



Zoom Tips for ODOT Students

CONNECTING TO YOUR ZOOM CLASS

REQUIREMENTS

- Internet connection.
- The link sent to you via email.
- The checklist completed also sent via email.
- The Zoom app downloaded and installed.
- Microphone and speakers (headset optional but recommend if in an office or classroom environment).
- Video camera is recommended, but not required.

INSTRUCTIONS

1. Please click on the join URL provided in the invitation a few minutes before the appointed start time.
2. When prompted, select **Open Zoom Meetings**.
3. Enter the name you are registered under so the instructor can identify you for entrance and select **Join**.
4. You will enter the waiting room. The instructor will allow you into the class.

WHEN YOU JOIN THE CLASS MEETING

- Select **Join Audio** on the lower left and choose **Join Audio by Computer** whether or not you have a microphone. (The menu auto-hides)
- If you have no microphone, after entering the meeting choose the more arrow next to the microphone and select **Switch to Phone Audio** for instructions on connecting via phone.
- You will join muted but may unmute as necessary.

IF YOU HAVE AUDIO PROBLEMS

- Check your computer speaker volume. Is it set to mute or to a low volume?
- Are your speakers selected for the active output in Zoom?

FOR ADDITIONAL HELP

- See the Zoom article [How Do I Join or Test My Computer/Device Audio?](#) which also includes an instructional video.

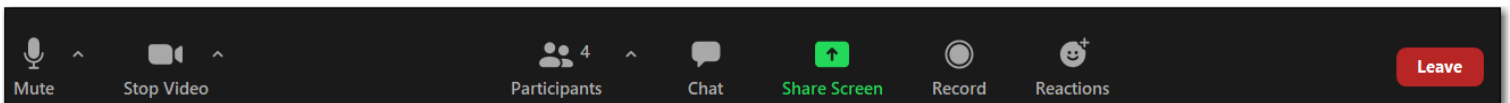


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IN YOUR CLASS MEETING

- The Zoom menu bar is located at the bottom of the Zoom window. The menu bar hides after a few seconds when you're in full-screen mode. Move your mouse slightly to make the menu bar visible again.
- The meeting will start with audio and video off. Use the menu bar to toggle on or off.

THE ZOOM MENU BAR



- **Microphone icon:** mute/unmute your own audio (You can't mute or unmute the audio of other students. The host can mute you but cannot unmute.)
- **Video icon:** start/stop your video feed. (The host cannot start your video.)
- **Participants:** list of participants in the class.
- **Chat:** send a message to one person or all participants.
- **Share Screen:** you can share your desktop (all apps you have open) or a specific app. Your instructor may ask you to share your software application in a breakout room if you have problems or questions.
- **Record:** this option is not available during the class. It is copyright infringement to use any method to record the training class you are attending, even for personal use.
- **Leave:** click to leave the meeting.

IF YOU ACCIDENTALLY LEAVE THE MEETING

- You may click the original meeting link to return to the waiting room.
- The instructor must grant access each time you enter the meeting.



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DURING CLASS LECTURES

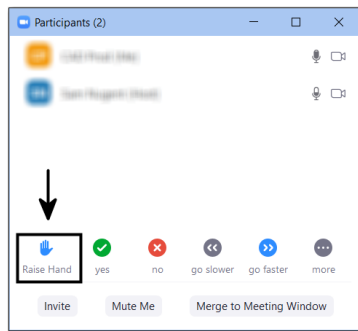
- **Mute** your audio feed unless you are speaking. This reduces audio feedback and background sounds that may be distracting to other participants.

TIP: If your Audio or Video is the last icon used, the space bar will toggle on/off.

- From the Zoom Menu, select **Participants**.

Tip: Use the **Raise Hand** icon at the bottom of the **Participants** window if you have a question. If your instructor doesn't see your raised hand, go ahead and unmute to ask your question.

The instructor will be asking Yes/No questions – you can use the icons next to **Raise Hand** to answer.



- From the Zoom Menu, select **Chat**.

Tip: You can chat with everyone or one person. You can also ask questions via the Chat window.

Important! The **Participants** and **Chat** windows will close when you change rooms (e.g. class meeting room to breakout room or vice-versa). You will need to reopen them after entering the room.

FOR ADDITIONAL HELP

- See the Zoom article [How Do I Join or Test My Computer/Device Audio?](#) which also includes an instructional video.
- See the Zoom article [How Do I Test My Video?](#)
- See the Zoom article [How Do I Change the Video Layout?](#)



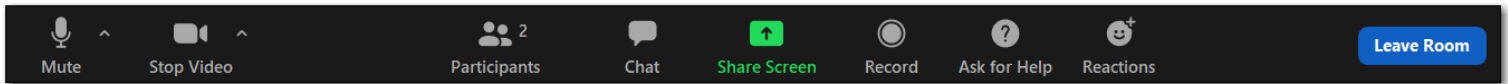
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BREAKOUT ROOMS

INSTRUCTIONS

You will use breakout rooms when you work your lab exercises.

1. The instructor (host) will send an invitation to join the breakroom when the lab starts.
2. Click the **Join** button.
Note: You have the option to click the **Later** button, but in lab you won't normally use this option.
3. The breakout room menu bar is similar to the menu bar in the main meeting window.
 - There is an **Ask for Help** icon in the breakout room menu bar. Use this control to request help from the instructor (host) and will send the message even if he is in another room. (If you've shared your screen, the Help option is available in the menu at top under the More option.)
4. To leave the breakout room or the entire meeting, clicking the **Leave Room** control.



The **Leave Room** dialog window opens. There are three choices:

- **Leave Breakout Room:** You'll exit the breakout room and return to the main class session.
 - **Leave Meeting:** You'll exit from the entire class session. You would only choose this option if class is ending for the day after this lab.
 - **Cancel:** You'll return to the breakout room.
5. When the instructor (host) ends the breakout rooms, you'll receive notification and the opportunity to return to the main class session immediately or in 60 seconds.

SHARE

During the Breakout Room sessions, the instructor can pop in and out to see how you are doing in the lab and to answer any questions. When you first enter the breakout:

1. Click on the **Share Screen** icon in the Zoom menu bar.
A window showing your Desktop and open apps will appear.
 - Select a specific app if you only want to share that app. Typically, you will just share your **MicroStation** or **OpenRoads** application.
 - Click the **Share** button. Only you and the instructor can see your screen in a Breakout Room. (Zoom menu moves to the top of your screen.)
2. To stop sharing your screen, click **Stop Share** on the menu bar.
Note: While in breakout rooms, chat, audio, video and shares are private between you and the instructor.

FOR ADDITIONAL HELP

See the Zoom article [Participating in Breakout Rooms](#)