Zoom Guide for Students

1. To join in the PTC session with your teachers, you will need the following:
   - a desktop computer / laptop / tablet / hand phone (with the Zoom app installed)
   - earphones or headphones
   - a built-in or standalone microphone
   - a built-in or standalone webcam

2. You will be able to join in the PTC session in the following ways:
   - Zoom application downloaded to your desktop / laptop
     - The Zoom application can be downloaded from the following website: https://zoom.us/download
   - Zoom app downloaded to your hand phone
     - The Zoom application can be downloaded from Google Play Store (Android) or the App Store (iPhone)
   - Web browser (Google Chrome / Safari)

3. You need to log in to **SLS** before your session. You will see the following in SLS from your teachers:

Ms Nadine Soraya is inviting you to a scheduled Zoom meeting.

Topic: Ms Nadine Soraya's Zoom Meeting

Time: Jul 8, 2020 07:45 PM Singapore

Join Zoom Meeting

https://moe-singapore.zoom.us/j/1234567890
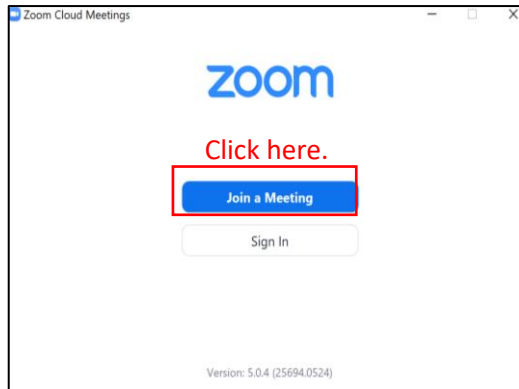
Meeting ID: 123 456 7890

Password: abcdef

You will be asked to type these details when joining in the session.

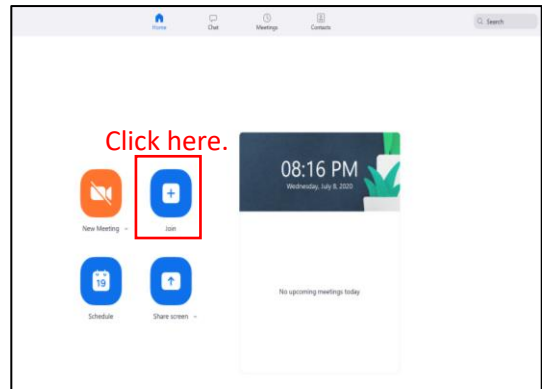**Joining in the Zoom session via the Zoom app on your desktop / laptop**

Step 1:   (i) Open the Zoom app on your desktop / laptop.

If you are not signed in, you will see the following screen:	If you are signed in, you will see the following screen:
(ii) Click on "Join a Meeting".	(ii) Click on "Join".

Step 2:   (i) Type in the Meeting ID that was given to you in SLS.
          (ii) Type in your name and your class.

> *Example:*
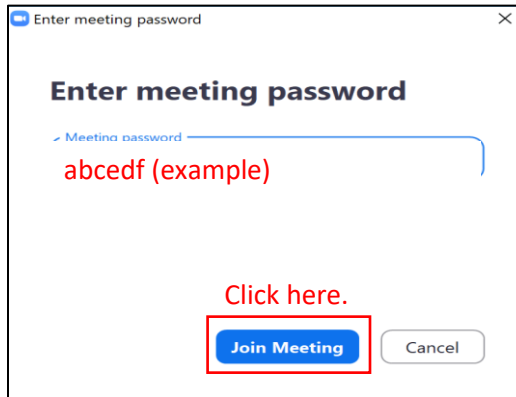> *Your Name: Amy Tan*
> *Your Class: 6 Charity*
> **Your Zoom name will be: Amy Tan 6C**

(iii) Click on "Join".
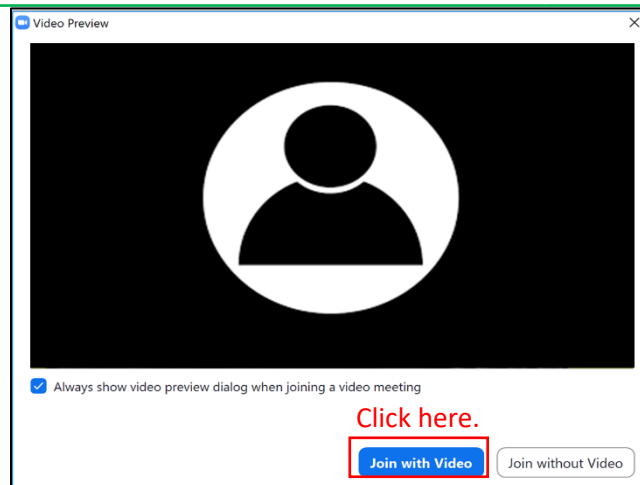
Not signed in	*Already signed in*

Step 3: (i) Type in the password that was given to you in SLS.
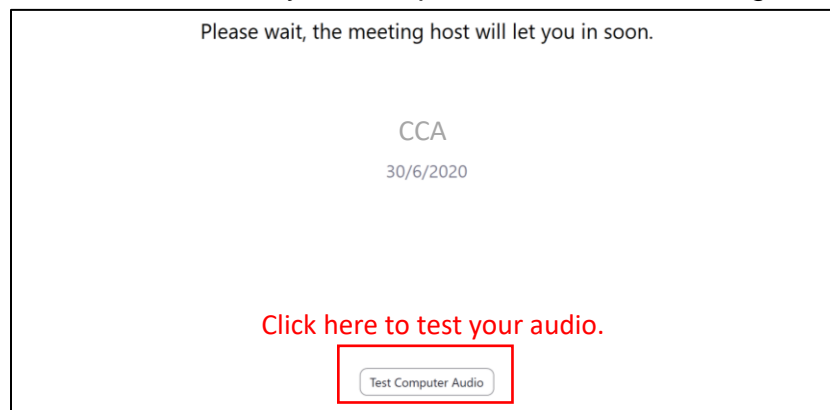   (ii) Click on "Join Meeting".

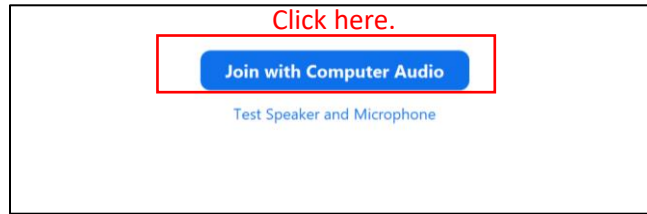

Step 4: Click on "Join with Video".
         Note:
   You will need to have your camera switched on during the Zoom session.

Step 5: You will see this screen as you wait for the teacher to admit you into the Zoom session. You can test your computer audio while waiting.

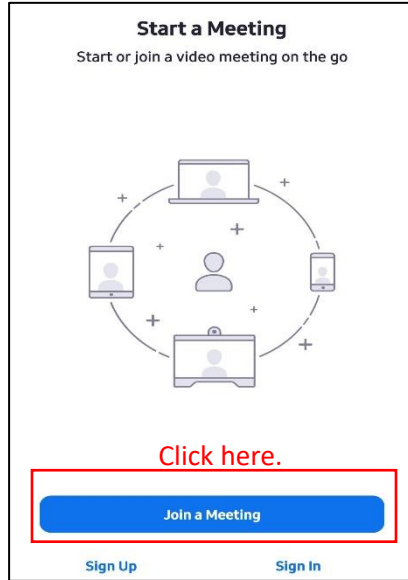Step 6:   Click on "Join with Computer Audio" when prompted.

Step 7:   At the end of the Zoom session, click on "Leave" at the bottom of the screen
(END)   to end the session teachers.
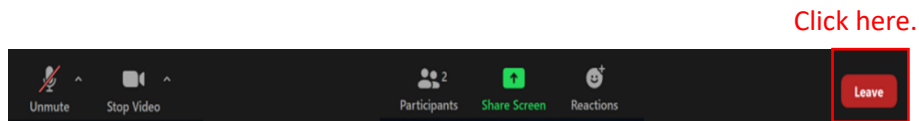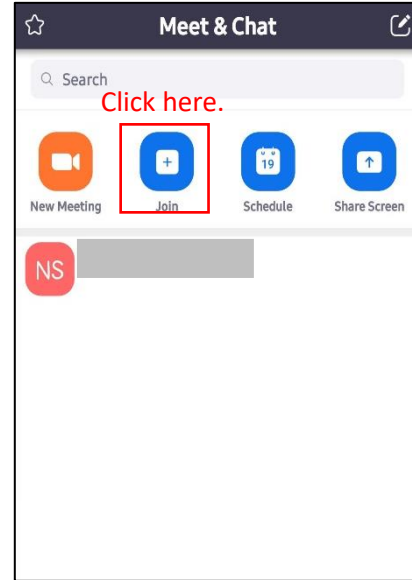
Joining in the Zoom session on your hand phone

Step 1: (i) Open the Zoom app on your hand phone.

If you are not signed in, you will see the following screen:	If you are signed in, you will see the following screen:
Start a Meeting Start or join a video meeting on the go Click here. **Join a Meeting** Sign Up Sign In	**Meet & Chat** Search Click here. New Meeting Join Schedule Share Screen NS
(ii) Click on "Join a Meeting".	(ii) Click on "Join".

Step 2: (i) Type in the Meeting ID that was given to you in SLS.
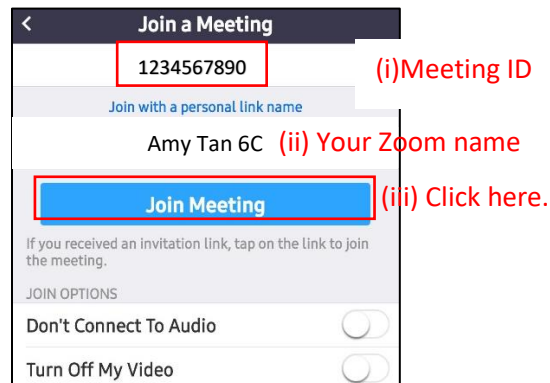
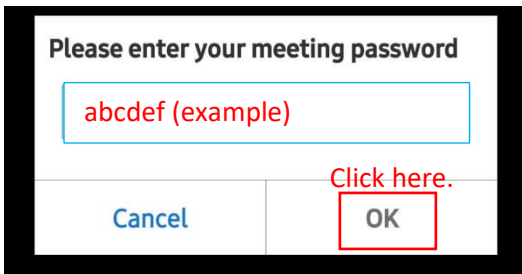(ii) Type in your name and your class.

Example:
Your Name: Amy Tan
Your Class: 6 Charity
> ***Your Zoom name will be: Amy Tan 6C***
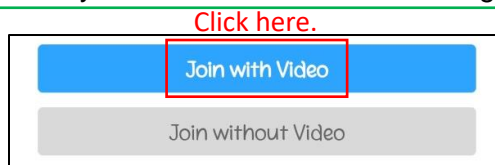
(iii) Click on "Join Meeting".

Join a Meeting

1234567890 (i)Meeting ID

Join with a personal link name

Amy Tan 6C (ii) Your Zoom name

Join Meeting (iii) Click here.

If you received an invitation link, tap on the link to join the meeting.

JOIN OPTIONS

Don't Connect To Audio

Turn Off My Video

Step 3:   (i) Type in the meeting password that that was given to you in SLS
            (ii) Click "OK".

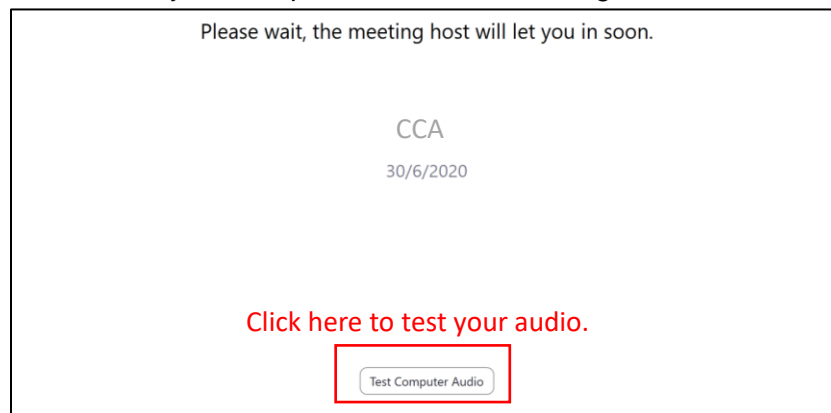**Please enter your meeting password**

abcdef (example)

Click here.

Cancel   OK

Step 4:   Click on "Join with Video".
            Note: You will need to have your camera switched on during the Zoom session.

Click here.

Join with Video

Join without Video

Step 5:   You will see this screen as you wait for the teacher to admit you into the Zoom
            session. You can test your computer audio while waiting.

Please wait, the meeting host will let you in soon.

CCA

30/6/2020

Click here to test your audio.

Test Computer Audio

Step 6:   Click on "Call via Device Audio" when prompted.

Click here.   Call via Device Audio

Join Audio   Stop Video   Share   Participants   More
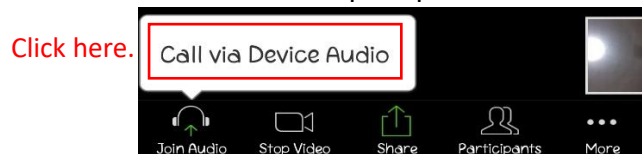
Step 7:   At the end of the PTC session, click on "Leave" at the top of the screen to end the
(END)   session with your teacher.
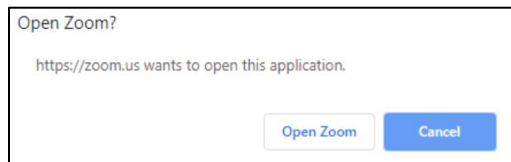
Click here.

Zoom ∨   Leave
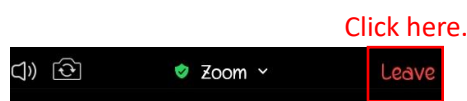
Joining in the Zoom session via your web browser

Google Chrome

Step 1:   Open Google Chrome.

Step 2:   Go to the following website: join.zoom.us

Step 3:   Enter the Meeting ID that given to you in SLS and click "Join".
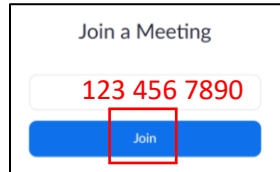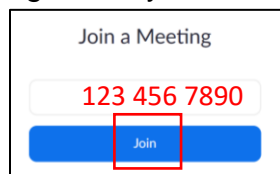

Step 4:   Click Open Zoom Meetings (PC) or Open zoom.us (Mac). You need to click this option every time you try to launch Zoom from a web browser.
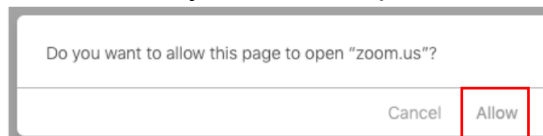

Safari

Step 1:   Open Safari.

Step 2:   Go to the following website: join.zoom.us

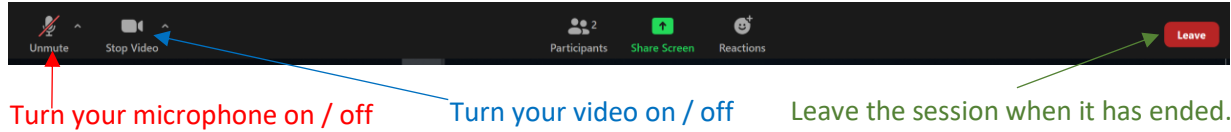Step 3:   Enter the Meeting Id that given to you in SLS and click "Join".

Step 4:   Click "Allow" when asked if you want to open zoom.us.
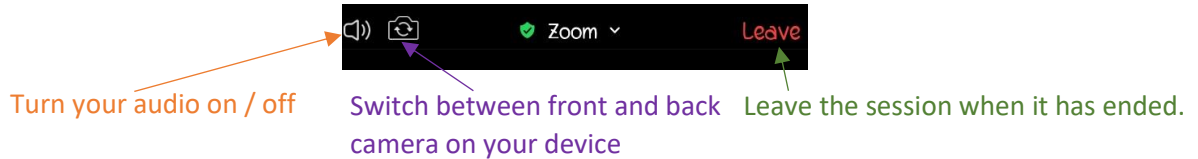
Other important reminders / features:

1. Zoom tool bar (desktop / laptop) – found at the bottom of your screen
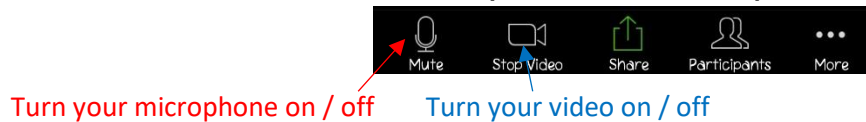

Turn your microphone on / off   Turn your video on / off   Leave the session when it has ended.

2. Zoom tool bars (hand phone)

(top of screen)

Turn your audio on / off   Switch between front and back camera on your device   Leave the session when it has ended.

(bottom of screen)

Turn your microphone on / off   Turn your video on / off
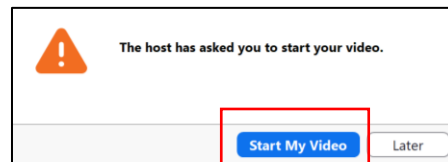
3. Your teacher will ask you to switch on your camera if it is not switched on.
   Click on "Start My Video" if asked.

4. Your teacher will ask you to unmute your microphone if it has been muted.
   Click on "Unmute" if asked.