS

For the reactions to the class, you just have to click on the **"Reactions"** button and choose from the options that appear.



## EXIT THE MEETING

If for any reason you need to leave the room before the end of the session, you must click on the **"Leave"** button.



If you have any questions, you can contact the **Inti Online Languages** support and administration team through the email address: [info@intionlinelanguages.com](mailto:info@intionlinelanguages.com)