Zoom manual for students

This manual will provide an overview of the Zoom application as well as instructions on installing, setting up and using Zoom.

Zoom is CSUN’s video and web conferencing tool, and is used by students & instructors to communicate in real time in a way that emulates a classroom. Our online programs use Zoom to provide students (and instructors) with an opportunity to discuss, share, present, and learn about content relevant to your course. Zoom allows for video, audio, and screen sharing & can be used from virtually any computer, laptop, tablet, or phone, and it works on PC, Mac, Android and iOS devices.

Accessing Zoom from your Moodle course

In your Moodle course, the link for the recurring Zoom session can be found in a section called ‘Zoom Sessions’ (or possibly called ‘Live Session’, ‘Live Webinar’ or something similar).

1. Log in to Moodle and go to your Moodle course. Under the ‘Zoom Sessions’ section, click the link for the Zoom session.

2. If you have not yet installed the Zoom application on your computer, the Zoom installer will automatically download. Please follow the prompts to install the Zoom application. If you are prompted to enter your name for the session, be sure to enter your first and last name.
3. Once the Zoom application is installed, your Zoom session will open. You will be prompted with ‘How do you want to join the audio conference?’ window. Click ‘Test Computer Audio’ (It’s a good idea to test your computer audio each time you join a session.)

4. On the Settings window that appears you can Test Speaker and Test Mic to ensure both are working correctly. You can also select your speaker and mic from the drop-down boxes in the event that you have multiple speaker sets or multiple mics connected to your computer. **Check the box for, “Always mute microphone when joining meeting.”**
5. Click ‘Video’ on the left. Here you can select your webcam from the drop-down list and verify that your webcam video is working correctly. **Check the boxes for “Always turn off video when joining meeting” and “Hide Non-Video Participants.”**

Note: The ability to share video in live sessions is a feature that is particularly popular. Professors and students really like being able to see one another in the live video. **One thing to think about, though, is that when your webcam is being shared during the session, everything that happens in the background behind you may be visible to the camera, so please keep this in mind when joining a session.** Your family members and other people present in your location may not be aware that you have a webcam turned on. To avoid distraction or embarrassment, it is a best practice to attend the live sessions from a private location, without other people present. If that is not possible, you should alert others that you will be sharing your webcam, especially at the beginning of the session, when they may not realize you are in
your online class environment. You are advised to modify your Zoom application settings, as above, to start sessions with your video off—you can always turn video on when you are ready.

6. Click the ‘x’ at the top-right of the Settings box and choose ‘Join Audio by Computer’.

You have now successfully joined the Zoom session!
Zoom interface

Here is a brief overview of the Zoom interface:

1) **Participant video** – Here you will see the video you are broadcasting (assuming you have started video – see item 6 below).

2) **Toggle viewing options** – Here you can toggle between Gallery and Speaker view, as well as enter and exit full screen mode.

3) **Host video** – Here you will see the video being broadcast by the host (assuming the host has started video – see item 6 below).

4) **Mute/Unmute** – Here you can mute/unmute the audio being broadcast from your microphone.

   **PLEASE NOTE** – Your instructor will typically mute all participants (students) by default, and you will be unable to unmute your audio unless allowed by the instructor.
5) **Audio options** – Here you can choose your audio broadcasting device (e.g. microphone) as well as your audio playback device (e.g. speakers or headset).

6) **Start/Stop Video** – Here you can start/stop the video being broadcast from your video source (e.g. webcam).

7) **Video options** – Here you can choose your video broadcasting device (e.g. webcam).

8) **Invite** – Invite others via email to join the meeting.
   **PLEASE NOTE - Your instructor may disable this option for students.**

9) **Participants** – Here you can view a list of other students in the Zoom session, as well as unmute your audio (provided the instructor has granted the ability to do so). You can also ‘Raise Hand’, which will send a visual notification to the instructor (similar to raising your hand in a real classroom).

10) **Share screen** – Here you can share an application on your computer (e.g. a PowerPoint presentation or website) with everyone in the Zoom session.
   **PLEASE NOTE: Your instructor will typically disable your ability to Share screen by default, and only grant this ability in certain circumstances (e.g. group presentations).**
11) **Chat** – Here you can send instant messages to others in the Zoom session. You can send a chat message to Everyone, or you can select a specific individual.

12) **Record** – Here you can record the session as a video file.

**PLEASE NOTE** – Your instructor will typically disable this option for students.
13) **Closed Caption** – Here you can access closed captioning for your Zoom session (if closed captioning is available), which will appear in a separate panel.

![Closed Caption](image)

14) **Leave Meeting** – You can click this button to exit the Zoom session.
Accessing Zoom session recordings and closed caption transcripts

After a Zoom session has been completed, a recording of the session will typically be made available to students in the Moodle course in the section corresponding to the relevant week in which the Zoom session occurred. Also, if applicable, the closed captioning transcript for the session.

**Zoom Session**

- [Week 2 Recorded Zoom session](#)
- [CC text file](#)
- [Zoom Session Discussion Forum (for those not attending live session)](#)

Session recordings will be in the format of a YouTube video (for ease of viewing on a variety of devices), and the closed captioning transcript will be in the format of a text file. Recordings will be posted to the Moodle course and be available to students typically within 48 hours.