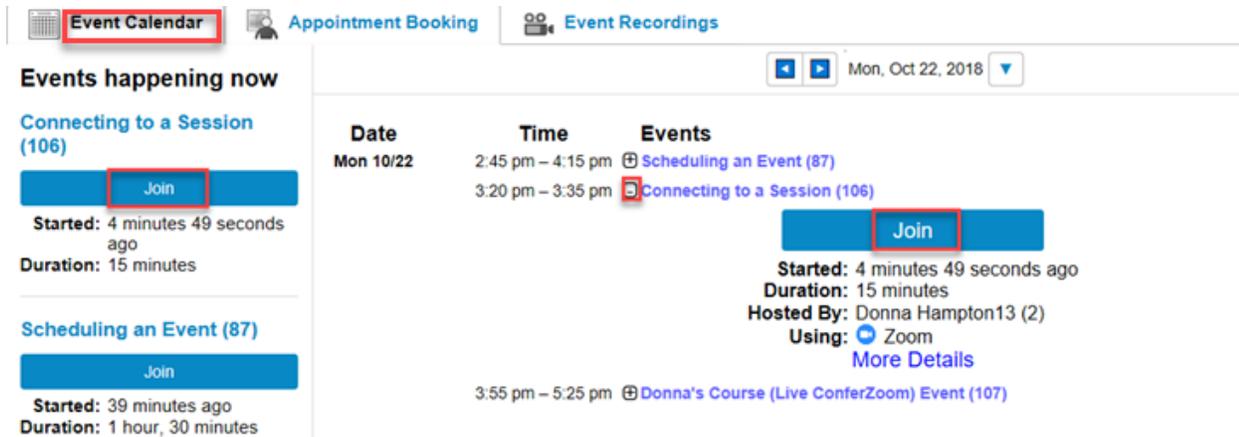


ConferZoom Directions for Students

A. What to do right now

1. Log into Canvas and go into our course shell. Right under the **Home** item in the lefthand menu, you will see **ConferZoom**. Click on **ConferZoom**.
2. You will see what is called the “Landing Page” for our class. It shows “events” that are scheduled – this is where you will enter class. It should look something similar to this:



The screenshot shows the ConferZoom interface with three tabs: "Event Calendar", "Appointment Booking", and "Event Recordings". The "Event Calendar" tab is active and shows a list of events for Monday, October 22, 2018. The events are:

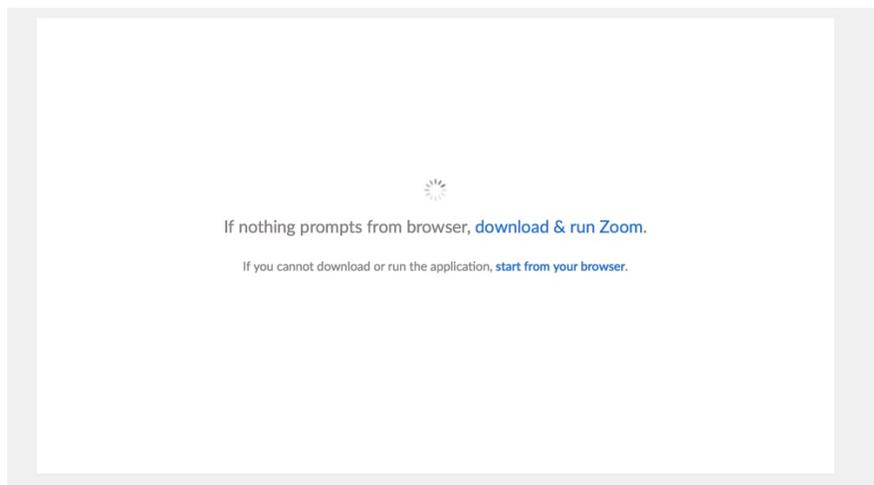
Date	Time	Events
Mon 10/22	2:45 pm – 4:15 pm	Scheduling an Event (87)
	3:20 pm – 3:35 pm	Connecting to a Session (106)
	3:55 pm – 5:25 pm	Donna's Course (Live ConferZoom) Event (107)

For the "Connecting to a Session (106)" event, a "Join" button is highlighted with a red box. Below the event listing, details are shown: "Started: 4 minutes 49 seconds ago", "Duration: 15 minutes", "Hosted By: Donna Hampton13 (2)", and "Using: Zoom". A "More Details" link is also present.

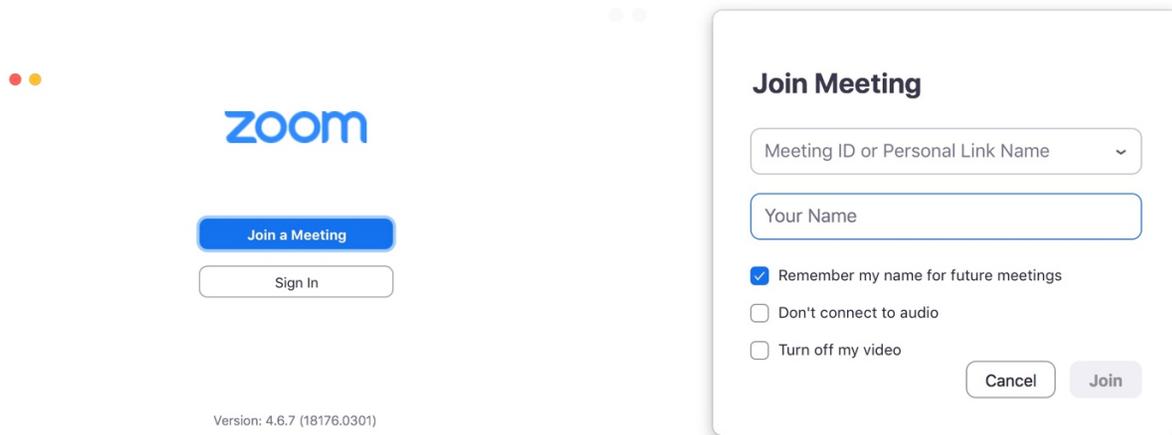
3. When it is close to class time, you will see the **Join** button. Otherwise you will just see the event listed as “upcoming”.

B. What to do when it's time to join the class

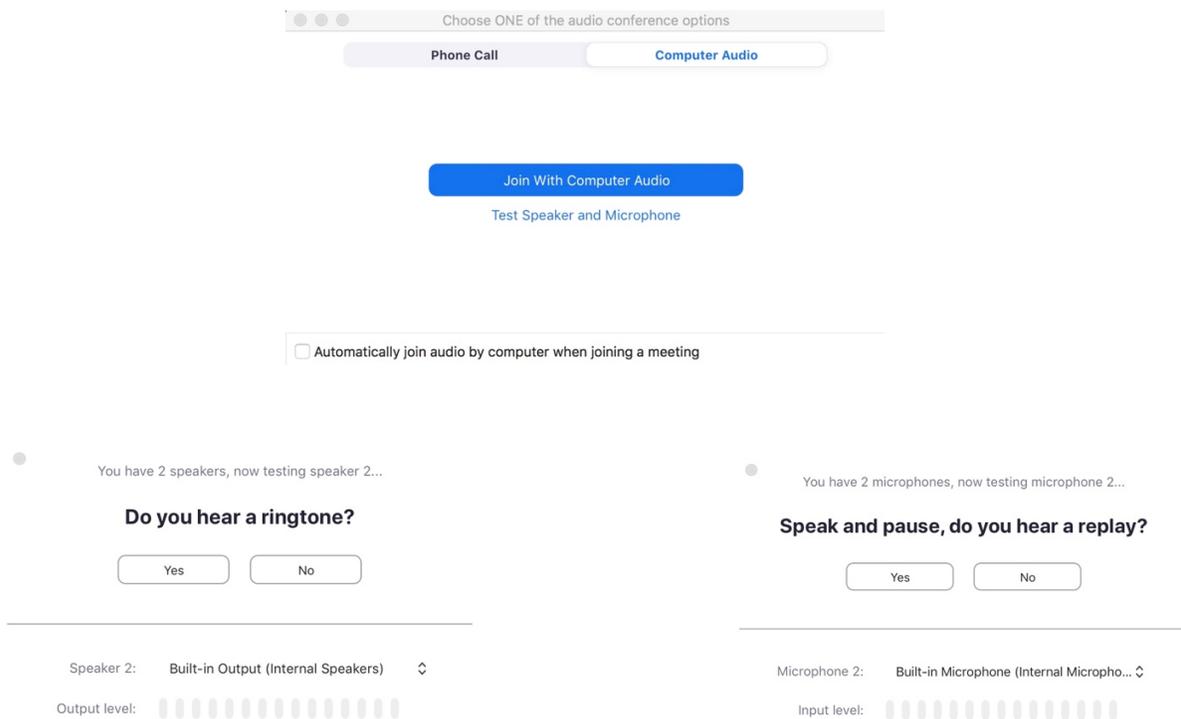
1. See Part A above and click **Join** for the class session that's about to start. Try to do this a little early the first time, especially if you've never used Zoom before.
2. If this is your first time using Zoom, you will need to download the Zoom software. (If you have used Zoom before on this computer, you can skip to Step 4.) This should happen automatically. But, if it doesn't, click on **download & run Zoom**:



3. After installing the Zoom software, it should open automatically. If it doesn't, close the windows and go back to the Landing Page and click **Join** again (as in Part A). You should see the following window on the left. Click **Join a Meeting**. Then you should see something similar to the window on the right. The "Meeting ID" will already be filled in (leave it as it is), but you will need to enter "Your Name." Please use the name you prefer to be called in class (include both first and last names). Leave the rest of the selections the way they are and click **Join**.



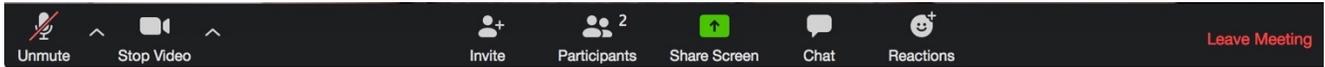
4. You should now be at a window that looks something like the following (you may also see video behind it). Before joining the class, it would be good to "Test Speaker and Microphone." One by one, it will take you through the two windows at the bottom of this page. Adjust your speakers and your microphone as needed so that the sound you're hearing and the sound you're recording are both at a suitable volume. Then click the blue "Join With Computer Audio" button, and that will take you into the class session.



C. What to do when you are in the class

1. When you first enter the class, you will see the video of whoever is talking (most likely that's me).

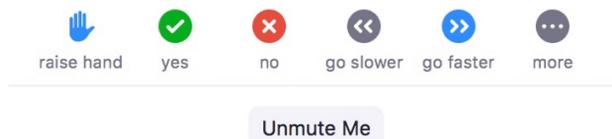
At the bottom of that window, you should see a menu bar that looks something like this:



2. The two buttons on the left side are the most important. Please keep your microphone muted until it is your turn to speak. And, if you have a working webcam, please keep your video on. I will do my best to look around the room at all of your faces, just like I would in-person.

3. Just to the right of center, you will see the **Chat** button. This is used for typing messages to send to everyone else in the class session. Please only do this if you're microphone is not working, or if I specifically ask the class to use the **Chat** feature.

4. The other important button on the bottom menu is **Participants**. Clicking that will open up another window that shows everyone who is attending this class session. At the bottom of that window, you will see the following menu options. We will practice these in class, but the main one you should focus on is the "raise hand" button. When you have a question to ask or answer, click the "raise hand" button, and it will put a blue hand next to your name in the participant list (which I will see as well). Clicking the "raise hand" button a second time will remove the blue hand from your name.



5. When the class session is over, you can click **Leave Meeting** at the right end of the menu bar from Step 1.

6. Assuming all goes as planned, recordings of the class sessions will automatically be saved so that you can look back at them if you want to. You will be able to find them on the Landing Page (shown in Part A on page 1) under "Event Recordings".