CHOOSE MATHS MENTORING

AN **AMSI** SCHOOLS PROJECT

DELIVERED BY
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Zoom: First Time User's Guide

CHOOSE**MATHS** Mentoring uses a program called Zoom to run the fortnightly 'live' mentoring sessions. Zoom is a useful resource with video, audio, messaging, screen sharing, annotating and whiteboard capacities. Each mentoring circle will be allocated a Zoom 'meeting room' where you will be able to talk with the others in your circle.

This document will take you through how to use Zoom and introduce you to the features you need to take part in CHOOSE**MATHS** Mentoring.

GETTING STARTED

☞ At the time of your mentoring session, click on the Zoom meeting room link.

☞ You will be directed to the Zoom meeting launch page. **Click on download & run Zoom**.

☞ If you prefer not to download the Zoom app onto your computer, or are having issues running Zoom, you can also join the meeting directly from your browser by clicking on **Join from your browser.**

zoom   Support   English ▾

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, download & run Zoom.

If you cannot download or run the application, join from your browser.

Click here to download Zoom onto your computer

Click here if you can't download Zoom, or would prefer to the meeting from your browser

☞ If you join from your browser, you will be asked to enter a name. **Use only your first name.**

☞ If you have downloaded Zoom, next time you need to log on for a mentoring session, you can join from the Zoom app on your computer.
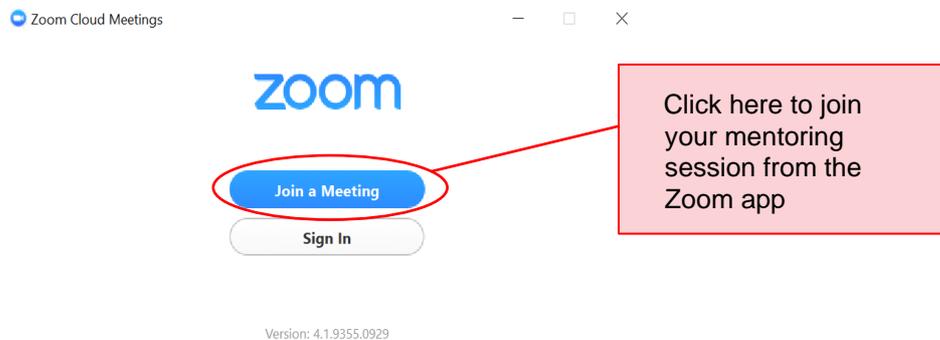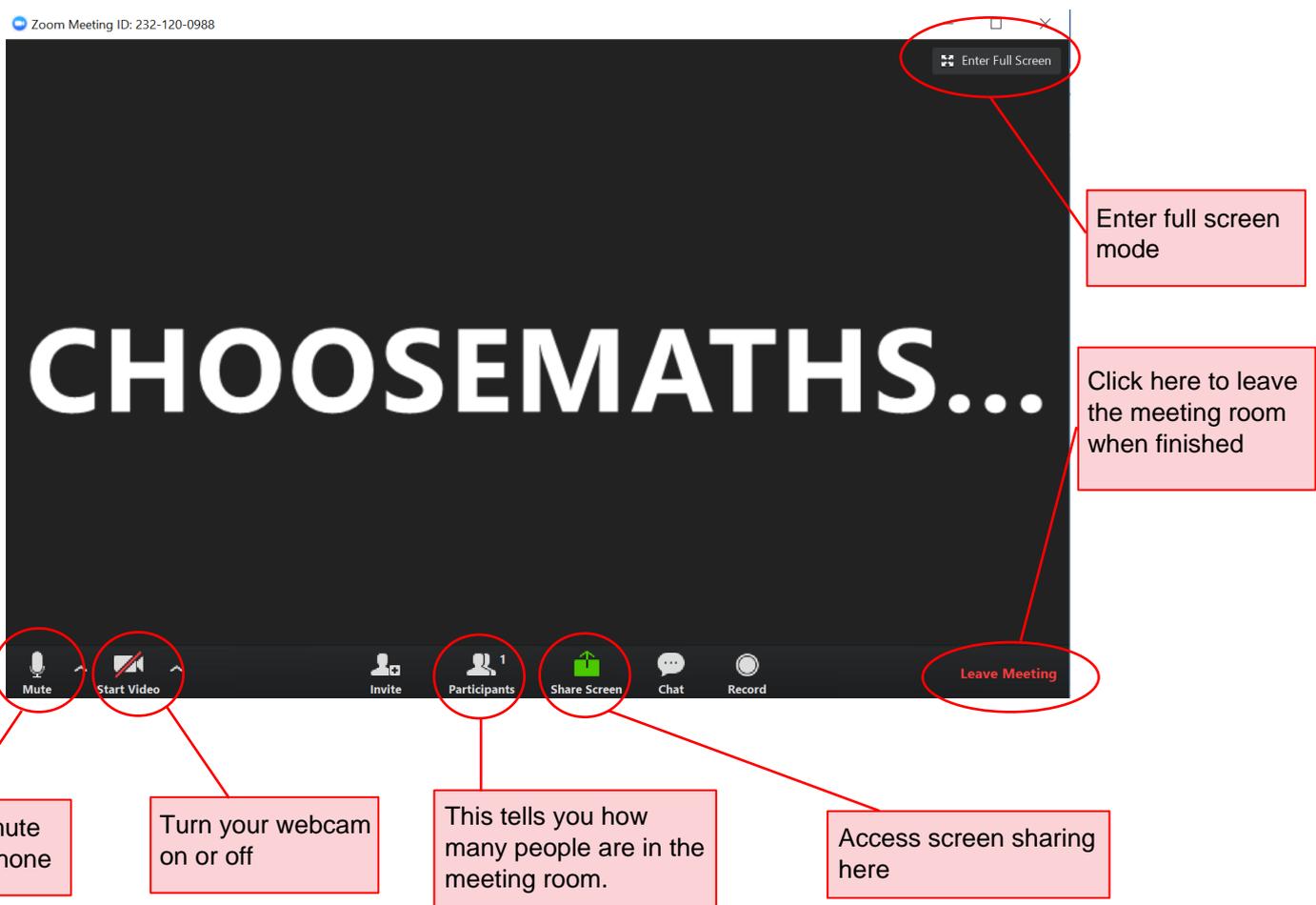

☞ Type in the 9-digit meeting ID number at the end of the Zoom meeting room url link. For example, if your meeting room link is https://unimelb.zoom.us/j/123456789, then your 9 digit meeting ID is 123-456-789
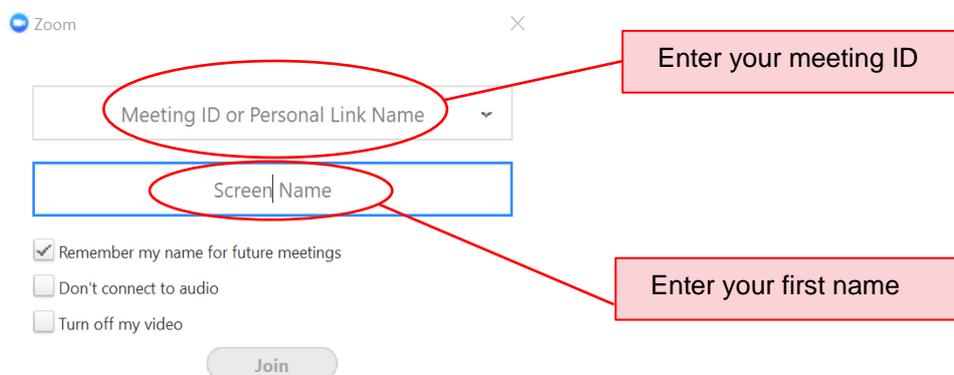
BASIC FEATURES

☞ Once you have joined the Zoom room, you can mute your microphone, turn your video on or off, enter full screen mode and leave the meeting at any time.

Enter full screen mode

Click here to leave the meeting room when finished

Mute or unmute your microphone

Turn your webcam on or off

This tells you how many people are in the meeting room.

Access screen sharing here

SCREEN SHARING

☞ As a mentor, you may want to share your screen with the others in your group to show them presentation slides, features of a website or a project you've been working on. By accessing screen sharing, you can select which window on your computer you'd like to share.

☞ Click on the green **Share Screen** button on the bottom tab of the Zoom screen. You can choose to share an open document, a website or the whiteboard feature.
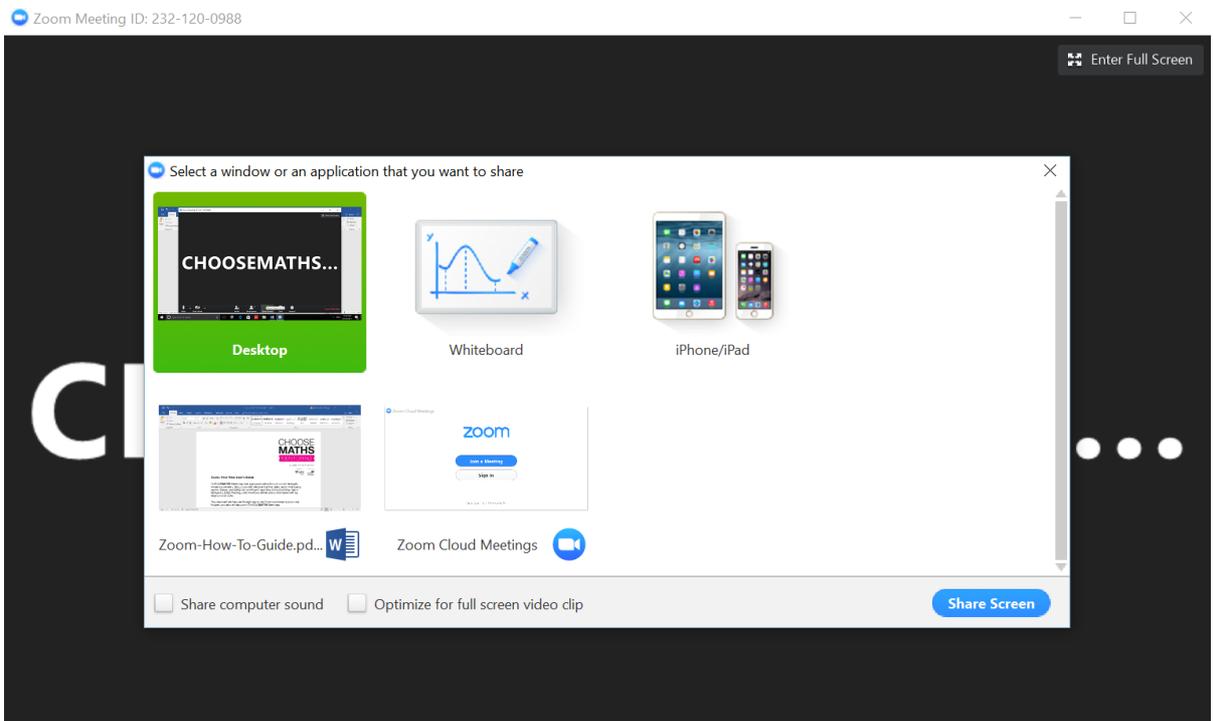
☞ Ensure that you are only sharing appropriate content and be wary of pop-ups and ads on websites like YouTube.
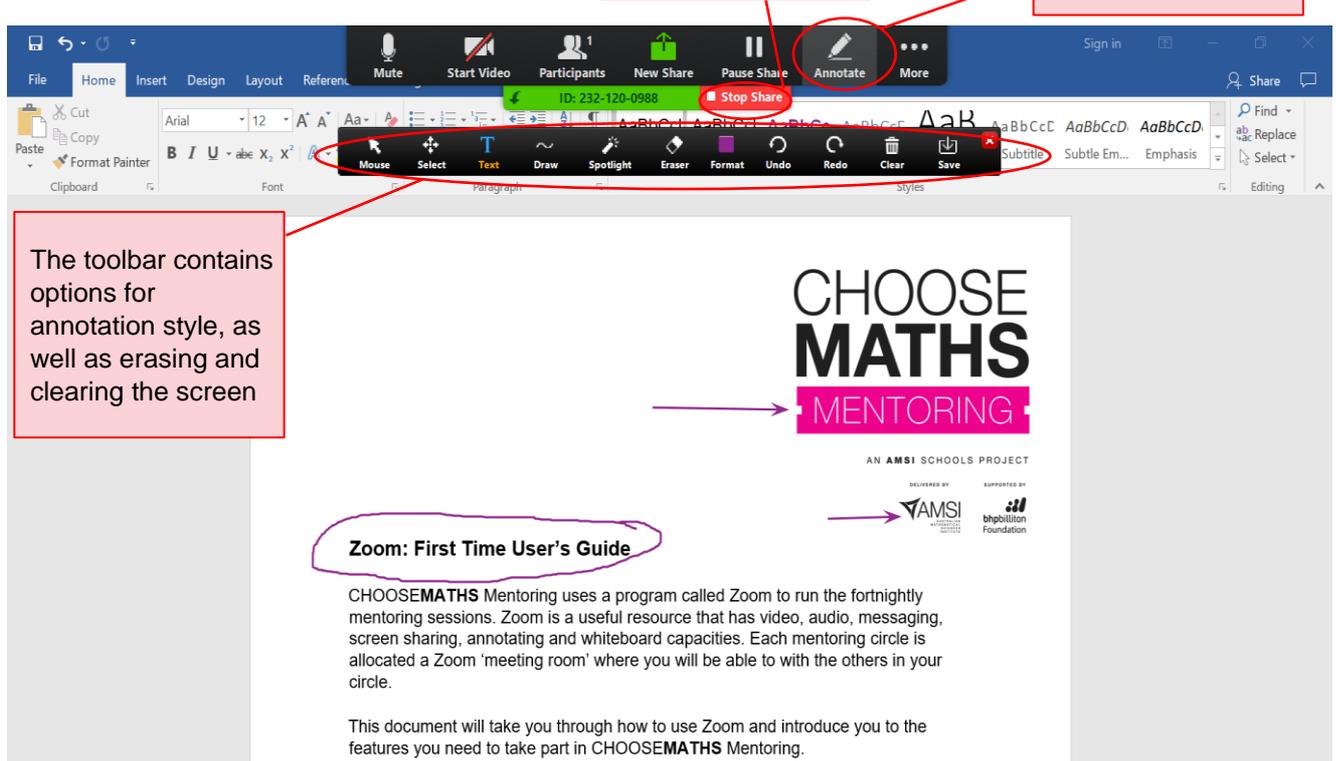
WHITEBOARD FEATURE (in screen sharing)

☞ The whiteboard allows for free-style drawing, typing, sketching and shape drawing by all participants.

Stop the screen share at any time

The toolbar contains options for whiteboard drawing styles, as well as erasing and clearing the screen

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ANNOTATING

☞ It is also possible to annotate in screen-sharing. This is useful if you would like to emphasise a point or draw everyone's attention to something particular on the screen.

Stop the screen share at any time

Click here to access the annotation toolbar

The toolbar contains options for annotation style, as well as erasing and clearing the screen

MONITORING PARTICIPANTS

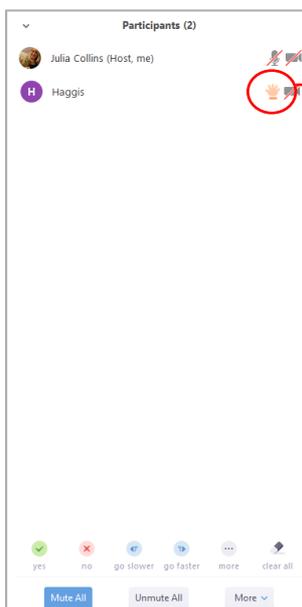A participant can raise their hand, say yes or no, and give other feedback.

☞ By clicking the **Participants** button at the bottom of your screen (or at the top if you are screen sharing), you can see who is in the session, whether they are muted, and whether they are giving you feedback.

You can use these features to interact with your mentees during the session, asking questions or finding out when they would like to speak.

TEXT CHAT

☞ You may want to talk to the others in your mentoring circle via the chat feature. This can be a good way to get responses to questions from everybody at the same time to avoid people talking over one another. Click on **Chat** and a panel will open on the right hand side. Type messages in here that you would like everyone to see.
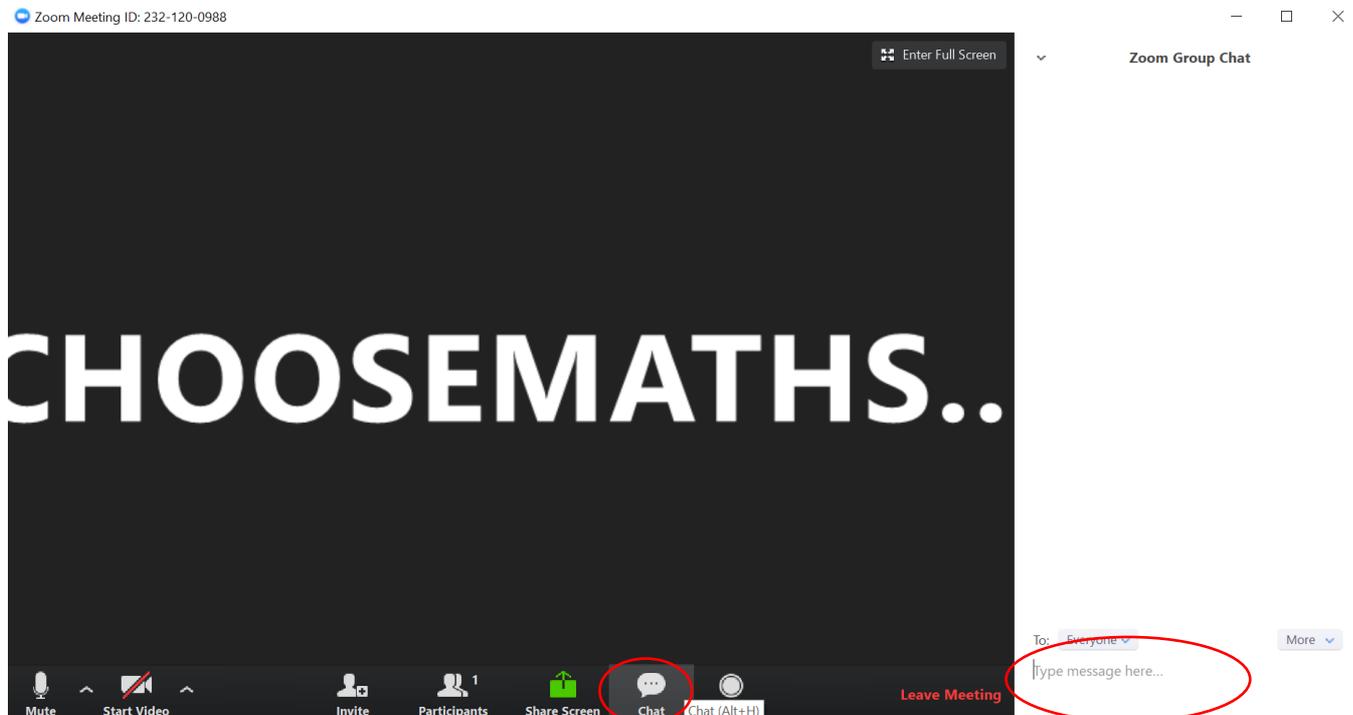
Access text chat here

Type messages to everyone here

By default Zoom wil allow its members to chat with everyone, but if you would like to restrict this feature, you can click the 'More' button to allow attendees to chat with the host only.

A FINAL NOTE

CHOOSE**MATHS** mentoring circles are places of respect. Please be mindful of child protection and web safety rules when screen sharing on Zoom and make sure that anything you say and share is appropriate and safe. If you are unsure, please contact a member of the CHOOSE**MATHS** team. If you notice anything you think is inappropriate, or feel uncomfortable with what is being shared on Zoom, please email Julia.Collins@amsi.edu.auor call 03 8344 6500 as soon as you can.