



Kuvempu University

Basic requirements for online Zoom App classes

For Teachers

1. Working condition Laptop.
2. Gmail Account.
3. Ear Phone with built-in mic (Normally used with mobile).
4. Dedicated Mobile data.
5. Good Connectivity of mobile network.
6. WhatsApp mobile application.

For Students

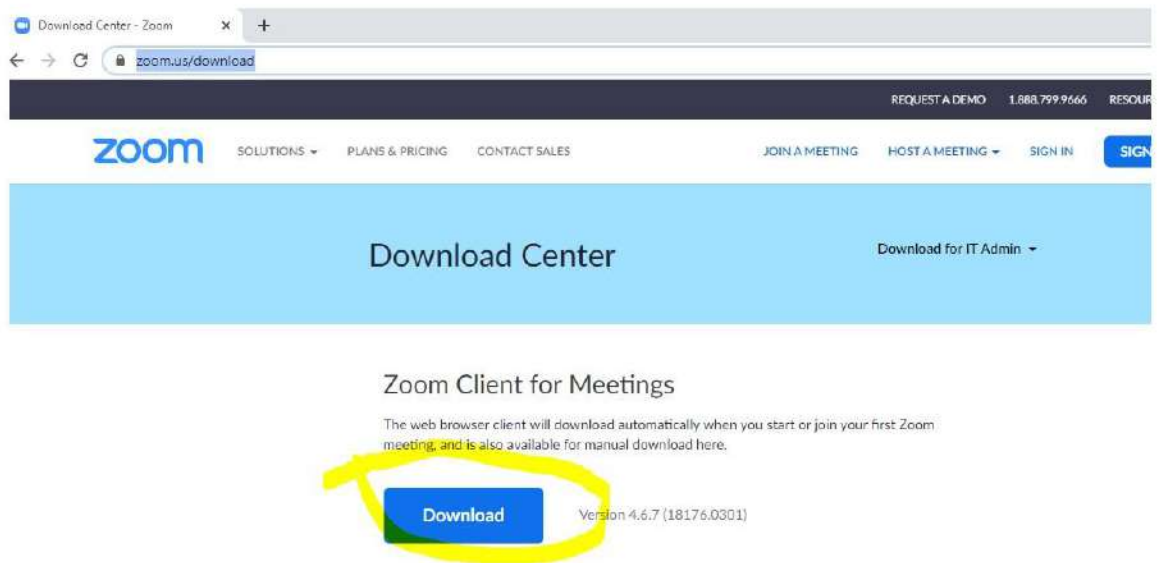
1. Mobile (Smart Phone) with Ear Phone.
2. Dedicated mobile data.
3. Good Connectivity of mobile network.
4. WhatsApp mobile application.

Suggestions for Teachers

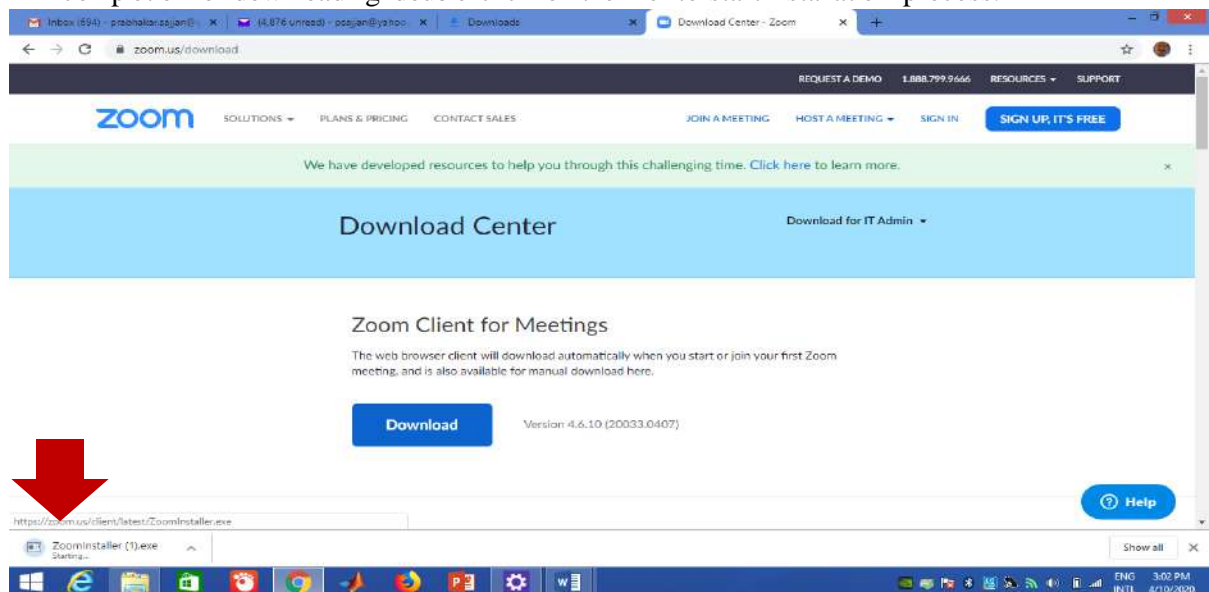
1. Zoom Application is a free software which can support up to 40 minutes for each session.
2. Teachers can use ppt/pdf or other softcopy notes.
3. Those who cannot prepare ppt or pdf can give lecture through oral/verbal presentation.
4. For teacher who needs board work has to create a softcopy of notes and convert into ppt.

Instructions for using Zoom application in laptop.

1. Download Zoom from <https://zoom.us/download>



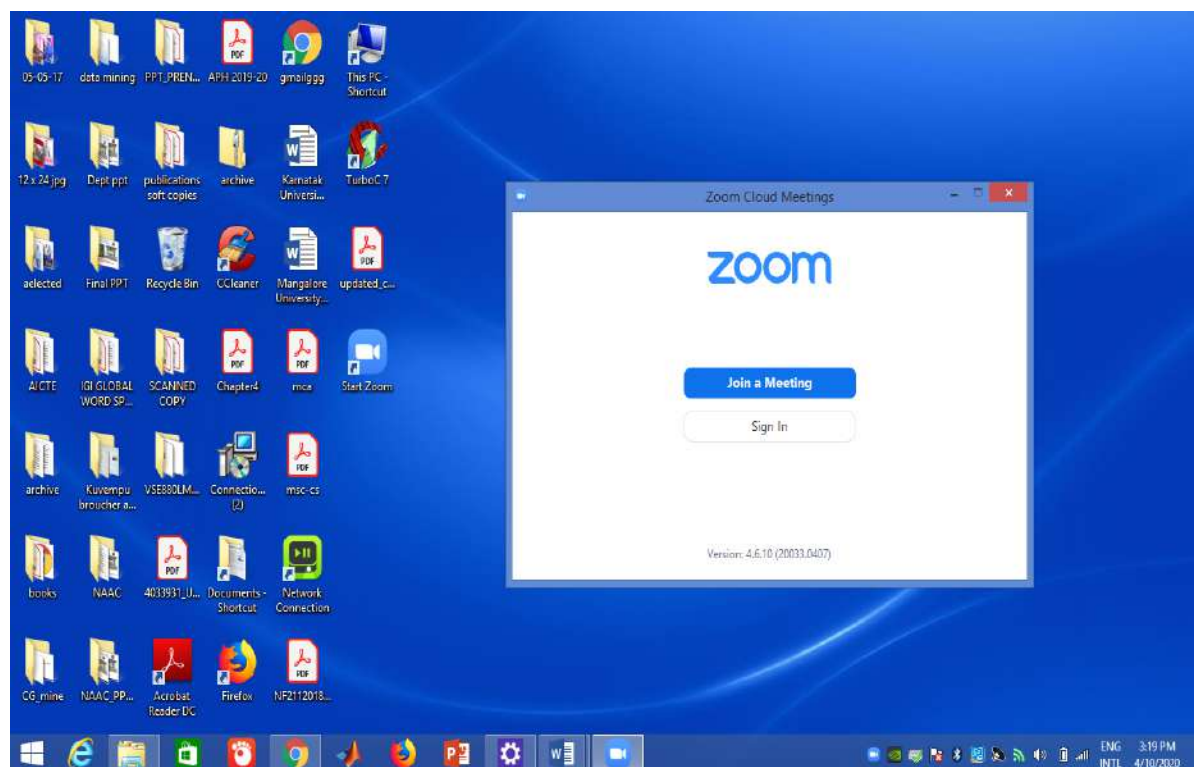
2. In the bottom left corner u can find the downloading file of zoom app and after completion of downloading double click on the file to start installation process.



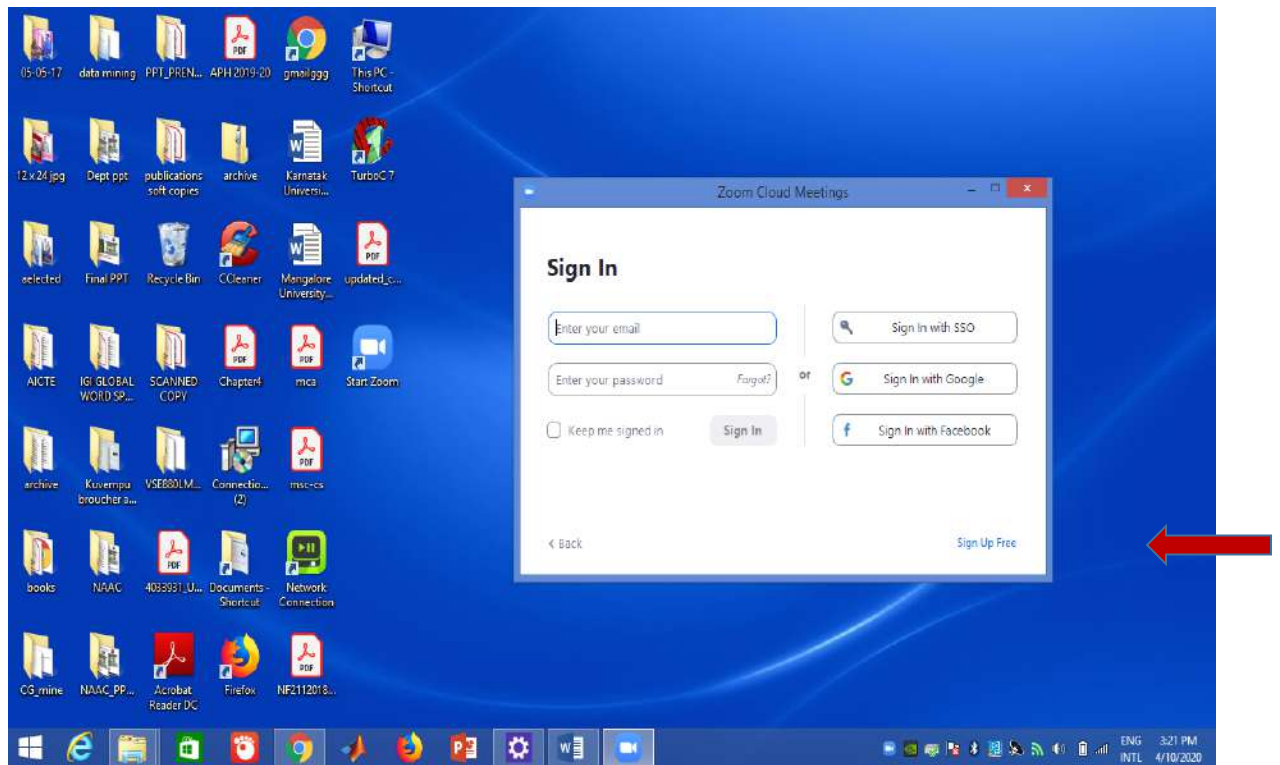
3. After installation zoom app shortcut will be created on desktop.



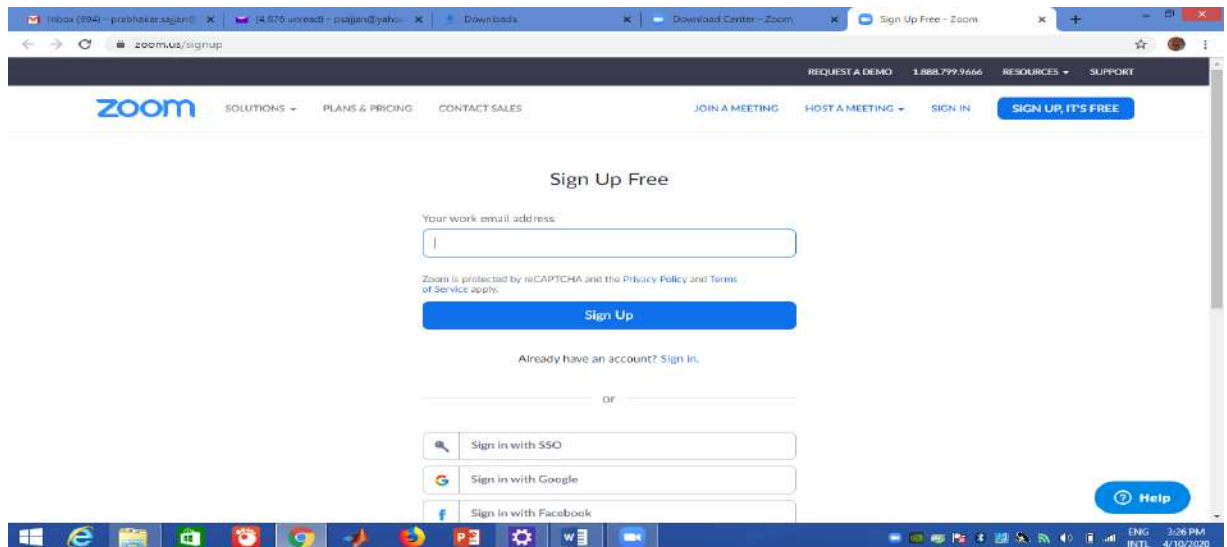
4. Double click the zoom application on desktop. The following window will appear. Click on signin to create an account in zoom application.



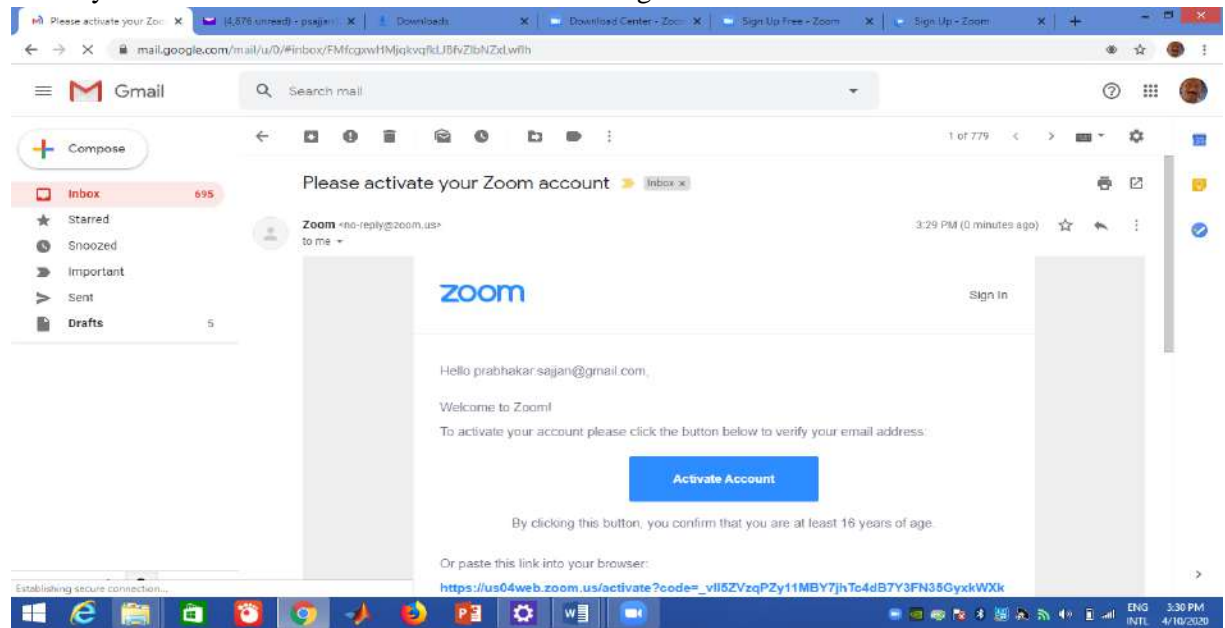
5. Click on signup to create an account in zoom app as shown below.



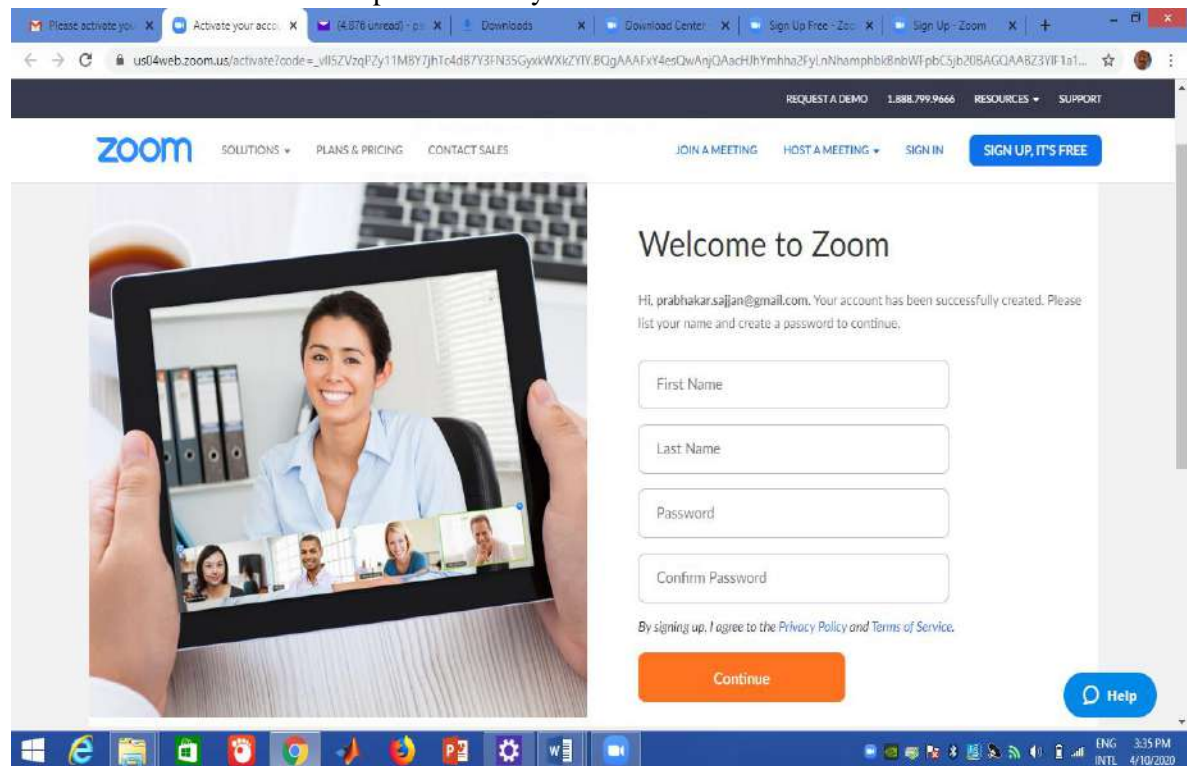
6. In this window enter your gmail id and click on signup. An activation link will be sent to your mail id to activate zoom app.



7. In your Gmail account u will receive the following window and click on activate account.



8. Enter the name and create password for your zoom account.

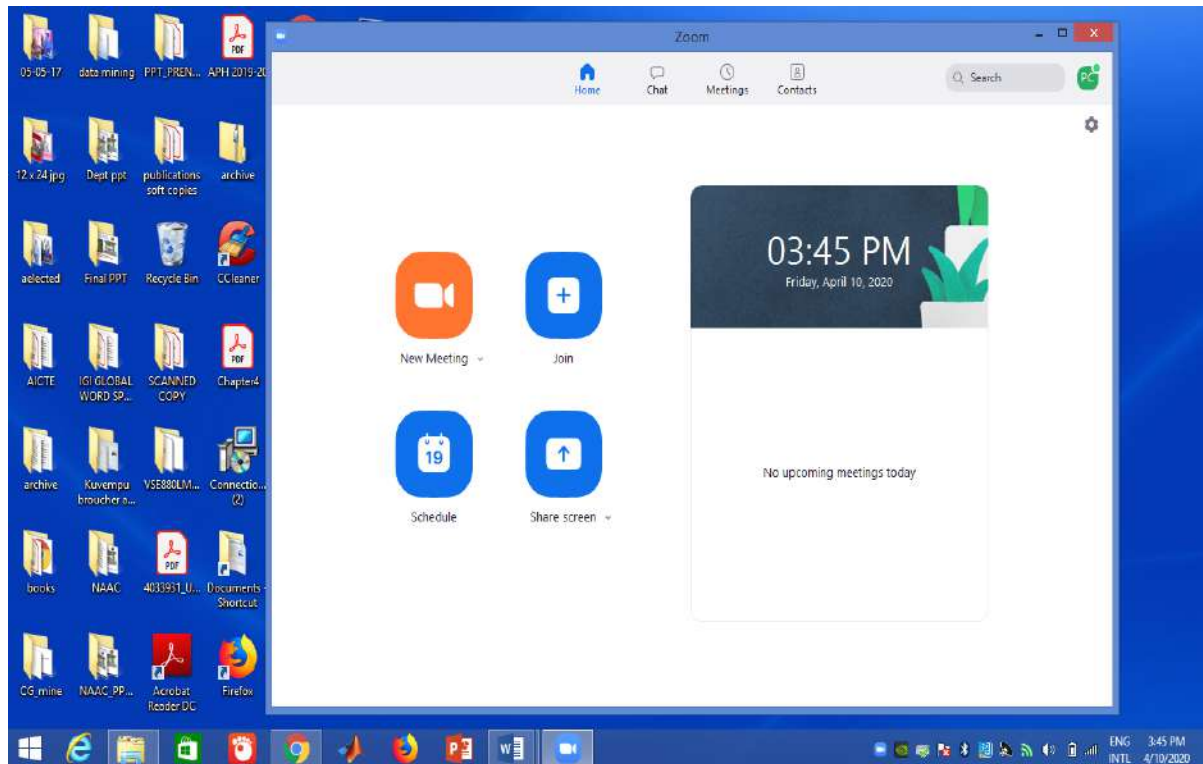


After creating the zoom account ignore “Invite Your Colleagues” page.

Now double click on the zoom app in desktop,

Click on sign in ---> now enter Gmailid and newly created **zoom account password**

9. After login you will see the following window and click on Schedule



10. After clicking schedule icon and do the settings as shown in the following snapshot:

Select the options which are shown in blue color in the following window.

1. Select the personnel meeting ID and the students can use Personal Meeting ID to join, when your class is scheduled as per Time Table.
2. Uncheck password
3. After doing all settings at the end select advance settings and set as shown in blue color.

Schedule meeting

Topic

prabhakar c.J's Zoom Meeting

Start: Fri April 10, 2020 04:00 PM

Duration: 0 hour 30 minutes

Recurring meeting Time Zone: India

Meeting ID

Generate Automatically Personal Meeting ID 547-444-0469

Password

Require meeting password

After scheduling this meeting, the settings you change here will apply to all scheduled meetings with the Personal Meeting ID. [Revert Settings](#)

Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio Telephone and Computer Audio

Dial in from [Edit](#)

Calendar

Outlook Google Calendar Other Calendars

Advanced Options

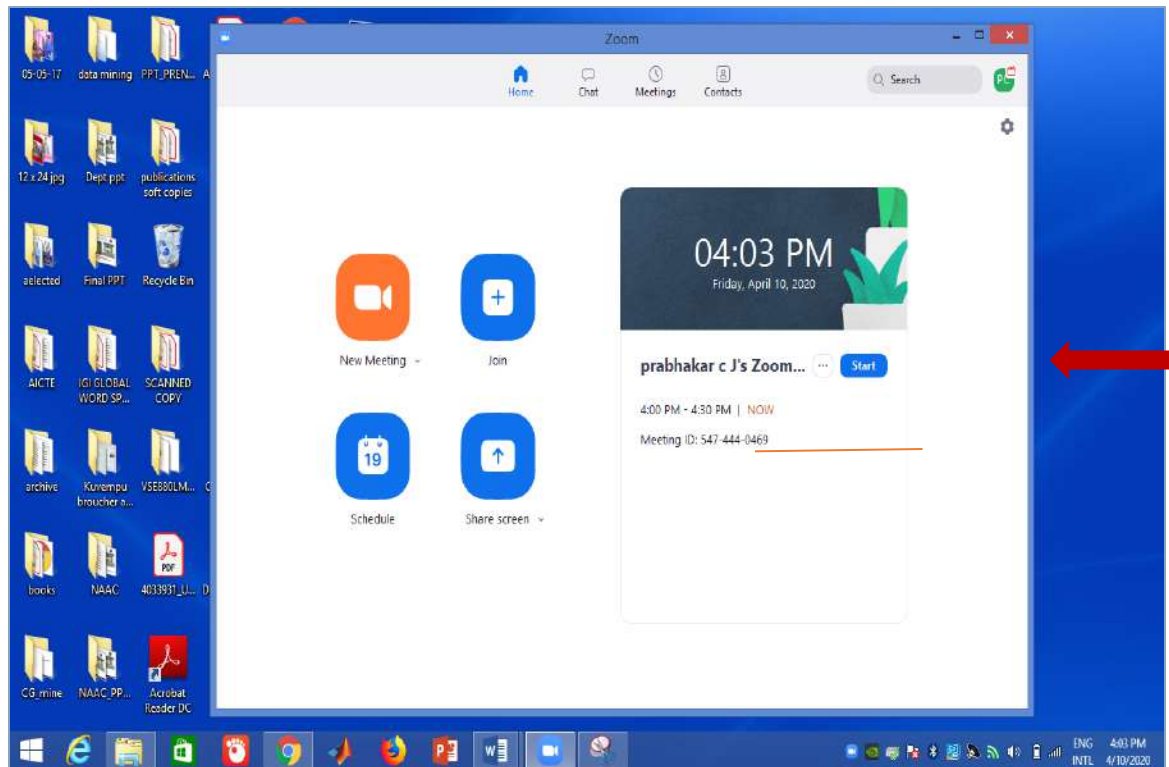
Enable waiting room

Enable join before host

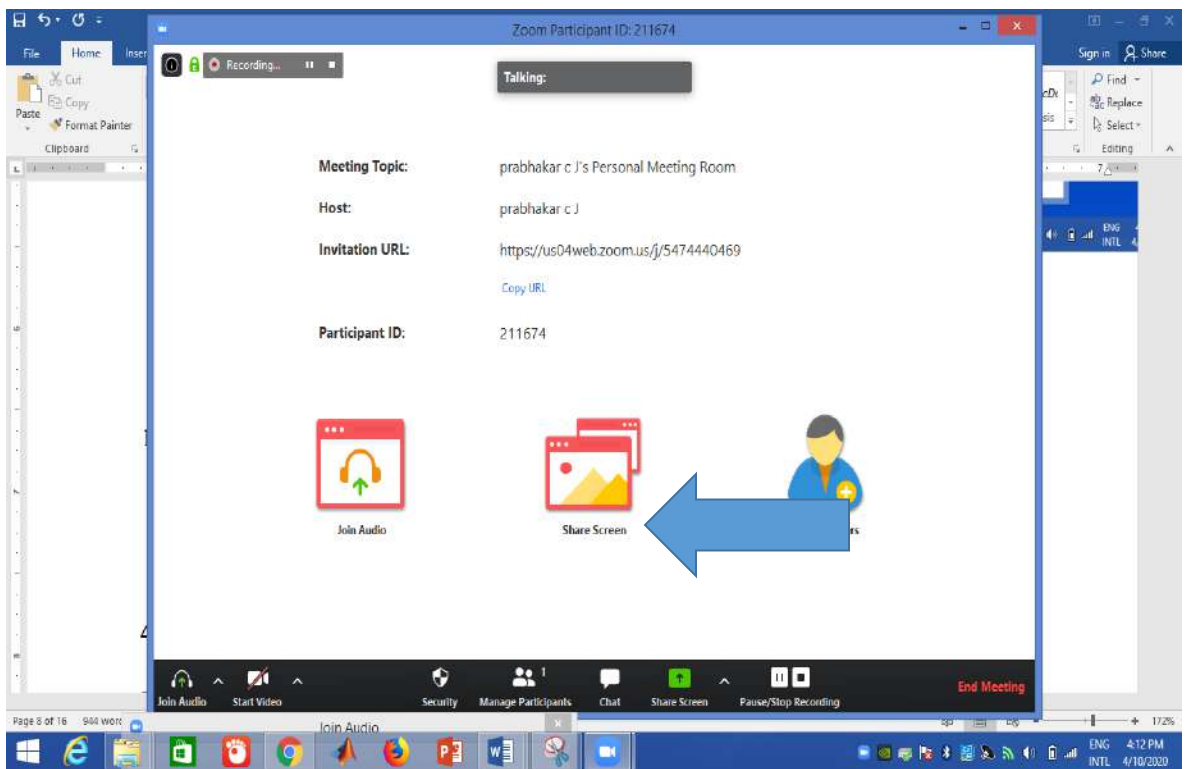
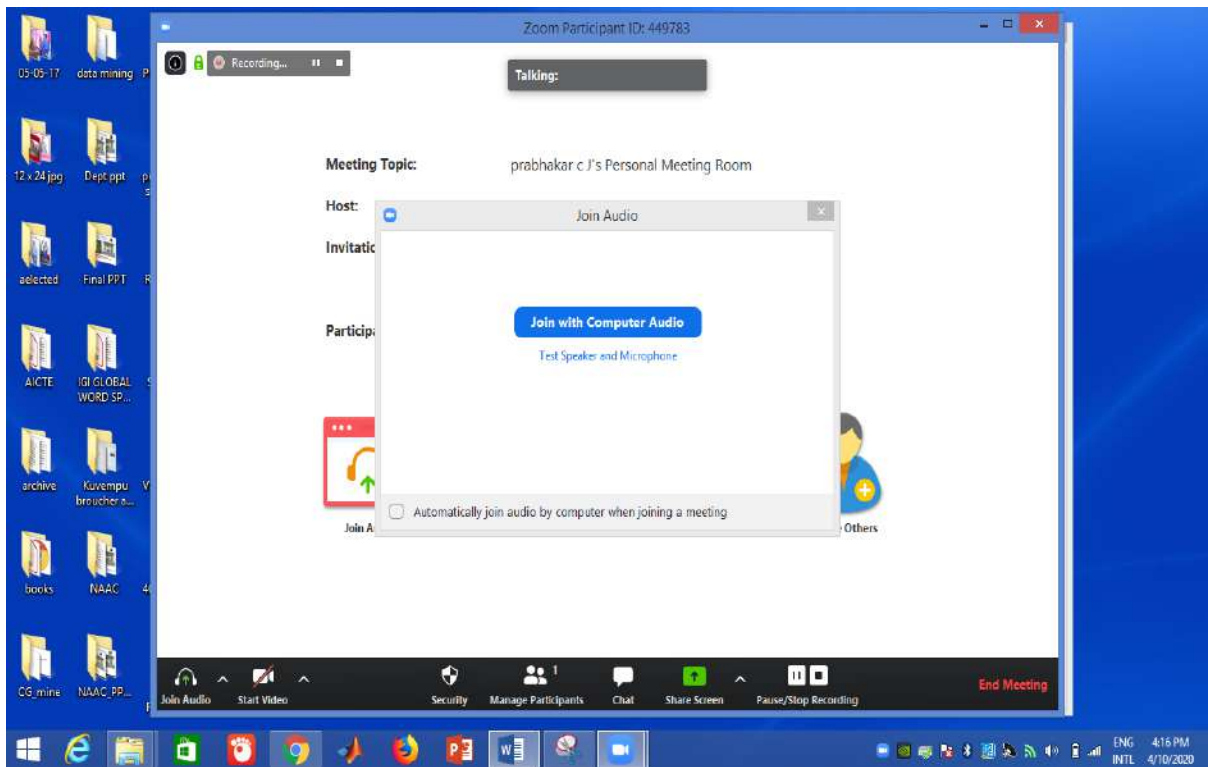
Mute participants on entry

Automatically record meeting on the local computer

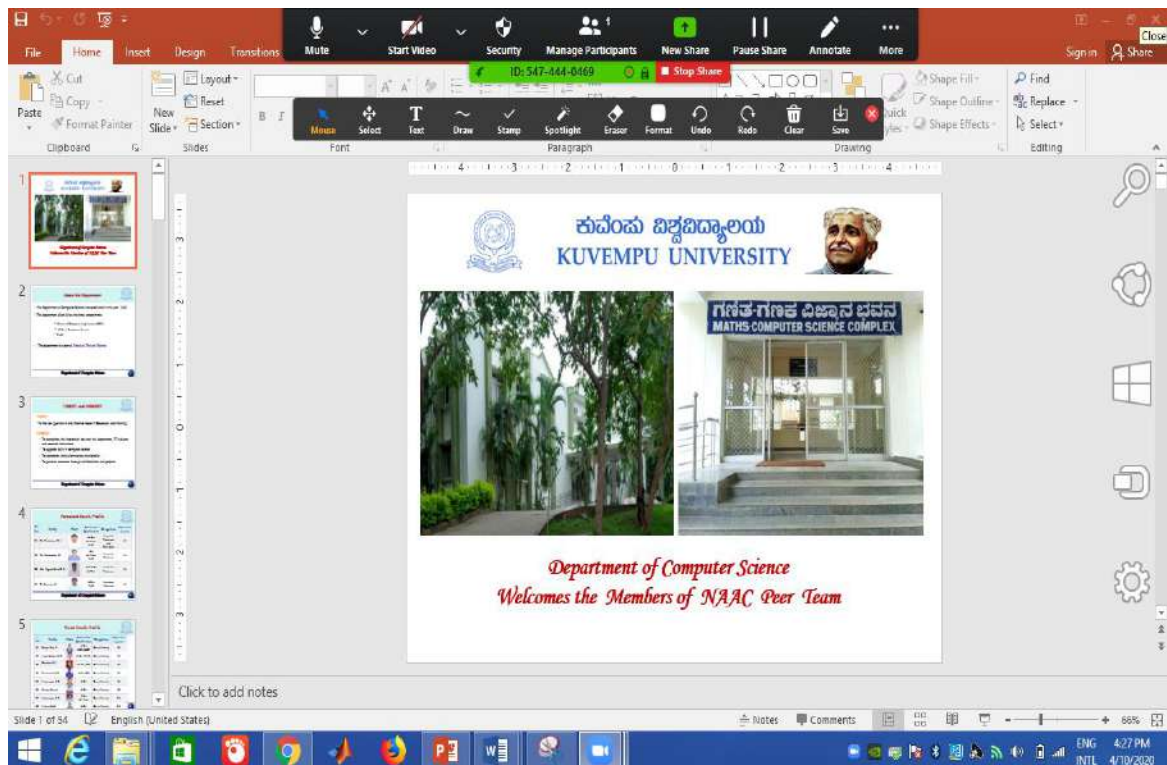
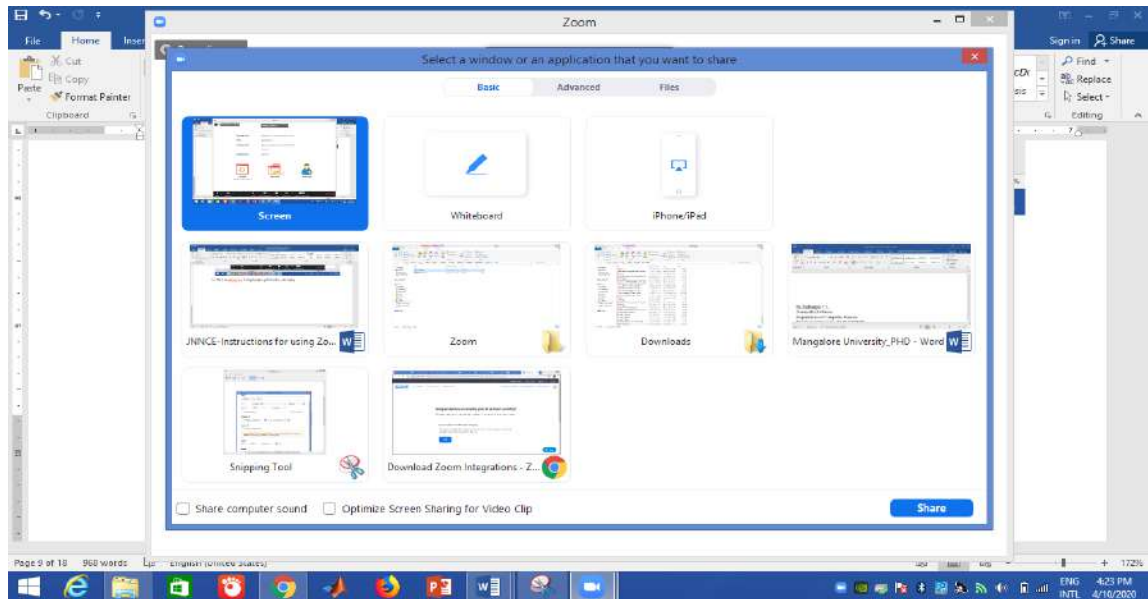
11. after clicking schedule. double click on zoom app in desktop u will see the following window and click on start to start your session.
Note down the meeting id and share the meeting id with students using WhatsApp group.



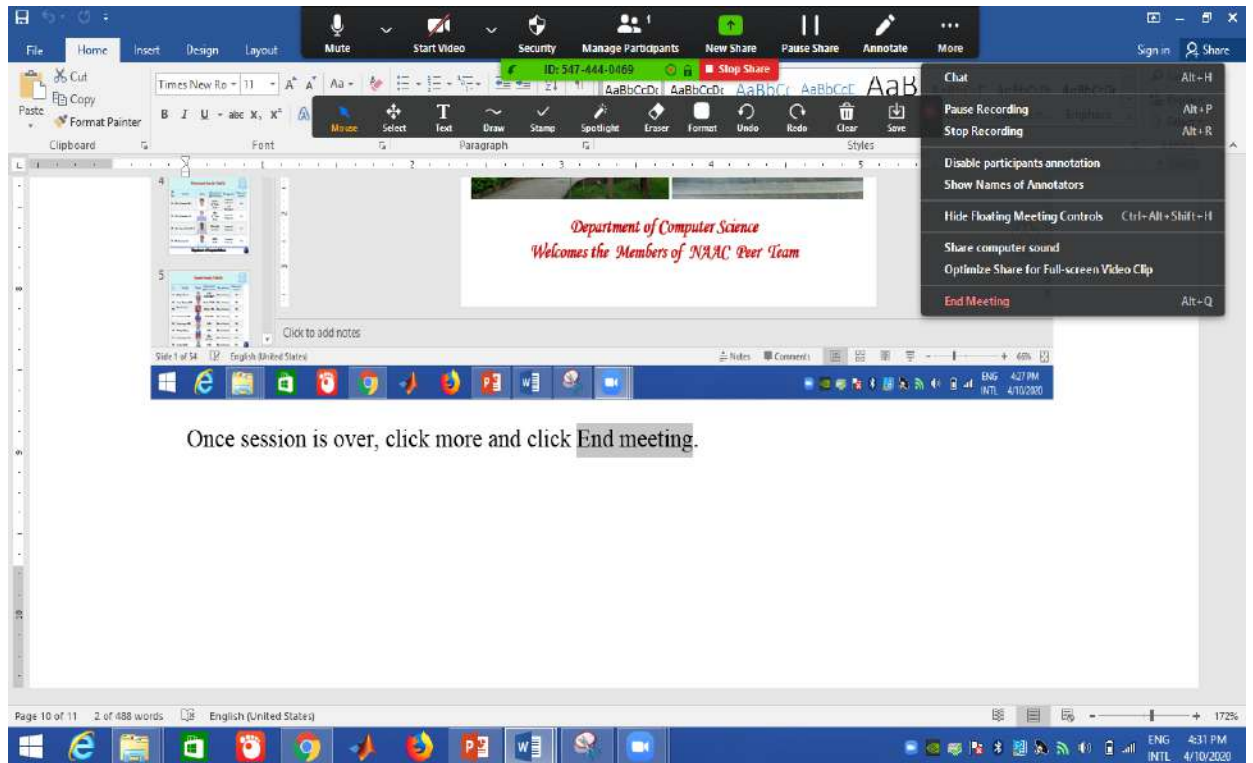
12.Meeting Screen appears as follows:
Plug your earphone to laptop and click on join audio in the window.



13. Click on **sharescreen** to display ppt or pdf stored in your laptop. After clicking share screen u will see the following window . select screen option shown in the following window and click on share button.



Once session is over, click more and click End meeting.



Once session is over, click more and click End meeting.

For Technical assistance of zoom app configuration please contact

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