

PASS Virtual Tutoring Centre

ZOOM VIDEO CONFERENCING INFORMATION FOR STUDENTS

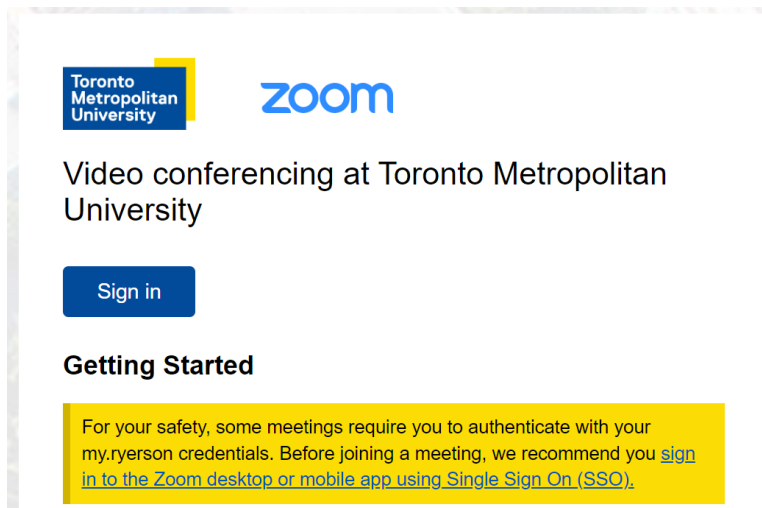
The Program Advising and Student Success Centre's Virtual Tutoring Program now utilizes Zoom to facilitate virtual tutoring. Zoom is used for teleconferencing, telecommuting, distance education and many other areas. The platform is generally intuitive for student learning.

What do tutees need to know how to do?

- Create a Toronto Metropolitan University Zoom Account
- Download the Desktop Client for an optimal user experience with the platform
- Use chat and participant features, such as raise hand, turn on audio to ask questions, move slower, etc.

Guidelines for Students (Tutees)

Start by creating an account through the [Toronto Metropolitan University Zoom domain](#) . Signing in to your Toronto Metropolitan University account for Zoom promotes the security and authenticity of visitors by requiring Toronto Metropolitan University credentials through Single Sign On (SSO).

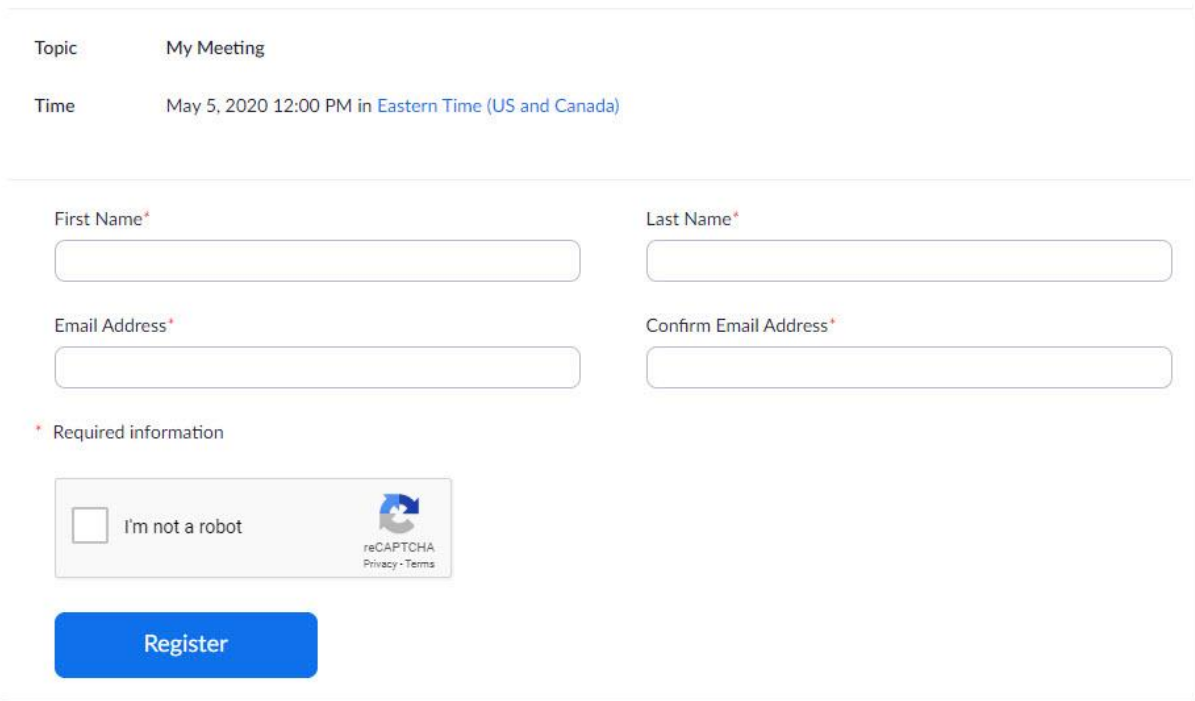


Students will be redirected to the Toronto Metropolitan University login page to verify their Toronto Metropolitan University identity.

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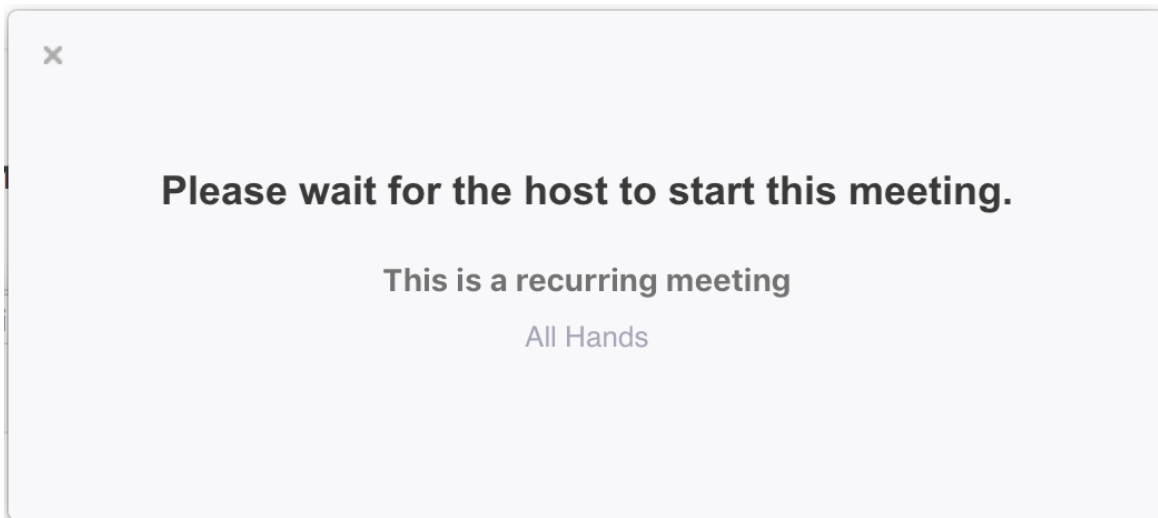
After receiving a zoom meeting link to their email, students will be directed to the Meeting Registration page where they are prompted to enter their name and TMU email.



The screenshot shows a registration form for a Zoom meeting. At the top, the topic is 'My Meeting' and the time is 'May 5, 2020 12:00 PM in Eastern Time (US and Canada)'. Below this are input fields for 'First Name*', 'Last Name*', 'Email Address*', and 'Confirm Email Address*'. A 'Required information' section contains a reCAPTCHA widget with the text 'I'm not a robot' and a 'Register' button.

IMPORTANT NOTE: Students are required to register for the virtual tutoring Zoom session with their correct name and TMU email address.

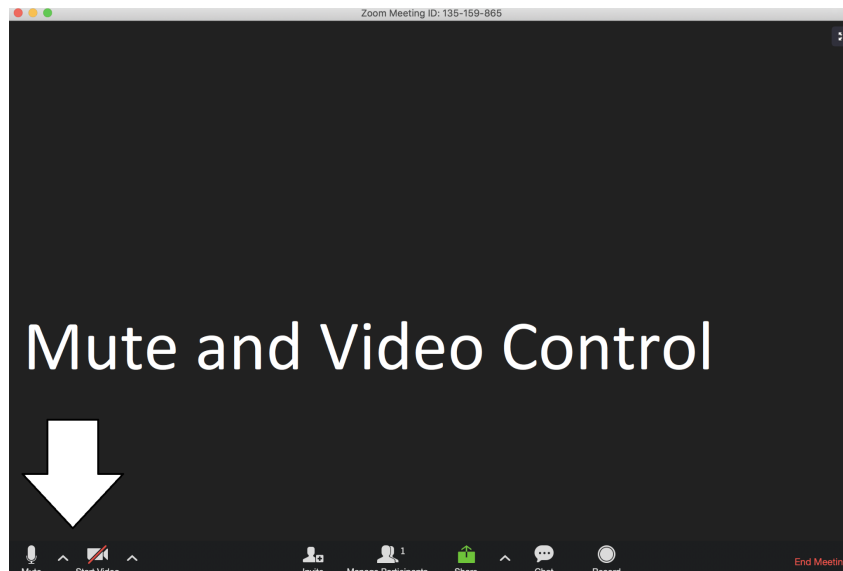
Once a student signs in and joins the Zoom tutoring session, they will be placed into a waiting room until the host/tutor verifies they are registered for the session and adds them to the Zoom meeting.



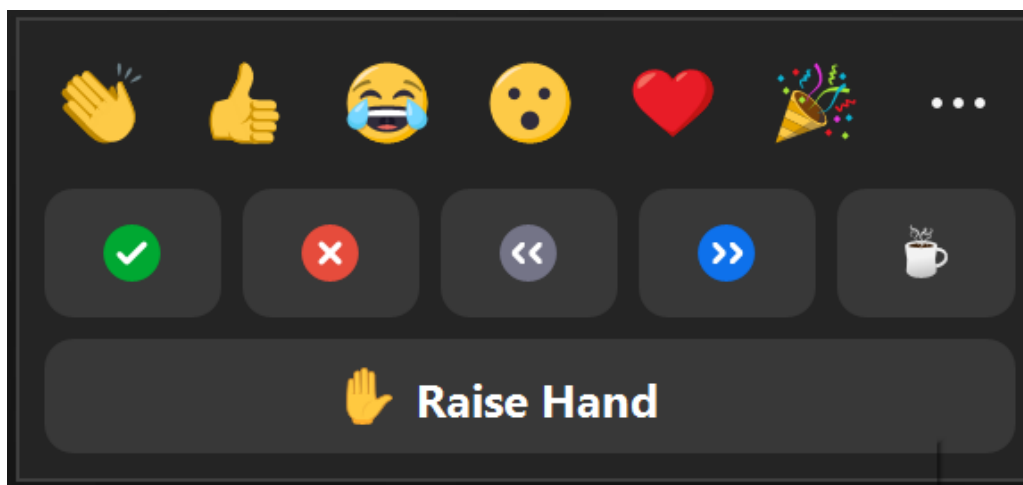
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Students are automatically muted upon entry. To minimize feedback and prevent disruptions, we ask that students leave their microphone on mute unless they have a question and/or want to participate in discussion.



The different symbols in the “Reactions” tab enhances the student experience by allowing students to ask questions and respond to tutor’s questions.



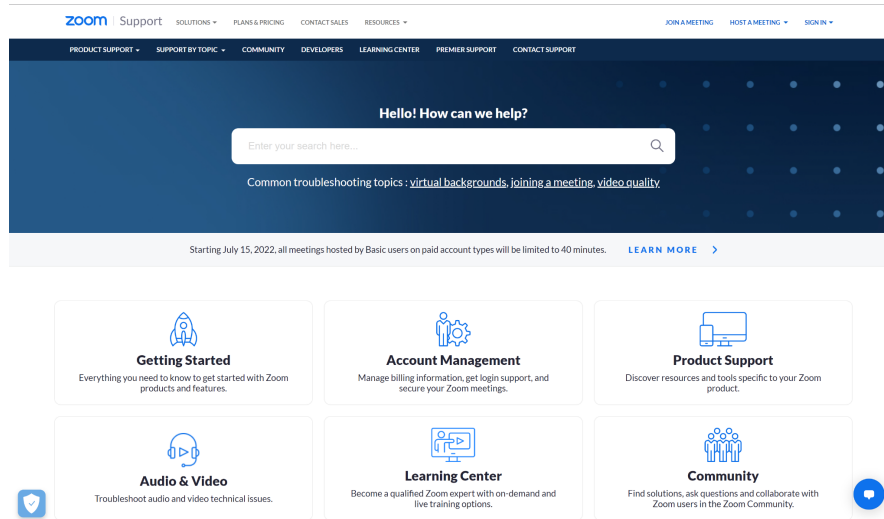
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Resources to Assist New Users

There are various online resource materials provided by Zoom to assist users with their experience, such as Live Trainings, Video Tutorials, Knowledge Base documents.

- The knowledge base resources are a great resource for more information on the platform. This includes training videos and documents for all types of information (Audio & Video, Mobile compatibility, Account support).



Below are two knowledge base links which will assist tutees with their Zoom experience.

- [Getting started on Windows and Mac](#)
- [Show Me videos on how to utilize the Zoom Desktop App](#)

Zoom Features

Available Zoom features depend on the Zoom platform the users use. The options are: desktop client, mobile application, and web client. We recommend downloading the Zoom application.

Zoom Web Client

The Zoom Web Client enables hosts and participants to join a meeting without downloading any plugins or software. Some of the features with the zoom web client includes:

- Sharing video and screen
- Joining meeting through computer or phone audio
- Meeting controls (Host)
- Viewing shared video and screen
- Closed Captioning

[The Zoom Web Client web page](#) provides further details on the web client platform.

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Desktop Client and Mobile Application

Both of these versions have similar features.

- Features that are available in the Desktop Client, but not in Mobile Application:
 - Local Recording
 - In-meeting controls for host

Further information can be found in the [Zoom help center](#).