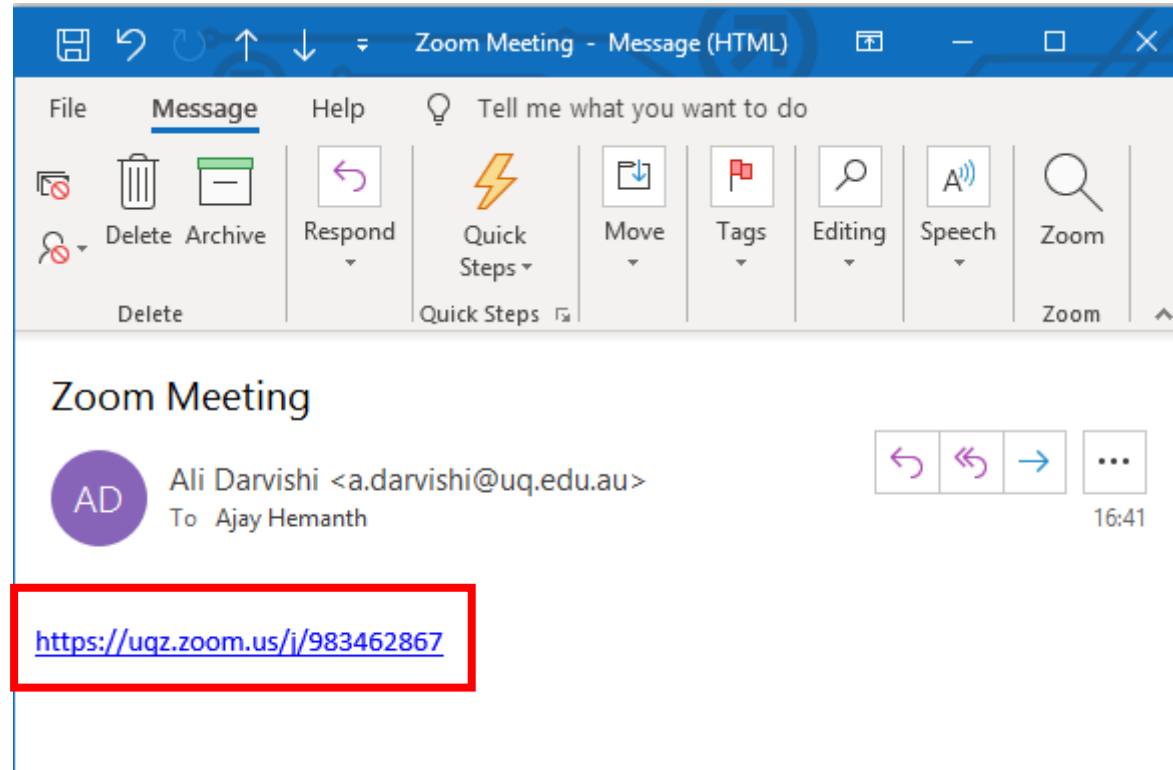


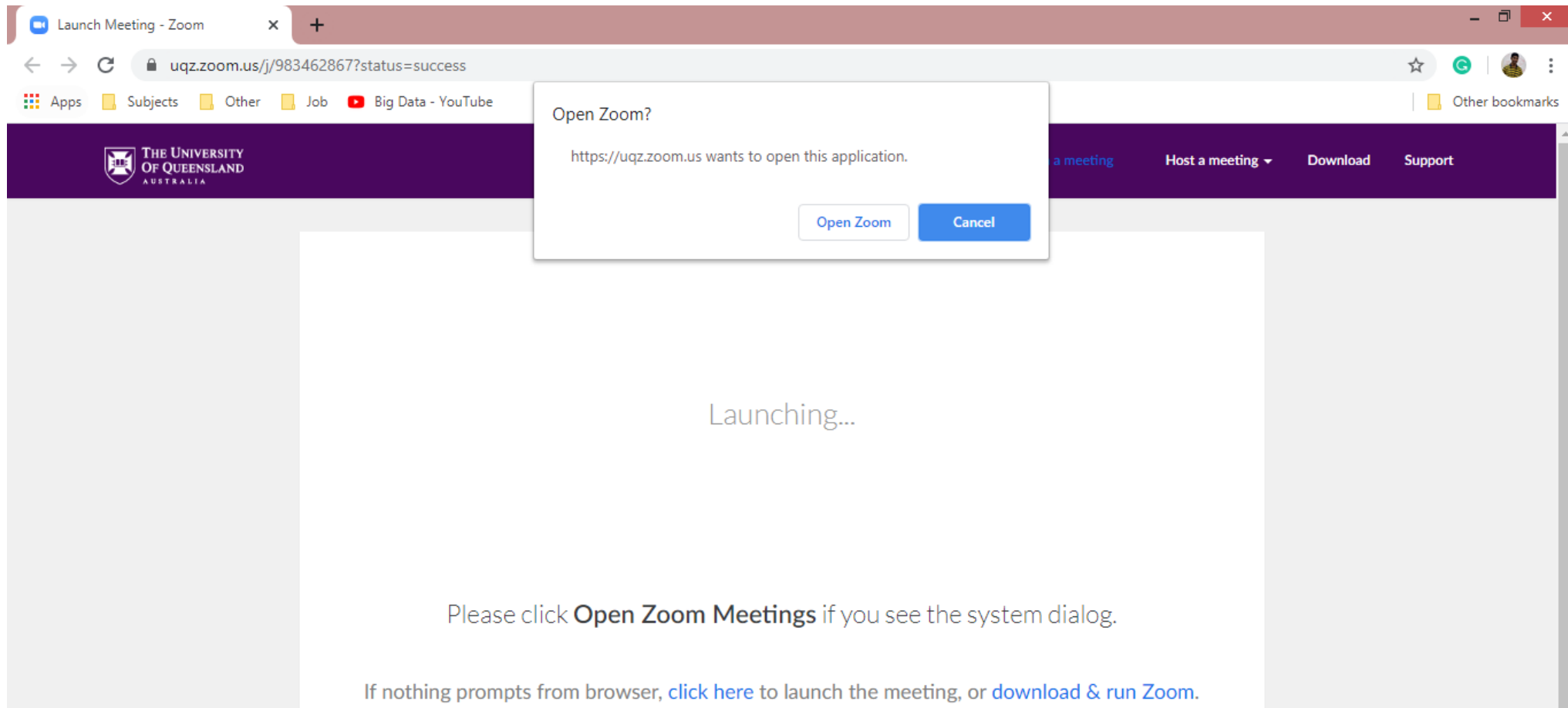
Zoom Meeting Guide

Meeting Invite



- For attending the Zoom meeting you will receive a link like the above (highlighted in red) by email / announcement / meeting request or by other means.
- Please click on that link to open up zoom

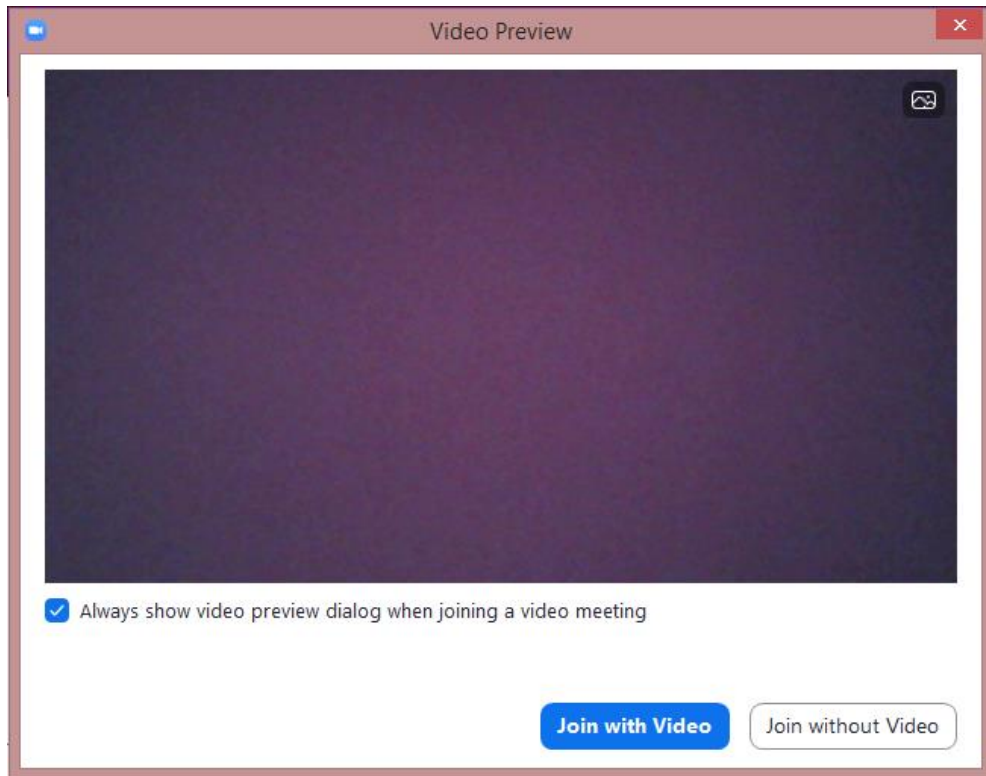
Opening Zoom Meeting



- If your system doesn't have zoom installed, then clicking on the zoom link will open up a page from where zoom can be downloaded, and setup on your system
- If you already have zoom setup on your system, then you would see a pop-up like the above
- Choose "Open Zoom" option

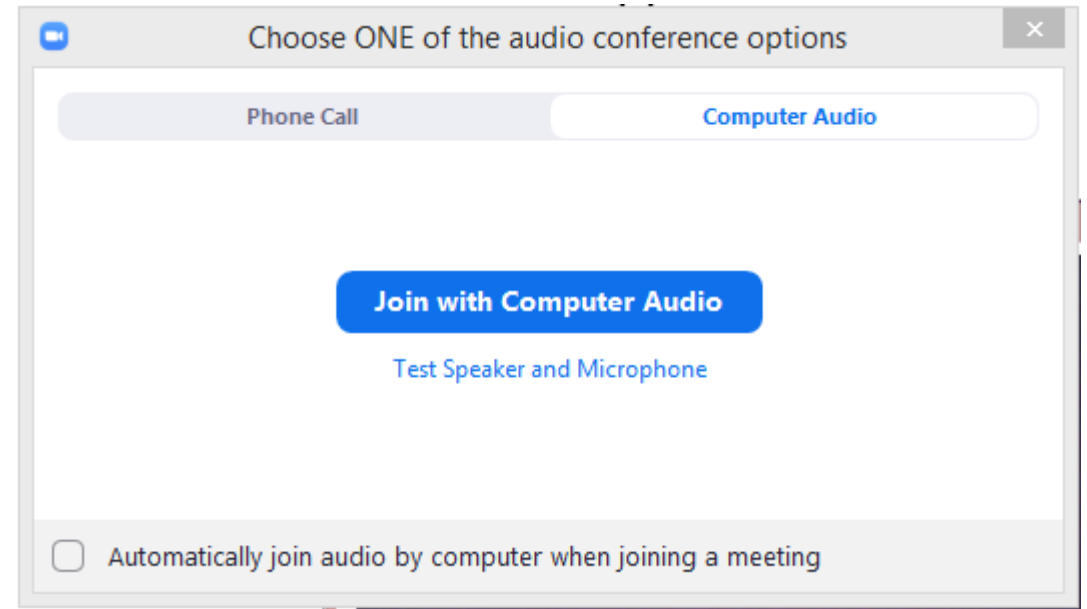
Joining Zoom Meeting Options

Window-1



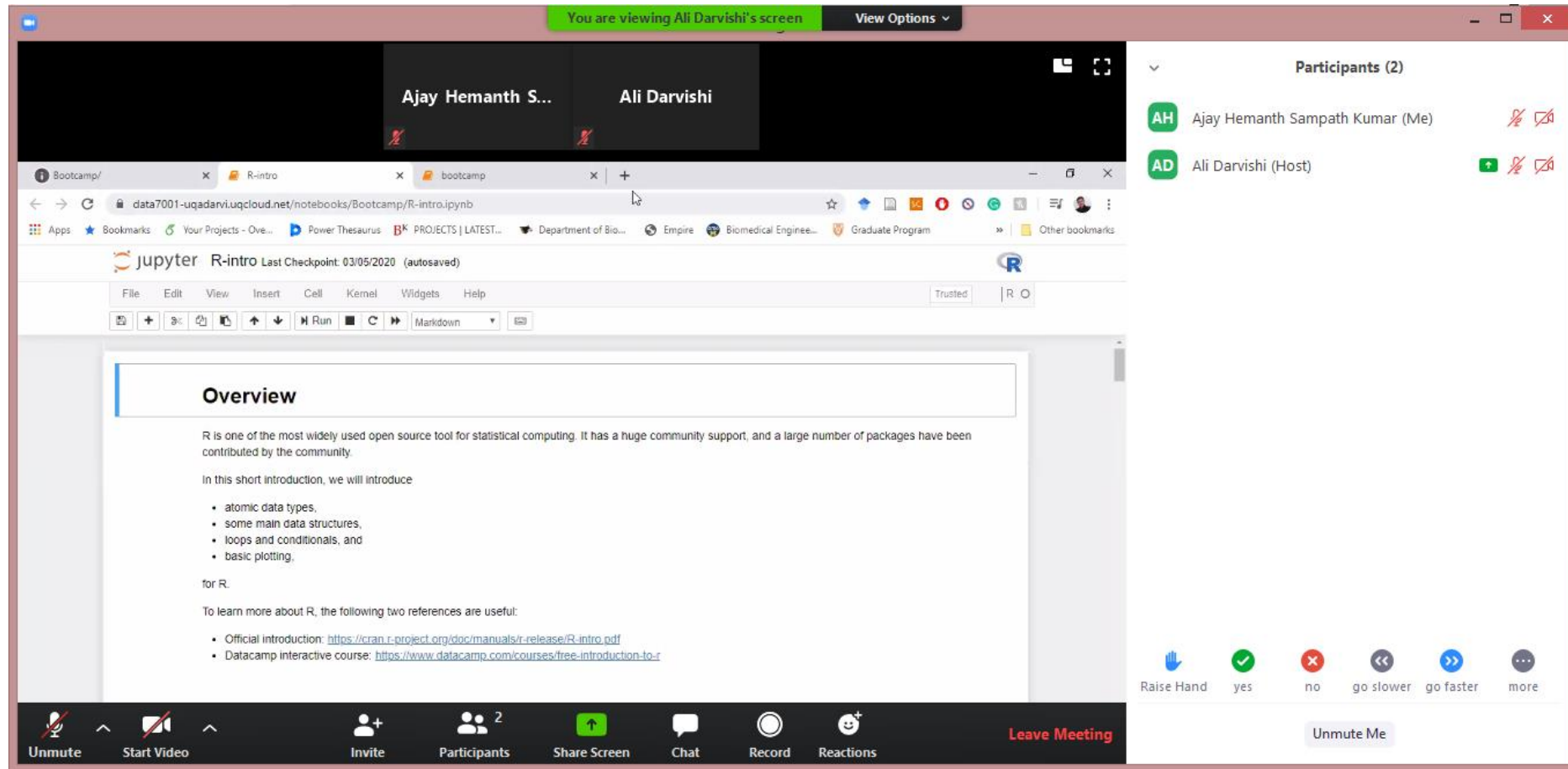
- Choose Join Without Video option

Window-2



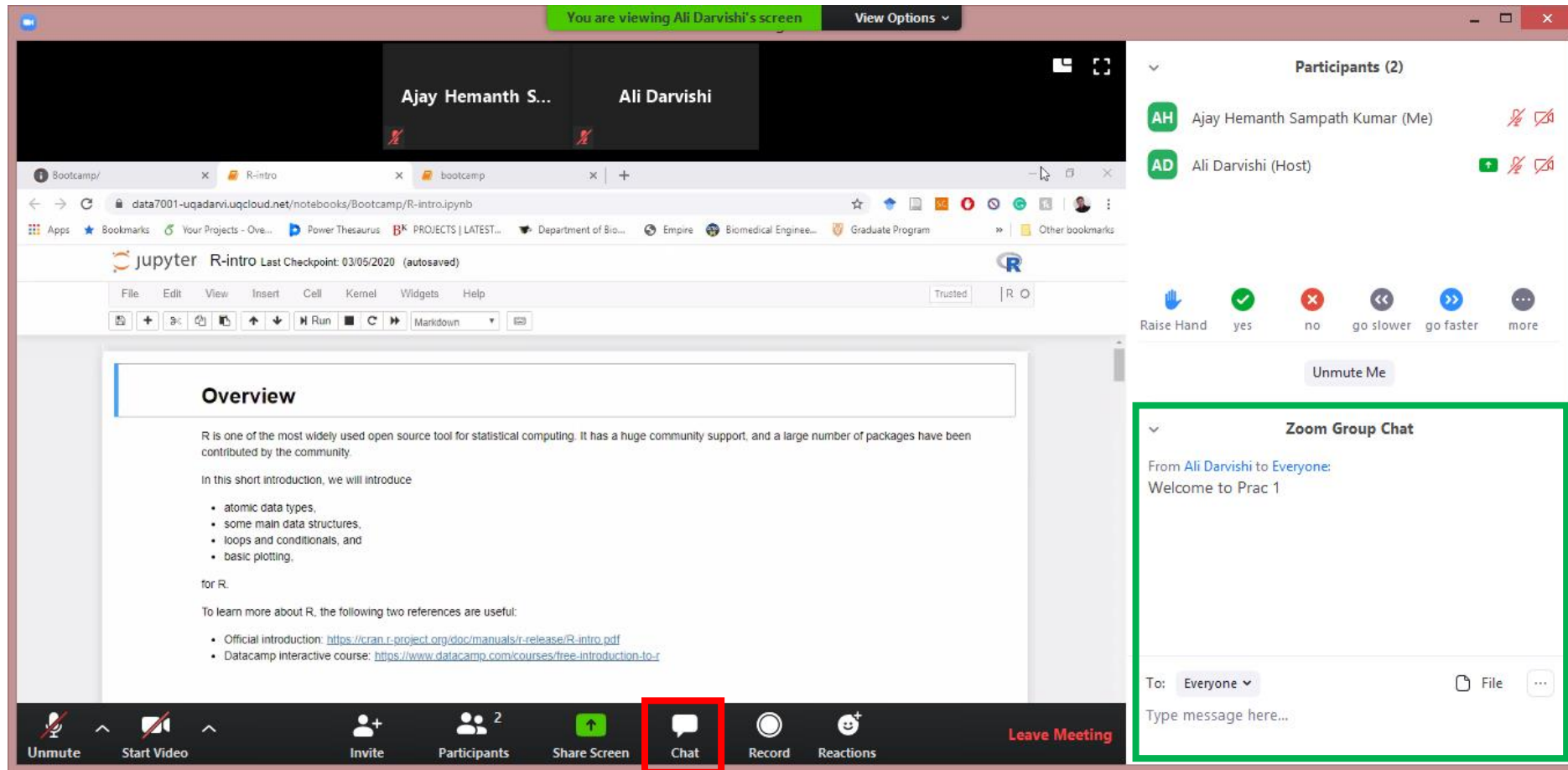
- Test speaker and microphone option before joining
- Choose "Join with Computer Audio" option

Welcome Screen



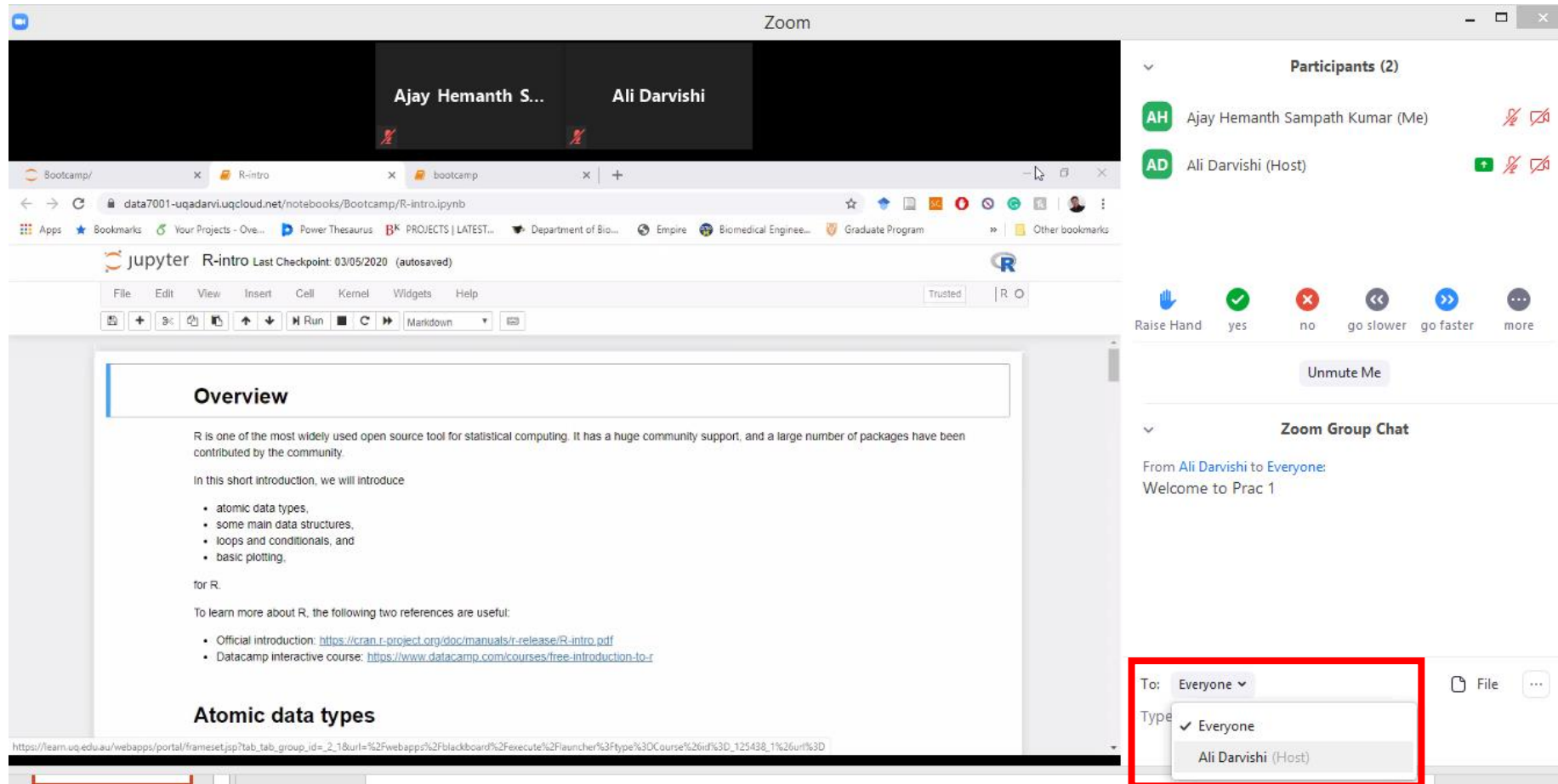
- Once you have joined, you will be welcomed with a screen as show
- On the right you see the list of participants
- At bottom of screen you have options to share screen, audio, video. Make sure you are not sharing Video, Audio, Screen

Chat Option



- Clicking on the “Chat” option (red highlight) at the bottom opens up the Chat window on the right side (green highlight)
- This is where you can send questions to the instructor, and share some information with the class

Private Chat



- Any confidential questions should not be asked in public chat.
- You can send private chat to the instructor's name in the chat window as highlighted

Private Chat

The screenshot displays a Zoom meeting interface. At the top, a green banner indicates "You are viewing Ali Darvishi's screen" with a "View Options" dropdown. Below this, two video thumbnails are visible: "Ajay Hemanth S..." and "Ali Darvishi". The main content area shows a web browser with a Jupyter Notebook titled "R-intro" open at the URL "data7001-uqadarvi.uqcloud.net/notebooks/Bootcamp/R-intro.ipynb". The notebook content includes an "Overview" section with text about R and a list of topics to be introduced. The right sidebar contains the "Participants" list with "Ajay Hemanth Sampath Kumar (Me)" and "Ali Darvishi (Host)". Below the participants is a "Zoom Group Chat" section. A message from "Me" to "Ali Darvishi" is highlighted with a red box, showing the word "(Privately)" in red. The bottom toolbar includes icons for "Unmute", "Start Video", "Invite", "Participants", "Share Screen", "Chat", "Record", "Reactions", and a "Leave Meeting" button.

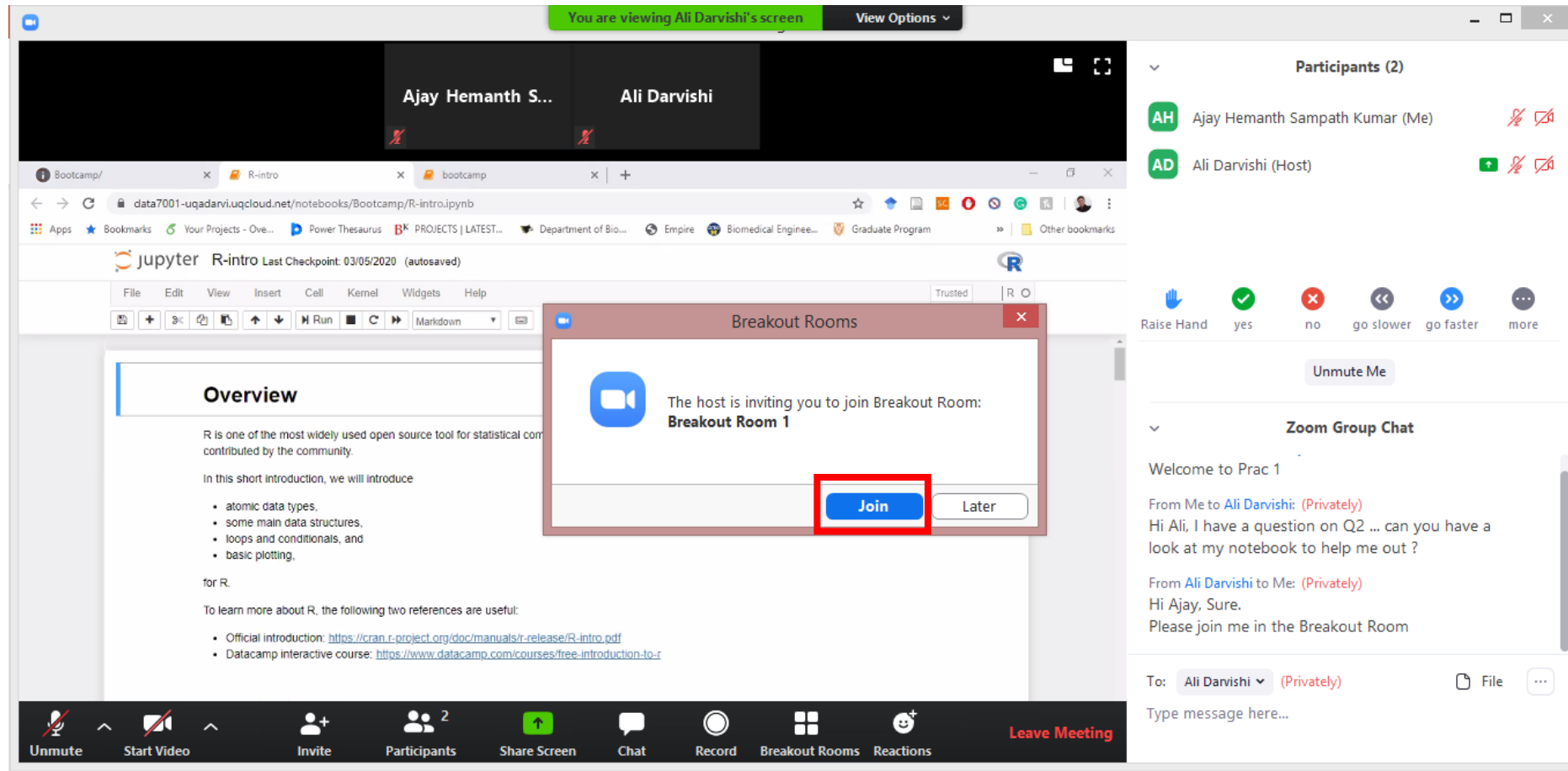
- Private messages are visible only to the concerned person.
- Messages sent privately are represented as such in the chat window

Breakout Room

The screenshot displays a Zoom breakout room interface. At the top, a banner indicates "You are viewing Ali Darvishi's screen" with a "View Options" dropdown. Below this, two participant avatars are shown: "Ajay Hemanth S..." and "Ali Darvishi". The main content area shows a Jupyter Notebook titled "R-intro" with a "Last Checkpoint: 03/05/2020 (autosaved)". The notebook's "Overview" section describes R as a widely used open-source tool for statistical computing. The right sidebar contains a "Participants (2)" list, a "Zoom Group Chat" window, and a "Unmute Me" button. The chat window shows a message from Ali Darvishi to Ajay Hemanth Sampath Kumar (Me) that says "Hi Ajay, Sure. Please join me in the Breakout Room", which is highlighted with a red rectangle. The bottom of the screen features a Zoom toolbar with icons for Unmute, Start Video, Invite, Participants, Share Screen, Chat, Record, Reactions, and a "Leave Meeting" button.

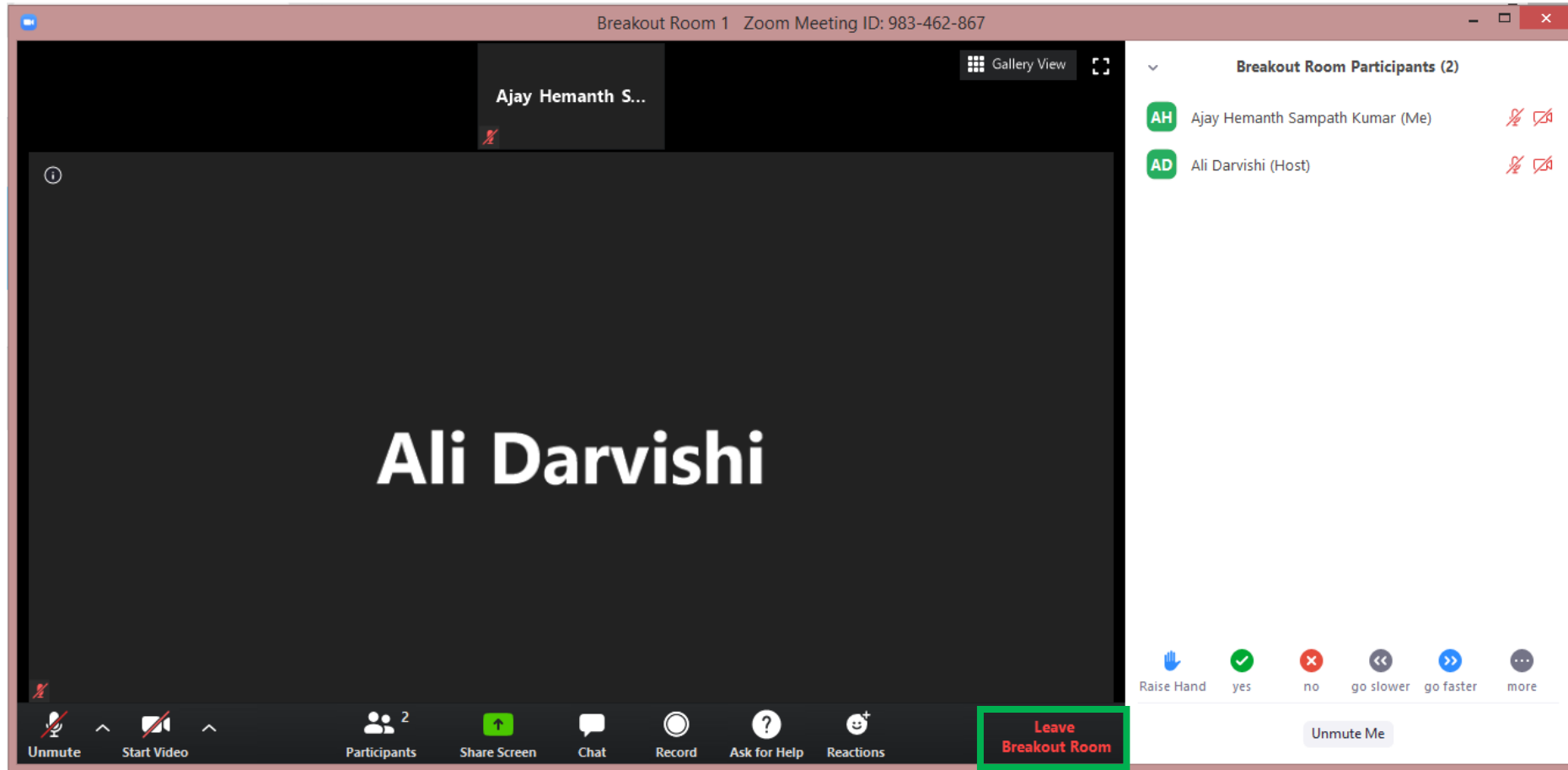
- “Breakout Room” is a feature which helps instructor share screen ONLY with you. Instructor might choose to use this option if he needs to share the screen only to you so that he can have a look at your notebook.

Breakout Room



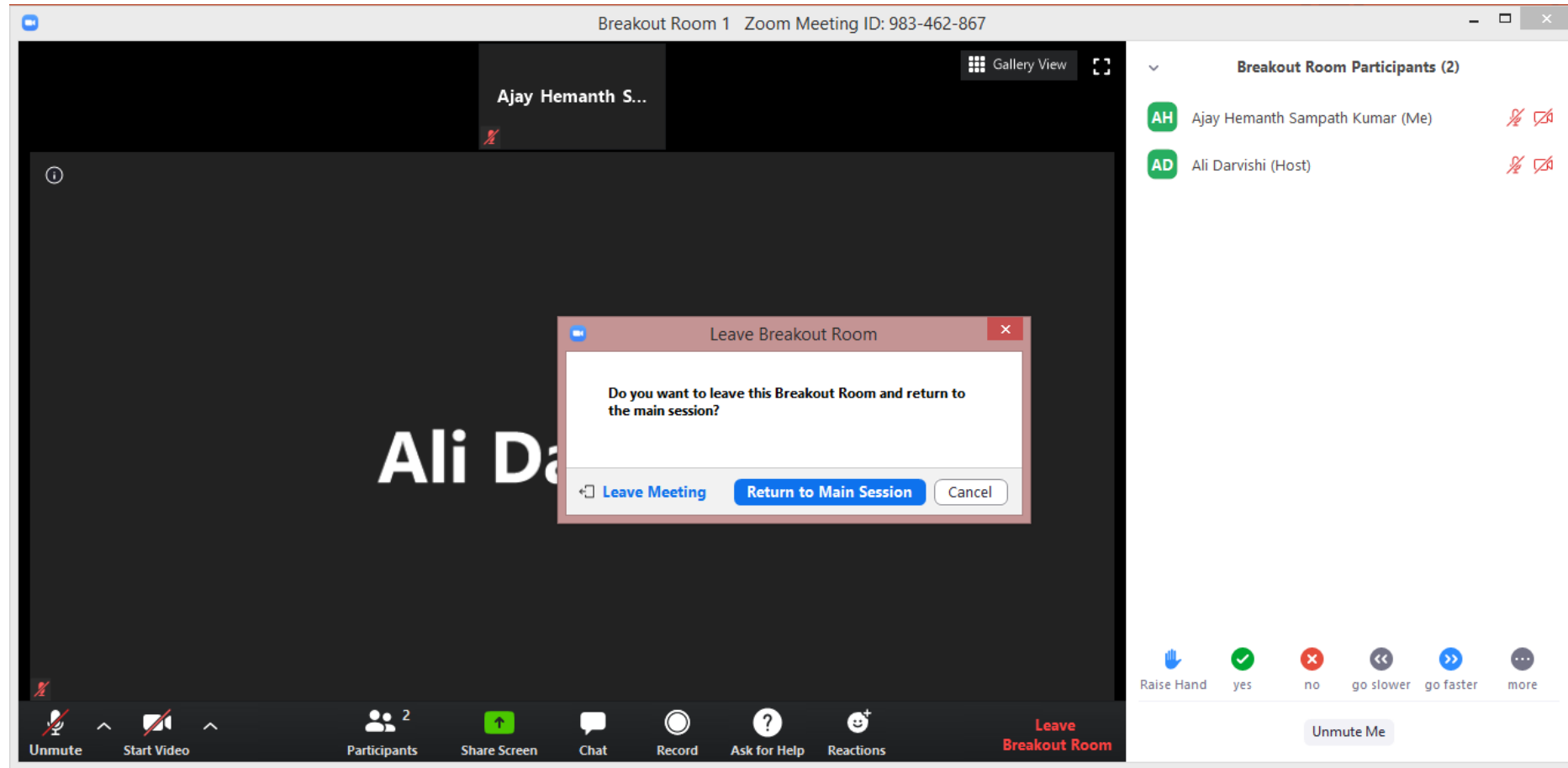
- You will receive a pop-up request as shown when the instructor has created a breakout room for you.
- Click on “Join” option to jump into the breakout room.

Breakout Room



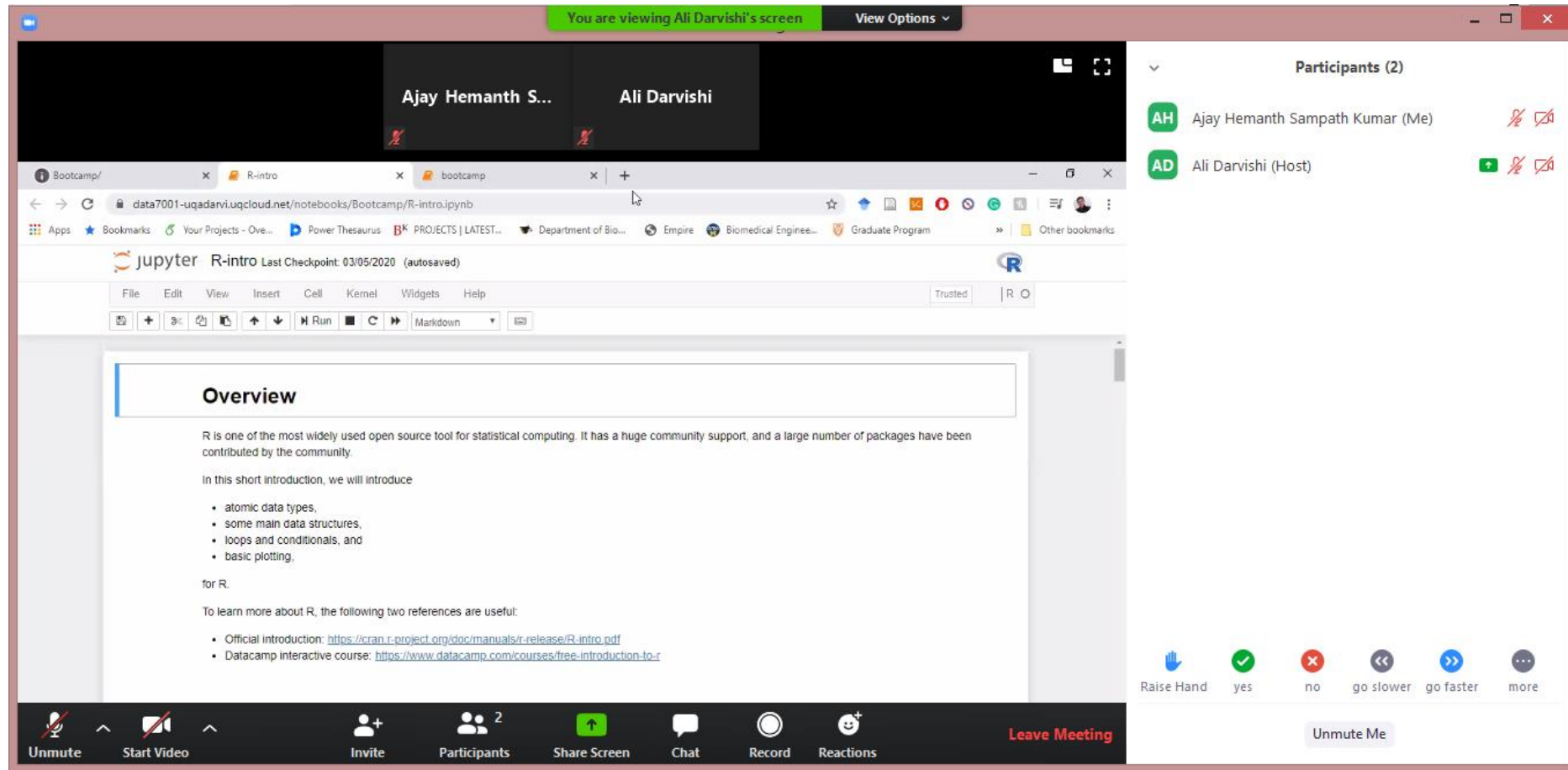
- Inside the breakout room, there will be only 2 participants – you and the instructor. Note that the instructor might take couple of seconds to enter this room and hence his name might not appear immediately
- Here you can Unmute and talk to the instructor and ask your questions, share your screen, and so on.
- Once your queries has been attended you can leave the breakout room by selecting “Leave Breakout Room” option at the bottom (highlighted in green)

Leaving Breakout Room



- Once you click “Leave Breakout Room” option at the bottom you will be displayed a pop-up as shown. Choose “Return to Main Session”.

Joining with Entire Class Again



- Once you are out of the breakout room, you will be able to see all the participants, and the screen shared with the entire class.
- Make sure you are on Mute again.