



## **Student Guide**

ver. 21.10.2024

This guide has been prepared for ZOOM study use. Students also have the opportunity to use ZOOM for peer-to-peer study meetings. This will be explained in a separate guide. Our further recommendation is that peer-to-peer student gatherings take place as Teams meetings.

# 1. Getting Started with ZOOM

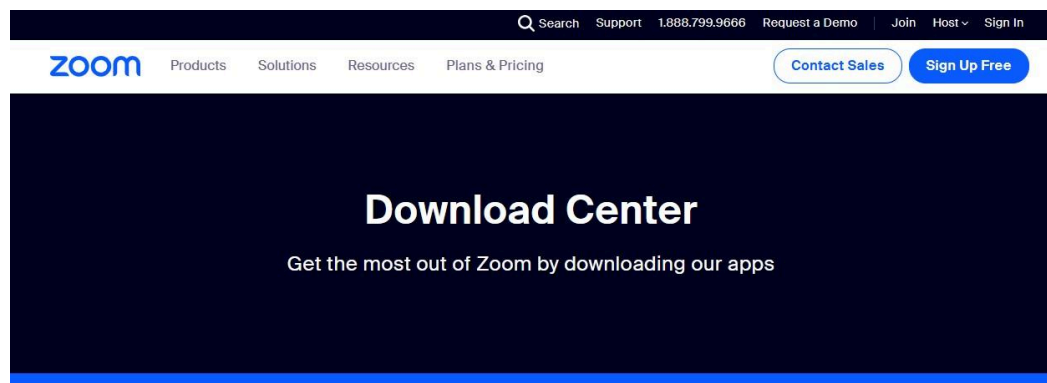
## 1.1 Installing ZOOM

If you want to install or update the ZOOM App on your own computer, you can do so from the address below.

The user of the Apple MAC app needs administrator access to install ZOOM. You can also use ZOOM in the browser version. It is recommended to use the app whenever possible to get all the features of ZOOM.

ZOOM also works on mobile devices. You can install the ZOOM App from the Android Play store or the iPhone App Store.

<https://eoppimispalvelut.zoom.us/download>



### Zoom Workplace for Windows

Version 6.2.7 (49583)

Unlock the full suite of collaboration with Team Chat, Whiteboard, Notes and more - included with your Zoom Meetings account.

[Download \(64-bit\)](#)

[Download \(32-bit\)](#)

[Download \(ARM64\)](#)



## 1.2 Hardware and Browser Requirements

You can use the ZOOM App in Windows or Mac computers as well as in mobile devices (smartphones and tablets). It will even work in Linux and Chrome OS.

You can find the system requirements here:

<https://support.zoom.us/hc/en-us/articles/201362023-ZOOM-system-requirements-Windows-macOS-Linux>

You can also use ZOOM in a browser version (Web Client). However, keep in mind that with the browser version, you won't have all the features of ZOOM.

Use the link below to see what features you have in different operating system or browser versions:

<https://support.zoom.us/hc/en-us/articles/360027397692>

## 1.3 Audio equipment requirements

ZOOM can be used without headphones. However, we always recommend using an external audio device, either a headset or a table microphone (Jabra, etc.). An external audio device reduces ambient noise, such as keyboard noise.

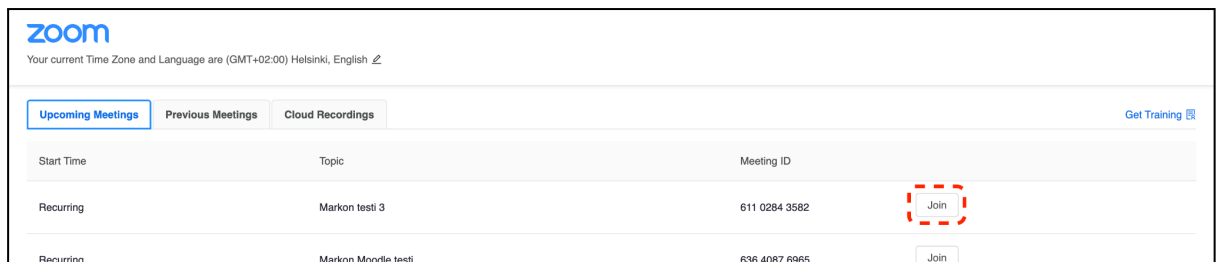
## 2. Joining the ZOOM room

This guide focuses on activities that use ZOOM through Moodle. You can connect to a ZOOM room directly via the ZOOM server (student's own use, there will be a separate instruction here).

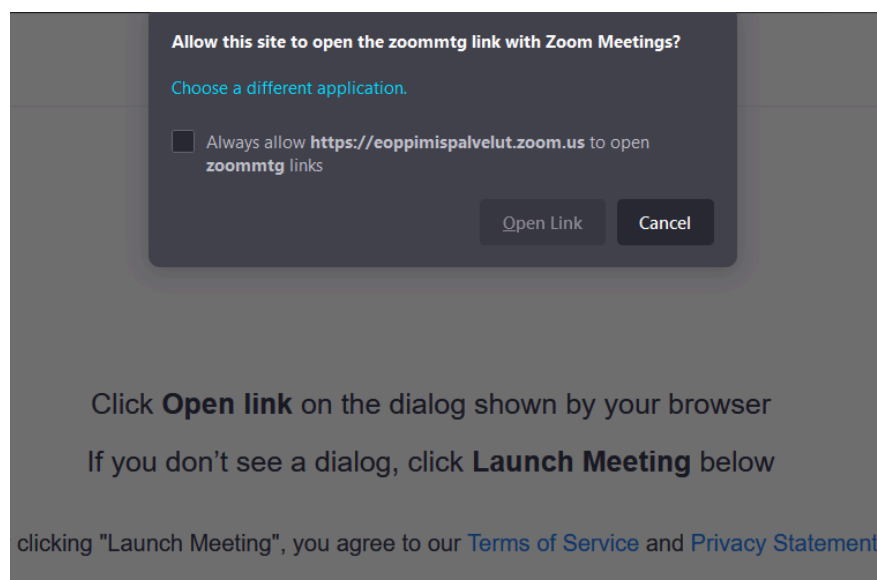
Go to the Moodle course through which you want to join ZOOM. Open the ZOOM activity there. The name of the Zoom activity can be any name defined by the teacher.



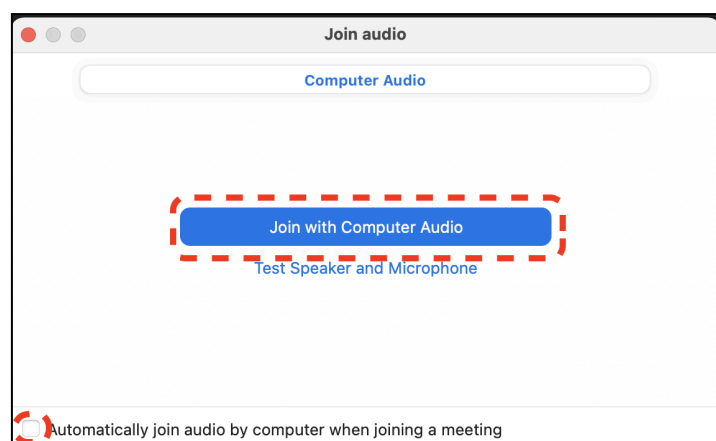
You will get an overview of the ZOOM rooms in the Moodle course environment. Join the intended ZOOM room via the Join button.



Because you have previously installed ZOOM on your own computer, your computer will probably ask if you will allow the browser to open ZOOM (the text in the question box may vary depending on your browser and language setting). Click the button to open the link. Depending on the browser you can choose to permanently allow the browser to open Zoom.



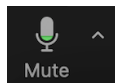
Click "Join with Computer Audio". If you do not want to see this dialog box in the future, also select "Automatically join audio by computer when joining a meeting".



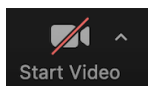
### 3. Working in a ZOOM room

#### 3.1 Overview of a ZOOM room

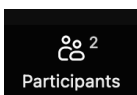
Most of the ZOOM tools are located at the bottom of the window. Some buttons have a ^ symbol to the right, which you can click to open additional functions related to that button, such as audio or video device selections.



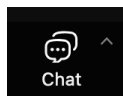
1. Opening and muting the microphone. A diagonal line over the icon indicates that the microphone is muted (default for participants). A flashing green microphone during your speech indicates that the microphone is working.



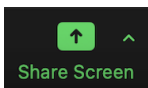
2. Opening and closing the webcam. The diagonal line over the icon indicates that the webcam is closed (default for all at the start of the session).



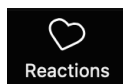
3. List of participants. Clicking the button opens the list of participants on the right. The same button closes the list.



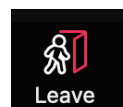
4. Chat. Clicking the button opens the chat on the right side. You can hide the chat with the same button.



5. Desktop/window sharing. The button opens a new window where you can choose to share your desktop or any open window with the participants. You can also share audio content or even videos!



6. Reactions. The button allows you to give various reactions on proceedings and to raise your hand via the "Raise Hand" function.



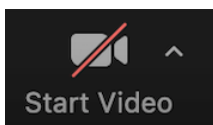
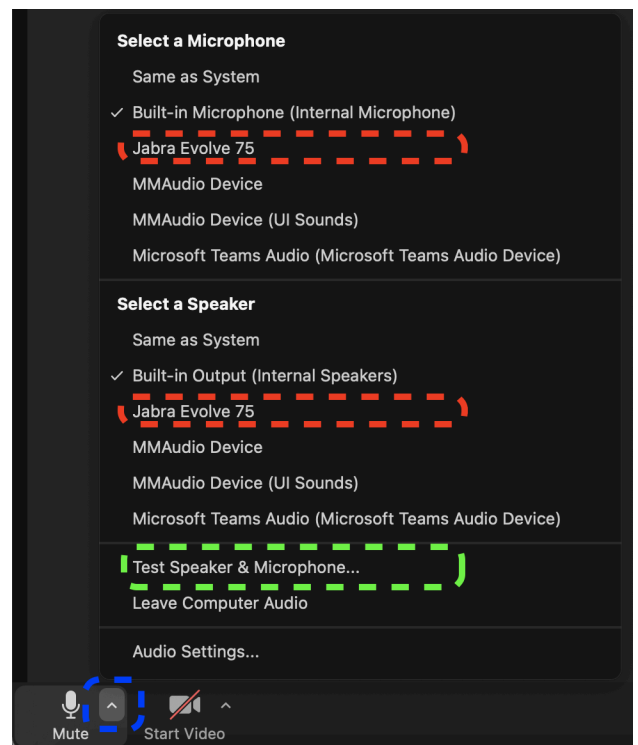
7. Via the Leave button you can exit the ZOOM room.

## 3.2 Sound settings

To configure the ZOOM sound settings, press ^ to open the setup menu. It is usually sufficient to select the desired speaker device and microphone device from the list. In the picture, the default has been the laptop's internal speakers and microphone, which is also a viable option (if you're not typing on the keyboard when you're talking, which causes a keyboard sound).

For better results, always use a separate audio device, such as a headset or table microphone. The picture shows the Jabra headset with a red dashed line, click to select. The sound changes to the selected device immediately.

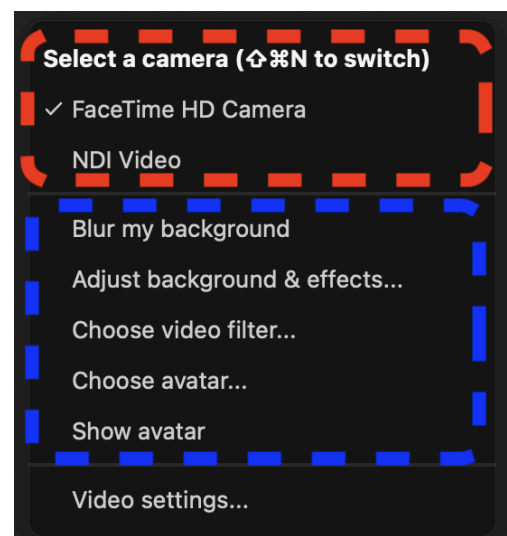
Highlighted in green is a feature that allows you to further test the operation of your audio device if you wish. The wizard is a two-step process: in the first stage you will hear music, in the second stage you will have to talk for a moment and ZOOM will repeat your speech. In both steps, you can still change your audio device.



## 3.3 Video use and wallpaper images

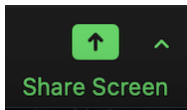
You can use more than one web camera in ZOOM and select the desired video source from the menu opened via the ^ button.

You can also blur the background (Blur my Background), adjust the background settings (Adjust background & effects), choose a filter for your video (Choose video filter), choose an avatar (Choose avatar...) and use an Avatar (Show avatar).

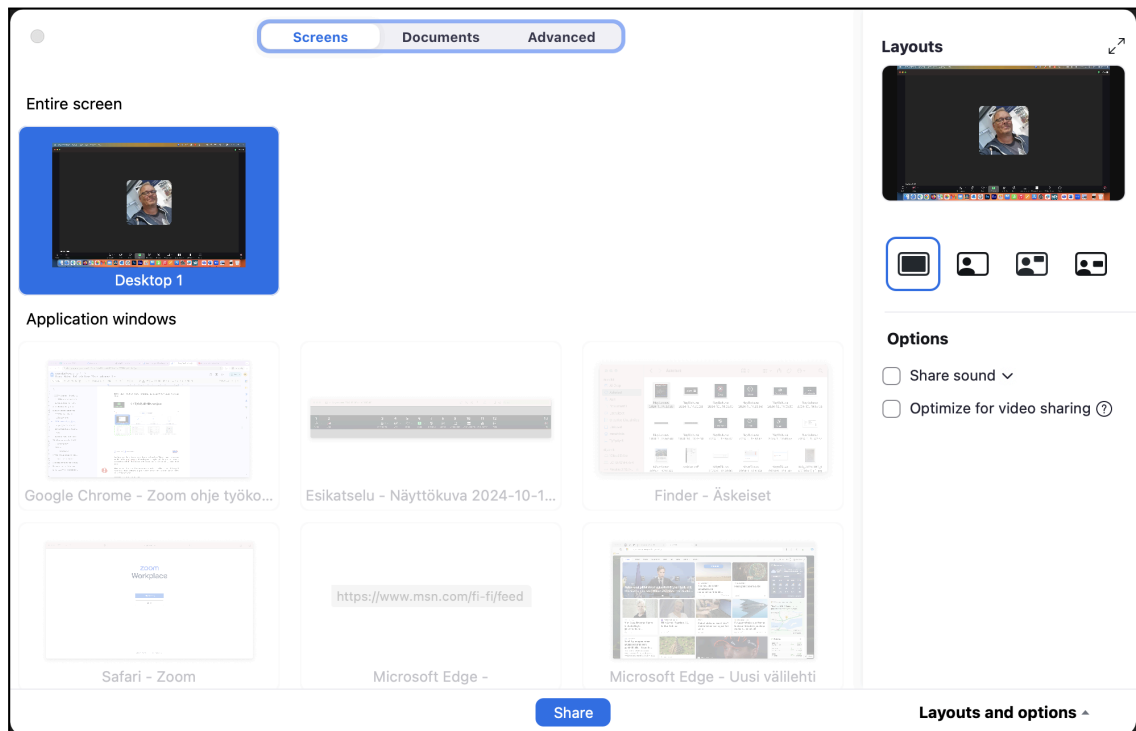




ZOOM also supports Green Screen technology, but we will prepare a separate guide for its use..



### 3.4 Desktop / window sharing



Share your desktop or any open application window via the Share Screen button. In the window that opens, select either the desktop, or one or more application windows that you want to share (holding down the Ctrl button on your keyboard allows you to select more than one application window).

If the window you want to share contains audio, be sure to select Share Sound as well. If you share a web page that contains a video, such as Youtube, for example, select Optimize for video clip.

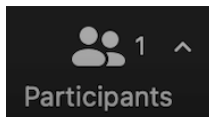
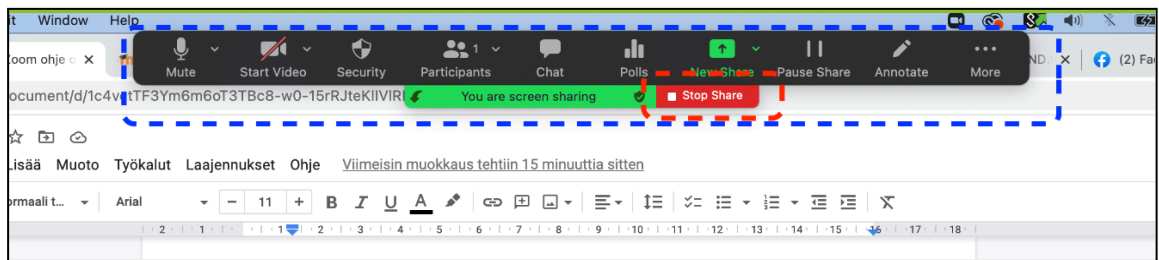


**In the Layouts section, you can use 4 different layouts, how you want the shared content and your video images to appear to the participants.**

Start sharing by clicking the Share button.

Note that the ZOOM tool menu then changes place to the top of the screen and after a while hides there. To bring up the tool menu, hover your mouse over the uppermost part of your screen. Note that you can pause sharing and annotate the shared screen (these functions only show up when you share your screen).

Stop sharing your screen by clicking the aptly named Stop Share button.

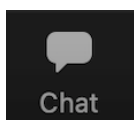
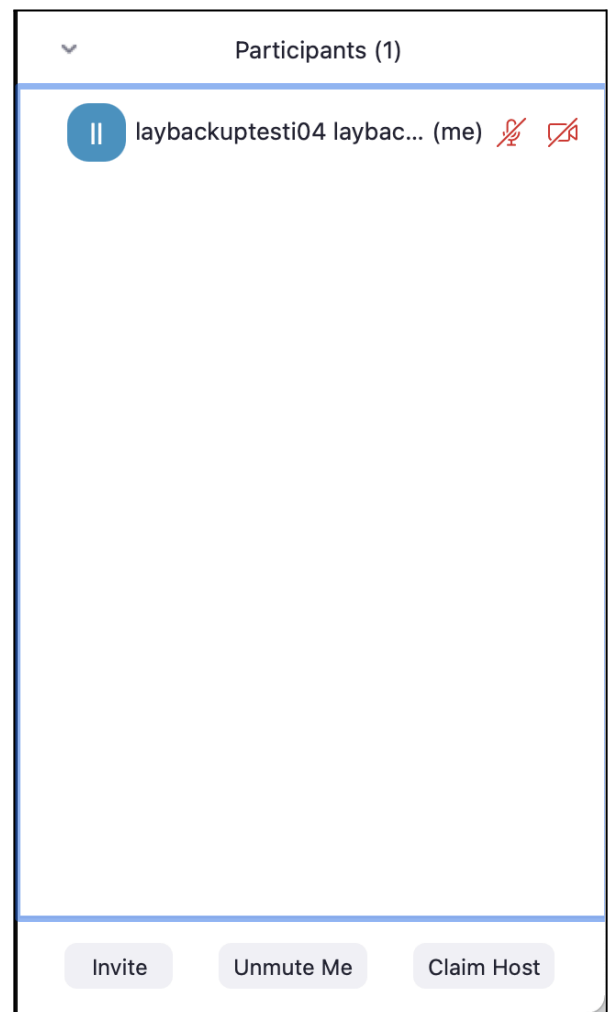


### 3.5 Attendees list

The list of participants opens on the right side of the ZOOM window. The list shows the participants and their microphone and webcam statuses.

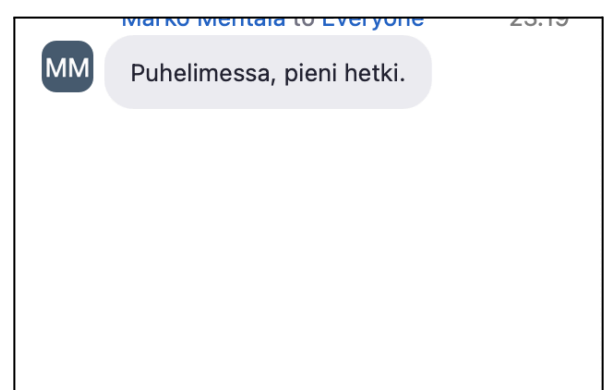
At the bottom of the attendee list, you can invite participants to the space using the Invite button. A new window will open, from which the Default Email option will copy a standard invitation message to the default email program. The inviter only needs to fill in the email address and send the invitation to the recipient.

The Unmute Me button allows you to open your microphone, and the Claim Host button allows you to access the space with host privileges when the actual host is not present. To do this, you need a 6-digit host key number. This number can only be given to you by the host user who created the space. The Claim Host button does not appear when the host is online.



### 3.6 Chat

The chat will also open on the right side of the ZOOM window. The author of the message can select To: to whom you want the post to be sent. The default is





Everyone (recommended). This feature may be restricted by the Host.

In the chat, you can also send files, such as photos (click the document button) and emoticons.

You can save a session's chat messages through the three-dot icon.

### 3.7 Floor holder and different roles

In ZOOM there is no need for the host to give the floor to a participant. Users can open their microphones whenever they want. The host will agree with you whether you should ask for the floor by raising your hand (Reactions button-> Raise hand, in which case the said icon will appear in the list of participants after your name. Also remember to take your hand down after your turn as speaker).

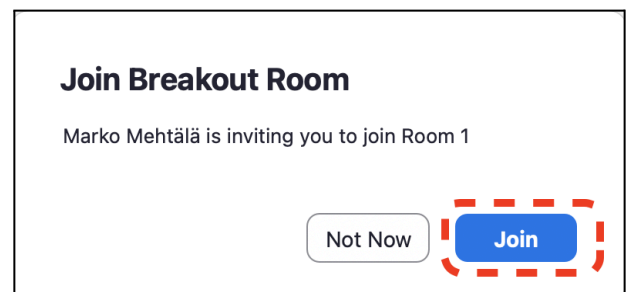


**Important note! If the host leaves your ZOOM room during a session, it will ask the ZOOM host to select a new host for the session. It is not obligatory to choose, but it is therefore possible that you become a temporary host. If, for example, due to a connection problem, the host drops out of the ZOOM room, ZOOM transfers the host rights to the first participant in the room. If that happens to be you, do not leave the room and do not mess up the session. At best, pause the recording until the host returns.**

### 3.8 Breakout Rooms

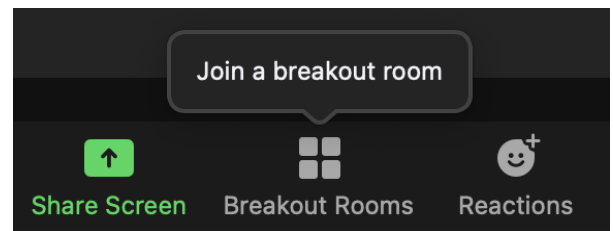
Breakout rooms allow participants to work together in small groups during the session. The host can choose to visit the Breakout rooms.

If the host has defined a group you belong to, a window next to it will appear. Accept via the Join button.



If the host has given participants the freedom to choose their own group, click the Breakout Rooms button.

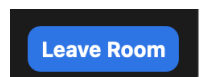
The Breakout room list opens and you can choose which group you want to join. When you click the Join-button ZOOM will still ask for confirmation. Accept by clicking the Yes-button.



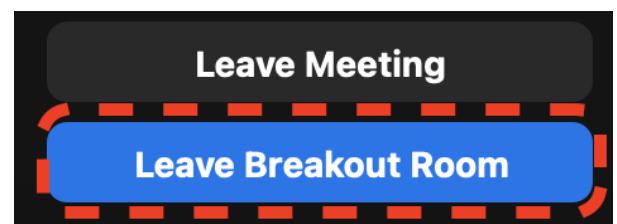
The host may have set an automatic deadline for group work in Breakout rooms. If no automatic end time has been set, the small group work will end at the latest when the host manually ends it. In this case, participants will be informed that the small group work will end after 60 seconds and they can choose to return to the main session.



You can exit a Breakout room at any time by clicking the Leave Room -button.



Be careful to select the Leave Breakout Room-button in the next step, otherwise you will be removed from the ZOOM room entirely. If that should happen, just Join again.



### 3.9 Polls

The host can create Polls (questionnaires) that may contain one or more questions.

As a participant, you must select the desired answer option from the list and save your answer with the Submit button.

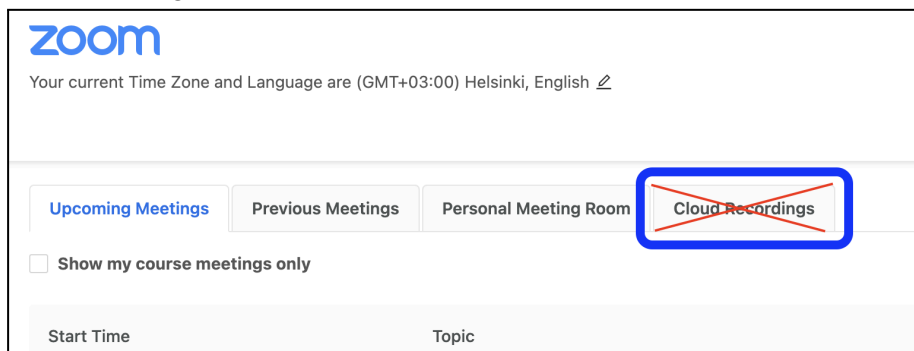
The host can publish the results of the poll during the session, but only the host can see who has chosen which answer option. The host can also create anonymous queries, so that even the host doesn't know who answered which option.

A screenshot of a Zoom poll titled 'Mieliipidekysely'. The question is '1. Mitä mieltä olet kuulemastasi väitteestä?' (Single Choice). There are five radio button options: 'Vahvasti samaa mieltä', 'Samaa mieltä' (selected), 'Ei mielihpidettä', 'Eri mieltä', and 'Vahvasti eri mieltä'. A red dashed box highlights the first three options. At the bottom, it says '1 of 1 answered' and there is a blue 'Submit' button. Below the button, it says 'Who can see your responses?' with a small icon.

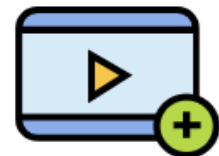
## 4. Viewing recordings in Moodle

The teacher will record ZOOM sessions as a rule. When recording is turned on, you will get a popup window to inform you of this. ZOOM recordings are stored in the Kaltura video sharing service, from where the teacher distributes them to students via the Moodle workspace. Recordings usually take the duration of a session to complete, so they are not immediately available. The teacher distributes the recording according to his/her own schedule. Agree with the teacher on a standard schedule for sharing the recordings, e.g. recordings from an evening session, would normally become available first the next day. With such an agreement, you can start asking the teacher if the recording has not become available according to the agreed schedule.

**NOTE! You cannot open Zoom recordings from the Cloud recordings tab on the “Rich LTI” page, where the Zoom room is located.**



To view a recording, you need to log in to Moodle and go to the Moodle course where the recording is located. Teachers are instructed to create Zoom recordings with descriptive names to make them easy to find. The recording icon looks like this.



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When you open the resource, a new page will open with the recording as an embedded video window.

Launch the video you want to watch via the Play button. You can enlarge the video to full screen size and also change the video playback speed.

