SEOUL
NATIONAL
UNIVERSITY

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

For Students

PC version 1.2

2020. 3. 13.

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Major Functions of the ZOOM

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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

① **Log In to MySNU Portal**

   - **https://my.snu.ac.kr**

② **Click eTL**

③ **Click your Course**

Dissertation Research (017)

Understanding Communication

Course Home

Course Info
· Syllabus
· Participants list

Grade/Attendance
· Progress status
· Offline-Attendance
· Grades

Students Notifications

Others

Activities/Resources

● Board
● Zoom meeting

Course Summary

과목공지   Q&A 질의응답   자료실   Zoom Meetin···

All topic course   All

Topic 1

2020 ZOOM Meeting Test Course

④ Click **Online** Lecture link

zoom   Support   English ▾

> Your meeting should start in a few seconds...
>
> If nothing prompts from browser, **download & run Zoom.**
>
> Copyright ©2020 Zoom Video Communications, Inc. All rights reserved.
> Privacy & Legal Policies
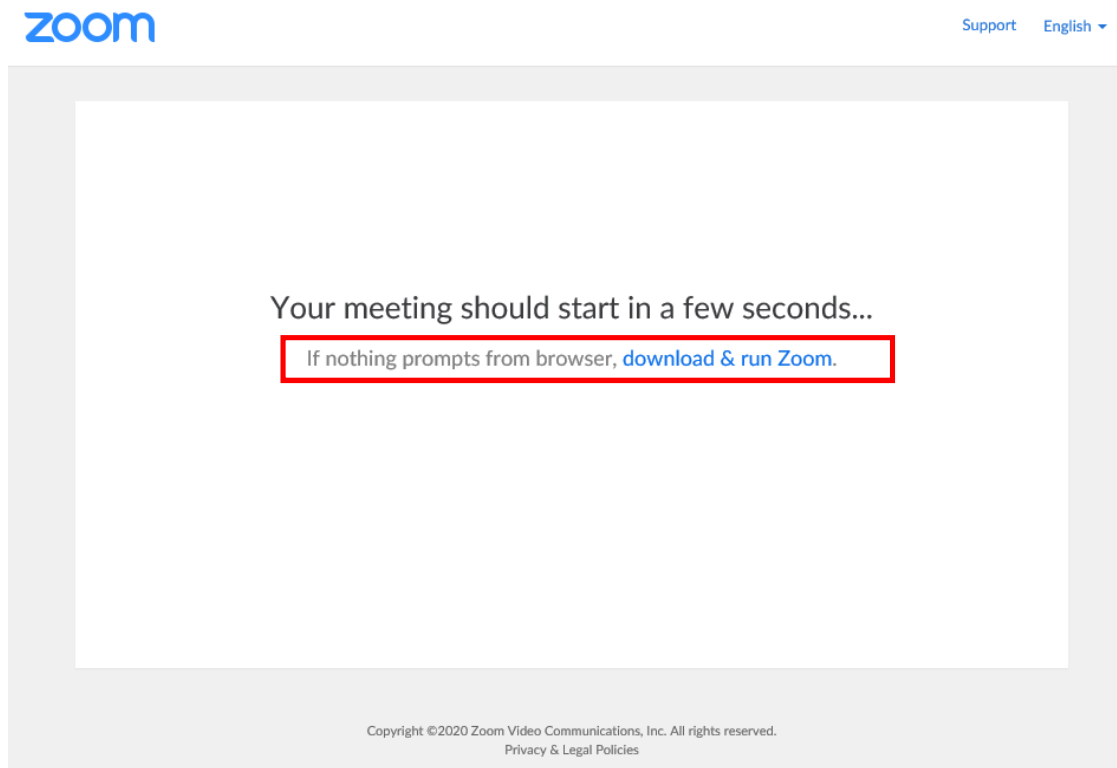
⑤ **After downloading program setting files, press the "F5" key once to refresh the page to join the class.**

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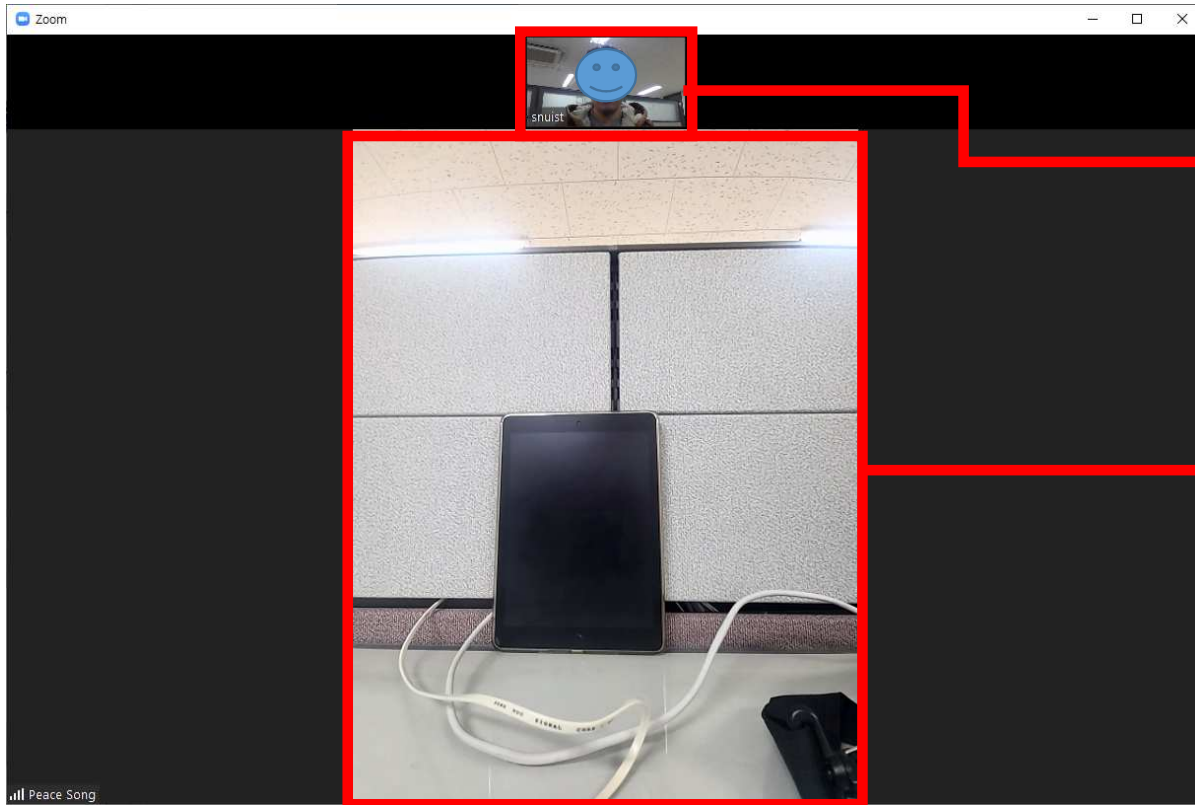**https://zoom.us/download**

PART 2
To take the online lecture

① **Student**

② **Lecturer**

- **Various materials such as PPT, web browsers can be used on the lecturer's screen.**
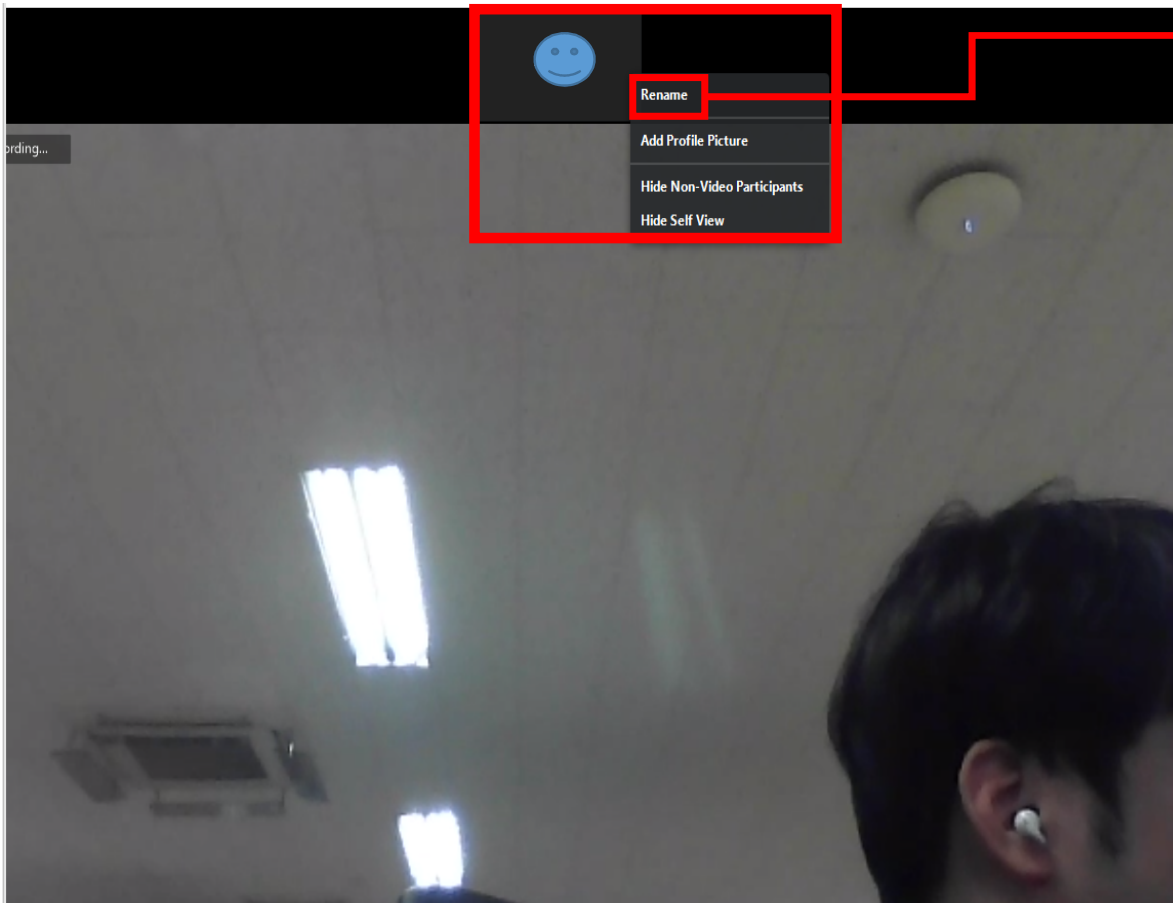
③ **Profile Settings**

- **Display REAL name in the ZOOM lectures. Click the "Rename" button to change your display name.**
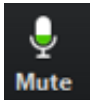
④ **Toolbar**

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

Mute and Unmute

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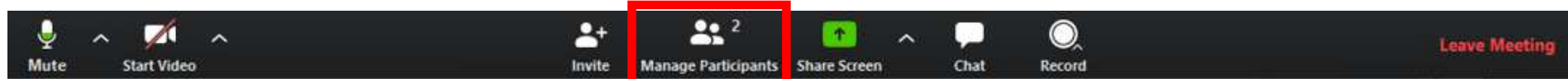- When you click it one more time, it will unmute.

Video On/ Off

- When you click the "**Start Video**" button, you will appear on the screen.

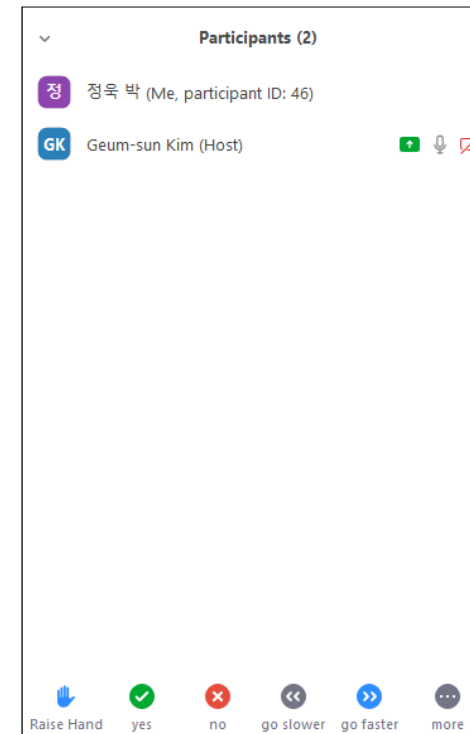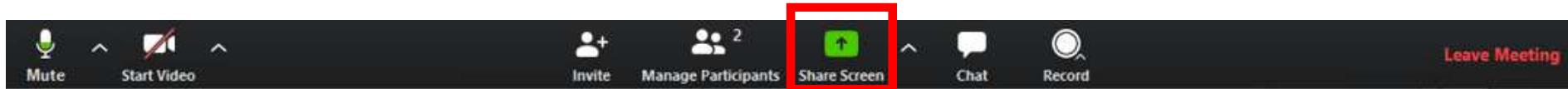- When you click the button again, you do not appear on the screen.

Participants

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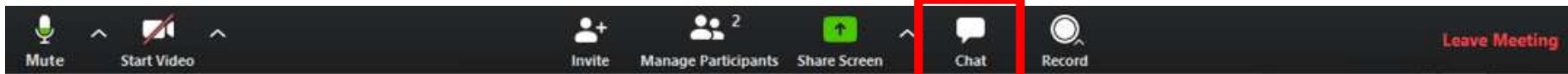
Share Screen

- 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.
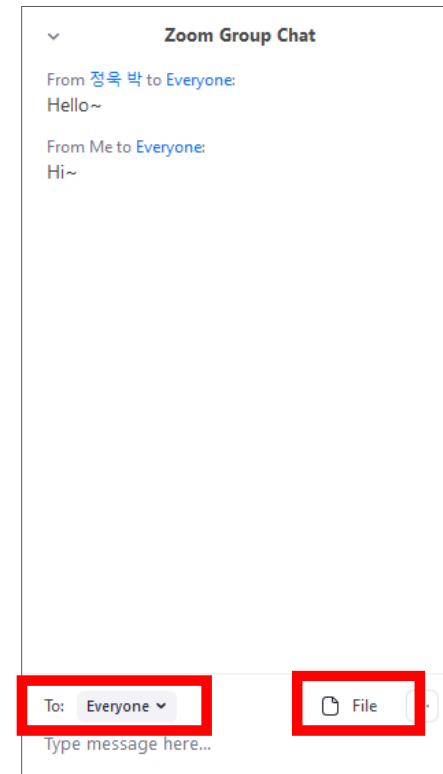- Select a screen among all screens that are already open on your computer.
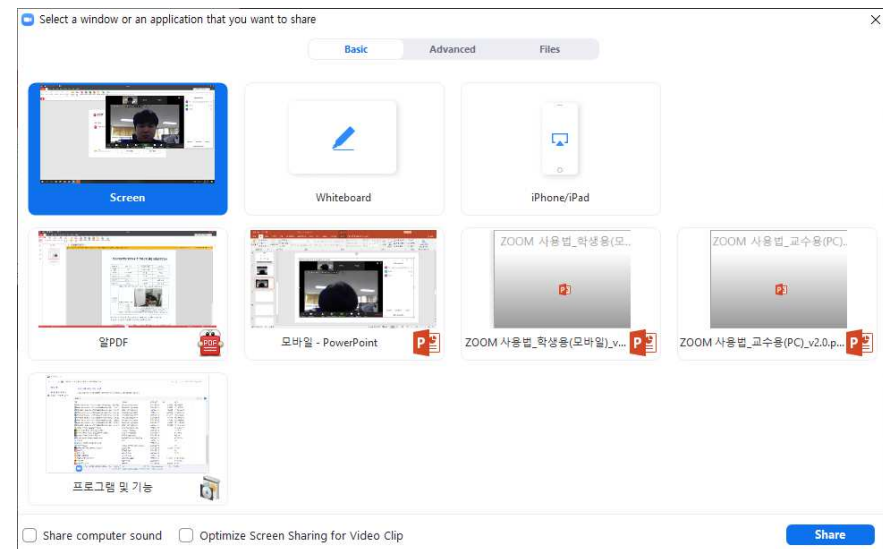
Chat Room

- 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".

Zoom Group Chat

From 정욱 박 to Everyone:
Hello~

From Me to Everyone:
Hi~

To: Everyone ⌄   📄 File

Type message here...

Helpdesk

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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