

ZOOM INTRODUCTION FOR STUDENTS

May 2021

Teaching Service



OVERVIEW

1. ATTENDING MEETINGS
2. CHAT AND INTERACTION
3. BREAKOUT ROOMS
4. SHARE SCREEN
5. SURVEYS



1. ATTENDING MEETINGS

INSTALLATION AND UPDATES - JOINING - AT THE BEGINNING



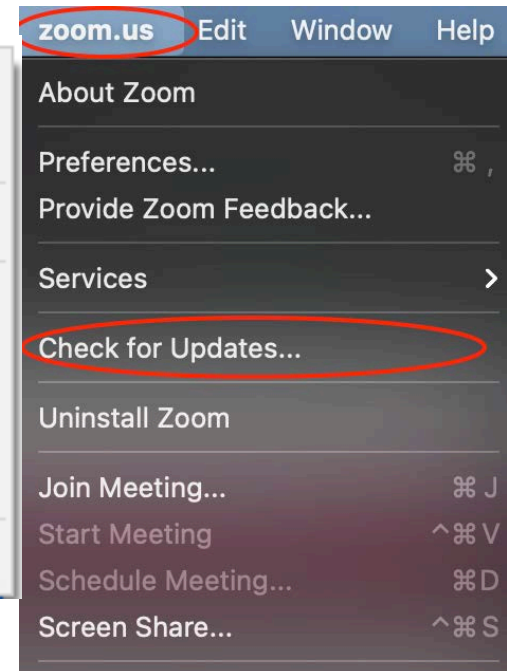
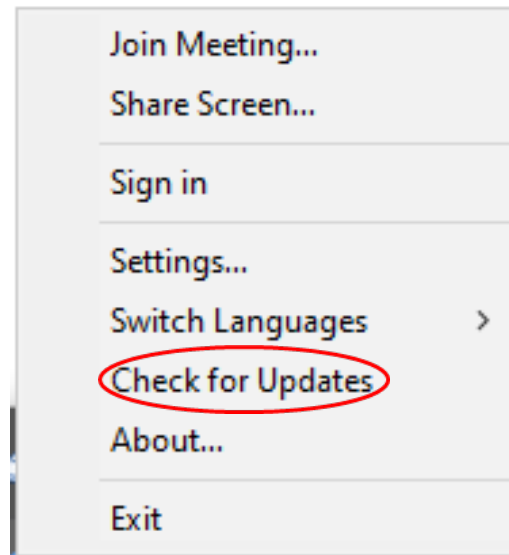
ATTENDING MEETINGS – INSTALLATION AND UPDATES

Download and install the Zoom client via the intranet: This way it is possible to use Zoom in a data protection compliant manner

Regularly check for updates and install them if necessary to keep the client up to date.

Windows:

- Start client
- Right-click on the "Blue Camera" icon in the task bar
- "Select "Check for Updates"
- Install update if necessary



iOS:

- Start client
- Select "zoom.us" in the top bar
- Select "Check for Updates"
- Install update if necessary



ATTENDING MEETINGS – JOINING

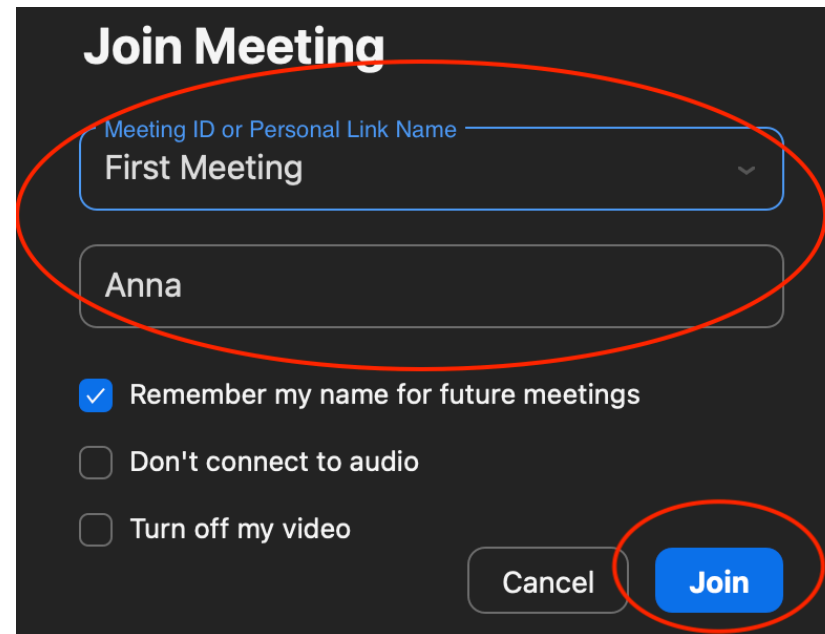
Join meetings using the Meeting ID

Avoid clicking on the invitation link according to the recommendations for data-sensitive use of Zoom

- Start the client
- Select "Join a Meeting"



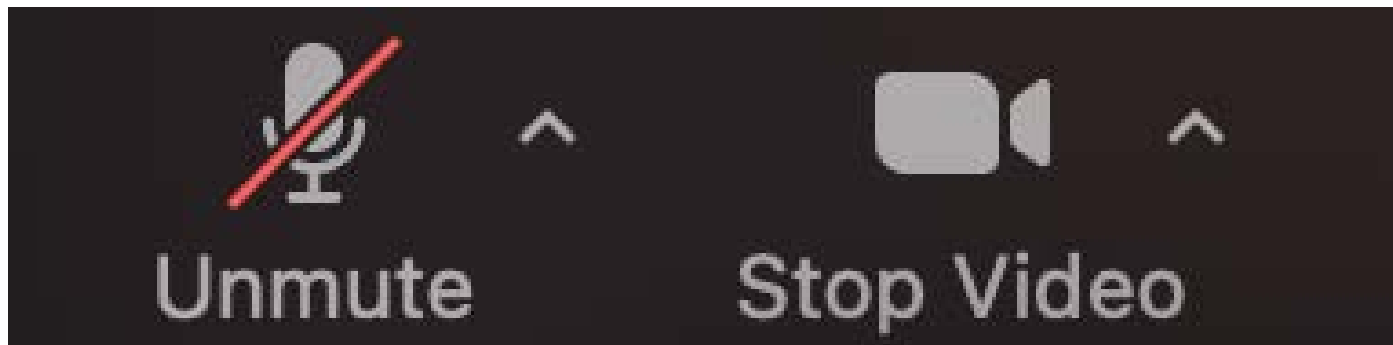
- Enter Meeting ID and name
- Select "Join"
- Enter passcode if required



ATTENDING MEETINGS – AT THE BEGINNING

At the beginning of the meeting:

- Switch off audio
- Switch on video, if possible



If you want to say something:

Switch on audio via the space bar (temporarily) or via the selection at the bottom left (permanently).



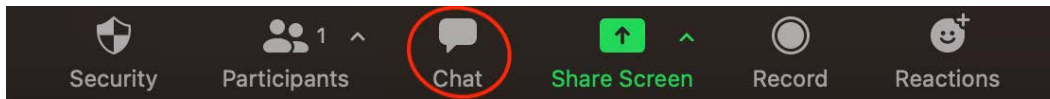
2. CHAT AND INTERACTION

SENDING MESSAGES – REACTIONS

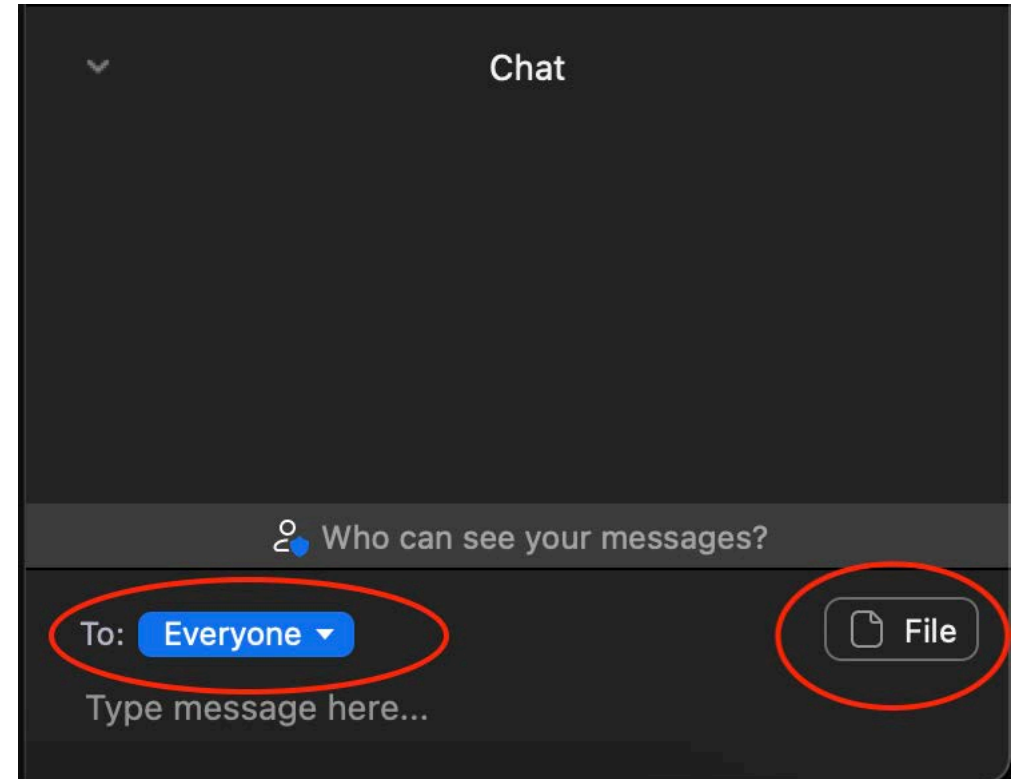


CHAT AND INTERACTION – SENDING MESSAGES

Select "Chat" in the bar at the bottom to open the chat.



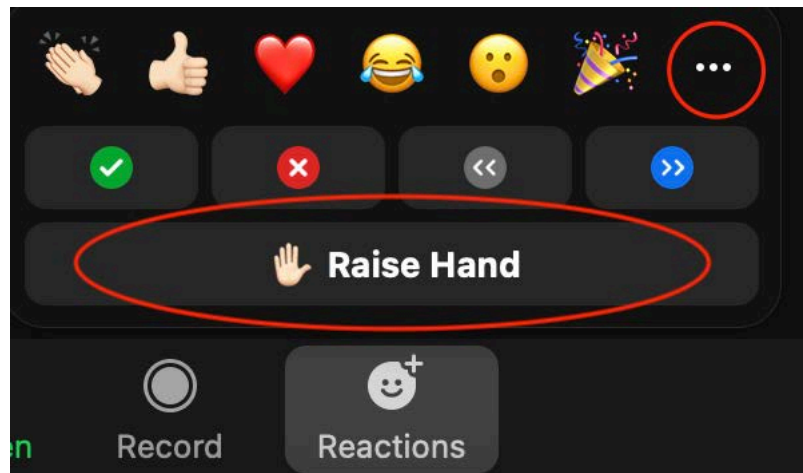
- The chat window opens on the right
- At the bottom you can enter messages and select to whom (all or a specific person) they should be sent
- You can send files via "File" or drag-and-drop.



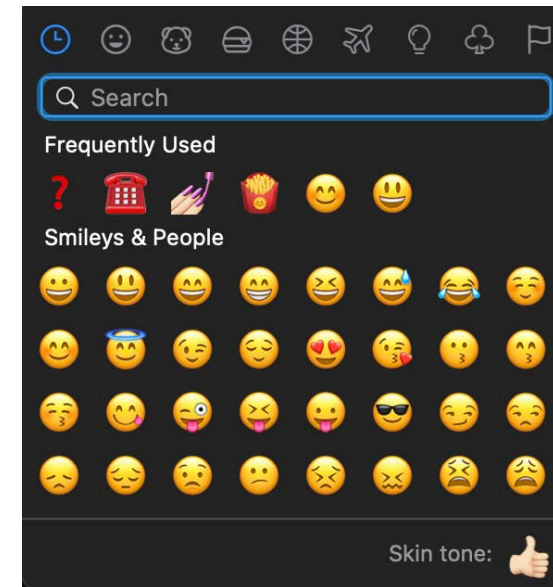
CHAT AND INTERACTION – REACTIONS

You can react quickly to what is said or to questions via "Reactions".

- Select "Reactions" in the bar at the bottom
- "Raise your hand" corresponds to a request to speak

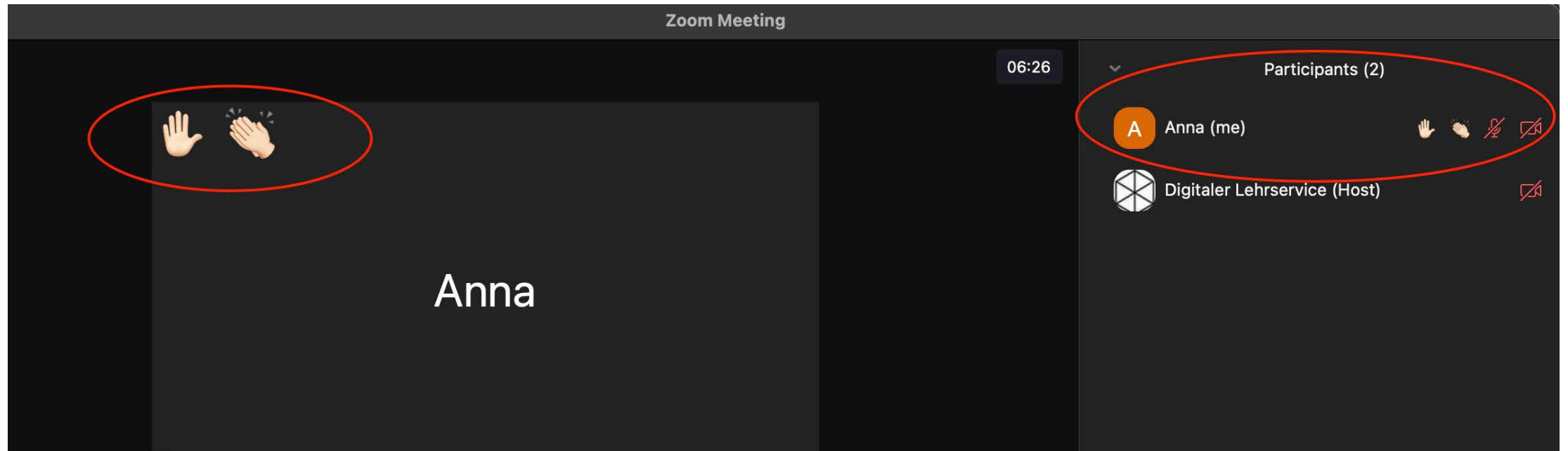


Click the three dots to open the emoji palette



CHAT AND INTERACTION – REACTIONS

- The selected reactions appear in your tile and in the list of participants next to your name
 - All reactions except "Raise hand" disappear by themselves after some time



3. BREAKOUT ROOMS

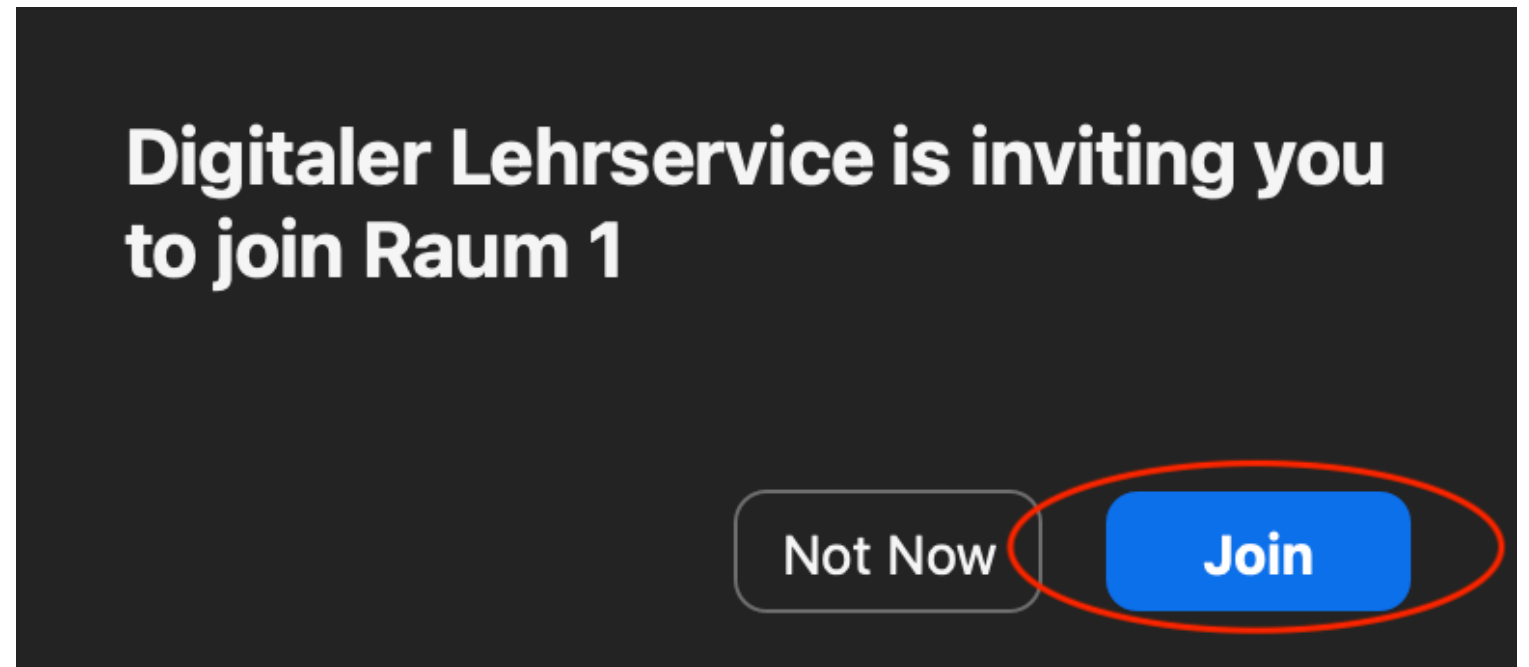
JOINING – INVITING THE HOST – LEAVING



BREAKOUT ROOMS – JOINING

Breakout sessions can be set up by the host to allow for group work.

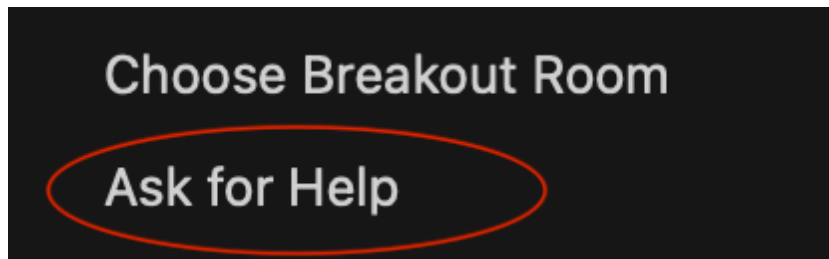
Select "Join" to enter a room



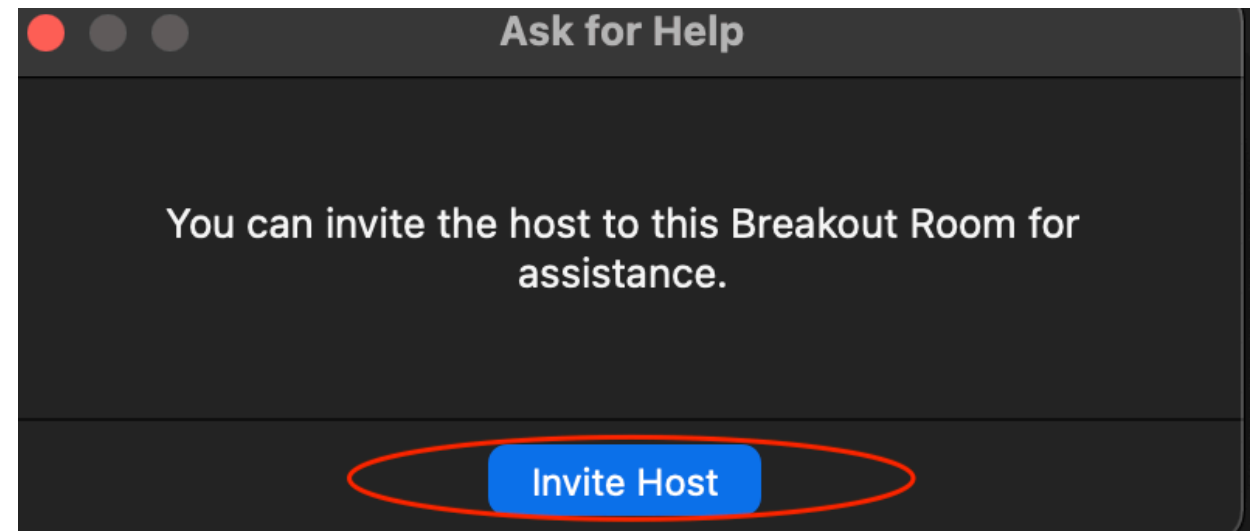
BREAKOUT ROOMS – INVITING THE HOST

During a breakout session, you can invite the host into your room if you have questions or problems.

Via "Breakout Session" below you can select "Ask for Help" and then "Invite Host".



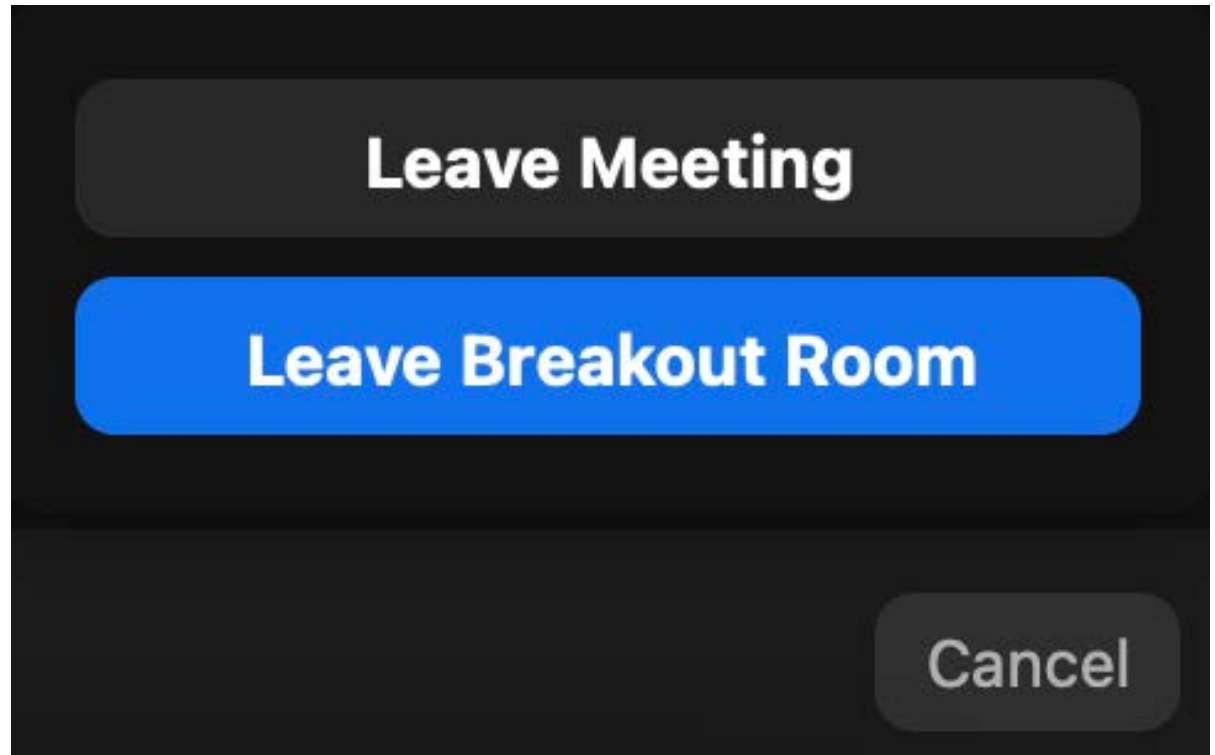
The host is then informed about your invitation and can enter the room to answer questions.



BREAKOUT ROOMS – LEAVING

At the bottom right you can leave the room.

- Select "Leave Meeting" to leave the meeting completely
- Select "Leave Breakout Room" to return to the main session



4. SHARE SCREEN

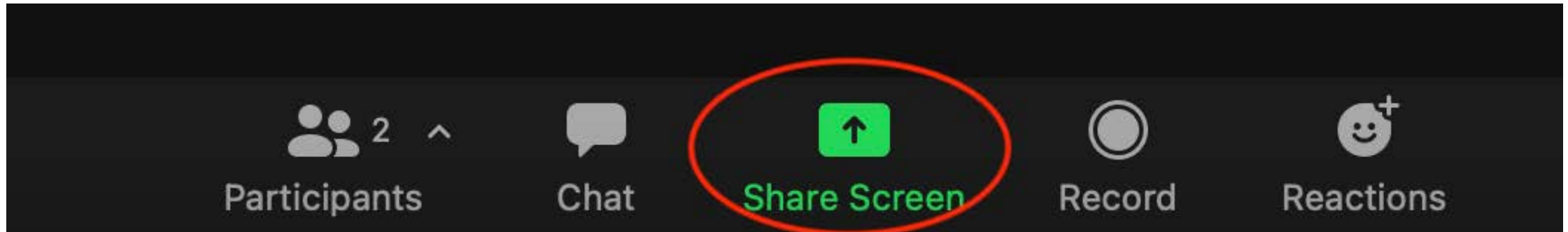
STARTING – STOPPING



SHARE SCREEN – STARTING

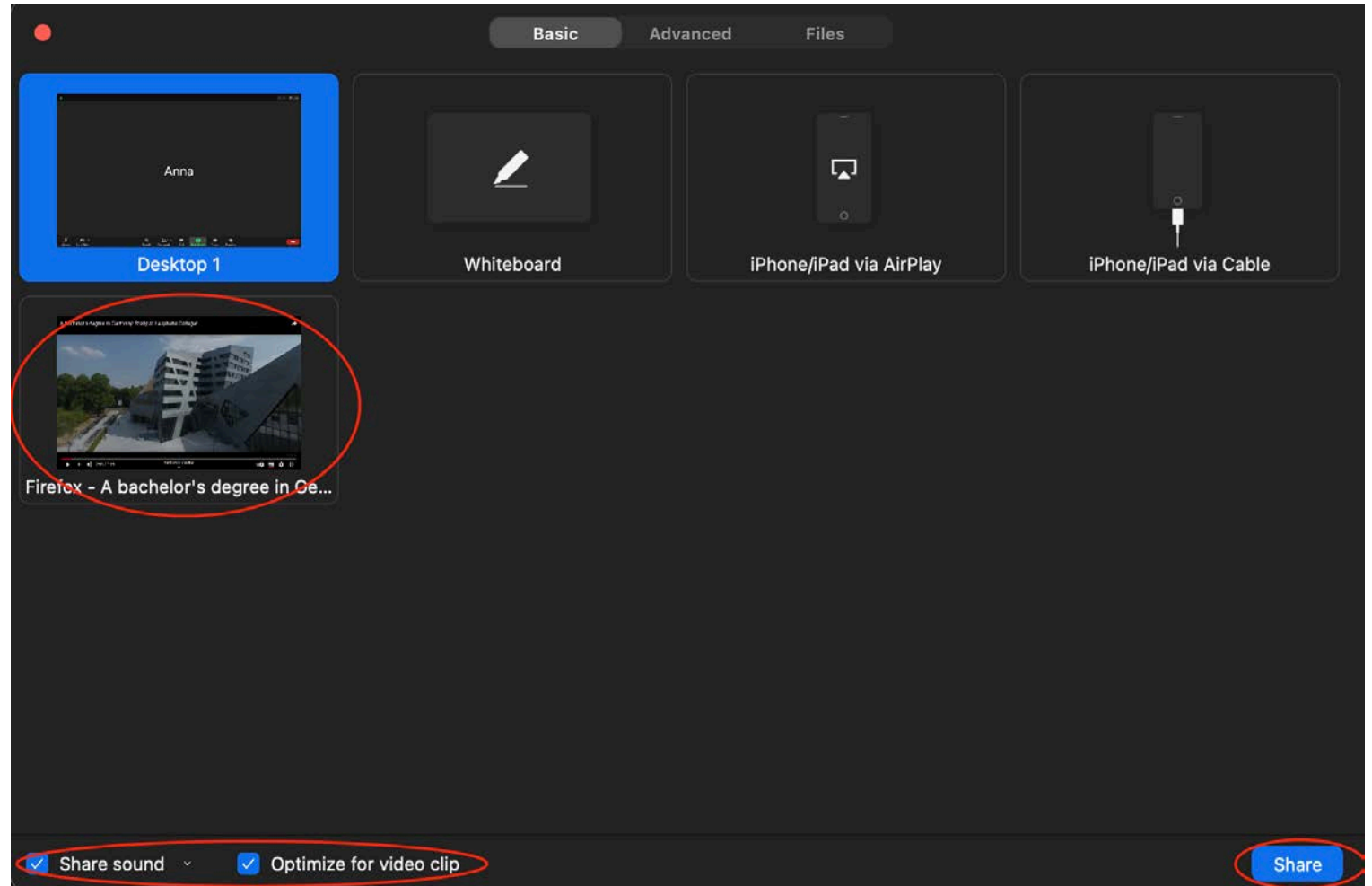
The "Share Screen" feature allows both the host and the participants to quickly share content with the others in during the meeting.

- To do this, select "Share Screen" in the bar at the bottom.



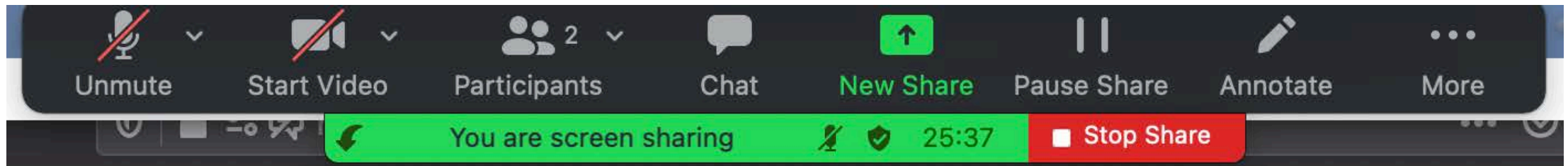
SHARE SCREEN – STARTING

- Then select either a specific window to be displayed or the entire screen
- Click on "Share" in the bottom right-hand corner
- You can also use screen sharing to watch videos together. Select the window with the video AND also activate the two buttons "Share sound" and "Optimize for video clip"



SHARE SCREEN – STOPPING

During screen sharing, this bar can be found at the top of the screen:



- All Zoom functions can still be accessed here
- Via "Stop Share" the screen sharing is stopped



5. SURVEYS

PARTICIPATION – RESULTS



SURVEYS – PARTICIPATION

The host has the option to conduct surveys.

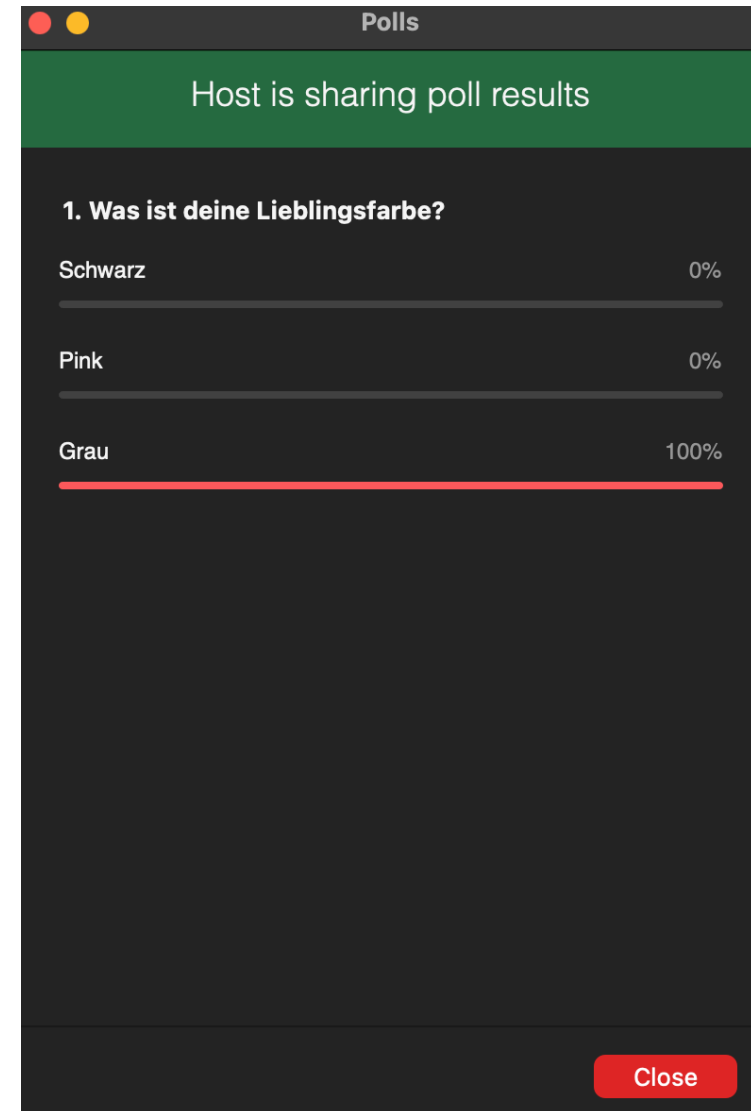
- A window with questions and possible answers pops up
- Answer the questions and select “Submit” at the bottom right corner
- Depending on the host's settings, the survey may be anonymous

The screenshot shows a window titled "Polls" with a green header bar that says "Quick Poll". Below the header, the question "1. Was ist deine Lieblingsfarbe?" is displayed. There are three radio button options: "Schwarz", "Pink", and "Grau". At the bottom right, there is a "Submit" button. At the very bottom, there is a footer with a person icon and the text "Who can see your responses?".



SURVEYS – RESULTS

When the survey has been conducted, the host has the option to share the results of the survey with all participants of the meeting



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FOR FURTHER INFORMATION AND QUESTIONS, PLEASE CONTACT:

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