McKissock Learning

Tips for using Zoom for Livestreaming

Online learning via livestreaming classes allows you to interact with instructors and fellow students in real-time. This guide will walk you through how to join and navigate through a virtual classroom via the Zoom platform. Just follow these simple steps:

> "McKissock's livestream courses are user-friendly, easy to follow, and help get my CE in a way that is not stressful."
>
> - Ashley A.
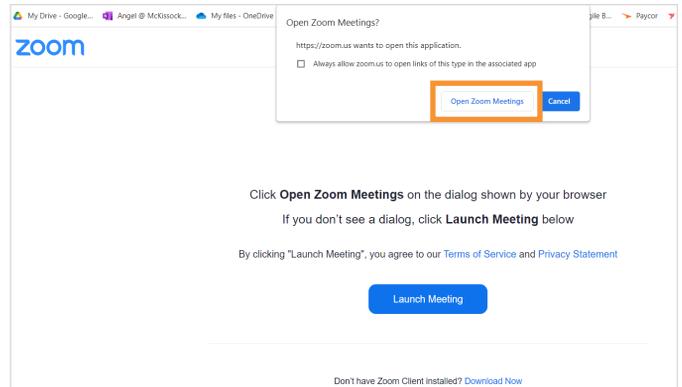
1 Joining the Class

In your student dashboard, find your livestream course listed under the "My Courses" tab. If the host has started the session, you can click the "Open Livestream" button to be taken to the Zoom class. If the session has not yet started, the course access box will show "Not

Started Yet". The session link will be open 30 minutes prior to the start of the session and you may use this opportunity to click the down arrow next to the access link to view and download any course documents that appear.

Please note: The unique link provided is specific to you, please do not share. If the link is shared, it may impact your ability to receive credit for the course taken.
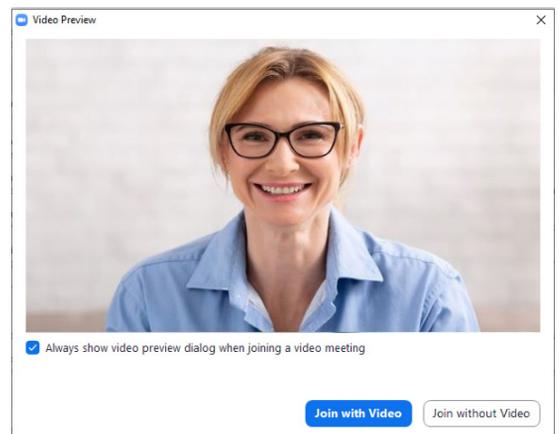
2 Launching Zoom

If this is your first-time using Zoom, you may see this pop-up. Simply click the "Open Zoom" button or the "Click Here" link, and then follow through the next prompts. If the class has started, you will automatically join. Otherwise, you will see a waiting notice and will be automatically let in when the host starts the class.
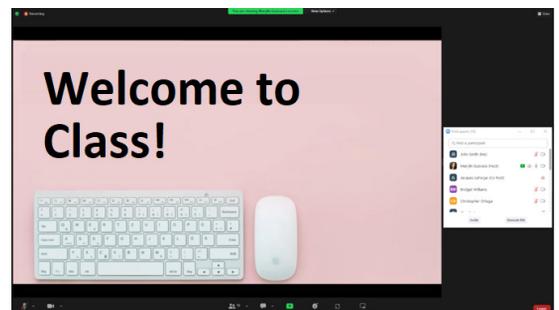

3 Activating Video

Just prior to entering the meeting a window will open that will allow you to test your camera. Please click "Join with Video" to enter your virtual classroom.
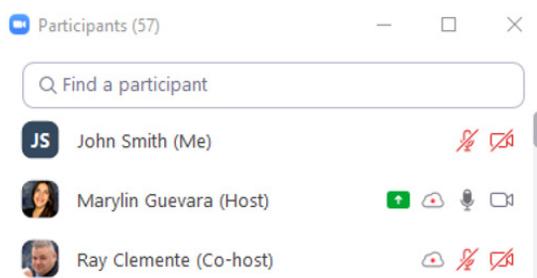

4 Navigating Zoom Meetings

Depending on the type of device you are using, once inside the classroom you will see a screen similar to this:
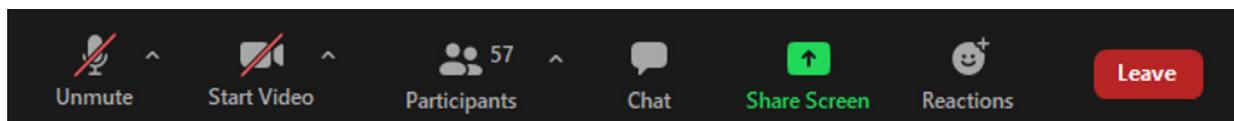
5 How to

How to open the Participants panel

Find the Participants panel on the bottom of your screen, then click it to open the panel. Here you can see the names of instructors, moderator, and fellow students, as well as control your microphone.
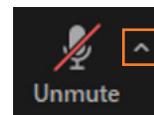
How to turn on your video

Look for a symbol of a video camera at the bottom of your screen. Clicking it will allow you to turn your video on or off. If there is a red slash over it, it means you are not on video. Please click on the "Start Video" button to turn your camera on.
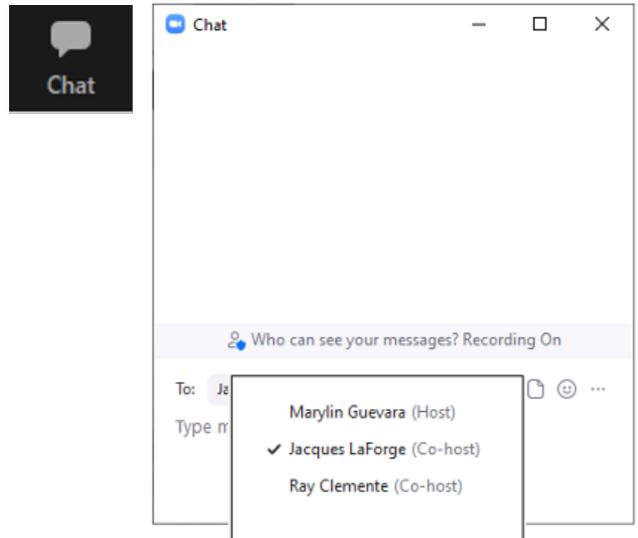
How to mute, unmute, and test your audio

Look for a symbol of a microphone with a slash at the bottom of your screen. Clicking it will allow you to turn your microphone on or off. If there is a red slash through the microphone icon, it means you are muted. The moderator will have you muted when you first join the class. Keep your microphone on mute throughout the class, unless the instructor or moderator asks you to unmute. Click on the up arrow next to the microphone to test and adjust your audio settings.

5 **How to (continued)**

How to open chat

Simply click on the "Chat" symbol from the menu at the bottom of your screen. The chat window will open and you will be able to directly message the instructor, or moderator. If your class allows group chat, you will also see the option to message everyone.

6 **Still have questions?**

Reach out to our team of education specialists, available during the week:

- **Monday through Friday,** 8 a.m. to 5 p.m. ET

Call us today at **1-800-328-2008** and visit our FAQs page for more information.

We look forward to seeing you in class!