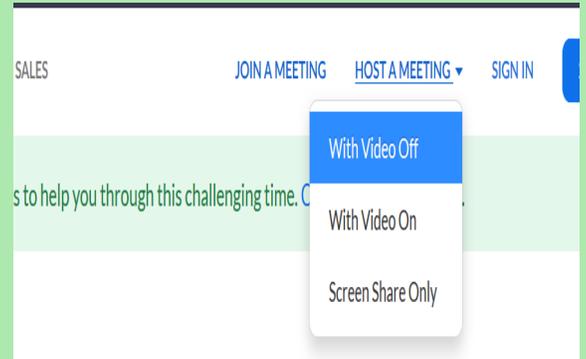


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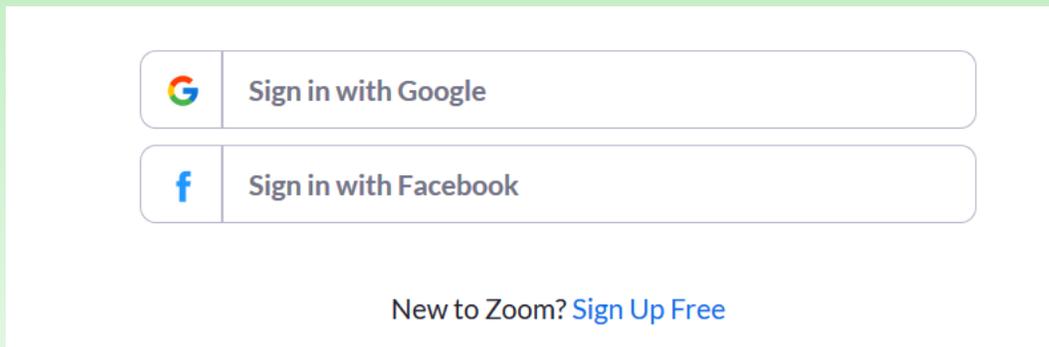
ZOOM PROGRAM USER GUIDE

1-Go to [Zoom.us](https://zoom.us).

2- Select the type of the meeting that you want to have on the right side of the window. If you do not want a video meeting, select *with video off*. If you want a video meeting, select *with video on*. If you want only a screen share, select *screen share only*.



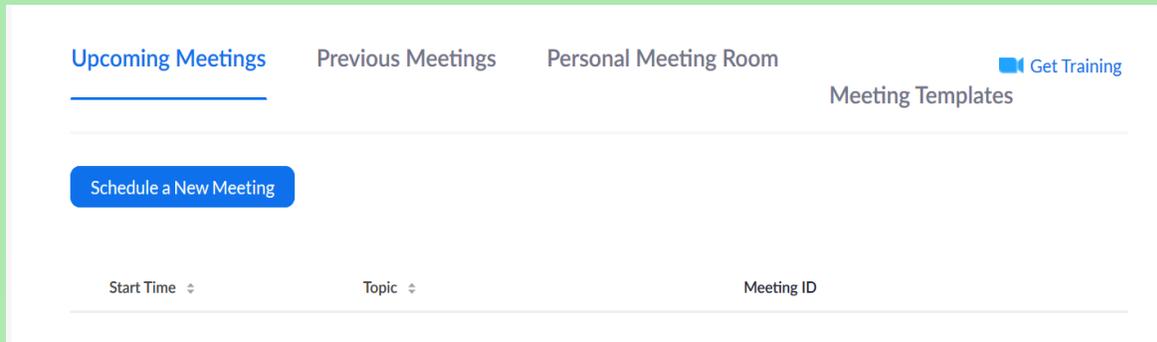
3- When you login for the first time, you can register with your Google or Facebook account while you can enter your e-mail information on your own. Registering with your btu e-mail enables you to have an easier communication with the other staff members.

A screenshot of the Zoom sign-in interface. It features two buttons: 'Sign in with Google' with the Google logo and 'Sign in with Facebook' with the Facebook logo. Below these buttons is a link that says 'New to Zoom? Sign Up Free'.

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4- After logging in, you can arrange your meeting clicking *Schedule a Meeting*. You can schedule the lessons that you plan to have on weekly/ monthly basis in one planning. Your scheduled meetings will be shown under while the past ones can be seen under *previous meetings*.



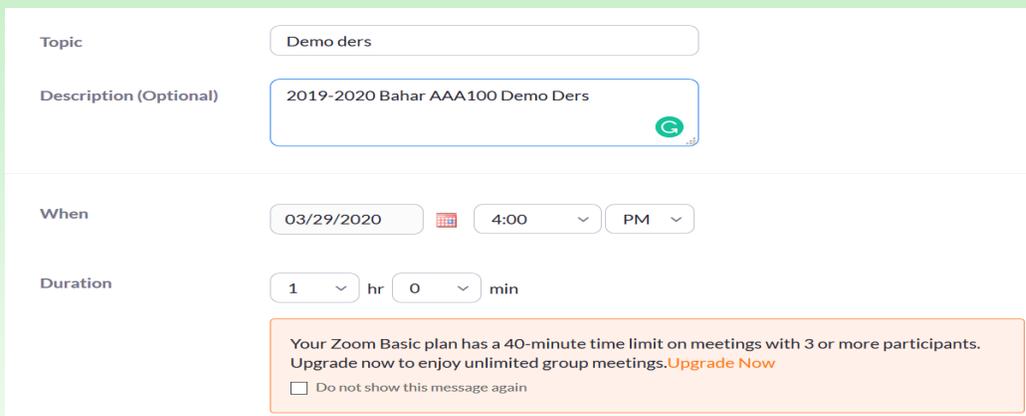
Upcoming Meetings Previous Meetings Personal Meeting Room [Get Training](#)

Meeting Templates

[Schedule a New Meeting](#)

Start Time Topic Meeting ID

5- After entering the name and explanation of the meeting, you can choose the date and hour of the meeting. Free use of the program is limited to 40 minutes.



Topic

Description (Optional)

When

Duration hr min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. [Upgrade Now](#)

Do not show this message again

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6- If the lesson/meeting is held at the same hour every week, selecting *Recurring meeting* schedules it automatically without planning it again and again for every week. Time zone must be set.

Time Zone	(GMT+3:00) Istanbul
<input checked="" type="checkbox"/> Recurring meeting	Every day, until Apr 4, 2020, 7 occurrence(s)
Recurrence	Daily
Repeat every	1 day
End date	<input checked="" type="radio"/> By 04/04/2020 <input type="radio"/> After 7 occurrences

7- If you want to set a password to attend the lesson/meeting, select *require meeting password*. If you do not select it, it can be attended without any password. You can also select if there will be a video or not here.

Meeting Password	<input checked="" type="checkbox"/> Require meeting password	719971	
Video	Host	<input type="radio"/> on <input checked="" type="radio"/> off	
	Participant	<input type="radio"/> on <input checked="" type="radio"/> off	
Audio	<input type="radio"/> Telephone	<input type="radio"/> Computer Audio	<input checked="" type="radio"/> Both
	Dial from Edit		

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8- When you select *Enable join before host*, attendants do not have to wait for the person who organizes the lesson/meeting to enter and they can join before the organizer. *Mute* option mutes the users automatically. *Enable waiting room* creates a virtual waitingroom. *Record* option enables us to copy the whole meeting/lesson on our computer. Click *Save*.

Meeting Options	<input type="checkbox"/> Enable join before host
	<input type="checkbox"/> Mute participants upon entry 
	<input type="checkbox"/> Enable waiting room
	<input type="checkbox"/> Record the meeting automatically on the local computer

[Save](#) [Cancel](#)

9- Meeting/Lesson hours can be sent to calenders on Google, Outlook or Yahoo. Join URL is copied on *copy the invitation* section.

Time	Mar 30, 2020 02:00 PM Istanbul
Add to	31 Google Calendar Outlook Calendar (.ics) Yahoo Calendar
Meeting ID	796-716-648
Meeting Password	<input checked="" type="checkbox"/> Require meeting password 554543
Join URL:	https://us04web.zoom.us/j/796716648?pwd=c0NrQkxkYURkek42TkNIRTAvVHJsdz09 Copy the invitation

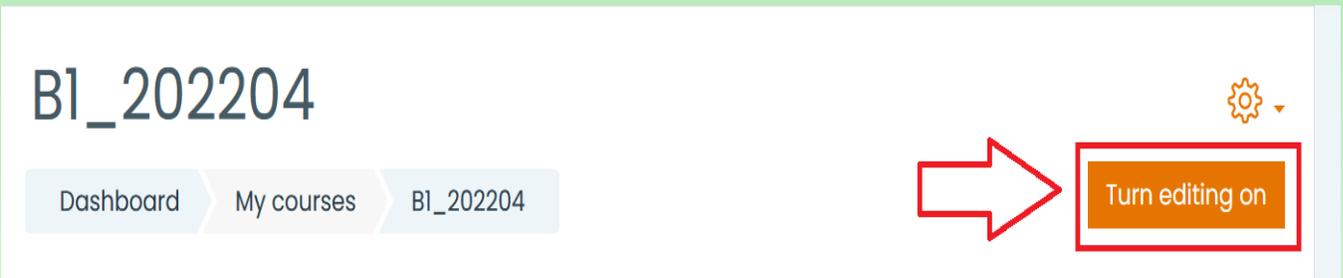
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10- Go to <https://learn.btu.edu.tr/> and login.



12- After logging in, from the menu on left select the course that you want to invite to live course .



13- Click on "*Turn editing on*" on the upper-left side of the window.

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15- Click on "Add an activity or resource"

BI+_203318

Dashboard My courses BI+_203318

Turn editing off

Announcements

Discussion Forum

Add an activity or resource

16- Select URL icon

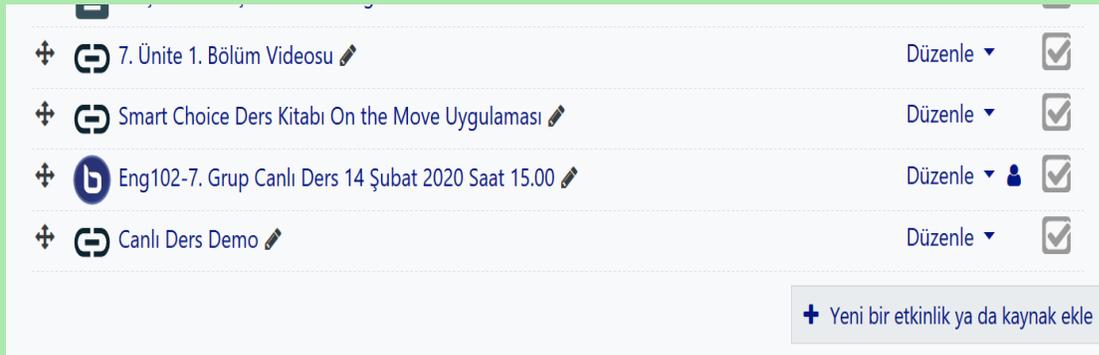
All Activities Resources

Assignment	BigBlueButtonBN	Book	Chat	Choice	Database
External tool	Feedback	File	Folder	Forum	Glossary
H5P	IMS content package	Label	Lesson	Page	Poodll Solo
Quiz	Realtime quiz	SCORM package	Survey	URL	Wiki
Workshop					

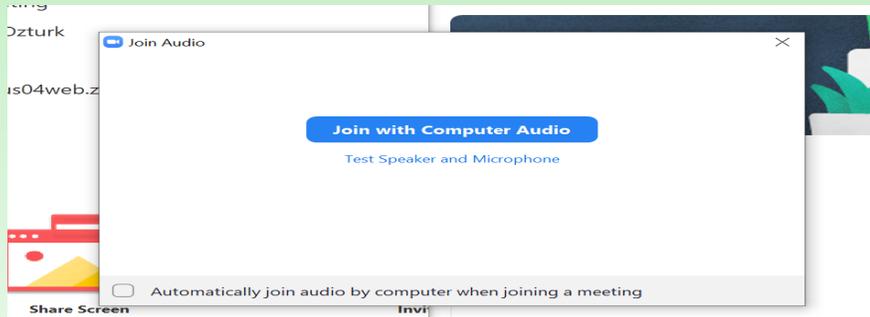
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18- When the live course time gets closer, click the URL link that you have added before.



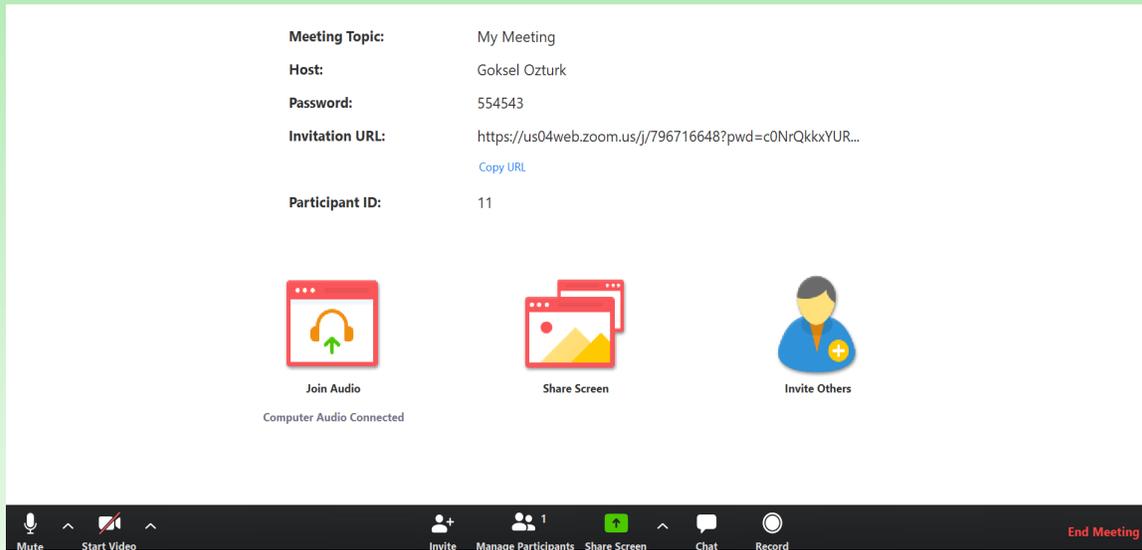
19- With this link, you will be automatically directed to zoom meeting room. For the ones who use it for the first time, an attachment to use the application both on mobile phone and computer is automatically downloaded. Then, test your microphone and speaker (in the voice meeting only microphone) and click *join*.



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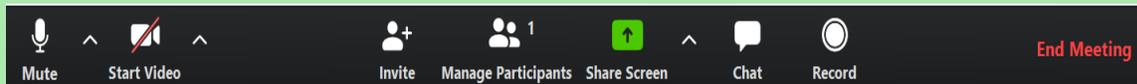
20- The view of the meeting room in the first use is given below. When the video is opened, you will see yourself. The person who opens the meeting is called *host*. *Join audio* turns your microphone on and off. *Invite others* is selected when you want to add people again. When you put a link on Moodle, there is no need to add people here. Microphone on the lower left turns the microphone's volume up and down; video camera turns the image on and off. Both your video and screen shot can be sent to the other parties. *Chat* icon below enables to send both private and general messages. *Record* button can record the whole session on your computer. After the lesson/meeting, the record of the session will be converted and then carried to your computer. Therefore, it can take around 15 minutes.



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21- *Screen/new share* option sends the screen shot to the other parties. After clicking *Screen share*, if you select *screen*, all the movements on your screen will be sent to other parties. Only one pdf,word,excel or one program can be sent to the others on the condition that it is open at that moment. All the movements on your computer are not sent. Also there is a white board in *Screen*

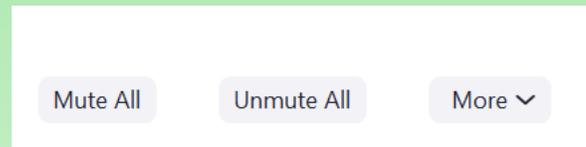


enshare menu.

22- *Manage participants* option opens a window at the right of the screen where all the attendants are shown.

Host can give another user the authority to use screen share. Then, click *reclaim host* to take it back. *Mute all* turns down all the attendants' volume. *Unmute all* turns up all the attendants' volume (if they attend with microphone) and their view can be turned on and off.

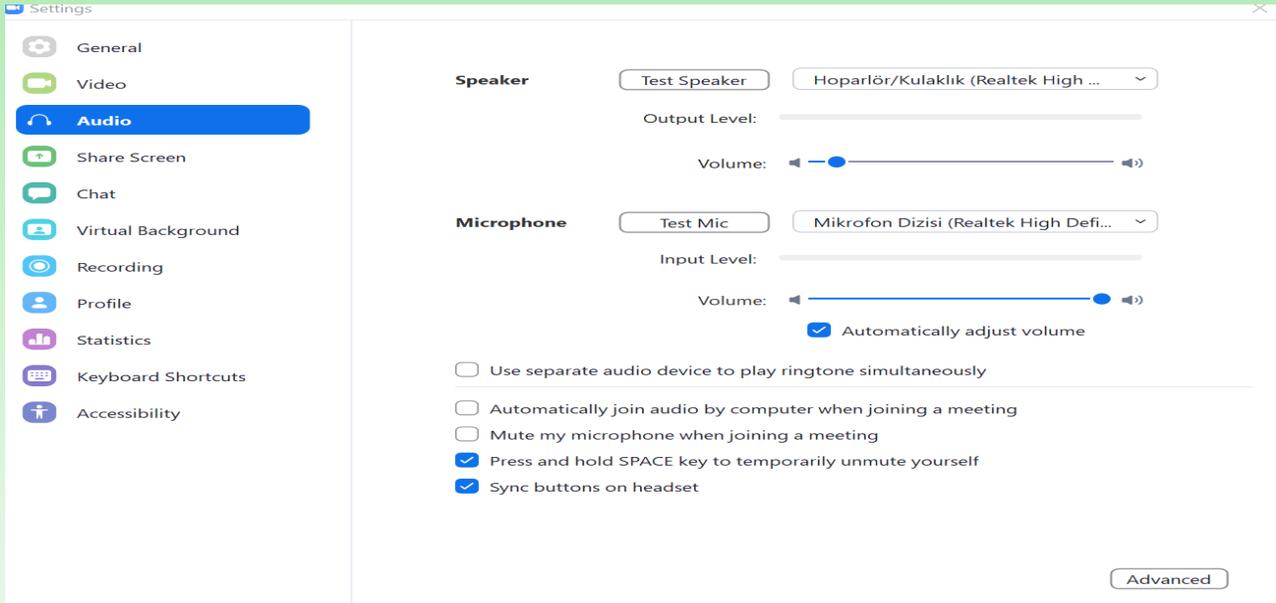
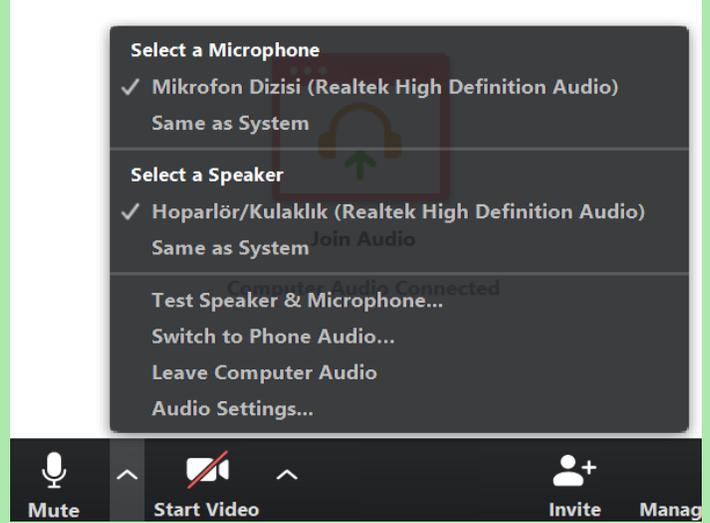
In *More* option, if *allow unmute* is selected, attendants can turn their volume on without host's permission. As the program is sound sensitive, it will be opened for the first time they speak.



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23- The arrow icon next to microphone icon shows the microphone and speakers used. If there is an additional microphone or speaker, they can be selected there. *Audio settings* and *video settings* opened in the arrow icon next to the camera icon take you to the general settings menu of the program.

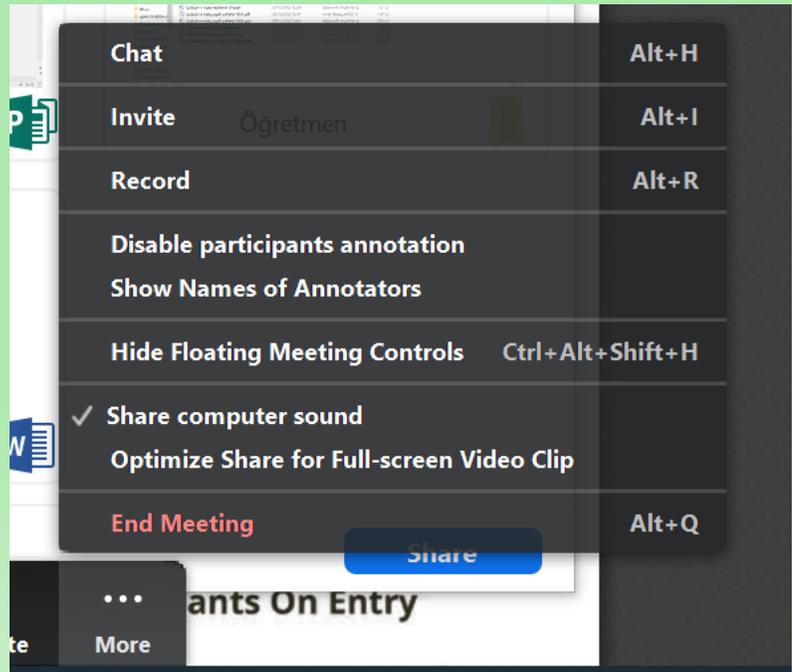


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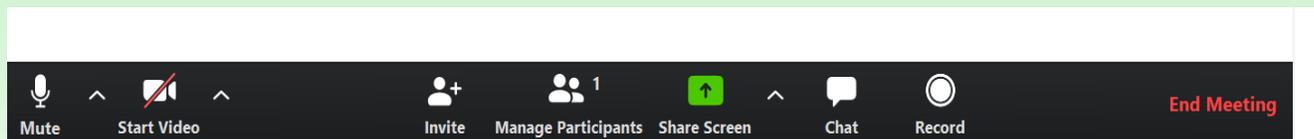
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24- In this menu, recording option enables you to choose the place where the record will be saved.

25- When you select More in the menu below while sharing your screenshot, sound of the video or audio files played on your computer will be sent to the other parties.



26- Clicking end meeting on the right below you can end your meeting.



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27- Some helpful shortcuts you can prefer while using the program:

Space turns your microphone off temporarily.

Alt + M turns all the microphones except for the host. If you do not want attendants to speak without your permission, see Article 21.

Alt + S starts and stops screen sharing

Alt + R starts and stops recording

Alt + U opens the list of the attendants.

-End of the Guide -