



Zoom

User Guide



Contents

Overview.....	3
What Is Zoom?	3
How to Use Zoom Meetings (Step-by-Step Guide)	4
How to Get Started with Zoom.....	4
How to Set Up a Zoom Meeting	5
Starting a Zoom Meeting.....	5
Adding Participants	6
How to Join a Zoom Meeting.....	8
Join Using a Meeting Link.....	8
Join Using a Meeting ID	8
How to Record Zoom Meetings	9
Screen Sharing	10
Handy Tips.....	11
Tip #1: Always Mute Your Microphone Unless Speaking - Invigilator.....	11
Tip #2: Inform Participants Before Recording the Meeting.....	11
Tip #3: Ensure that Everything Is Working Correctly Before Starting a Meeting	11

Overview

The purpose of this user guide is to help familiarise invigilators with Zoom and to provide guidance for learners taking tests using this method.

NOCN uses the video conferencing tool, Zoom, to connect learners and their invigilator, 1-to-1. The invigilator can see the learners as they sit their exam and the system allows the learner to access the dedicated test platform for online exams whilst being invigilated.

This is a platform's licence comes within the Remote Invigilation cost and login details are provided to the invigilator and learners.

Once the learners have joined the meeting the invigilator should inform the learners to share their screens and enable their cameras and they must ensure the meeting is being recorded.

What Is Zoom?

Zoom is a cloud-based video conferencing tool that lets you host virtual one-on-one or team meetings easily. With powerful audio, video and collaboration features, this [remote communication tool](#) connects remote team members with each other.

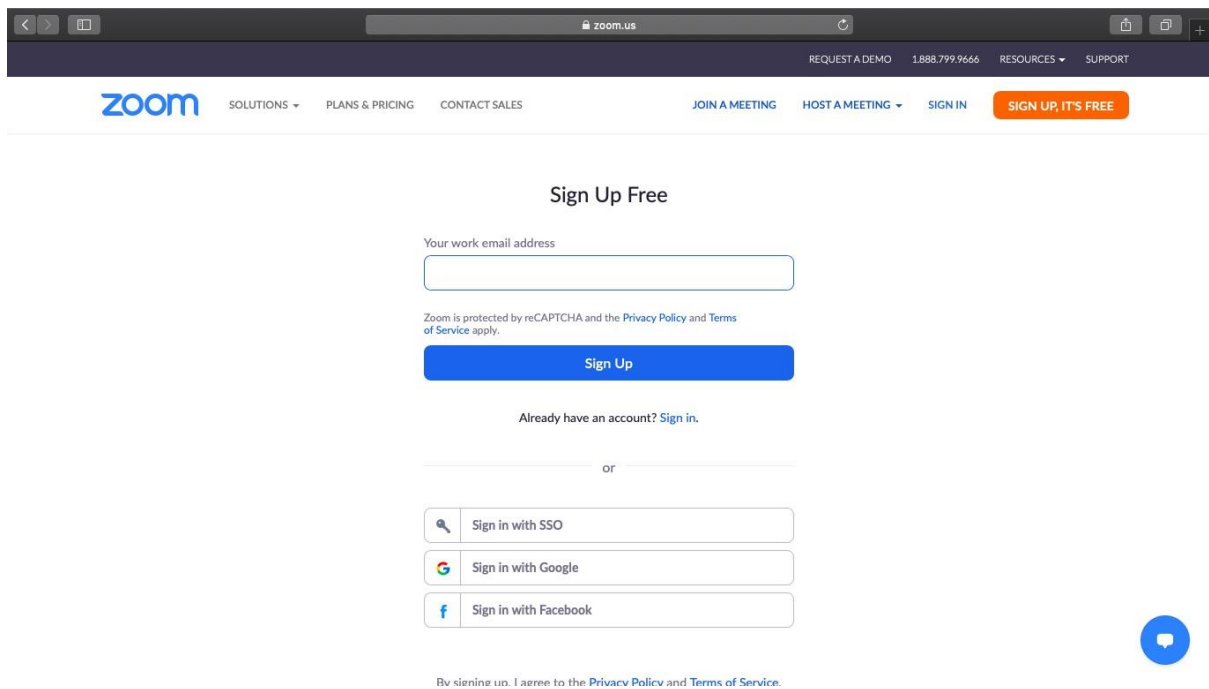
Zoom's key features include:

- HD video chat and conferencing
- Audio conferencing using [VoIP](#) (Voice over Internet Protocol)
- Instant messaging
- Screen sharing

How to Use Zoom Meetings (Step-by-Step Guide)

How to Get Started with Zoom

Step 1: To get started with Zoom, head to [their website](#), and click on the “Sign in” button next to the ‘Already have an account?’ link.



The screenshot shows the Zoom website's 'Sign Up Free' page. The browser address bar shows 'zoom.us'. The navigation menu includes 'zoom', 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and a prominent orange 'SIGN UP, IT'S FREE' button. The main content area is titled 'Sign Up Free' and contains a form for entering a work email address. Below the form is a blue 'Sign Up' button. A link for 'Already have an account? Sign in.' is provided. Below this, there are three social login options: 'Sign in with SSO', 'Sign in with Google', and 'Sign in with Facebook'. At the bottom, a small text line reads 'By signing up, I agree to the Privacy Policy and Terms of Service.' A blue chat bubble icon is visible on the right side of the page.

Step 2: Sign in using the details provided to you by NOCN.

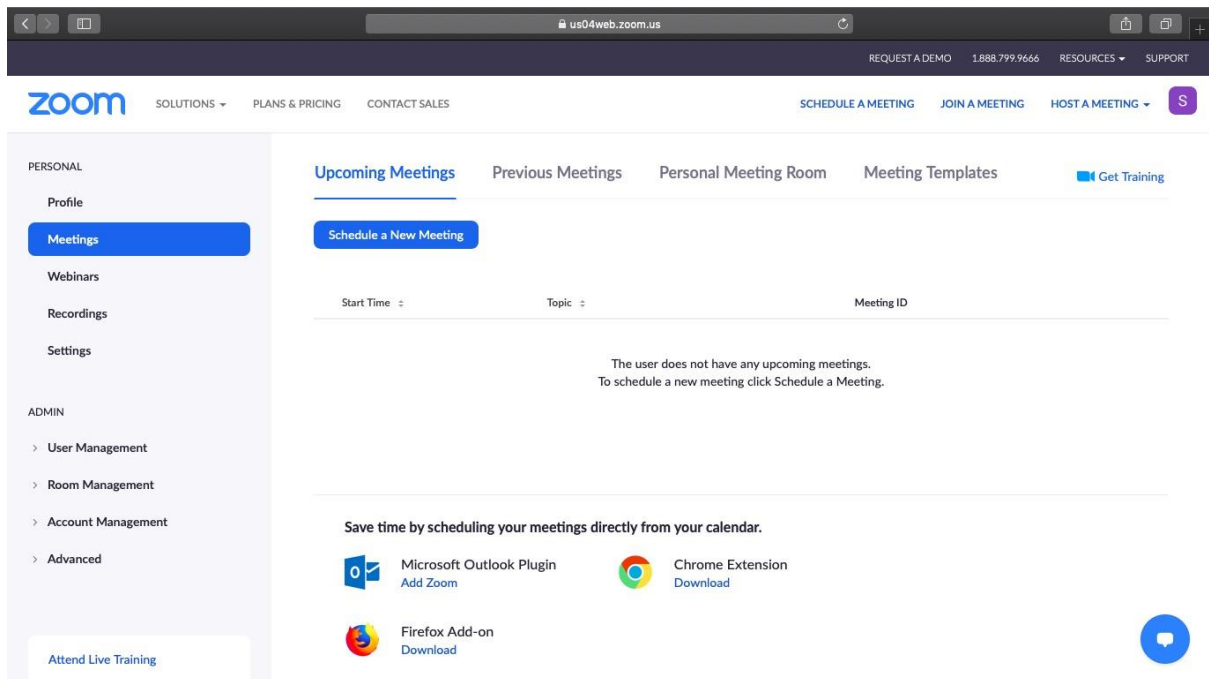
Step 3: Download the desktop app/Zoom client from the Zoom website for easy access.

How to Set Up a Zoom Meeting

Here's a step-by-step guide to set up a Zoom meeting easily. NOCN will already schedule this for you, but should an error occur this is how to do it:

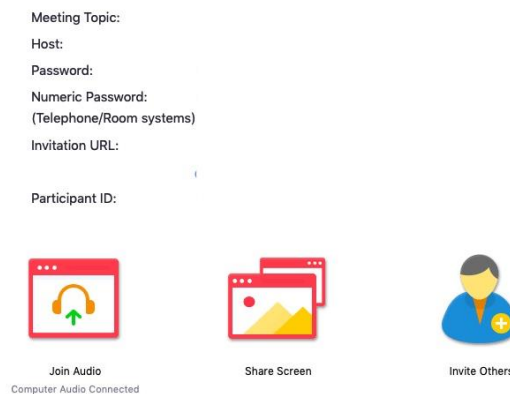
Starting a Zoom Meeting

Step 1: Log in to your Zoom account.



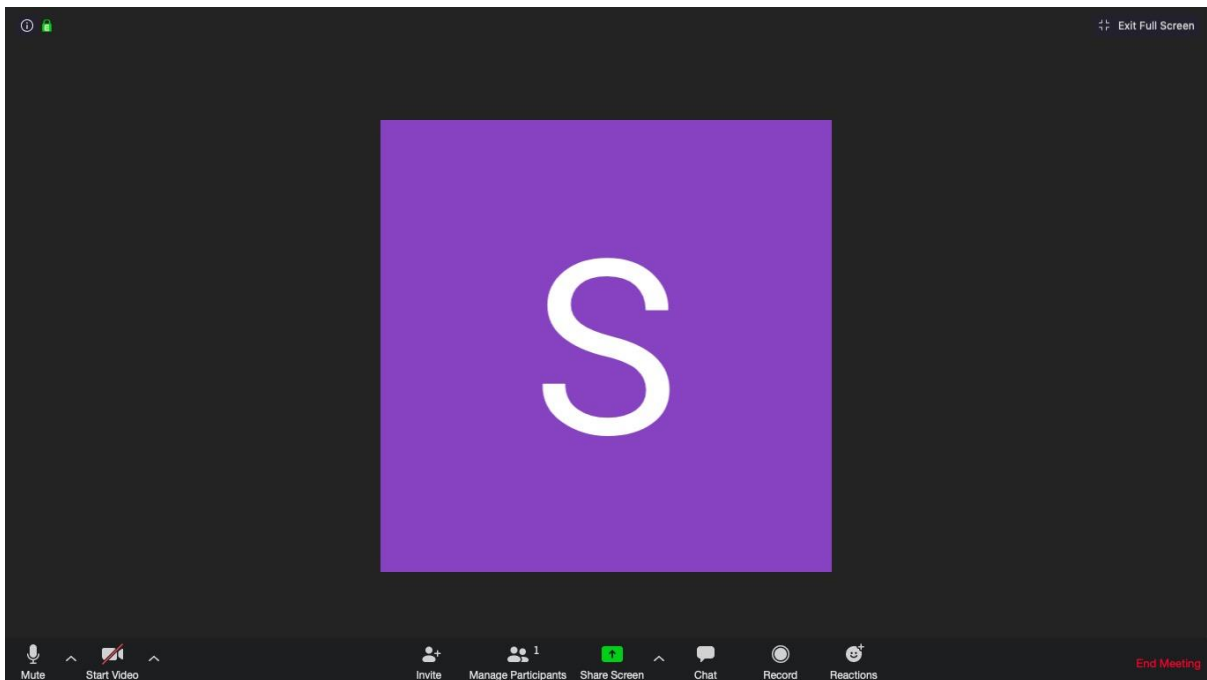
Step 2: Hover your cursor over the “HOST A MEETING” link at the top-right corner of the screen, and select the following option ‘With Video On’.

Step 3: The website will redirect you to the Zoom app and start a meeting. Here, you can edit meeting settings or copy the “Invitation URL” that you send to the attendees.

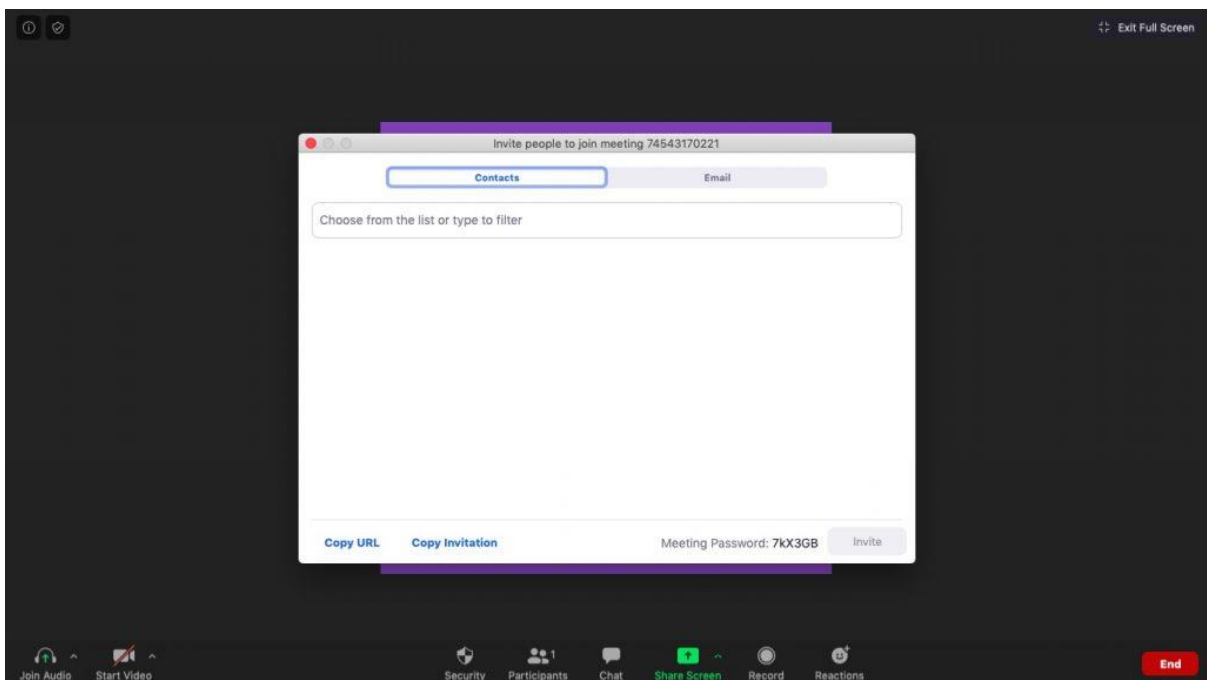


Adding Participants

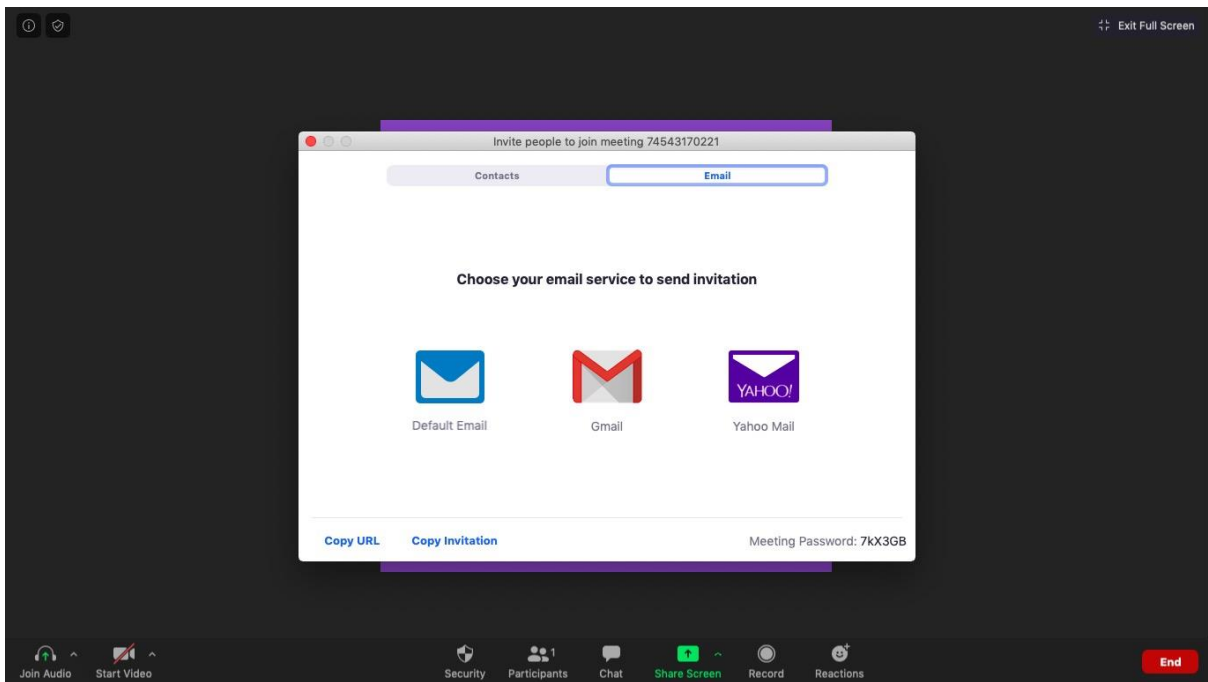
Step 1: Start a new meeting on the Zoom desktop app.



Step 2: In the new meeting screen, click on the “Invite” button in the toolbar at the bottom.



Step 3: Here, Zoom will give you the options to either “Copy URL” or “Copy Invitation”. You can send these to participants via text, email or instant messaging.



Step 4: You can also directly email the meeting details through your preferred email client via the Zoom app itself.

How to Join a Zoom Meeting

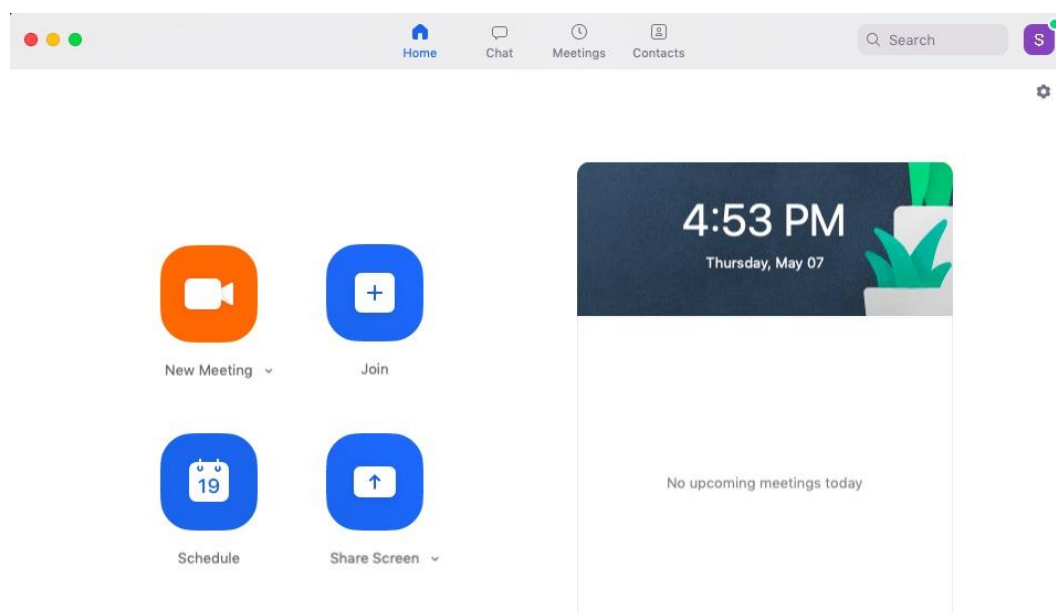
Here's a step-by-step guide to join a Zoom meeting quickly:

Join Using a Meeting Link

If you have a join link for a meeting, just click on it or paste it into your web browser to join the meeting.

Join Using a Meeting ID

Step 1: Open the Zoom app and click on the “Join” icon.



Step 2: Paste the Meeting ID in the box provided, add your display name for the meeting and click on the “Join” button.

Join Meeting

Meeting ID or Personal Link Name

Stan Rastogi

Don't connect to audio

Turn off my video

Cancel Join

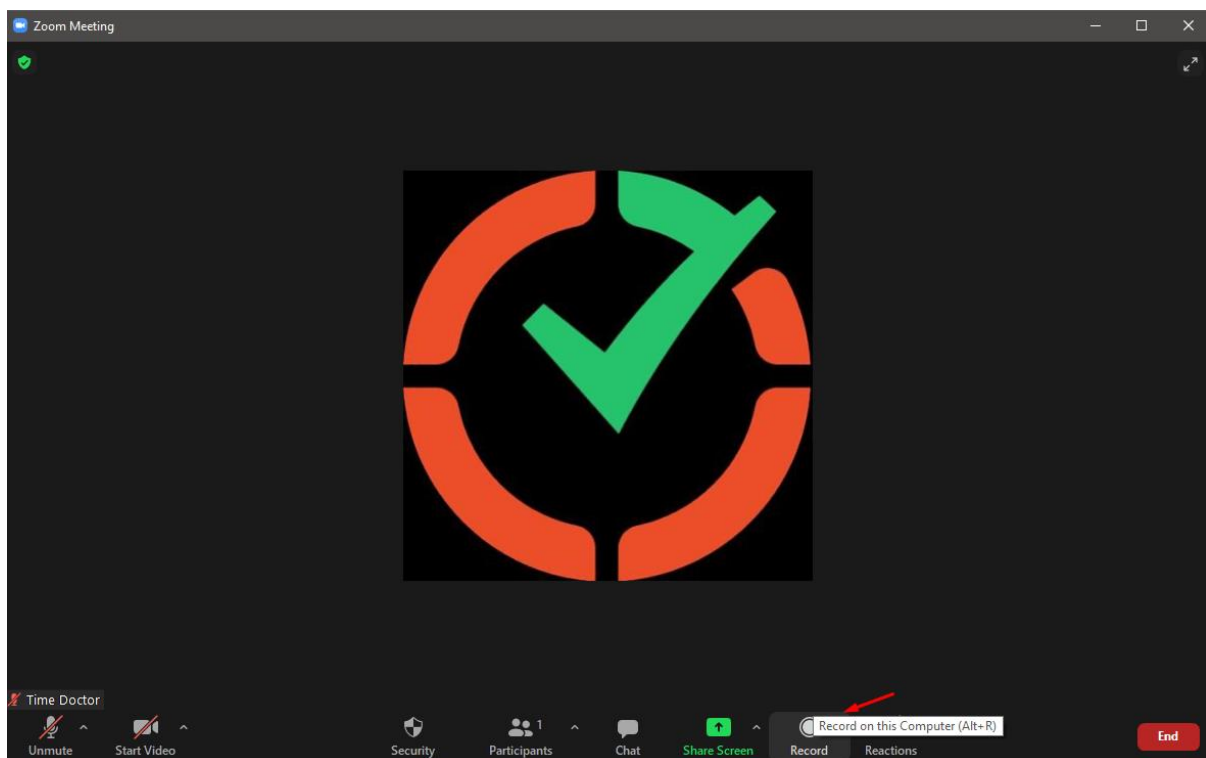
How to Record Zoom Meetings

For Remote Invigilation this step is key. Zoom allows you to record meetings easily and save them to the Zoom cloud. By saving it to the Zoom cloud, your NOCN can access it and review the exam easily.

Here's how to record Zoom meetings:

Step 1: Start a meeting.

Step 2: In the Zoom toolbar, click on the “Record” icon.



Step 3: Choose “Record to the Cloud.” This starts the recording, and all meeting members will see the word “Recording” in red at the top of the screen.

Step 4: Click on “Pause/Stop Recording” to stop recording the meeting.

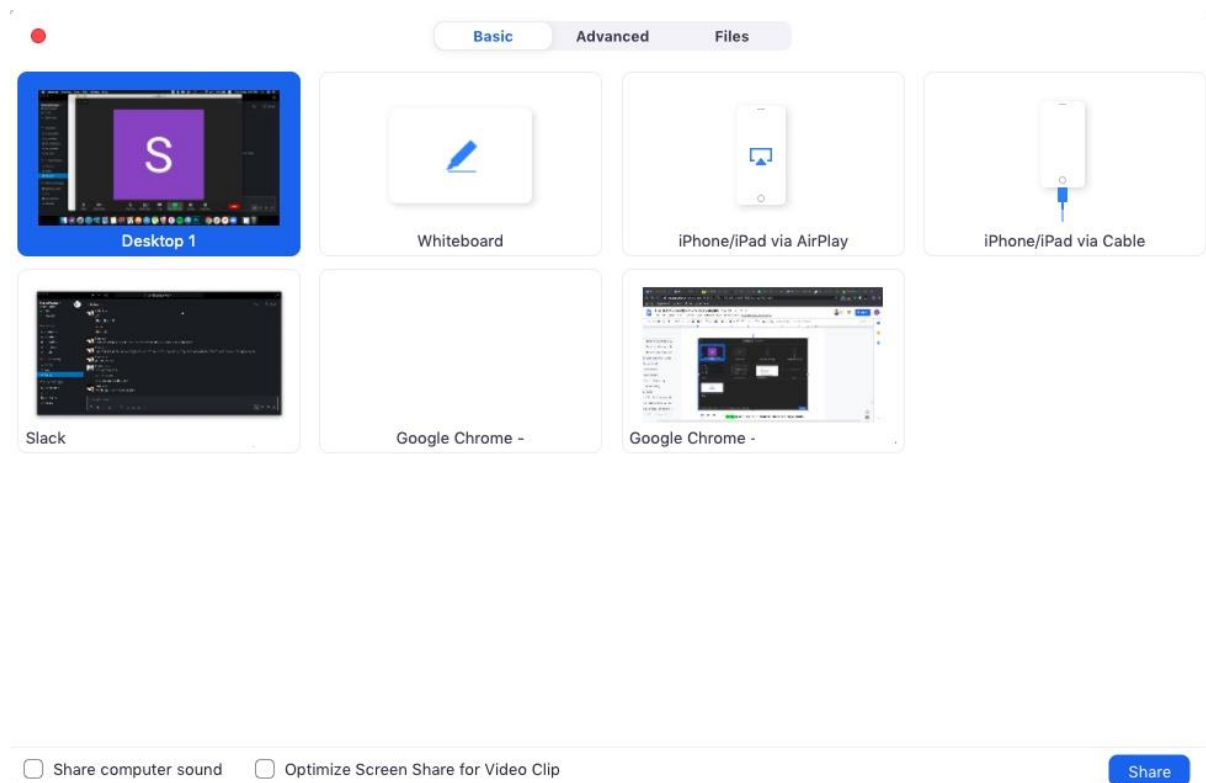
Alternatively, you can also end a meeting to stop recording it.

Step 5: After you end the meeting, Zoom converts the recording to MP4 format and stores it in your preferred location. NOCN can now easily access your recorded sessions any time.

Screen Sharing

Zoom lets you share your screen with other meeting participants easily. This must be done for Remote Invigilation.

To share your screen, just click on the “Share Screen” icon in the toolbar at the bottom.



If you want more screen sharing options, click on the “Advanced” tab at the top of your screen.

Here, you can choose to share:

- A part of your screen or the entire screen.
- Only your computer’s sound or your microphone’s sound as well.
- Content from a second camera or content only from your screen.

All of the screens must be shared and once the screen is shared ask the candidate show their ‘Device Manager’ to ensure no other screens etc are linked to their device.

Handy Tips

Tip #1: Always Mute Your Microphone Unless Speaking - Invigilator

Make sure to mute your microphone when you're not speaking. This eliminates any background noise or interference in the audio.

To mute your microphone, use the mute button at the bottom left of the Zoom toolbar that appears in the meeting screen and looks like a microphone.

Tip #2: Inform Participants Before Recording the Meeting

Before you record any audio or video conference, make sure that all meeting participants:

- Are aware that they are being recorded.
- Have permitted you to record them.

You could even get this permission in writing or record it at the start of the meeting.

Why?

Not only does this maintain common courtesy, but it may be required by consent laws and regulations in many companies and regions.

Tip #3: Ensure that Everything Is Working Correctly Before Starting a Meeting

It's extremely common for video conferences to be delayed or get interrupted due to technical snags.

To ensure that this doesn't happen, turn on your device and check if Zoom's working correctly at least 10-15 minutes before every meeting. And if something's wrong, alert your meeting host at the earliest (if you're the host – inform your participants of the same).

While conducting a check before every meeting may feel tiring, it's far better than being embarrassed or annoyed when something goes wrong during your Zoom meeting!

NOCN Group
Acero Building
1 Concourse Way
Sheaf Street
Sheffield
S1 2BJ
UK
©NOCN

E-mail: nocn@nocn.org.uk

Tel: +44 (0) 0300 999 1177