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Introduction

Zoom is a cloud-based video conferencing tool that supports video, audio, and chat. It's widely used for virtual classrooms, meetings, and webinars.

Common Icons:

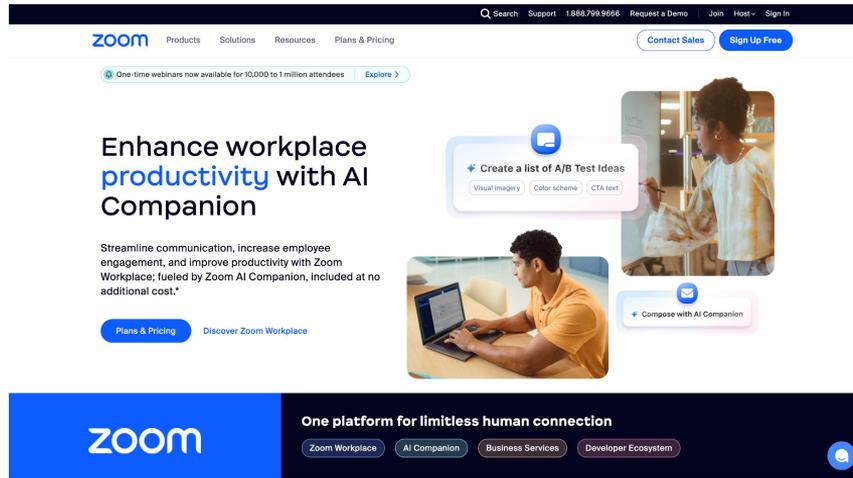


zoom



Signing Up and Downloading Zoom

- Visit zoom.us and click on "Sign Up for Free."
- Enter your email address, verify your account, and complete the registration process.
- Once registered, download the Zoom app for your device (Windows, Mac, iOS, Android).



Joining a Zoom Meeting

- You can join a Zoom meeting by clicking on the meeting link provided by the host.
- Alternatively, open the Zoom app, click "**Join**," and enter the Meeting ID and passcode.

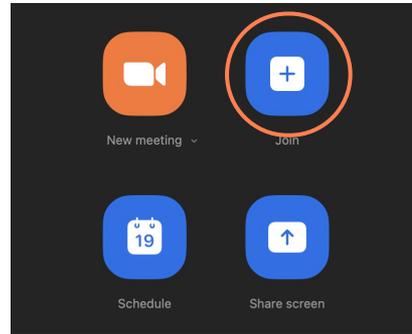
Topic: STUDENTS TROUBLESHOOTING SESSIONS
Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

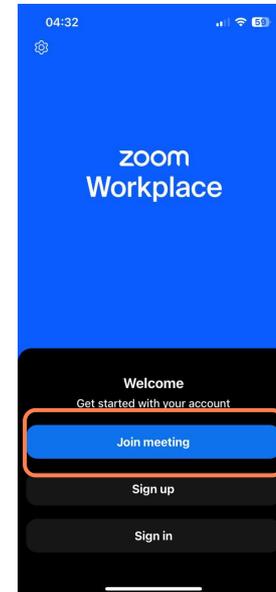
<https://zoom.us/j/89711688585?pwd=Ka9Arib6B3IQdq1hosAsAywRU7mfx.1>

Meeting ID: 897 1168 8585
Passcode: Karibu+123

Using a meeting link



Desktop Application



Mobile Application



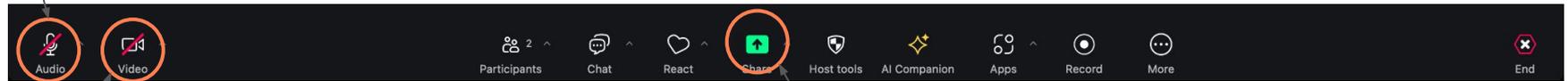
Basic Zoom Features

Once you're in a meeting, familiarize yourself with the following controls:

- **Mute/Unmute:** Control your microphone.
- **Start/Stop Video:** Turn your camera on or off.
- **Participants:** See who's in the meeting.
- **Chat:** Send messages to participants.
- **Reactions:** Provide non-verbal feedback like clapping or thumbs up.
- **Sharing Screen:** By clicking on the **share** button.

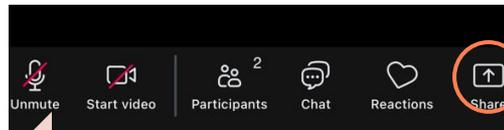
Mute/Unmute

Desktop View



Start/Stop Video

Sharing your screen

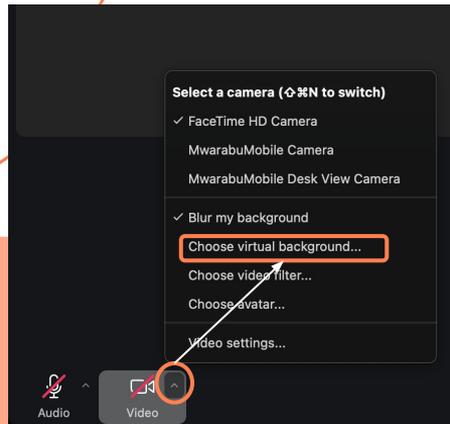


Scroll horizontally for more icons

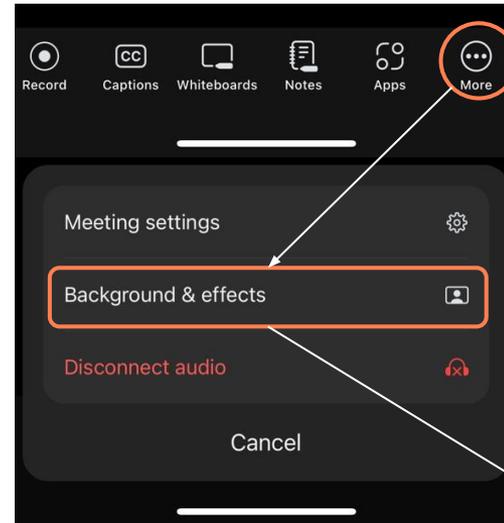
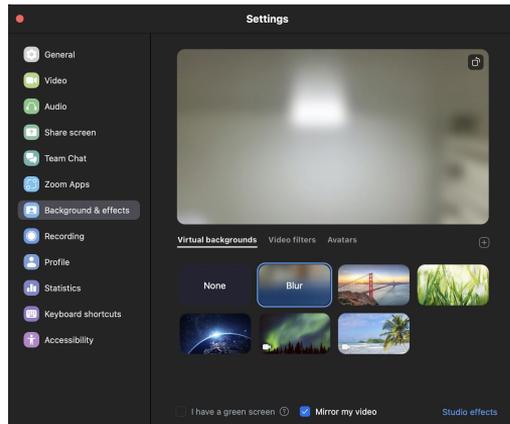
Mobile View

Changing Backgrounds

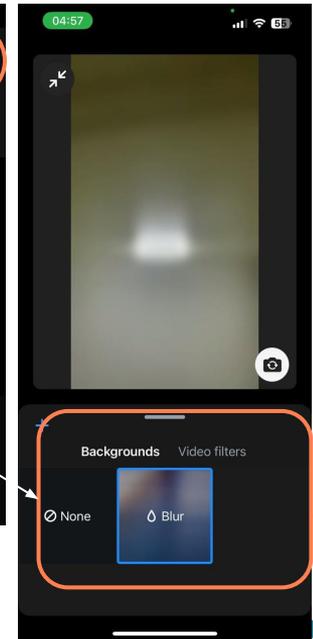
1. Click the arrow next to "**Start Video**" and select "**Choose Virtual Background**."
2. From the settings, choose a pre-installed background or upload your own.



Desktop View

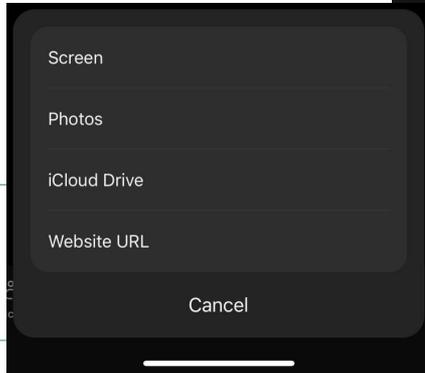
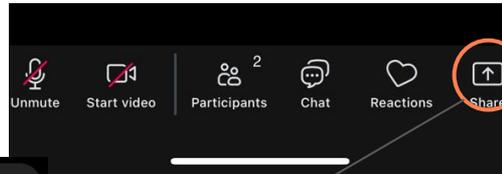
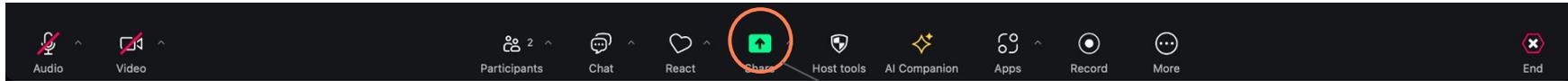


Mobile View

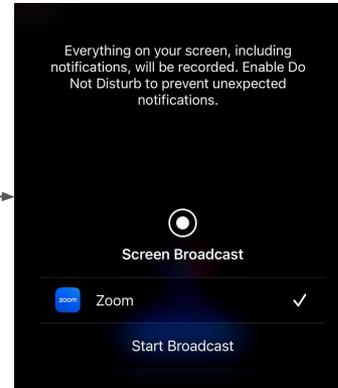


Screen Sharing

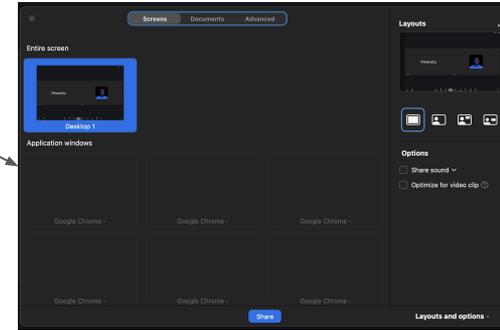
- Click the "**Share**" button at the bottom of the Zoom window.
- Choose which screen or window you want to share and click "Share."



Mobile View



Page 7



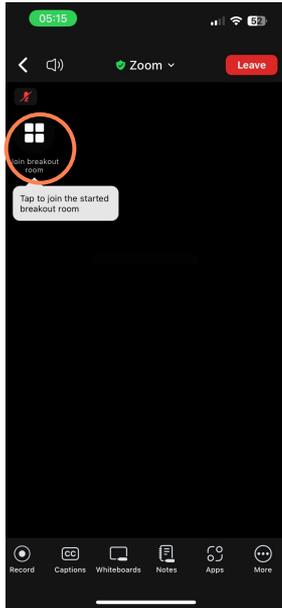
Choose screen to share

Desktop View

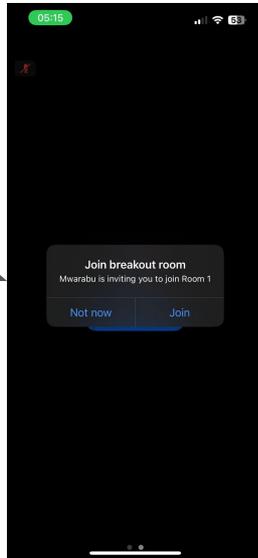


Breakout Rooms

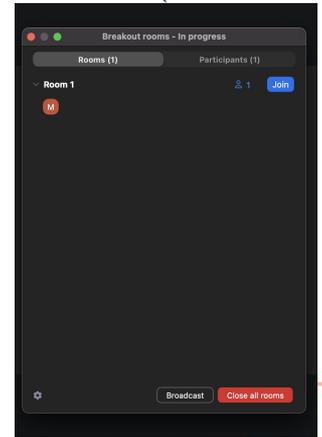
- The host can assign participants to smaller groups through Breakout Rooms.
- As a participant, you will receive a prompt to join a room.



Mobile View

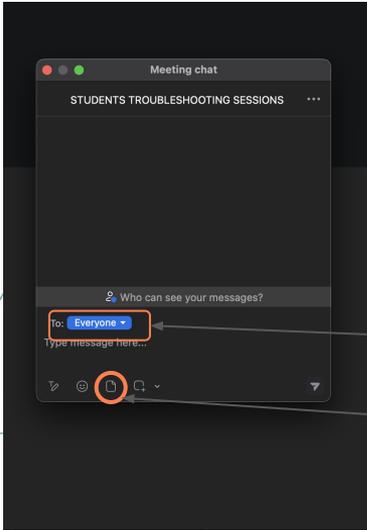
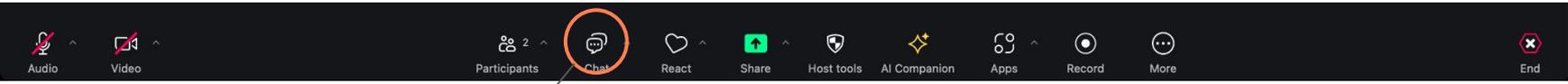


Desktop View

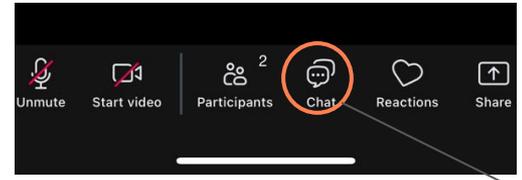


Using the Chat Feature

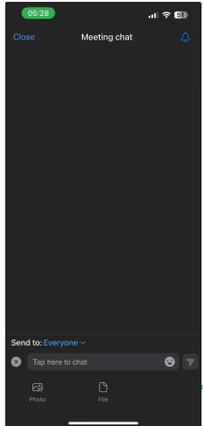
- Click on "**Chat**" in the toolbar to open the chat window.
- You can send a message to everyone or select a participant to send a private message.
- To share a file, click "**File**" and upload your document.



Desktop View



Mobile View



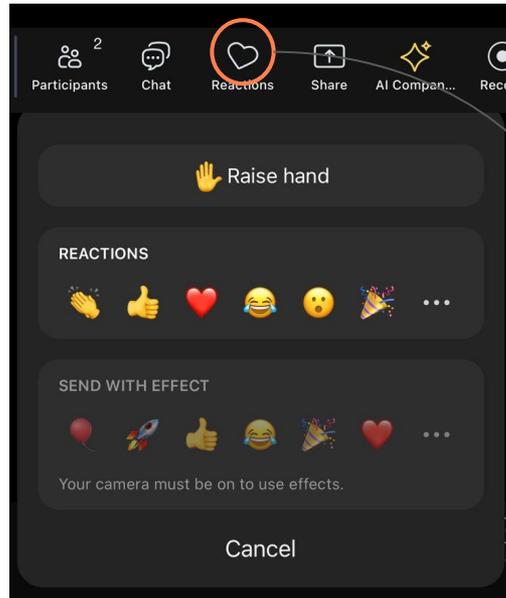
Select participant

Share File

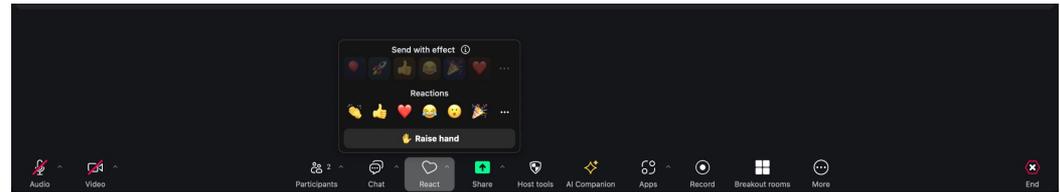


Reactions and Raising Hand

- Click on "Reactions" in the toolbar to choose from various emojis like clap or thumbs up.
- If you want to ask a question, use the "Raise Hand" feature to signal the host.



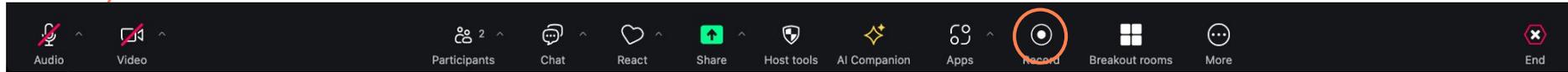
Mobile View



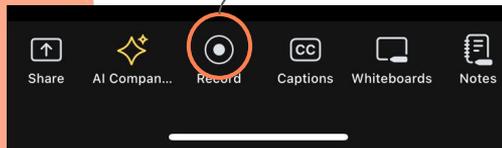
Desktop View

Reactions and Raising Hand

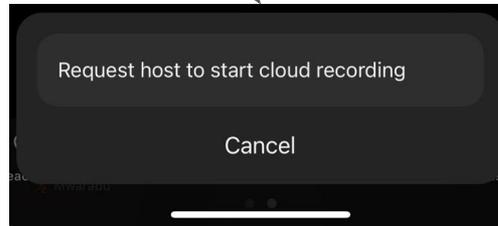
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Desktop View



Mobile View



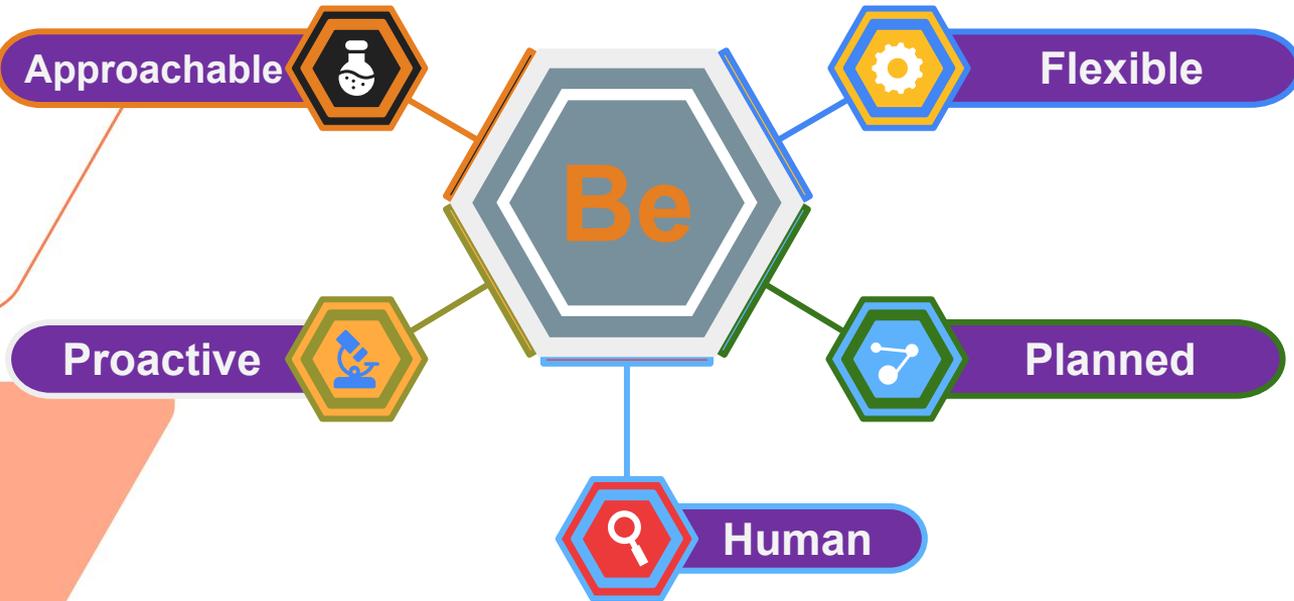
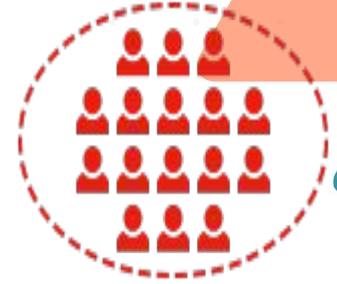
Meeting Etiquette for Freshers

- Always keep your microphone muted unless speaking.
- Use the chat or "Raise Hand" feature to ask questions.
- Turn on your video when participating, if possible, for better engagement.



Facilitating Learning Experiences

Inclusion



“The aim of inclusive teaching is not to dilute standards or change content, but to adopt a teaching style that accommodates a diversity of abilities, cultural backgrounds, and learning styles and needs.”

Progressive Certifications

All students qualify for progressive certification towards bachelor's degree:

- **Certificate** (*one third (1/3) of the credit hours*)
- **Diploma** (*two-third of (2/3) of the credit hours*)
- **Degree** (*programme full credit hours*)





- Use the "Raise Hand" feature or the chat to ask any questions.

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