



Updated: 5.27.20

How to Participate in a DAC Zoom Class

Thank you for registering for one of DAC's Virtual Classes! We truly appreciate you taking this journey with us as we transition to online learning in order to keep everyone safe during the pandemic.

These instructions are for using Zoom on your laptop or desktop computer. To use Zoom on a different device please visit <https://support.zoom.us/hc/en-us/sections/200305413-Mobile>

You will need to download Zoom onto your computer before you are able to participate in a class. Do so by clicking the link sent to you by DAC via e-mail. You can choose to create an account (doing so is free), or join meetings without an account. Please take a moment to download the program before your class is due to start.

Beginning May 30th, 2020, Zoom will be enabling GCM encryption, providing increased privacy and protection for meeting data. All Zoom clients on older versions of the program will receive a forced upgrade when trying to join.

You will receive an e-mail from DAC with details of the Zoom Meeting – this meeting is your class. Keep this e-mail safe.

To Join Your Class

- 1) Open up Zoom on your computer. You can either go to zoom.us or you can open up the program in your toolbar depending on which type of computer you are using.
- 2) Click "Join" icon and enter the Meeting ID from the e-mail you received. If you are prompted to enter a password, use the password also provided in the e-mail. If you are joining without logging in to an account you will also need to enter a display name (please use all or part of your real name so we know it's you!).

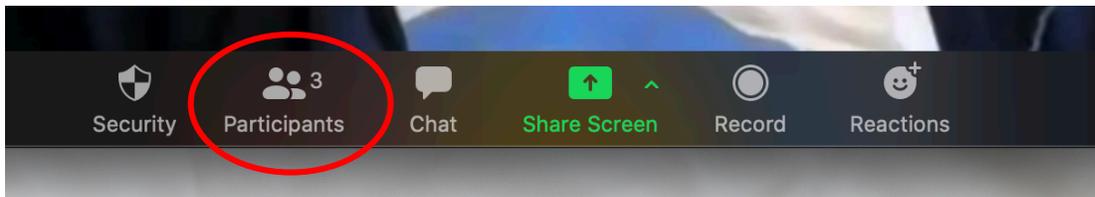
3) You will be asked to select an audio option. Click “Join With Computer Audio”:



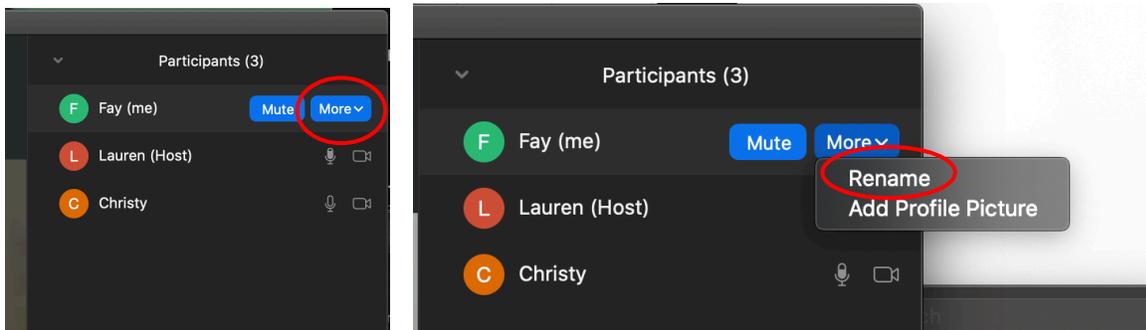
4) Once you are in the meeting you can turn your camera option on or off, and mute and unmute yourself (the instructor can also mute/unmute all students if they need to at any point). Please begin class with you Video ON and your microphone MUTED.

5) Adjust your name in Zoom to reflect who is taking the class. You can use a first name and last initial if you don't want to use your/your child's full name (we do need names to be your actual name so that we can take attendance).

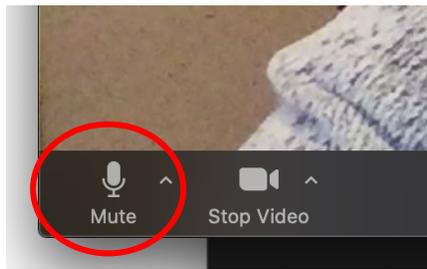
In the middle of the controls bar at the bottom of your screen you will see the “participants” icon. When you click this icon a panel will open to the right of your screen listing everyone who is in the meeting with you.



Hover over your name and you should see a “more” option appear. Click “More” and then click on “Rename”.

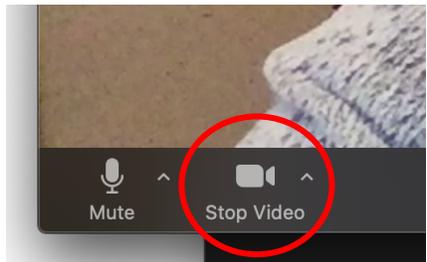


Controls Within Your Class Session



Mute/Unmute

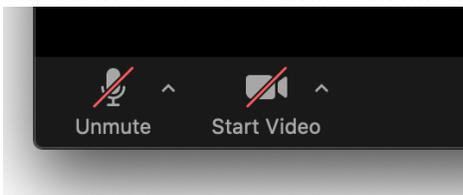
At the bottom left corner of your Zoom screen you will see a microphone icon. Click this icon to mute or unmute your microphone (to control whether people can hear you). This will not affect other student's audio settings.



Camera Settings

Next to the microphone icon there is a camera icon. This controls whether the other class participants and instructor can see you. We encourage students to have their cameras on (it's nice for your instructor to be able to see your lovely faces while they teach!) but if you do not want to that is absolutely OK.

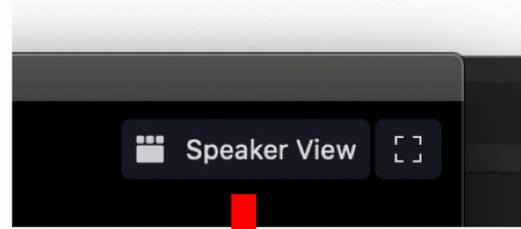
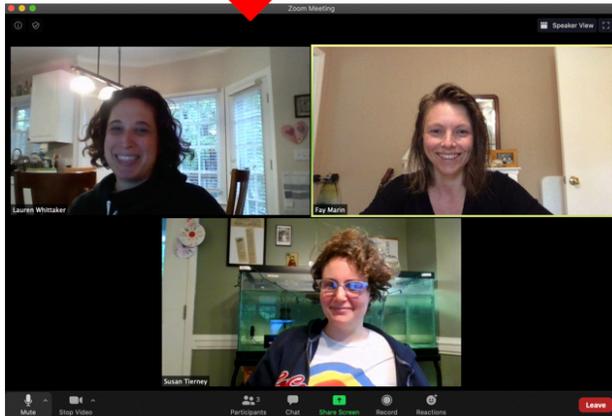
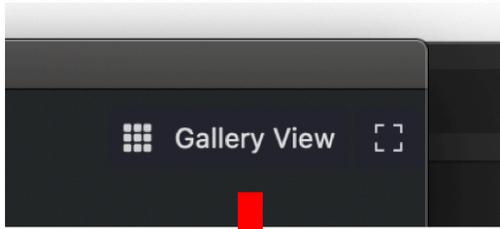
This is what the icons will look like when your camera and microphone are turned off:



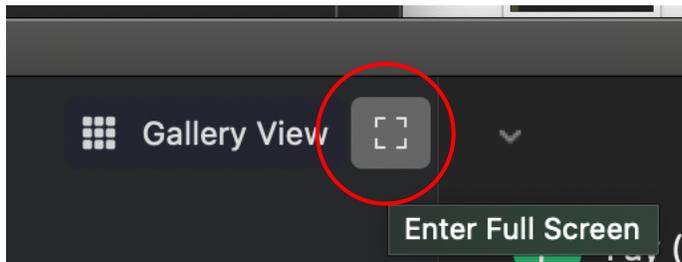
View Options

In the top right corner of your screen you will notice some viewing options:

- Gallery View: this option allows you to see everyone at once in smaller windows within your main screen.
- Active Speaker View: whoever is speaking will appear as the main screen in the meeting. This will change as different people speak.
- **Recommended:** In Speaker View you can "Pin" the instructor to be the main screen you see by double clicking on that person's window at the top of the screen.



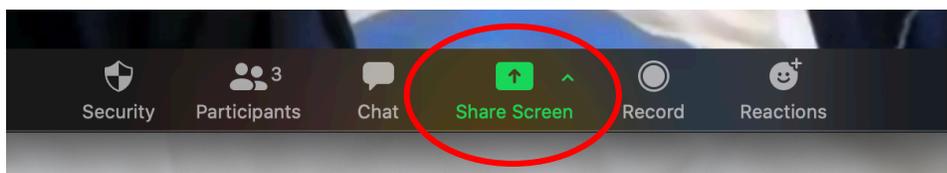
There is also an option to use “Full Screen Mode” by clicking this icon in the top right corner:



To exit Full Screen Mode just click “esc” on your keyboard.

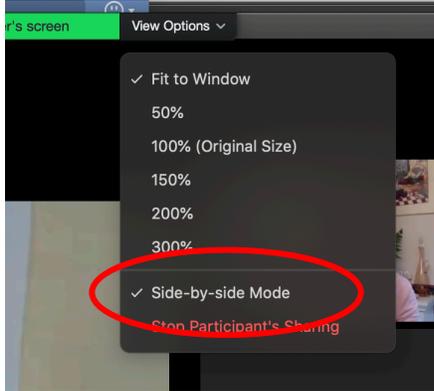
Screen Sharing

Screen sharing means that instead of looking at a person, you will be looking at the computer screen they are actively using. This can be very helpful for instructors to demonstrate something, or show you what they are working on. It can also be useful for you to show what you are working on, if you need help, or just to share something with class. Please only use screen share when invited to do so by your instructor.



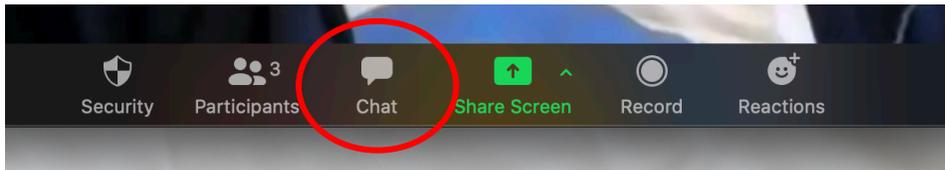
You can switch between viewing a shared screen and the normal video screen (a person talking) by double clicking on the instructor.

You can also view the speaker and the shared screen by selecting “side-by-side mode” on the pull down menu:

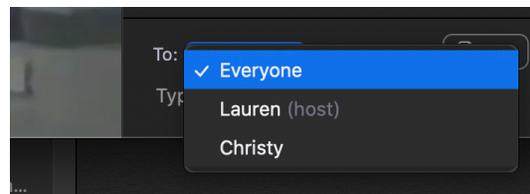
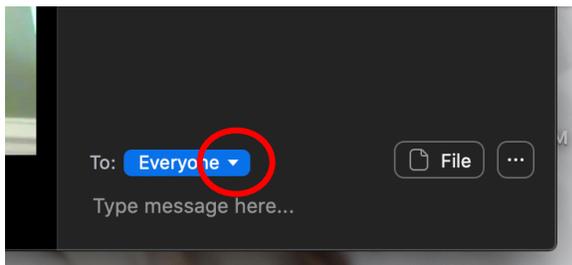


Chatting

Next to the participants icon there is a chat icon.



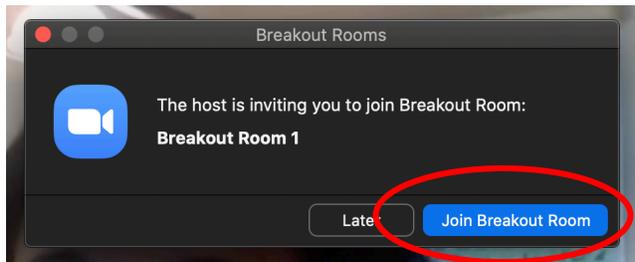
If you click it, a “chat” screen will open to the bottom of the side bar on the right. You can type things here instead of saying them out loud if you need to. You can choose whether to address just the instructor (by selecting their name from the pull-down options) or the whole class.



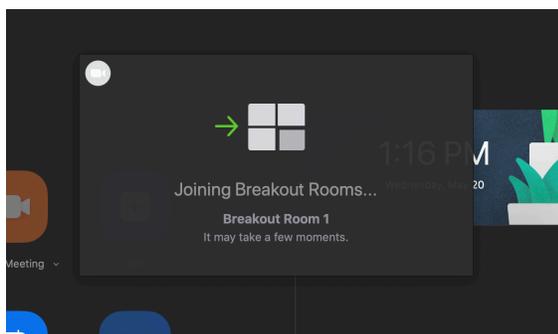
Breakout Rooms

This will primarily be used for Camps

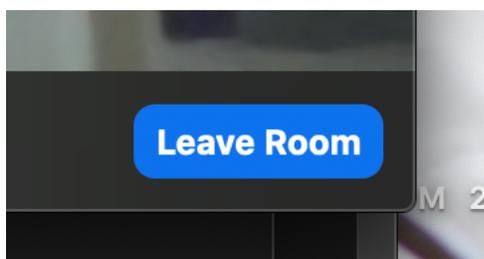
There may be an occasion when your instructor needs to place participants into Breakout Rooms. You will see this prompt, click on “Join Breakout Room”:



You will then see this message:



Once you are in a Breakout Room it will look like a normal Zoom session. You can always leave the Breakout Room and go back to the Main Room by clicking the “Leave Room” button in the bottom right corner:



The instructor can also call you back in to the Main Room when the breakout session is over.

Finally – If you have any problems at all please don't hesitate to contact Lauren at ltannenbaum@durhamarts.org and she will be happy to help you.