tombolo institute
BELLEVUE COLLEGE

Zoom CHEAT SHEET FOR STUDENTS

CONNECTING TO YOUR ZOOM CLASS MEETING

REQUIREMENTS

- Internet connection
- The meeting ID#
- Headset (optional but recommended)

INSTRUCTIONS

1. You will receive a Zoom meeting invitation.
2. Click on the meeting URL provided in the meeting invitation.

   OR

3. Go to the Zoom website: https://bellevuecollege.zoom.us/j/, enter the meeting ID#, and click the **Join** button.

WHEN YOU JOIN THE CLASS MEETING

- A window will open that allows you to select **Computer Audio** and test your microphone and speakers.
- Click the **Test Computer Mic & Speakers** link if you need to check your audio feed before the meeting.

IF YOU HAVE AUDIO PROBLEMS

- Check your computer speaker volume. Is it set to mute or to a low volume?
- Are your speakers selected for the active output in Zoom?

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IN YOUR CLASS MEETING

- After the class starts, the Zoom window will open. The Zoom menu bar is located at the bottom of the Zoom window. The menu bar hides after a few seconds when you're in full-screen mode. Move your mouse slightly to make the menu bar visible again.
- The meeting may start with audio and video off. Check the menu bar to make sure your audio is not muted and your video feed is started.

THE ZOOM MENU BAR
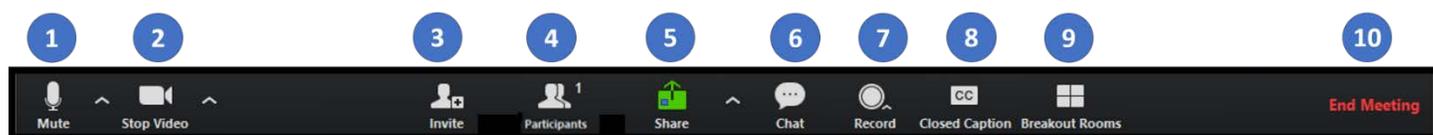
1. Microphone icon: mute/unmute your own audio (You can't mute or unmute the audio of other students.)
2. Video icon: start/stop your video feed
3. Invite: don't use this feature
4. Participants: list of participants
5. Share: you can share your desktop (all apps you have open) or a specific app
6. Chat: send a message to one person or all participants
7. Record: don't use this feature unless instructed by your teacher
8. Closed caption: this icon will appear if closed captions are enabled, but is generally not used in this course
9. Breakout rooms: sessions that are split off from the main meeting. Requires an invitation from the instructor (host).

MUTE/UNMUTE YOUR AUDIO FEED

During the class meeting, mute your audio feed unless you're speaking. This reduces audio feedback and background sounds that may be distracting to other participants.

AUDIO ISSUES

- Can't hear the instructor or other participants

  o Check your computer speakers. Is the volume turned up? Are your speakers connected?
  o Are your speakers selected for the active output in Zoom?

- Other participants can't hear you

  o Check your microphone setup in Zoom

- Do other participants hear echo when you talk?

  - You are the source of the echo.

    - Adjust your microphone sensitivity
    - Use a headset so that voices coming in from other participants aren't picked up by the microphone in your environment. Laptop microphones are too close to laptop speakers and the sound can reverberate.
    - Make sure you're not using both your cell phone and your computer to access Zoom.

VIDEO

VIDEO ISSUES

- Other participants can't see you

  - Make sure your camera is turned on, plugged in, and selected in Zoom.
  - Make sure nothing is blocking the camera view.
  - If you're using an external web camera, try connecting it to a different USB port.

SHARE

If you're asked to share your computer screen,

1. Click on the **Share** icon in the Zoom menu bar.
2. A window showing your Desktop and open apps will appear. Select your Desktop if you want to share everything on your computer screen. Select a specific app if you only want to share that app.
3. All participants in the class meeting can see your screen and mouse cursor.
4. To stop sharing your screen, click **Stop Share**.

BREAKOUT ROOMS

REQUIREMENTS

- Join the meeting by the Zoom desktop client, mobile app, phone, or Zoom Room
- Invitation to join breakout rooms from the meeting host

INSTRUCTIONS

You can use breakout rooms when you need to work in teams during class.

1. The instructor (host) will send an invitation to join the breakroom.
2. Click the **Join** button. (Note: You have the option to click the **Later** button, but in practice you won't normally use this option.)

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3. The breakout room menu bar is very similar to the menu bar in the main meeting window. There is an **Ask for Help** icon in the breakout room menu bar. Use this control to request help from the instructor (host).

4. To leave the breakout room or the entire meeting, clicking the **Leave Breakout Room** control.

The Leave Breakout Room dialog window opens. There are three choices:

- **Leave Meeting:** You'll exit from the entire class session.
- **Return to Main Session:** You'll exit the breakout room and return to the main class session.
- **Cancel:** You'll return to the breakout room.

5. When the instructor (host) ends the breakout rooms, you'll receive notification and the opportunity to return to the main class session immediately or in 60 seconds.

ADDITIONAL INFORMATION SOURCES

How Do I Join or Test My Computer/Device Audio?

See the sections, "When Joining a Meeting" and "During a Meeting."

How Do I Test My Video?

See the section, "To test your video in meeting"

How Do I Share My Screen?

How Do I Change the Video Layout?

Participating in Breakout Rooms