

# STUDENTS' GUIDE TO

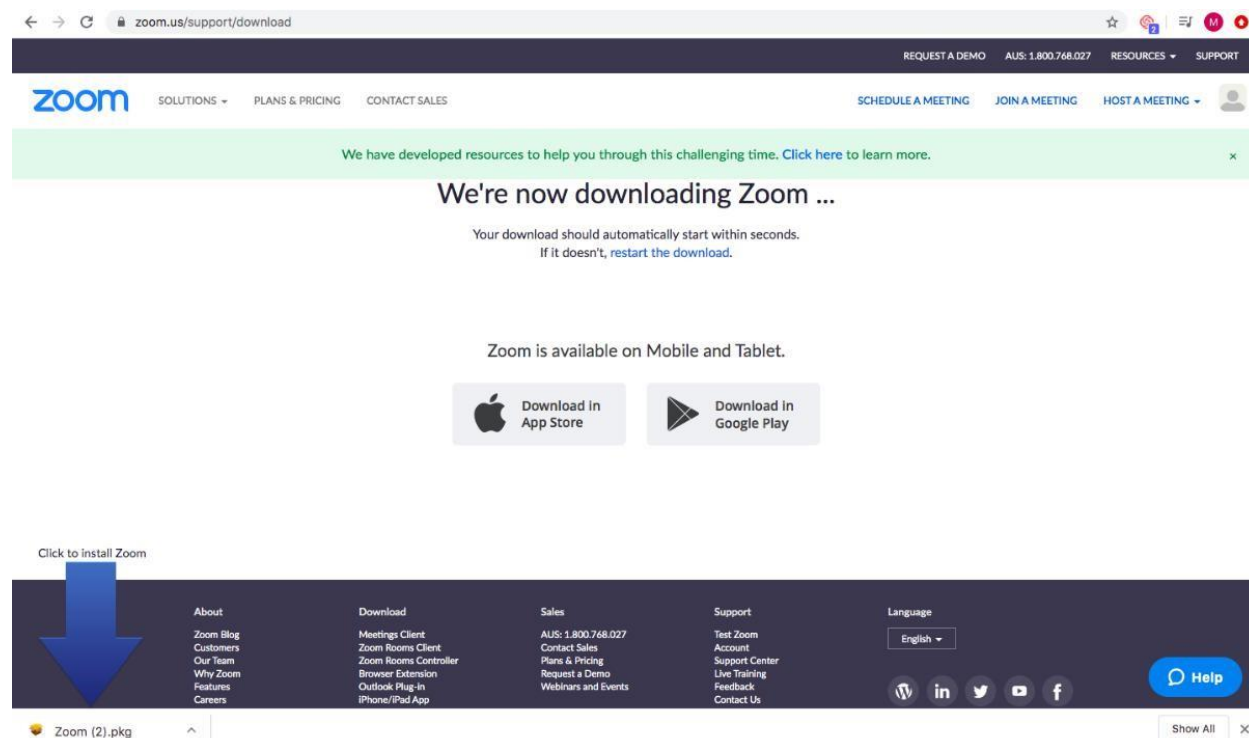
In order to improve your online learning experience, the Alliance Française de Kotte will be using the “Zoom” for your virtual classes. Zoom will be used to complement your Google Classroom platform.

We believe Zoom offers a better learning environment – Zoom allows your teacher to divide the class into small groups to work on tasks or discuss something, you will be able to better manage turn-taking in conversation with the “raise your hand” function, and Zoom’s chat function allows you to communicate with the whole class or a selection of people.

We thank you for your patience while we have been setting.

## BEFORE THE CLASS

- **COMPUTER USERS:** You will need to download and run the Zoom software as a once-off action (you will not have to do this every time). <https://zoom.us/support/download>
- Follow the prompts to install Zoom on your computer.



The screenshot shows the Zoom website's download page. At the top, there's a navigation bar with links like 'REQUEST A DEMO', 'AUS: 1.800.768.027', 'RESOURCES', and 'SUPPORT'. Below that, the Zoom logo is followed by 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. On the right, there are links for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A green banner reads: 'We have developed resources to help you through this challenging time. Click here to learn more.' The main heading is 'We're now downloading Zoom ...' with a sub-message: 'Your download should automatically start within seconds. If it doesn't, restart the download.' Below this, it says 'Zoom is available on Mobile and Tablet.' There are two buttons: 'Download in App Store' and 'Download in Google Play'. At the bottom, there's a large blue arrow pointing to the download section. Below the arrow, there are links for 'About', 'Download', 'Sales', 'Support', and 'Language'. The footer contains various links like 'Zoom Blog', 'Zoom Rooms Client', 'Zoom Rooms Controller', 'Browser Extension', 'Outlook Plug-In', 'iPhone/iPad App', 'Meetings Client', 'Contact Sales', 'Plans & Pricing', 'Request a Demo', 'Webinars and Events', 'Test Zoom', 'Account', 'Support Center', 'Live Training', 'Feedback', and 'Contact Us'. There are also social media icons for YouTube, LinkedIn, Twitter, Instagram, and Facebook, and a 'Help' button.

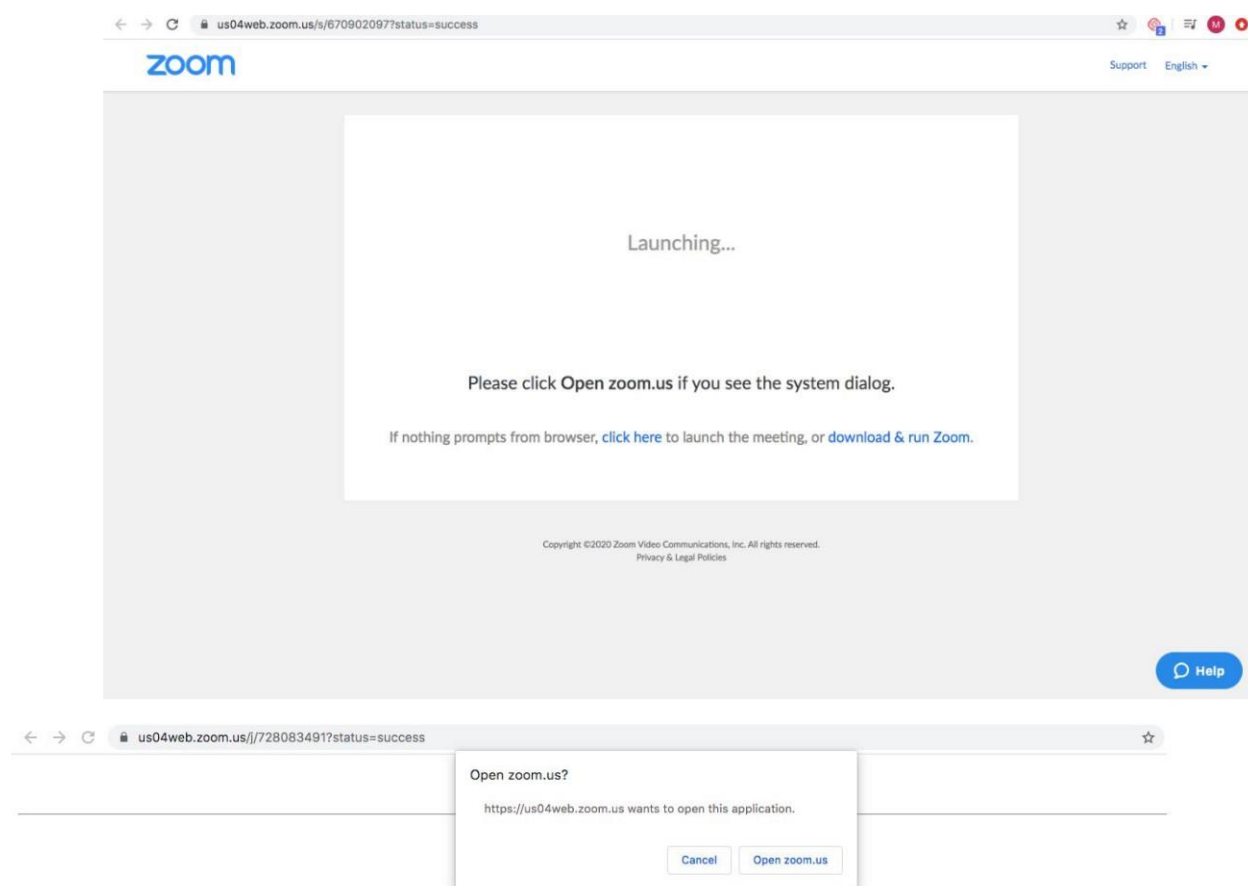


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- **TABLET/IPAD/PHONE USERS:** Download the free Zoom app from the App Store or Google Play store.

## STEP 1

- Your teacher/ AF Administration will continue to share the link for your virtual class as normal.
- Click on the link to open.
- **COMPUTER USERS:** You may see the following screen and pop-up. Click “Open in Zoom.US”. You will be redirected.



## STEP 2

- Zoom will offer a preview of your video camera. Click the blue button “Join with Video”
- You will now be a part of the virtual class.



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## FUNCTIONS IN Zoom

- Along the bottom of your screen, you will have your controls and functions for your virtual class.



### Mute/Unmute Microphone

- Click on the microphone icon in the bottom left-hand corner to mute or unmute your microphone.

### Camera On/Off

- To enable or disable your camera, click on the camera icon in the bottom left-hand corner.

### Raise Your Hand

- Where you have a question or comment to share, click on “Participants”. Then, select “Raise Hand”. Your teacher will call on you to speak in turn.

### Chat

- You are able to communicate with everyone, a selection of people, or an individual using the chat function. Simply select who your message is directed to, type and hit “enter” to send.

### Leave Meeting

- At the end of the virtual class, click “Leave Meeting” in the bottom right-hand corner.

### Notes:

- You will receive an email from the AFKo administration/ teacher with an invitation to join the virtual class. Please ensure you have clicked 'join' and wait.
- Check that you have all the necessary tools that you will need to begin on time. Please verify:
  - ✓ Your computer or laptop is switched on and/ or your tablet or smartphone has enough battery / is connected to a power source.
  - ✓ You have sufficient data for the virtual class.
  - ✓ Check your sound settings are on – during the session, if your surrounding environment is noisy, you may mute your microphone and unmute when you would like to speak.
  - ✓ You have a Chrome browser open.
  - ✓ Your camera is switched on. (should you feel comfortable)
  - ✓ You have your books with you.

*The course fee will not be refunded after the commencement of the class.*