

Guide line for using zoom application as a Host(Teacher)

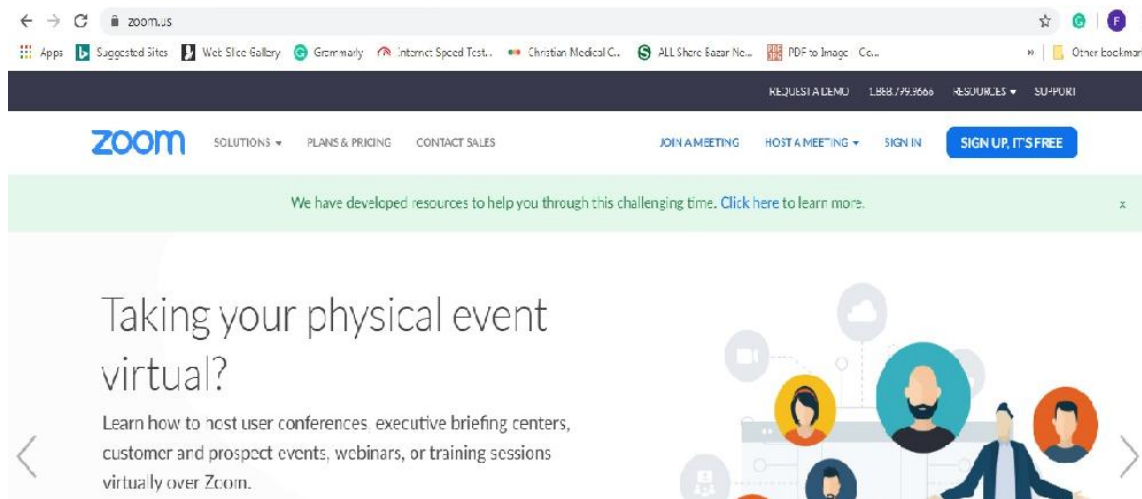
For using zoom application, It is needed to download & install zoom.

(For Laptop/Desktop PC <https://zoom.us/download>)

(For Mobile Phone: Play Store->Search by zoom-> ZOOM Cloud Meetings)

It is also needed to create/sign up an Account for Host(Teachers).

For sign up: please go to <https://zoom.us/> and create/sign up an Account



After installation the zoom and creating/sign up user Account

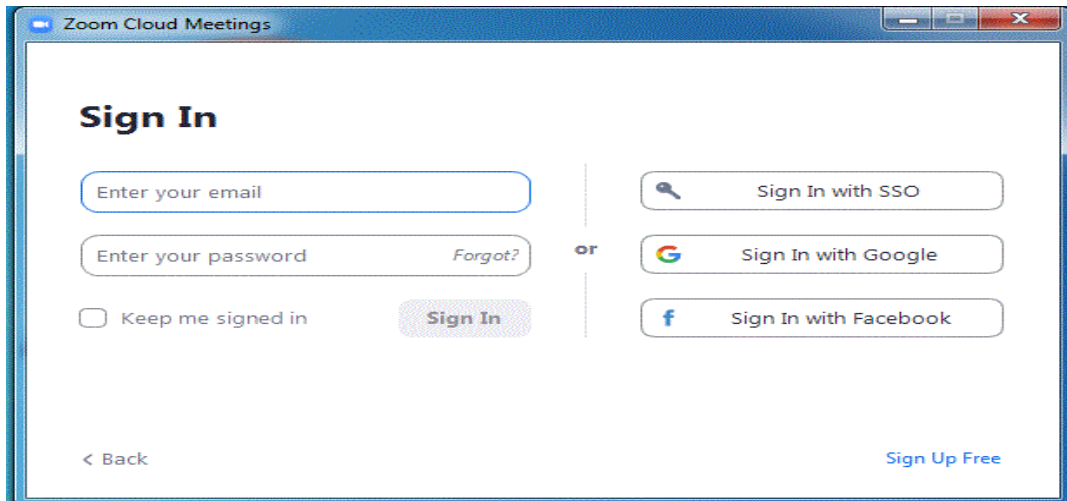
=> It is needed to run the zoom application, using the following shortcut.



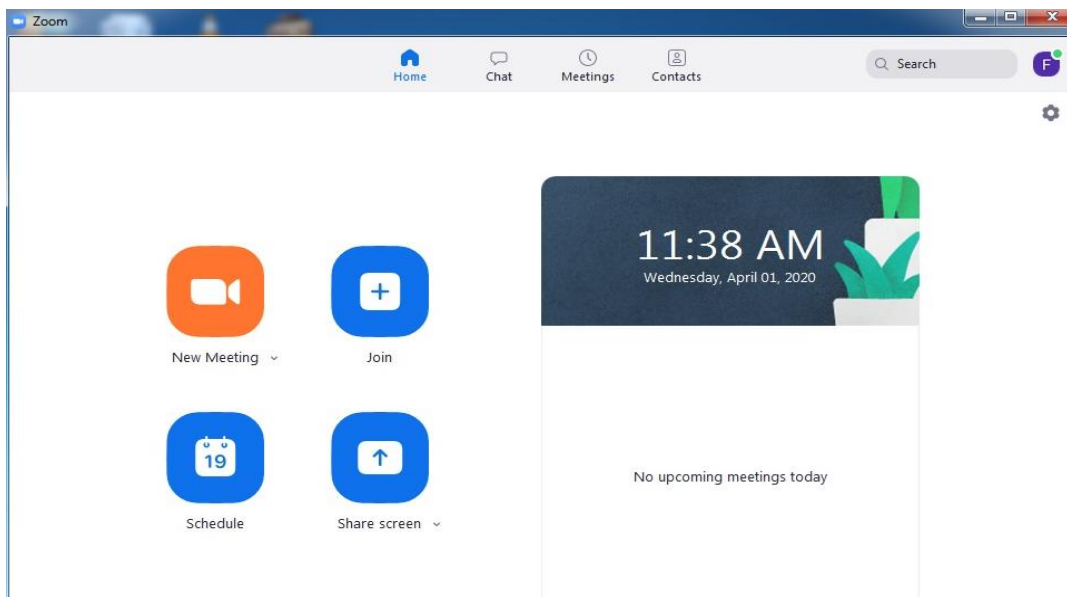
=> Then please, Click "Sign In"



=> Then it is needed to use email address and password for Sign In.



=> After login/Sign-In, you would access to the following home page of zoom :



For conducting online class following events will be/may be needed:

=> **Attendance of the Students (Participants)**

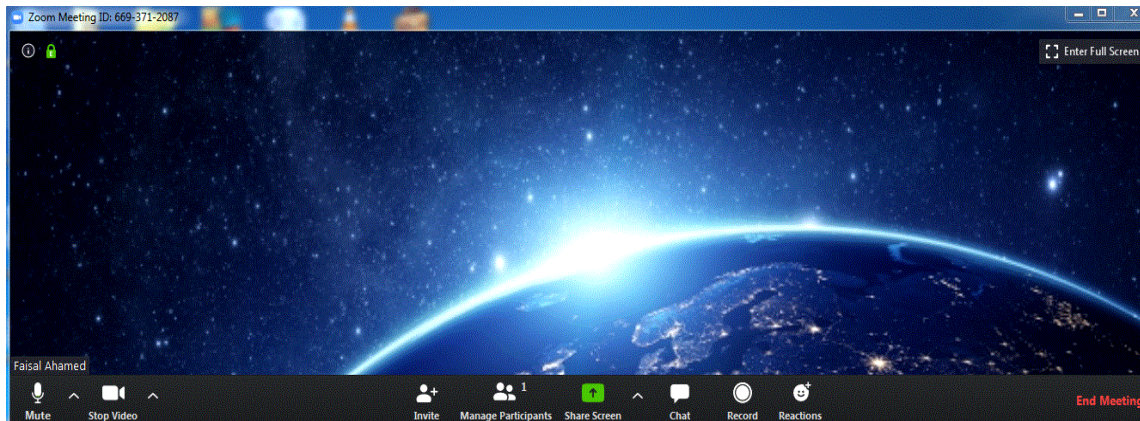
=> **Starting New Meeting**

=> **Schedule**

=> **Share Screen**

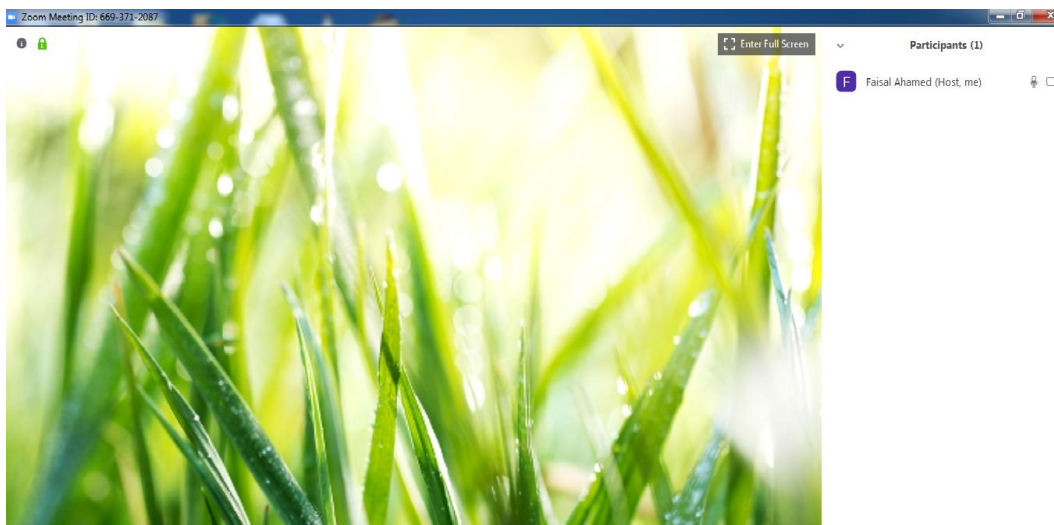
Attendance of the Students:

For all versions of zoom (Basic, Pro,...etc)



=> Please click on 'Manage Participants'

=> All participants'(students) identity list(Name, ID..) will be available here.



=> Now it is needed to take screen print for keeping attendance of the students.

For Pro version

Basic(Free Version) may be up graded to Pro Version. For doing this, it is needed to email to BdREN support center(UGC) through email address: helpdesk@bdren.net.bd. A guide line with necessary link will be provided for up gradation.

Only teachers of Universities(Public & Private) would get this facility.

Under pro version of zoom, attendance of the students/participants may be collected from reports.

please follow the below links:

<https://www.youtube.com/watch?v=PRAaoryZrvI>

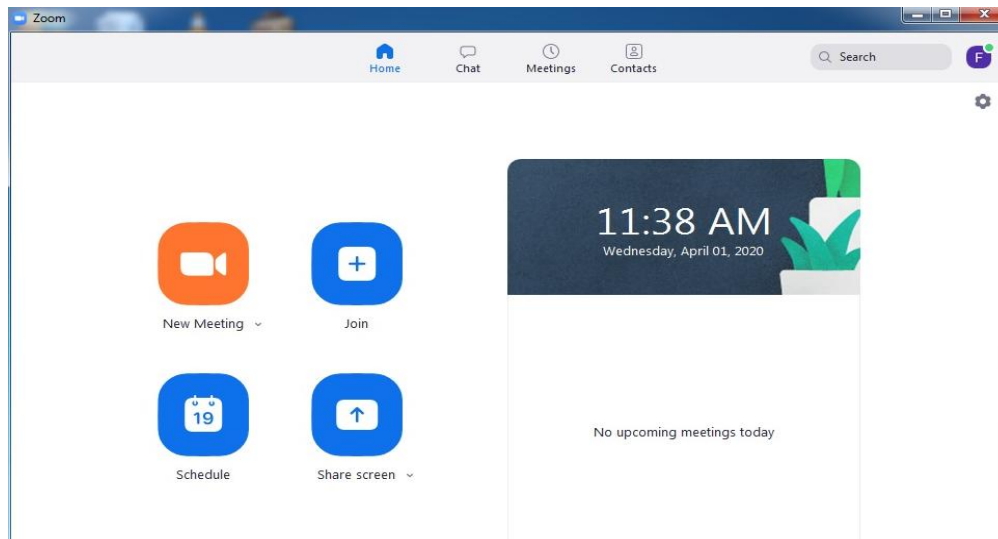
<https://www.youtube.com/watch?v=N0ygwQ69BI8>

But, for getting attendance from report, it is needed to take online class/ meeting using **schedule**.

Starting New Meeting:

From Home page of the zoom application, 'New Meeting' icon may be clicked for starting online class. Computer Audio or Speaker with Microphone anyone could be used.

Online class/Meeting could be started instantly using 'New Meeting' or on specific time using Schedule icon of the home page of zoom.



Schedule:

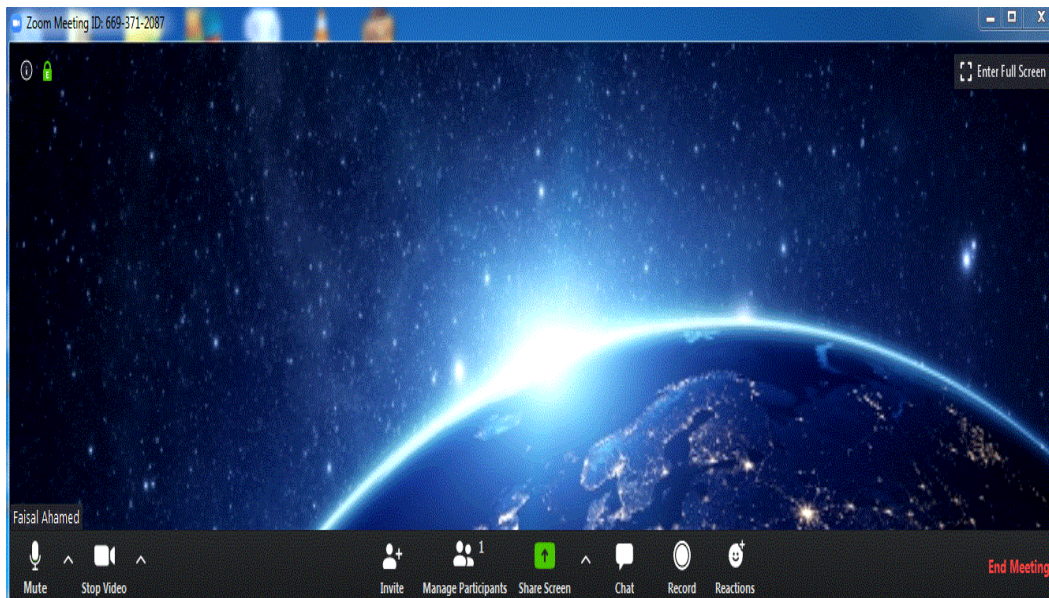
It can be used for taking online class/meeting. Here is some options (class duration, password etc) which are helpful. Using schedule for taking classes also helpful for getting attendance of students from report option. [note: report option is available in the pro version of zoom and it is at <https://zoom.us/profile> after Sign-In].

please follow the below links for understanding use of schedule:

<https://www.youtube.com/watch?v=Nggj0Ilanf8>

<https://www.youtube.com/watch?v=iYR-sFCjzM8>

Share Screen:



It can be used for sharing the screen of the computer of the host(Teachers) with the students.

Thank you

ITD, IIUC