

How to Take an Online Class Using Zoom (for Students)

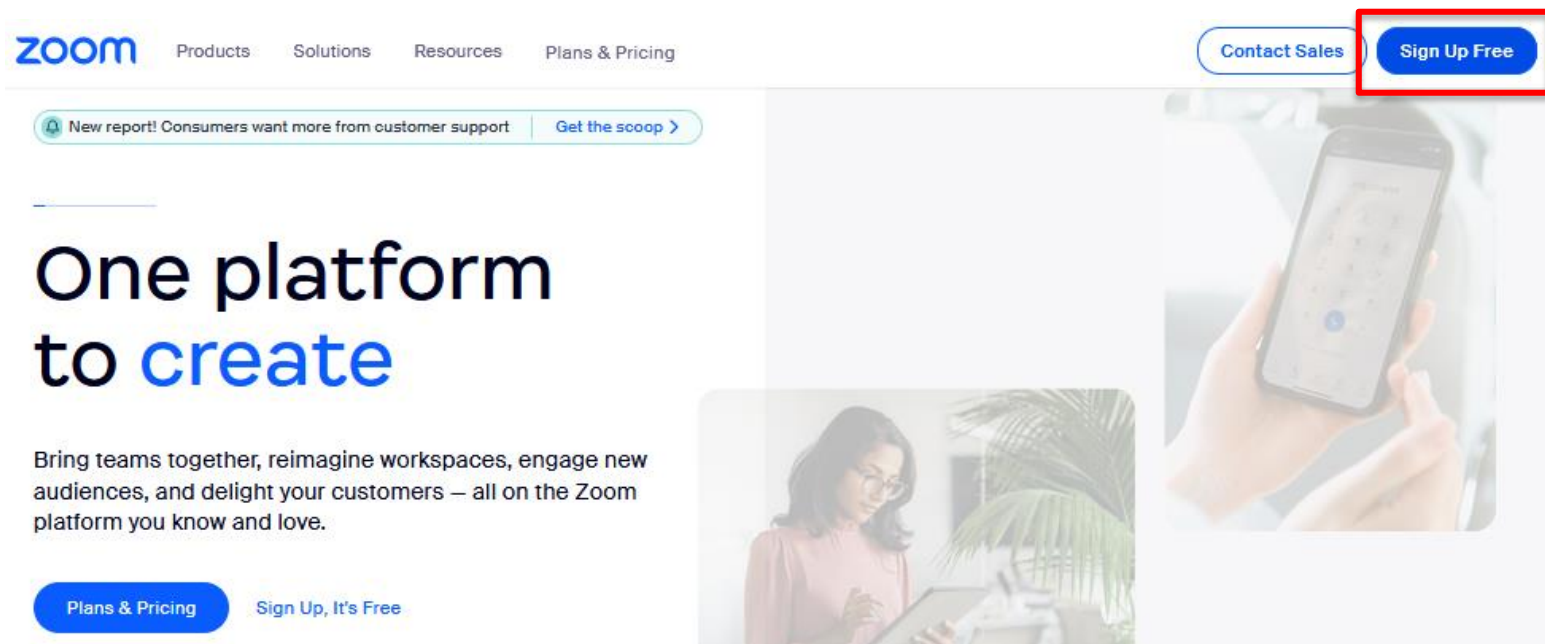
※This manual is made with the screenshots of Zoom on 03 March 2023.
Currently, updates are frequently made on Zoom. Please understand that
the screens used on this manual might be different from the latest ones.

- It is possible to take an online class on your smartphone, however, it is highly recommended to use a PC or a tablet with speaker and microphone.
- It is very important for students taking the online class to be able to hear the audio with good quality. Please use earphones with a microphone or a headset.
- You can take the media-based class anywhere you like, however, please stay where you can have a stable internet connection.
- Please take the media-based class in a quiet place. Please avoid public places such as a cafe to avoid noise and infection. (It is a basic premise to avoid “three Cs.”)
- It is recommended to use the microphone when you speak so that everyone taking the class can hear you.

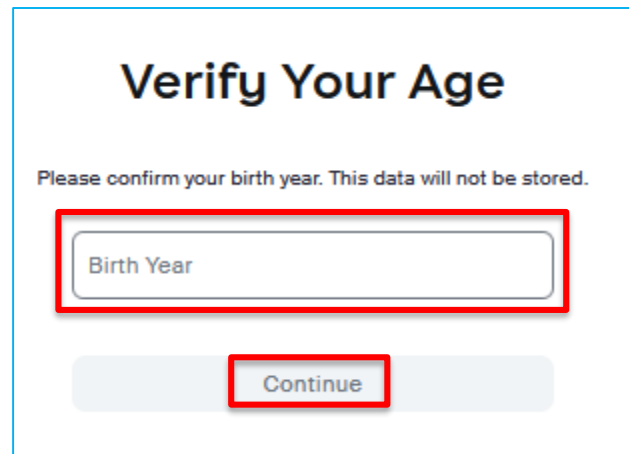
<Create your account from Zoom website> ([Click here](#))

1. Click “SIGN UP, ITS’ FREE” on top-right corner of the screen. Fill in the information required.

*Once your account is created, you can login to the website by clicking on “SIGN IN.”



2. Enter your birth year and click “Continue”.



The screenshot shows a form titled "Verify Your Age". Below the title is the instruction "Please confirm your birth year. This data will not be stored." There is a text input field labeled "Birth Year" and a "Continue" button. Both the input field and the button are highlighted with red boxes.

Verify Your Age

Please confirm your birth year. This data will not be stored.

Birth Year

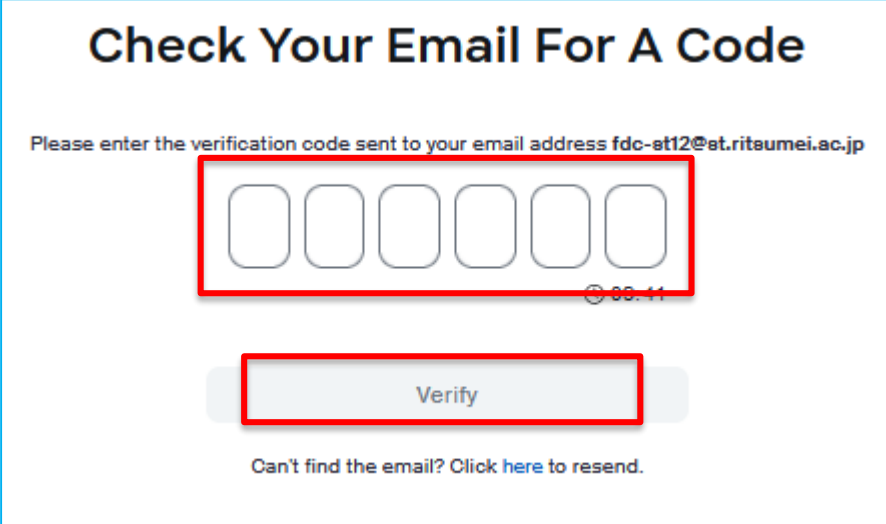
Continue

3. Enter your [RAINBOW email](#) address and click “Continue”.

The screenshot shows the Zoom sign-up interface. At the top, it says "Let's Get Started". Below this is a text input field labeled "Email Address" and a "Continue" button. Both are highlighted with red boxes. A red arrow points from the text "Enter your RAINBOW email address" to the input field, and another red arrow points from "click 'Continue'" to the button. Below the button, there is a line of text: "By proceeding, I agree to Zoom's Privacy Statement and Terms of Service." Further down, it says "Or sign up with" followed by four icons: SSO (key icon), Apple (apple icon), Google (G icon), and Facebook (f icon). At the bottom, it states "Zoom is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply."

If a fraud prevention login screen or similar screen appears after you sign up, please follow the on-screen instructions.

4. The code will be sent to RAINBOW email address.
Click “Verify” after you enter the code.



Check Your Email For A Code

Please enter the verification code sent to your email address `fdc-st12@st.ritsumeai.ac.jp`

0 0 0 0 0 0

⌂ 00:11

Verify

Can't find the email? [Click here](#) to resend.

The image shows a web form for email verification. It has a title 'Check Your Email For A Code' and a prompt to enter a code sent to 'fdc-st12@st.ritsumeai.ac.jp'. There are six input boxes for the code, a 'Verify' button, and a link to resend the email. A timer shows 00:11.

5. When the input screen opens, enter your name and password.

The screenshot shows the Zoom account creation interface. At the top, it says "Welcome to Zoom" and "Hi, roc***@***com. Your account has been successfully created and create a password to continue." Below this are four input fields: "First Name" (containing "Satyendra"), "Last Name" (containing "I"), "Password", and "Confirm Password". All four fields are highlighted with red boxes. Below the input fields is a question: "Are you signing up on behalf of a primary or secondary (K-12) institution?" with two radio buttons: "Yes" and "No". The "No" radio button is selected and highlighted with a red box. Below the question is a checkbox for "By signing up, I agree to the Privacy Policy and Terms of Service." and a large orange "Continue" button at the bottom, which is also highlighted with a red box.

Enter your name(As registered at the University)

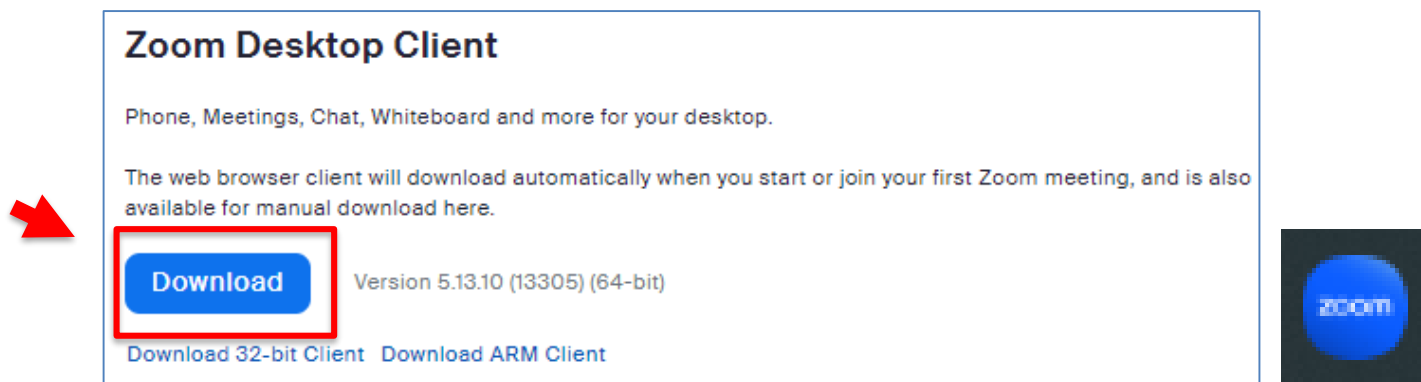
Enter a new password of your choice

Click "No/いいえ"

Click "Continue/続ける"

[Click here](#) to install Zoom App to your PC

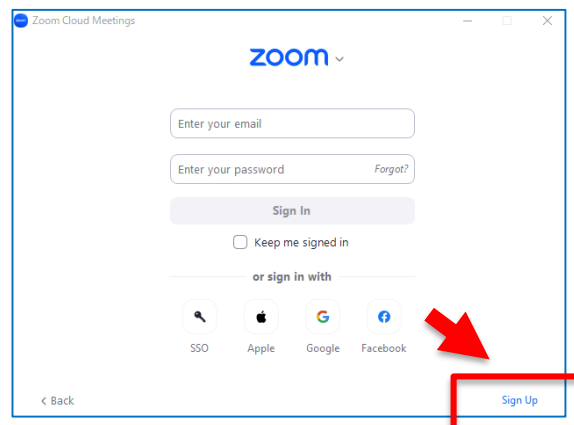
1. Click “Download” at “Download Center” and get “Zoom Desktop client” on your PC.



2. Click “Sign In”



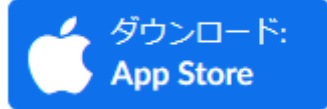
3. Click “Sign up”



See pages 4-7 for further instructions.

Please download Zoom app to use it on your smartphone.

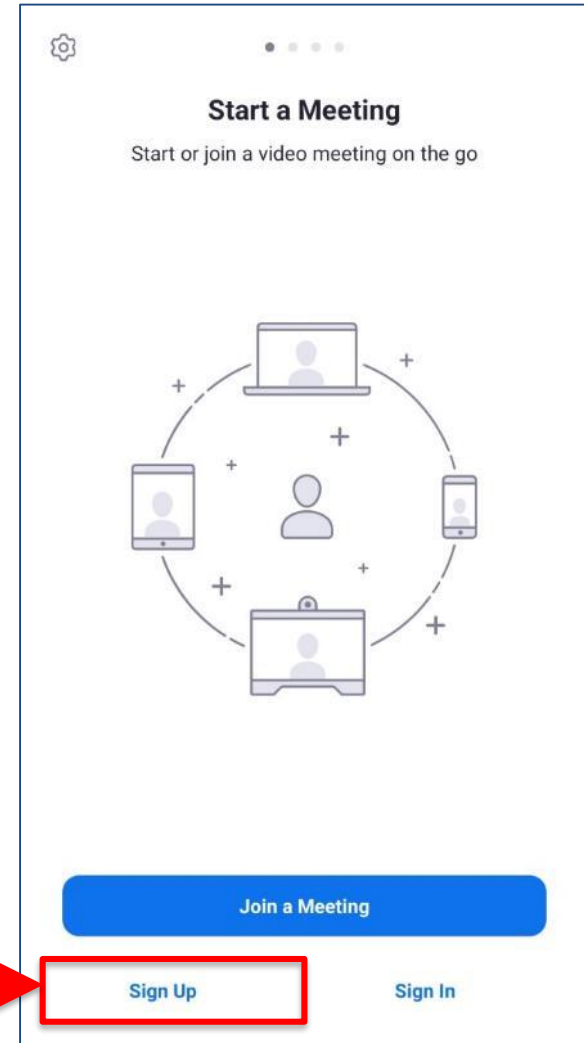
Download Zoom to your iPhone



Download Zoom to your Android smartphone



Click "Sign Up" and fill in the required information



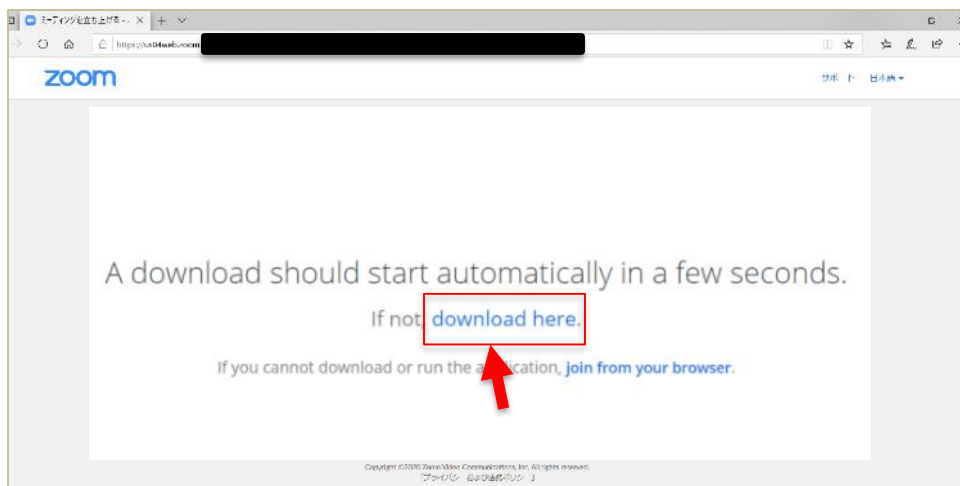
Taking a Class Using Zoom

By Clicking the URL Sent by the Instructors,

- if the students have already installed (downloaded) Zoom and signed in, they can attend the class. In case a password was required, type the one informed by the instructor.
- If they haven't installed (downloaded) Zoom, the download page will appear automatically. Once it's downloaded, they can attend the class by clicking the URL again.

Attention!!

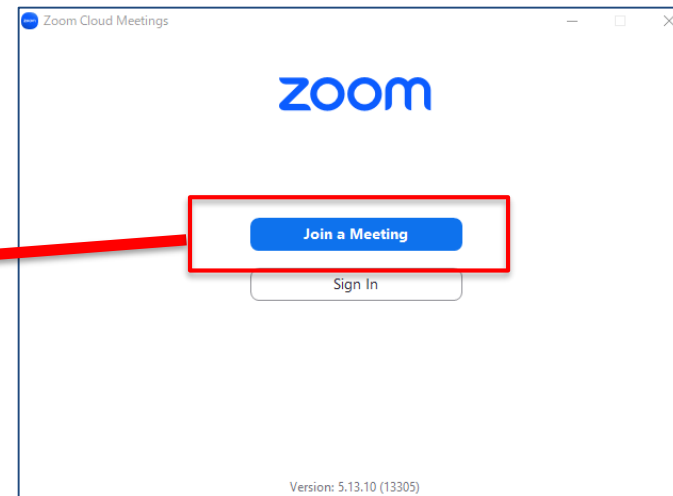
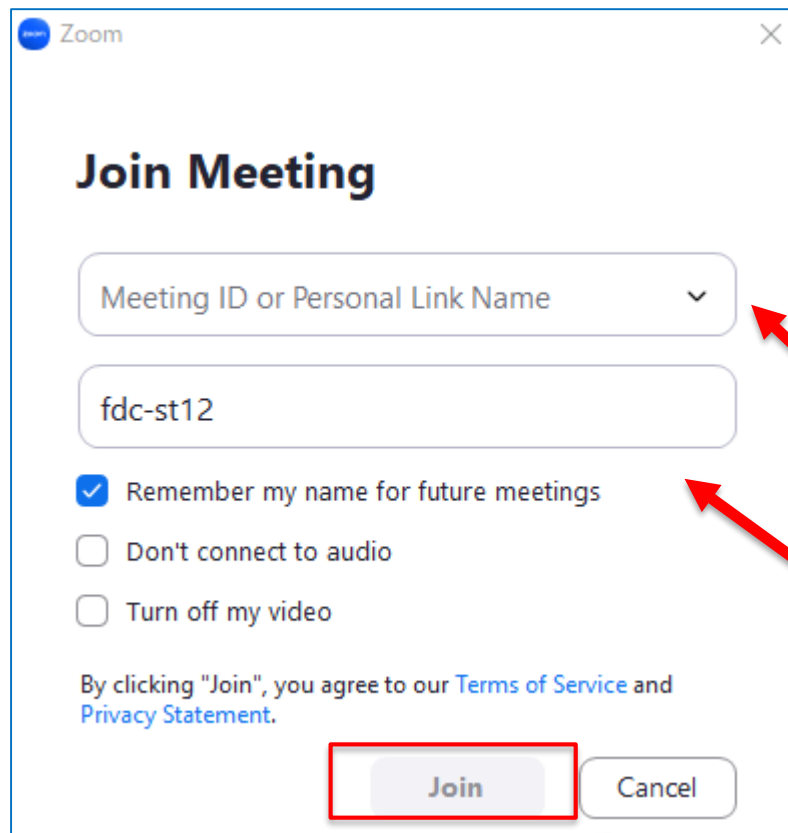
Do not share the URL and the password from the instructor with others



*It is possible to attend the class without installing (downloading) Zoom, however, you will still need to create Zoom account.

[Before Class] Attend a Class

Once Zoom is downloaded to your PC, click "Join a Meeting".



Enter "Meeting ID".
(Please follow the instruction from your instructor)

Enter your name. (You can change it anytime)
(Please follow the instruction from your instructor)

Click "Join"
Enter the passcode if necessary.

Take a Class on Zoom

Shown below is an example of the screen when the instructor used a PowerPoint on Zoom.



Instructor's screen and students' screen will be shown here.

【Attention】

When using a smartphone and a tablet, instructor's screen shared for students might not appear. We strongly recommend you to use a PC.

Some instructors might share the class materials in advance. Please follow the instructions from them and prepare for the class.

Menu on Zoom is shown here

(it appears when you touch the screen or move the cursor)

1. Microphone
ON/OFF

2. Video
ON/OFF

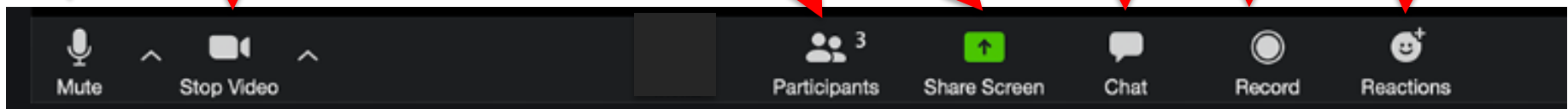
4. Share the screen

3. Check the
status of others

5. Send text
message

6. Record the video

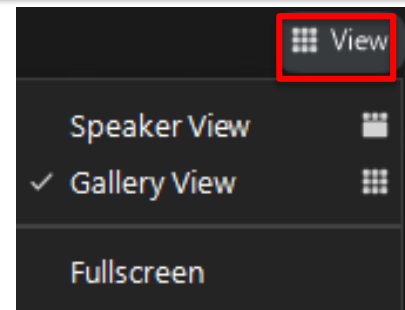
7. Share the
reaction



Attention: Please prepare below before the class

- 1. Mute** : **Mute your microphone** (Unless the instructor tells not to)
- 2. Video** : **Turn off your webcam** (Unless the instructor tells not to)
- 3. Participants** : Use it only when the instructor tells to (Do not touch)
- 4. Share Screen:** Use it only when the instructor tells to (Do not touch)
- 5. Chat** : Use it only when the instructor tells to (Do not touch)
- 6. Record** : **Students cannot record without a permission**
- 7. Reactions:** Use it only when the instructor tells to (Do not touch)

Click [View] to change layout.



Speaker view



To view Participant's video as a large Active Speaker panel, click the large Active Speaker Panel icon.



Gallery view



To view participant's in Gallery view, select the grid icon, at the top panel.



Pin video

Click [...] on the top right of video what you want to pin. You can pin a view to always display.

Students can “Raise Hand” (also “Lower Hand” too)

Participant's Name

ON/OFF the microphone here

1. Click “Reactions”

2. Click “Raise Hand”
Click “Lower Hand” after speaking

Participants (2)

Kinugasa Hanako

Ristumei Taro (Host)

Raise Hand

オーディオに参加

オーディオの開始

参加者

画面を共有

チャット

レコーディング

反応

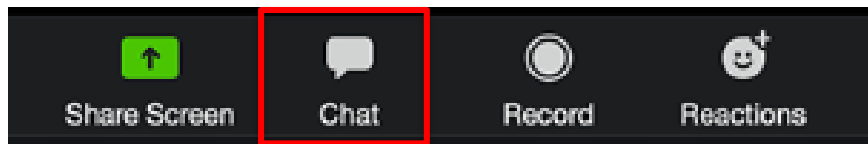
ミーティングを退出

手を解ける

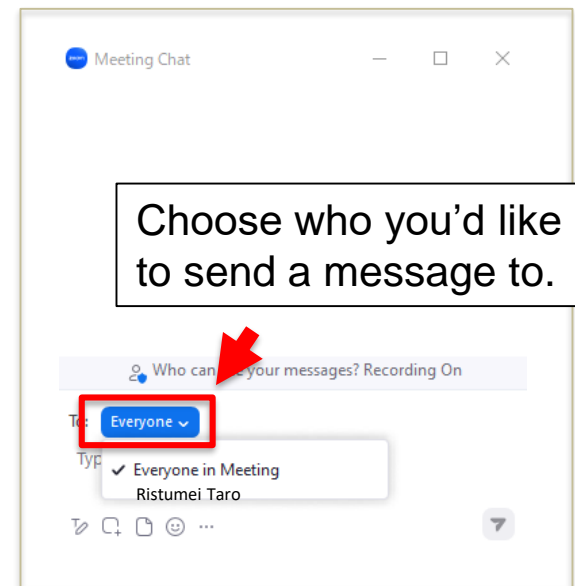
e.g.
Click “Raise Hand” and if the instructor tells you to speak, unmute the microphone. When you finish speaking, mute the microphone again and click “Lower Hand” to lower your hand.

You can send text messages.

You can send a message to **an entire group** or **a private message** to an individual user.



Click “Chat” from Zoom menu, then a chat page appears on the right side of the screen.



e.g.

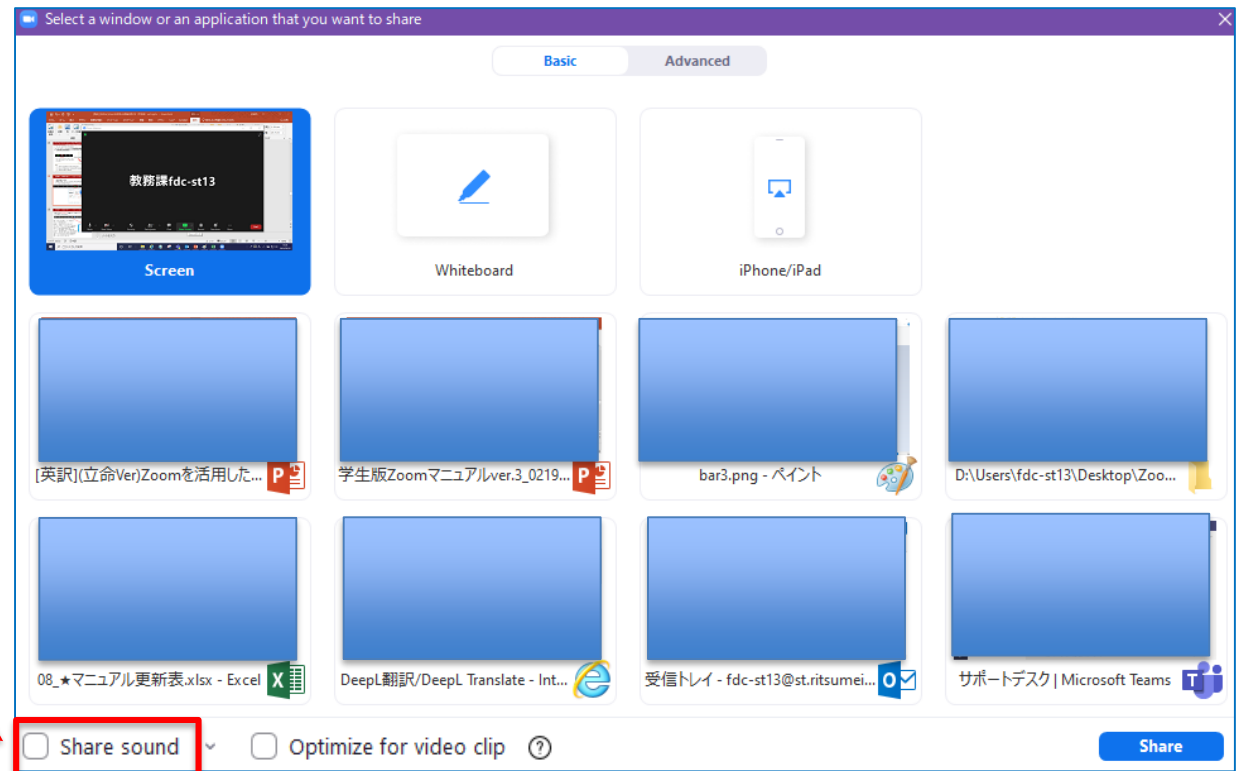
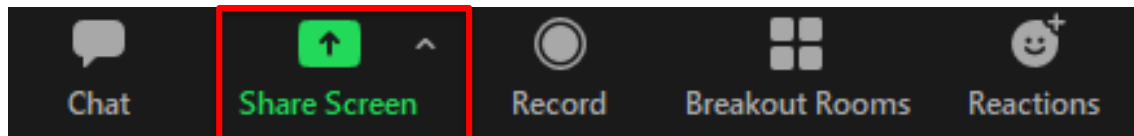
1. Ask a question to the instructor
2. Have a discussion among the students
3. Send a file to others

etc.

[During Class] Share Screen (only when the instructor tells to) 19

You can present materials

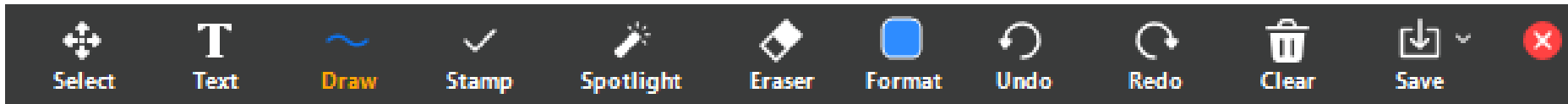
Click "Share Screen" to share PowerPoint, Word, Web page, etc.



If you want to share the sound as well, ✓ here

[During Class] Share Screen (only when the instructor tells to) 20

When you select Whiteboard in Share Screen, you can draw diagrams and illustrations on the virtual whiteboard



Select: Select, move, or resize your annotations.

Text: Insert text.

Draw: Insert lines, arrows, and shapes.

Stamp: Insert predefined icons like a check mark or star.

Spotlight / Arrow: Turn your cursor into a spotlight or arrow.

Eraser: Click and drag to erase parts of your annotation.

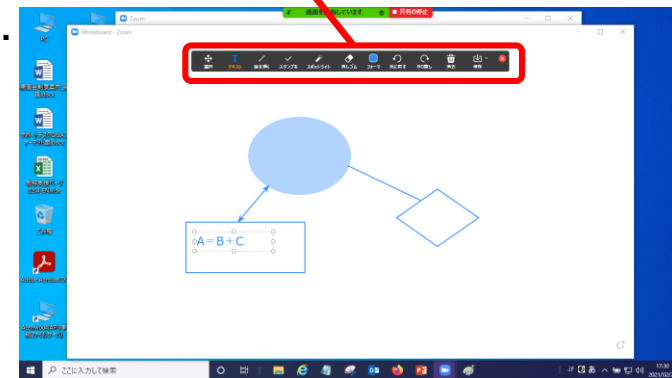
Format: Change the formatting options of annotations tools like color, line width, and font.

Undo: Undo your latest annotation.

Redo: Redo your latest annotation that you undid.

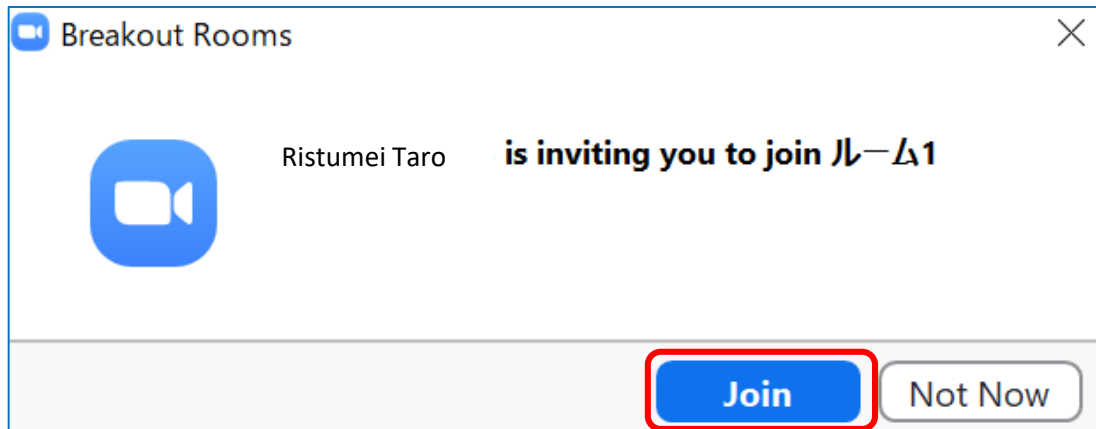
Clear: Delete all annotations.

Save: Save shared screen / whiteboard and annotations as a PNG or PDF.



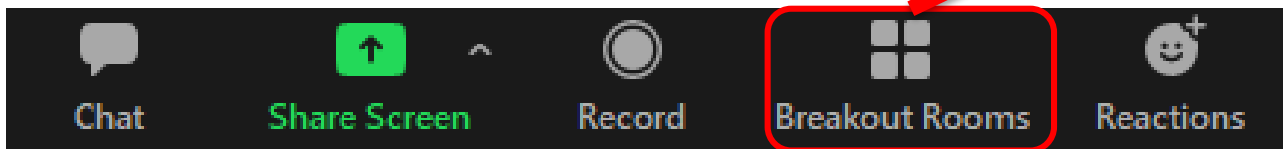
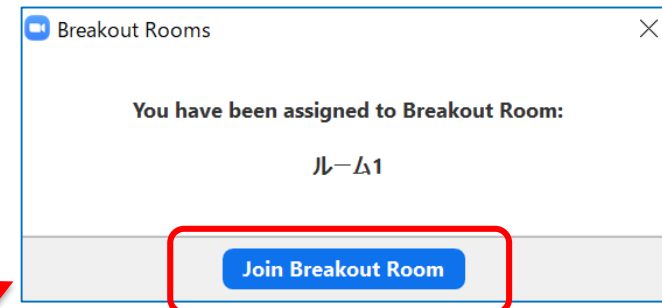
Breakout Rooms allows small groups to collaborate and discuss

1. Receive an email invitation from your instructor



2. Click "join"

*If you choose "Later," you can join by clicking the "Breakout Rooms" in the meeting controls at the bottom of the screen.



The teacher may ask you to take a survey during the meeting.

1. Receive a question from your instructor

The screenshot shows a poll window titled "観光名所" (Tourist Sites). The question is "1. 外国人観光客に最も人気の京都の観光名所はどこか (単一選択) *". The options are: 金閣寺, 錦市場, 二条城, 京都御所, 清水寺, 京都タワー, and 鴨川. A "Submit" button is highlighted with a red box. At the bottom, it says "0/1が回答しました" and "回答は誰に表示されますか?".

Question	Options
1. 外国人観光客に最も人気の京都の観光名所はどこか (単一選択) *	<input type="radio"/> 金閣寺 <input type="radio"/> 錦市場 <input type="radio"/> 二条城 <input type="radio"/> 京都御所 <input type="radio"/> 清水寺 <input type="radio"/> 京都タワー <input type="radio"/> 鴨川


2. Answer and click "Submit".

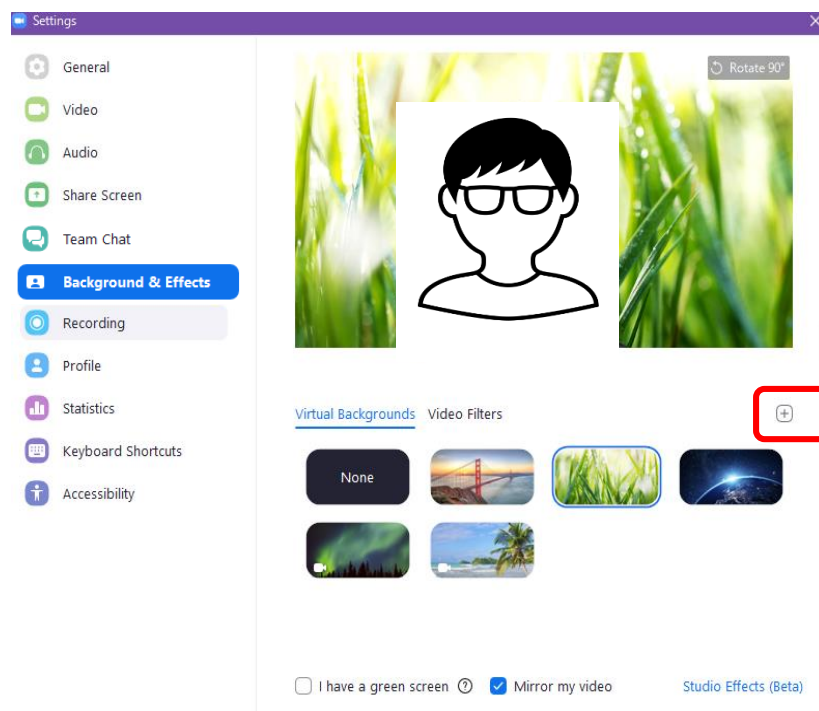
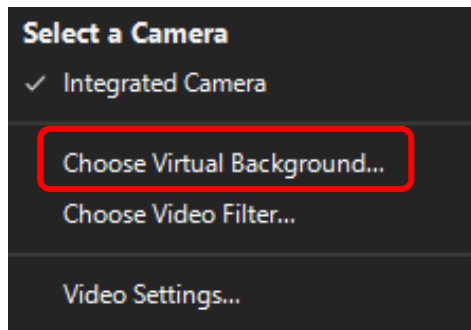
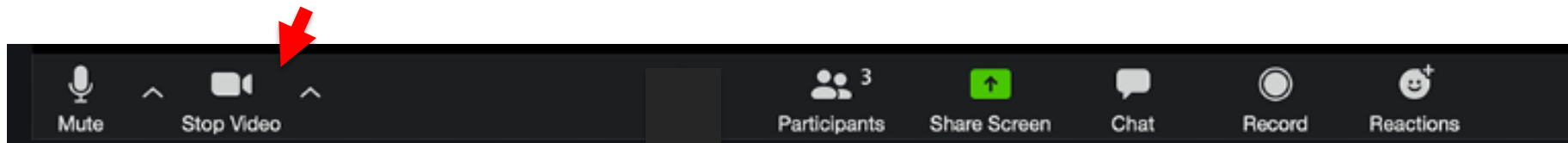
The screenshot shows the poll results window. The question is the same as in the previous screenshot. The results are: 金閣寺 (0%), 錦市場 (0%), 二条城 (100%), 京都御所 (0%), 清水寺 (0%), 京都タワー (0%), and 鴨川 (0%). The "二条城" bar is highlighted in blue. At the bottom, it says "あなたの答え: 二条城" and a "Close" button is visible.


Option	Percentage
金閣寺	0%
錦市場	0%
二条城	100%
京都御所	0%
清水寺	0%
京都タワー	0%
鴨川	0%

3. Results will be announced in some classes.

Set a Virtual Background during meeting

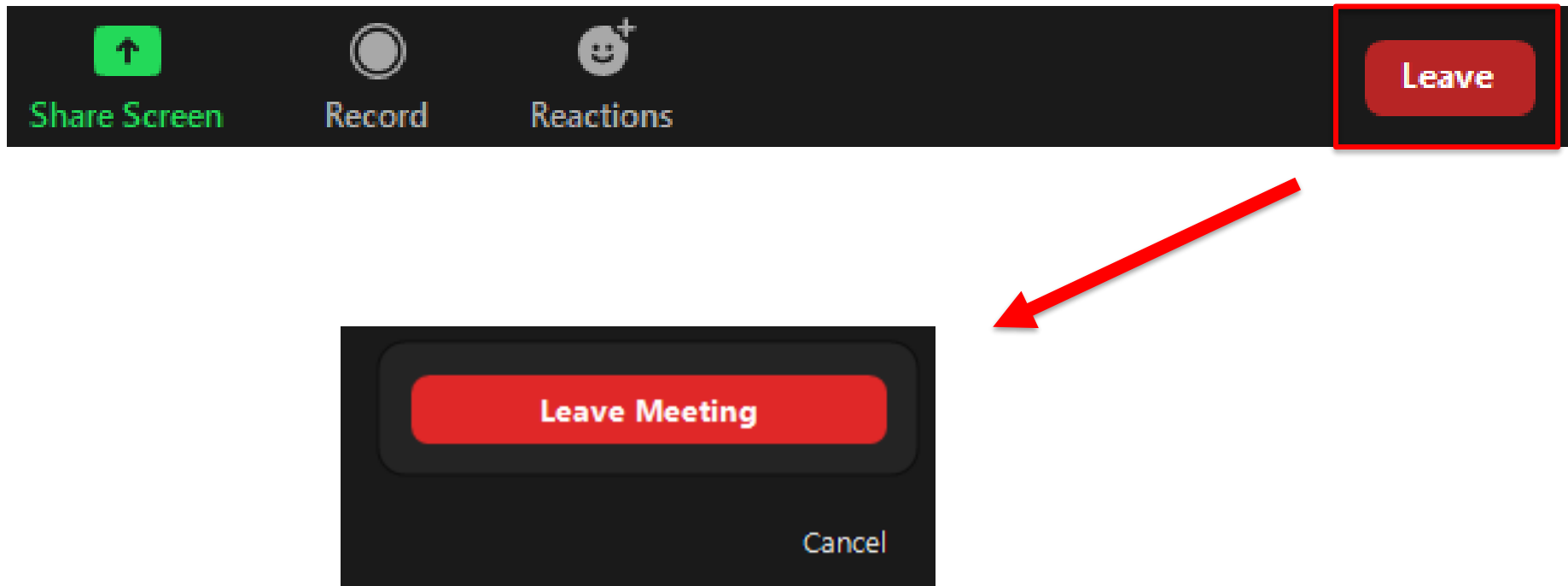
1. Click  next to the video icon.
 2. Click “Choose a virtual background”.
 - 3) Select a background image.
- * You are also able to click [+] to select a image from your PC.



If you want set before meeting, click  button on top screen of Zoom App, select “Virtual Background” and set an image.

Leave the Online Class
on Zoom

Click “Leave Meeting” at the bottom-right corner of the screen, then popup message will show up.
Click “Leave Meeting” again in the popup message to finish the class.



Useful Information:

How-to videos from Zoom

https://www.youtube.com/playlist?list=PLKpRxBfeD1kEM_I1Id3N_XI77fKDzSXe