



A Division of South Central College

VIRTUAL CLASSROOM TECHNOLOGY MANUAL

About Virtual Classrooms

Virtual classrooms are live, interactive classrooms where the instructor and students use a video camera and microphone over the internet to see and hear each other. The instructor will share their screen as needed to present PowerPoints, videos, documents, etc.

Before the class starts, you will receive an email with the virtual classroom connection information. Use this information to enter the classroom on the appropriate days and times of the class.

Please Note: Classes are NOT recorded. You must attend live or contact the instructor in case of absence.



System Requirements

- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam - built-in or USB plug-in

Supported Browsers

- Windows: IE7+, Firefox, Chrome, Safari5+
- Mac: Safari5+, Firefox, Chrome
- Linux: Firefox, Chrome

Internet Speed/Bandwidth Requirements

- 600kbps/1.2Mbps (up/down) for high quality video
- For gallery view and/or 720p HD video: 1.5Mbps/1.5Mbps (up/down)
- Receiving 1080p HD video requires 2.5mbps (up/down)
- Sending 1080p HD video requires 3.0 Mbps (up/down)

Prerequisites

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from the [Download Center](#). Otherwise, you will be prompted to download and install Zoom when you click a join link.

Join a Test Meeting

Prior to class, please test your equipment by joining a test meeting: <https://zoom.us/test>. You can also follow instructions to [test your speakers and microphone](#) and [test your video](#).

Troubleshooting

- Zoom Support (available 24/7): US: +1.888.799.9666 ext 2 or +1.650.397.6096 ext 2
- Zoom Help Center: <https://support.zoom.us/hc/en-us/categories/201137166>

Join Meeting by computer

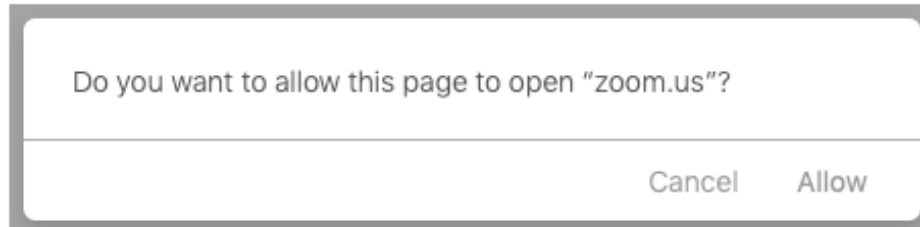
1. Click the **Join Meeting** link in the classroom connection information that is emailed to you approximately 1 week before the class starts:

- Join Meeting: <https://minnstate.zoom.us/xxxxxxxx>
- Dial In: +1 555 555 5555 US | Meeting ID: XXX XXX XXX
- Join by ITV/Video Conference: xxxxxxxx@zoomcrc.com

2. If this is your first time joining, you may be asked to open the Zoom client to join the meeting:

- a. **Safari (Mac)**

When asked if you want to open zoom.us, click **Allow**.

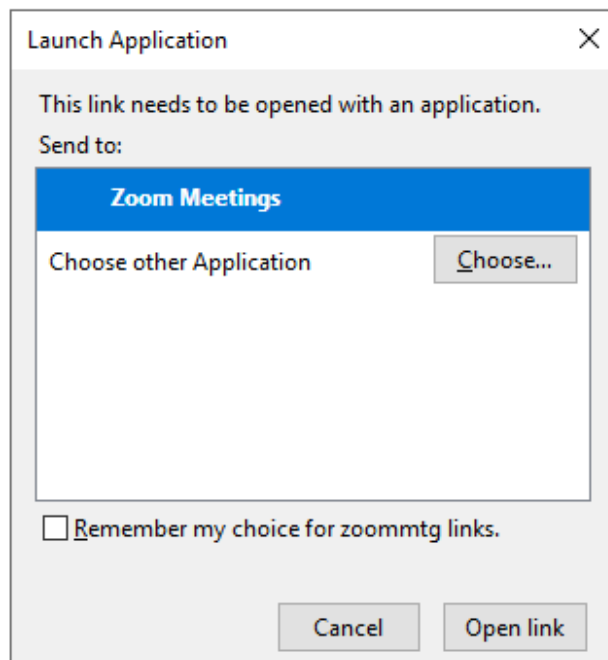


- b. **Firefox**

If this is your first time joining from Firefox, you may be asked to open Zoom or the Zoom installer package.

To skip this step in the future, check **Remember my choice for zoommtg links**.

Click **Open Link**.

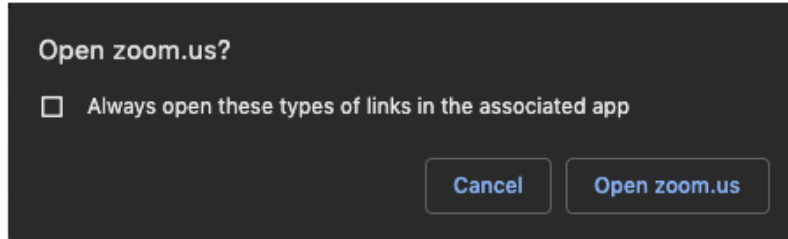


c. **Google Chrome**

If this is your first time joining from Google Chrome, you will be asked to open the Zoom client to join the meeting.

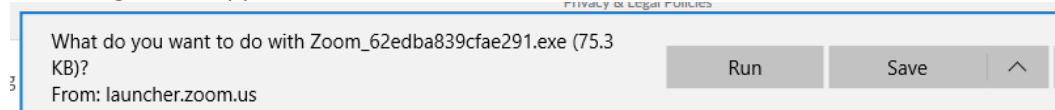
You can check **Always open these types of links in the associated app** to skip this step in the future.

Click **Open Zoom Meetings (PC)** or **Open zoom.us (Mac)**.



d. **Microsoft Edge/Internet Explorer**

If a dialogue box appears, click Run



Dial In by telephone

1. On your phone, dial the virtual classroom teleconferencing number that was provided to you by email approximately 1 week before the class starts.
2. Enter the meeting ID number when prompted using your dialpad.

Note: If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer. If you have not joined on your computer, simply press # again when prompted to enter in your participant ID.

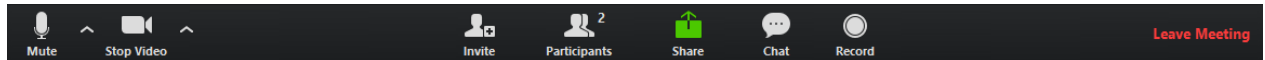
Join by ITV/Video Conferencing

1. Dial the **IP address for ITV/Video Conference** in the classroom connection information that is emailed to you approximately 1 week before the class starts:

- **Join Meeting:** <https://minnstate.zoom.us/j/xxxxxxxxx>
- **Dial In:** +1 929 205 6099 US | Meeting ID: XXX XXX XXX
- **Join by ITV/Video Conference:** xxxxxxxxxxx@zoomcrc.com

Attendee Controls

The attendee controls appear at the bottom of your screen if you're not currently screen sharing.



Attendees have access to these features:

Mute / Unmute: Mute and unmute your microphone.

Audio Controls (click the ^ arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full [audio settings](#).

Tip: Use the following [keyboard shortcuts](#) to mute or unmute yourself. You can also use [push to talk](#) if you want to unmute yourself by holding the spacebar.

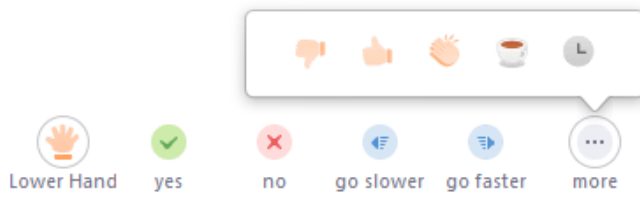
- Windows: **Alt + A**
- Mac: **Shift + Command + A**

Start Video / Stop Video: Turns your camera on or off.

Video Controls (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a [virtual background](#) (if enabled), or access your full [video settings](#).

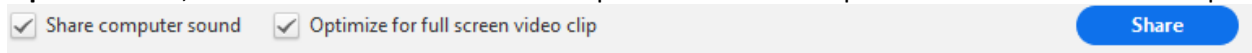
Participants: See who's currently in the meeting. The Participants list also gives you access to these options:

- **Rename:** Hover over your name and click **Rename** to change your screen name displayed to other participants.
- Non-verbal feedback icons (if enabled by the host): Places an icon beside your name to quickly notify the host. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.



Share Screen: Start a screen share. You will be able to select the desktop or application you want to share. [Learn more.](#)

Tip: For videos, check the box next to “Share computer sound” and “Optimize for full screen video clip”.



Chat: Access the chat window to chat with the participants. [Learn more.](#)

Leave Meeting: Leave the meeting while it continues for the other participants.