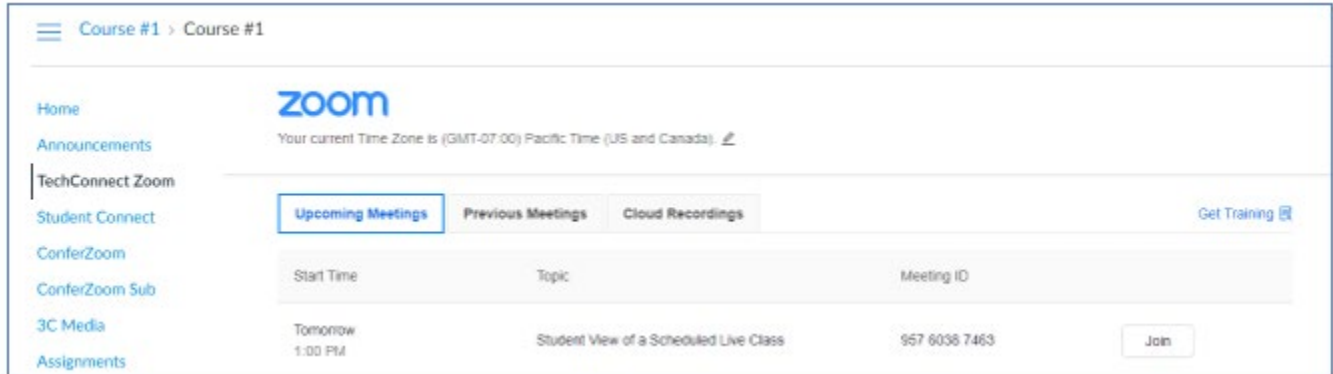


Student Guide to Zoom

How to Find Zoom in Canvas

In Canvas, you can access Zoom through the TechConnect Zoom link in the course navigation menu.



Joining a Zoom Meeting

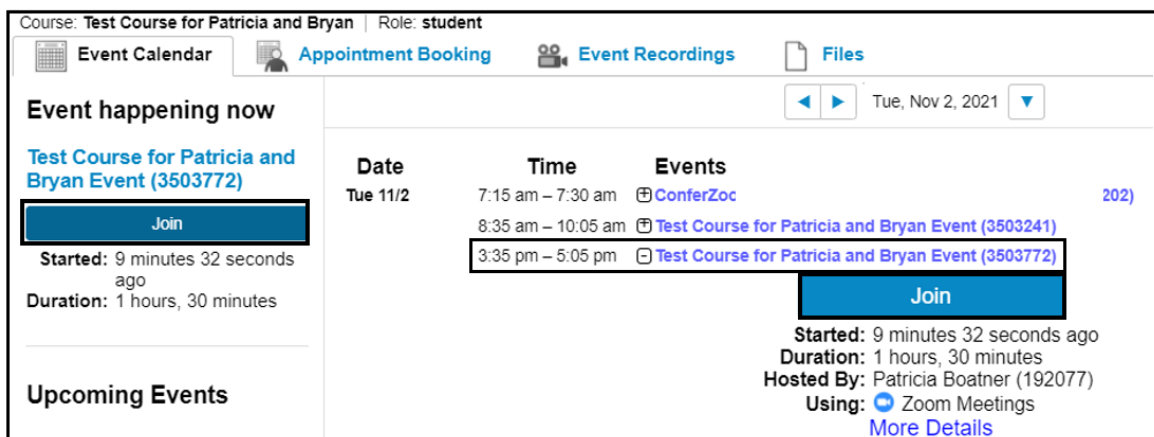
Joining a Zoom class meeting is quick and easy. To get started with your FC Zoom class meetings, you will receive a meeting link in one of two ways:

1. Use the Zoom link provided by your instructor in either an email, Canvas Inbox message, or Canvas Announcement

Join Zoom Meeting

<https://fullcoll-edu.zoom.us/j/92657288925?pwd=bDJNek9QT21GQkdQdUthQWJlQkJudz09>

2. In Canvas, select the TechConnect Zoom link in the course navigation menu and use the blue “Join” button.



If this is your first Zoom session, Zoom will ask you to download the application:

- Download the Zoom application onto the device you will be using to participate in class
 - Ideally, this should be a laptop, desktop, or tablet – not a smartphone. A Zoom app does exist for smartphones, but it is difficult to see slides or other material your instructor may present on such a small screen
- When prompted, select “OK”
- That’s it! You are now in the Zoom class meeting

Your Control Options in a Zoom Meeting

The participant controls appear at the bottom of your screen if you are not currently screensharing.

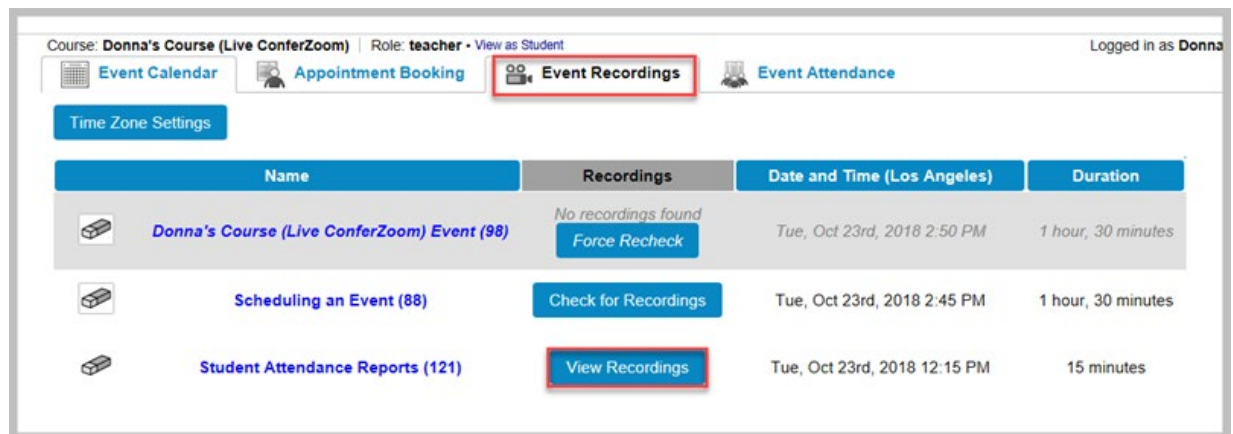


Participants generally have access to these features:

- Join Audio or Unmute/Mute: Mute and unmute your microphone.
- Audio Controls (click ^ next to Mute/Unmute): This allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the [full audio settings](#)
- Tip: Use the following [keyboard shortcuts](#) to mute or unmute yourself. You can also use [push to talk](#) if you want to unmute yourself by holding the spacebar
 - Windows: Alt+A
 - Mac: Shift+Command+A
- Start Video/Stop Video: Turns your camera on or off
- Video Controls (click ^ next to Start Video/Stop Video): Change cameras if you have multiple cameras, select a [virtual background](#) (if enabled), or access your [full video settings](#)
- Participants: See who's currently in the meeting and [invite others](#). You can also access these options by hovering over your display name and clicking More:
 - Rename: Change your screen name displayed to other participants
 - Share My Pronouns/Unshare My Pronouns: If you have [entered your pronouns in your profile](#), you can choose to [share or unshare your pronouns](#) in the current meeting. This feature requires Zoom version 5.7.0 or higher
- Chat: Access the chat window to [chat with other participants](#)
- Share Screen: [Start a screenshare](#) (if the host allows). You will be able to select your desktop or the application you want to share
- Record: [Start or stop a local recording](#). Participants do not have access to start a cloud recording
 - Note: The host will need to allow local recordings in their account settings, then give you permission to record. If you don't have permission to record, use the in-meeting chat or audio to ask the host for permission.
- Closed Caption or Live Transcript: When enabled by the host, click to start viewing either [closed captions or the live transcript](#)
- Reactions: [Meeting reactions, nonverbal feedback, and Raise Hand](#) allow you to communicate issues or feedback to the host or presenter without disrupting the meeting. These reactions are shown on your video panel and next to your name on the participant's panel
- Leave: Leave the meeting while it continues for the other participants

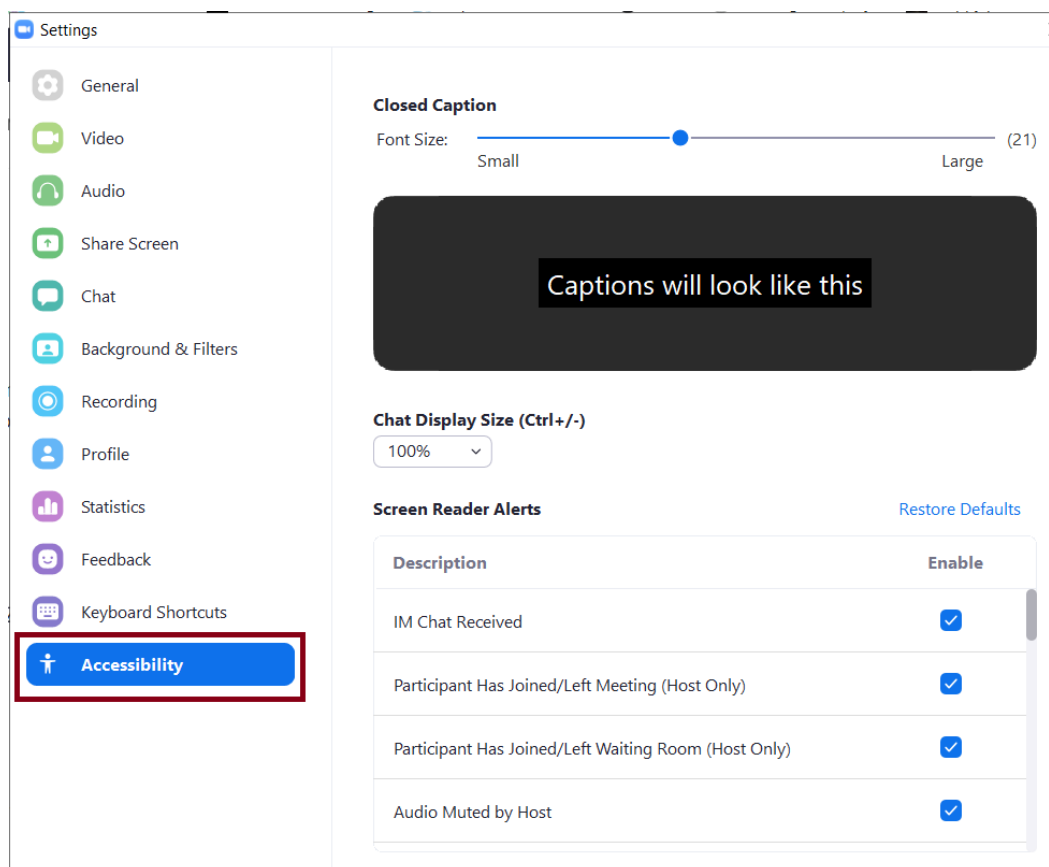
View Recordings

1. In your Canvas course, select TechConnect Zoom from the course navigation menu.
2. Select the “Event Recordings” tab to view a list of recordings



Accessibility Settings

Zoom has accessibility settings that may be useful for all students. To customize these settings, go to Settings in your Zoom application and select “Accessibility”.



- Use the Closed Caption slider to increase the closed captions font size
- Use the Chat Display Size dropdown to adjust the chat display size
- If you use screen reader software, use the Screen Reader Alerts checkboxes to enable/disable notifications as needed
- Utilize the [Zoom Keyboard Shortcuts](#) to enhance navigation