

# THE LOFT LITERARY CENTER

## Zoom for Students

UPDATED 2/9/2021

### What You Need

You do not need to have created a Zoom account in order to join a Zoom meeting. However, if you have never used Zoom before, you will be prompted to download and install Zoom software before joining your first meeting. *You do need to have Zoom software downloaded in order to participate in a Zoom classroom.* This can take a few minutes, so **we highly recommend that you download Zoom well before your class is set to begin.** You can download Zoom [here](https://zoom.us/download) (<https://zoom.us/download>).

You will also need a WiFi/Internet connection throughout the duration of your scheduled meeting and a computer with audio & video capability. If you do not have a computer with video capability, you will still be able to join your classroom, though your classmates and teaching artists will not be able to see you.

### Troubleshooting & Testing Out Zoom

If you have never joined a Zoom classroom before and would like to test out your audio and video capability, you can join a [test classroom](https://zoom.us/test) (<https://zoom.us/test>) through Zoom, which will allow you to walk through all of the steps of joining a meeting and testing out your audio and video. If you're a new user, we highly recommend joining the test classroom provided by Zoom to familiarize yourself with the application.

### Joining Your Classroom

The information to join your Zoom classroom will be provided to you in your confirmation email upon registration. Please check spam folders if you do not see this email upon registration. This joining information consists of your Zoom Meeting ID and Password. **Please note that there is no meeting link.**

To join your class at the scheduled time, launch your Zoom app. Please note, you may join your classroom without signing in or creating an account if you don't wish to do so. If you don't have an account, merely select Join a Meeting [screenshot 1] once your Zoom application launches. If you log in to Zoom with your account, hit the "Join" button [screenshot 2]



1)



2)

### **Your Classroom ID & Password**

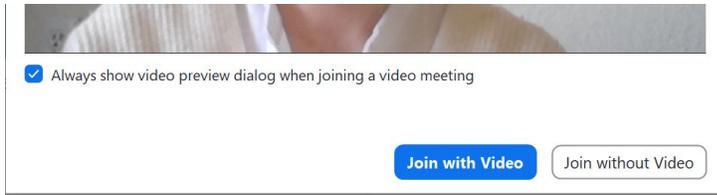
All Loft Zoom classrooms require a meeting ID and password. If you are in a multi-week class, your meeting ID and password will remain the same for the duration of your class. Please hold on to this information, it is how you will join your classroom in the future. You will need your meeting ID and password for each scheduled session of your class.

Once you follow the steps listed above in “Joining your Classroom” you will see the following pop-up:

A screenshot of a Zoom "Join Meeting" pop-up window. The window has a title bar with the Zoom logo and a close button. The main content area contains the following elements:

- A dropdown menu with the placeholder text "Enter meeting ID or personal link name" and a downward arrow.
- A text input field with the placeholder text "Enter your name".
- Two checkboxes: "Do not connect to audio" and "Turn off my video", both of which are currently unchecked.
- Two buttons at the bottom: "Join" and "Cancel".

Enter the classroom ID into the top bar, and then click Join. You will then be prompted to enter your password. Once this password has been entered, click “Join with Video” to enter your classroom.



## **Zoom Toolbar:**

Your Zoom toolbar is found at the bottom of your screen. This toolbar will “hide” if your mouse is inactive. Dragging your mouse across the screen will bring up this toolbar.



On the left hand side of the toolbar you will see your audio and visual controls. This will allow you to mute your video, change your microphone settings, and start and stop your video. This is the first place to look should you have any issues with broadcasting your video or audio.

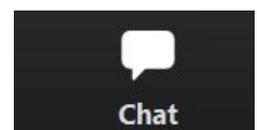


If you see a red line through either your microphone or video icon, it means you have muted yourself or turned off your video. Clicking this again should turn your video or microphone back on. We highly recommend muting yourself until you are ready to speak, as this cuts down on feedback and background noise.



## **Chat Function:**

You can use your chat function to ask questions or share links. Click the Chat icon to pull up the chat. Please note that what you post in the chat will be sent to everyone in your class. Chatting directly to one student or your teaching artist is likewise not private, as your chats are archived. Please be considerate of your classmates and teaching artists when using this function!



## **Ending Your Meeting**

Your teaching artist will end your meeting once your session ends. Please be mindful of the time. If you accidentally leave the meeting before your scheduled end-time, you may log back in by following the “Joining Your Classroom” steps listed above.

## **Security**

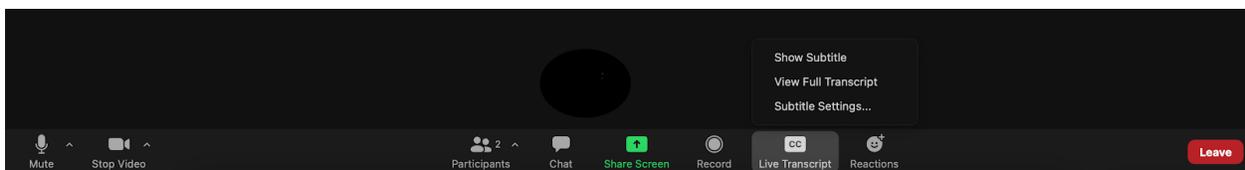
Zoom classrooms are managed by the Loft. Links are not shared or posted publicly by the Loft or Loft staff members. You will be provided a classroom password for added security. We kindly request that you do not share your classroom ID or password with others. Students do not have the ability to record classroom sessions. If your teaching artist records your class session for any reason you will be notified and offered the chance to opt out by turning off your microphone and video.

## **Accessibility**

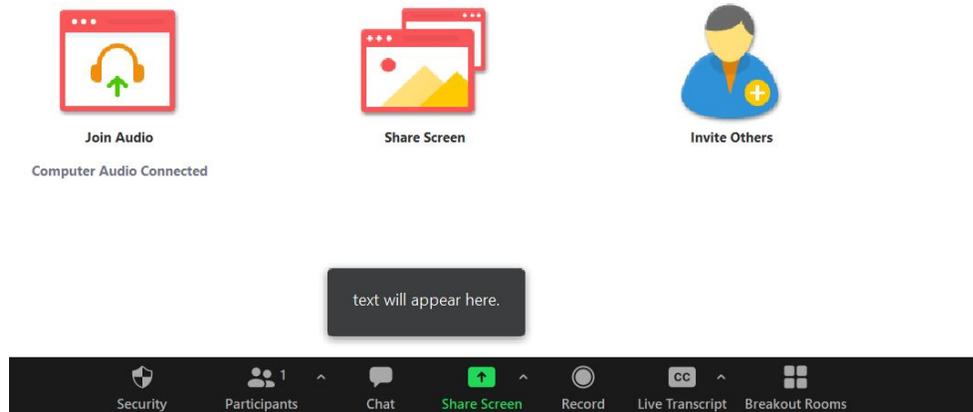
If you need assistance, or have concerns about accessibility when it comes to your Zoom classroom please contact 612-379-8999.

Please note that all classes will have the option of live closed captioning. Please communicate to the teaching artist ahead of time that you would like to utilize this feature to ensure the teaching artist enables captioning.

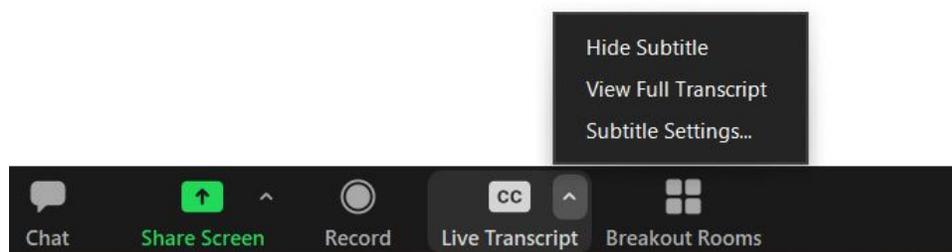
You will be able to select the ‘Live Transcript’ button on your navigation bar and then select “Show Subtitle” from the popup that appears.



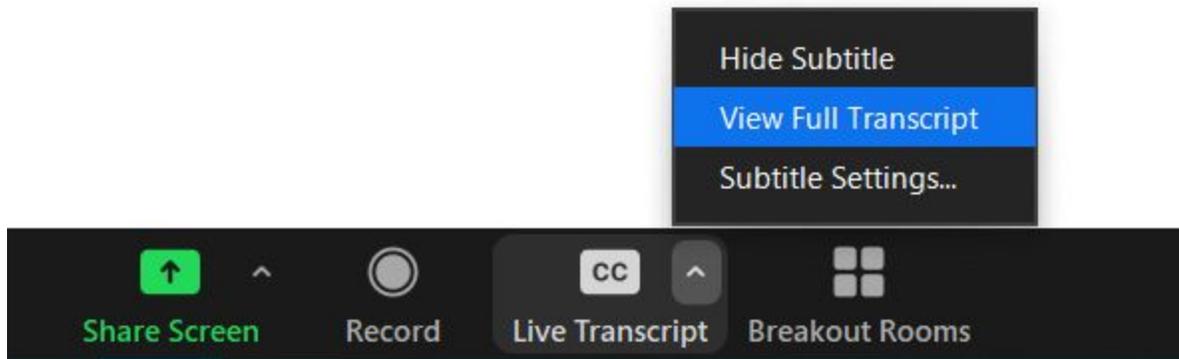
Once enabled, the auto transcription will appear at the bottom of your screen in white text with a black background.



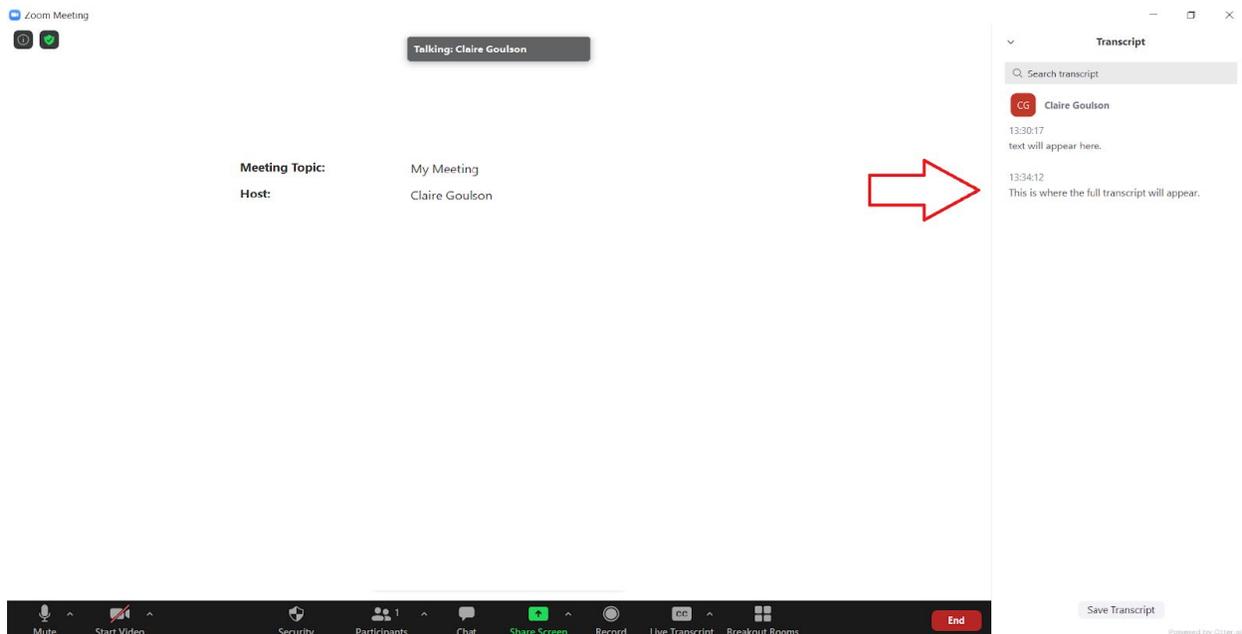
There are some additional options when using closed captions in a Zoom meeting. To see them, click on the Live Transcript button again. The same menu will pop-up.



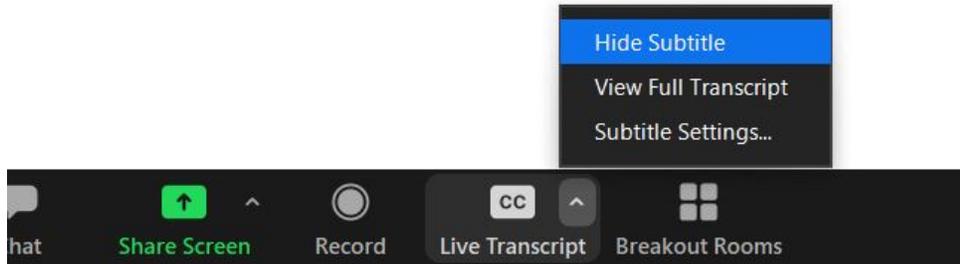
To view the full transcript, select 'View Full Transcript'.



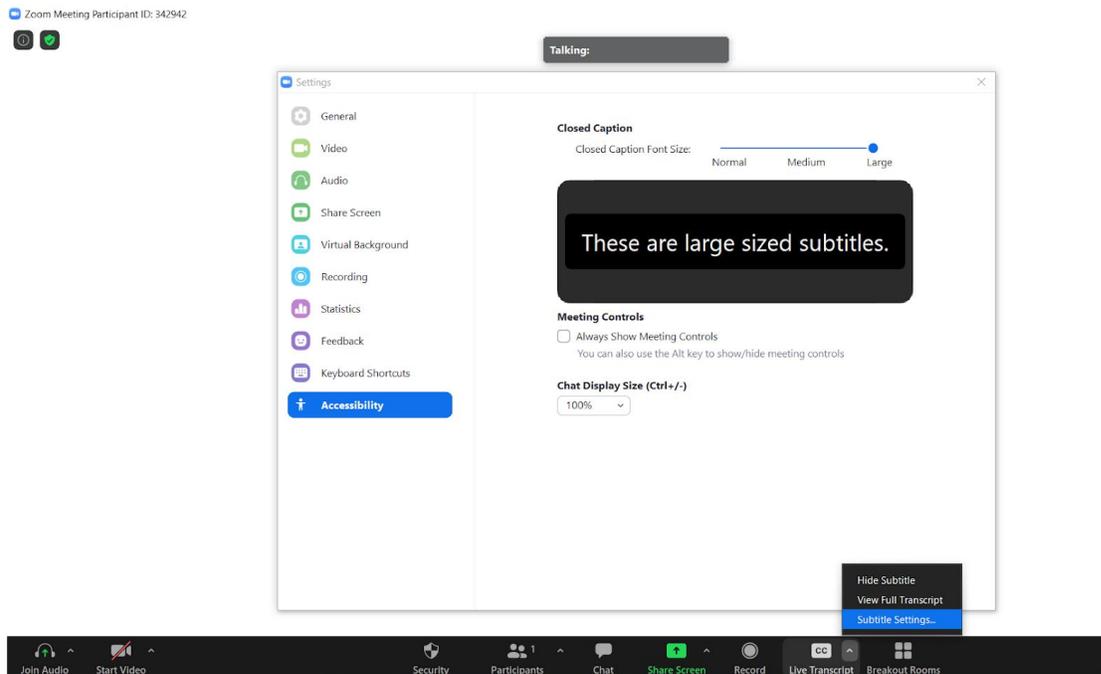
The full transcript will appear on the right side of the screen. Please note this will appear in place of the chat function.



If for any reason you'd like to hide the subtitles, select 'Hide Subtitle'. This will remove the transcript from your screen.



If you need to change the size of the closed captions, select 'Subtitle Settings...'



## **Additional Resources**

If you are looking for more information and training materials, Zoom has many live training webinars you can access for free. You can register for a webinar or watch a recorded training session at your convenience at [zoom.com](https://zoom.com).