

# How to access Zoom classes

*Classes are moving online from Monday 31 March to Friday 18 April. This means you need to access your classes on Zoom. Follow the guidance below to ensure you join your classes easily during this period.*

## What is Zoom?

Zoom is an online platform that allows people to meet digitally, in video calls. It is the preferred platform for live online lessons at Arden.

## How do you join an online Zoom class?

To join your online Zoom lessons, you do not need to download Zoom onto your device. You can simply join the call from a link in iLearn, open Zoom in your browser, and join as a guest. You do not need to sign in. Follow these steps:

- 1) Go to your module on iLearn
- 2) Find the Zoom link on your module page
- 3) Click 'Join meeting'
- 4) Click 'Join from your browser'
- 5) Enter your name and complete the security check
- 6) You should then be admitted into the Zoom room. You may have to wait for your lecturer to let you into the room, so wait a few minutes if you are not immediately let in.

Watch this video to see how to join a Zoom class from iLearn:



Watch this video to see what a Zoom class looks like:



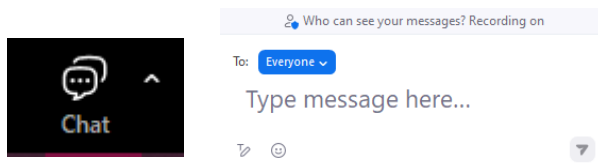
## How do you participate in a Zoom class?

To participate in your Zoom classes, you'll only need to know how to do three things:

- **Turn your microphone on/off.** When your microphone is off, it will have a red line through it. Click on it to turn it on and speak.



- **Write a message in the chat.** Click on the chat button and ensure it says 'everyone' or your lecturer's name as the recipient.



- **Turn your video on/off.** A red line over the camera icon means your video is off. Click on it to turn it on.



## Top tips for Zoom classes

- Keep your **microphone off** when you're not speaking and **do not write inappropriate notes** in the Zoom chat – these will be recorded and visible to everyone.
- Join the Zoom class in an **appropriate environment**. Ensure you are somewhere quiet with good internet connectivity. If you don't have a quiet place at home, go to campus and work in a classroom – all campuses will be open to students during this period.
- Your lecturer will expect you to **turn your video on** during the lesson. Ensure you are dressed appropriately and ready for class.

For support with Zoom, get in touch with IT before week 6. Visit IT on campus or email [Help@arden.ac.uk](mailto:Help@arden.ac.uk) If you experience a problem joining your Zoom class on the day of your class, phone your campus Student Hub Team.