Zoom Online Synchronous Training

Contents
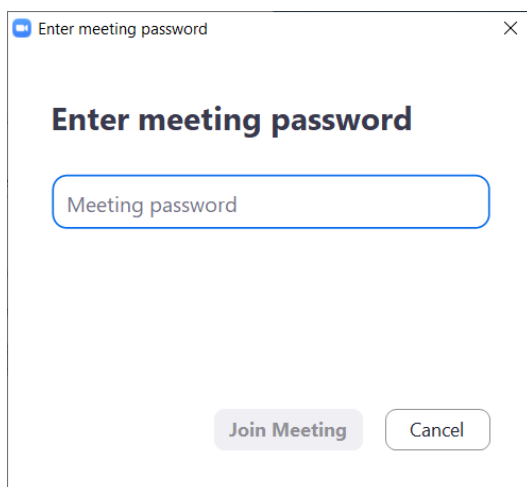
Procedures for Students

1. You will have the meeting invitation from STAR Center. Click the link in the email and add password or open your Zoom app on your computer and click on "Join Meeting" and enter the meeting ID and password from the invitation.
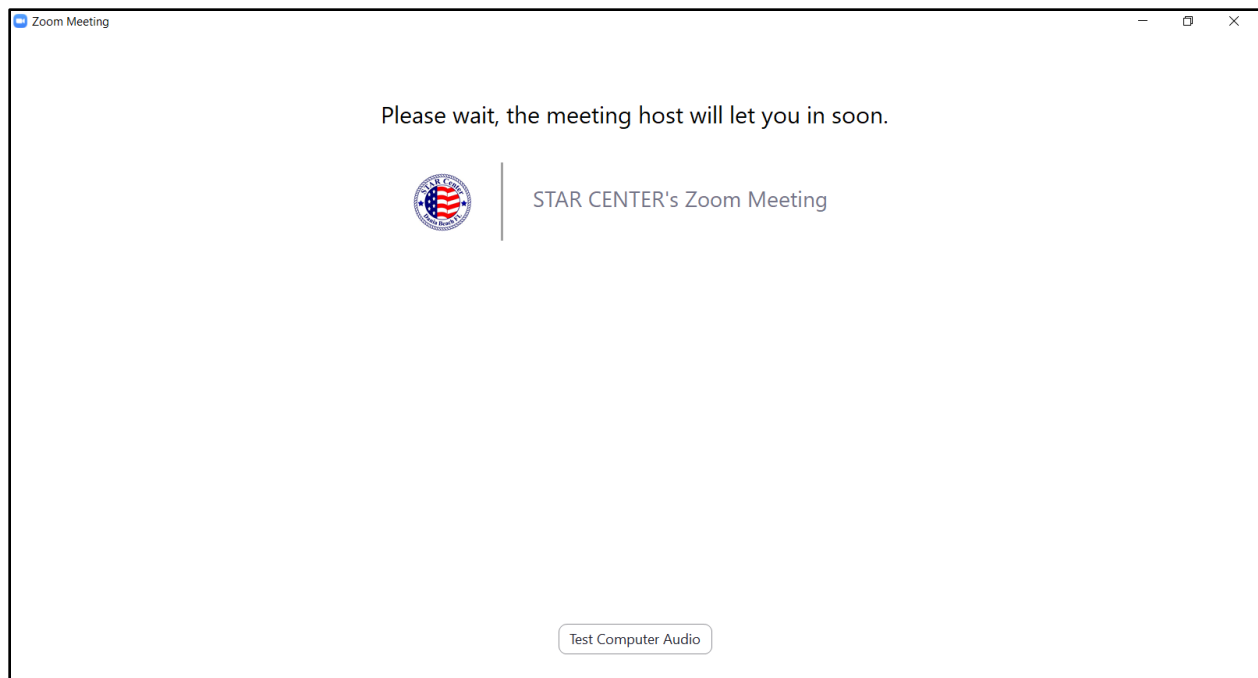

2. You will then be in a Waiting Room, see next image
3. STAR Center Student Services will soon be on your screen asking you to show your MMD on camera to verify your ID. You will then be back in the Waiting Room until all student ID checks are completed. Do not use the virtual background feature in Zoom as it will interfere with the ID process.

4. Settings for video. (We will discuss single monitor below.)
    a. If you have two computer monitors, you can setup Zoom for dual monitors by going to the video menu as in the image below. Then go to the General menu and click on "Use dual monitors"
   b. DO NOT click on "Enable HD" under "Video" unless your computer can handle it. It may crash your Zoom meeting
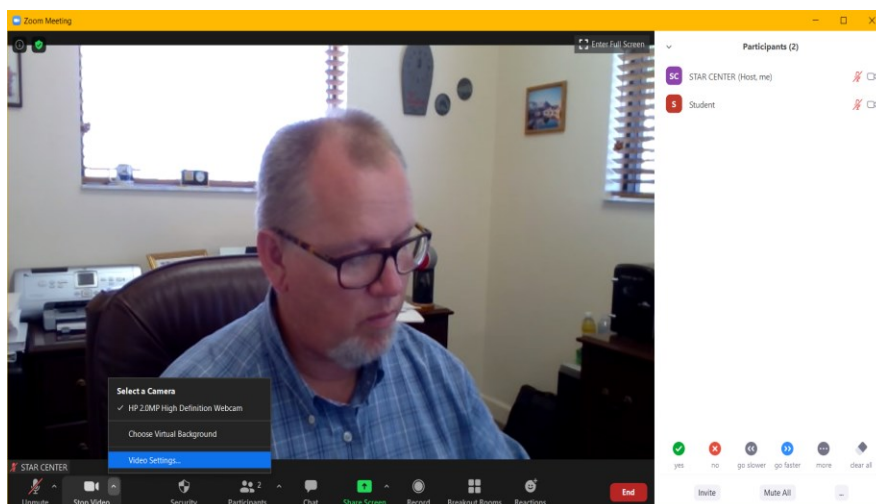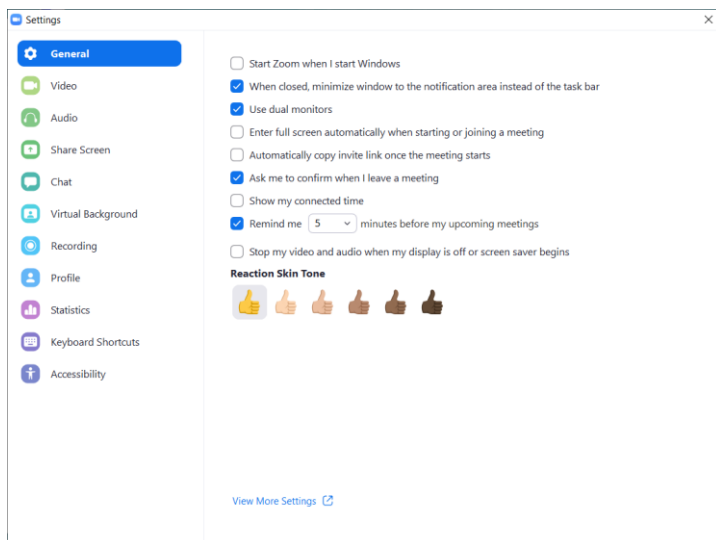
5. Setting up your computer
   a. If you have a single computer monitor, we recommend that you leave your setup as defaulted to Side-by-side-mode under "View Options" on top of the screen. This will give you the instructor's shared screen to the left and the class videos to the right.
   b. On the bottom left you will see an icon of a microphone where you can mute and unmute yourself
   c. If you click on "Chat" a floating dialog box will appear and you can send instant messages to the class or the instructor. You can also virtually raise your hand in this dialog box.
   d. In the Reactions icon you can use the thumbs up to easily and quickly agree or acknowledge

Default setting:

4
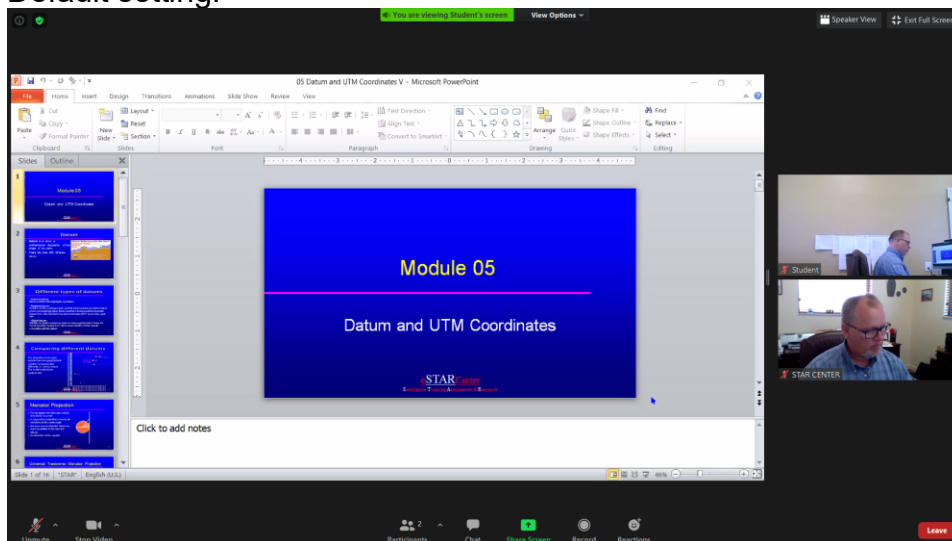
If you click on "Exit Full Screen" on the top right, you can have the class participants and the chat box to the right and the instructor's shared screen to the left. You can then maximize that as usual for your Mac or PC.
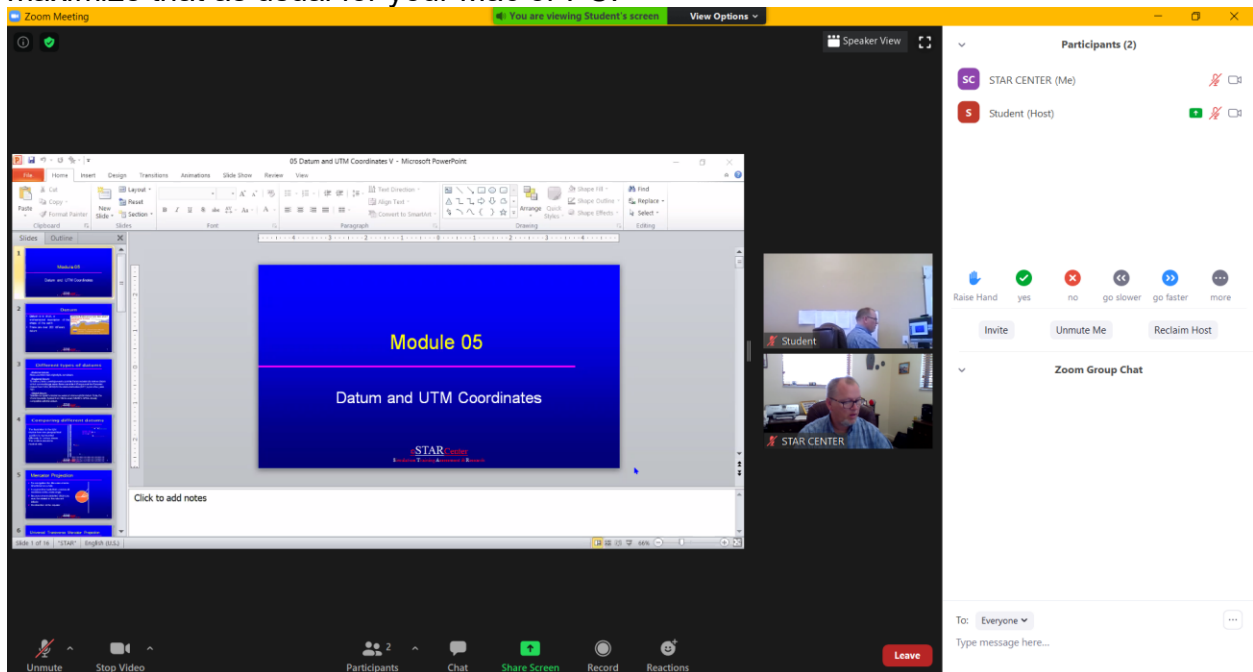
6. You can open and close document on top of the zoom session and minimize them or close them to go back to the zoom session.