

# Using Zoom as a virtual classroom



To help slow the spread of COVID-19, you may need to stay at home for a while. Zoom is an online video conferencing tool that will keep you connected with your teachers and peers while you are at home.

You may be asked to join Zoom meetings to attend class. You can use Zoom on your computer or mobile device, using your device's camera and microphone. If you have internet issues, you can also dial in to Zoom meetings using your phone.

**Below are some instructions about how to use Zoom.**

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## What does Zoom look like?

- **Join Audio/Mute** - Mute and unmute your microphone.
- **Start/Stop Video** - Turn the camera on and off.
- **Participants** - There are three options:
  - “Raise hand” to let your teacher know you have a question or comment to share.
  - “Rename” to change your onscreen name.
  - “Chat” - Type comments and questions that can be seen by everyone.
- **Reactions** - Use an emoji to show that you understand (thumbs up or clapping).
- **Leave Meeting** - Leave the virtual classroom. If you leave by accident, you can rejoin as long as the meeting is still going.

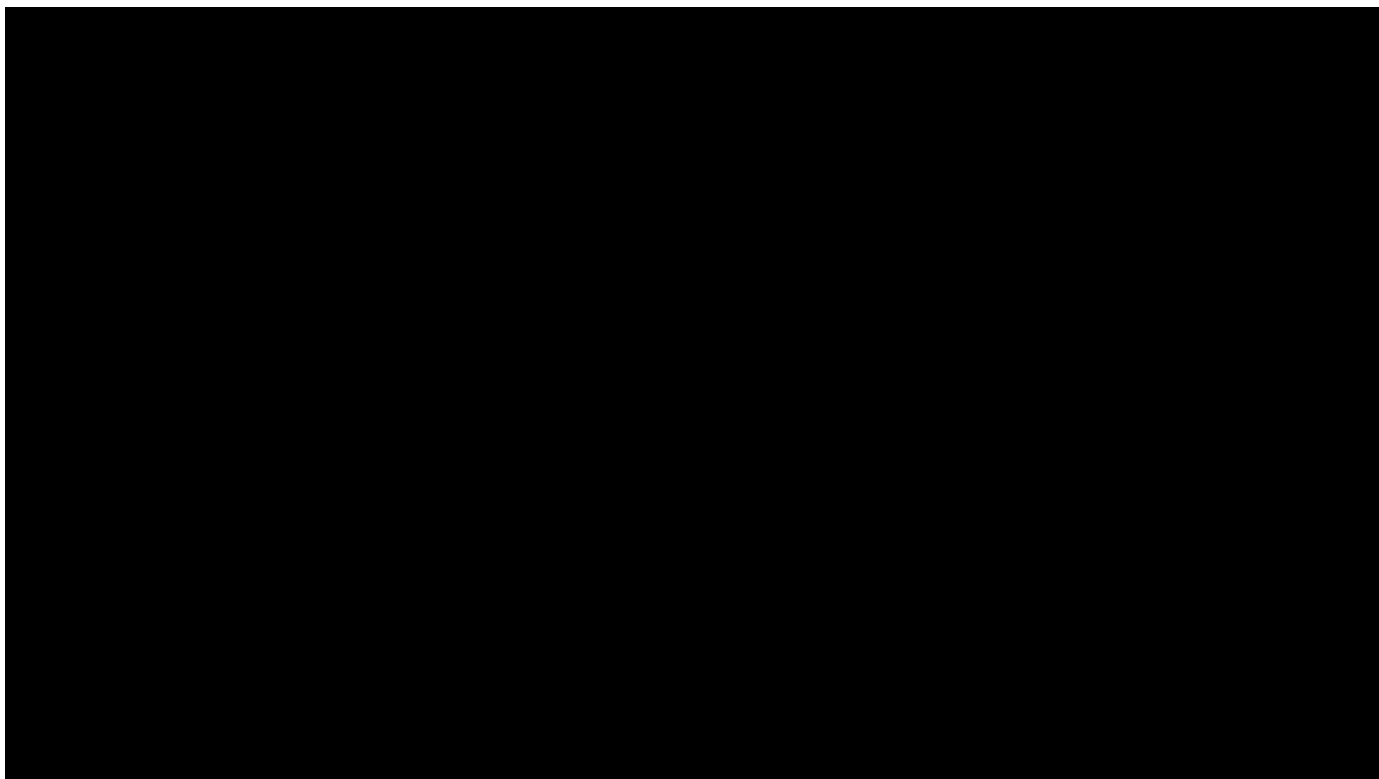
## What should I do before I join a Zoom meeting?

You can use Zoom on a computer or a mobile device. You do not need to download Zoom onto your computer, but you do need to download the app for mobiles and tablets. You will also need a working microphone and speakers.

Before the Zoom meeting starts, test that your microphone and speakers are working.

Check your audio **every time** you have a Zoom Lesson.

The clip below shows you how to test your audio, or click [here](#) to watch an instructional video.



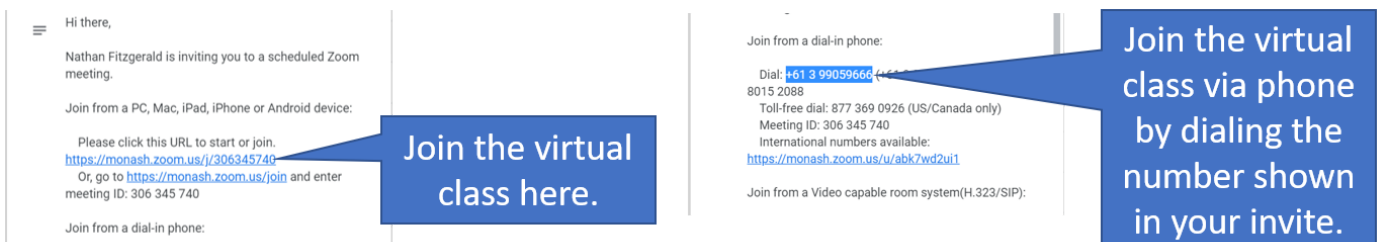
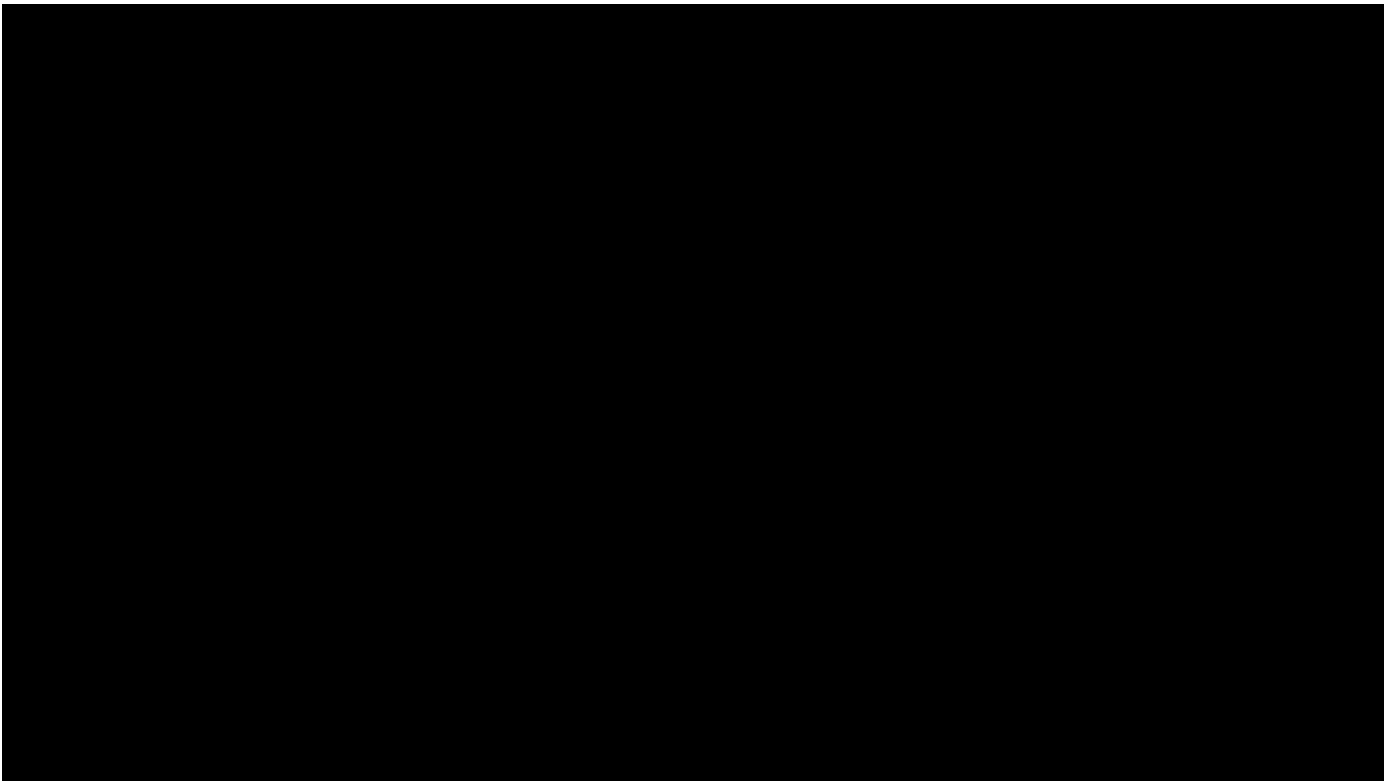
## How do I join a Zoom meeting?

You will be provided a link or invitation to join each Zoom Lesson.

Join the meeting **10-15 minutes earlier** than the scheduled start. That way, you will have time to check your audio and fix any issues you may have **before** class starts.

To join the Zoom meeting:

1. Click the Zoom link to launch the Zoom meeting. Enter the ID number if you are asked for it.
  - Both the phone number and meeting ID are in the email and the calendar invitations.
2. If you can't enter the Zoom meeting with the link, call the first phone number in the invitation and enter the meeting ID.



The image shows a screenshot of a Zoom invitation email. On the left, a blue callout box points to the URL <https://monash.zoom.us/j/306345740> with the text "Join the virtual class here." On the right, another blue callout box points to the dial-in phone number [+61 3 99059666](tel:+61399059666) with the text "Join the virtual class via phone by dialing the number shown in your invite."

Hi there,

Nathan Fitzgerald is inviting you to a scheduled Zoom meeting.

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to start or join.  
<https://monash.zoom.us/j/306345740>  
Or, go to <https://monash.zoom.us/join> and enter meeting ID: 306 345 740

Join from a dial-in phone:

Dial: [+61 3 99059666](tel:+61399059666)  
8015 2088  
Toll-free dial: 877 369 0926 (US/Canada only)  
Meeting ID: 306 345 740  
International numbers available:  
<https://monash.zoom.us/j/abk7wd2ui1>

Join from a Video capable room system(H.323/SIP):

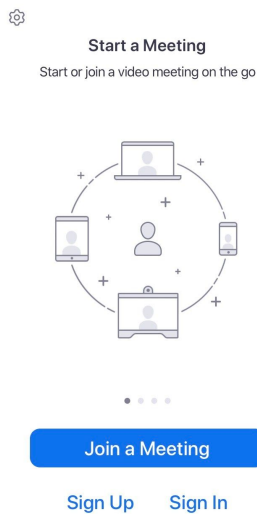
## How do I use Zoom on my phone?

To use Zoom on your phone or tablet, you will need to download the free app.

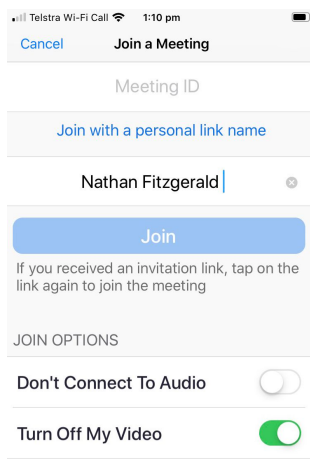
1. Go to your app provider and search for Zoom.
2. Select “Zoom Cloud Meeting” and click to install.



3. Open the app. You will see the following screen.



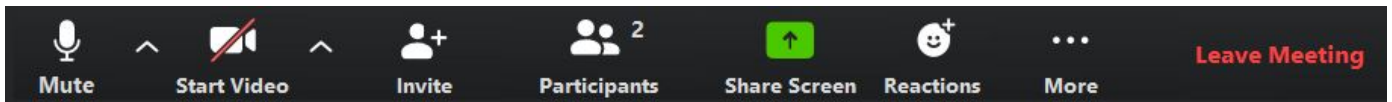
4. Click “Join a Meeting”.
5. Enter the Meeting ID (from your email or Google calendar invitation).
6. Enter your preferred name and click “Join”.



## How can I participate in a Zoom meeting?

Your teacher will tell you what you need to do in each Zoom Meeting. However, the following buttons in the Zoom toolbar may be helpful.

- **Join Audio / Mute** - to switch your audio on and off as necessary.
- **Participants**
  - **Raise hand** - to let your teacher know you have a question or comment.  
(*Note:* This button may not always be enabled by your teacher.)
  - **Chat** - to type questions or comments that everyone can see. Your teacher or your peers can respond to you. You can also respond to your peers.
- **Reactions** - Use emojis to show that you understand or like what is going on.



## What do I do if something isn't working with Zoom?

Below are some common difficulties with using Zoom and what to do if you experience them.

- **I can't join the meeting!**
  - Check your Google calendar to see what time your virtual class is on.
    - If it hasn't started yet, try again closer to the start time.
    - If the class has already finished, you will not be able to join. Email your teacher to apologise and find out what you missed!
  - If the class has started, try calling the phone number to join.
  - If you still can't join, email your teacher to let them know.
- **I can't hear anyone!**
  - Check your volume settings on your laptop.
  - Test your audio settings.
  - If you can't fix it, use the Chat button to let your teacher know you are having problems.
- **No one can hear me!**
  - Unmute your microphone with the icon at the bottom left of your screen.
  - Test your audio settings.
  - If you can't fix it, use the Chat button to let your teacher know you are having problems.
- **No one can see me!**
  - Turn on your video with the icon at the bottom left of your screen.
  - Check that your camera is not covered up.
  - If people can hear you, let them know you are having issues.

## Netiquette

Netiquette is how you should behave when interacting with people online. Like when you are in a real class, good manners are important.

When you are in a Zoom Virtual Classroom, please consider the following:

- Sit in a quiet space. You need to be able to listen without interruption and speak without bothering people around you. Using headphones might be helpful.
- Make sure you sit somewhere that is clean and clear behind you. Remember, if your video is on, we can see where you are!
- Use your real name (or your preferred name) on the screen. Depending on your device settings, this is not always automatic. Click on **Participants**, then **Rename** to change the name everyone can see.
- If your teacher has enabled it, click the **Raise hand** button if you have a question or comment. This lets your teacher know you have something to say. Your teacher will call on you when it is a good time. Then, unmute your microphone to speak to everyone.
- Mute your microphone, unless you are speaking. This helps reduce background noise, and makes it easier for everyone to hear the teacher.
- Keep your camera off, unless you are speaking. This helps to reduce the bandwidth needed to run the virtual classroom.

## Change your language on the Zoom interface

You can change the language displayed by Zoom. The following languages are supported for Zoom users:

- Chinese (Simplified and Traditional)
- English
- French
- German
- Japanese
- Portuguese
- Russian
- Spanish
- Korean

To change the displayed language please follow the instructions on the zoom support site linked below  
<https://support.zoom.us/hc/en-us/articles/209982306-Change-your-language-on-Zoom>