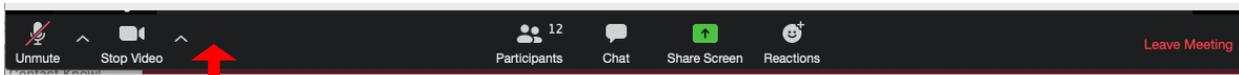


STUDENT TIPS FOR SUCCESSFUL ZOOM CLASSES

- Set up an *intentional* physical space where you are going to participate in the class.
 - A quiet space - minimize background noise
 - Don't sit with a window behind you—light streaming in can disrupt your computer camera's automatic light adjustments.
 - Find a space where there isn't likely 'action' going on behind you such as your grandchildren playing, your spouse coming out of the shower... remember the others in the class will see the action behind you.

- Become familiar with the Zoom activity bar (on PCs and Mac's it is on the bottom of the screen, iPads on top of the screen). You can join the class up to 45 minutes prior to its start on the first day and up to 30 minutes prior on subsequent class days. You can also download a free zoom account at any time. For instructions to do this go to <https://zoom.us/>.

At the bottom of your ZOOM application screen you will see the following ZOOM menu:



Video

- Turn on your video. Before joining the meeting, you will see your video (face-cam). This is what you will look like on screen...adjust as necessary for lighting and make sure *your whole face is visible* on the screen, not just your nose and eyes or just your chin.
- When you are talking, look at the camera, not the screen. It will seem more like you are engaging and speaking directly to the other class members.
- Don't walk around with your phone/laptop while the video camera is on...again, the other class members will see whatever your video camera is projecting! In addition, this can be very distracting for the other class members.

Audio

- When you are moved into the classroom and before the class starts, test your audio. You can do this by clicking on the ^ next to the microphone icon in the toolbar for Zoom.

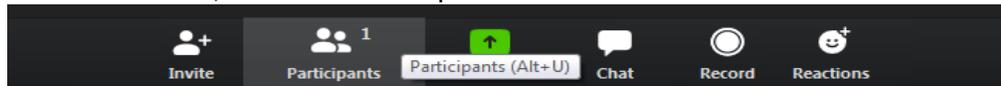


- Check that your speakers are turned on and the volume on your device is at the right level for you.
- To mute/unmute yourself, use the microphone icon. A red line through that icon means you are on mute.

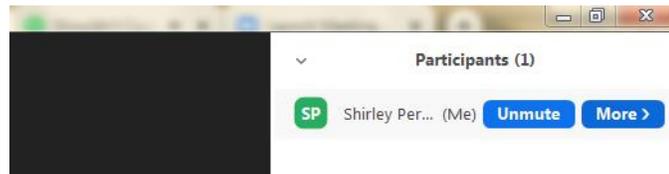
Identify yourself to others in class.

- The list of participants should reflect your first and last name. Your name will also show on the thumbnail video of you.

- If you need to modify the screen name for the class to reflect your first and last name, you do this by clicking on the participants icon in the Zoom activity bar and your name will appear on top of that list. When you hover over it you will see a 'more' button appear. Click on that. A drop-down menu will include 'rename.' Click on that and type the name as it will then appear for the class. To rename yourself on Zoom, click the "Participants" icon at the bottom of the screen.



Then, the "Participants" window will open on the right side of your screen. Hover over your name with your mouse and click "More."

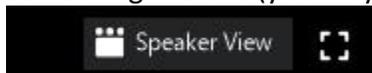


After selecting "More," select "Rename" for a pop-up window to appear in the center of your screen. Then, in the text box put your desired name and select 'OK'. Your name should update immediately.

Seeing other class members

There are two views—a gallery view where you see thumbnail videos of the other class participants and a speaker view where whomever is speaking will be on the screen with a few of the other participants' videos in a thumbnail perspective along the side or top of your screen.

In the upper right corner of the screen, if you are in Gallery view, you will see a text box that looks something like this (you may need to roll your mouse for it to appear):



Move your mouse to the Speaker View text box and click to switch to Speaker View.

If you are already in Speaker View, the text box will look something like this:



Move your mouse to the Gallery View text box and click to switch to Gallery View.

- If there are too many participants to fit on one screen - in Speaker View scroll through the thumbnails by taking your cursor to the upper-right side of the screen where an arrow will appear. In Gallery View, slide your mouse over the video thumbnails. An arrow will appear on the right side of the thumbnails screen which you can click on to take you to the next screen.
- If a class member is on phone only or does not have his/her video on, there will not be a picture, but their name will still appear in a black thumbnail.