

Zoom Training

CEI Online Courses

Hello Students, Staff, and Partners!

We will be hosting our training programs online through a platform called Zoom. Zoom is an online platform that allows our students to engage with our instructors via Desktop Webcam/ IOS App / Android App/ Kindle Fire. Below you will find a step by step instruction on how to download, use and participate in class using Zoom.

If you have any questions, please email, marianna@careerexpansion.net.

Training sessions

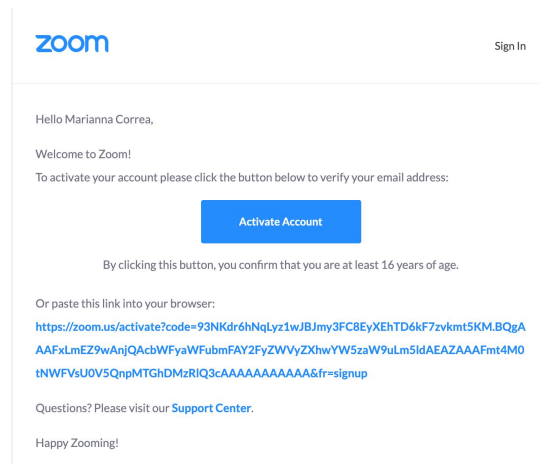
The following topics will be discussed and disclosed in the following packet.

- Setting Up An Account & Download Zoom For iPhone IOS/Android
- Logging on to Meetings
- Participation: Polling & Online Quizzes
- Q&A

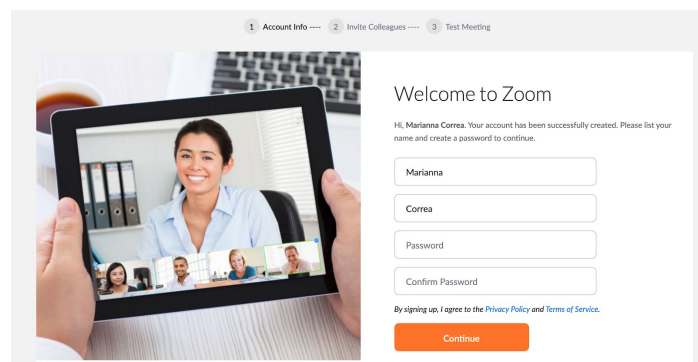
Sign Up/Downloading Zoom

Signing Up

1. In order to continue your online training, you first must create an account with Zoom.
 - a. Create a Zoom Account Here: <https://zoom.us/signup>
 - b. You will need your professional email to sign up. Once you submit your email, you will be sent a confirmation email. It will look like this:



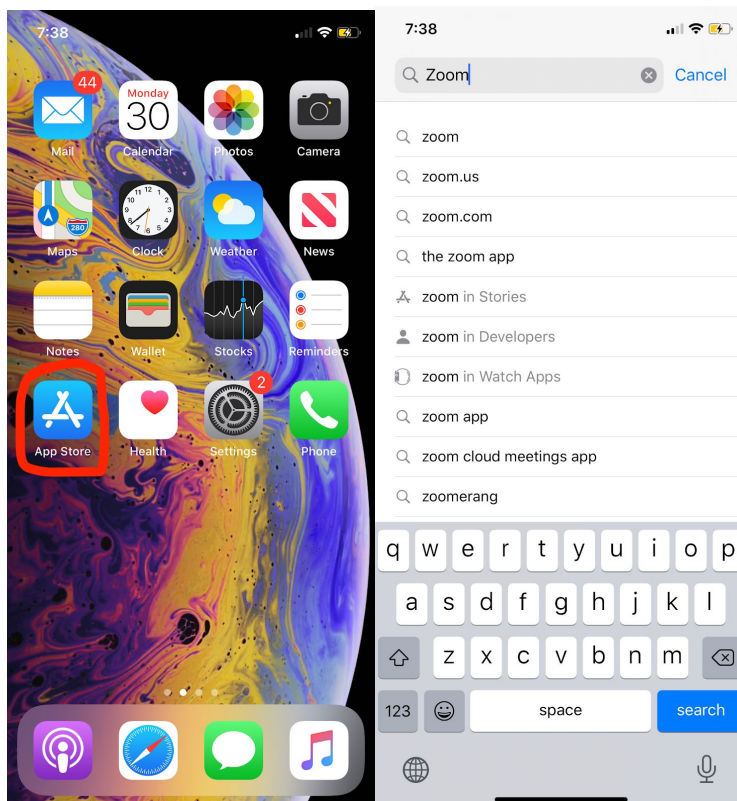
- c. Click on the button "Activate Account". You will be directed to the following page. Fill out the following form and press continue.



- d. You will be prompted to invite colleagues. **SKIP THIS STEP.**
- e. You will finally be prompted to “Start Your First Meeting”
SKIP THIS STEP.
- f. You can now close your browser. You have successfully signed up for Zoom.

Download Zoom Application

1. Android/ iPhone IOS Application Download.
 - a. Open your smartphone and locate your App Store.
 - b. In the search bar, type “Zoom”.

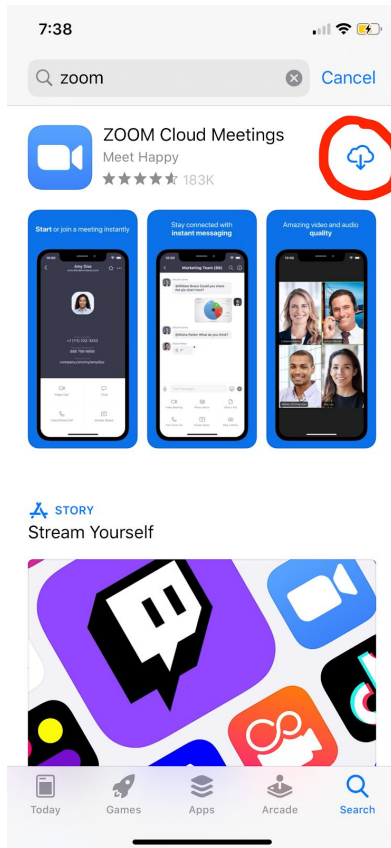


iOS/ iPhone

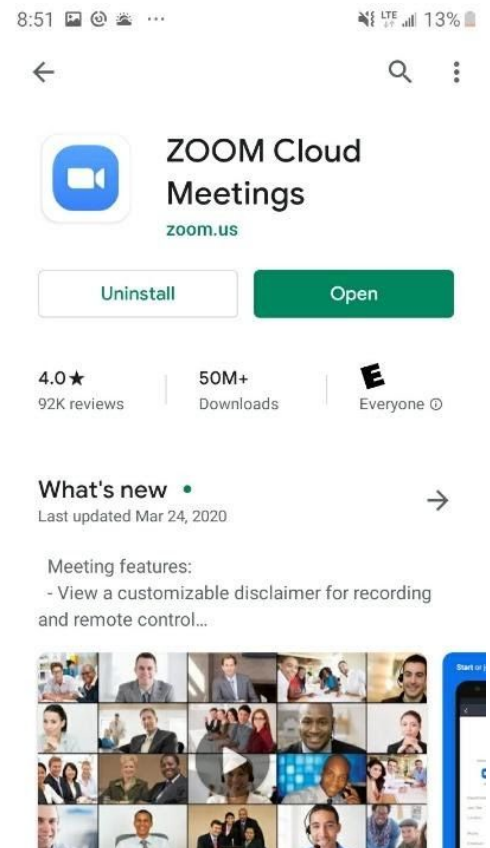
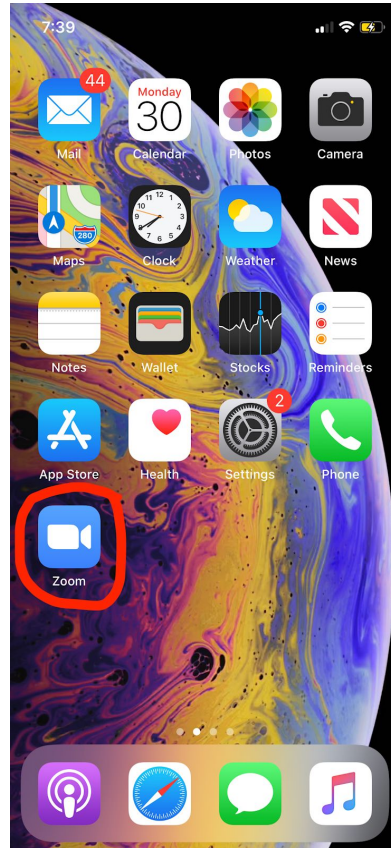


Android

- c. The application should be labeled as “ ZOOM Cloud Meetings”.
- d. Download the application. It is FREE.
- e. Once it has been downloaded, the application will look like this:

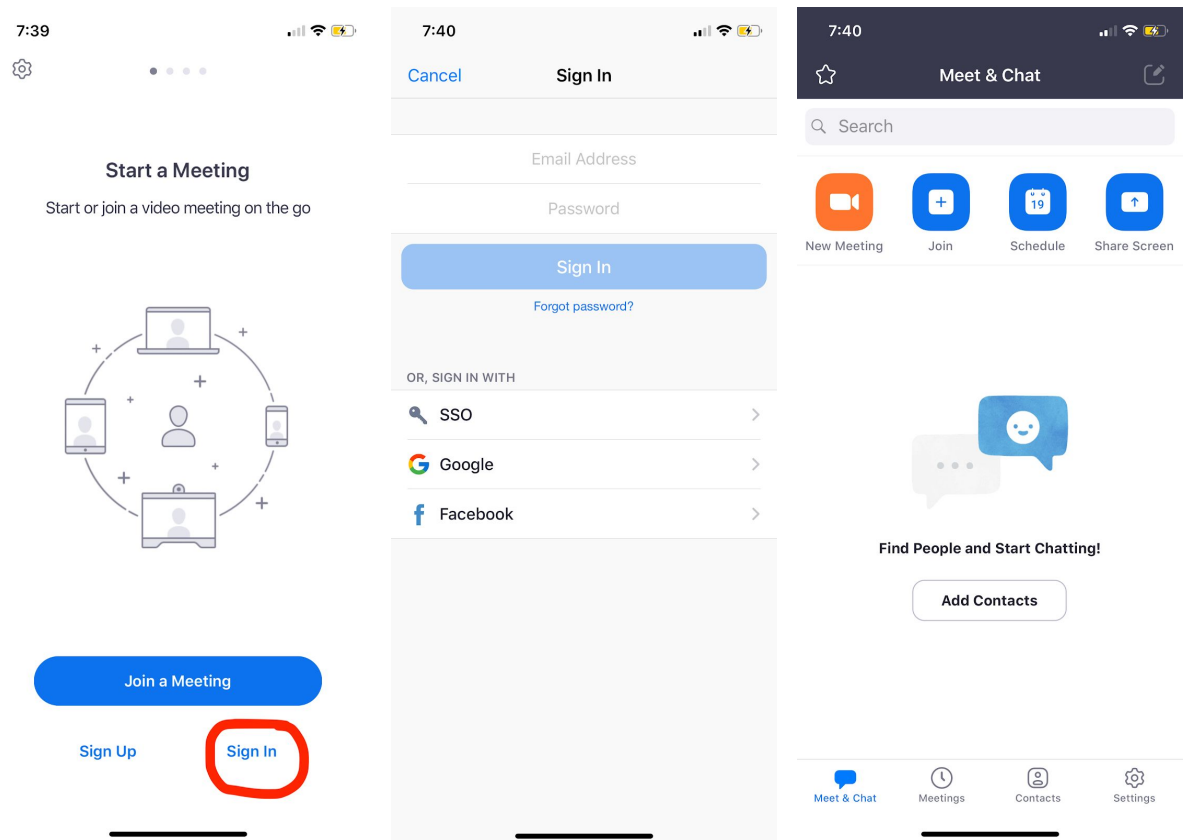


iOS/ iPhone



Android

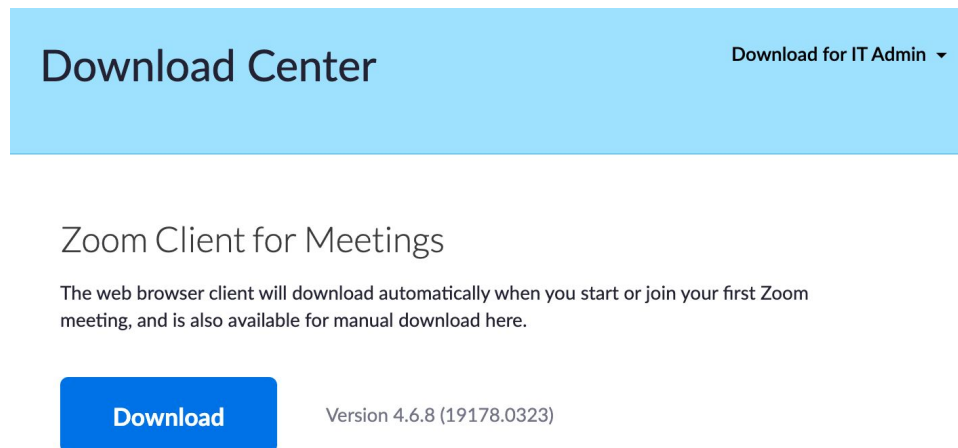
- f. Click on the application and sign in (use the sign-in info you used to sign up for Zoom).
- g. Once you are signed in, save the sign-in information.
- h. You have now successfully downloaded the Zoom Application.



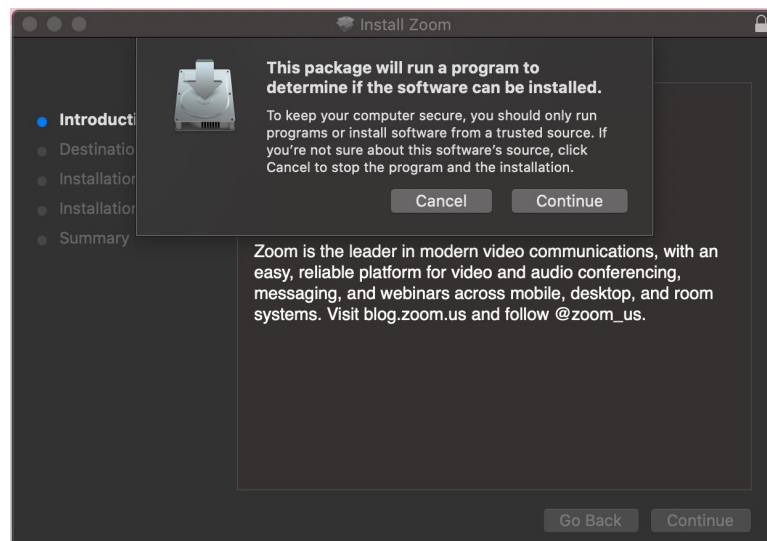
iOS/iPhone & Android

2. Desktop Download

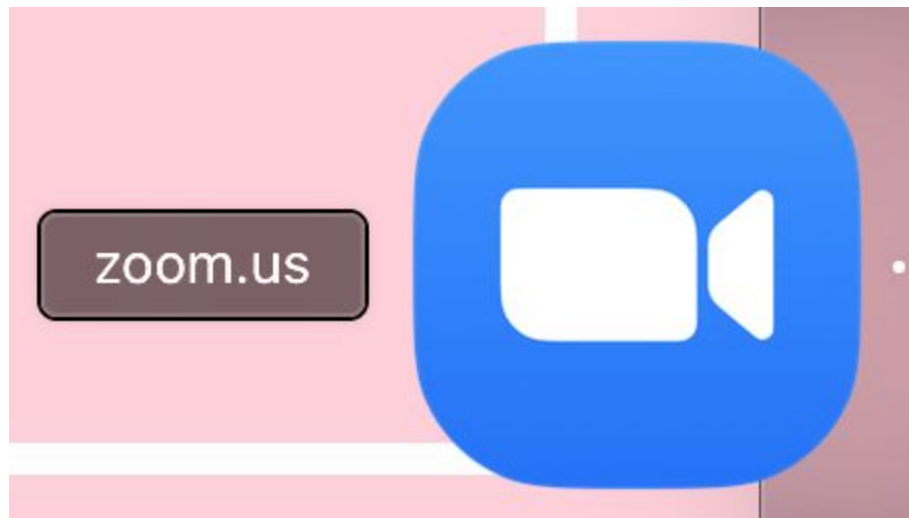
- a. If you have a laptop or desktop computer please download the application via this link: <https://zoom.us/download>



- b. Once downloaded, check your download folder and click on the application. It may show up on the bottom left corner of your screen as seen in the image below. It will ask you if you would like to run the program. Click Run/Continue.



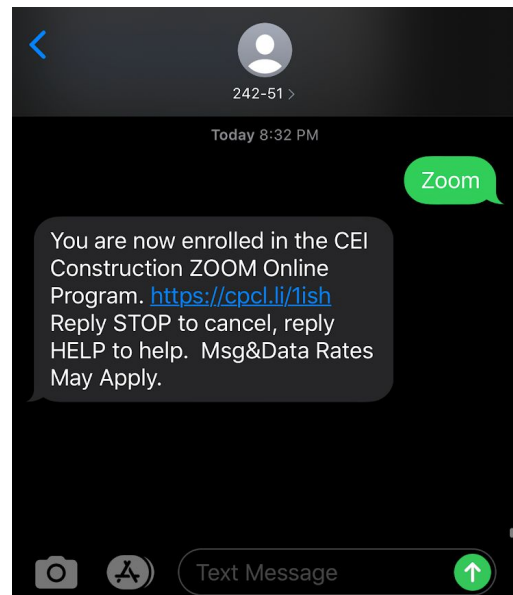
- c. Once you have downloaded the program the Zoom application will display on your desktop. This will ensure you have successfully downloaded the application.



How to Login to Your Class

Sign Up For Calling Post. (This is only done once)

1. Open your text messages & create a new message.
2. The phone number will be 24251
3. In the text message box type ZOOM.
4. You will receive a confirmation text with a link to your class.

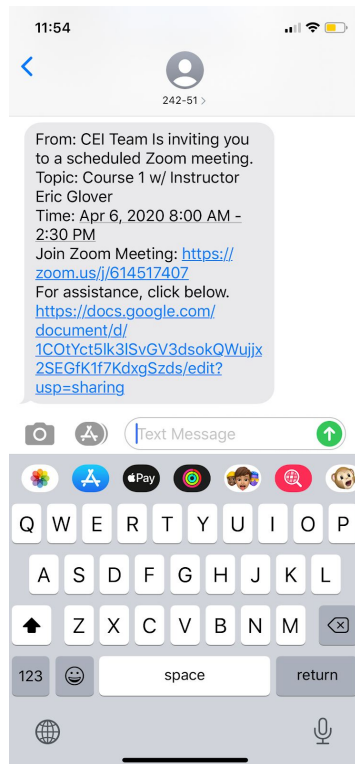


5. Click on the link and update your contact information (Email + Phone Number)
6. **DO NOT DOWNLOAD THE APP.**

A screenshot of a mobile web browser showing the 'apps.callingpost.com' page. At the top, it says 'Member Addition Powered By CallingPost'. Below this is a message: 'Please take a quick moment to finish filling out your contact information.' There is a form with four input fields: 'First Name', 'Last Name', 'Phone Number' (with a masked number), and 'Email Address'. A green 'SAVE' button is at the bottom of the form. The browser's address bar shows 'AA' and the URL 'apps.callingpost.com'. The bottom of the screen shows a standard mobile navigation bar with back, forward, share, and other icons.

Morning Login Email & Text

1. Every morning (7:00 AM) you will receive a text message and email with a link to the Zoom Meeting. It will look like this:



CEI Zoom Meeting - April 6, 2020

Career Expansion is inviting you to a scheduled Zoom meeting.

Topic: Course 1 w/ Instructor Eric Glover
Time: Mar 30, 2020 08:00 AM Pacific Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/813023734?pwd=bTKWHArAUEwOWk2UWhSdTNnZnFYQT09>

Meeting ID: 813 023 734
Password: 173967

This link will work for before and after your lunch hour. Please do not delete this email until the class has ended (2-3pm).

If you have any questions or concerns, please refer to our Zoom Handbook below:
<https://docs.google.com/document/d/1COtYct5Ik3ISvGV3dsokQWujx2SEGfK1f7KdxgSzds/edit?usp=sharing>

If you run into an issue and can no longer attend, please email marianna@careerexpansion.net.

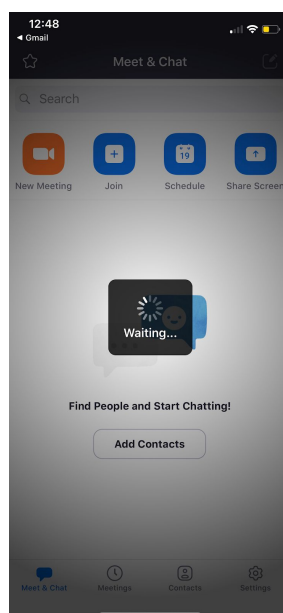
All courses will be available for viewing once the course has been completed. You WILL NOT get credit for the course if you do not attend. (Unless communicated to staff prior).

Enjoy your class!

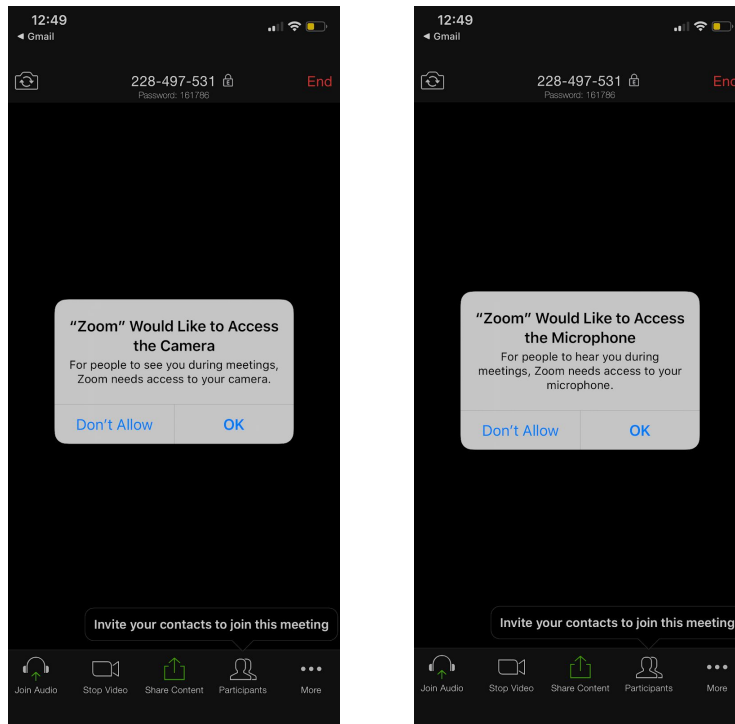
Thanks,

Marianna Correa
Director of Marketing

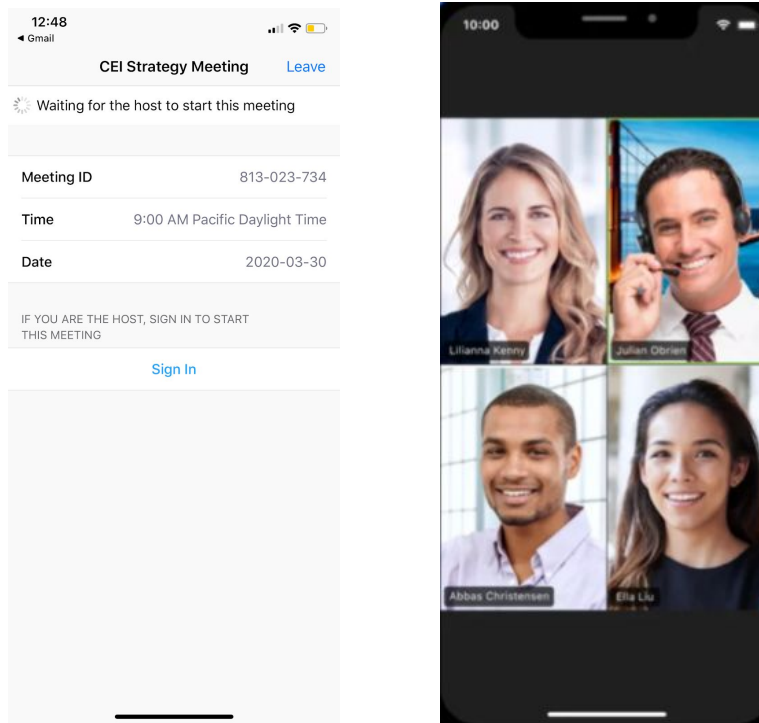
2. If you have downloaded the application to your device, you click on the “Join Zoom Meeting” link, the application will open and will load like this.



3. It will prompt you to allow camera and microphone access. Press “OK”.



4. If your host has not logged on you will not be able to see anyone but, once he/she/they have logged on, the visuals will appear on your screen.



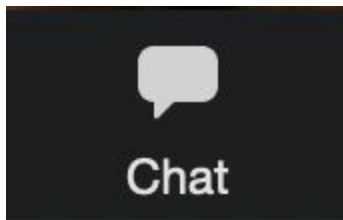
Participation

Attendance

1. Once logged on to Zoom, your attendance will be automatically recorded. The system recognizes your attention span and if you are engaged in the training. Additionally, the system tracks each time you enter and exit the training. Take this into consideration when attending every Zoom course.

Chatbox

1. One of the features available through Zoom is the chatbox.

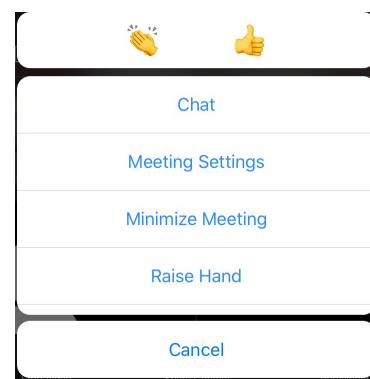
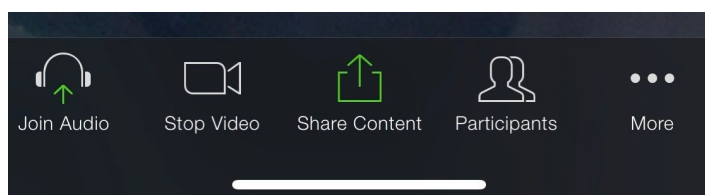


2. The chat is recorded along with the video. Professionalism is expected.
3. This chatbox is located at the bottom right corner of the screen. You can also "Raise Hand" to be given a chance to speak.


Desktop



Mobile Phone (You must click on the "More" button to open chatbox)



4. This chatbox can be used to communicate with the instructor and the rest of your peers to ask questions or to respond to a question.

[Close](#) Chat 

Send to: [Everyone](#) ▾

what is | [Send](#)

q w e r t y u i o p

a s d f g h j k l

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🌐 123 space [send](#) 🎤

Polling

1. Throughout every course, there will be polls/check-in questions you will be asked to answer. They will look like this on the phone/computer.
2. Select the correct answer and select the “Submit” button.

Polls

ADDIE

1. Which does 'ADDIE' stand for?

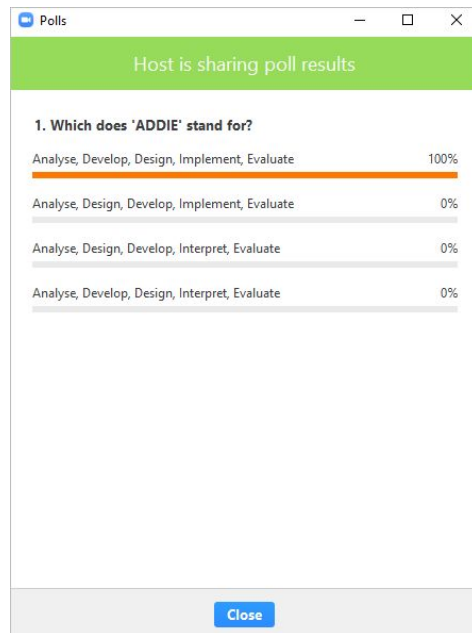
☐

Analyse, Develop, Design, Implement, Evaluate

☐

Analyse, Design, Develop, Implement, Evaluate☐☐[Submit](#)

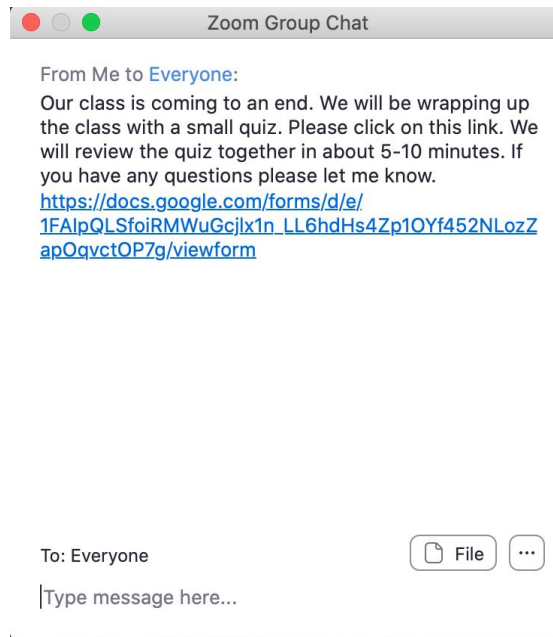
3. Your answer will be anonymous to the rest of your peers. Only the instructor will be able to see your answer.



4. These polls will count towards your participation. **If you do not participate, you will not get credit for the course.**

Quizzes

1. At the end of every course, the instructor will send a link to the final quiz on the Zoom chatbox. You will be expected to complete each quiz at the end of each course. The instructor will review the quiz with you. This will be used for participation only and your retention of the material. You must receive a passing grade for courses that provide certification. If you are excused for the class, please submit the quiz no later than midnight. No more submissions will be allowed after midnight.



2. If prompted to log in, create a google account. Once you have created an account, you will be allowed to partake in the quiz. If you are not prompted to log in, take the quiz and submit.

3. Quizzes will be formatted as follows:

Quiz 1

* Required

1+1 *

1 point

☐ 2

☐ 3

☐ 4

☐ 5

Submit

Q&A: Zoom Tips and Tricks

Tips for Improved Internet Speeds

1. Restart your computer at the start of your day
2. Plug your computer directly into your home router using a wired Ethernet Jack to prevent wifi dropouts and speed issues (*newer computers may require an Ethernet dongle*)
3. Move closer to your WiFi router for better connection speeds
4. Reboot your router to refresh the internet connection
5. **Upgrade** to a 5 Ghz Wifi router. The 5 GHz band provides less coverage but transmits data at faster speeds.

Makeup Courses

1. At the end of every course, you will be sent an email with a link to the course recordings. If you wish to review the course you can.
2. If you did not attend the live stream of the course, you must watch the recording.
3. To participate in the polls, you must send an email to marianna@careerexpansion.net with your final answers.
4. Your quiz must be submitted by Midnight of live recording. If you do not submit it, you will not receive credit for the class. –