

BLENDED LEARNING AND ONLINE LIVE COURSES

WHAT DO I NEED TO TAKE PART?

TECHNICAL EQUIPMENT

- **Computer (PC or Mac) or notebook.** iPad, tablet, smartphone can be used but are not recommended
- **Headset with microphone** for the live online sessions (using built-in speakers and microphone during live sessions may cause echo effects or other participants in a live meeting).
- **Stable internet connection** with sufficient bandwidth, specifically for the virtual live sessions

SOFTWARE

For working in your Moodle course room

Recommended Browser: Google Chrome

For the live online sessions

Zoom is used for blended learning courses and other online live courses. There are several ways to get Zoom. If you can, please download and install the app, for best results

- **For desktops and notebooks**
Download the Zoom desktop app on your Mac or PC (for best use of functionalities): <https://zoom.us/download>
- **For mobile devices:**
Download the Zoom app for iOS or for Android on Google Play
- **Alternative option:**
Join a Zoom meeting through a web browser

WHAT ELSE DO I NEED?

Before the start of your course your tutor will send you log-in information for your Zoom meeting. It includes a

- **Link for the Zoom-Meeting**
- **Meeting ID**
- **Password**

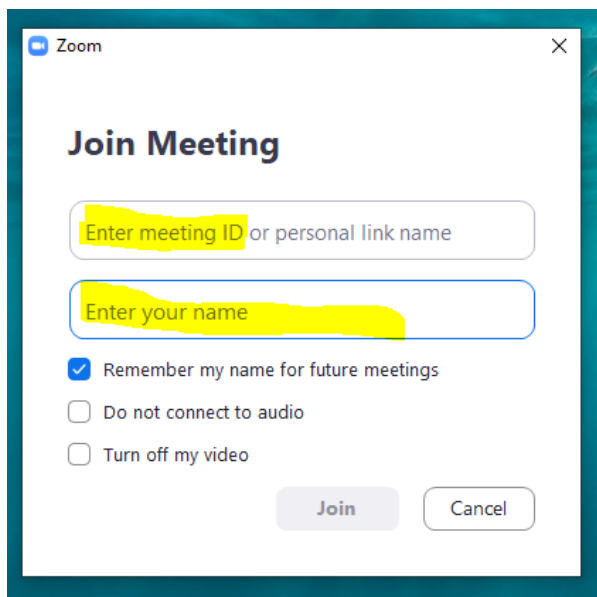
GETTING LOG-IN DETAILS

You will receive the Zoom log-in details from your tutor which include:

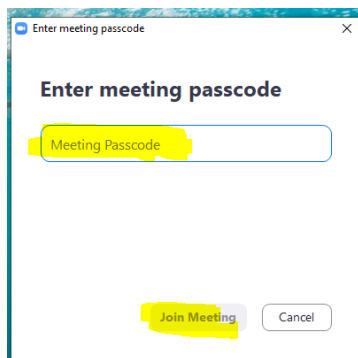
Log-in option 1	Invitation Link which looks similar to that one below https://us02web.zoom.us/j/825 9222 6061?pwd=UONnWUIVTDJ5Wi9qeTVjMmhZaVRNUT9 T
Log-in option 2	Meeting-ID: 825 9222 6061 Password: 19182520 You would use the Meeting ID and Password for log-in when you join directly from the Zoom app

LOG-IN WITH THE ZOOM APP

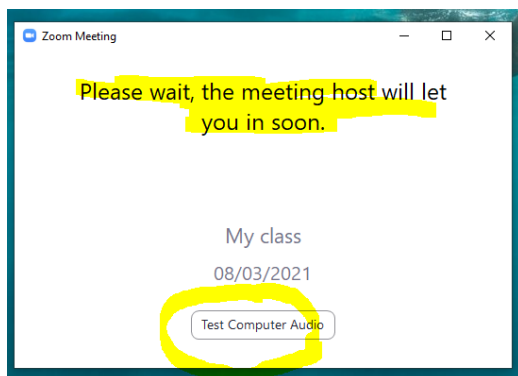
1. Open the Zoom app. You will see the following pop-up window. Please enter the meeting ID you received from your tutor or the language office .and your name.



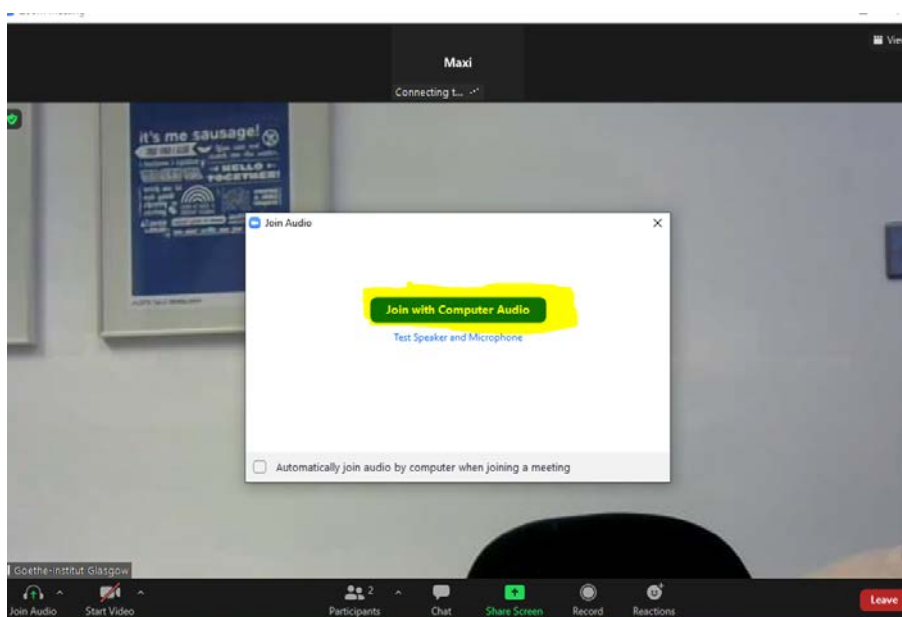
2. In the next pop-up window please enter the passcode you received and click on "Join Meeting"



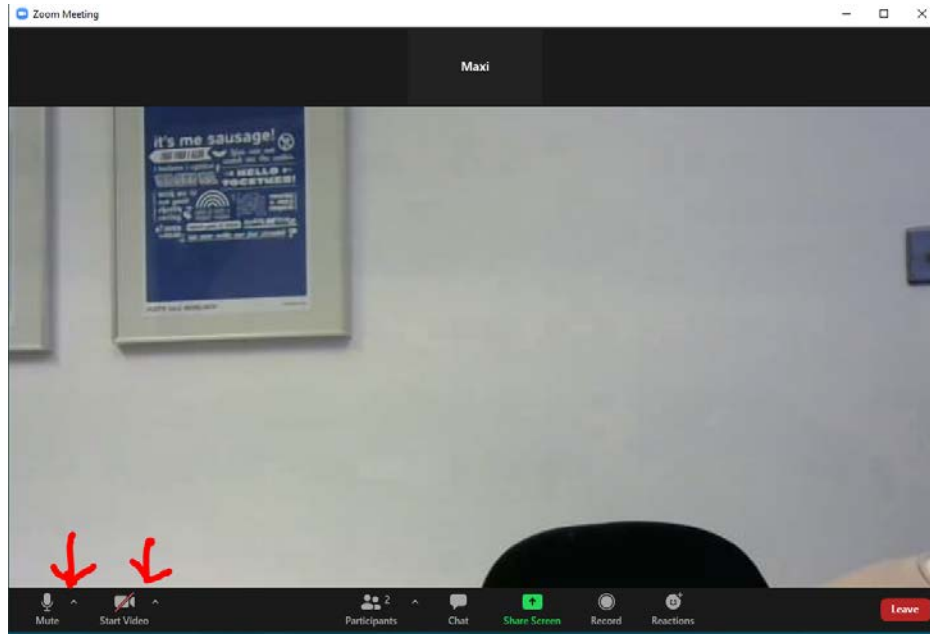
3. Depending how the meeting was set up by your tutor you might be asked to wait until the tutor opens the room for the students. If you have to wait you can use the time to test your computer audio, if you like.



4. Once you have access to the room, another pop-up window appears you need to click on "Join with Computer Audio".

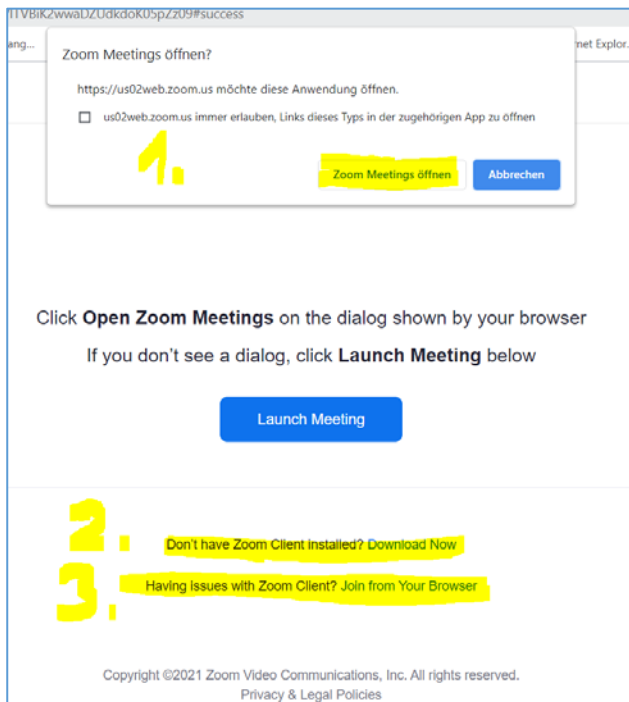


5. Once you are in the room you have the opportunity to adjust the settings. You can switch on or off the camera or the microphone. Also, if camera or the microphone are not working correctly you would check it out here first. You find the settings toggle at the bottom of the Zoom window on a desktop or notebook.. For mobile devices the settings might located somewhere else in the Zoom window.



LOG-IN VIA WEB BROWSER

If you want to join a Zoom session but have not downloaded the app yet or you'd rather not install the Zoom App you can open Zoom **by clicking on the invitation link** you received from your teacher. The following window appears:



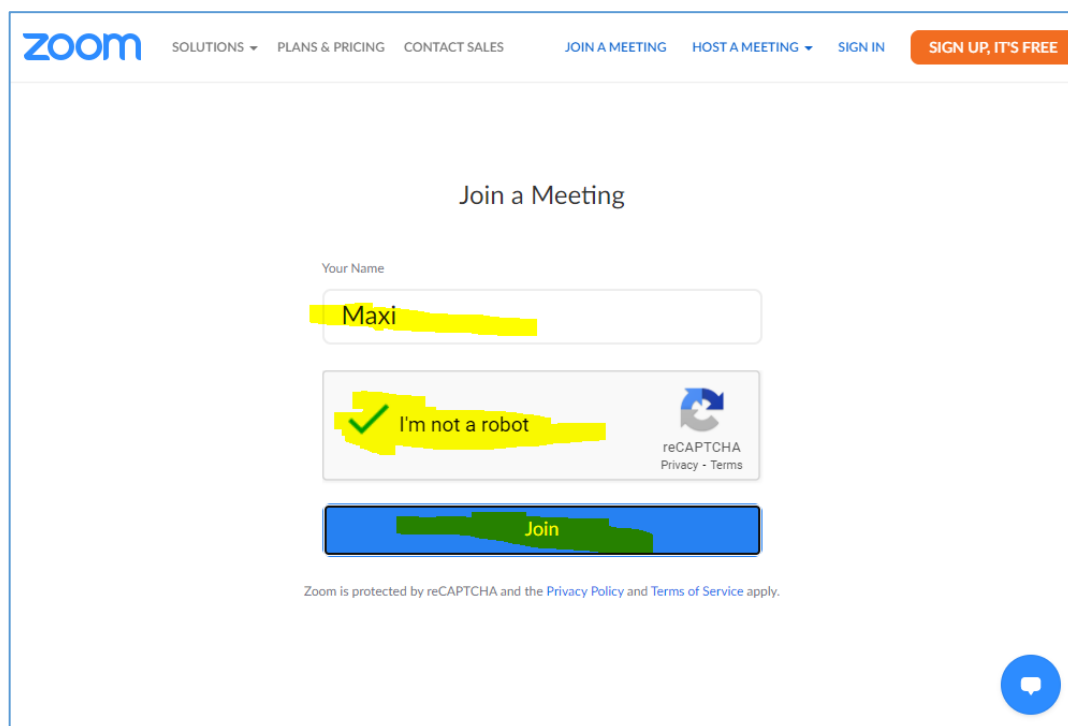
Option 1: By clicking on the button in the Open Zoom Meeting pop-up window you can open the Zoom app - if it is installed on your computer

Option 2: If you haven't installed the Zoom app but would like to, you are offered the chance here to download it.

Option 3: At the bottom of this window you are offered the choice to Open Zoom From Your Browser

To select option 3 you have to close the little pop-up window at the top (if it has appeared). Then you can choose the browser option at the bottom of the page.

This window opens. You need to enter your name, do the "I'm not a robot"-test and click join. And then you will be either in a waiting room (if it is set-up that way by your tutor) and you have to wait until you get access. Or, if no waiting room has been set up, you will be in the Zoom room



The screenshot shows the Zoom website's 'Join a Meeting' form. At the top, the Zoom logo is on the left, and navigation links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN IN' are in the center. A red button on the right says 'SIGN UP, IT'S FREE'. The main heading is 'Join a Meeting'. Below it is a text input field labeled 'Your Name' containing the text 'Maxi'. Underneath is a reCAPTCHA 'I'm not a robot' checkbox, which is checked and highlighted in yellow. To the right of the checkbox is the reCAPTCHA logo and links for 'Privacy - Terms'. Below the reCAPTCHA is a blue 'Join' button. At the bottom of the form, there is a small text line: 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.' A blue speech bubble icon is located in the bottom right corner of the page.

And like in the description above you have the option of checking your audio and video settings once you have entered the Zoom room.