

Learning by Zoom

You will receive a Zoom Invitation from your Instructor

***** Please respond to this email as soon as possible to confirm that you have received it and that you will be attending *****

Greetings Students of AHFC Jumpstart Education Program's online class, Basic Computer Skills. I am Joe Chaszar and will be your instructor for the Level 1 portion of the class (4 days). Tony Diaz will conduct the remaining 16 days of instruction.

Our first class meets this Tuesday (September 6) from 6pm – 8pm. The entire course is three weeks long and meets every weekday from 6pm – 8pm (excluding some Tuesday nights). Our final day will be Tuesday, September 27. We will be using the Zoom platform for our online class. *The virtual version of this class will require a PC, Mac, or Chromebook computer and an Internet capability of at least 600kbps.*

We will be using the **Zoom link below** for the first four days:

<https://us06web.zoom.us/j/84250003046?pwd=b2VGSIkF2K0hhOFZsbVpNaWRjMmNOZz09>

Sign in 5-7 minutes early to be assured that everything works.

(The meeting ID for this class is 842 5000 3046, passcode AHFC.)

If you have never used Zoom before or have any questions, you must contact our classroom assistant, Lorne Bailey, immediately:

Lorne Bailey: 833-330-6123 (toll free)

lbailey@ahfc.us

You can contact your instructors, Joe Chaszar, at

907-350-5526

joe@observertrainingservices.com

or Tony Diaz at

907-720-6456

Click the Zoom link and you will be directed to open the Zoom meeting. You can also go to www.zoom.us and enter the Zoom Id and passcode.

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Sign in 5-7 minutes early to be assured that everything works.

(The meeting ID for this class is 842 5000 3046, passcode AHFC.)

We have an excellent resource at AHFC to help with any computer questions or difficulties. Lorne can help you with your homework assignments in this class.

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Lorne Bailey: 833-330-6123 (toll free)

lbailey@ahfc.us

Enter the Meeting ID provided by your instructor.

Join Meeting

Meeting ID or Personal Link Name

Join

[Join a meeting from an H.323/SIP room system](#)

Click Launch Meeting.

Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

Launch Meeting

Don't have Zoom Client installed? [Download Now](#)

Having issues with Zoom Client? [Join from Your Browser](#)

If the meeting requires a passcode, you will be prompted to enter it here.

Enter meeting passcode ×

Enter meeting passcode

Meeting Passcode

Join Meeting Cancel

This is the Zoom screen in full screen mode. You can change from Gallery View to Speaker View by clicking on the View icon on the top right





View



Chuck Iliff - bci_alaska@yahoo.com

Mute Stop Video

Participants 3 Chat Share Screen Record Reactions

Leave

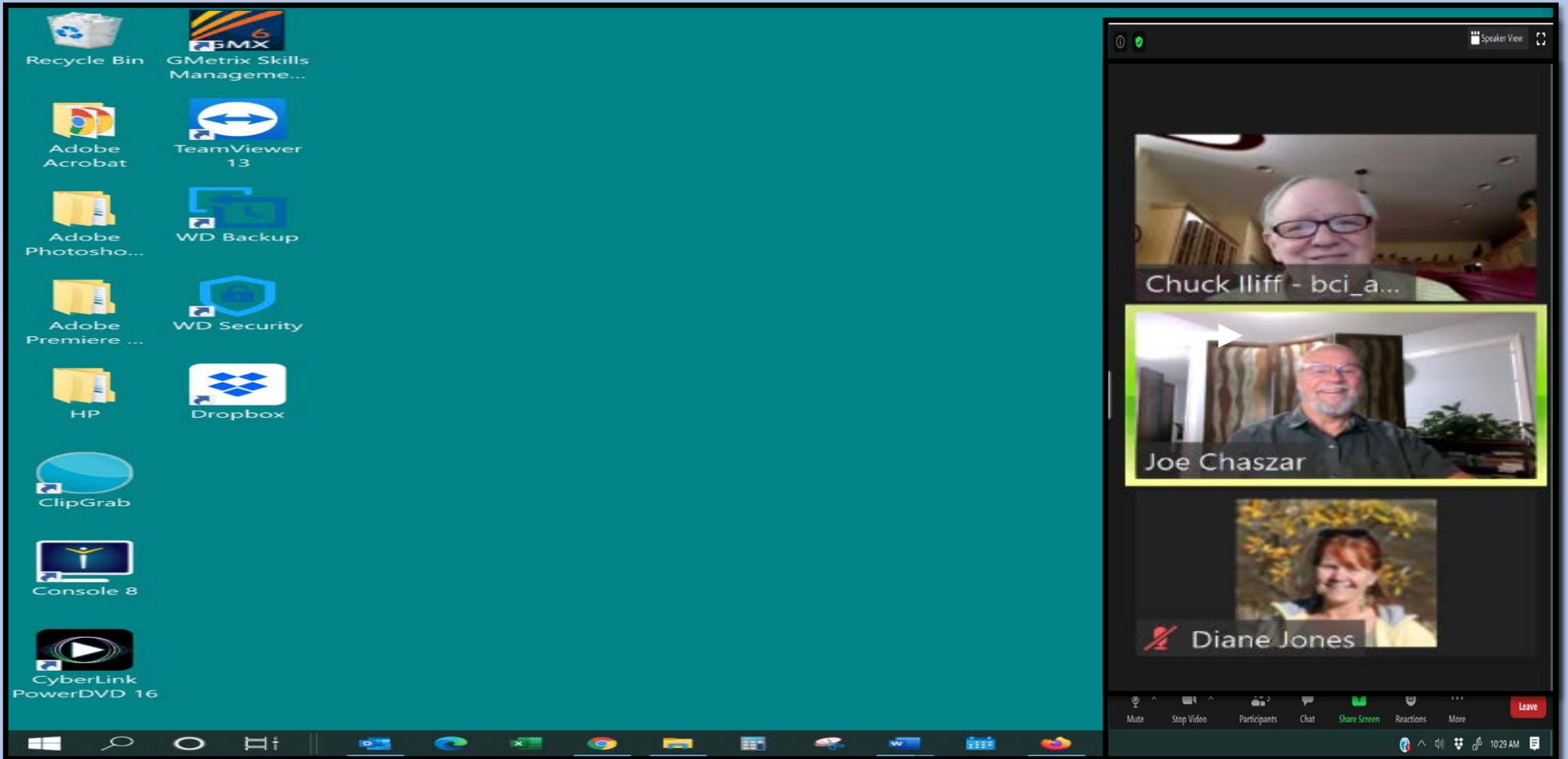
You can exit full screen by clicking Exit Full Screen or you can strike the esc key. Keep it this way in order to more easily adjust your windows applications.

The image shows a Zoom meeting interface. At the top left, there are icons for help and a green checkmark. At the top right, there is a 'View' button with a grid icon. Below this, a menu is open with three options: 'Speaker View' with a single person icon, 'Gallery View' with a checkmark and a grid icon, and 'Exit Full Screen' with a red circle around it. The main area of the screen shows three video thumbnails. The top left thumbnail shows an older man with glasses and a yellow shirt, identified as 'Chuck Iliff - bci_alaska@yahoo.com'. The top right thumbnail shows a man with glasses and a beard, identified as 'Joe Chaszar'. The bottom center thumbnail shows a woman with red hair and a yellow jacket, identified as 'Diane Jones'. At the bottom of the screen, there is a control bar with icons for Mute, Stop Video, Participants (3), Chat, Share Screen, Record, Reactions, and a red 'Leave' button.

Now, You can adjust the Zoom screen window by moving your cursor to the side of the window until it turns to a double headed arrow. Then click and drag.



The window has been resized. We will practice with this in class.



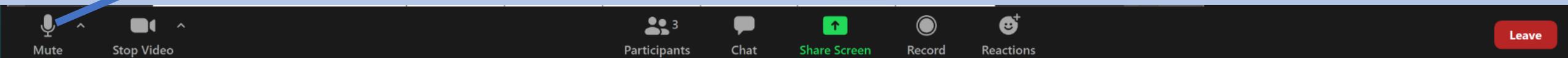
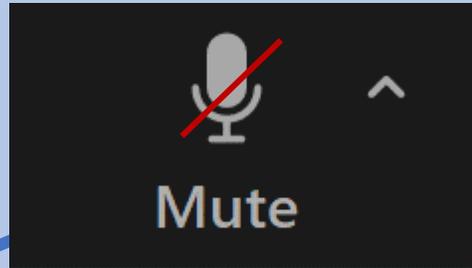
You can adjust the size at any time.

The image shows a Zoom meeting interface. On the left, a teal desktop background displays several application icons: Recycle Bin, GMetrix Skills Manageme..., Adobe Acrobat, TeamViewer 13, Adobe Photosho..., WD Backup, Adobe Premiere..., WD Security, HP, Dropbox, ClipGrab, Console 8, and CyberLink PowerDVD 16. A white double-headed arrow points from the desktop area towards the Zoom window. The Zoom window itself has a dark background and contains three video thumbnails. The top-left thumbnail shows an older man with glasses and a yellow shirt, identified as 'Chuck Iliff - bci_alaska@yahoo.com'. The top-right thumbnail shows a man with a beard and glasses, identified as 'Joe Chaszar', with a 'Mute' button in the top right corner. The bottom-center thumbnail shows a woman with red hair, identified as 'Diane Jones'. At the bottom of the Zoom window is a control bar with icons for Mute, Stop Video, Participants (3), Chat, Share Screen, Record, Reactions, and a red 'Leave' button. The Windows taskbar is visible at the very bottom of the screen.

The Zoom controls are usually located at the bottom of the screen. You may need to move your mouse for it to appear.



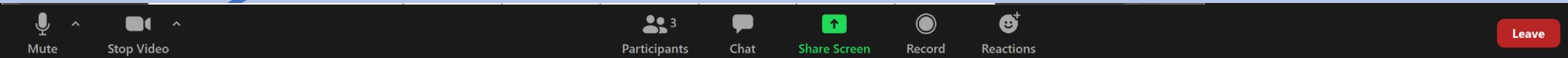
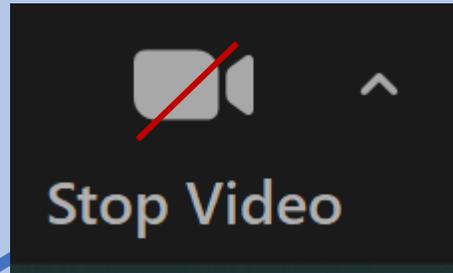
When you click the mute button it shows a red line indicating the you are muted and we cannot hear you or any background noise. It is best to mute when not speaking



All participants should be muted except the speaker. You can unmute by using the command below or the one on the top right of your video. You can also use the space bar to unmute temporarily.



You can stop your video with the next icon. This is useful when you have temporary distractions or to conserve bandwidth.



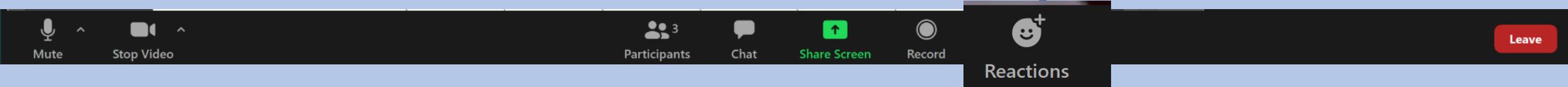
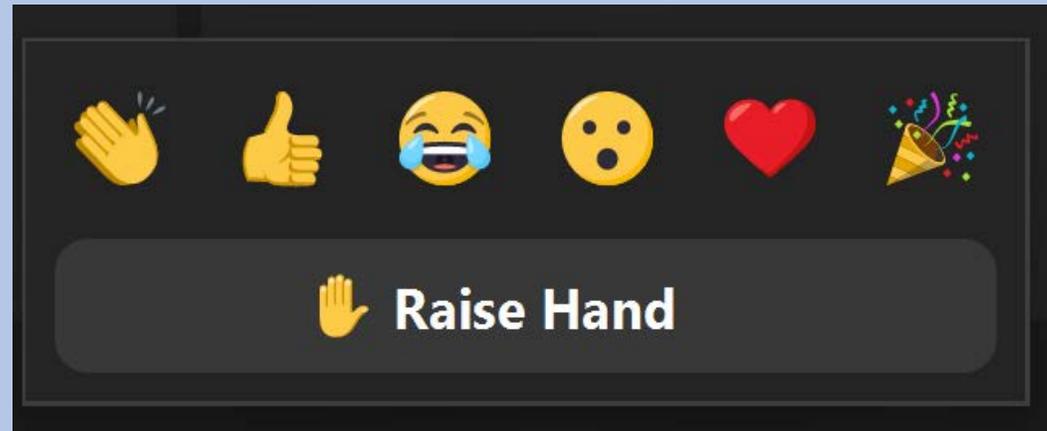
What it looks like when you have stopped your video. Although you can change your profile picture, it is not in the scope of this presentation.



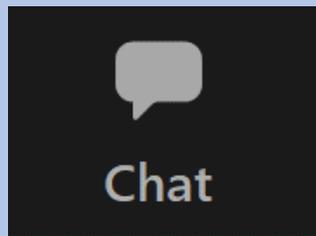
You can control the mute, video, and rename options from you Zoom video display as well



Reactions. You can raise your hand from here. Be sure to lower your hand after you have been called upon.. You can do a thumbs up, clap, or many other options.



This is the Chat command



Mute ^ Stop Video ^

Participants 3

Chat

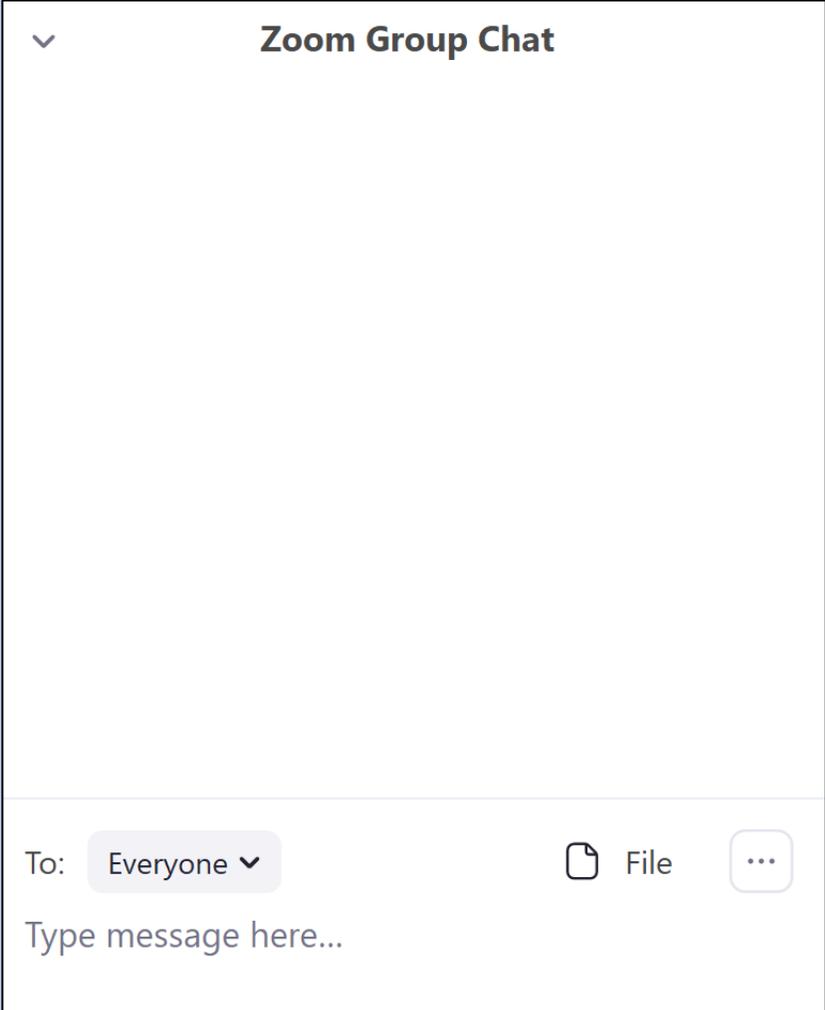
Share Screen

Record

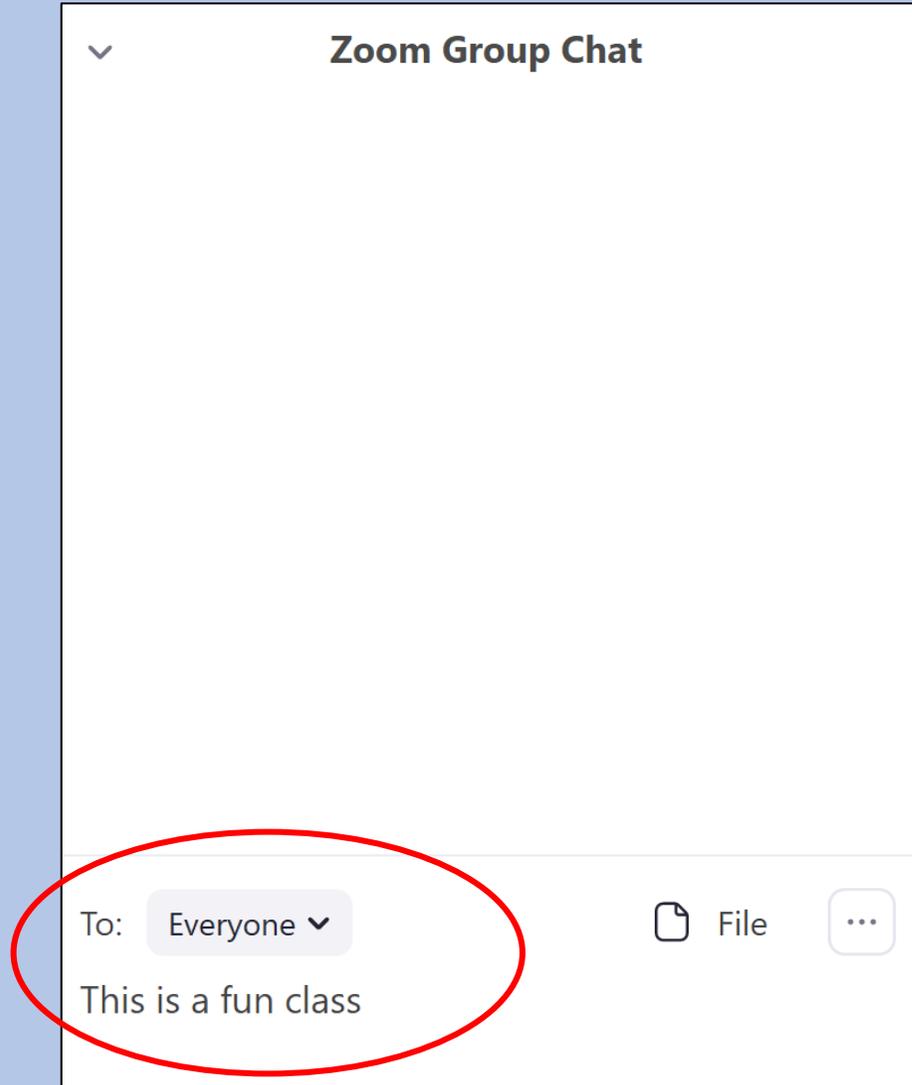
Reactions +

Leave

The Chat command opens up a new window



You can Message to everyone from below



Hit enter and it displays to everyone

Zoom Group Chat

From Me to **Everyone**:

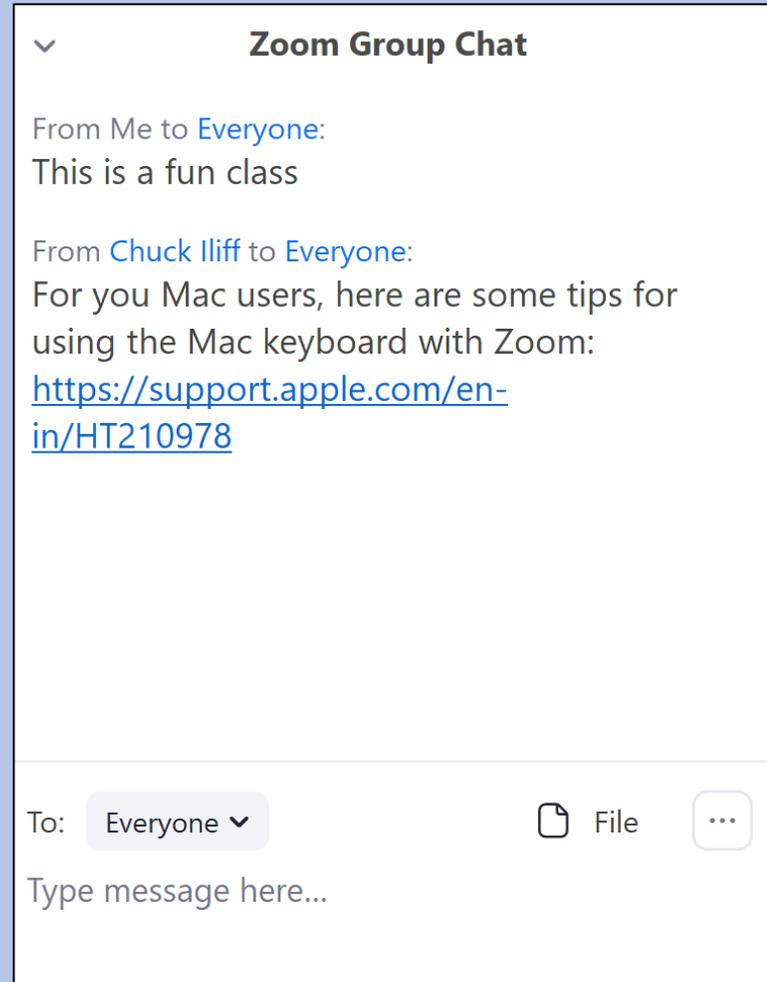
This is a fun class

To: **Everyone** ▾

Type message here...

File ...

Important information such as web links can be shared. You will want to copy and paste this.



Zoom Group Chat

From Me to Everyone:
This is a fun class

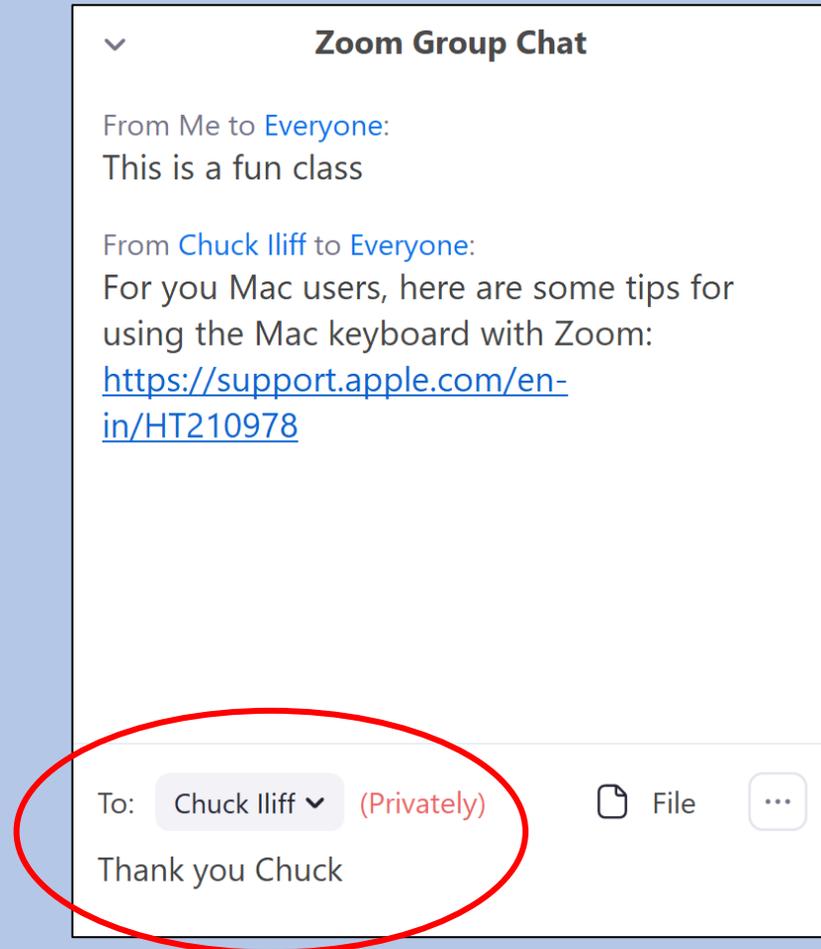
From Chuck Iliff to Everyone:
For you Mac users, here are some tips for using the Mac keyboard with Zoom:
<https://support.apple.com/en-in/HT210978>

To: Everyone ▾

Type message here...

File ...

You can message someone privately - Message to Chuck.



Only Chuck will see this

Zoom Group Chat

From Me to Everyone:
This is a fun class

From Chuck Iliff to Everyone:
For you Mac users, here are some tips for using the Mac keyboard with Zoom:
<https://support.apple.com/en-in/HT210978>

From Me to Chuck Iliff: (Privately)
Thank you Chuck

To: Chuck Iliff (Privately) File ...

Type message here...

When someone shares their screen, Zoom usually goes back into full screen mode. This is what your screen looks like in full screen mode. The shared screen takes up most of the desktop and the participants are in a “floating” window. You can move the participants around to view areas of the shared screen.

The screenshot shows a Zoom meeting in full-screen mode. At the top, a green status bar reads "You are viewing Chuck Iliff - bci_alaska@yahoo... 's screen" with a "View Options" dropdown. The main content is a document titled "Plan the best times to save and spend with this **Income and benefits tracker**". The document includes instructions for tracking net income and a table for recording weekly data over five weeks. A floating video gallery on the right shows three participants: Chuck Iliff, Joe Chaszar, and Diane Jones. The Zoom control bar at the bottom includes icons for Mute, Stop Video, Participants (3), Chat, Share Screen (highlighted in green), Record, and Reactions, along with a red "Leave" button.

Plan the best times to save and spend with this **Income and benefits tracker**

1. Fill in the net income amount you receive each week for any category that applies to you. Note any income that comes at predictable times and in the same amount to help show you what income you can count on each month.
4. Make copies of the tracker to follow from month to month.

Term to know: net income
Net income is what you actually bring home on your paycheck. It's your total pay (gross pay) minus taxes, insurance, and other deductions that are taken out.

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
Job 1					

Fullscreen mode when someone is sharing their screen

You can exit full screen mode from the View Options tab.

Fullscreen mode
when someone is
sharing their screen

The screenshot shows a Zoom meeting interface. At the top, a green status bar reads "You are viewing Chuck Iliff - bci_alaska@yahoo... 's screen". Below this is a toolbar with icons for printing, email, chat, and navigation. The main content is a document titled "Plan the best times to... with this Income and...". The document contains a list of instructions and a table. A "View Options" menu is open, with "Exit Full Screen" highlighted. The menu options include Zoom Ratio (Fit to Window, 50%, 100%, 150%, 200%, 300%), Hide Video Panel, Request Remote Control, Annotate, Exit Full Screen, and Side-by-side mode. On the right, there is a video gallery with three participants: Chuck Iliff, Joe Chaszar, and Diane Jones. At the bottom, a meeting control bar shows icons for mute, video, participants (3), chat, screen sharing, and a red "Leave" button.

You are viewing Chuck Iliff - bci_alaska@yahoo... 's screen

View Options

- Zoom Ratio Fit to Window > ✓ Fit to Window
- Hide Video Panel 50%
- Request Remote Control 100%(Original Size)
- Annotate 150%
- Exit Full Screen 200%
- Side-by-side mode 300%

Plan the best times to... with this Income and...

1. Fill in the net income amount you receive each week for any category that applies to you. Note any income that comes at predictable times and in the same amount to help show you what income you can count on each month.
2. ...
3. ...
4. Make copies of the tracker to follow from month to month.

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	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
Job 1					

Chuck Iliff - bci_a...

Joe Chaszar

Diane Jones

3 Participants

Chat

Screen Sharing

Options

Leave

Participant Guide New_July 2020.pdf

Home Tools Participant Guide...

1 / 39 85.5%

Share

AHFC Jumpstart Education Program

Money \$ense

Materials from:

bcfp Bureau of Consumer Protection
Your Money Your Goals
<https://www.consumerfinance.gov/practitioner-resources/your-money-your-goals/>

AND



When you Exit Full screen, then you can adjust the window to be any size you want. We will practice with this in class.

The image shows a Zoom meeting window titled "Zoom Meeting 40-Minutes". The window is displaying a PDF document titled "Participant Guide New_July 2020.pdf". The document content includes:

- AHFC Jumpstart Education Program
- Money Sense*
- Materials from:
- bcbp** Bureau of Consumer Protection
Your Money Your Goals
<https://www.consumerfinance.gov/practitioner-resources/your-money-your-goals/>

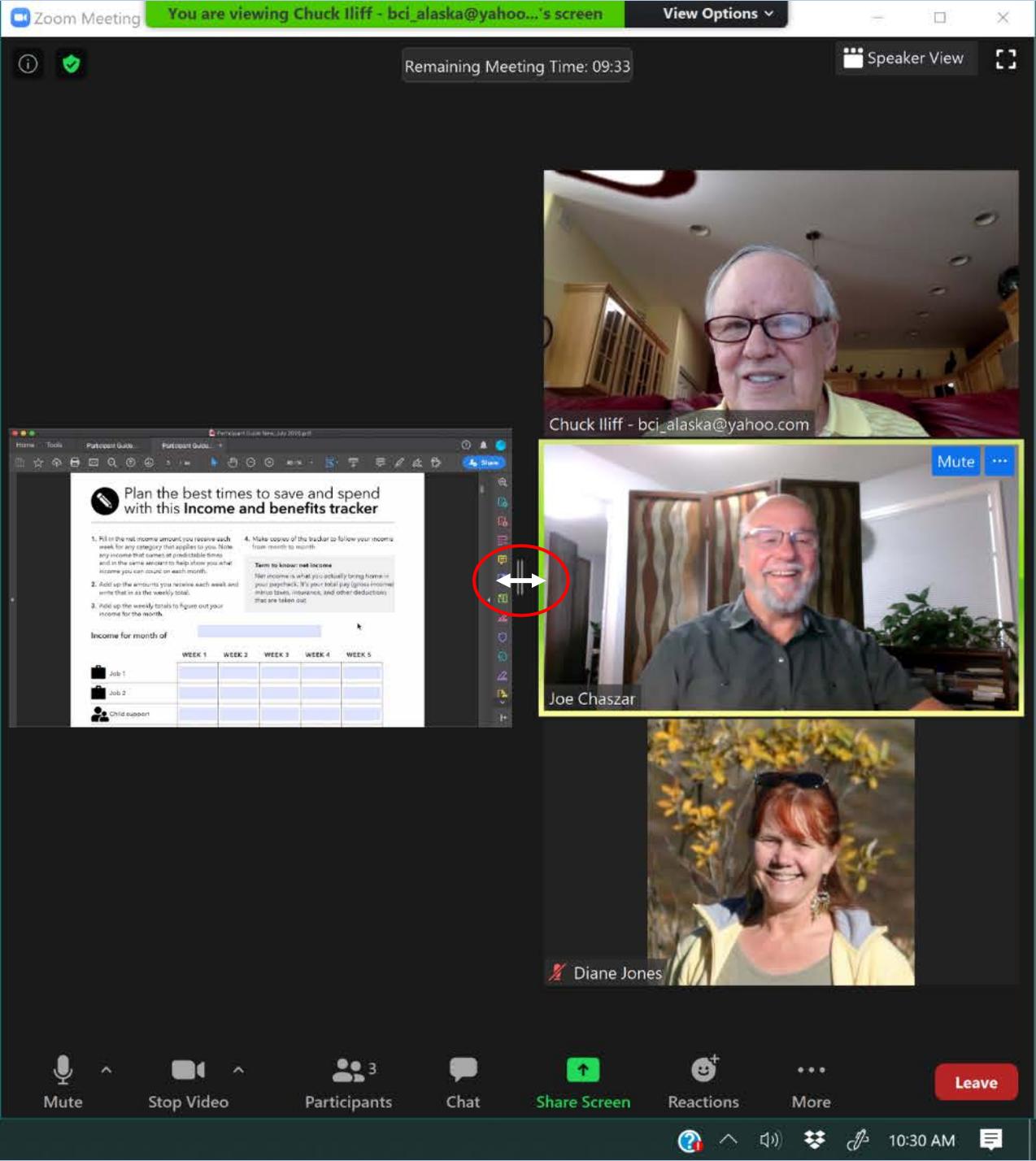
Below the document, there are three video thumbnails of participants:

- Chuck Iliff - bcl_alaska@yahoo.com
- Joe Chaszar
- Diane Jones

The Zoom interface includes a top bar with "You are viewing Chuck Iliff - bcl_alaska@yahoo.com's screen" and "View Options". The bottom bar contains controls for Mute, Stop Video, Participants (3), Chat, Share Screen, Record, Reactions, and a red Leave button. The system tray at the bottom shows the time as 10:19 AM.



You can “dock” you window on one half of the desktop, leaving the other half for opening another application. This makes the shared screen very small but you can adjust the size by placing your cursor between the shared screen and the participants until the double arrow shows.



Remaining Meeting Time: 09:33

Speaker View

Plan the best times to save and spend with this **Income and benefits tracker**

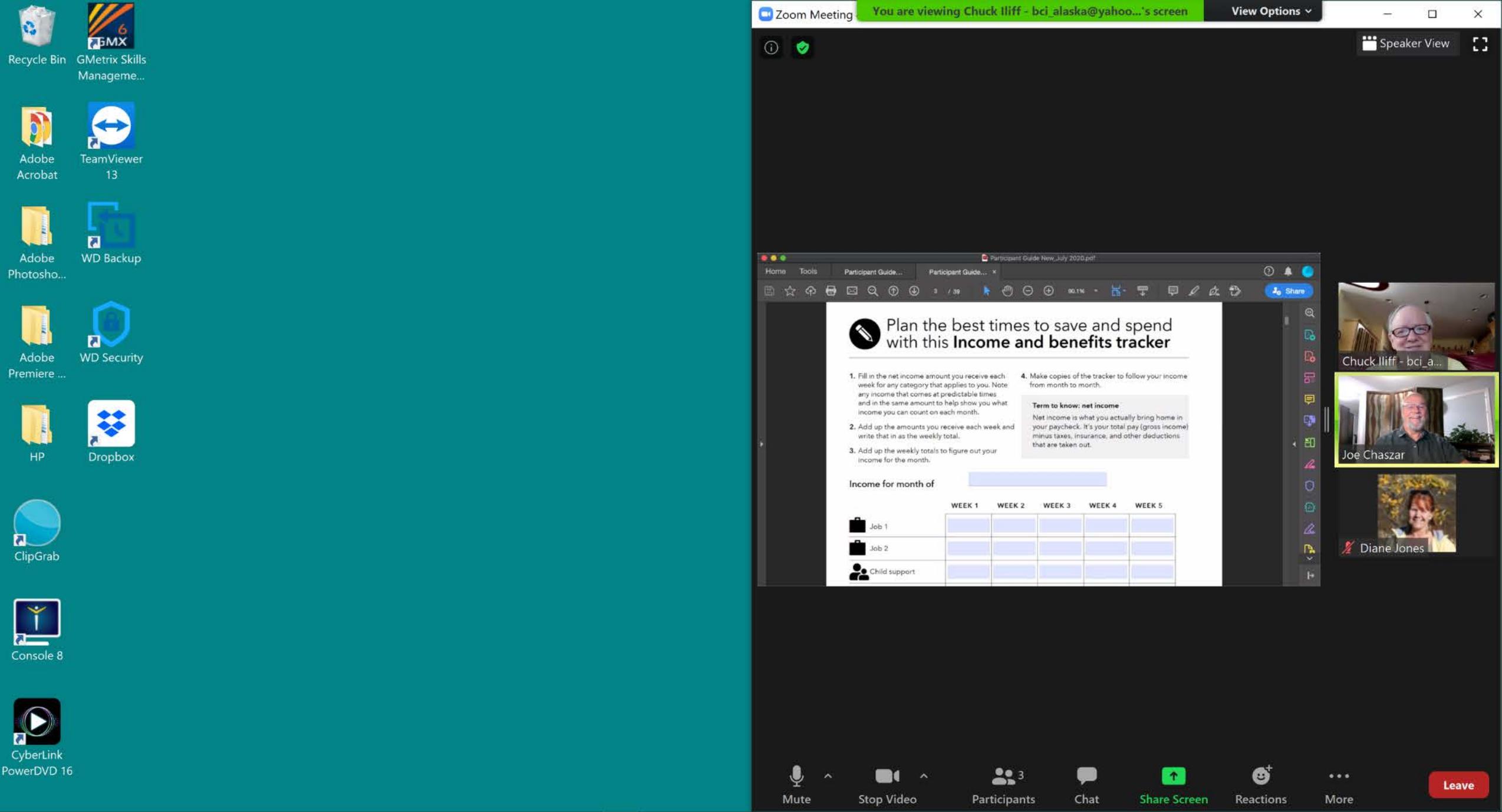
1. Fill in the net income amount you receive each week for any category that applies to you. Note any income that comes on predictable times and in the same amount to help show you what income you can count on each month.
2. Add up the amounts you receive each week and print that on as the weekly total.
3. Add up the weekly totals to figure out your income for the month.
4. Make copies of the tracker to follow your income from month to month.

Term to know: net income
Net income is what you actually bring home in your paycheck. It's your total pay (gross income) minus taxes, insurance, and other deductions that are taken out.

Income for month of _____

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
Job 1					
Job 2					
Child support					





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	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
Job 1					
Job 2					
Child support					

Under View Options: Exit side-by-side Mode

Zoom Meeting You are viewing Chuck Iliff - bci_a

View Options ▾

- Zoom Ratio Fit to Window > ✓ Fit to Window
- Hide Video Panel 50%
- Request Remote Control 100%(Original Size)
- Annotate 150%
- Exit Full Screen 200%
- ✓ Side-by-side Mode 300%

Participant Guide New_July 2020.pdf

Home Tools Participant Guide... Participant Guide... x

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Income for month of

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
Job 1					
Job 2					
Child support					

Chuck Iliff - bci_a...

Joe Chaszar

Diane Jones

Mute Stop Video Participants Chat Share Screen Reactions More Leave

10:29 AM

Recycle Bin

GMetrix Skills Manageme...

Adobe Acrobat

TeamViewer 13

Adobe Photosho...

WD Backup

Adobe Premiere ...

WD Security

HP

Dropbox

ClipGrab

Console 8

CyberLink PowerDVD 16

Zoom Meeting You are viewing Chuck Iliff - bci_alaska@yahoo... 's screen View Options

Remaining Meeting Time: 08:03 Speaker View

Chuck Iliff - bci_a... Joe Chaszar Diane Jones

3 / 39 90.1%

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Income for month of

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
Job 1	<input type="text"/>				
Job 2	<input type="text"/>				
Child support	<input type="text"/>				

Mute Stop Video Participants Chat Share Screen Reactions More Leave

10:32 AM

Participant Guide New_July 2020.pdf - Adobe Acrobat Standard DC

File Edit View Window Help

Home Tools Document 3 / 39 75% Sign In

Plan the best times to save and spend with this **Income and benefits tracker**

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Income for month of

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
Job 1					
Job 2					
Child support					
Disability benefits					
SNAP					
TANF					
Other government programs					
Other:					

Now open any materials you will be viewing or working on along with the Zoom presentation.

Zoom Meeting You are viewing Chuck Iliff - bci_alaska@yahoo... 's screen View Options

Remaining Meeting Time: 08:03 Speaker View

Chuck Iliff - bci_a... Joe Chaszar Diane Jones

3 / 39 90.1%

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Income for month of

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
Job 1					
Job 2					
Child support					

Mute Stop Video Participants Chat Share Screen Reactions More Leave

This video shows how you
can adjust the shared screen.
[Click Here](#)

How to Share your screen
[Click Here](#)

Sharing your screen on a Chromebook
[Click Here](#)

Videoconferencing Etiquette

- ❖ **Appearance**
 - ❖ Dress for class; eat after/before class
 - ❖ Have a solid unlit background (no window behind you)
 - ❖ Have light on your face
- ❖ **Be professional**
 - ❖ Be 5 minutes early
 - ❖ Video on – be present
 - ❖ Microphone muted – no distractions!
- ❖ **Have your plan for action if you encounter technology trouble**
 - ❖ Make sure you have the Meeting ID, Password, and instructor's phone number readily available.