

BTSF Zoom Tutorial – v1

31/08/2020

The objective of this document is to provide information on the usage of Zoom (a third party video conferencing tool) for **BTSF ACADEMY** users.

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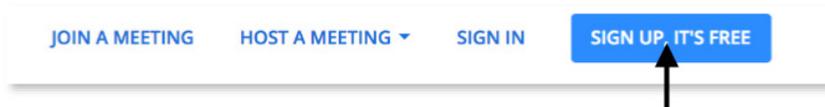
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1 REQUIREMENTS

1.1 Setting up an Account

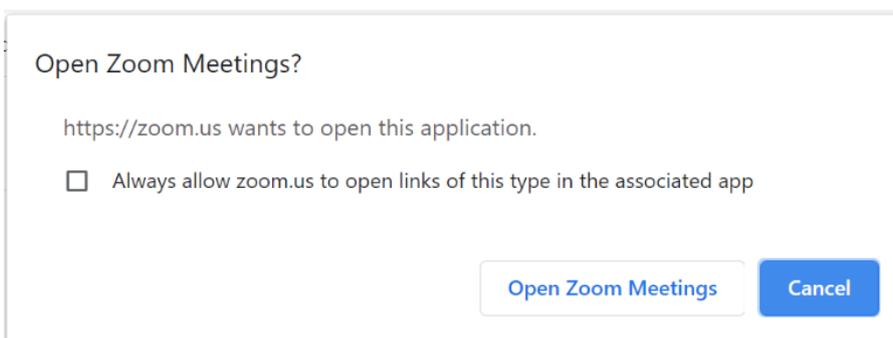
You will need to set up a free account to use Zoom if you do not already have one. To set up your free account, go to <https://zoom.us>. Click on the Sign Up, It's Free button in the upper right hand corner of the screen and follow the on screen instructions.



1.2 Downloading the Meeting Client

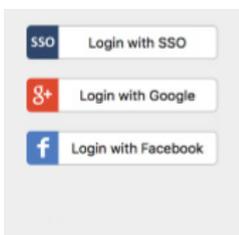
When you click in the link of the session, normally you will prompt to download the Zoom Meetings Client automatically.

You will need to download the Zoom Meetings Client from <https://zoom.us>. Scroll to the bottom of the page. Click on the *Meetings Client* link under the *Downloads* section of the menu.

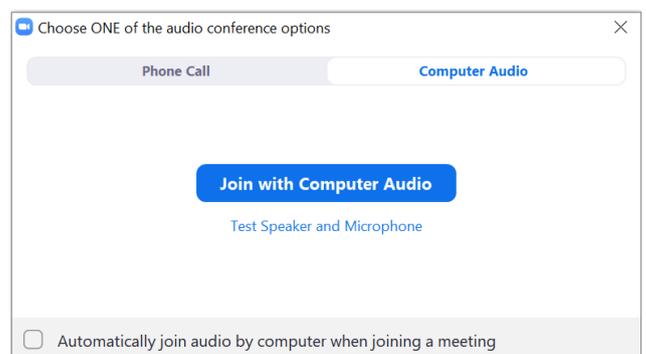


1.3 Logging In

- Open the *Zoom Meeting Client*.
- Click *Sign In*.
- Enter your username and password. Or log in with Google or Facebook



- Click the *Login* button.
- Be sure to join with the computer audio



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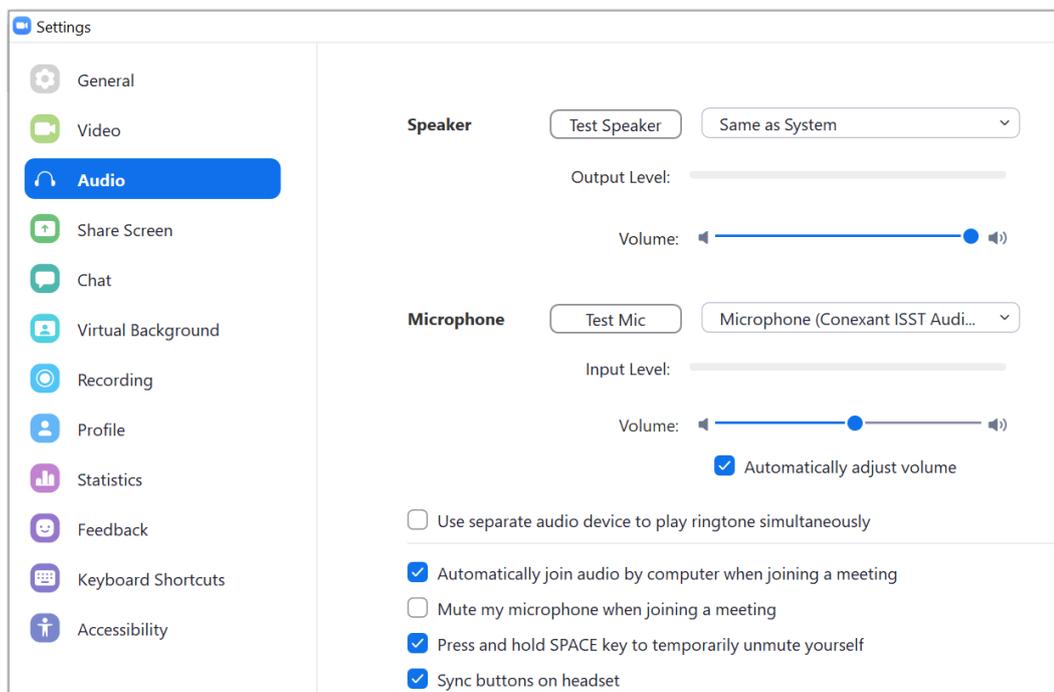


1.4 Adjusting Settings

- A. Click on the *Settings* link in the upper right-hand corner of the Zoom Home Screen (click on the Gear shaped icon.)



- B. Click on the *Audio* link in the left panel of the window.



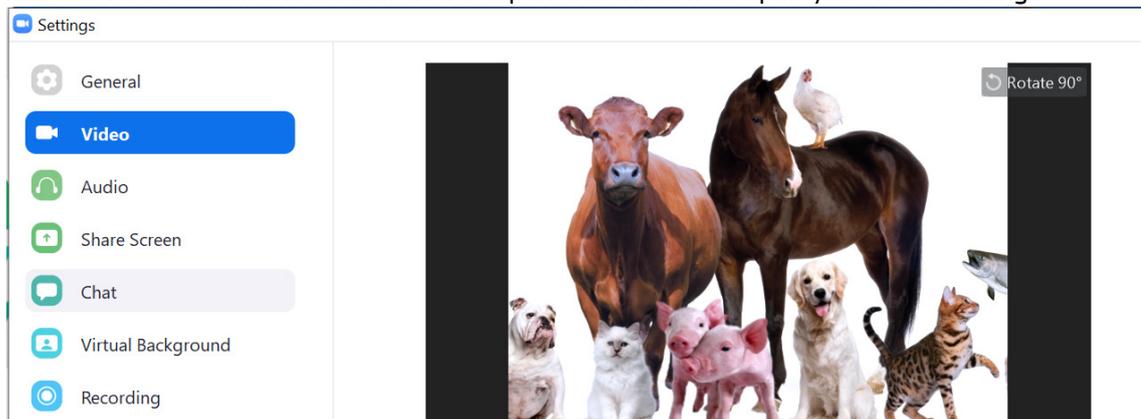
- C. Click on the *Test Speaker* button to ensure that you can hear participants.
- D. Under *Microphone settings*, choose the built-in microphone or external microphone that you will be using.
- E. Click the *Test Mic* button and record a small audio snippet. When you have finished recording it will automatically play back to show that it is working.

Microphone

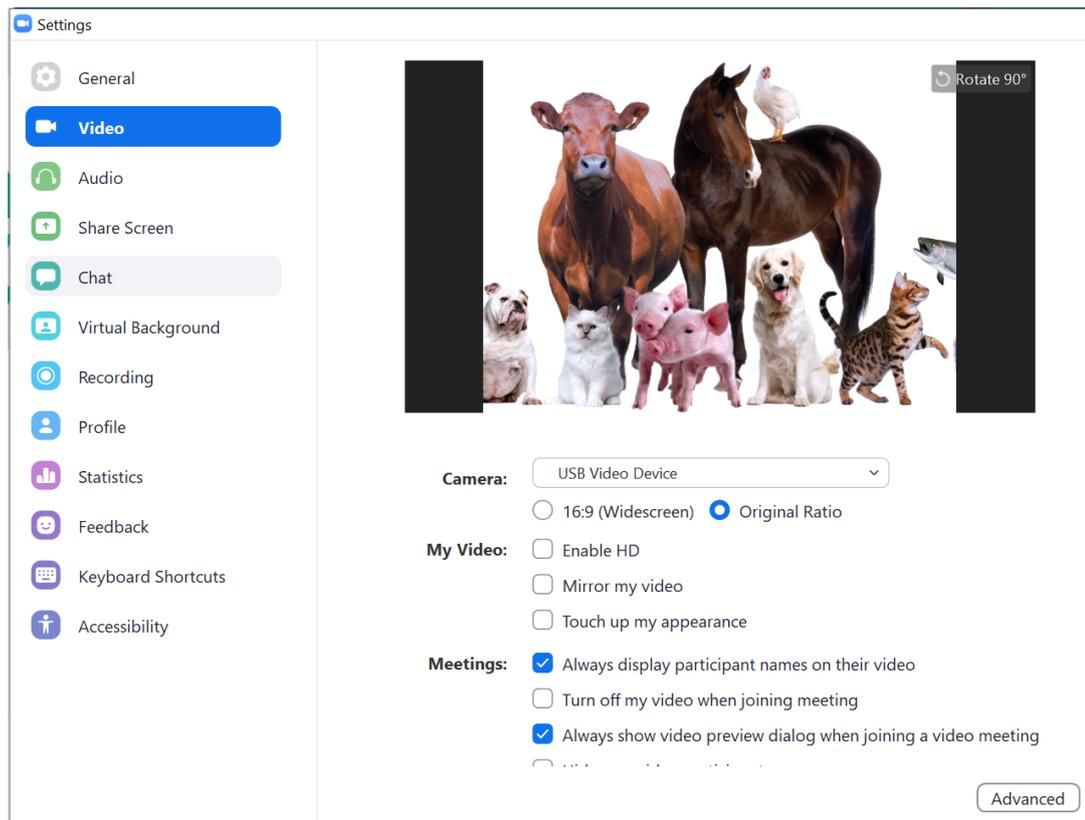
Test Mic

Microphone (Conexant ISST Audi... ▾)

- F. Click on the *Video* icon in the toolbar at the top of the window to open your video settings.



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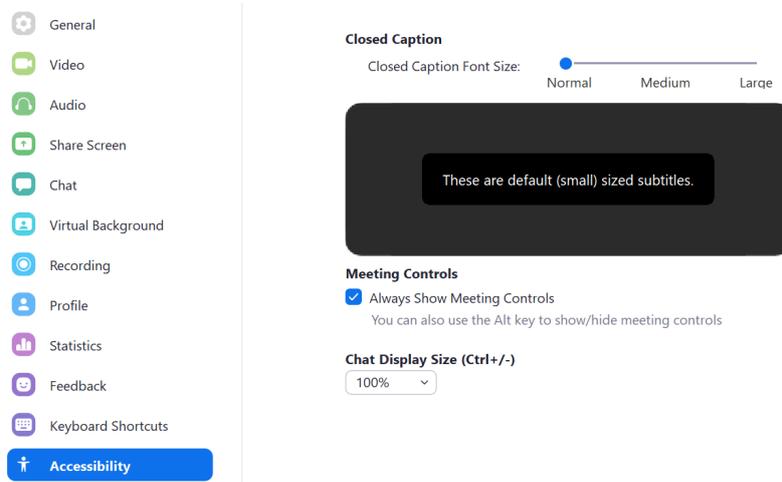


- G. Click on the *Camera*: drop-down menu and choose the Built-in camera or external camera that you plan to use. You will see yourself in the preview window.

1.5 Adjusting your Toolbar

In Zoom the main toolbar which is located at the bottom of the video conference window is set to disappear when you are not actively using it and reappear when you move your mouse towards it. However, if you prefer to have it showing all of the time you can set your preferences as shown below.

- Within the *Settings* window click on the *Accessibility* button.
- Click in the checkbox in front of *Always show meeting controls* to select that option.



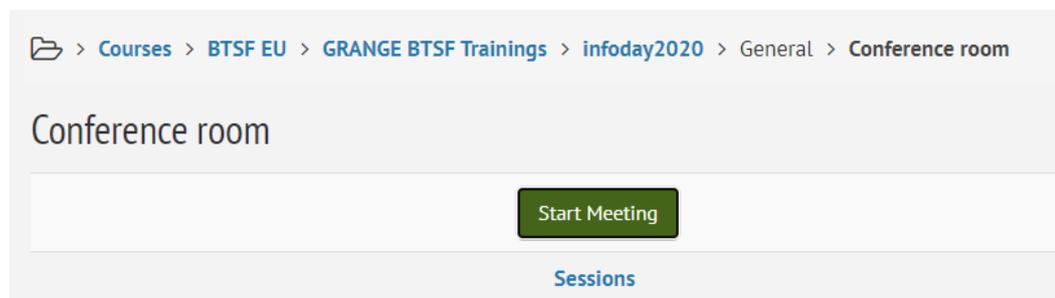
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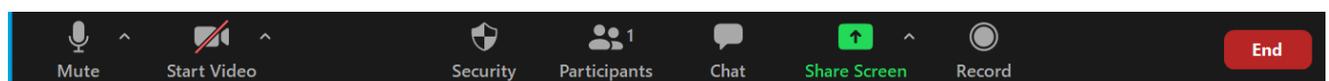
2 MASTERING ZOOM

2.1 Setting up an Starting your Meeting

In the Zoom Home Screen click on the *New* meeting drop-down menu and choose *Start with video*. In the BTSF ACADEMY the process is simplified and the user can access with a link, directly.



Your meeting will begin and you will see the Zoom video conferencing interface appear.



Mute/Unmute Microphone

Allows you to mute your microphone so participants cannot hear you, and then unmute it so that they can hear you when you are ready for them to hear you.

Microphone/Speaker Settings

Clicking on the up arrow allows you to access the microphone and speaker settings as well as the Audio settings, which is where you can perform an audio test. *Stop/Start Video* allows you to start and stop your video feed.

Video Options

Clicking on the up arrow allows you to access the video options which allows you to switch video inputs, adjust video settings, or add a virtual background. *Invite* allows you to invite participants to your meeting.

Manage Participants

Opens the participant management panel, where you can manage participant settings such as mute/unmute microphones, start/stop cameras, lock screen sharing, lock the meeting, and etc.

Share Screen

Lets you share your screen with your participants.

Screen Sharing Settings

Lets you set how many people can share at a time, and whether or not participants can share their screens.

Chat

Lets you start a private or a group chat.

Record

Lets you start recording the video and audio of your meeting.

Breakout Rooms*

Lets you break the meeting attendees up into small groups for collaboration and group work activities.

End Meeting

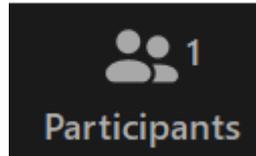
Lets you end or leave the meeting.

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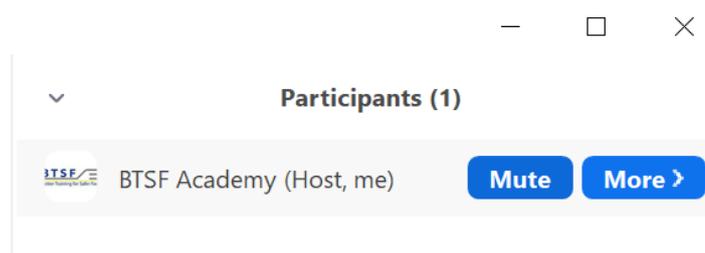


2.2 Managing Participants

- A. After you send your link, you will want to open the *Manage Participants* window. Click *Manage Participants* in the toolbar.



- B. As your participants arrive you may hear a chime sound, and you will begin to see their names show up in the *Manage Participants* window.



- C. Click on the *More* drop-down menu and you will see options for controlling your participant video, name, hosting controls, and etc.
- D. To easily control the audio and video availability of a specific participant you can just click on the audio and video icons to the right of their name.
- E. If you would like to *Mute* or *Unmute*. All participants at one time, click the *Mute All* or *Unmute All* button.
- F. Click the *More* button to drop-down a menu that allows for Muting Participants on Entry, Playing the Enter/Exit Chime, and Locking the Meeting.



Once the participants start arriving, begin speaking and ensure that they can see and hear you. Have them start speaking to you to ensure that you can hear them. If there are issues with feedback, you can mute your microphone when you are not talking. As discussed above, you also have the ability to mute your participant's microphones when they are not talking. Similarly, you can stop your own camera and your participant's cameras if bandwidth and lag becomes an issue as discussed above.

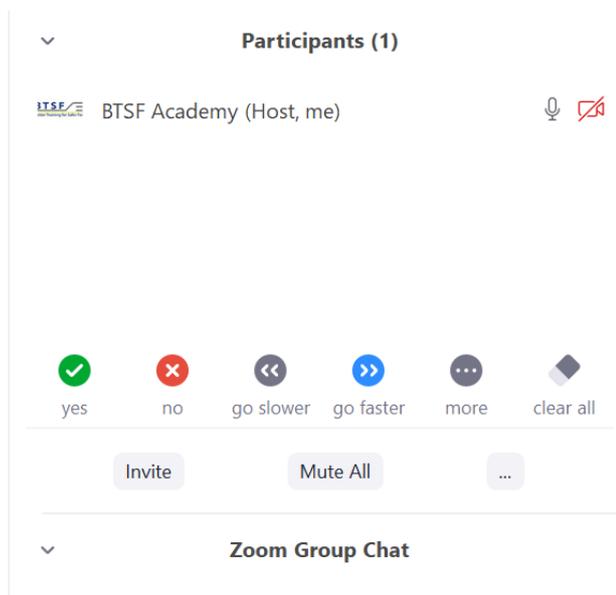
2.3 Chatting with Participants

Within Zoom you will also have the ability to chat with participants both publicly and privately. Anytime someone is having trouble communicating via microphone and/or camera you can always try communicating with them via the chat window to assist them in getting set up. Participants can type questions into the chat window as you meet and you can answer them verbally or via the chat window. Chat transcripts can also be saved and shared at the end of your meetings.

- A. Click on the Chat button on the toolbar.
- B. The chat window will appear to the right of your screen. Click in the field provided at the bottom of the screen to type a message to everyone (all participants).



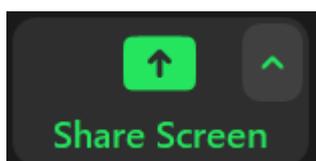
- C. Click on the word everyone to switch from public to private chat. When switching to private chat, click on the name of someone in the list whom you wish to chat with. Type your message, in the field provided then press your Enter/Return key on your keyboard.
- D. Click on the More drop-down menu to control chat settings such as, Saving the chat transcript and selecting who participants can chat with.

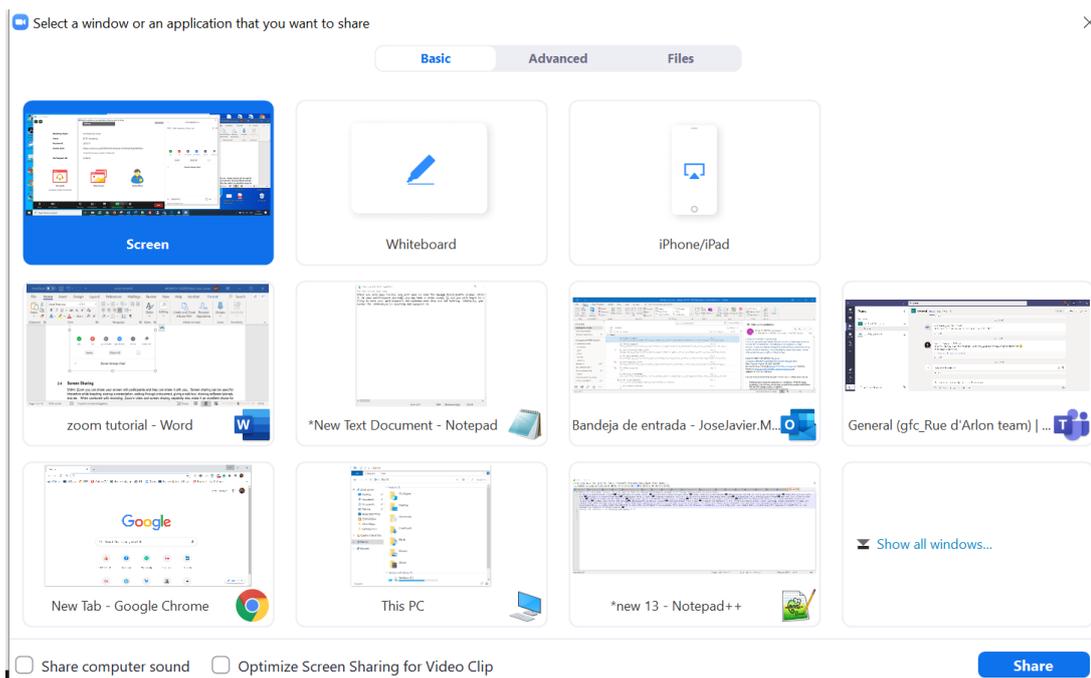


2.4 Screen Sharing

Within Zoom you can share your screen with participants and they can share it with you. *Screen sharing* can be used for interactive white boarding, sharing a presentation, walking through a document, giving a web tour, showing software tutorials, and etc.

When combined with recording, Zoom's video and screen sharing capability also make it an excellent choice for basic screen casting of course materials.





As a best practice, it is recommended that you open any and all applications or windows on your computer that you would like to share before starting screen sharing within Zoom.

- A. Open any applications or windows that you will want to share during your screen sharing session.
- B. If you want to record the screen sharing portion of the session, and have not already started recording, click on the Record button on the toolbar.
- C. Click on the *Screen Share* button on the toolbar.
- D. When the window selection screen appears, click on the window you would like to share to select it.
- E. Notice at the bottom left of the screen there are two checkboxes. If there is sound that will be passing through your computer such as a video, audio clip, or sound effect that you want your participants to hear, click in front of *Share Computer Sound*.
- F. If you intend to share a video with your participants, click in front of *Optimize for full-screen video clip*.
- G. After you have made all of your selections, click the *Share Screen* button.
- H. Once you go into screen sharing mode you will be able to identify what is being shared with your participants by the green glowing bounding box that outlines the window.



2.5 Screen Sharing Toolbar

At the top of your window, you will see a small screen sharing toolbar. Look at the image below and the descriptions to learn about tool options within the screen sharing environment.



Mute/Unmute Microphone

Allows you to mute your microphone so participants cannot hear you, and then unmute it so that they can hear you when you are ready for them to hear you.

Stop/Start Video

Allows you to start and stop your video feed.

Manage Participants

Opens the participant management panel, where you can manage participant settings such as mute/unmute microphones, start/stop cameras, lock screen sharing, lock the meeting, and etc.

New Share/Start Share

Allows you to return to the screen selection window so you can share a different window. This also allows you to Restart a share that you have previously stopped.

Pause Share/Resume Share

Lets you pause the current sharing session momentarily and then. Click the pause button one time to pause it and then click it again to resume it.

Annotate

Opens the annotation window so that you can make annotations over the screen. This window will be discussed in more depth in the next section of the tutorial.

More

Opens a drop-down menu with additional menu items. The *More* menu on the screen sharing toolbar opens as a drop-down menu when you click on the *More* button on the screen sharing toolbar.



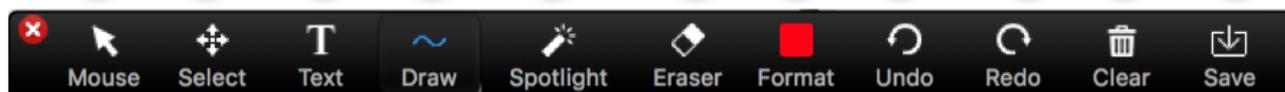
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2.6 Screen Sharing Annotations Toolbar

Annotations within the screen sharing portion of Zoom allows you to provide online drawings, text insertion, as well as, calling out attention to specific information with a spotlight tool.

Look at the image below and descriptions to learn about tool options within the screen sharing environment.

Click on the Annotate button () in the *Screen Sharing* toolbar to open the annotations toolbar.



Mouse

Functions as a mouse on the screen. Click on this icon each time you want to switch between annotation tools.

Select

Lets you select an annotation object on the screen. For example, if you have drawn a shape this tool lets you select that shape and move it.

Text

Creates a text box where you can type text on the screen.

Draw

Opens a drawing tool box with both constrained shape tools and free hand drawing options.

Spotlight

Allows you to click and shine a laser point or an arrow to highlight specific information on the screen.

Eraser

Allows you to erase something on the screen.

Format

Allows you to make changes to colour (shapes/lines/text) and font changes such as colour, bold, italics and etc.

Undo

Allows you to undo your last change.

Redo

Allows you to redo your last undo.

Clear

Clears your annotations.

Save

Allows you to save your annotations as an image file.