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Before a Zoom Video Class

1. You will need a computer, tablet, or smartphone that can connect to and operate zoom with.
2. We recommend using headphones or earphones in order to hear the audio clearly when using zoom.
3. You need a good connection to the internet for the video meetings.
4. You can download the software when you are asked to join your first meeting.

Notes

- Do not upload any information regarding your online courses to social media. This includes passwords for the meeting, materials provided, and video of the lesson.
- Students do not need to create zoom accounts.
- If you do not have a device with the capacity to handle zoom, you can use computers provided at the university. Please supply your own headphone or earphone for audio. Stereo mini plugs can also be connected to the university computers.
- Depending on your version of zoom and the device you are using, the pictures shown in this manual may be slightly different.

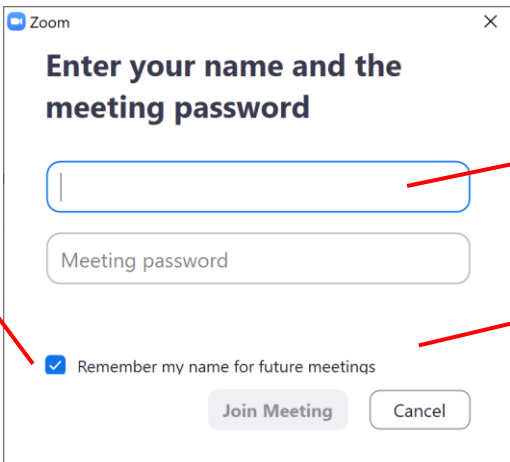
Support

Support for Zoom is available from the Centre for Academic Information Service (Johokiban Centre). You will need to log in using your Niigata University Educational Support System (学務情報システム, Gakumu Joho System) details. <https://elnsec.cais.niigata-u.ac.jp/course/view.php?id=32>

Joining a Zoom Class

You will need the URL and password of the zoom meeting you wish to join.

1. Refer to the university student web system bulletin board (student manual p12~) for notification of your online class. Check your notifications for each class.
2. Take note of the URL and password provided. (The first time you use zoom you will be asked to Download the Zoom Desktop Client. Simply follow the prompts to download the correct Zoom desktop client for your computer and operating system). Click on the URL provided.
3. Enter your Niigata university student number in the name box.
Enter the password sent by the teacher on the bulletin board system
If you click the “Remember my name for future meetings” checkbox you will not need to re-enter your student number every time you use zoom. If you use zoom outside of the university, do not click this box.



The screenshot shows the Zoom join dialog box. It has a title bar with the Zoom logo and a close button. The main text says "Enter your name and the meeting password". There are two input fields: "Name" and "Meeting password". Below the "Name" field is a checkbox labeled "Remember my name for future meetings" which is checked. At the bottom are two buttons: "Join Meeting" and "Cancel".

Annotations with red boxes and arrows:

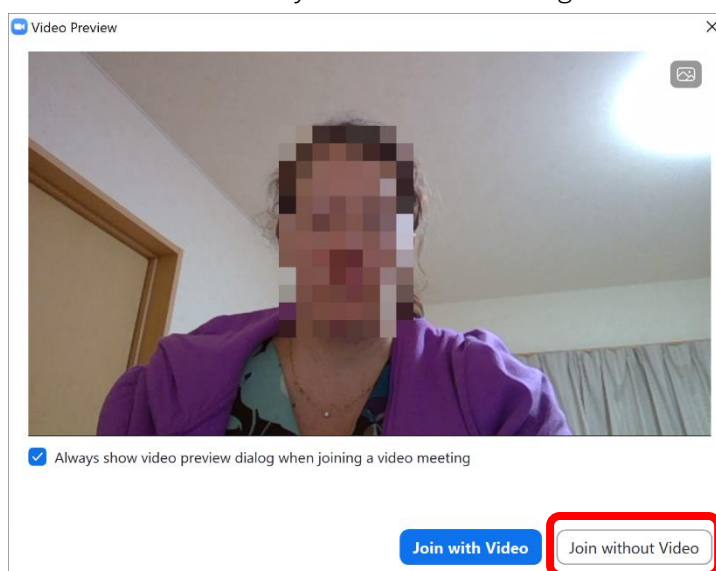
- A box on the left says "Click this if you want zoom to remember your student number" with an arrow pointing to the "Remember my name for future meetings" checkbox.
- A box on the top right says "Enter your student number" with an arrow pointing to the "Name" input field.
- A box on the bottom right says "Enter the password sent in the university bulletin board system" with an arrow pointing to the "Meeting password" input field.

4. Click “Join without Video”

※ Depending on the teacher settings, this window may not appear.

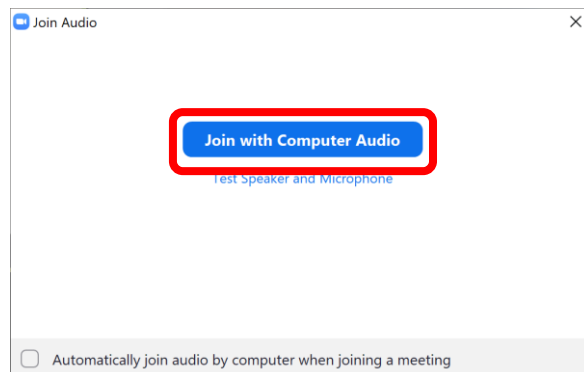
By not using your video it helps to keep the high data transmission to a minimum. It will also allow for greater security by not showing and personal identifiers.

During lessons, follow instructions from your teacher on using video.



Click “Join with Computer Audio”

During lessons, follow instructions from your teacher on using audio.



Student Functions During a Zoom Class

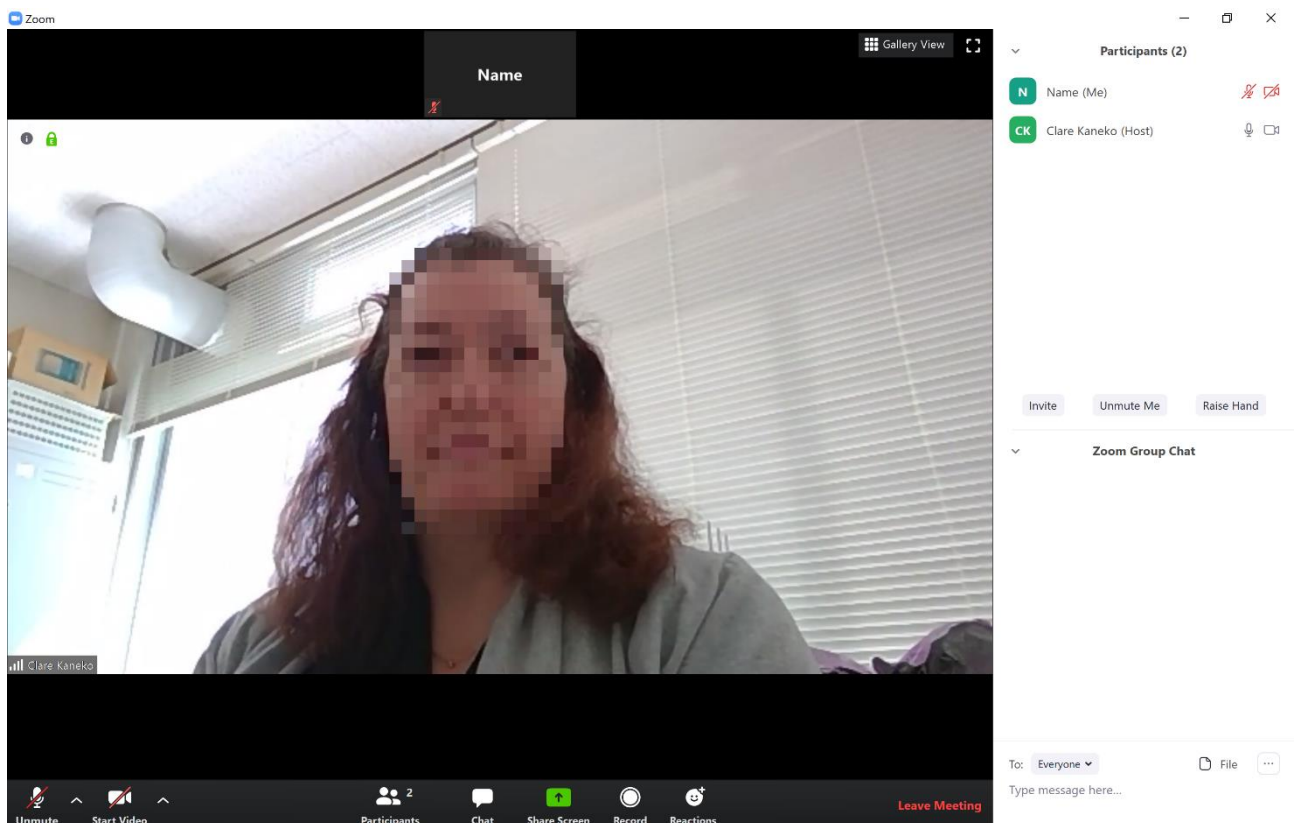
Windows or macOS

Raising your hand (Lowering your hand)

- By clicking on “Participants” a new window will open up. In the bottom right of this window there is an option to “Raise Hand” or “Lower Hand”

Chat

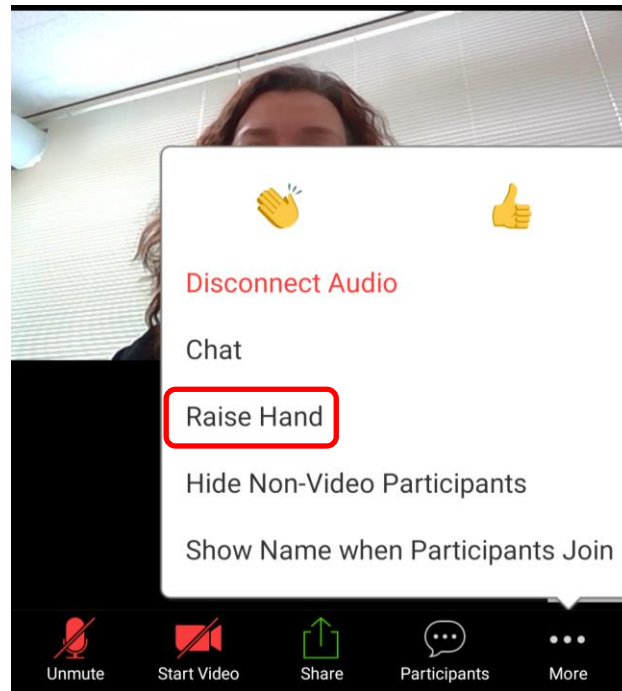
- It is recommended you open the chat function at the beginning of your zoom meeting. Click the “Chat” icon on the zoom ribbon. The chat window will open on the right hand side of your screen. You can write messages to others at the bottom of this window.



Android

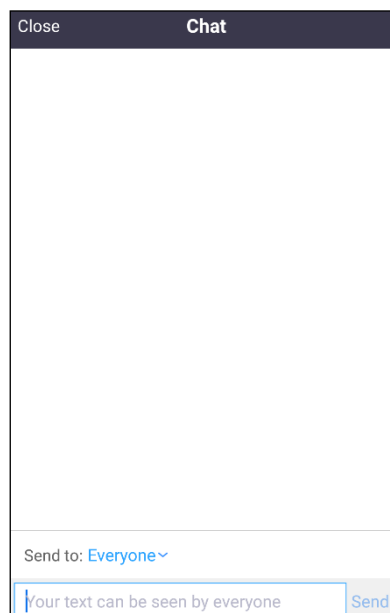
Raising your hand

- After clicking on “More” in the ribbon of the zoom screen, select “Raise Hand” or “Lower Hand”.



Chat and Participants

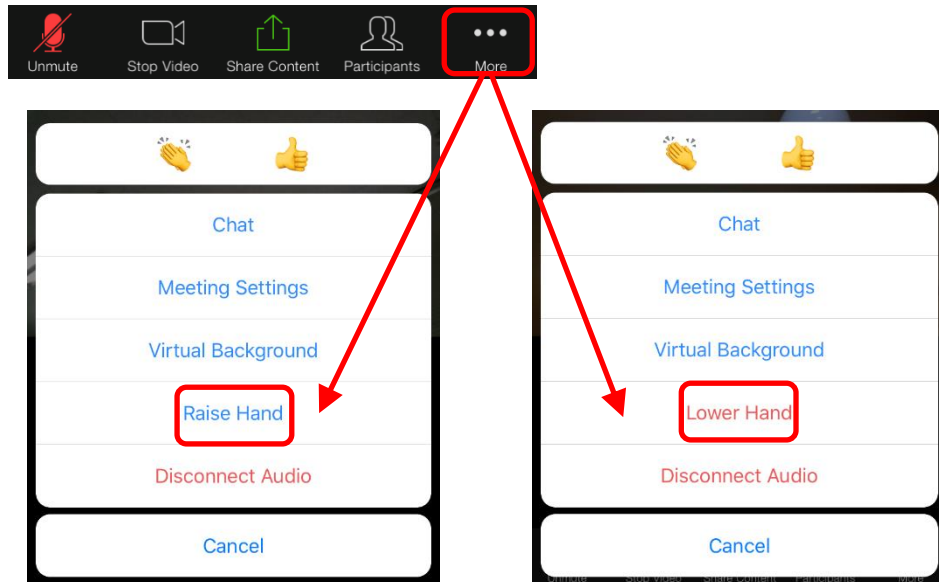
- In the ribbon of the zoom screen click on “Participants” to see who is in your group.
- In the ribbon of the zoom screen click on “More” to see the chat option. Select “Chat” to open the message window.



iPhone (iPad)

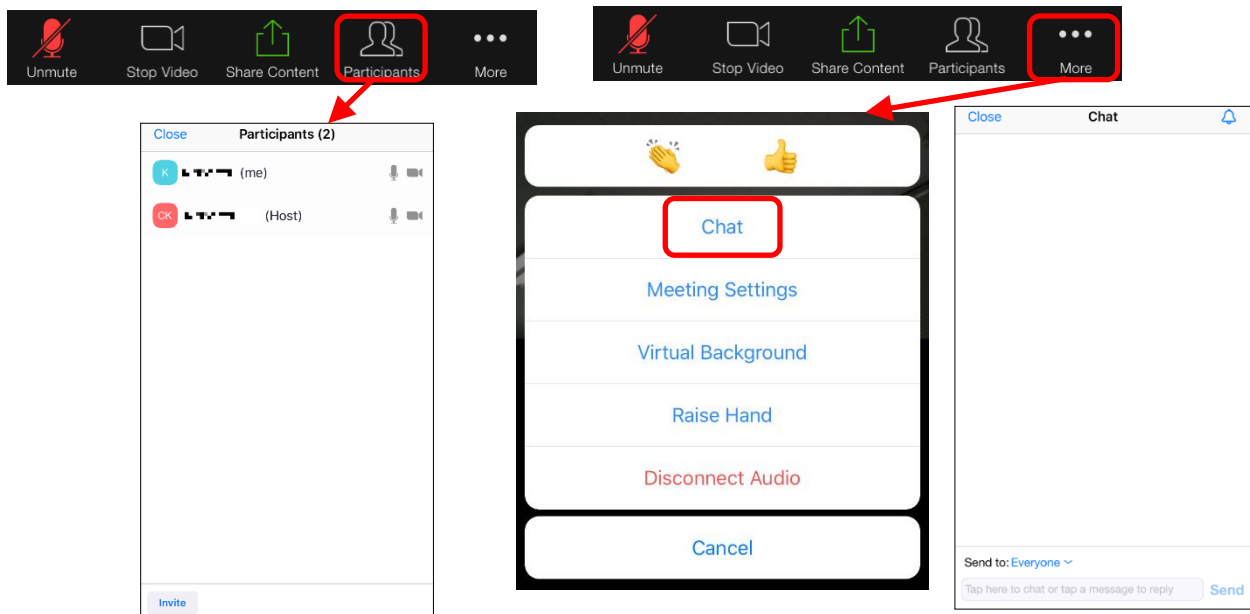
Raise your hand

- In the ribbon of the zoom screen click “More”. You can select “Raise Hand” or “Lower Hand”



Chat and Participants

- In the ribbon of the zoom screen click on “Participants” to see who is in your group.
- the ribbon of the zoom screen click on “More” to see the chat option. Select “Chat” to open the message window.



Contact :

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