

SANAL SINIF / ZOOM

BİLGİ UZEM

UZAKTAN EĞİTİM MERKEZİ



**İstanbul
Bilgi Üniversitesi**

Click on the “Virtual Classroom / ZOOM” link in your lesson.

Template CourseEN (2021-2022-GÜZ DÖNEMİ)

[Kontrol paneli](#) / [Dersler](#) / [ŞABLON DERSLER](#) / [Template-2021-1-2](#)



Düzenlemeyi aç

Announcements

Syllabus

Guides

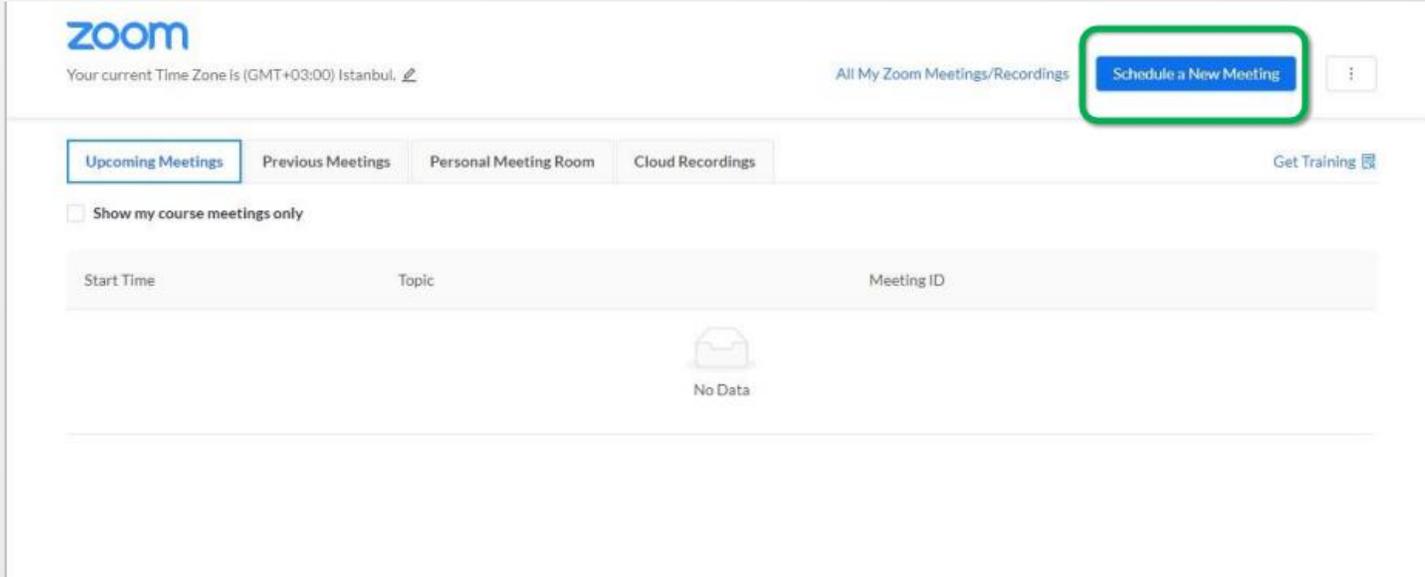
Virtual Classroom

Virtual Classroom / ZOOM

PS: You must have the zoom application installed on your computer.

Click [ZOOM](#) to download.





The screenshot shows the Zoom web interface. At the top left is the Zoom logo and the text "Your current Time Zone is (GMT+03:00) Istanbul." At the top right, there is a link "All My Zoom Meetings/Recordings" and a blue button labeled "Schedule a New Meeting" which is highlighted with a green box. Below this, there are tabs for "Upcoming Meetings", "Previous Meetings", "Personal Meeting Room", and "Cloud Recordings". A checkbox labeled "Show my course meetings only" is present. Below the tabs is a table with columns for "Start Time", "Topic", and "Meeting ID". The table is currently empty, showing a "No Data" message with a folder icon.

Click the "**Schedule a New Meeting**" button to create a new online session link.



Course Meetings > Schedule a Meeting

Topic EFM-204 Week 1

Description (Optional) Enter your meeting description

When 10/01/2020 6:00 PM

Duration 1 hr 0 min

Time Zone GMT+03:00 Istanbul

Recurring meeting

Registration Required

Security Passcode 5g235j Waiting Room

Under “Schedule a New Meeting”

You can edit all the settings related to your live lesson.

Topic: Course code and related week,

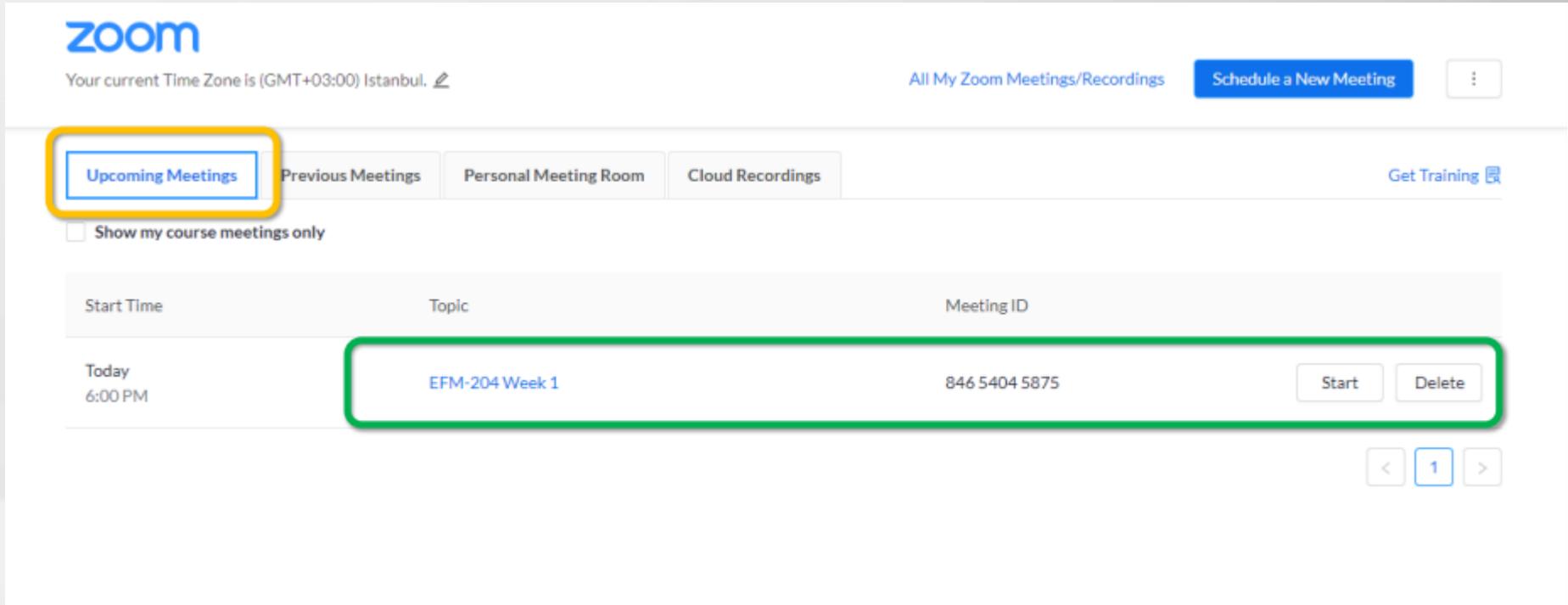
Description: Description about link.

When: Date/Time

Security: You can add and set a passcode for the participants or share the existing passcode.



Under "Upcoming Meetings" You can view the upcoming zoom event links. You must create the links of the courses you will do during the semester.



zoom

Your current Time Zone is (GMT+03:00) Istanbul. [↗](#)

All My Zoom Meetings/Recordings [Schedule a New Meeting](#) [⋮](#)

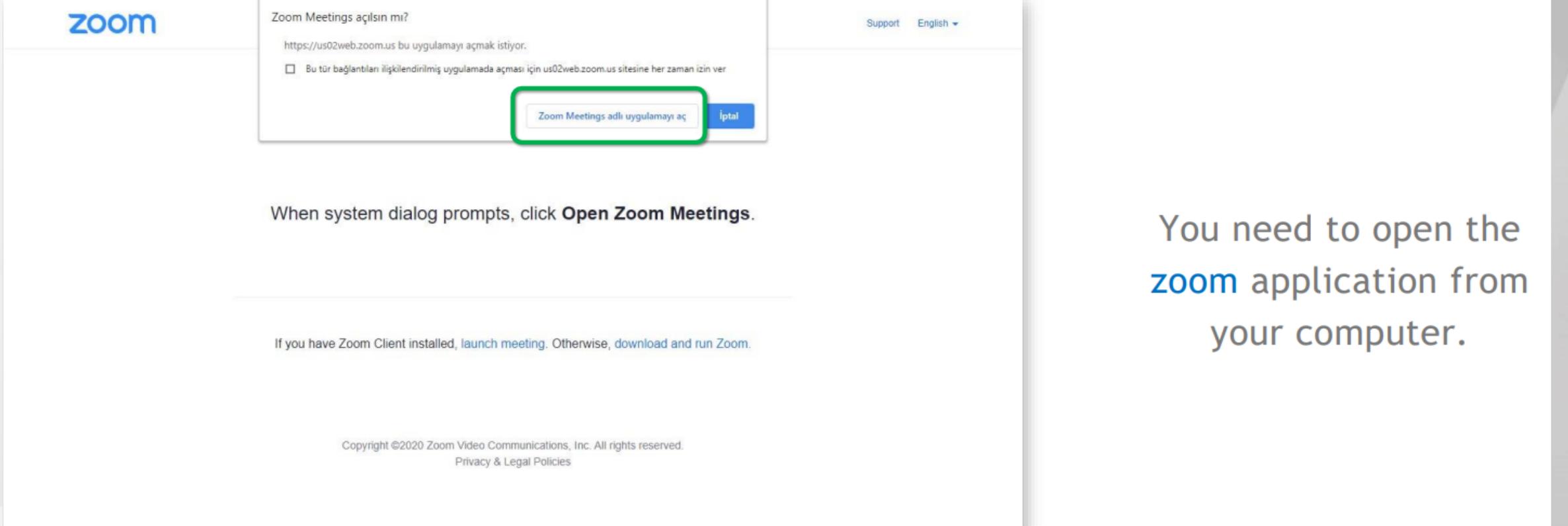
[Upcoming Meetings](#) [Previous Meetings](#) [Personal Meeting Room](#) [Cloud Recordings](#) [Get Training](#) [📖](#)

Show my course meetings only

Start Time	Topic	Meeting ID	
Today 6:00 PM	EFM-204 Week 1	846 5404 5875	Start Delete

< 1 >





The image shows a Zoom system dialog box on the left and a slide on the right. The dialog box has the Zoom logo in the top left, the text "Zoom Meetings açılınsın mı?", a URL "https://us02web.zoom.us bu uygulamayı açmak istiyor.", a checkbox "Bu tür bağlantıları ilişkilendirilmiş uygulamada açması için us02web.zoom.us sitesine her zaman izin ver", and two buttons: "Zoom Meetings adlı uygulamayı aç" (highlighted with a green box) and "İptal". The slide on the right contains the text "You need to open the zoom application from your computer." and a copyright notice at the bottom: "Copyright ©2020 Zoom Video Communications, Inc. All rights reserved. Privacy & Legal Policies".

zoom

Zoom Meetings açılınsın mı?

https://us02web.zoom.us bu uygulamayı açmak istiyor.

Bu tür bağlantıları ilişkilendirilmiş uygulamada açması için us02web.zoom.us sitesine her zaman izin ver

Zoom Meetings adlı uygulamayı aç İptal

Support English

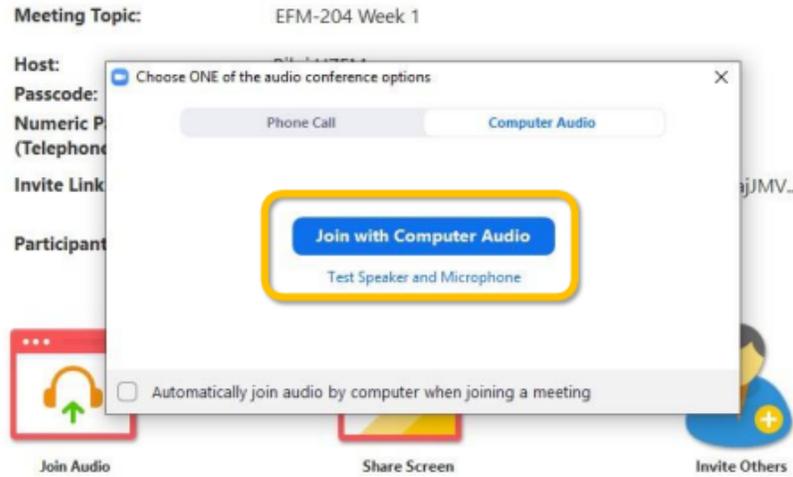
When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

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Privacy & Legal Policies

You need to open the **zoom** application from your computer.





When you log into your live lesson **zoom** application automatically detects the Audio and Camera hardware on your computer and allows you to participate in the lesson.



Talking: Bilgi UZEM

Meeting Topic: EFM-204 Week 1

Host: Bilgi UZEM

Passcode: 5g235j

Numeric Passcode: 579510
(Telephone/Room Systems)

Invite Link: <https://us02web.zoom.us/j/84654045875?pwd=VVUzajJMV...>
[Copy Link](#)

Participant ID: 437277

Select a Microphone

- ✓ Desktop Microphone (4- Microsoft® LifeCam HD-3000)
Same as System

Select a Speaker

- Realtek Digital Output (Realtek(R) Audio)
- HP ZR2440w (NVIDIA High Definition Audio)
- ✓ Speakers/Headphones (Realtek(R) Audio)
Same as System
- Test Speaker & Microphone...
- Switch to Phone Audio...
- Leave Computer Audio
- Audio Settings...

Share Screen

Invite Others

Mute Start Video Security Participants Chat Share Screen Record End

After your online lesson starts, you can click the "Mute" option in the microphone mark to close your voice.

If you are having problems with sound, you can adjust your microphone and speaker settings by clicking the arrow next to the microphone icon and selecting "audio settings".



Talking: Bilgi UZEM

Meeting Topic: EFM-204 Week 1

Host: Bilgi UZEM

Passcode: 5g235j

Numeric Passcode: 579510
(Telephone/Room Systems)

Invite Link: <https://us02web.zoom.us/j/84654045875?pwd=VVUzajJMV...>
Copy Link

Participant ID: 437277

Join Audio

Share Screen

Invite Others

Computer Audio Connected

Select a Camera

- ✓ Microsoft® LifeCam HD-3000
- Choose Virtual Background...
- Choose Video Filter...
- Video Settings...

Mute Start Video Security Participants Chat Share Screen Record End

Like sound, you can turn off your video with the "**Stop Video**" option and then turn it on again.

If your home environment is unsuitable, you can change the zoom background to conceal it.

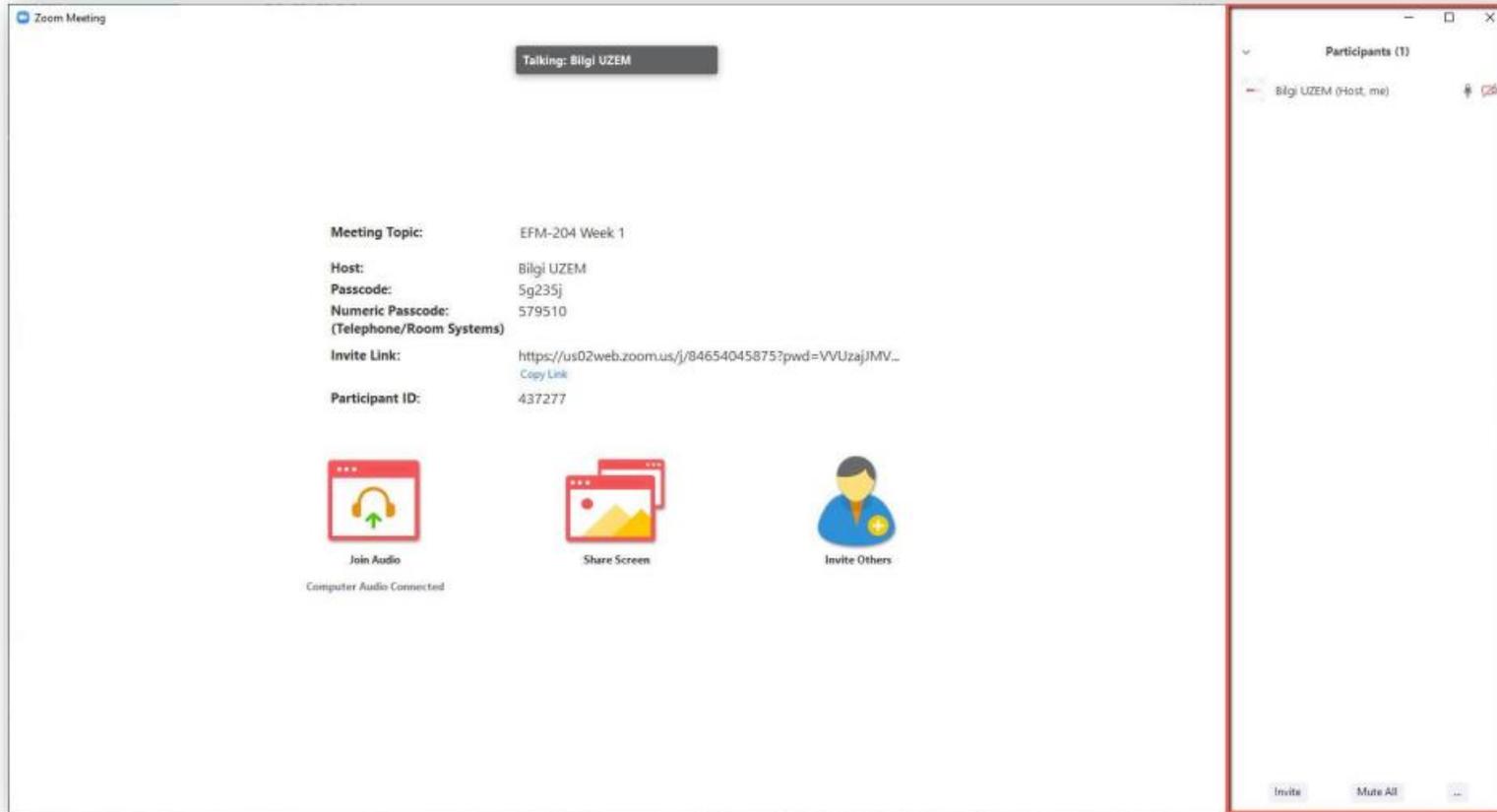
When you click the arrow next to the video icon in the lower left corner, you can change the background with the "**Choose Virtual Background**" option.



The screenshot shows a Zoom meeting interface. At the top, there is a 'Talking:' indicator. Below it, the meeting details are listed: Meeting Topic: EFM-204 Week 1, Host: Bilgi UZEM, Passcode: 5g235j, Numeric Passcode: 579510, Invite Link: https://us02web.zoom.us/j/84654045875?pwd=VVUzajJMV..., and Participant ID: 437277. Below the details are three icons: 'Join Audio', 'Share Screen', and 'Invite Others'. A 'Security' menu is open, showing options: 'Lock Meeting', 'Enable Waiting Room', and 'Allow participants to:' with sub-options: 'Share Screen', 'Chat', 'Rename Themselves', and 'Unmute Themselves'. The bottom toolbar includes 'Mute', 'Start Video', 'Security', 'Participants', 'Chat', 'Share Screen', 'Record', and 'End'.

There are properties in Security like Lock Meeting, Enable Waiting Room, Allow Participants to Share Screen, Allow Participants to Chat, Allow Participants to rename themselves. In other words, you can ensure that no one is included in the class by locking the course. By activating the waiting room, you can allow future attendees to enter a waiting room before joining the class, and then you can take these participants to the class individually or collectively. You can allow attendees to screen share, chat with each other, and change their names.



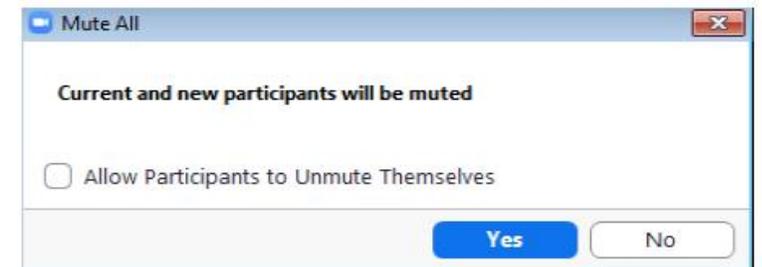


The screenshot shows a Zoom Meeting window. At the top, it says "Zoom Meeting" and "Talking: Bilgi UZEM". Below this, there are meeting details: Meeting Topic: EFM-204 Week 1, Host: Bilgi UZEM, Passcode: 5g235j, Numeric Passcode: 579510, Invite Link: https://us02web.zoom.us/j/84654045875?pwd=VVUzajlMV... (with a Copy Link button), and Participant ID: 437277. There are three icons: "Join Audio" (with "Computer Audio Connected" below it), "Share Screen", and "Invite Others". On the right side, there is a "Participants (1)" panel with a red border, showing "Bilgi UZEM (Host, me)" with a microphone icon and a "Mute All" button at the bottom.

With the "Participants" option, you can adjust the settings related to your students.

For example, "Mute All" at the bottom of the page, you can mute all participants with the option, and you can unmute all participants with the "Unmute All" option.

To prevent participants from turning their own voices on, you need to uncheck the "Allow Participants to Unmute Themselves" option..



The screenshot shows a "Mute All" dialog box. It has a title bar with "Mute All" and a close button. The main text says "Current and new participants will be muted". Below this, there is a checkbox labeled "Allow Participants to Unmute Themselves" which is currently unchecked. At the bottom, there are two buttons: "Yes" and "No".



The screenshot displays a Zoom meeting interface. At the top, it says "Zoom Meeting" and "Talking: Bilgi UZEM". The meeting details are as follows:

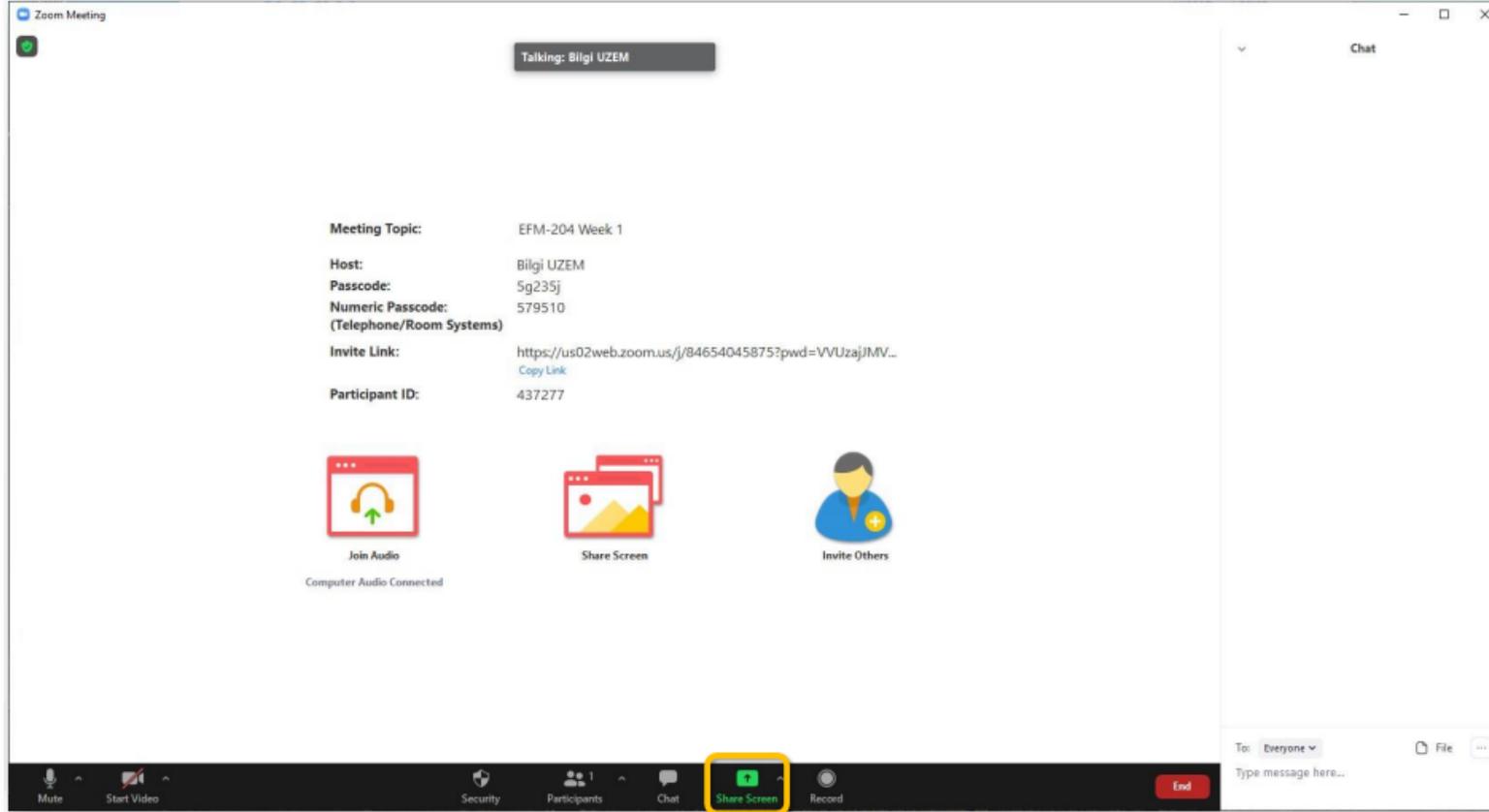
- Meeting Topic: EFM-204 Week 1
- Host: Bilgi UZEM
- Passcode: 5g235j
- Numeric Passcode: 579510
- (Telephone/Room Systems)
- Invite Link: <https://us02web.zoom.us/j/84654045875?pwd=VVUzajJMV...>
- Copy Link
- Participant ID: 437277

Below the details are three icons: "Join Audio" (with a headset icon and "Computer Audio Connected" text below it), "Share Screen" (with a screen icon), and "Invite Others" (with a person icon). At the bottom, there is a toolbar with icons for Mute, Start Video, Security, Participants, Chat (highlighted with a yellow box), Share Screen, Record, and End.

On the right side, a "Chat" window is open, showing a "To:" dropdown menu set to "Everyone", a "File" icon, and a text input field labeled "Type message here..".

You can type a message in the chat box or click the drop-down menu next to "To" if you want to send a message to a specific person.





Zoom Meeting

Talking: Bilgi UZEM

Meeting Topic: EFM-204 Week 1

Host: Bilgi UZEM

Passcode: 5g235j

Numeric Passcode: 579510

(Telephone/Room Systems)

Invite Link: <https://us02web.zoom.us/j/84654045875?pwd=VVUzajJlMV...>
[Copy Link](#)

Participant ID: 437277

Join Audio
Computer Audio Connected

Share Screen

Invite Others

Mute Start Video Security Participants Chat **Share Screen** Record End

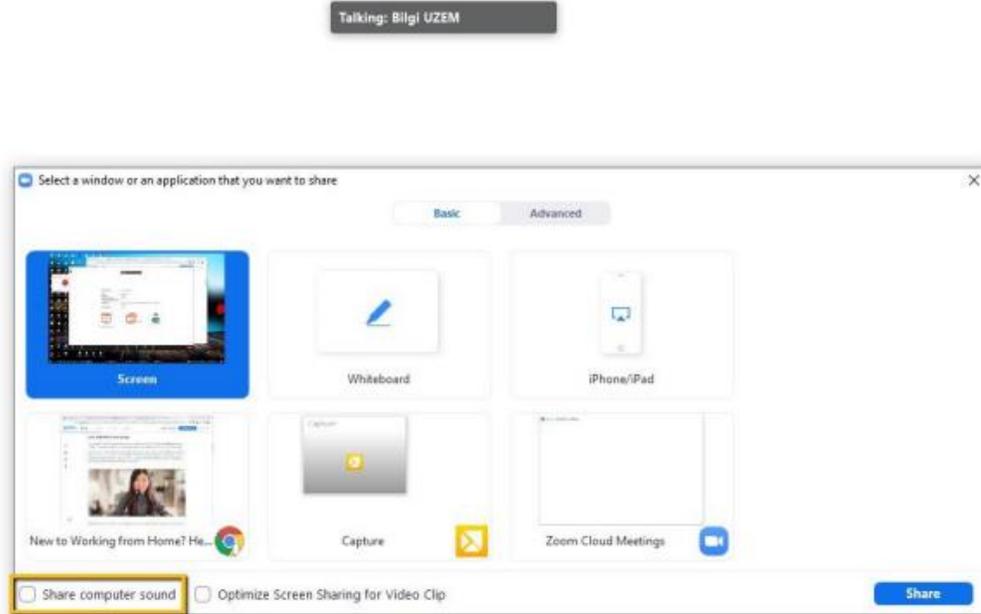
Chat

To: Everyone

Type message here...

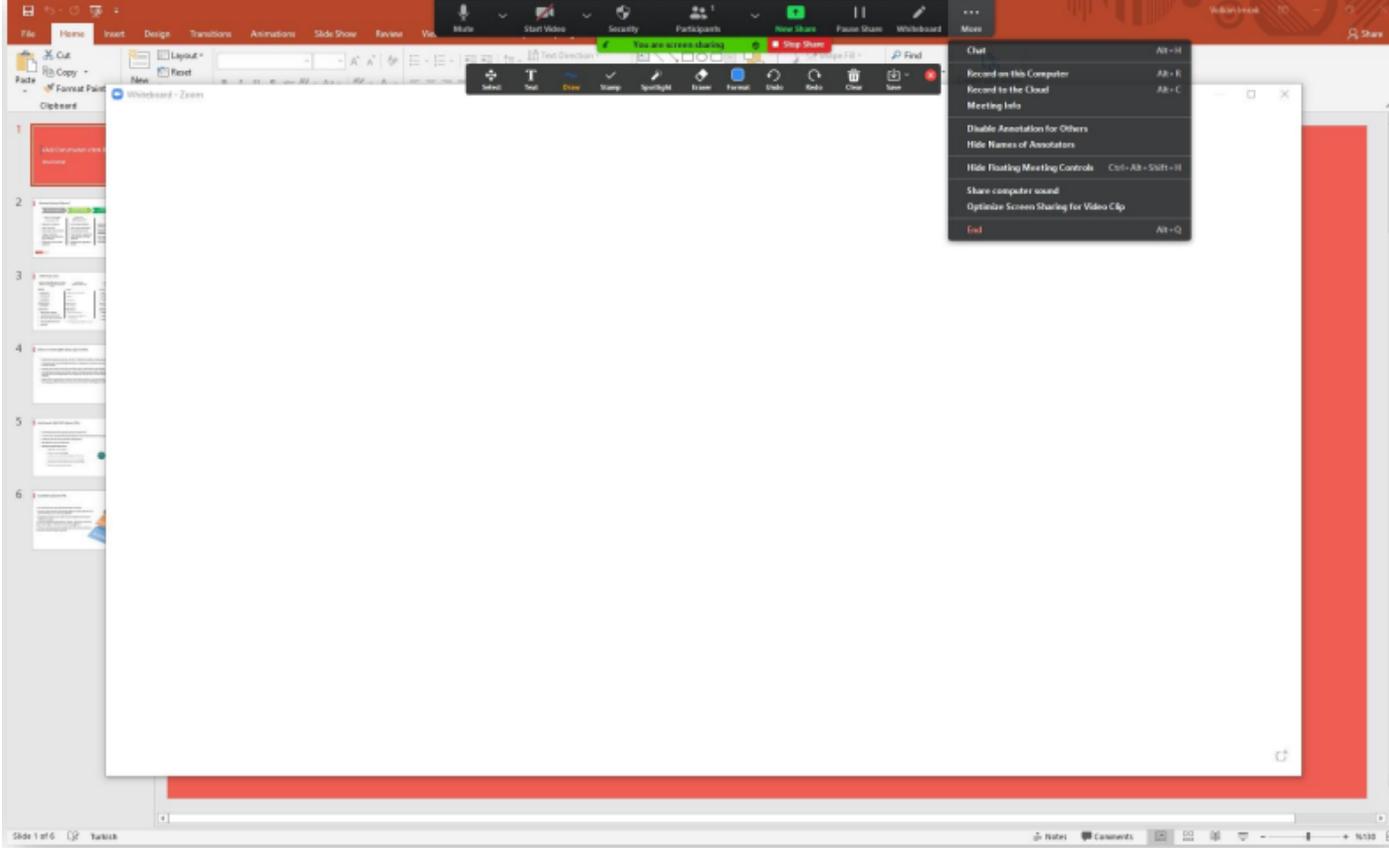
You can also screen share. With the “Share Screen” option, you can share your screen during the lesson and let your students see your files.





In order to open audio files, you need to check the "Share computer sound" option.





You can stop your screen sharing and view the messages from the chat screen by clicking the zoom interface tab at the top during screen sharing.



The screenshot displays the Zoom meeting interface. On the left, there is a sidebar with meeting details: Meeting Topic, Host, Passcode, Numeric Passcode (Telephone/Room Systems), Invite Link, and Participant ID. Below this is a 'Join Audio' button with a headset icon and the text 'Computer Audio Connected'. The main area shows a 'Talking:' window with a user icon and a plus sign, and an 'Invite Others' button. At the bottom, a control bar contains icons for Mute, Start Video, Security, Participants, Chat, Share Screen, Record, and End. A yellow box highlights the 'Record' button. A context menu is open over the 'Record' button, showing two options: 'Record on this Computer' (Alt+R) and 'Record to the Cloud' (Alt+C), with 'Record to the Cloud' underlined in red.

You can start lecture recording with the "Record to the Cloud" button.



zoom

Your current Time Zone is (GMT+03:00) Istanbul. [📍](#)

All My Zoom Meetings/Recordings

[Schedule a New Meeting](#)

⋮

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Cloud Recordings

[Get Training](#) [📄](#)From To Search By Show my course recordings only

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	ZOOMTESTCOURSETR	816 6499 2861	Oct 1, 2020 16:47	2 Files (1 MB)	<input type="button" value="Delete"/>

< 1 >

Recording file will be displayed on the "**Cloud Recordings**" page within 1 hour after the lesson.



zoom

Your current Time Zone is (GMT+03:00) Istanbul. [📍](#)

All My Zoom Meetings/Recordings

[Schedule a New Meeting](#)[Upcoming Meeting](#)[Previous Meetings](#)[Personal Meeting Room](#)[Cloud Recordings](#)[Get Training](#) Show my course meetings only

Start Time	Topic	Meeting ID	
Wed, Sep 30 11:00 AM	ZOOMTESTCOURSETR Host Furkan Sucuođlu	832 6518 6372	Report

< 1 >

Under the "**Previous Meetings**" menu

You can view
previously realized
zoom course links.



zoom

Your current Time Zone is (GMT+03:00) Istanbul. [📍](#)[All My Zoom Meetings/Recordings](#)[Schedule a New Meeting](#)[Upcoming Meetings](#)[Previous Meetings](#)[Personal Meeting Room](#)[Cloud Recordings](#)[Get Training](#)

Topic

Bilgi UZEM's Personal Meeting Room

Time

Add to

[Google Calendar](#)[Outlook Calendar \(.ics\)](#)[Yahoo Calendar](#)[Meeting ID](#)

458 780 5138

[Join URL](#)<https://us02web.zoom.us/j/4587805138>[Copy the invitation](#)

Security

[× Passcode](#) [× Waiting Room](#)

Video

Host off

Participant off

Audio

Telephony and Computer Audio

Under the "Personal Meeting Room" menu, you can edit your personal and lesson-related options. Copy and forward Meeting ID or Join URL link for the guests you want to attend your online course

