

VIDEOTOOLS STUDENT (EN)

Radboud Universiteit



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Zoom

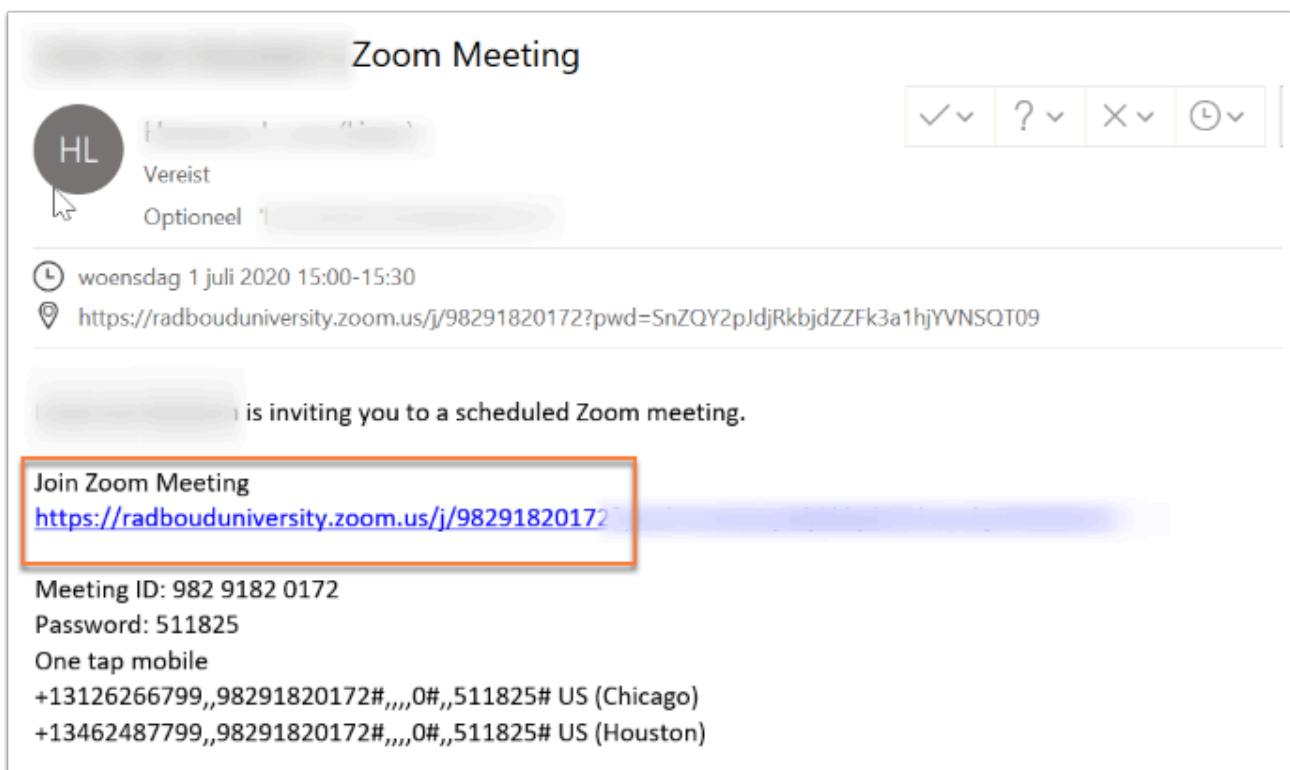
Werkinstructies

How do I participate in a session? | Zoom

There are multiple ways to participate in a Zoom meeting. One way is to get access to a session with a link and with a Meeting ID. Both can be opened in the browser and with the desktop app.

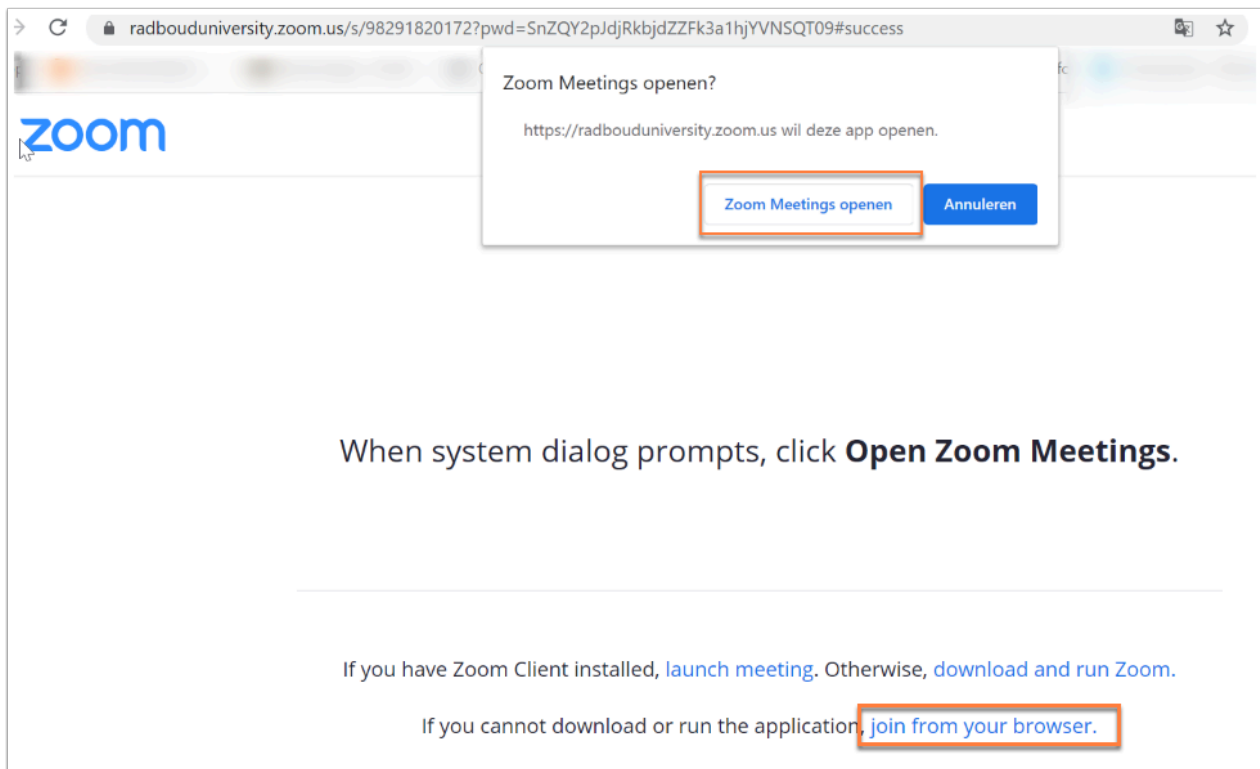
Participate via link

If you receive an invitation via email or Brightspace to participate, you can easily access the meeting by clicking the link.



- Click on the invite. The link will open in your default browser.

Werkinstructies



- Click **Open Zoom Meetings** to participate with the desktop app. You can now access the meeting immediately. Click **join from your browser** to join via your browser.

💡 If you want to participate via the browser you will always have to enter a password. This password can be found in the invitation.

Participating with Meeting ID

Each meeting has a unique **Meeting ID**. If you enter this code you will be able to participate in the meeting. You do not need to have a Zoom account.

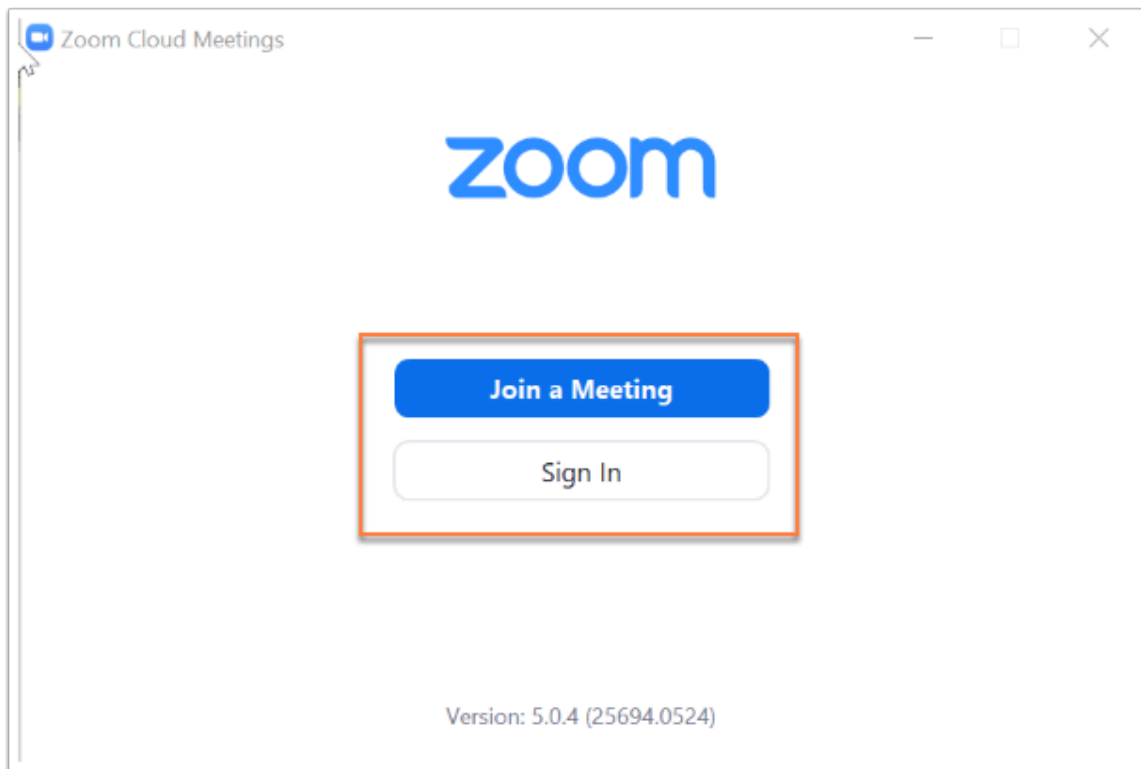
[Participate via the desktop app with Meeting ID](#)

[Participate via browser with Meeting ID](#)

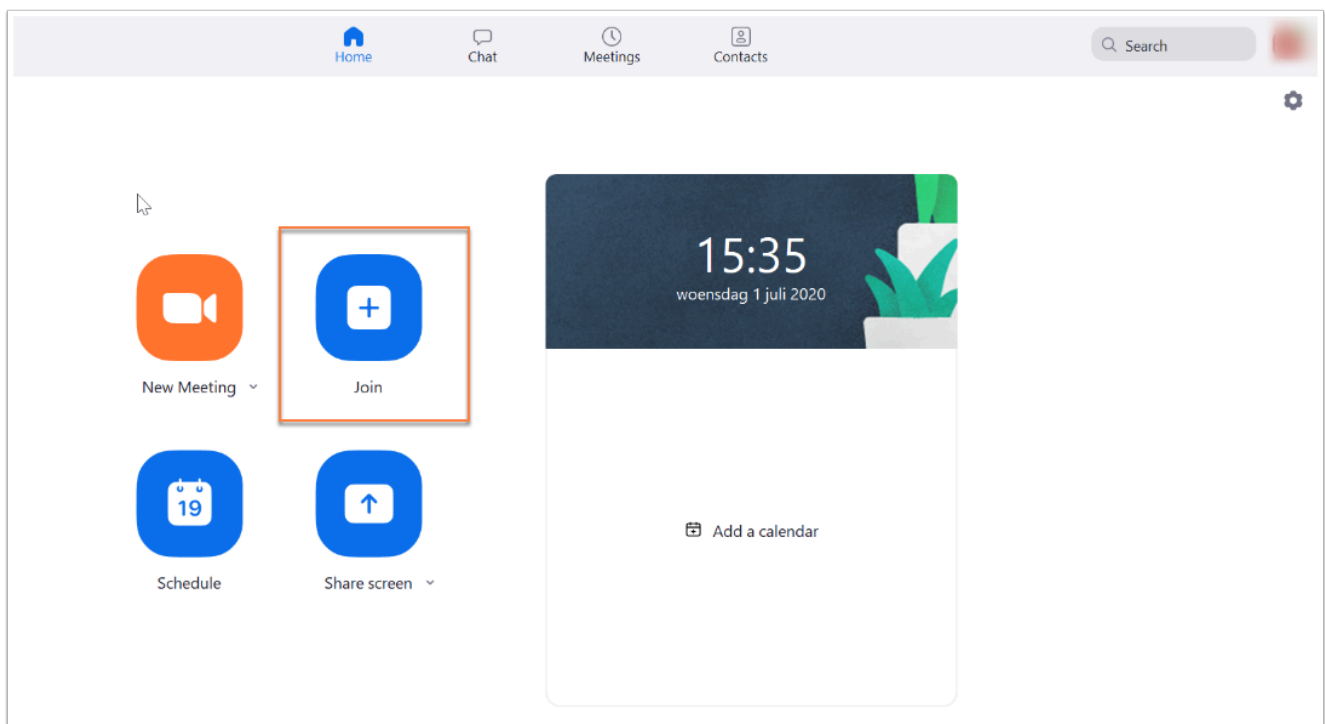
Participate via the desktop app with Meeting ID

- Open the Zoom desktop app.

Werkinstructies

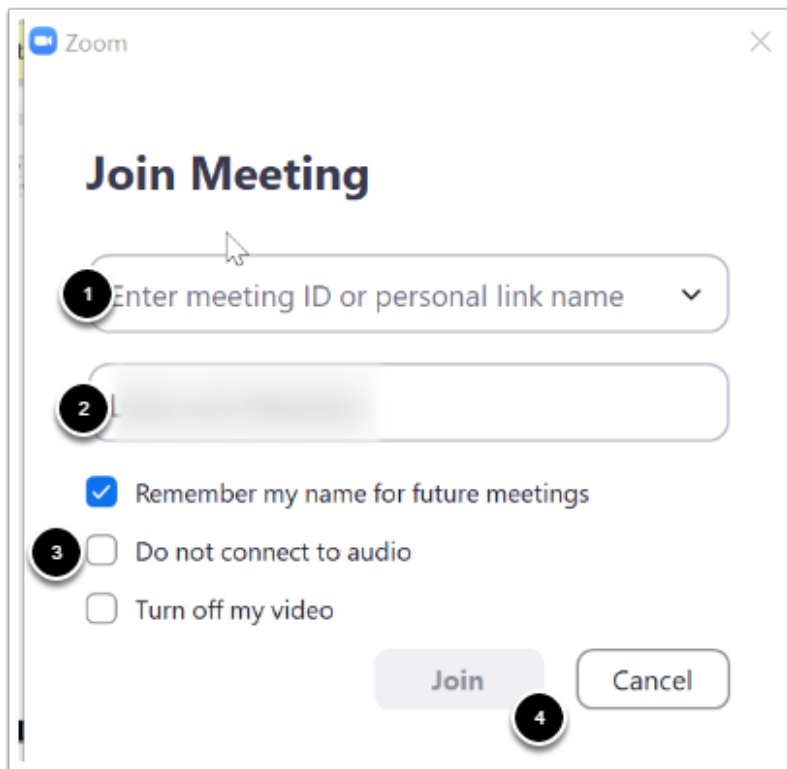


- Click **Join a Meeting** to join a meeting without logging in.
- Click **Sign In** to log in and then participate.




After you log in you will see the Zoom start screen. Click **Join**.

Werkinstructies



1. Enter the **Meeting ID**.
2. Enter the screen name you want to use.
3. Select whether you want to turn video and/or audio on.
4. Click **Join**.

Participate via browser with Meeting ID

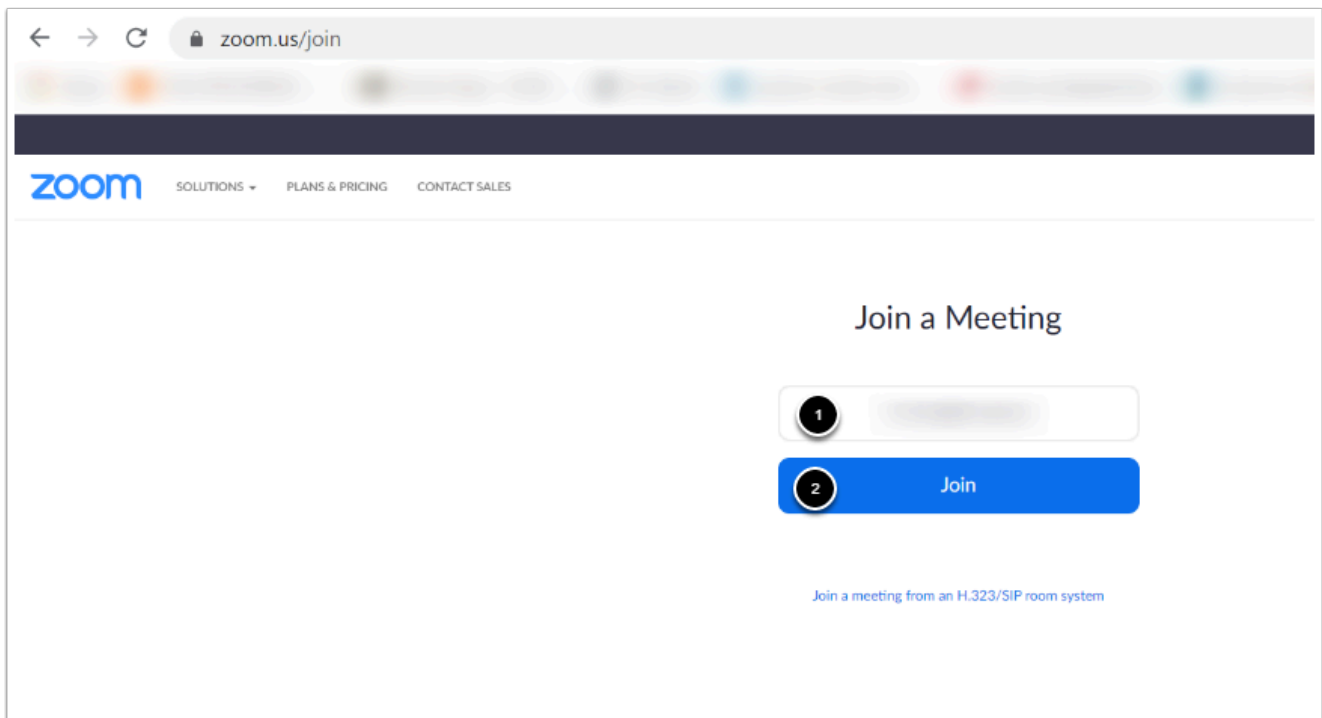
 Zoom is not supported by all browsers. The browsers that support Zoom are:

- Google Chrome
- Apple Safari
- Mozilla Firefox
- Microsoft Edge

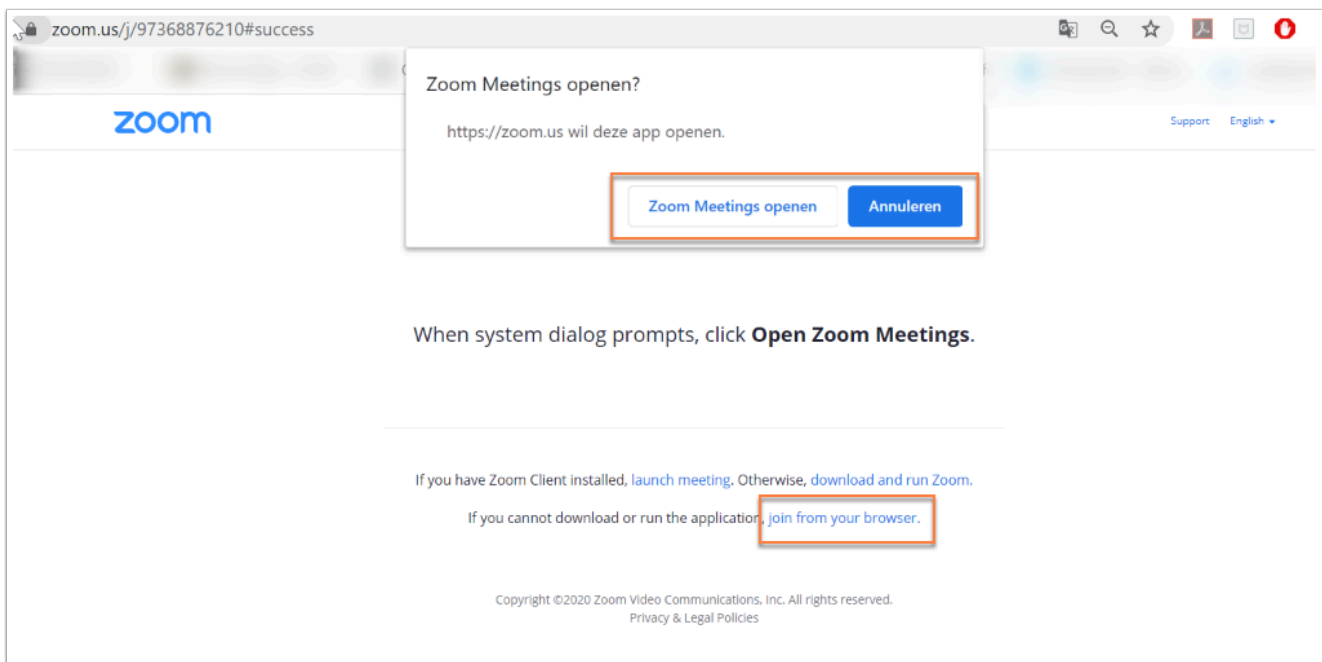
The screenshots below have used Google Chrome as browser.

Navigate to <https://join.zoom.us>

Werkinstructies

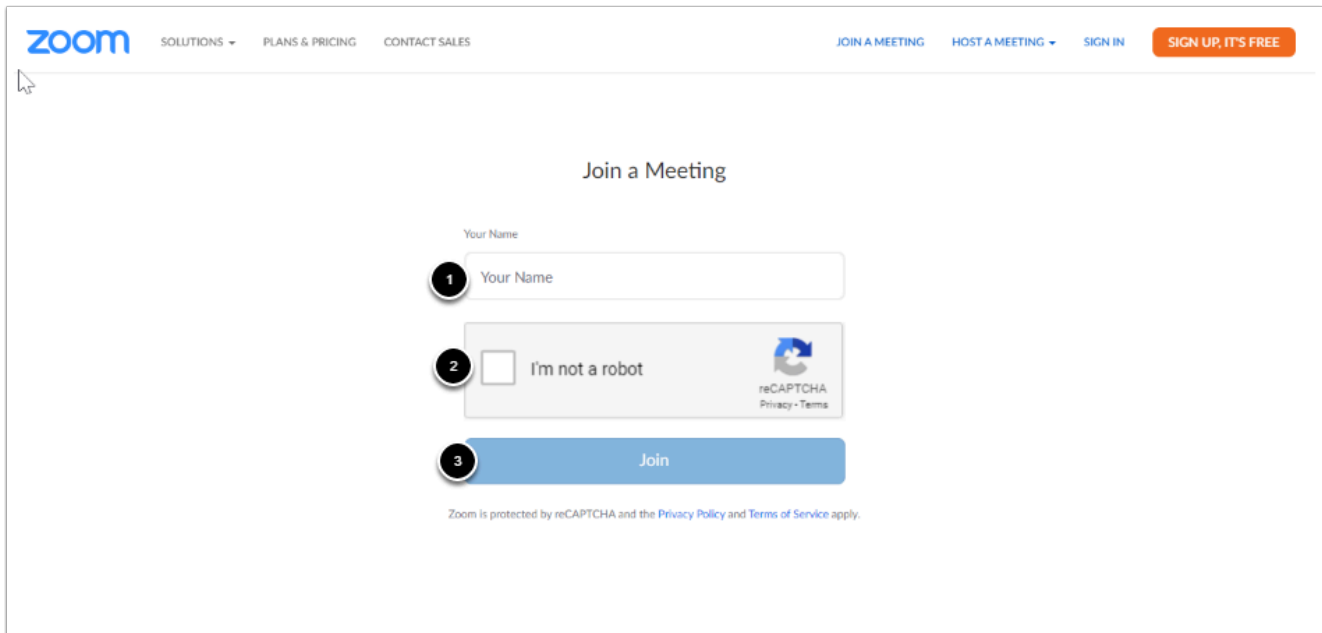


1. Enter the **Meeting ID**.
2. Click **Join**.



- If you want to participate with the desktop app, click **Open Zoom Meetings**.
- If you want to participate with the browser, click **Cancel** and then click **Join from your browser**.

Werkinstructies



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

Join a Meeting

Your Name

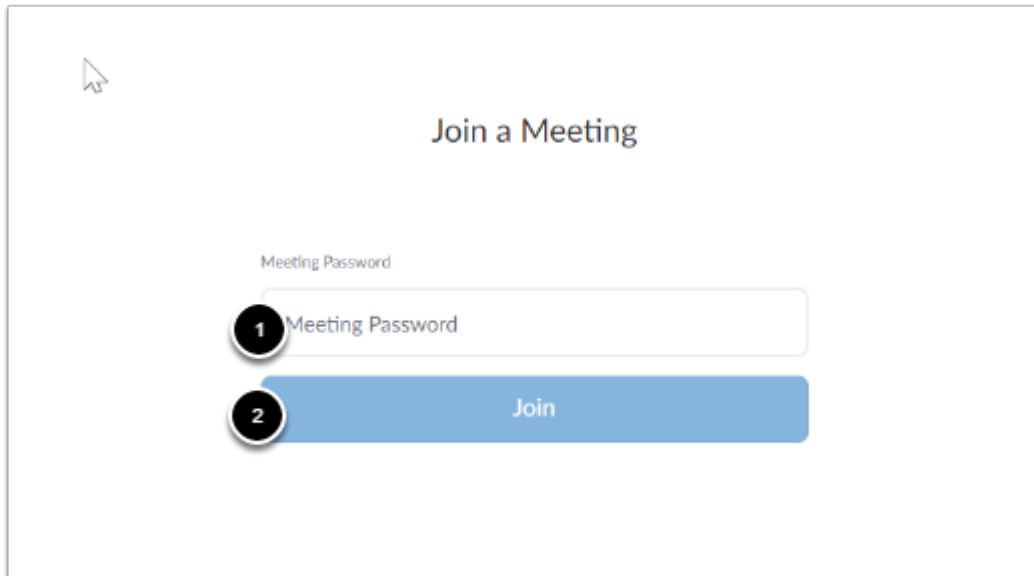
1 Your Name

2 ☐ I'm not a robot reCAPTCHA Privacy Terms

3 Join

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

1. Enter your name.
2. Select the box for I'm not a robot.
3. Click **Join**.



Join a Meeting

Meeting Password

1 Meeting Password

2 Join

1. To participate via the browser you will need a password provided by the host. Enter it.
2. Click **Join**.

How do I use the chat, reactions and polls? | Zoom

During a meeting there are different ways to communicate without using your microphone. For example, you can chat, raise your hand, or send a quick reaction.

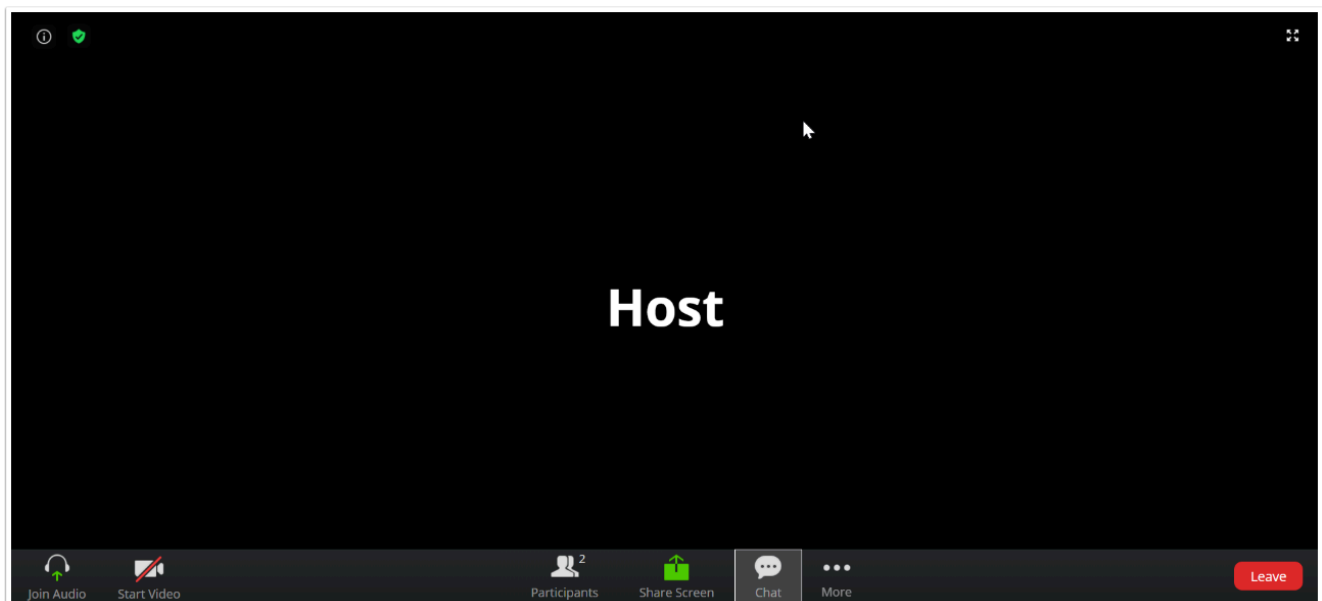
[Chat](#)

[Raise your hand in a meeting](#)

[Give a quick reaction](#)

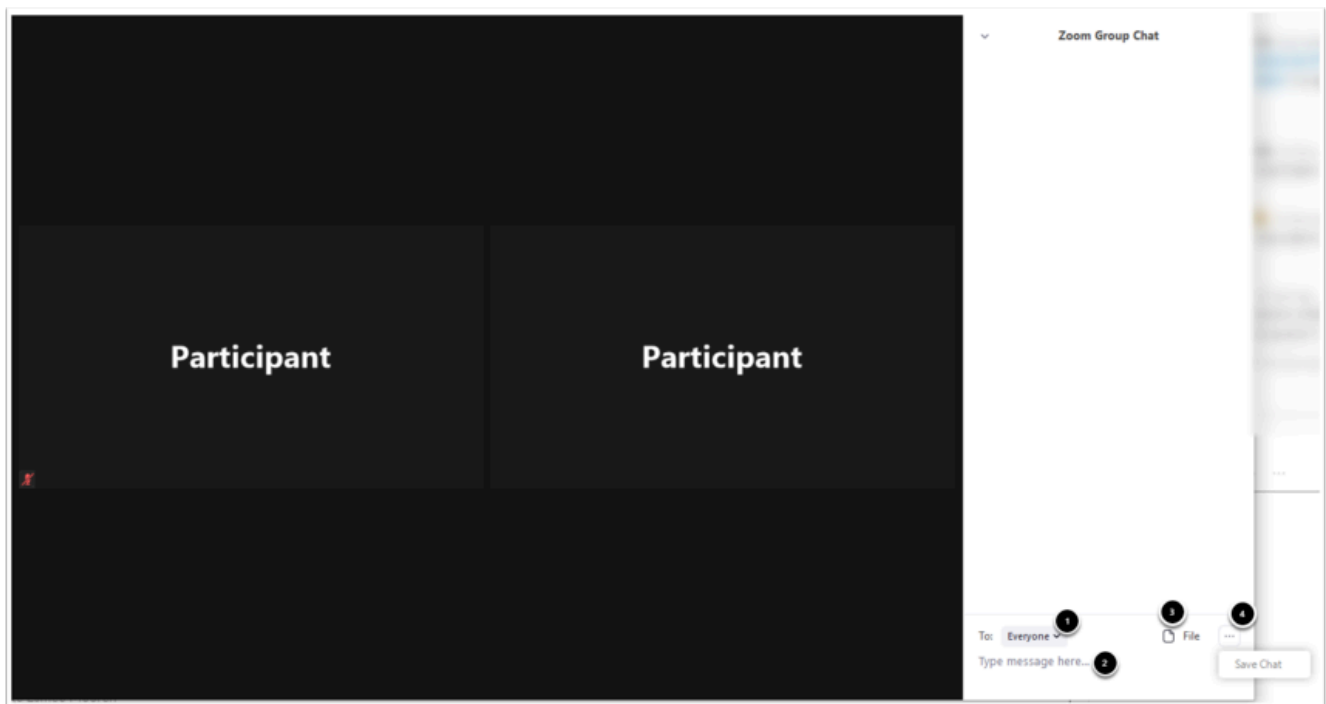
[Poll](#)

Chat



- Click **Chat** in the menu bar.

Werkinstructies



1. Choose who you want to send the message to. The host is able to decide who can send messages to whom.
2. Type your message.
3. Click **File** to upload a file and share it in the chat.
4. Click the three dots on the right and then click **Save Chat**.

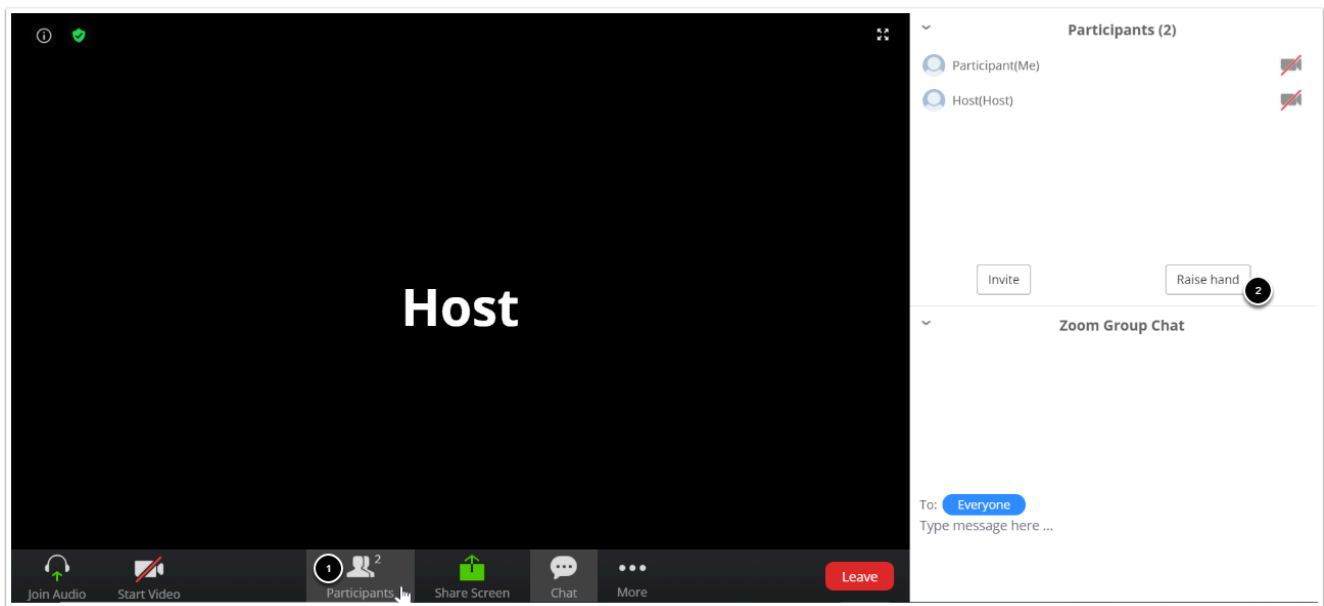
i The host is able to determine whether the sharing of files, the saving of the chat and the private chatting is possible or not. In this example all features are turned on, but your meeting might look different based on the host's settings.

⚠ A file shared in the chat can have a maximum size of 512MB.

Raise your hand in a meeting

You can raise your virtual hand in a meeting. This way you can let the host know that you, for example, want to ask a question. It is useful when the host determines beforehand what the raising of the hand means.

Werkinstructies



1. Click **Participants**.
2. Click **Raise Hand**.

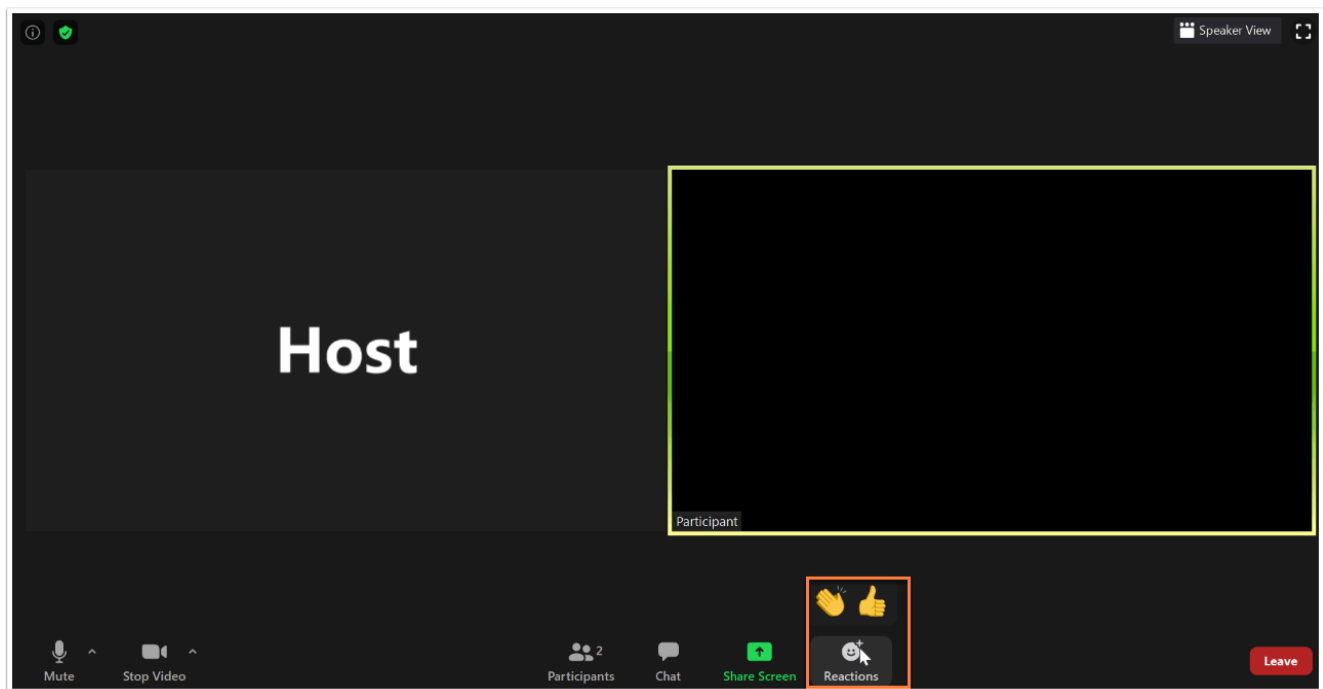
Give a quick reaction

You can show your appreciation or approval by giving a quick reaction. Zoom offers two quick reactions: clap hands and a thumbs up.



The **Reactions** button can only be used in the Zoom Desktop Client, not in the browser version.

Werkinstructies



- Click **Reactions** and choose your reaction. You can choose between 'clap hands' and 'thumbs up'.

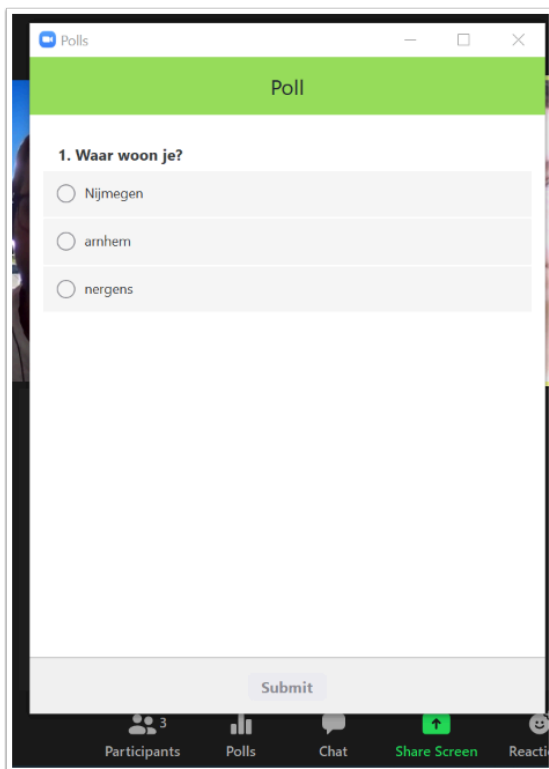
Poll

Lecturers can start a poll during a session, for example to let students react to a statement or to answer a question.

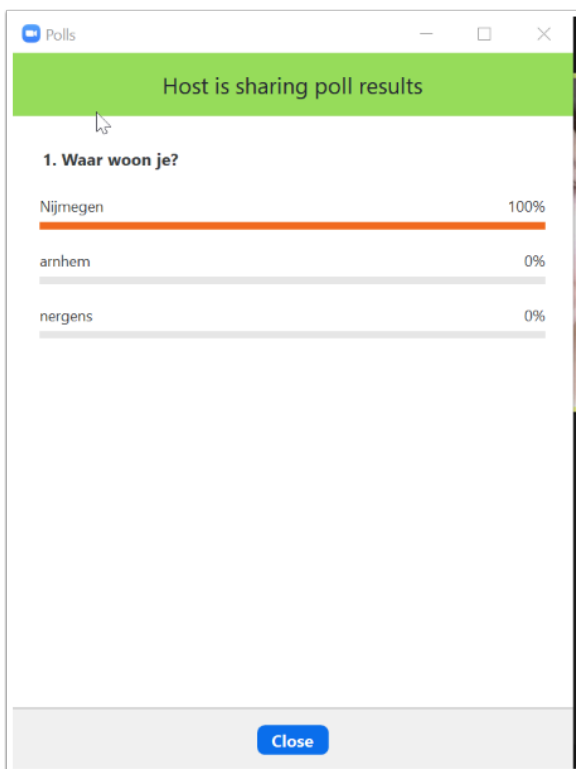


You can only respond to a poll when you use the Zoom Desktop Client, not with the browser version.

Werkinstructies



1. Select an answer.
2. Click **Submit**.



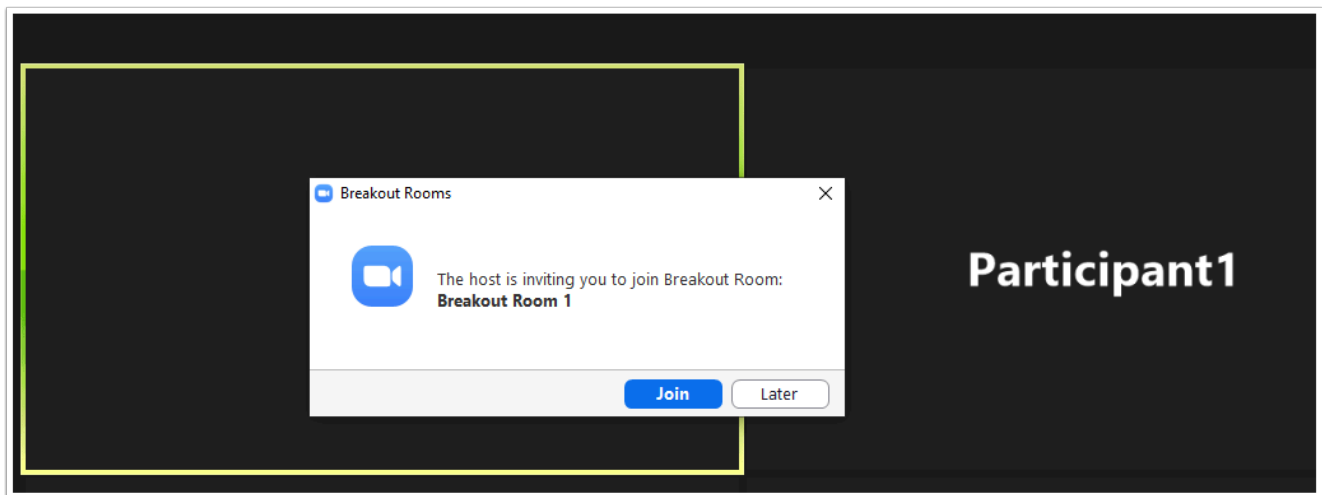
Werkinstructies

The lecturer can then, once they have received sufficient responses, op to share the results of the poll with the students.

How do Breakout Rooms work? | Zoom

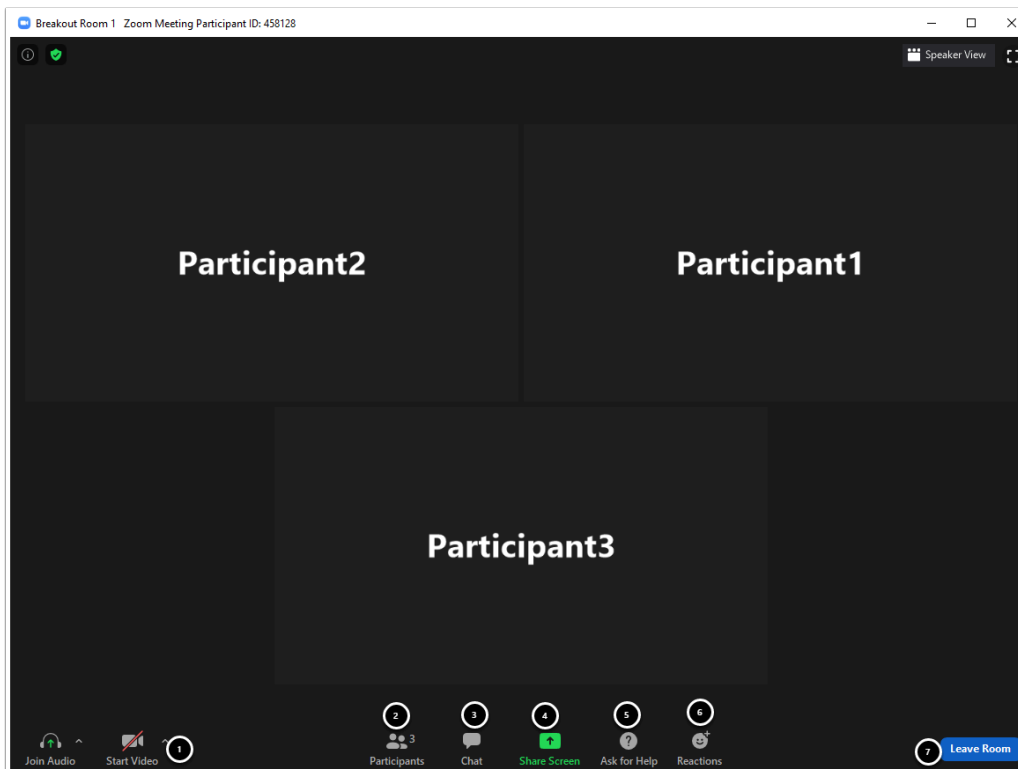
- i** During a session the lecturer is able to split the students up into smaller groups. The students will then be moved to different sessions, where they can, for example, discuss a group assignment. The host can also opt to let students choose their own breakout room manually.

Division by the lecturer



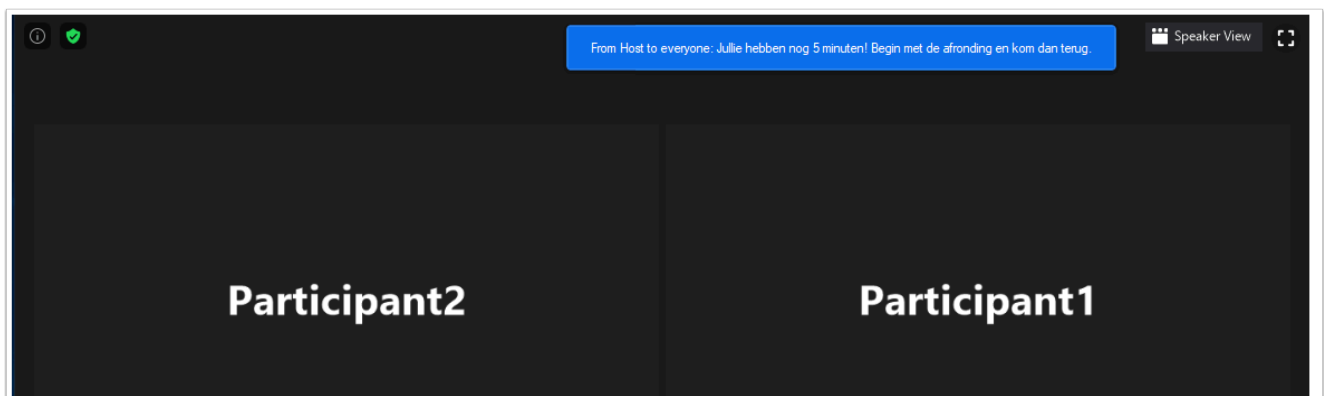
- Click **Join**.

Werkinstructies



1. Turn on your own audio or video;
2. See which participants are in the breakout room;
3. [Chat with other participants;](#)
4. [Share your screen with other participants;](#)
5. [Ask the lecturer for help;](#)
6. Add a reaction;
7. Leave the breakout room.

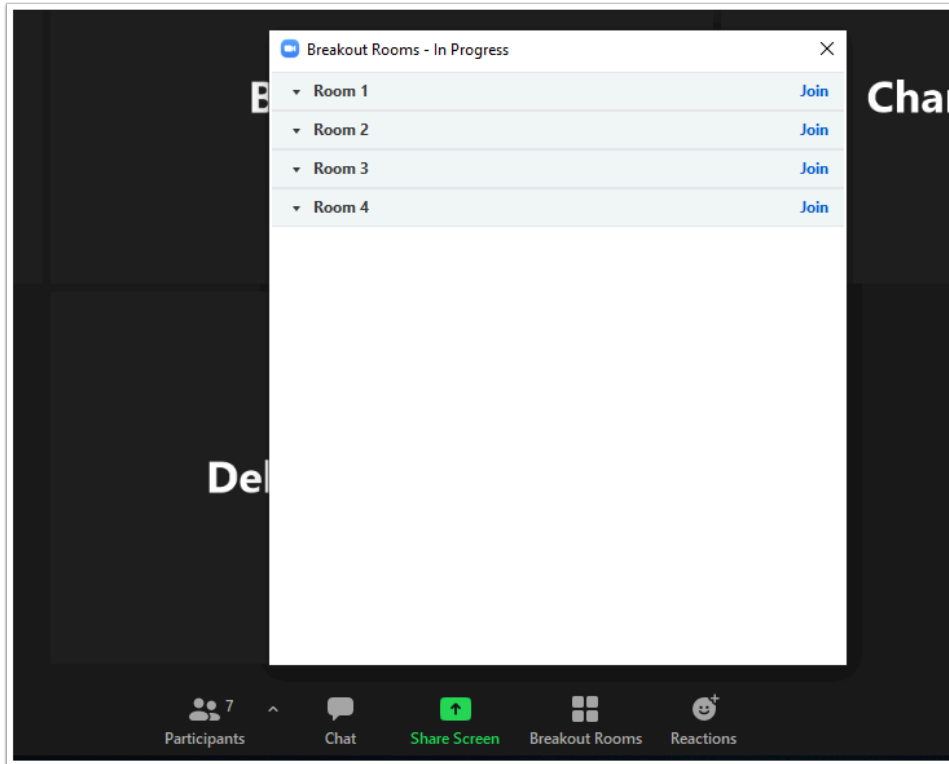
The lecturer can send a message to all breakout rooms from the main session. That will look like this:



The message from the host will disappear after a few seconds.

Werkinstructies

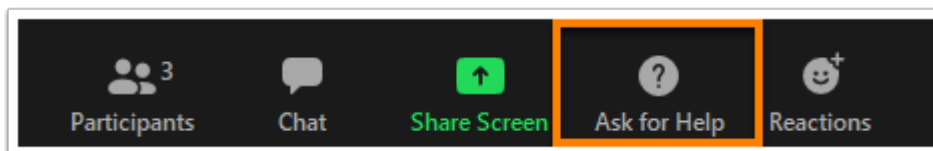
Choose your own breakout room manually



1. At the bottom of the menu bar a **Breakout Rooms** icon will appear. Click it.
2. Click **Join** behind your preferred room.

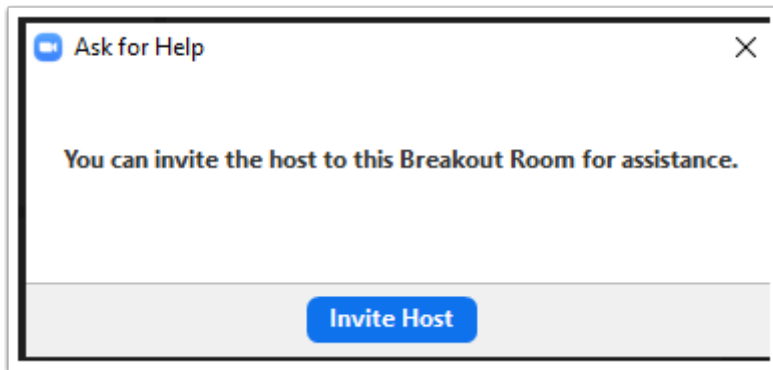
Ask the lecturer for help from the Breakout Room

The host of the session, which is usually the lecturer, can drop by in a Breakout Room to see how everyone is doing. You can also ask the lecturer to come to the session yourself, do this by clicking **Ask for Help**.



- Click **Ask for Help**.

Werkinstructies



- Click **Invite Host**. The host will now receive a notification of your invitation. When the invitation gets refused you will receive a notification. When the lecturer has time to help, they will participate in your breakout room.

How does screensharing work? | Zoom

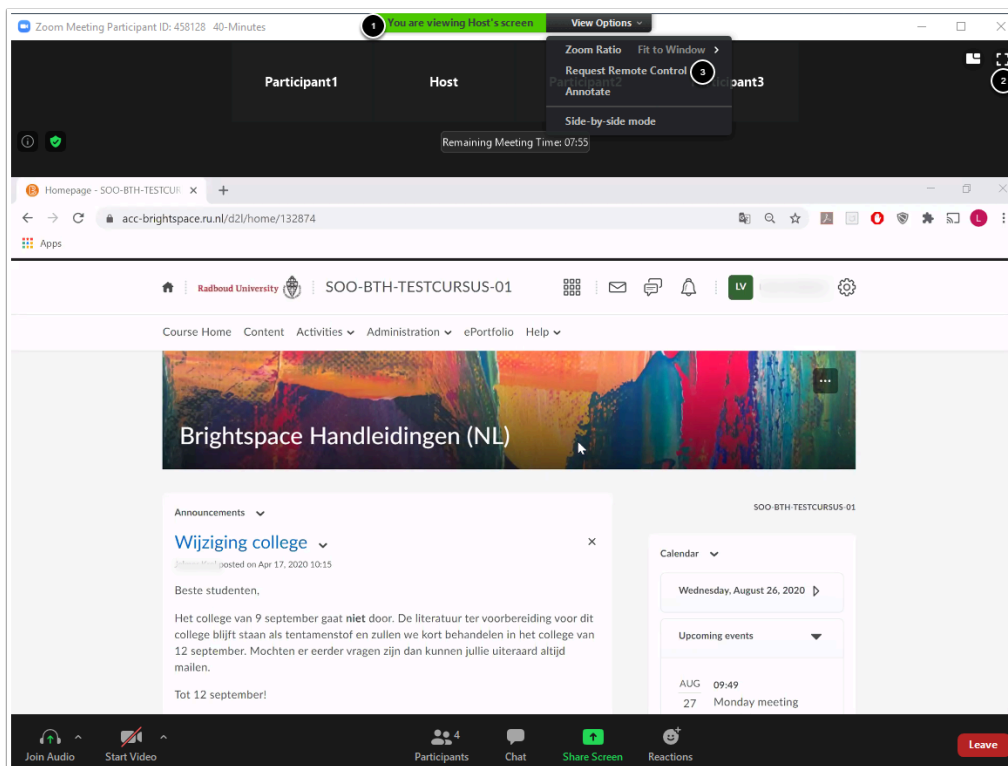
During a Zoom meeting it will probably occur that your lecturer shares their screen. This way the lecturer can show the students a presentation, document, or a part of a website. Depending on the settings the host has chosen, participants can also share their screen.

[Watch someone else's screen](#)

[Share your own screen](#)

Watch someone else's screen

If someone else in the meeting has shared their screen, then it will appear in a large portion of the window. The other participants will appear in a small section.

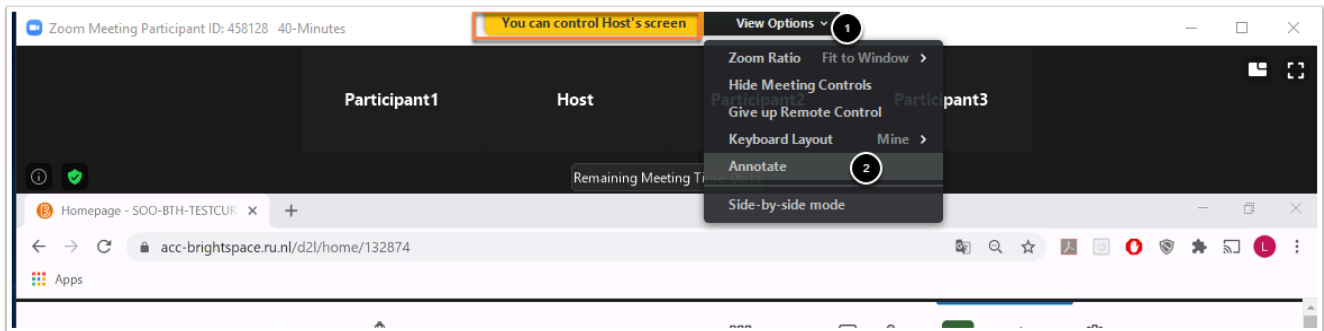


1. Who shares the screen;
2. Click here to fill the screen with the shared screen;
3. By clicking **Request Remote Control** you can take over the cursor from the host.

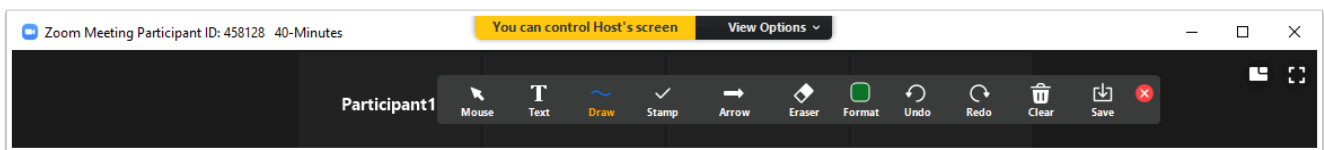
Werkinstructies

Remote control

The lecturer can choose to give the **Remote Control** to a student, or the student can ask for it. If you have control over the screen, you will see this at the top of the screen.



1. Click **View Options**
2. Click **Annotate**.

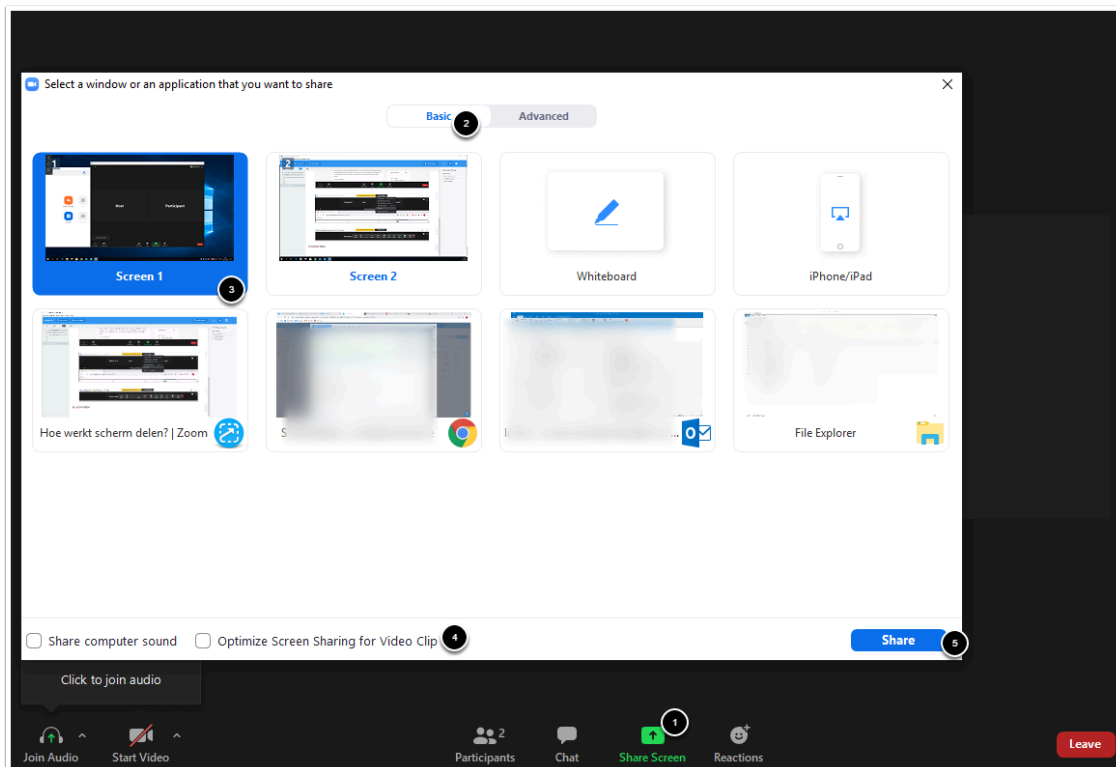


- **Mouse**: deactivate the annotation tools and show the cursor.
- **Text**: add text.
- **Draw**: draw lines, arrows and shapes.
- **Stamp**: add stickers such as a cross or a question mark.
- **Spotlight/Arrow**: change your cursor into a **Spotlight** to highlight certain aspects for the other participants. Change your cursor into an **Arrow** to point out certain annotations.
- **Eraser**: remove previous annotations.
- **Format**: change the size, colour and font of the annotation tool.
- **Undo**: undo your last annotation.
- **Redo**: redo the last annotation you have undone.
- **Clear**: remove all annotations.
- **Save**: save all annotations on the screen by making a screenshot.

Share your own screen

The host can determine whether participants can share their screen as well. If they can, then this is how it will work:

Werkinstructies



1. Click **Share Screen**.
2. You can share different types of content below Basic.
3. Choose what content you want to share:
 - Your entire desktop screen: when you share you entire screen the participants will be able to see every action you perform on the chosen screen. A green frame will indicate that you are sharing a certain screen. *In this example there are two screens.*
 - A [Whiteboard](#): Share a white screen where you can create annotations.
 - An [iPhone/iPad](#).
 - A specific application: *In this example Word and Outlook are opened.* You will only share the content of this application, for example a Word file. When you open a different application, for example Chrome, on the same screen, then the participants will not see this; they will still see the Word file.
4. Select the following settings (optional):
 - **Share computer sound**: every sound that is played on the computer will also be shared in the meeting.
 - **Optimize for full screen video clip**: select this option when you want to play a video clip in full screen modus. Do not select it for any other type of content, because the shared screen might get blurry.
5. Click **Share**.


Werkinstructies



If possible, use two screens when you want to share a screen. This way you can use one screen to share content, and you will be able to see the participants on the other screen.

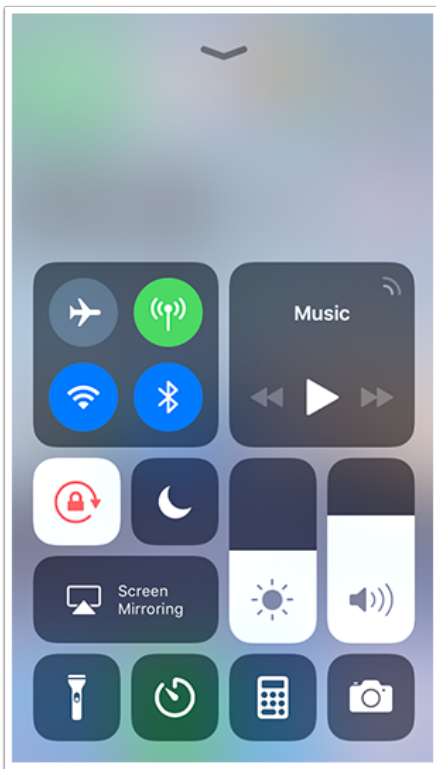
Share an iPhone/iPad screen

- Click **Share Screen** and then **iPhone/iPad**. Instructions will appear:

<p>On your iPhone or iPad:</p> <ol style="list-style-type: none">1. Connect to Wi-Fi network Please connect to the same network as this PC.2. Tap  Screen Mirroring How to find it: swipe down from the top right corner of the screen On iOS 11 or earlier, swipe up from the bottom of the screen3. Choose Zoom-e795666 Don't see it? Restart your device	<p>Zoom application</p> <p>Via app: vereenvoudigde instellingen en mogelijkheden voor screenen sessies</p> <p>Via Outlook plug-in: complete instellingen en mogelijkheden voor screenen sessies</p>
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Make sure that the iPhone or iPad is connected to the same network as the computer. Then open the quick menu on the iPhone/iPad:

Werkinstructies



- Click **Screen Mirroring**. *In Dutch this is called 'Synchrone weergave'.*



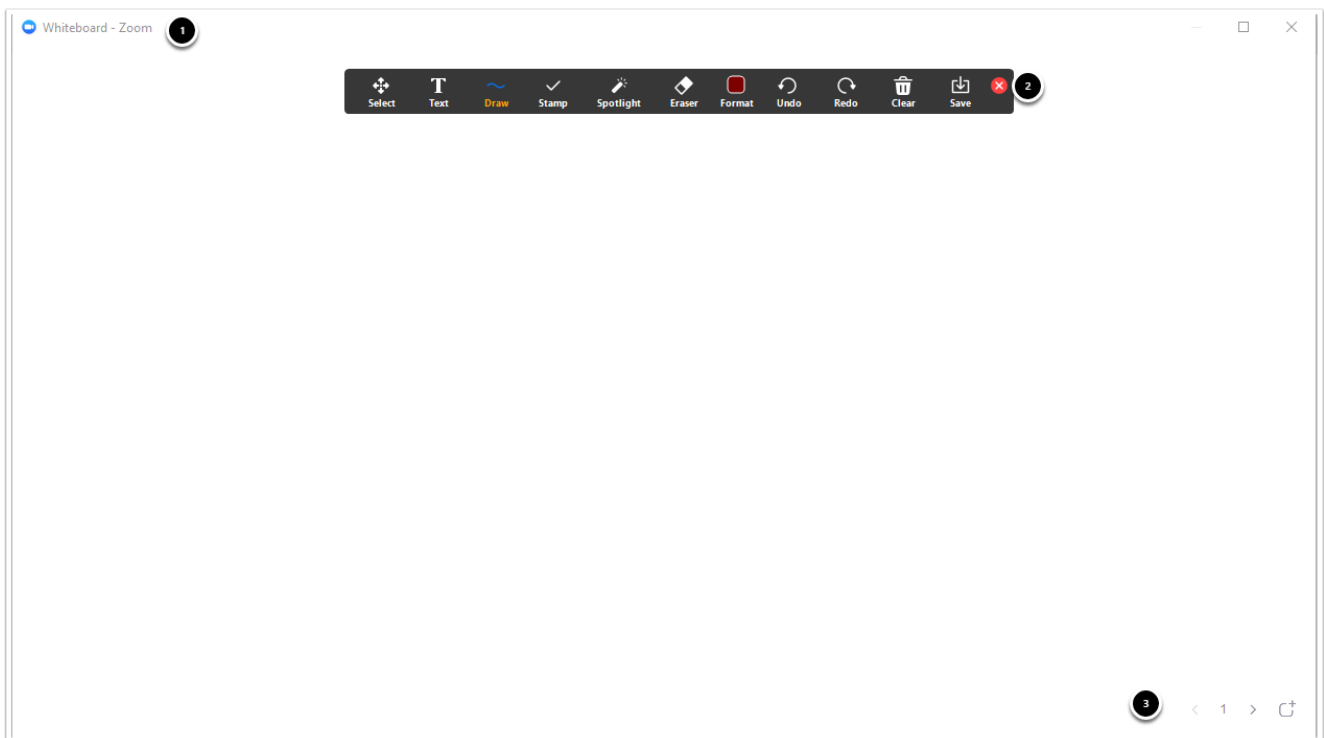
Werkinstructies

- Click on the device where you have opened Zoom. The iPhone/iPad screen will now be shared in the meeting.

i If you use Zoom on a Mac, you will also be able to share an iPhone/iPad screen with a cable. This option does not exist for Windows.

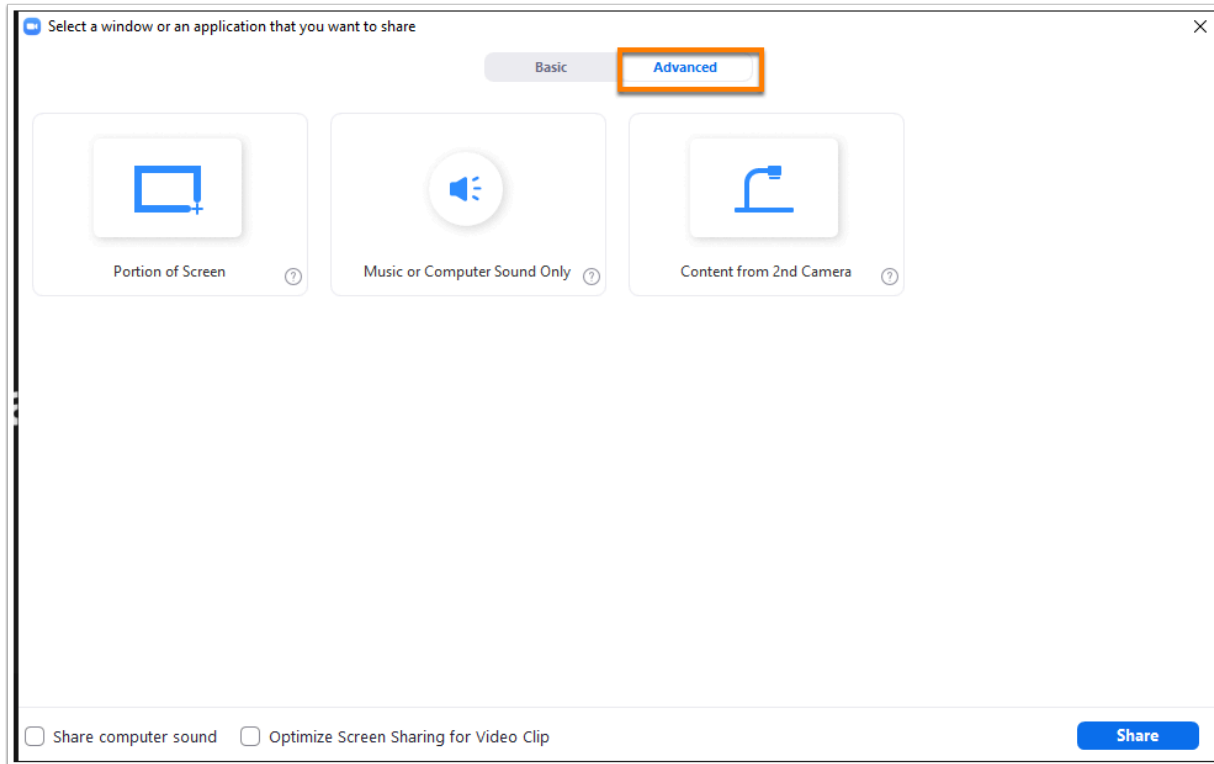
Share whiteboard

- Click **Share Screen** and then click **Whiteboard**.



1. A white screen will be opened, this is your **Whiteboard**.
2. The annotation tools will be opened automatically.
3. Create a new Whiteboard page and switch between the pages.

Advanced settings



Below **Advanced** you will find other screenshare options.

- **Portion of Screen.**
- **Music or Computer Sound Only:** Only share your computer audio.
- **Content from 2nd Camera:** Share a second camera that you have connected to the computer.

Portion of Screen

Go to **Advanced** and click **Portion of screen**, then choose **Share**. A green frame will appear in your screen.

Werkinstructies

Enter a keyword or topic to search

Search

Topics

Last Updated
Jun 24, 2020
Generate Article PDF
Generate Manual PDF
Print Article

Other Resources
Werkinstructies en handleidingen
What's new?
Brightspace
OSIRIS Docent - Begeleider
OSIRIS Cursusinvolver
TrainTool
Circus
Evalytics
HSP
Guides and instructions
What's new?
Brightspace
OSIRIS Teacher - Advisor
Evalytics
Circus ENG

Docent - Teacher / Werkinstructies en handleidingen / ZOOM / Account aanvragen, sessie aanmaken / Hoe maak ik een

Hoe maak ik een account aan voor Zoom?

Je kunt zelf makkelijk een Zoom account aanmaken via [de site van Zoom](#). Door je aan te melden met je @ru.nl e-mailadres maak je automatisch gebruik van de RU-basislicentie. Je account voldoet dan aan de RU privacy- en securityvoorwaarden.
De Radboud Universiteit kent drie verschillende licenties:

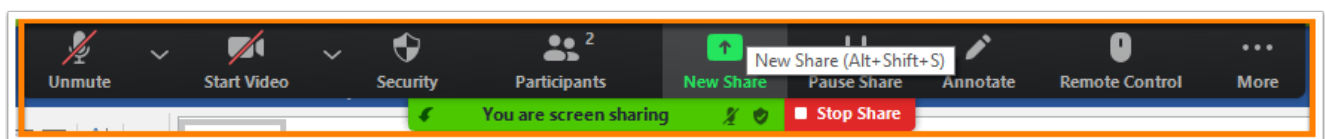
- Basis RU-licentie** – Voldoende voor gesprekken met een persoon (lengte onbeperkt) of gesprekken met maximaal 3 personen en een duur van 40 minuten.
- Aanvullende RU-licentie** – Alleen nodig voor de initiator van een meeting met meer dan 2 personen en/of langer dan 40 minuten. Een online overleg is met de aanvullende RU-licentie mogelijk tot maximaal 300 personen. Genodigden hebben geen aanvullende licentie nodig. Voor een aanvullende licentie kun je contact opnemen met [jouw aanvraagbevoegde](#).
- RU-licentie opnames maken** - Deze optie kan alleen als aanvulling op de 'aanvullende RU-licentie' en dient apart aangevraagd te worden via je aanvraagbevoegde. Vraag deze licentie alleen aan als jij en je leidinggevende het noodzakelijk vinden dat er opnames gemaakt worden. Je blijft altijd persoonlijk verantwoordelijk voor de opnames. Voor een aanvullende licentie kun je contact opnemen met [jouw aanvraagbevoegde](#).

Voor onderwijsgevers wordt de aanvullende RU-licentie geadviseerd. Zo kun je zonder tijdslimiet sessies plannen met groepen van maximaal 300 studenten. Voor een aanvullende licentie kun je contact opnemen met [jouw aanvraagbevoegde](#).

- Drag the frame to the part of the screen you want to share. Participants will only be able to see the content within this frame. If you share your screen with **Portion of Screen**, you - as the Host - will be able to move the green frame while screen sharing, or scroll down. The green frame will remain in the same position but the content within the frame changes.

Share screen menu

When you share your screen you will see a menu at the top of your screen.



- **Mute/Unmute:** turn your own microphone on or off.
- **Start/Stop Video:** turn your own camera on or off.
- **Security:**
 - **Lock Meeting:** if you select this option, no one else will be able to participate in the meeting.
 - **Enable Waiting Room:** put new participants in the waiting room.
 - **Allow Participants to:**
 - **Share Screen:** participants can share their screen.
 - **Chat:** participants can send messages in the chat.

Werkinstructies

- **Rename Themselves:** participants can share their visible name.
- **Unmute Themselves:** participants can turn their own audio on and off. If this feature is turned off, the host is the only one who can unmute participants.
- **Remove Participant...:** remove participants.
- **Report...:** report participants to Zoom, for example if they are not invited or share inappropriate videos or screens.
- **Participants:** view and manage participants (when you are host).
- **New Share:** share a new screen, you can again choose which screen or what content you want to share.
- **Pause Share:** pause share. Participants will now see the screen you have shared, as screen sharer you are able to open different tabs, applications or documents without the participants seeing them.
- **Annotate/Whiteboard:**
- **Remote Control:** allow a participant to take control of the computer mouse.
- **More**
 - **Chat:** open the chat.
 - **Invite:** invite more participants. Please refer to the manual [How do I start and plan a session?](#)
 - **Record:**
 - **Allow/Disable participants annotation:** give or revoke permission for participants to make annotations.
 - **Show/Hide Names of Annotators:** show or hide the names of participants when they make screen annotations.
 - **Share computer sound:** share the sounds of the computer with the participants.
 - **Optimize Share for Full-screen Video Clip:** turn on full screen when you want to share a video.
 - **End:** end the meeting.



Virtual Classroom

Werkinstructies

How does Virtual Classroom work?

Virtual Classroom is a program integrated in Brightspace that teachers can use to give online classes. During the class you can ask questions via the chat box or by using the microphone.

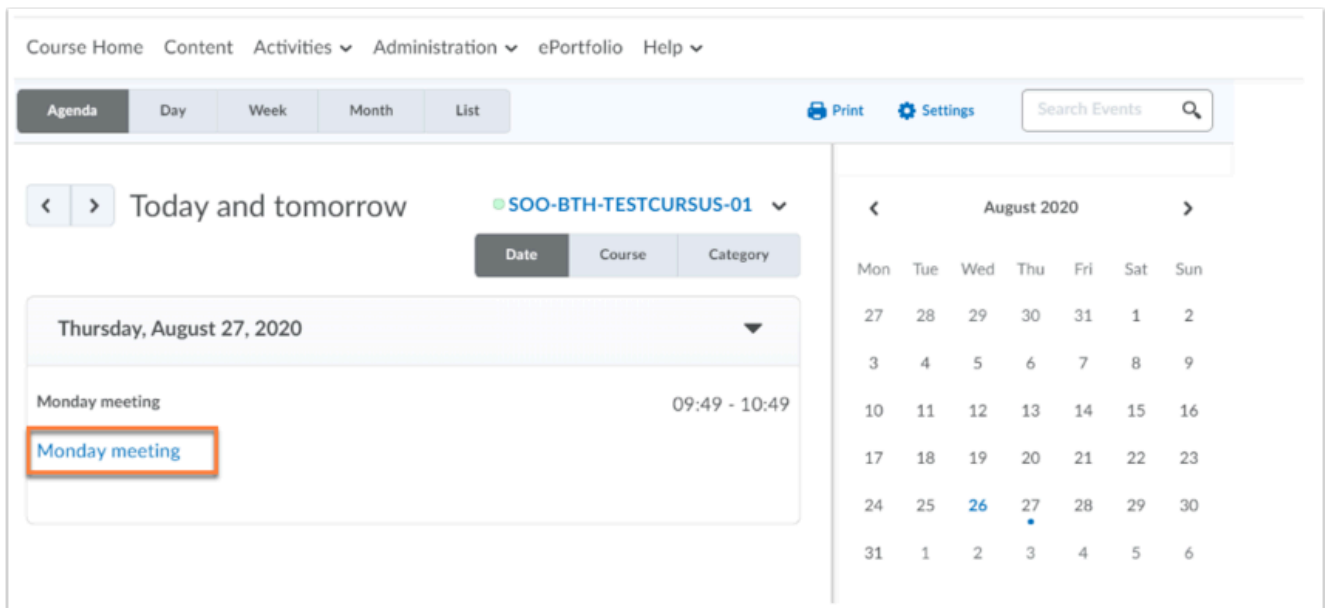
- ⚠ • Virtual Classroom is not supported by Internet Explorer and Microsoft Edge. YouSeeU (the company behind Virtual Classroom) recommends to use Virtual Classroom with Google Chrome.
- It is important to allow third-party cookies in your browser. You can change this by going to your Browser Settings > Privacy and security > Site Settings > Cookies and site data. Then make sure 'Block third-party cookies' is turned off.
- When you are not using headphones, there is a possibility that your voice will echo.

Navigating to the Virtual Classroom

- i Your lecturer can choose the location of the Virtual Classroom meeting. If the meeting is meant for all participants, then it will probably be added below Content. You can always find the meeting in the **Calendar**.

- Navigate to **Course Home** and then to **Calendar**.

Werkinstructies



Course Home Content Activities Administration ePortfolio Help

Agenda Day Week Month List Print Settings Search Events

< > Today and tomorrow SOO-BTH-TESTCURSUS-01

Date Course Category

Thursday, August 27, 2020

Monday meeting 09:49 - 10:49

Monday meeting

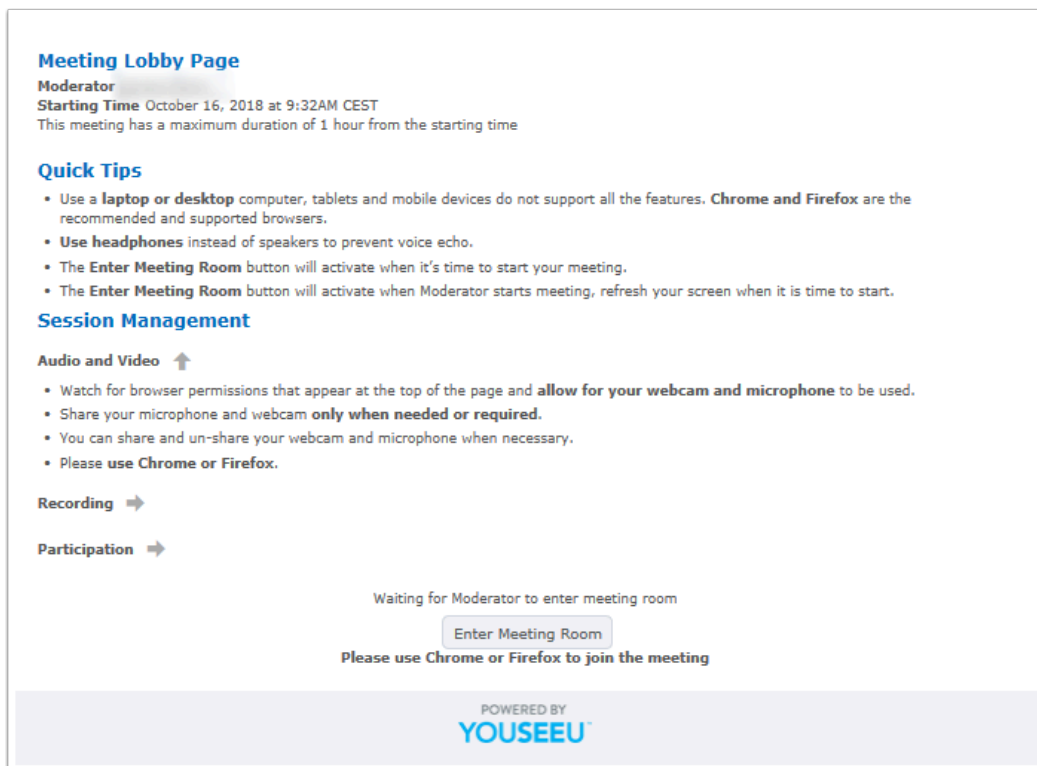
August 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

- Select the meeting.

Join a class

If there is a class in session, you can participate by clicking the play icon.



Meeting Lobby Page

Moderator

Starting Time October 16, 2018 at 9:32AM CEST

This meeting has a maximum duration of 1 hour from the starting time

Quick Tips

- Use a **laptop or desktop** computer, tablets and mobile devices do not support all the features. **Chrome and Firefox** are the recommended and supported browsers.
- Use **headphones** instead of speakers to prevent voice echo.
- The **Enter Meeting Room** button will activate when it's time to start your meeting.
- The **Enter Meeting Room** button will activate when Moderator starts meeting, refresh your screen when it is time to start.

Session Management

Audio and Video ↑

- Watch for browser permissions that appear at the top of the page and **allow for your webcam and microphone** to be used.
- Share your microphone and webcam **only when needed or required**.
- You can share and un-share your webcam and microphone when necessary.
- Please use **Chrome or Firefox**.

Recording ➡

Participation ➡

Waiting for Moderator to enter meeting room

Enter Meeting Room

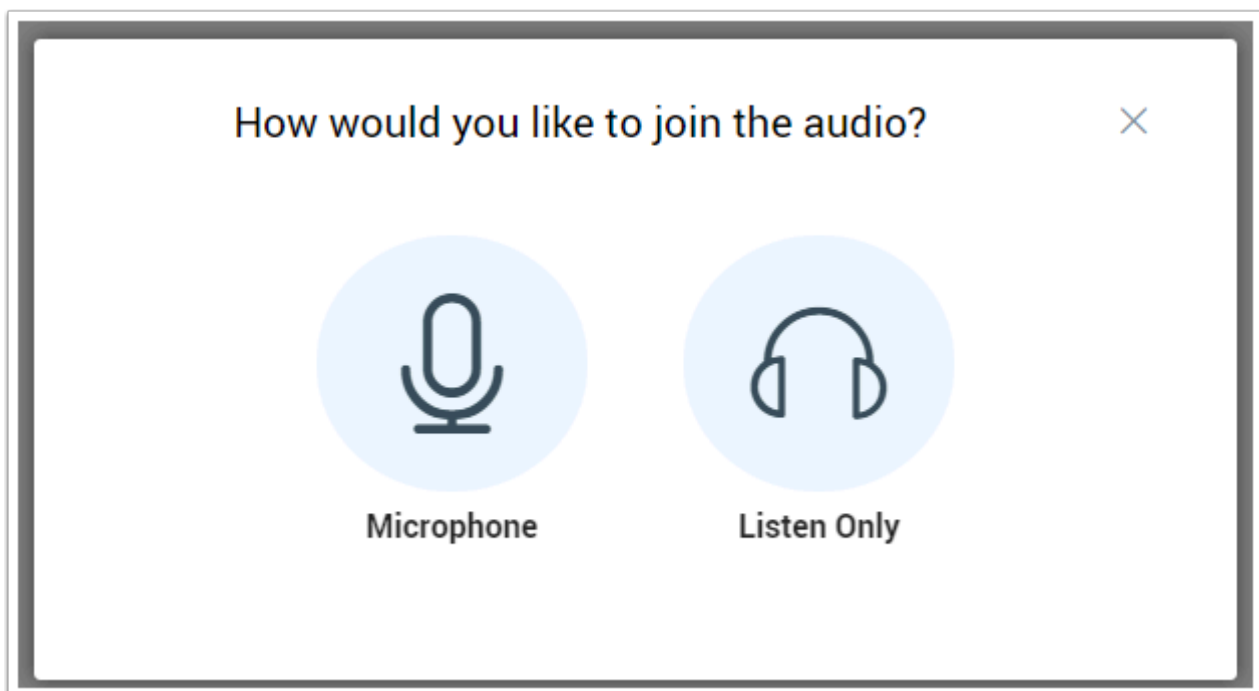
Please use Chrome or Firefox to join the meeting

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YOUSEEU™

Werkinstructies

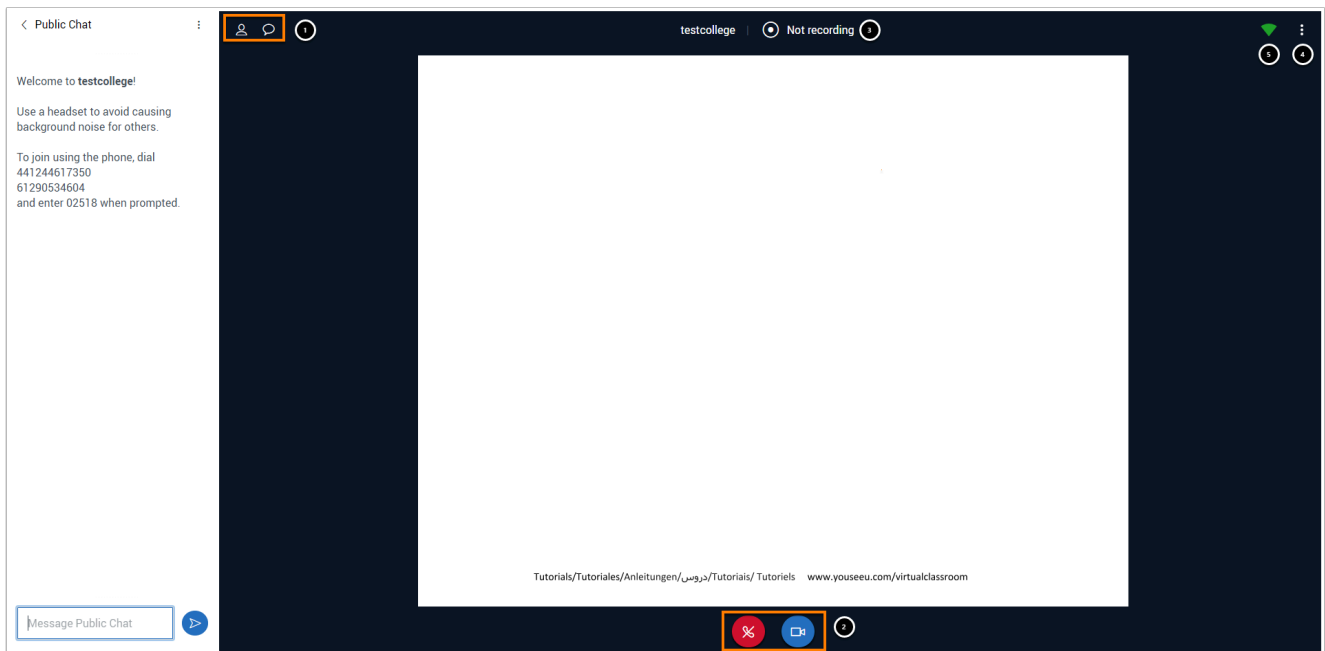
You will land on an overview page:

- **Meeting Lobby Page:** information about the meeting (moderator, date, time and maximum duration).
- **Quick Tips:** a few general tips.
- **Session Management:** matters you have to pay attention to during the meeting.
 - Click the arrows behind **Audio and Video, Recording and Participation** to fold out or collapse these options.
- Above **Enter Meeting Room** you will be able to see whether you can enter the class. You might need to wait for the lecturer to arrive.



First indicate whether you only want to listen (**Listen Only**) or if you want to be able to speak during the class as well (**Microphone**).

Werkinstructies



You can make use of a variety of tools during the class:

1. In the top-left corner of the screen, click:
 - the stick-figure to see who will be attending the class.
 - the speech balloon to open the chat. This is where you and the other participants can chat. You close the chat by clicking **Public chat** at the top.
2. At the bottom, click:
 - the phone to also be able to speak.
 - the camera to turn on your webcam.
3. At the top you can see whether the class is being recorded (**Recording**) or not (**Not recording**).
4. In the top-right corner, click the dotted icon to open more options:
 - **Settings:** adjust the settings during the class in a separate window:
 - **Application:** indicate whether or not you want to receive notifications when there is new activity in the chat and/or adjust the font size.
 - **Closed Captions:** indicate if you want automatically generated subtitles to be displayed whenever you speak.
 - **Data Savings:** indicate if you want to allow the option of webcams being shared within the group (by turning off this option whenever you do not need it, you will prevent the network from being overloaded)
 - **Leave:** leave the class.

Werkinstructies

5. The internet icon will indicate whether your internet connection is fast (green) or slow (red).

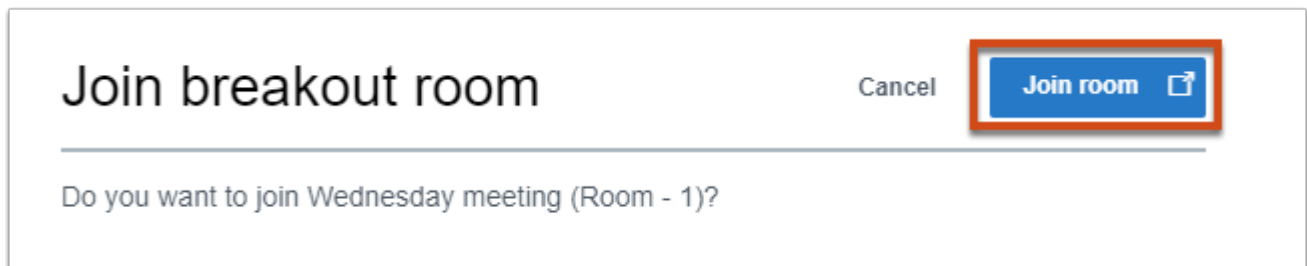
Werkinstructies

How do I use Virtual Classroom breakout room? Activities | Virtual Classroom

[Get started](#)[Participants of the breakout room](#)[Upload a presentation](#)[Ask the lecturer for help](#)[Leave the breakout room](#)

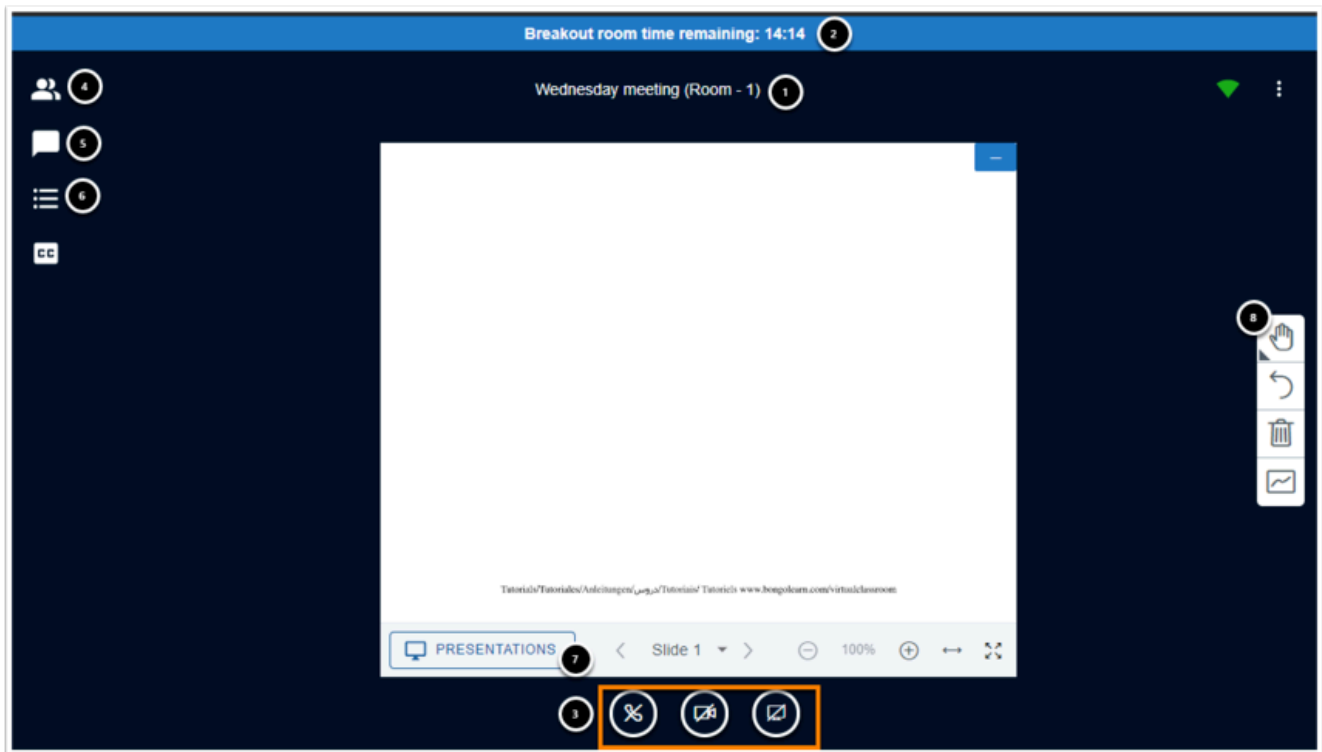
Get started

A lecturer might decide to split the participants of a Virtual Classroom meeting into different groups. These groups will then each get their own meeting. This meeting is called a **breakout room**. In this breakout room the participants can talk to one another or present their work during a set time. The lecturer is not a participant, but they might pop in during the session.



When the lecturer has created breakout rooms you will receive an invitation to join during the main meeting. Click **Join room** to go to the room. This means you will temporarily leave the main meeting of the Virtual Classroom.

Werkinstructies

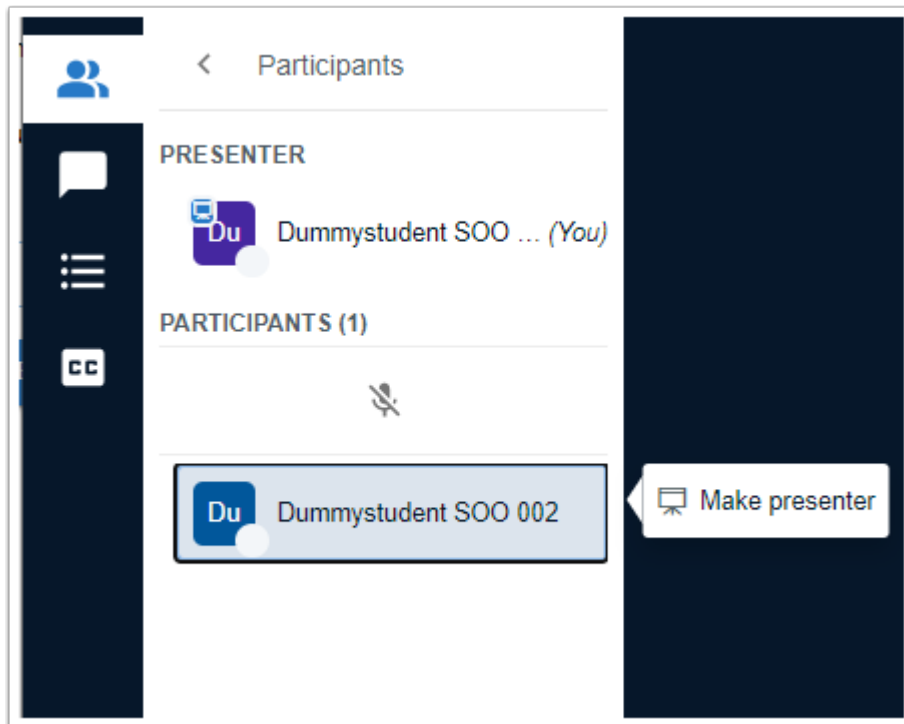


A new tab will be opened in your browser. The screen looks the same as in the main meeting, but the difference is that all participants can present. When you are the presenter in the breakout room, you will see the following buttons and can use the following functions:

1. The name of the breakout room;
2. How much time is left;
3. Manage your microphone and camera and share your screen;
4. The participants in this breakout room;
5. Chat;
6. Create a poll;
7. Upload a presentation;
8. Open annotation tools.

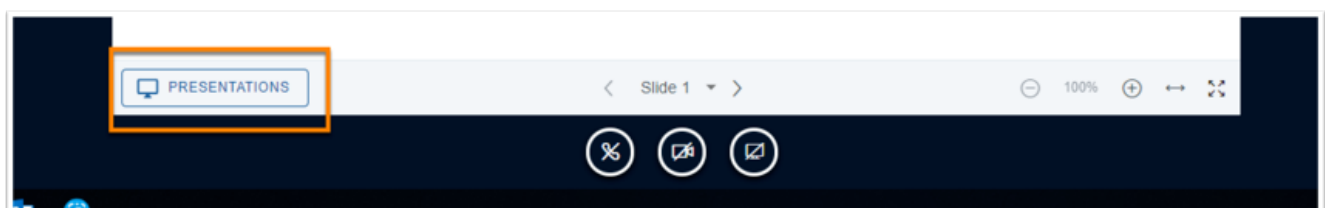
Werkinstructies

Participants of the breakout room



1. Click **Participants** in the top left of the menu.
2. Click **Mute all** to turn off the microphone of all participants.
3. Click on the name of the participant to make them presenter.

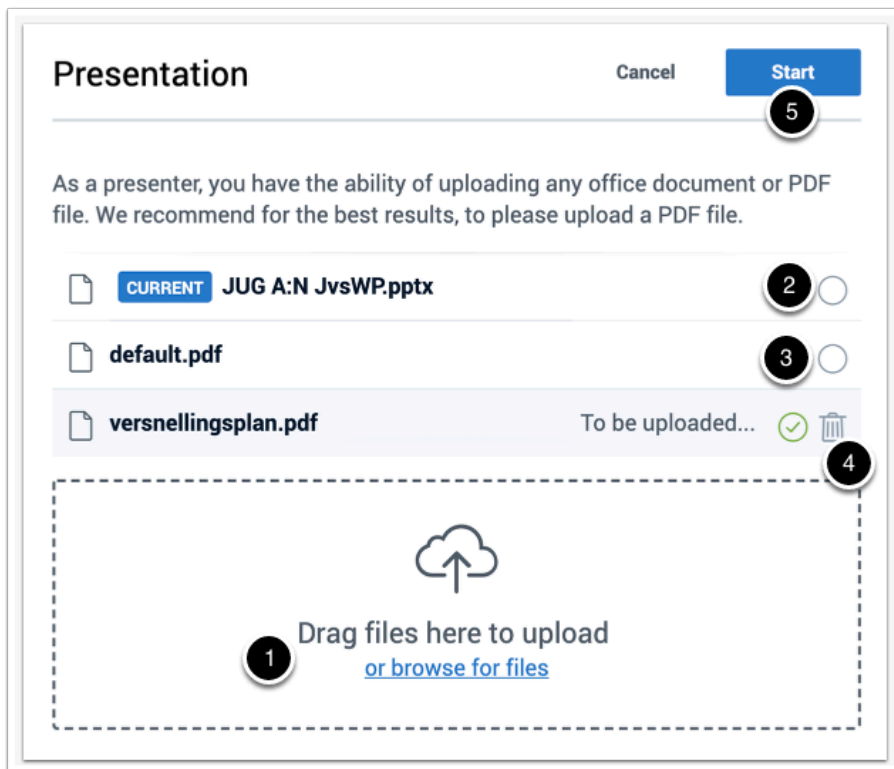
Upload a presentation



You can add a file to your presentation, such as a pdf, Word, Powerpoint or Excel. Each page, slide or tab will become one slide in your presentation.

- Click **Presentations**.

Werkinstructies



1. Select a file to upload from your computer.
2. Select a previously uploaded file to present.
3. Switch to a blank presentation, to which you possibly added notes before.
4. Delete a uploaded file.
5. Click **Start** to present the selected file.

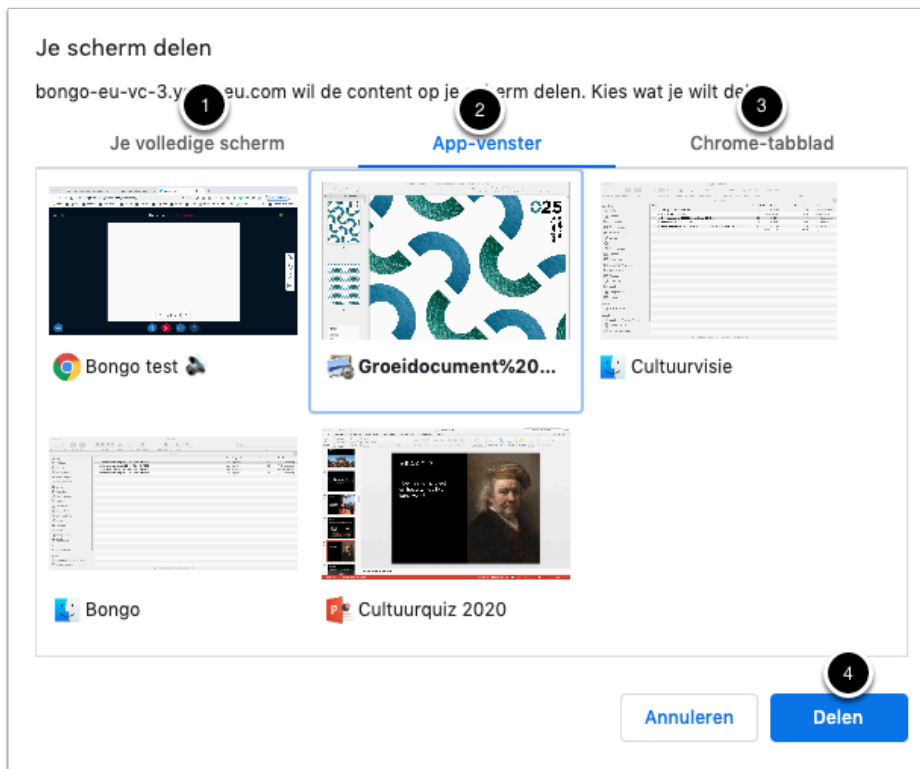
⚠ When you upload a Powerpoint file the animations in your file will not be saved. All elements in your slides will be shown simultaneously. Graphs in Excel are not supported. If you use special fonts then they might not be displayed correctly.

Share your screen




Click **Share your screen** at the bottom to share your screen.


Werkinstructies



A new window will open. You can choose which part of your screen you want to share:

1. Your **Full Screen** (je volledige scherm): if you want to share your full screen, select which one you want to share (in case you are working with multiple screens).
2. **Application** (App-venster): If you want to share an application (such as a Word or Excel file) choose the right window here.
3. **Chrome tab** (Chrome-tabblad): when you want to share a tab from your browser, select which one here.
4. Select the desired item and then click **Delen (Share)**.

 If you try to share your screen for the first time, you will receive an one-time notification stating you have to download the Bongo Screenshare Extension.

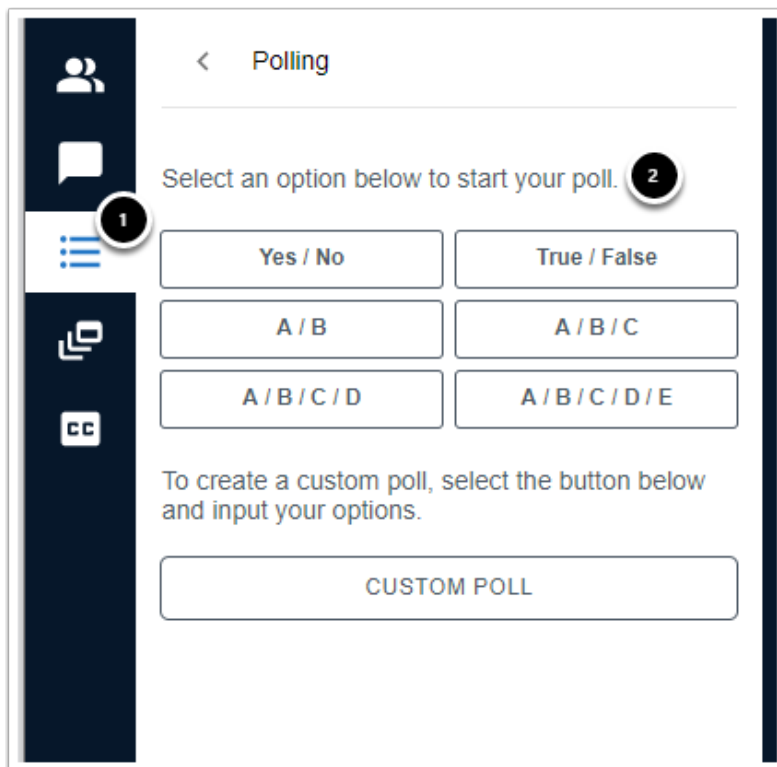
 Chrome and Microsoft Edge (Chromium edition) are the only browsers that completely support screen sharing.

Firefox only lets you share a window.

Werkinstructies

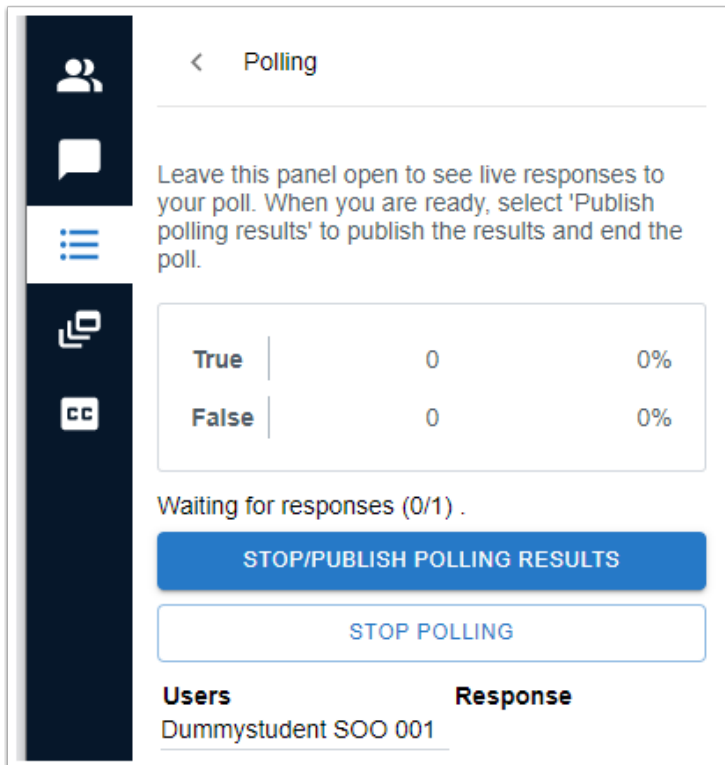
Poll

You could present a poll during your presentation. You have to ask the question verbally, after which the participants can choose between different answer options that appear on screen.



1. Click **Polling** in the menu on the left.
2. Choose between default answer possibilities, or create your own answer possibilities by clicking **Custom Poll**.

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Option	Count	Percentage
True	0	0%
False	0	0%

Waiting for responses (0/1) .

STOP/PUBLISH POLLING RESULTS

STOP POLLING

Users	Response
Dummystudent SOO 001	

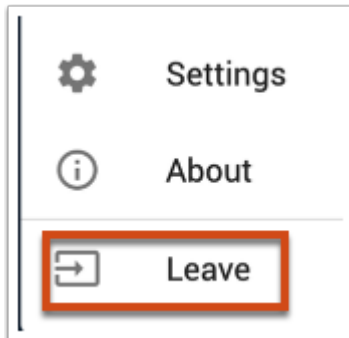
- After you have set up the answer possibilities the poll will start automatically. Click **Stop/Publish Polling results** to share the results with the participants. Click **Stop Polling** to stop the poll without sharing the results.

Ask the lecturer for help

After you have been moved to the breakout room you can still ask your lecturer for help - even if they are in the main session. Click on the main session tab. The breakout room was opened in a new tab, it is important that you leave this open as well. Then ask your question on the main session chat. The lecturer can answer it there, or come to your breakout room.

Werkinstructies

Leave the breakout room



When the predetermined time has passed the breakout room will be closed automatically. You will then return to the main meeting. Do you want to leave the breakout room early? Click the three dot icon and choose **Leave**.

- ❗ Once you voluntarily leave the breakout room you cannot return. You will have to ask your lecturer to readmit you.
Make sure you do not accidentally close your browser tab - if you do, you will also leave the room.