



WBA Virtual Instructor-led Training Zoom Meetings Participant Guide

What You Need

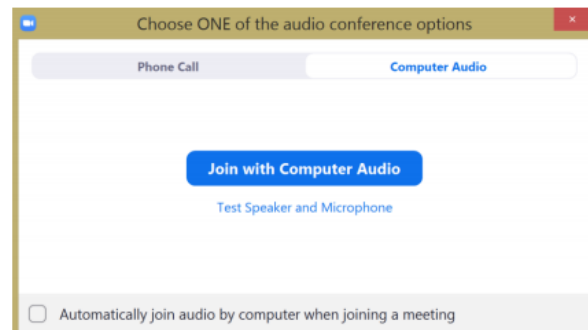
- A device that meets the current [System Requirement](#) for running Zoom.
- A good internet connection – wired (preferred) or wireless.
- A headset is preferred. (Using your computer audio can cause feedback issues).
- A webcam is **required**– built-in or USB plug-in.
- Download and install the **Zoom Client for Meetings** application at <https://zoom.us/download> for full functionality of all interactive features used in the WBA Zoom Virtual training. If you join by web link only, you will not have access to all Zoom Meetings features. Do a test before joining: <https://zoom.us/test> to make sure everything works.

Enter Your Meeting

WBA will send an Outlook meeting invitation that includes the URL to your Zoom Virtual Training. The invitation will also contain options to join audio by telephone if you do not plan to use your computer audio option (see below, connecting audio and video). Click on or paste the URL into your browser of choice to open the meeting. You will be prompted to download the Zoom application if you have not used Zoom before. As noted above, you will have the best learning experience through the Zoom application.

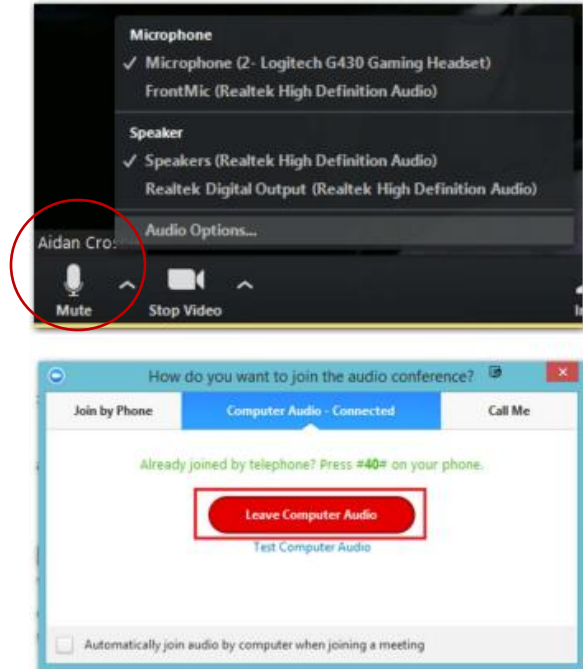
Connecting Audio and Video

When your Zoom Virtual Training session opens, you will be prompted to join the room's audio. Zoom allows audio participation through your computer's audio or a phone line. We recommend using a headset with your computer's audio. You can also Test Speaker and Microphone here to ensure your best audio experience. If your internet quality is impaired or unstable, we suggest that you use the join by telephone option for audio for the best audio connection.



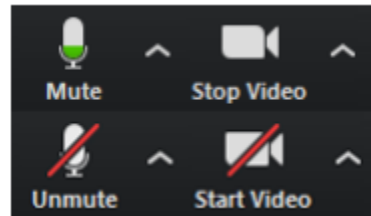
Depending on your [Zoom settings](#) and those of the room, you may come in with your video feed on. We do recommend enabling **Turn off my video when joining meeting** under the Zoom application's video settings to ensure you are always camera ready. If your instructor requests you share your webcam feed, please be prepared to do so.

NOTE: If you decide to **Join via telephone** after **Join via computer**, please select **Audio Options** and **Leave Computer Audio**. Then enter **#Participant ID#**. Otherwise, you may hear audio feedback or an echo during the connection.

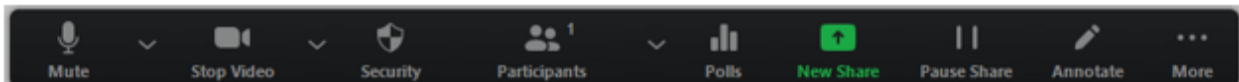


Mute/Video buttons

To mute, click the microphone icon in the bottom-left corner. To unmute, click the microphone icon again. Follow the same process to turn the webcam on and off using Start Video and Stop Video.



Meeting Controls Menu

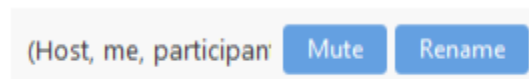


Participants List

The Participants list shows everyone in the meeting room, including your instructors, WBA hosts and fellow students. To open the Participants list, click **Participants** on the Meeting Controls menu at the bottom of your meeting screen. This opens the Participant list (either on the right-hand side of the meeting screen or in a popup window) and gives you some options:

Mute and Rename

By hovering over your name in the Participants list, you see options to mute yourself or change your display name.



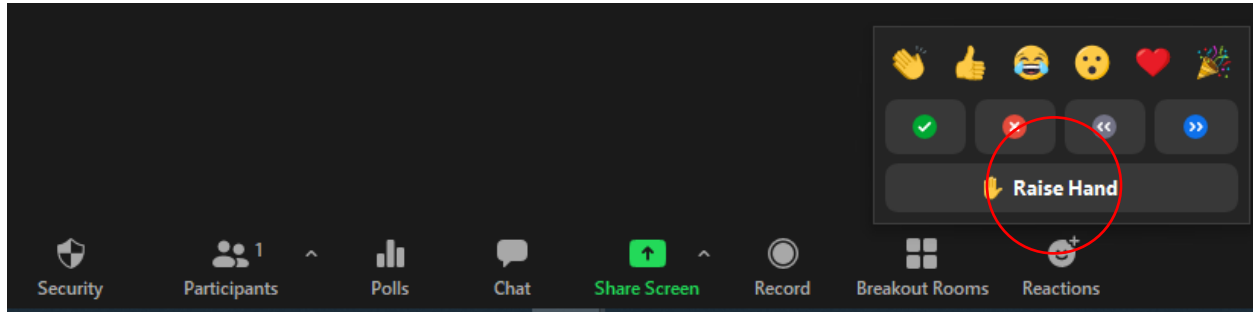
Raise Hand

Let your instructor know you have a question by using the raise hand icon in the reactions menu. This

places a hand icon next to your name in the participant list and moves your webcam video image to the upper left corner of the screen. Your hand raise icon may remain visible until you or your instructor lowers it.

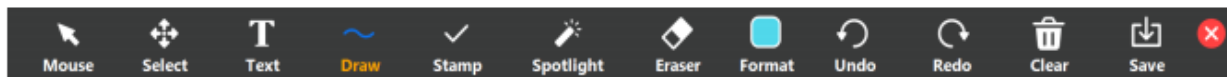
Reactions (also known as Non-Verbal Feedback)

You can provide non-verbal feedback through a series of icons – **applause**, **thumbs up**, **tears of joy**, **open mouth**, **heart**, **party popper** (Tada, Celebration); **Green check** (yes, true, agree), **Red X** (no, false, disagree), **Gray arrow** (go faster), **Blue arrow** (go slower) and lastly **Raise Hand**.



Annotation

The annotation toolbar allows whoever is sharing to draw and make comments on the shared content or whiteboard. When you share, the Annotation menu comes up automatically. If you are asked to collaborate when someone else is sharing, you can access an annotation menu by going to **View Options** at the top and selecting **Annotate**. Your instructor/WBA host may choose to disable this feature for participants.

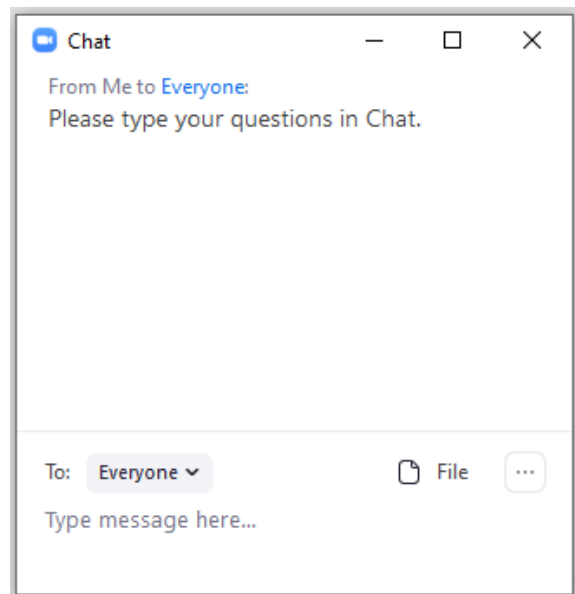


Chat

Chats may be sent either to everyone in the room or privately to specific participants. The To field starts out defaulted to Everyone but if you change that, it remains changed. If you want to change the current value of the TO field, select the appropriate option from its dropdown menu. You can also click on anyone's name in the Chat to select to send them a private message.

NOTE: Any chat messages sent before you joined the meeting are NOT included in your Chat window.

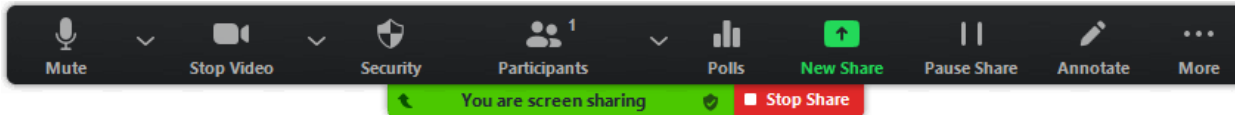
NOTE: Your instructor/WBA host may choose to disable private chat.



Share Screen

Participants are able to share applications or documents using **Share Screen**, assuming the instructor/WBA host has granted sharing rights. After selecting **Share Screen**, Zoom opens a popup window showing your available computer screen(s) and each active application to select from. You may also choose to share a whiteboard or iPhone/iPad. Once you select what you want to share, click **Share** in the lower right-hand corner.

When you Share Screen, the Meeting Controls menu moves to the top of the screen and reconfigures, adding a few options and moving others to the **...More** option. To reposition the menu, simply click and drag.



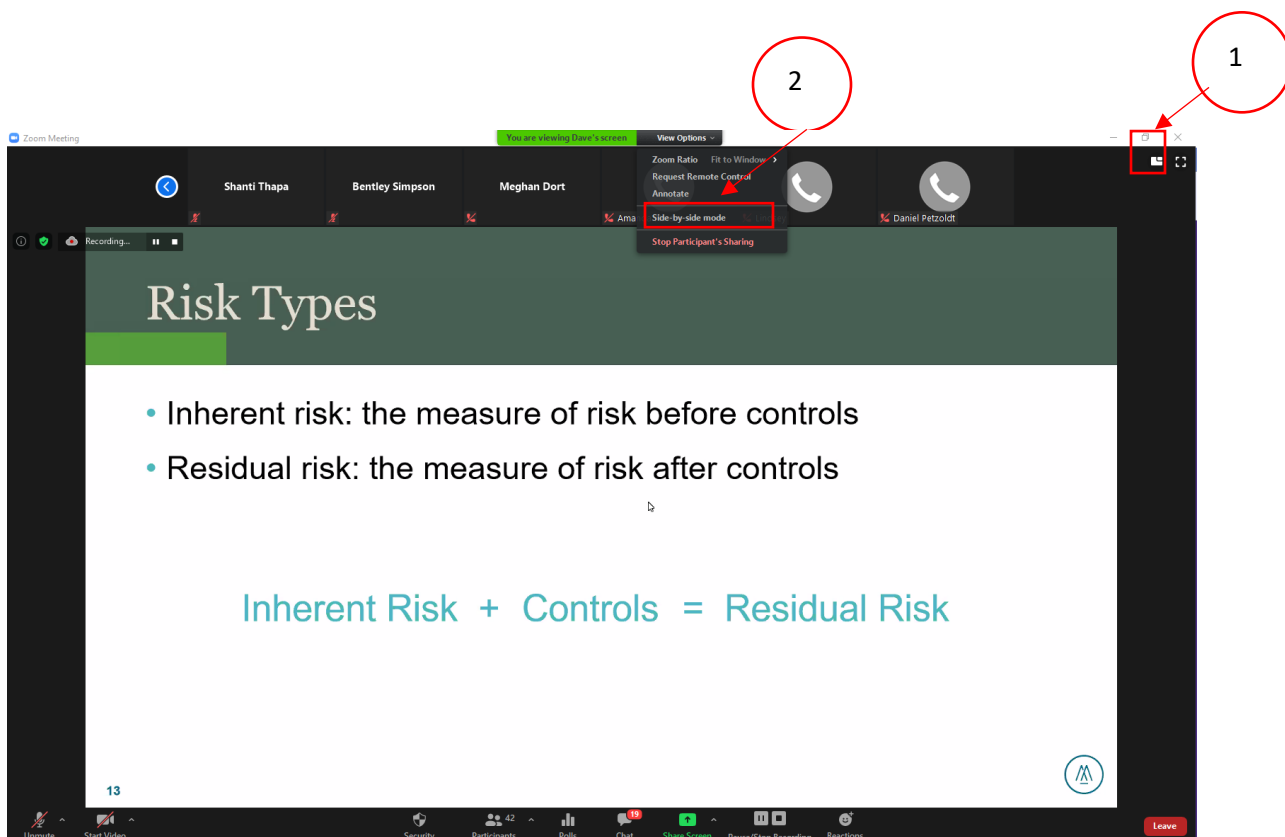
To end screen share, choose **Stop Share**.

NOTE: You may notice that the Meeting Controls menu becomes hidden in full screen. Hover over the bottom of your screen and the menu will display. You can also change this behavior in the [Zoom application settings](#) under Share Screen, **Enter full screen when a participant shares screen**.

Screen Viewing Options

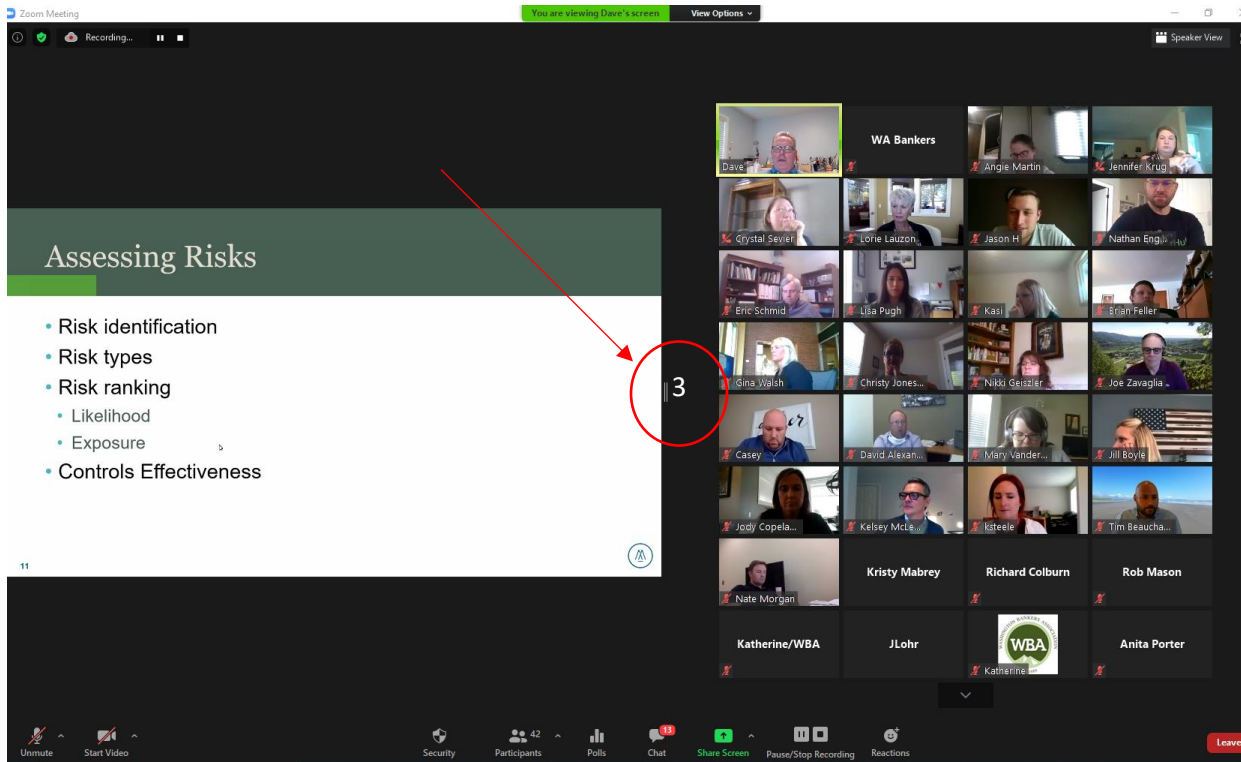
Swap Screen

If you want to see the video in a larger screen, click on the icon to the left of the full screen icon, which should be located to the right-hand side, top of the screen. See #1 below.



Viewing Shared Screens with Side-by-Side Mode

To see a shared screen and the participants videos at the same time, select side-by-side mode. When viewing a shared screen, click on the dropdown arrow next to **View Options**. Select the checkbox to enable side-by-side mode. (See #2 above.) You can also change the size of the side-by-side view by clicking and dragging the partition to the right or the left. (The partition bar can be found in the middle of the screen between the side-by-side views.) (See #3 below)



WBA Zoom Etiquette:

1. Please use your webcam when possible, remembering that others can see you. Please turn off your webcam:
 - a. if you leave your computer
 - b. have other individuals appearing with you on screen
 - c. need to attend to something privately
2. Please choose an appropriate background. It is best not to sit in front of a window as it will interfere with the way the webcam deals with the light.
3. Make sure you have adequate lighting to illuminate your face.
4. If you need to be mobile (walking around or physically adjusting your device) during the Zoom Meeting, please turn off your webcam.
5. Stay on 'Mute' when you are not talking. 'Unmute' to talk.
6. Don't eat during the meeting. If you must eat, please turn off your webcam.
7. Stay focused and on-task. It can be distracting for others when you appear to be distracted or multi-tasking.
8. Limit private chats to communicate with the host to relay information or ask for assistance.
9. Chat conversations should be limited to the topic being covered.
10. Engage as you would in an in-person classroom situation, raise your hand to participate verbally, participate in polls, chats, breakout rooms and other engagements.

If you have any questions for WBA regarding Zoom Meetings, you may contact Sherry Krainick at sherry@wabankers.com. This document was updated December 15, 2021. Zoom may change/update features resulting in changes not reflected in this document.