Joining a Live Classroom

There are three ways that students can join a live session in Zoom. These directions will explain each one.

Join from the Dashboard

1. After logging in to CTLS you will begin from My Dashboard. The widget at the top of the page, My LIVE Sessions/Classrooms, shows all sessions and classrooms that are currently live.

2. Click the tile of the live session/classroom you would like to join.

3. If you don’t see the session/classroom you are looking for, click the Refresh button at the top of the page.

4. Once you join the meeting, you will be prompted to choose some settings. If you see the pop-up pictured here, select Open Zoom Meetings.

5. Select Join with Computer Audio. Note: This will be the default setting. If you need to use dial in audio on your phone, select that option.

Note: A overview of the Zoom dashboard is included at the end of these directions.
Joining a Live Classroom

Join from a Digital Classroom

1. After logging in to CTLS, select the tile for the appropriate digital classroom. The word LIVE will appear at the bottom right corner of the tile.

2. In the upper right side of the digital classroom homepage, click Join the Live Classroom.

3. Once you join the meeting, you will be prompted to choose some settings. If you see the pop-up pictured here, select Open Zoom Meetings.

4. Select Join with Computer Audio.  
   Note: This will be the default setting. If you need to use dial in audio on your phone, select that option.

Note: A overview of the Zoom dashboard is included at the end of these directions.
Joining a Live Classroom

Join from the Classroom Homepage

1. If you are unable to join the live classroom through the widget or live classroom button, look in the Announcements. There will be an announcement posted when the lesson is live. Click on the click here link to join the live session.

2. Once you join the meeting, you will be prompted to choose some settings. If you see the pop-up pictured here, select Open Zoom Meetings.

   Note: This will be the default setting. If you need to use dial in audio on your phone, select that option.

Note: A overview of the Zoom dashboard is included at the end of these directions.
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Zoom Session Dashboard Overview

1. At the bottom of the screen participants will have the following options.
   A. Mute and unmute microphone.
   B. Turn camera on and off.
   C. Choose a virtual background or video filter. (if available)
   D. View a list of participants and their reactions; Select reactions. *(Raise hand, yes, no, go slower, go faster, thumbs down, thumbs up, clap, need a break, away)*
   E. Join Zoom Group Chat.
   F. Share screen. (if enabled by the teacher)
   G. Select reactions that will appear on their image in gallery view. *(clap, thumbs up)*
   H. Change the how you see participants. (Speaker View/Gallery View)
   I. Enter and exit Full Screen mode.
   J. Mute yourself
   K. Pin a video in Gallery view.

2. At the bottom right of the screen, click **Leave** to leave the meeting.
   Note: Participants can also wait until the teacher ends the meeting for everyone.