



South Coast Academy

Zoom Student Manual

Notes for students

- Zoom classes will operate like your classes on campus at SCA.
- Day class commence at 9:30am and Evening classes commence at 6:00pm.
- Attendance will be marked as normal and students are expected to log on when classes commence. Students can log onto the Zoom session 5 minutes before the class commences to prepare.
- If you do not log on you will be marked as absent. Zoom classes adhere to the same SCA Attendance policies.
- All units require 90% attendance rate the same as on campus classes.
- Educators can track student's participation and attention to the Zoom class.
- All classes and chats are recorded and will be reviewed.
- Standard class protocol will apply. Please refer to the SCA Student Handbook regarding code of conduct etc.
- Students will be required to connect their audio and visual settings on Zoom. This means connecting a microphone and camera. Students are asked to mute their microphone and turn back on when they have a question, answering a question or speaking in an activity to limit audio feedback.

Downloading the Zoom App

1. It is recommended that all students download the Zoom app to your device. Click this link and download the zoom app for your device: <https://zoom.us/download>
2. Once downloaded, you do not need to login with any information. Zoom will open in the app once you have clicked to join a session.

Logging into a Zoom

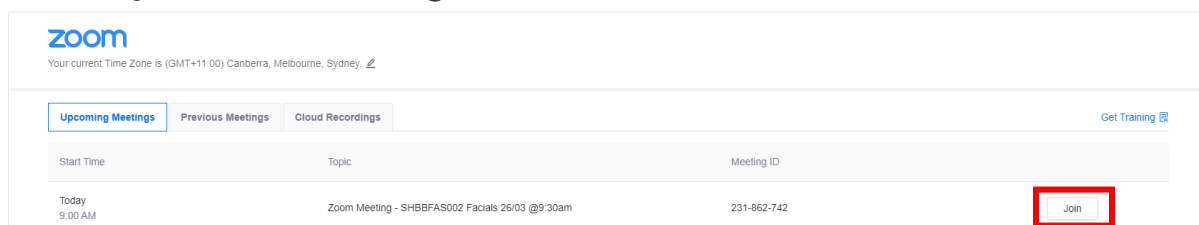
1. Open your Moodle page. There will be a section titled 'Zoom Sessions'. There will be individual zoom sessions broken down by dates. Click on the Zoom with the corresponding date for your class.

Zoom Meetings

 Zoom Meeting - SHBBFAS002 Facials 26/03 @9:30am

2. This will take you to a separate screen. This screen will also show you upcoming Zoom Meetings that have been scheduled a part of your courses. Click on 'join' to commence your zoom meeting.

Zoom Meeting - SHBBFAS002 Facials 26/03 @9:30am

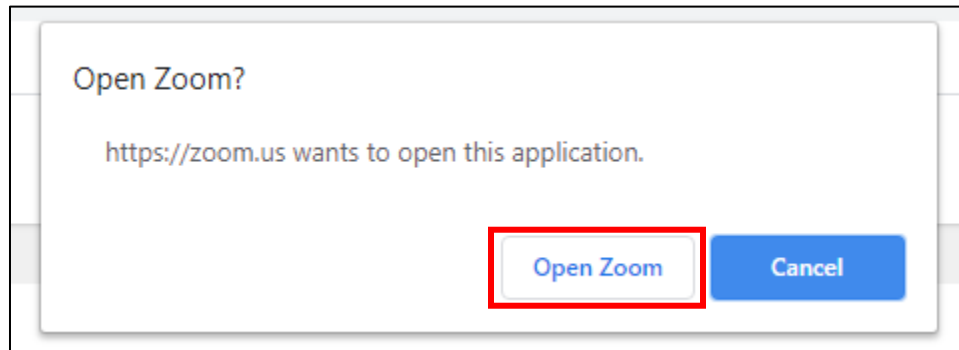


The screenshot shows the Zoom web interface. At the top, it says 'zoom' and 'Your current Time Zone is (GMT+11:00) Canberra, Melbourne, Sydney'. Below this are tabs for 'Upcoming Meetings', 'Previous Meetings', and 'Cloud Recordings'. A 'Get Training' link is on the right. A table lists upcoming meetings with columns for 'Start Time', 'Topic', and 'Meeting ID'. The first row shows 'Today 9:00 AM', 'Zoom Meeting - SHBBFAS002 Facials 26/03 @9:30am', and '231-862-742'. A red box highlights the 'Join' button next to the meeting ID.

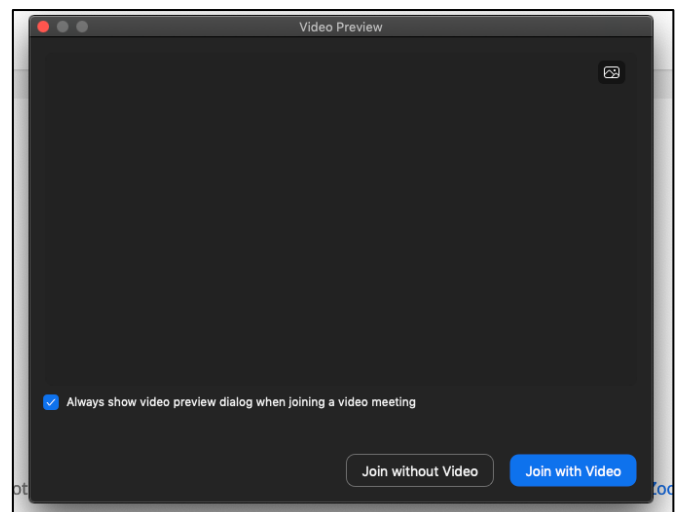
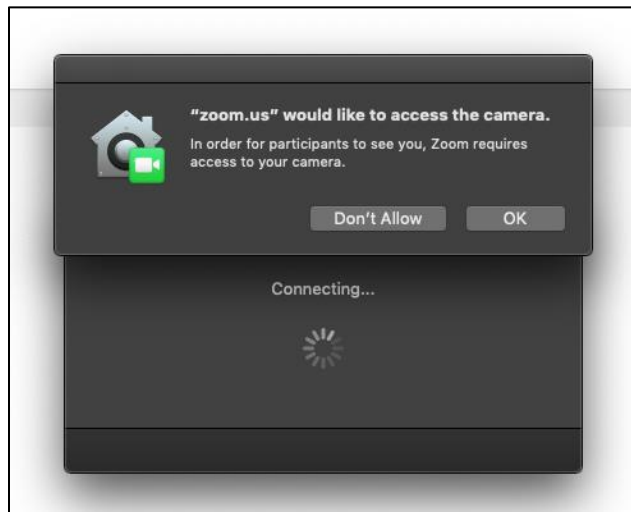
Start Time	Topic	Meeting ID
Today 9:00 AM	Zoom Meeting - SHBBFAS002 Facials 26/03 @9:30am	231-862-742

Please note – students cannot log onto a zoom meeting until 5 mins before.

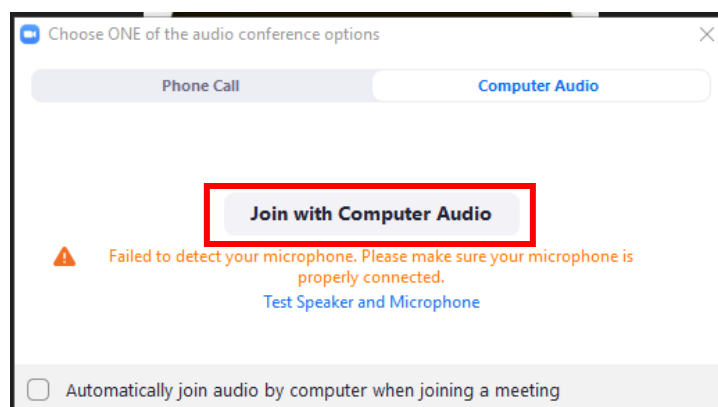
3. You will get an option to open your meeting in the zoom app. Click '**Open Zoom**'. This will automatically open this meeting in your app.



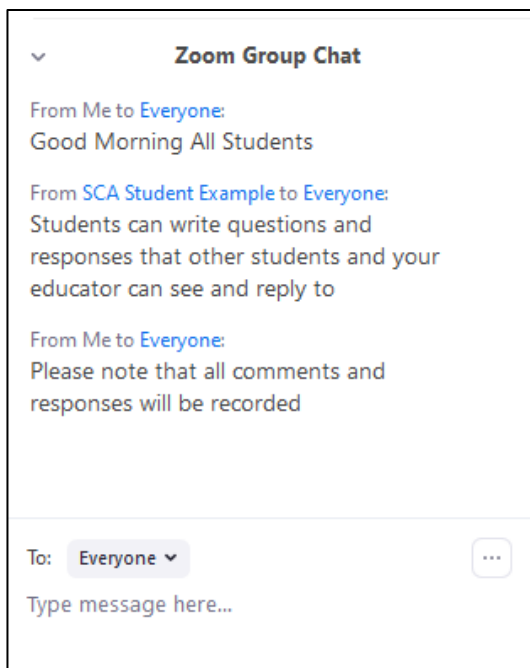
4. Grant access to your camera and audio settings when prompted by zoom. Click on '**join with video**' when prompted.



5. When prompted click on '**Join with Computer Audio**'. This will use your computers inbuilt microphone. If you have an external microphone plugged into your computer, this option will come up and you will need to click.



Zoom Meeting Functions

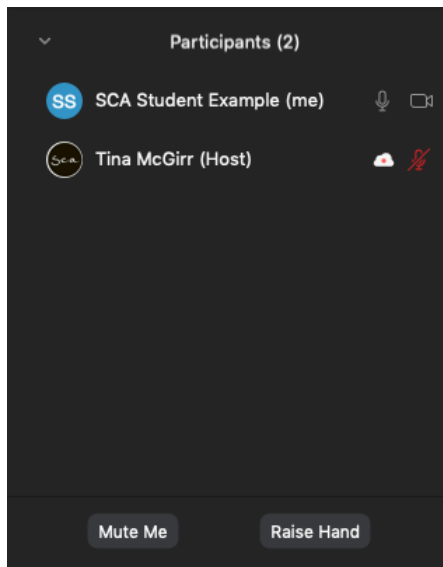


Chatting with educators and other students

Zoom has a chat option where students can chat to the whole group and the educator. The messages from yourself and all other students are visible to everyone and are recorded at the end of the zoom meeting. To open the chat bar, click on the chat box icon on the bottom zoom bar. This will open in a side tab to your zoom meeting.

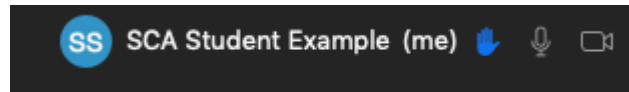
The chat box will be displayed next to the video screen.

Raising your hand



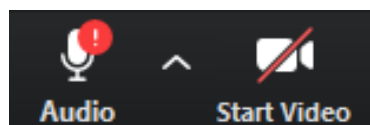
In Zoom, if you have a question, you can click on the **'raise hand button'**. This will notify your educator you have a question. This is located when you open your participant bar.

A little blue hand will appear next to your name to show your educator you have a question. When your question has been answering, click on the button again to lower the hand icon.



Audio and Visual settings

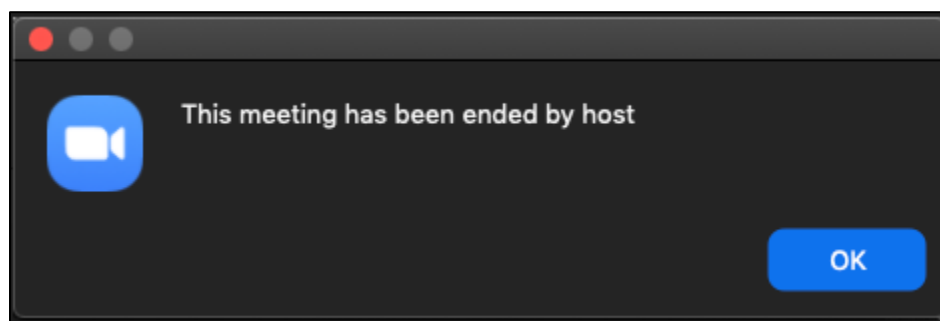
To edit your audio and visual settings, you can use the buttons on the left-hand screen of the zoom window and choose which options you would like to use.



Click on the arrow button to edit your settings. The cross over your video or audio means it is not turned on and if there is a red exclamation point that means it needs your attention to edit the settings. If you cannot hear your educator make sure your sound is turned up and not on mute.

Ending Zoom Meeting

Once the educator has ended a zoom class session, you will receive a pop-up notification. Once the session is finished you can close your Zoom window.



If you require any assistance with your zoom please contact the Academy as soon as possible.