

## [SEJONG ONLINE] ZOOM User Guide

### Requirements for Online Classes

- Technical requirements for devices (phone / iPad / laptop / desktop)
  - fast and stable internet connection
  - audio (device microphone / earphones) and visual (camera) functionality
- Environmental requirements
  - private space to attend your online class
  - a well-lit, quiet environment that is free from environmental noises

### **Step 1: Download ZOOM beforehand**

Download ZOOM on your device (desktop / laptop / smart phone / iPad)

For desktops / laptops, you may find out how to download the software at <https://zoom.us>

For smart phones / tablets / iPads, you may download the app from the app store:



We strongly recommend that all students download the software / app before the start of your first lesson so as to avoid delays.

## **Step 2: Link to your class's ZOOM meeting room**

Everyday, we will send students an email with their class's ZOOM Meeting Room ID for the day (please note that you do not use the same meeting room every week, each lesson/class has a unique meeting room ID). Please expect to receive the email at least 1 hour before the start of your class. We only send it out shortly before the start of class to facilitate including or excluding students on makeup lessons.

[31 MAR] KSH A2T1 WED 6:30PM >

**Sejong Korean Language School (Singapore)** <contact@sejong.com.sg>

to Valerie ▾

Dear Student,

Here is the Zoom Meeting details for today's online class.

Simply click on the link below to access the Zoom online classroom:

<https://us04web.zoom.us/j/580781513>



Thank you.

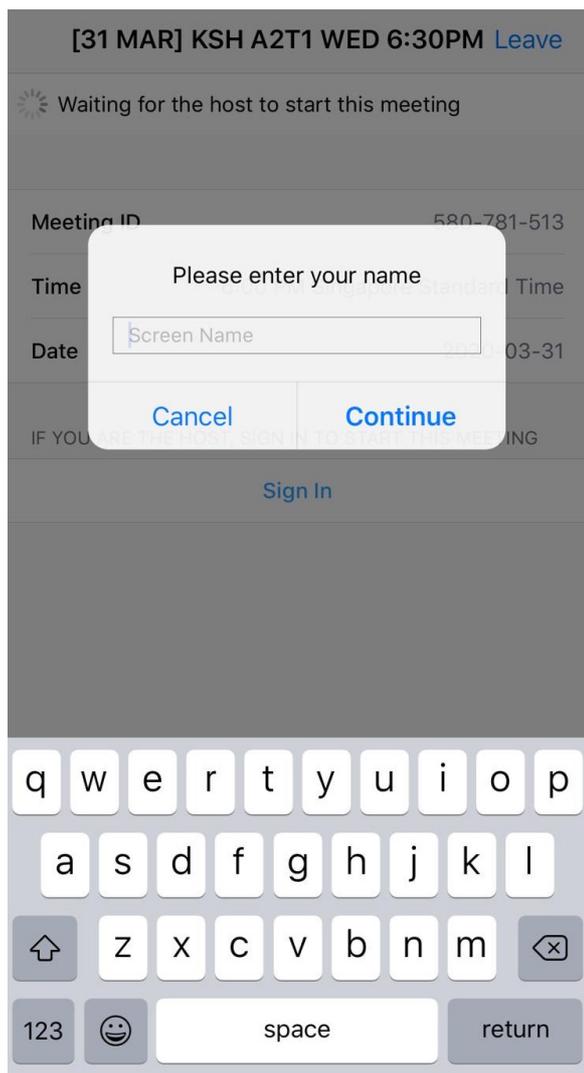
Warmest regards,  
SKLS Administration



SEJONG KOREAN LANGUAGE SCHOOL (SINGAPORE)

### **Step 3: Entering screen name**

Click on the link to be redirected to your ZOOM software / app and enter your screen name.

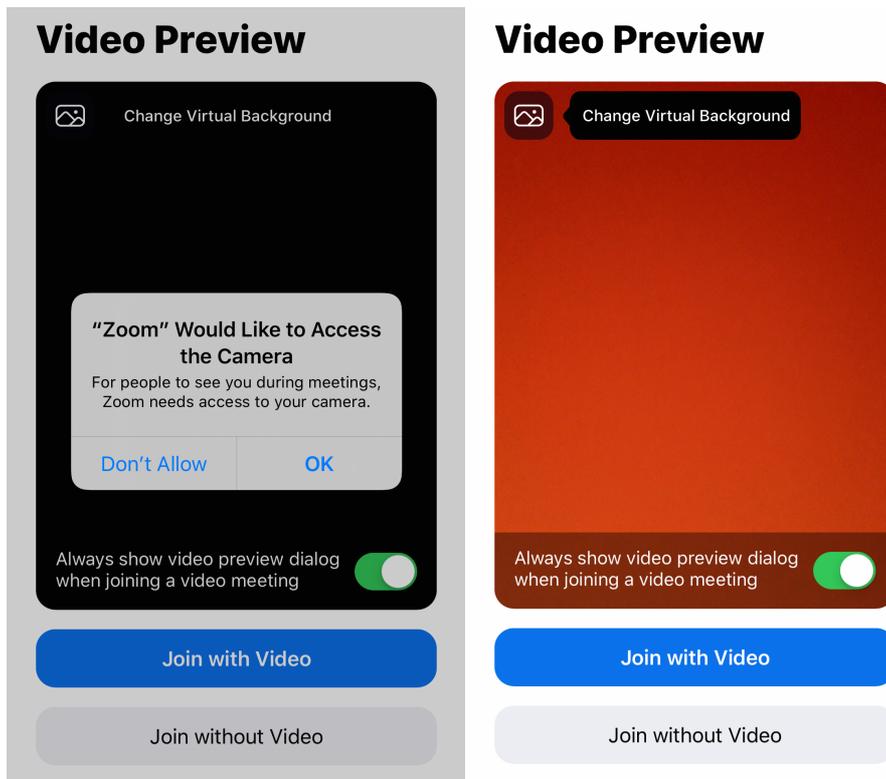


Please use your real name so that teachers are able to identify students properly.

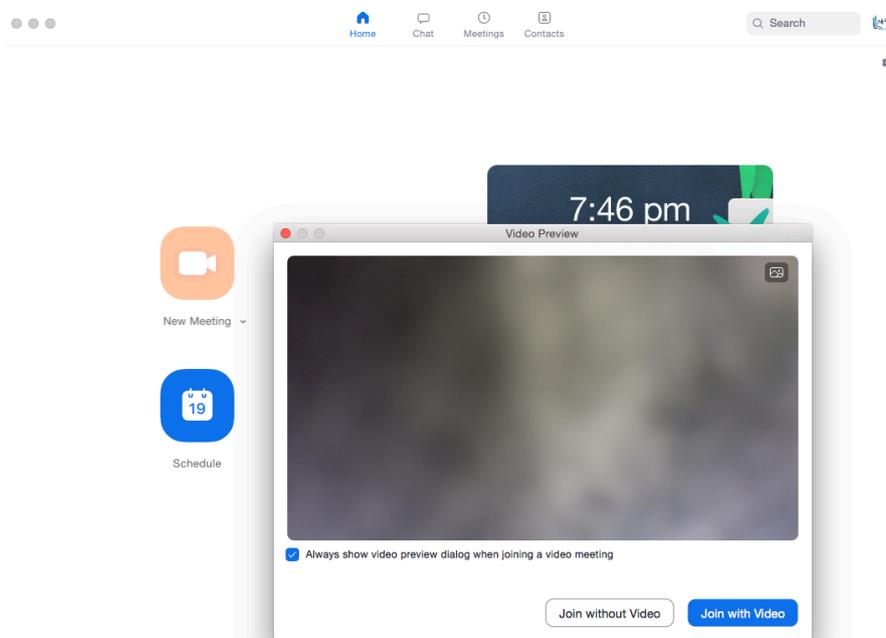
## Step 4: Setting up video

Next, you will be prompted to allow camera access. Please “allow” and “join with video”.

### On Phone / Tablet:



### On Computer:



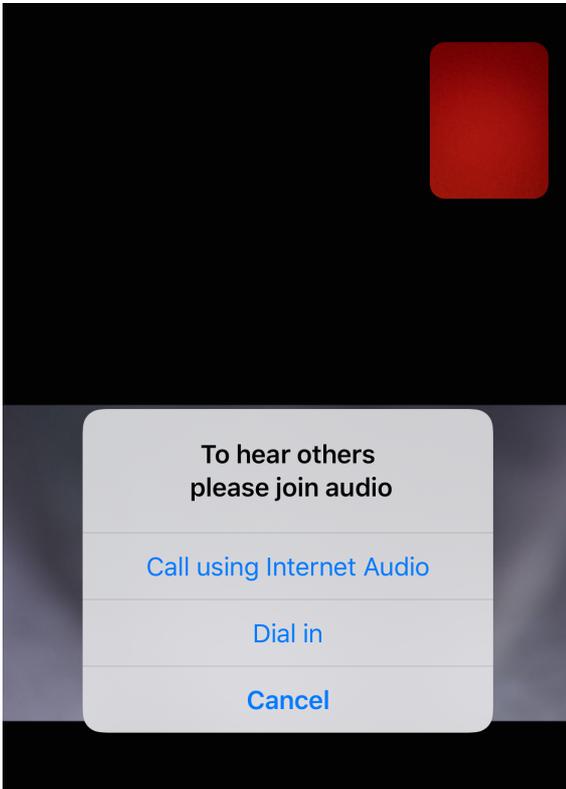
We encourage all students to be fully present on video (don't turn off your video or hide) as an effective language class requires full interaction between students and teacher.

If you would prefer others not to be able to see your background surroundings, you can also choose to “change virtual background”. Your teachers and classmates will be able to see you but not your actual surroundings.

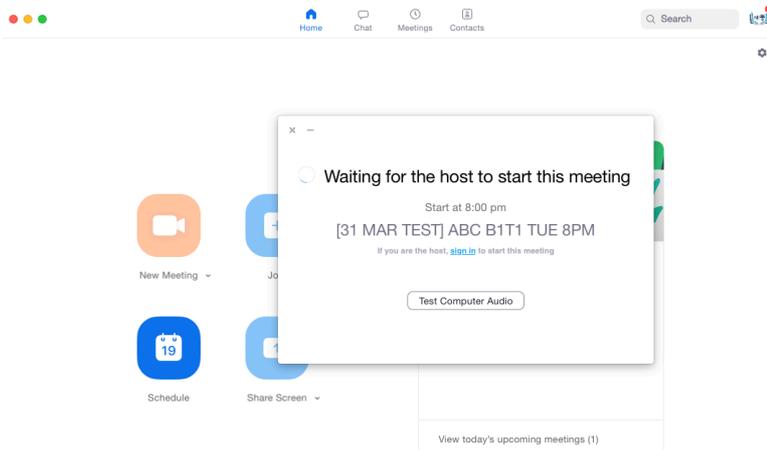
## Step 5: Setting up audio

You will be prompted to join audio. For mobile phone or tablet users, please select “call using internet audio”. For computers, it should automatically connect to your computer audio or your headset if you are using one.

### On Phone / Tablet:

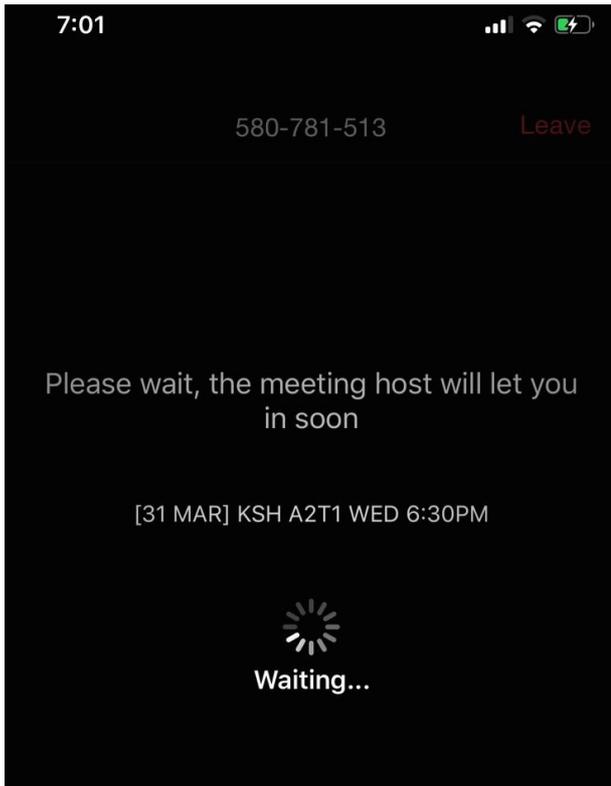


### On Computer:



## Step 6: Wait for your teacher to start the meeting / online class session

On phone / tablet:



On computer:



Please wait, the meeting host will let you in soon.

[31 MAR TEST] ABC B1T1 TUE 8PM

Test Speaker and Microphone

Kindly give your teacher some time to toggle and set up between online classes. Students will be admitted into the virtual classroom / meeting room once the teacher “admits” you into the class.

Please be reminded that audio / video / screen recording of any of our online class lessons is **strictly prohibited**. We ask for all students to be respectful of each other as well as your teacher’s rights to privacy, as well as the school’s intellectual property rights for in class content.

For troubleshooting, please call our front desk at 8688 8803 or email us at [contact@sejong.com.sg](mailto:contact@sejong.com.sg)

Thank you  
SKLS Administration