

# Zoom Manual

For Students

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Sierra States University  
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Keywords: zoom login, join meeting, raise hand

- A. Preparation for online meeting with your instructor and cohorts.
- B. How to use Zoom

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**Current Courses**

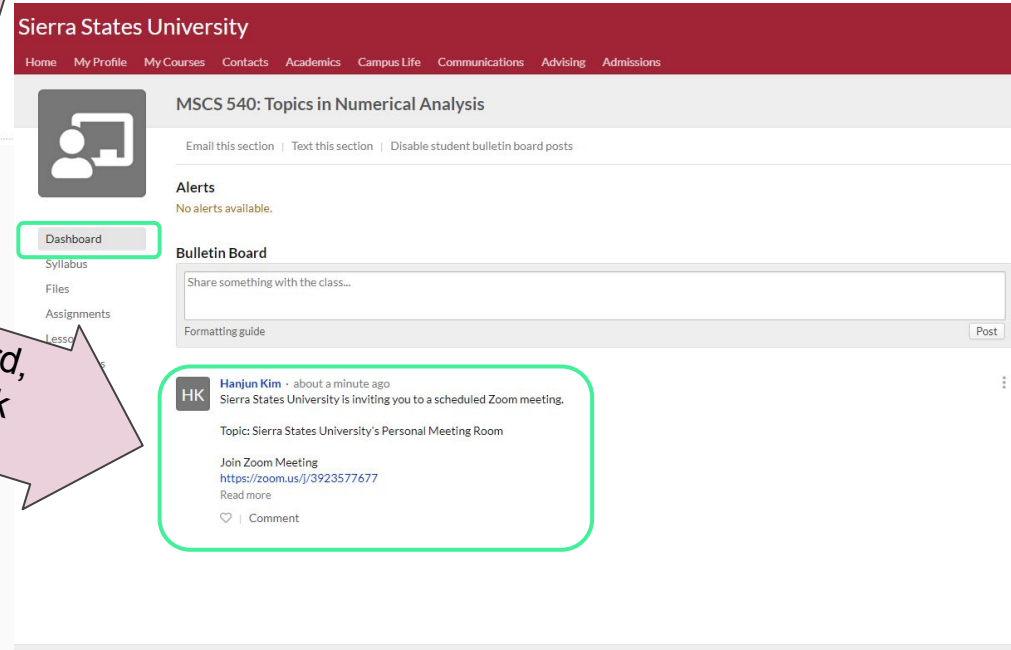
 **ACC 1102: Principles of Accounting II**  
In Progress · Jan 2, 2020 - Apr 30, 2020 · Primary faculty Byungrin Han  
Enrolled

1. First, visit [sierra.populiweb.com](https://sierra.populiweb.com)

2. Click "My Course" and go to your course


4. Admission sent zoom link via email too. We suggest you to keep zoom link somewhere to remember.

3. In the Dashboard, you can see the link for zoom meeting.



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 **MSCS 540: Topics in Numerical Analysis**

Email this section | Text this section | Disable student bulletin board posts

**Alerts**  
No alerts available.

**Bulletin Board**

Share something with the class...

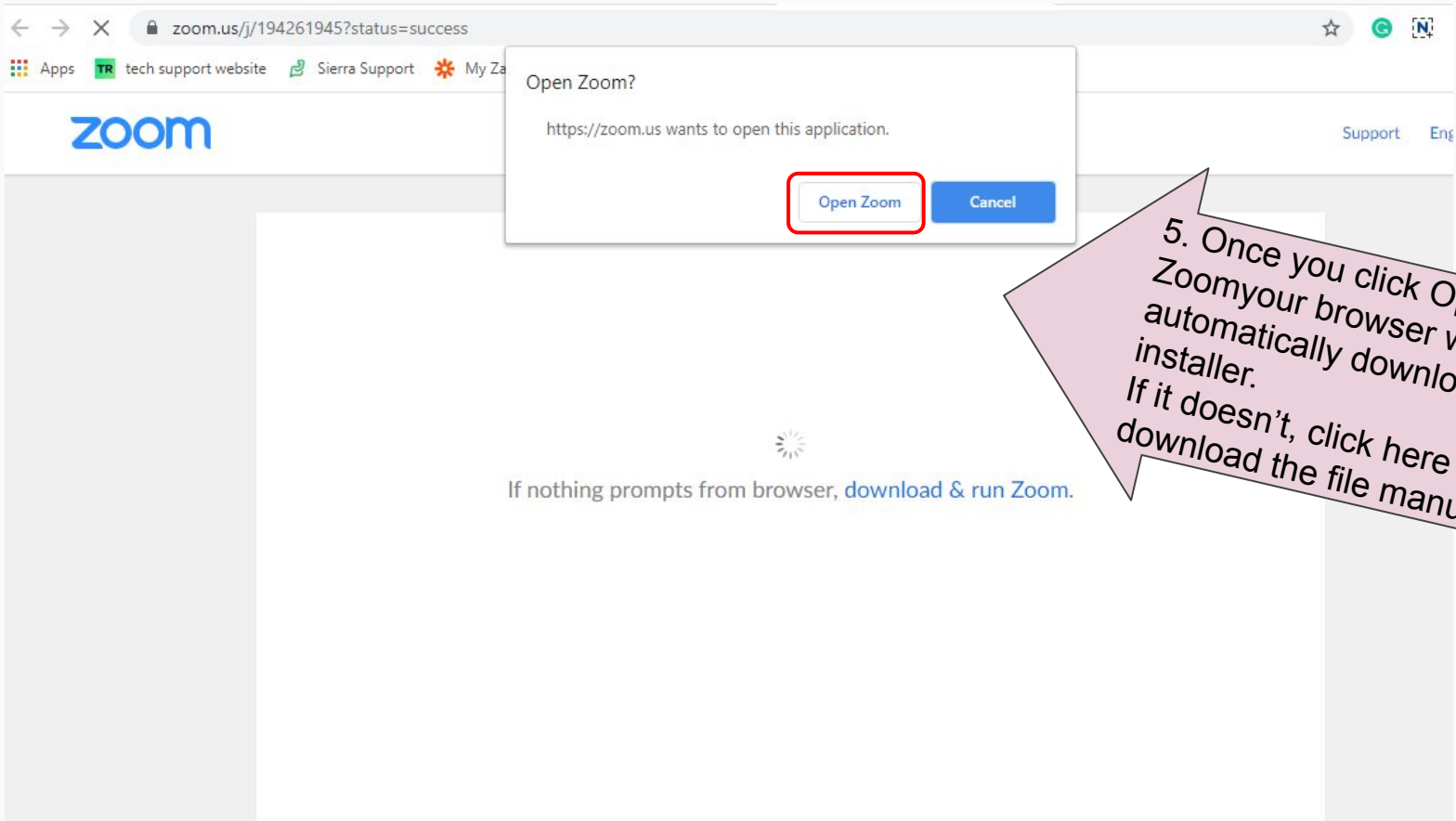
Formatting guide Post

**HK** Hanjun Kim · about a minute ago  
Sierra States University is inviting you to a scheduled Zoom meeting.

Topic: Sierra States University's Personal Meeting Room

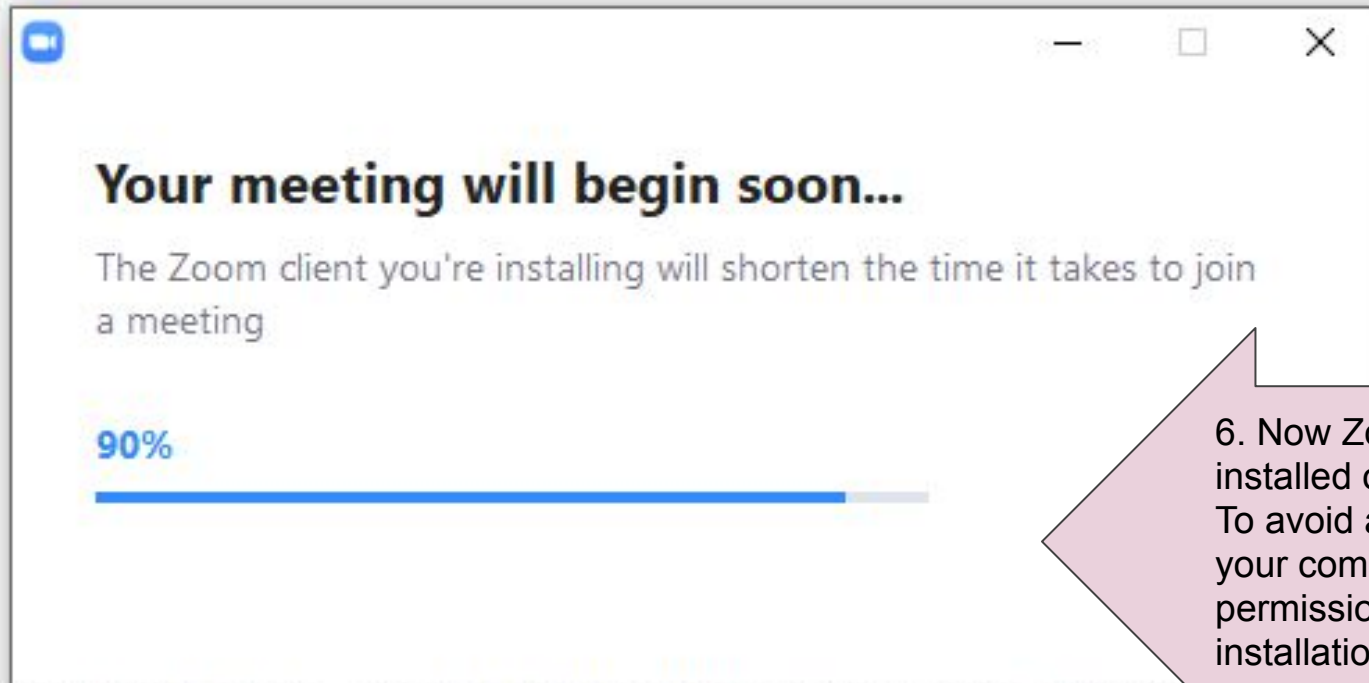
Join Zoom Meeting  
<https://zoom.us/j/3923577677>  
Read more

♥ | Comment



The screenshot shows a web browser window with the URL `zoom.us/j/194261945?status=success`. A dialog box titled "Open Zoom?" is displayed, asking "https://zoom.us wants to open this application." It features two buttons: "Open Zoom" (highlighted with a red border) and "Cancel". Below the dialog, a loading spinner is visible, followed by the text "If nothing prompts from browser, [download & run Zoom](#)." A pink callout arrow points to the "Open Zoom" button with the following text:

5. Once you click Open Zoom your browser will automatically download the installer. If it doesn't, click here to download the file manually



6. Now Zoom client will be installed on your computer. To avoid any technical issues, if your computer asks any permission during the installation, say 'yes' to all.

SEE CLICK OPEN ZOOM MEETINGS IT YOU SEE THE SYS MEDIA



7. Click 'Join with Computer Audio' to hear the audio from other cohorts and your instructor.



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- A. Preparation for online meeting with your instructor and cohorts.
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Before you enter a video session please be aware of the following:

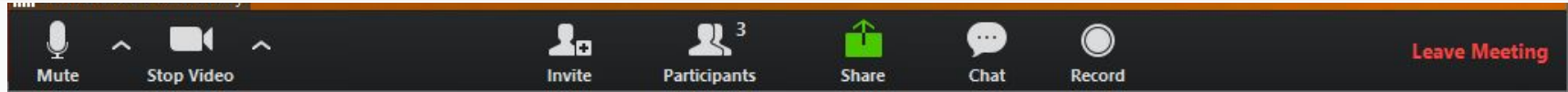
- The video session will be recorded, including the audio, throughout the entire session.
- Be careful with a 'hot mic'. The best way to avoid this is mute your mic unless you need to or asked to say something.
- Respect other cohorts and your instructor. Do not use offensive languages, vocabulary.
- An Online meeting is a part of your class. Stay focused, do not interrupt others. If you are busy minding your own business(e.g., texting, playing game, constantly leaving your seat) and not participating the class, your instructor may remove you from the meeting. If that happens you will lose your attendance for the session.
- Do not display any violent, offensive, discriminated images, objects on your screen. This violation may lead to the termination of your student status at Sierra States University.
- If you are joining the meeting from a public place(e.g., coffee shop, library, etc) be sure to use a headset during the meeting. Also be sure other people's faces in that public are not to be shown on your screen. Respect people in the public area, and do not disturb them with loud voice or computer speakers.

# How to use Zoom 1/4



8. When you first join a meeting, you will see other cohorts and your instructor's video feeds

9. Hovering your mouse points on this area will display Zoom room menus.



## 10. Menus

**Mute/Unmute:** Clicking this enable/disable your microphone. Make sure your microphone is off when you are not talking, or when others are talking.

**Stop/Start Video:** Clicking this enable/disable your web camera. When you've joined a meeting and can't see your face on the screen, check the status of this button.

**Invite:** This menu is for the instructor only.

**Participants:** Clicking this to see the list of cohorts who are currently in the meeting with you.

**Share:** You can share activities on your computer screen, a file with the class.

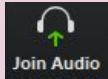
**Chat:** You can publicly, privately chat with anybody in the meeting. Do not send any offensive messages to other cohorts. If you ever receive such message, take a screenshot and report it to your instructor.

**Record:** This menu is for the instructor only

**Leave Meeting:** Clicking this will terminate the current session. After you left the meeting, no one will be able to see you through your web camera.

## 11. Self-Troubleshooting tips

- If you accidentally disconnected from the meeting, re-join the meeting using the same meeting code.
- If your instructor was disconnected, wait up to 15 minutes. If your instructor hasn't come back after 15 minutes, go ahead and check your classroom page in the Populiweb and your email to see if your instructor re-opened a new session using a different meeting code.
- Make sure all menu icons set correct. The following icons are commonly overlooked.



This icon means you CANNOT hear what other participants say.

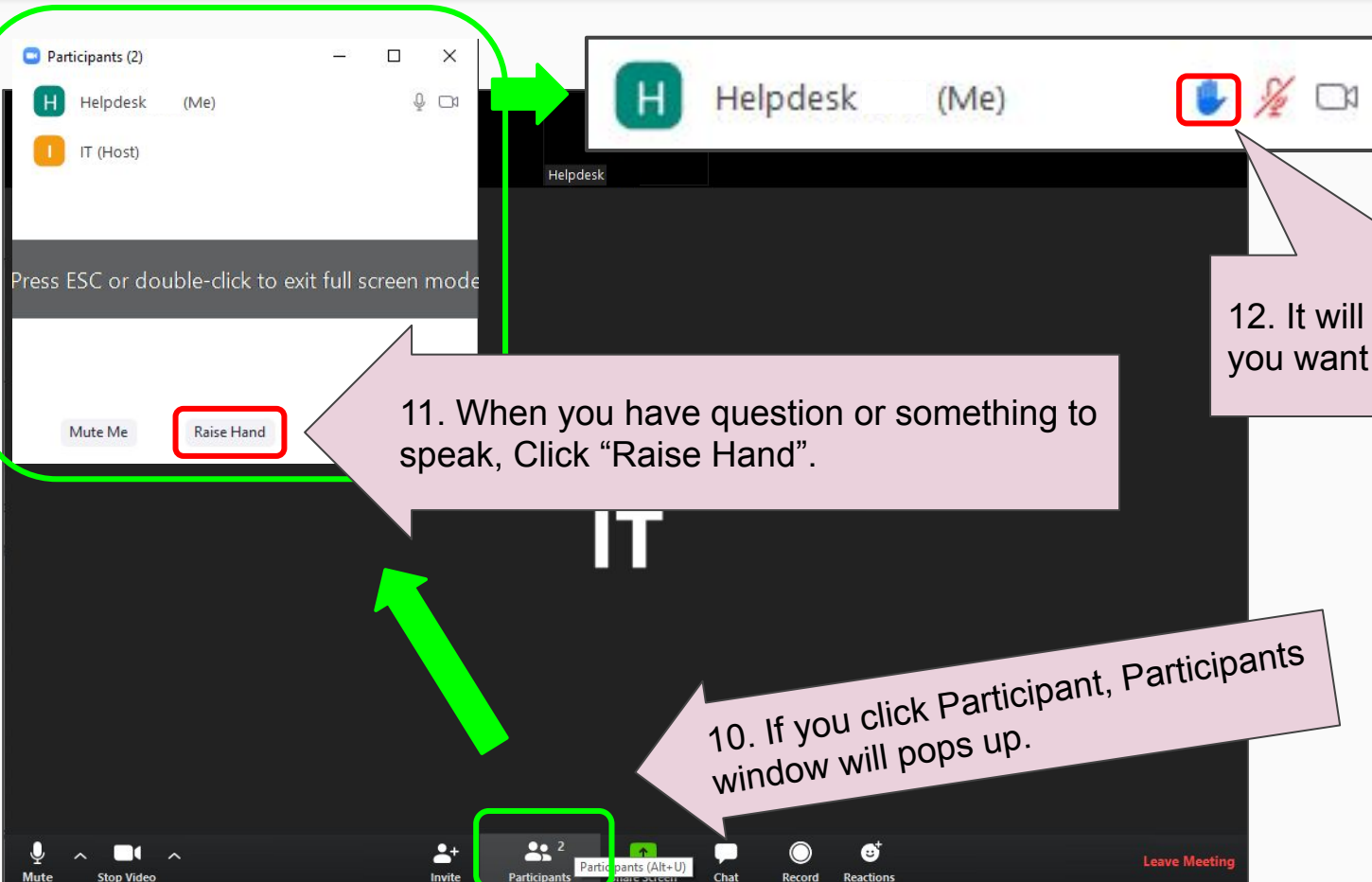


This icon means your microphone is disabled therefore other participants cannot hear you



This icon means your web camera is disabled therefore other participants cannot see you

# How to use Zoom 4/4



11. When you have question or something to speak, Click "Raise Hand".

12. It will notice your host that you want to speak something.

10. If you click Participant, Participants window will pops up.

If you have more questions, please contact us at;

Email: [it@sierrastates.edu](mailto:it@sierrastates.edu)