

# ZOOM HANDBOOK

## STUDENT VERSION

ACADEMIC YEAR  
2022 / 2023



ACADEMY  
*for* JEWISH  
RELIGION

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# 1. Introduction

The Academy for Jewish Religion has been teaching hybrid and online-only courses since 2017. As of 2022, almost all of our classes are offered online. Though our students come from all over North America (and increasingly, the world!) we have truly fostered one community, full of compassionate, connected learners. We strive to foster a feeling of connectedness that permeates everything we do at AJR—be that in classes, meetings, prayer, or song.

The following is written for students. The faculty section officially begins in Section 5. However, as a faculty member, you should acquaint yourself with the entirety of this document as it offers an introduction to the basics of Zoom and the student's perspective.

## What is Zoom?

Since the pandemic, many people have been using the Zoom platform. However, for those who are unfamiliar with the software, Zoom is the video conferencing software we use to conduct classes at the Academy for Jewish Religion. It functions similarly to Skype or FaceTime, with a few added features that allow for more in-depth learning opportunities. Through Zoom, students and teachers are able to participate in classes, learning together in real-time.

The Zoom website offers a comprehensive [Getting Started](#) page, which introduces you to all its functionality, as well as information on how to download, install, and run the software. Zoom can be launched through your internet browser in most cases, though it is recommended that you download Zoom onto whatever device you plan on using for classes.

## 2. Using Zoom

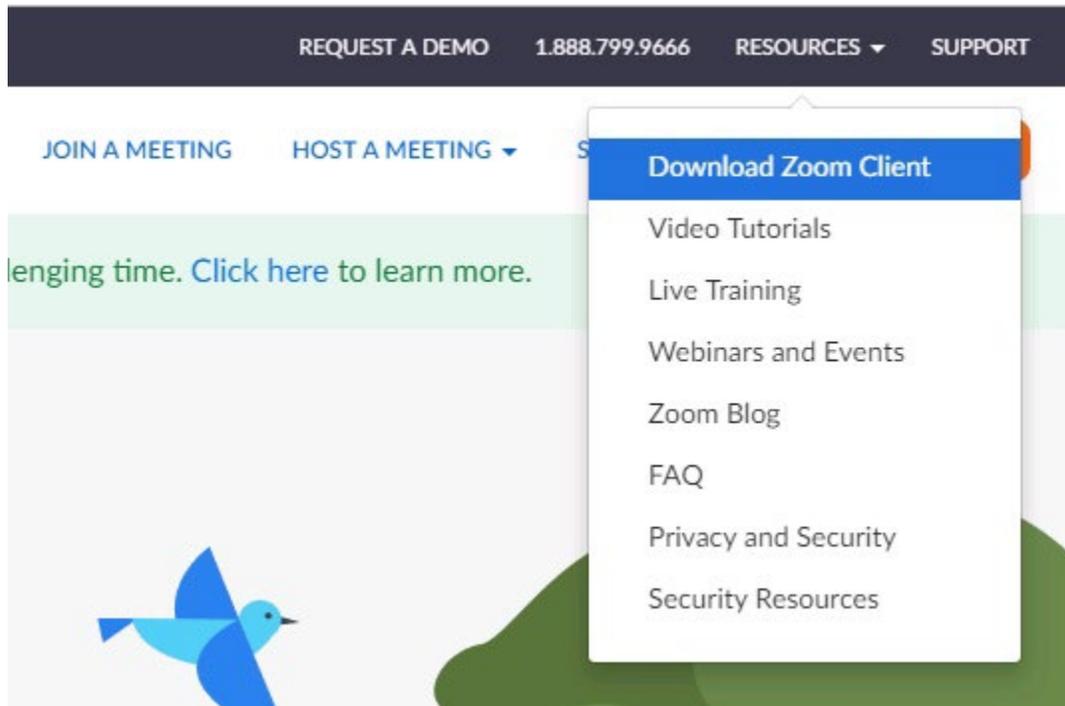
Zoom can be run through your internet browser simply by clicking on a meeting link. (Which looks like this, with a string of randomly generated numbers at the end: <https://zoom.us/j/xxxxxxxxxx>)

However, for ease of use, it is highly recommended that you download Zoom and create a free account on their [website](#).

### Installing Zoom

To download Zoom, first head to <https://zoom.us>. Under **Resources** on the top right of the webpage, select **Download Zoom Client**. Underneath the **Zoom Client for Meetings** heading, click the big blue **Download** button (or click [here](#) for a direct download link).

This will begin downloading Zoom onto your chosen device. Once **ZoomInstaller.exe** is finished downloading, open the program and allow the installer wizard to complete the installation process.



**Note:** Zoom is available for tablets and phones—via the App Store for Apple devices; using the above instructions for others—though we require that you **do not use** a phone for attending classes via Zoom. [\[More on this in Section 4\]](#)

### Running Zoom

To properly run Zoom and participate in AJR classes, you will need the following:

- A device that can run Zoom. (We do not permit the use of phones for classes.)
- A strong internet connection.
- A camera.
- A microphone.

Given that Zoom functionality needs to be near-perfect in order for student learning (both yours and your classmates) to not be compromised, we require the following technological baselines for participation in AJR classes:

- A device (computer or tablet—**not** a phone) with a screen large enough to clearly see all fellow participants as well as the whiteboard.
- If this device does not have built-in audio systems, or if those systems interfere with your ability to be heard clearly, you will need headphones.
- A strong internet connection capable of at least 25Mbps (upload).
- A quality camera capable of at least 720p (standard HD).
- A quality microphone that allows you to be heard clearly at all times. Built-in microphones are often insufficient for this purpose, and an external microphone is therefore preferred.\*

\*Cantorial students are required to have a high quality microphone for musical purposes. If you need guidance on what kind of microphone to purchase, please contact our [Media Coordinator](#) or [Dean of Cantorial Studies](#).

Please note that if your equipment is not up to par it does not simply impact on your Zoom experience, it can also detract from the experience of others. If you are difficult to see or hear it can negatively affect the learning of other students, and limits the ability of the teacher to conduct class in a cohesive manner—and we will reach out to students who we feel need to improve their technological setup.

### Joining a Meeting

Once Zoom is installed on your chosen device the software will launch automatically upon clicking any meeting link. (Your browser may request your permission to open Zoom first.)



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



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

Alternatively, you can manually join a Zoom meeting by opening Zoom and then selecting **Join a Meeting**.



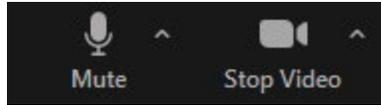
Zoom will prompt you to enter the **Meeting ID**, for which you can either copy and paste the entire meeting link or type in the last nine digits of the URL.

Under the Meeting ID box is another box where you can enter your display name for Zoom. It is AJR policy that you use your full name to help students and faculty more easily identify you. This is particularly helpful for newer students trying to learn the names of their peers. Though it's not mandatory, you may also add your pronouns and/or state to this (e.g. James Wham he/him NY).

### Using Zoom

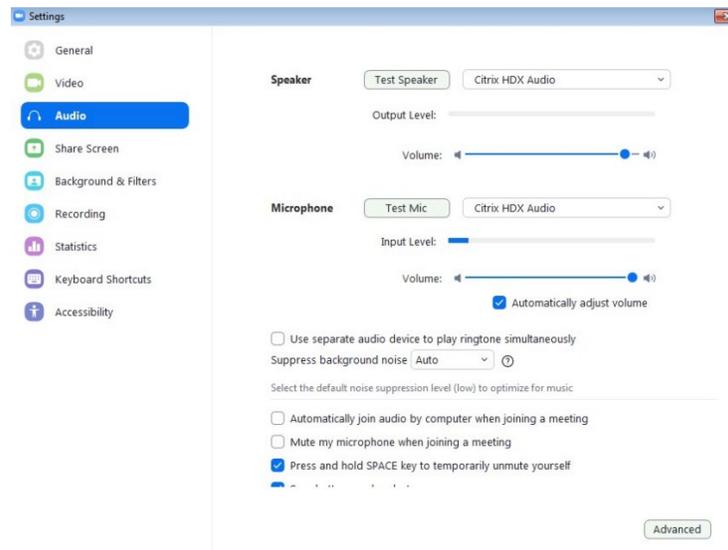
Now that you have connected to the Zoom meeting, the following conditions are paramount: Can you clearly see and hear everyone? Can everyone clearly see and hear you?

Both of these—audio and video—are managed via two icons in the bottom left of the Zoom window.



The leftmost of the two, audio, controls how you hear others and how they hear you. When you first join the meeting, Zoom will ask you if you want to **Join with Computer Audio**. If you're using your device's audio systems, the answer is yes. You can then mute/unmute your microphone by clicking on the microphone icon.

Further audio options are available by clicking the small arrow to the icon's right and then selecting **Audio Settings**. This will open a new window that allows you to control the volume for both your speakers (or headphones or whatever sound output you are using) and your microphone. Clicking the dropdown menu for either will allow you to switch which device is being used for each—e.g. if you have multiple microphones installed, you can choose which one Zoom uses.



Back in the main Zoom window, to the right of the microphone icon, is the button to turn your camera on and off. As with audio, to the right of the camera icon is a small arrow that gives you the option for further **Video Settings**. This allows you to change some preferences surrounding your presentation (enabling HD, for example), as well as to select which camera you want to use for Zoom (if you have multiple).

### Tools for Learning

As a student, some of Zoom's other tools may be of use:

1. One of the most important aspect of a Zoom class is being able to see the whiteboard, your teacher, and your fellow students clearly. To this end, Zoom has

two “views” available, **Speaker View** and **Gallery View**. You can alternate between these by clicking on the button in the top right corner of the Zoom window. Speaker View gives a larger image to the person who most recently spoke (i.e. who is speaking at that moment, and then until someone else speaks). Gallery View allows you to see all Zoom participants at once.

During some classes, you may want to focus solely on the teacher and the whiteboard behind them, in which case Speaker View might not be suitable. For this, you can hover over a participant’s portrait (their image) and click the ellipses that appears in the upper right. This will give you the option to **Pin** the video, causing it to stay as the primary view.

2. If you ever need to share some of your work with the class, one useful option is **Share Screen**. Share screen allows you to share whatever is on your device—a slideshow or Word document—with everyone else in the Zoom meeting. (While this creates a new view for others, your face will still be visible.) To do this, select **Share** from the bottom toolbar. This will open a new window showing you multiple options:

**Screen** shares everything you do on your device.

**Whiteboard** allows you to draw or type on a blank screen.

**iPhone/iPad** allows you to share another device.

**Other windows** displays everything else you have open at that time, and allows you to share only that window rather than everything you do onscreen.

Select whichever window you want to share (in most cases, **Screen**, which shares everything you’re doing, or you can be as specific as a single Word Doc\*\*\*) and then click **Share** in the bottom right of the window. If you are sharing a video, be sure to tick the box labelled **Share computer sound** before clicking **Share**.

Participants will now have a full view of your screen, with other participants’ videos relegated to the side of the screen. They can still see your original video, too, so your face will still be visible.

Once sharing your screen, your control panel will be moved to the top of your screen, where you can select the red **Stop Share** button when ready.

You can also Share Screen during a Breakout Room.

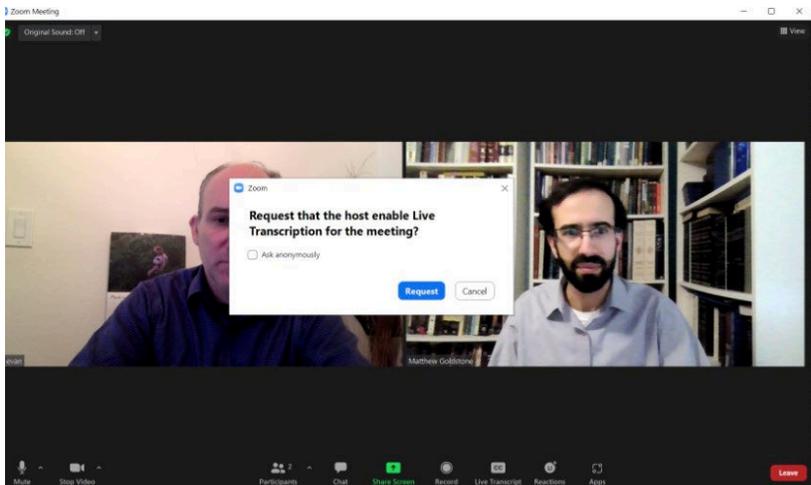
3. Lastly, Zoom has a built-in **Chat** function that allows you to send messages either to everyone in the meeting or to specific participants. You can open this window by clicking the **Chat** icon on the bottom of the Zoom window.

The use of the **Chat** function is left up to the teacher responsible for that course. In some cases its use may be encouraged—even integral to the function of the class—and in others, it may be banned outright.

## Live Transcription

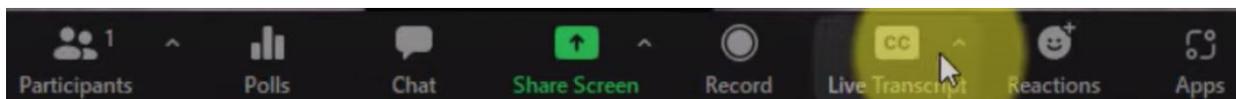
In order to increase the accessibility of our classes we have enabled "Live Transcript" in all Zoom classes so that you can now view real-time captioning at the bottom of the screen if you like. We know that the automatic transcription is not perfect (and does not accurately capture Hebrew terms) but we hope that this will be a helpful aid for studying.

If you would like Live Transcript to be turned on but you don't yet see it as an available button on the bottom of your screen, please request that the teacher turn this feature on or send a request in the chat window that they turn on "Live Transcript". If there is no response, you can left-click the "Live Transcription" button in the Zoom controls and it will bring up a "Request" button (as seen below) for you to request that the host turn on the Live Transcription.



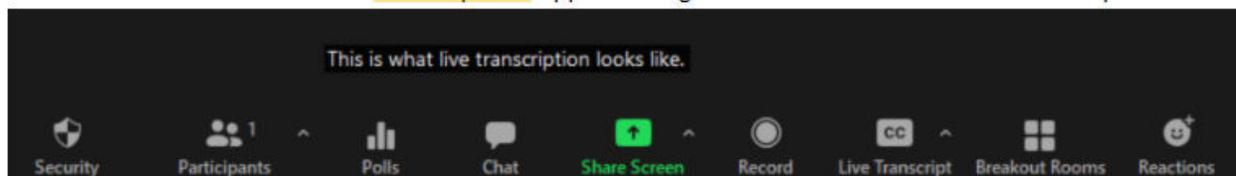
If this is your first time using the Live Transcription function, here are instructions on how to turn the feature on and off are below:

- 1) At the bottom of the screen, select Live Transcript. If you don't see it, you might need to resize your window to be wider. It is a button that says "Live Transcript" and has a "cc" on it (closed captioning)



2) Click Enable Auto-Transcription. This button will turn blue, indicating that live transcription has begun.

3) You will now see live transcriptions appear along the bottom of the screen. An example of what this looks like is below.



4) If you wish to turn off Live Transcript, click the "Live Transcript" button again and it will go from blue to gray and return back to normal.

### 3. Recordings

Unless stated otherwise, AJR's classes are recorded automatically. These recordings are made available to faculty and students via [Populi](#) on each course's page (under **Syllabus** → **Links**), though they may take 24-48 hours to become available. If you are ever in urgent need of a particular recording, you may email the Media Coordinator and request it directly.

Class recordings may be paused during breaks to allow students to speak more freely. If ever a participant wishes to have some of the recording deleted for personal reasons, they should be in touch with the instructor who can then speak with the Media Coordinator. Recordings are able to be shortened from beginning and end, but cannot have individual sections removed. If a recording is paused at any time, the paused portion of the recording will be omitted.

These recordings are viewable only by the students enrolled in that course, the teacher, and some members of the administration. **They will be available for one full trimester after the course ends, and then deleted.** Nobody has permission to share these recordings with anyone except AJR's Media Coordinator and some senior members of the administration, unless otherwise stated. Recordings will never be sold or repurposed without the express permission of all parties involved.

## 4. Policies & Preferences

We expect online students to treat these courses as if they were attending in person. This means dressing according to AJR guidelines and minimizing interruptions. Additionally, all in-class rules apply. Students should not be engaged in other activities during class sessions.

Some policy more specific to Zoom usage is as follows:

- **Zero tolerance policy for driving while using Zoom:** This is fairly self-explanatory. For the sake of your safety, students and faculty will not be permitted to attend *any* Zoom meeting—classes or otherwise—while driving (this does not include sitting as a passenger in a car). This includes lunchtime programs and other extracurricular events. For any student-led Zoom meetings, we ask that you moderate one another—again, for the sake of safety.
- **Your camera must be on and functioning during class:** If you are attending a class via Zoom this trimester you must be visible to the teacher at all times. Obviously, students may need to take breaks to use the bathroom or whatever else, but there should be no long periods where a student is invisible to the teacher. We need to know that you are engaging in class for it to count as actual attendance, and being able to see you clearly is part of that.
- **Presentability:** Though we already have policy on presentation in class (see “Etiquette” on Page 6; Student Handbook, Section III:D), we have noticed that not all students are adhering to this policy. Please make simple steps to ensure that you are clearly visible during class—point the camera towards your face, do not sit in front of a light source, make sure you are meeting the technological requirements. We will be reaching out to students who we feel are not meeting this standard during the trimester.
- **Please use your full name on Zoom:** As you may know, Zoom prompts you for a “Nickname” when joining a meeting. We only ask that you use your preferred name, though ideally first and last, for the sake of new students and new faculty. It also helps people with vision impairments to more easily identify you during class. You may also add your pronouns and home state if you wish.
- **You may not use a phone to Zoom into classes:** We do not believe that a student using Zoom on their phone can get the full, immersive learning experience we aim for in using Zoom. For non-class Zoom meetings, such as Lunchtime Programs, phones are permissible but still not ideal.
- **Be cognizant of yours and others’ privacy:** We understand that Zoom gives us a gateway into your home (or office, library—wherever you choose to learn) and want to be sensitive to people’s privacy. If you feel uncomfortable having your

learning environment be visible, we recommend the use of a virtual background, though we ask that you use a plain, static image. We also ask that you ensure sensitive material cannot be seen or heard by others in your learning environment. Though we understand that you may have no other choice than to share that space, please keep in mind that students and faculty only intend to share their thoughts with those they can see in the Zoom meeting, and it is unfair for them to speak candidly while seen or heard by those off-screen.

## **5. Passwords**

Due to a recent Zoom update, all meetings are required to have either a password or waiting room enabled. For ease of access, all AJR classes will use a password from the Fall 81 trimester onward. Please contact an administrator for the current password.