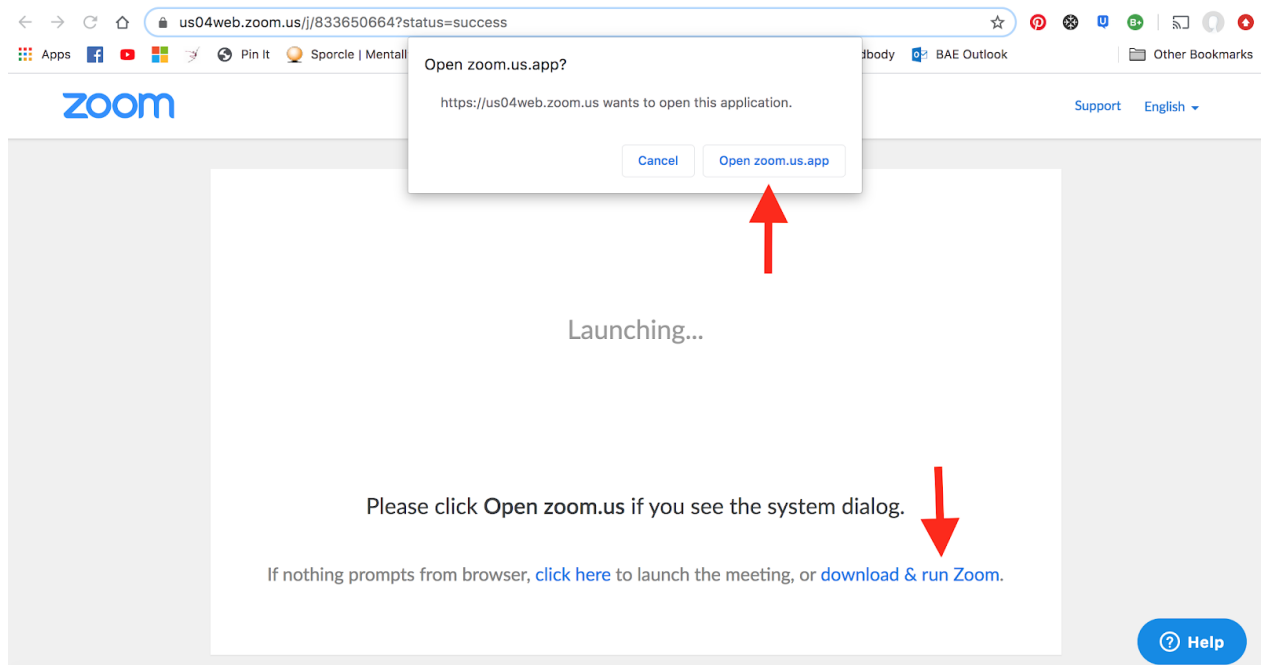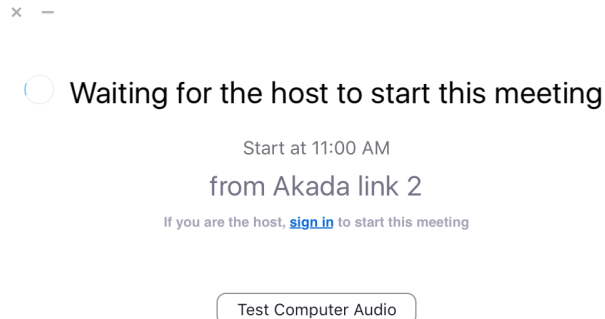# Zoom Classes - Mac Desktop/Laptop

Joining a Meeting

1. Login to your Akada Danceworks Parent account
2. In the "Students" drop-down menu, select your student
3. Click on the "Classes" tab
4. Click on "Attend Virtual Class" next to the applicable class day/time (button on the right side)

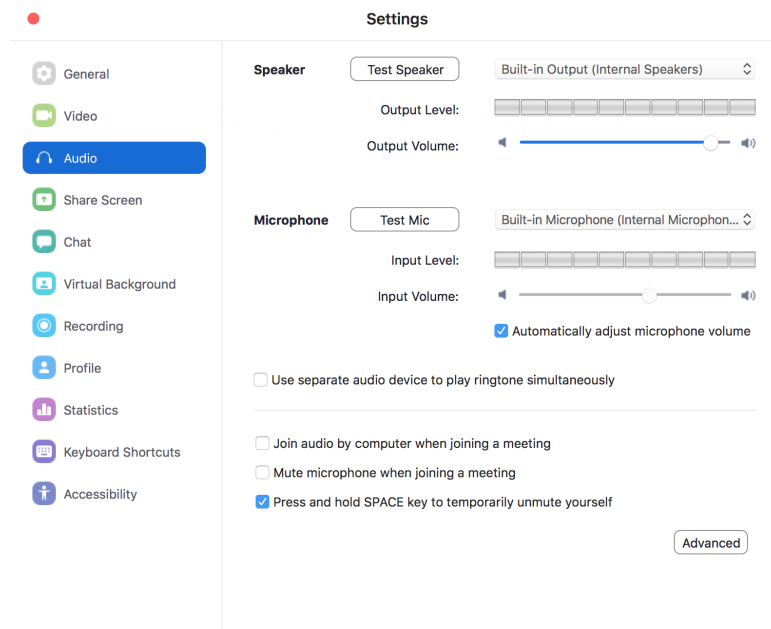| Class	Teacher	
S/D/T - AIM - Test class `Class full` **Mon - 3:30pm - 4:00pm** Ages: 1 - 21 Room A (Key 30097)	Nicole Dalia	**Enrolled** `Attend virtual class`

5. You should be taken to a launch page, where you should be prompted to open the Zoom app. If you have not already downloaded the app, you will need to do so at this time. Select "Open zoom.us.app" in the pop-up window. If no pop-up appears, select "download & run Zoom" at the bottom of the page. ***Be sure you are using the Zoom app, and not operating Zoom through your web browser*** (eg. Chrome, Firefox, Safari, Internet Explorer). The platform functions best through the downloadable app.

6. You will be taken to a virtual "Waiting Room" (pictured below). When the teacher ("Host") is ready to begin class, they will allow you to enter the Meeting. Either while you are waiting, or at the time of entering the meeting, please "Test Computer Audio" to ensure that your microphone and speakers are supported on the Zoom app. Testing your audio is **essential**, it allows you to ensure that you can hear your teacher, and your teacher can hear you! When you finally do join the meeting, be sure to also select "Join Meeting With Video", so that we can all see each other!
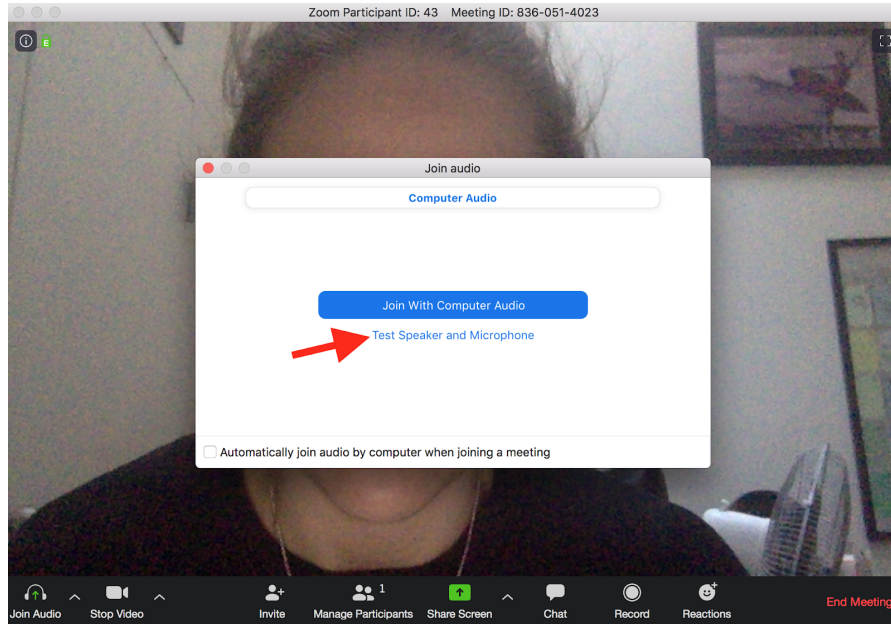

a. If you have an extended length of time to wait before your class starts, and you select "Test Computer Audio" from the above "Waiting Room" screen, you may see the following "Settings" screen.
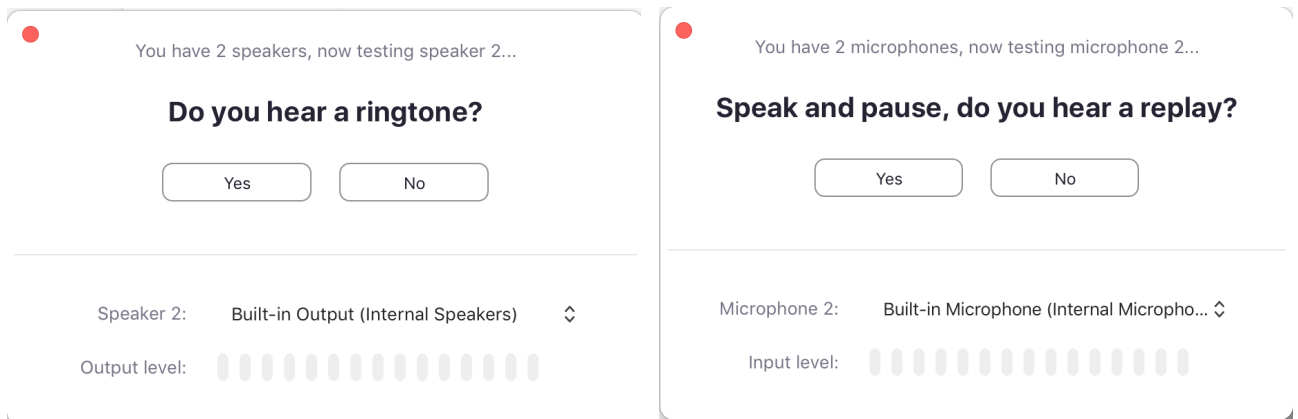

Click on "Test Speaker": you should hear a tone that indicates your speaker is working. If you do not hear a tone, you may need to select another speaker output.
Click on "Test Mic": you can then speak loudly and clearly (your computer's built-in microphone should pick up on this automatically). If your computer microphone is working properly, you should hear a playback of what you just spoke, and the volume indicator will blink. If you do not hear this playback, or the volume indicator is not blinking, you may need to select another microphone.

b. If the Host allows you to enter the Meeting right away, you may see *this* screen, where you should select "Test Speaker and Microphone"

You will be given two prompts, the first will be to test your Speaker, the second will be to test your Microphone.

Follow the prompts and if you are able to answer "Yes" to both, you will be asked to "Join With Computer Audio"
You will then be brought back to the original screen (shown under section "b" of step 6) and you can then select "Join With Computer Audio" (the big blue button).

Remember, when entering a Zoom meeting you should also select "Join With Video" so that everyone can see you!

You should now have joined your Zoom Meeting!

Zoom Dance Class Etiquette

Once you have joined your Zoom Class (with audio and video) you should be able to see your teacher and classmates. You will have a few moments to say hi and catch up, and the teacher will take attendance. When the teacher is ready to begin class, you should anticipate the following:

1. Your teacher will likely mute all student participants in the class. This is to ensure that the class will run smoothly without excess noise coming from other users' background environments.
2. Your teacher may also ask you to enter "Speaker View", which will enable you to see just the person who is speaking (usually the teacher) as the largest image on your screen.
   To do this, select "Speaker View" in the upper right hand corner of your Zoom app window.
3. Your teacher may ask you to enter "Gallery View" in order to see others in the class. To do this, select "Gallery View" in the upper right hand corner of your Zoom app window.
4. Your teacher may ask you to "Pin" a student, so that even if that person is not speaking (or is muted), their image becomes the largest image on your screen. To do this, hover your cursor over the student's image. A " ··· " should appear in the upper right corner of their image. Click the " ··· " and select "Pin User". You can "Unpin" using the same instructions.
5. If you have a question, you should use the "Raise Hand" option. To do this:
   a. At the bottom of your Zoom app window, there should be a number of menu options. Select "Participants".
   b. A list of the class' participants should open on the right side of your Zoom app window.
   c. At the bottom of that list, there is a "Raise Hand" button. Click this button to raise your hand if you have a question. The teacher can then see that your hand is raised, and will unmute you so that you can ask your question.
   d. Once your question has been answered, you can "Lower Hand" using the same method, and your teacher will Mute you again.