

ZOOM VIRTUAL CLASS

JOIN

1

INSTALL

Download and Install 'Zoom Client for Meetings':
<http://zoom.us/download>

After installation, there is no need to log in to the Zoom app.

Perform an audio test via
<http://zoom.us/test>

2

ACCESS

Access Canvas (canvas.suss.edu.sg) and enter your course site (T/TG/TV Group).

Click on "Virtual Class" or "Online Seminar" from the left menu.

Proceed to [step_3](#), if it is your first time accessing virtual class.
Proceed to [step_4](#), if this is not your first time.

4

JOIN

Click "Join" to participate in your online class.

3

FIRST TIME

If this is your first time accessing Virtual Class, a Zoom account will be created.

You will see your Zoom profile page.

Click back to your Canvas tab to join the online class.



5

SIGN IN

Log in using your SUSS credentials. Depending on your web browser, you may be redirected to SUSS log-in page

Sign in with your SUSS username (e.g. johntan001) and password:

Student
User Name
Password

or a browser pop-up

Sign in
<https://login.suss.edu.sg>
Username
Password

Once you are logged in to your account, click back to your Canvas tab.

6

JOIN FOR REAL

Click "Join" and click "Open Zoom Meetings" or the launcher.

8

TEST

Test your speaker, microphone and camera. You might be asked to talk or present during the online class.

7

WAIT

You will be placed in a waiting room if your instructor has not started the online class.

FEATURES

TALK & SHOW YOURSELF

- "Start Video" to show yourself during the online class. Take note of your privacy before doing so!
- You are automatically muted when you join the online class. Click on "unmute" to start talking.



CHAT & INTERACT

- Click "Chat" located at the Zoom toolbar. Key in your queries and participate in discussion.
- Use the "Raise Hand" function to get the attention of your instructor.
- Use the various emoji reaction to interact with your instructor and classmates.

BREAKOUT ROOMS

- Your instructor might break you into smaller groups for an activity.
- Click "Join" to proceed into your own groups.
- You can "Unmute" to have a discussion with your group mates.
- Appoint a leader to share a PPT or Word doc and capture your group discussions.
- You will be redirected to the main room after the assigned time to present your discussion.



PRESENTATION

- Once it is your turn to shine and present, follow these steps with the features available on your Zoom toolbar.
 - a. Unmute yourself.
 - b. Start Video.
 - c. Click on "Share" and select your document or application to present
 - d. Start to talk and present!

RECORDINGS

- All online classes are recorded.
- The recordings will be available 2 to 6 hours after the class ends.
- Locate your recordings in the Canvas course site > Virtual Class/Online Seminar > Cloud Recordings.
- Log in with your Zoom account to view the recordings.
- If you have not create a Zoom account, log in to suss.zoom.us with your SUSS credentials to create an account.



For more details, visit

<https://suss.force.com/lssupportportal/s/zoom>

