A Road Map to Understanding the COMAHS Portal System and Zoom Cloud Meetings

Mobile Version

Desktop Version

Joseph David Koroma

This guide is dedicated to my ***mother,***

Mrs. Theodora Salaymatu Modupeh Sesay

Disclaimer

This guide consists of functions as provided on the COMAHS student portal and Zoom Cloud Meetings. The author takes no responsibility of any change after it is published.

Acknowledgements

I thank God almighty for his underserved blessings and kindness upon me.

I appreciate my mother for her love and support towards me.

To all the individuals I have had the opportunity to lead, be led by, or watch their leadership from afar, I want to say thank you for being the inspiration and foundation for this guide. Without the experiences and support from my colleagues at the **College of Medicine and Allied Health Sciences**, this guide would not exist. You have allowed me to accomplish my dream. Thank you to **Alfa Nuru Deen, Abdul Jelil Kamara, Tenneh Ruth Kamara, Osman Saidu Sesay, Ahmed Vandy, Titty Adama Mansaray, Dwight J. H. Nicol,** and **Francis Abu Bayoh**.

Having an idea and turning it into a guide is as hard as it sounds. The experience is both internally challenging and rewarding. I specially want to thank the individuals that helped make this happen. Complete thanks to **Mr. Jeremiah Victor Harding, Mr. Senesie Anderson Momoh, Mohamed Conteh** and **Mr. Ibrahim Osman Dumbuya.**

Pastor Solomon Sellu, thank you for being a leader I trust, honor, and respect. I will always welcome the chance to represent you someday.

The world is a better place thanks to people who want to develop and lead others. What makes it even better are people who share the gift of their time to mentor future leaders. Thank you to everyone who strives to grow and help others grow. It is the business version of The Lion King song, **"Circle of Life."**

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Lesson One

A College Portal System

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Topic 1
Definition of A College Portal System

- ✓ What is A College Portal System

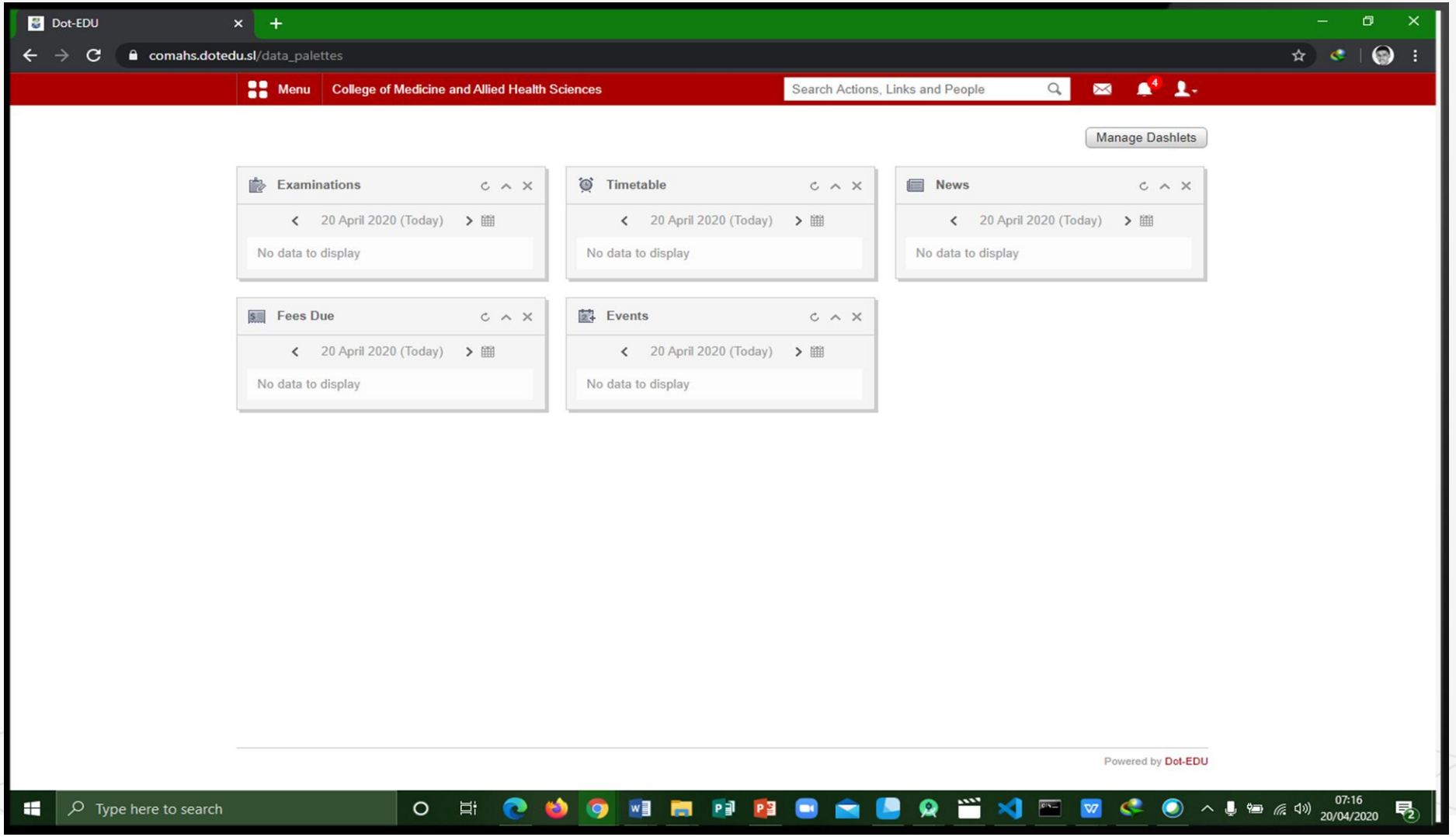
Desktop Version

Definition of A College Portal System

What is a College Portal System

A College portal system is a web application that hosts all courses, resources and instruments (forms, polls, email, calendars, videos, audios etc.) that facilitate teaching and learning.

Picture of COMAHS Portal System



Topic 2

Features of the Portal System and How to Access it.

- ✓ Enter Username & Password
- ✓ Quick Links
- ✓ Academic
- ✓ Collaboration

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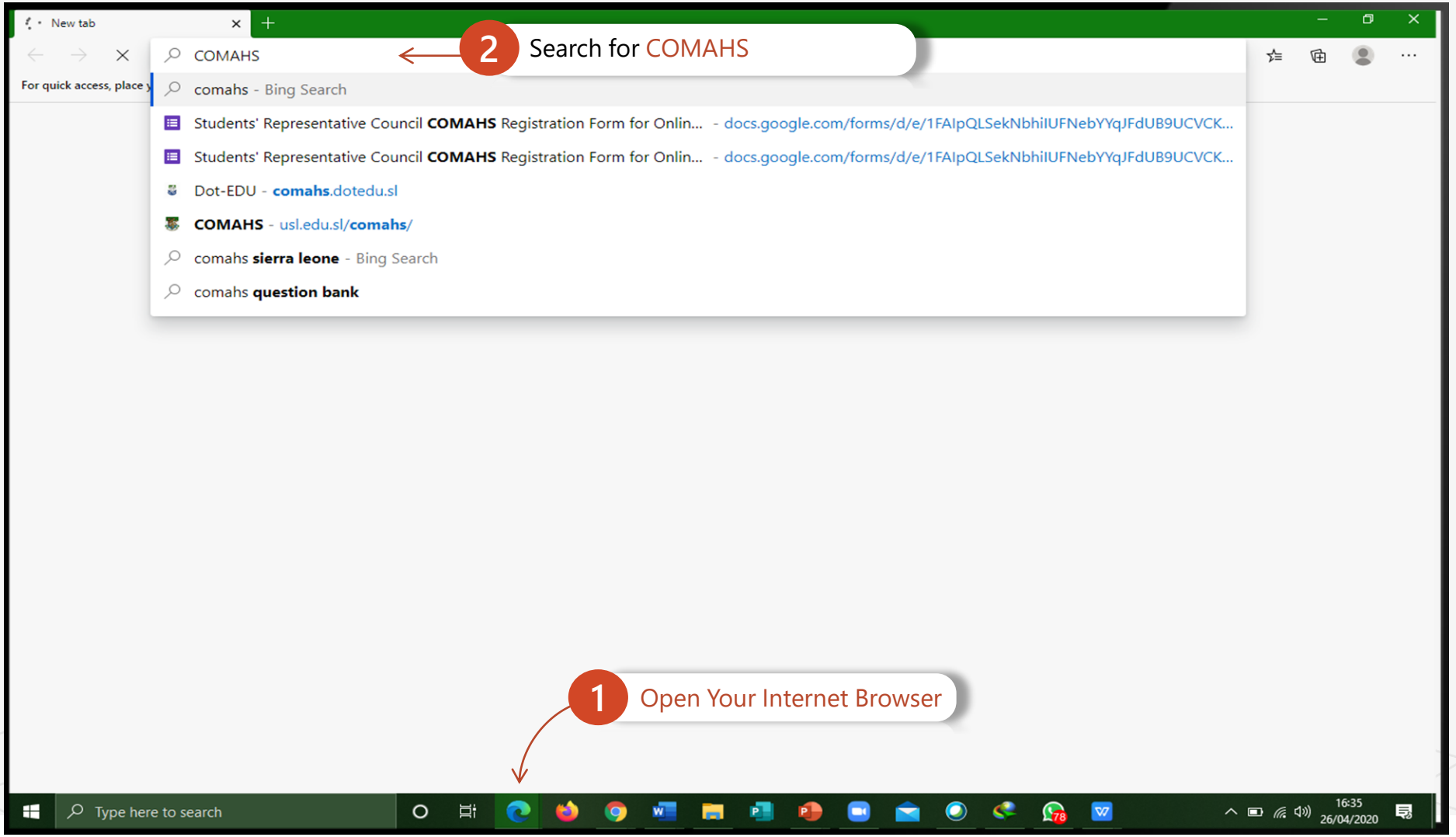
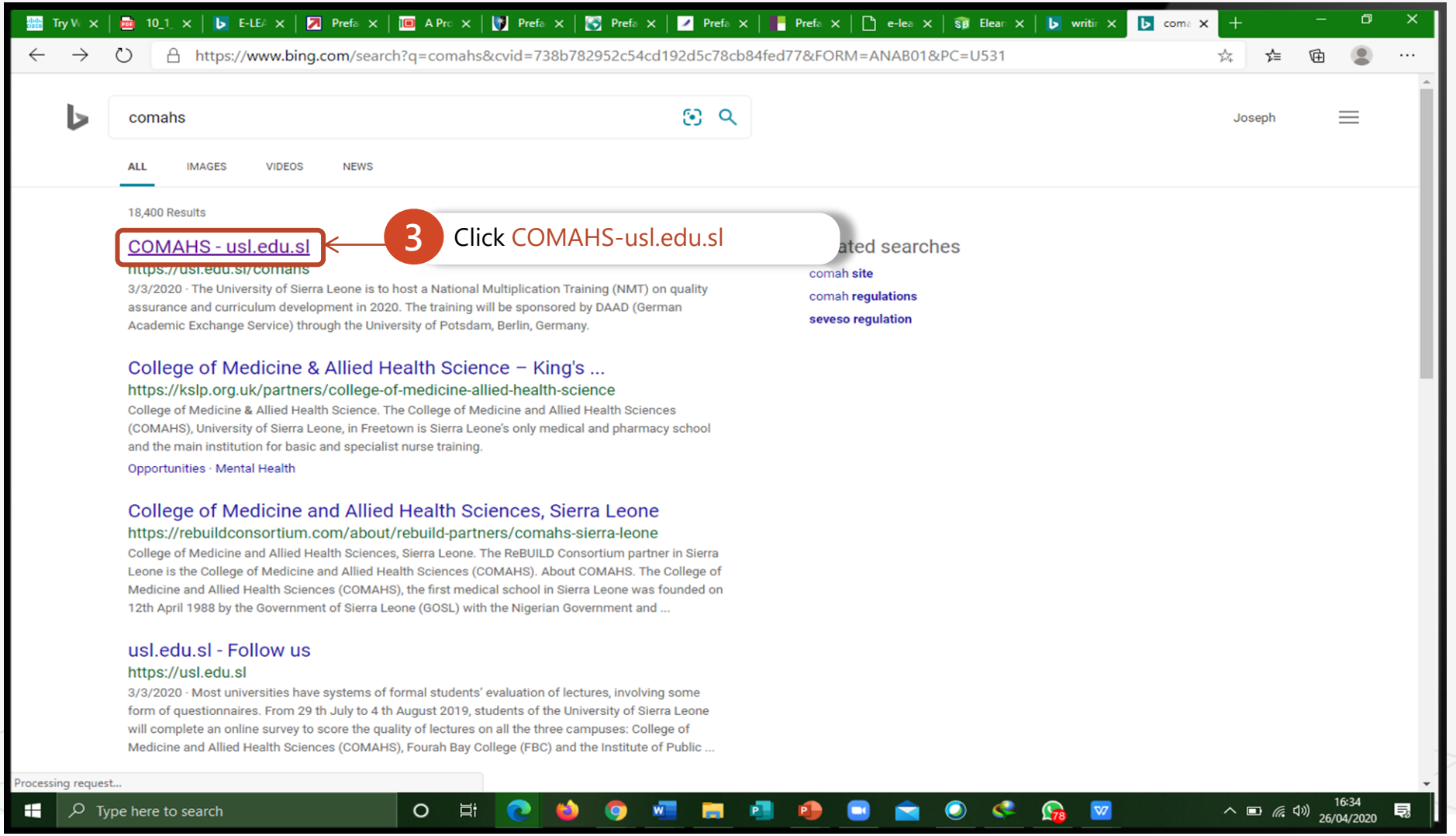
How to Access it



How to Access it



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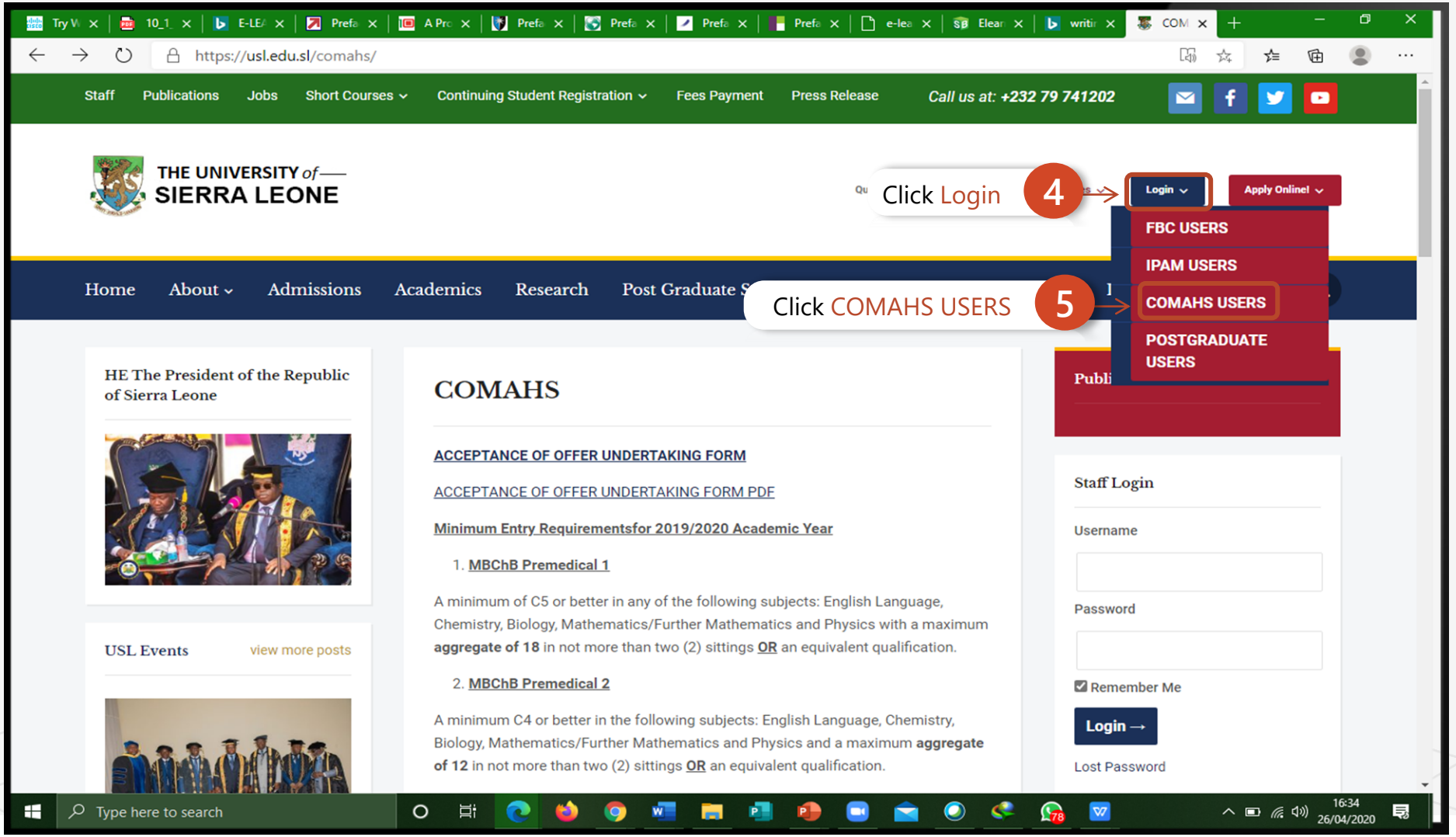
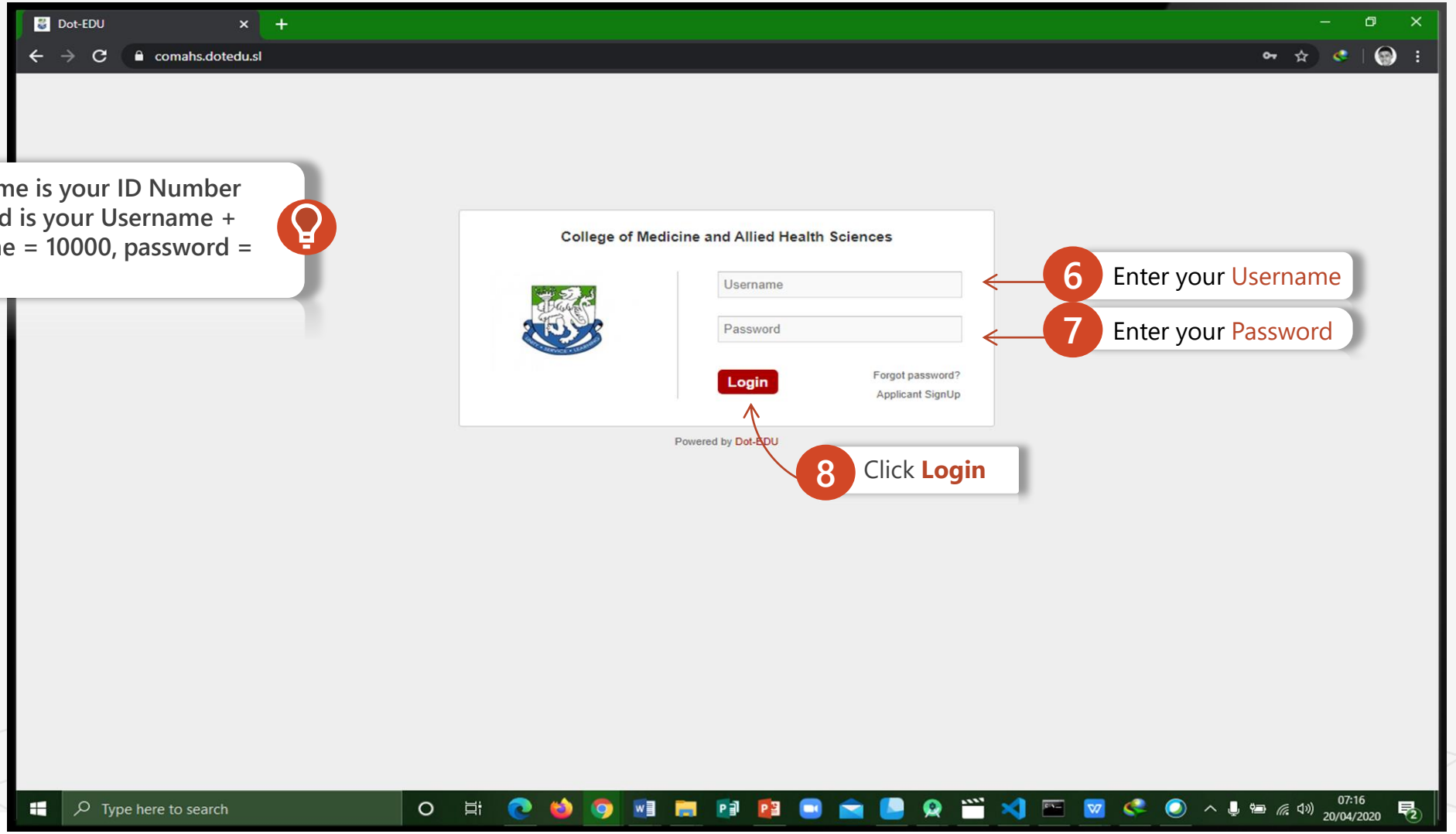
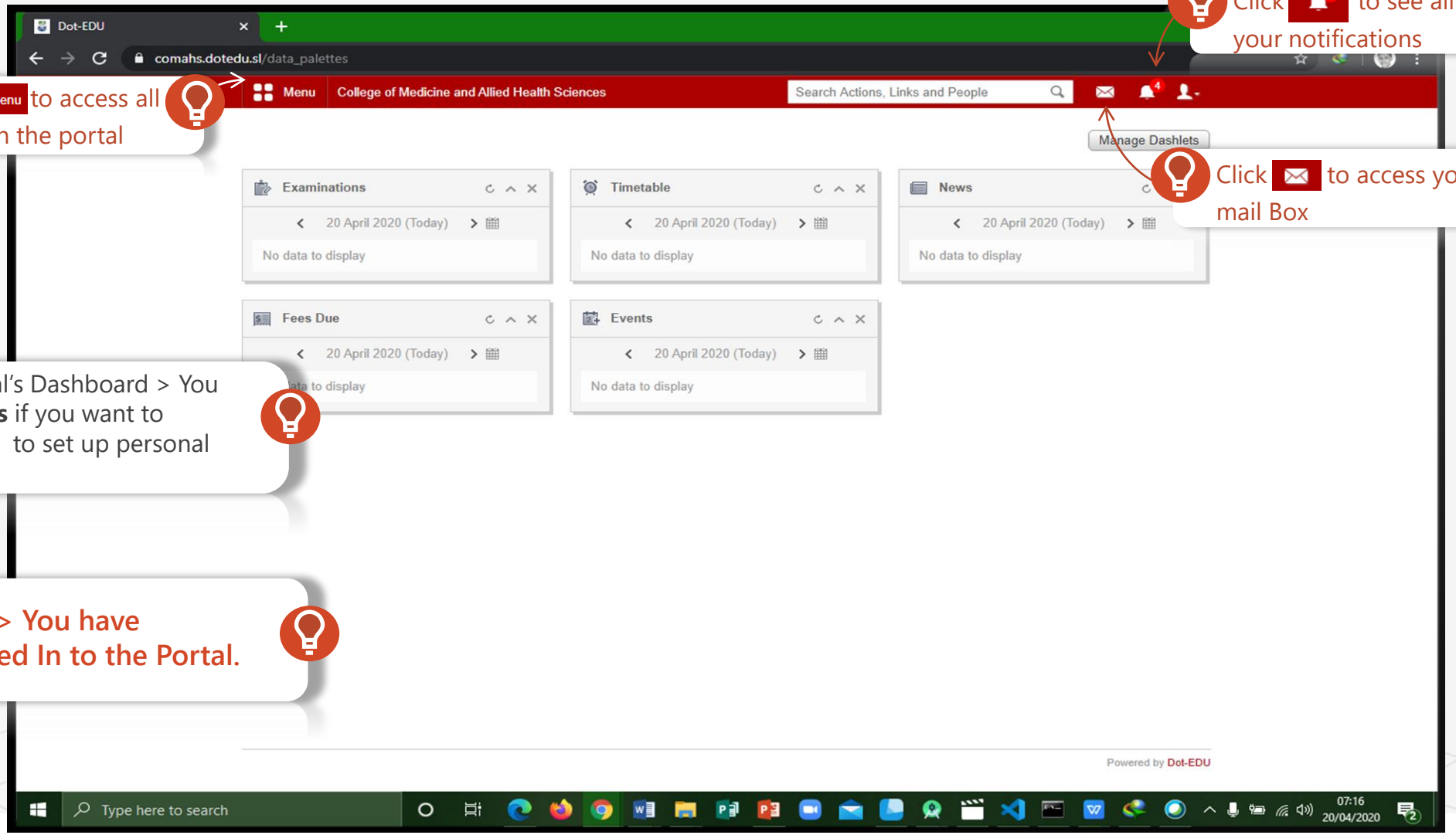


How to Access it

Hint: Your username is your ID Number and your Password is your Username + 123. (e.g. username = 10000, password = 10000123).



Features of the Portal System



Click Menu to access all the links in the portal

Click to see all your notifications

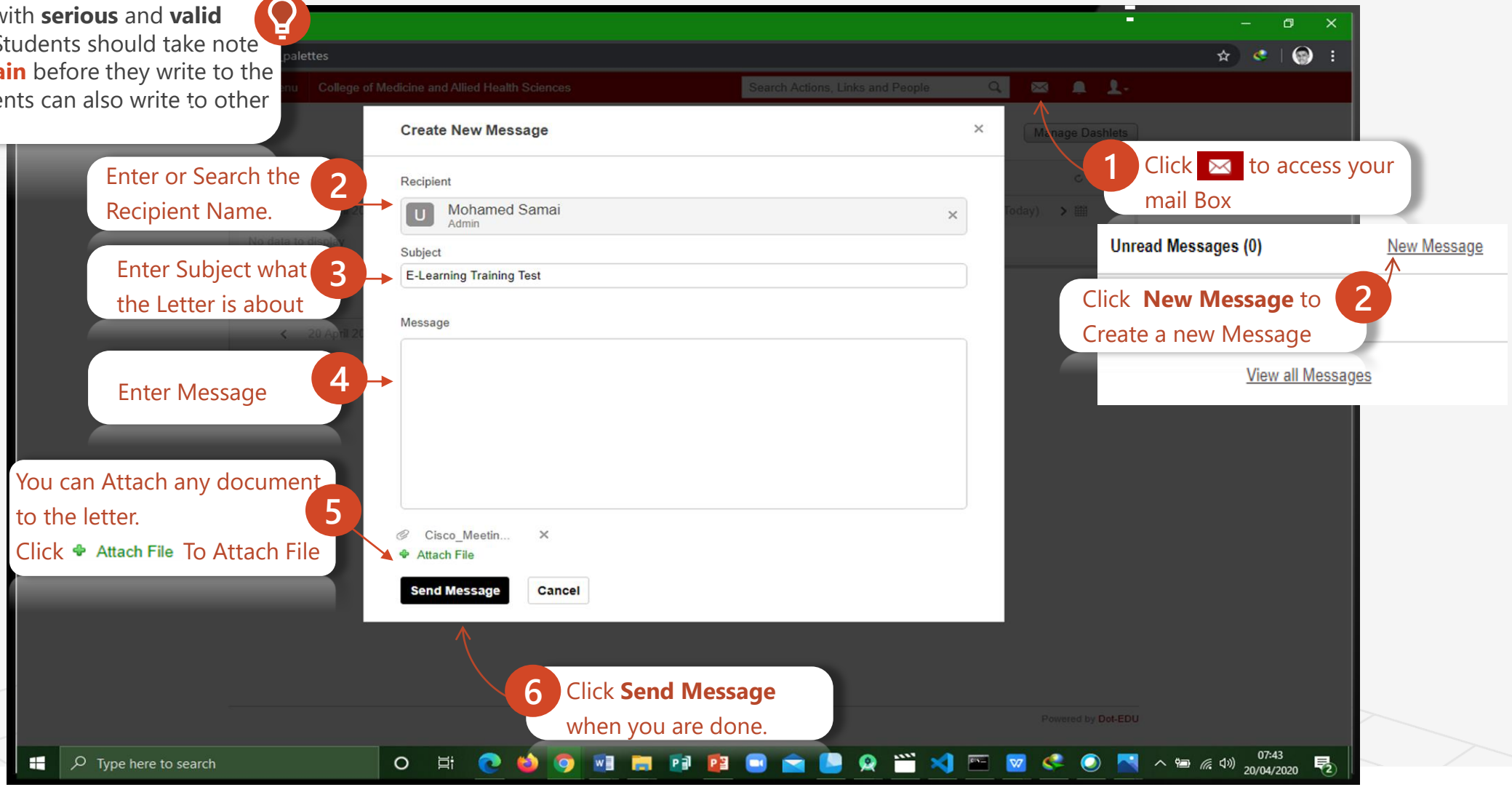
Click to access your mail Box

Hint: This is the portal's Dashboard > You can **Manage Dashlets** if you want to > Click Manage Dashlets to set up personal your dashboard.

Congratulations > You have successfully Signed In to the Portal.

Features of the Portal System – Writing to The Administration or To A Student

Through the portal students can reach out to the **administration** with **serious** and **valid** concern, complaint. Students should take note of the **complaint chain** before they write to the administration. Students can also write to other students amicably.

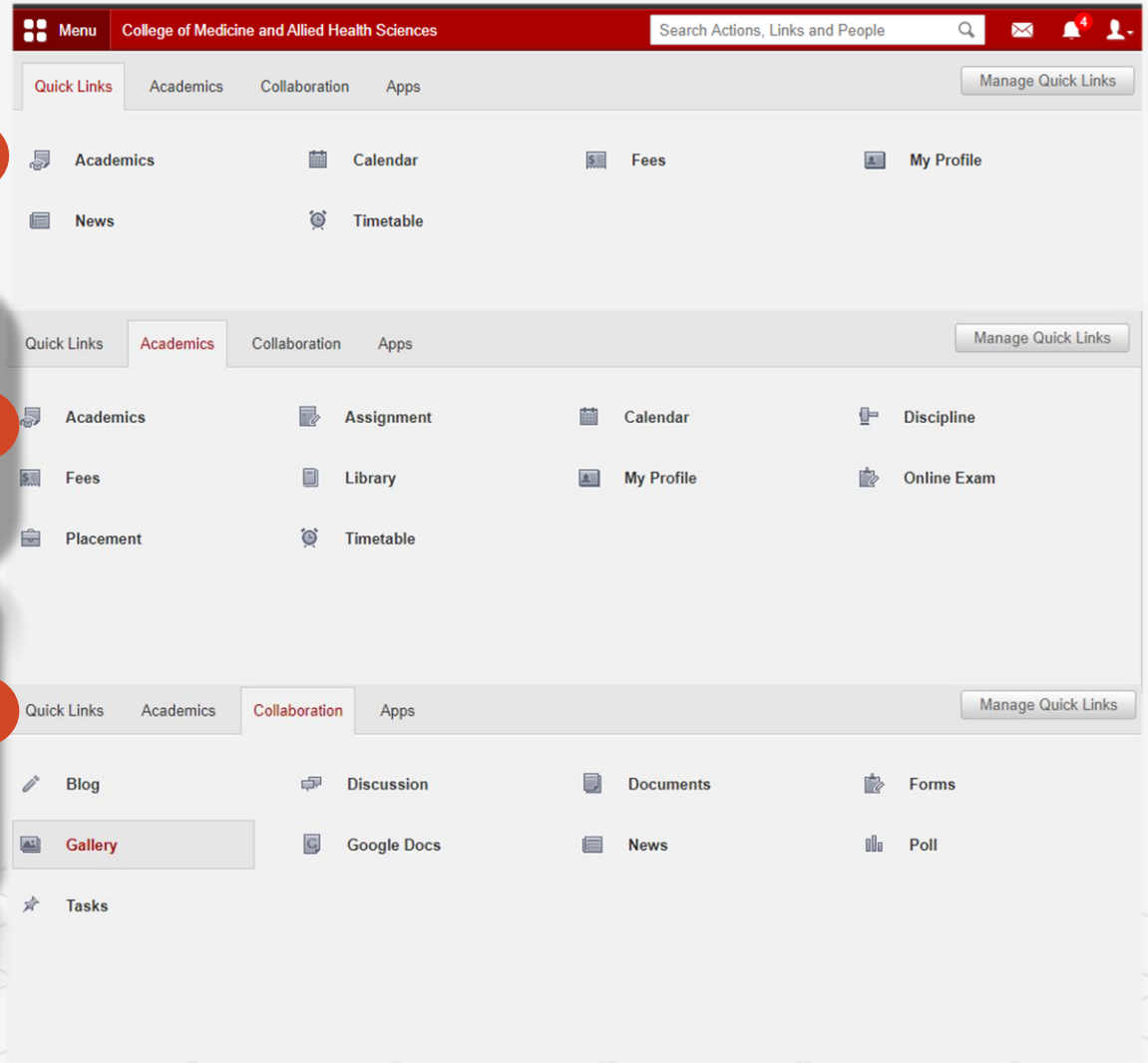


Features of the Portal System

Hint: Tabs in The Quick Links are those in the Dashboard. You can edit if you want to > Click Manage Quick Links

Hint: Tabs in Academics are those in relating to student's education and this is the most important Tab because all information from the administration regarding student can be accessed through this Tab. You can edit if you want to > Click Manage Quick Links

Hint: Tabs in Collaboration are those are necessary for student to student communication. Thanks to the administration for creating the balance. Dashboard. You can edit if you want to > Click Manage Quick Links



Topic 2

Features of the Portal System

╚Academics

- ✓ Academics
- ✓ Attendance
- ✓ Fees
- ✓ Assignment
- ✓ Library
- ✓ Timetable
- ✓ Calendar
- ✓ Discipline
- ✓ Online Exam

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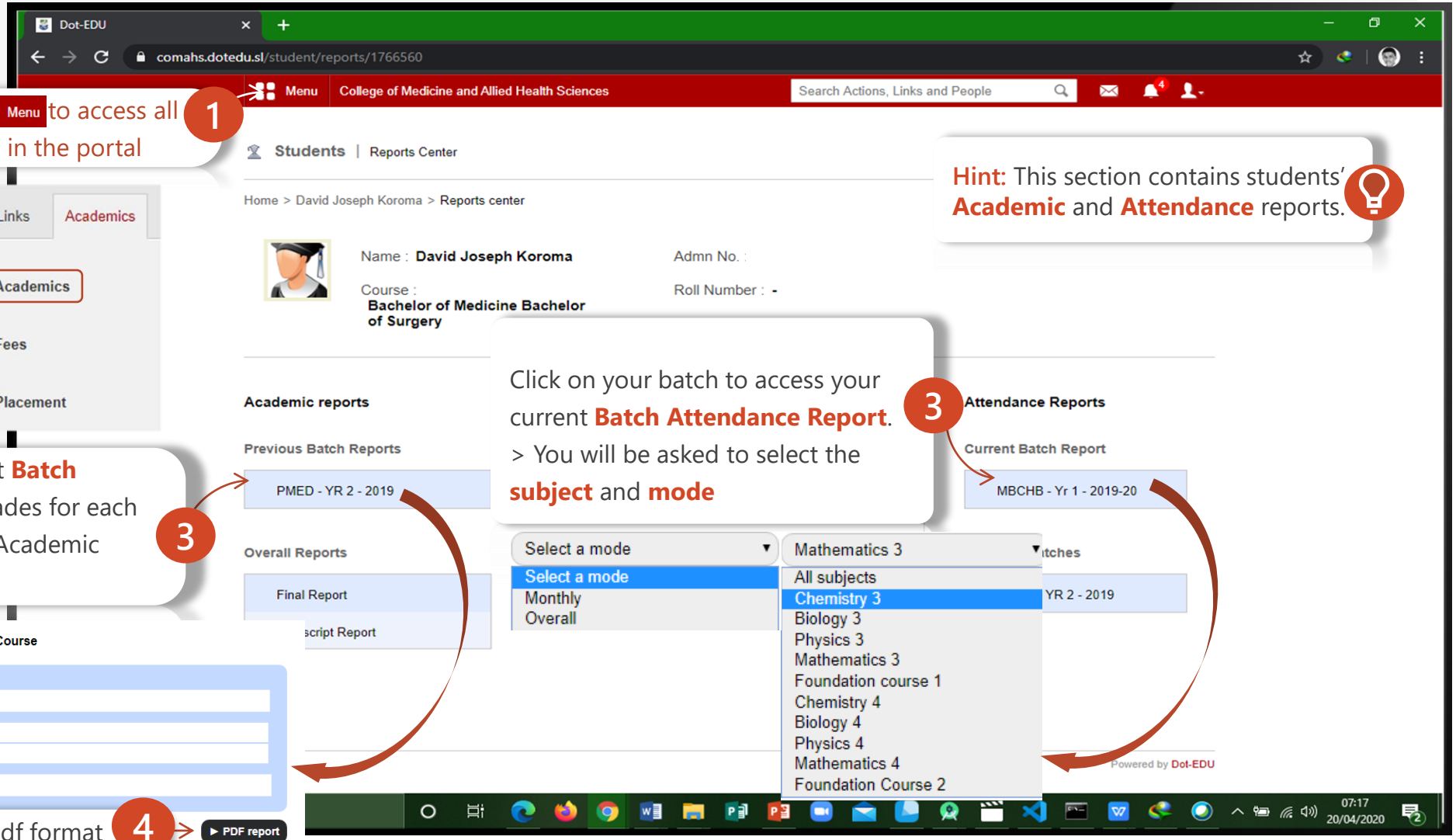
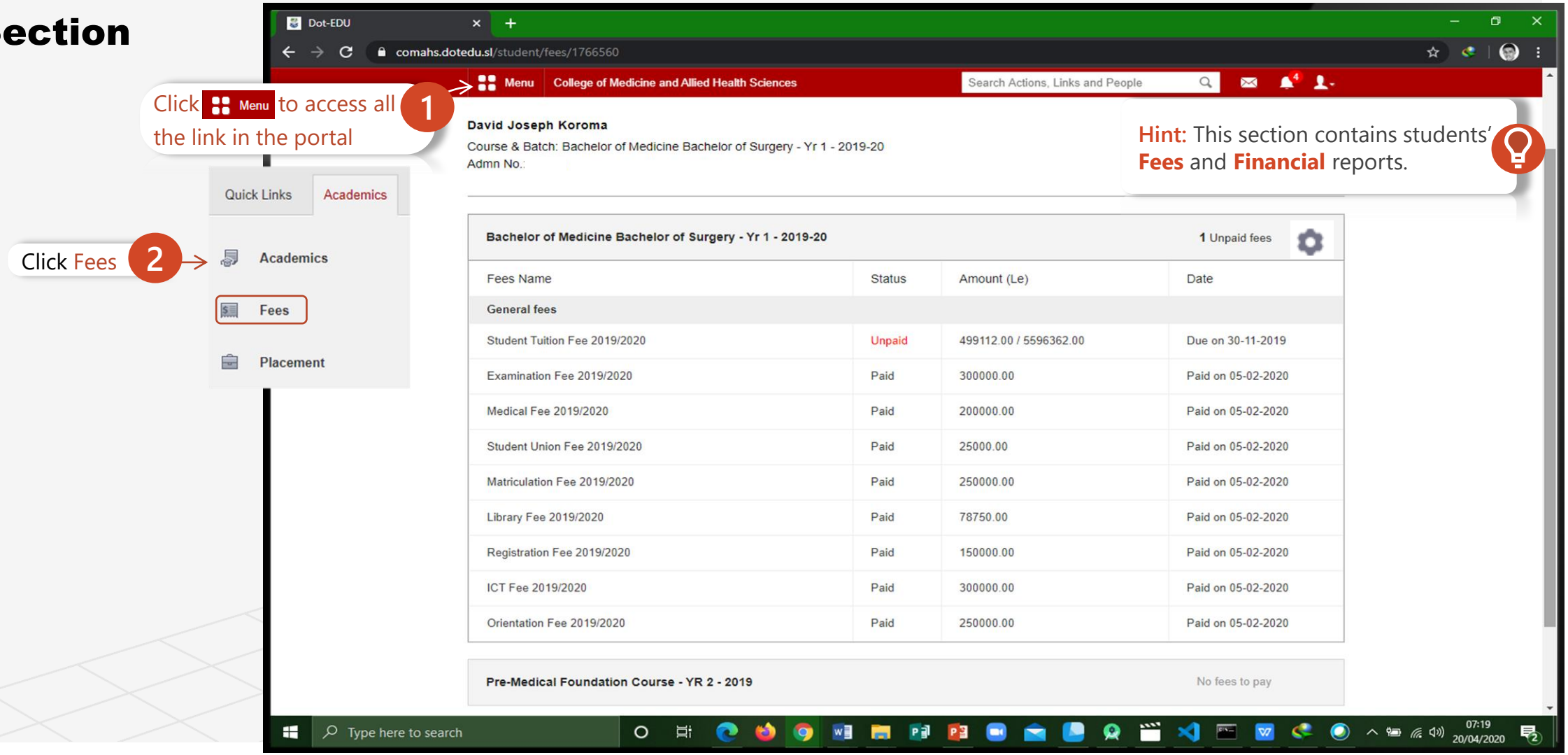
Features of the Portal System

Academics Section



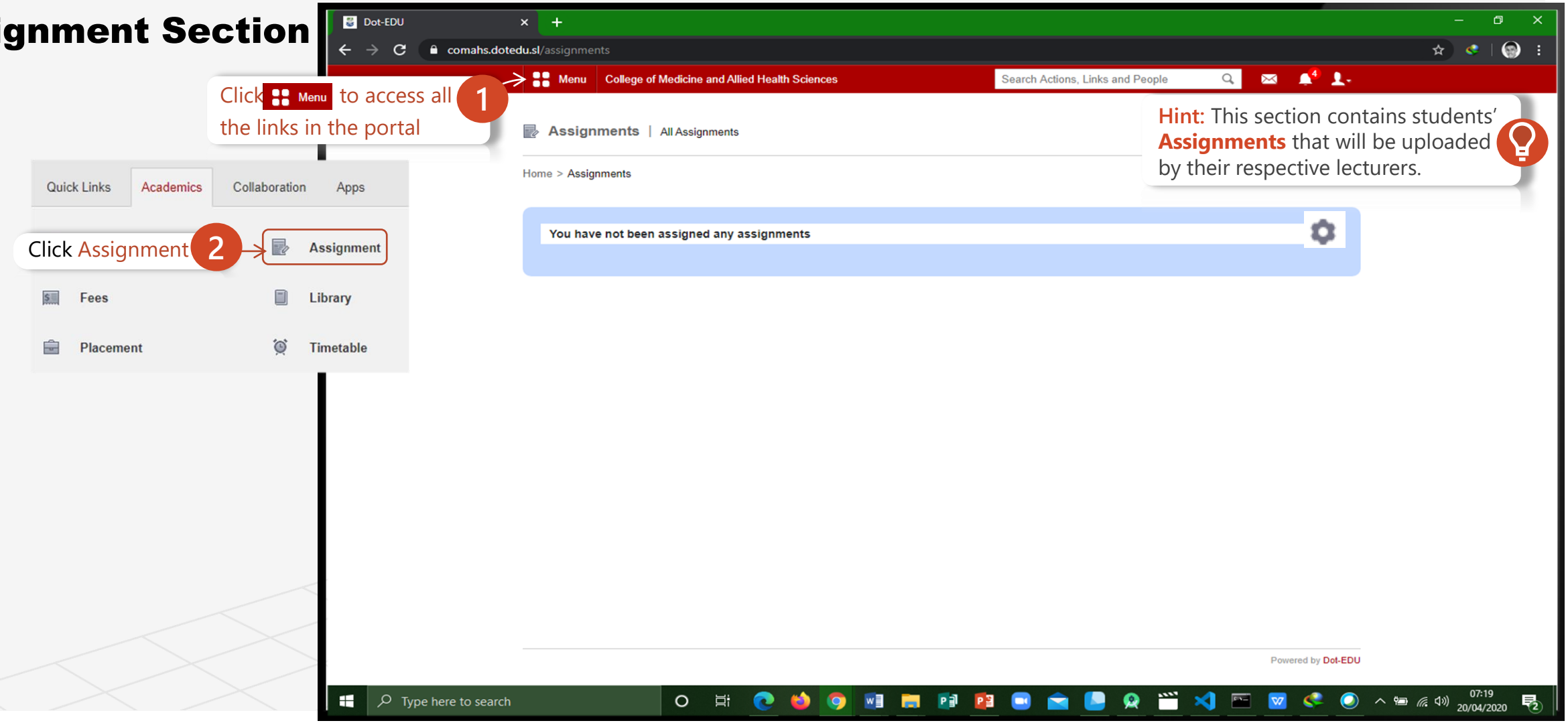
Features of the Portal System

Fees Section



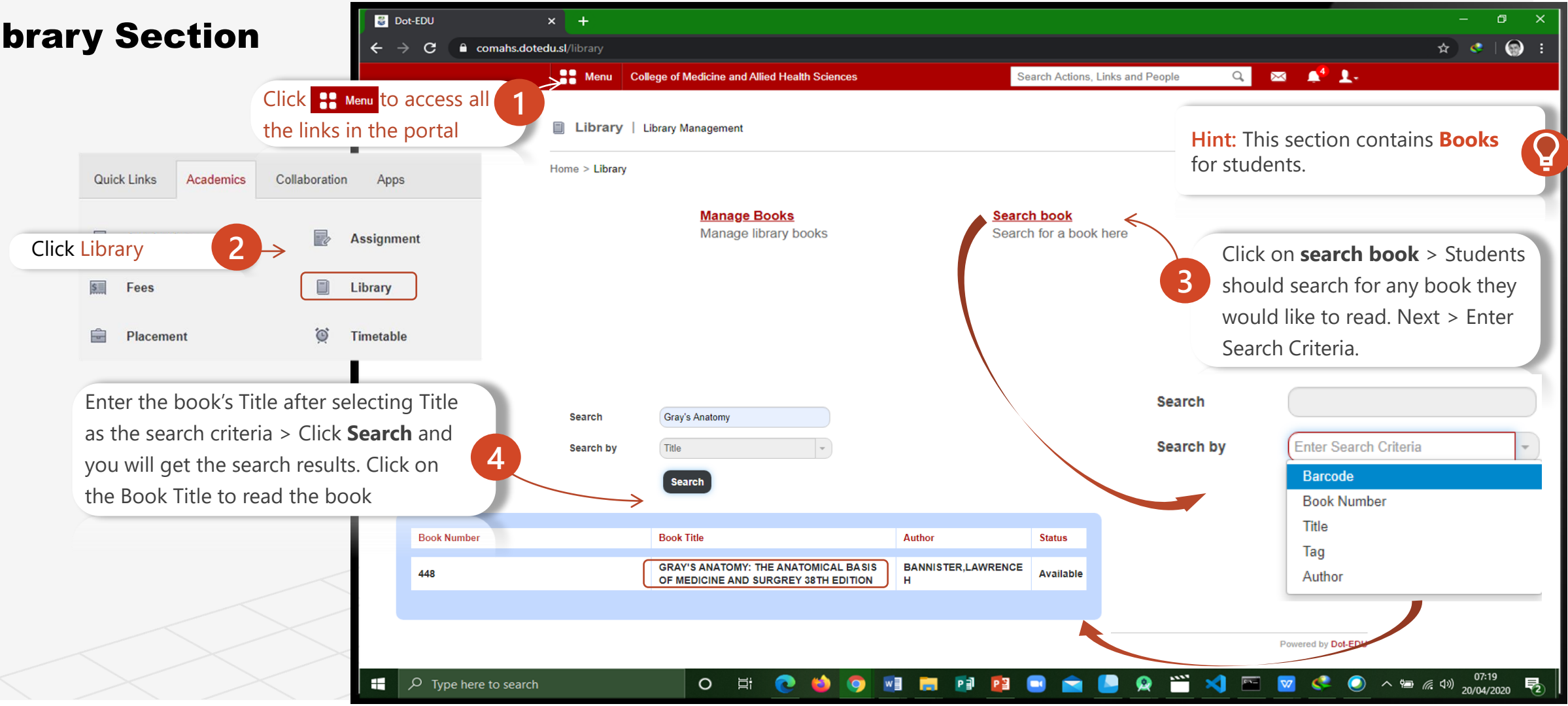
Features of the Portal System

Assignment Section



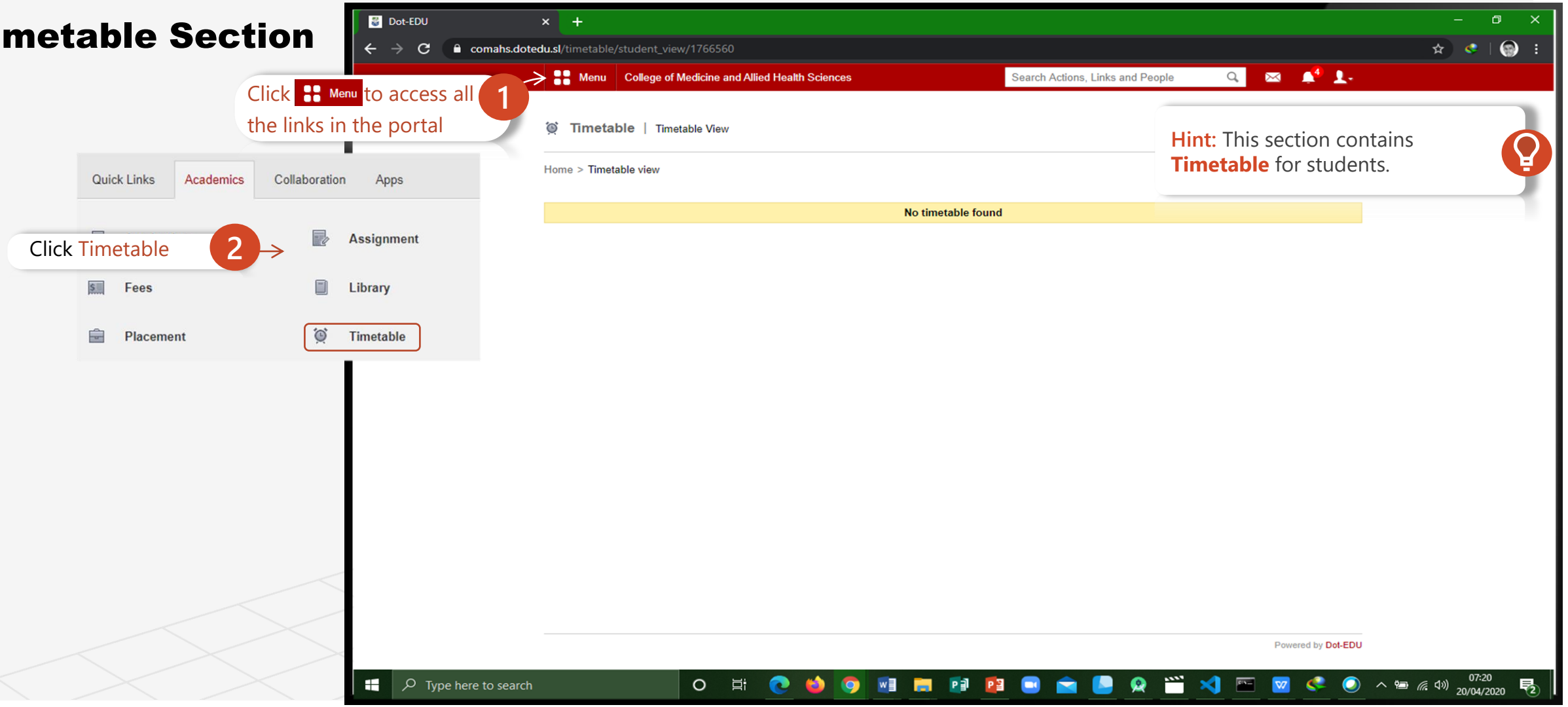
Features of the Portal System

Library Section



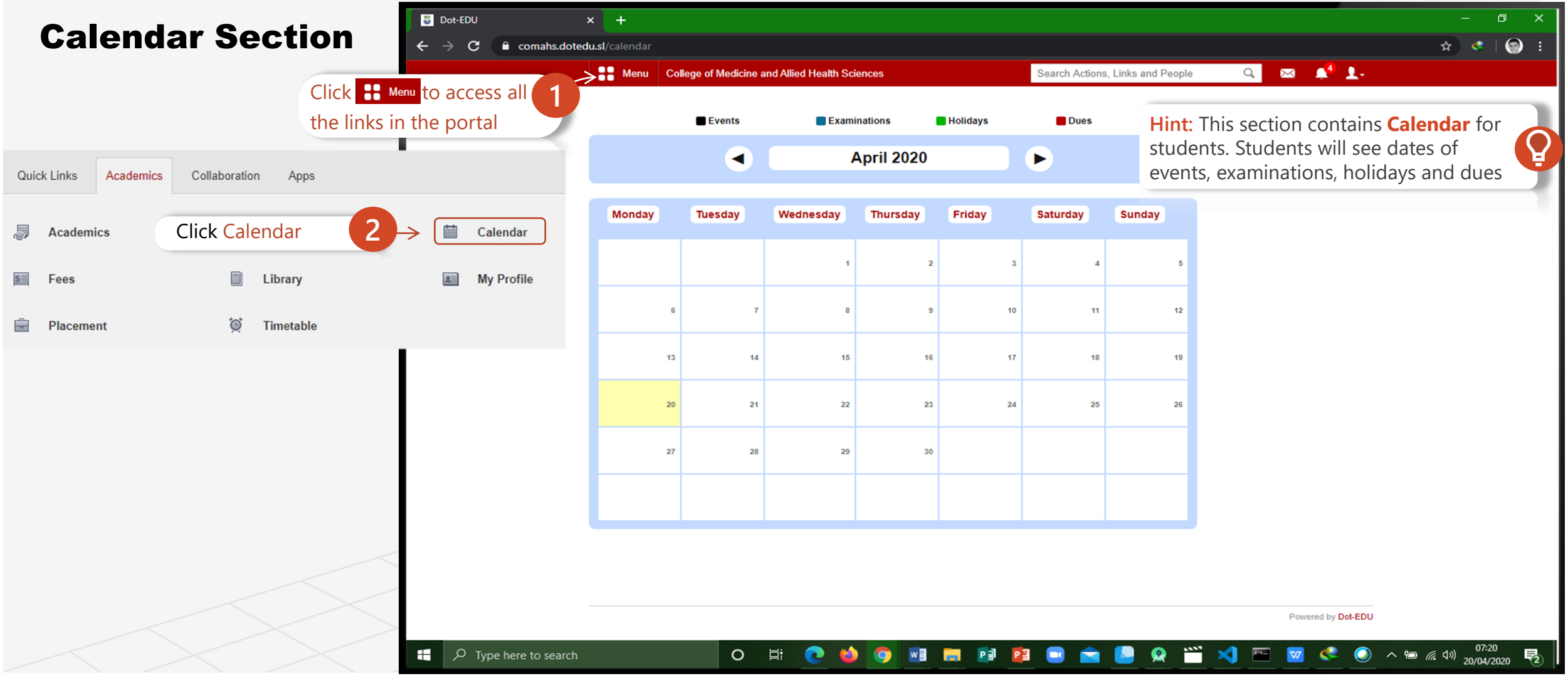
Features of the Portal System

Timetable Section



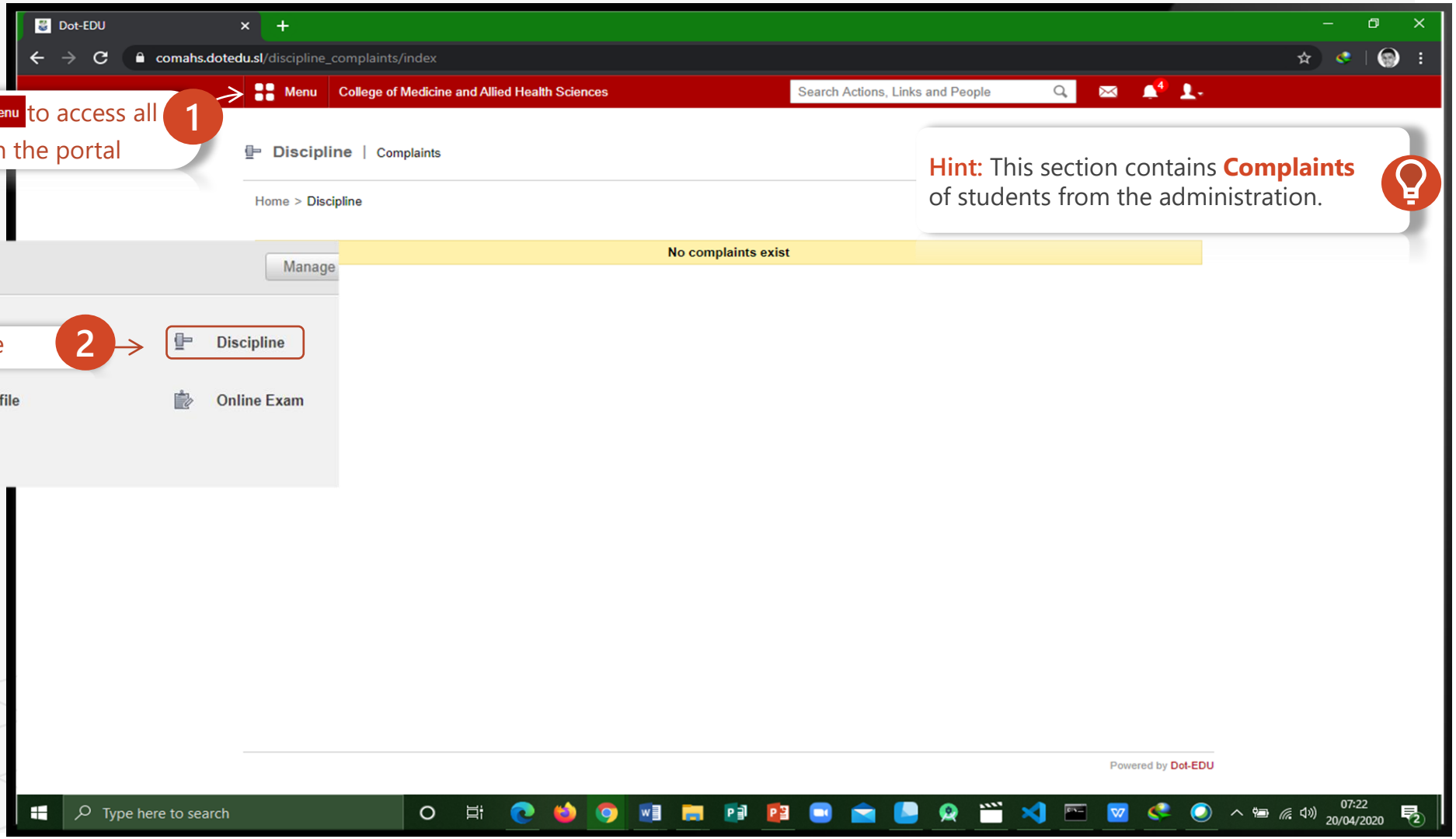
Features of the Portal System

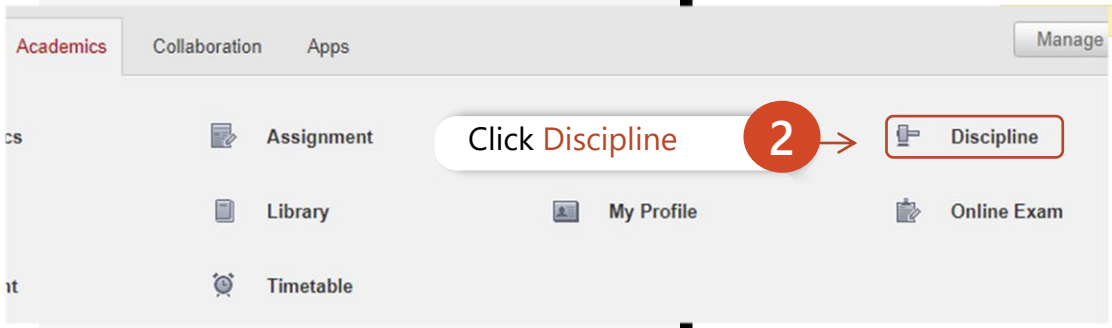
Calendar Section



Features of the Portal System

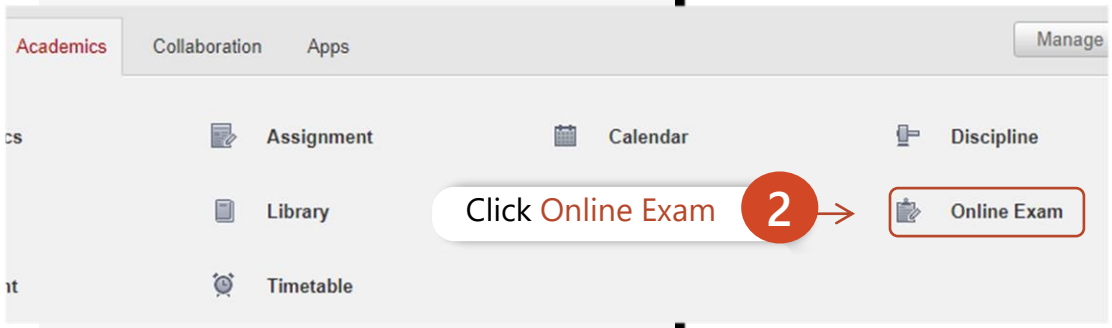
Discipline Section

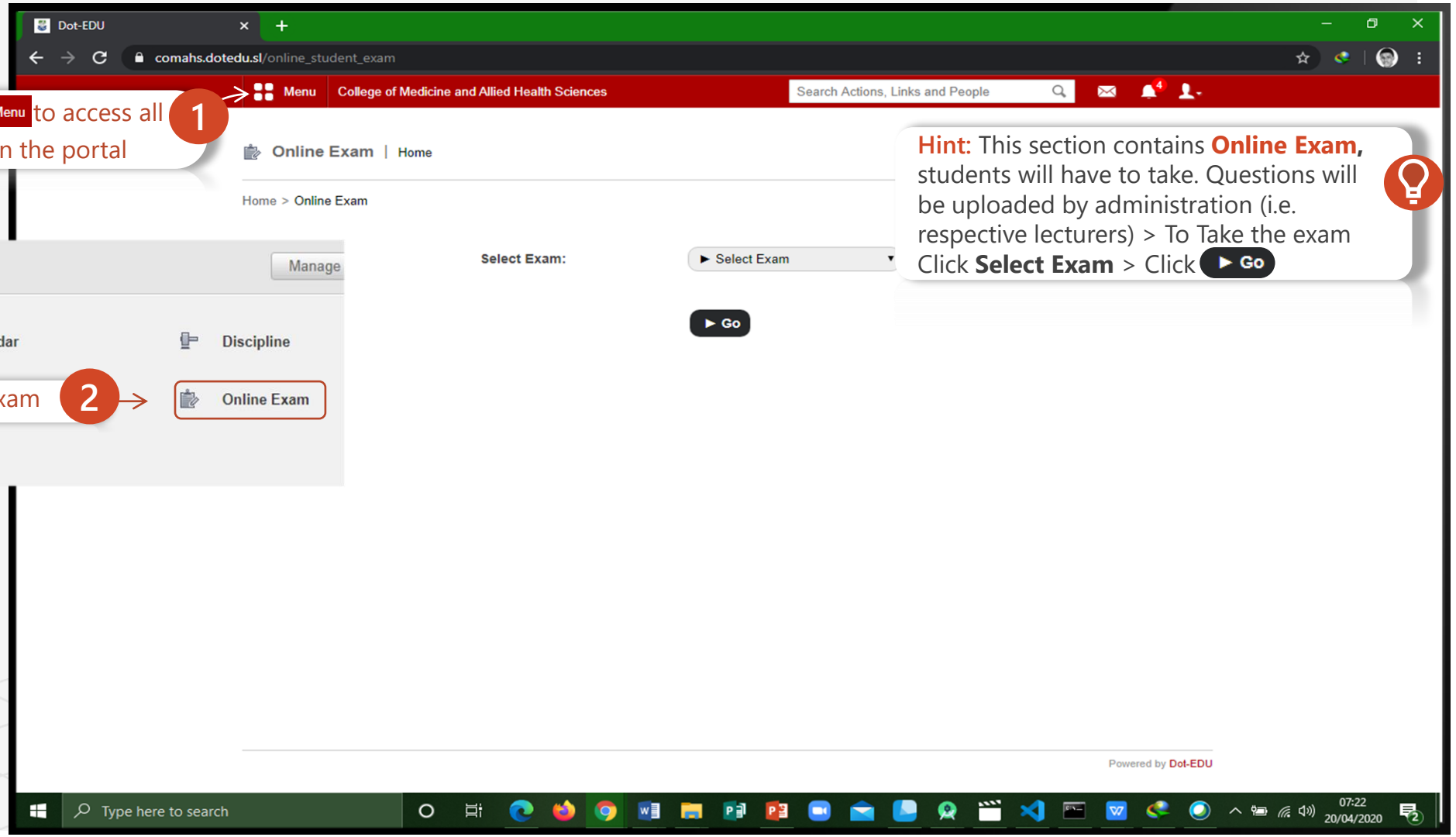




Features of the Portal System

Online Exam Section





Topic 2

Features of the Portal System

└Collaboration

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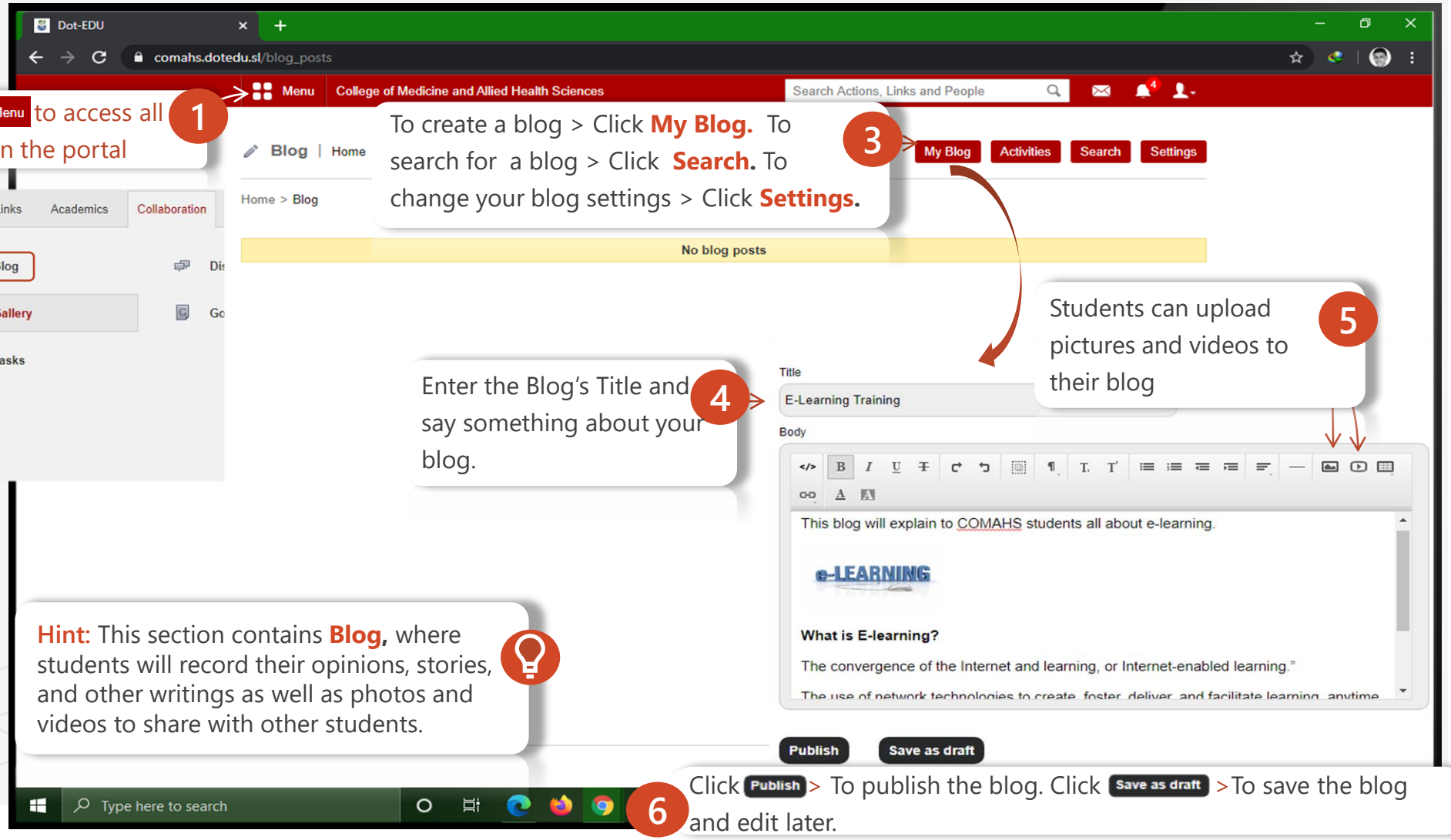
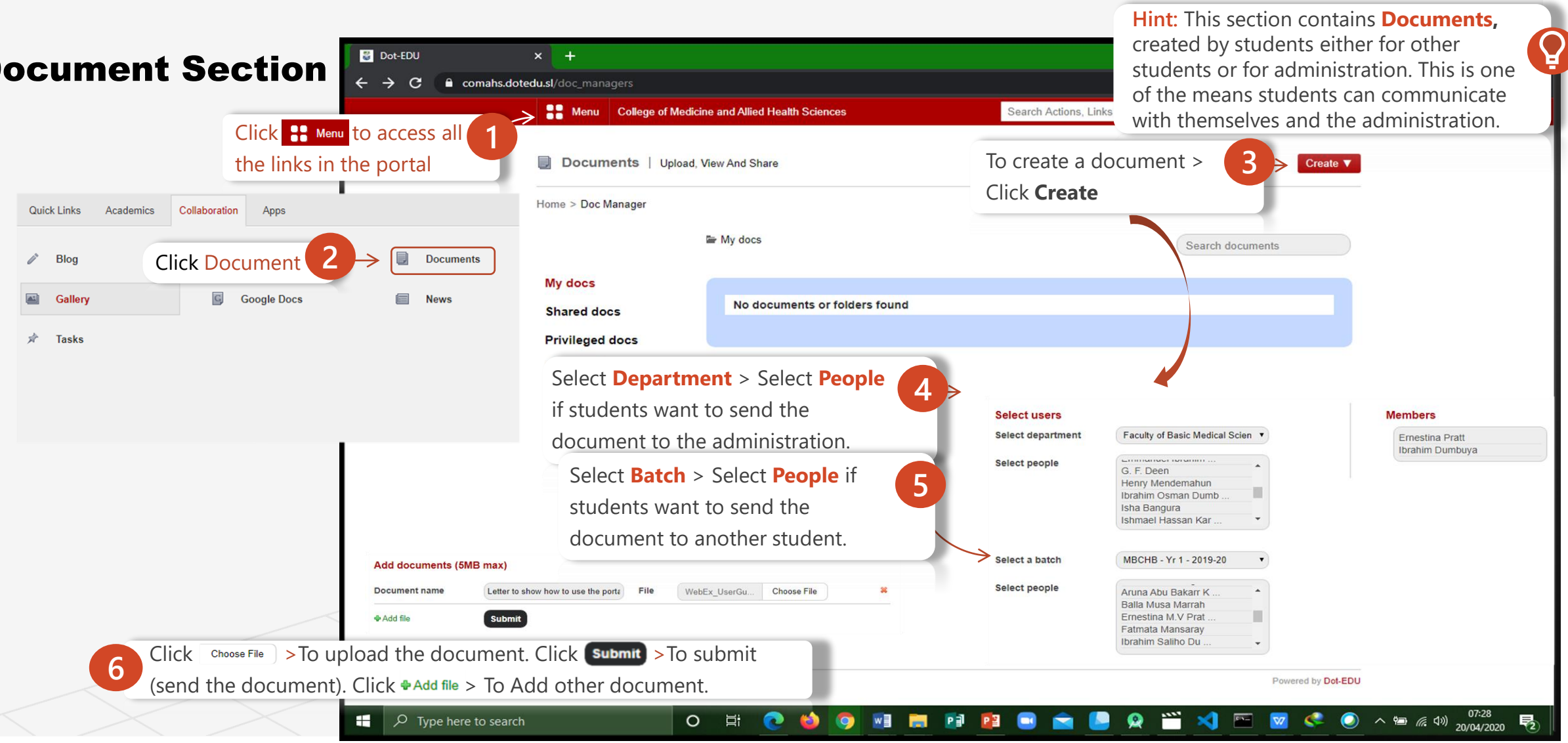
Features of the Portal System

Blog Section



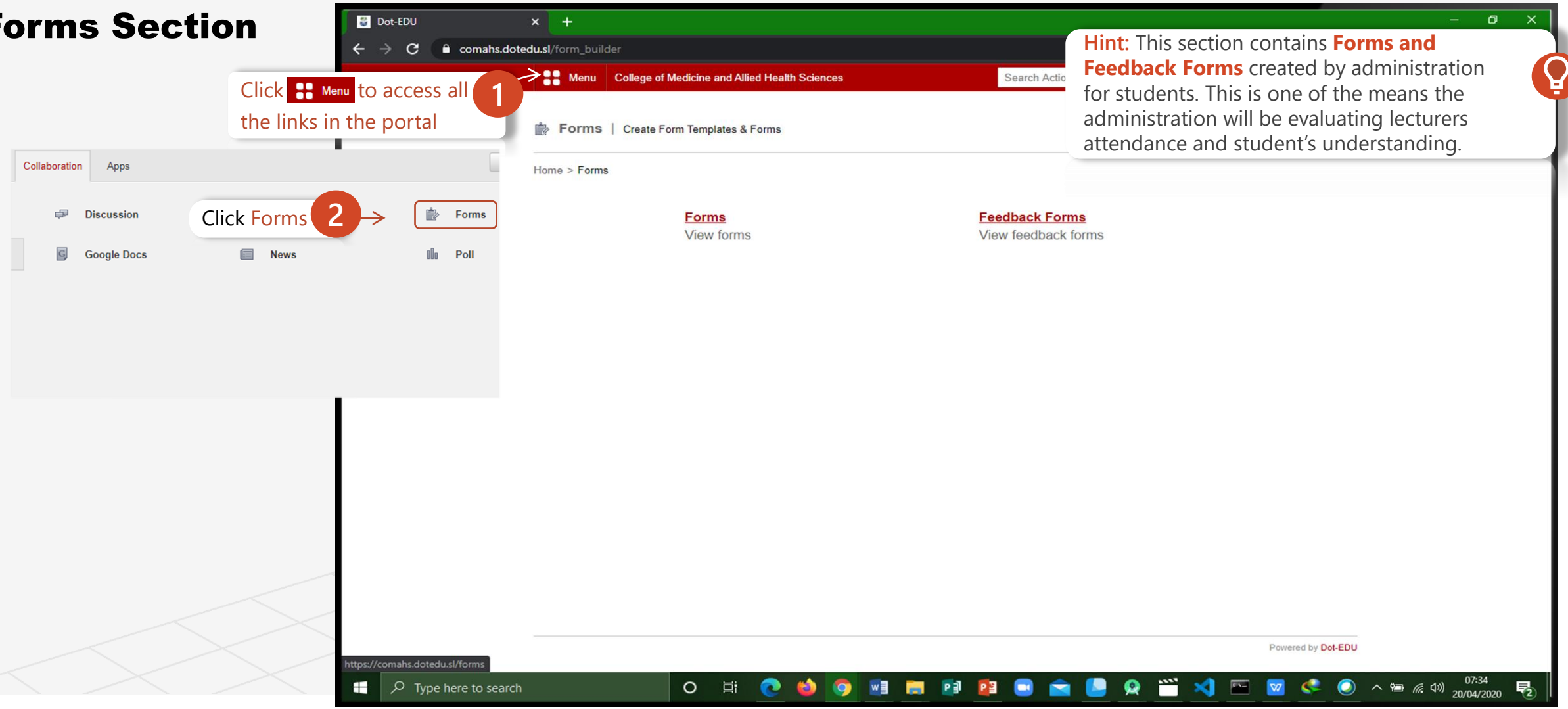
Features of the Portal System

Document Section



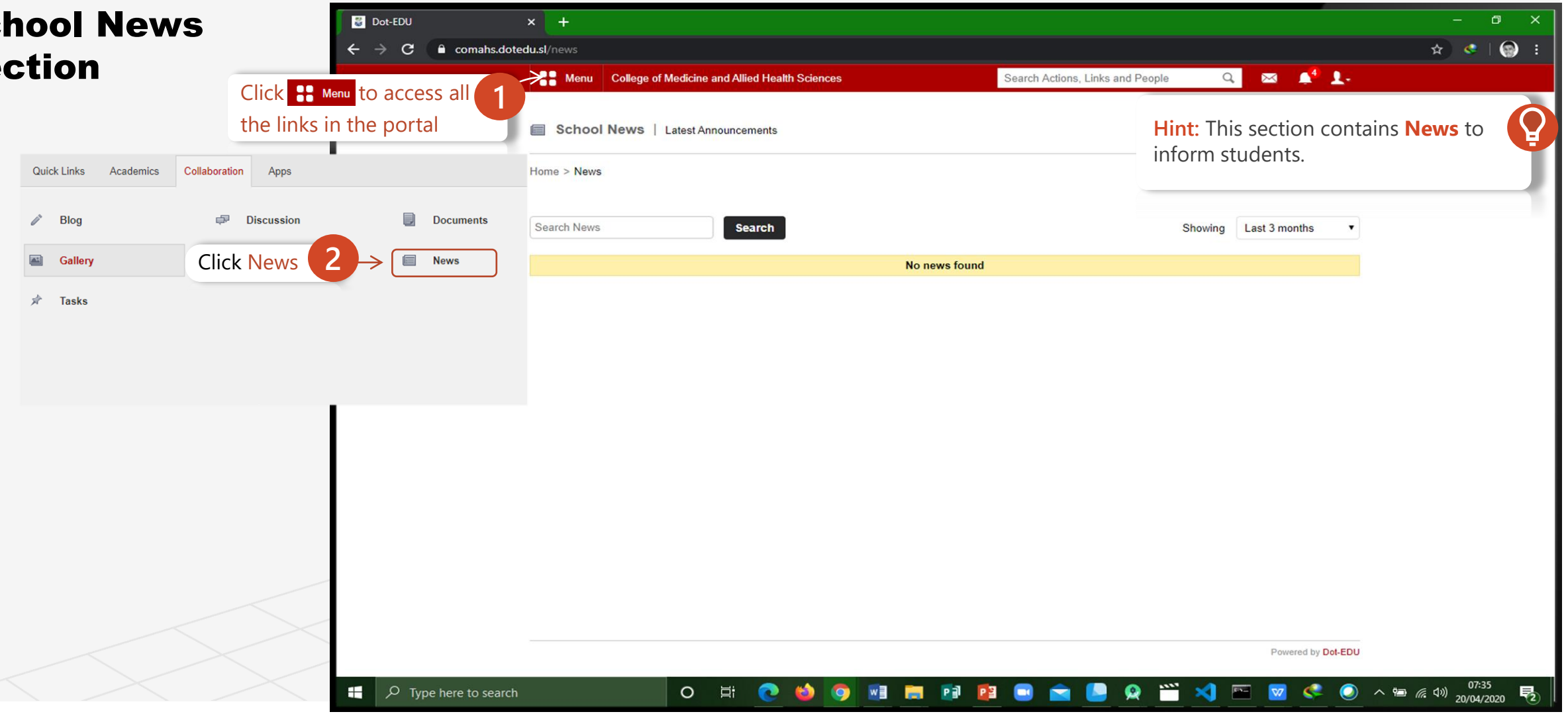
Features of the Portal System

Forms Section



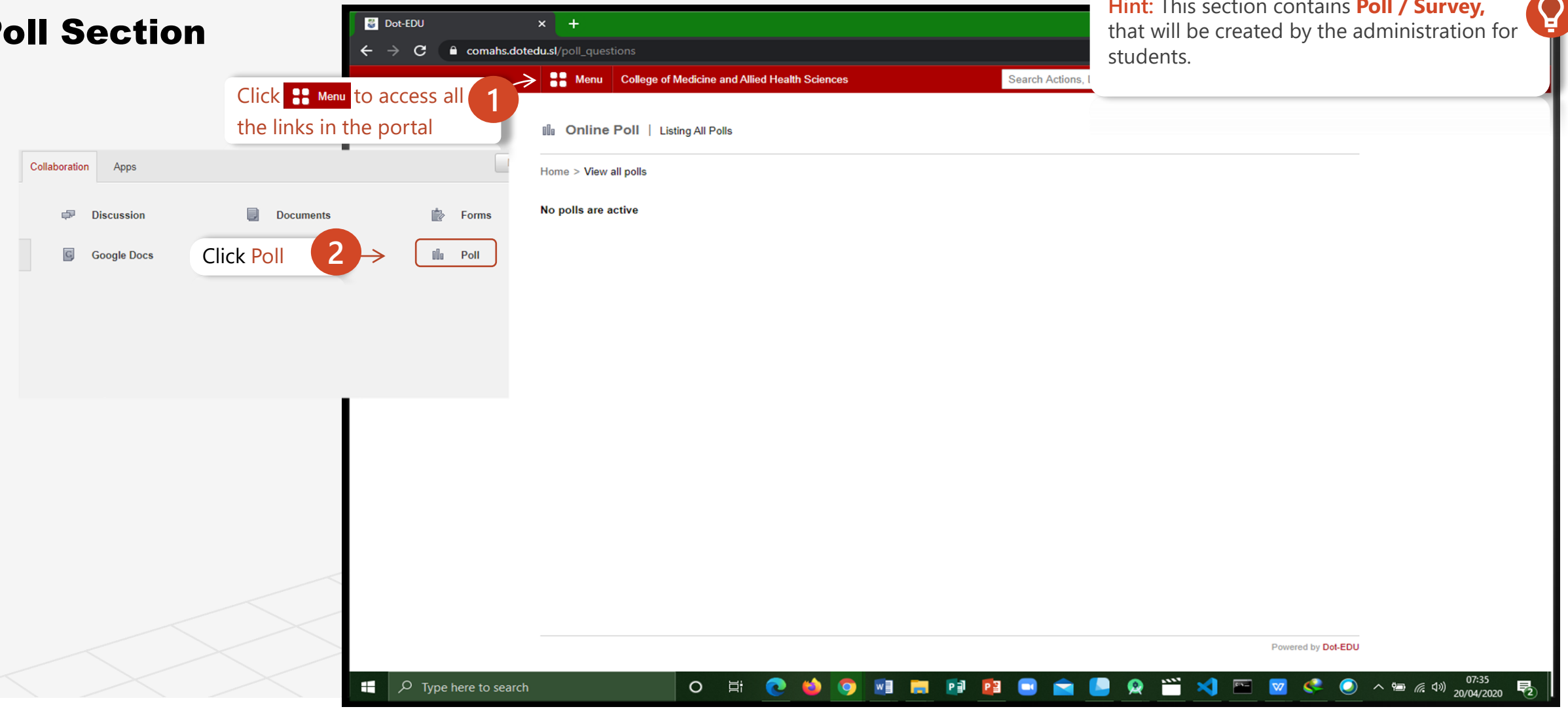
Features of the Portal System

School News Section



Features of the Portal System

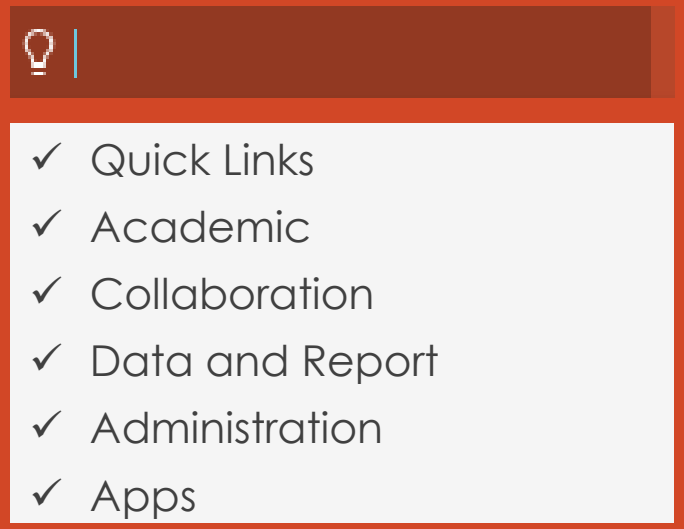
Poll Section



Hint: This section contains **Poll / Survey,** that will be created by the administration for students.

Topic 3

A Glance through the Admin Portal



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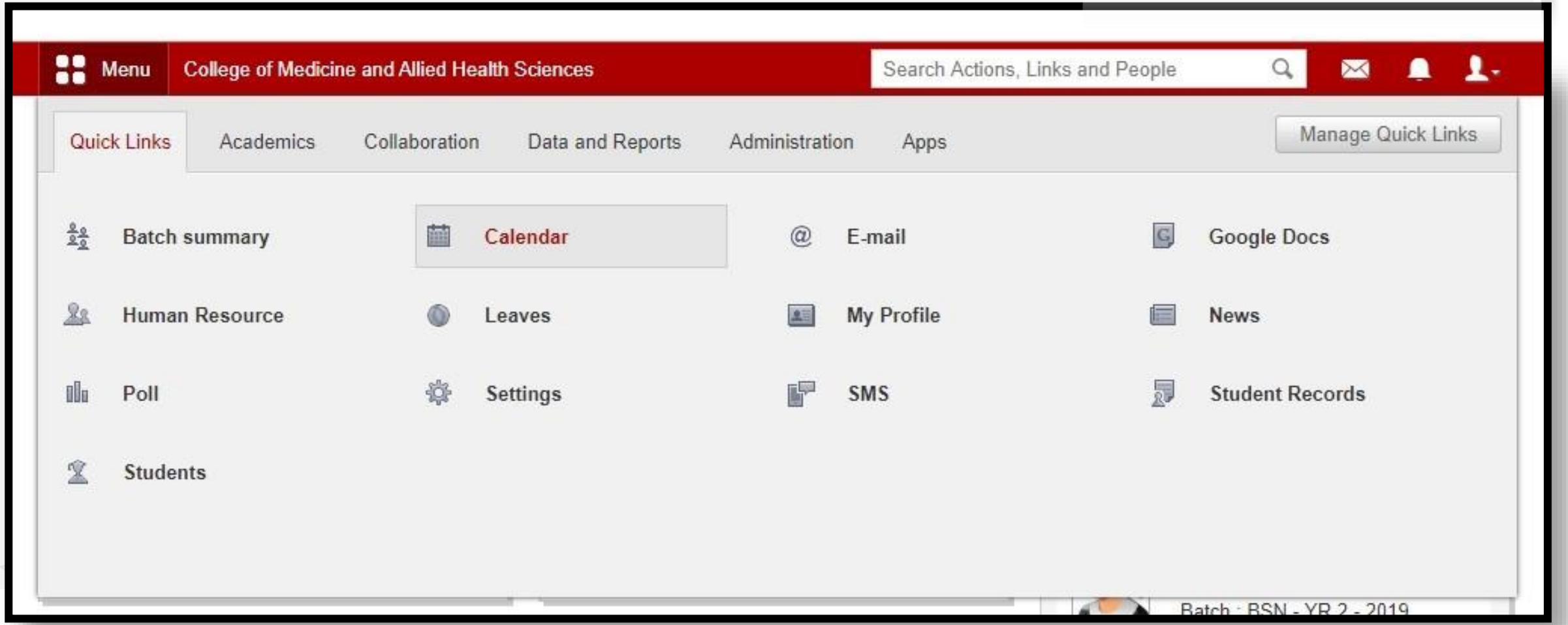
Features of the Admin Portal System

Overview of the Admin Portal

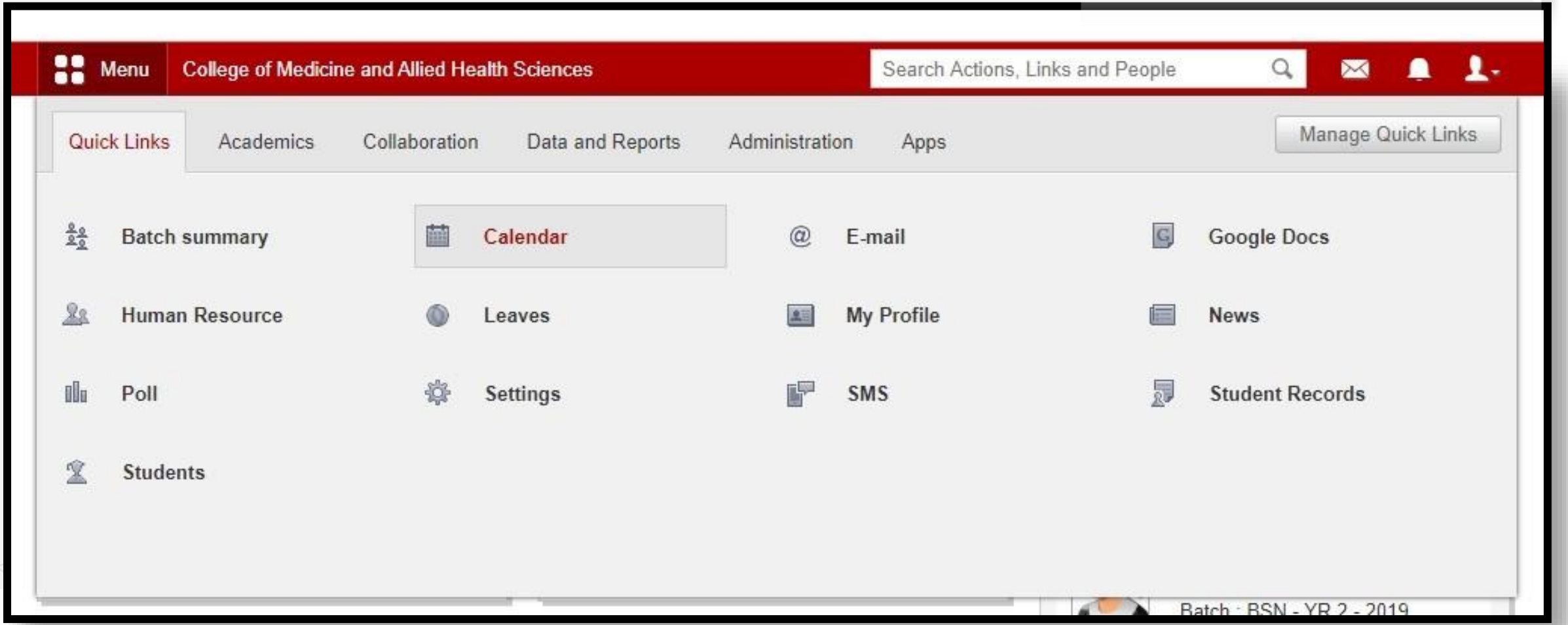
Hint: An Admin Portal is an **administration** console from which you can manage various identity services. The picture below shows the main elements of this portal. This is how the lecturers portal system looks like.



Features of the Admin Portal System

Quick Links

Hint: Can be customized using **Manage quick links** to include frequently used sub menu items. Quick links interface varies depending on privileges assigned and **user** customization. Sub Menu.

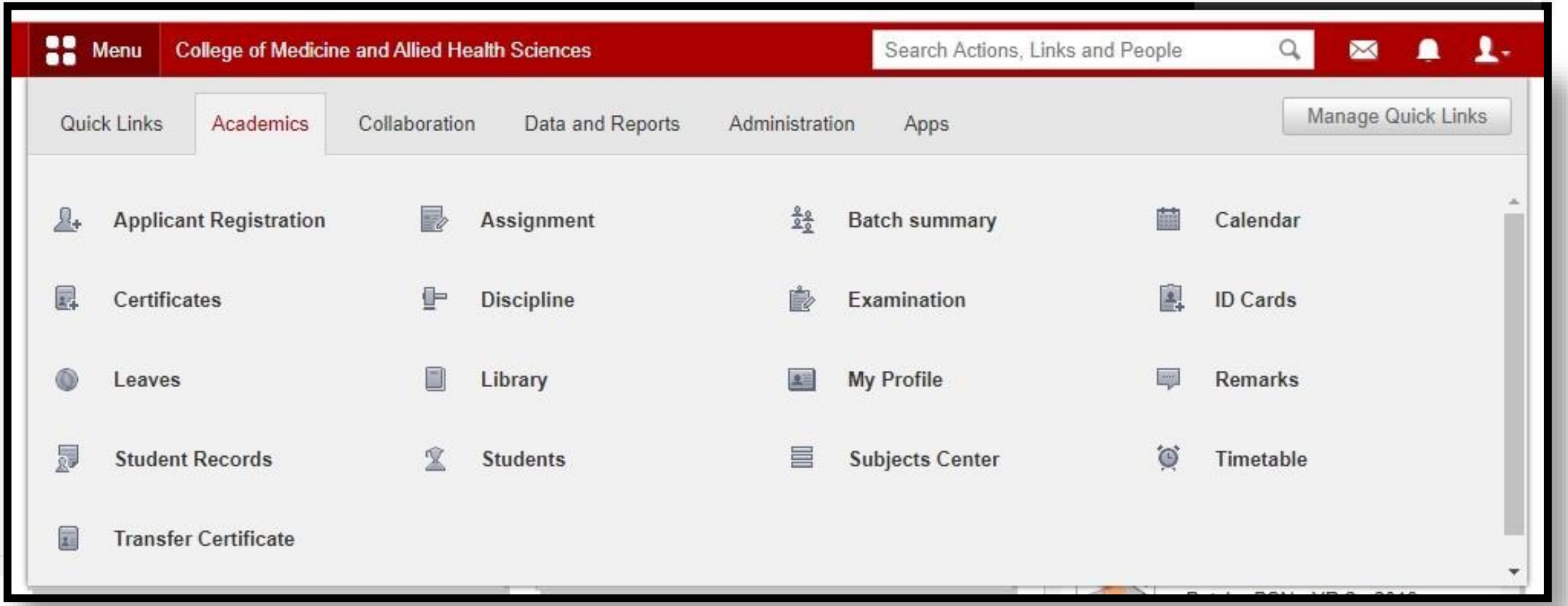


Features of the Admin Portal System

Academics

Academics Sub Menu Items

Hint: Menu and **sub menu** items varies in Academics due to privileges assigned to **staff** or **student**



Features of the Admin Portal System

Collaboration

Collaboration Sub Menu Items

Features of the Admin Portal System

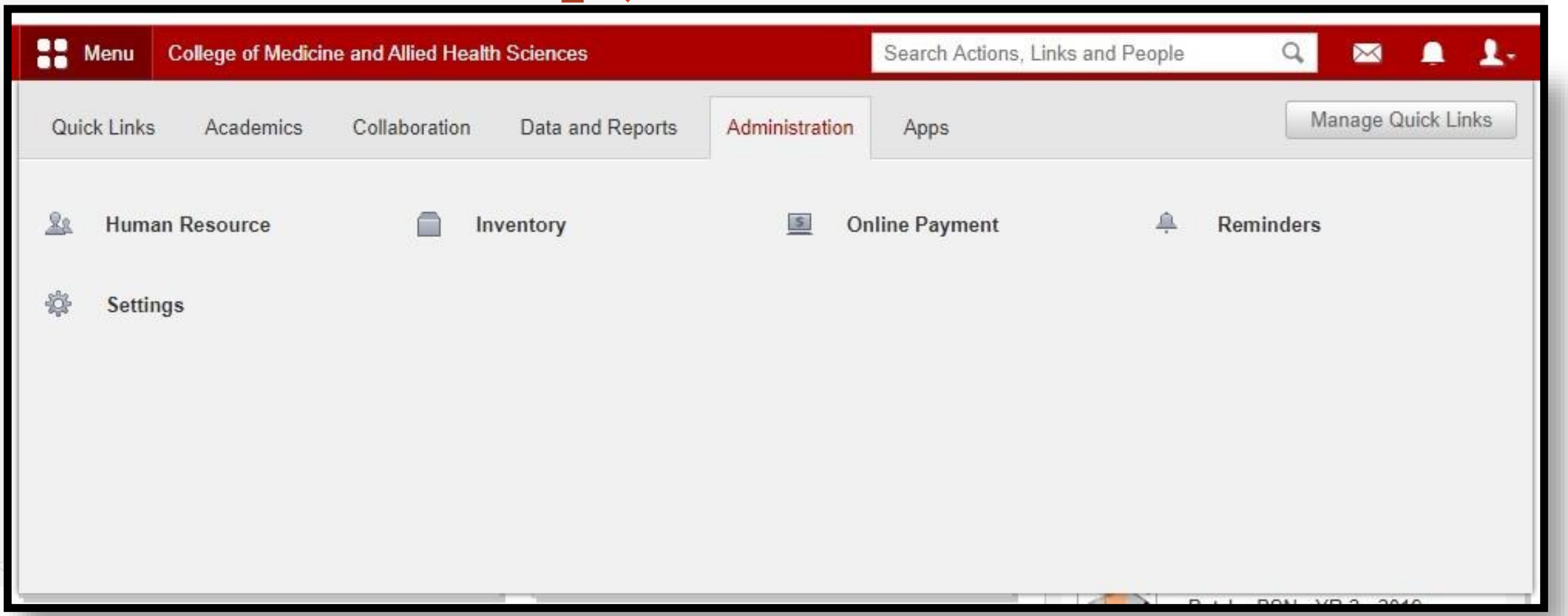
Data and Reports

Data and Reports Sub Menu Items

Features of the Admin Portal System

Administration

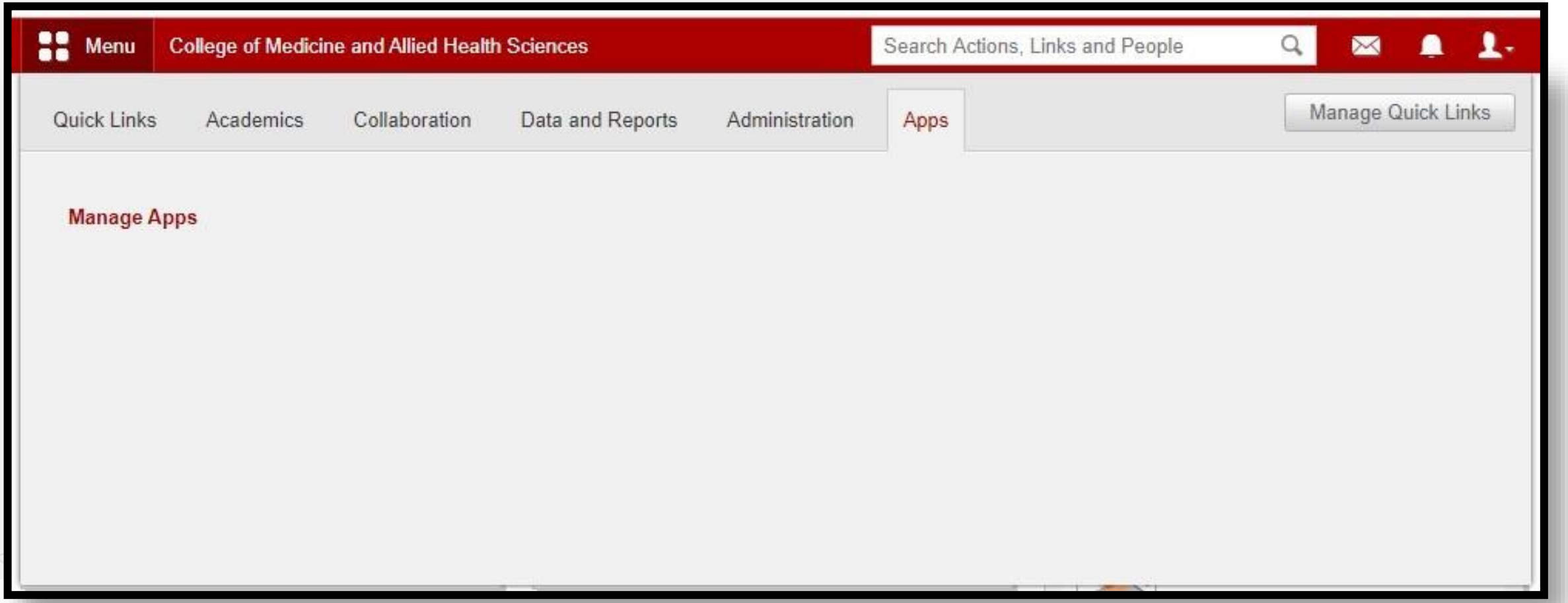
Administration Sub Menu Items



Features of the Admin Portal System

Apps

Apps Sub Menu Items



Lesson Two

Introduction To Zoom Cloud Meetings

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How to Sign Up & Sign In for Zoom Cloud Meetings

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Best Practices while in Class / Meeting

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Topic 6.

Zoom Extra

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Mobile Version

Introduction to Zoom Cloud Meetings

What is Zoom?

Zoom is a cloud-based video conferencing platform that can be used for video conferencing meetings, audio conferencing, webinars, meeting recordings, and live chat. According to our research, Zoom is the most popular video conferencing solution for companies with 500 employees or fewer, and the second-most popular solution for companies with more than 500 employees, after Skype for Business. According to Zoom's S-1 filing in early 2019, more than half of Fortune 500 companies are using Zoom, and it earned an average NPS of more than 70 in 2018. Next, let's dig into the most common Zoom use cases in a typical workplace: Zoom Meetings and Zoom Rooms.[3]

Fig 1.0 *Eric S. Yuan, CEO of Zoom Cloud Meeting*

Fig 1.1 *Kelly Steckelberg, CFO of Zoom Cloud Meeting*

Zoom Meeting

What is a Zoom Meeting?

Zoom Meetings are the foundation of Zoom, and the term refers to video conferencing meetings using the platform that allow remote and co-located meeting attendees to communication frictionlessly. Since you don't need to have a Zoom account to attend a Zoom meetings, you can even meet with clients or conduct interviews with remote candidates virtually. [3]

Fig 1.2 *Example of a Zoom Meeting*

Introduction to Zoom Cloud Meetings

A "Zoom Meeting" simply refers to a meeting that's hosted using Zoom, and attendees can join the meeting in-person, via webcam or video conferencing camera, or via phone. For example, here's a photo of my team during a Zoom Meeting. We were all attending the meeting remotely, but sometimes, we attend the meeting via our company's conference room, where we pair Zoom with the Meeting Owl to create an inclusive meeting experience for all attendees. [3]

Zoom Room

A Zoom Room is the physical hardware setup that lets companies launch Zoom Meetings from their conference rooms. Zoom Rooms are a software-defined video conferencing hardware system for a conference room that allow users to schedule, launch, and run Zoom Meetings with the push of a button. Zoom Rooms require an additional subscription on top of a Zoom subscription and are an ideal solution for larger companies with many employees holding Zoom meetings on a regular basis. [3]

To set up a Zoom Room, you need:

Fig 1.3 *Example of a Zoom Room*

Introduction to Zoom Cloud Meetings

- A computer to sync and run Zoom Meetings
- A tablet for attendees to launch the Zoom Meetings
- A microphone, camera, and speaker
- 1 or 2 HDTV monitors to display remote meeting participants and screen or presentation sharing
- An HDMI cable to share computer screens on the TV display, and an internet cable to hard-wire your connection

Now that we understand what Zoom is and the key terms for using it, let's walk through the steps to get set up with Zoom. [3]

Fig 1.4 *Things you need to set up Zoom room*

Introduction to Zoom Cloud Meetings- How to Get Started Using Zoom

1. Choose the right plan for your team.
Zoom offers four distinct **pricing tiers** for your business subscription (not including a Zoom Room subscription).

1. **Zoom Free**: This is the best option if you're testing out Zoom, or if you work solo or with only one or two other people in the same location as you and do the brunt of the meeting scheduling and coordinating. With the free version of Zoom, users can hold an unlimited number of meetings, but group meetings with multiple participants are capped at 40 minutes in length. [3]

2. **Zoom Pro:** This is the best option if you're using Zoom with a small team with at least one member working remotely full-time or part-time so you can collaborate effectively, no matter where the meeting is hosted. Zoom Pro costs $14.99/month/meeting host, and this tier allows hosts to create personal meeting IDs for recurring Zoom meetings, allows meeting recording in the cloud or on users' devices, and caps group meeting durations at 24 hours. [3]

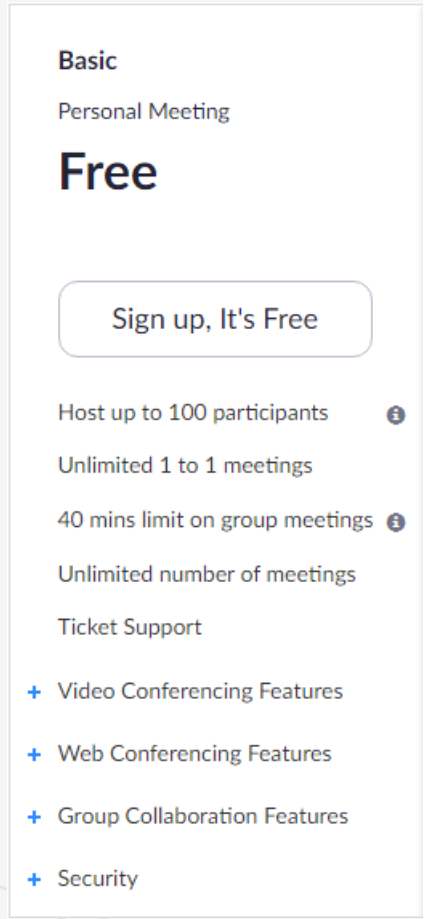

Fig 1.5 *Zoom Free*

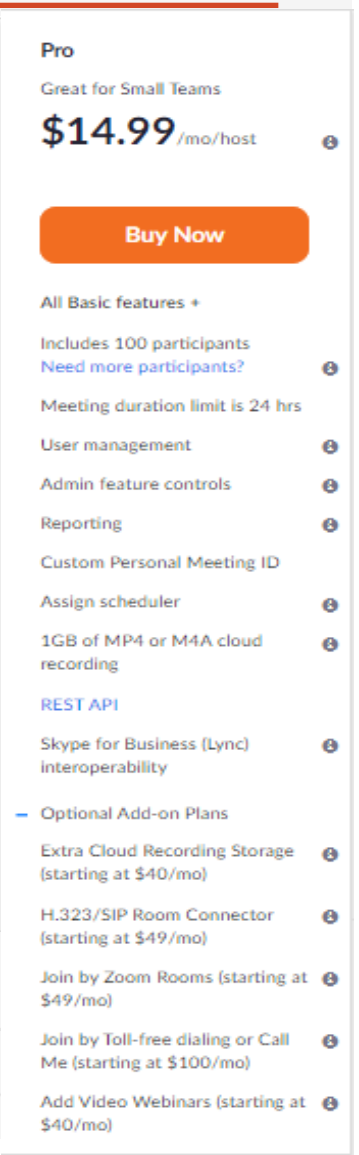

Fig 1.6 *Zoom Pro*

Introduction to Zoom Cloud Meetings- How to Get Started Using Zoom

3. **Zoom Business:** Zoom Business is best-suited to small to medium-sized businesses with multiple teams regularly scheduling Zoom meetings. This tier costs $19.99/month/meeting host, and it offers cool features for businesses to brand their Zoom meetings with vanity URLs and company branding, dedicated customer support, and transcripts of Zoom meetings recorded in the cloud.[3]

4. **Zoom Enterprise:** For businesses with 1,000 employees or more, this tier of Zoom offers unlimited cloud storage for recordings, a dedicated customer success manager, and discounts on webinars and Zoom Rooms. This tier of Zoom costs $19.99/month/meeting host. Additionally, if you want to set up Zoom Rooms, you can sign up for a free 30-day trial, after which Zoom Rooms require an additional $49/month/room subscription, and video webinars using Zoom cost $40/month/host. Zoom requires business[3]

5. **Optional - Zoom Rooms**: If you want to set up Zoom Rooms, you can sign up for a free 30-day trial, after which Zoom Rooms require an additional $49/£39 per month and room subscription, while webinars using Zoom cost $40/£32 per month and host.[3]

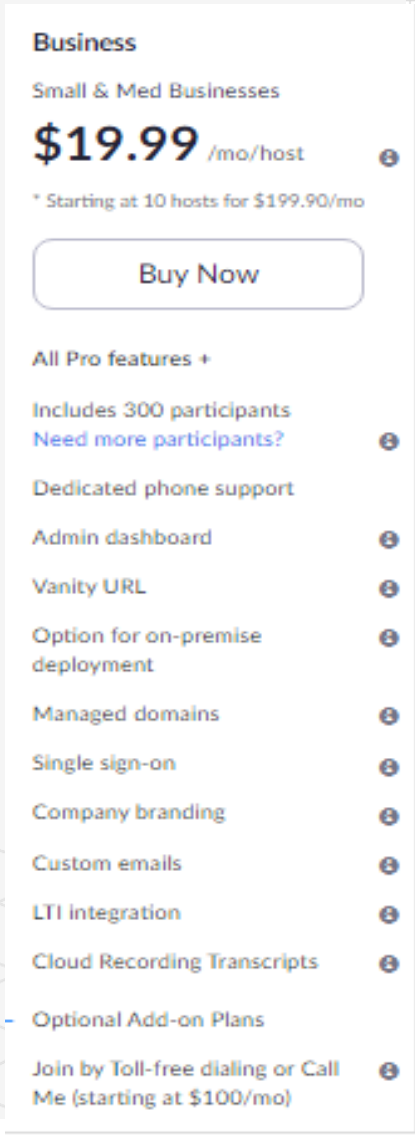

Fig 1.7 *Zoom Business*

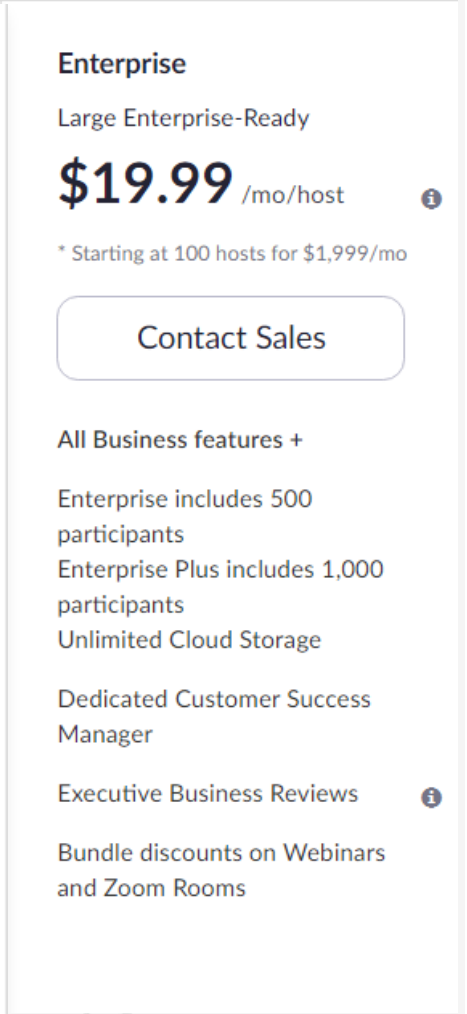

Fig 1.8 *Zoom Enterprise*

Topic 1

How To Download Zoom Cloud Meetings

- ✓ Go to Google Play Store
- ✓ Search **Zoom Cloud Meetings**
- ✓ Install
- ✓ Start Zooming

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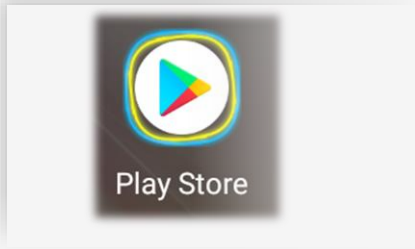
How to Download Zoom Cloud Meetings from Google Play Store

1. Open the Google Play Store application on your phone.

Hint: The Icon looks like this



2. When the application has opened, **Search for Zoom Cloud Meetings.**

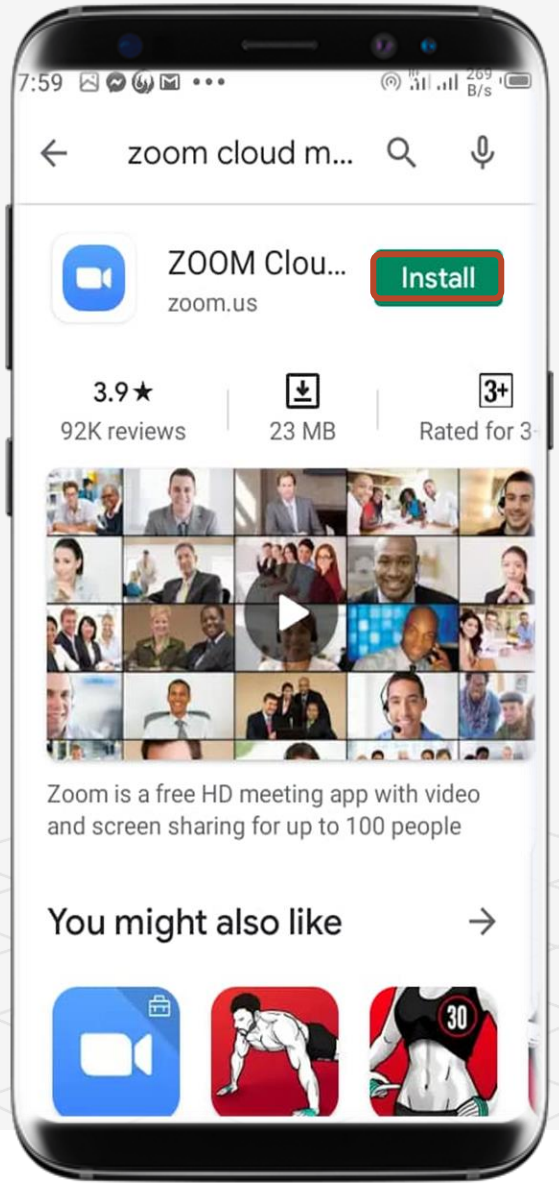
How to Download Zoom Cloud Meetings from Google Play Store

3 Click **Install**.

4 **After Downloading the application will then open.**

5 Start **ZOOMING**. You can **ZOOM** a friend then he / she can **ZOOM** you and you can **ZOOM** together.

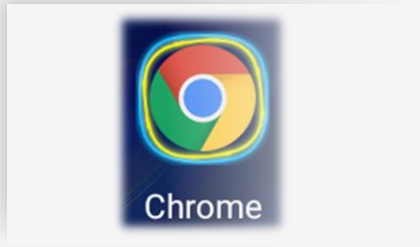
Hint: It is the same procedure in App Store. Search for Zoom Cloud Meetings and Click GET



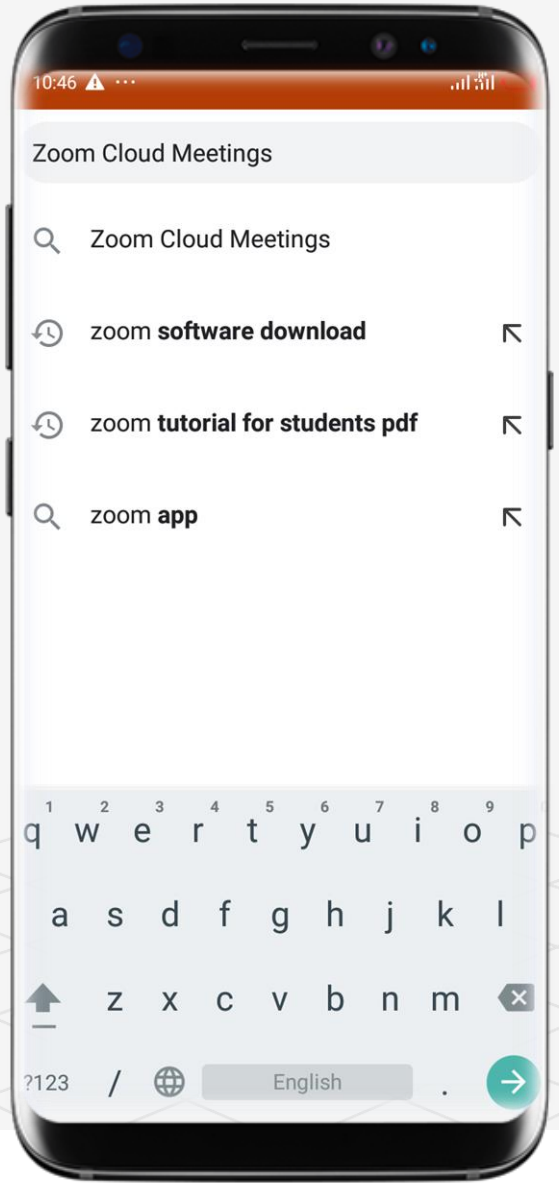
How to Download Zoom Cloud Meetings from Zoom Cloud Meetings' Website

1. Open any browser application on your phone (e.g. Chrome)

Hint: **The Icon looks like this**



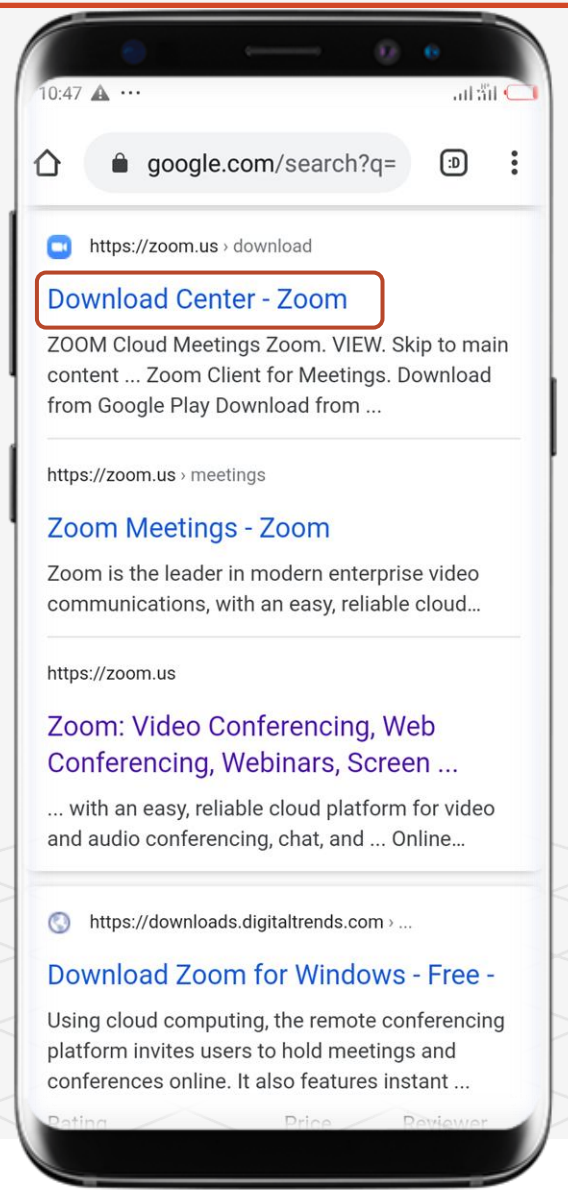
2. When the application has opened, **Search for Zoom Cloud Meetings**



How to Download Zoom Cloud Meetings from Zoom Cloud Meetings' Website

3 After the search has completed you will see these results.

4 Click **Download Center - Zoom**

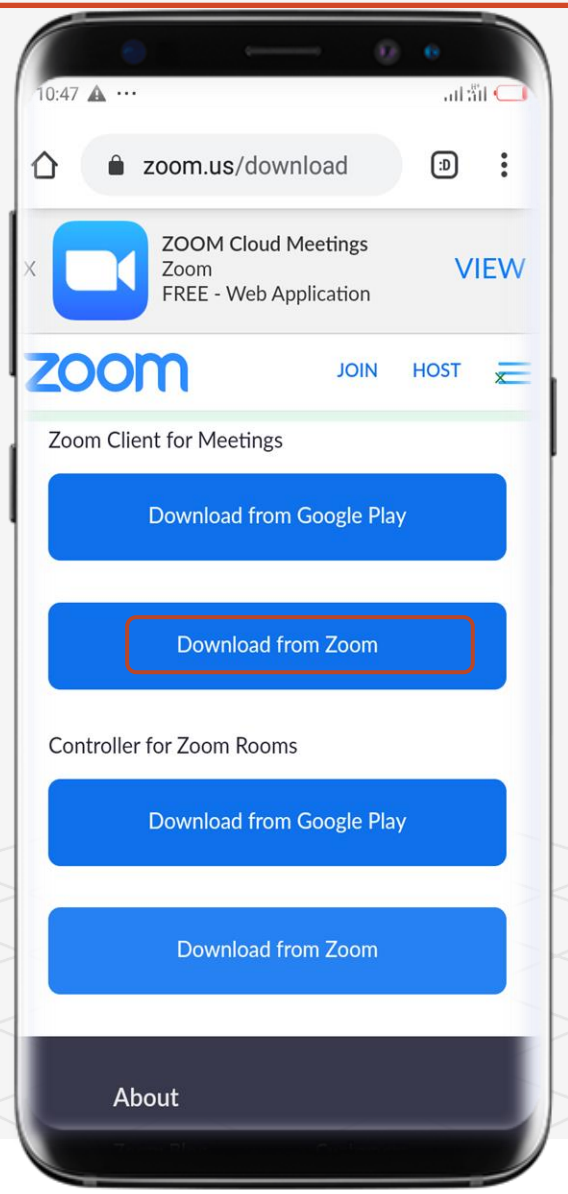


How to Download Zoom Cloud Meetings from Zoom Cloud Meetings' Website

5 This is the zoom cloud meetings' website.

6 Click **Download from Zoom**.

Hint: You need a lot of storage in your phone as low storage means the application will not installed.

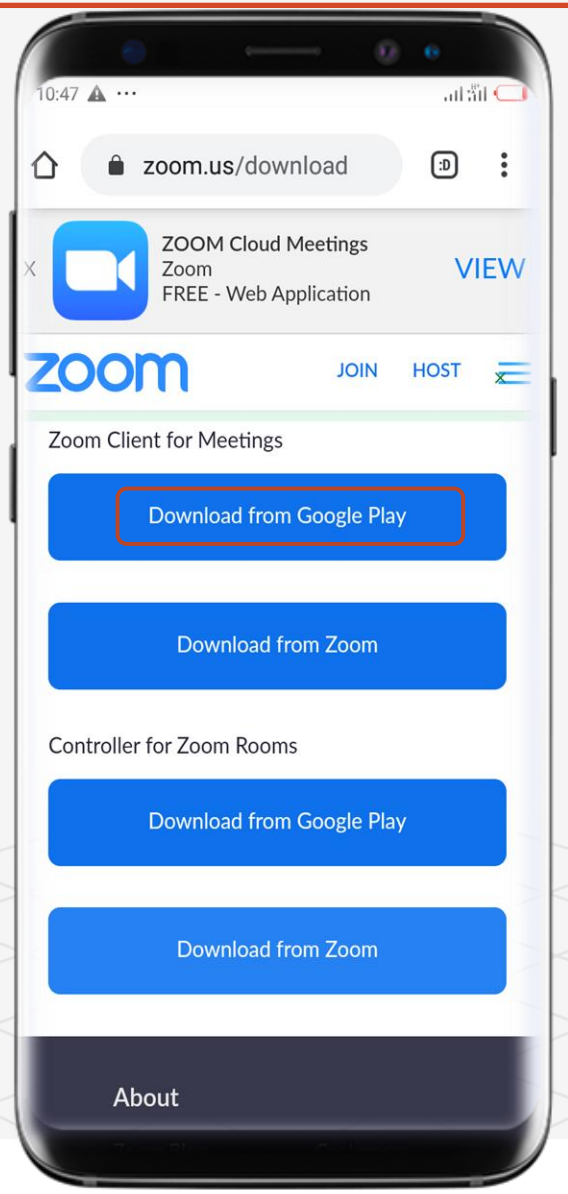


How to Download Zoom Cloud Meetings from Zoom Cloud Meetings' Website

7 You can still Download Zoom Cloud Meeting from Google Play Store using this website.

8 Click **Download from Google Play.**

Hint: You need a lot of storage in your phone as low storage means the application will not installed.



Topic 2

How To Sign Up & Sign In For Zoom Cloud Meetings

- ✓ Sign Up
- ✓ Enter Details
- ✓ Sign In
- ✓ Start Zooming

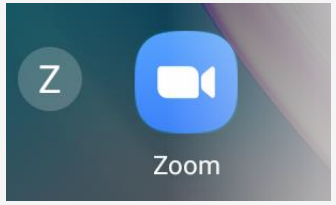
Mobile Version

How to Sign Up for Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

1. Open the zoom application on your phone or laptop

Hint: **The Icon looks like a video recorder**

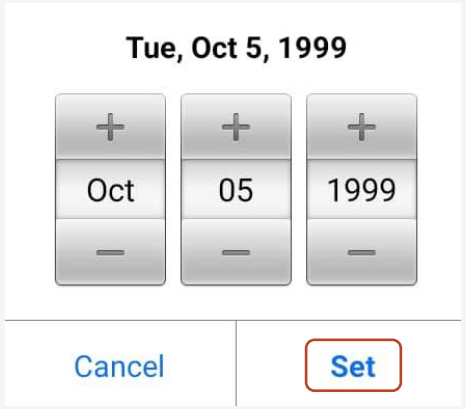


2. When the application has opened, **Click on Sign Up**,

How to Sign Up for Zoom Cloud Meetings

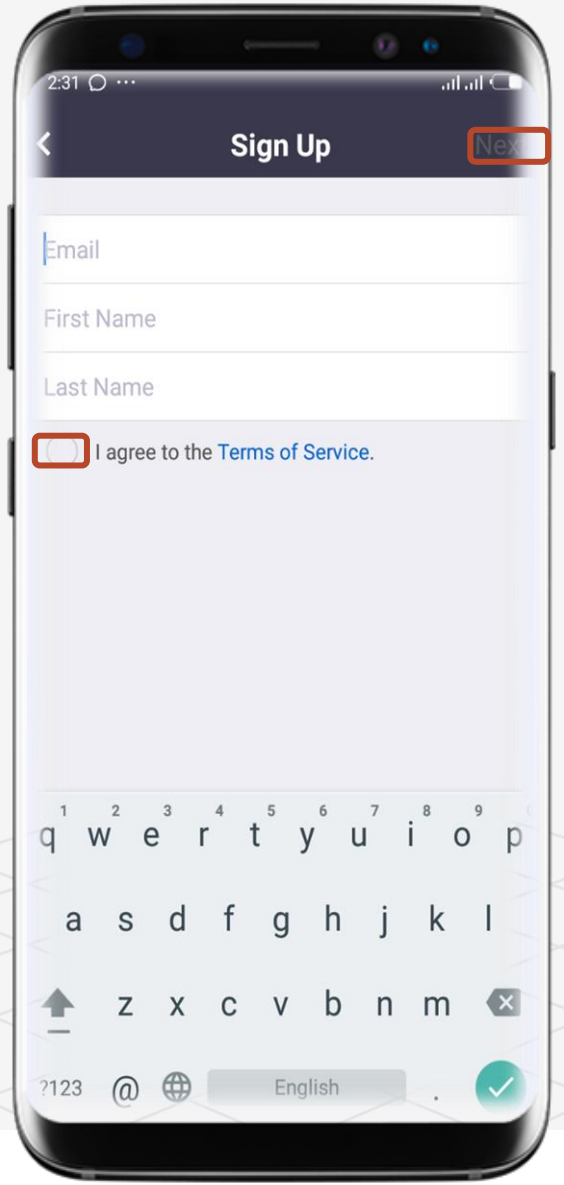
Try it yourself with the zoom application installed in your phone:

3 When you have clicked Sign Up You will be asked for you to confirm your date of birth. Click Set when you are done.



4 Next > Enter your Email, First Name, Last Name and agree to the Terms of Service of Zoom Cloud Meeting.

5 After entering all of the above in step 4, Click Next



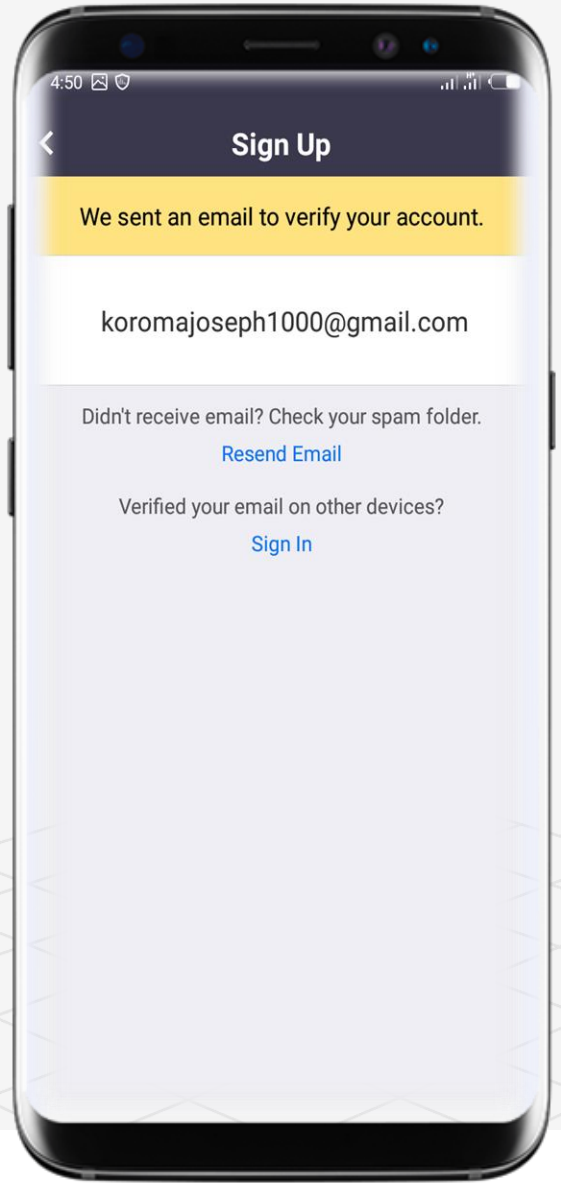
How to Sign Up for Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

6 If you have entered your Email, First Name, Last Name correctly and accepted the terms of service of zoom then an email will be sent to your email to verify your account. This is the screen you will see.

7 Check your email in order to verify your account.

Hint: You can click Resend Email incase you did not receive any notification in your email for 50 seconds.

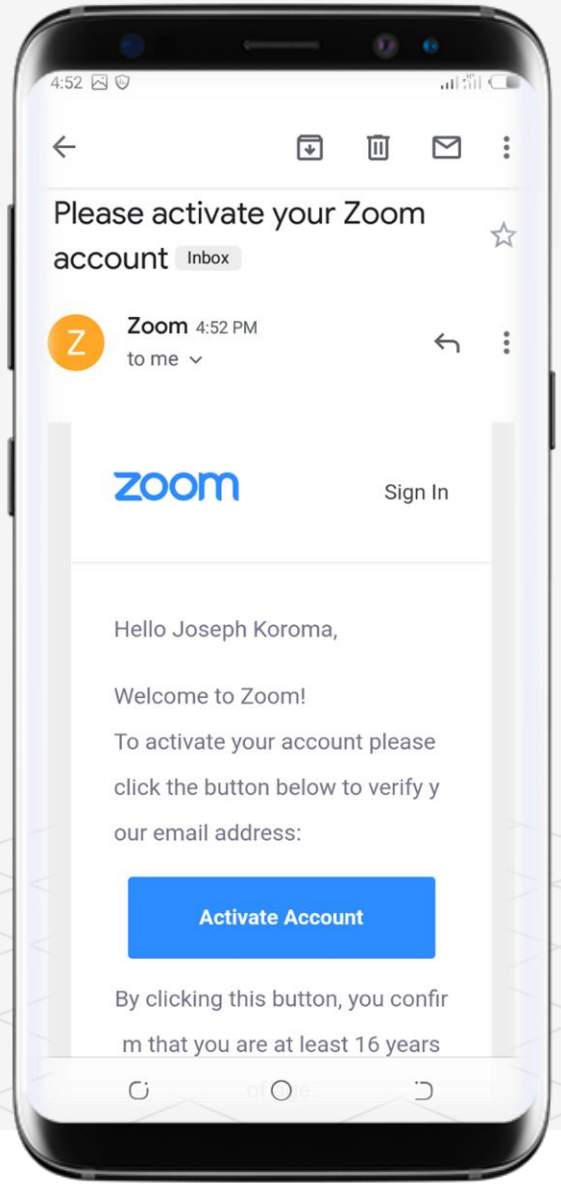


How to Sign Up for Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

8 This email will be sent to the email you submitted, this is the verification email.

9 Click **Activate Account** to continue.



How to Sign Up for Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

10 After you have activated your account, you will need to set up your Account Info, Invite Colleagues and do a Test Meeting.

11 Enter your First Name, Last Name and choose your password and confirm.

Hint: The password must and must NOT contain the following parameters.

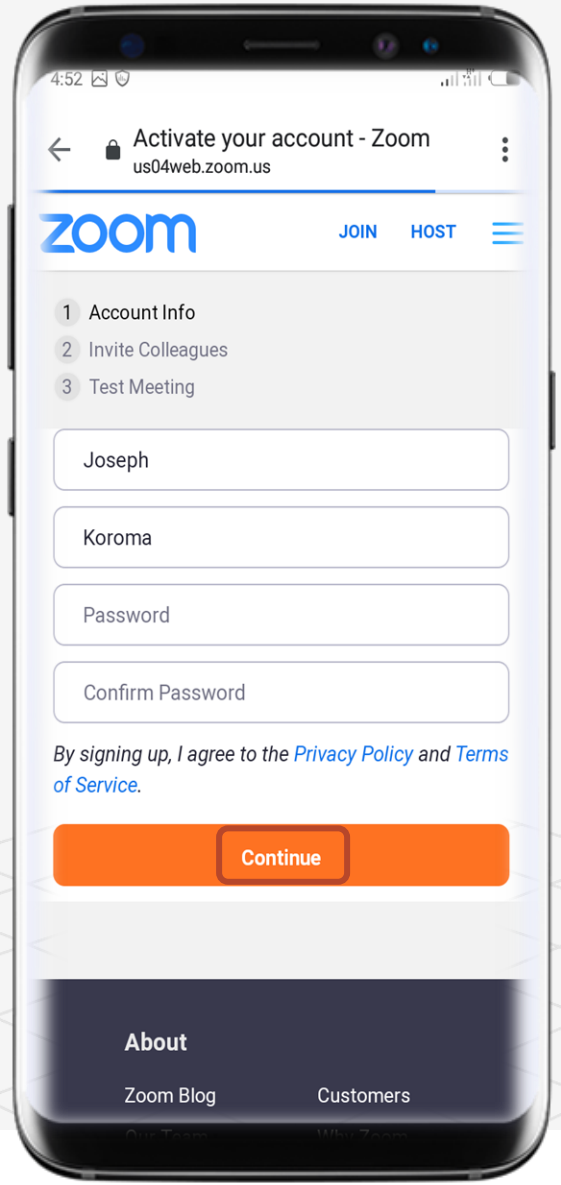
Password must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper case and Lower case characters

Password must NOT:

- Contain only one character (11111111 or aaaaaaaa)
- Contain only consecutive characters (12345678 or abcdefgh)

12 Click Continue after completing all the above steps.

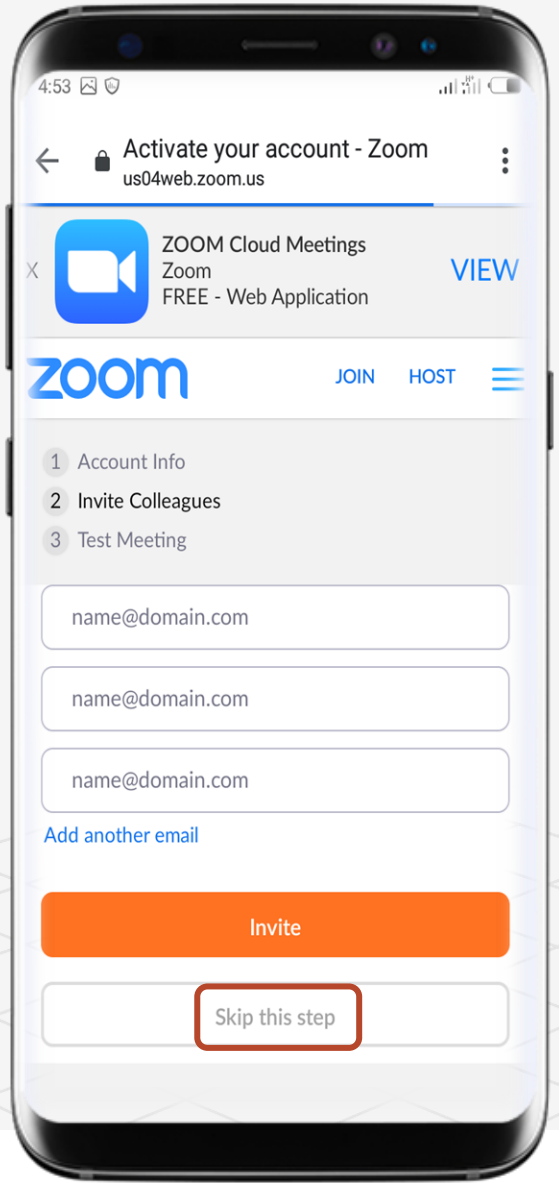


How to Sign Up for Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

13 Click Skip this step. Invite is for companies with a website (thus having a domain).

Hint: You can Add another email if you want to.

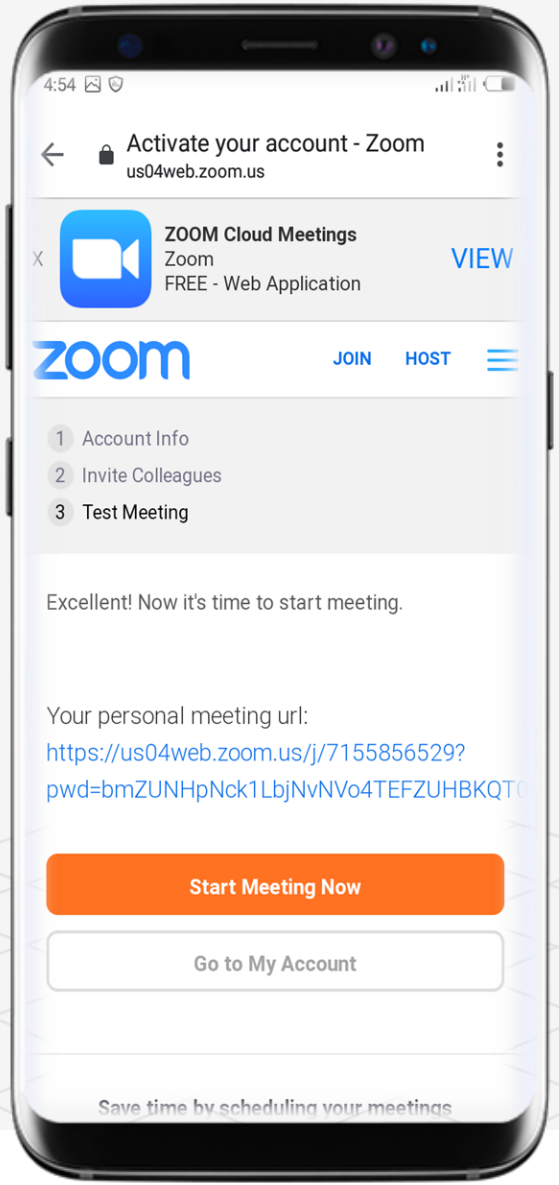


How to Sign Up for Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

14 Click Start Meeting Now, if you want to start a meeting and dive into ZOOM.

15 Click Go to My Account, if you want to setup your profile in ZOOM.

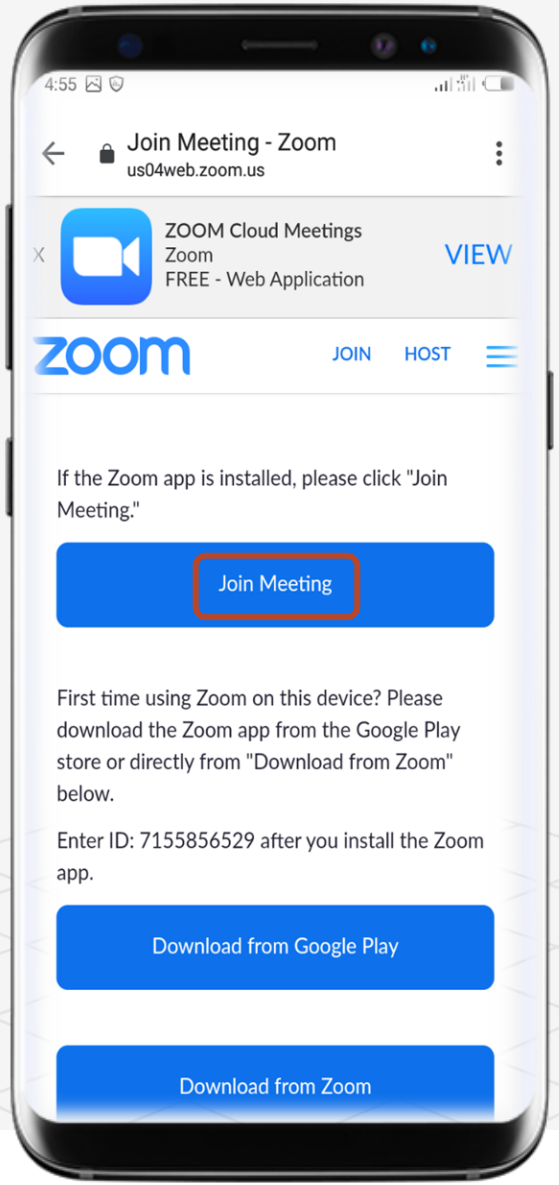


How to Sign Up for Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

16 Click Join Meeting, if you want to join meeting, if you have ZOOM installed you are good to GO but if not you can download it from the site directly or from Google Play Store.

17 The ZOOM application in your phone will automatically launch and you can join meeting.



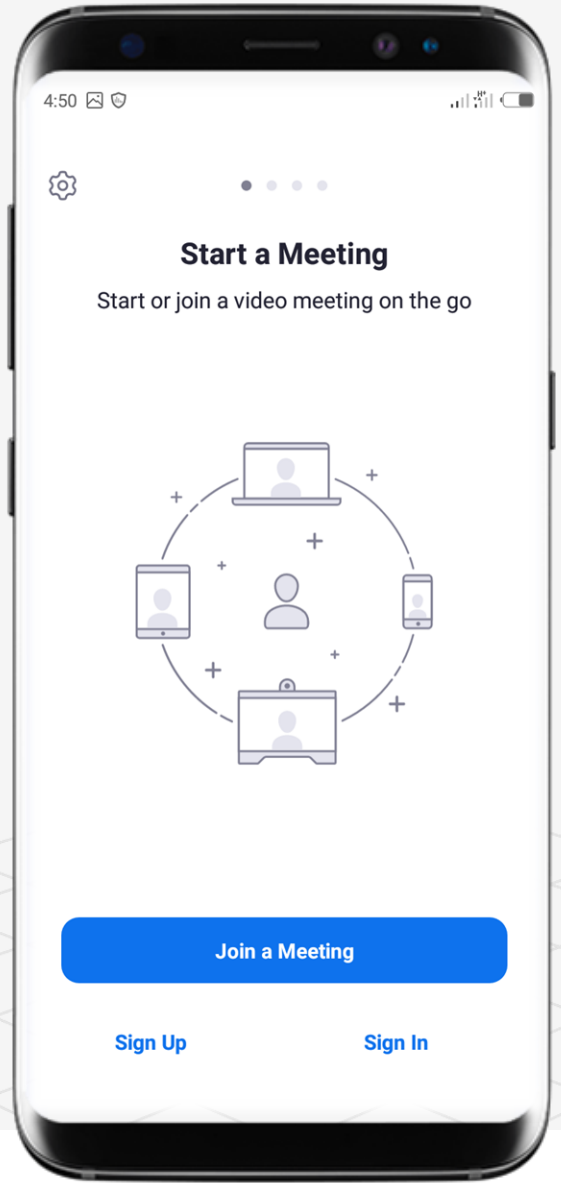
How to Sign Up for Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

18 When you click Join Meeting in Step 16 > This screen will open. This means you have Sign Up for Zoom. Congratulations

19 The next step is to Sign In if you want to start using zoom or click Join a Meeting if you want to join a meeting immediately.

Hint: If you don't know how to Join a Meeting Go To Lesson Two, Topic 4.

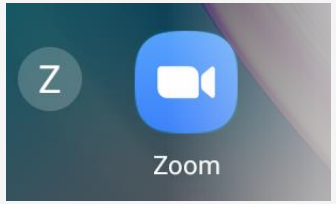


How to Sign In for Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

1. Open the zoom application on your phone or laptop

Hint: **The Icon looks like this**



2. When the application has opened, **Click on Sign In**,

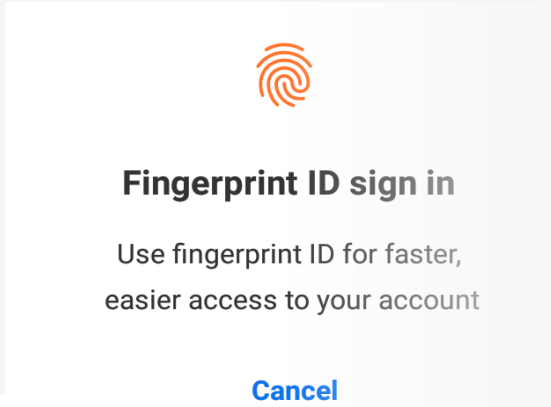
How to Sign In for Zoom Cloud Meetings

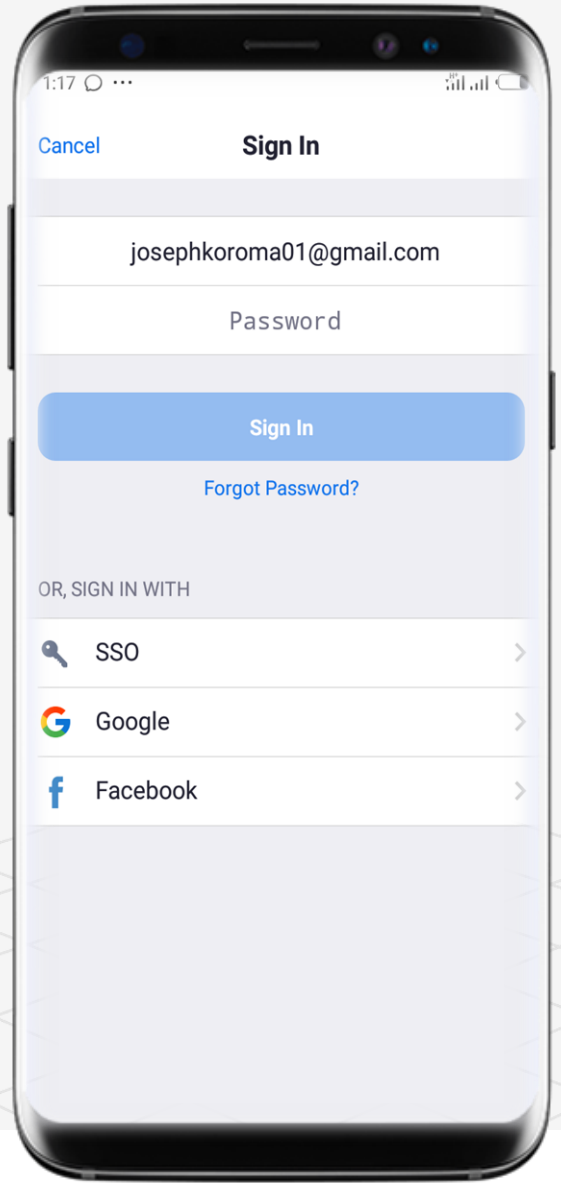
Try it yourself with the zoom application installed in your phone:

3 When you have clicked Sign In this screen will show.

4 Enter your Email, and the Password you chose in Page 52.

5 You may be asked to Sign In with Fingerprint, if you want to you can accept.





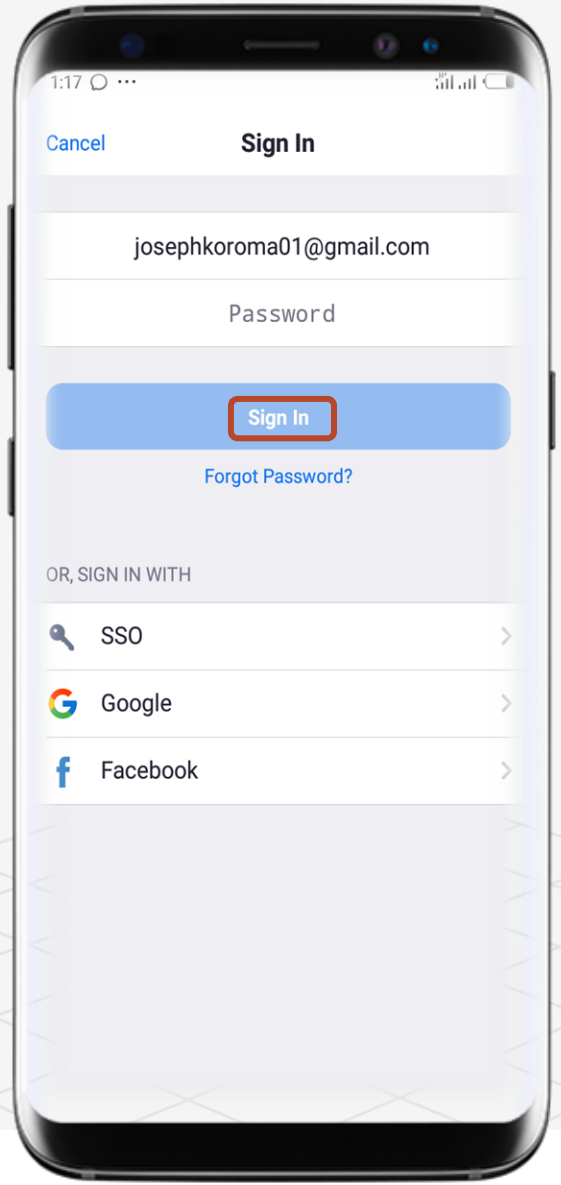
How to Sign In for Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

6. Click Sign In.

7. If you have forgotten your password > Click Forgot Password.

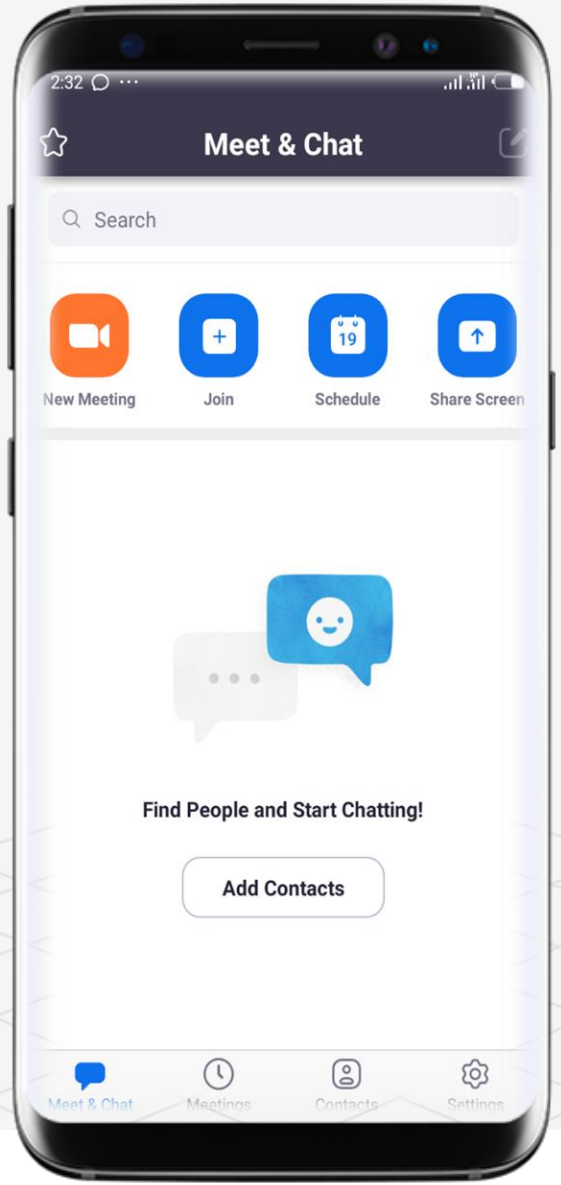
8. You can also Sign In with SSO, Google, Facebook



How to Sign In for Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

9 After you have Signed In, you will see this screen. This means you have successfully signed In. You can now create New Meeting, Join Meeting, Schedule Meeting, Share Screen and do all lot more.



Topic 3

How To Schedule A Class / Meeting

- ✓ Sign In
- ✓ Schedule Meeting
- ✓ Send Invitation to Participant
- ✓ Wait !!!

Mobile Version

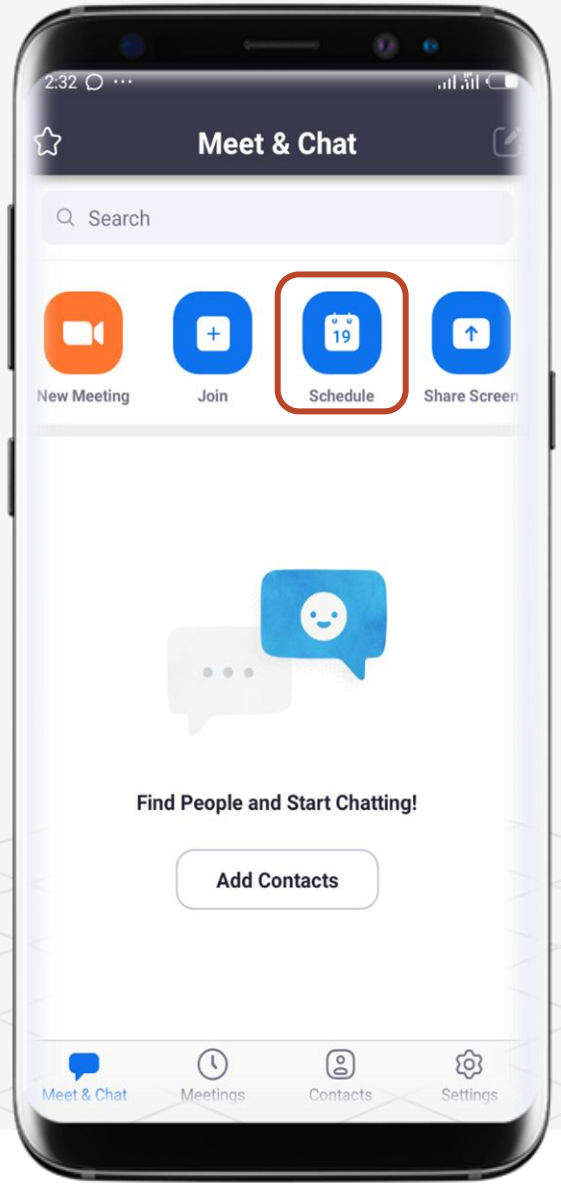
How to Schedule a Class / Meeting in Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

Hint: The schedule feature of ZOOM allows users to allocate a particular date, time that they will be available for a meeting.

1. You need to be signed in before you can schedule a class / meeting.

2. Click Schedule.



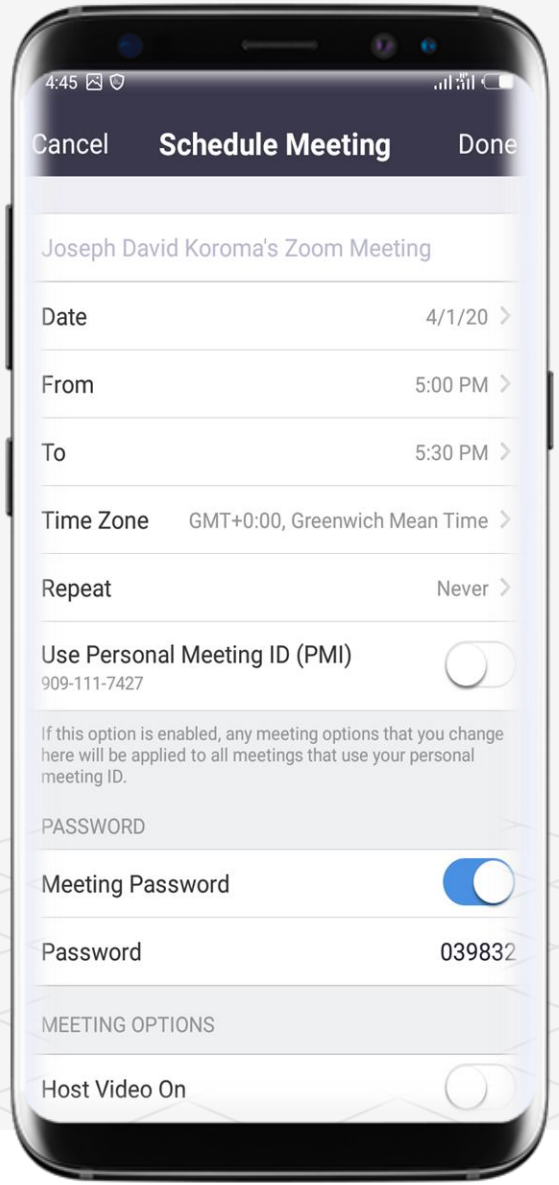
How to Schedule a Class / Meeting in Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

3. Enter the Meeting Title (what the meeting would be about). Set the Date, Timeframe (when the meeting will start and end).

4. Select whether to Repeat the meeting or not. Choose to use your Personal Meeting ID.

5. You can set Meeting Password and choose to Host with video on or off or participant's video on or off.

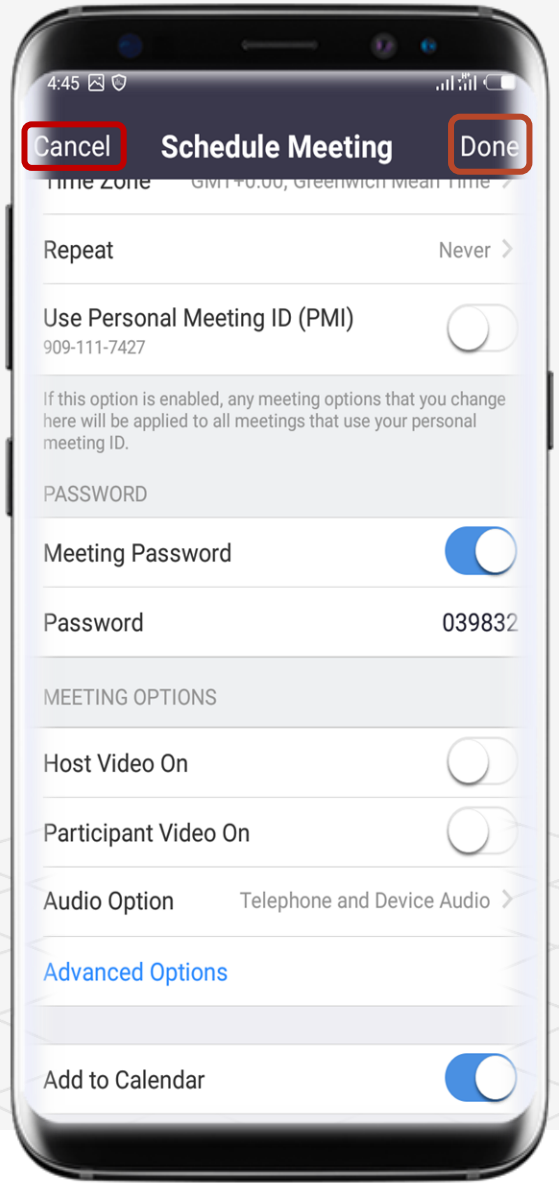


How to Schedule a Class / Meeting in Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

6 Adjust Audio Option – Telephone and Device Audio. Enable waiting room (participants can wait until u grant them permission). Automatically Record Meeting. By default Add to calendar is ON, this is important so that ALARM will set accordingly to help you remember when you have a meeting.

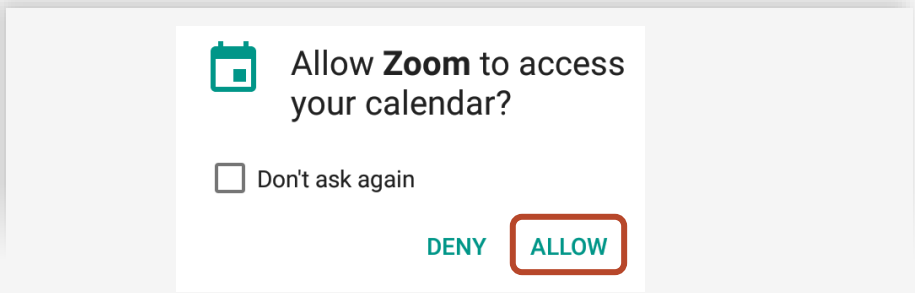
7 Click Done if you are okay with your settings or Cancel if you do not want to schedule a meeting.



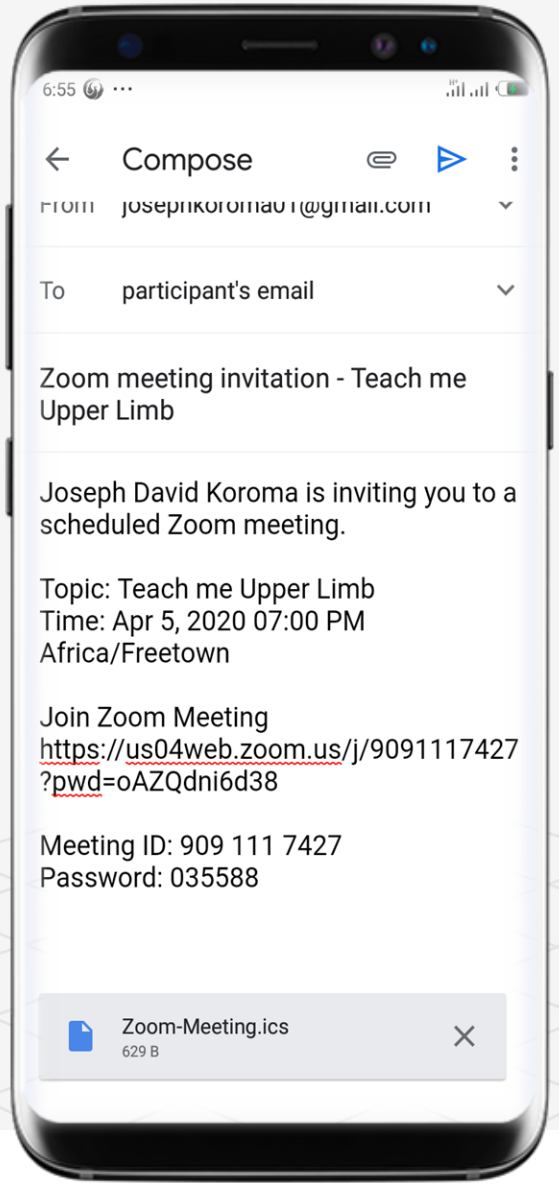
How to Schedule a Class / Meeting in Zoom Cloud Meeting

Try it yourself with the zoom application installed in your phone:

8 When you click Done in Step 7> you need to allow Zoom to access your calendar to get notification when the meeting time is fast approaching



9 Enter The Participant's / Invitee's email. The Topic, Time, Invitee link, Meeting ID will be filled automatically as you set up in Steps 3 & 4. Hit Send and the email will be sent to the invitee to join the meeting you schedule. For COMAHS system, the invitee's email will be the class Rep he/ she can now send the Meeting ID to their respective WhatsApp class groups.

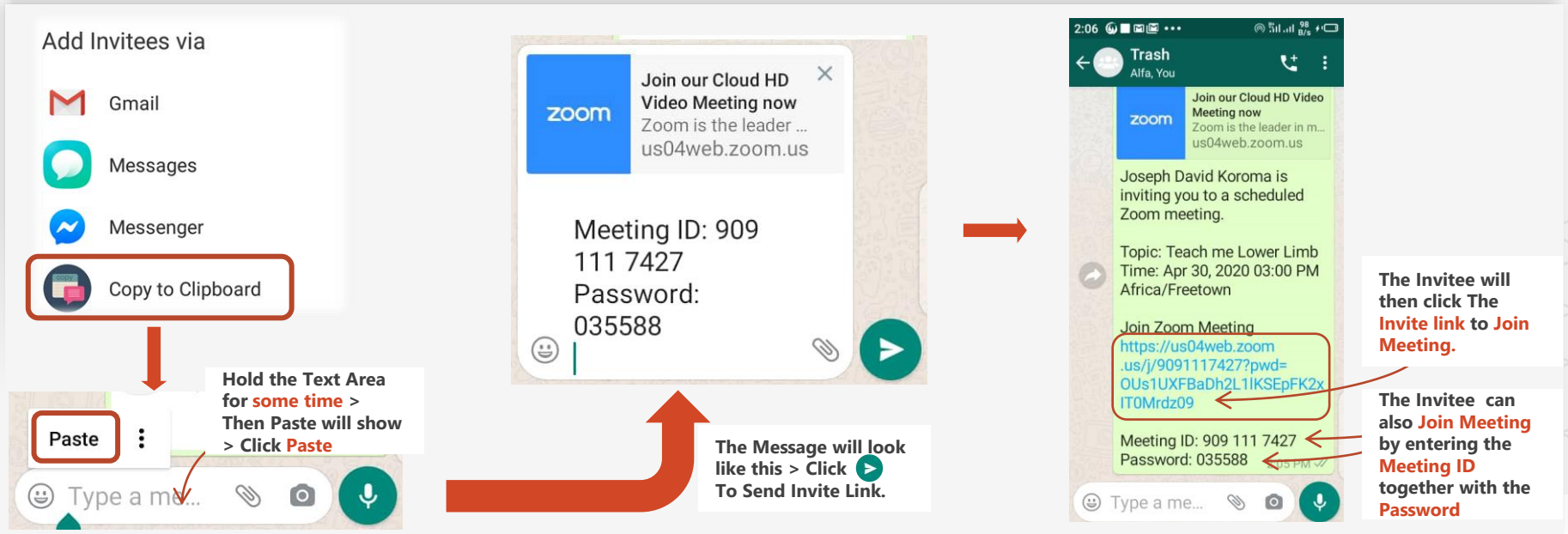


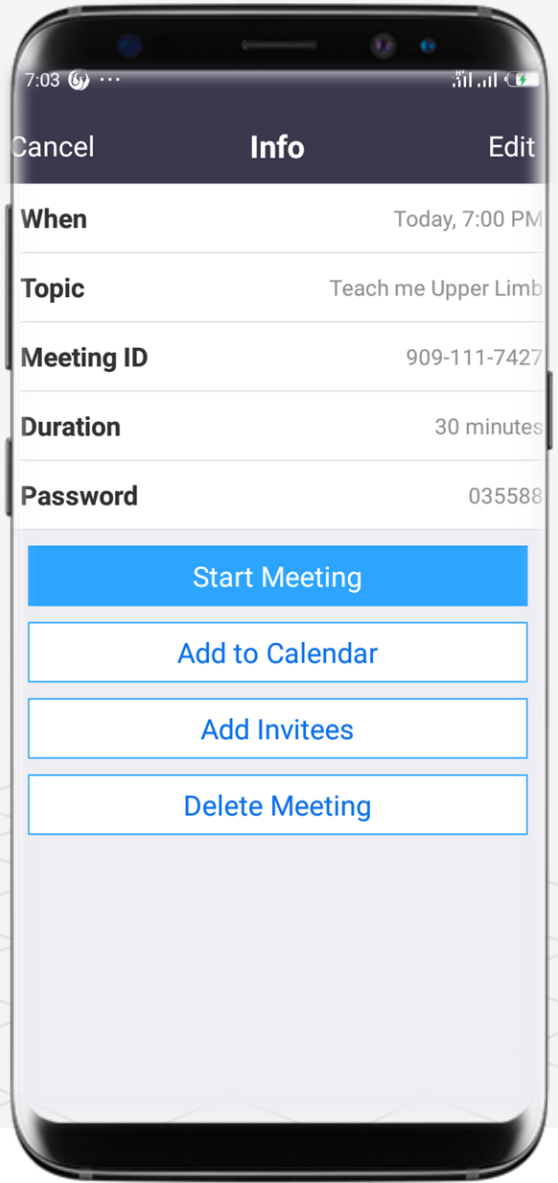
How to Schedule a Class / Meeting in Zoom Cloud Meeting

Try it yourself with the zoom application installed in your phone:

10 After you have sent the invitation email in Step 9 > This is the next step. You can Add to Calendar, Add Invitees or Edit the Meeting.

11 Click Add Invitees if you want to invite others to your meeting. Choose where you want to add Invitees. If you want to invite others to your meeting through WhatsApp, Facebook, Instagram, Twitter > Click **Copy To Clipboard.**



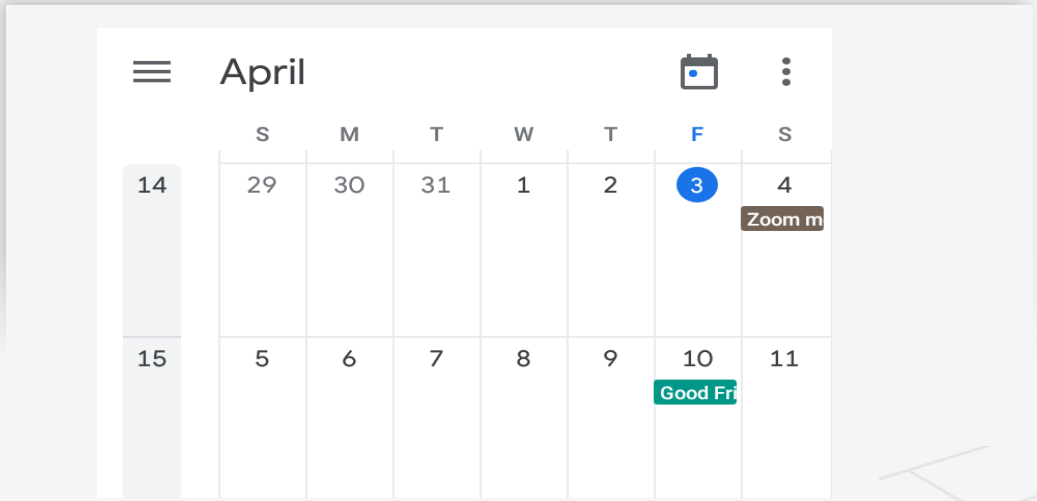


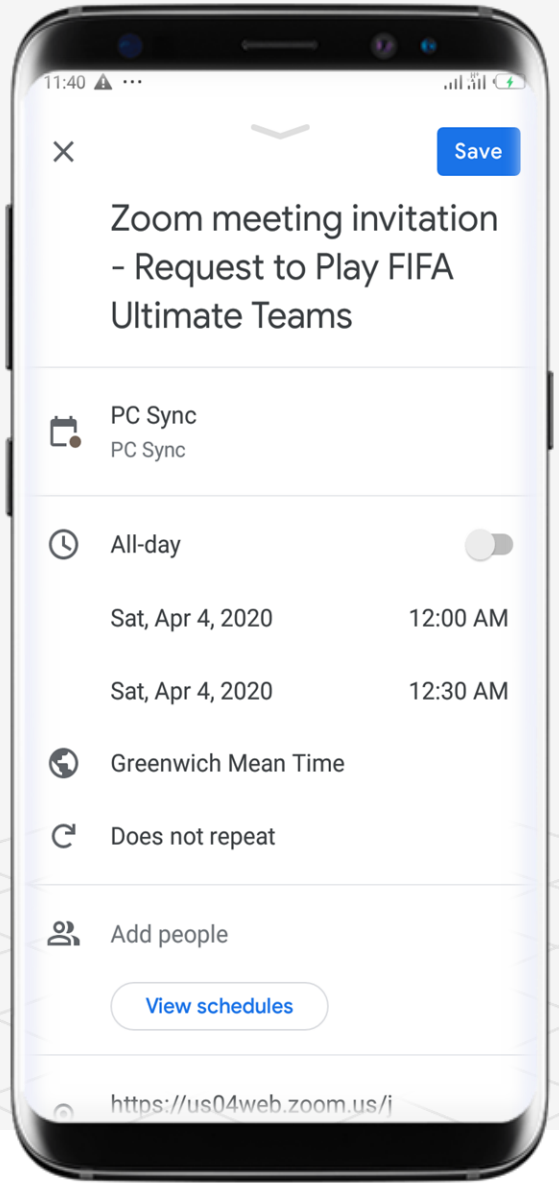
How to Schedule a Class / Meeting in Zoom Cloud Meeting

Try it yourself with the zoom application installed in your phone:

12 Click Add to Calendar in Step 11 > To get notifications and Click Save when you are done setting up.

13 After you have clicked Save in Step 12 > The calendar will automatically input the meeting that you schedule.



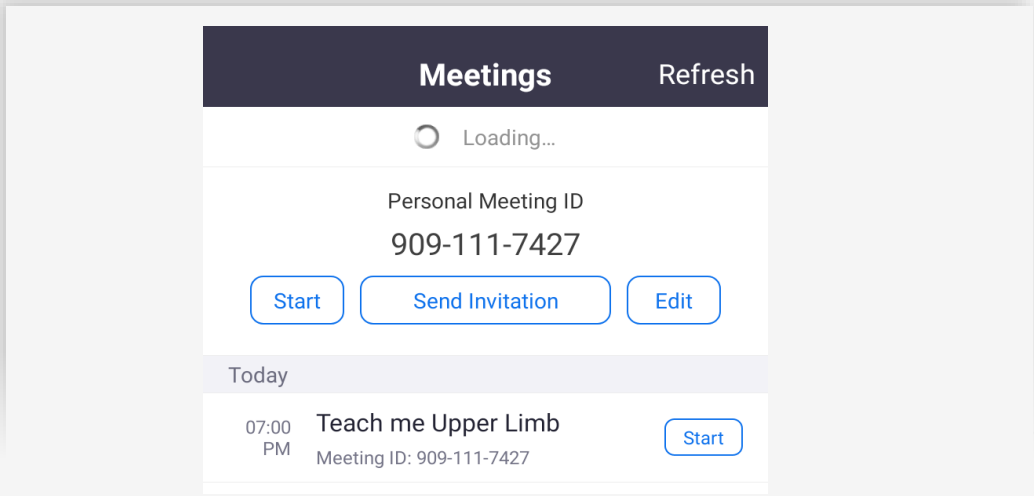


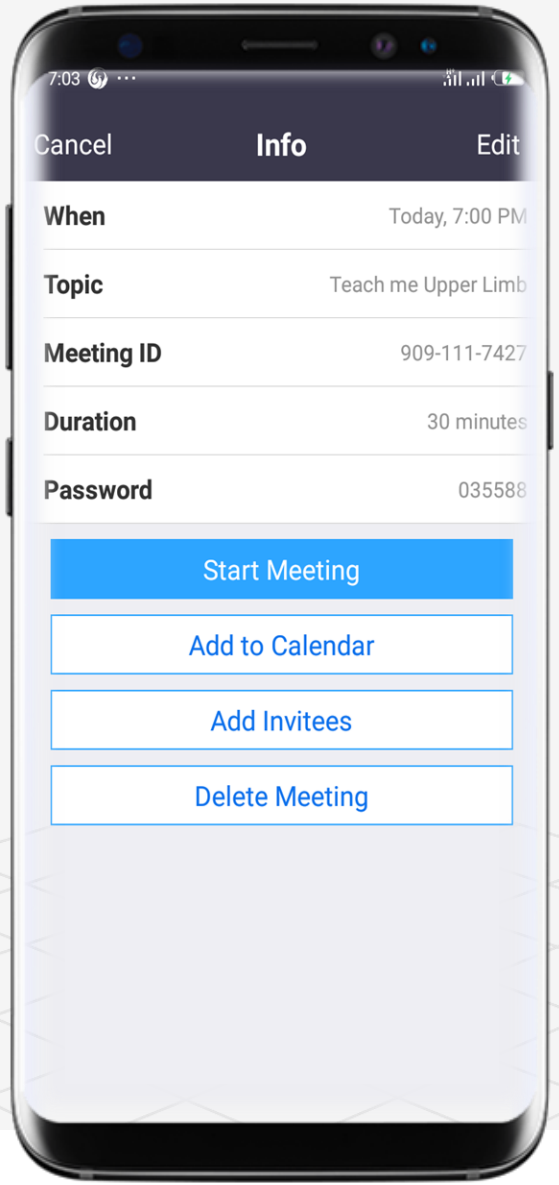
How to Schedule a Class / Meeting in Zoom Cloud Meeting

Try it yourself with the zoom application installed in your phone:

14 You can Delete, Edit, Start the Meeting if you want to.

15 You have successful scheduled a Class / Meeting in Zoom.





Topic 4

How To Create and Join A Class / Meeting

- ✓ Create A Meeting
- ✓ Join A Meeting
- ✓ Enter Meeting ID
- ✓ Enjoy Zoom

Mobile Version

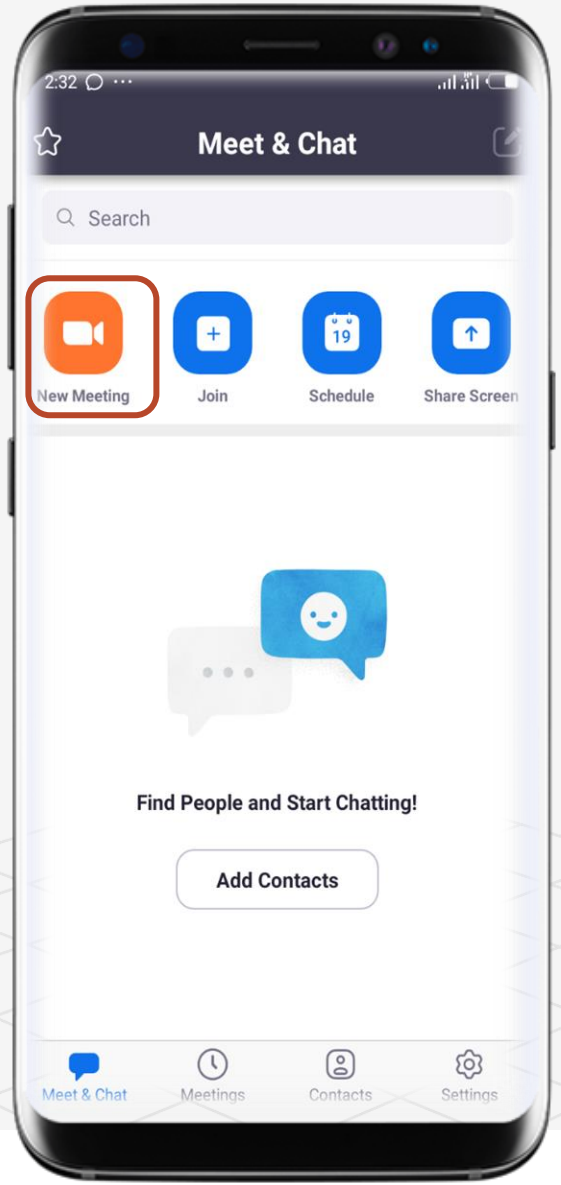
How to Create a Class / Meeting in Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

Hint: The create feature of ZOOM allows users to create / start a meetings and sharing an Invite link or a meeting ID so other users can join.

1. You need to be signed in before you can create a class / meeting. The invite link and Meeting ID are self generated.

2. Click New Meeting > To start a Meeting.

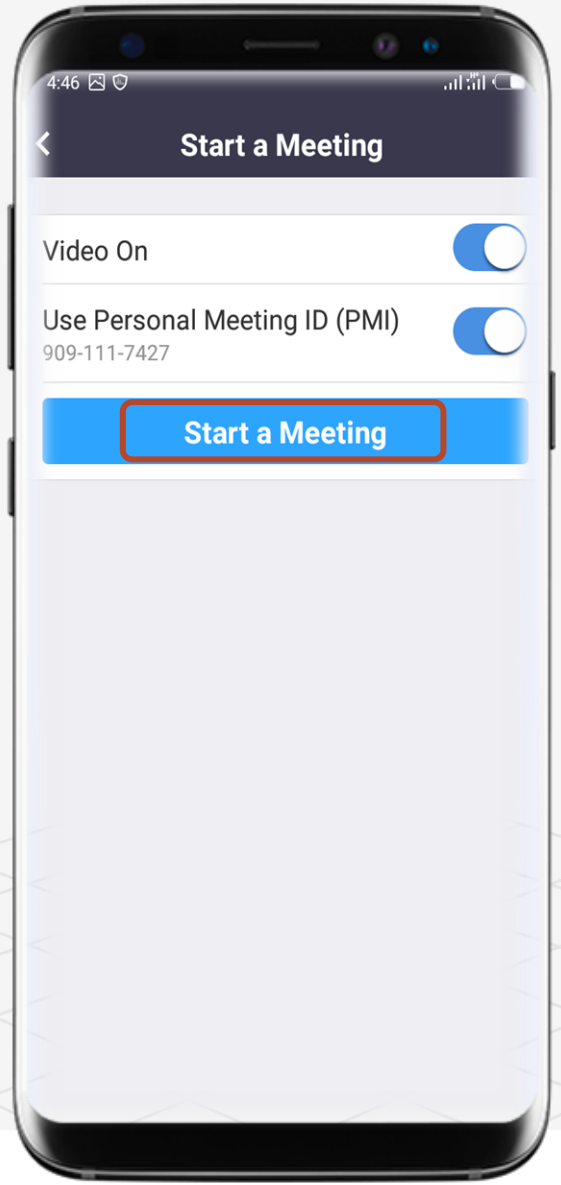


How to Create a Class / Meeting in Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

You can choose > **To Start with Video or Use your Personal Meeting ID (PMI) > If you want to share invite link, Please turn Use Personal Meeting ID (PMI) OFF.**

3 Click Start a Meeting> To create the meeting.



How to Create a Class / Meeting in Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

4 An example of a meeting I created that a user joined.
You have successfully created a meeting.

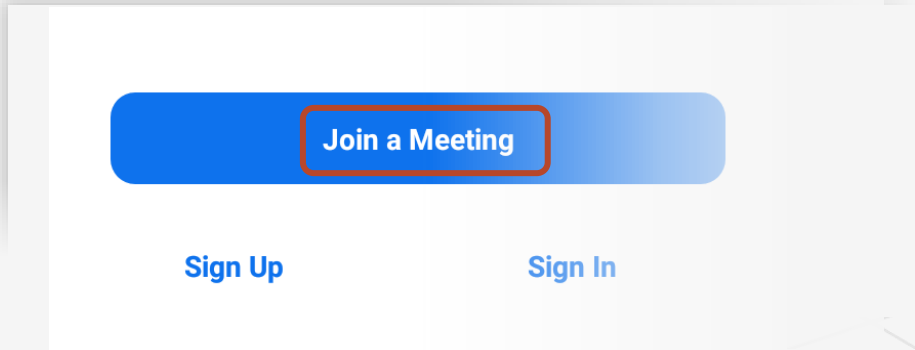
How to Join a Class / Meeting in Zoom Cloud Meetings

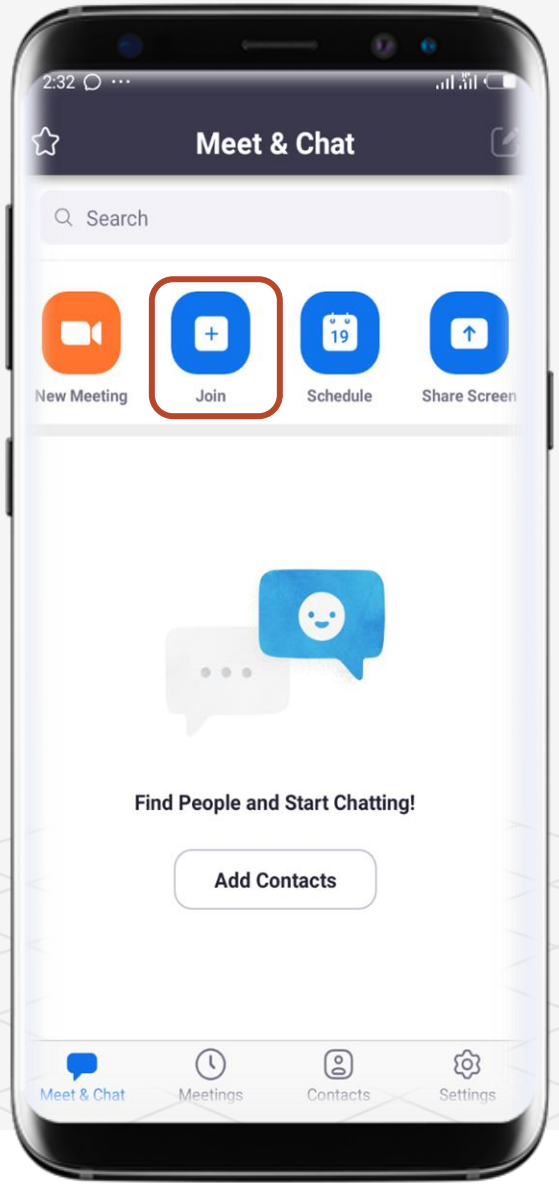
Try it yourself with the zoom application installed in your phone:

Hint: The join feature of ZOOM allows users to participate in meetings either through an Invite link or a meeting ID.

1. You do not need to be signed in before you can join a class / meeting. All you need is the Invite link and Meeting ID of the user that created the meeting.

2. Click Join if you are signed in or Join meeting if your are NOT signed it.





How to Join a Class / Meeting in Zoom Cloud Meetings

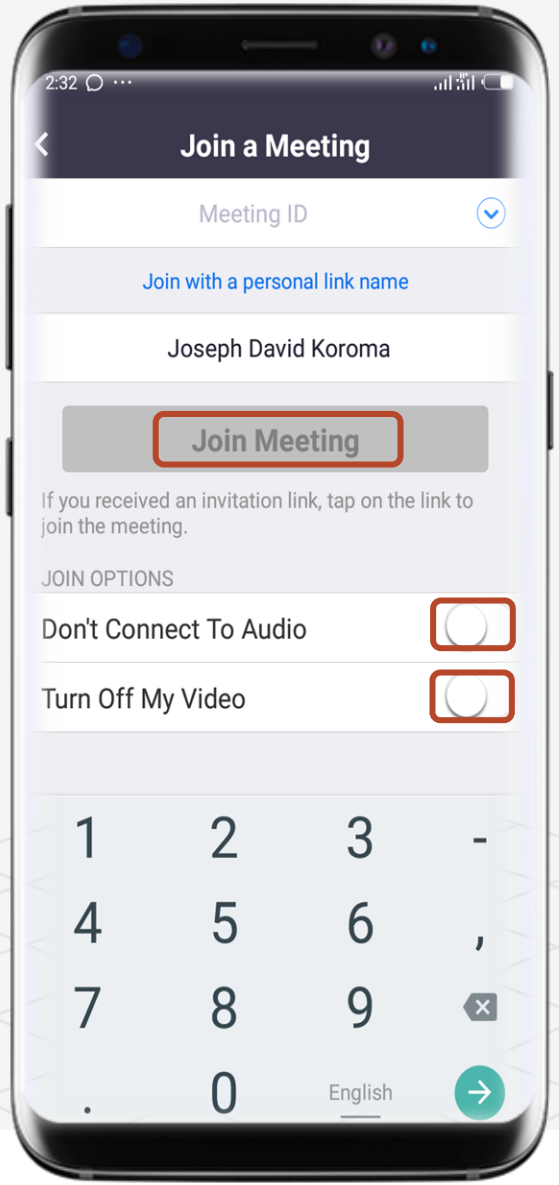
Try it yourself with the zoom application installed in your phone:

3 After Step 2> if the user that created the meeting shares the Meeting ID enter the Meeting ID. If shares an invite link click the link and you will automatically join the meeting. An example of an invite link

https://us04web.zoom.us/j/663646737?pwd=RFBwVThxdEV0Rk02QkhpblRpUXpMUT09 10:18 AM

Hint: If you are joining a class do not forget to join with your NAME + your ID NUMBER (e.g Joseph David Koroma 11111) because attendances will be taken and the lecturer will not identify with your phone model (e.g. Techno K9).

4 Click Join Meeting. You can decide to connect To Audio, Turn Off Your Video.



How to Join a Class / Meeting in Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

5 An example of a meeting I Joined that a user created.
You have successfully joined a meeting.

Topic 5

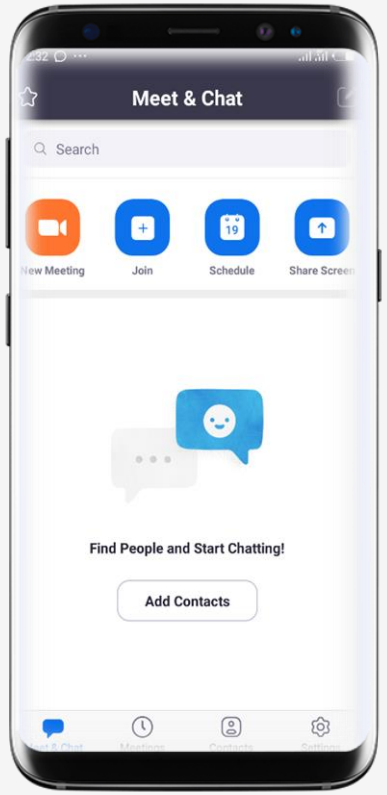
Best Practices While in Class / Meeting

- ✓ Sign In and stayed signed In
- ✓ Check your Internet
- ✓ Turn on Camera
- ✓ Stay muted unless you want to talk

Mobile Version

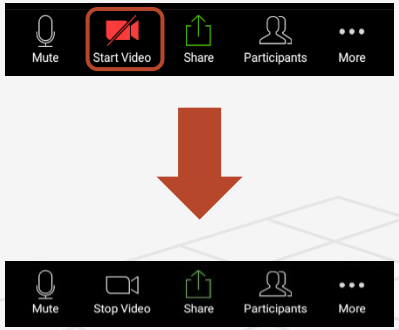
Best Practices While in Class / Meeting

Hint: **The practices if not adhere to, lecturers (user that created the meeting) can remove you from the class / meeting.**



1. Sign in to the Zoom mobile / desktop client and stay signed in.

2. Check your internet speed. If you are on free Wi-Fi you may need to keep your camera off to improve quality.



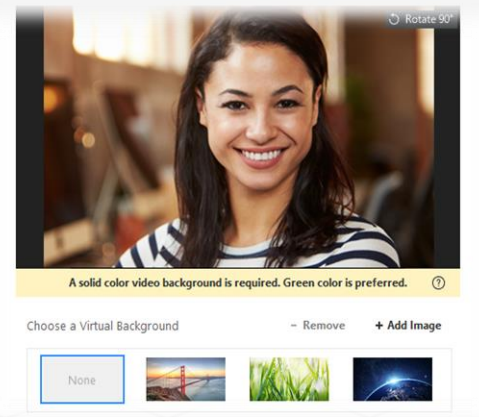
3. Turn your camera on and have your camera at eye level.

Best Practices While in Class / Meeting

Hint: The practices if not adhere to, lecturers (user that created the meeting) can remove you from the class / meeting.

4 Stay muted unless you are talking to reduce background noise. Click Tap to Speak if you want to ask a question or if your lecturer ask you to. Click Done Speaking when you are done.

5 Make sure you sit in a well lit and quiet place.



6 Be mindful of what is going on behind you. Think about having solid wall behind you or turning on the virtual background.

Topic 6

Zoom Extra

- ✓ Add Contacts Using Zoom
- ✓ Create a Channel in Zoom
- ✓ Arrange a Group Meeting
- ✓ Share Screen
- ✓ Update your Profile

Mobile Version

Topic 6

Zoom Extra

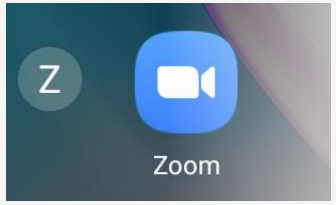
How To Add Contacts In Zoom

How to Add Contacts In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

1. Open the zoom application on your phone or laptop

Hint: **The Icon looks like a video recorder**



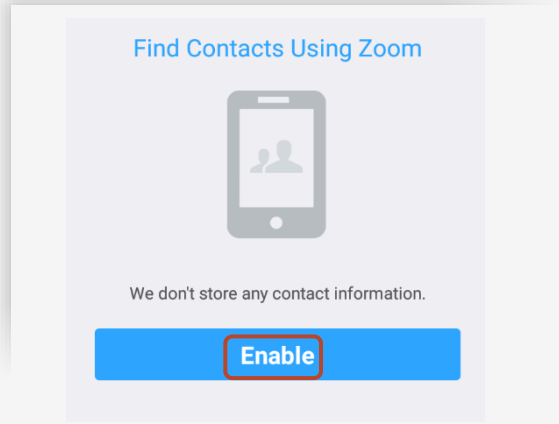
2. When the application has opened, **Click on Sign In**,

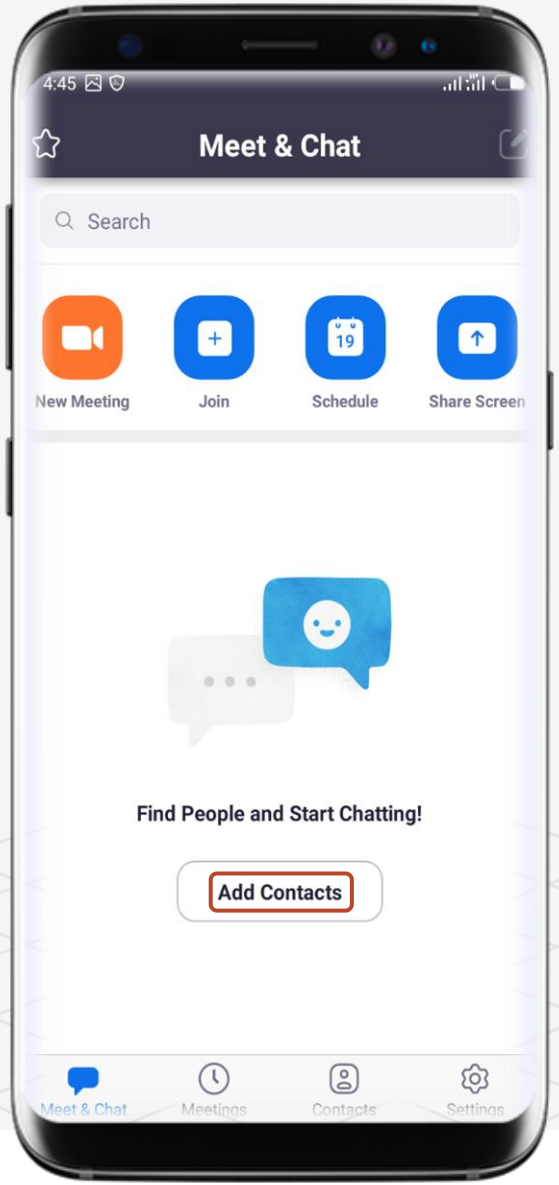
How to Add Contacts In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

3 After you have Signed In in Step 2 > Click Add Contacts.

4 You need to Enable Zoom to Find Contacts so you can Add Contacts. Click Enable



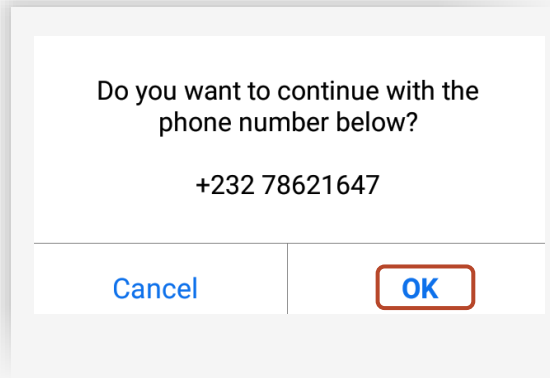


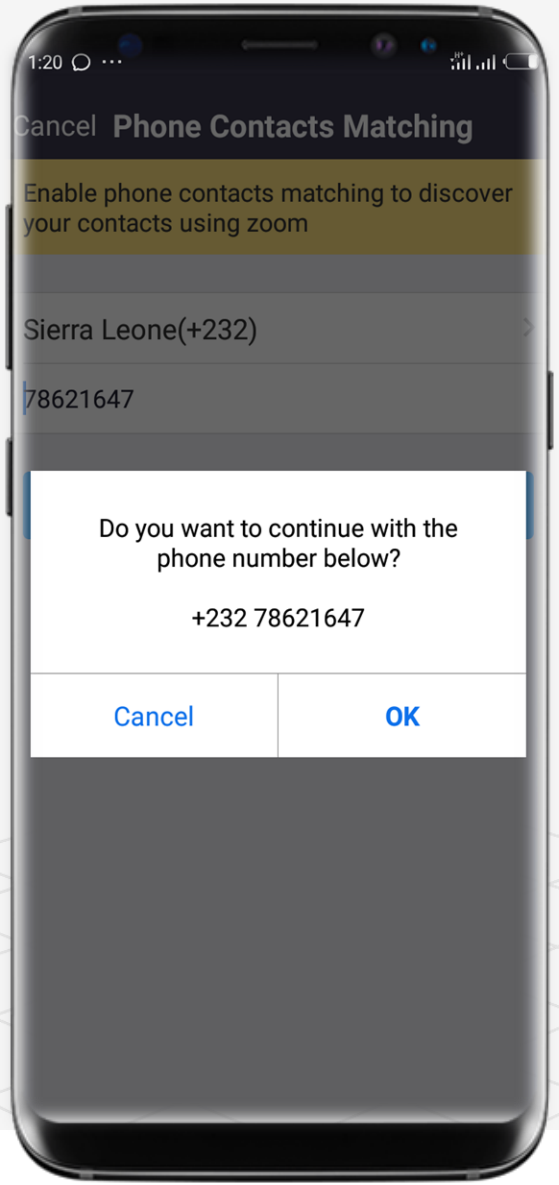
How to Add Contacts In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

5 Select your Country and Enter your phone number.

6 Click OK to continue with the phone number you entered in Step 5 <

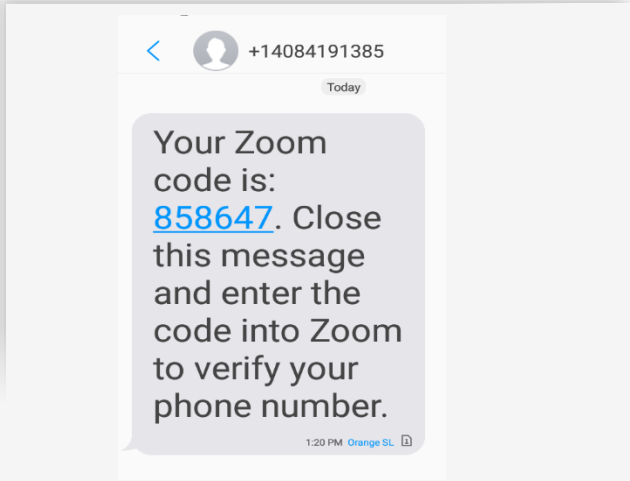




How to Add Contacts In Zoom Cloud Meetings

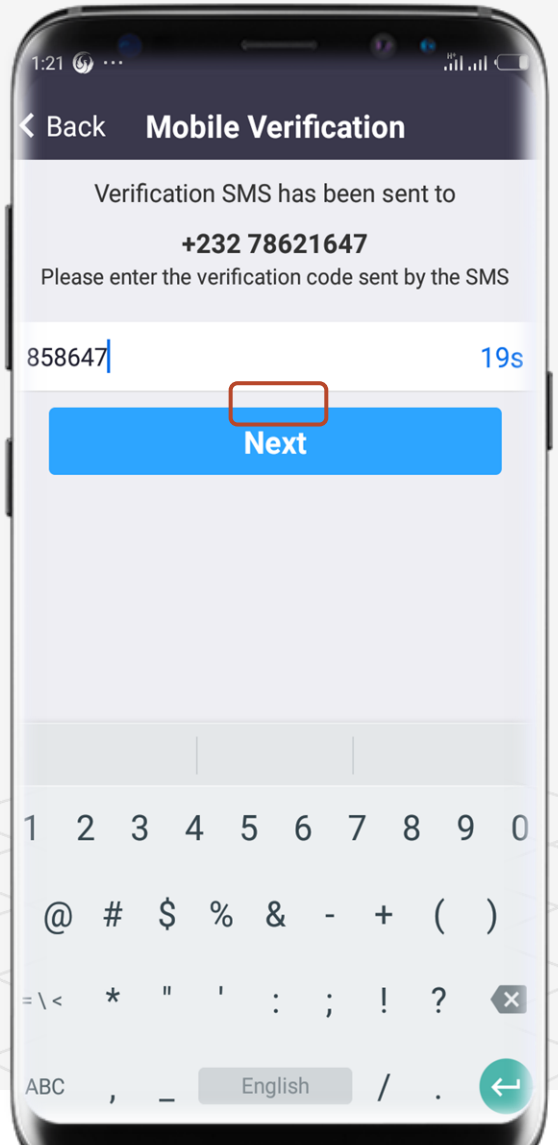
Try it yourself with the zoom application installed in your phone:

7 A code will be sent to the phone number you entered in Step 5 > To verify the phone number.



8 Enter The code > Click Next

Hint: You need to enter the code very fast because it takes only 50 seconds before the code changes.

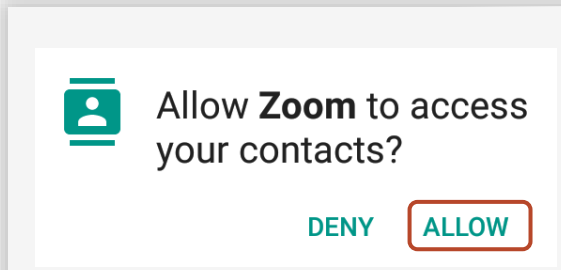


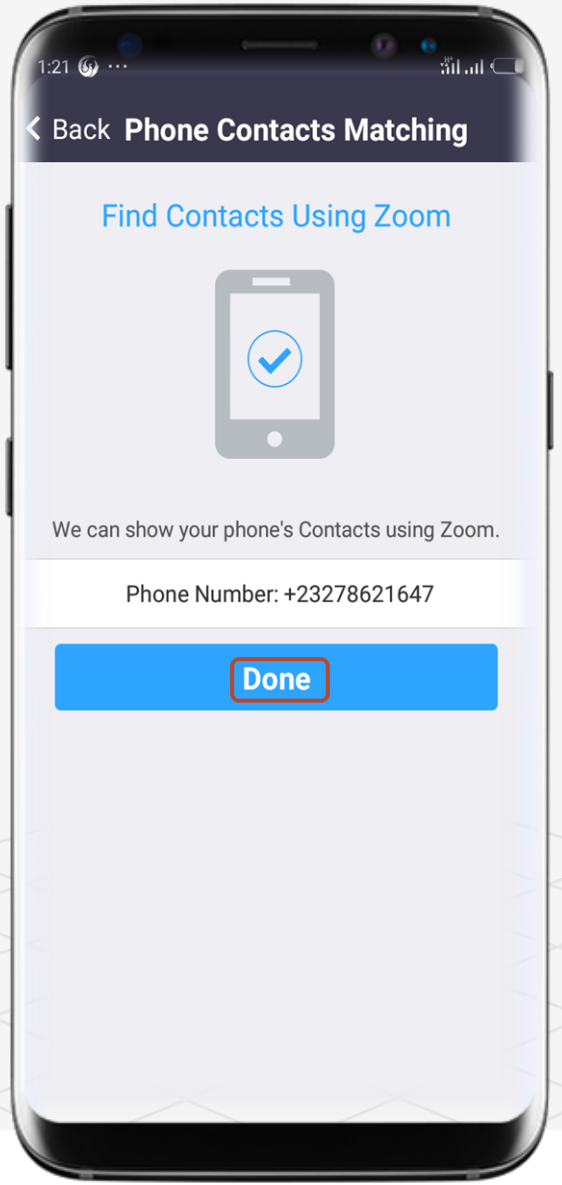
How to Add Contacts In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

9 After you have entered the code in Step 7 > Click Done to continue.

10 Allow Zoom to access your Contacts > Click ALLOW.





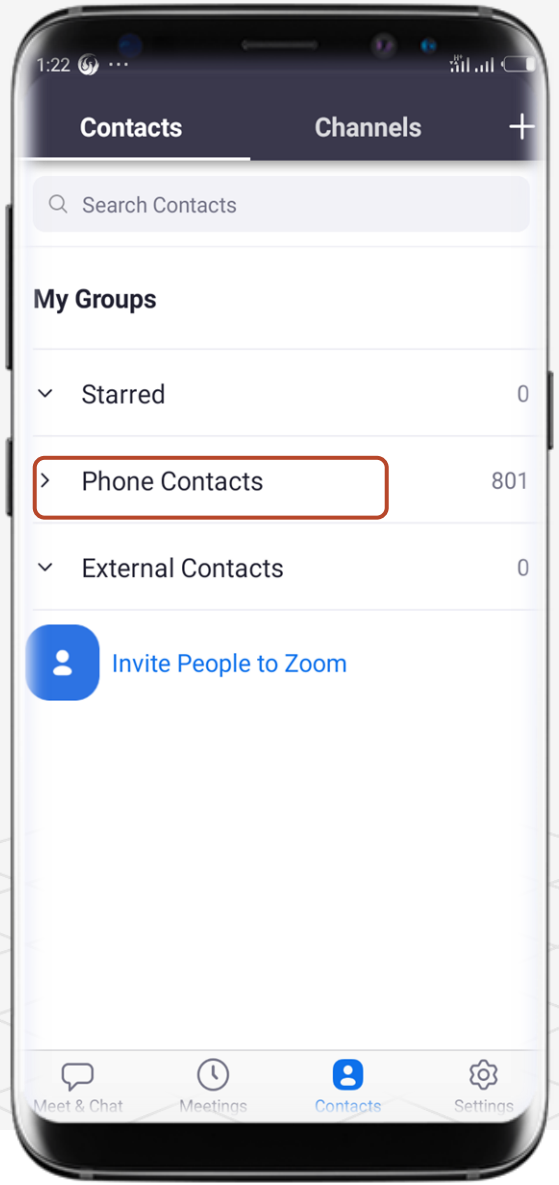
Hint: Only contacts that are already in zoom will be added.

How to Add Contacts In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

11 Congratulations > You have successfully linked your contacts with Zoom. Click Phone Contacts to see contacts that may be in Zoom and Zoom with them.

Hint: You can invite People to Zoom if you want to > Click Invite People to Zoom.



Topic 6

Zoom Extra

How To Create A Channel

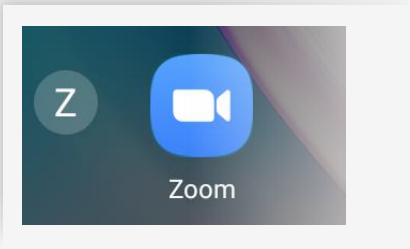
How to Create A Channel In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

Hint: Channels in Zoom allows users to connect with their contacts or the public.

1. Open the zoom application on your phone or laptop

Hint: The Icon looks like a video recorder



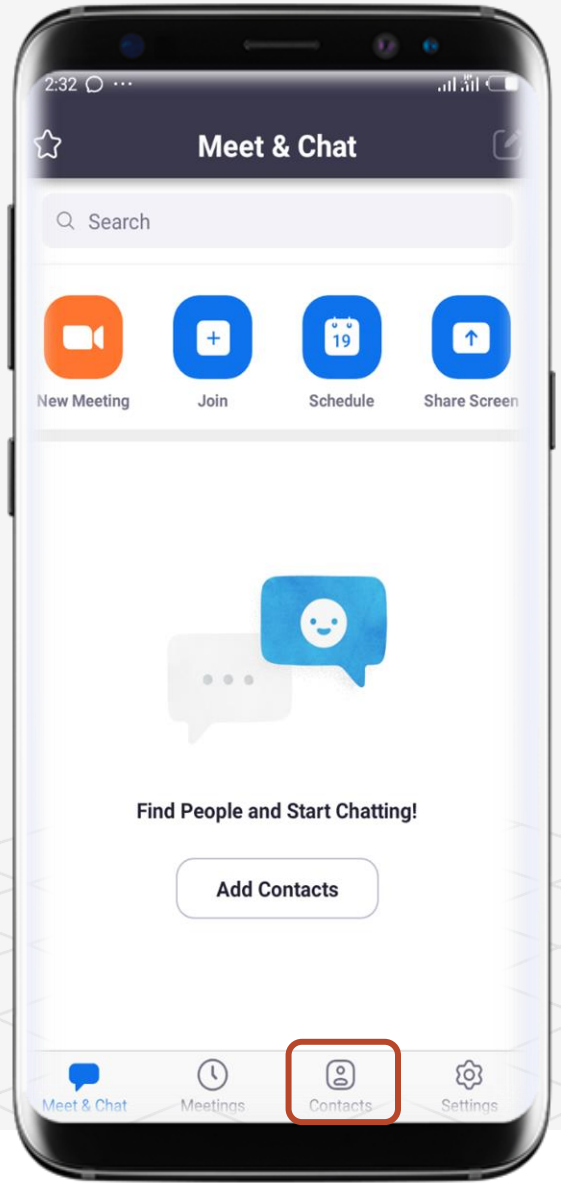
2. When the application has opened, **Click on Sign In**,

How to Create A Channel In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

3 After you have Signed In, in Step 2 > Click Contacts

4 Please make sure you have Added your contacts > To Zoom. If not Go To Page 80.

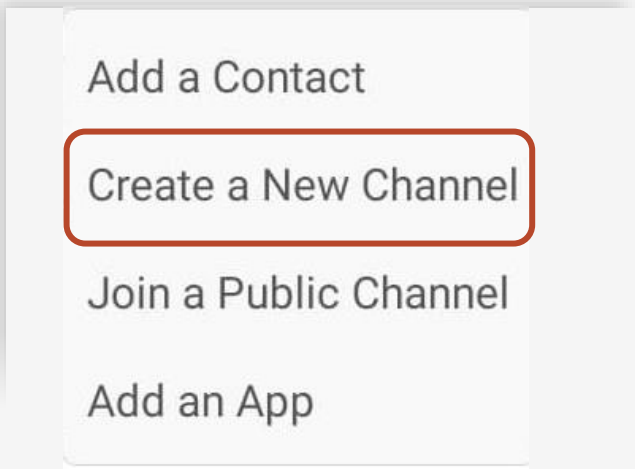


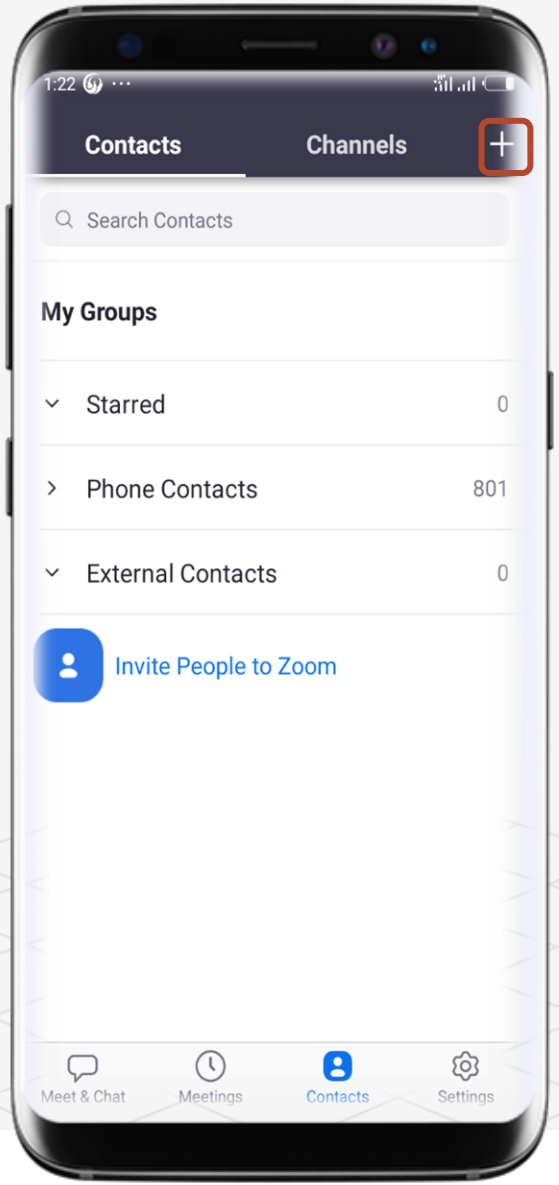
How to Create A Channel In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

5 Click +

6 Select Create a New Channel.





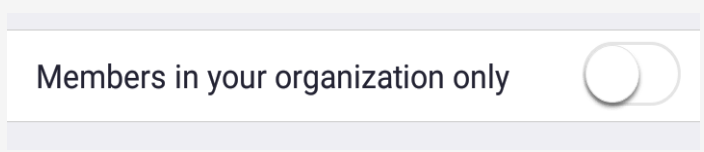
How to Create A Channel In Zoom Cloud Meetings

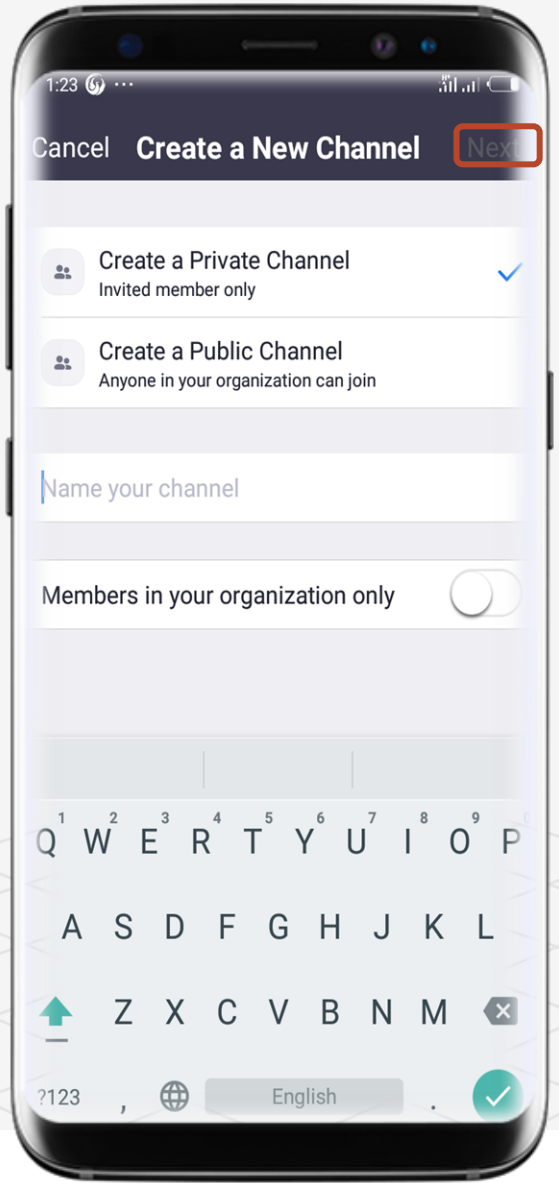
Try it yourself with the zoom application installed in your phone:

7 Select Create a Private Channel so only members that you invited would Join. If you have an organization (e.g Students' Representative Council – COMAHS, SLEFES) > you select Create a Public Channel so members can search and Join

8 After you have selected your choice in Step 7 > Enter the Name of your channel >The channel I am creating is First Year Medicine so you can also use your class as a channel but let their be only ONE channel per class > The Class Representative should only create the channels (Suggestion)

9 Choose if members in your organization should ONLY Join the channel > Click Next



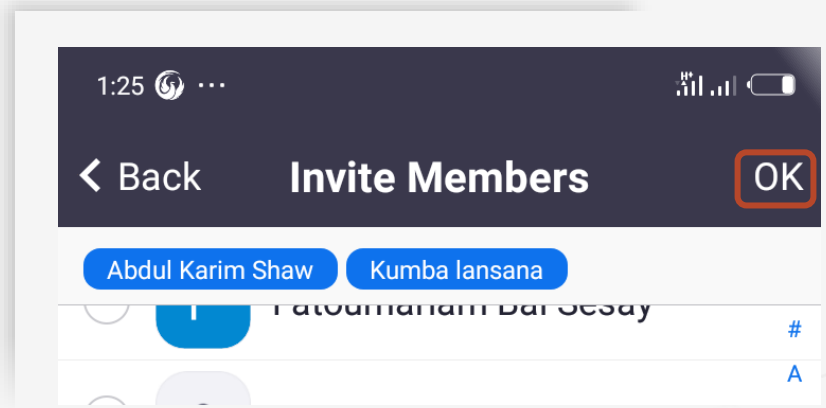


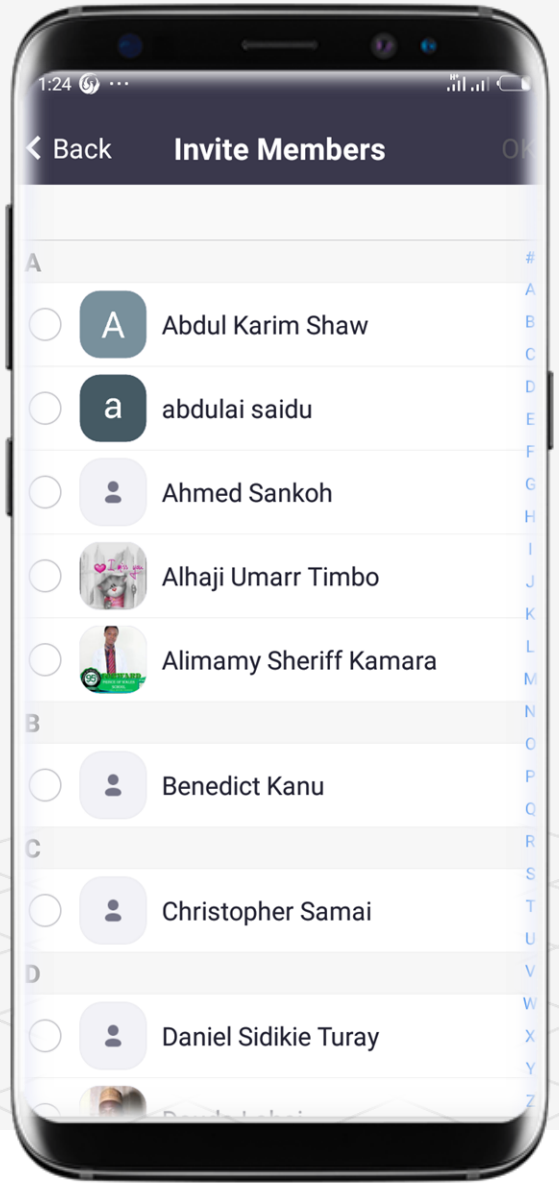
How to Create A Channel In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

10 Select Members you want to invite. You must select at least Two (2) members.

11 After you have selected the members you want to invite in Step 10 > Click OK to continue.

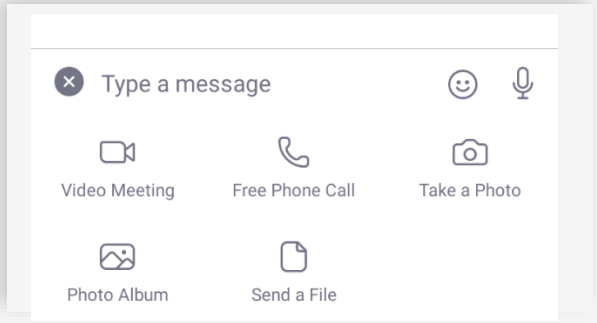




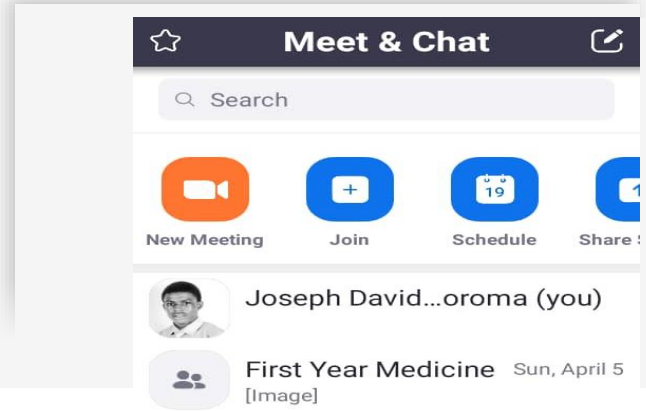
How to Create A Channel In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

12 Congratulations > You have successfully created a channel > You can chat, send a file, Do Video or Audio Call with Invited Members.



13 After creating a channel it will be added to the Channels section and the Meet & Chat Page.



Topic 6

Zoom Extra

How To Arrange A Group Meeting

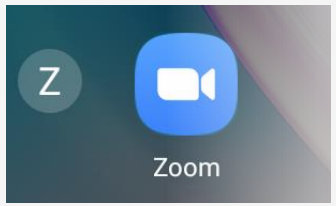
How to Arrange A Group Meeting In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

Hint: Group Meeting is connecting with friends, family member, colleagues by texting, video or audio call, sending files, photos.

1. Open the zoom application on your phone or laptop

Hint: The Icon looks like a video recorder



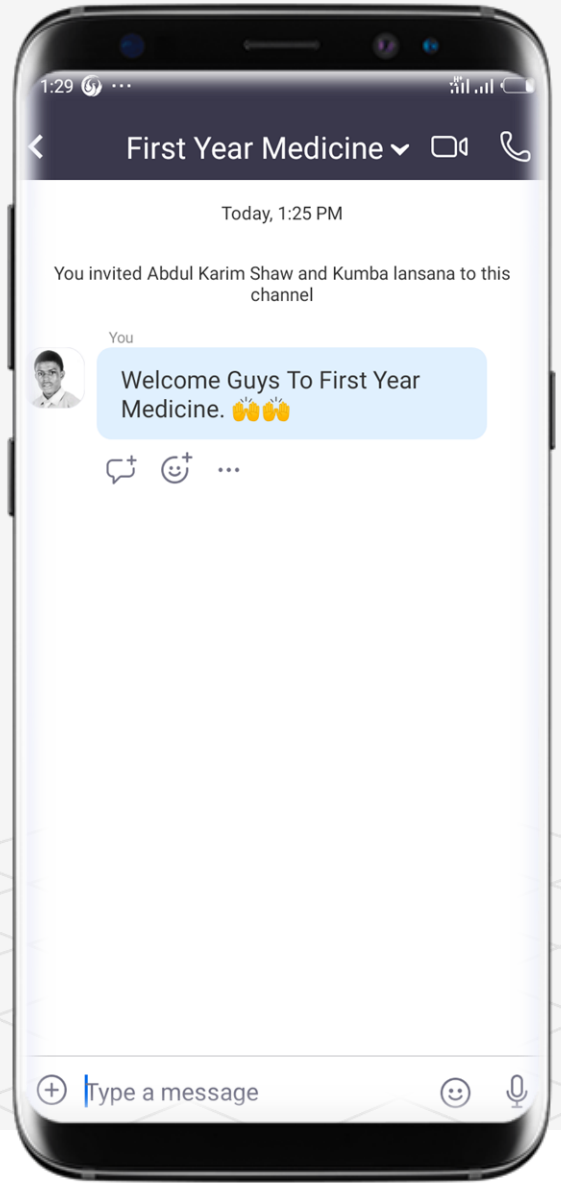
2. When the application has opened, **Click on Sign In**,

How to Arrange A Group Meeting In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

3 You need to Create a channel before you can Arrange a Group Meeting. If you don't know how to Create A Channel > Go To Page 87

4 Send a Welcome Text as I have done. You can send Emoji, Voice note > Make Audio & Video calls.

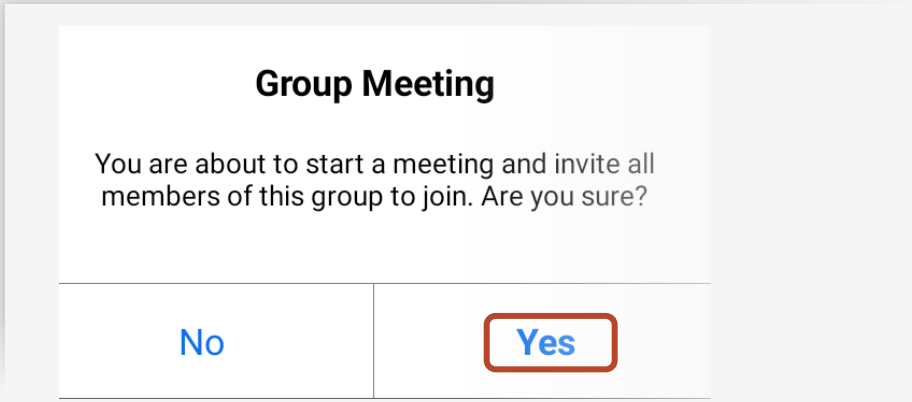


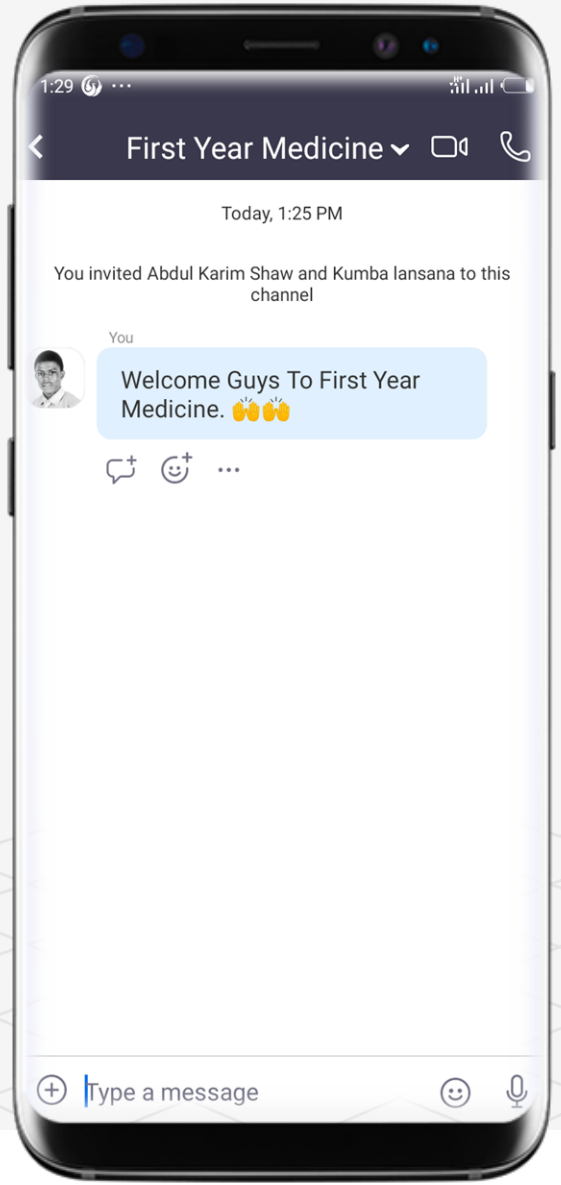
How to Arrange A Group Meeting In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

5 Click > To Make A Group Meeting

6 Click Yes > To Start the Group Meeting





How to Arrange A Group Meeting In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

7. After you have clicked Yes in Step 6 > Zoom will automatically send an invitee link to the members you invited in Page 93.

8. Then the meeting will start. Congratulations 👍 > you have successfully Arranged A Group Meeting.

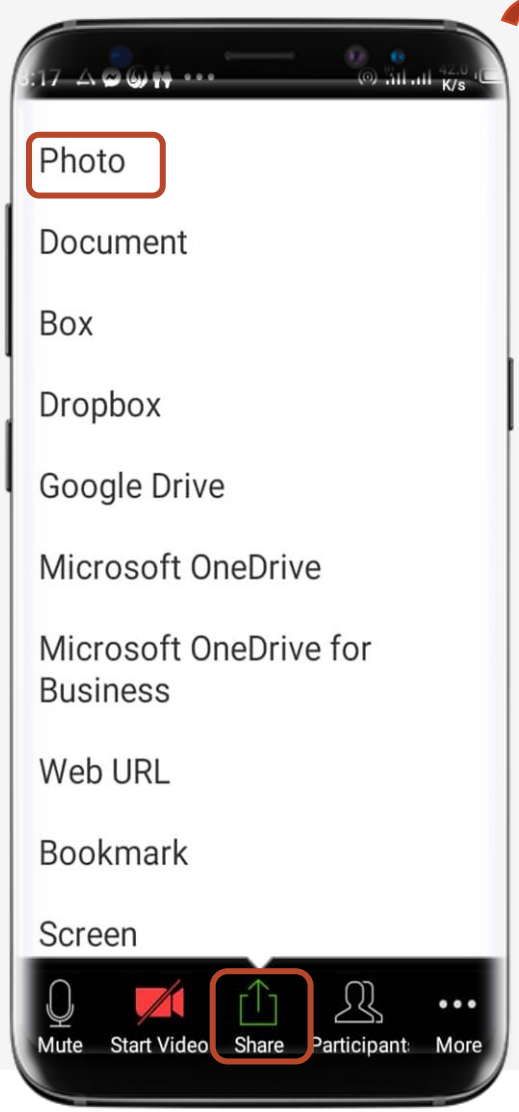
Topic 6

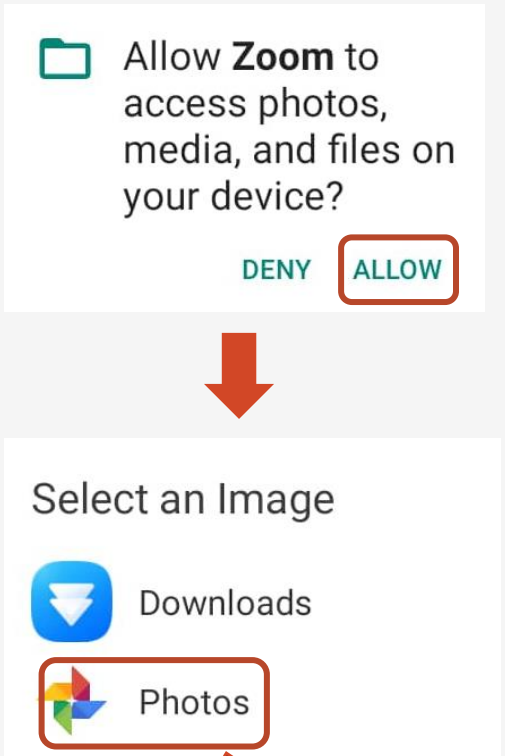
Zoom Extra

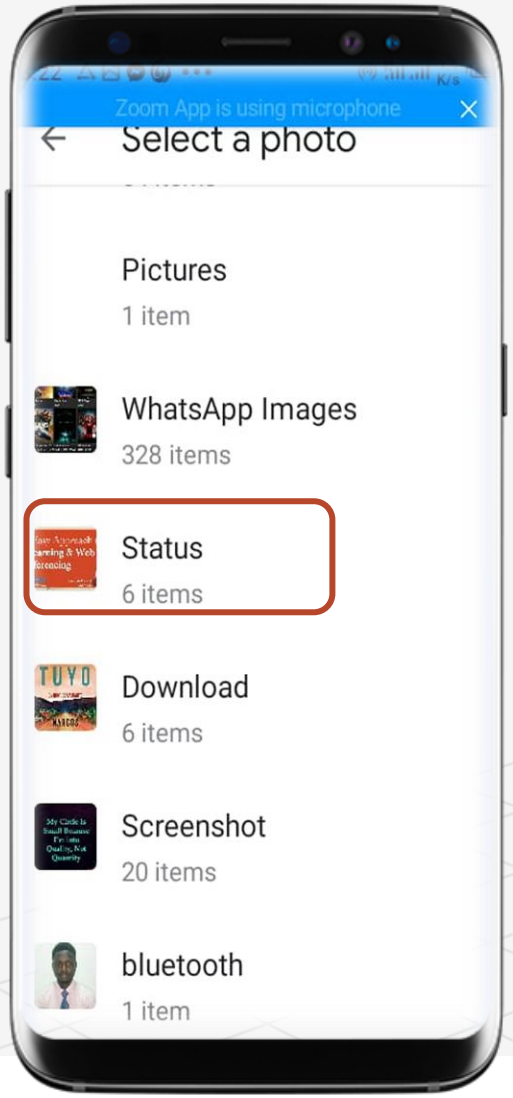
How To Use Share In Zoom

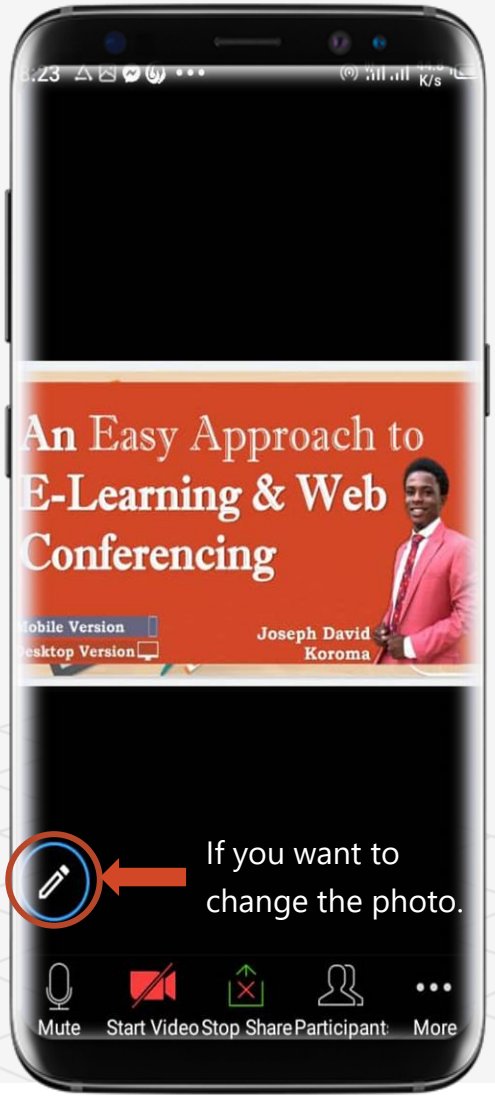
How To Share A Photo in Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:



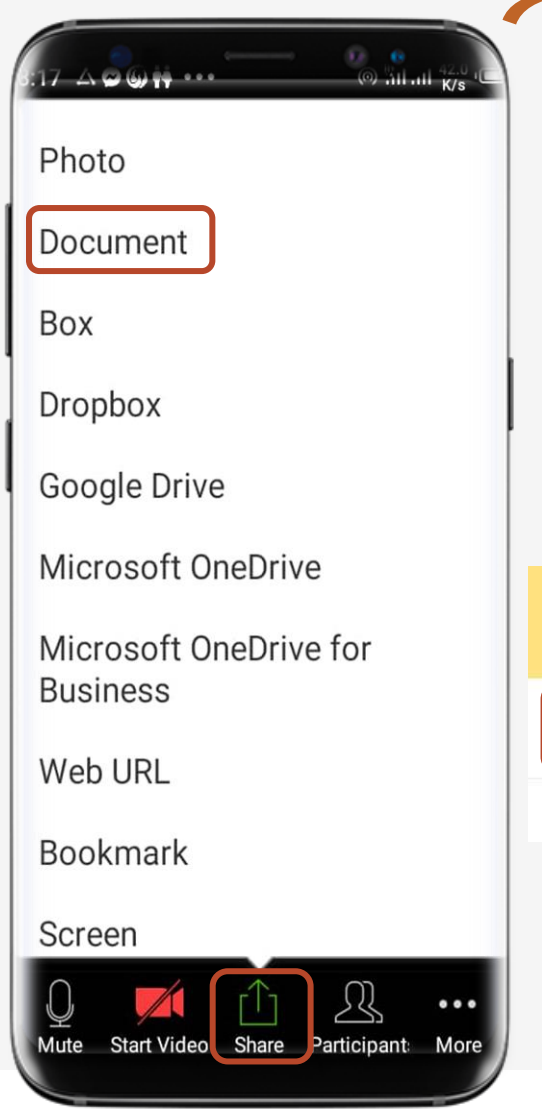


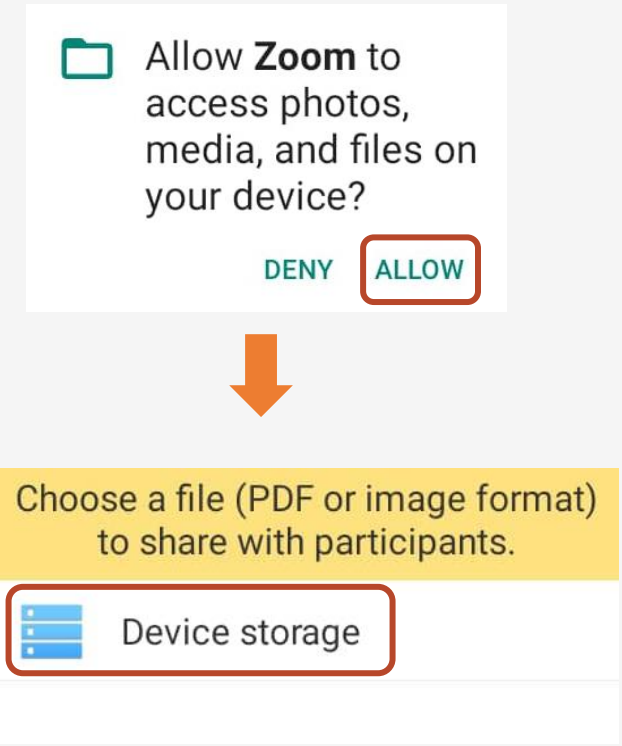


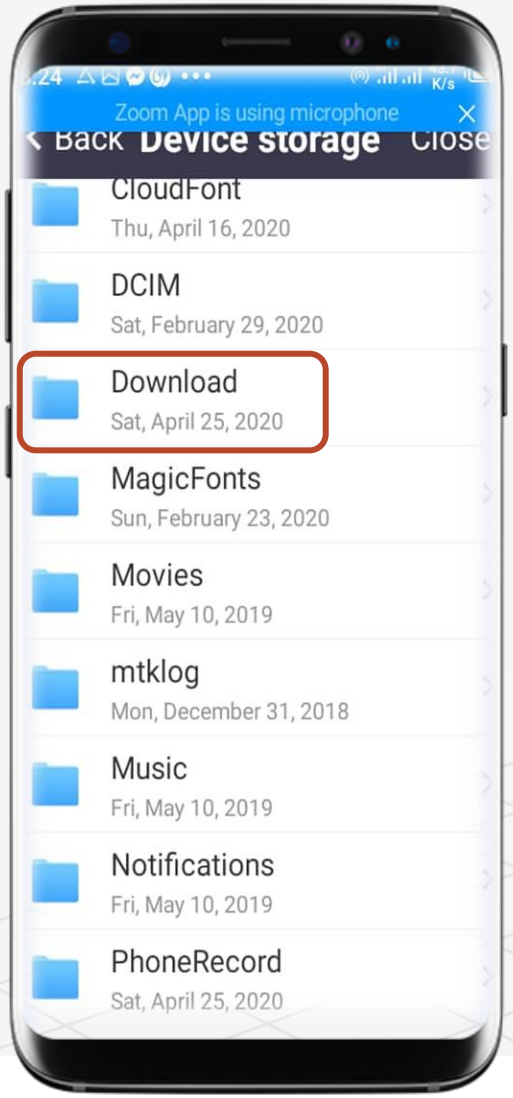


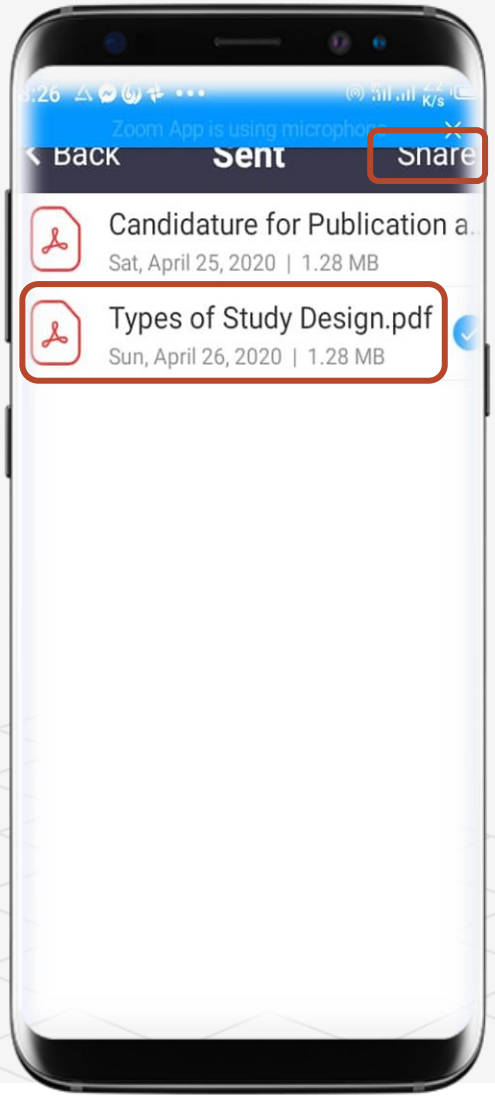
How To Share A Document in Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:



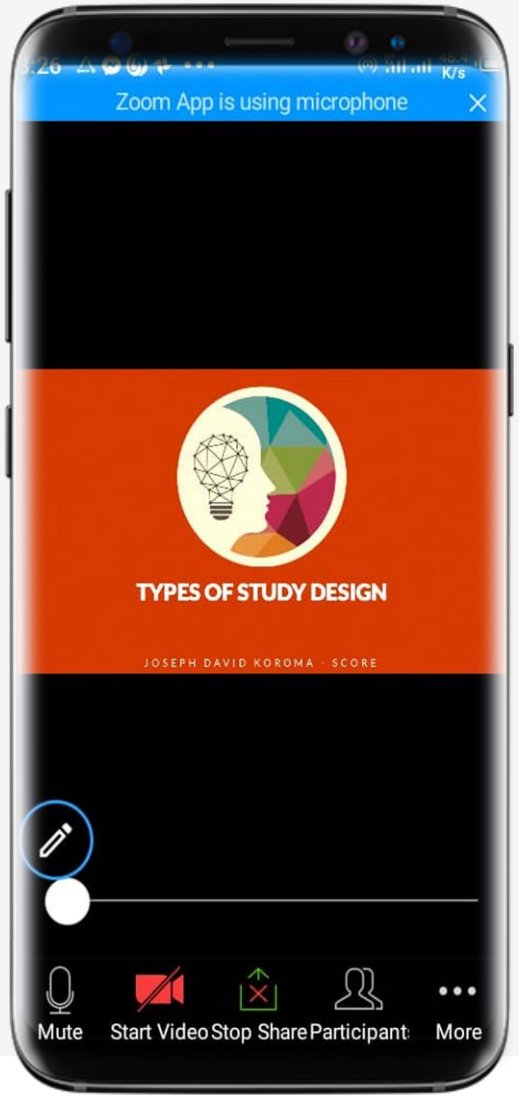


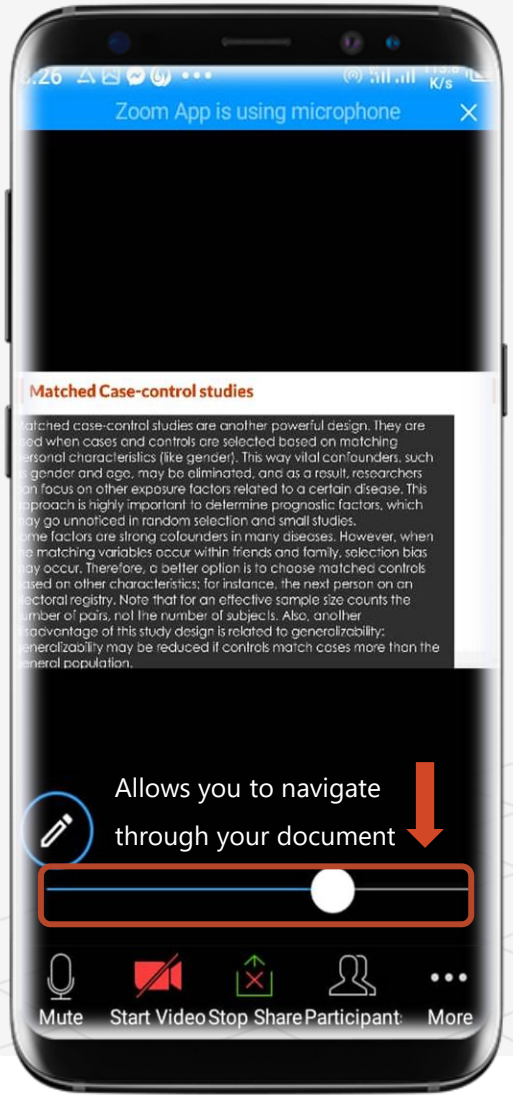


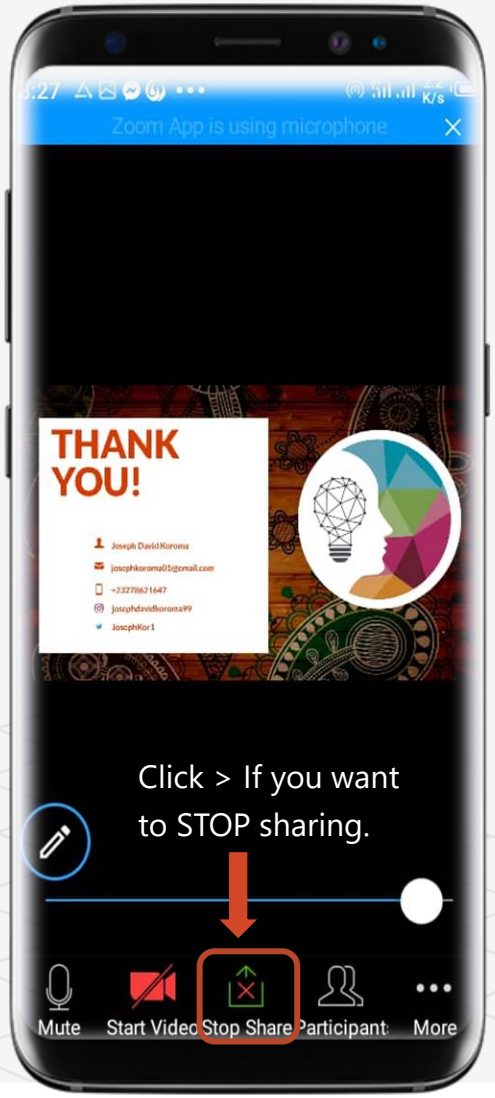


How To Share A Document in Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

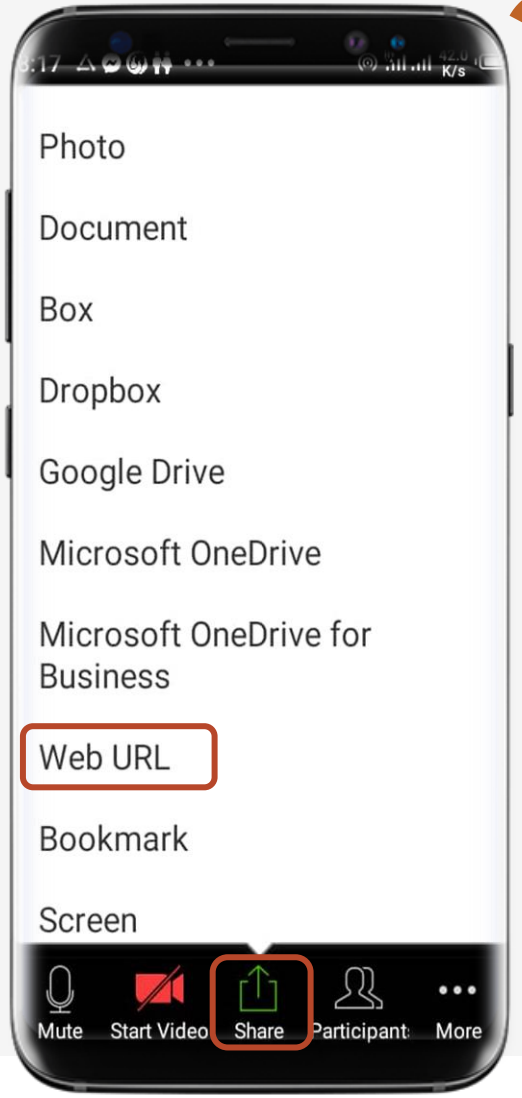


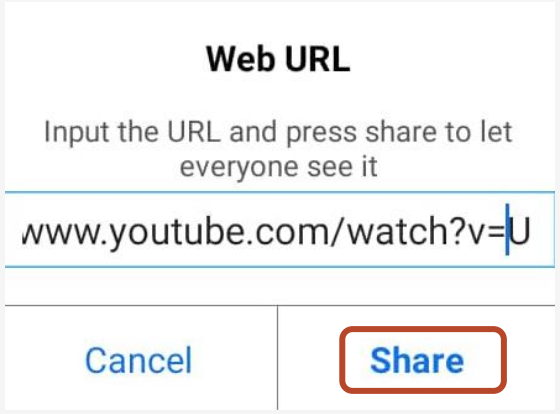


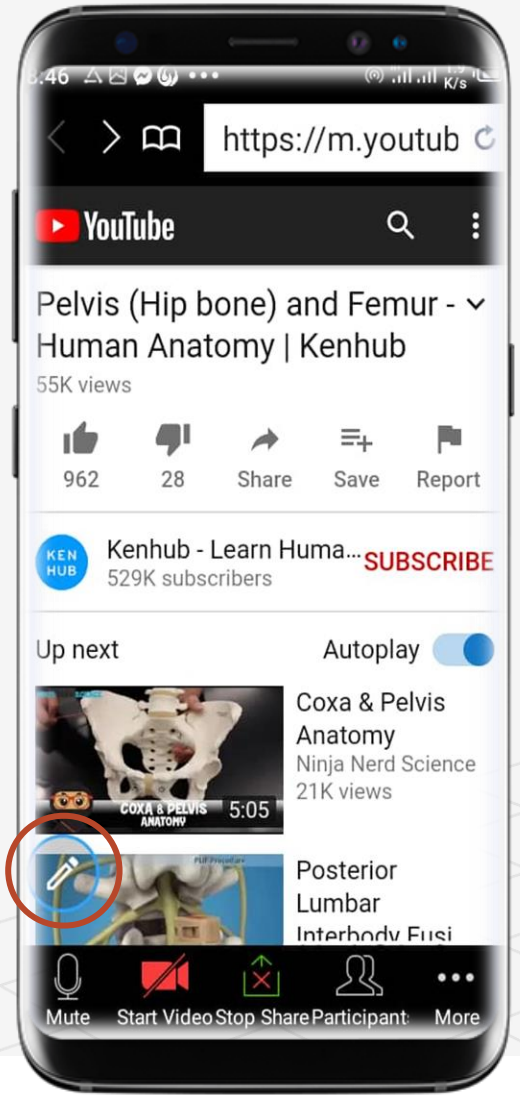


How To Share A Web URL in Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

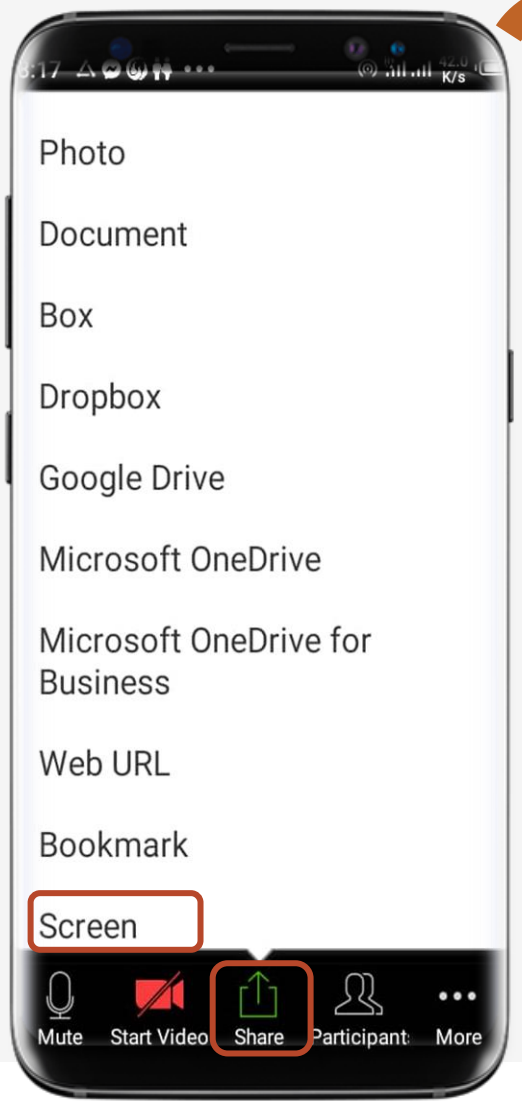


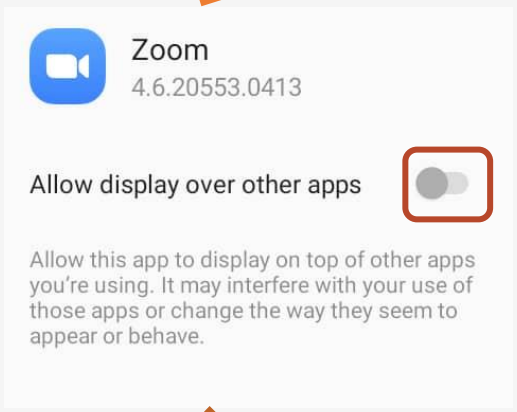




How To Share A Screen in Zoom Cloud Meetings

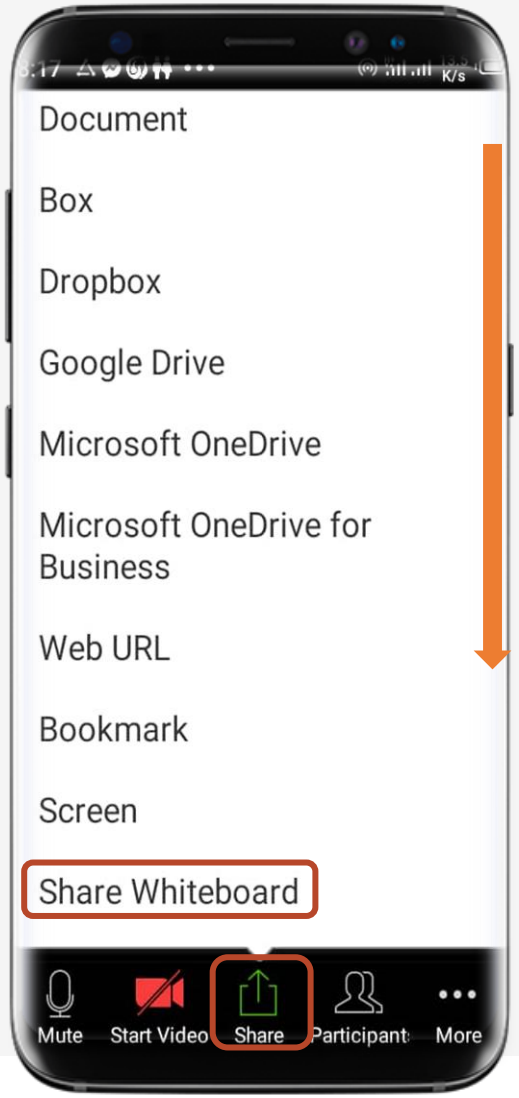
Try it yourself with the zoom application installed in your phone:



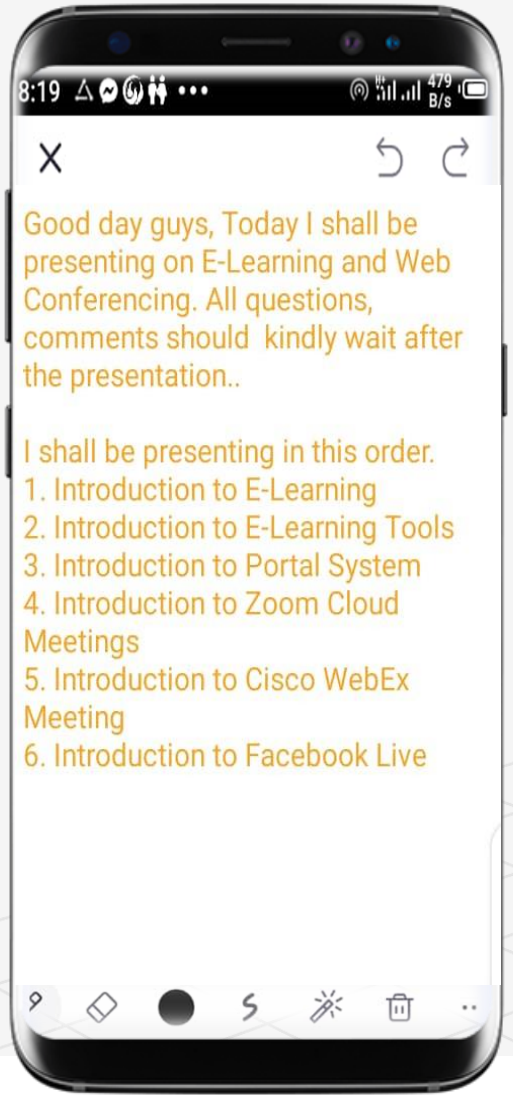


How To Share Whiteboard in Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:



Scroll Down



Topic 6

Zoom Extra

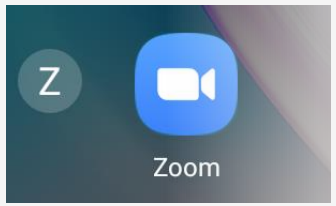
How To Update Your Profile

How to Update Your Profile In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

1. Open the zoom application on your phone or laptop

Hint: The Icon looks like a video recorder



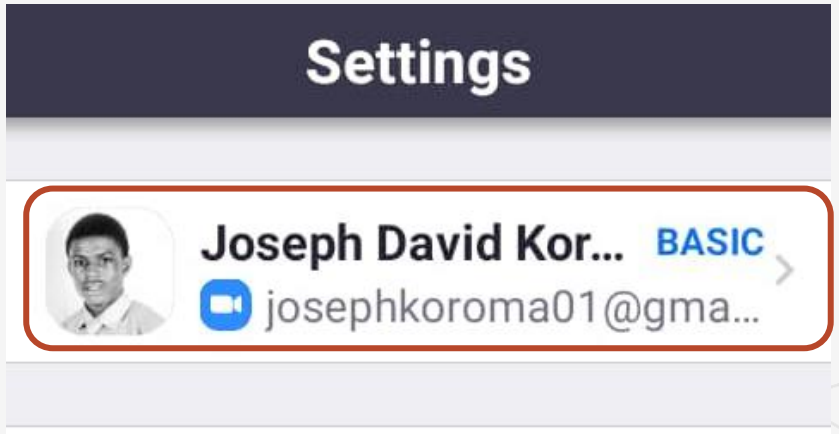
2. When the application has opened, **Click on Sign In**,

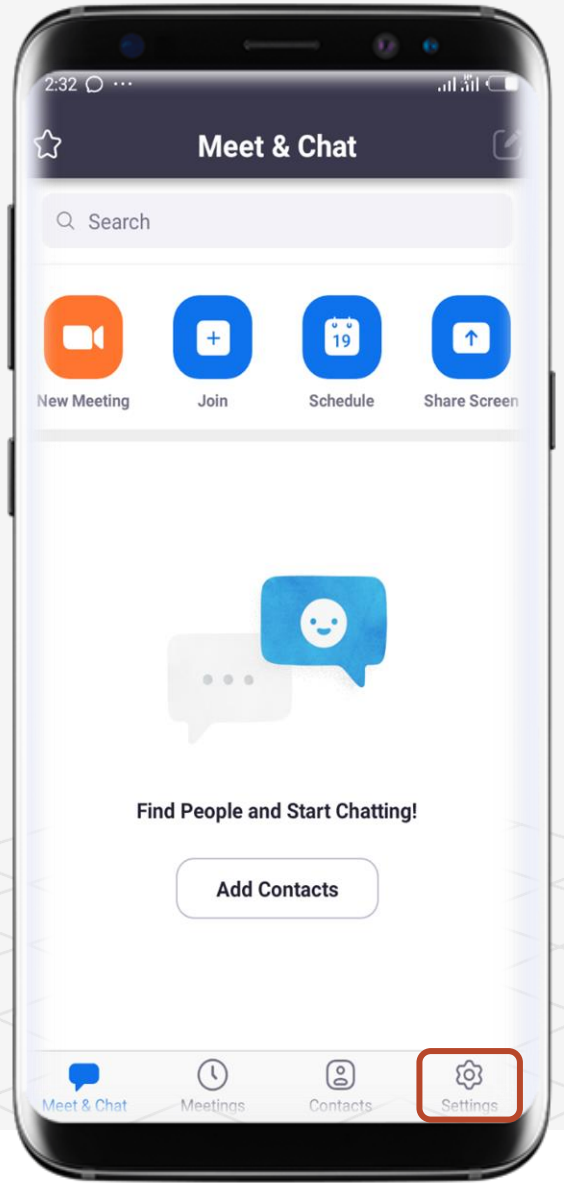
How to Create A Channel In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

3 After you have Signed In, in Step 2 > Click Settings

4 Your Name, Email and subscription will be shown above. Click Them.



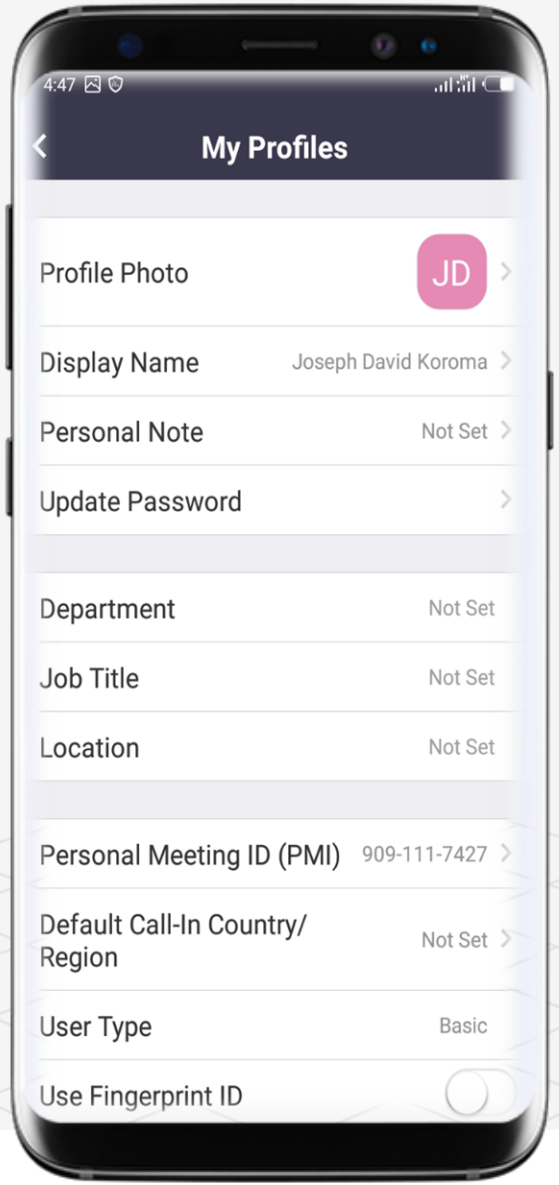


How to Create A Channel In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

5 You can Change your Profile Picture, Display Name.

6 You Can Set your **Personal Note**.

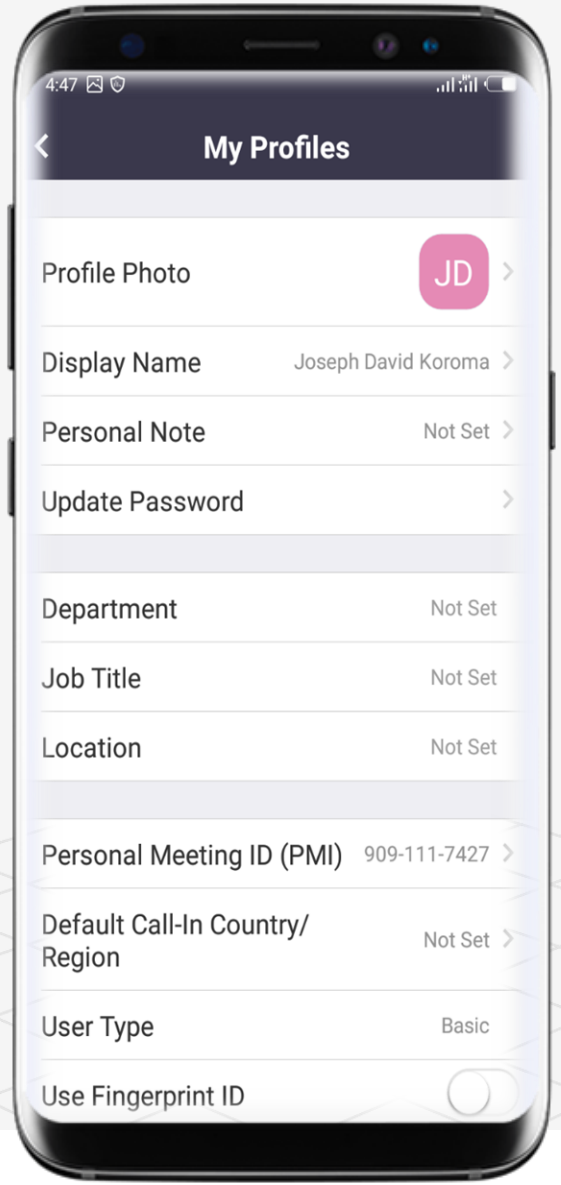


How to Create A Channel In Zoom Cloud Meetings

Try it yourself with the zoom application installed in your phone:

7 You can Update Password

8 You can chose to Use Fingerprint ID.



Hint: You can't Change your Personal Meeting ID unless you upgrade to the PRO version of Zoom. Go to Page 46 to know more.

Lesson Four

Introduction To Zoom Cloud Meetings

Topic 1.
How to Download Zoom Cloud Meetings
Page:120

Topic 2.
How to Sign Up & Sign In for Zoom Cloud Meetings
Page:126

Topic 3.
How to Schedule a Class / Meeting in Zoom
Page:140

Topic 4.
How to Create and Join a Class / Meeting in Zoom
Page:144

Topic 5.
How to Educate through Zoom (Teacher's Guide)
Page:151

Topic 6.
Zoom Extra
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Desktop Version

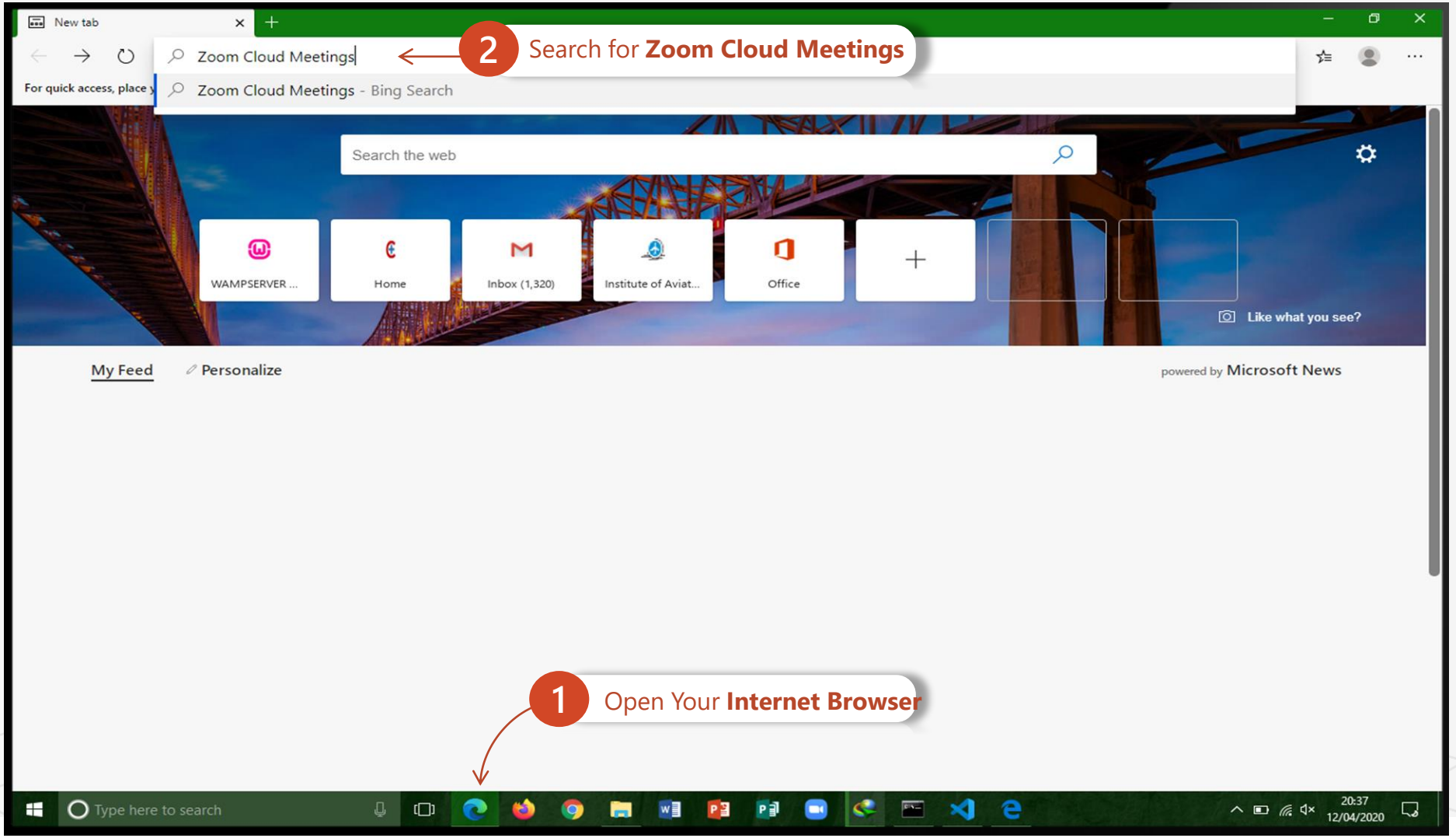
Topic 1

How To Download Zoom Cloud Meetings

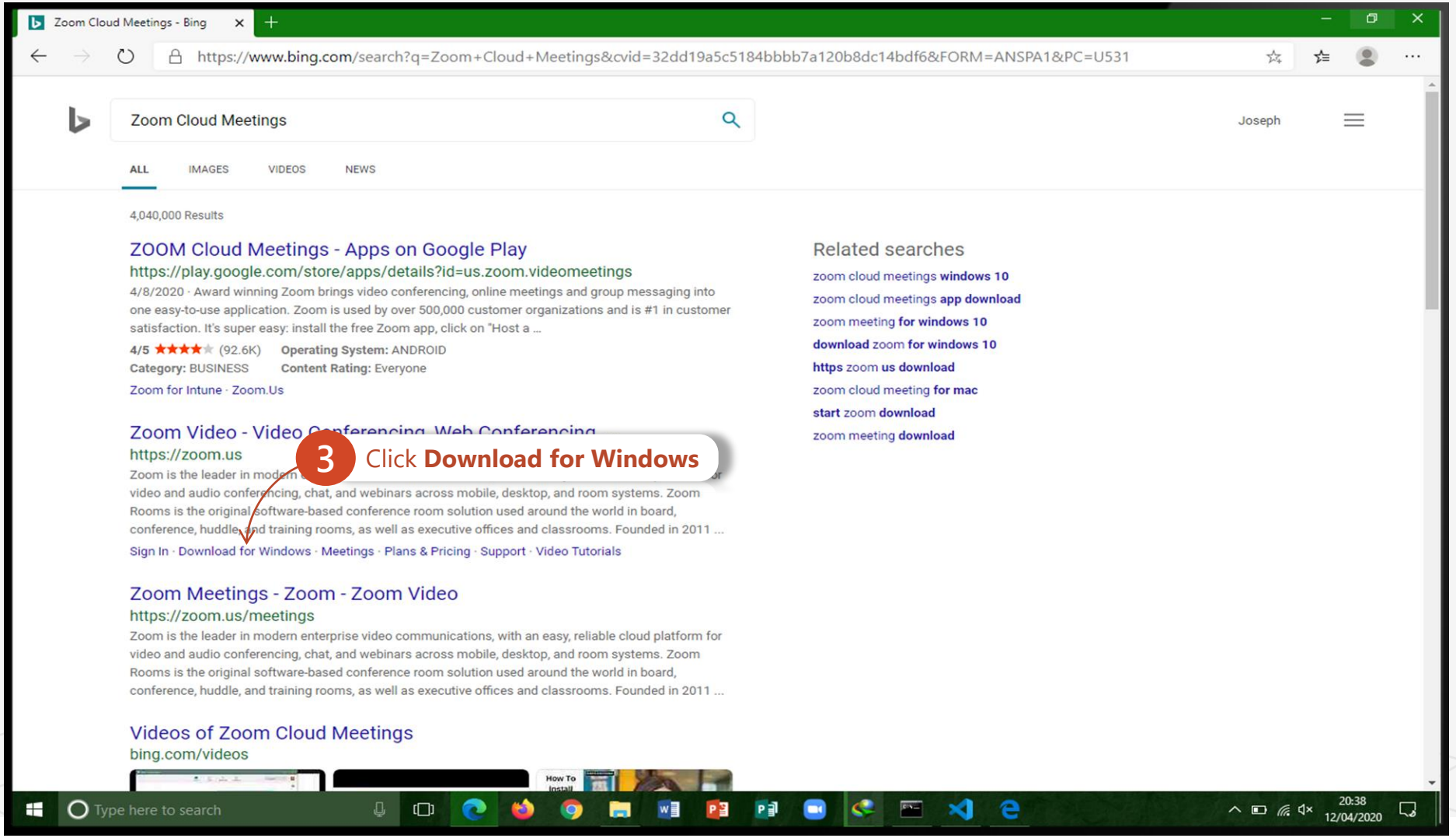
- ✓ Go to Browser
- ✓ Search **Zoom Cloud Meetings**
- ✓ Install
- ✓ Start Zooming

Desktop Version

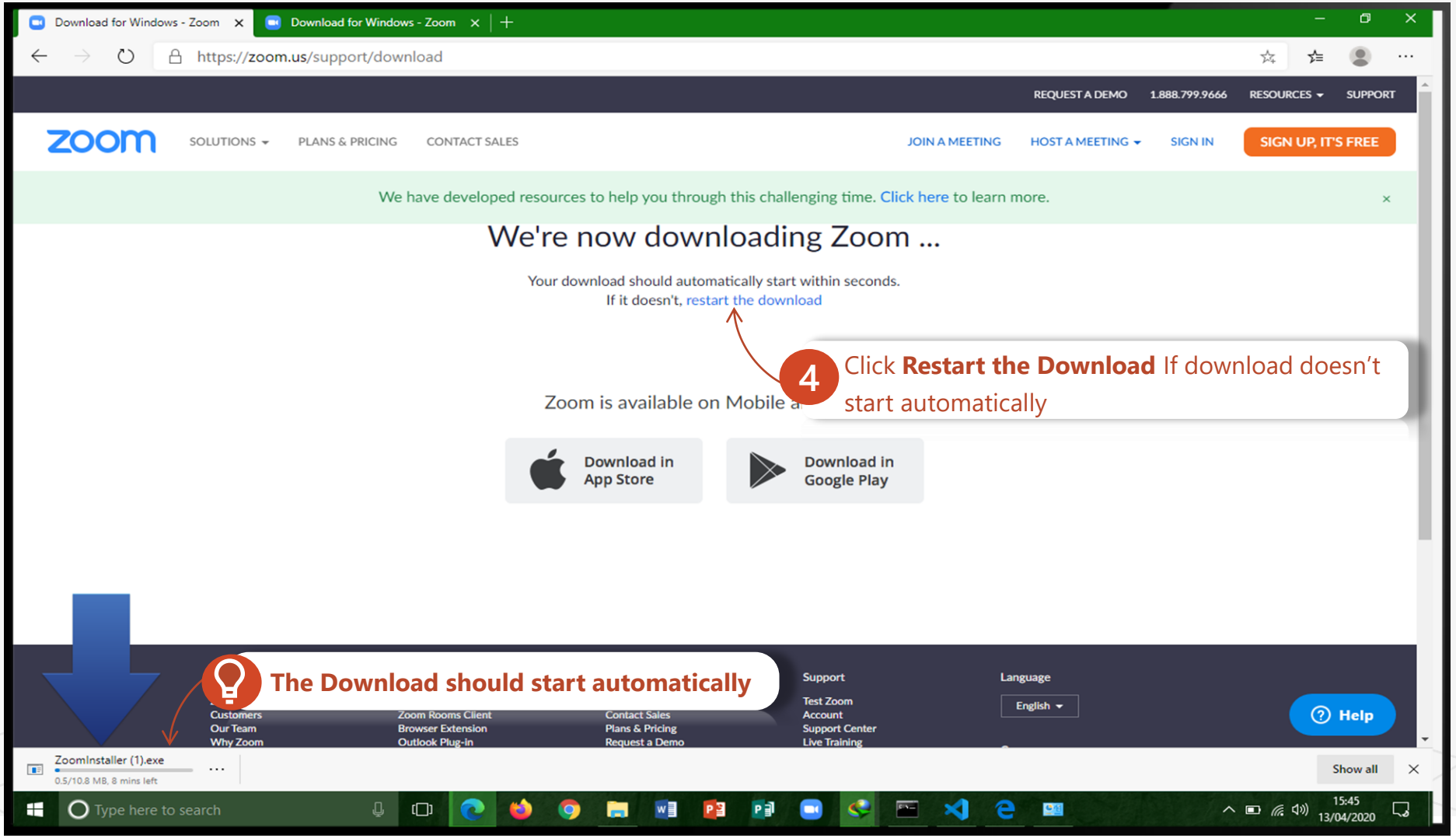
How to Download Zoom Cloud Meetings from Zoom Cloud Meetings' Website



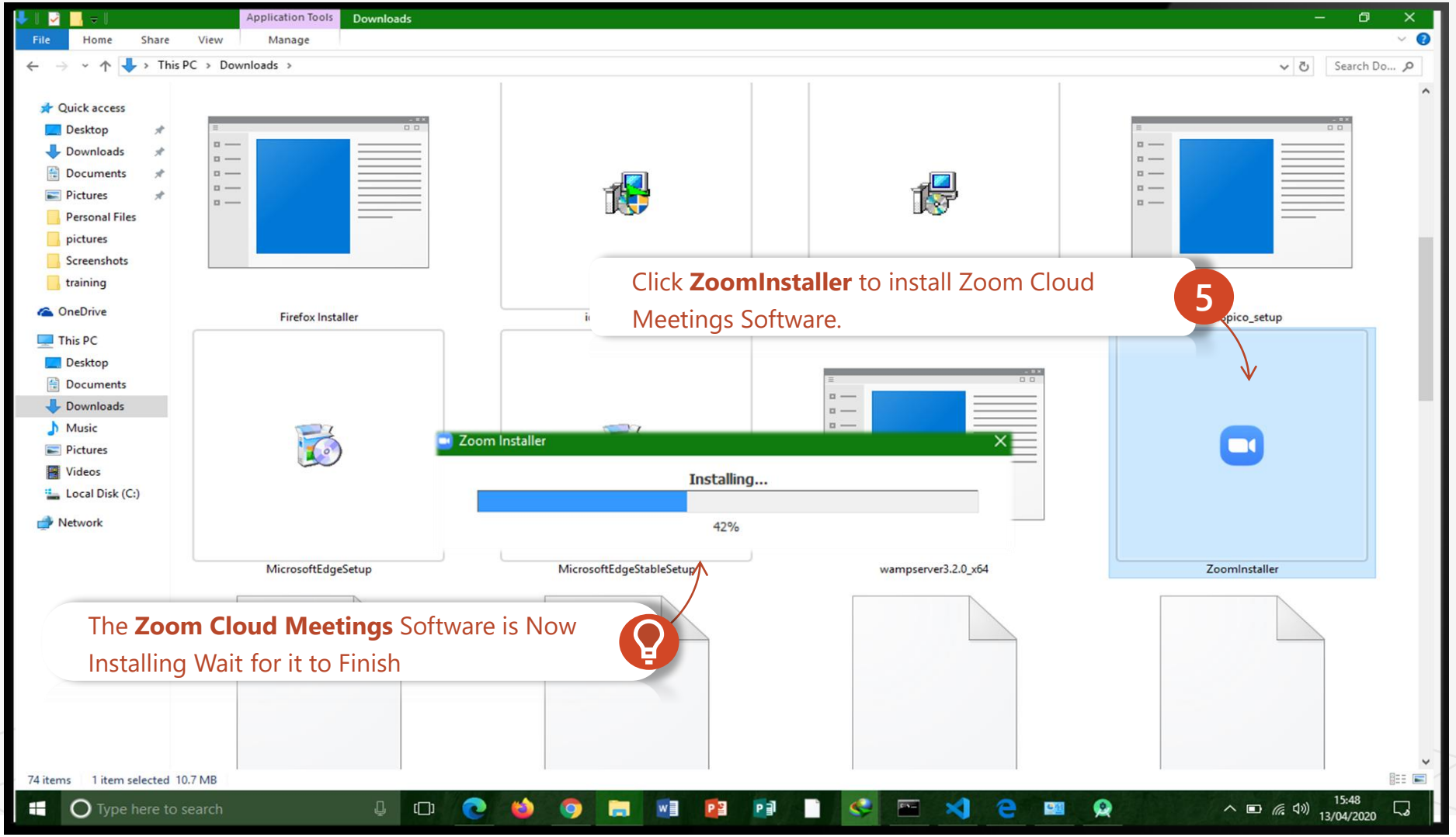
How to Download Zoom Cloud Meetings from Zoom Cloud Meetings' Website



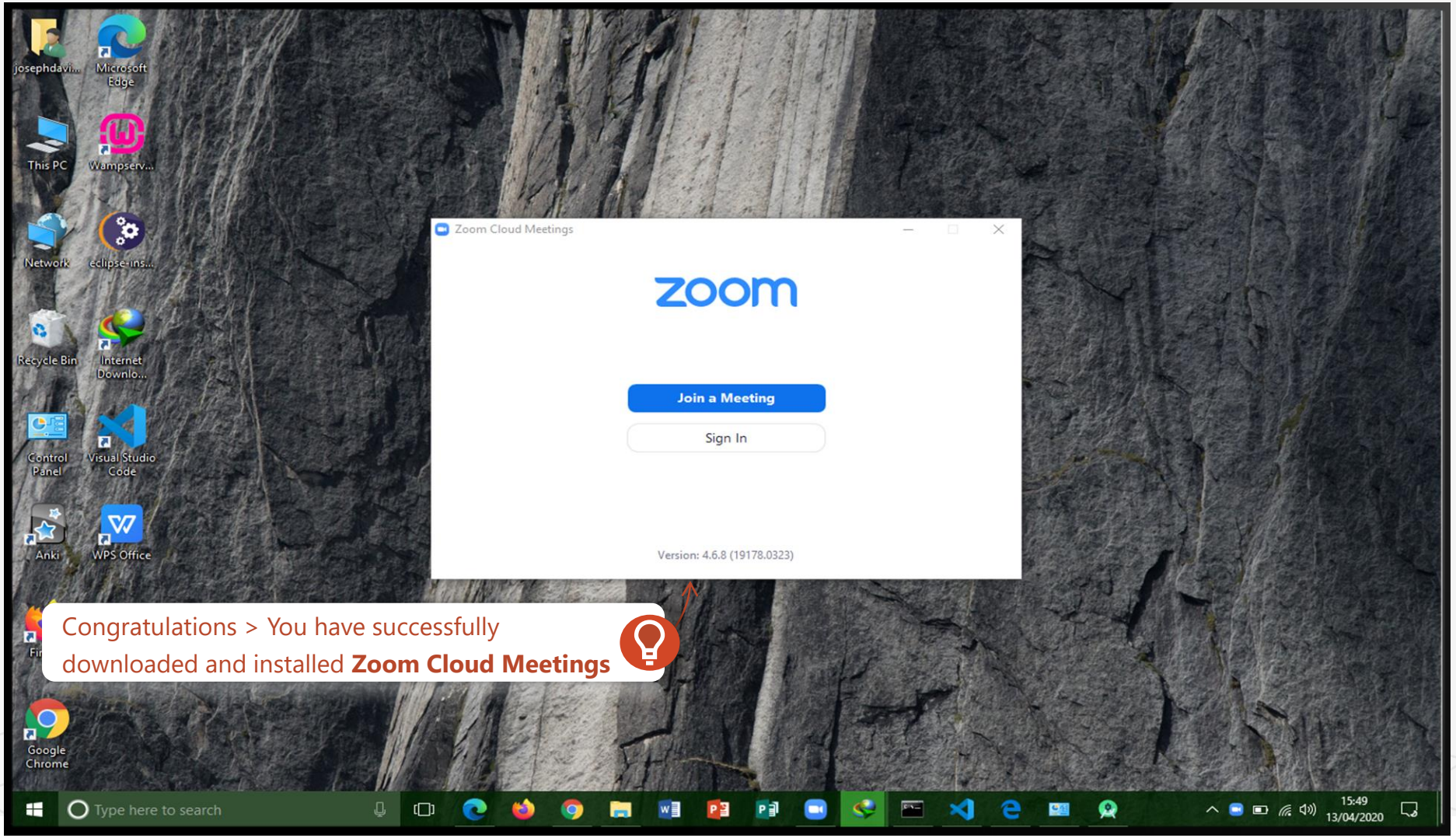
How to Download Zoom Cloud Meetings from Zoom Cloud Meetings' Website



How to Download Zoom Cloud Meetings from Zoom Cloud Meetings' Website



How to Download Zoom Cloud Meetings from Zoom Cloud Meetings' Website



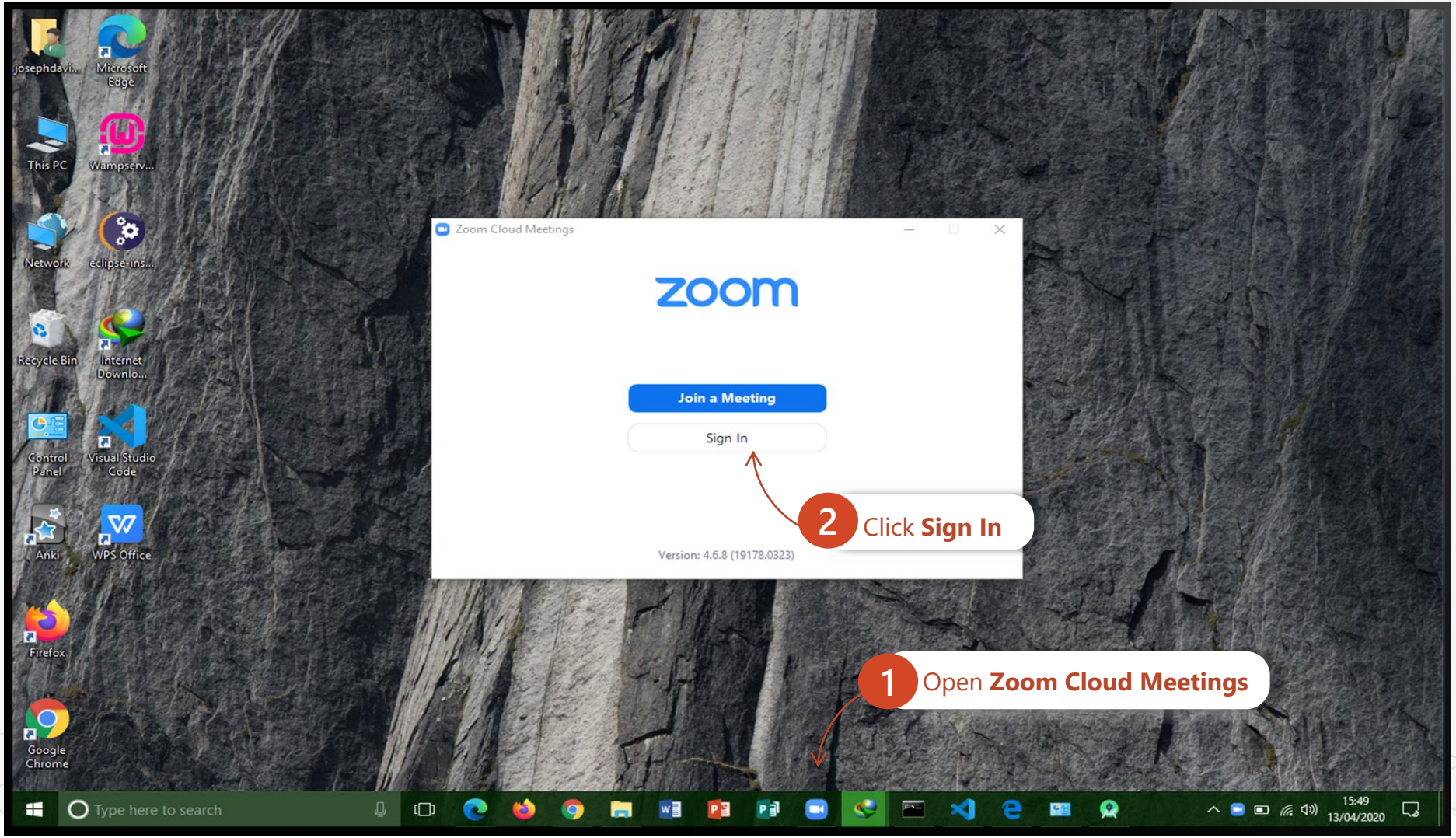
Topic 2

How To Sign Up & Sign In For Zoom Cloud Meetings

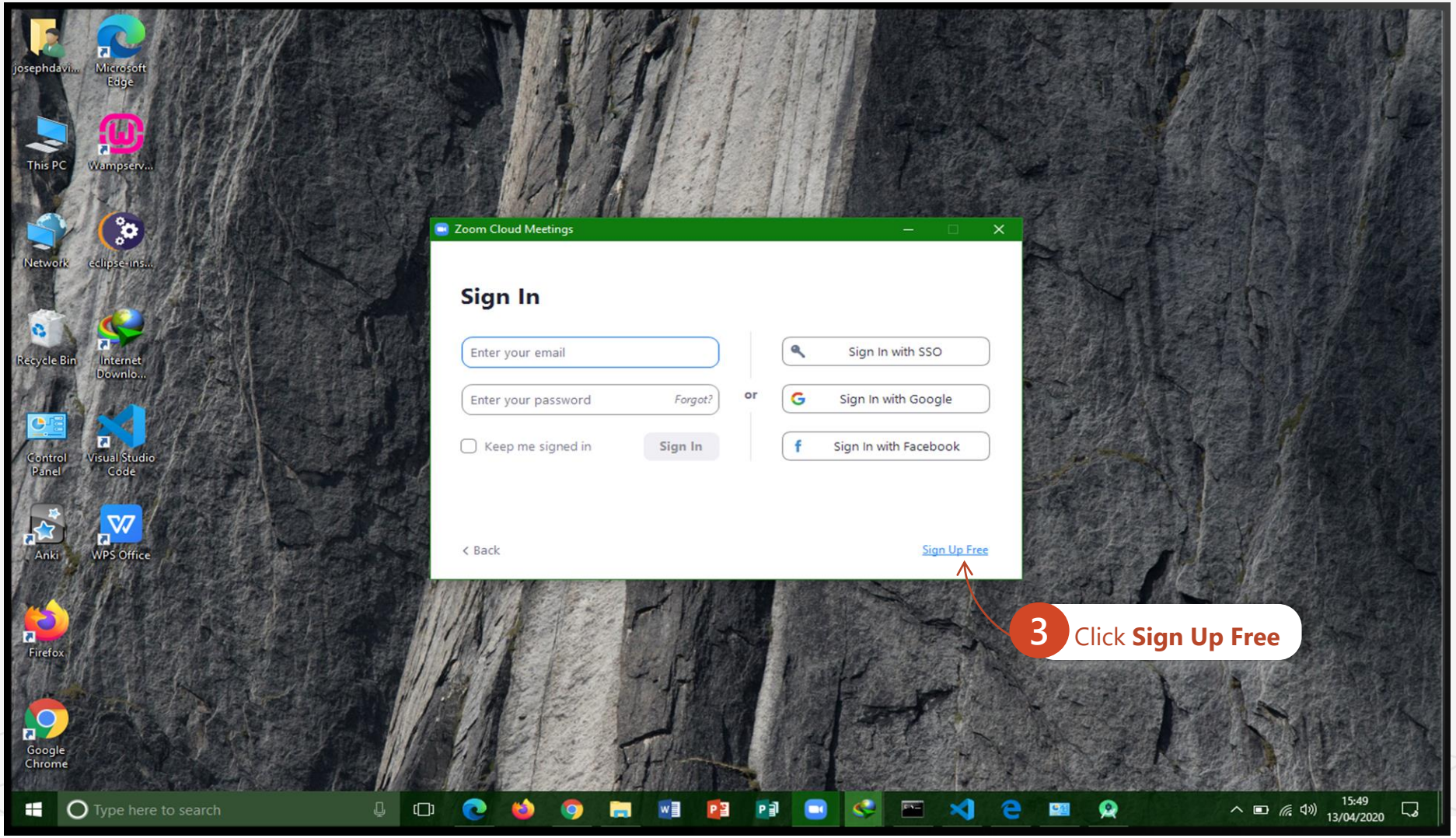
- ✓ Sign Up
- ✓ Enter Details
- ✓ Sign In
- ✓ Start Zooming

Desktop Version

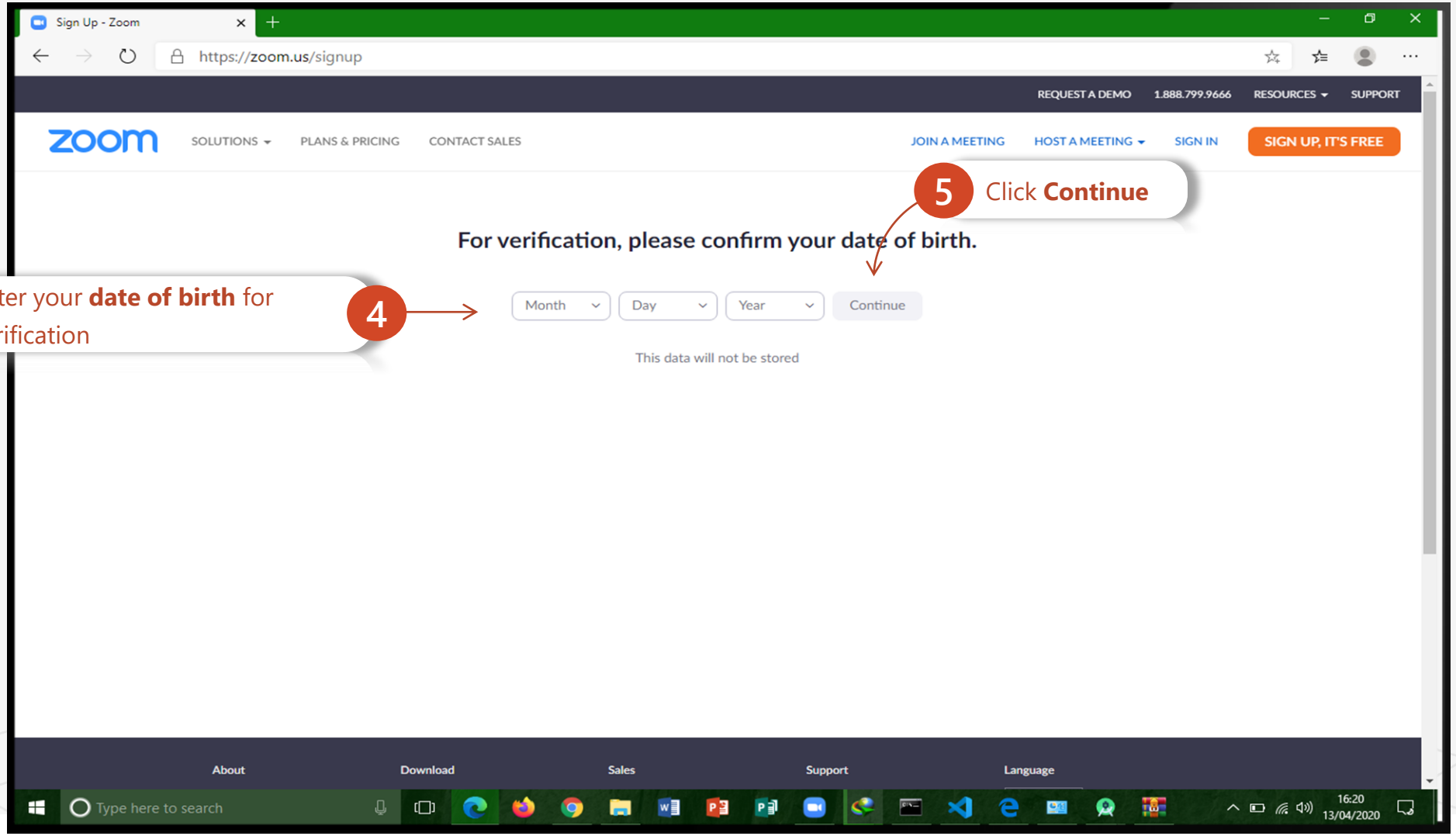
How to Sign Up for Zoom Cloud Meetings



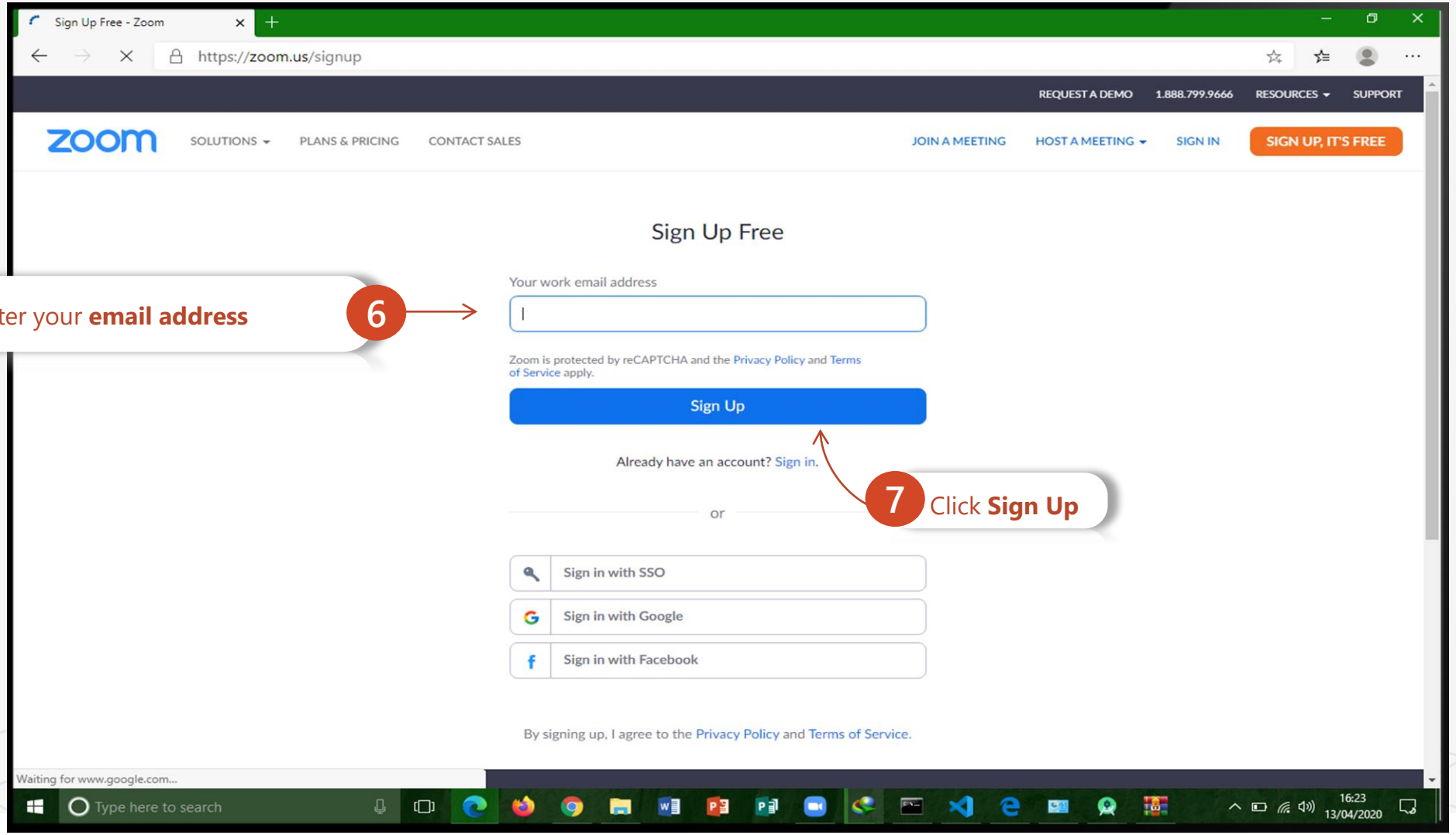
How to Sign Up for Zoom Cloud Meetings



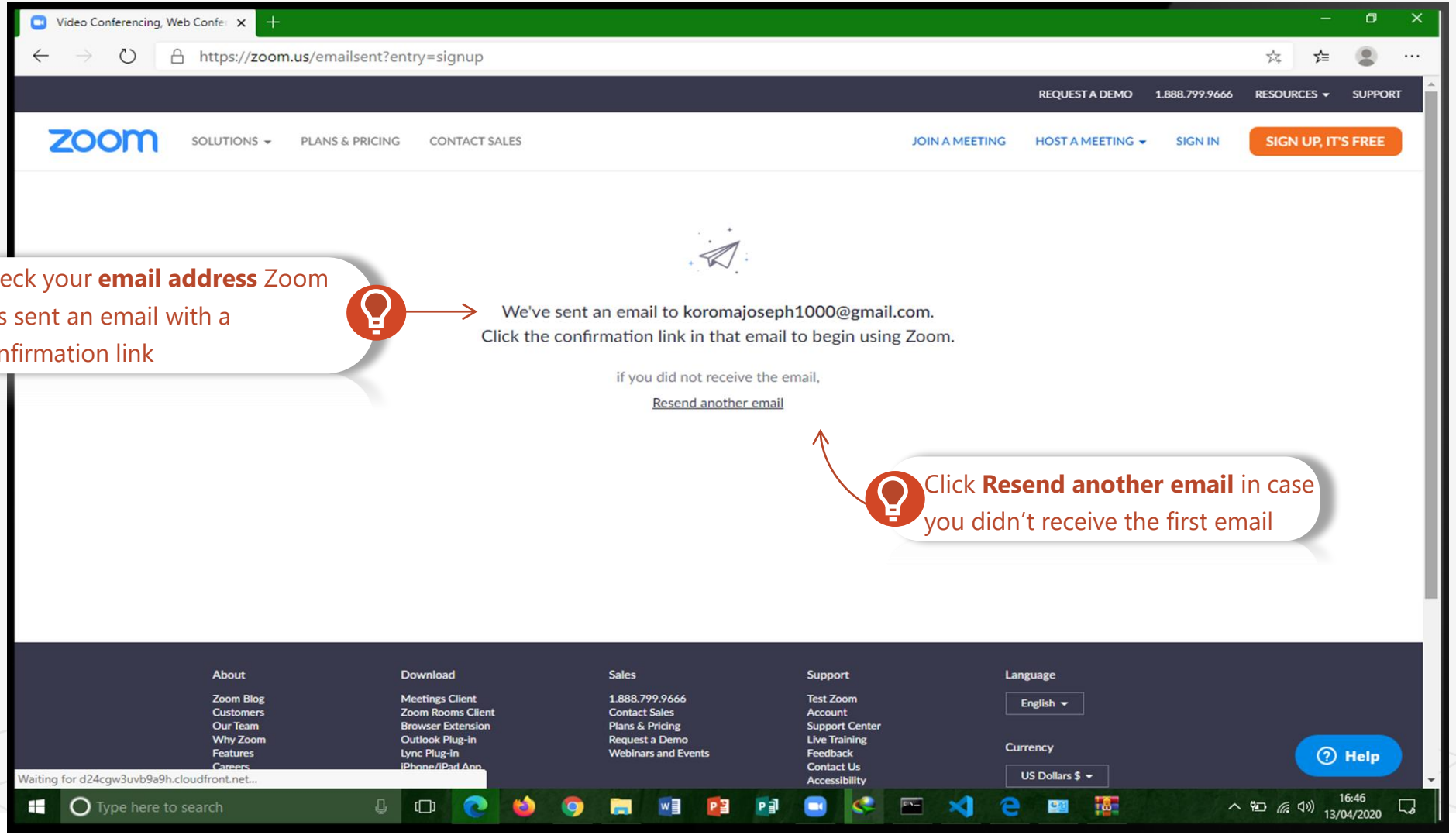
How to Sign Up for Zoom Cloud Meetings



How to Sign Up for Zoom Cloud Meetings



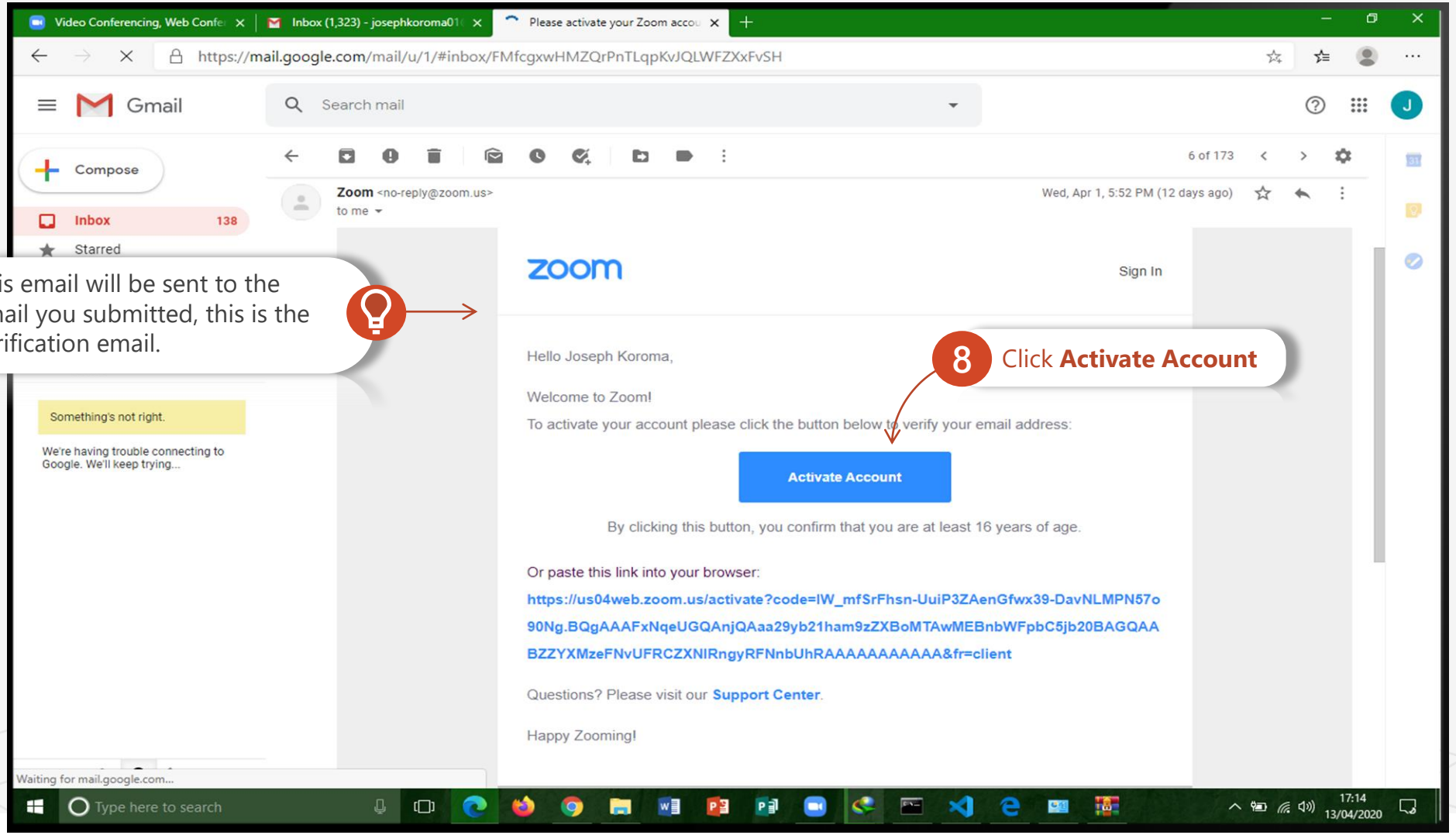
How to Sign Up for Zoom Cloud Meetings



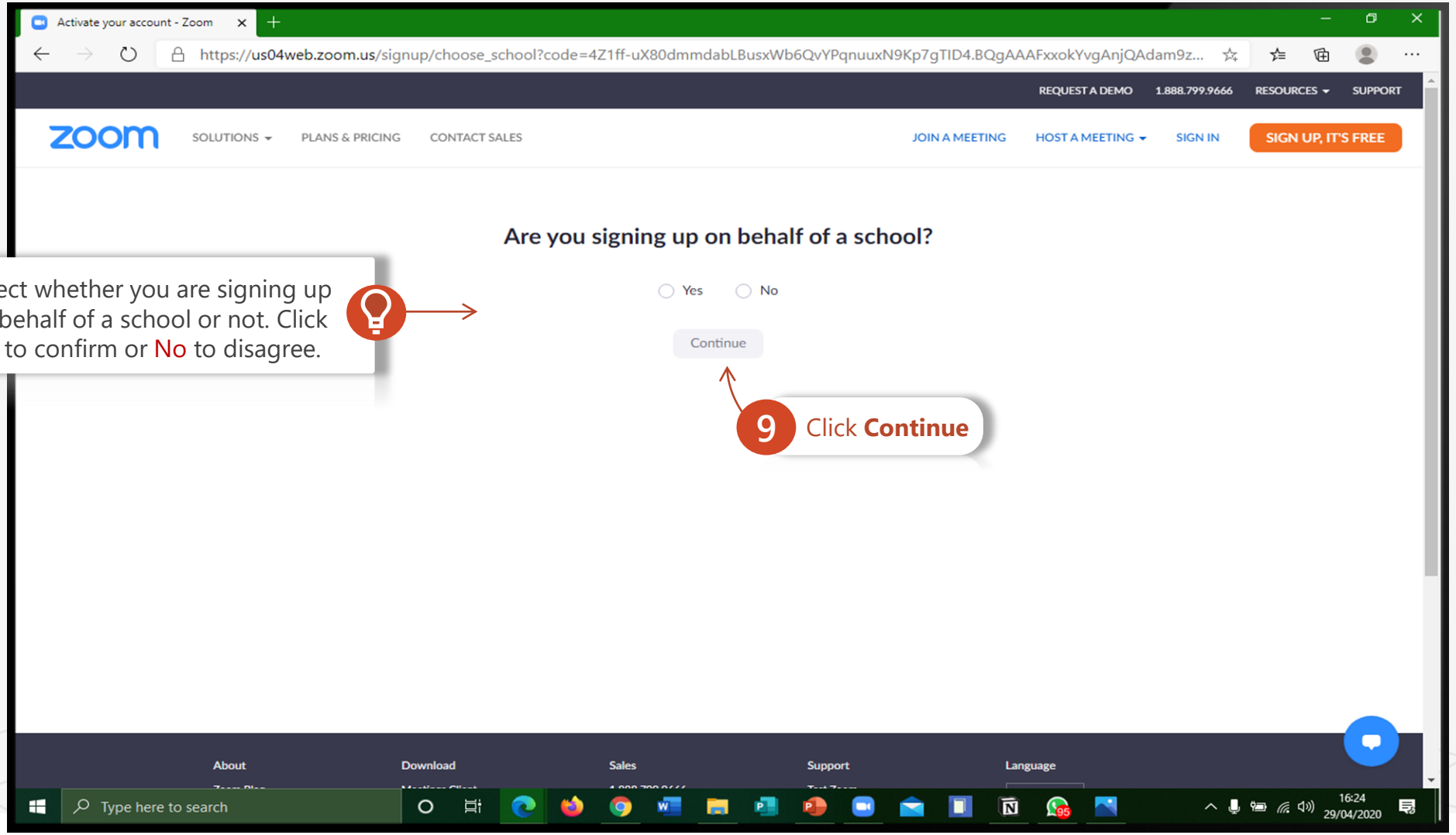
Check your **email address** Zoom has sent an email with a confirmation link

Click **Resend another email** in case you didn't receive the first email

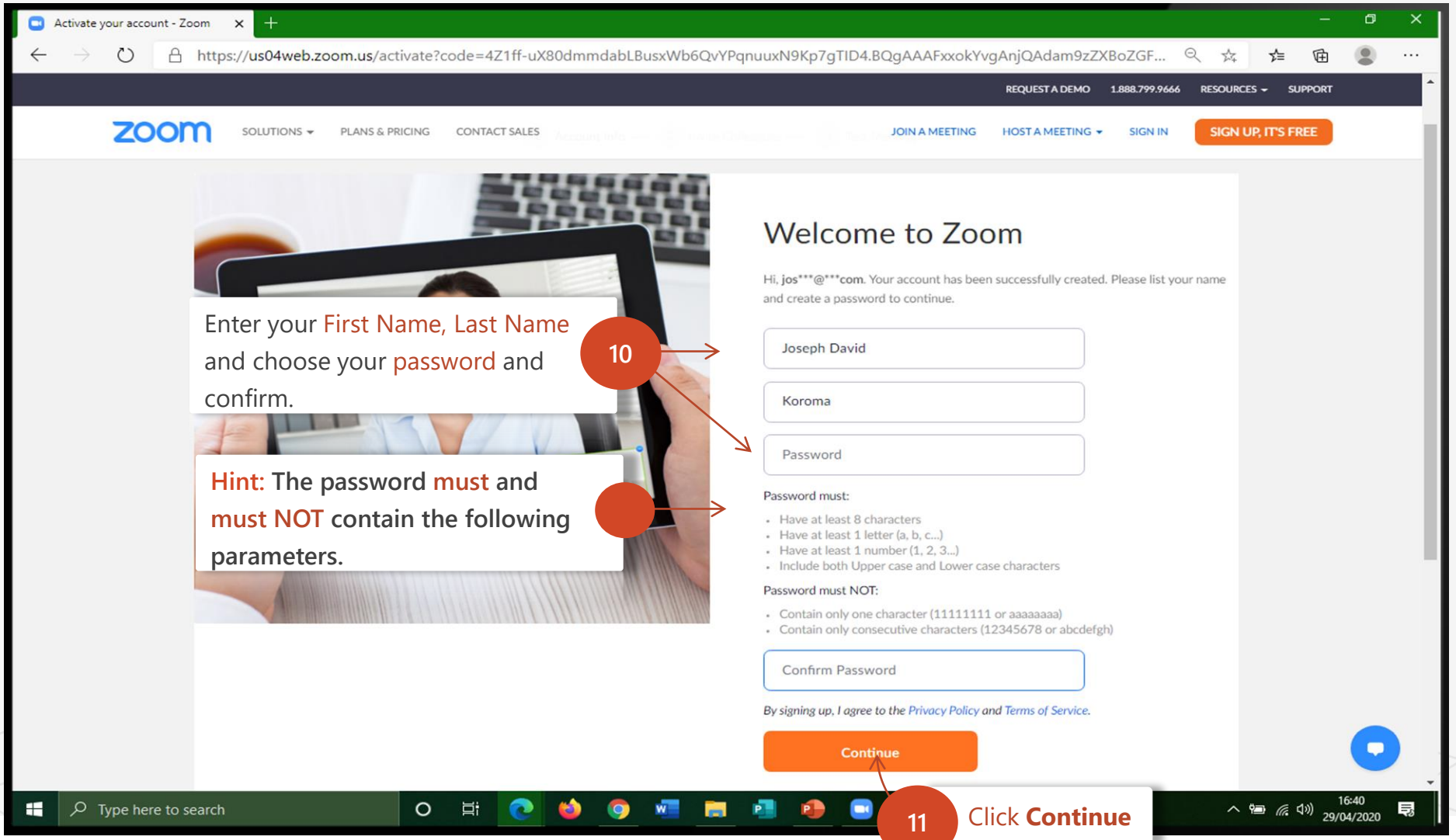
How to Sign Up for Zoom Cloud Meetings



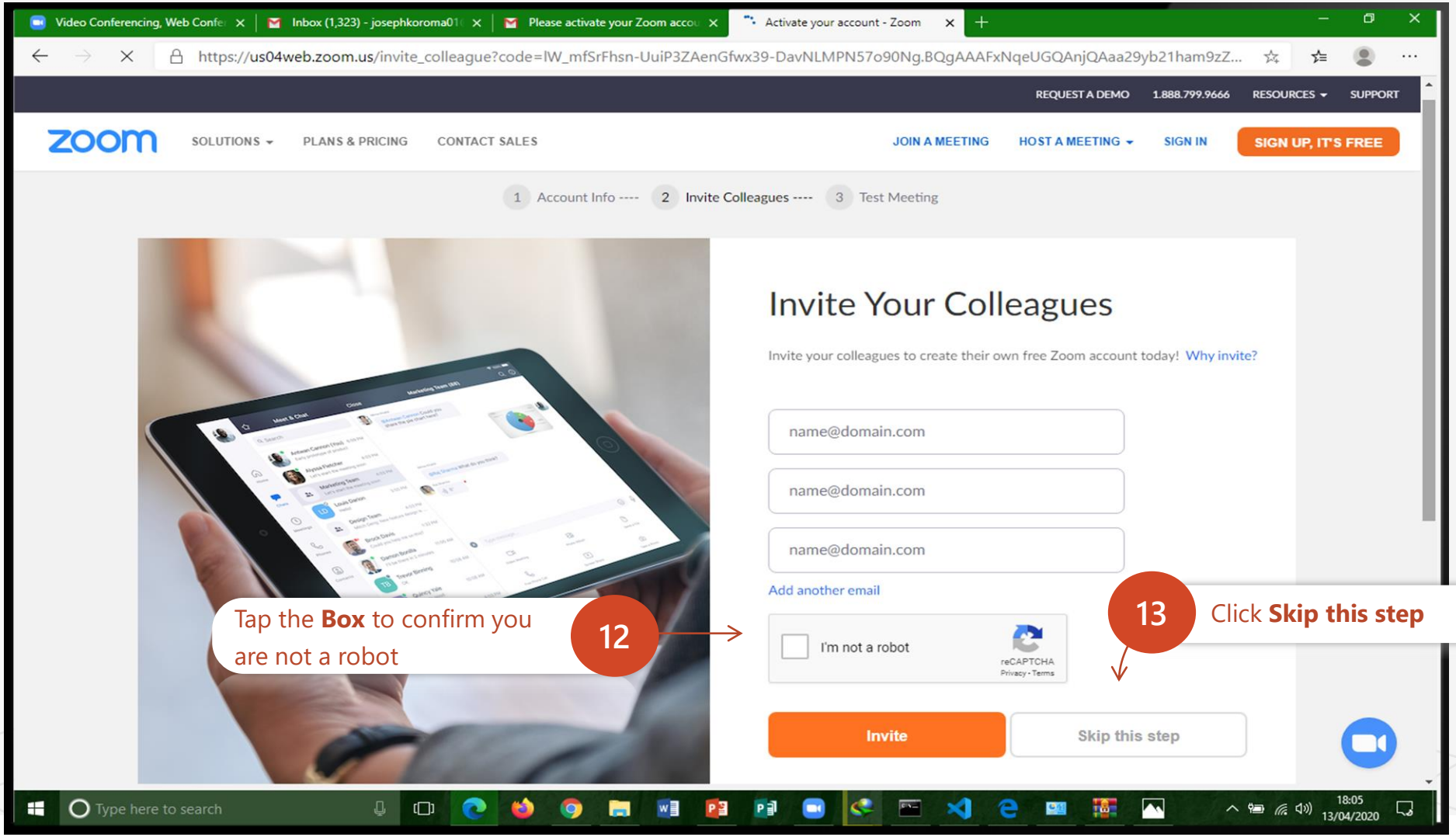
How to Sign Up for Zoom Cloud Meetings



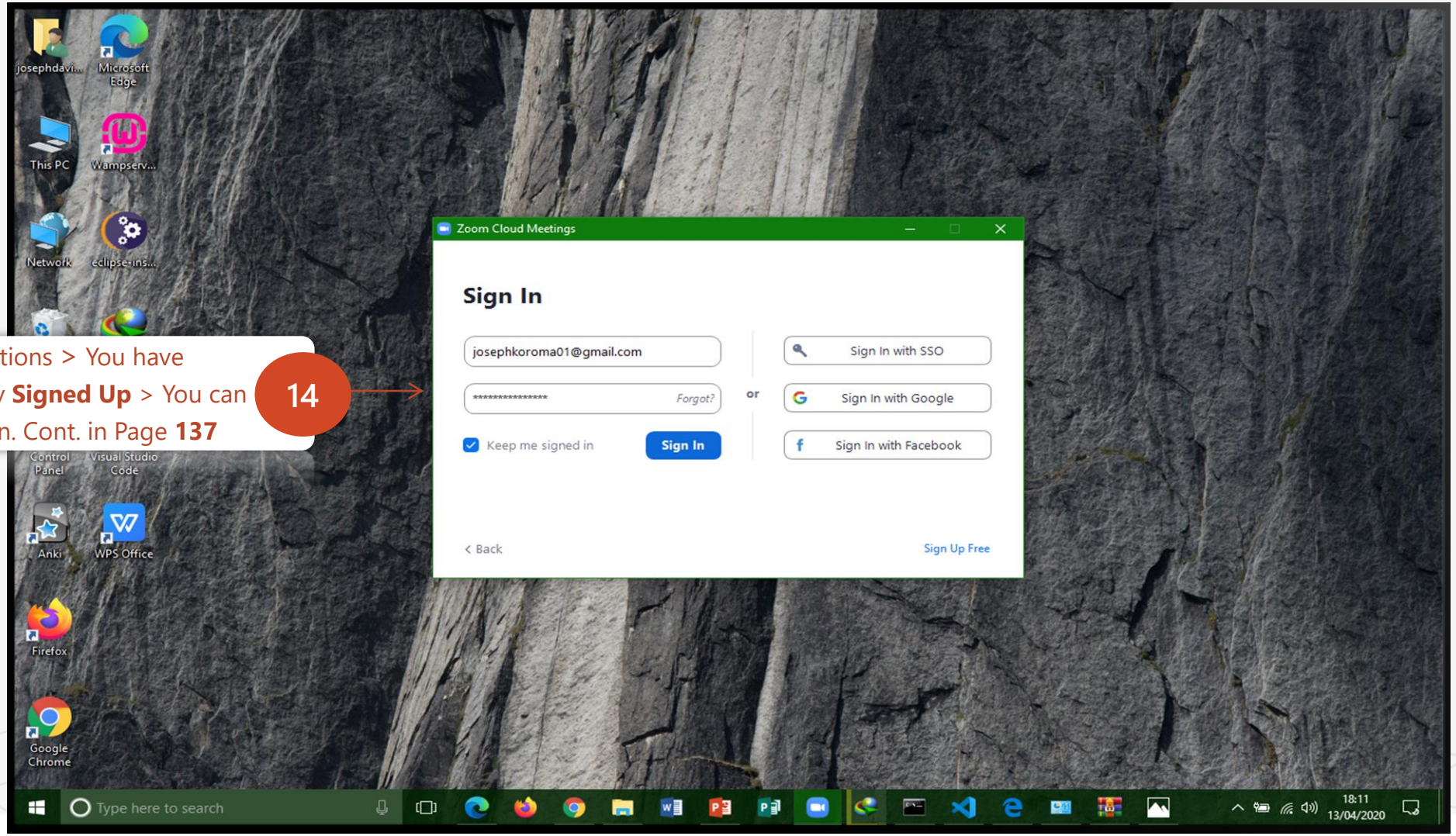
How to Sign Up for Zoom Cloud Meetings



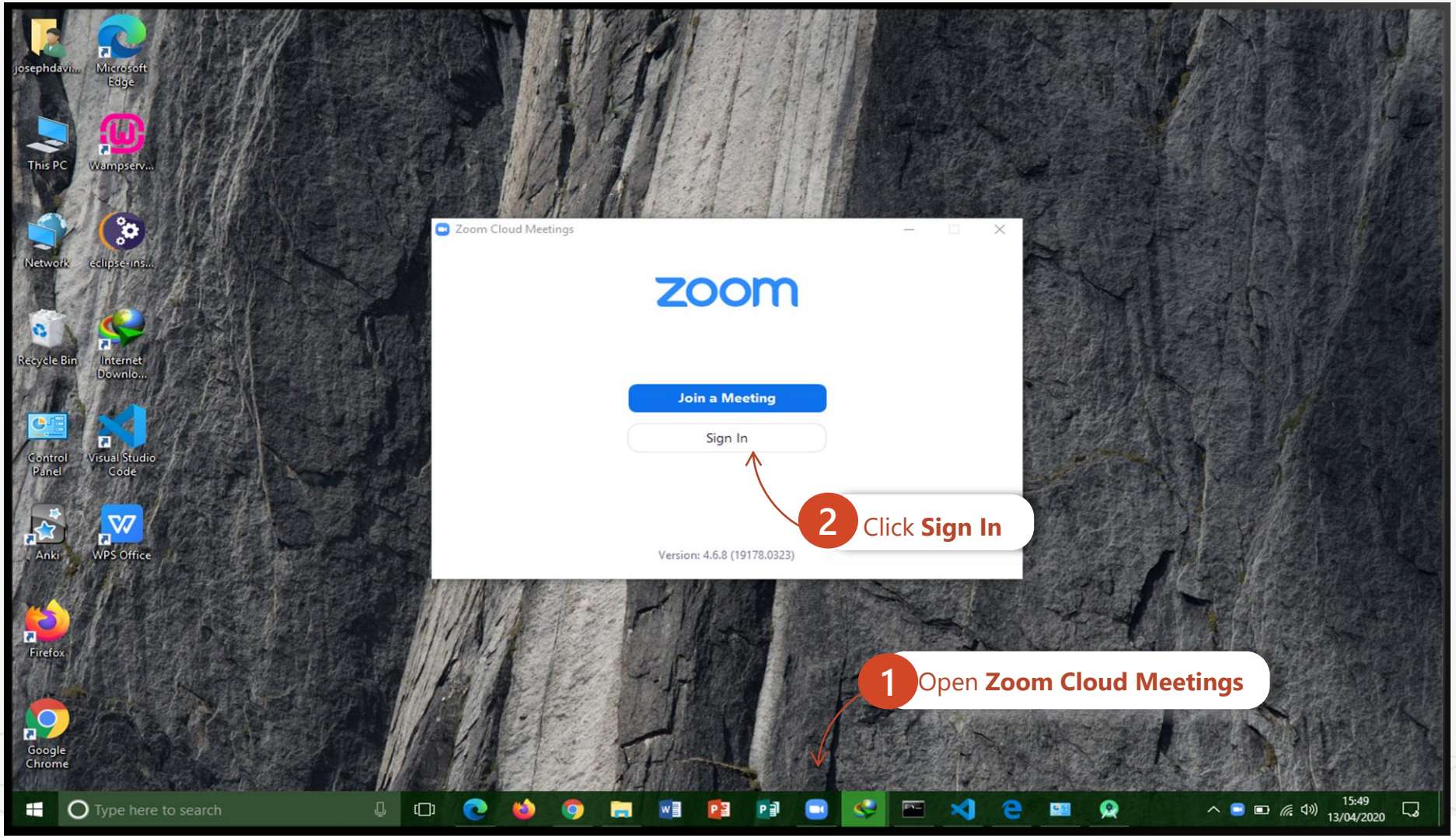
How to Sign Up for Zoom Cloud Meetings



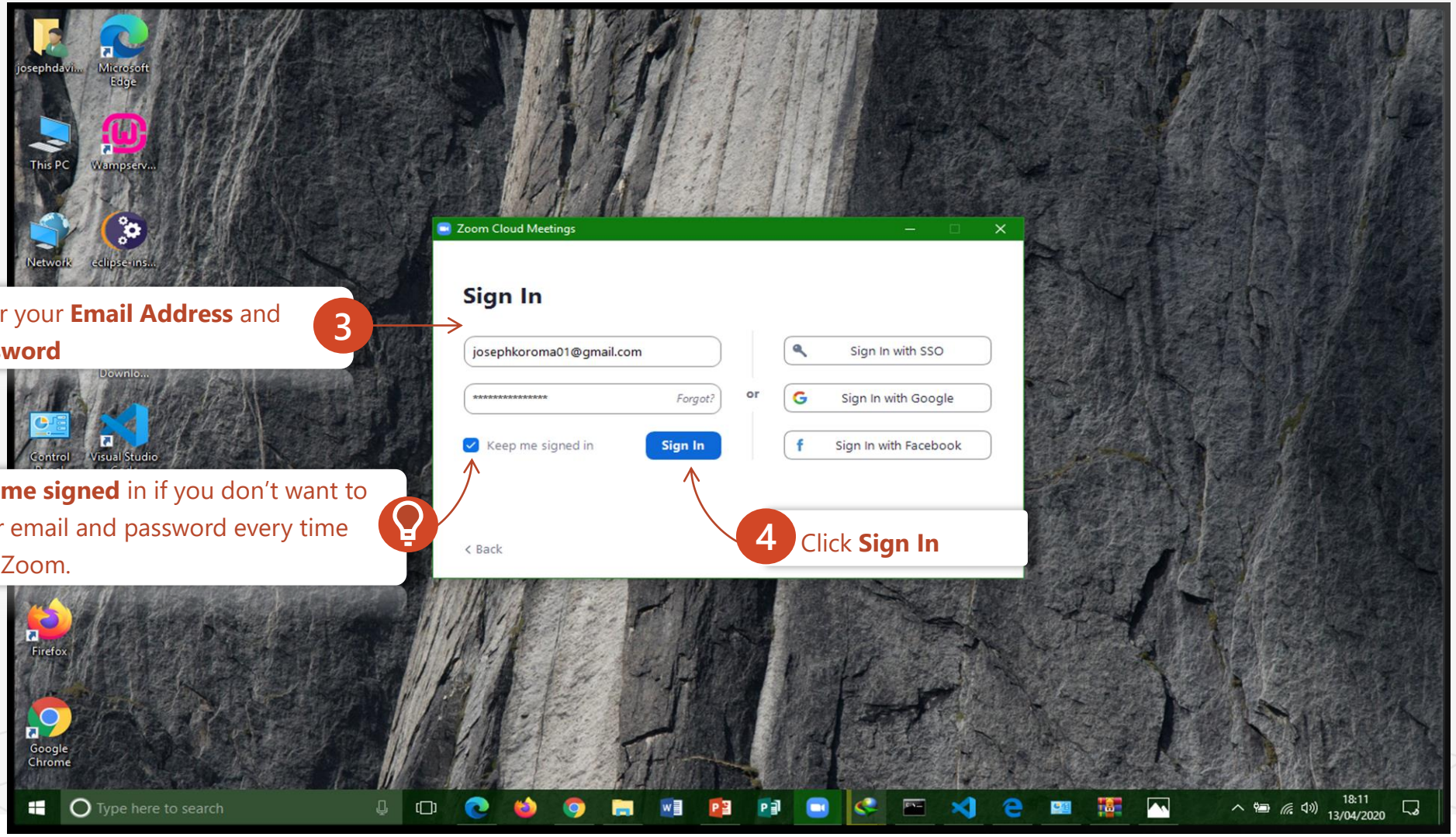
How to Sign Up for Zoom Cloud Meetings



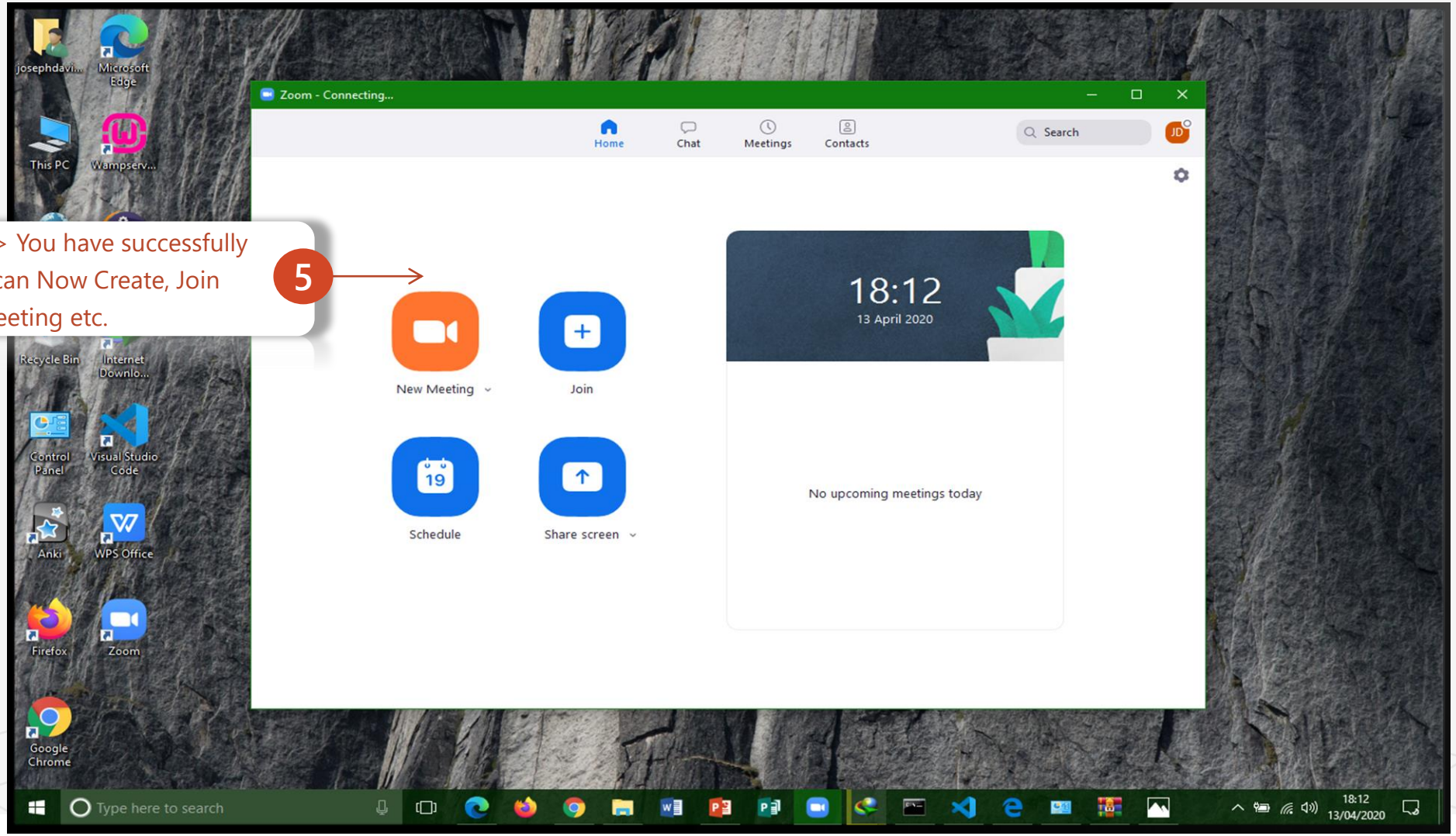
How to Sign In for Zoom Cloud Meetings



How to Sign Up for Zoom Cloud Meetings



How to Sign Up for Zoom Cloud Meetings



Topic 3

How To Schedule A Class / Meeting

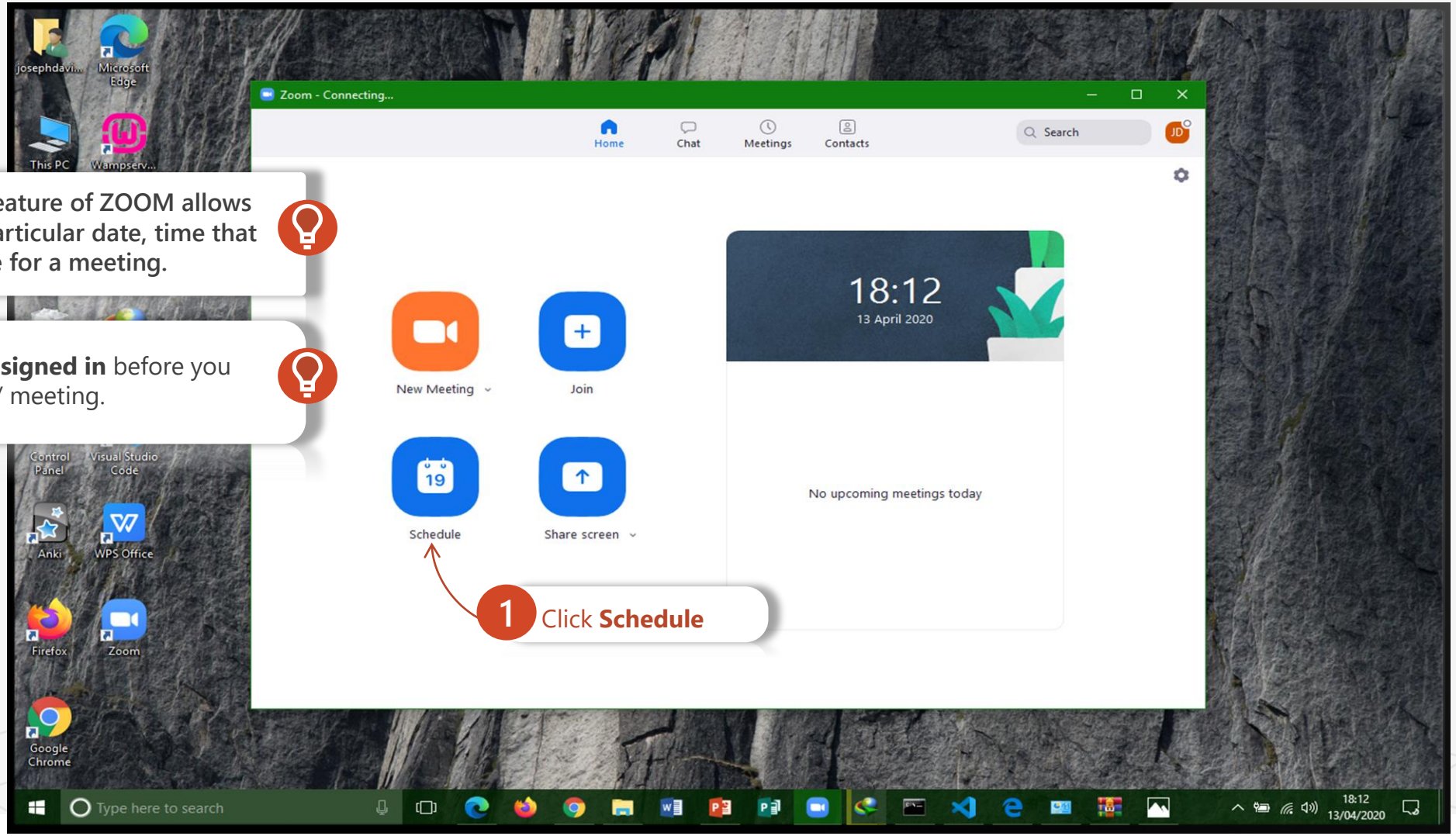
- ✓ Sign In
- ✓ Schedule Meeting
- ✓ Send Invitation to Participant
- ✓ Wait !!!

Desktop Version

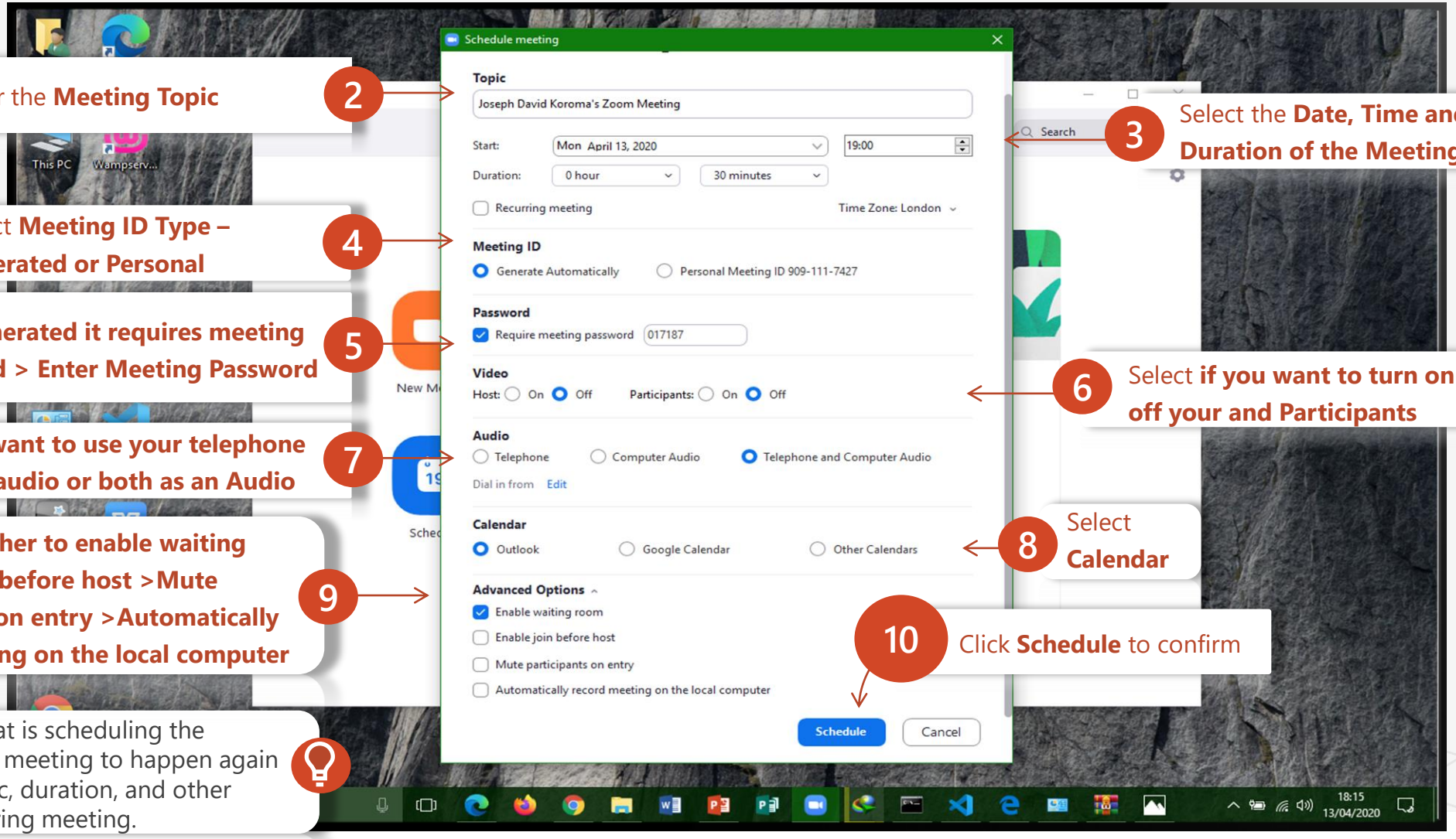
How to Schedule a Class / Meeting in Zoom Cloud Meetings

Hint: The schedule feature of ZOOM allows users to allocate a particular date, time that they will be available for a meeting.

Hint: You need to be **signed in** before you can schedule a class / meeting.



How to Schedule a Class / Meeting in Zoom Cloud Meetings



Enter the **Meeting Topic** 2

Select the **Date, Time and Duration of the Meeting** 3

Select **Meeting ID Type – Generated or Personal** 4

If it's generated it requires meeting password > Enter Meeting Password 5

Select **if you want to turn on or off your and Participants** 6

Select **if you want to use your telephone or computer audio or both as an Audio** 7

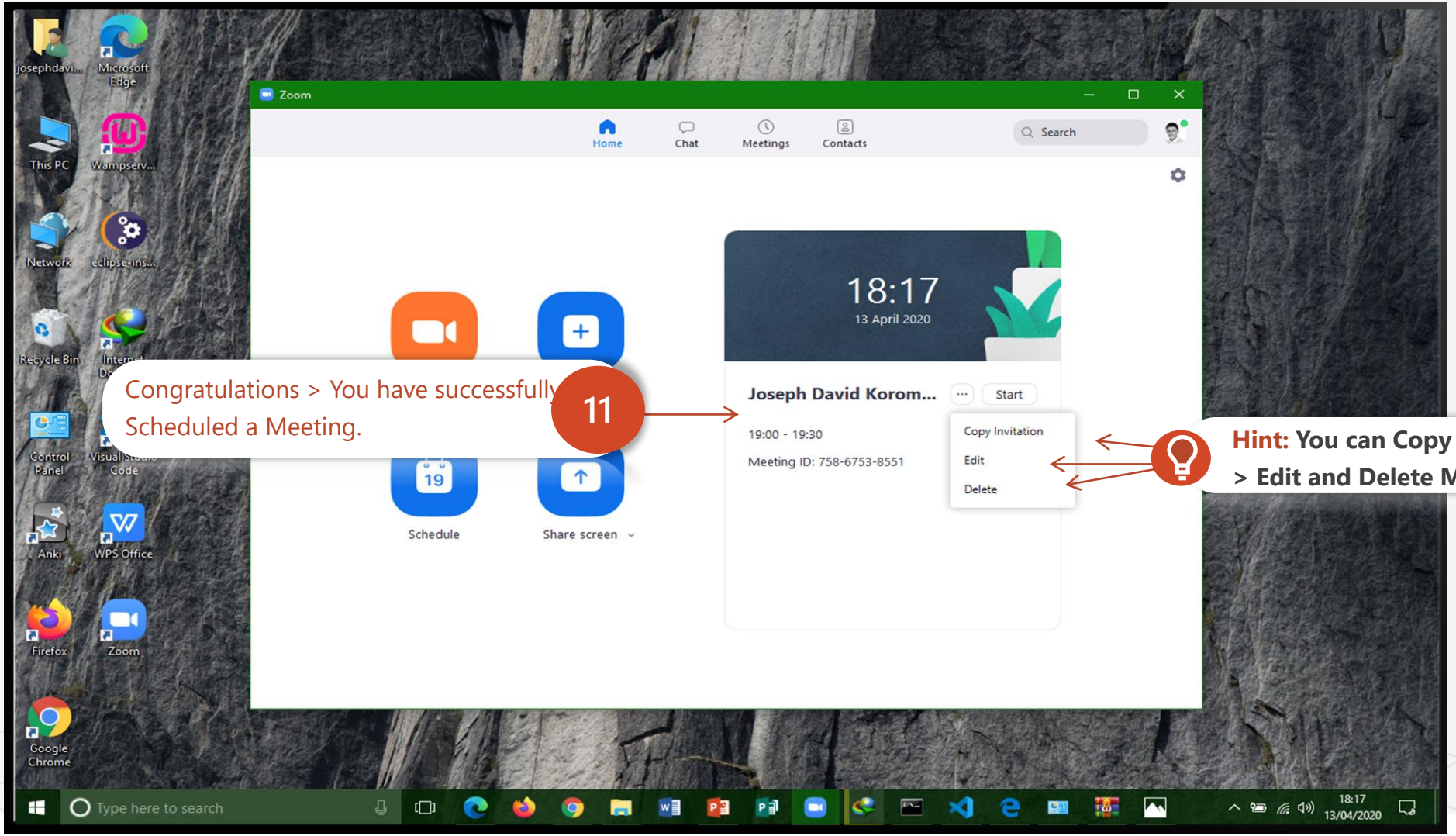
Select **Calendar** 8

Choose whether to enable waiting room > Join before host >Mute Participants on entry >Automatically record meeting on the local computer 9

10 Click **Schedule** to confirm

Hint: If the user that is scheduling the meeting wants the meeting to happen again with the same topic, duration, and other settings Tap Recurring meeting.

How to Schedule a Class / Meeting in Zoom Cloud Meetings



Topic 4

How To Create and Join A Class / Meeting

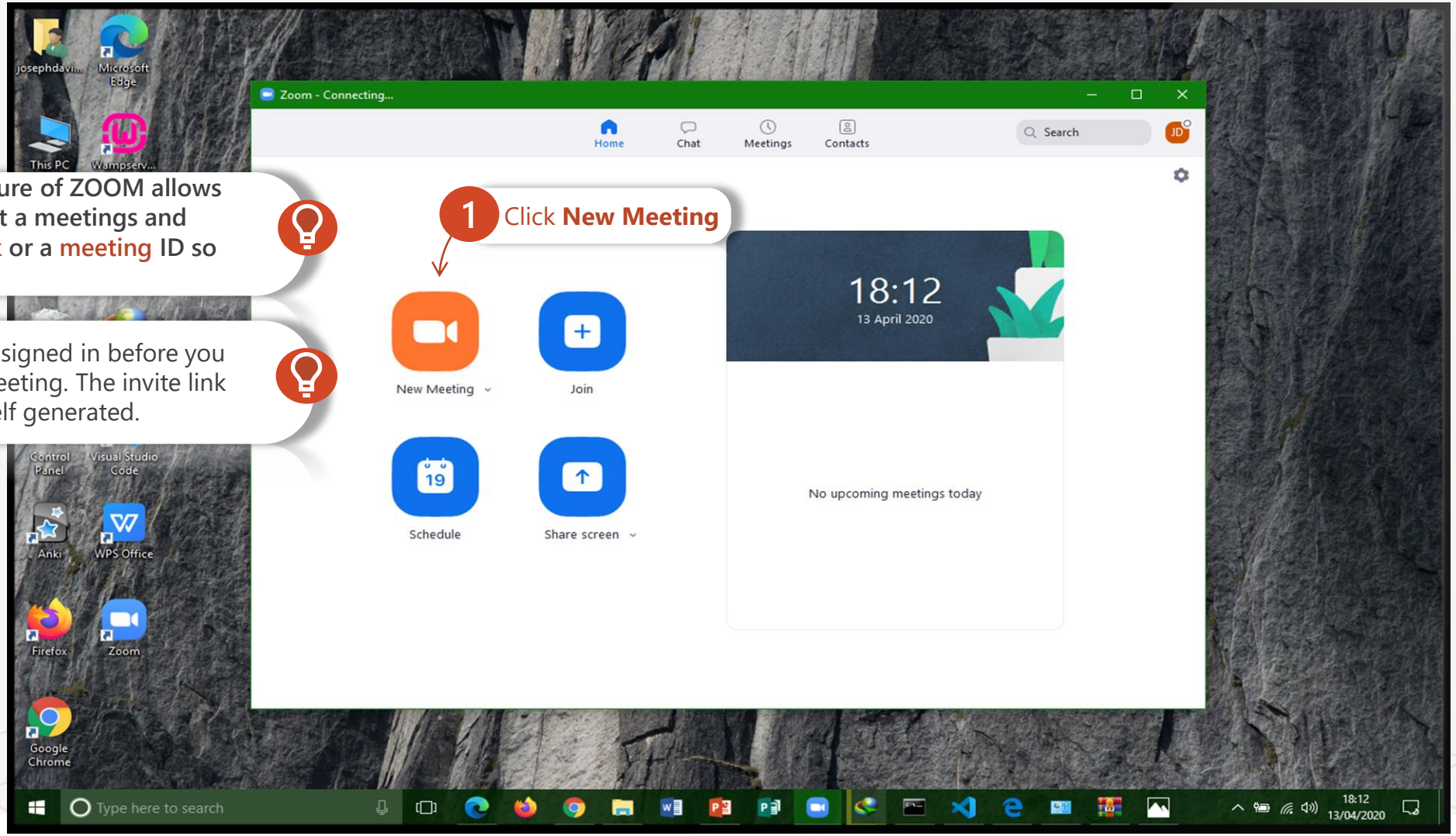
- ✓ Create A Meeting
- ✓ Join A Meeting
- ✓ Enter Meeting ID
- ✓ Enjoy Zoom

Desktop Version

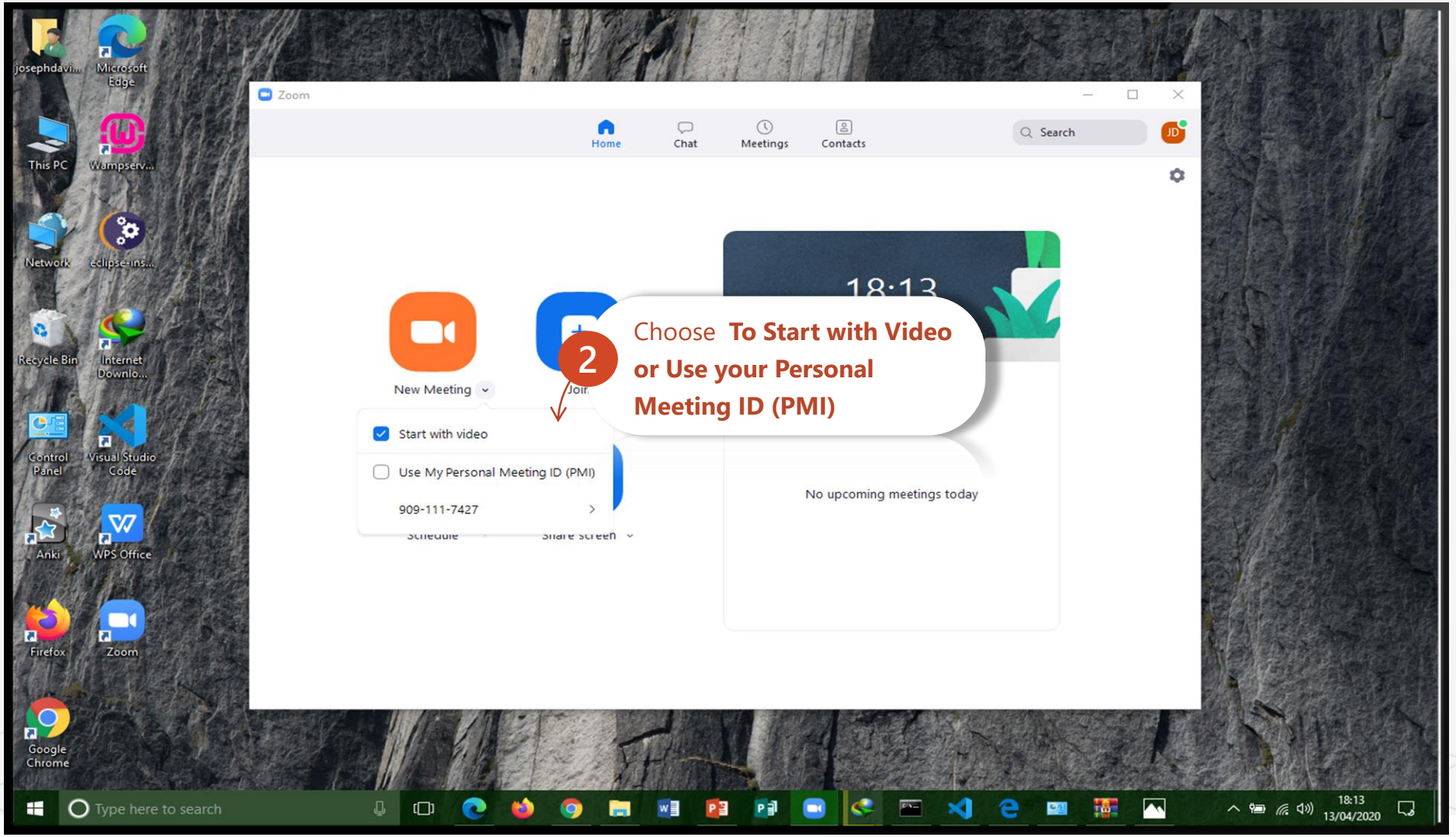
How to Create a Class / Meeting in Zoom Cloud Meetings

Hint: The create feature of ZOOM allows users to create / start a meetings and sharing an Invite link or a meeting ID so other users can join

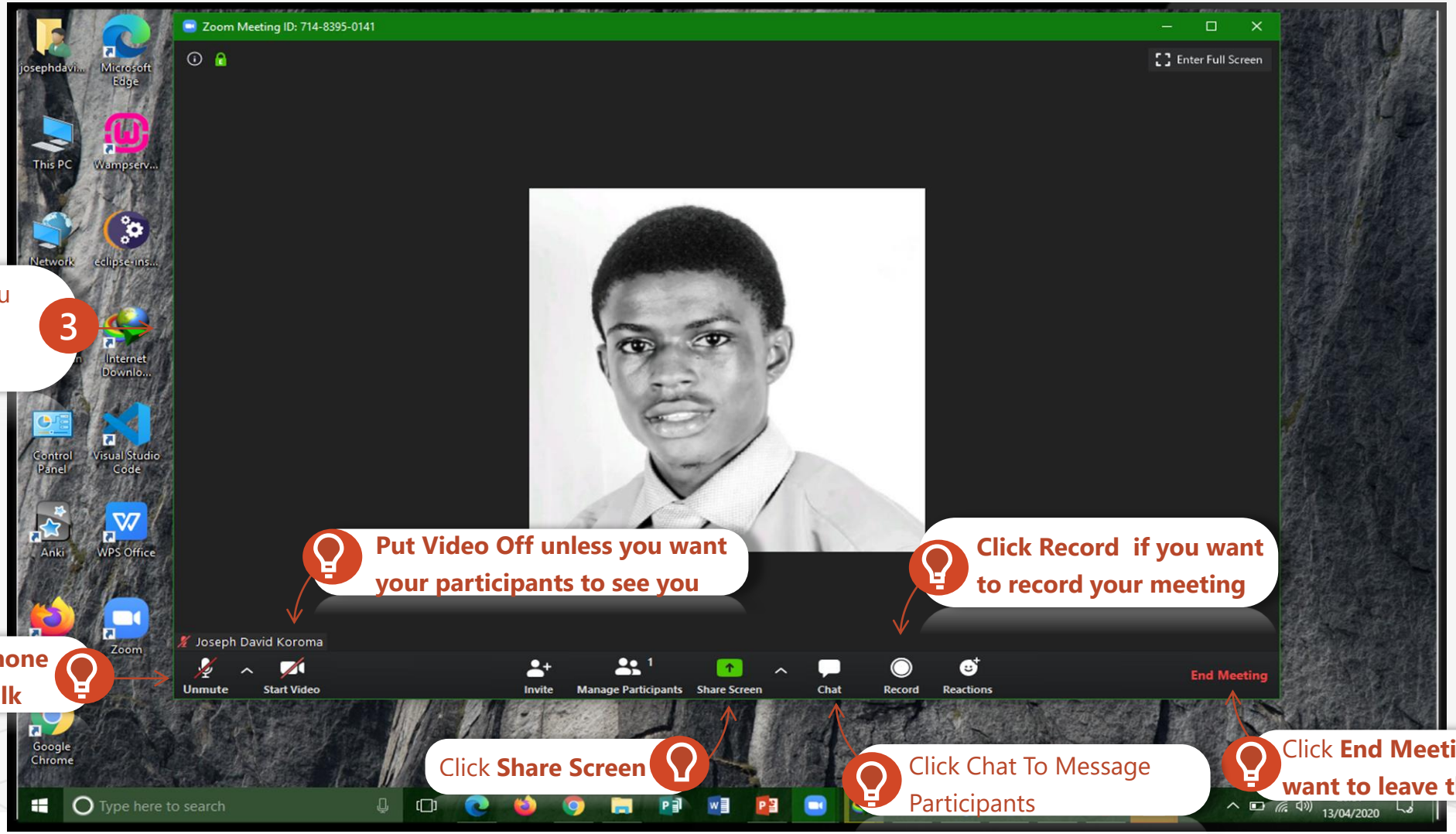
Hint: You need to be signed in before you can create a class / meeting. The invite link and Meeting ID are self generated.



How to Create a Class / Meeting in Zoom Cloud Meetings



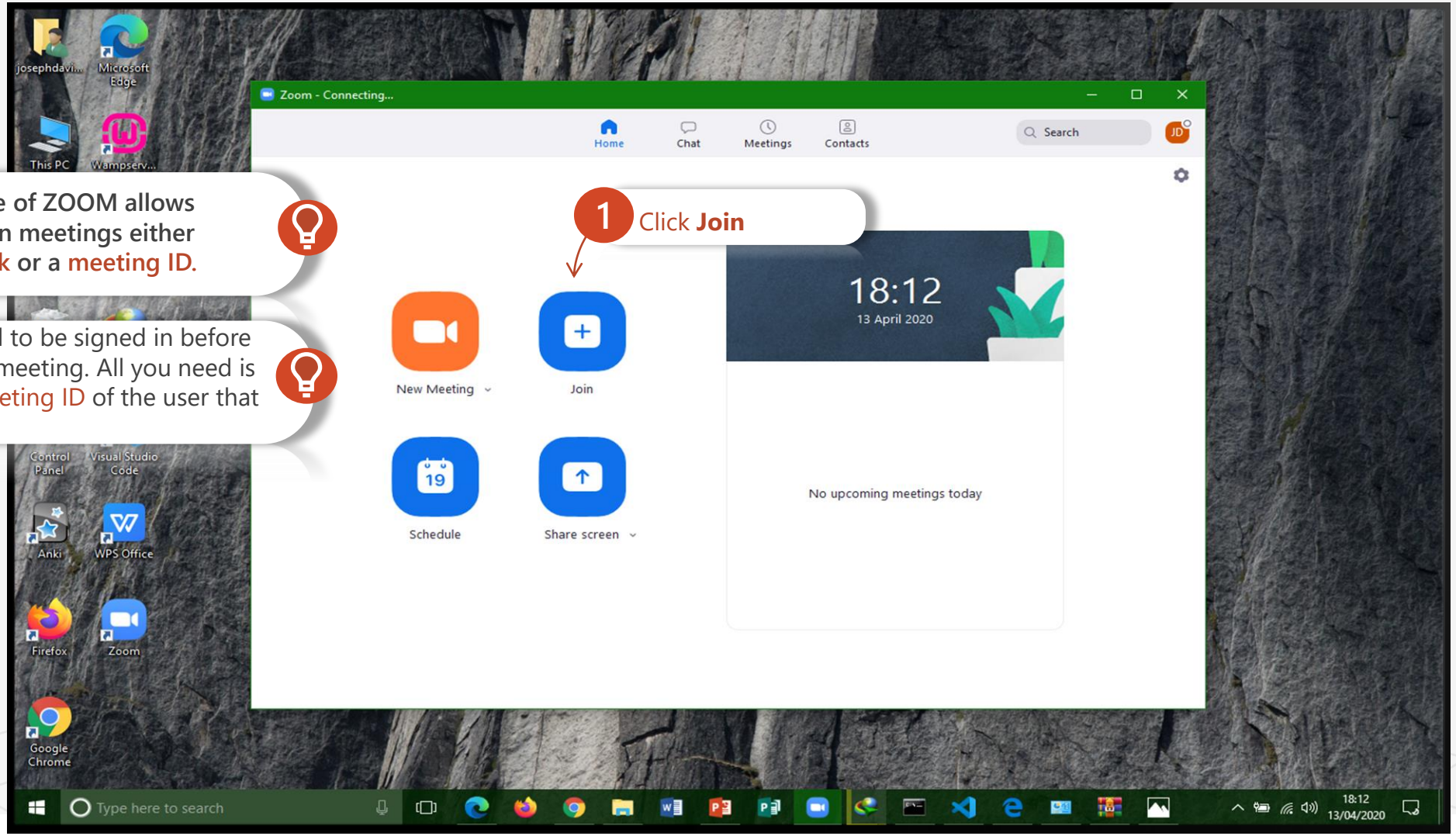
How to Create a Class / Meeting in Zoom Cloud Meetings



How to Join a Class / Meeting in Zoom Cloud Meetings

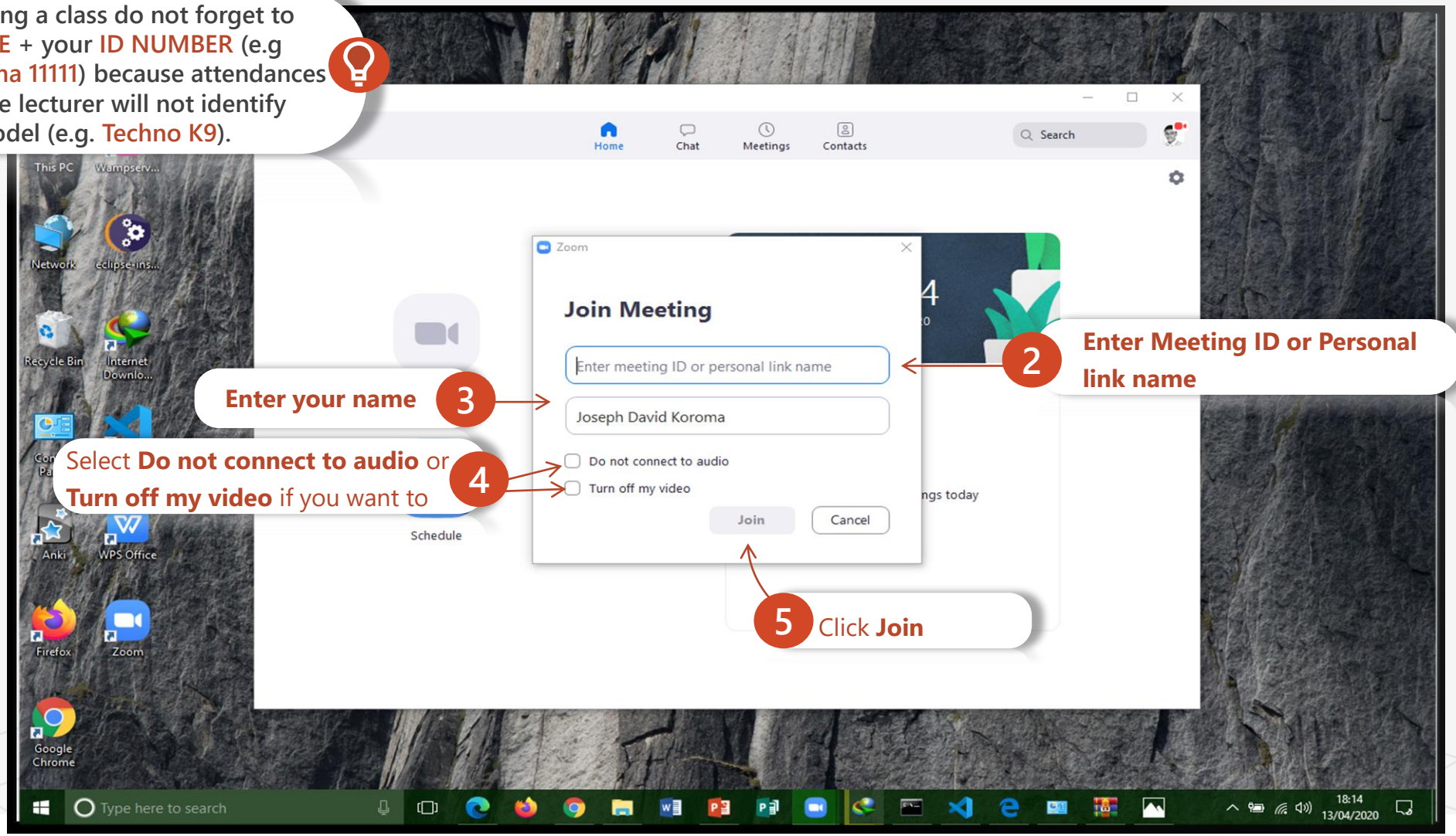
Hint: The join feature of ZOOM allows users to participate in meetings either through an Invite link or a meeting ID.

Hint: You do not need to be signed in before you can join a class / meeting. All you need is the Invite link and Meeting ID of the user that created the meeting.



How to Join a Class / Meeting in Zoom Cloud Meetings

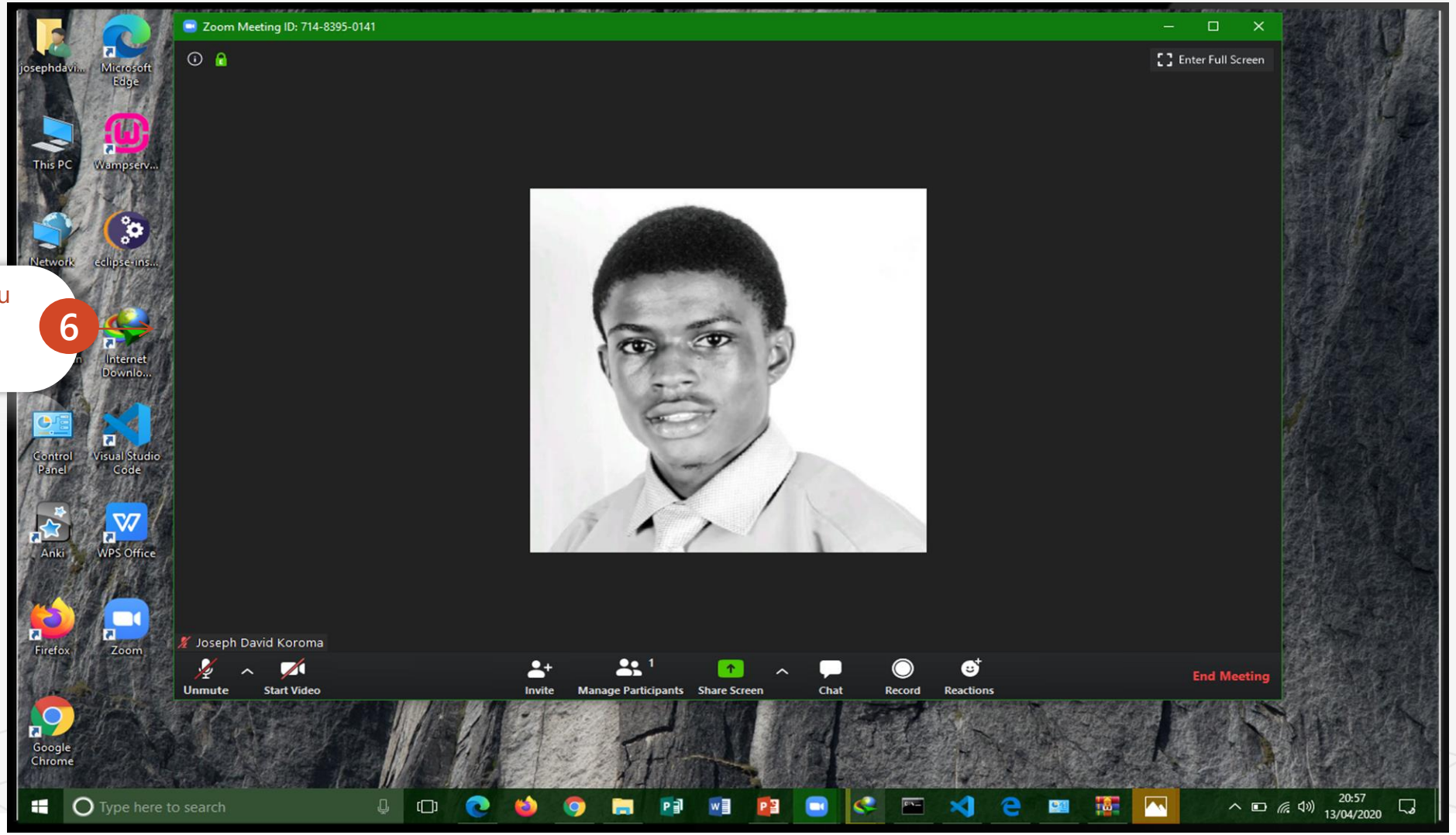
Hint: If you are joining a class do not forget to join with your **NAME** + your **ID NUMBER** (e.g **Joseph David Koroma 11111**) because attendances will be taken and the lecturer will not identify with your phone model (e.g. **Techno K9**).



How to Join a Class / Meeting in Zoom Cloud Meetings

Congratulations You have successfully Joined a Meeting.

6



Topic 5

How To Educate Through Zoom (Teacher's Guide)

- ✓ How to Host an Ad-hoc Meeting
- ✓ Recording a Zoom Meeting
- ✓ Delivering Virtual Instruction
- ✓ Commonly Used Controls in Zoom
- ✓ Teaching Over Video

Desktop Version

Topic 5

How To Educate Through Zoom (Teacher's Guide)

How To Host An Ad-hoc Meeting

How to Host an Ad-hoc Meeting in Zoom Cloud Meetings

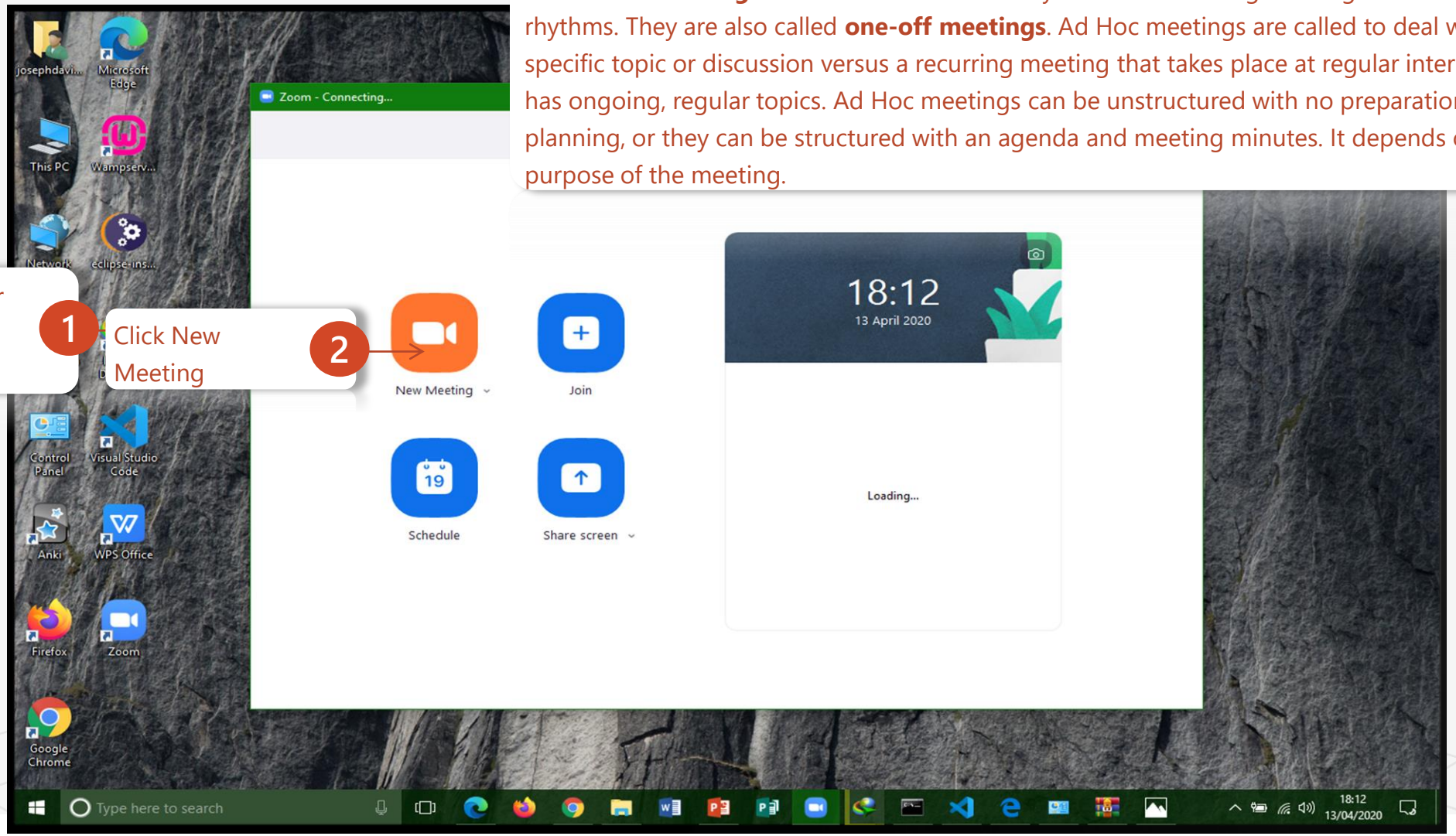
An **Ad Hoc meeting** is one that occurs outside your usual recurring meetings or meeting rhythms. They are also called **one-off meetings**. Ad Hoc meetings are called to deal with a specific topic or discussion versus a recurring meeting that takes place at regular intervals and has ongoing, regular topics. Ad Hoc meetings can be unstructured with no preparation or planning, or they can be structured with an agenda and meeting minutes. It depends on the purpose of the meeting.

Start by opening your Zoom desktop and signing in.

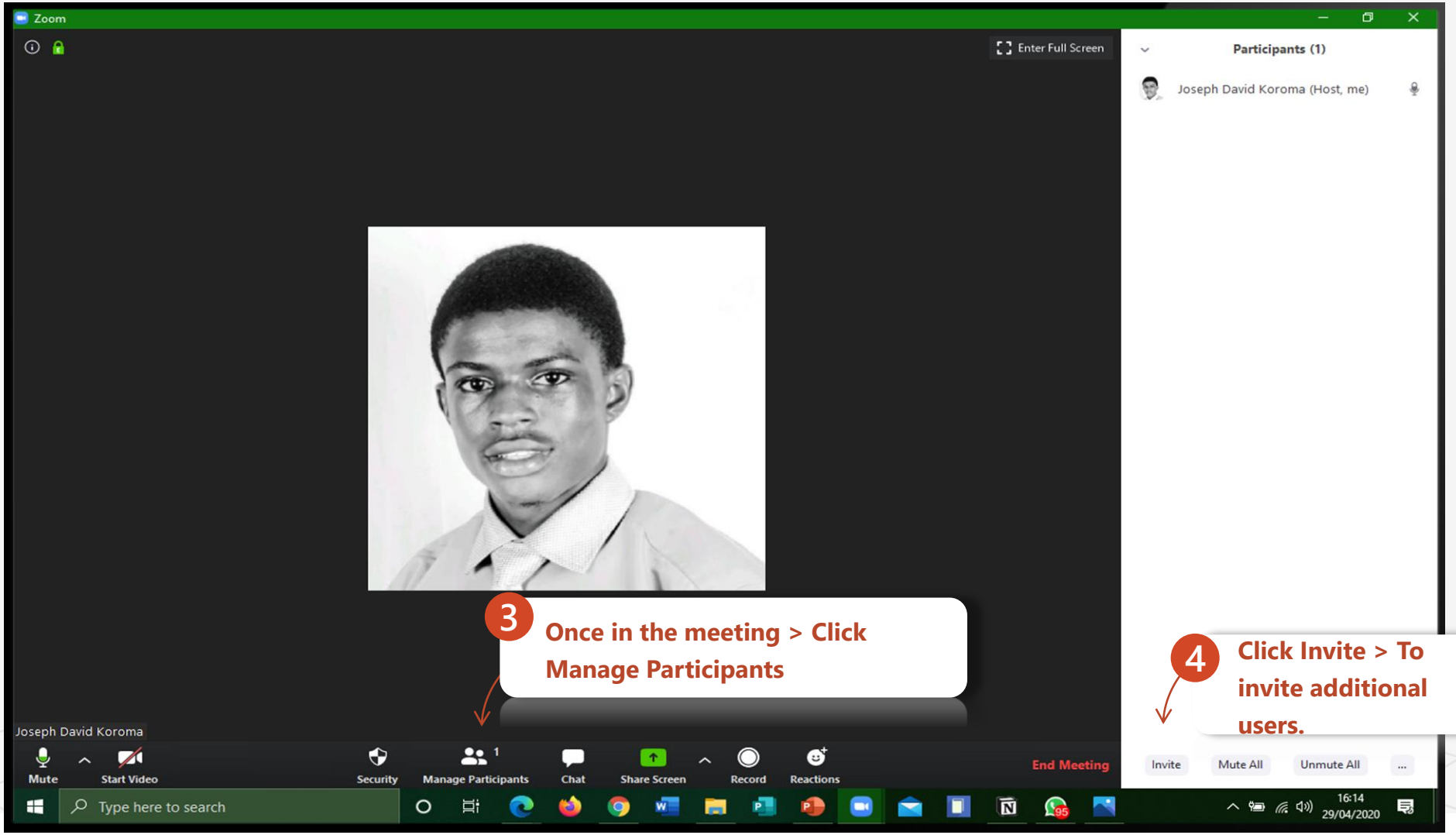
1

Click New Meeting

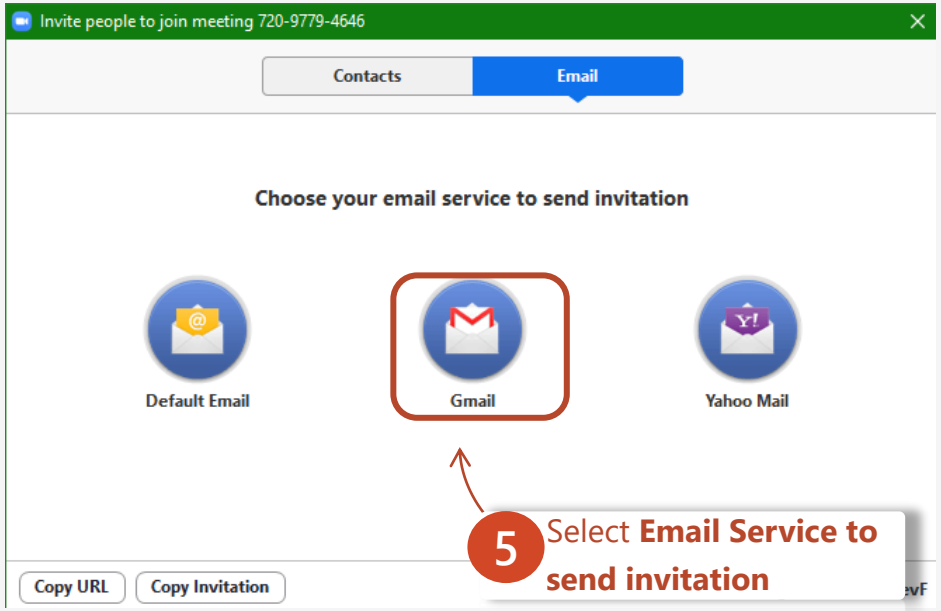
2

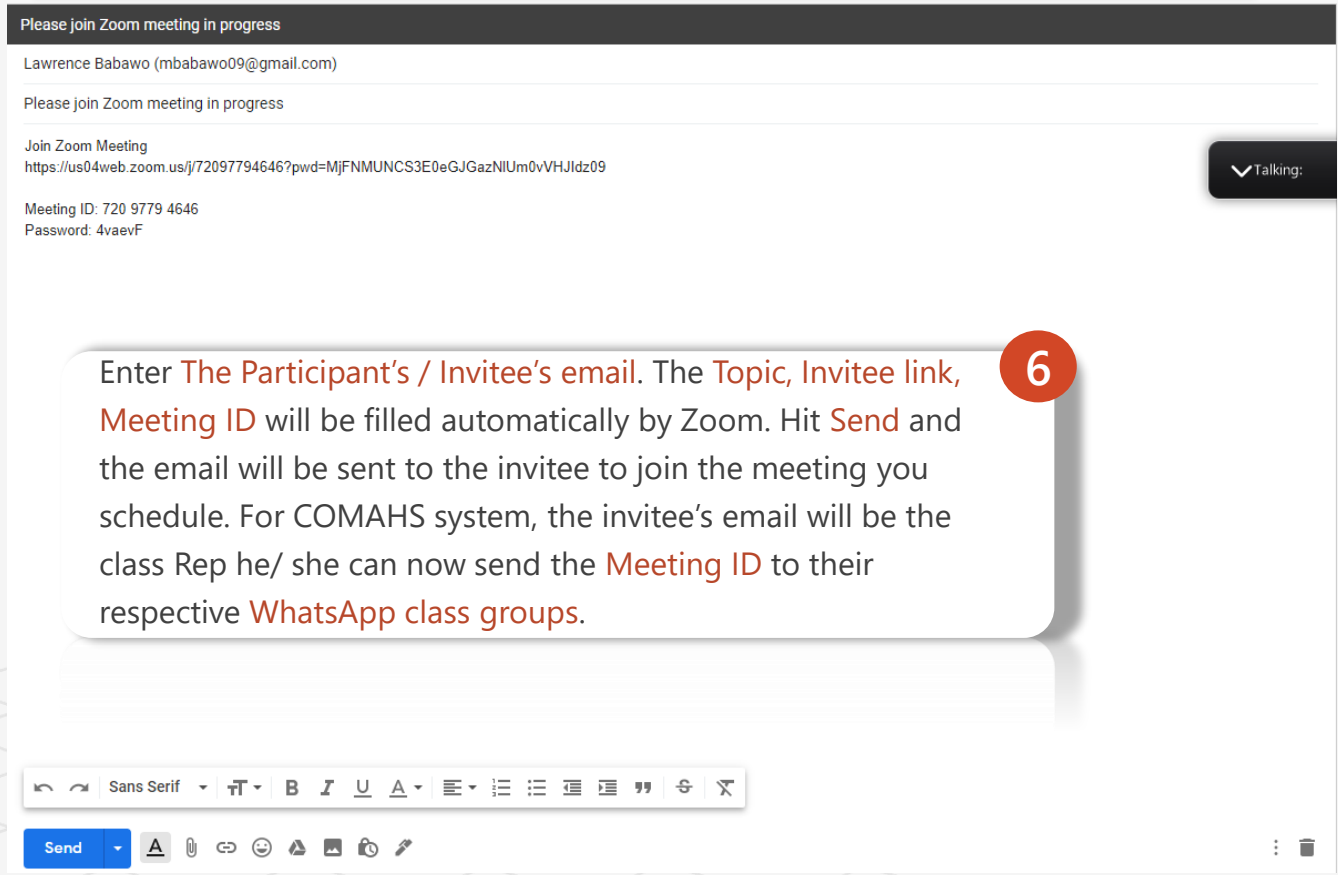


How to Host an Ad-hoc Meeting in Zoom Cloud Meetings



How to Host an Ad-hoc Meeting in Zoom Cloud Meetings





Topic 5

How To Educate Through Zoom (Teacher's Guide)

Delivery Virtual Instruction

Delivery Virtual Instruction

Teaching Live using Zoom (Synchronous)

- ✓ Teachers can schedule Zoom meetings and post the meeting links in either their Learning Management System's classroom, or simply on an organized online document.
- ✓ Teachers and students will click on the meeting link at the appropriate time and conduct class as usual

Fig 1.9 *Synchronous Zoom Meeting*

Recording Classes Via Zoom (Asynchronous)

- ✓ Valuable knowledge and learning Start a Zoom meeting.
- ✓ Press the record button
- ✓ Teach your lesson
- ✓ End meeting, and send the link to the recording with detailed expectations including assignments. (When you share the meeting, click the box that says, "require registration" This will allow you to see who has viewed the video)
- ✓ You can also share the video to WhatsApp.

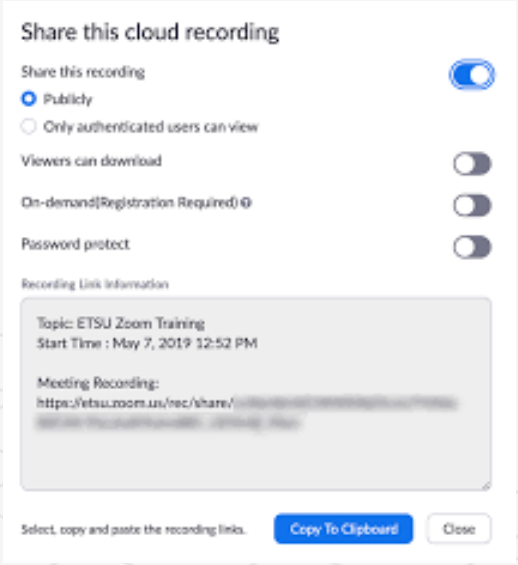


Fig 2.0 *Asynchronous Zoom Meeting, sharing recorded video*

Topic 5

How To Educate Through Zoom (Teacher's Guide)

Commonly Used Controls in Zoom

Commonly Used Controls in Zoom

Security Icon in Toolbar

- ✓ Visible only to hosts and co-hosts of Zoom Meetings, the Security button provides easy access to several existing Zoom security features, as well as a new option to turn on the Waiting Room in-meeting. This button allows you to remove participants, lock your meeting, and decide if you want to allow your participants to screen share, chat, rename themselves, and annotate on shared content.

Managing Participants

- ✓ As the host of a class/meeting, you can manage participants such as renaming, muting, stopping video and other controls for participants. For more, visit: https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting

Video ON/OFF

- ✓ Once in a meeting, you can turn your video on by clicking the "Start Video" icon on the bottom left of your screen. To turn it off, click the "Stop Video" icon. For more, visit: https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting

Virtual background

- ✓ Once in the meeting, you can select a virtual background by clicking the up caret to the right of the Start Video icon. For more, visit: https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background

Commonly Used Controls in Zoom

Muting

- ✓ To ensure minimal background noise during your Zoom meeting, it is recommended that you mute everyone on the call when they're not talking. To do this, click on the Participants icon at the bottom of your screen click Mute All in the side panel. For more, visit: https://support.zoom.us/hc/en-us/articles/203435537-Mute-All-And-Unmute-All

Chat in a meeting

- ✓ Meeting participants can ask questions during a Zoom Meeting via the meeting chat. Start by clicking the "Chat" icon on the bottom right of your screen.
- ✓ Once the chat panel will open up on the right, you can view and respond to all public chats.
- ✓ Use the three dots to choose whether you want to send messages to all meeting attendees or the host privately.

Note: Private chats will not be visible to the host. To control and disable in-meeting chat, visit: https://support.zoom.us/hc/en-us/articles/115004809306-Controlling-and-Disabling-In-Meeting-Chat

Sharing Screen

- ✓ Click the "Share Screen" icon at the bottom of your screen to share your desktop. • If you'd like to share specific windows or applications, you can choose to do so from the dialog box. • For more, visit: https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen

Topic 5

How To Educate Through Zoom (Teacher's Guide)

Teaching Over Video

Teaching Over Video

Tips and tricks for Virtual Lessons

- ✓ For your first class, set aside some time to introduce your students to Zoom and ensure that they're able to connect their audio and video.
- ✓ Give an agenda or plan for each class by Screen Sharing a document or slide at the beginning of class. This gives students a clear idea of how the class will progress, what will be covered, and the activities they'll engage in.
- ✓ Discuss online etiquette and expectations of the students in your first virtual class and periodically revisit the topics.
- ✓ Utilize the Whiteboard or Annotate a shared document and let your students engage as well. When sharing a whiteboard, document, screen, or image, try whiteboarding math problems or have a student use annotation to highlight items such as grammar mistakes in a paper you're sharing.
- ✓ Take time to promote questions, comments, and reactions from your class. Give a minute to allow your students to utilize reactions, write their questions in chat, or be unmuted to ask their questions live.
- ✓ Divide into smaller groups for a discussion on a certain topic. You can use Zoom's Breakout Room feature to either pre-assign or auto-assign students into groups for a short period of time so they may discuss

Teaching Over Video

Tips and Tricks for Delivery

- ✓ Pre-set your meeting to mute participant's microphones upon entry. This helps to avoid background noise and allow your students to focus on your lesson.
- ✓ Look at the camera to create eye contact with your students. This helps to create a more personal connection while teaching over video.
- ✓ Take a second to check chat or your student's video (if on camera) to check-in with your students and get feedback.
- ✓ Speak as if you're face-to-face with the class while ensuring you're at the appropriate distance from the microphone for the best audio experience.
- ✓ When delivering a presentation, sharing images, files or video, give your students a moment to open or take in what you've shared.
- ✓ Embrace the pause. Take a moment after the end of your comments and allow for students to engage before continuing on.

Topic 6

Zoom Extra

- ✓ Add Contacts Using Zoom
- ✓ Create a Channel in Zoom
- ✓ Share Screen
- ✓ Virtual Background

Desktop Version

Topic 6

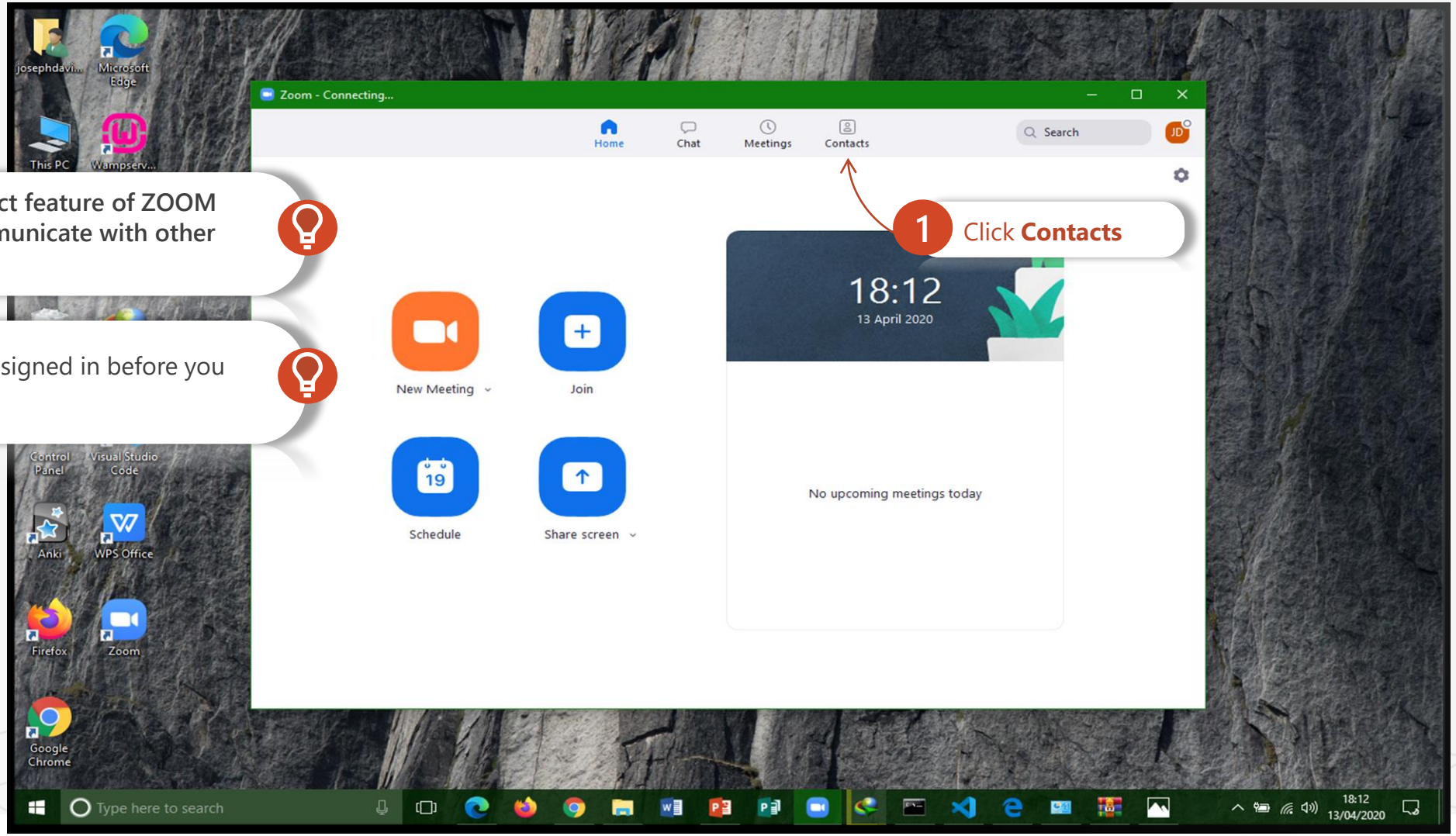
Zoom Extra

How To Add Contacts In Zoom

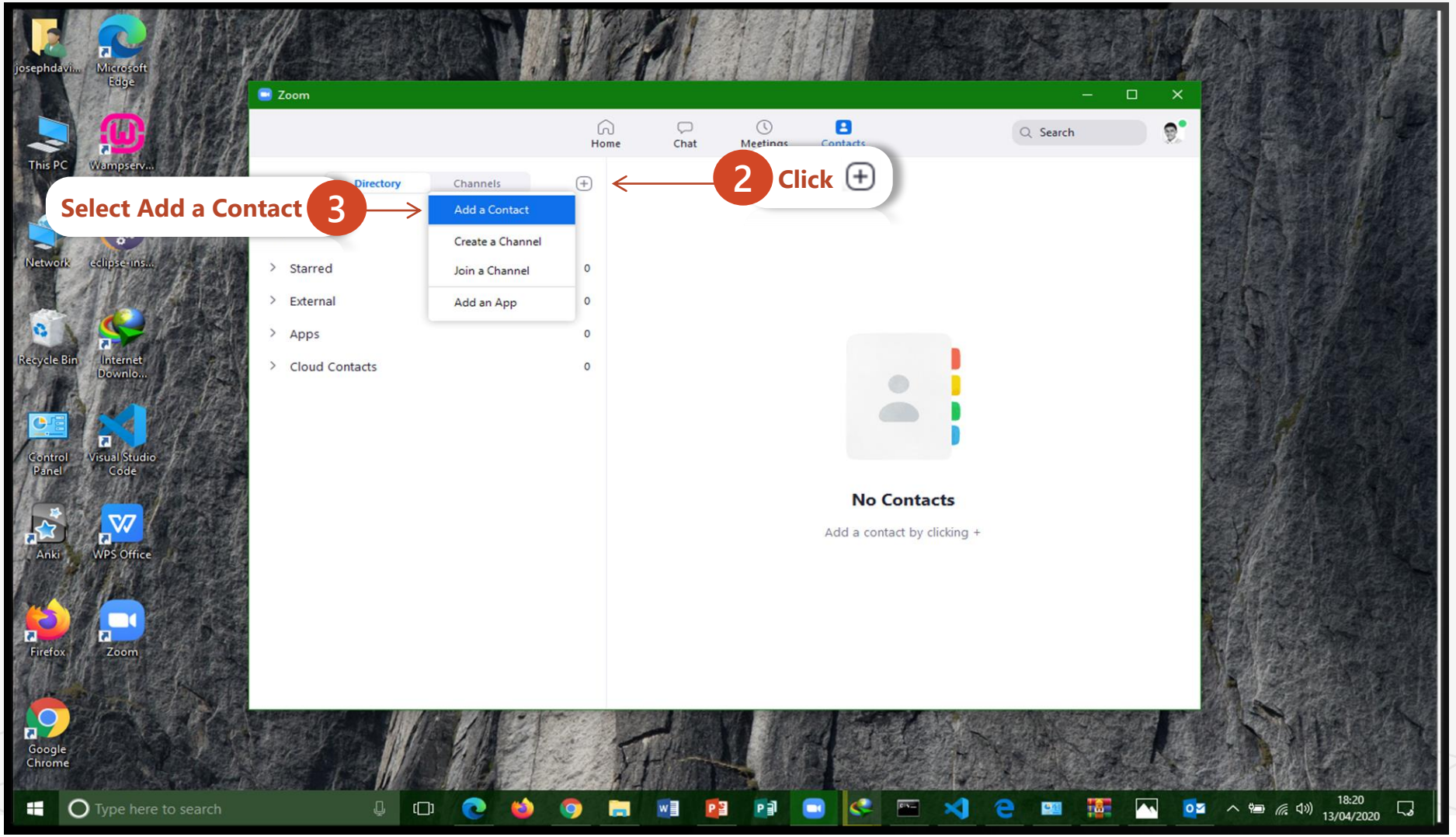
How to Add Contacts In Zoom Cloud Meetings

Hint: The Add Contact feature of ZOOM allows users to communicate with other users easier.

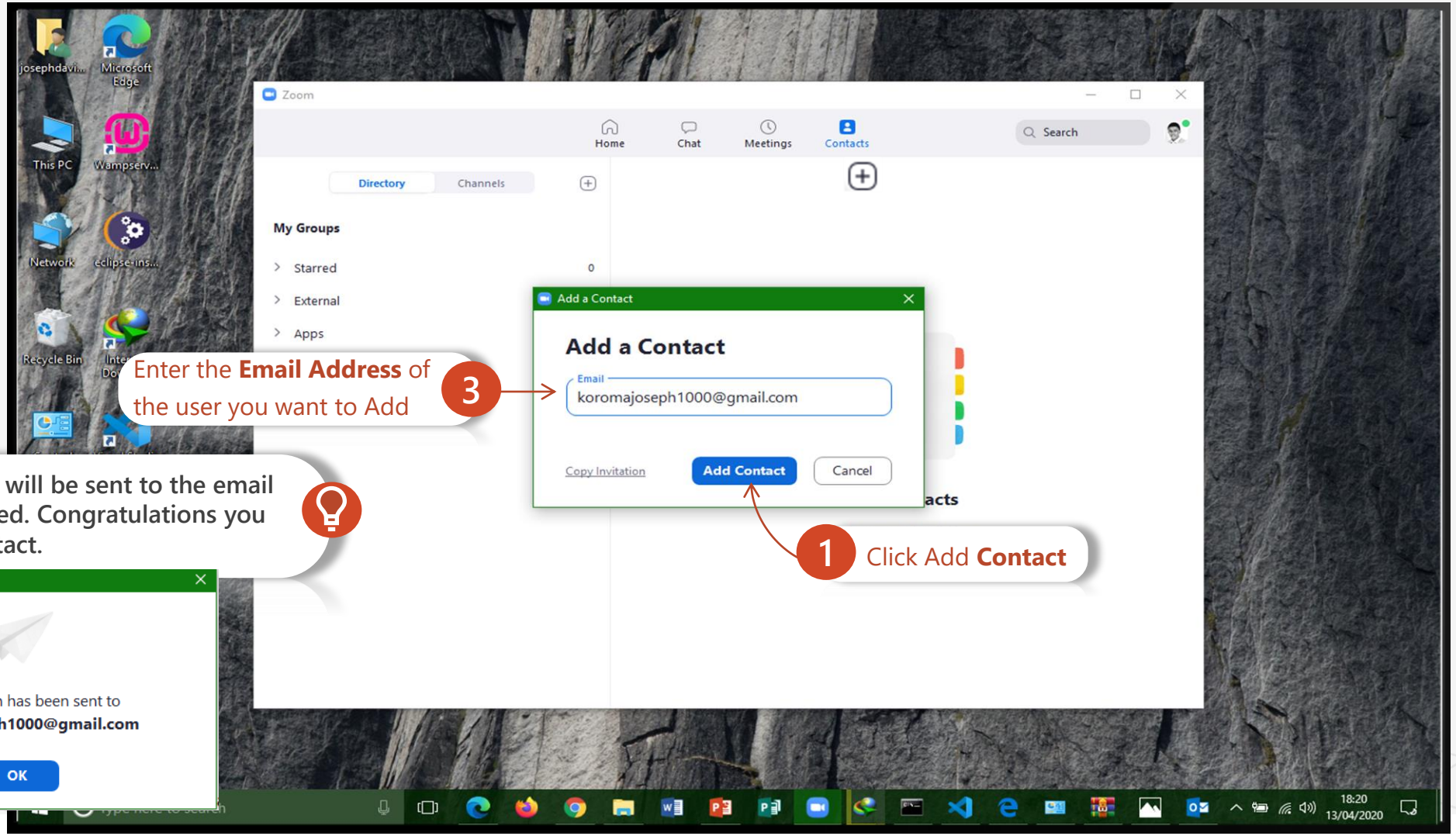
Hint: You need to be signed in before you can Add Contacts.



How to Add Contacts In Zoom Cloud Meetings



How to Add Contacts In Zoom Cloud Meetings



Topic 6

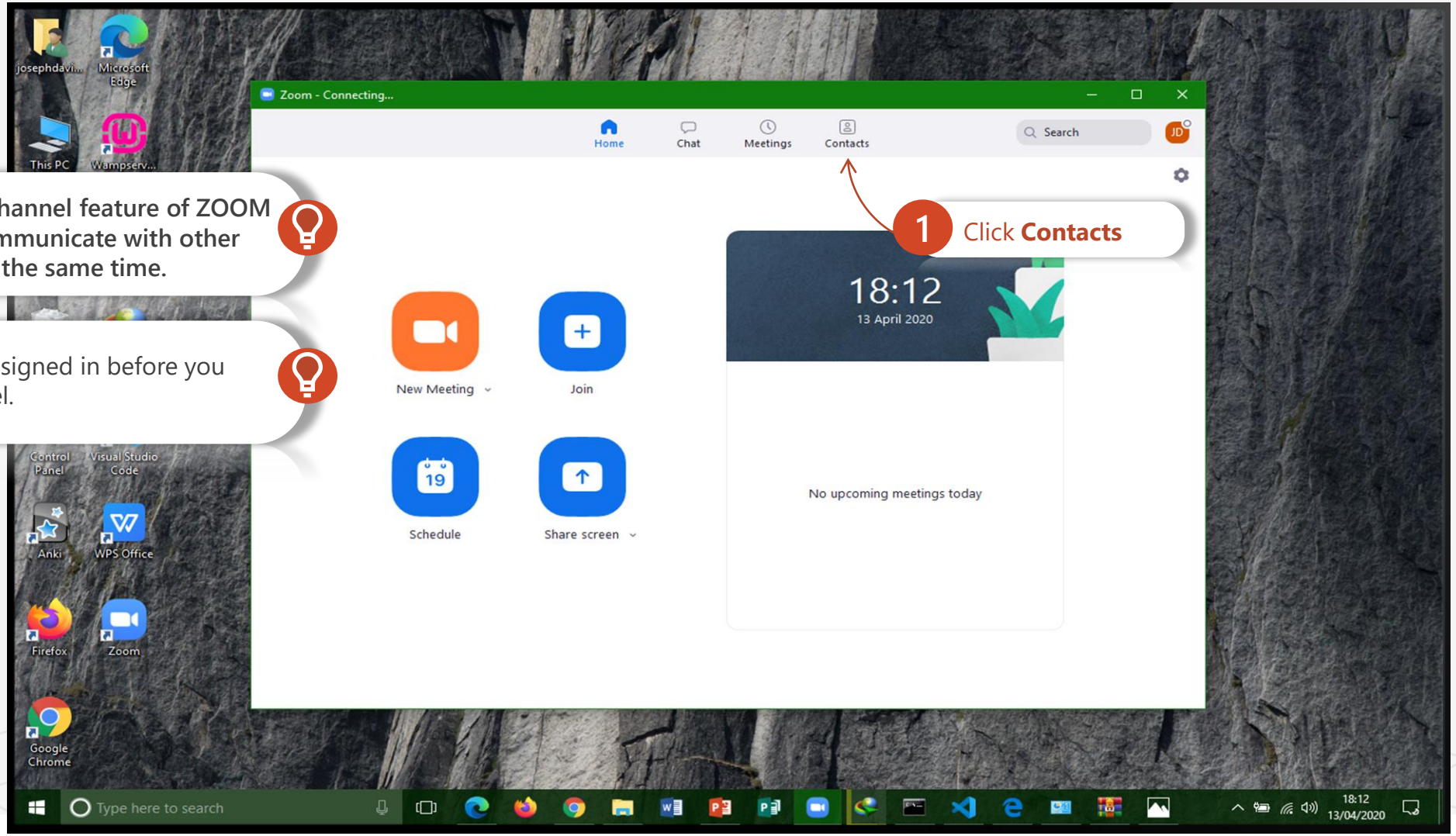
Zoom Extra

How To Create A Channel

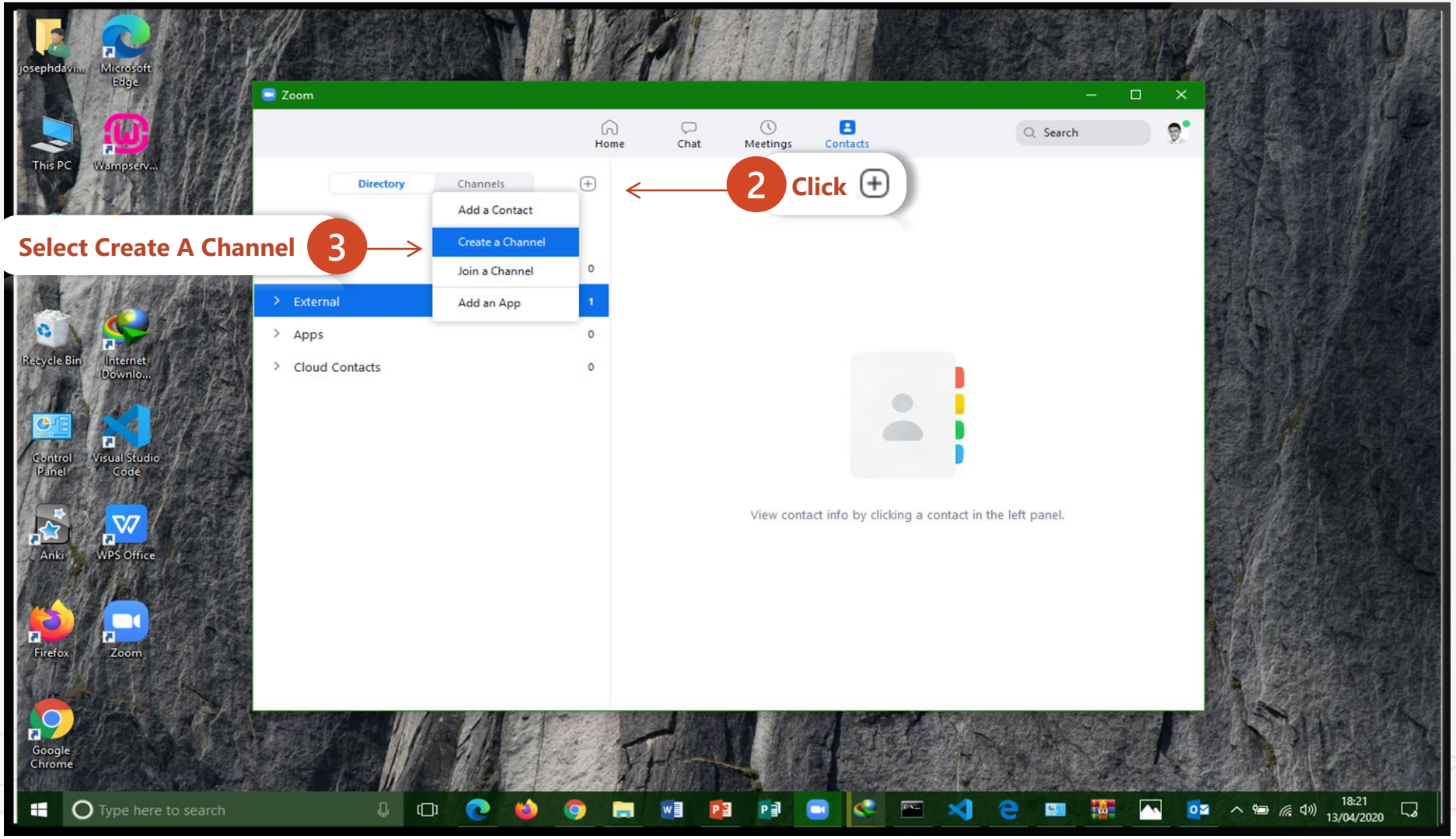
How to Create A Channel In Zoom Cloud Meetings

Hint: The Create Channel feature of ZOOM allows users to communicate with other groups of users at the same time.

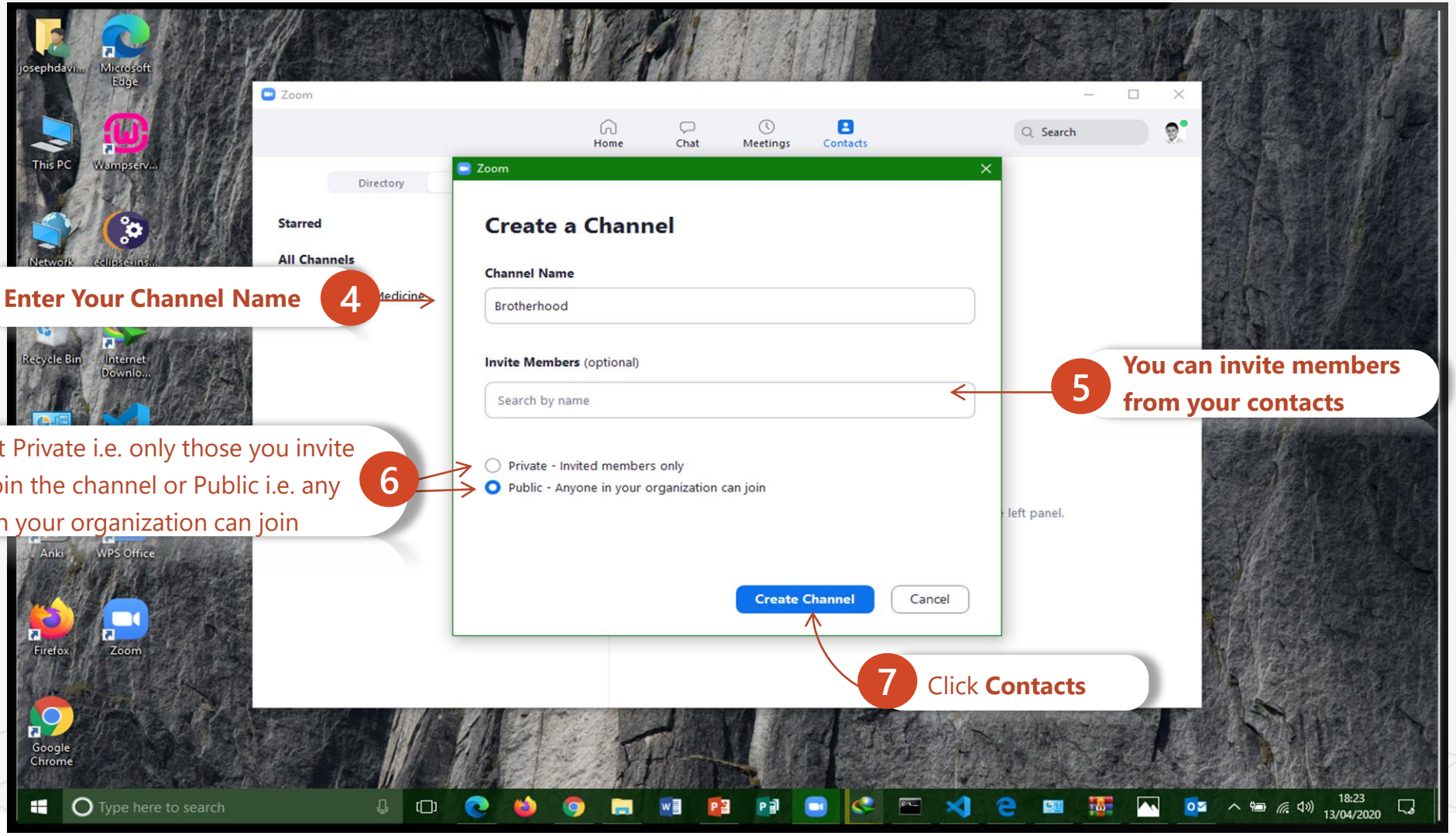
Hint: You need to be signed in before you can Create A Channel.



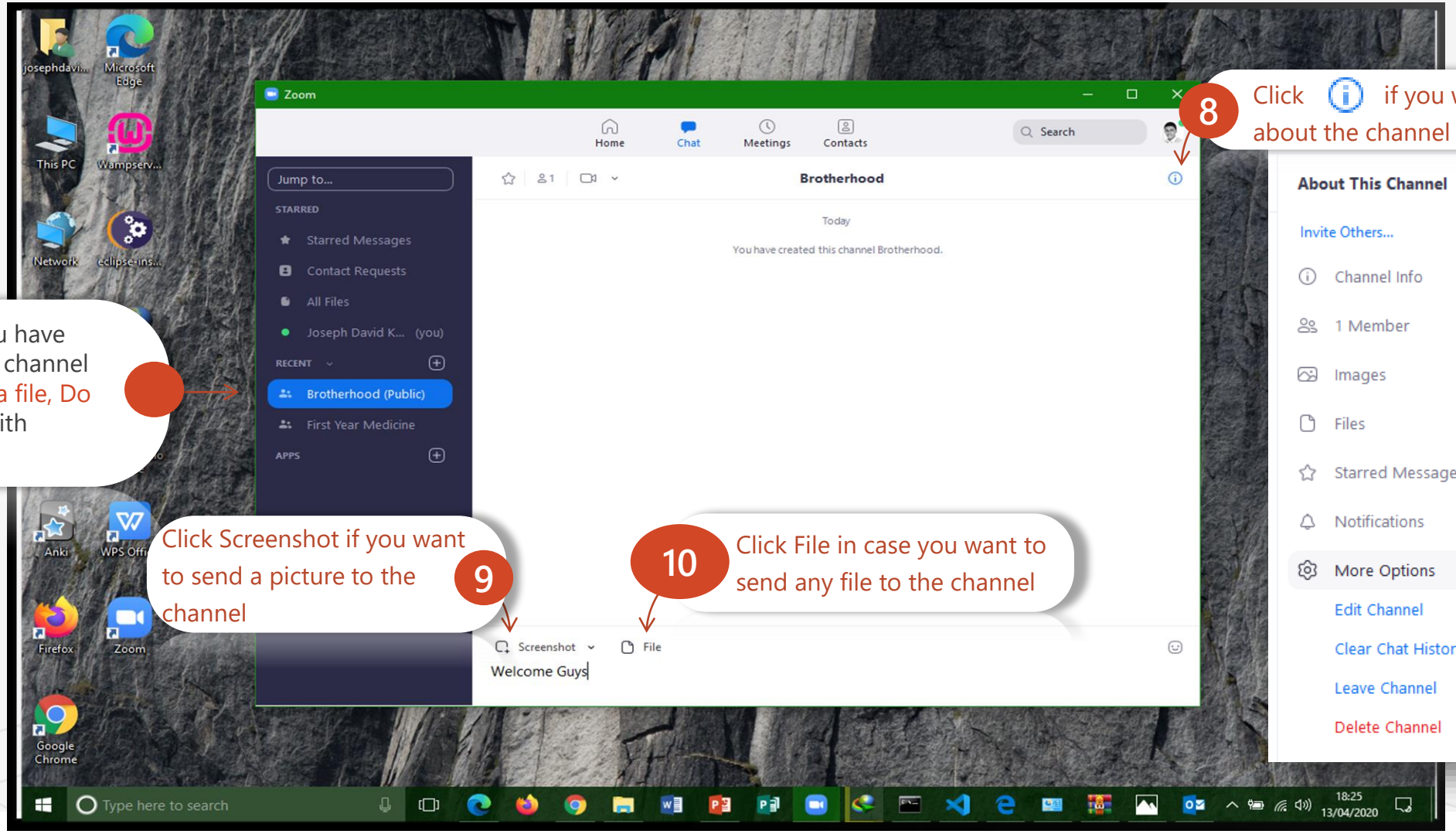
How to Create A Channel In Zoom Cloud Meetings



How to Create A Channel In Zoom Cloud Meetings



How to Create A Channel In Zoom Cloud Meetings



Topic 6

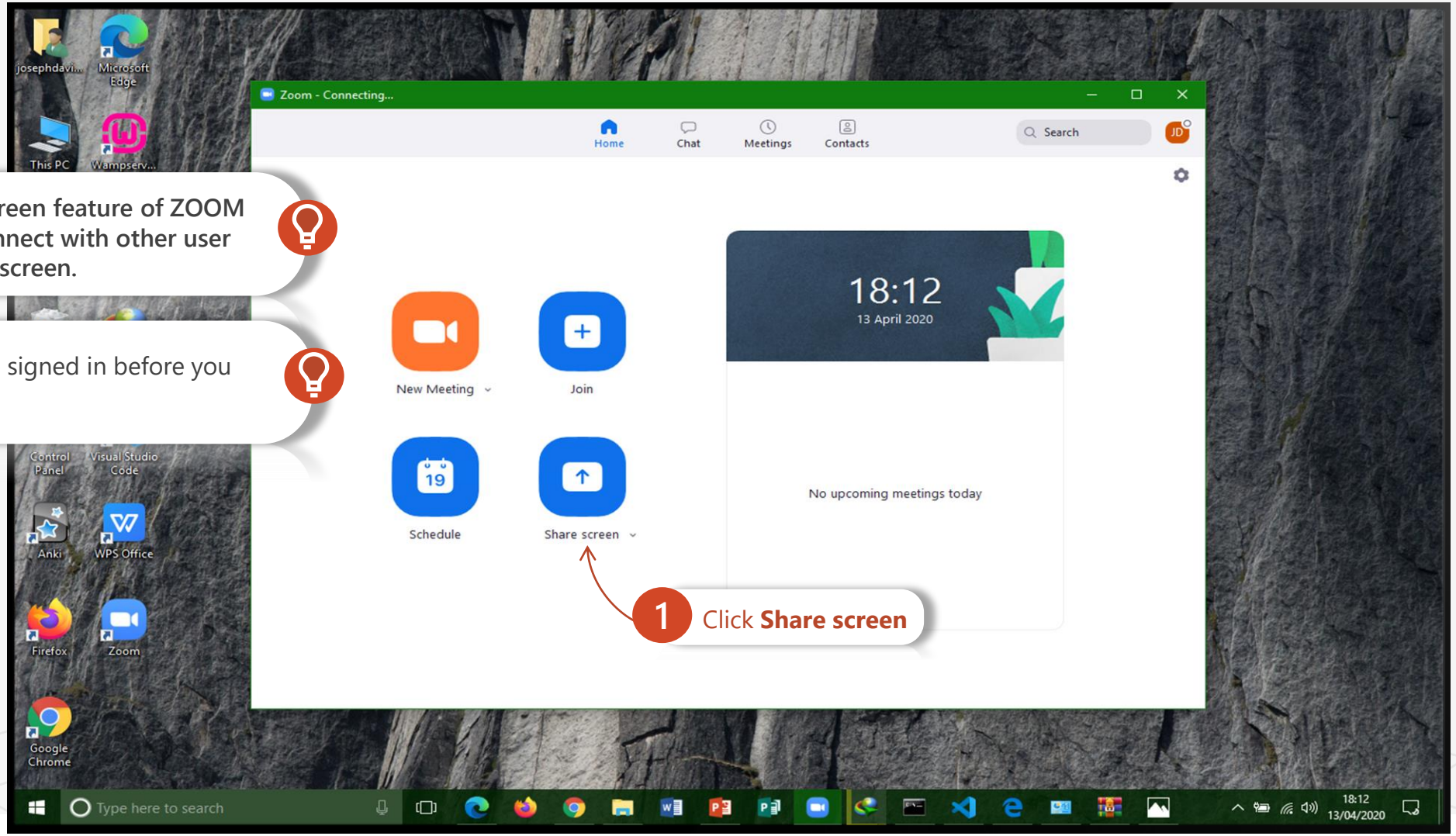
Zoom Extra

How To Use Share in Zoom

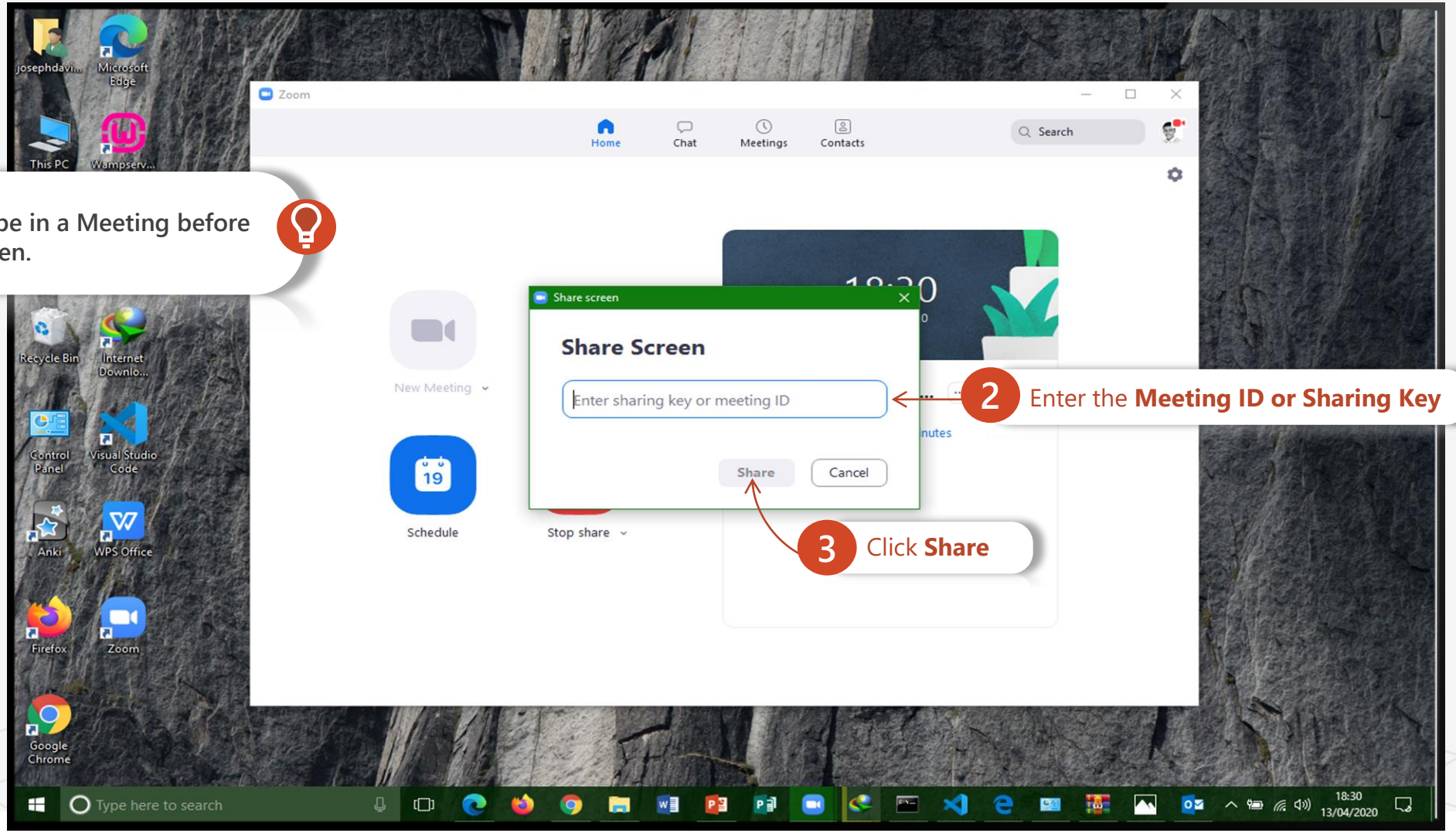
How to Use Share Screen In Zoom Cloud Meetings

Hint: The Share Screen feature of ZOOM allows users to connect with other user through the same screen.

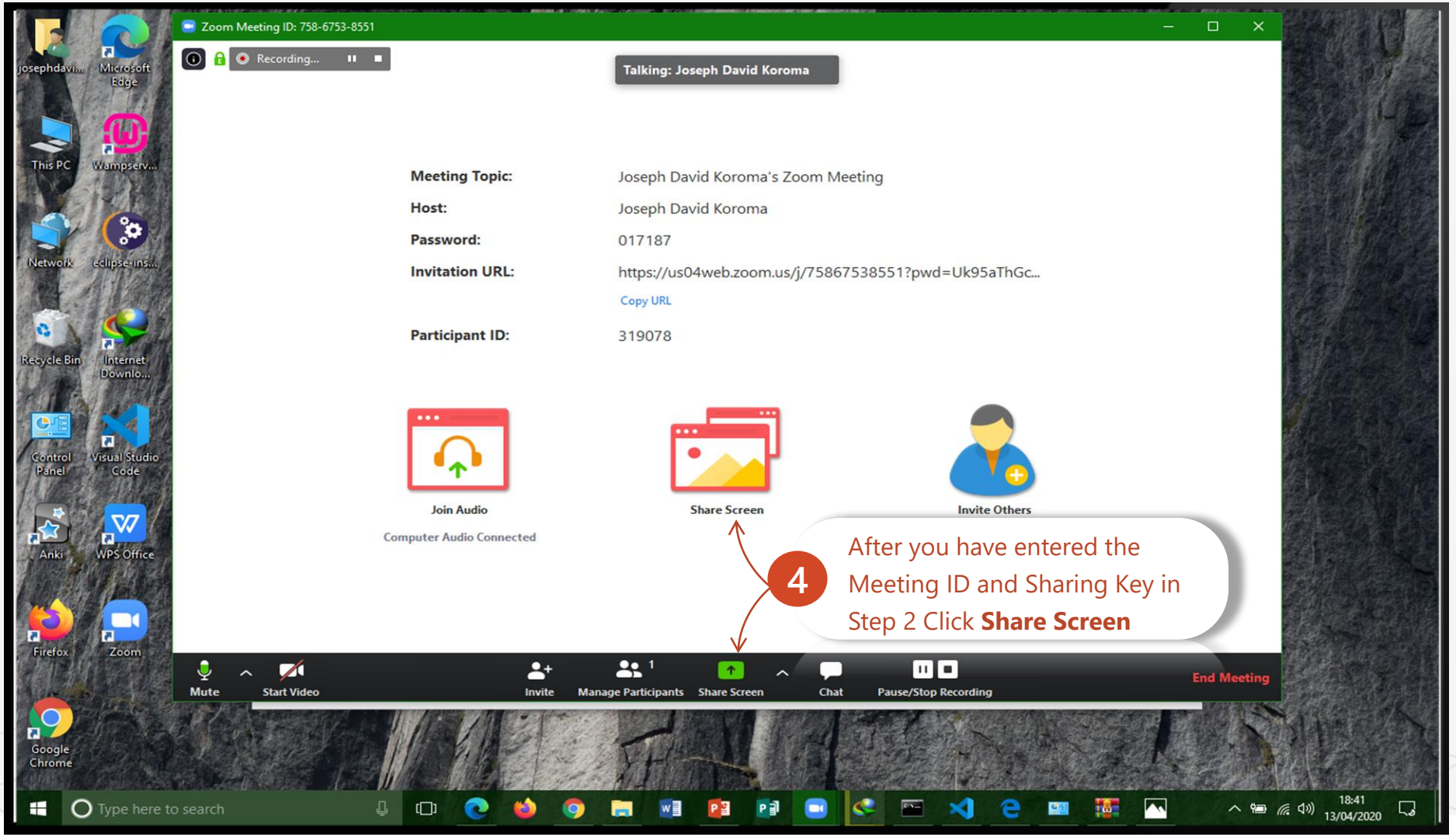
Hint: You need to be signed in before you can Share screen.



How to Use Share Screen In Zoom Cloud Meetings



How to Use Share Screen In Zoom Cloud Meetings

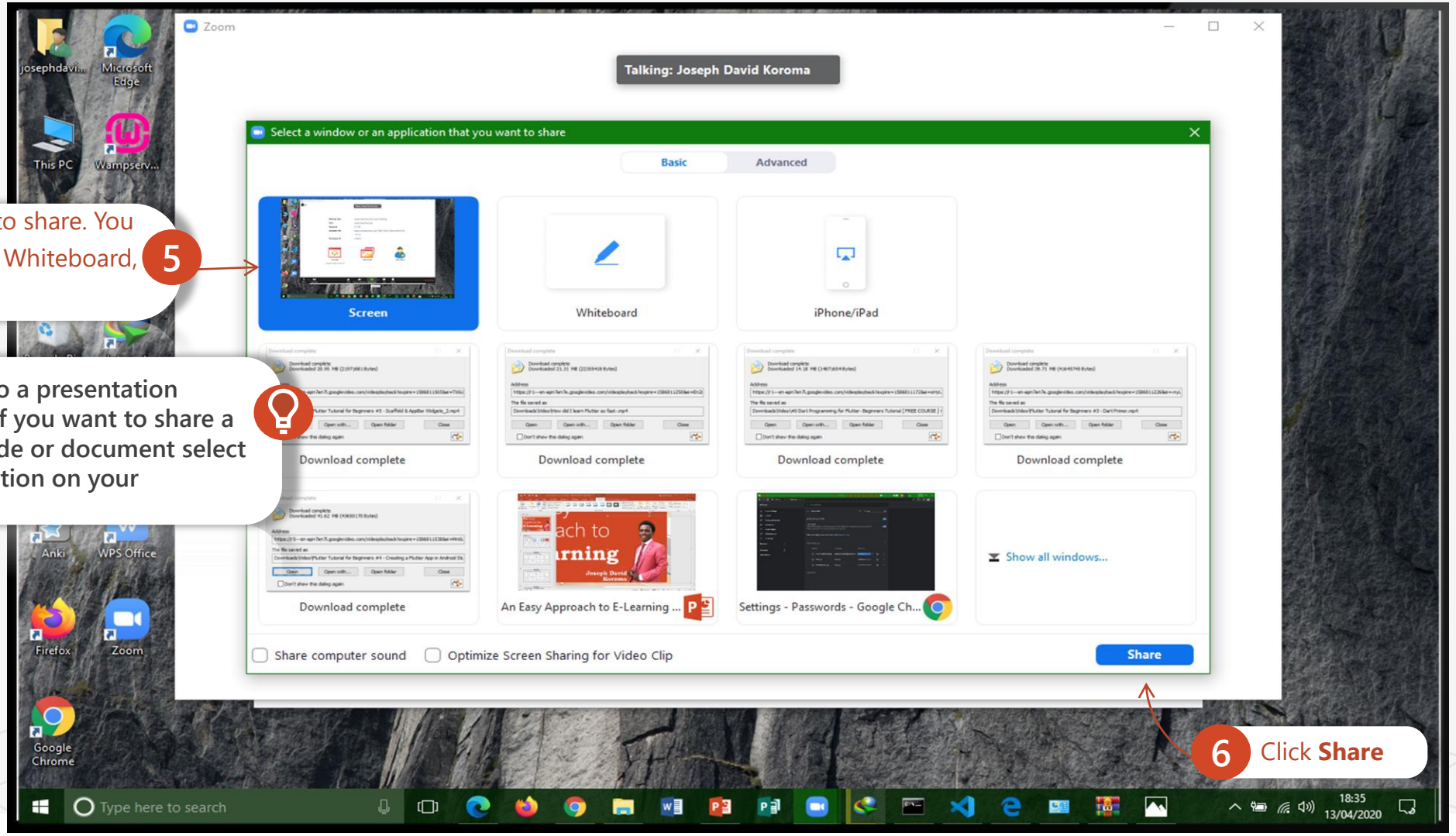


How to Use Share Screen In Zoom Cloud Meetings

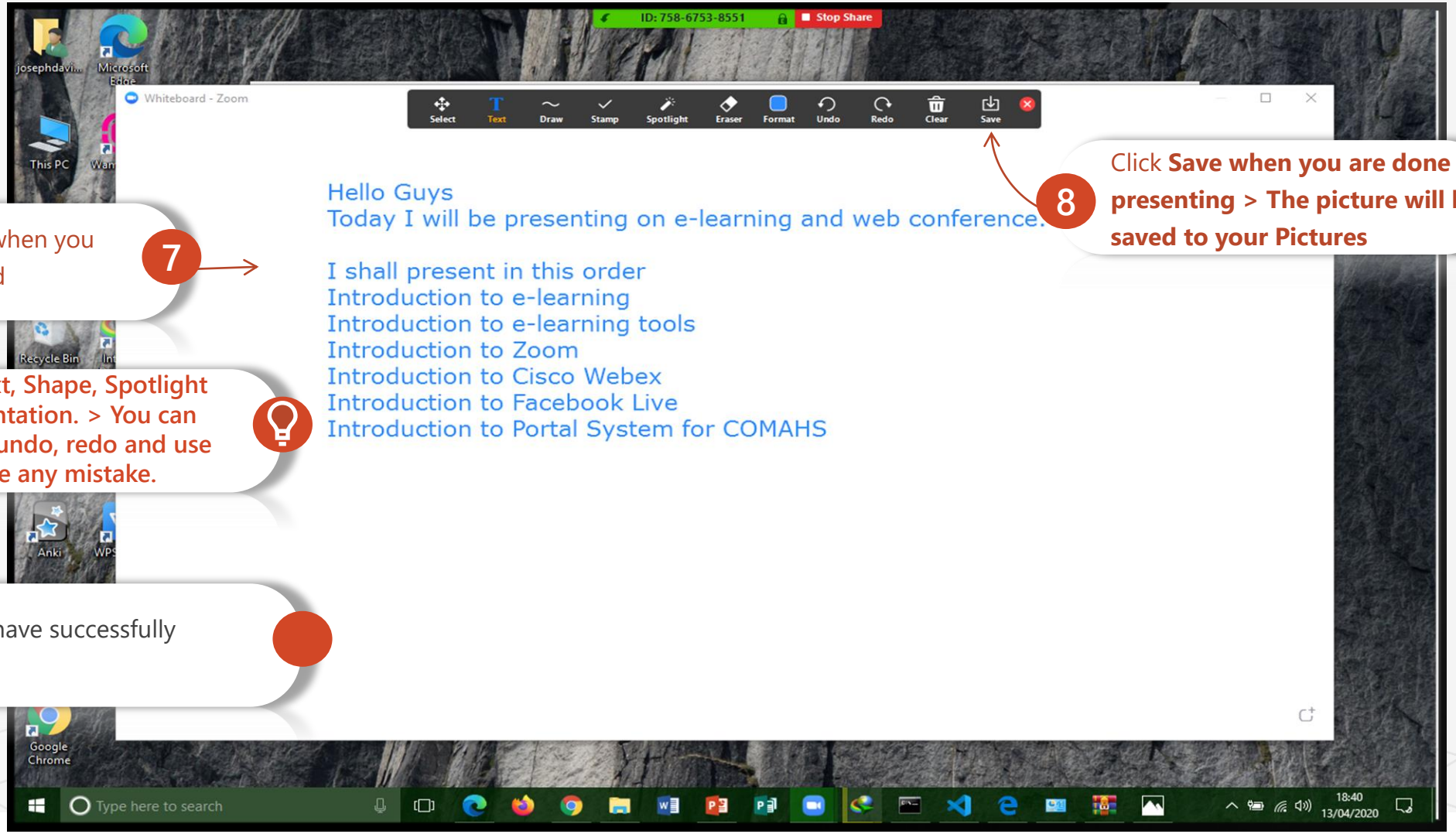
Select what you want to share. You can share your screen, Whiteboard, iPhone/iPad

5

Hint: If you want to do a presentation select Whiteboard > If you want to share a video or picture or slide or document select the respective application on your computer.



How to Use Share Screen In Zoom Cloud Meetings



This is what happens when you share your Whiteboard

7

Hint: You can input Text, Shape, Spotlight to beautify your presentation. > You can also change the color, undo, redo and use eraser in case you make any mistake.

Congratulations You have successfully shared screen.

8

Click **Save when you are done presenting > The picture will be saved to your Pictures**

Topic 6

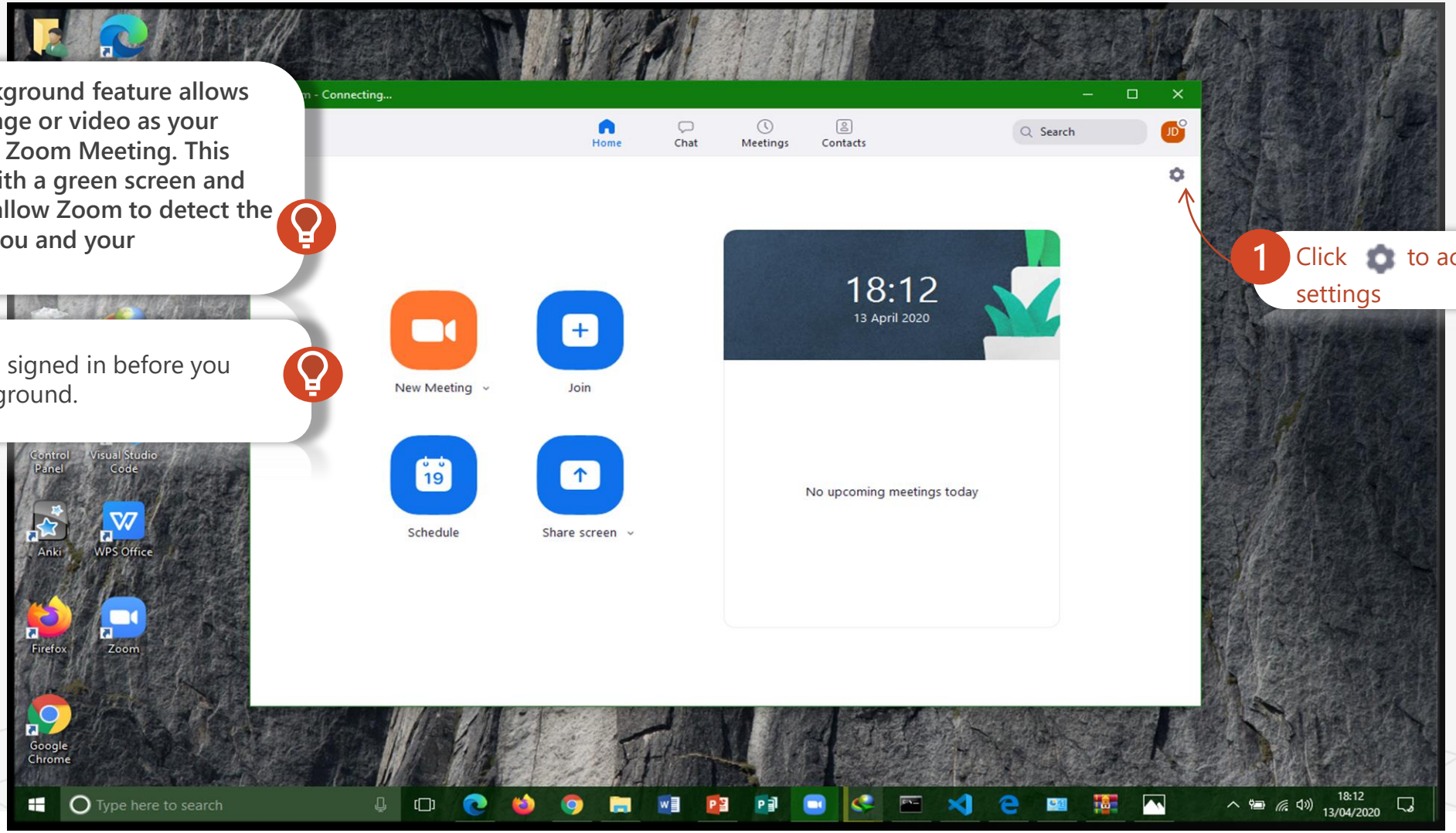
Zoom Extra

How To Use Virtual Background

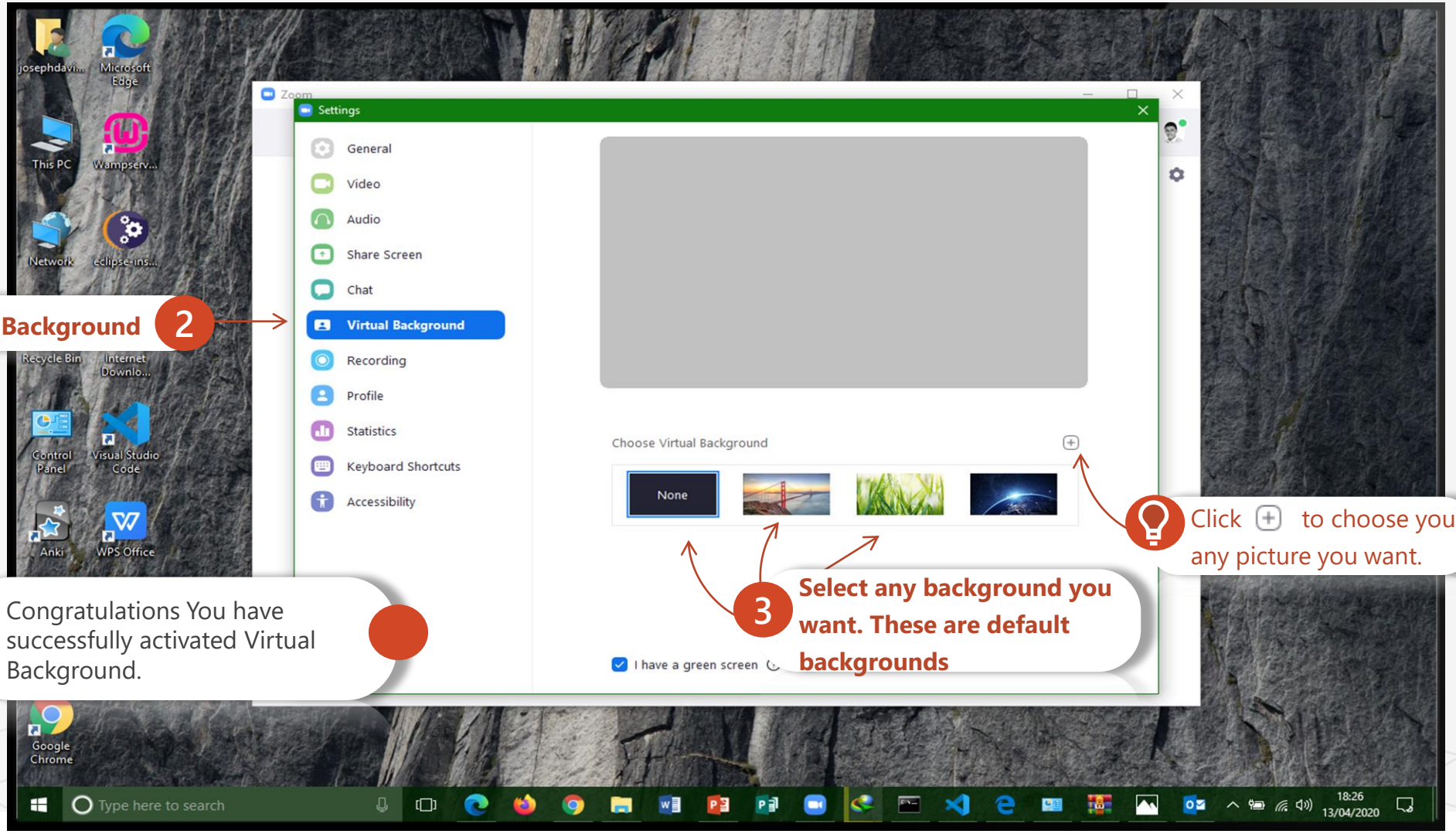
How to Use Virtual Background In Zoom Cloud Meetings

Hint: The virtual background feature allows you to display an image or video as your background during a Zoom Meeting. This feature works best with a green screen and uniform lighting, to allow Zoom to detect the difference between you and your background.

Hint: You need to be signed in before you can use Virtual Background.



How to Use Virtual Background In Zoom Cloud Meetings



References

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2. Zoom. (N.D). *Comprehensive Guide to Educating Through Zoom.* Retrieved April 4, 2020, from https://zoom.us/docs/doc/Comprehensive%20Guide%20to%20Educating%20Through%20Zoom.pdf
3. Bernazzani, S. (2020, March 5). *Everything you need to know about using Zoom*. Retrieved April 20, 2020, from OWLLabs: https://www.owllabs.com/blog/zoom

Appendix

1. The complete Book **"An Easy Approach To E-learning and Web Conferencing"** will be released and if you are curious to learn more about e-learning, web conferencing, e-learning tools, history, online course, I guess you should wait for it release and buy it.
2. Visit www.zoom.us to know more about zoom
3. Visit https://comahs.dotedu.sl/ to explore the COMAHS Portal System
4. Follow the link to get Free MS PowerPoint Training http://go.microsoft.com/fwlink/?LinkId=623327
5. Follow the link to get Free MS Word Training https://support.office.com/en-us/article/word-for-windows-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73?wt.mc_id=otc_home
6. Follow the link to get Free MS Excel Training https://support.office.com/en-us/article/excel-for-windows-training-9bc05390-e94c-46af-a5b3-d7c22f6990bb?wt.mc_id=otc_home
7. Follow the link to get Free MS Publisher Training https://support.office.com/en-us/article/create-a-publication-in-publisher-147caa5c-688d-45c7-91c5-6f20798fa829
8. Follow the link to get Free MS Access Training https://support.office.com/en-us/article/access-video-training-a5ffb1ef-4cc4-4d79-a862-e2dda6ef38e6
9. Follow the link to get Free MS Outlook Training https://support.office.com/en-us/article/word-for-windows-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73?wt.mc_id=otc_home
10. Follow the link to get Free OneDrive Training https://support.office.com/en-us/article/onedrive-video-training-1f608184-b7e6-43ca-8753-2ff679203132
11. Follow the link to get Free Visio Training https://support.office.com/en-us/article/visio-training-e058bcfa-1d90-4653-afc6-e84d54cf94a6
12. Follow the link to get Free OneNote Training https://support.office.com/en-us/article/onenote-video-training-1c983b65-42f6-42c1-ab61-235aae5d0115?wt.mc_id=otc_home
13. Follow the link to get Free Office for Web Training https://support.office.com/en-us/article/office-for-the-web-training-e315b031-2bd5-40a1-99ca-264ebf2c8f96?wt.mc_id=otc_home
14. Follow the link to get Free Skype for Business Training https://support.office.com/en-us/article/video-what-is-skype-for-business-3a21eca4-434d-41f1-ab06-3d4a268573b7

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