



Student Instruction Manual for Hybrid HHATP

Welcome! This support document from Nevvon provides step-by-step instructions for program participants on how to use ZOOM.

Table of Contents

Before the Training Conference	2
What you need to get started	2
Joining the Training Conference	3
Testing Video	4
Zoom Controls Available to Participants in the Training Conference	5
Communicating with Nevvon Staff During Zoom Training Conference	6

Before the Training Conference

What you need to get started:

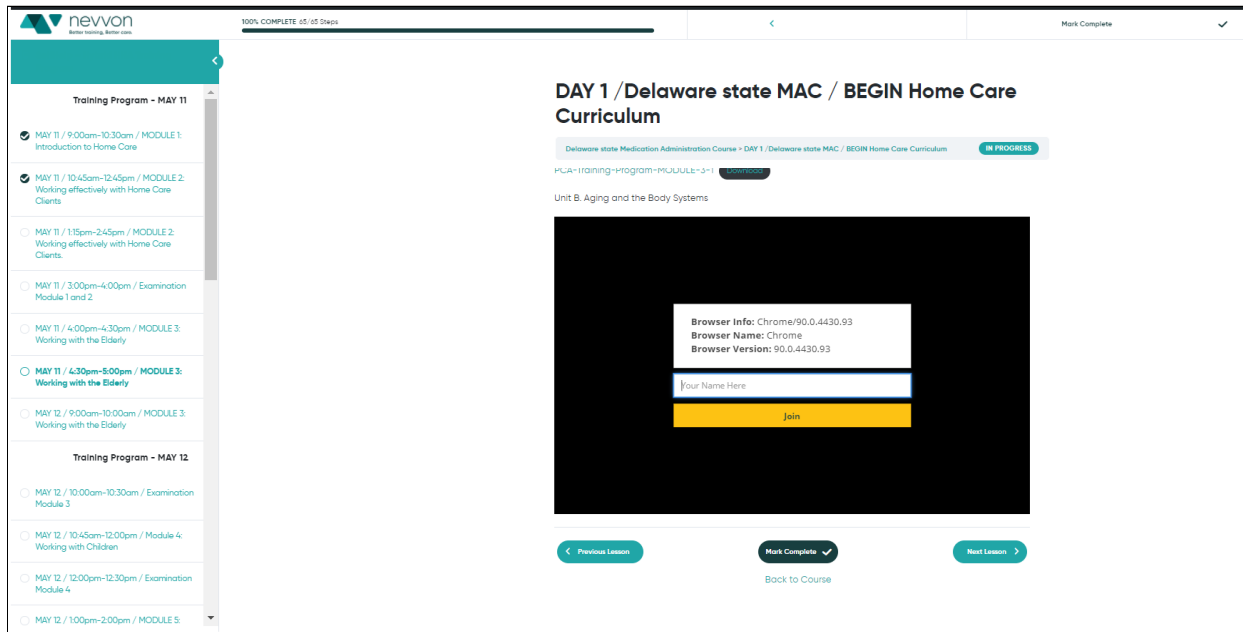
***Students must have access to a computer (PC) or laptop**

- A notebook and writing utensils for note taking and learning
- A high-speed internet connection to your computer (a hard line is ideal).
- An external webcam or built-in camera on your computer.
- The built-in microphone on your computer will work or for better sound an external USB microphone or a headset can be used.
- You do not need to have a Zoom account to join a Zoom meeting or webinar but for the best user experience we do recommend you at least download and install the Zoom desktop application prior to your training.
- Although Zoom can be downloaded on Android and iOS devices, we strongly encourage you to use a laptop or desktop over a smartphone or tablet. This will give you a much better viewing and participation experience.

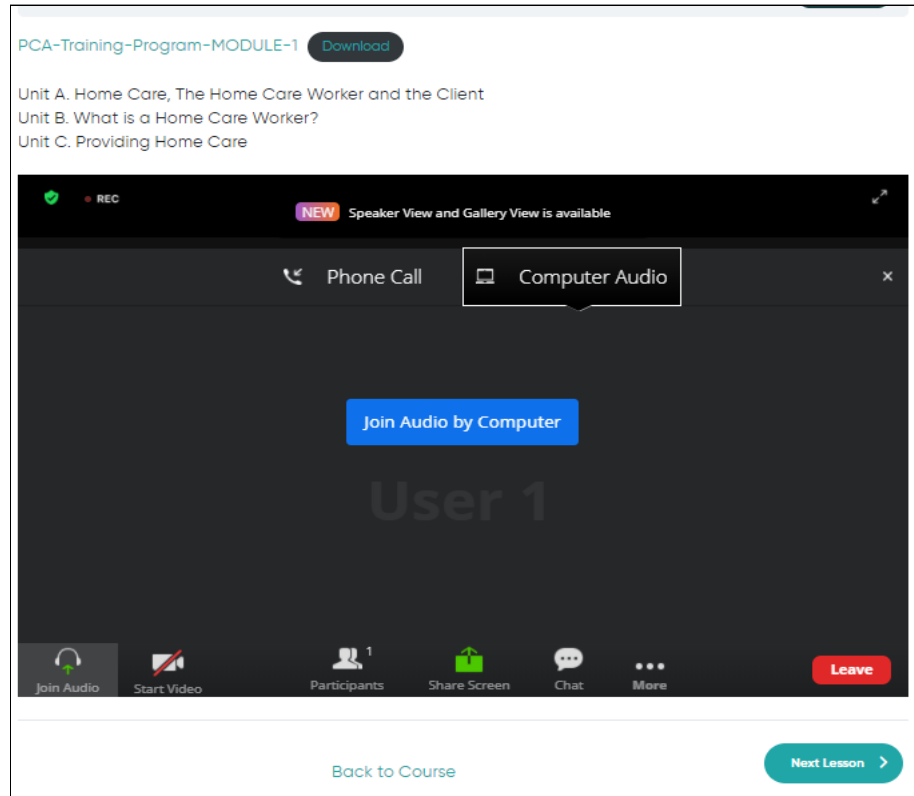
You will have the opportunity to check your audio immediately upon joining a meeting.

Joining the Training Conference

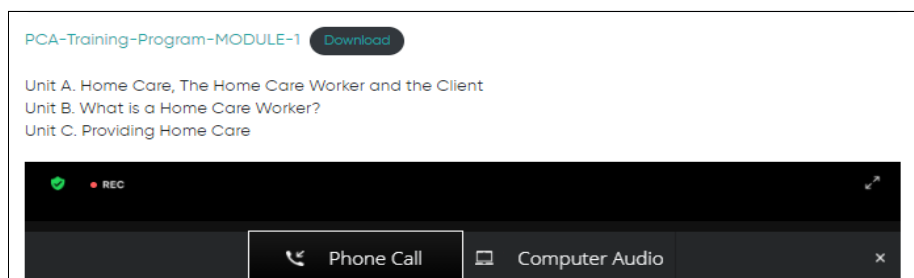
1. Once you login into your Delaware state Medication Administration Course, click on the lesson you are scheduled to join located on the left hand side of the screen
2. When you open the lesson you will find a zoom meeting integrated into the lesson page on the Nevvon course site



3. From there fill out your your name and click the join button to join the lesson training
4. You may be asked to enter the passcode for the meeting in which case the passcode is: "1234" for all lesson meetings in the Delaware state Medication Administration Course
5. Click on "Join with Computer Audio."



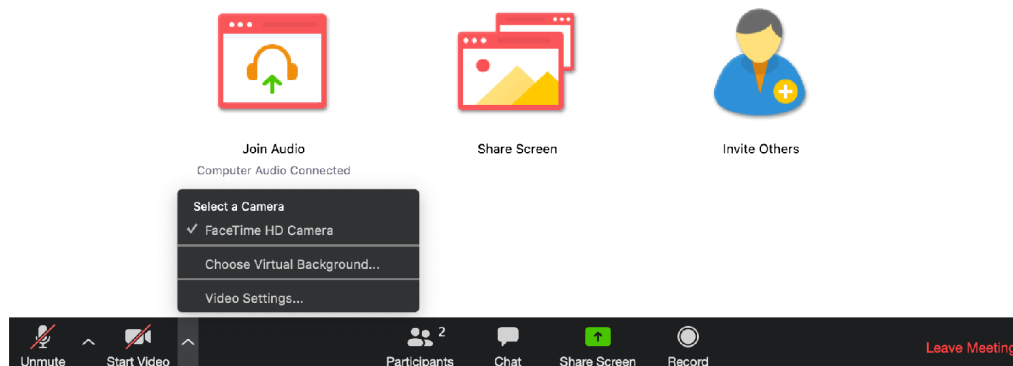
6. If you are having audio issues from your computer/headphone audio, you are able to join via telephone as well



7. Once you have joined the meeting, open your camera and mute your microphone right away then wait for your instructor to begin the lesson.

Testing Video

- Before turning on your camera (Start Video) you may want to preview your appearance and check your video settings. Do this by clicking on the up arrow located next to the symbol *Start Video* and choose *Video Settings*.



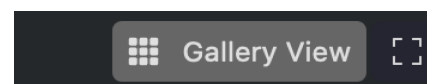
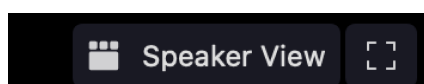
- Here you have the opportunity to see exactly how you will look before you join the meeting. You can also use the *Touch up my appearance* setting.
- If you have trouble finding an aesthetically pleasing environment for your meeting you can choose a *Virtual Background* or insert a background provided to you by your organization.

Zoom Controls Available to Participants in the Training Conference

These are the controls available to you in your training. They will be located at the bottom of your screen



- **Microphone:** Mute and unmute your own microphone.
- **Camera:** Start and stop your video camera.
- **Participants:** Clicking here will show you all the names of each attendee in the meeting, along with controls that allow participants to raise and lower a virtual hand.
 - You may use it to raise a virtual hand, and the Host will see this indicated on their screen and will answer your question.
- **Chat:** Here you have the ability to send a message to Everyone or send a Private message to an individual.
- **Share Screen:** Clicking here will give you options for the application or desktop you want to share.
- **Reactions** are only available when your camera is turned on. You can choose from thumbs up or clapping hands emojis which appear briefly in your camera window after you've made your selection.
- **Gallery View and Speaker View:** Found in the top right corner of the screen once you've joined the meeting and at least one camera is turned on.
 - Speaker View will display only the window of the person speaking.
 - Gallery View will show all windows of all participants in a faces-in-windows format.



***If you have any questions or need assistance please contact the Nevvon Technical Help Desk:**

Email: hybrid-support@nevvon.com

Phone #: 1-(866) 883-0335

- If you need immediate answers or after-hours support, you can access the FAQ & Troubleshooting PDF provided by Nevvon

Communicating with Nevvon Staff During Zoom Training Conference

- If you need help troubleshooting Zoom or working out audio or video issues in your meeting contact Nevvon Tech Support:
- Nevvon Staff Support will be in the meeting with you. Look for the name that includes Nevvon in Participants and send them a private message through Chat.