



**The Tavistock and Portman**  
NHS Foundation Trust

# ZSP002 ZOOM GUIDE FOR STUDENTS 2020/21

September 2021

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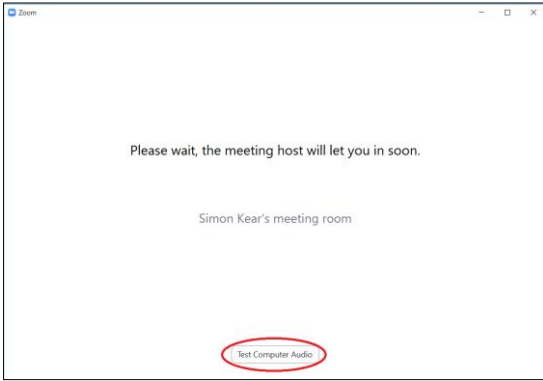
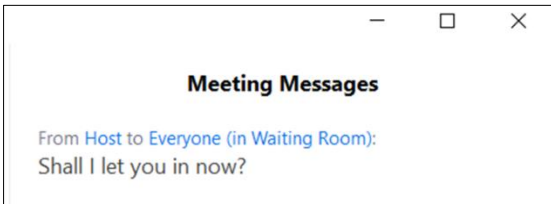
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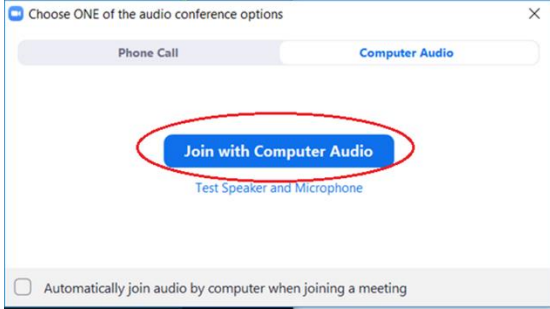
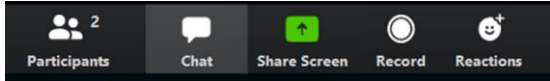
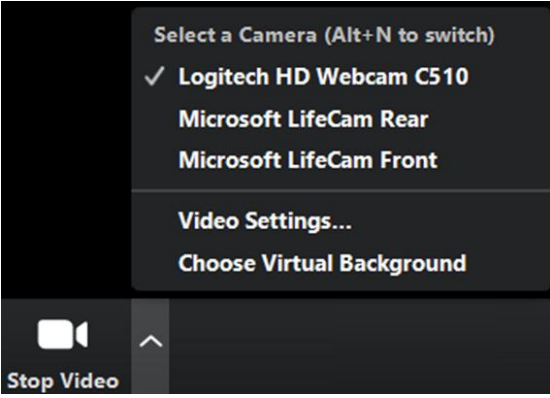
### 1. Overview

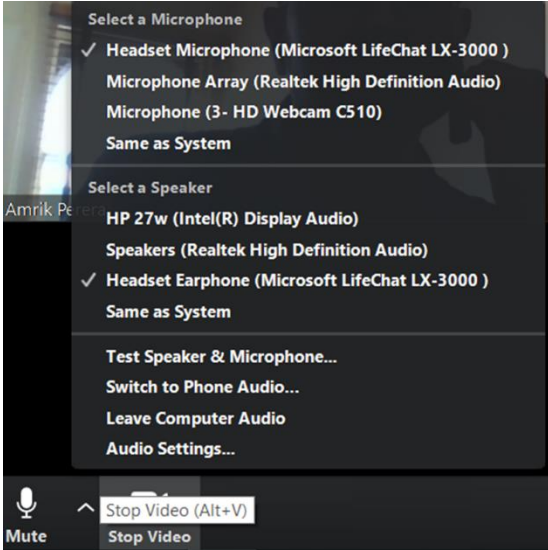

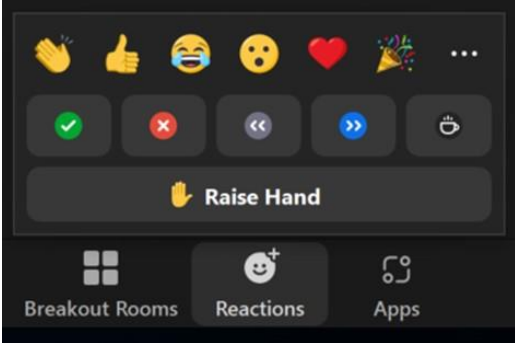

There are several key things to remember as we move to delivering teaching sessions in Zoom. Some of these are discussed further in this guide.

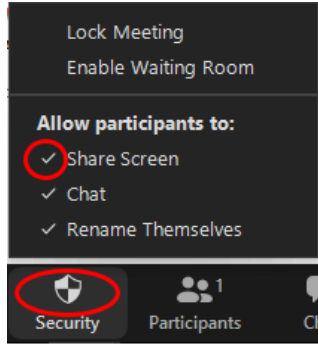
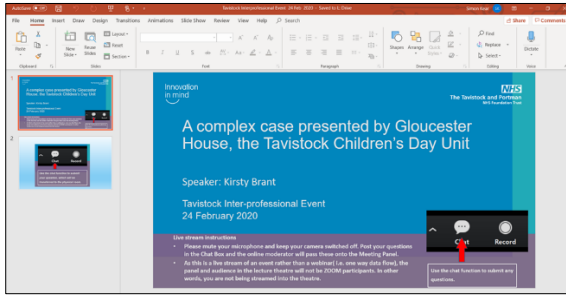
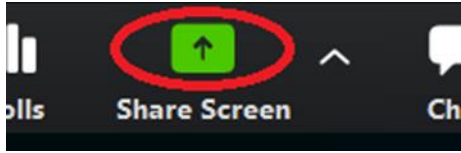
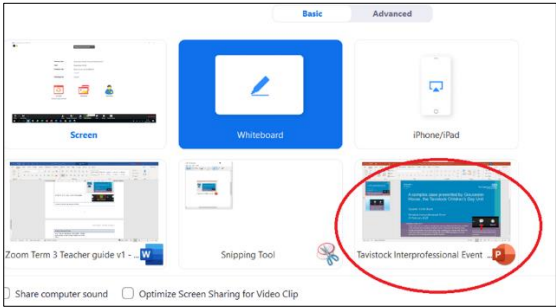
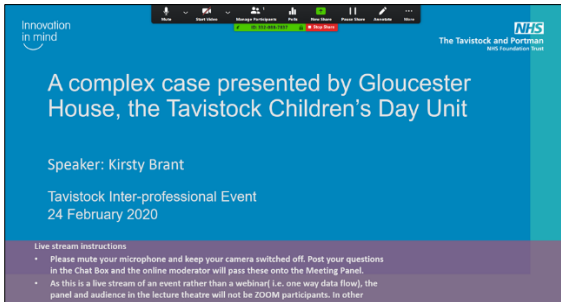
1. You can find this guide and additional resources on our [Student resources webpage](#).
2. Please ensure you are in a suitable environment before entering a Zoom session. This space should be private.
3. Change your name in the session if you've entered with an email etc.
4. Test your Wi-Fi and hardware capability before a meeting with this Zoom test link: <https://zoom.us/test>.

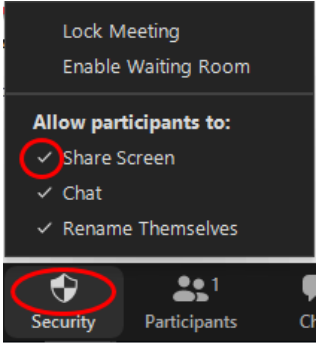
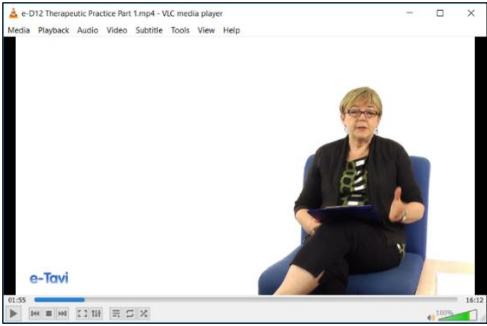
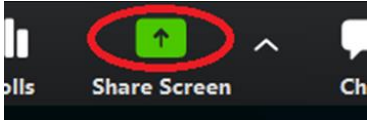
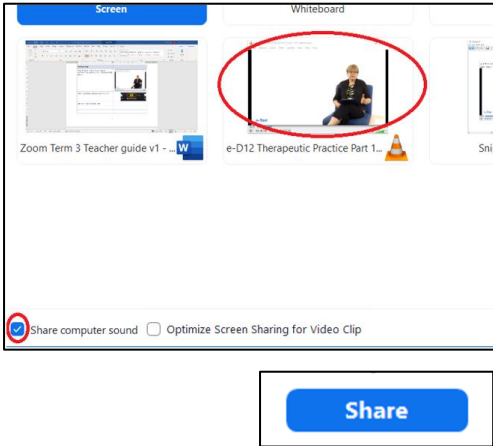
### 2. Using Zoom

Step	Instructions	Zoom
1.	Click on the Zoom link for your Teacher and enter the password. You will see this dialogue box as you are held in the Waiting Room. Take the time to test your computer audio if you want.	 <p>The screenshot shows a Zoom window titled 'Zoom'. The main text reads: 'Please wait, the meeting host will let you in soon.' Below this, it says 'Simon Kear's meeting room'. At the bottom, there is a button labeled 'Test Computer Audio' which is circled in red.</p>
2.	It's possible your Teacher may text you while you're in the Waiting Room.	 <p>The screenshot shows a 'Meeting Messages' window. The text reads: 'From Host to Everyone (in Waiting Room): Shall I let you in now?'.</p>

Step	Instructions	Zoom
3.	<p>When you Teacher admits you from the Waiting Room, please click on the blue button <b>Join with Computer Audio</b>.</p>	 <p>The screenshot shows a dialog box titled "Choose ONE of the audio conference options". It has two tabs: "Phone Call" and "Computer Audio". Under the "Computer Audio" tab, there is a blue button labeled "Join with Computer Audio" with the text "Test Speaker and Microphone" below it. This button is circled in red. At the bottom of the dialog, there is a checkbox labeled "Automatically join audio by computer when joining a meeting".</p>
4.	<p>The functionality icons are at the bottom of the viewing screen.</p> <p>You will not be able to <b>Share Screen</b> or <b>Record</b> unless the Host/Teacher passes these permissions onto you.</p> <p>You should be able to access the <b>Reactions</b> and <b>Chat</b> icons.</p>	 <p>The screenshot shows the bottom toolbar of the Zoom interface. From left to right, the icons are: "Participants" (with a '2' next to it), "Chat", "Share Screen" (with a green up arrow), "Record" (with a red circle), and "Reactions" (with a smiley face icon).</p>
5.	<p>If you are having issues with your webcam, please check the settings by clicking the <i>up</i> chevron next to the camera icon. Sometimes you may need to select the correct webcam.</p>	 <p>The screenshot shows the video settings menu in Zoom. At the bottom left, there is a "Stop Video" button and a camera icon with an upward-pointing chevron. The menu that appears contains the following options: "Select a Camera (Alt+N to switch)", "Logitech HD Webcam C510" (with a checkmark), "Microsoft LifeCam Rear", "Microsoft LifeCam Front", "Video Settings...", and "Choose Virtual Background".</p>

Step	Instructions	Zoom
6.	If you are having issues with your microphone and sound output, please check the settings by clicking the <i>up</i> chevron next the microphone icon.	 <p>A screenshot of the Zoom audio settings menu. The 'Select a Microphone' section has 'Headset Microphone (Microsoft LifeChat LX-3000)' selected with a checkmark. Below it, 'Select a Speaker' has 'Headset Earphone (Microsoft LifeChat LX-3000)' selected with a checkmark. At the bottom, there are buttons for 'Mute', 'Stop Video (Alt+V)', and 'Stop Video'.</p>
7.	If you can't hear people in the meeting, make sure your device's hardware isn't on mute.	 <p>A screenshot of the Windows taskbar showing system icons. The volume icon, represented by a speaker with a red 'X' over it, is circled in red to indicate it is muted. The system clock shows 10:10 on 09/04/2020.</p>
8.	Click on the <b>Reactions</b> icon at the bottom of the screen. Through this, you can raise your hand and use emoticons.	 <p>A screenshot of the Zoom bottom toolbar. It features a row of reaction icons (clapping hands, thumbs up, crying face, shocked face, heart, party popper) and a 'Raise Hand' button with a hand icon. Below these are icons for 'Breakout Rooms', 'Reactions', and 'Apps'.</p>
9.	You can Rename yourself directly in the Participants list by clicking the <b>More</b> button alongside your name.	 <p>A screenshot of a Zoom participant's name bar. It shows the initials 'SK' in a green circle, the name 'Simon K (Me)', and two buttons: 'Unmute' and 'More &gt;'.</p>

<p>Showing PowerPoint slides</p>	
<p>You will not be able to <b>Share Screen</b> unless the Host passes these permissions onto you.</p> <p>To do this they will need to tick the option under the <b>Security</b> icon.</p>	
<p>Open the PowerPoint slides on your device.</p>	
<p>Click on the Share Screen option at the bottom.</p>	
<p>Choose the tile containing the slides.</p> <p>Note: if you choose Screen (the first tile), the other participants will see any open apps on your device, including your email. It's better to share only the app you want them to see (the circled PowerPoint slide).</p>	
<p>Once the share is enabled, activate Slide Show in PowerPoint. Then just move through the slides as normal. Press the red Stop Share button when you've finished.</p>	

<p>Sharing a video</p>	
<p>You will not be able to <b>Share Screen</b> unless the Host passes these permissions onto you.</p> <p>To do this they will need to tick the option under the <b>Security</b> icon.</p>	
<p>Open the video on your device using your preferred video player (e.g. VLC or Windows Media Player).</p>	
<p>Click on the Share Screen option at the bottom.</p>	
<p>Choose the video tile and <b>tick the box for Share computer sound</b></p> <p>Click the blue <b>Share</b> button on the bottom right corner of the window.</p> <p><b>Note:</b> <i>If it is possible, you may also want to download the video to your computer if it currently is only stored in the 'cloud' – that's just a general tip for making sure you have access to the file directly without having to 'stream' it via the internet.</i></p>	

### 3. Zoom etiquette

Please follow these principles when engaging in sessions via Zoom.

- Ensure you take part from a secure and private space as you will be discussing sensitive issues.
- Arrive before the session is due to start. You will be held in the waiting room until the tutor brings you in.

- Do not make independent recordings with software on your device.
- Do not take screengrabs with software on your device.
- Please keep your camera on at all times unless your tutor tells you otherwise.
- Stay on mute until it is appropriate to talk (the tutor will invite you to turn on your microphone).
- If you are an experienced Zoom user, perhaps offer support to the tutor if appropriate.
- Please engage with your tutor and peers in Zoom as you would in a face to face situation. The same rules apply.

Please explore the [Student resources webpage](#) for further help.

Technology Enhanced Learning  
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