



THE UNIVERSITY  
of ADELAIDE

# CARST ZOOM WEBINARS

This guide will assist HDR students with Zoom webinars.

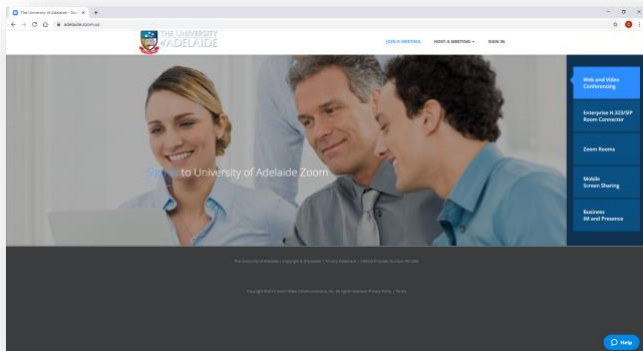
## About Zoom

### HDR access to Zoom

All HDR students have access to a Zoom account through the University of Adelaide, which will allow them to engage in webinars. Zoom webinars will be used to deliver CaRST workshops online.

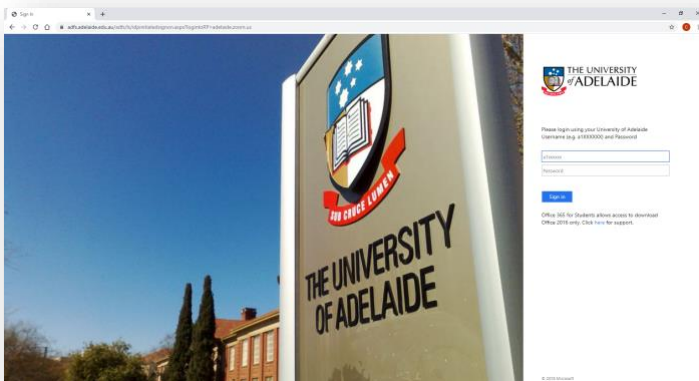
### Signing into Zoom

The University's Zoom platform is available to access at: <https://adelaide.zoom.us/>.



HDR students need to access Zoom via the **University of Adelaide's single sign-on (SSO)**.

Use the **Sign In** button in the top toolbar to sign into Zoom. Please sign in using your University credentials (aXXXXXX and password).

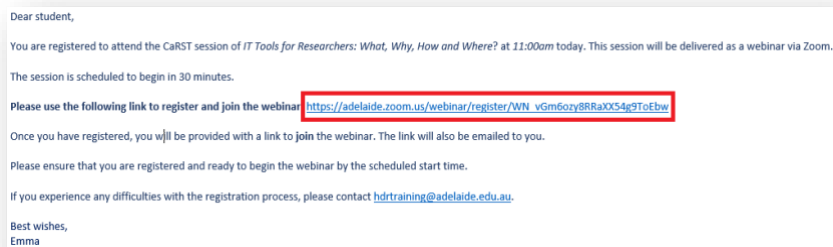


## Accessing a webinar

### Registering for a webinar

If you are booked to attend a CaRST webinar session, you will receive an 'Invitation to register and join' via email, approximately 30 minutes prior to the session.

This email will be sent to your **staff** email address ([firstname.lastname@adelaide.edu.au](mailto:firstname.lastname@adelaide.edu.au)).



To register for the webinar, click the URL link provided in your email, as highlighted above.

This will take you to the 'Webinar Registration' page.

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Webinar Registration

Topic: Test Webinar

Description: This is a test.

Time: Mar 19, 2020 12:30 PM in Adelaide

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\* Required information

First Name \*

Last Name \*

Email Address \*

Confirm Email Address \*

Student ID number \*

Register

Check that the session details are correct. Then, enter your first name, last name, University staff email address, and HDR student ID number.

Once all sections are complete, click the 'Register' button. You will then be taken to the 'Webinar Registration Approved' page. From here, **join the webinar** by clicking on the URL to join.

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Webinar Registration Approved

Topic: Test Webinar

Description: This is a test.

Time: Mar 19, 2020 12:30 PM in Adelaide

Add to calendar

Webinar ID: 300-709-008

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To Join the Webinar

Join from a PC, Mac, iPad, iPhone or Android device:

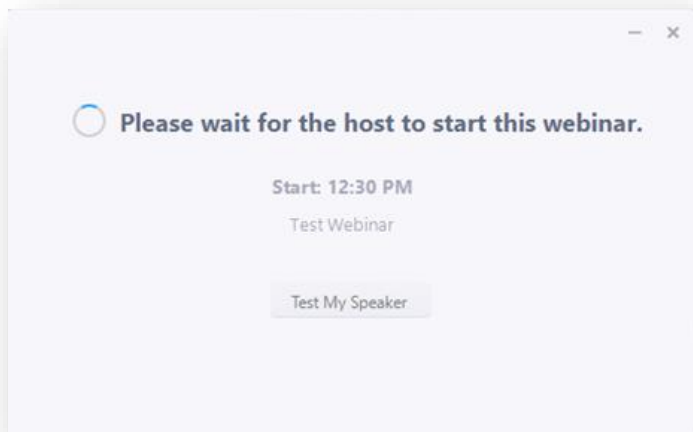
Please click this URL to join: [https://adelaide.zoom.us/j/300709008?si=Dic8MLZ7fRWing\\_KMph55CmBtec3ypDpndhQpexDQ.DQEAAAAAExOKBzVWht1TGJmM1Q0pHY0tc1VDuWRAAAuaid-WN\\_vGm60zy8RRaXXS4g9ToEbw](https://adelaide.zoom.us/j/300709008?si=Dic8MLZ7fRWing_KMph55CmBtec3ypDpndhQpexDQ.DQEAAAAAExOKBzVWht1TGJmM1Q0pHY0tc1VDuWRAAAuaid-WN_vGm60zy8RRaXXS4g9ToEbw)

To Cancel This Registration

You can cancel your registration at any time.

## Joining the webinar

If the webinar has not yet started, you will receive the following message:



In this instance, please wait for the webinar to start. You can also take the time to test your speaker at this point. Once the webinar begins, you will automatically be joined to the session.

## Participating in the webinar

### Joining as an attendee

When you join a Zoom webinar, you are considered an **attendee**.

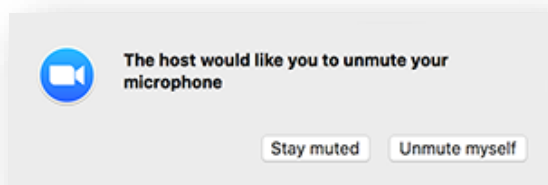
As an attendee, you are able to:

- Listen to the presenter and view PPT slides/whiteboard (video and audio)
- Virtually raise your hand
- Ask the presenter (host) questions
- Chat with the presenter and other attendees

### Verbal communication

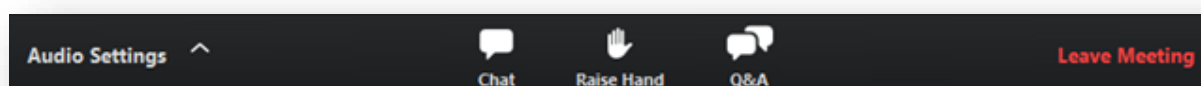
Upon joining the webinar as an attendee, you will be **automatically muted**. This means that although you can hear the presenter, you won't be able to communicate with them verbally.

*NOTE: You will be able to talk if the host manually gives you permission to during the webinar. You would receive this notification if they are allowing you to talk:*

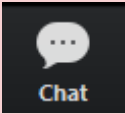

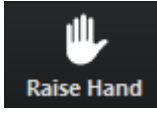
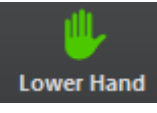
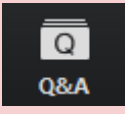


### Attendee controls

If you need to communicate with the presenter or other workshop attendees, you must use the various **attendee controls** which are available to you on the Zoom toolbar at the bottom of your screen:

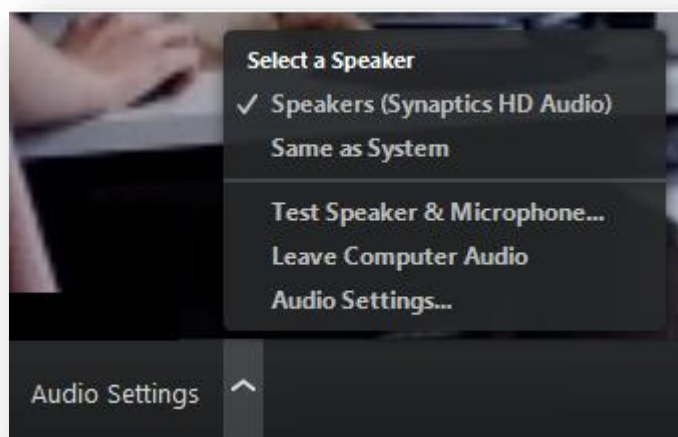


Further information about the attendee controls can be seen in the table on the following page:

Feature	Symbol	About
1 Chat	 	<p>Through the chat function, you can send chat messages to the presenter and attendees.</p> <p>The chat bubble will be highlighted orange when there are unread messages.</p> <p><i>*Please use the chat to raise any technical/audio/visual issues during the webinar.</i></p>
2 Raise hand	 	<p>The raise hand function allows you to raise your hand if you need to speak to the host, or ask a question.</p> <p><i>* Please note if there is a large number of students in the webinar, this tool may not be used by the presenter.</i></p>
3 Q & A		<p>Through the Q&amp;A function, you can ask the presenter a question. They are then able to either reply back to you via text in the Q&amp;A window or answer your question 'live' verbally.</p> <p><b>To ask a question:</b> Type your question into the Q&amp;A box. Click <b>Send</b>.  <i>Note: Check <b>Send Anonymously</b> if you do not want your name attached to your question in the Q&amp;A.</i></p> <p>You can also give a 'thumbs up' or leave a comment on another question if desired.</p>

### Technical issues

If you are experiencing technical issues with audio, you may need to adjust your audio settings. These are located in the bottom left corner of the access toolbar:

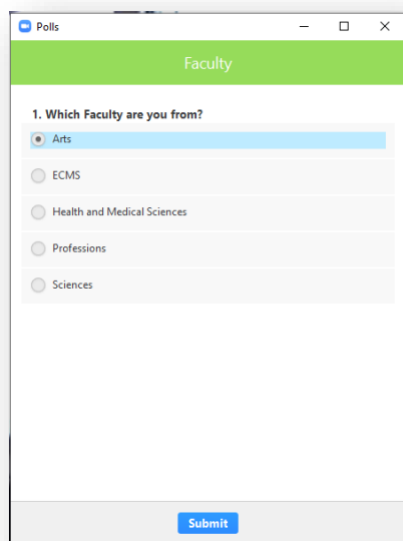


If you are unable to hear the presenter, you may need to select a different speaker from the options available. You are also able to test your speaker in this section to see if it is working effectively.

## Polling activities during the webinar

During the session, you may also have the opportunity to engage in polls.

In this instance, you will see a Poll pop-up on your screen, and will be able to answer a multiple-choice question, as below:

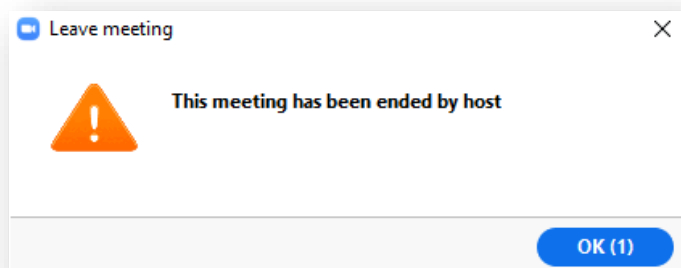


The screenshot shows a Zoom poll window titled "Faculty". The question is "1. Which Faculty are you from?". There are five radio button options: "Arts" (selected), "ECMS", "Health and Medical Sciences", "Professions", and "Sciences". A "Submit" button is located at the bottom of the window.

Please ensure that you participate in these polls as your participation contributes to your attendance.

## End of the webinar

At the end of the session, the presenter will automatically end the webinar. When this happens, you will be presented with this message:



At this point, you are able to close your Zoom window and browser.

## Attendance and CaRST credit

Following the session, the CaRST team will mark attendance in CaRST Online and credits will automatically be added to your CaRST Online Record.

Please ensure that you are present for the whole Zoom webinar, and that you engage with all polls and Q&A opportunities as these contribute to how your attendance will be marked.

**IMPORTANT:** Please **do not** record the session in your CaRST Record yourself. If you do so, this will create a duplication and your hours will be overestimated; the activity and hours for the duplicate activity will later be removed.

Please contact [hdrtraining@adelaide.edu.au](mailto:hdrtraining@adelaide.edu.au) if you have any further questions.