Volunteer Management Institute

Learning with Zoom
A Basic Guide for Students

Introduction

Due to the coronavirus outbreak and to maintain social distancing, Volunteer Management Institute (VMI) is transitioning from face-to-face to distance and virtual learning. Our instructor will be using **Zoom** to deliver course content via video- and teleconference.

Terminology

- An online course session/class/lecture/workshop: *meeting*
- Your instructor: the *host*
- Students: the *participants*

Getting Started

Equipment

To use Zoom, you will need the following:

- Laptop or desktop computer or tablet

- Microphone (usually built into newer laptops/desktops) but a headset is helpful

- Webcam (usually built into newer laptops/desktops)

- Internet connection

OR

- Phone line (smartphone, cellphone, or landline)

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Software

For smartphones and tablets, there is a Zoom app you can download. Visit the Apple App Store or the Google Play store.

If you are using a desktop or laptop, you will likely not need to download any additional software. Software will be downloaded automatically when you join your first Zoom meeting.

You do not need to create a Zoom account to *join* a Zoom course meeting.

Zoom is compatible with Windows, Mac, Linux, iOS, Android, Blackberry, Zoom Rooms, and H. 323/SIP room systems.

Training

You are responsible for familiarizing yourself with Zoom. Please watch the following two videos *before* your first meeting in Zoom.

Click on or copy and paste this URL into your browser:

https://support.zoom.us/hc/en-us/articles/360029527911

Watch:

1. Getting Started with Zoom Meetings (30 minutes)
2. Zoom Meetings for Education (Students & Educators) (just the student part)

Review this guide and/or the other training videos and webinars as needed:

https://support.zoom.us/hc/en-us/categories/200101697

You should also test your video and audio by going to the Zoom Test Meeting.

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Using Zoom – The Basics

Meeting Access

Prior to the start of the first or a new meeting, <mark>your instructor will likely send you a link by email 2 days before the class start date and time.</mark>

The meeting will not begin until the scheduled time, or until your instructor joins or add you the meeting. Log in early to avoid any technical issues.

<mark>To access a meeting, click on the link.</mark>

Tips

- Consider using a headset with an external microphone rather than the built-in microphone on your device.
- Hold the microphone close to your mouth when you speak.
- Mute your microphone when you are not speaking. Your instructor can also mute participants.
- Find a quiet place to join Zoom meetings. Background noise makes it difficult for you to hear your instructor and others.
- Consider your space: Choose a visually non-distracting environment in a private location when possible.
- Reduce the amount of movement while on video. This can be distracting.
- There is a chat function on Zoom so you and communicate with your instructor and classmates in real time. You are able to record chat sessions.
- If you are using a laptop or mobile device, consider plugging it in while joining a Zoom meeting to save power.

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Student Expectations

Attendance and Participation

You are expected to attend and participate in the Zoom meetings as you would normally do in face-to-face classes.

Attendance is required – please refer to your program attendance guidelines.

As usual, students who are genuinely ill or who have to take care of others who are ill are exempted from attending class meetings on Zoom. Due to the current situation, official medical documentation will be waived. Review the course syllabus for details.

Email your instructor at volunteermanagementinstitute@gmail.com or text 780-999-5799 as soon as possible if you are ill and unable to attend Zoom meetings.

Videoconference Etiquette

Be professional and respectful. Treat each Zoom meeting like a normal class. As you will likely be seen on video, it is not appropriate for you to participate in a Zoom meeting while wearing your pajamas, while doing other activities like cooking or eating loudly, or while engaging in other private activities.

When using the chat function, mind your language. You will not be anonymous. Again, behave as you would during face-to-face classes. The use of rude and/or inappropriate language and/or behaviour will not be tolerated; your instructor can remove you from a Zoom meeting at any time if this occurs.

Let's all work together to create a pleasant and engaging virtual learning experience!

Thank you,
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