



SEOUL  
NATIONAL  
UNIVERSITY

# **User's Guide for Real-Time Online Lecture Software - ZOOM solution -**

**For Students**

**PC version 1.2**

**2020. 3. 13.**

# 목 차

## PART 1

Preparation

[Entering eTL](#)

[Install ZOOM](#)

## PART 2

To Take the  
online lecture

[Major Functions of  
the ZOOM](#)

## FAQ

[Helpdesk](#)

# What is a ZOOM and how does it work?

- ❑ A software for the real-time Online Lecture
- ❑ Enter eTL to access the Online Lecture
- ❑ Students can join a lecture without log-in process by just putting their basic information like their names.

# PART 1

## Preparation




SEOUL  
NATIONAL  
UNIVERSITY





# PART 1

# Entering eTL (1/3)

Please enter search keyword

 Error Report Member MyPage Campus Map Korean [Logout](#)

Academic Affairs Academic/Research Affairs Webmail **eTL** Information Plaza SNU Support Calendar

 COVID-19	 Weekly menu	 Scholarship Application	 Tuition Bill	 Course Registration	 휴/복학신청	 Library Services
 IT Service Center(880-8282)	 Dormitory	 SW Download	 Parking guide	 Scholarship	 Preferences	

Frequent service	Day	Week	Month
01. Webmail			[ 29 ]
02. Get Certificates			[ 20 ]
03. eTL			[ 16 ]
04. COVID-19			[ 10 ]
05. Weekly menu			[ 9 ]
06. Course Registration			[ 8 ]
07. Dormitory			[ 8 ]

① Log In to MySNU Portal  
- <https://my.snu.ac.kr>

② Click eTL

My Courses

Philosophy of Gen...	eTL	Counselling
Religious Wisdom...	eTL	Counselling
Understanding Co...	eTL	Counselling
Societal Develop...	eTL	Counselling
College Writing 2: ...	eTL	Counselling

Notice | College Notice | Major Notice | Job&Internship + MORE

- Guide to closure following mothproof infection ... 2020.03.11
- [2020 OECD Internship Program: Rolling Basis] 2020.03.11
- [SNU Diversity Council] Internship Announcem... 2020.03.11
- Campus Network Connectivity loss - Network E... 2020.03.11
- [SNUHSC] psychiatry department will be close... 2020.03.11
- 해양경찰 의무경찰 모집 관련 안내(Korean Only) 2020.03.10

(Student)

- New Mail 183 [Compose](#)
- Last Login 2020-03-06 16:14 [147.46.82.27]

Student

My Site

[Modify Personal Info](#) [Certification Center](#) [Change Password](#)

# PART 1

## Entering eTL (2/3)

eTL SNUON

My Page ^

Dashboard

Manage file

Posts in progress

Update profile

Curriculum ^

My Courses

Assistant/Auditor Re...

Non-curriculum

All Courses ▾



Regular  
UGRD



Regular  
UGRD



Regular  
UGRD

Understanding Communication



Regular  
UGRD

③ Click your Course

# PART1

## Entering eTL (3/3)

Course Home

Understanding Communication

Course Summary

과목공지    질의응답    자료실    Zoom Meeting

All topic course

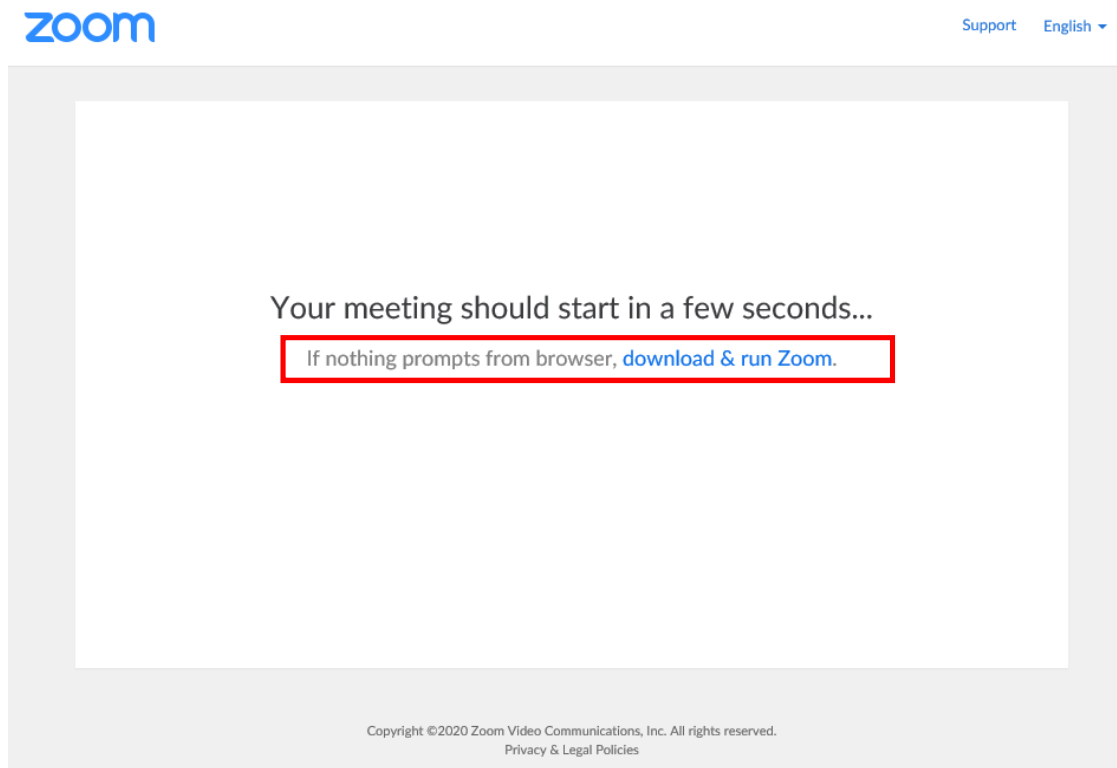
Topic 1

2020 ZOOM Meeting Test Course

④  Click Online Lecture link

# PART 1

# Install Zoom



- ⑤ After downloading program setting files, press the “F5” key once to refresh the page to join the class.

※ If downloading does not work, go to the URLs below.  
<https://zoom.us/download>



## PART 2

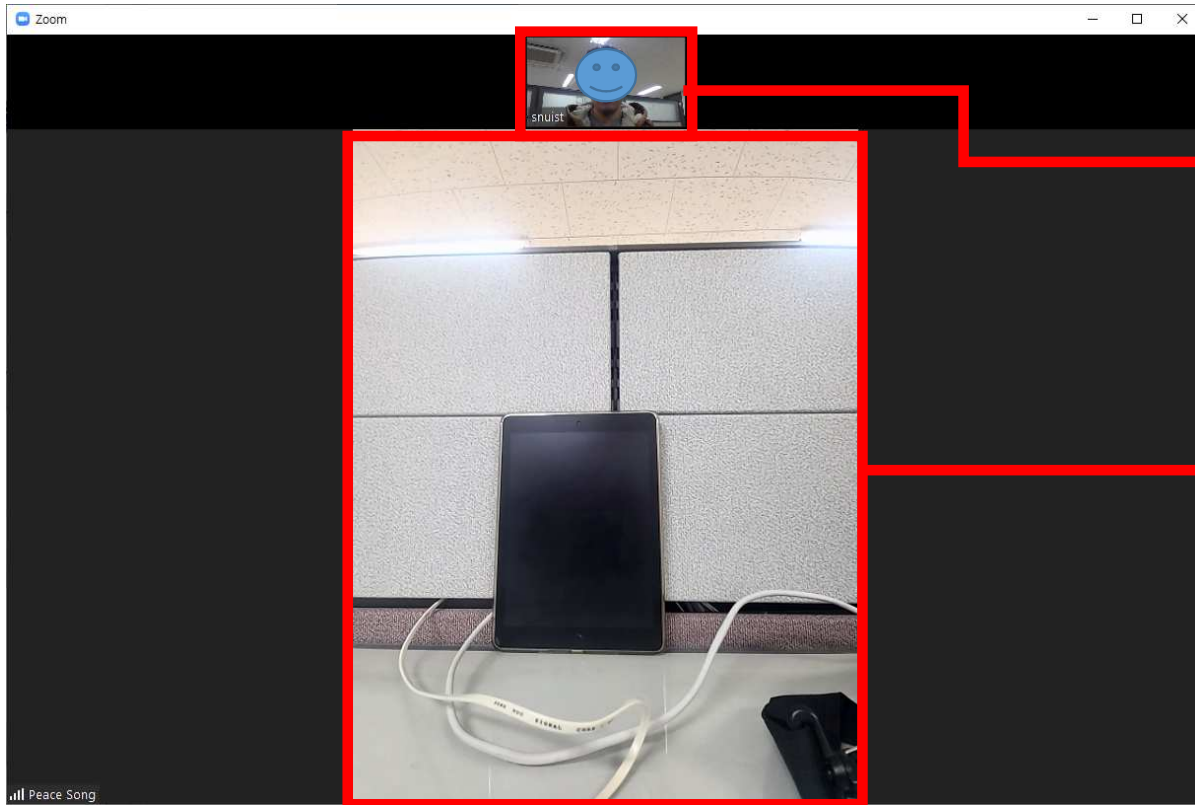
**To take the online  
lecture**



SEOUL  
NATIONAL  
UNIVERSITY

## PART2

# Major functions of ZOOM (1/7)



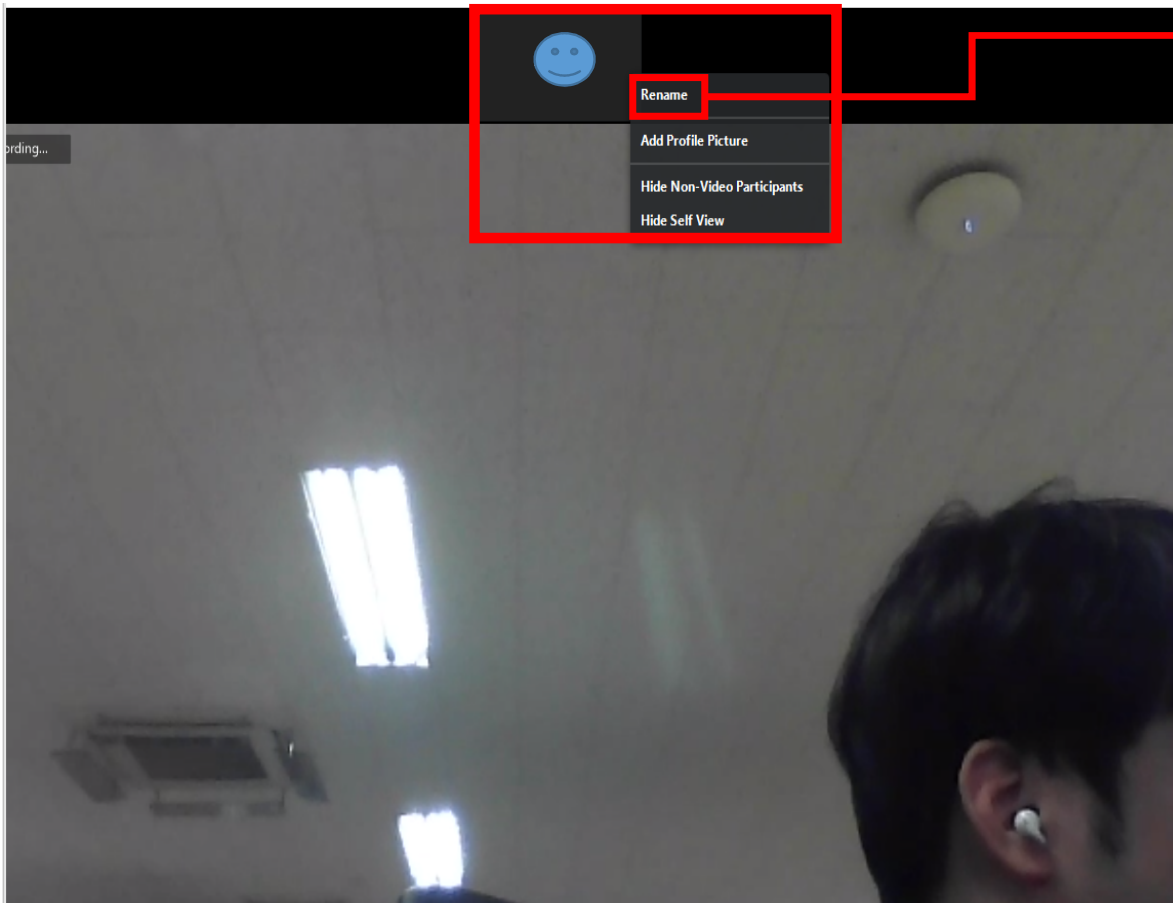
① Student

② Lecturer

- Various materials such as PPT, web browsers can be used on the lecturer's screen.

## PART2

# Major functions of ZOOM (2/7)



### 3 Profile Settings

- Display **REAL name** in the ZOOM lectures. Click the “**Rename**” button to change your display name.

## PART2

# Major functions of ZOOM (3/7)

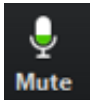


## ④ Toolbar

- If you move the mouse, toolbar will appear on your screen.
- Several functions are available during the lecture by using the toolbar.

## PART2

# Major functions of ZOOM (4/7)



## Mute and Unmute

- To use the mute function, click the "**mute**" button at the lower left corner.
- When you click it one more time, it will unmute.

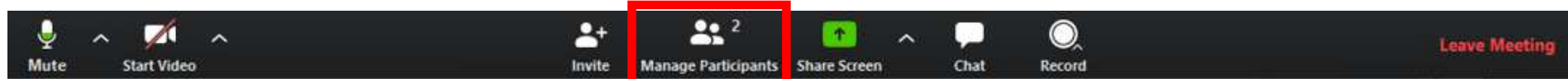


## Video On/ Off

- When you click the "**Start Video**" button, you will appear on the screen.
- When you click the button again, you do not appear on the screen.

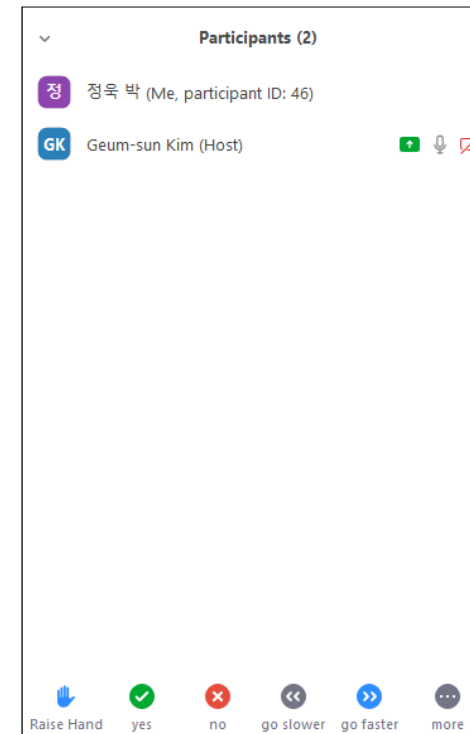
## PART2

# Major functions of ZOOM (5/7)



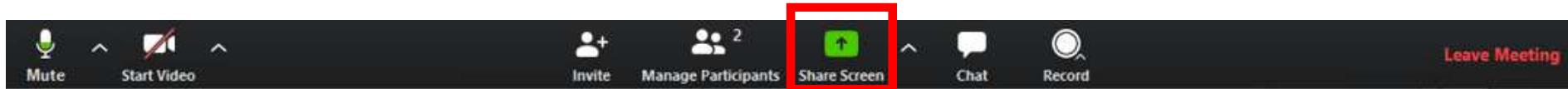
## Participants

- On the right side of the main screen, attendees' list will appear.



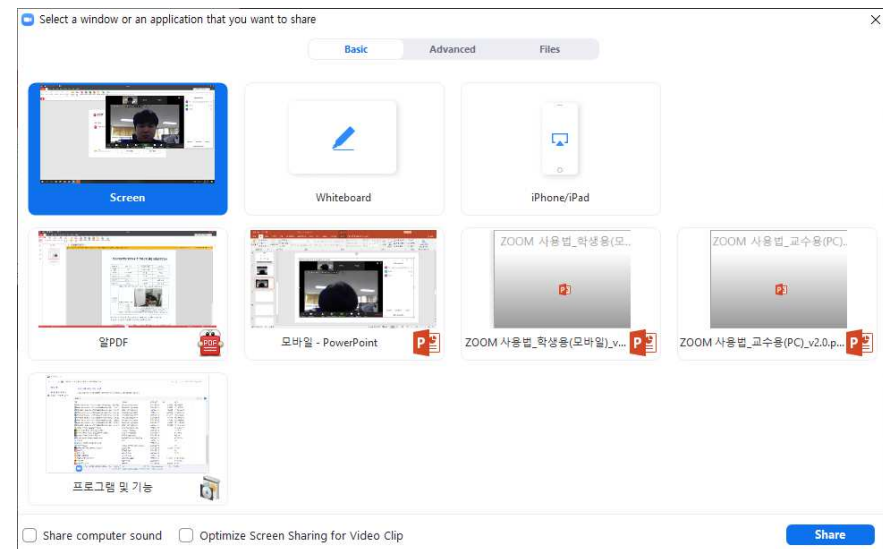
## PART2

# Major functions of ZOOM (6/7)



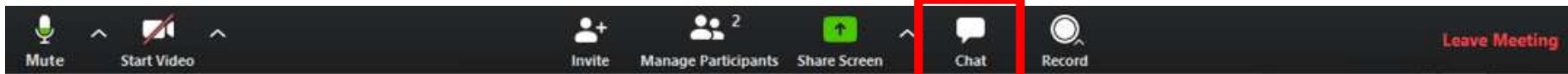
## Share Screen

- If you wish to share a class material with a lecturer and other students, click **"Share Screen"**.
- Before sharing screen, you should ask for permission from a lecturer.
- Select a screen among all screens that are already open on your computer.



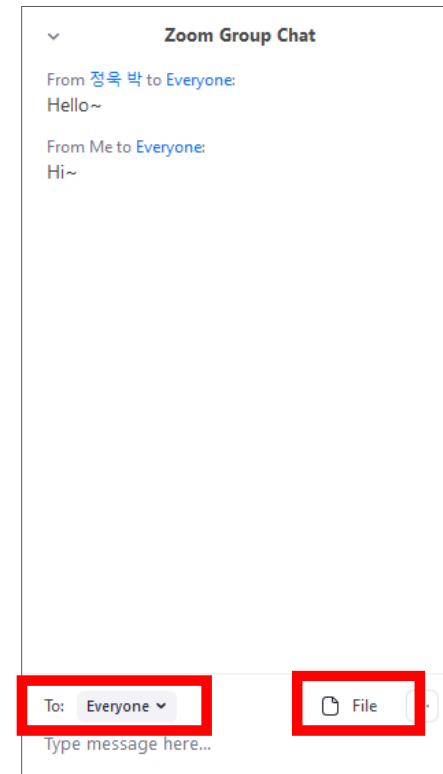
## PART2

# Major functions of ZOOM (7/7)



## Chat Room

- You can chat with a lecturer and other students if the lecturer opens a chat room.
- 1 on 1 chatting is possible by selecting a person in "To: " field.
- Files can be shared by clicking "File".





Helpdesk



SEOUL  
NATIONAL  
UNIVERSITY

# ZOOM Helpdesk

## ❑ SNU ZOOM website

(<http://zoom.snu.ac.kr>)

- Notice
- QnA, FAQ
- User's guide
- Other materials

## ❑ ZOOM official website

(<http://support.zoom.us>)

- User's guide
- Chat/Chatbot for Questions

