![ddls logo]

REMOTE STUDENT ZOOM
SET-UP INSTRUCTIONS

These instructions are intended for those who are **NOT** sitting in a physical classroom at a DDLS campus

WELCOME TO DDLS!

Follow these instructions if you are attending a DDLS course where you have been advised that the course is using ZOOM.

BEFORE YOU BEGIN, YOU WILL NEED THE FOLLOWING

1. A desktop or notebook that has a fast internet connection (2MBs +) and is hooked up to multiple monitors (two preferred in technical courses).
2. Ensure that your computer desktop is extended to multiple monitors (don't know how? Windows: Click here, Mac: Click here).
3. Ideally, it's best to use a headset plugged into your computer that has earphones and a microphone. However, if you have an external microphone and speakers plugged into your computer that will do fine. Please do not use the built-in speakers and microphone on a laptop as they nearly always provide terrible audio quality.
4. Please have a phone ready on the first morning just in case there are some hiccups with the Zoom setup. It'll make it easier to sort them out.

CONNECTING TO THE ZOOM MEETING - CLIENT OR BROWSER CHOICE

There are 2 options available to connect to a meeting - a browser or Zoom client. Whilst the client is preferred either option works and in some cases the browser is the only option as you may not have permission to install the client software on your PC.

Choose your preferred option from below using <Ctrl+Click>

- Access Zoom by a Browser

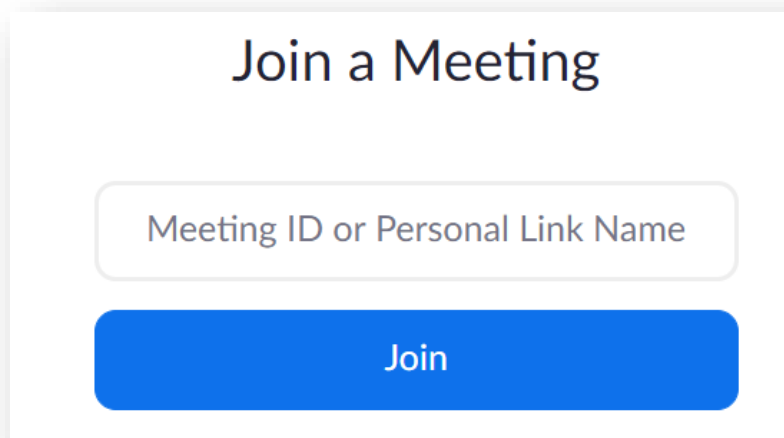- Access Zoom by the Client

OPTION 1 - ZOOM BROWSER
(Cannot download software on your PC/Laptop)

If your laptop is a work device and has restrictions on its ability to download non approved software then you can use a browser version of zoom versus downloading the software below.

Some browser versions may not work if they are too old so please try later versions or other browsers if required.

Browser Example

1. Google Chrome or other browser
2. Open Chrome
3. Browse to https://zoom.us/join and enter the meeting id provided to you.
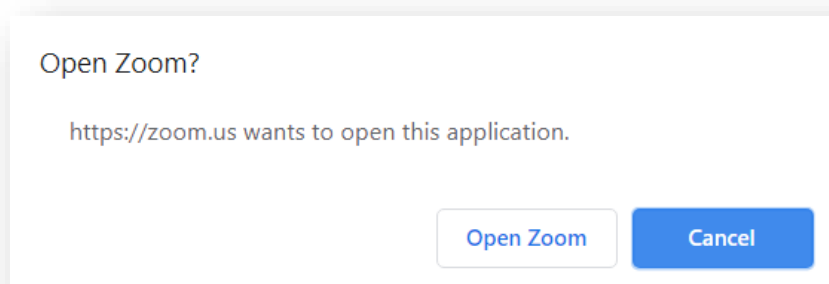
Join a Meeting

Meeting ID or Personal Link Name

Join

4. Click Join and add a password as required
5. Click open Zoom. You will need to click this option every time you join a Zoom meeting from your web browser
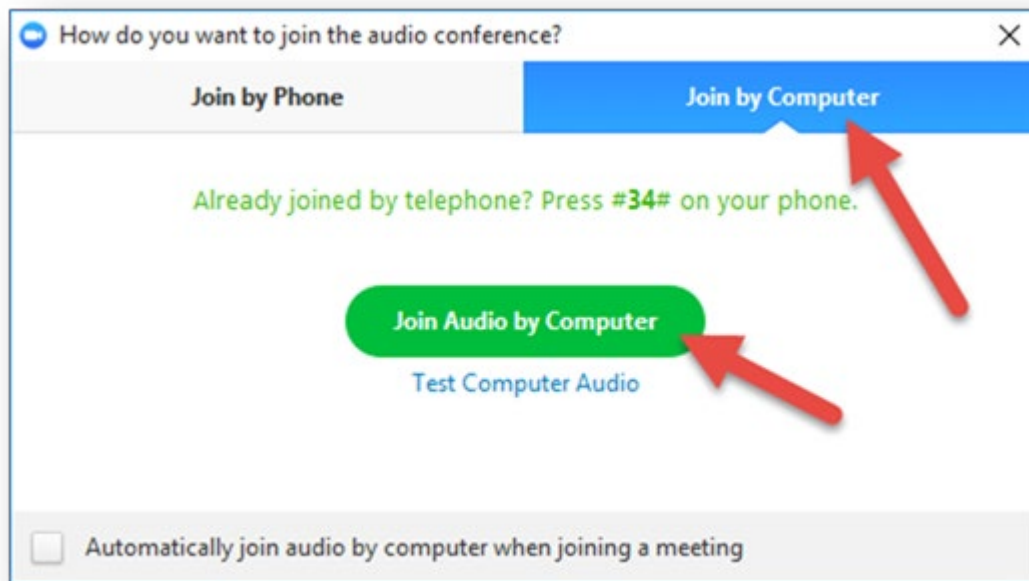
Open Zoom?

https://zoom.us wants to open this application.

Open Zoom   Cancel

6. A dialogue should appear that allows you to join the meeting. Click *Join Audio by Computer.* Please "Test computer audio" as you may need change the microphone or speaker settings.

How do you want to join the audio conference? ✕

| Join by Phone | **Join by Computer** |

Already joined by telephone? Press **#34#** on your phone.

Join Audio by Computer

Test Computer Audio

☐ Automatically join audio by computer when joining a meeting

7. On one of your monitors you should see a video feed of attendees (including the instructor's classroom) and the instructor's desktop on the other. Note, if the instructor has not yet joined the meeting you will either just see yourself, or if other attendees have joined you will also see them. Wait for the instructor to join the meeting before completing the next two steps.
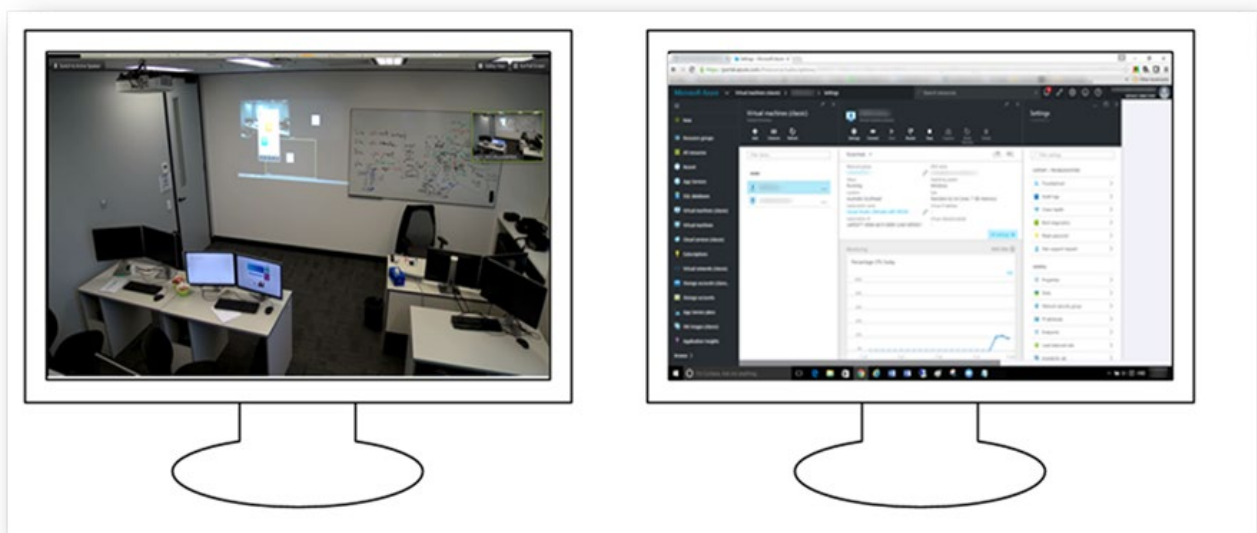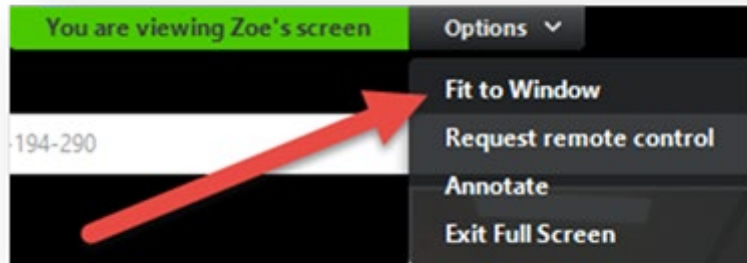
8. Right-mouse click on the instructor video feed and select *Pin Video*.
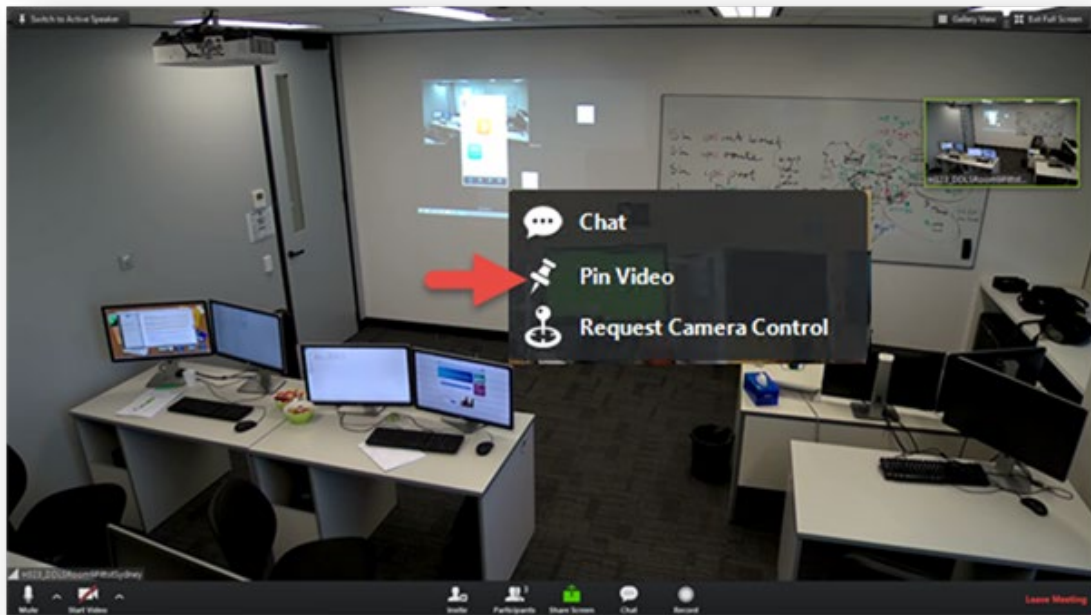
9. Also ensure that your video and audio are both started otherwise the instructor can't see or hear you. In the below picture the audio is started but the video is not.
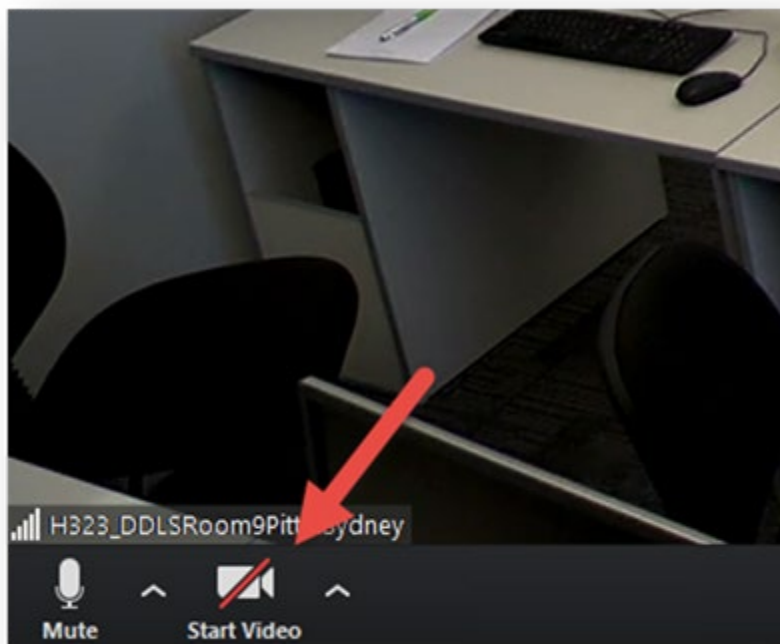
10. Finally, go to the monitor showing the Instructor's desktop and from the dropdown at the top of the screen choose *Fit to Window.*

You have now setup your environment to attend the class. Joining a meeting will be something you'll need to do each morning of the course.

TIPS:

- Zoom is a desktop program like all the other programs running on your computer, you can minimise it and switch between programs as normal. If you're using Windows, press the <alt> and< tab> keys to switch between programs.
- Please choose a quiet location to attend the class.
- Please set-up your camera and lighting appropriately so that we can see you. As an example if have a bright background behind you everyone will see you like this:
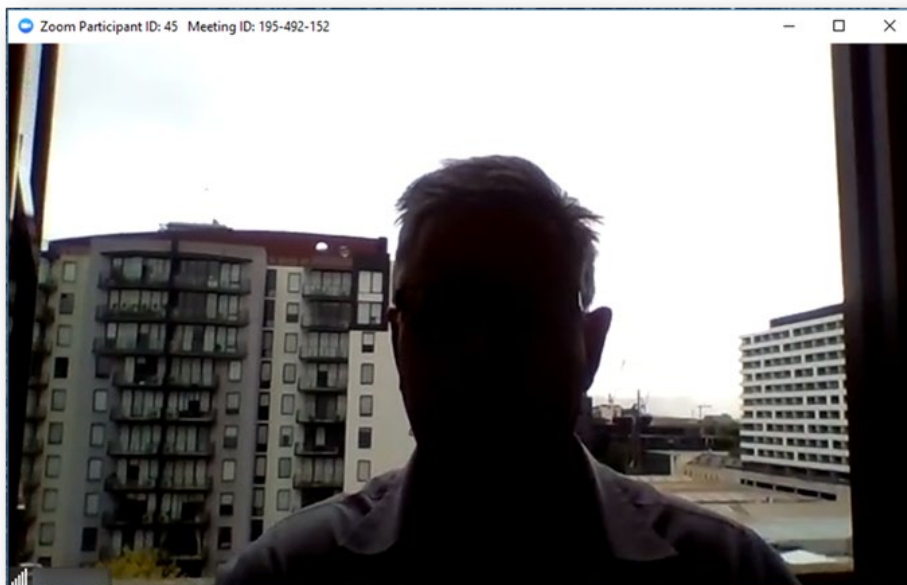
Check this link out for more information:

https://support.zoom.us/hc/en-us/articles/201362593-Launching-Zoom-from-a-web-browser

In addition to this we add a password and use waiting rooms for security.

OPTION 2 - ZOOM INSTALLER OPTION
this installs software on your PC (preferred)

You will need to install a small, free piece of software called Zoom. It allows you, as a student, to connect into a class being run. Once you have set it up you should be able to clearly see and hear the Instructor, and see the instructor's computer demonstrations and presentation slides. A classroom video feed will appear on one of your monitors and the instructor's computer screen on the other.

(For more information about Zoom please visit http://zoom.us)

## BEFORE THE COURSE BEGINS
(Tip: Do it at least 15 mins before)

Download and install the Zoom client:

1. Download the client by clicking https://zoom.us/client/latest/ZoomInstaller.exe
2. Go through the installation steps and you'll then see the Zoom Program interface (see below).
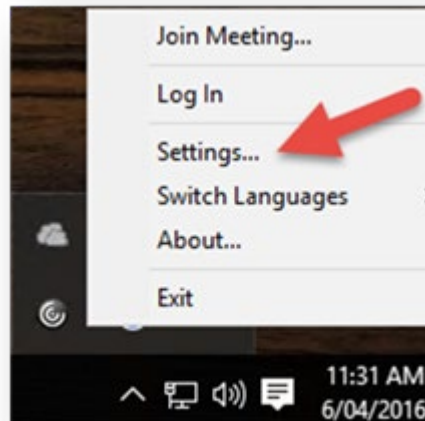
Don't click *Join a Meeting* or *Sign In* yet! But do leave the dialogue open.
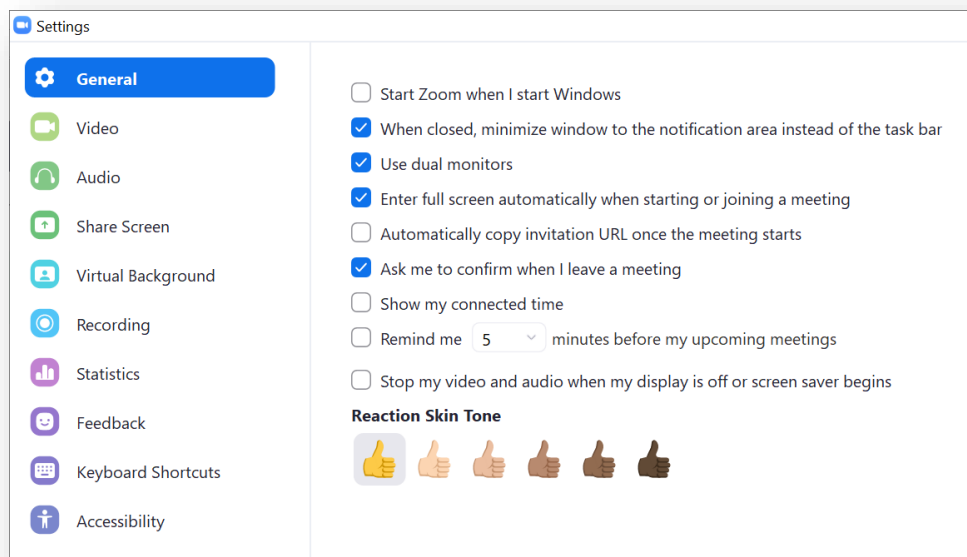

6. Look for the Zoom icon in the tray at the bottom right of your screen:
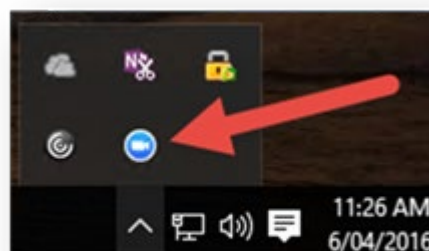
7. Click with the right mouse button to bring up the settings:

8. Make sure that you have selected dual monitors and Enter full screen automatically when starting or joining a meeting.
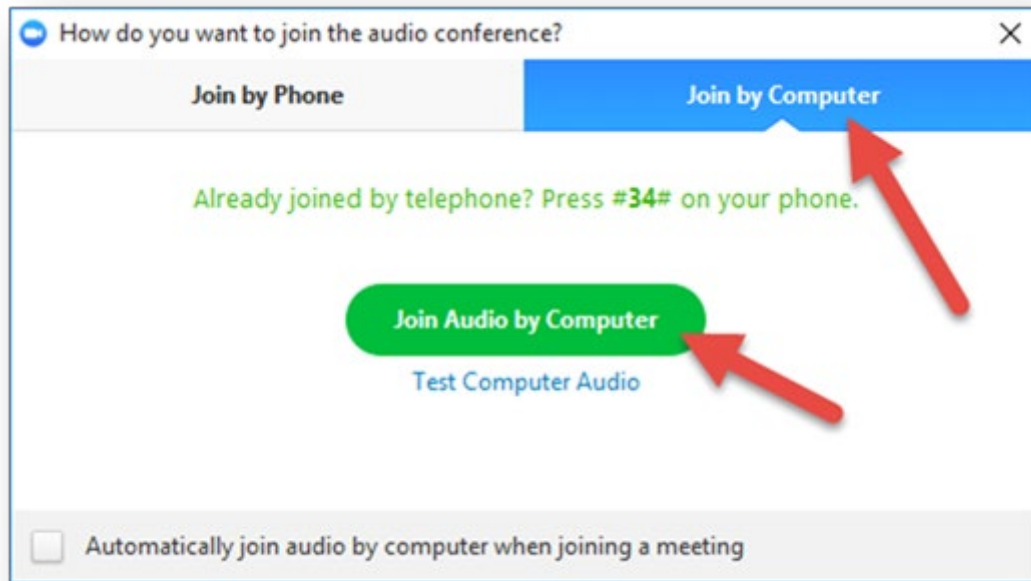

9. Close the settings dialog

CONNECTING TO THE CLASSROOM
**(By starting the Zoom desktop application)**

1. The ZOOM software is installed on your computer. Please start it.
2. Click Join Meeting and enter the 9 or 10 digit meeting number given to you by DDLS.
3. A dialogue should appear that allows you to join the meeting. Click Join Audio by Computer. Please "Test computer audio" as you may need change the microphone or speaker settings.

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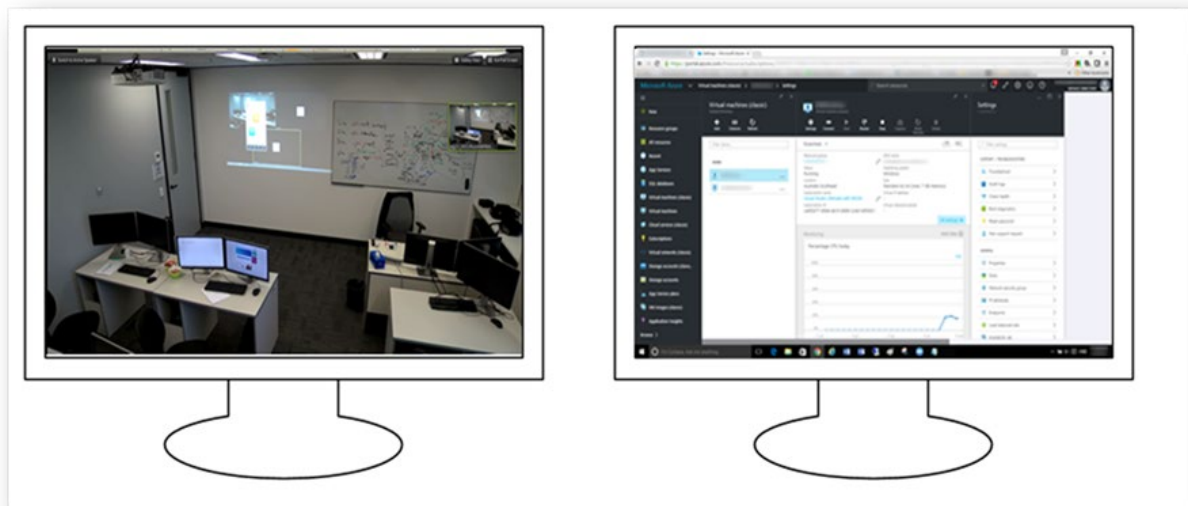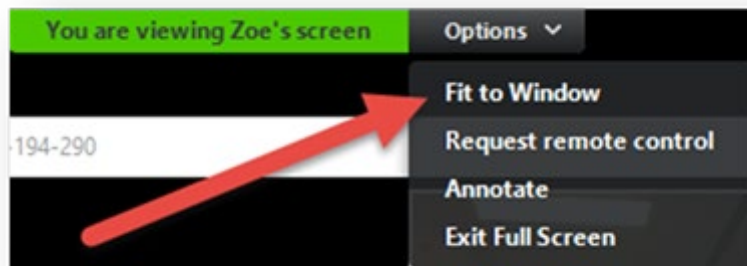
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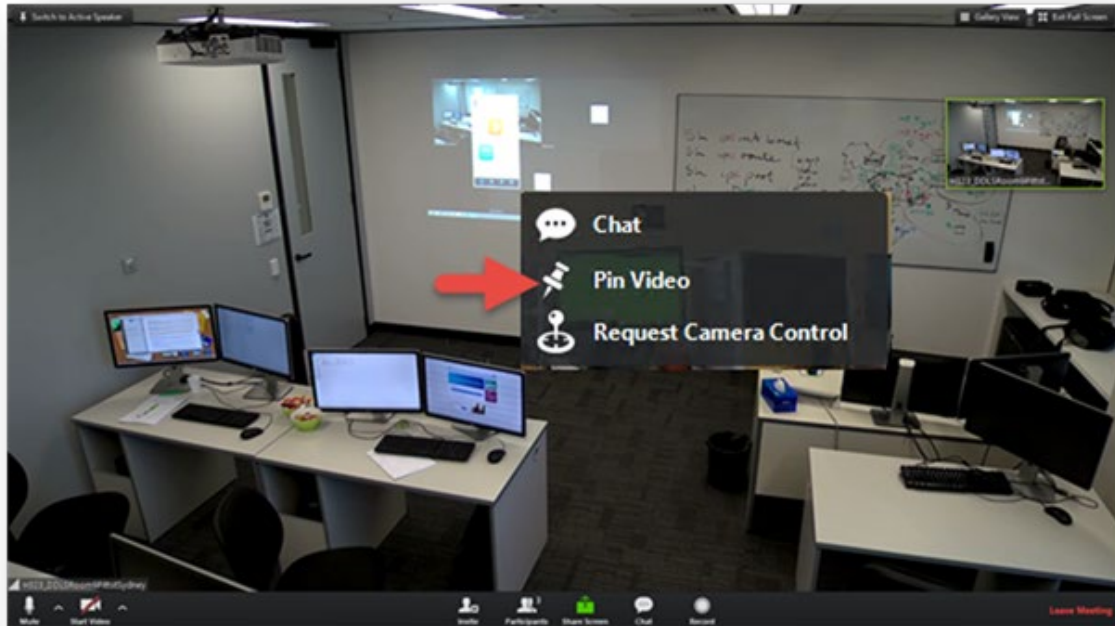
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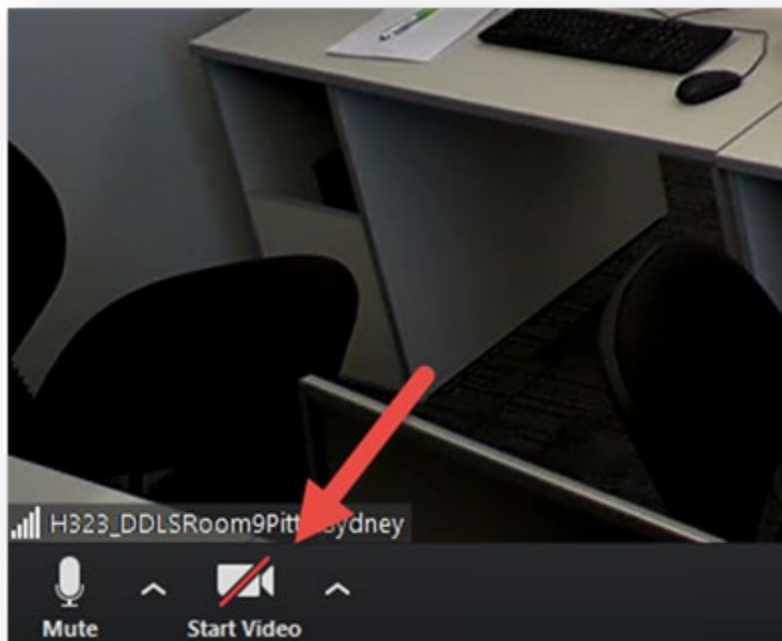
13. Finally, go to the monitor showing the Instructor's desktop and from the dropdown at the top of the screen choose Fit to Window.

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