

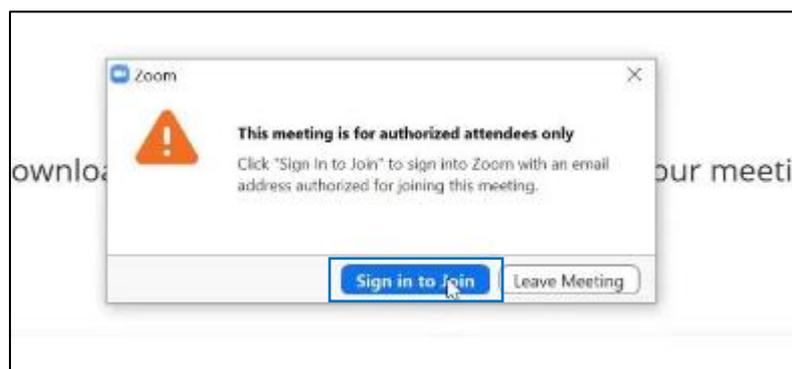
ZOOM

Before class

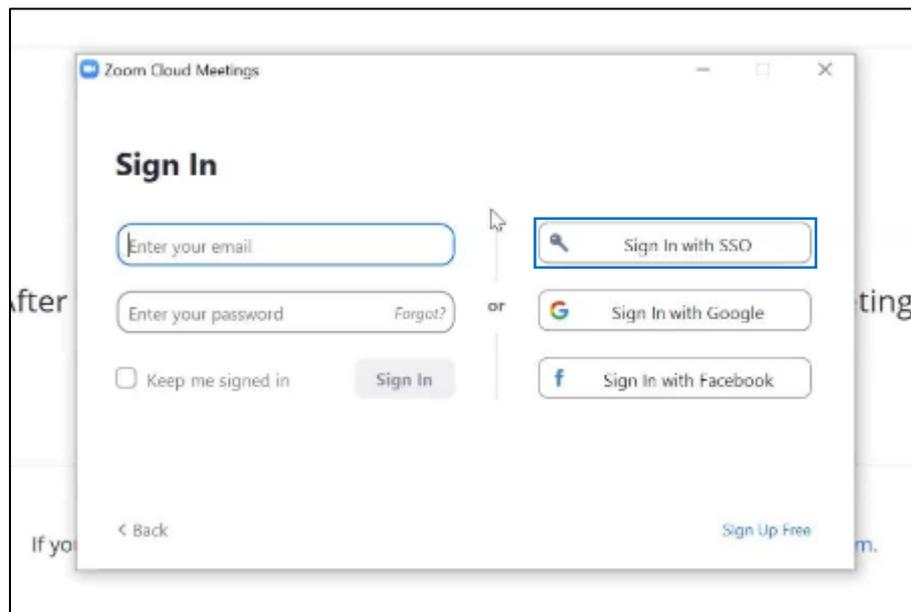
1. Go to <https://ufora.ugent.be> and log in with your Ghent University credentials. Use the latest version of Chrome, Firefox, or Edge (Chromium version). You can use Chrome, Firefox or Edge on Mac devices too.
2. Go to the right Ufora course and click on the Zoom link your lecturer has communicated,
3. The first time you work with Zoom, you'll need to download the Zoom Client for Meetings app. This should start automatically. If not, go to <https://zoom.us/download>.
4. Install Zoom
 - a. Open the installation file



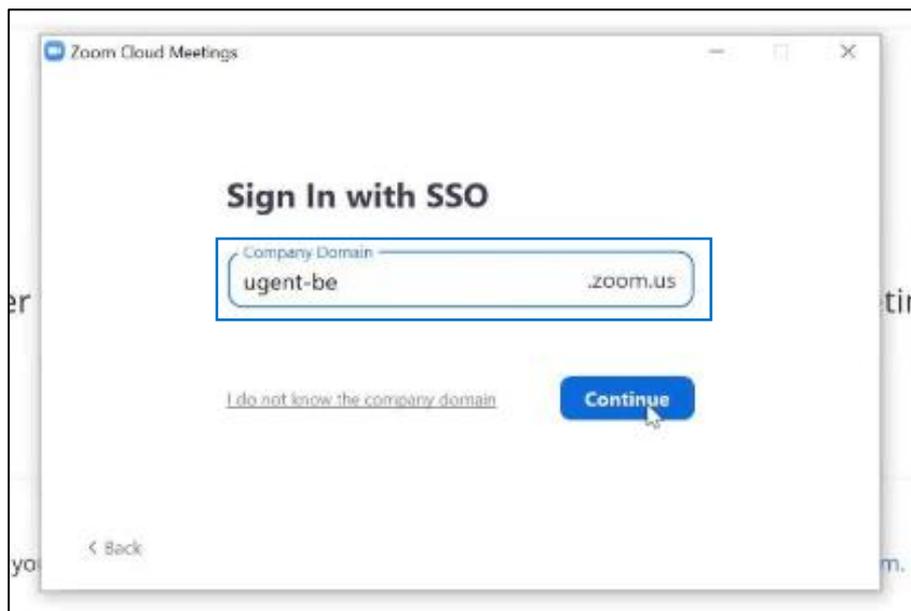
- b. Select 'Sign in to Join'



- c. Select 'Sign in with SSO'

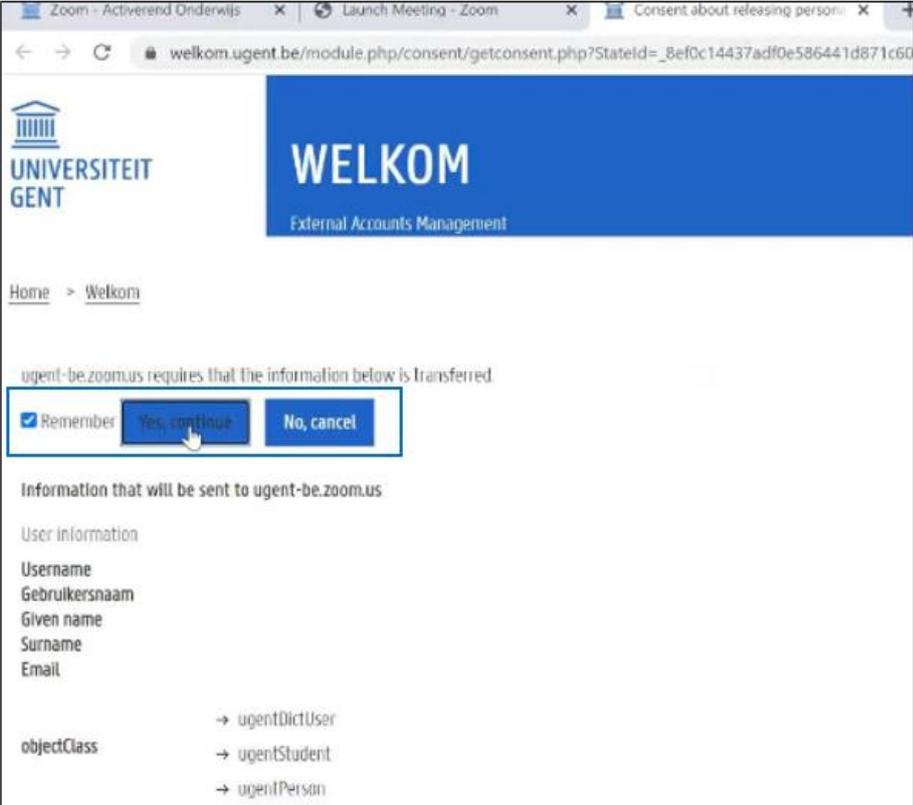


- d. Enter 'ugent-be' as company domain (ugent-be.zoom.us)



- e. Select Continue

- f. Check the 'Remember-box' and press the 'Yes, continue' button.



Zoom - Activerend Onderwijs | Launch Meeting - Zoom | Consent about releasing person...

welkom.ugent.be/module.php/consent/getconsent.php?StateId=_8ef0c14437adf0e586441d871c60

UNIVERSITEIT GENT

WELKOM
External Accounts Management

Home > Welkom

ugent-be.zoom.us requires that the information below is transferred.

Remember **Yes, continue** No, cancel

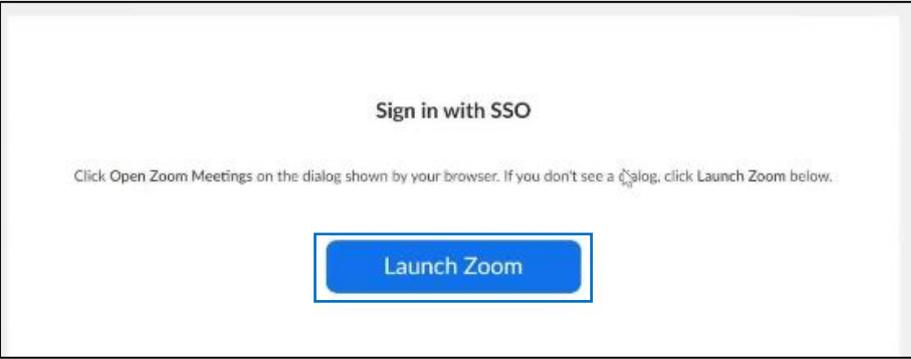
Information that will be sent to ugent-be.zoom.us

User information

Username
Gebruikersnaam
Given name
Surname
Email

objectClass → ugentDictUser
→ ugentStudent
→ ugentPerson

- g. Click 'Launch Zoom'



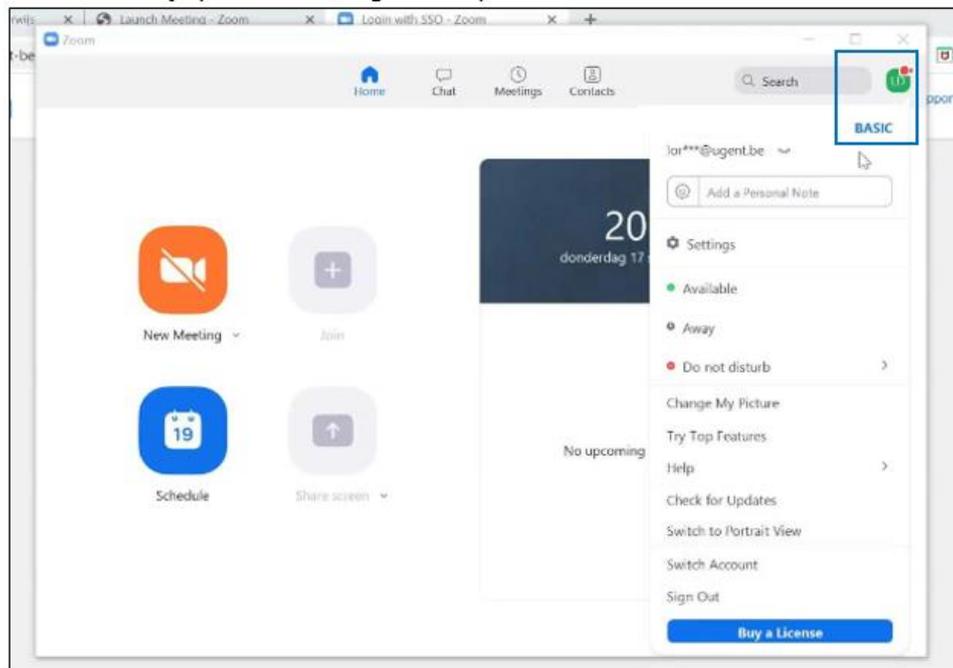
Sign in with SSO

Click Open Zoom Meetings on the dialog shown by your browser. If you don't see a dialog, click Launch Zoom below.

Launch Zoom

5. Check your account:

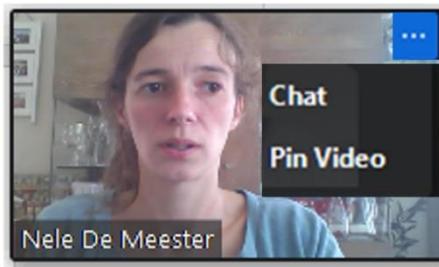
- a. Click on your name (in the upper-right corner) within the Zoom Client App.
- b. Make sure your profile is set to Basic.



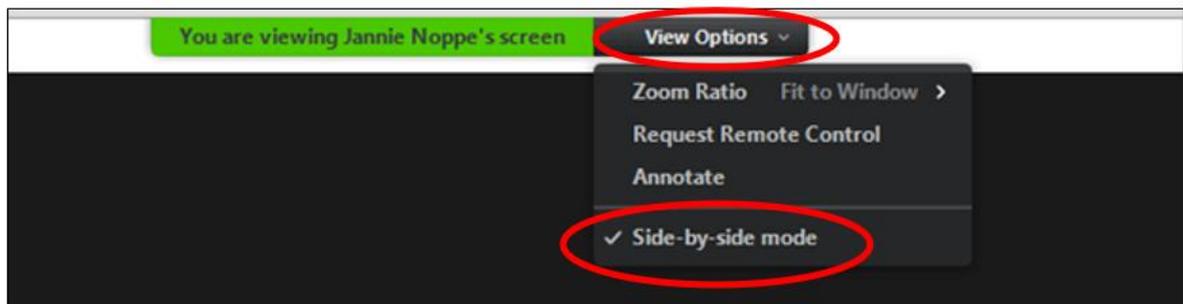
6. From now on you can follow the class. **Turn off your microphone and your camera.**

During class

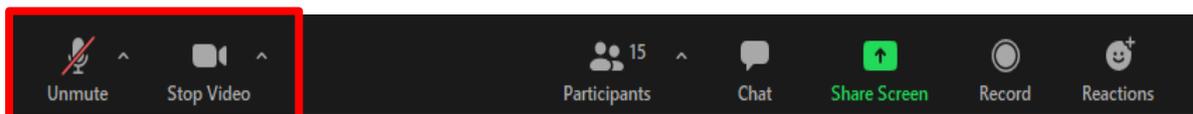
1. Make sure that the lecturer's camera remains visible. You can do that by pinning your lecturer's video. Click on the 3 dots at the top right and select "Pin Video".



2. Ideally, the lecturer's video is next to the presentation. Click on 'Side-by-side mode' under 'View Options'. Now you can play with the size of the presentation and the video by shifting the center bar.



3. If you want to turn your microphone on or off, click on the microphone at the bottom: 'Unmute/Mute'. To start/stop your camera, use 'Start/Stop video'.

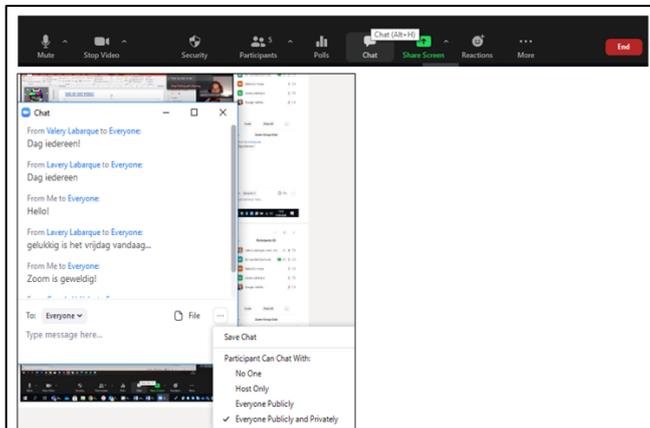


4. Remember that everyone can see and/or hear you when your camera and/or microphone is on.

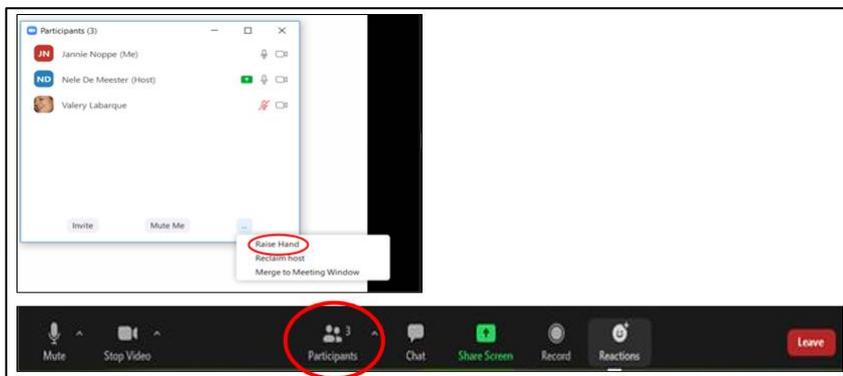
How do you pose a question during class?

At the beginning of the class, your lecturer will tell you how to ask questions. There are two possibilities. You can:

- Ask your question via **chat**

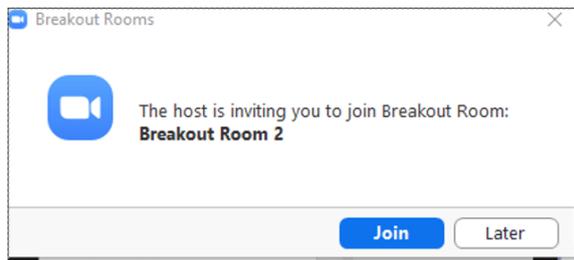


- Virtually raise your hand. You can do this by clicking on 'Participants' and then click 'Raise hand'. The lecturer will then indicate when you can ask your question. Don't forget **to turn on your microphone**. Wait 2 seconds before asking your question. Talk calmly and clearly. Turn **off your microphone again afterwards**.



What to do in a *breakout room*?

During class, your lecturer can divide the class into groups, for example to discuss, find an answer to a question, etc. This happens in the so-called *breakout rooms*. You'll get an invitation on your screen to participate.



In the *breakout room* you can see different possibilities at the bottom of your screen. For example, you can share your screen, chat, and ask for help. With that last button, you can call your lecturer in case there's a problem.



You'll get a warning when the *breakout rooms* end and you'll go back to the main session.

