

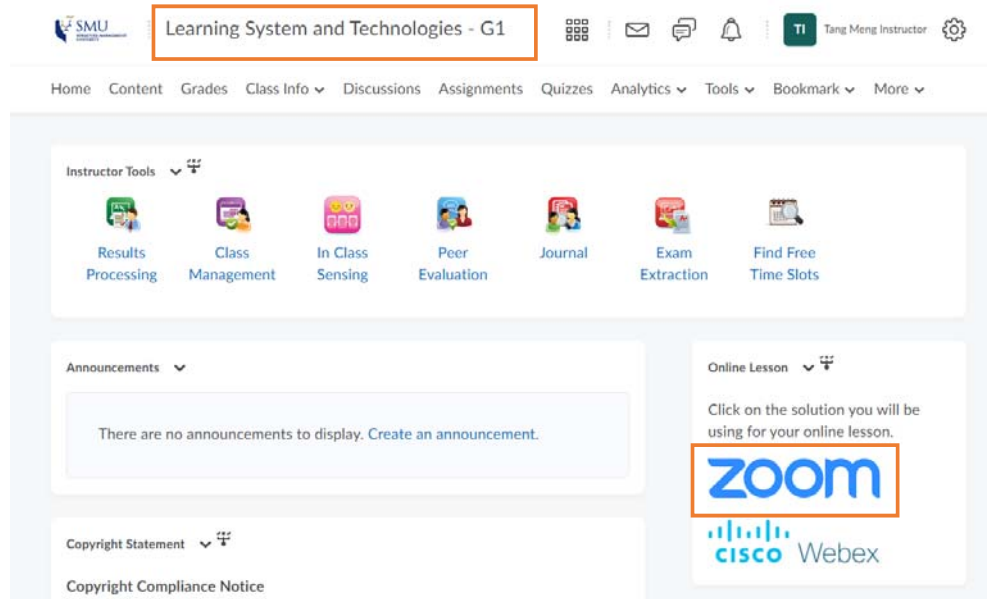
If you face technical issues please contact:

- IITS Helpdesk:
helpdesk@smu.edu.sg
+65 6828 0123
(Please quote "Zoom")
- IITS Email Address:
ellearn@smu.edu.sg
- CTE Email Address:
cte@smu.edu.sg

Zoom Quick Guide for Students

Step 1: Accessing Zoom in eLearn

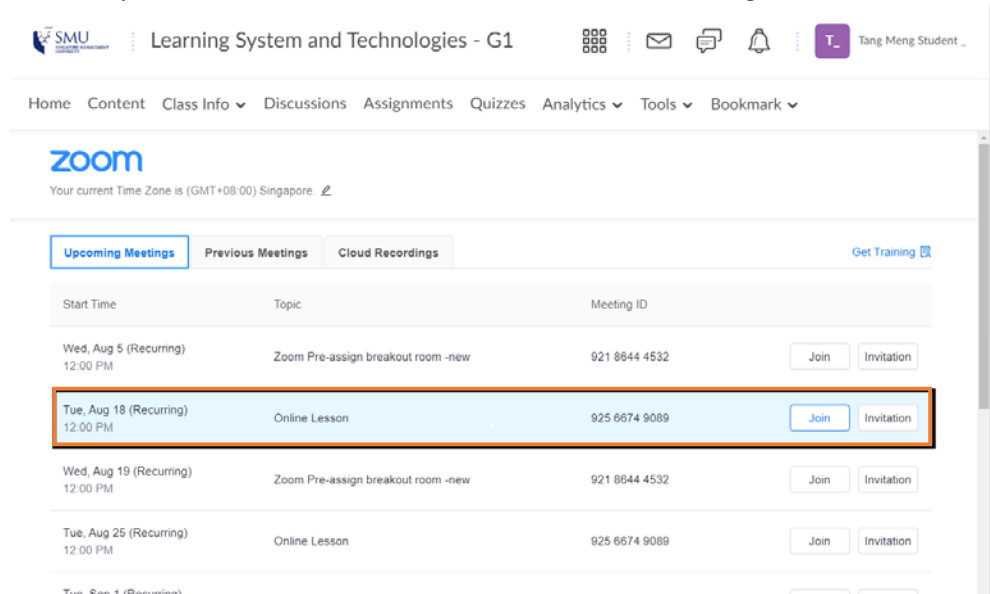
Log in to <https://eLearn.smu.edu.sg> and select the course you are attending. Click on the **Zoom** icon found on the right.



The screenshot shows the eLearn interface for the course "Learning System and Technologies - G1". The user is logged in as "Tang Meng Instructor". The interface includes a navigation menu with options like Home, Content, Grades, Class Info, Discussions, Assignments, Quizzes, Analytics, Tools, Bookmark, and More. The main content area features "Instructor Tools" (Results Processing, Class Management, In Class Sensing, Peer Evaluation, Journal, Exam Extraction, Find Free Time Slots), "Announcements" (no announcements to display), and "Online Lesson" (Click on the solution you will be using for your online lesson). The Zoom logo and Cisco Webex logo are visible in the Online Lesson section.

Step 2: Starting your Zoom session

Look for your scheduled class. Click on the **Join** button to begin that session.



The screenshot shows the Zoom interface for the user "Tang Meng Student". The interface includes a navigation menu with options like Home, Content, Class Info, Discussions, Assignments, Quizzes, Analytics, Tools, and Bookmark. The main content area displays the Zoom logo and the user's current time zone (GMT+08:00 Singapore). Below the logo, there are tabs for "Upcoming Meetings", "Previous Meetings", and "Cloud Recordings". The "Upcoming Meetings" tab is selected, showing a list of meetings with columns for Start Time, Topic, Meeting ID, and Join/Invitation buttons. The meeting "Tue, Aug 18 (Recurring) 12:00 PM Online Lesson" is highlighted, and its "Join" button is also highlighted.

Start Time	Topic	Meeting ID	Join	Invitation
Wed, Aug 5 (Recurring) 12:00 PM	Zoom Pre-assign breakout room -new	921 8844 4532	Join	Invitation
Tue, Aug 18 (Recurring) 12:00 PM	Online Lesson	925 6674 9089	Join	Invitation
Wed, Aug 19 (Recurring) 12:00 PM	Zoom Pre-assign breakout room -new	921 8844 4532	Join	Invitation
Tue, Aug 25 (Recurring) 12:00 PM	Online Lesson	925 6674 9089	Join	Invitation
Tue, Sep 1 (Recurring)

Step 3: Registration

You may be prompted to register before joining the class. When prompted to do so, please enter your **Name** and **SMU Email Address** to ensure that your Instructor can identify you for the purpose of attendance verification and assigning you to the respective breakout rooms. Click on the **Register** button to proceed.

Meeting Registration

f t in e

Topic Online Lesson

Time Aug 18, 2020 12:00 PM
Aug 25, 2020 12:00 PM
Sep 1, 2020 12:00 PM
Sep 8, 2020 12:00 PM
Sep 15, 2020 12:00 PM
Sep 22, 2020 12:00 PM
Time shows in Singapore

First Name* Student
Last Name* -
Email Address* student@smu.edu.sg
Confirm Email Address* student@smu.edu.sg

* Required information

Register

Step 4: Joining the Class

Once registered, click on the **URL** below to join your class.

Meeting Registration Approved

Topic Online Lesson

Time Aug 18, 2020 12:00 PM
Aug 25, 2020 12:00 PM
Sep 1, 2020 12:00 PM
Sep 8, 2020 12:00 PM
Sep 15, 2020 12:00 PM
Sep 22, 2020 12:00 PM
Time shows in Singapore
Add to calendar

Meeting ID: 925 6674 9089

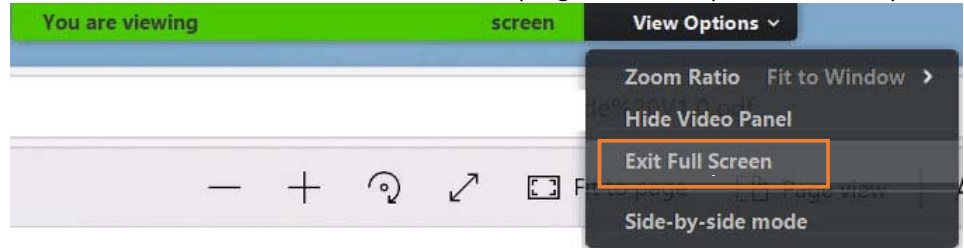
To Join the Meeting

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. https://smu-sg.zoom.us/j/92566749089?tk=e-fwM2dKn2M1F26xA1pGj4lnc3yjSl3-nbejlUvyAq4.DQIAAAAVIWh_oRZjNWIhd1FIUVNUJ2p0hUV3RTd4RUJ3AAAAAAAAAAAAAAAAAAAAAAAAAAAA&pwd=VXF1R2VBSndUaDZMRVQ4TDIXMIUxQT09

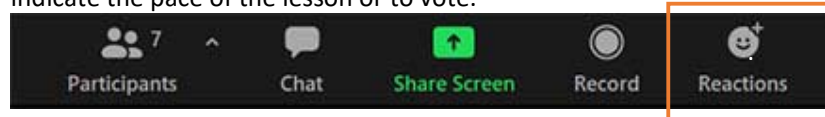
Step 5: Changing the Video Layout

Zoom will automatically switch to full screen to optimize the shared screen view. To exit full-screen, click **Exit Full Screen** in the top-right corner or press the **Esc** key.

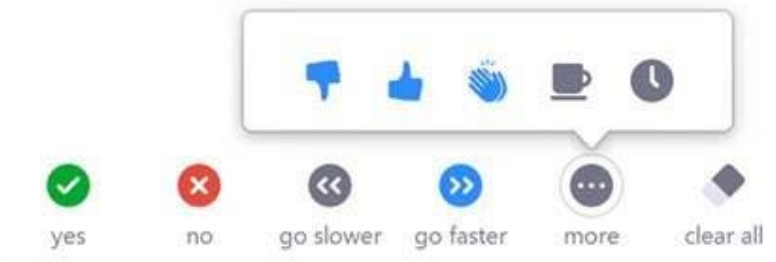
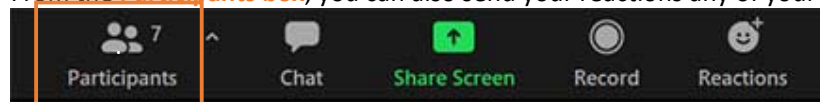


Step 6: Use of Chat and Reactions

During your lessons, your instructors may request that you use the **Reactions** icon to indicate the pace of the lesson or to vote.

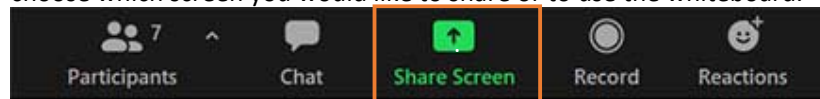


From the **Participants** box, you can also send your reactions any of your other peers.

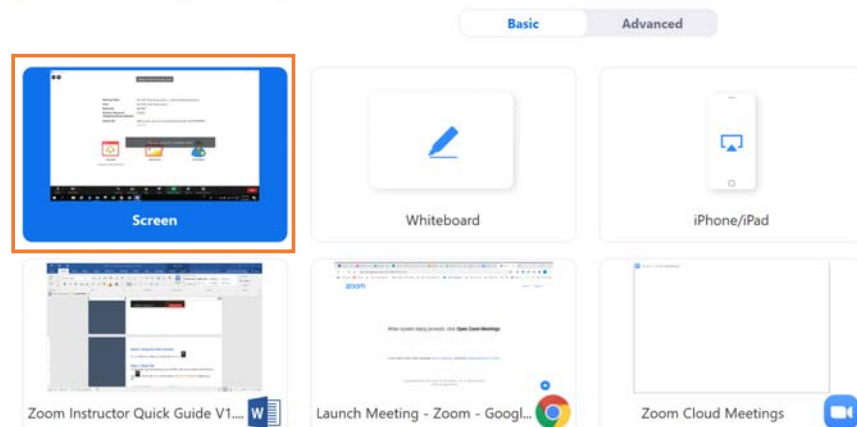


Step 7: Sharing Screen

To share your screen, click on **Share Screen** tab and you will be prompted to choose which screen you would like to share or to use the whiteboard.

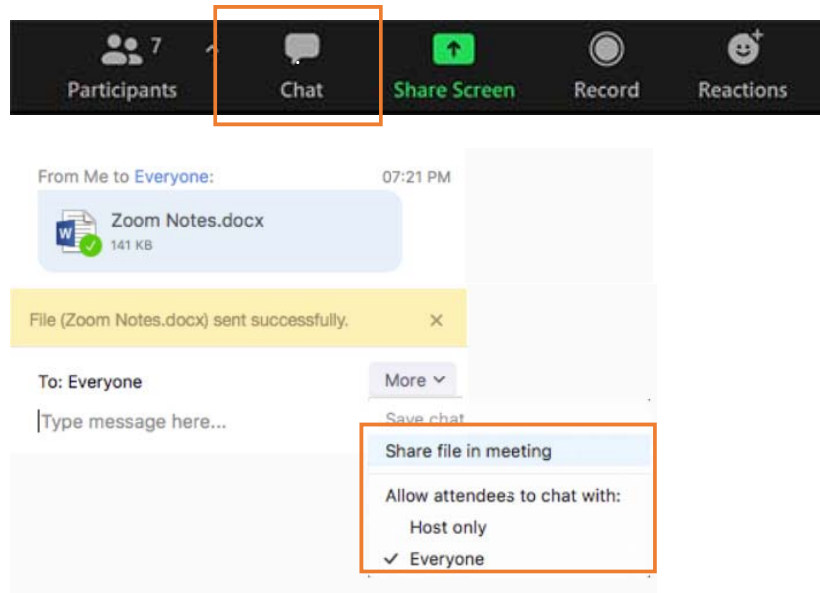


Select a window or an application that you want to share



Step 8: Sharing Files during Class

To share files (e.g. Word documents, excel files) with everyone, from the **Chat** icon, click on the **More** button, select **Share file in meeting** to upload your file.



Participating in a Breakout Session

Your instructor may assign you to a breakout room during your lessons to facilitate group discussions. When your instructor invites you to join the breakout room, click the **Join Breakout Room** button.


If you choose to join later, you can join by clicking the same button in your meeting controls.

You have been assigned to Breakout Room:

Breakout Room 2

Join Breakout Room

You will have access to the features similar to the meeting.

If you click Ask for Help,  it will notify your instructor that you need assistance and they will be asked to join your breakout room.

You can invite the host to this Breakout Room for assistance.

Invite Host

Confirm that you would like assistance by clicking **Invite Host**.

Click Leave Breakout Room to leave the breakout room and return to the main meeting session at any time.

For additional features on how to use Zoom, you may wish to refer to the following video tutorials:

- <https://www.youtube.com/playlist?list=PLKpRxBfeD1kGZZC1unityQbSlueZDb8WD>
- <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>