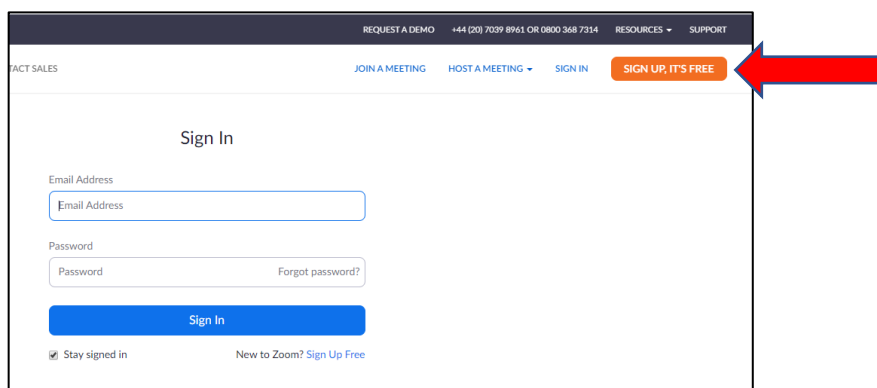


User Guide for Tutors - Zoom

Please note these instructions may vary depending on your device and operating system

How to create an account

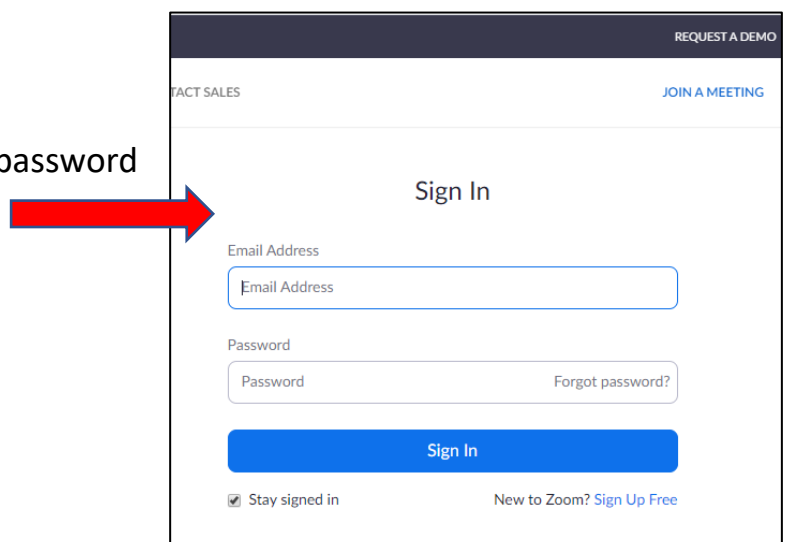
1. Go to **zoom.us/signin** website
2. To create an account, click the **Sign Up, Its Free** button



3. Enter your details as requested
4. You will then receive a confirmation email to activate your account
5. Open the email and click on the link to activate your account
6. The Zoom software will automatically be downloaded to your computer

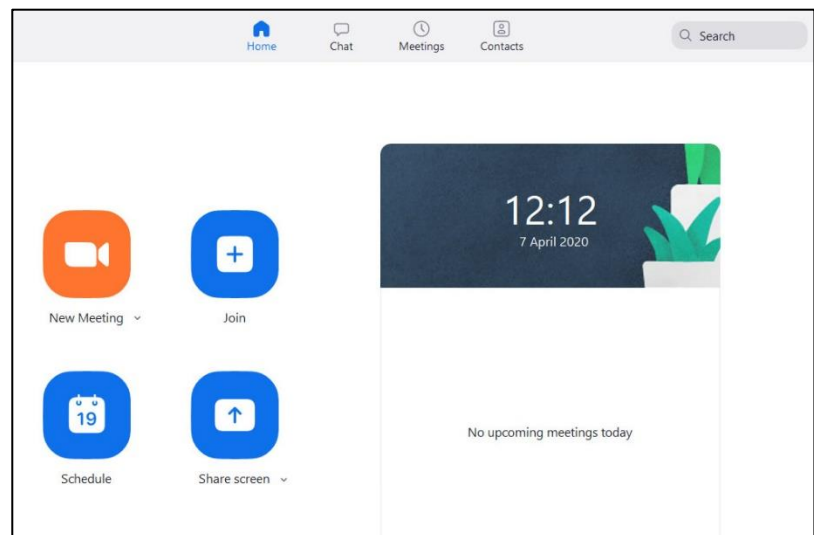
How sign in to an account

1. Go to **zoom.us/signin** website
2. To sign in, enter your email and password
3. Click the **Sign In** button



Zoom Home Screen

1. From the **HOME** screen you can navigate your Zoom account
2. Click on **New Meeting** to start a new meeting
3. Click on **Join** to join a meeting that has already started. You will be asked to enter the meeting ID and your name



4. Click on **Schedule** to set up a new meeting. You will be asked to enter details of the meeting such as date, time, duration etc. The class can be added to your calendar
5. Click on **Share Screen** to share your screen with others in a current meeting. You will be asked to enter the meeting ID

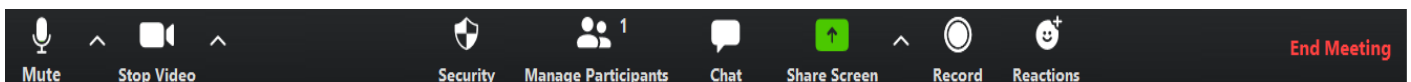
How to invite learners to your class

You can invite learners to your class via email either

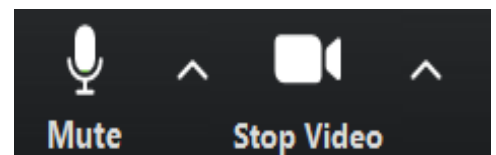
- a. From your calendar by clicking on the event and then click the **Email Guest** button at the top of the window. Add your learner email address to the displayed message, then click the **Send** button
- b. From the Zoom classroom toolbox by selecting the **Manage Participants** button and then click the **Invite** button at the bottom of the screen
 - a. Click the email option i.e Default Email, Gmail, or Yahoo Mail
 - b. Add the learner email addresses to the message template. Remember to protect learner details by using *blind carbon copy (bcc)*
 - c. Then click **Send** button
 - d. Alternatively, you can **Copy & Paste** the invitation into an email

How to use the Zoom toolbox

1. The Zoom toolbox is located at the bottom of the classroom screen
2. If it is not visible, just hover your mouse over the bottom of the screen and it should appear



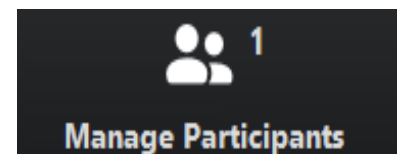
3. You can turn your microphone off/on by using the **Mute/Unmute** button
4. You can turn your video off/on by using the **Stop/Start Video** button



5. The **Security** button allows you to **Lock** the meeting or **Enable the Waiting Room**

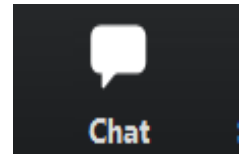


6. When you click the **Manage Participants** button you will see a list of learner names and you can do the following:



- a. Mute their sound or stop their video
- b. You can invite learners with the **Invite** button at the bottom of the screen:
 - i. Click the **Email** option i.e. Default Email, Gmail, or YahooMail
 - ii. Add learner email addresses to the message template.
Remember to protect learner details by using *blind carbon copy (bcc)*
 - iii. Then click **Send** button
 - iv. Alternatively, you can **Copy & Paste** the invitation into an email
- c. There are more settings available by clicking the **3 small dots** icon on the bottom right corner of the screen:
 - play an **enter/exit chime**
 - place learners in a **waiting room**
 - lock the classroom to prevent anyone new joining

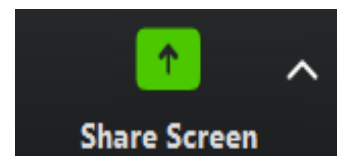
7. Clicking the **Chat** button will open another panel where you can type messages to 'everyone'. If you click the arrow to the right of 'everyone' it will reveal a drop-down list of your learners. Click on individual learner name to send them a private message.



8. Learners also have a **Raise their Hand** button to let you know they want to speak or ask a question. This will cause a blue hand to show on their webcam feed to attract your attention.

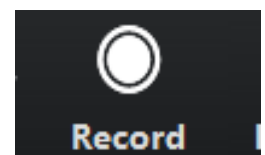
9. Click on the **Share Screen** button to share your screen with your learners. A window will be displayed with several options:

- Screen
- Window
- White Board (you can select to use a pen or text)

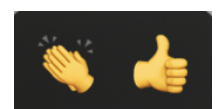
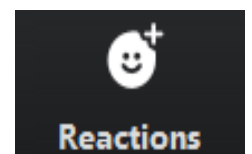


Select your choice and then click the **Share** button to share your screen with your learners

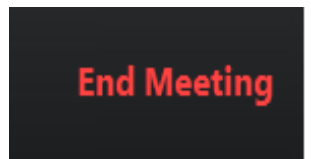
10. Select the **Record** button to record the session. Make sure you have learner permission to do so. You will notice a small recording panel appear in the top left corner of the screen. You can access the recording at the end of the class by going to the **Home** screen, select **Meetings** and then select **Recording**



11. The **Reactions** button allows you to add a reaction such as **Applaud** or **Thumbs-up** which will be displayed for 5 seconds on the screen



12. To close the classroom, simply click on the **End Meeting** button. A screen is displayed where you can choose to **End the Meeting** or just **Leave Meeting**



How to create a breakout room

A breakout room can be used for small group work and separate discussions away from the main classroom.

1. If the **Breakout Room** button is not visible on the Zoom toolbar you will need to enable it as follows:
 - a. Go to the **Home** screen
 - b. Click the **settings** button (gear icon at top right corner)
 - c. Click **View More Settings** at bottom of screen
 - d. A new window opens
 - e. Click **Settings** on left side of screen
 - f. Scroll down the page to find the **Meetings (Advanced)** section
 - g. Now set the **Breakout Room** option to **ON**
 - h. Click the **SAVE** button
2. To allocate a breakout room, click the **Breakout Room** button in the Zoom toolbar
3. Set the number of participants per room
4. Click the **Create Rooms** button
5. Assign learners to a room
6. When the class needs to reconvene, click **Close All Rooms** button
7. Learners will then receive a 60 second warning message that they are about to return to the main classroom

