Zoom Tips for ICS Students

1. Be prepared to join class a few minutes before it starts so you can make sure your audio and video are working. *Remember that if your audio in ON everyone can hear you and any noise in your environment. It is recommended you mute yourself while not speaking.* This gives you privacy and also allows instructor and participants to hear the speaker. To mute and unmute yourself click on the arrow ^ next to the microphone in the bottom left of your screen. When you are muted a red / will appear over the microphone.
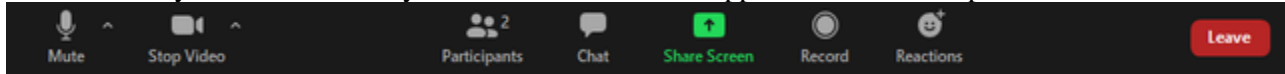

2. If you wish to arrive earlier that the scheduled time to visit with your classmates before the class begins, ask your instructor to select the option "**Join before host" IN THE SETTINGS. This feature will allow participants to join the meeting before the host arrives. The host may then set the start time to be earlier and students can enter the classroom and see and hear each other even when the teacher has not yet arrived.**

3. **You may select your view by hovering the mouse at the top right of the Zoom Meeting window and clicking the desired view. There are three views in Zoom:**
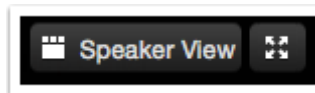
   -Speaker View: Focuses on the speaker.
   -Gallery View: Shows all participants (up to 25 people). Use it when you wish to see everyone.
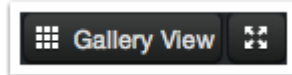
   -Fullscreen: Maximizes screen.

4. When you move your mouse, two bars should show up: a small green one at the top of your screen and a long black bar at the bottom.
5. The bar at the bottom of the screen can be read from left to right. You will first see the microphone and can use this to mute yourself at any time. When mute the microphone will have a red slash through it. The video camera works much the same. To stop sharing your video you click it and will see a red slash when the video is turned off. The microphone should have a red diagonal line through it – you are muted. When your camera is on there will be no red line through it. Continuing right you will see options: participants, share screen, chat, record and reactions in the middle and eventually you see end meeting. Please click on **Participants.**
6. A white box should appear on the right of your screen. Please click on the button that says **Raise Hand.** This will allow you to raise and lower your virtual hand. If at any moment you have a question, you can use this feature or you can unmute yourself to ask.
7. Now looking at the bar in the middle again. Please click on **chat**. A box should appear under the participants box. You should see a screen appear on the right hand.
8. When anyone is sharing the screen, you will see a screen appear at the top part of your Screen. Click the down arrow next to **View Options.** Different options will appear: Fit to Window, etc, Request Remote Control, Exit Full Screen, Annotate, Hide Video Panel, Side-by-Side Mode. If you wish to mark the screen in any way you must select **Annotate**
9. Annotate displays a new black menu at the top of your screen, you will see options: mouse, text, draw, stamp, arrow, eraser, format, undo, redo, clear, save.
10. **TEXT allows you to use your keyboard to write to the screen.** A small text box will appear as you click on the screen. After typing your text, click outside of the text box to have your text be displayed on the whiteboard to all participants. You may also chat privately with your instructor or one of more participants by selecting the dots to the right of the person's photograph.
11. Side note: **Format** is used if you want to change the color of your text.

Grazie a tutti!
     Thank you everyone!