UNIVERSITY OF REGINA | CCE COMMUNITY & ZOOM GUIDE

Student CCE COMMUNITY & ZOOM GUIDE

SUPPORT - PHONE: 306-585-5748 OR E-MAIL: SIS.NONCREDIT@UREGINA.CA
CCE COMMUNITY LOGIN INSTRUCTIONS

STEP 1
Go to the U of R`s Centre for Continuing Education site at www.uregina.ca/cce

In the upper right corner, click on the CCE Community Login button as shown here.

STEP 2
You will then be brought to the CCE Community Login page. Login using your username and password.

You will have received an e-mail with your login credentials upon registration. Note your course will be viewable 2 business days prior to the start of the course. For assistance, call 306-585-5748 or email sis.noncredit@uregina.ca.

STEP 3
You will then be on the CCE Community dashboard. To get to your course click on Site Home. Then, scroll down to see your list of available courses. Select your course.

GETTING STARTED USING ZOOM

STEP 1 - ACCESS YOUR ZOOM ROOM
Once you have selected your course from the CCE Community dashboard, click on the Zoom link.

STEP 2 - JOIN THE WAITING ROOM
You will be added to a Waiting Room where you can test your audio and video settings. Please be mindful of the rules you see listed.
ZOOM FEATURES

A - VIDEO IN ZOOM
You have the option of joining with or without video. If the instructor does not want participant videos turned on, your video will not show. Note instructors may turn off your video, but cannot turn it on. Control your video with the camera icon ( ). Click the icon to toggle between your camera being on or off.

B - AUDIO IN ZOOM
You may be muted automatically as you enter the room. The meeting host may request you to unmute your microphone or you may unmute yourself. Note instructors may turn off your audio, but cannot turn it on. Control your audio with the microphone icon ( ). Click the icon to toggle between mute and unmute.

C - TEXT CHAT
To view the Text Chat window, click the “Chat” icon ( ). To close the window, click the “Chat” icon again. To use the chat feature, click the text entry field at the base of the Chat window, type your question, select whom you want to speak to (Everyone or a single participant privately) from the drop-down above and press “Enter/Return” on your keyboard.

D - SCREEN SHARE
To use the Screen Sharing feature, click the “Share Screen” icon ( ). To stop sharing, click the “Stop Share” button ( ). Note the window or screen you are sharing will have a green border.

E - PARTICIPANTS
To view the Participants window, click the “Participants” icon ( ). To close the window, click the “Participants” icon again.

ZOOM CLASSROOM EXPECTATIONS

- Raise hand to comment or ask a question
- Avoid slow internet connections
- Please be respectful
- Do not record

ADDITIONAL SUPPORT & RESOURCES

- ZOOM Support: www.support.zoom.us/hc/en-us
- Video Tutorial: www.uregina.ca/cce/zoom-support/index.html
- Student Drop-in Help Sessions: www.uregina.ca/cce/zoom-support/index.html