

ZEN LIVE STUDENT PARTICIPANT GUIDE



Version 3.1.114 October 2011
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How to Enter and Exit ZENLIVE

You will enter ZENLIVE through your LEARN Homepage. Log into www.learnquebec.ca with your username and password.



Once you log in to your home page you will see GO buttons for Zenlive. Click on the button for the room you are joining.

Welcome to LEARN

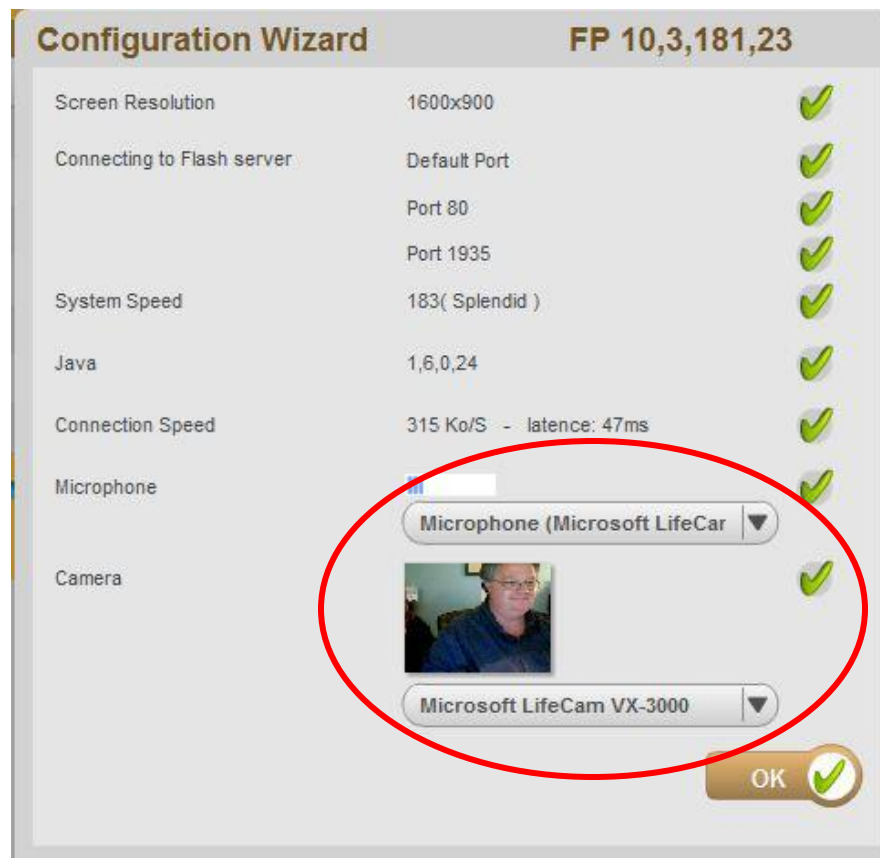
In pursuit of LEARN's mission to provide quality educational resources, your customized home page lists content and resources that are available to you as a member of the LEARN community which includes students, teachers, principals, and all other pedagogical personnel currently employed by a Quebec English language school board or members of the Association of Jewish Day Schools (AJDS) or the Quebec Association of Independent schools (QAIS).

These resources are not available to the general public.

- [Go](#) Zenlive for Summer Bridge Course
- [Go](#) Zenlive for ALPHA ENAP
- [Go](#) Zenlive for Leadership Theory 610
- [Zenlive Participant Guide \(online version\)](#)
- [Zenlive Participant Guide \(PDF version\)](#)

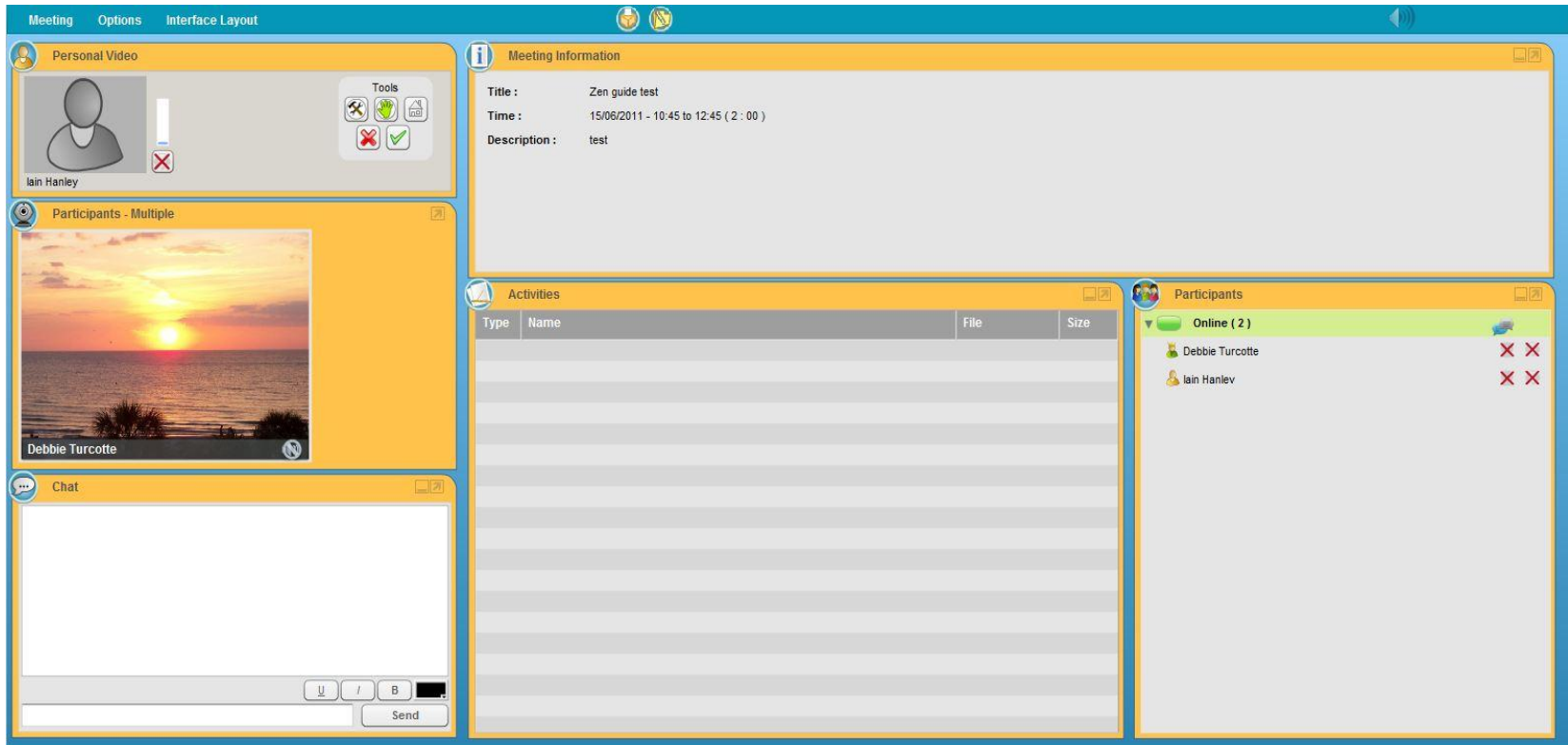
Configuration Wizard

The Configuration Wizard will run to make sure that your computer is set up properly for your class. You may choose the microphone and camera you wish to use for your class.

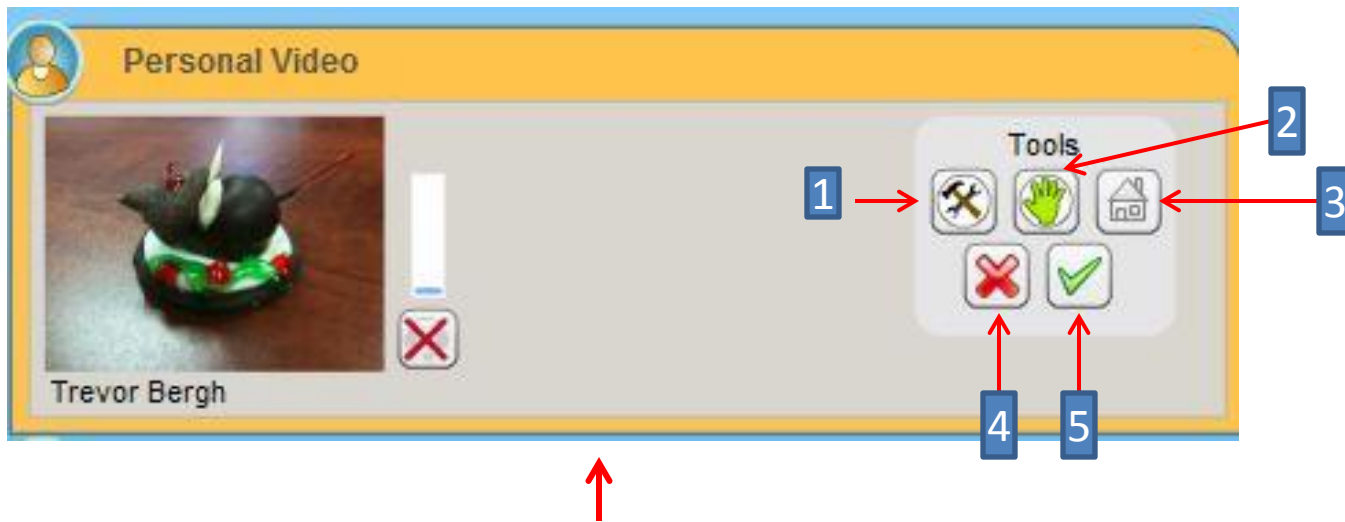


ZENLIVE Classroom



Your Zenlive classroom will look like this.



To speak during class you may use the control key or click on the *x* in your personal video area. Holding down the *x* while you speak.



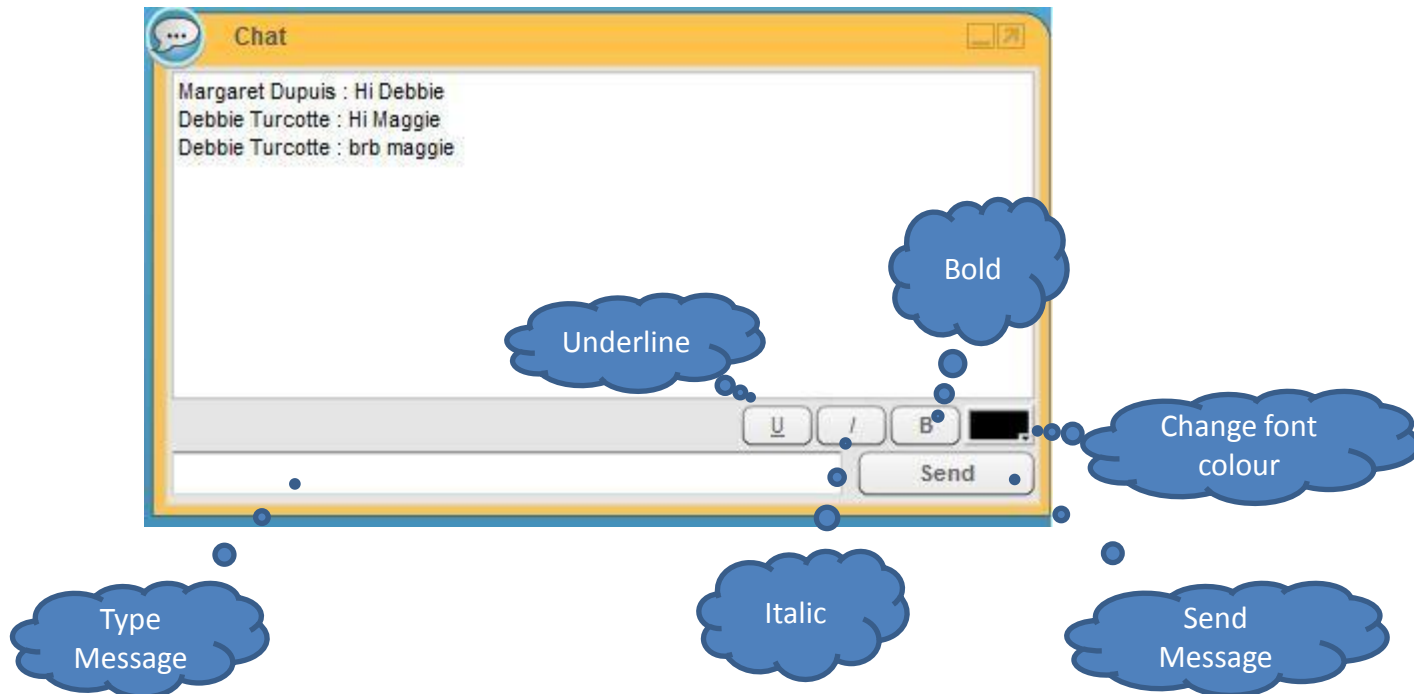
Your Tools, Picture and Microphone feature are available in the Personal Video Area.

1. Help tool: Click to indicate to the teacher that you have a problem.
2. Hand tool: Click to show that you have a question.
3. House Tool: Click on it to return to the main layout of the classroom.
4.  answer No to a question.
5.  answer Yes to a question.

Chat Box

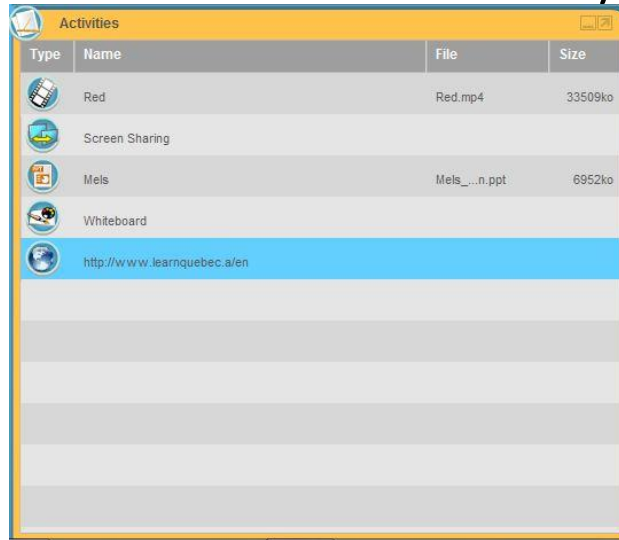
In the chat box you can:

1. respond to the teacher
2. respond to questions that are asked between you and your classmates
3. **private message** the teacher by right clicking on her name and sending a msg.
4. You may not private message classmates. You can also change the colour of the font. You can also copy and paste your conversation should you wish to keep it.



Activities & Whiteboard

The Activity section - see the list of activities for your class.

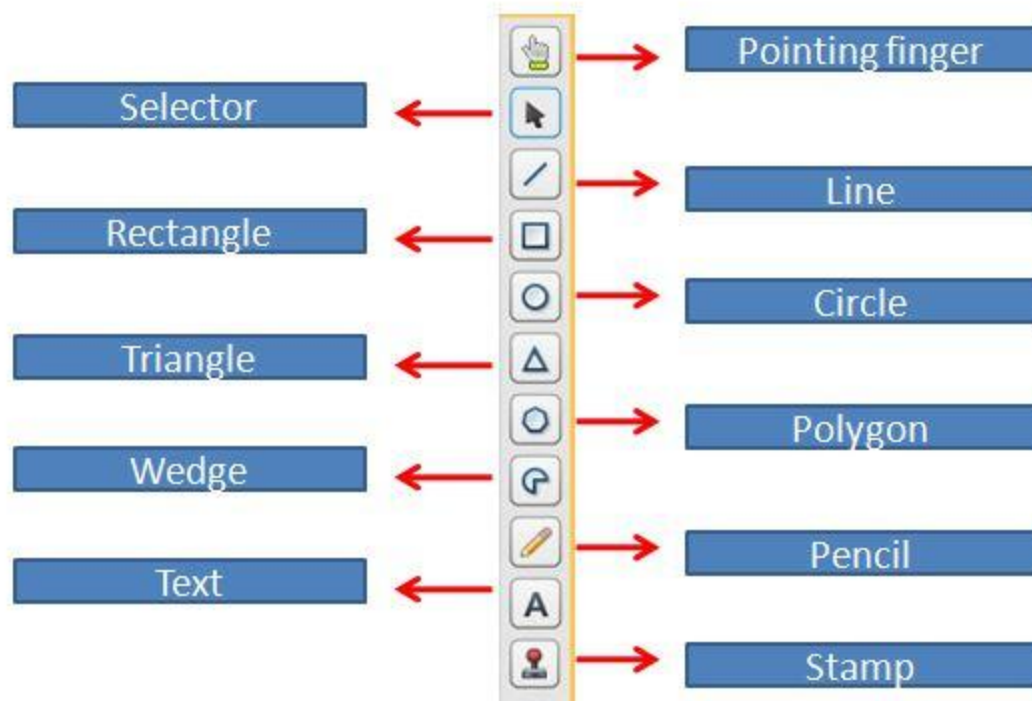


The Whiteboard - where the teacher will interact with you during your class.






Whiteboard Tools


On the right and of your screen there is a toolbar. The toolbar is not active until the teacher unlocks it. When clicking on the bottom, you will see a toolbar on the bottom right hand side to choose size, colour and angles.




Whiteboard Tools Explanation

-  - Pointer allows you to draw attention to a particular element on the whiteboard.
-  - Selector allows you to select and move various elements on the whiteboard (shapes, text, images).
-  - Line allows you to draw lines of various colours, thickness and style.




-  - Rectangle allows you to draw shapes and choose the fill colour and the colour and thickness of the border.



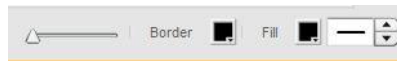
-  - Circle allows you to draw circles and choose the fill colour and the colour and thickness of the border. If you click on the word fill you can add or remove the fill.




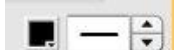
-  - Triangle allows you to draw triangles and choose the fill and colour and thickness of each border for each angle. If you click on border you can add or remove border.



-  - Polygon allows you to draw polygons and choose the fill colour and the colour and thickness of the border as well as the number of points using the triangular shaped tool at the bottom.





Whiteboard Tool Explanations

 - Pencil: allows you to draw freehand while determining the colour and thickness of the script. 

 - Text: allows you to add text and determine the text size, font and colour.

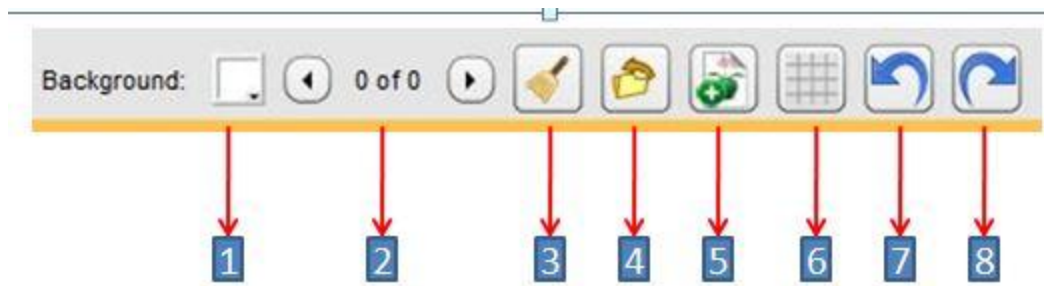


 - Stamp: allows you to select an image from a predetermined list and display it on the whiteboard in the colour of your choice. 

Whiteboard bottom Toolbar



1. Background: change the background colour of a selected page.
2. Page: determine which page to display on the whiteboard.
3. Clear: erase all content displayed on screen.
4. Save: save all displayed content in JPG format.
5. Image: display an image stored on your computer.



6. Grid: put a graph on your pages.

7. Undo: undo last action.

8. Redo: redo last action.

Presentation & Video Viewer

The teacher will use the presentation screen for slideshow presentations such as PowerPoint and display documents.

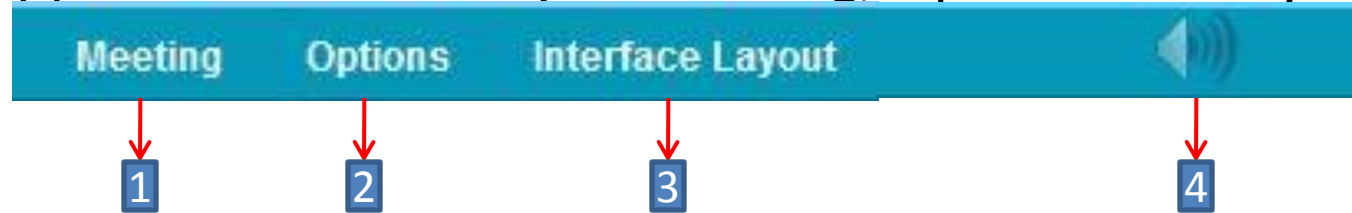


The Video Viewer is where you will view any videos the teacher will be using for the class.



ZENLIVE Upper Toolbar

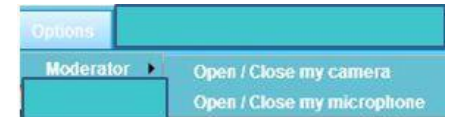
The upper toolbar shows you Meeting, Options and Layout.



1. From Meeting, you can go back to Agenda or Exit the Class or Zenlive.



2. From Options, you can close your camera or microphone.



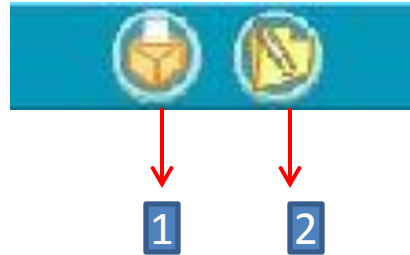
3. Interface layout will bring you back to the main page the teacher has up.



4. The name showing beside the Speaker in the top right corner is speaking at the time.



ZENLIVE Upper Toolbar



1. Poll... access class polls.
2. Shared Documents...access and download shared documents.

FAQ

What are the system requirements for running Zenlive?

For PC-based participants:

Internet Explorer® 7.0 or newer, Mozilla® Firefox® 3.0 or newer or Google™ Chrome™ 5.0 or newer (JavaScript™ and Java™ enabled)

Windows® 7, Vista, XP or 2003 Server

Cable modem, DSL, or better Internet connection

Minimum of Pentium® class 1GHz CPU with 512 MB of RAM (recommended) (2 GB of RAM for Windows® Vista)

FAQ Cont'd

For Mac[®]-based participants:

Safari™ 3.0 or newer, Firefox® 3.0 or newer or Google™ Chrome™ 5.0 or newer (JavaScript™ and Java™ enabled)

Mac OS® X 10.4.11 – Tiger® or newer

PowerPC G4/G5 or Intel processor (512 MB of RAM or better recommended)

Cable modem, DSL, or better Internet connection

Participants wishing to connect to audio using VoIP will need a fast Internet connection, a microphone and speakers. (A USB headset is recommended.)

FAQ Cont'd

Can I test the quality of my Connection, choose my microphone and speakers set up before my class?

Yes. This is recommended.

Simply click on the **My Wizard** icon at the top of your screen. The Wizard will calculate your system and connection speed. You can also choose your microphone and camera preferences.

Where can I go for help with Audio Problems?

If no one can hear you, here are some quick tips:

- i. Double check that you have the correct sound devices selected – for instance, if you are using USB headsets, then this option must be selected in My Wizard.
- ii. If using a microphone with a mute/unmute button, is your microphone muted?
- iii. If using microphone speakers, is your Internet connection too slow? Run the Wizard to verify connection speed.
- iv. If you are still experiencing problems, refresh your browser.

FAQ Cont'd

What microphone/speaker configuration do you recommend for best audio Quality?

For optimum audio quality, we recommend a USB headset connected to your computer, or USB headphones and stand alone microphone connected to your computer.

Can I keep Skype running on my computer?

No .. Skype should be turned off while in Zen.

Who do I contact if I have problems?

You can contact our help desk at 1-877-647-6060 from 8:30 – 4 pm. During SOS Tutorials you may contact the help desk from 5:30 – 8:30 pm.

Troubleshooting

Microphone is not working:

- i. Click in grey personal window and this will activate the microphone.
- ii. F5 to refresh.

Clock icon keeps spinning:

- i. Program uploading is incomplete.
- ii. F5 to refresh and reset.