

## Getting started

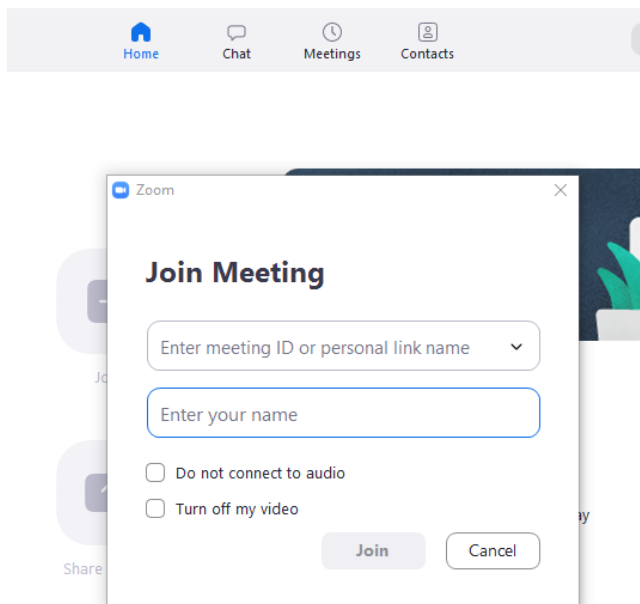
You will receive an e-mail invitation to join a meeting on a video conferencing platform called **Zoom**. The platform enables you to participate in the training session through the link that you can simply paste into your browser. Whilst you will be able to view the presentations and listen to the tutor's narrative, other features such as livechat, polls and breakout rooms for group activities might not work as efficiently. To take advantage of the full experience, it is highly recommended that you download the app to your laptop or another mobile device. Please follow the link below to do that:

<https://zoom.us/support/download>

*Please note that the below guide has been created using the app rather than the browser version of Zoom.*

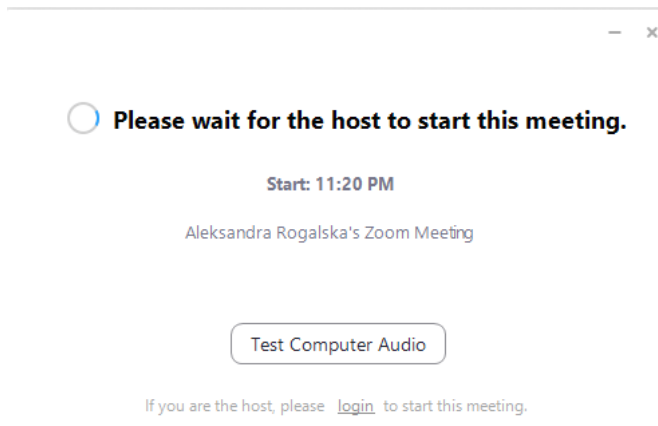
## Entering the virtual classroom

You will be given the link (or meeting ID to be typed into the app) with the password that will enable you to join the meeting.

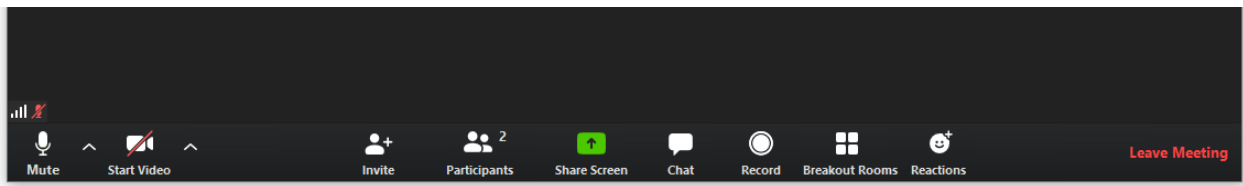


Please enter your full name when prompted (as per the example above) for registration purposes.

Once your details are accepted, you will be admitted to a virtual 'waiting room' until the tutor lets you into the main classroom. You will see a window such as the one below:



Once admitted, you are now in the classroom with other participants and the tutor. Throughout the day, you will have various features available to you that will enable efficient communication with the tutor.



## Sound/video

You can mute and unmute your microphone, as well as switch your video on and off, at any point using the panel on the bottom of your screen.

## Share Screen

If permitted by the tutor, you might be able to share your desktop screen should you wish to present something to the tutor (for example, a website, video, document etc.). This feature might be very useful when discussing and ideas with the rest of your group in the breakout room – for example, one of the participants can type them into the Word document that can be shared in real-time with everyone else in that room.

## Chat

Throughout the day, you will be able to send messages in a chat. These can be either sent to only one person in the classroom, for be visible to everyone, depending on your choice.

## Record

Some tutors might allow you to record the sessions and save them on your local computer/laptop, so you can revisit the content whenever you decide to do so.

## Reactions

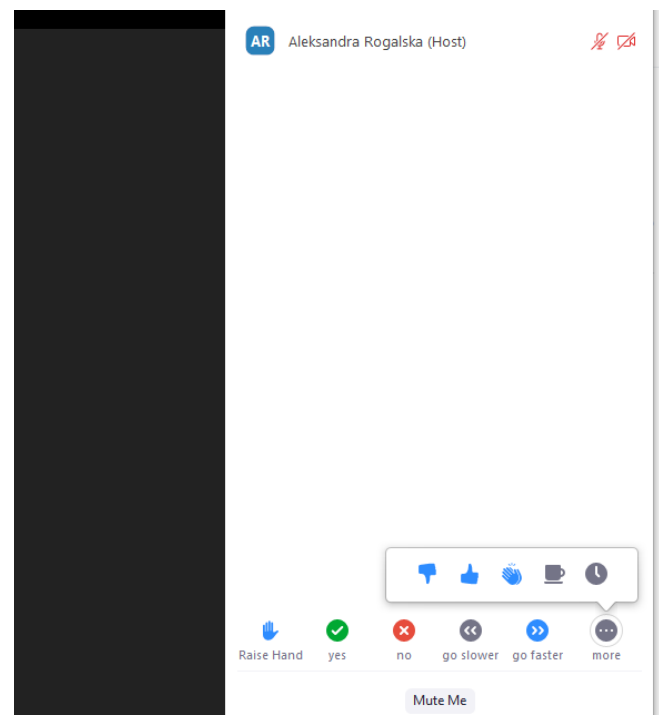
Reactions such as a thumbs up emoji can be clicked throughout the session and will appear on tutor's screen.

## Participants screen

When you open the Participants window, you will be able to see a list of everyone who is currently in the meeting with you. You can also display symbols to be visible to everyone, such as 'yes', 'no', or 'go slower', which are a way to discreetly get tutor's attention.

Annotations available are:

- Raise hand
- Yes
- No
- Go slower
- Go faster
- Thumb down

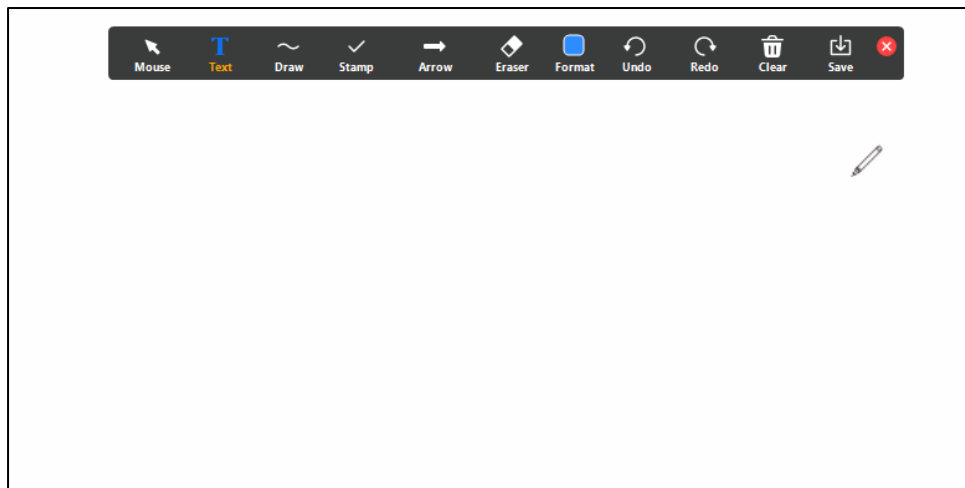


- Thumb up
- Clap
- Need a break
- Away

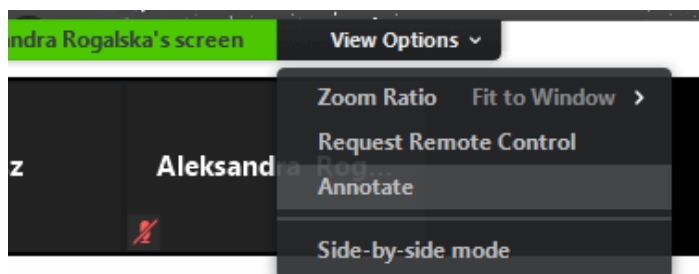
These are displayed next to your name until you clear them by unclicking the symbol.

## Whiteboard

A tutor might invite you to collaborate with them using a whiteboard feature. It will look like the one below, and it is designed to mimic a classroom whiteboard:



You might not be able to view the drawing panel until you choose the 'Annotate' option from 'View options' on the top of your screen:

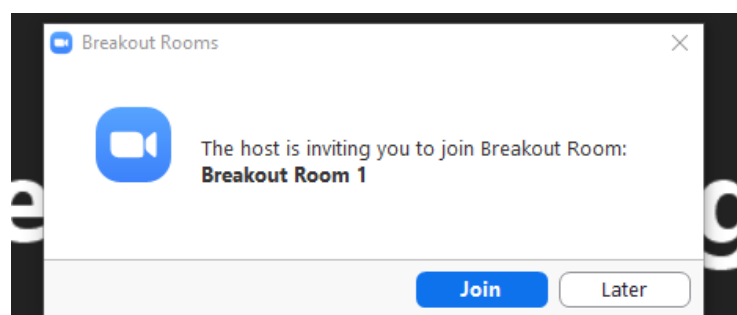


## Breakout rooms

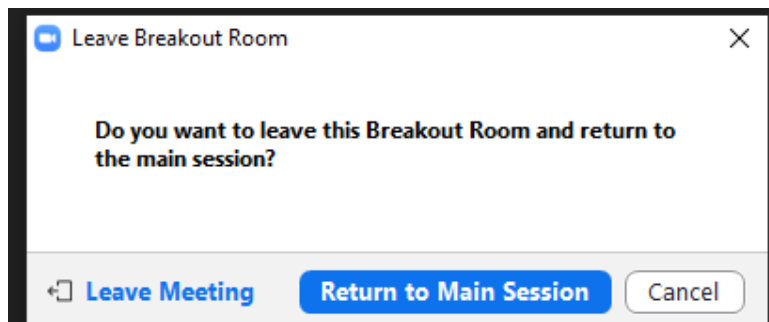
Is it likely that you and your other classmates will be split into breakout rooms at some point during your session, to enable discussion and sharing of ideas.

A window will appear on your screen, inviting you to join your assigned breakout room.

You are free to move between the breakout room and the main session as you wish – but the tutor will be able to



broadcast messages to all participants in all rooms, you will also be able to message them privately on a chat.



### **Additional support**

If you need any help at all with your equipment, or if you have any questions, you will be able to join a trial video conference with one of SPD staff members, who will be able to answer your questions and provide some basic guidance for the software. The details of the exact date and time will be communicated with your joining instructions, giving you at least one day to troubleshoot any issues and prepare for your training.

Please also remember that to be able to enjoy your virtual classroom environment without any disruption, you will need to be connected to a broadband with a speed of at least 1.2Mbps. You can test your internet speed using this link:

<https://www.speedtest.net/>