

Populiweb 101

For Students

Vol.3

Department of Distance Education
Sierra States University

Keywords: online meeting, zoom

This student's manual covers the following topics

- A. Preparation for online meeting with your instructor and cohorts.
- B. How to use Zoom



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- A. Preparation for online meeting with your instructor and cohorts.
- B. How to use Zoom



Preparation for online meeting with your instructor and cohorts 1/6

The image shows the Zoom website homepage. At the top, there is a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and SIGN UP, IT'S FREE. The 'JOIN A MEETING' link is highlighted with a red box. A pink callout box with an arrow points to this link, containing the text: "1. First, visit www.zoom.us".

Below the navigation bar, there is a large section with the text: "Flawless video. Clear audio. Instant sharing." To the right of this text is a photograph of a woman with glasses talking on a mobile phone while sitting at a desk with a laptop. A pink callout box with an arrow points to the "JOIN A MEETING" link, containing the text: "2. Click 'Join a meeting' menu".

At the bottom of the page, there is a form with the placeholder text "Enter your work email" and a "Sign Up Free" button. Below the form, there is a link to "Check out our Privacy Policy." In the bottom right corner, there is a "Help" button with a question mark icon. The Sierra State University logo is visible in the bottom right corner.

1. First, visit www.zoom.us

JOIN A MEETING

2. Click "Join a meeting" menu

Flawless video.
Clear audio.
Instant sharing.

Enter your work email

Sign Up Free

Check out our [Privacy Policy](#).

Help



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REQUE

PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A

Join a Meeting

Your meeting ID is a 9, 10, or 11-digit number

Join

3. Type in the meeting code here. Your meeting code will be provided by your instructor.



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Supp

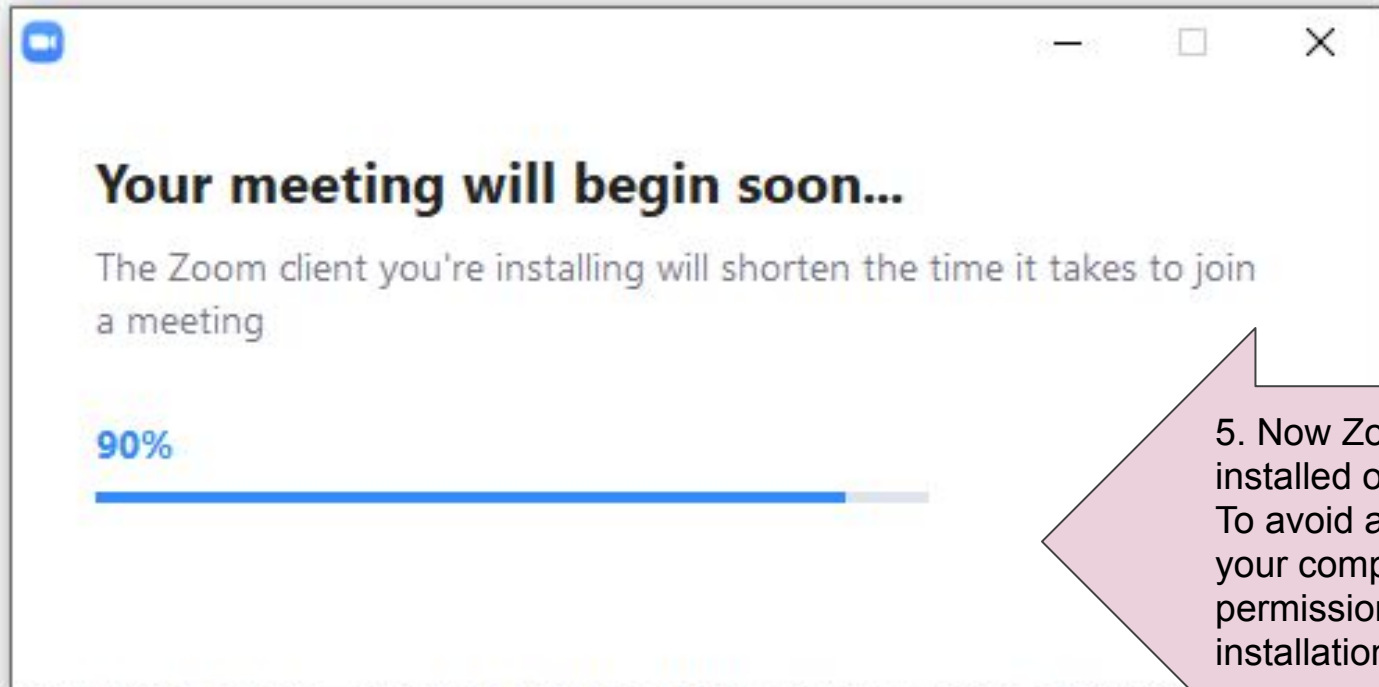
Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, [or download & run Zoom.](#)

4. Your browser will automatically download the installer. If it doesn't, click here to download the file manually



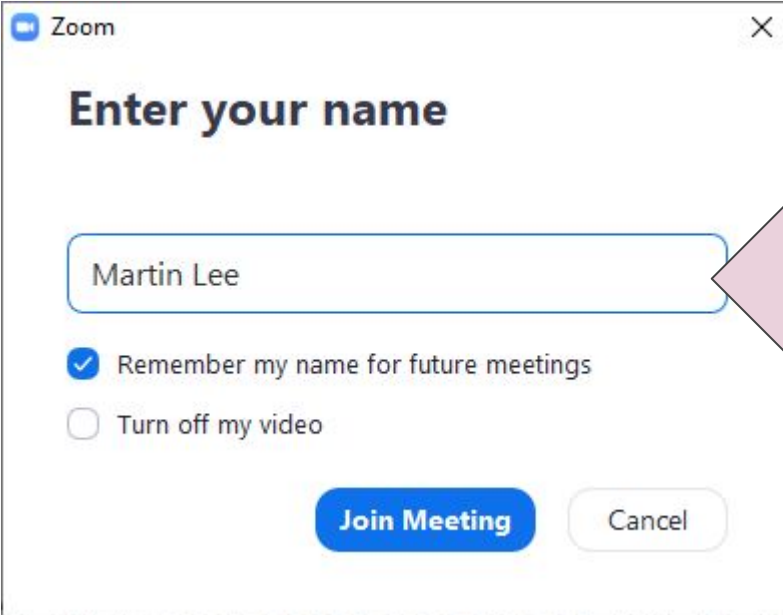


5. Now Zoom client will be installed on your computer. To avoid any technical issues, if your computer asks any permission during the installation, say 'yes' to all.

SE CLICK Open Zoom Meetings IT YOU SEE THE SYS MEDIA



Preparation for online meeting with your instructor and cohorts 5/6

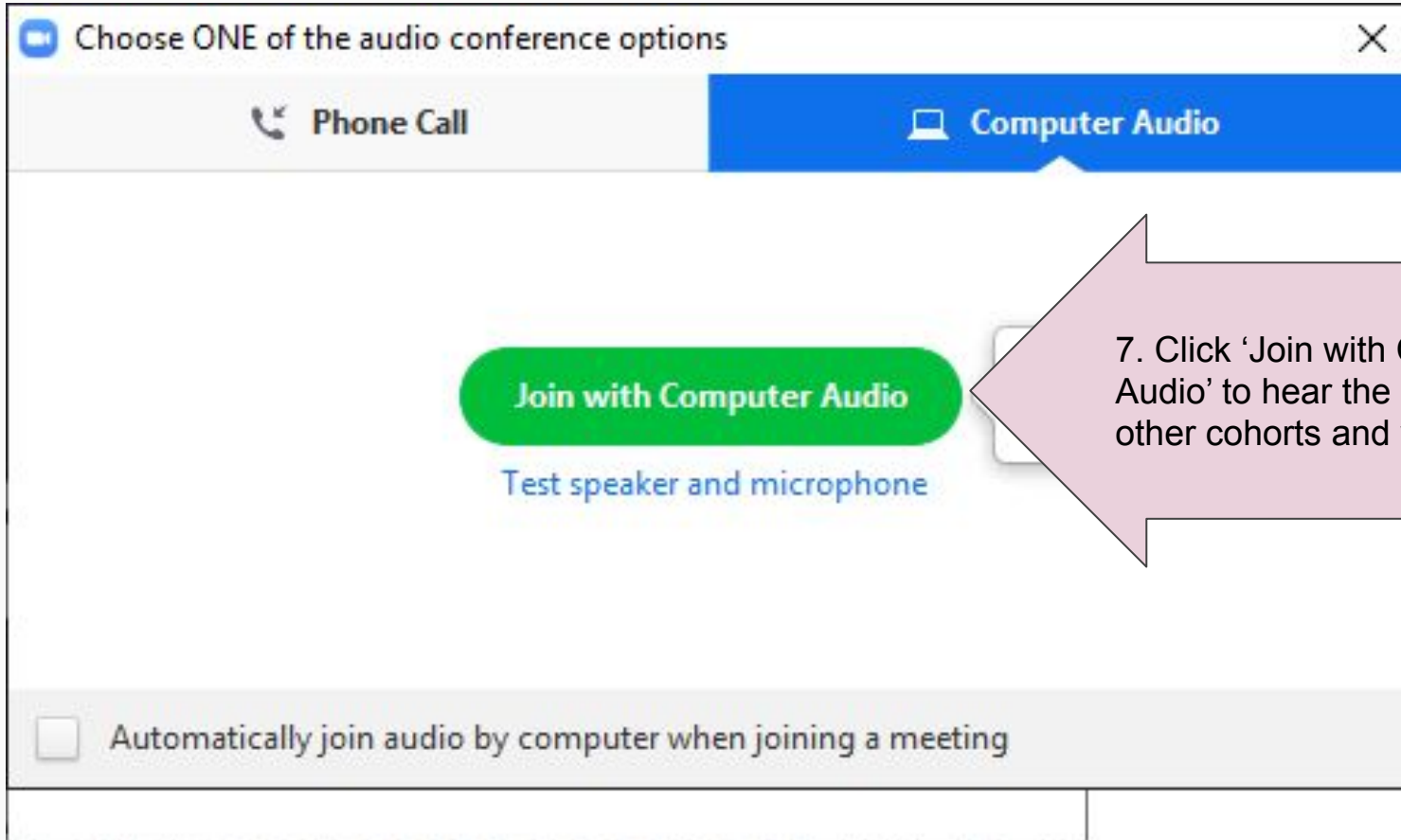


The image shows a screenshot of the Zoom application window titled "Zoom" with a close button (X) in the top right corner. The main heading is "Enter your name". Below the heading is a text input field containing the name "Martin Lee". Underneath the input field are two options: a checked radio button next to "Remember my name for future meetings" and an unchecked radio button next to "Turn off my video". At the bottom of the dialog are two buttons: a blue "Join Meeting" button and a white "Cancel" button.

6. Type your legal name in here, in English.
If you type your other names, such as the nickname, your attendance will not be counted



Preparation for online meeting with your instructor and cohorts 6/6



The screenshot shows a dialog box titled "Choose ONE of the audio conference options" with a close button (X) in the top right corner. There are two tabs: "Phone Call" and "Computer Audio". The "Computer Audio" tab is selected and highlighted in blue. Below the tabs, there is a large green button labeled "Join with Computer Audio" and a smaller blue button labeled "Test speaker and microphone". At the bottom of the dialog, there is a checkbox labeled "Automatically join audio by computer when joining a meeting" which is currently unchecked.

7. Click 'Join with Computer Audio' to hear the audio from other cohorts and your instructor.



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- A. Preparation for online meeting with your instructor and cohorts.
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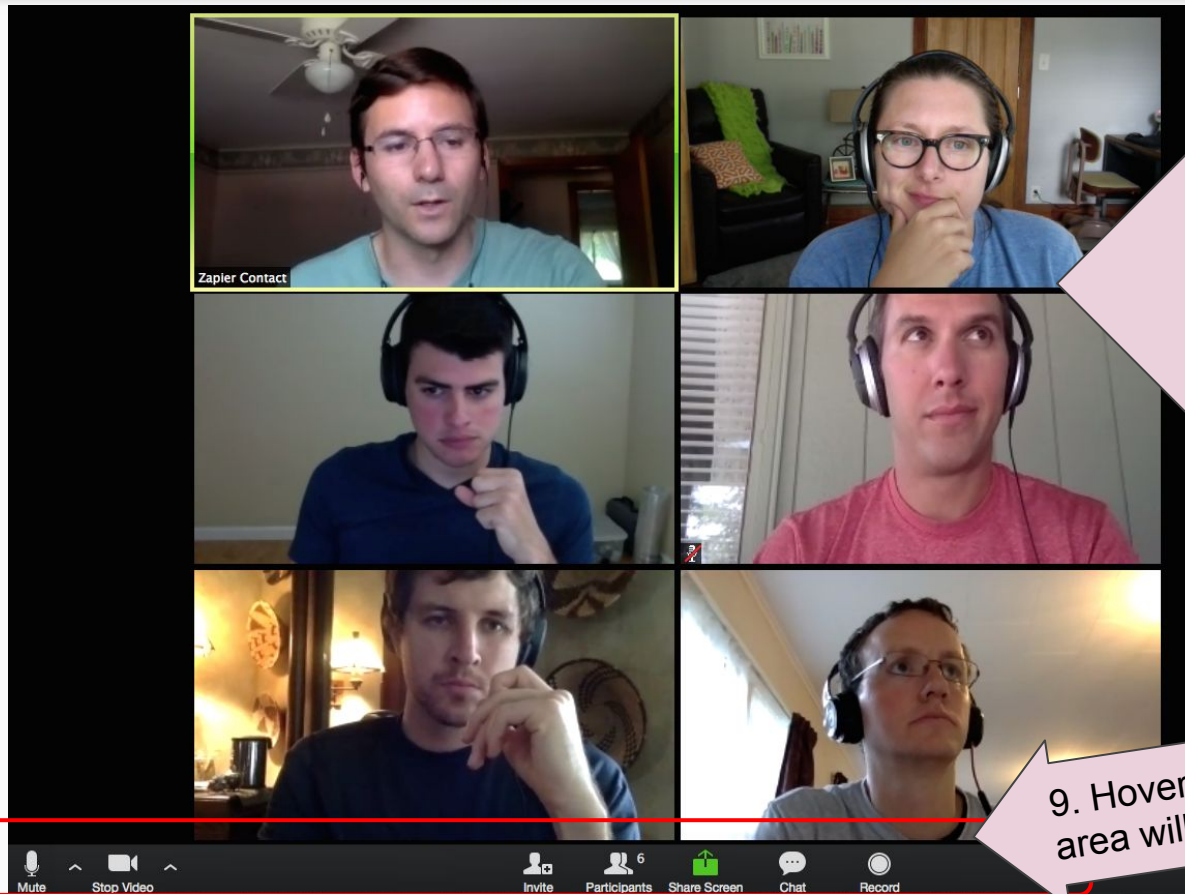
Before you enter a video session..

Before you enter a video session please be aware of the following:

- The video session will be recorded, including the audio, throughout the entire session.
- Be careful with a 'hot mic'. The best way to avoid this is mute your mic unless you need to or asked to say something.
- Respect other cohorts and your instructor. Do not use offensive languages, vocabulary.
- An Online meeting is a part of your class. Stay focused, do not interrupt others. If you are busy minding your own business(e.g., texting, playing game, constantly leaving your seat) and not participating the class, your instructor may remove you from the meeting. If that happens you will lose your attendance for the session.
- Do not display any violent, offensive, discriminated images, objects on your screen. This violation may lead to the termination of your student status at Sierra States University.
- If you are joining the meeting from a public place(e.g., coffee shop, library, etc) be sure to use a headset during the meeting. Also be sure other people's faces in that public are not to be shown on your screen. Respect people in the public area, and do not disturb them with loud voice or computer speakers.



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8. When you first join a meeting, you will see other cohorts and your instructor's video feeds

9. Hovering your mouse points on this area will display Zoom room menus.



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10. Menus

Mute/Unmute: Clicking this enable/disable your microphone. Make sure your microphone is off when you are not talking, or when others are talking.

Stop/Start Video: Clicking this enable/disable your web camera. When you've joined a meeting and can't see your face on the screen, check the status of this button.

Invite: This menu is for the instructor only.

Participants: Clicking this to see the list of cohorts who are currently in the meeting with you.

Share: You can share activities on your computer screen, a file with the class.

Chat: You can publicly, privately chat with anybody in the meeting. Do not send any offensive messages to other cohorts. If you ever receive such message, take a screenshot and report it to your instructor.

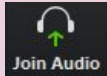
Record: This menu is for the instructor only

Leave Meeting: Clicking this will terminate the current session. After you left the meeting, no one will be able to see you through your web camera.



11. Self-Troubleshooting tips

- If you accidentally disconnected from the meeting, re-join the meeting using the same meeting code.
- If your instructor was disconnected, wait up to 15 minutes. If your instructor hasn't come back after 15 minutes, go ahead and check your classroom page in the Populiweb and your email to see if your instructor re-opened a new session using a different meeting code.
- Make sure all menu icons set correct. The following icons are commonly overlooked.



This icon means you CANNOT hear what other participants say.



This icon means your microphone is disabled therefore other participants cannot hear you



This icon means your web camera is disabled therefore other participants cannot see you

If you have more questions, please contact us at;

Email: online@sierrastates.edu

Phone: (323) 641-7009

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