



Southern **Arts** Academy

# **ONLINE CLASSES ZOOM USER GUIDE (2021/22)**

A handwritten signature in dark blue ink, appearing to read 'Katrina Excell', is positioned above the printed name.

Katrina Excell  
School Principal

Southern Arts Academy  
West Lodge  
Thompsons Lane  
Denmead  
Hampshire  
PO7 6NB

**Version 1 - 06/09/21**

# YOU WILL REQUIRE

## **INTERNET CONNECTION**

Good quality internet connection and an electronic device such as a laptop, tablet or mobile device.

## **SPACE**

The more space the better, but don't panic! Our classes will be condensed to ensure those with even the smallest space can participate.

## **PATIENCE**

This is a difference experience for all of us, which is broadening everyone's skill set. Please bear with us as we get into the swing of it!

## **PARENT/GUARDIAN SUPERVISION**

Students 16 years or under must be supervised at all times to ensure physical safety measures are in place.

## **BY ATTENDING ONLINE CLASSES VIA ZOOM YOU AGREE TO:**

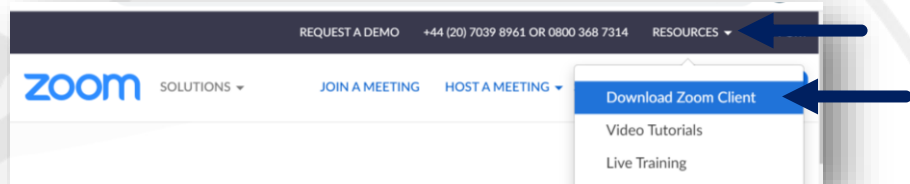
SAA Disclaimer For Online Classes Via Zoom (2021-22)

# INSTALLING ZOOM

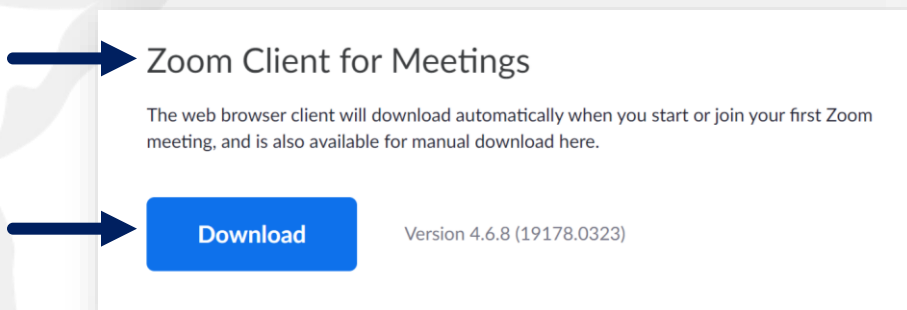
You do not require a Zoom account to access classes. However you will need to download the application, which you only have to do once.

## FROM A PC/LAPTOP

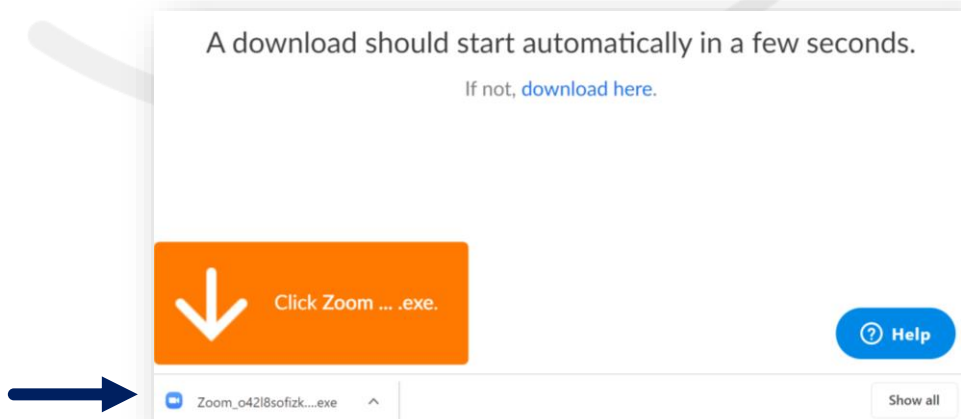
Go to <https://zoom.us/>, select 'Resources' then 'Download Zoom Client'



Select 'Download' for the first option called 'Zoom Client for Meetings'



Follow the on screen instructions to download the Zoom.exe



# INSTALLING ZOOM

## FROM AN APPLE/ANDROID MOBILE OR TABLET

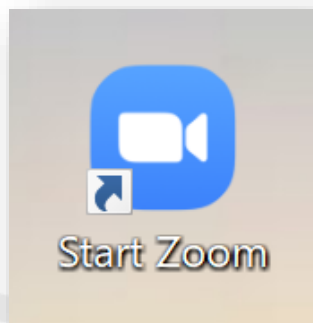
Download the free 'Zoom' app from the App Store or via Google Play.

The app logo you are looking for is this...



## ONCE INSTALLED

Once the application is downloaded, going forwards you will only need to open the application by clicking on the 'Zoom' shortcut on your desktop or phone/table home screen.

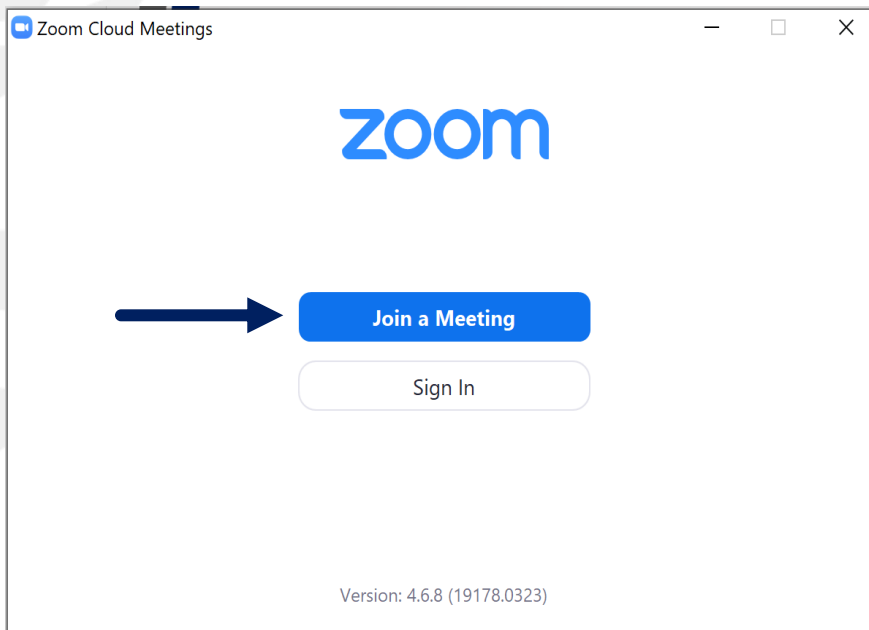


# JOINING A CLASS

## ZOOM MEETING DETAILS

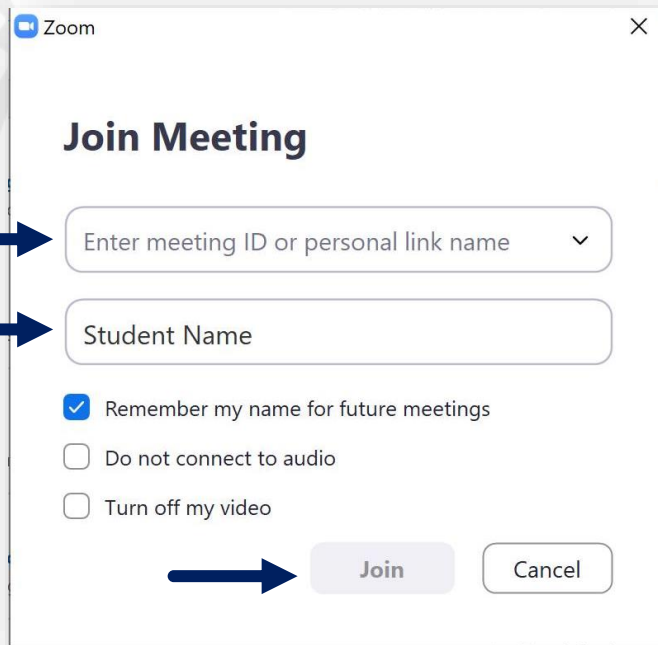
You will receive an email from Charlotte ([admin@southernarts.co.uk](mailto:admin@southernarts.co.uk)) with the Zoom 'Meeting ID' and 'Meeting Password' please check your Spam Folder for this email before emailing for help.

To join a Zoom Meeting select 'Join A Meeting'



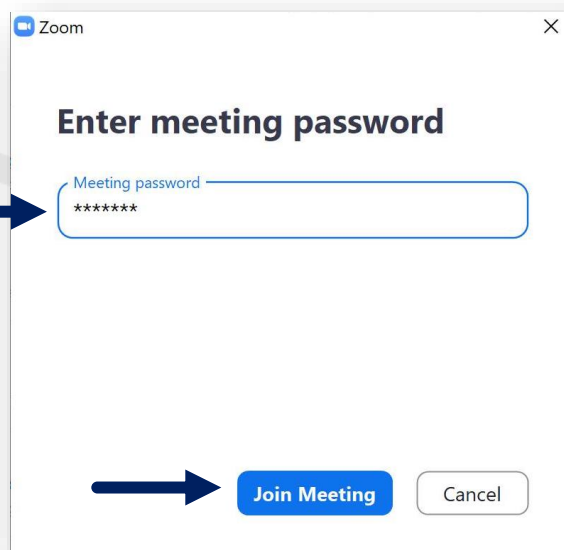
# JOINING A CLASS

You will then need to enter your class's unique 'Meeting ID' from your email, enter the student's name and click 'Join'



A screenshot of the Zoom 'Join Meeting' dialog box. The window title is 'Zoom' with a close button (X) in the top right corner. The main heading is 'Join Meeting'. Below the heading are two input fields: 'Enter meeting ID or personal link name' and 'Student Name'. There are three checkboxes: 'Remember my name for future meetings' (checked), 'Do not connect to audio' (unchecked), and 'Turn off my video' (unchecked). At the bottom are two buttons: 'Join' and 'Cancel'. Three blue arrows point to the first input field, the second input field, and the 'Join' button.

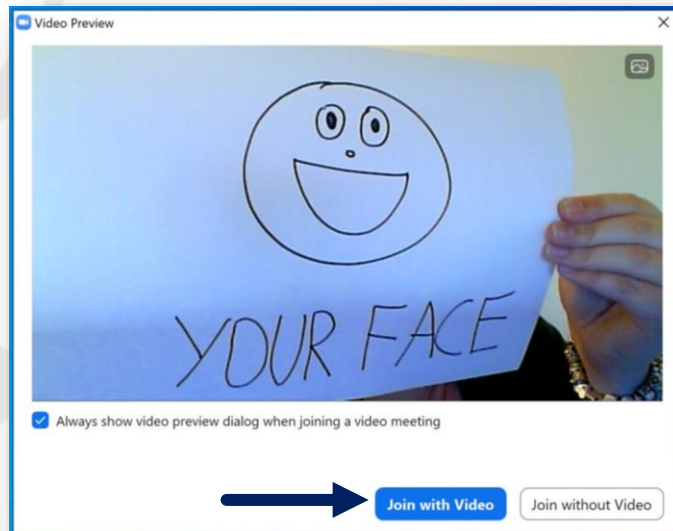
This will then prompt you to enter the Zoom Meeting Password from your email and select 'Join Meeting'



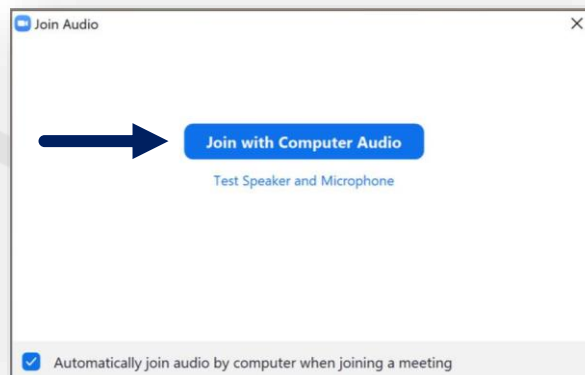
A screenshot of the Zoom 'Enter meeting password' dialog box. The window title is 'Zoom' with a close button (X) in the top right corner. The main heading is 'Enter meeting password'. Below the heading is a single input field labeled 'Meeting password' containing seven asterisks (\*\*\*\*\*). At the bottom are two buttons: 'Join Meeting' and 'Cancel'. A blue arrow points to the input field, and another blue arrow points to the 'Join Meeting' button.

# STARTING THE CLASS

As you enter the Zoom meeting it will ask you if you want to join with you camera on. Please select 'Join with Video'. Students with cameras turned off will be asked to put their video on.

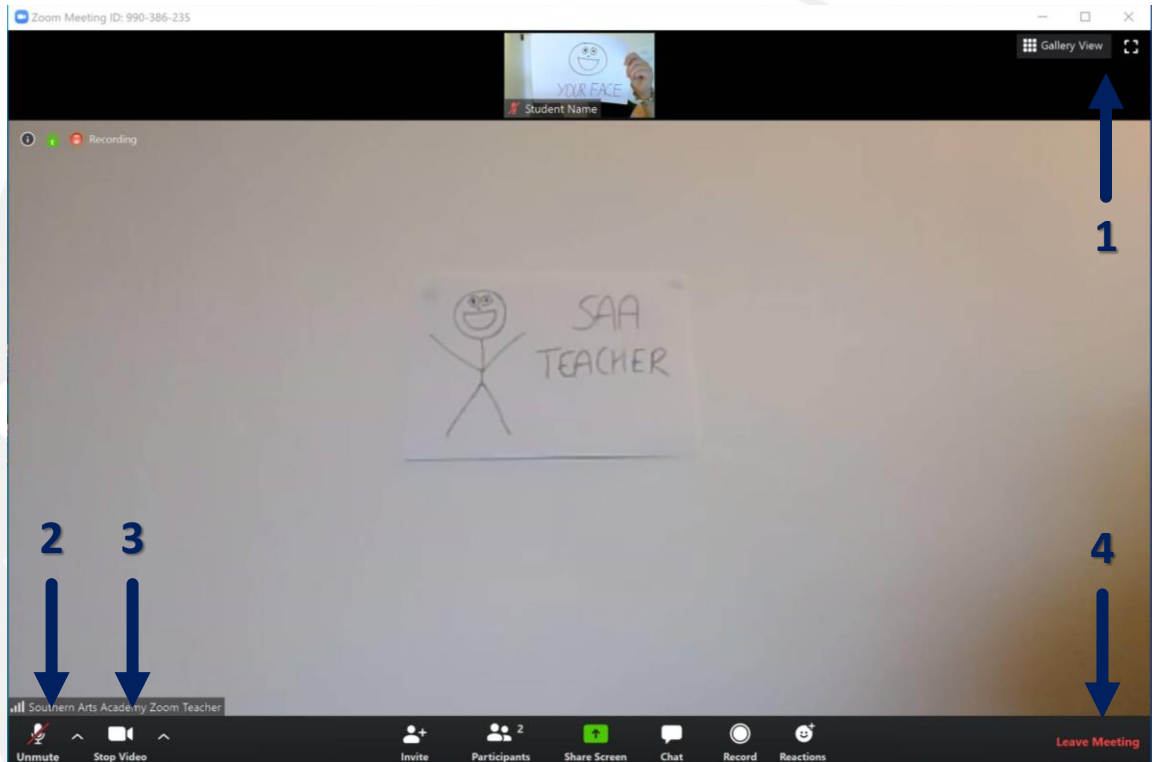


It will also ask if you want to join with your microphone on. Select 'Join with Computer Audio'. You and your teacher have the ability to mute your microphone later on.



# IN THE CLASS

You're in! Functions to use are....



- 1) To make the videos full screen, and swap view layouts so your teacher is taking up most of the screen
- 2) Options for your microphone
- 3) Options for your camera
- 4) When the class ends select 'Leave Meeting' to exit



# TIPS & TRICKS

Things to try after a few teething issues in the first lockdown:

- If the app freezes or throws back an error message of an incorrect password close the app fully and re-open and/or restart your device
- Ensure you are running the latest version of the app
- Passwords are case sensitive so make sure you type 'SAA' not 'saa'
- If there is a lag, try dancing nearer to your home router if you are using a wireless connection
- If you are having low bandwidth issues, disconnect as many devices that you can that use your home wifi