



LEARNERS FOR LIFE.  
LEADERS OF CHARACTER.  
CONTRIBUTORS WITH PASSION.

STEP-BY-STEP GUIDE

# A GUIDE FOR PARENTS AND STUDENTS ON HOW TO USE ZOOM

# WHAT IS ZOOM?

1. It allows people to have video conferencing and chat
2. Students will be able to continue having live lessons with their teacher



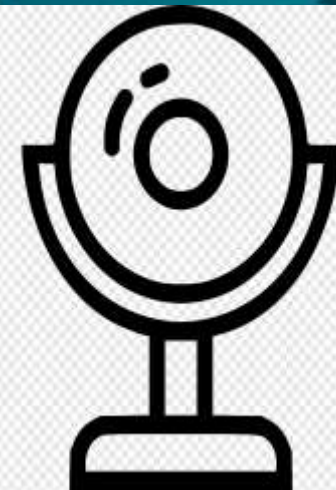
# WHAT CAN I EXPECT DURING A LIVE LESSON?

1. Form/Subject teachers will be conducting live lessons/check-in with the students and students can join the zoom session via devices with internet, including mobiles and computers
2. Students will be able to participate actively in the live lessons by asking questions during the Zoom session



# WHAT DO I NEED TO PREPARE BEFORE THE LIVE LESSONS?

1. Get a Headphone or Earpiece to hear better or be at a conducive environment suitable for learning
2. Good to have a Microphone or Webcam set up on your devices
3. Prepare the learning materials that you might need for that lesson
4. Get the Zoom link and passcode from your teachers via SLS/ClassDojo to join live lessons



# WHAT DO I NEED TO DO DURING LIVE LESSONS?

1. Join meeting 5 minutes before the designated time
2. Always participate in live lesson in a conducive environment
3. Be dressed appropriately
4. Key in your name in a standardised format for easy identification during live lesson, Class\_Name (Example : 2F\_Harry Potter)



# WHAT DO I NEED TO DO DURING LIVE LESSONS?

5. Switch off your Microphone unless given instructions by teacher to enable it
6. Always turn on your Video Cam during live lessons
7. File and Screen sharing is not allowed by students unless instructed by your teachers
8. Respond to Teacher's instruction
9. Observe Cyber Wellness
10. Follow established guidelines on classroom behaviour



# HOW TO GET THE ZOOM APP ON MY DEVICE?

## Downloading Zoom

**For computers running Windows and Mac OS**

Students accessing the Zoom meeting using Windows or Apple desktop/laptop computers do not have to download any application/extension

**For iPads/iPhones, Android phones/tablets, Chromebook**

Students accessing the Zoom meeting using iPads and iPhones, or Android phones and tablets, or Chromebooks will have to download the zoom application/extension prior to accessing Zoom for the first time

*\*Features on the free version of Zoom are sufficient for your home-based learning. It is not necessary to pay for the additional features*

1. For **Apple or Android devices**, scan the QR codes below to download the application.

For iPhones  
and iPads

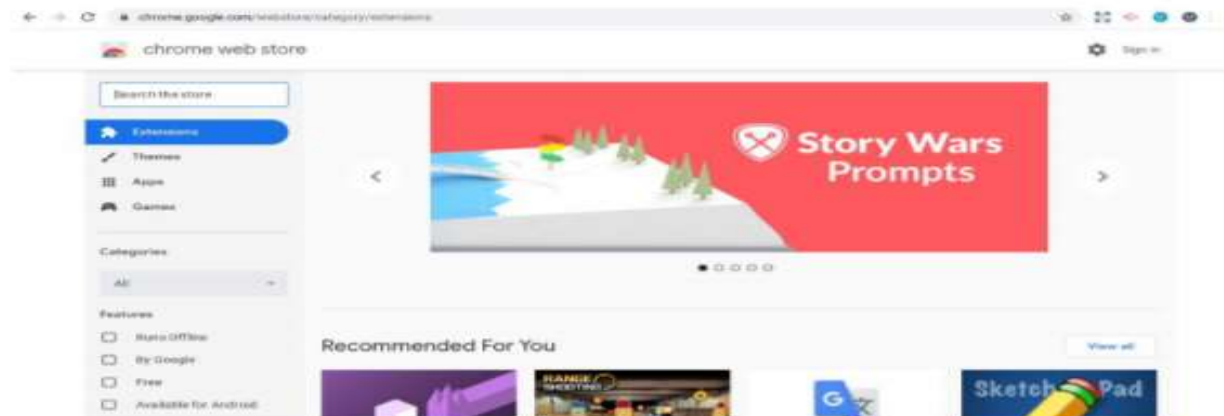


For Android  
phones and tablets



For Chromebooks

2. For **Chromebook**, go to the Chrome Web Store: <https://chrome.google.com/webstore/> and search for the 'Zoom' extension. Click '**Add to Chrome**'.







*Use the Chrome browser to ensure that the features of Zoom are fully supported.*



*If your teacher has provided a link as part of your SLS lesson, click the link and follow the instructions.*

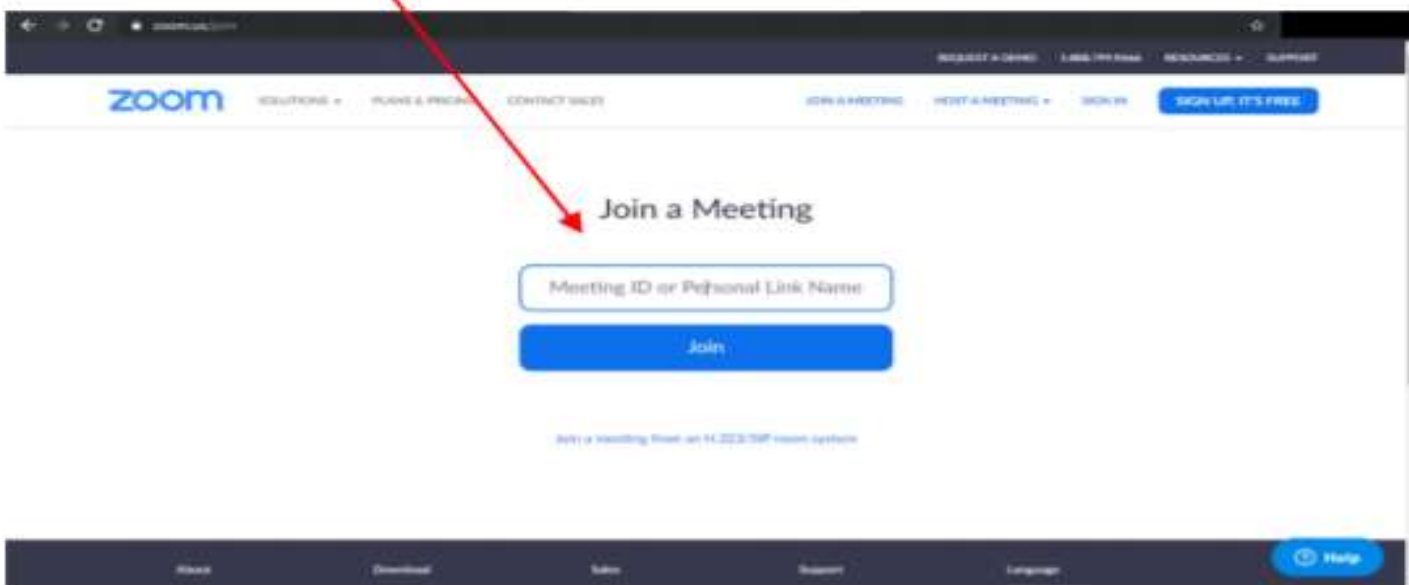
## Accessing Zoom

Lessons with Zoom allow you to actively participate in a lesson without meeting the teacher in person. User experiences will differ based on the devices used. Refer to the relevant section below for a step-by-step guide that is specific to your device.

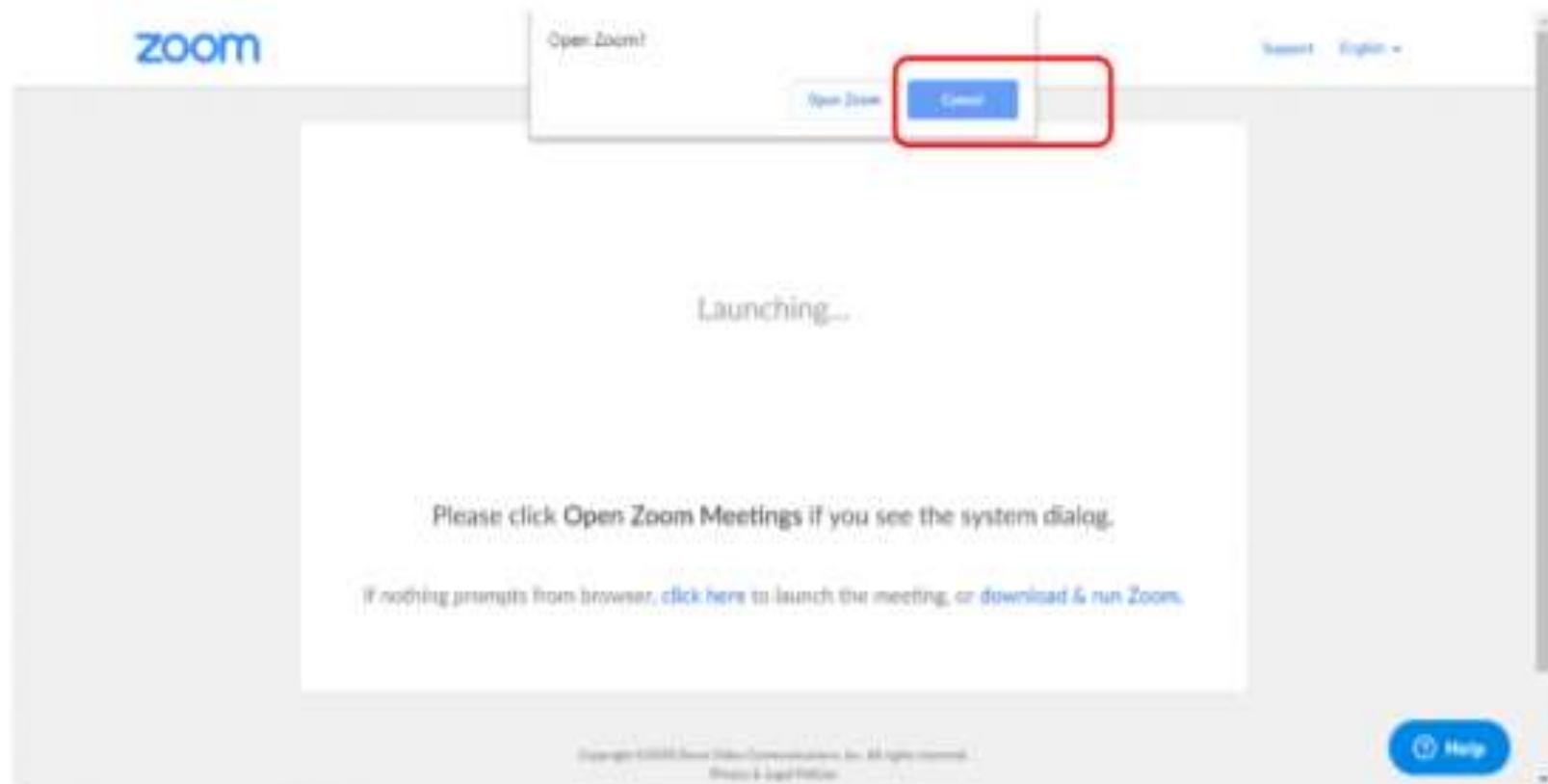
### For computers

You can access Zoom meetings on your personal laptops and desktops by following the steps below.

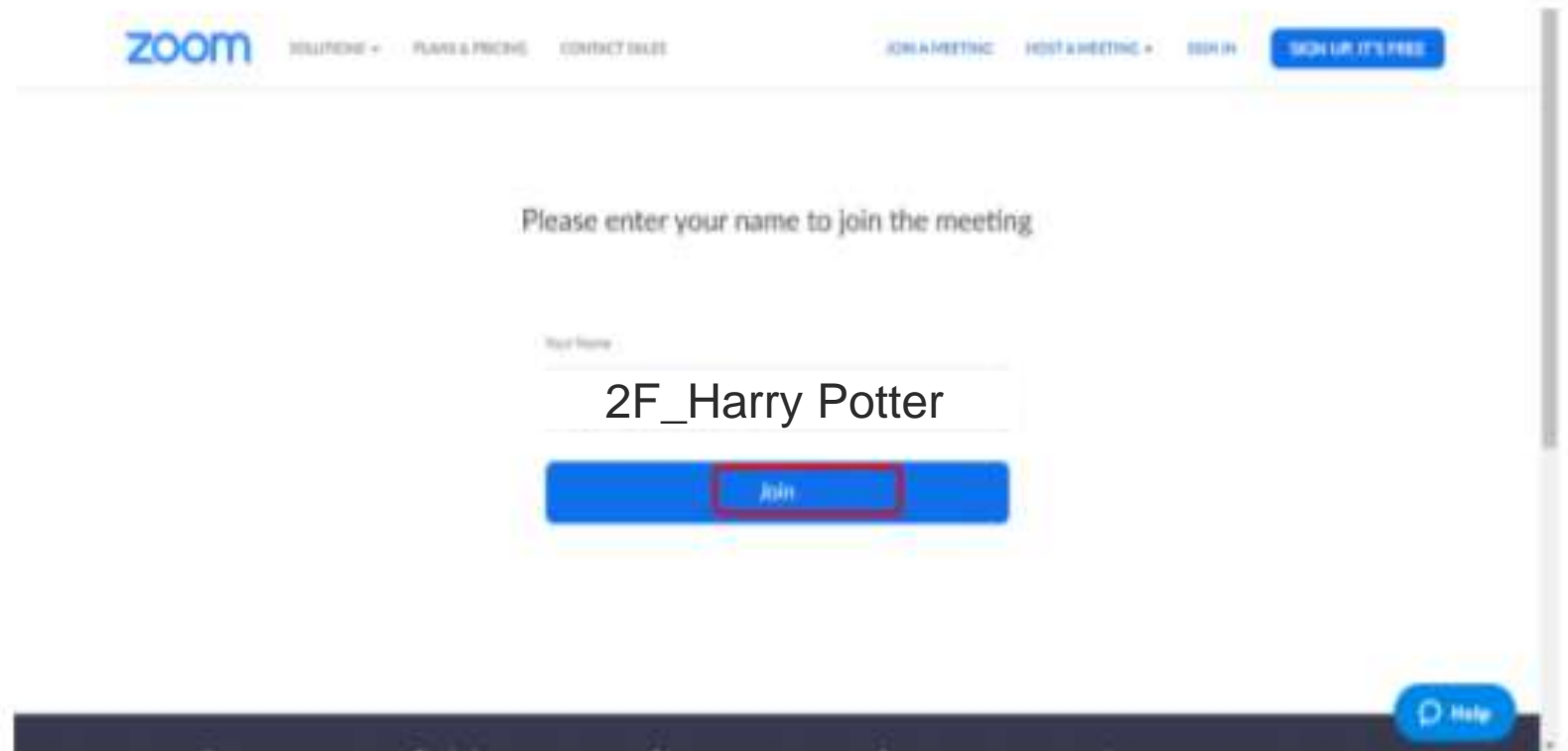
1. Using your Chrome browser, go to [zoom.us/join](https://zoom.us/join)  
**Key in the Meeting ID**, and click **'Join'**.



2. Click **'Cancel'** when the pop-up prompts you to open the Zoom application.



5. Key in your name in the format of: **Class\_Full Name**, e.g 2F\_Harry Potter.  
Click '**Join**'



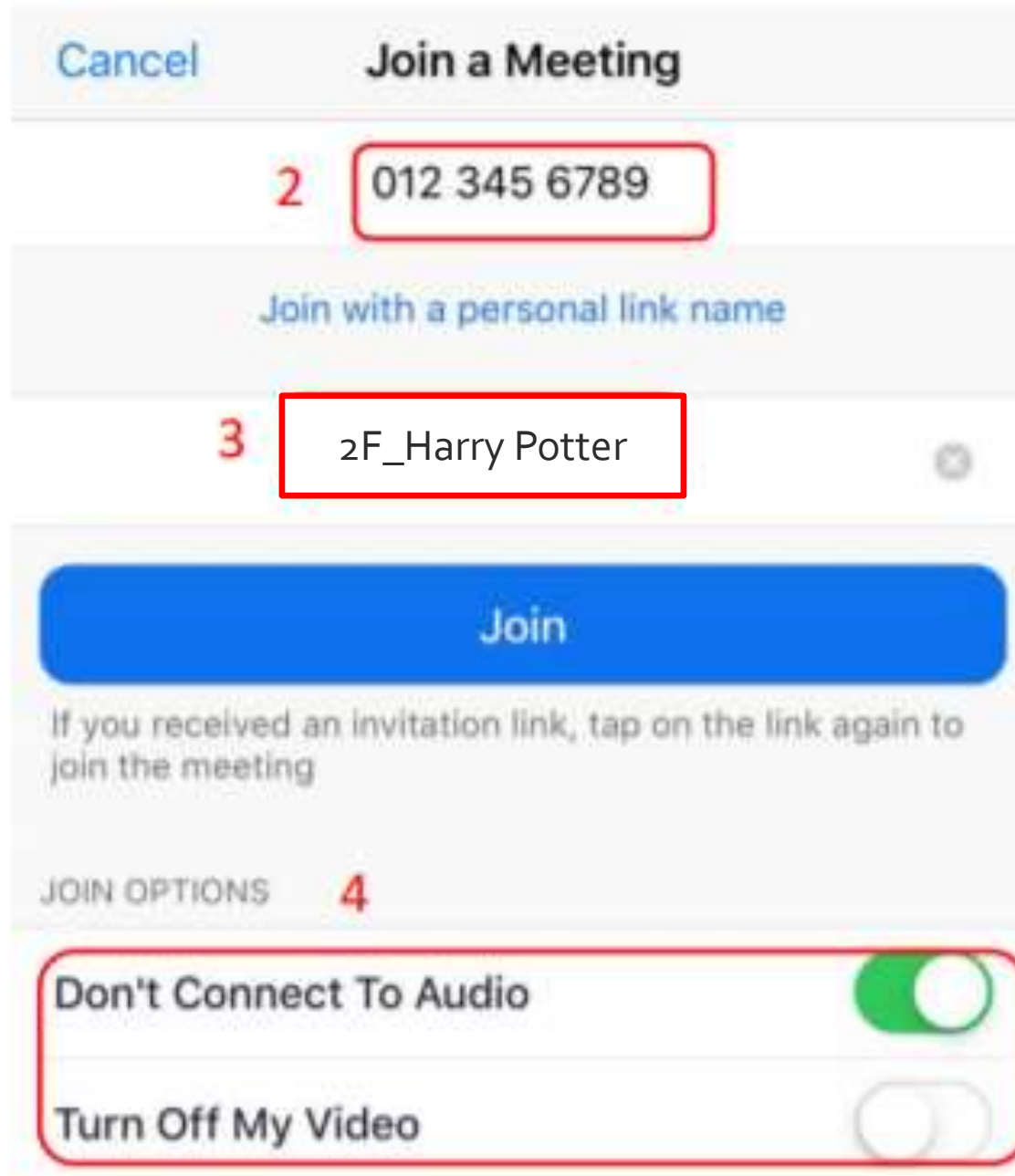
6. Click '**Mute**' to silence the audio upon joining the meeting, and '**Share video**' with your teacher. Upon joining the meeting, wait for your teacher's instructions.

## For other devices

These devices include iPhones and iPads, or Android phones and tablets, and Chromebooks.

1. Open the Zoom application. Click **'Join a Meeting'**.



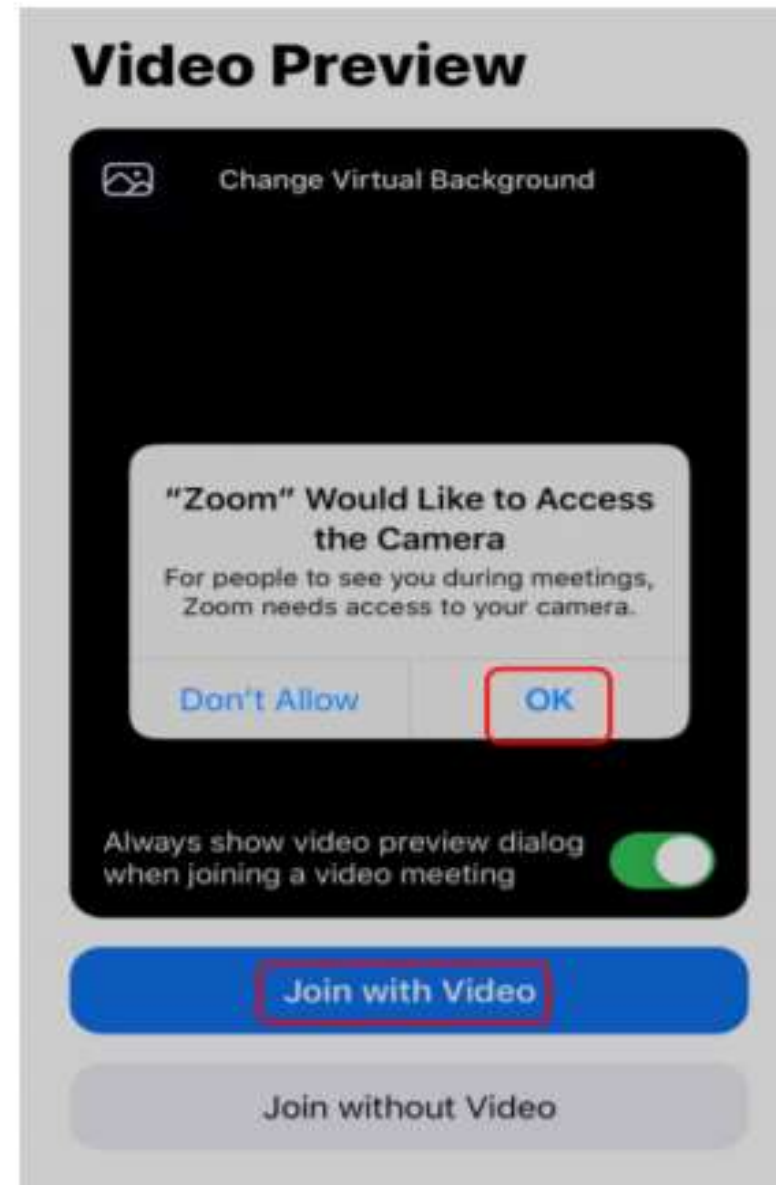


2. When prompted, **key in the meeting ID**

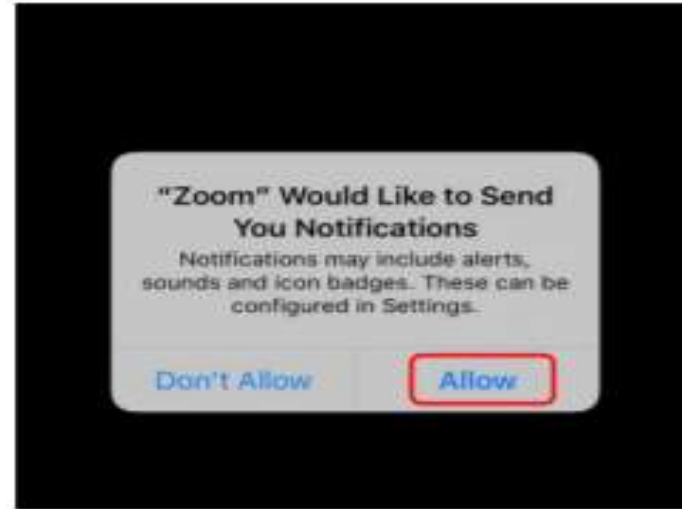
3. Key in your name in the format of: **Class\_Full Name**, e.g 2F\_Harry Potter. Click **'Join'**

4. Check that **'Don't connect to Audio'** is switched on and **'Turn off my video'** is switched off. Click **'Join'**

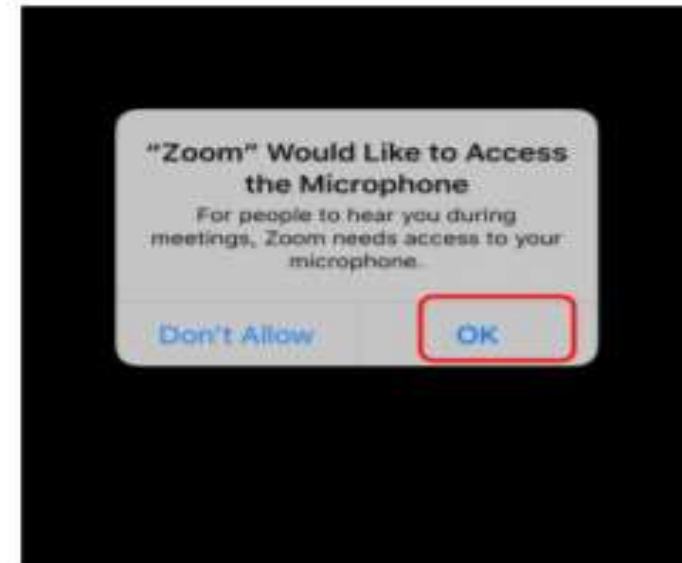
5. Click **'OK'** to allow Zoom to access the camera, then click **'Join with Video'**.



6. Click '**Allow**' to allow Zoom to send you notifications.



7. Click '**OK**' to allow Zoom to access the microphone.



8. Check that your audio is **muted** and that you have **shared video** with your teacher. Wait for further instructions.

