

PARTICIPANT'S GUIDE TO NSW DEPT OF EDUCATION ZOOM

Updated 12/07/2021

NSW DoE has made ZOOM available to use through Student Portal access, it is FREE, SAFE and AD-FREE.

Participant's Guide

Tablet or Phone

1. Download App & Join a Meeting – slide 3
2. Participant View – slide 4

Laptop/PC

1. Download app – slide 5
2. Join a meeting – slide 6
3. Participant View – slide 7

CONTENTS

YOU DO NOT NEED TO CREATE AN ACCOUNT
AS YOU WILL BE DIRECTED TO SIGN IN
THROUGH THE DoE PORTAL.



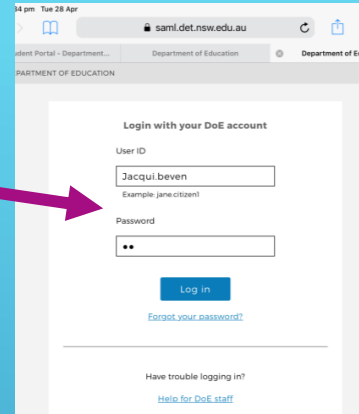
The screenshot shows the NSW Government Education Video Conferencing portal. At the top left is the NSW Government logo, and to its right is the word "Education". Below this is the heading "Video Conferencing". There are three red buttons: "Join" (with the subtext "Connect to a meeting in progress"), "Host" (with "Start a meeting"), and "Sign in" (with "Configure your account"). At the bottom, it says "Made with Zoom" and a footer with links for "Getting Started", "Download Client", and "Zoom Support".

TABLET/PHONE APP – DOWN LOAD & JOIN A MEETING

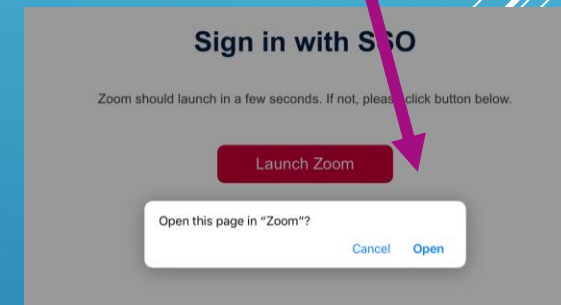
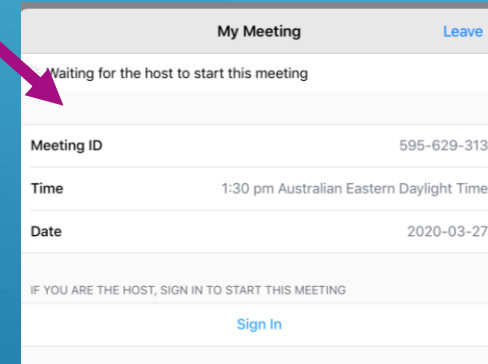
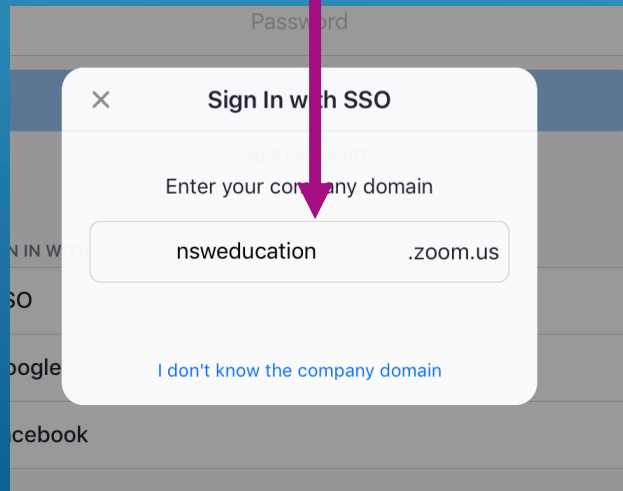
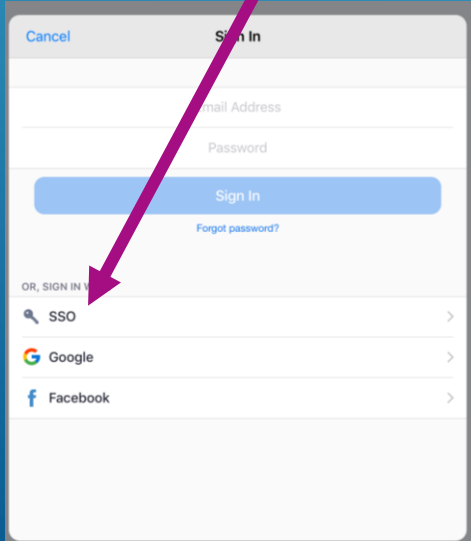
1. Go to Play Store or App Store, Search and Download Zoom Cloud Meeting
2. Student can click on the link that you supply or they can manually type in Meeting ID and Password.
3. If student clicks on teacher meeting link it will open up and ask to open in ZOOM, press yes. It will then display a sign in page.
4. Press SSO (Single Sign-On), enter company domain nsweducation



5. Student will be directed to their student portal login page Enter School User ID and School Password.



6. It will prompt to open page in Zoom, click OPEN.
7. App will open up and you will be in the waiting room, teacher will admit student into meeting.



If the link does not work, you can manually enter the Meeting ID and password, which will also be in the invitation details. Open up App, click Sign in then follow steps 4 to 6. When the app opens up type in Meeting ID and Password and you will enter the waiting room as per step 7.

TABLET/PHONE - PARTICIPANTS VIEW

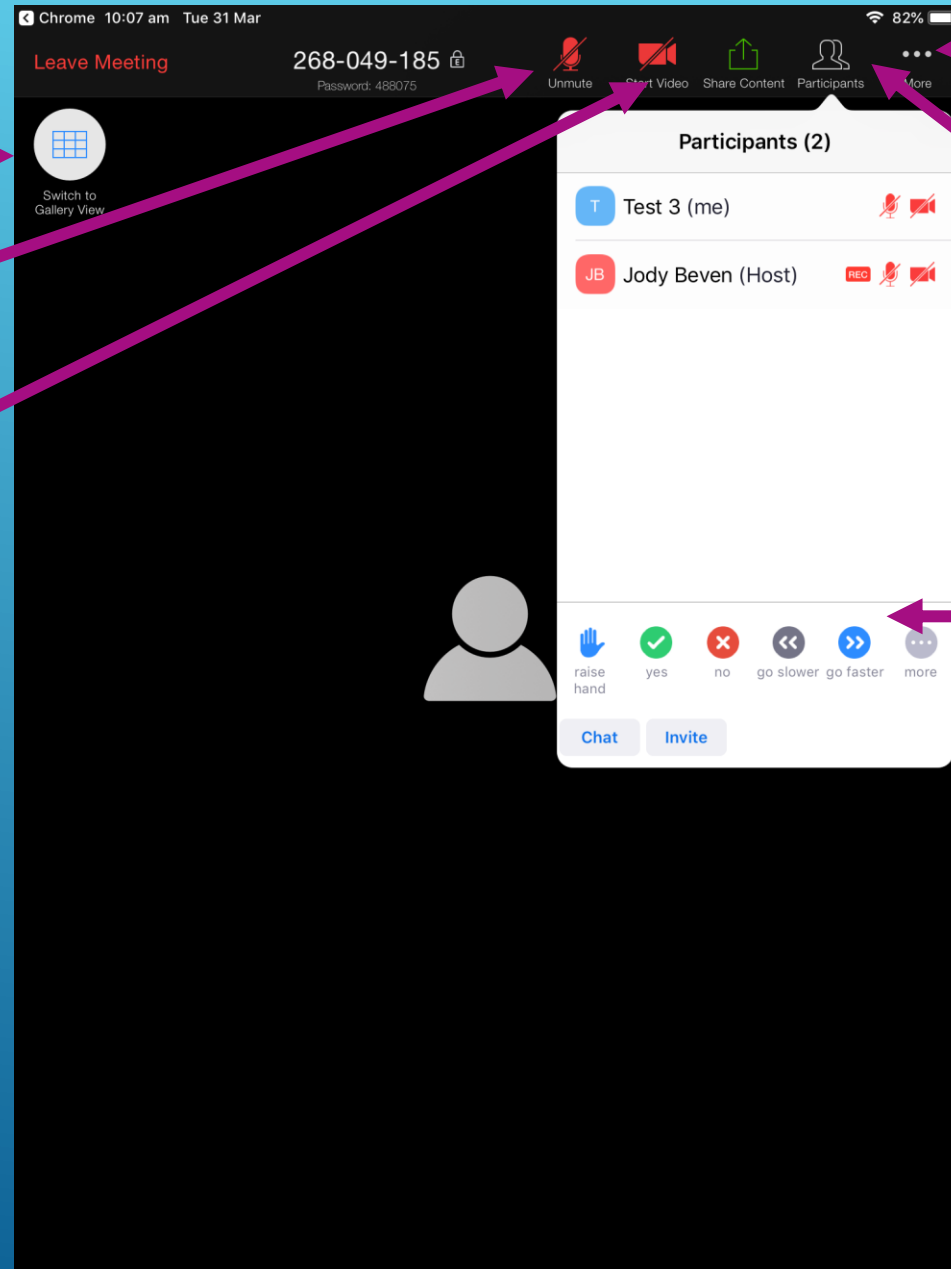
Switch between Gallery View or Speaker View

Participants can Mute and Unmute Mic

Participants can turn their Camera off and on

Your teacher may send you a request to turn your camera on, you can choose to accept or decline.

You are unable to share your screen with classmates or teacher unless your teacher enables this option.

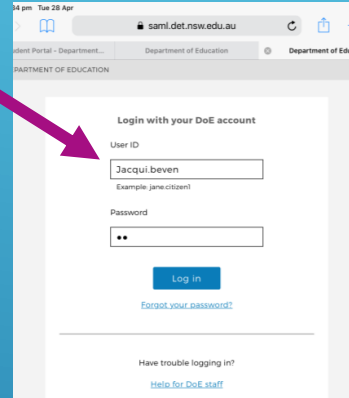
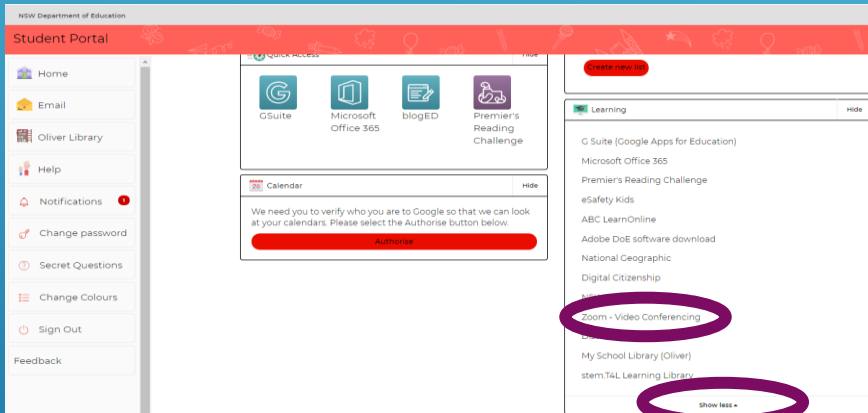


Click ... for more options
Thumbs up and Thumbs down

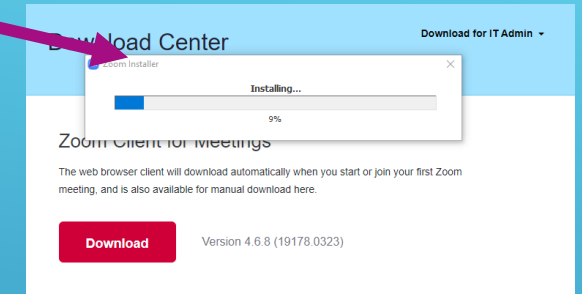
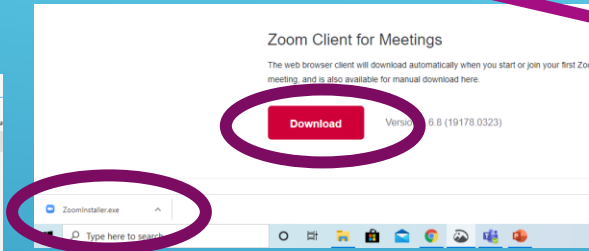
Click Participants, participants can:
See who is in the meeting
See who the host is
Chat in the whole group
Use Non-Verbal cues
Like Raise Hand to get teacher's attention.

PC/LAPTOP – DOWNLOAD ZOOM APP

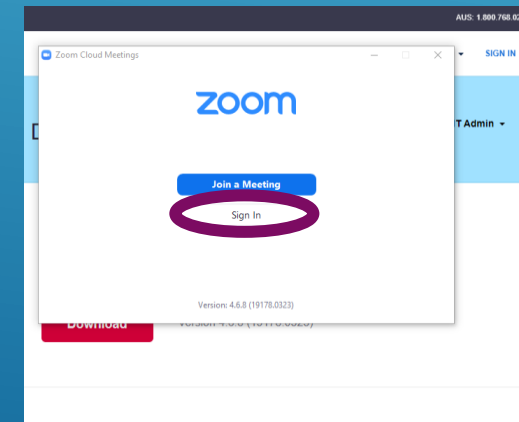
1. Log Onto Student DoE portal.
<https://sso.det.nsw.edu.au/sso/XUI/?goto=https://portal.det.nsw.edu.au/#login/>
2. Enter Student User ID and Password (School Supplied)
3. In student portal go to Learning (show more) and click on Zoom.



5. Click Download and App will download and depending on your browser, can be found in your download folder or at the bottom of your browser page. Click on file and it will install.



6. Program will install onto your PC/Laptop and App will open. You will now find this in your start menu that you can pin to your taskbar for fast access. Click on the ZOOM icon and it will open up to a sign in screen, click Sign In.

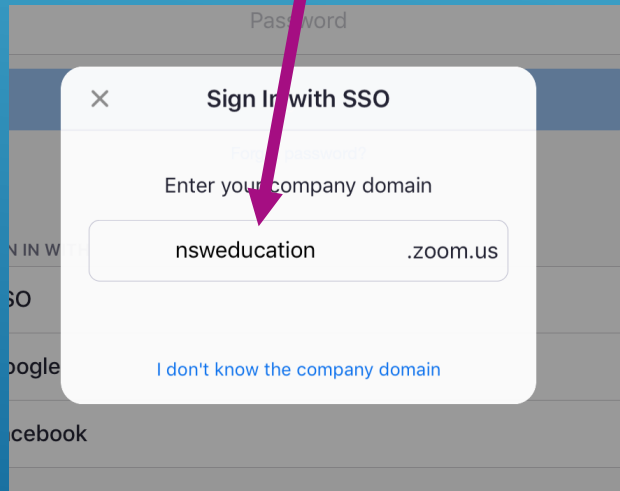
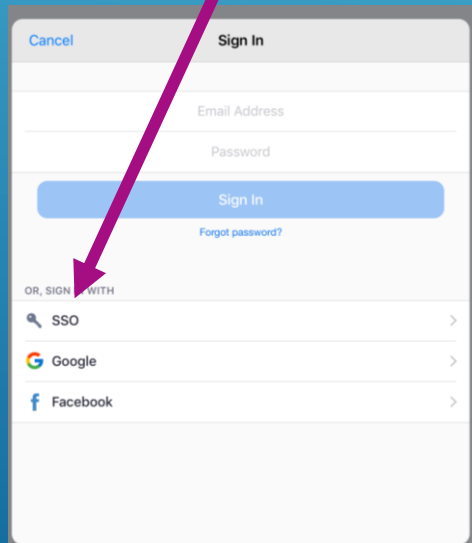


4. Download Client

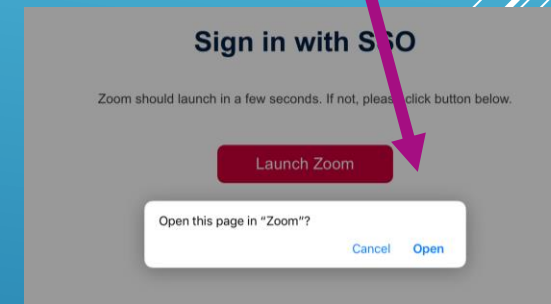
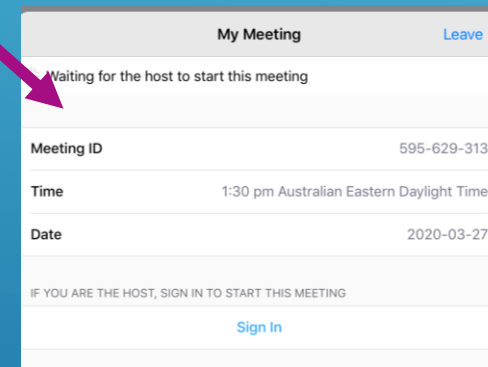
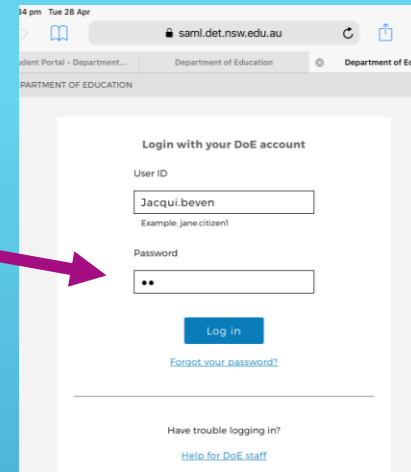


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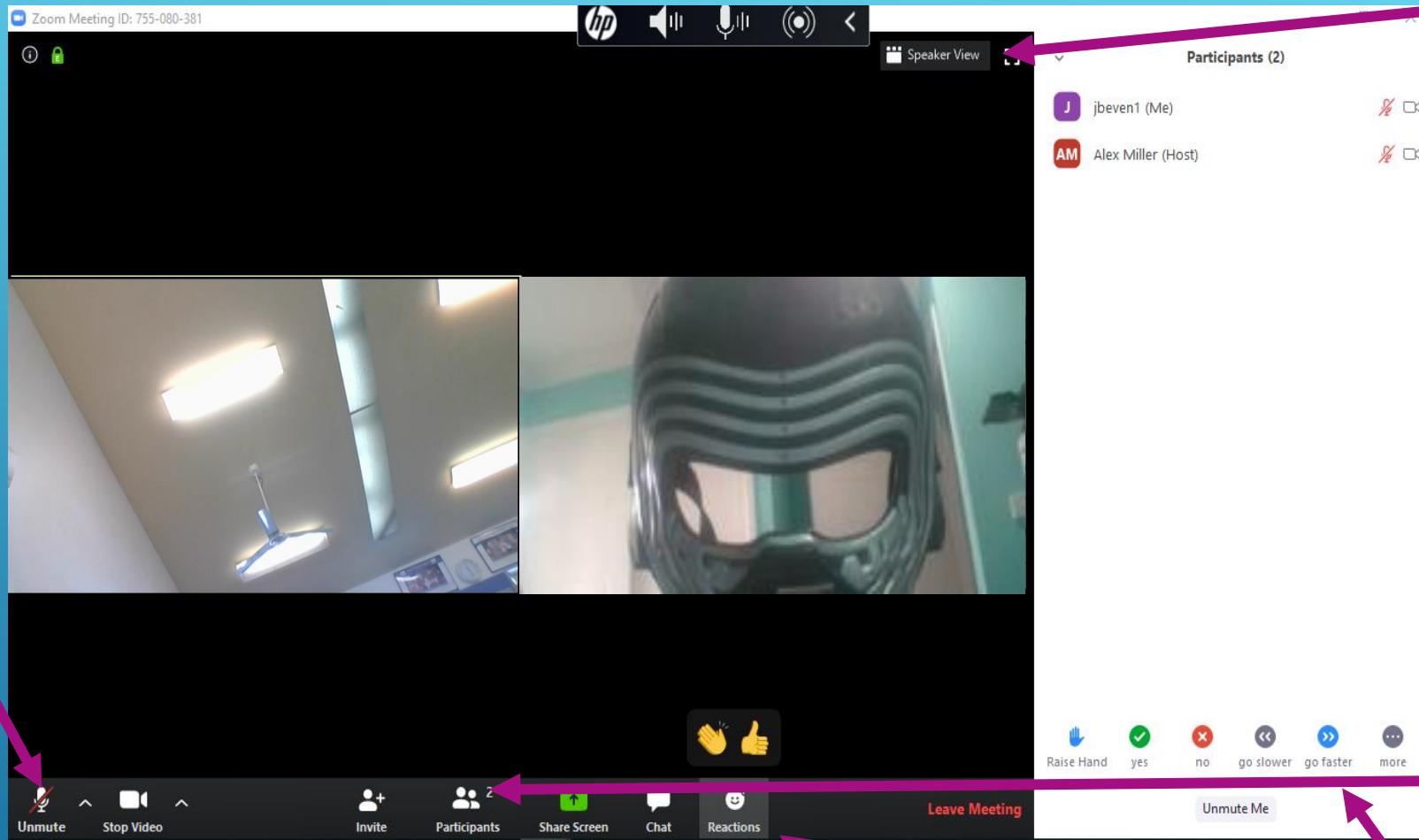


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Like Raise Hand to get teacher's attention.

Participants can Mute and Unmute Mic

Participants can turn their Camera off and on
Click arrow to change virtual background

Chat
Thumbs up and Thumbs down

Reactions
Thumbs up and Silent Cheer