



Learner Guideline – Online Training



Table of Contents

<u>GETTING STARTED ON WINDOWS AND MAC.....</u>	<u>3</u>
<u>WHAT YOU NEED TO GET STARTED</u>	<u>3</u>
ACCESSING ZOOM AS AN ATTENDEE BY LAPTOP	3
<u>THE ZOOM MENU BAR.....</u>	<u>6</u>
PARTICIPANT MANAGEMENT WINDOW.....	6
SCREEN SHARING WINDOW.....	7
SHARE SCREEN MENU	8
CHAT WINDOW.....	9
<u>LEAVE MEETING.....</u>	<u>9</u>
<u>LMS / E-PORTAL.....</u>	<u>10</u>



Getting Started on Windows and Mac

- **Supported operating systems**
 - MacOS X with macOS 10.7 or later.
 - Windows 10, 8.1, 8 or 7.
 - Windows Vista with SP1 or later.
 - Windows XP with SP3 or later

- **Supported browsers**
 - Windows: IE 11+, Edge 12+, Firefox 27+, Chrome 30+
 - Mac: Safari 7+, Firefox 27+, Chrome 30+
 - Linux: Firefox 27+, Chrome 30+

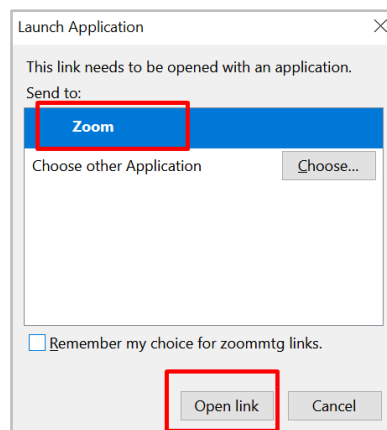
- **System requirements**
 - An internet connected computer, laptop, or device with (3G or 4G/LTE).
 - Your meeting ID number/link to join the meeting
 - Speakers and a microphone
 - A phone (if you're unable to receive audio via your computer, laptop, or device)
 - A webcam (optional)

What You Need to Get Started

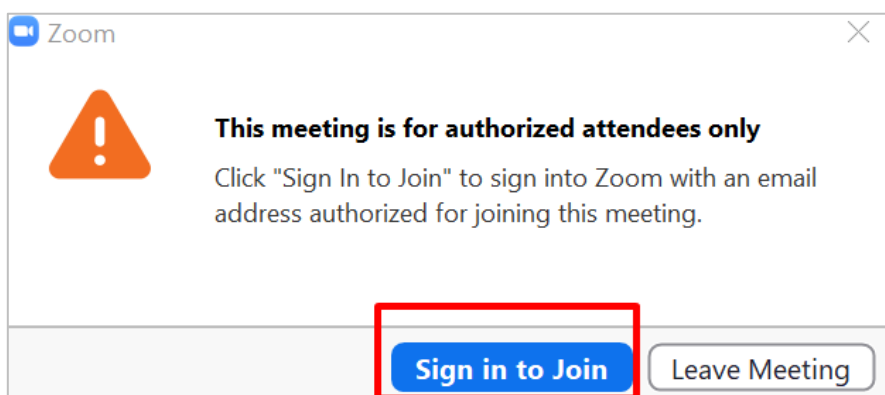
Earlier of your Online meeting, you will receive an email, containing a link/meeting ID to join the meeting. When it's time to join the meeting, click on the link in the email you have received

Accessing Zoom as an Attendee by laptop

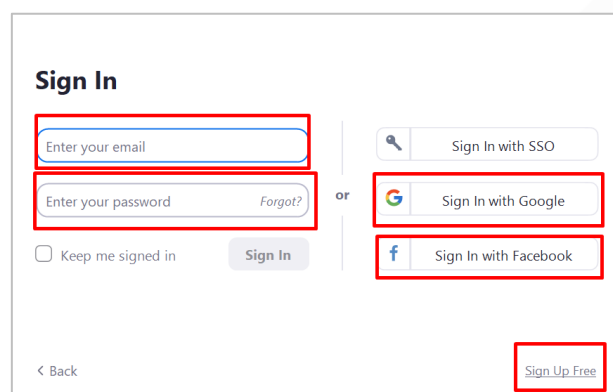
- What do I need to do when joining a Zoom meeting? There are two ways to joining a Zoom meeting:
 - 1- By clicking the link in the email received from Bakkah.
 - a. You will be directed to the Zoom website and from here you will need to click on Zoom then Open link.



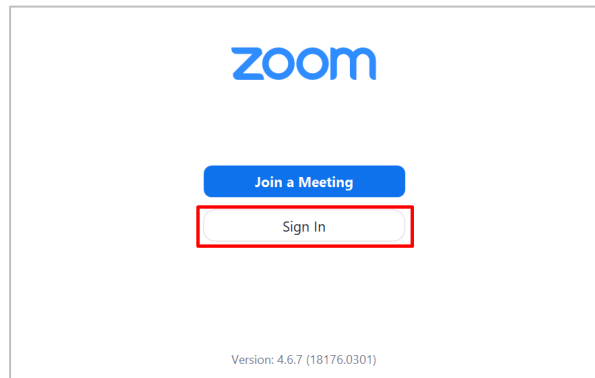
b. After clicking this, a pop up box will open asking you to complete your registration.



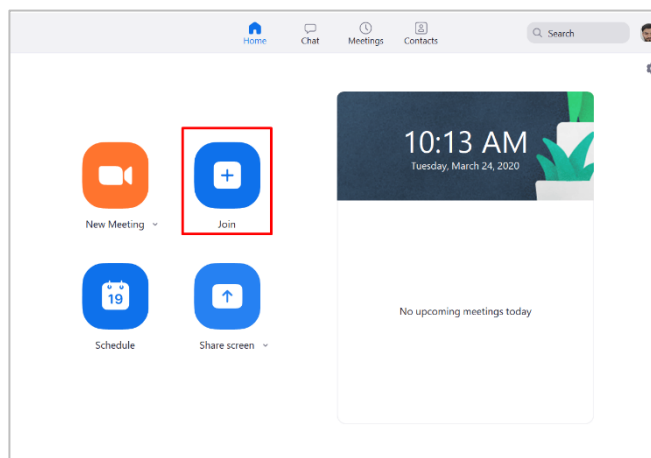
c. Please enter your details in this box and ensure you use your full name as you register in Bakkah website so that the meeting host can identify who has joined the meeting. Also make sure to login with the same email as you register in Bakkah website.



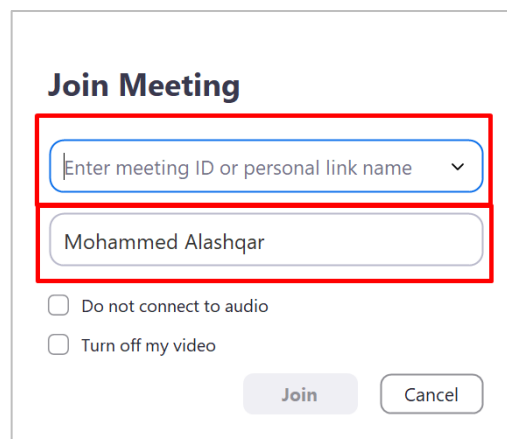
- 2- Joining meeting by coping the meeting ID in the email received from Bakkah.
 - a. Open Zoom app, if you don't have it, so you can download it from here <https://zoom.us/download>
 - b. Click sign in.



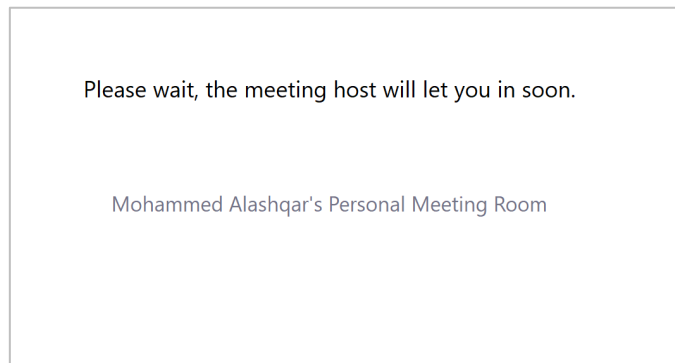
c. Sign in to Zoom then click Join.



d. Enter the meeting ID number that you received from Bakkah.

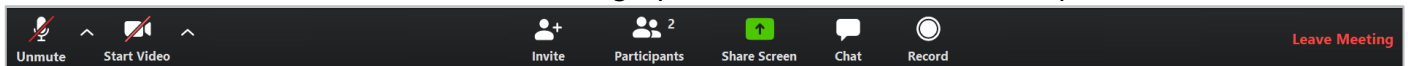


e. Once you enter meeting password this page will appear, which means you are waiting host approval to attend the meeting, once host give you the approval you will immediately join the meeting.



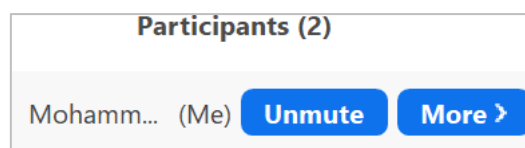
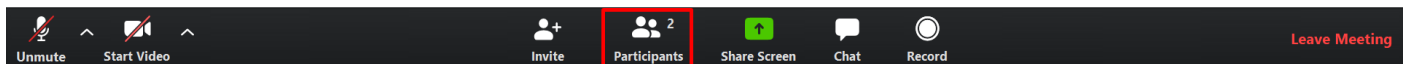
The Zoom Menu Bar

Once you have entered your details and clicked 'Join Meeting' you will enter the meeting and you will see a screen similar to the below. If the host is sharing a presentation, this will show on your screen.



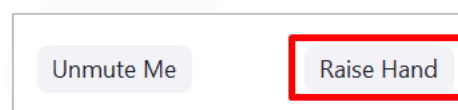
Participant management window

The participants list shows all the active members in the meeting. To open the participants list, click "Participants" in the bottom menu. This will open a list on the right-hand side of the meeting screen. You can mute yourself or change your display name by hovering over your name in the participants list. Be in mind, host can mute you as well.



- **Raise and Lower Hand**

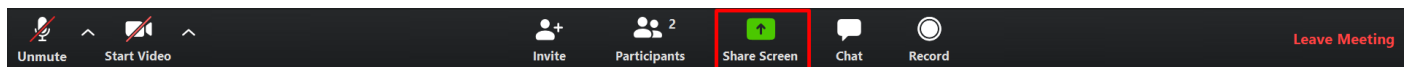
Let your instructor know that you have a question by raising your hand. This will place a hand icon next to your name in the participant list until you choose to lower it. Be in mind, host can lower your hand as well.



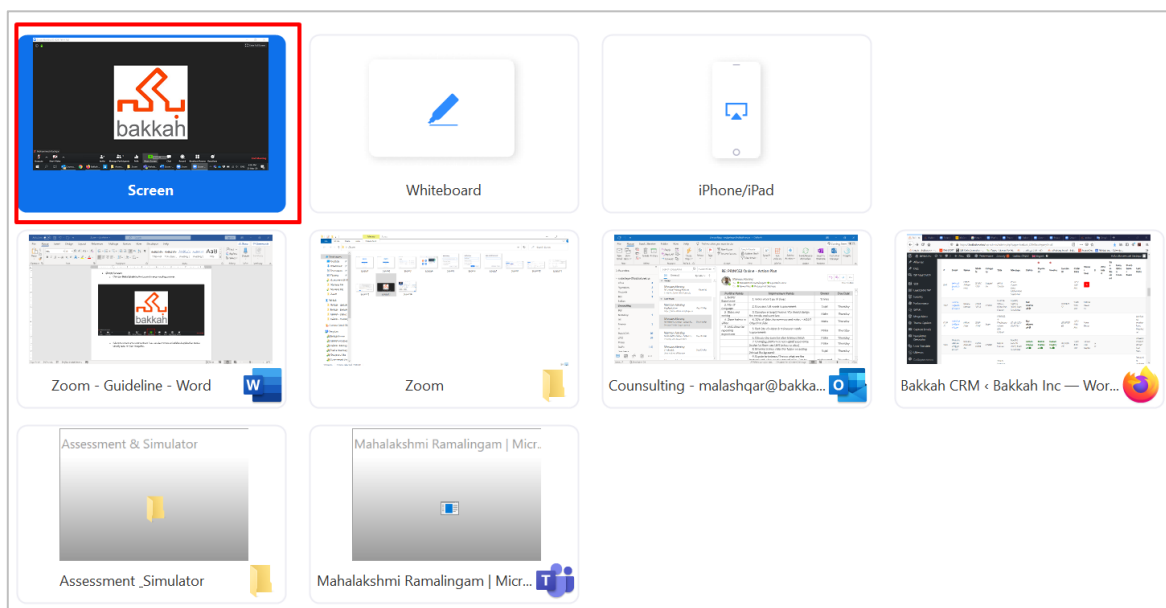


Screen sharing window

- Click the **Share Screen** button located in your meeting controls.



- Select the screen you want to share. You can also choose an individual application that is already open on your computer.





- Enable these features:



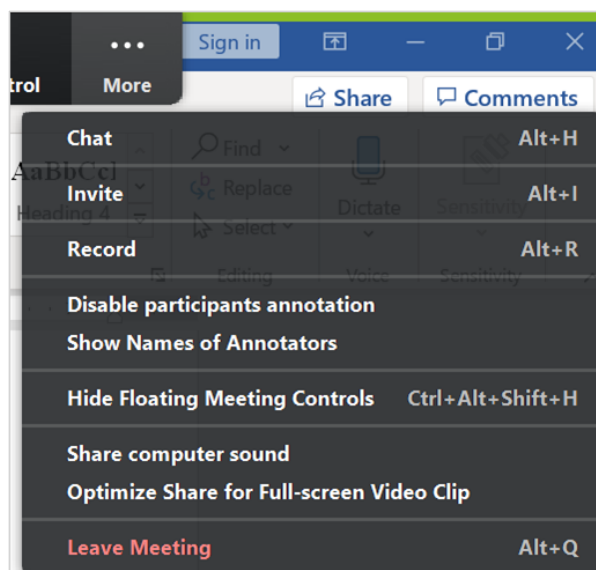
- **Check Share Computer Sound:** If you check this option, any sound played by your computer will be shared in the meeting.
- **Check Optimize for full screen video clip:** Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.

Share screen menu

When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.



- **Mute/Unmute:** Mute or unmute your microphone.
- **Start/Stop Video:** Start or stop your in-meeting video.
- **New Share:** Start a new screen share. You will be prompted to select which screen you want to share again.
- **Pause Share:** Pause your current shared screen.
- **More:** Hover over more for additional options.



- **Chat:** Open the chat window.
- **Invite:** Invite others to join the meeting.

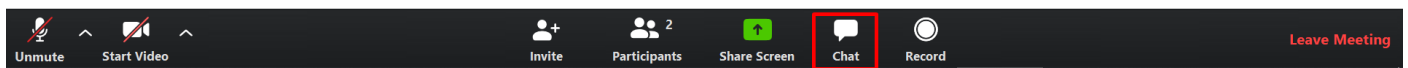


- **Record:** Start recording.
- **Allow/Disable participants annotation:** Allow or prevent the participants.
- **Show/Hide Names of Annotators:** Show or hide the participants' name when they are annotating on a screen share.
- **Optimize Share for Full-screen Video Clip:** Start optimizing for a video clip in full screen mode.
- **End Meeting:** Leave the meeting or end the meeting for all participants.

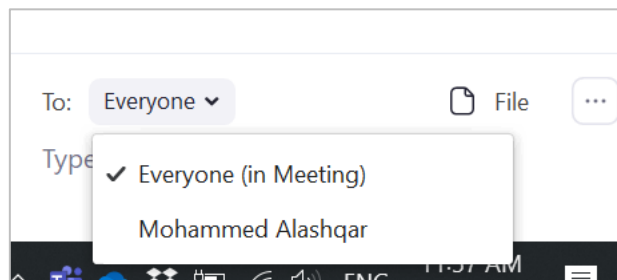
Chat window

The in meeting chat allows you to send chat messages to other users within a meeting. You can send a private message to an individual user or you can send a message to an entire group. The host can choose who the participants can chat with or to disable chat entirely. NOTE: If you enter a Zoom room after the meeting has begun, the chats received prior to that time will NOT be available in the chat window.

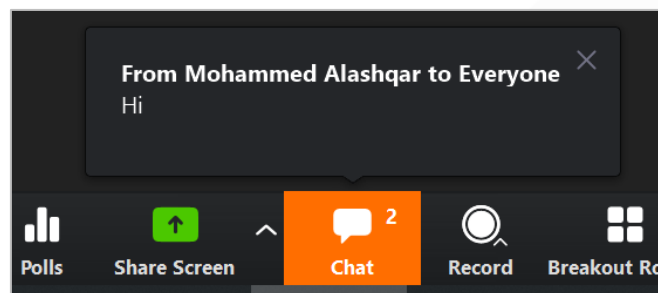
- While in a meeting, click Chat in the meeting controls.



- This will open the chat on the right. You can type a message into the chat box or click on the drop down next to if you want to send a message to a specific person.

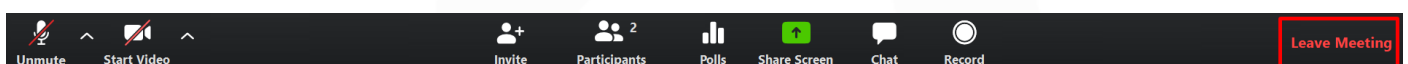


- When new chat messages are sent to you or everyone, a preview of the message will appear and Chat will flash orange in your host controls.



Leave Meeting

To leave a meeting from Zoom, select Leave Meeting.

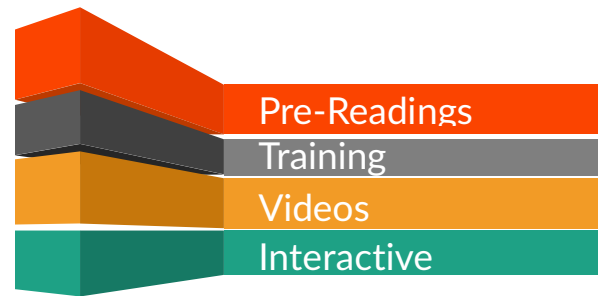
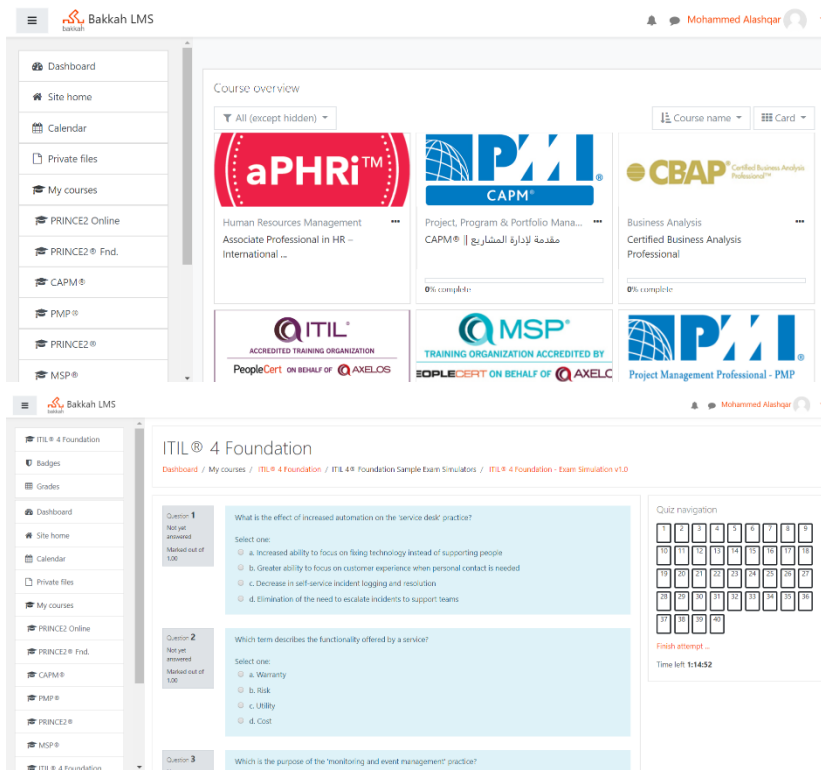




LMS / e-Portal

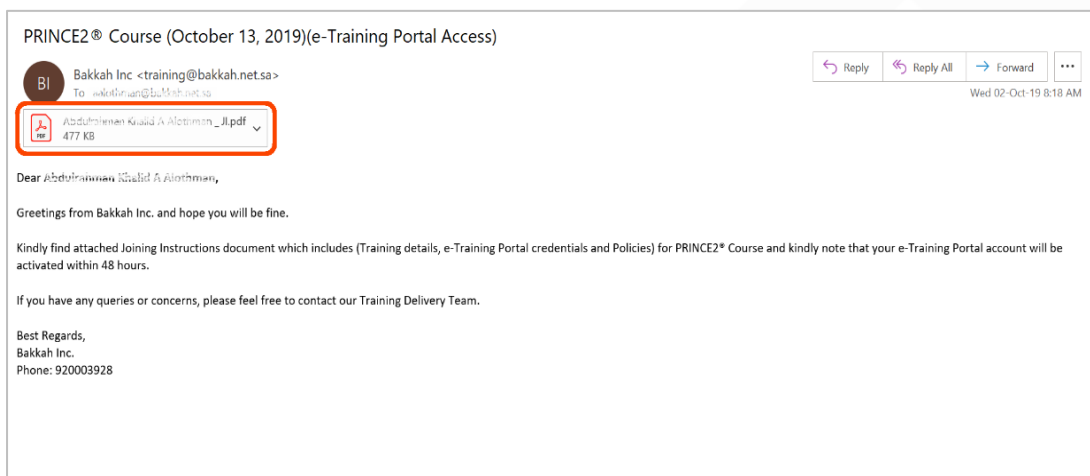
Each Candidate will be given a username and password to access Bakkah LMS to have, you can login in to your account through this website <https://learn.bakkah.net.sa/login/index.php>

- Overview



- User Manual

- Access joining instructions email which received from Bakkah & Open the attached PDF.





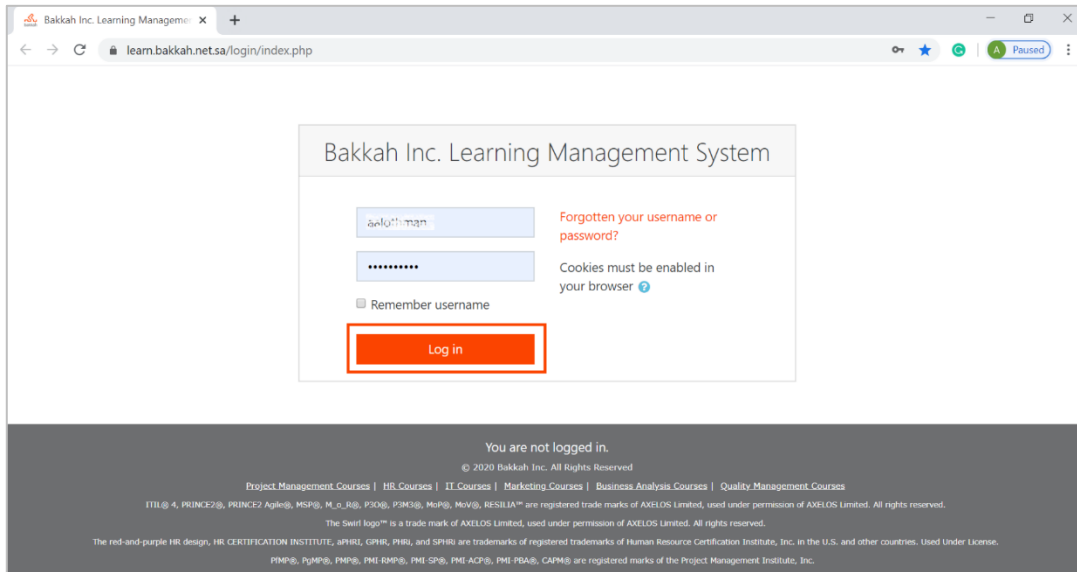
- Find your LMS account details which on joining instructions file.

- Use the link to find Bakkah LMS Website.

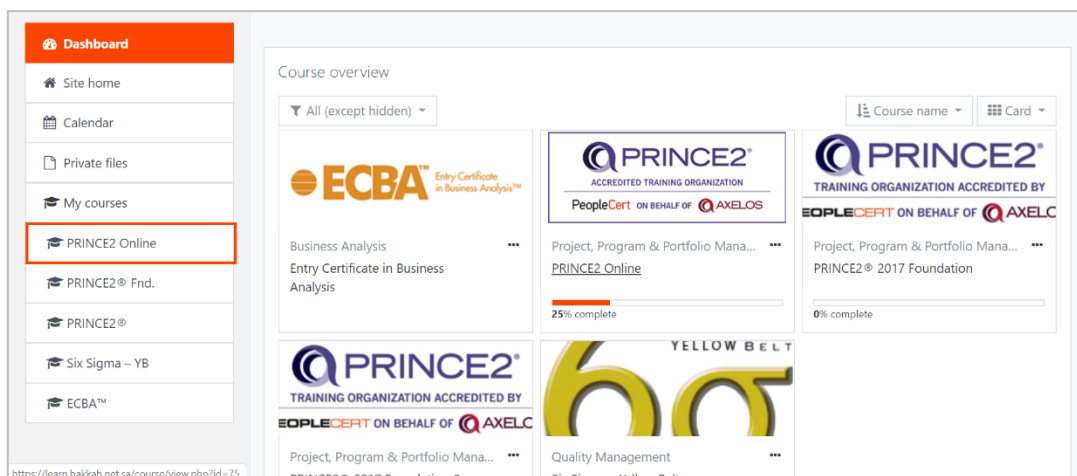
- Fill you LMS details & Log in to your account.



- Fill you LMS details & Log in to your account.

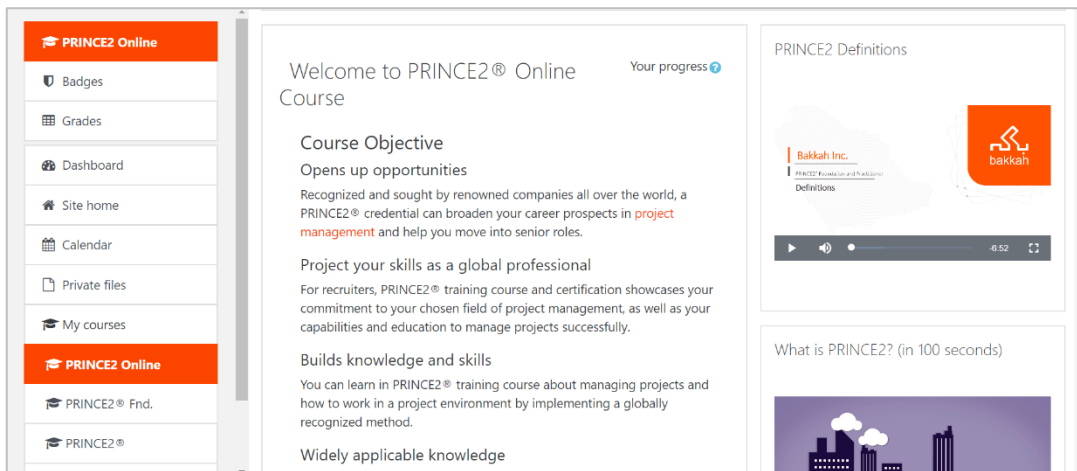


- You will find the course that you registered for on the list.





- Kindly find Pre-Readings & Videos related to the course.



- In addition, you will find below the course materials, Exam Simulations, Interactive Exercises, etc.

