

# A Responsible and Respectful Meridian during Live Lesson and Form Teacher Check-In

I am a **Responsible and Respectful Meridian** when I am...

- ready and focused to learn
- kind and positive in my communication
- patient to listen and wait for my turn to share

LOOK PRESENTABLE-



ON CAMERA



OFF AUDIO



# Downloading Zoom

For Computers Running Windows and Mac OS

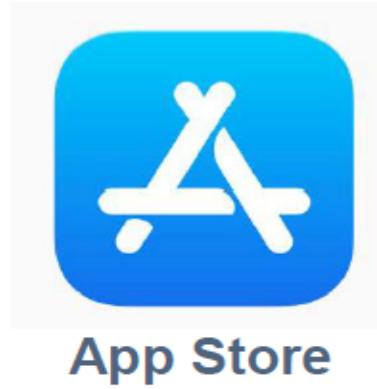
Students accessing the Zoom meeting using Windows or Apple desktop/laptop computers do not have to download any application/extension.

For iPads/iPhones, Android phones/tablets, Chromebooks

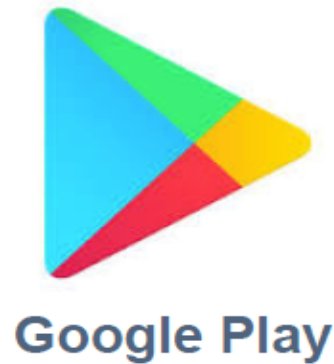
Students accessing the Zoom meeting using iPads and iPhones, or Android phones and tablets, or Chromebooks will have to download the Zoom application/extension prior to accessing Zoom for the first time.

1. For **Apple or Android devices**, scan the QR codes below to download the application.

For iPhones  
and iPads



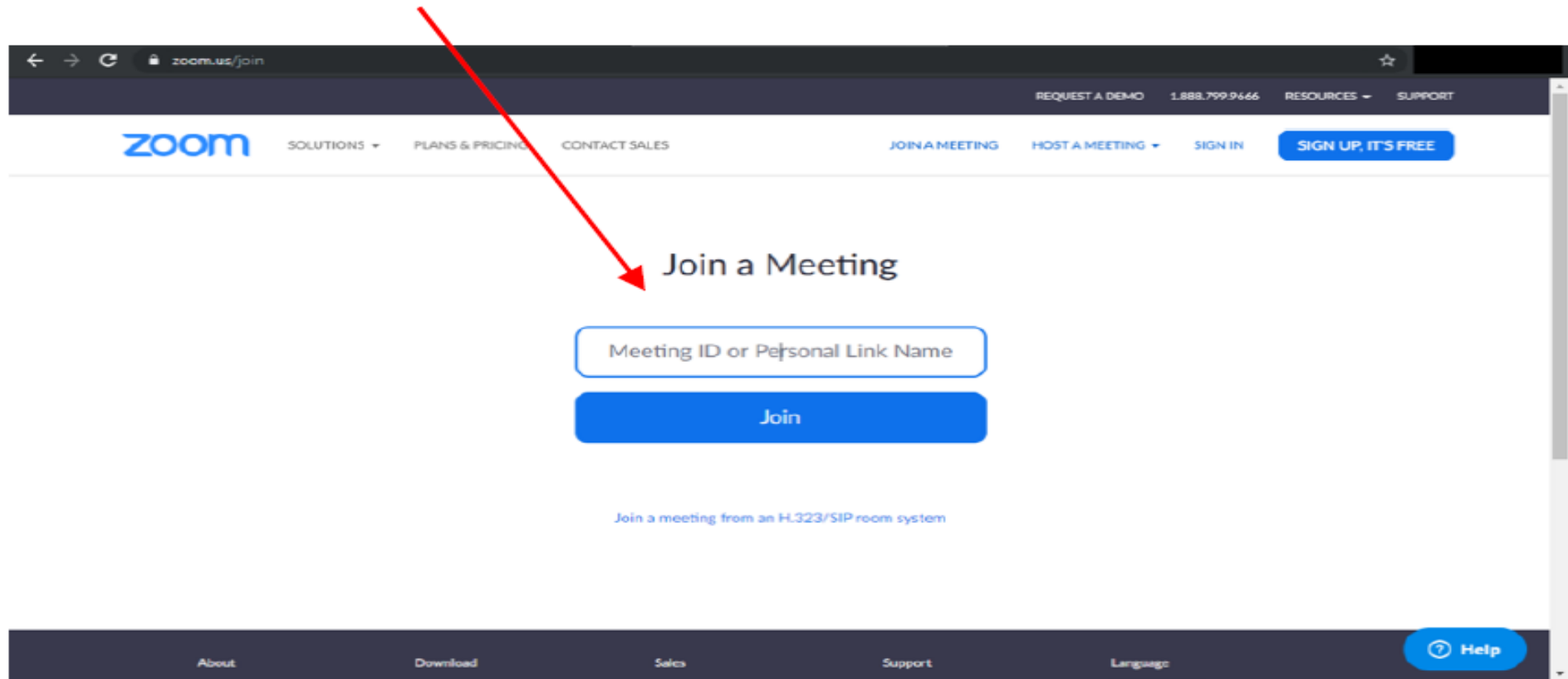
For Android  
phones and tablets



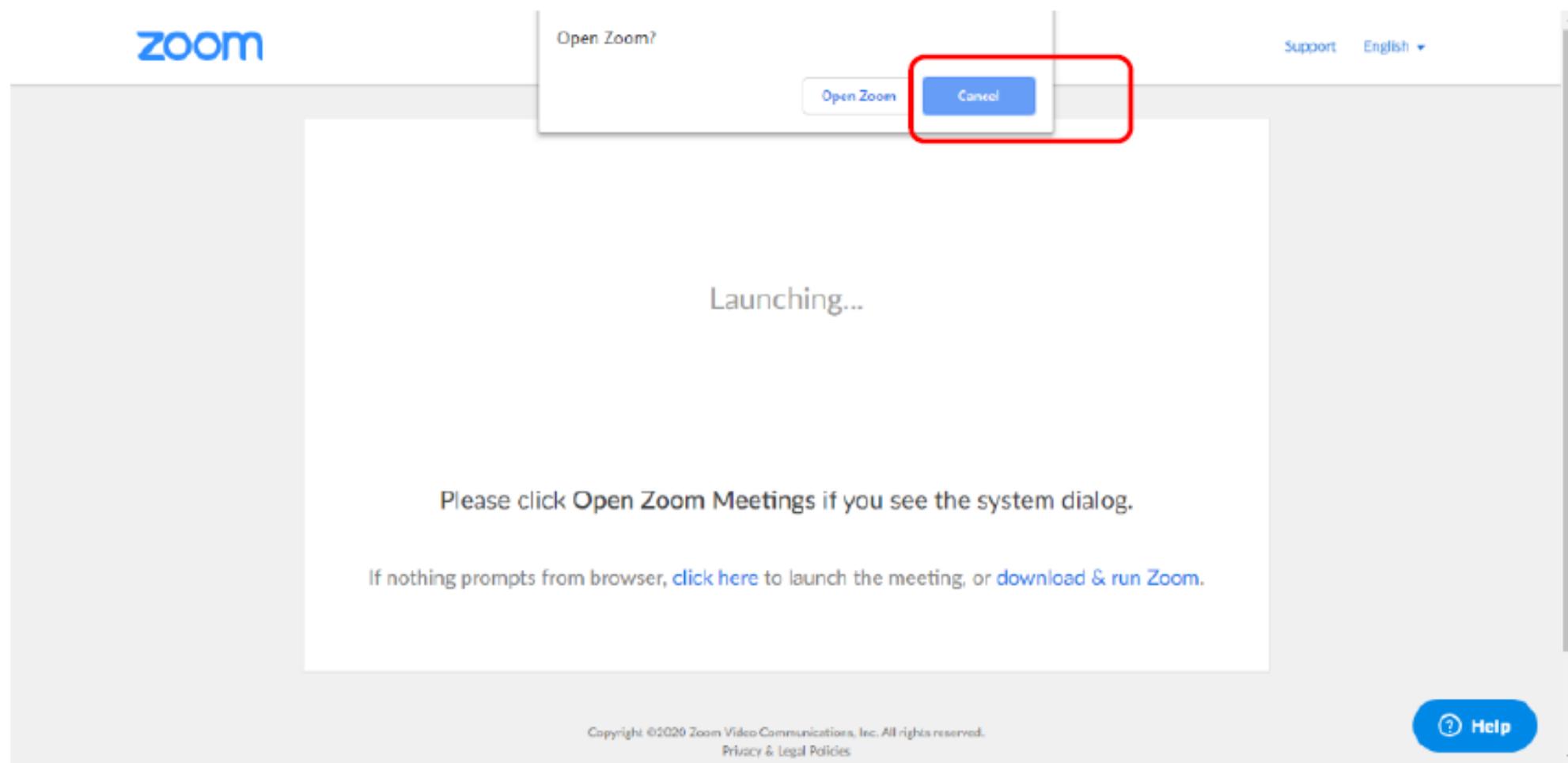
# For computers

You can access Zoom meetings on your personal laptops and desktops by following the steps below.

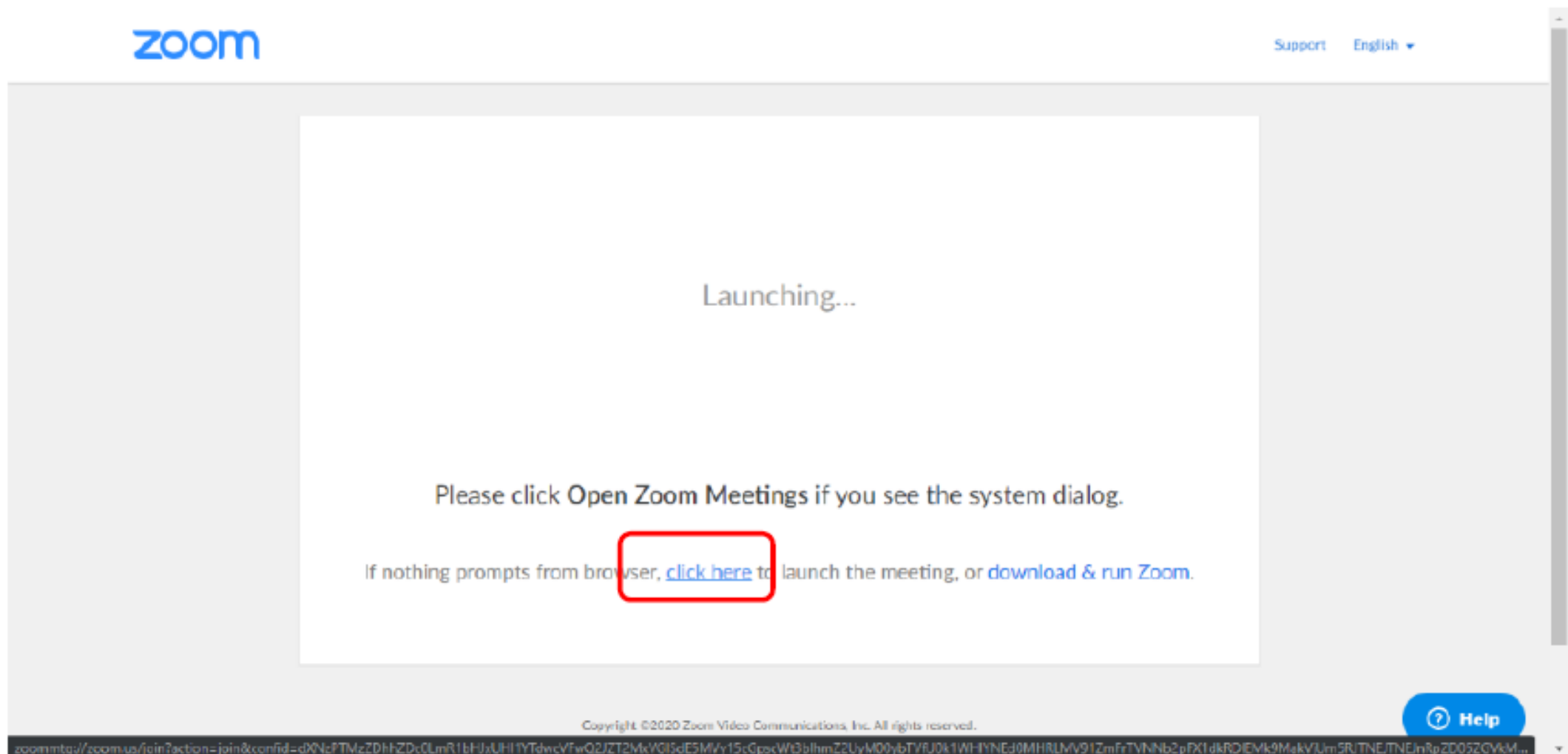
1. Using your Chrome browser, go to [zoom.us/join](https://zoom.us/join)  
**Key in the Meeting ID, and click 'Join'.**



2. Click **'Cancel'** when the pop-up prompts you to open the Zoom application.



### 3. Click **'Click here'** to join the meeting.



The screenshot shows the Zoom website interface. At the top left is the Zoom logo. At the top right are links for 'Support' and 'English'. The main content area is a white box with the text 'Launching...' in the center. Below this, it says 'Please click Open Zoom Meetings if you see the system dialog.' and 'If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).' The 'click here' link is highlighted with a red rectangle. At the bottom right of the page is a blue 'Help' button with a question mark icon. The footer contains copyright information and a long URL.

zoom

Support English

Launching...

Please click Open Zoom Meetings if you see the system dialog.

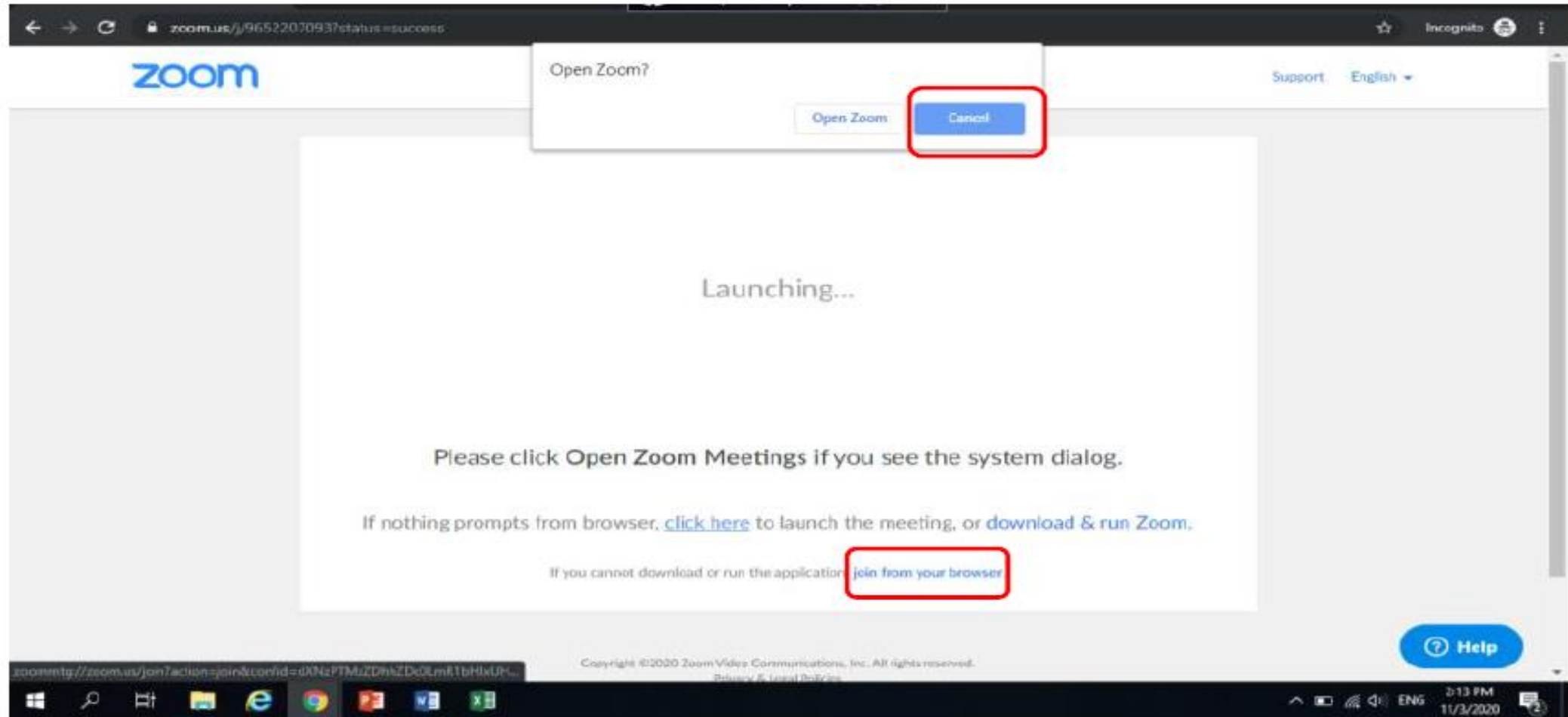
If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

Help

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zoommtg/zoom.us/join?action=join&confid=dXNcPTMzZDhhZDc0LmR1bFJxUjllYTdwcVFrQ2JZT2MkVGI3dE5MvY15cGpscW3blhmZ2UyM00ybTY6U0k1Wl-YNEd9MHRUMV91ZmFrTVNhb2pFX1dkRDIEMk9MakVUm5RiTNEJTNEinRpZD05ZGVAM...

4. When prompted, click **'Cancel'** again. Then click **'join from your browser'**.



5. Key in your name in the format of: **Index Number\_Full Name**, e.g. 05\_MOE Student. Click **Join**.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN SIGN UP, IT'S FREE

Please enter your name to join the meeting

Your Name

05\_MOE Student

Join

Help

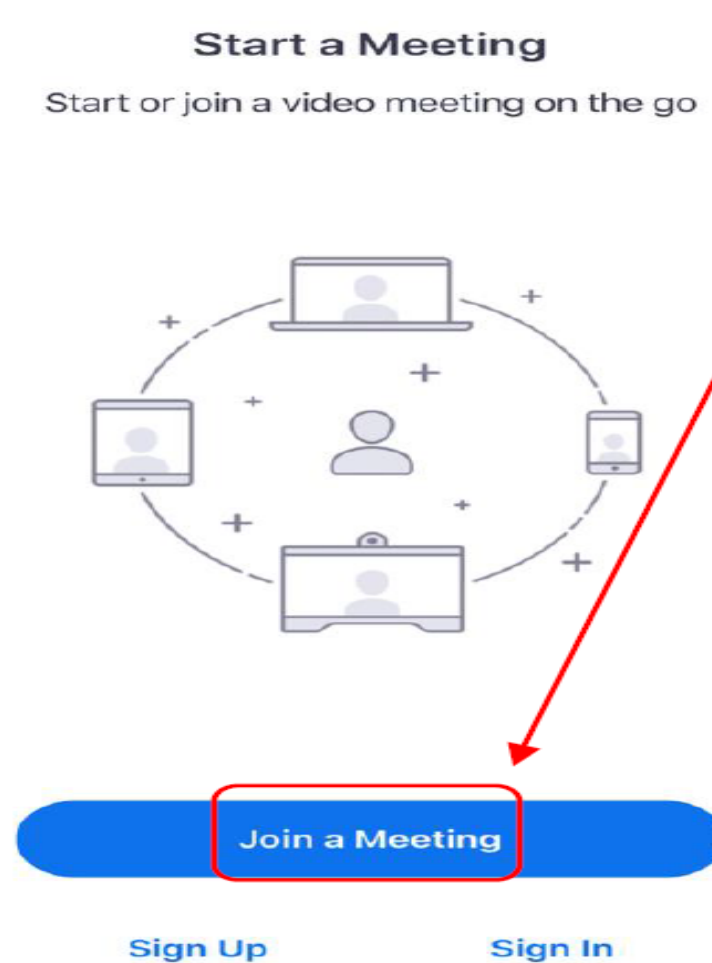
6. Click **‘Mute’** to silence the audio upon joining the meeting, and **‘Share video’** with your teacher. Upon joining the meeting, wait for your teacher’s instructions.



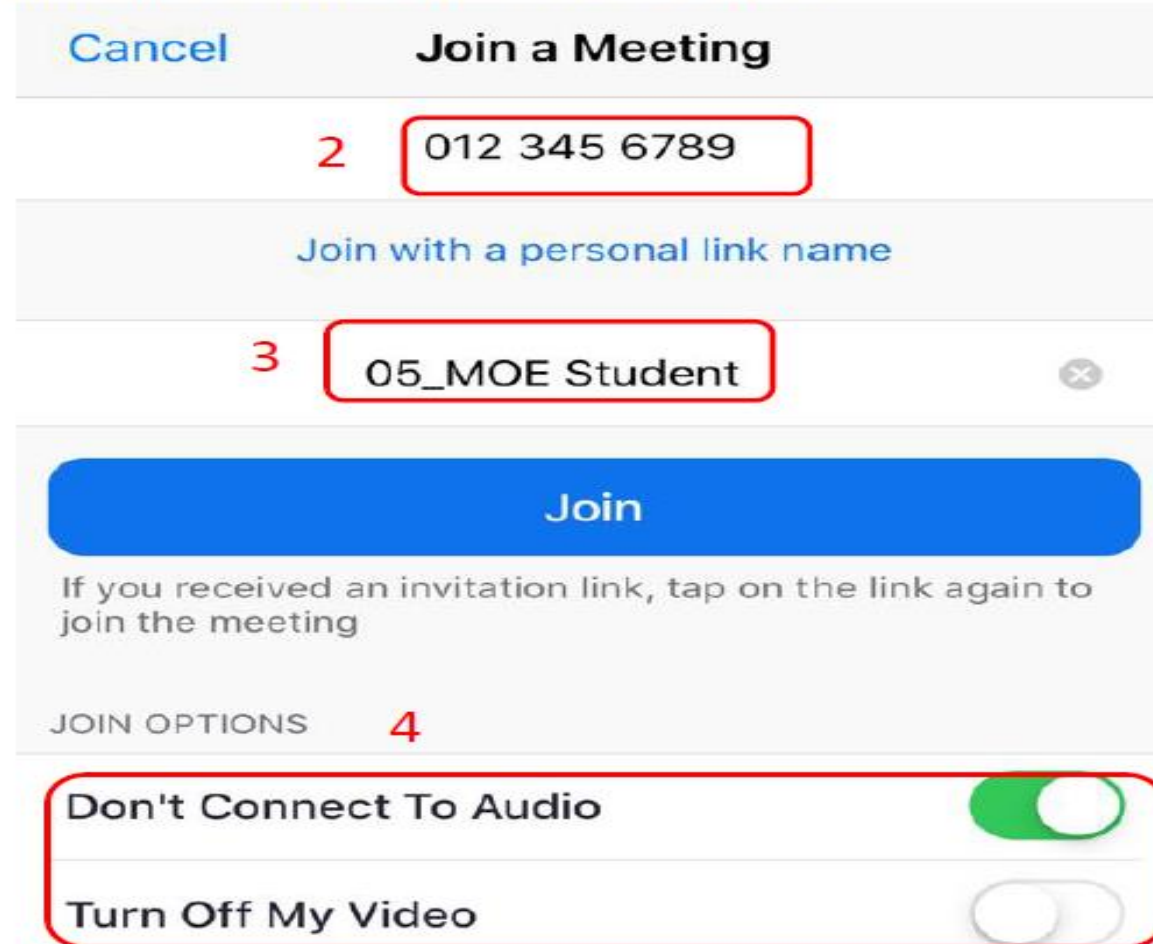
## For other devices

These devices include iPhones and iPads, or Android phones and tablets, and Chromebooks.

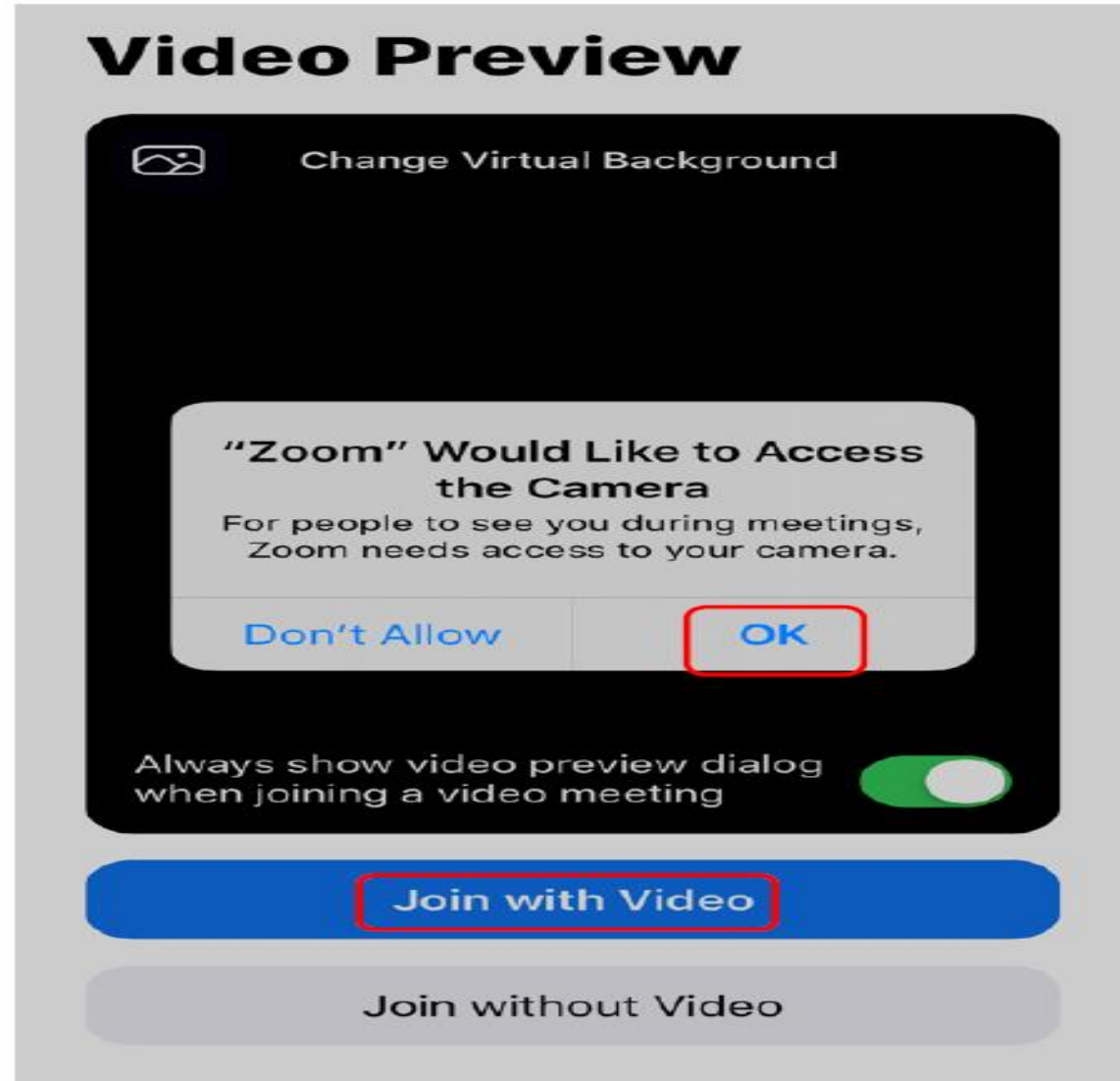
1. Open the Zoom application. Click **'Join a Meeting'**.



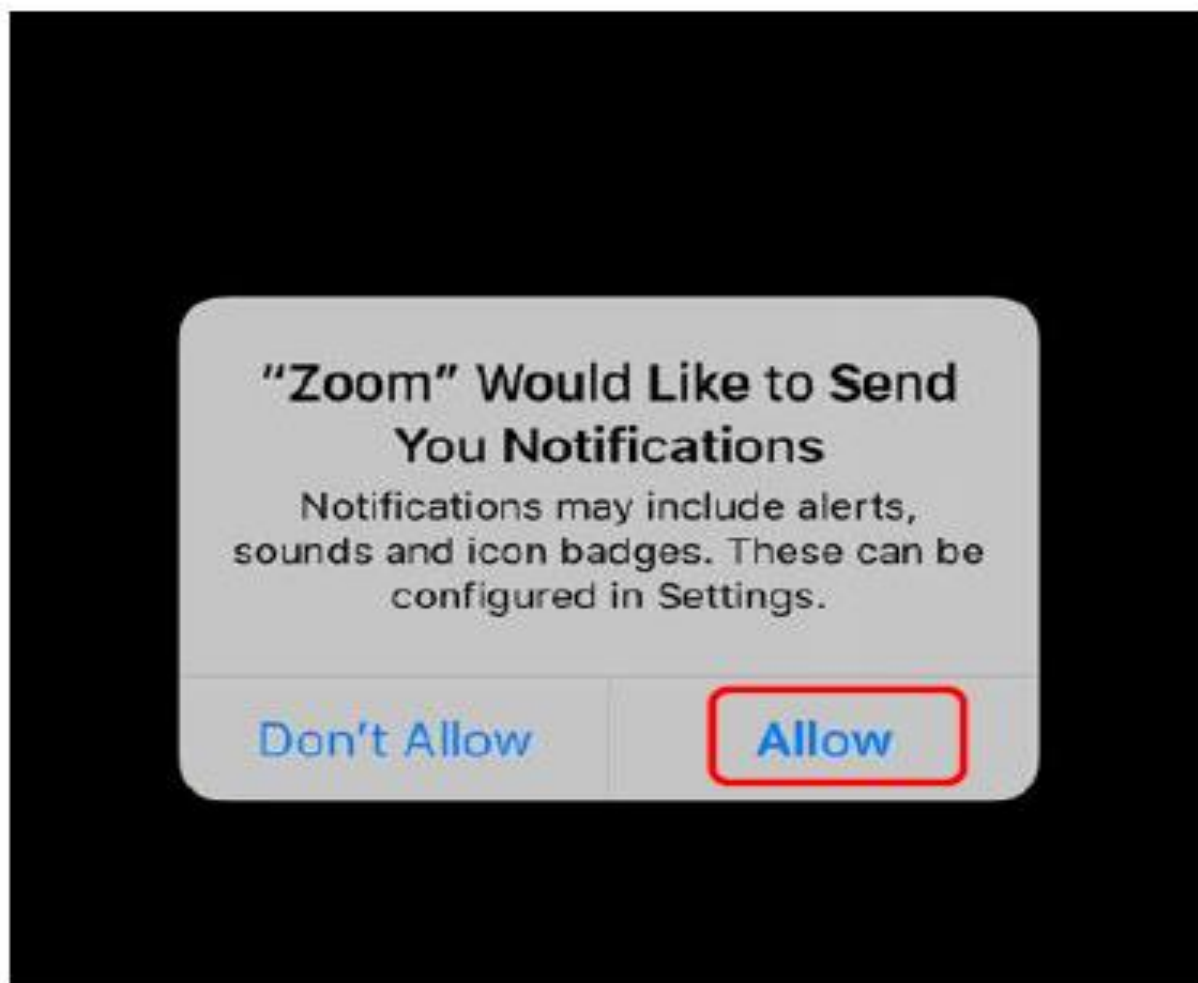
2. When prompted, **key in the Meeting ID.**
3. Key in your name in the format of: **Index Number\_Full Name**, e.g. 05\_MOE Student.
4. Check that **'Don't Connect to Audio'** is switched on, and **'Turn off My Video'** is switched off. Click on **'Join'**.



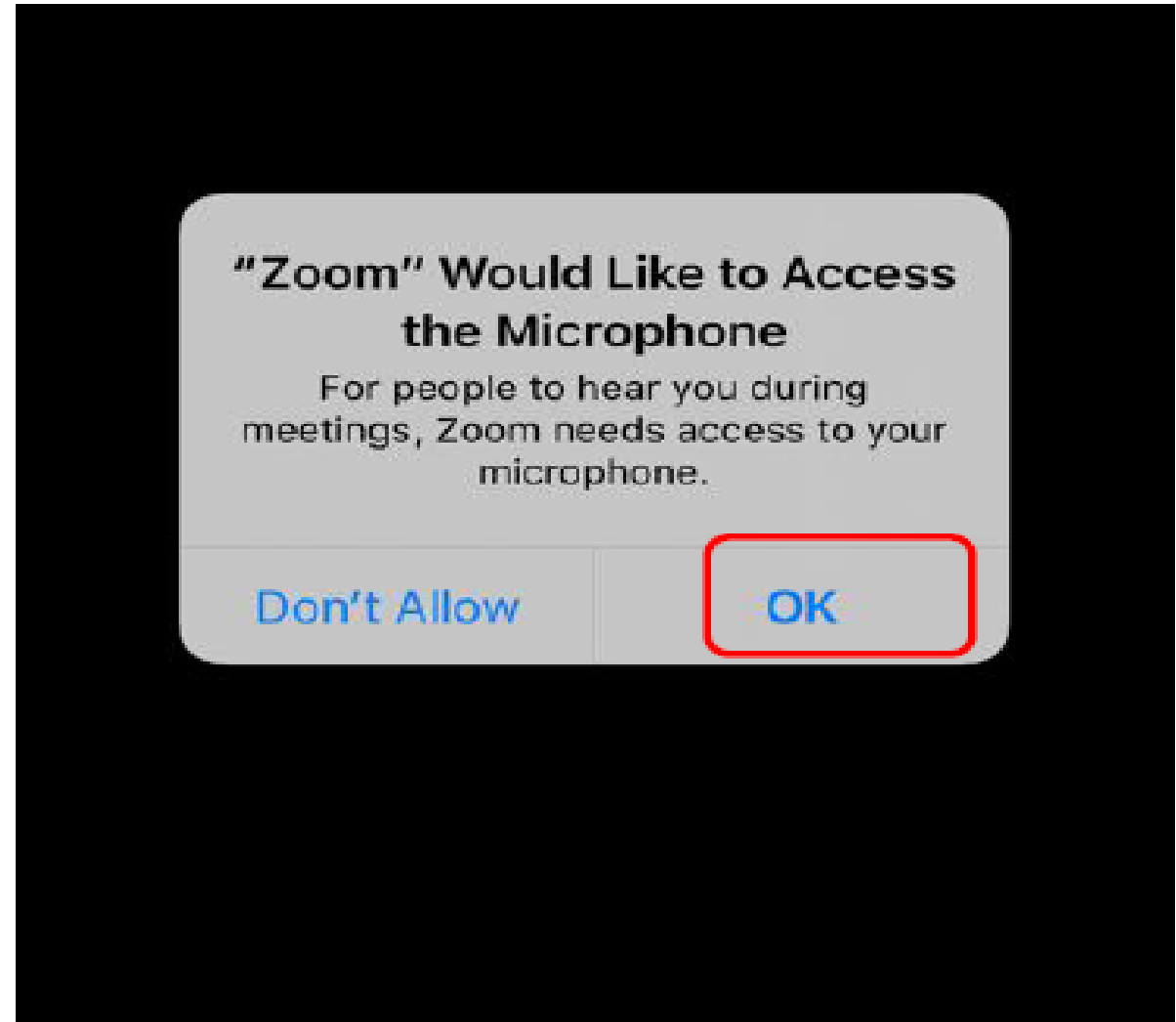
5. Click **'OK'** to allow Zoom to access the camera, then click **'Join with Video'**.



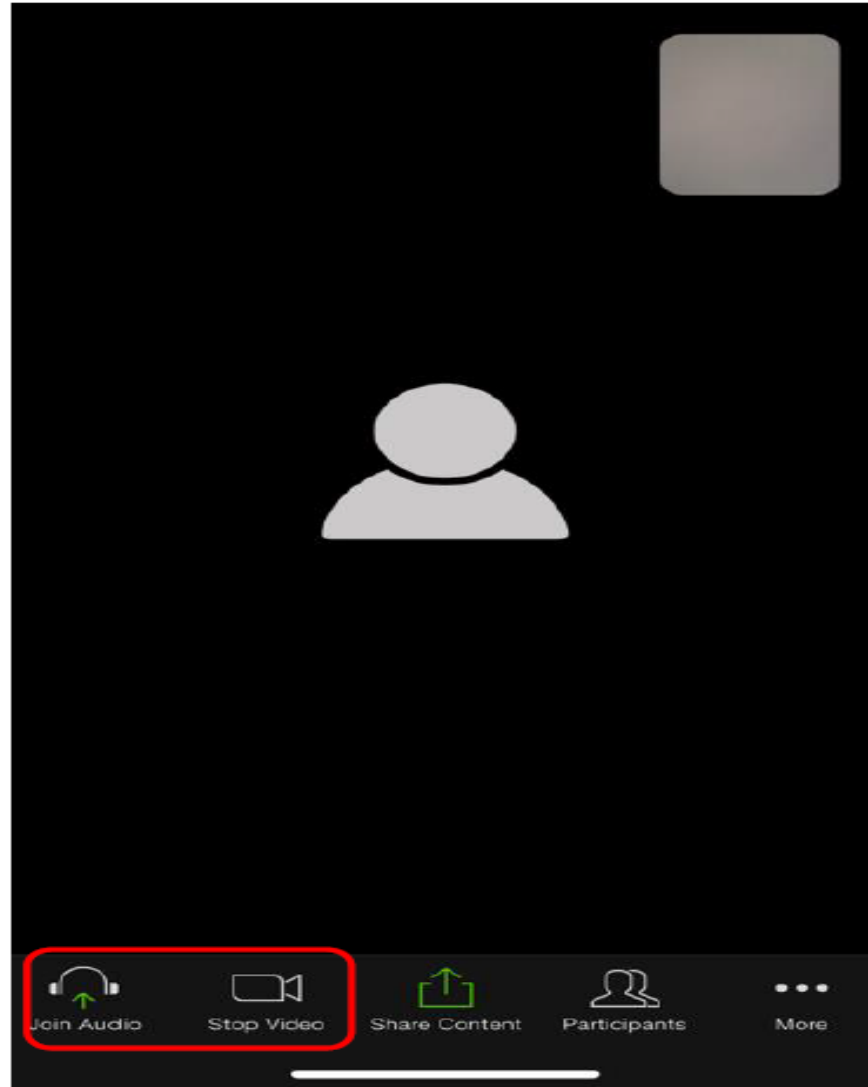
6. Click '**Allow**' to allow Zoom to send you notifications.



7. Click **'OK'** to allow Zoom to access the microphone.



8. Check that your audio is **muted** and that you have **shared video** with your teacher. Wait for further instructions.



# What should I take note of when participating in a Zoom Meeting?

Before participating in a Zoom meeting, here is what you should take note of:

1. Teleconference your teacher from a public space, e.g. living room, instead of a private space, e.g. bedroom.
2. Be appropriately dressed.
3. Follow class rules for HBL
  - a. Students should mute your microphones when you join the meeting
  - b. Students should not send inappropriate content to your peers
  - c. Students should key in your names in a standard format for easy identification, e.g. Index Number \_Full Name
  - d. Students who wish to speak should indicate by virtually raising hands or indicating in the chat room and waiting for further instructions before speaking

# How do I actively participate in a Zoom lesson?

Just like a lesson conducted in the classroom, your active participation is important for you to learn effectively. Zoom has several functions that you can use to ask questions, communicate with your teachers and peers, and seek feedback from your teacher.

These functions include:

- a) Chat
- b) Screen Sharing
- c) Video/Audio
- d) Raise Hand/ Lower Hand



## **a) Chat**

You can use the chat function to ask questions, suggest ideas and responses, while the lesson is taking place.

## **b) Screen Sharing**

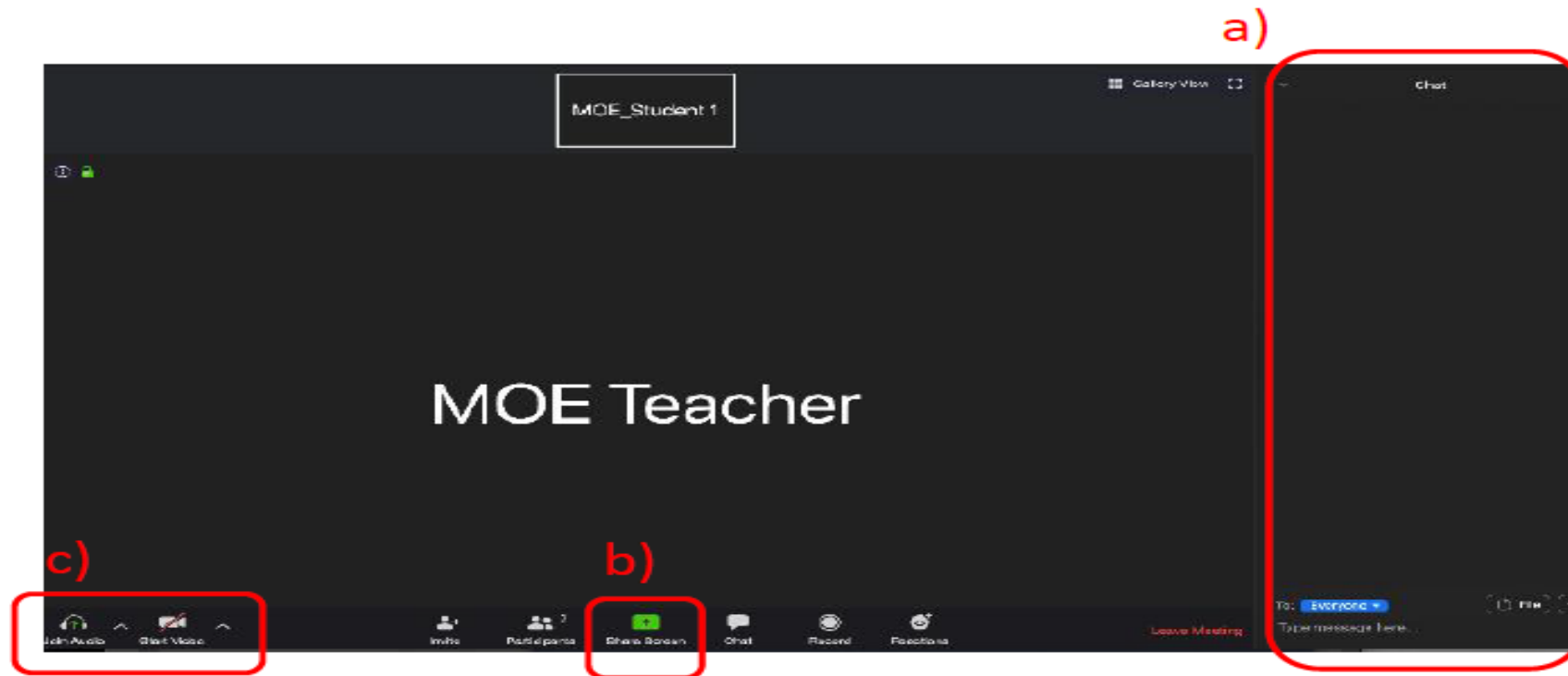
With screen sharing, you can share your screen with your teacher or other participants who are Live in the lesson. To share your screen, click '**Share Screen**' at the bottom of the window.

Choose the application that you would like to share with the teacher and click '**Share**'.

## c) Video / Audio

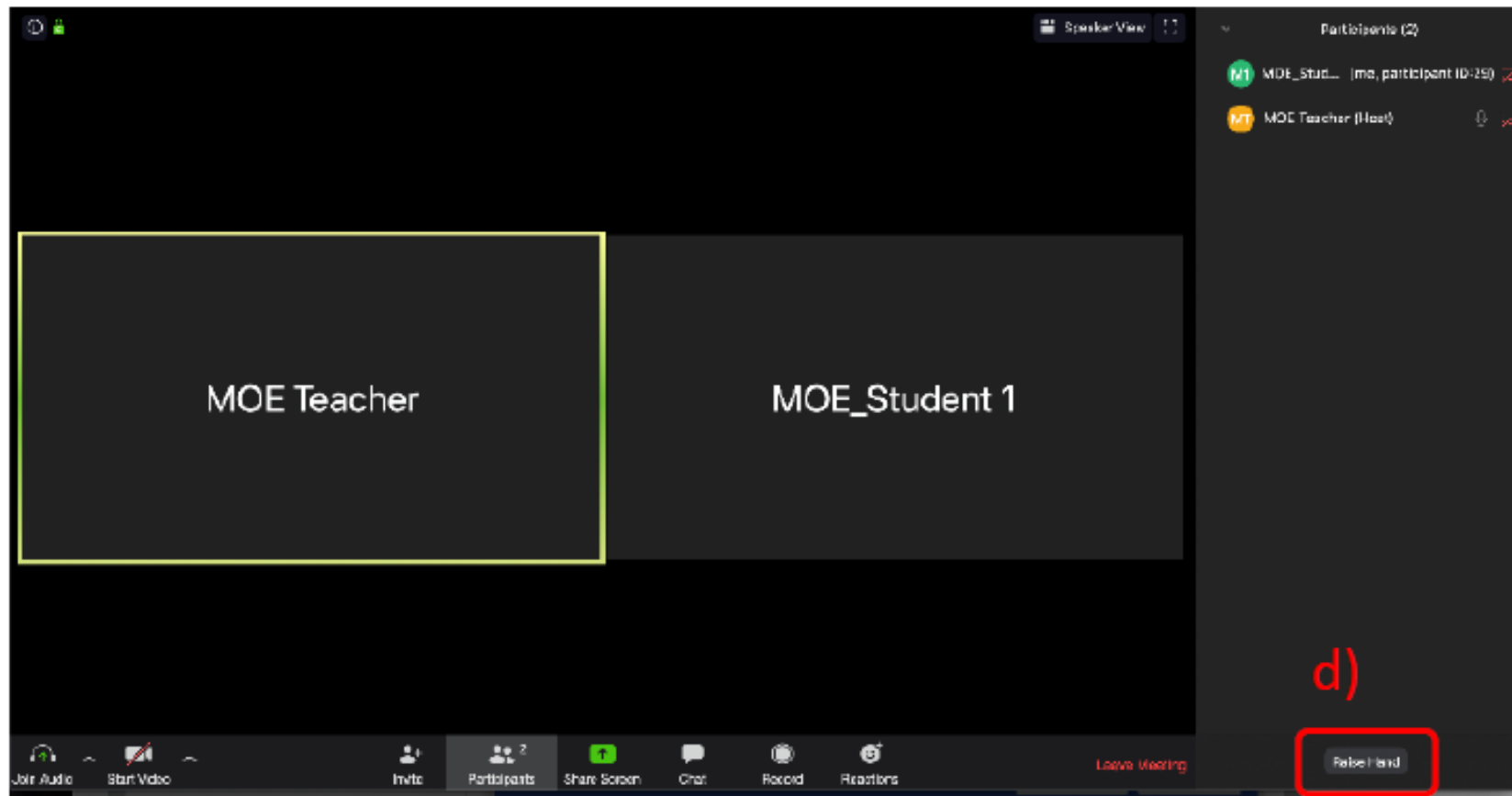
Your teacher might ask you to give a video or audio response during the lesson. The audio and video functions can be found at the bottom left-hand corner of the window.

- If you wish to mute/unmute your audio, click the microphone icon.
- If you wish to start/stop video, click the video camera icon.



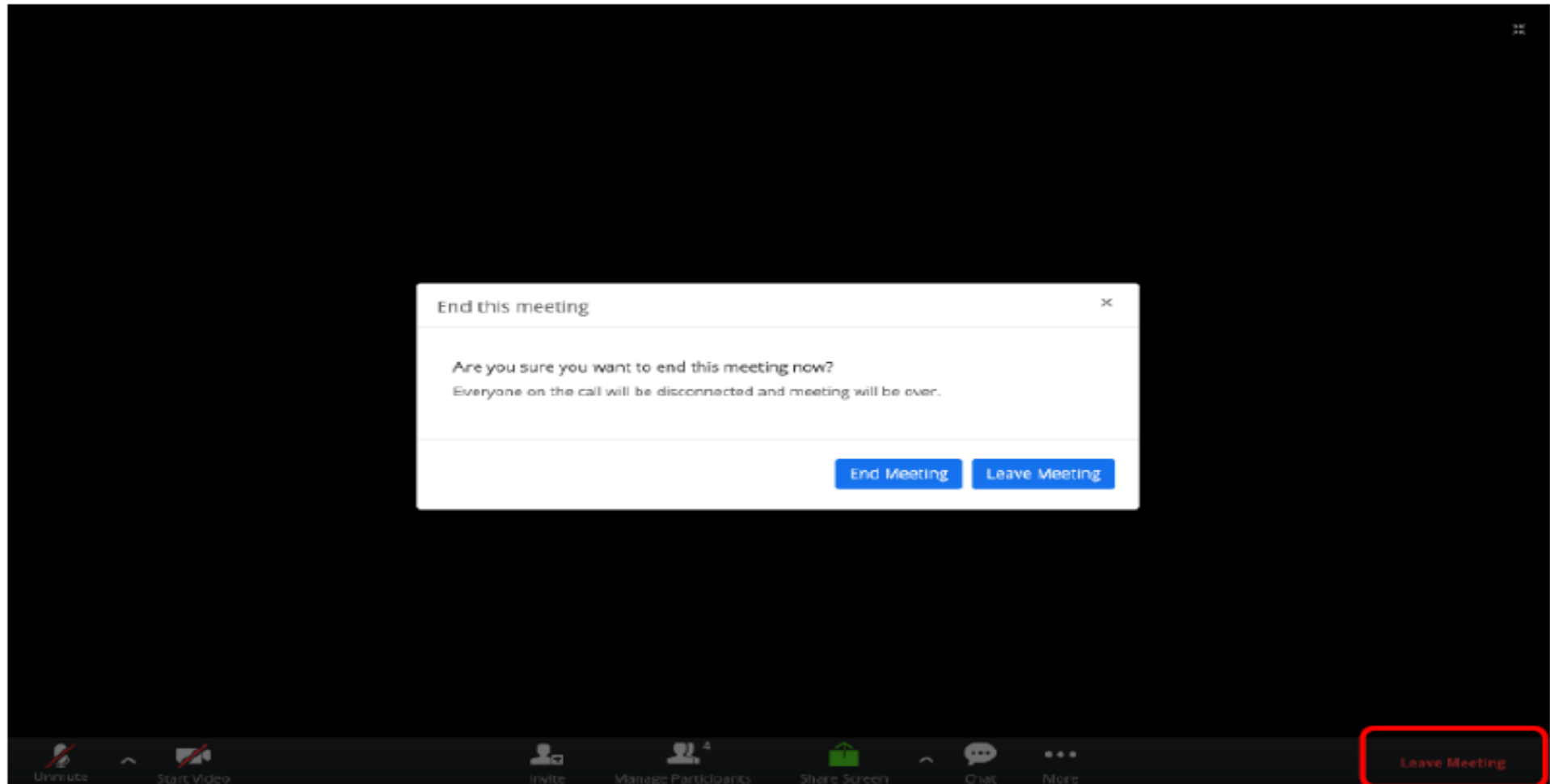
## d) Raise Hand / Lower Hand

You can use the 'Raise Hand / Lower Hand' function to get your teacher's attention if you have any questions during the lesson.



# Leaving a Zoom Meeting

To end a Zoom meeting, click **'Leave Meeting'**.



**“The beautiful thing about learning is that nobody can take it away from you.”**