

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

※This manual is made with the screenshots of Zoom on Aug. 24th 2020.
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 audio 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 online class anywhere you like, however, please stay where you can have a stable internet connection.
- Please take the online 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.
2. After your account is created, log in to the website by clicking "SIGN IN."

The screenshot displays the Zoom website's header and main content area. The header includes the Zoom logo, navigation links (SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING), and a top navigation bar with links (REQUEST A DEMO, 1.888.799.9666, RESOURCES, SUPPORT). A green banner below the header contains a message about resources. The main content area features a large text block on the left and two overlapping form boxes on the right. The 'Sign In' form has fields for Email Address and Password, a 'Sign In' button, and options for staying signed in or signing up for new users. The 'Sign Up Free' form has a field for work email address, a 'Sign Up' button, and a link for existing users. Both forms include SSO options (Google, Facebook) and a disclaimer at the bottom. Two blue arrows point from the 'SIGN UP, ITS' FREE' button in the header to the 'Sign Up Free' form, and from the 'SIGN IN' button to the 'Sign In' form.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN SIGN UP, ITS' FREE

We have developed resources to help you through this challenging time. [Click here to learn more.](#) x

Committed to safety, security, and privacy for all Zoom customers

Explore resources and features

Sign In

Email Address

Password
 [Forgot password?](#)

Sign In

☒ Stay signed in [New to Zoom? Sign Up Free](#)

or

Sign in with SSO

Sign in with Google

Sign in with Facebook

By signing in, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

[Already have an account? Sign in.](#)

or

Sign in with SSO

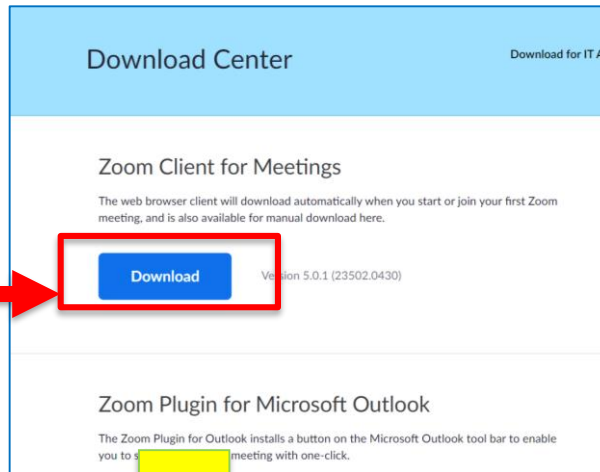
Sign in with Google

Sign in with Facebook

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

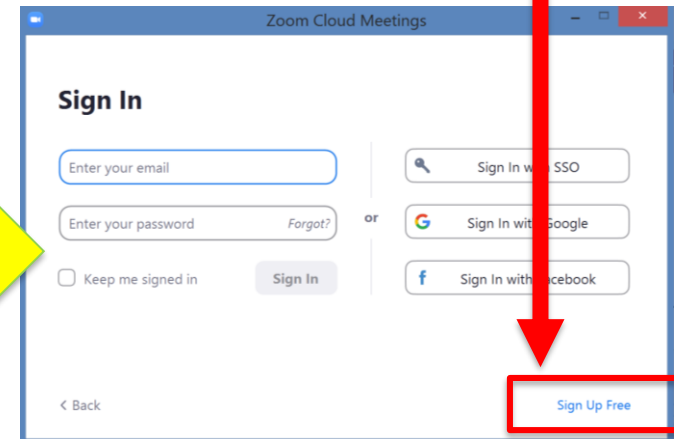
- [Click here](#) to install Zoom App to your PC

1. Click "Download" at "Zoom Client for Meetings" and get application on your PC.



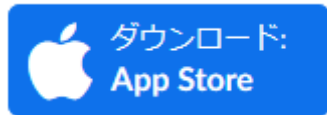
3. Click "Sign up free"

2. Click "Sign In"



Please download Zoom app to use it on your smartphone.

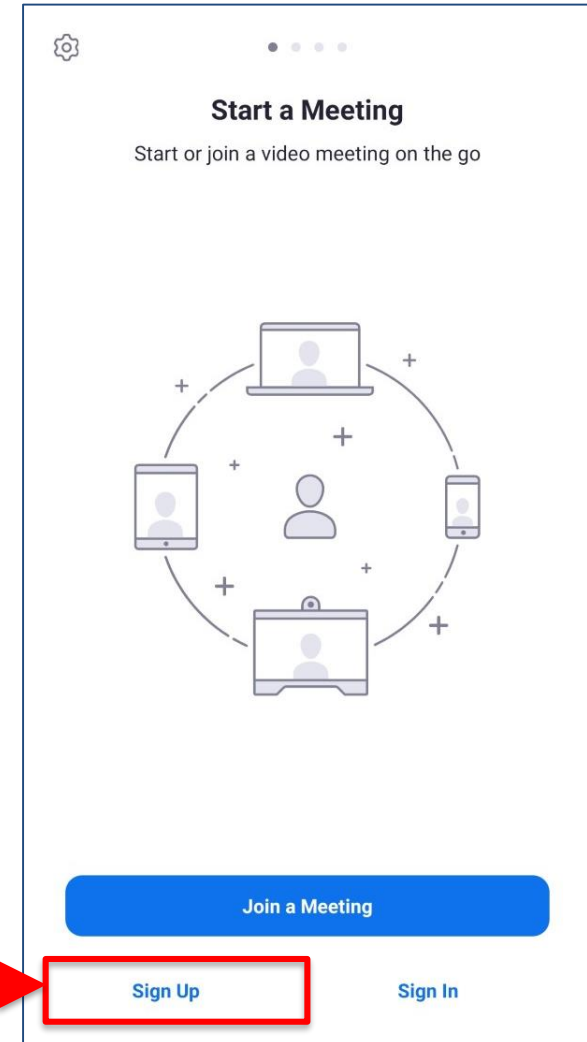
Download Zoom to your iPhone



Download Zoom to your Android smartphone



Click "Sign Up" and fill in the required information



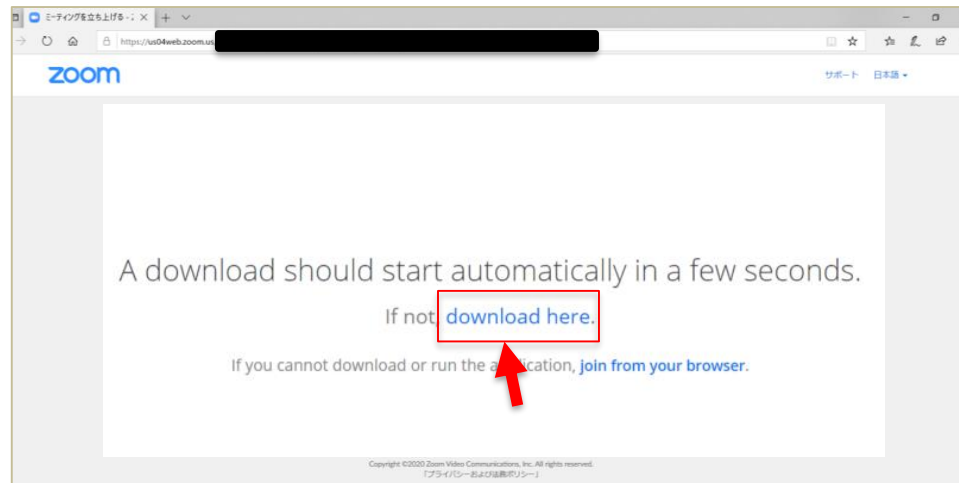
Taking a Class Using Zoom

By Clicking the URL Sent by the Instructors,

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

Attention!!

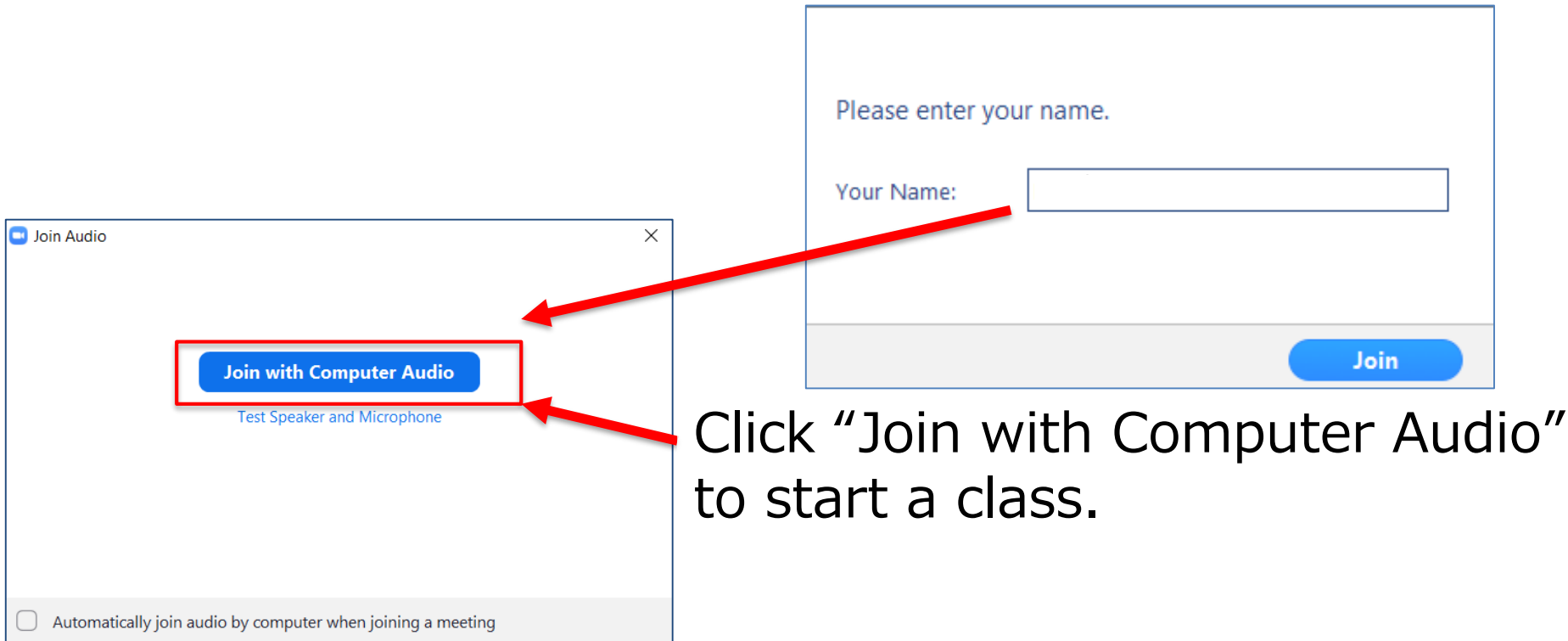
Do not share the URL and the password from the instructor with others



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

Once Zoom is downloaded to your PC, “Please enter your name” will appear on your screen. Type your name to get started. (You can change your name later if needed.)

- ◆ If instructors had a request about how you type in (eg. Japanese or English, with ID number etc.), please follow their instructions.



The image shows two screenshots of the Zoom interface. The top screenshot is a 'Join Audio' dialog box with the text 'Please enter your name.' and a text input field labeled 'Your Name:'. Below the input field is a blue 'Join' button. The bottom screenshot is a 'Join Audio' dialog box with a blue button labeled 'Join with Computer Audio' highlighted by a red rectangle. Below this button is the text 'Test Speaker and Microphone'. A red arrow points from the 'Join' button in the top screenshot to the 'Join with Computer Audio' button in the bottom screenshot. Another red arrow points from the 'Join with Computer Audio' button to the text 'Click “Join with Computer Audio” to start a class.'

Please enter your name.

Your Name:

Join

Join Audio

Join with Computer Audio

Test Speaker and Microphone

Click “Join with Computer Audio” to start a class.

☐ Automatically join audio by computer when joining a meeting

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.

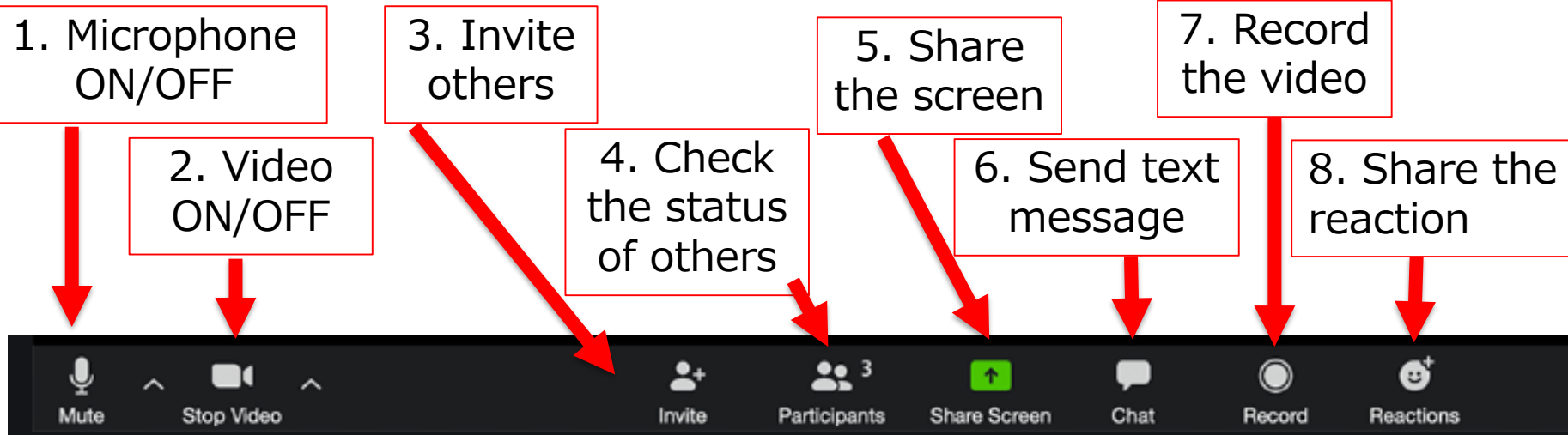
【Attention】

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)



[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. **Invite** : Use it only when the instructor tells to (Do not touch)
4. **Participants** : Use it only when the instructor tells to (Do not touch)
5. **Share Screen**: Use it only when the instructor tells to (Do not touch)
6. **Chat** : Use it only when the instructor tells to (Do not touch)
7. **Record** : **Students cannot record without a permission**
8. **Reactions** : Use it only when the instructor tells to (Do not touch)

Click [Gallery view/ Speaker view] to change layout.



Gallery view

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



Speaker view

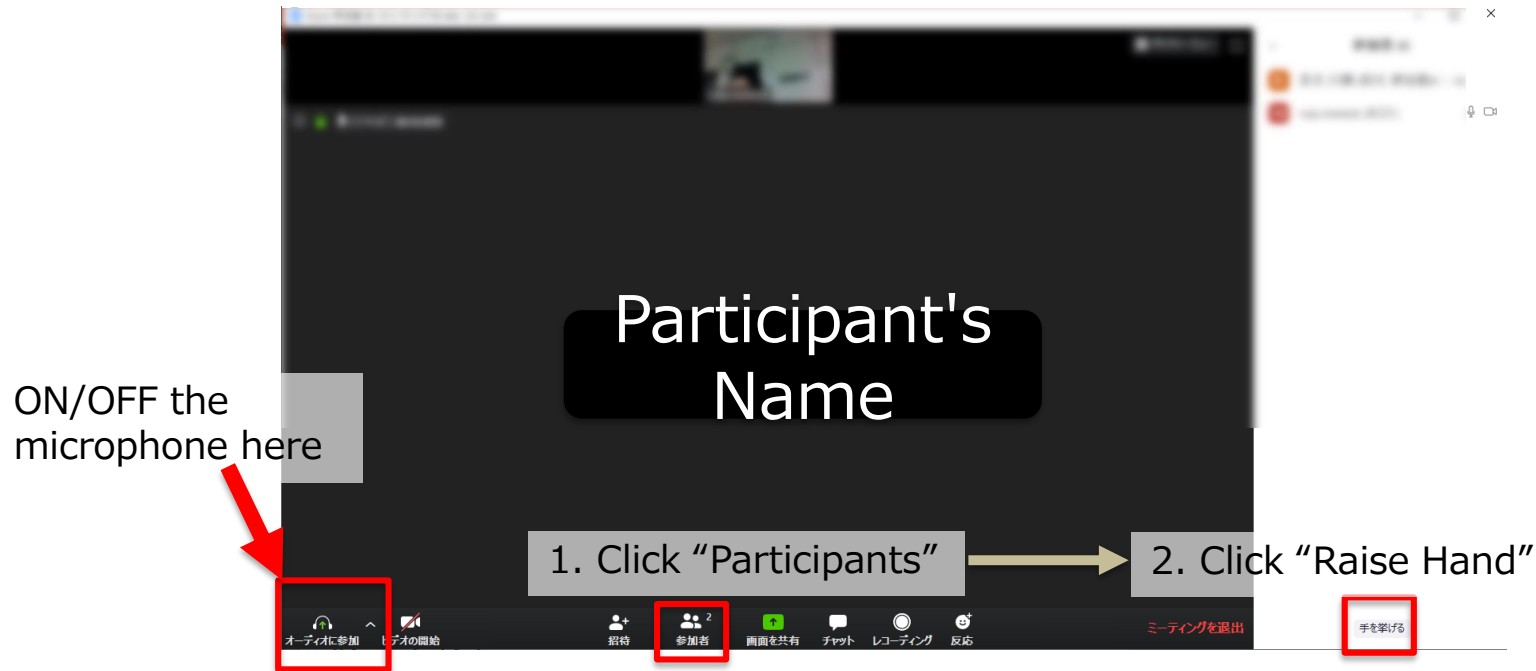
To view Participant's video as a large Active Speaker panel, click the large Active Speaker Panel icon.



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)



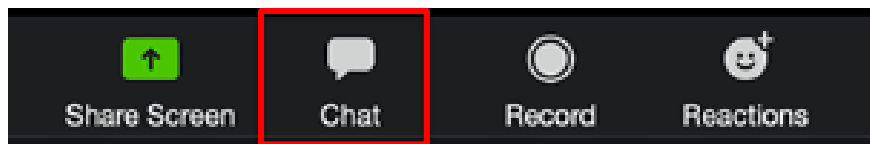
Eg.
Click “Raise Hand” and if the instructor tells you to speak, unmute the microphone. When you finish speaking, mute the microphone again.

【During Class】 Send a Chat Message

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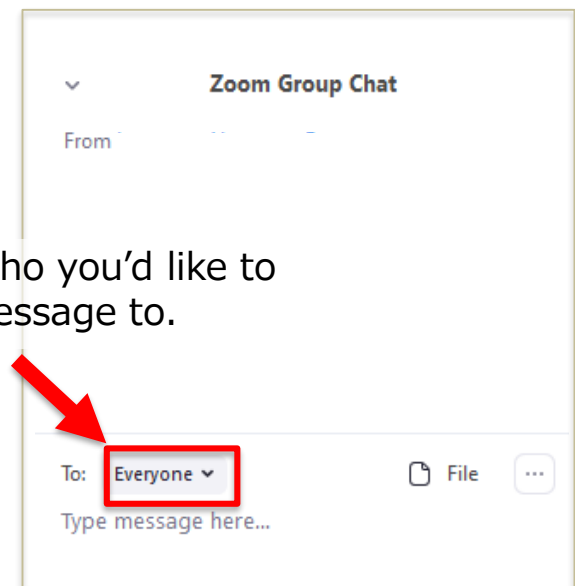
(only when the instructor tells to)

- 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.

Choose who you'd like to send a message to.




Eg.

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

etc.

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.

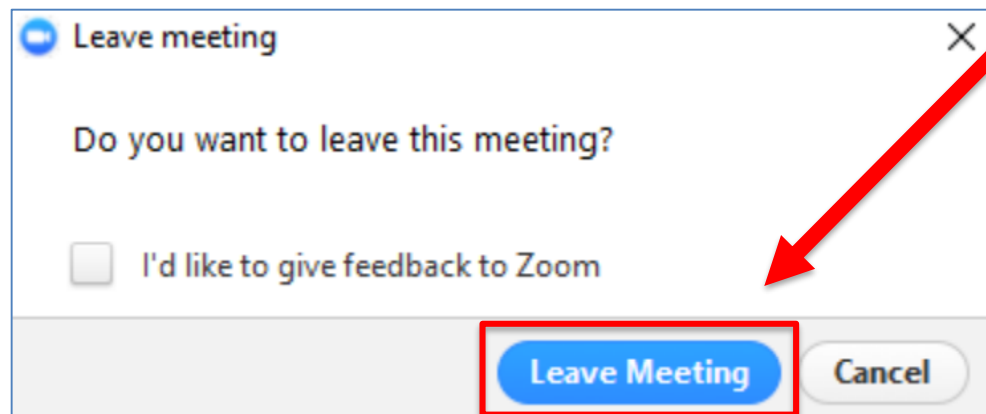
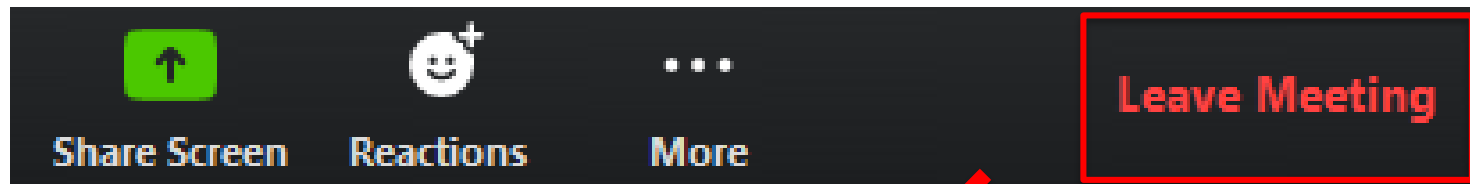


If you want set before meeting, click  button on top screen of Zoom App, select "Virtual Background" and set an image.

□ グリーンスクリーンがあります ⓘ ☒ マイビデオをミラーリング

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/watch?v=qsy2Ph6kSf8&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSXe