



AL MISBAAH ACADEMY

SUPPLEMENTARY SCHOOL

Today's Learners, Tomorrow's Leaders

A Guide to Using Zoom

Step One: Opening Zoom

Open your browser and type <https://zoom.us/> or install the **Zoom Cloud Meetings** application on your smartphone or tablet. You may either search for the application or use the links below:



iOS App Store: <https://apps.apple.com/gb/app/zoom-cloud-meetings/id546505307>

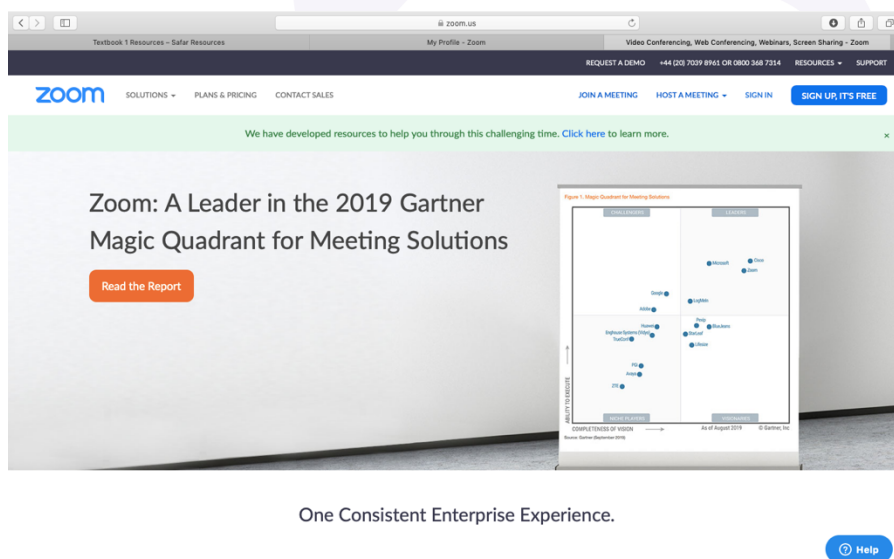
Google Play:

https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en_GB

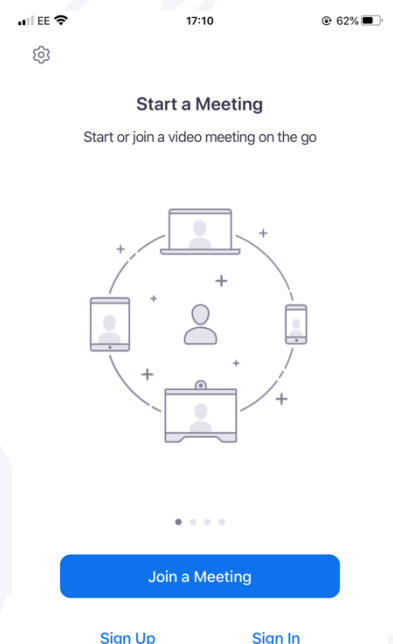
NB: You are **not** required to create an account to use their service and join a meeting with your child's teacher.

You should now see the following:

Browser View



Application View



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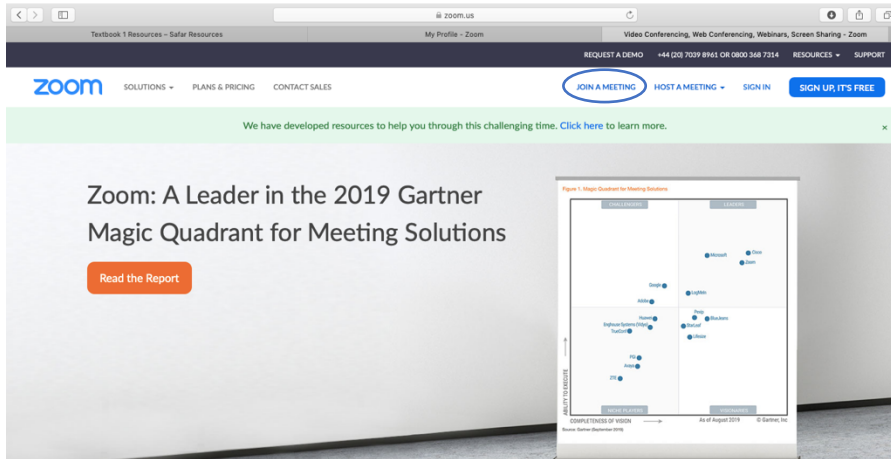
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Step Two: Joining a Meeting

Click on "Join a Meeting".

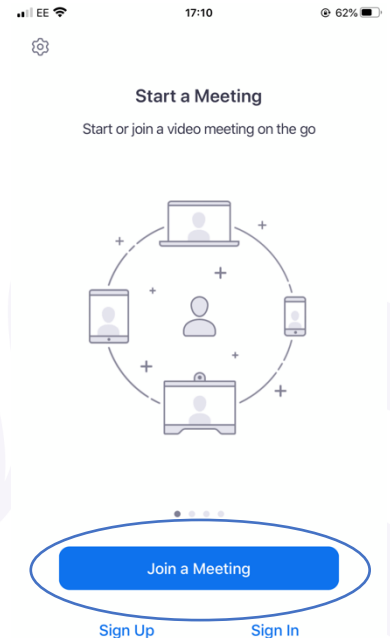
Browser View



One Consistent Enterprise Experience.

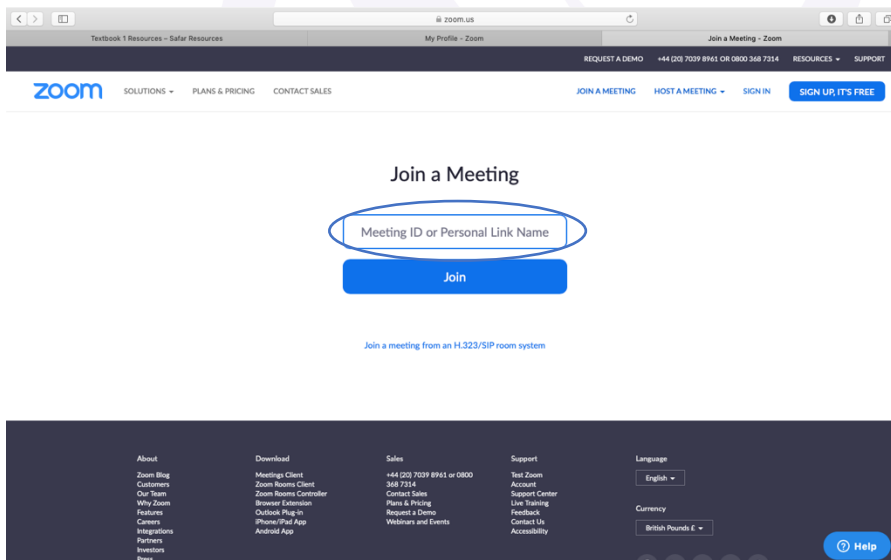
Help

Application View

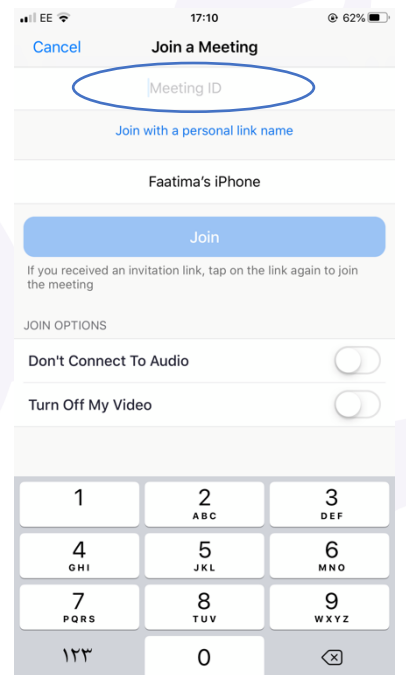


You will be asked to enter a **Meeting ID**. This is a 10-digit code. You will be provided with this by the madrasah for your child's teacher.

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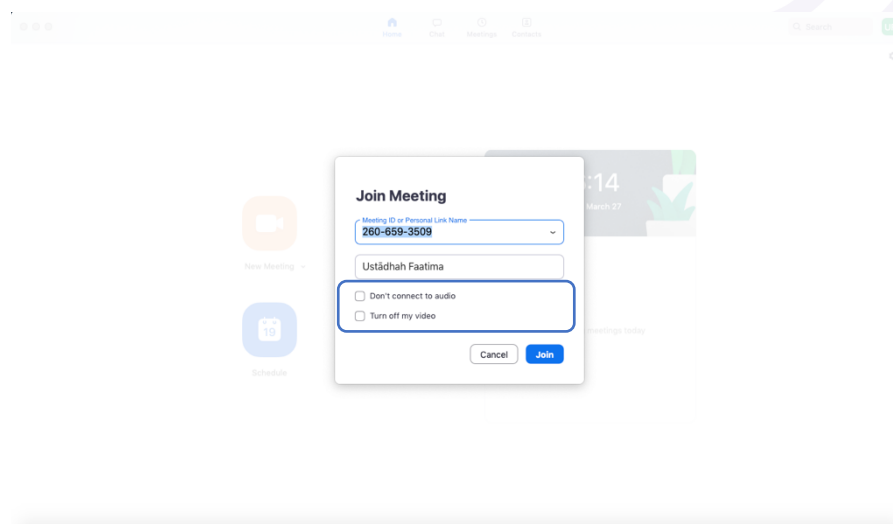
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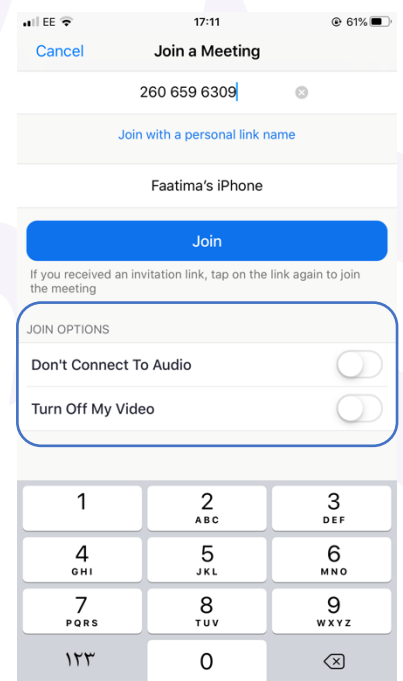
Upon entering the Meeting ID, you will see the following options. Ensure that both of these options are *unchecked*.

You will also see an option to rename yourself. Please use your child's full name so that the teacher may recognise who they are admitting into the meeting room.

Browser View



Application View



Ensure that you allow Zoom to access your camera and microphone, to ensure that your child's teacher can see and hear them.

You may be entered into a waiting room until your child's teacher is ready to admit them into the meeting room. Please wait patiently whilst the teacher admits you.

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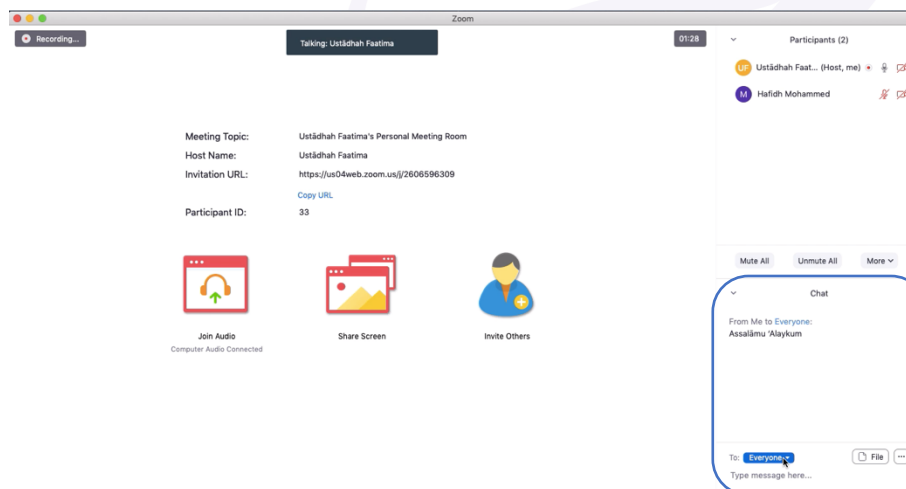
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Useful Features of Zoom

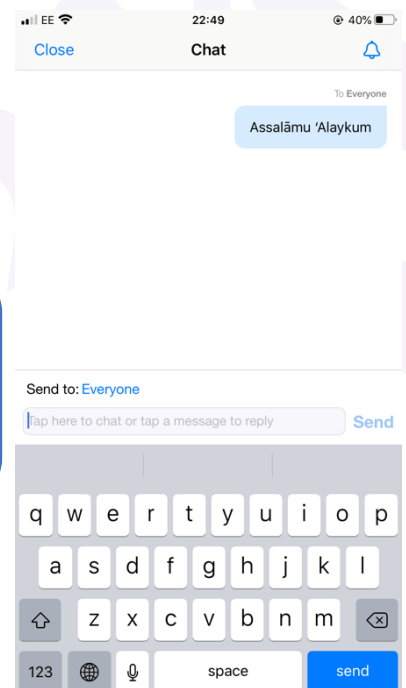
- In order to ask the teacher a question during the lesson, you may speak to the teacher. Alternatively, you may use the chat function on Zoom to type your question. The teacher will be able to view this and respond.

You may also use this feature to privately message the teacher. Click on the drop-down menu under "everyone" and click on the teacher's name to do this.

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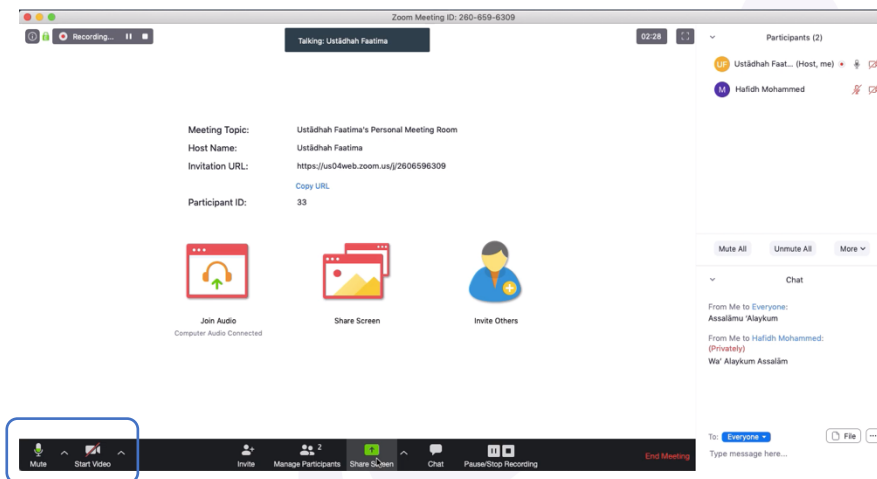
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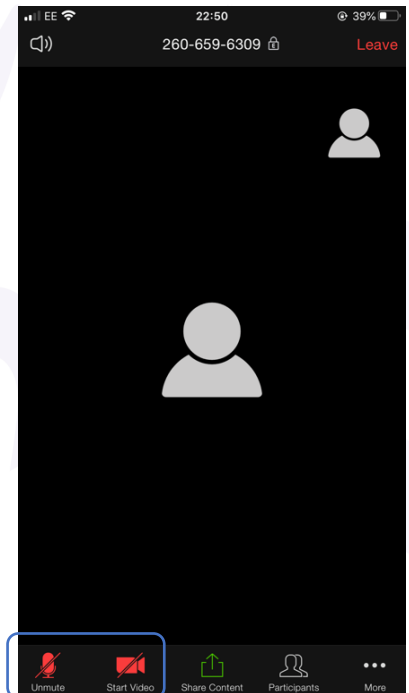
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- In order to mute/unmute your microphone or switch your camera on/off, click on the buttons below:

Browser View

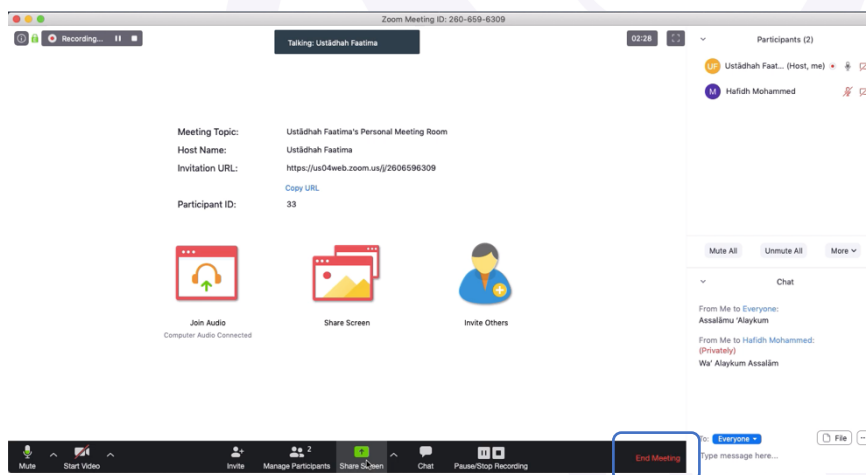


Application View

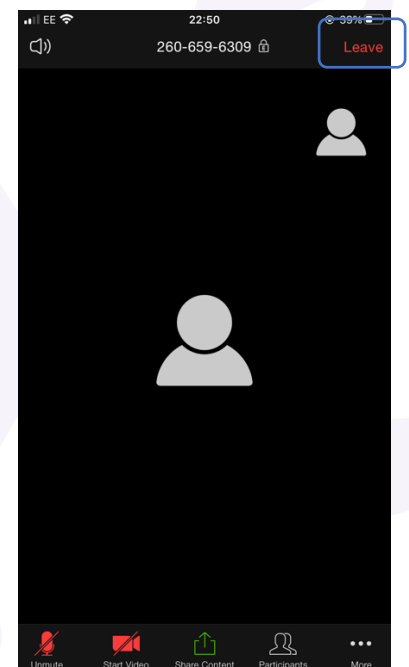


- In order to leave the meeting once the lesson has finished, click on the button below:

Browser View



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Dialling-In to Your Zoom Lesson

The preferred way of using Zoom for your child's lesson is using the internet and joining via the application, in order for your child to take full benefit from the interactive nature of this method of learning.

However, on the occasion when connecting to the internet is not possible, one may also dial-in to a Zoom lesson using a mobile or landline, using the following steps:

1. Dial 02036950088.
2. Enter your child's teacher's Meeting ID and press #.
3. You will now have joined the lesson. The teacher will be able to hear your child.

Important Notes:

1. Please kindly ensure that your child is ready for their lesson at least ten minutes prior to their allocated time, in order to open up the Zoom application and ensure that everything is ready from your side. Every moment of learning is precious!
You may enter the lesson using the Meeting ID prior to the lesson start time. This will ensure that your child is present as soon as the teacher begins the lesson.
2. Kindly ensure that your child is sat in a quiet space away from any background noise or disturbances.
3. Your child should be wearing their madrasah uniform during their Zoom lesson.
4. If your child is taught by an Ustādhah (female teacher), kindly ensure that only a female parent/guardian is present in the room.
5. Ensure that your device is not muted so that your child is able to communicate with their teacher.
6. Secure a strong internet connection. The best way to do this is to use WiFi, if your WiFi connection is strong. Otherwise, you may use mobile data.

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