



SCACR QUIZ — USING ZOOM

BEFORE

You will need access to either a computer, tablet, or smartphone which has a speaker. If you would like to join with video then you will also need to have a webcam or camera (most laptops have these built in).

JOINING A MEETING

To join a meeting, you can either click on the link in an email invitation, or use a meeting ID number. You are not required to already have a Zoom account to be able to join a Zoom meeting.

You will receive a meeting invite similar to the example below. You can click on the link in the email to launch the Zoom meeting. You may be asked to input a passcode, which can also be found in the email.

Emma Gadd is inviting you to a scheduled Zoom meeting.

Topic: Ringing Quiz Example

Time: Aug 8, 2020 07:30 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/89803465552?pwd=M3J6VEJTWTVQOS9ZTGN0VUwwamhwZz09>

Meeting ID: 898 0346 5552

Passcode: Example

Alternatively you can join using the meeting ID and passcode provided in the email invite. You can join from your browser using the following link <https://zoom.us/join> or can join using the downloaded desktop or mobile app (image below). Input the meeting ID and passcode to access the Zoom session.

Meeting ID or Personal Link Name

Join

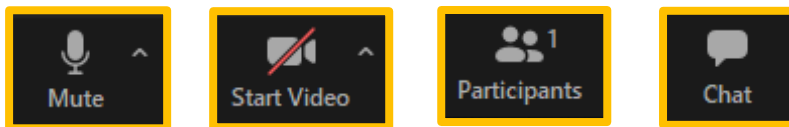
Once you have clicked on the link, or entered the meeting ID and passcode, you will have an opportunity to test your audio by clicking on 'Test Computer Audio'.

You will also be prompted to enter your name, this will be used to identify you in the meeting, and will appear on your video.

ZOOM ICONS

The tool bar across the bottom of the screen can be used to access a variety of features. If the tool bar is not showing at the bottom of the Zoom window, place your cursor over the Zoom window so that it appears.

Using the icons across the bottom of your screen, you can:



- SOUND
 - Mute / unmute your microphone
- VIDEO
 - Turn on / off your camera (start video=turn camera on / stop video=turn camera off)
- PARTICIPANTS
 - Invite other participants to the meeting
 - View the participant list – this will open a pop-up screen that includes the following:
 - 'Raise Hand' icon that if used will raise a virtual hand, and get the meeting host's attention
 - Change your screen name that is seen in the participant list and your video window
- CHAT
 - Chat will open a pop-up where you can type and send messages to all participants

Somewhere on your Zoom screen you will see a choice to toggle between 'speaker' and 'gallery' view. 'Speaker view' shows the active speaker. 'Gallery view' tiles all of the meeting participants.

TESTING ZOOM

If you would like to familiarise yourself with Zoom before the quiz, then you can join a test meeting here: <https://zoom.us/test>

JOINING AS A TEAM

If you would like to join the quiz as part of a team, then there are three main ways to do this:

- Form a team with people in your household
 - Join the Zoom meeting with one computer between your team
 - You could label your video with your team name
- Form a team over texting/messaging

- Set up a group chat (e.g. whatsapp, facebook messenger) with all team members, and discuss answers via text
- All team members join the Zoom meeting separately to hear the questions, and can then confer over text
- Form a team via a second video chat (possibly for the slightly more computer literate!)
 - Set up a private Zoom call with your team members prior to joining the quiz
 - The team member hosting the private Zoom call joins the Quiz Zoom and then shares their screen with the other team members
 - All team members should then be able to see the Quiz Zoom, and can discuss answers over video

FAQs

Do I need a Zoom account to join the quiz?

You do not need an account to join a zoom meeting, as long as you have either the meeting link, or the meeting ID and passcode.

Can I join without video?

You don't need to have a webcam or video enabled to take part in the quiz. The most important feature is that you have to have a speaker to ensure you can hear the audio (and questions!).

Can I mute and unmute myself?

When you join the call the host will have all participants muted, this reduces background noise which can prevent other participants from being able to hear the host. Please try to ensure you remain on mute when possible, especially if discussing the answers!

What do I do if I need to ask a question?

If you would like to ask a questions please either use the 'raise hand' feature in the participant pop-up, or alternatively use the chat box. Once you have the host's attention you can either unmute yourself to ask the question, or type it into the chat box.

Can I join the meeting before the host has joined?

You will only be able to join the meeting once the host has joined. You can use the link before then, however it will prompt you to wait until the host has started the meeting, and then automatically join the meeting once the host has joined.

Will the questions be repeated?

All of the questions will be read out twice, and will be shown on the screen in case anyone has any audio issues. If you miss a question feel free to ask for it again in the chat box at the end of the round.

Will there be a break during the quiz?

We will have a break half way through to allow top-ups and refreshments.

Who will be keeping score?

Everyone will be marking their own answers, and keeping score for their own team.