



MindfulnessUK Teacher Training

Using Zoom Information for Students

Your Device

Ideally use a laptop, desktop or tablet computer, rather than a phone, and have it running off the mains rather than battery. If a phone is the only option, have the charger nearby ready to plug in. Whatever you use will need internet access, a video camera and microphone (most modern electronic devices have these built in).

Log in via a computer which is resting on a hard surface and which has audio and webcam. Please don't use handheld devices.

Zoom App

Have the Zoom programme or app installed on your device. If you're not familiar with Zoom, please have a look at some of the guidance available online, which can be found by cutting and pasting the following link into your browser:

https://www.google.com/search?q=how+to+use+zoom&oq=how+to+use+zoom&aqs=chrome..69i57.3071j0j7&sourceid=chrome&ie=UTF-8#kpvalbx=_g49rXsarL9T9gAbIhJ-IAQ28

During Teaching

Once you've joined the meeting, please make sure your Zoom name is your real name, as this will help group process. This can be done by clicking on the small dots at the top righthand corner of your picture and selecting rename. Please close other programmes and windows (e.g. internet browsers) on your device, both because it will likely run better and also because other windows can be distracting.

Please mute your microphone, by clicking on the microphone picture on the toolbar at the bottom of the Zoom window, unless you are speaking (this minimises noise in the system).

Please use the text chat feature very sparingly. If you do use it, please direct questions to the teacher or assistant rather than to each other or the whole group.

You might want to experiment moving between 'speaker' and 'gallery' view, by using the relevant icon in the top right-hand corner of the Zoom window. When the teacher is offering input, speaker view may be more helpful, whereas if it is a group discussion, gallery view may be better.

If your internet connection becomes unstable, it can help to turn off your video. You can also choose to turn your video off at other times. You can also position yourself at a distance from your screen or sideways to it at times.

If your Zoom connection drops, please try re-joining using the same process and link that you used to join the meeting in the first place. If this doesn't work, please check your emails to see if the problem is a more general one and the teacher has emailed some guidance to the whole group.

You can contribute by clicking on the “reactions” tab at the bottom right, enabling you to clap, thumbs up and so on.

You will be invited into breakout rooms to work in smaller groups. The teacher will give you instructions on this process as part of the teaching.

If you are having technical difficulties, please contact me on XXXXXXXX.