

GMAP SESAMI Program
Getting Started with Online Lecture for Registered Students

Last update: 1/11/2022

1 Overview

This document includes the steps to join a Zoom meeting set up for SESAMI Programs. As an attendee, you need to receive the meeting ID and its password prior to meetings.

2 Preparation

Joining a meeting (lecture) with zoom is simple and easy. Study basics of zoom usage from the description and/or videos below.

- System requirements
<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>
For more stable access, it is recommended to use an Ethernet cable instead of wi-fi.
- **How to Join a meeting**
<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>
- How to test your **audio**
<https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>
Action: Remember how to mute or unmute
- How to test your **video**
<https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video>
- How to **share screens**
<https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->
When the host/co-host sets the simultaneously sharing mode, more than one people can share screens. Participants in the meeting can select which screen to view from 'View Options' at the top of the Zoom panel.
<https://support.zoom.us/hc/en-us/articles/115000424286-Sharing-multiple-screens-simultaneously>
- Chat
<https://support.zoom.us/hc/en-us/articles/115004789183-Replying-and-managing-chat-messages>
- Nonverbal Feedback During Meetings
<https://support.zoom.us/hc/en-us/articles/115001286183>
- Stop incoming videos (when you have concerns with your local bandwidth)
<https://support.zoom.us/hc/en-us/articles/4409500570381-Stopping-all-incoming-video-in-a-meeting-or-webinar>
- Other getting started resources
<https://support.zoom.us/hc/en-us/categories/200101697>

It is a good idea to play with these features with your friend to be familiarized, in order not to panic when the course starts! You can create a free account yourself.

3 Ground rule

- (a) Meeting ID or URL will be provided prior to the lecture. Make sure you have the info in advance.
- You must not share the ID or URL with those who do not enroll in the course.
- (b) Join the meeting at least 10 minutes or earlier
- (c) When you join the meeting, enter your name as you signed up for the course: **“LAST, first”**
- In this way, the instructor recognizes your participation and the teaching assistant can record your attendance in the registered student list.
 - If you have a zoom account and used your account name to join, change your display name as above. You can also change your display name during the call:
 - 1) Click on Manage Participants in the meeting controls at the bottom of the Zoom window.
 - 2) Hover over your name and choose More.
 - 3) Click Rename to change.
- (d) Please **turn on your video**, unless you have technical problems.
- (e) Audio:
- You must **mute your microphone when you are not talking to the class or your team**. Your background noise will disrupt the class otherwise. In case you are in the classroom with others, it causes audio echo.
 - Avoid to have both your computer and telephone audio active to avoid audio echo.

If you join from a computer and call in from the telephone, please make sure you either enter your participant ID when calling in, or enter your #participant ID# when already in the call.

Or, manually leave computer audio on your computer
- (f) Chat and Nonverbal Feedback usage may be different by the lecture. Follow the rule by the instructor.