

Zoom

Zoom can be used to do many things outside of a regular classroom. Try using Zoom to...

- Meet with study group members for projects and assignments
- Work on homework with classmates
- Schedule online tutoring
- Peer tutoring

What devices can I use Zoom on?

- Laptop/computer (PC/Mac) -- **recommended**
- Tablet (Apple iOS, Android)
- Smartphone (Apple iOS, Android)

Preparing for a Zoom Meeting

Days Before

- Remember to download and install the Zoom launcher (PC/Mac) or the app (iOS/Android) in advance, as it can take several minutes to complete.
- Review Zoom instructions here or via the external Zoom link found in your Moodle or Canvas course. More information can also be found at Zoom's [Getting Started](#) page.
- Join a Zoom Test Meeting (found by clicking [here](#)) to confirm your computer or device's capabilities.
- In your test meeting, practice using the Zoom features listed below under "Views to choose from" and "The Zoom Menu."

15 Minutes Before

- Find a quiet space with strong Wi-Fi that is free of distractions. You can test your internet connection speed by visiting Zoom's suggested third party bandwidth tester, [Speed test](#).
- Open Zoom via the downloaded program, app, or through the Zoom module link in Moodle or Canvas.
- Test your headphones, microphone, and camera to make sure the class can hear and see you (and vice versa).
- To test your microphone, click "Test Computer Mic & Speakers" in the pop-up window that appears when first opening a test meeting or beginning your scheduled meeting..
- To test your camera, just look at the Zoom window to see that you are clearly visible, non-pixelated, and can move and speak without noticeable delays. *You may need to give Zoom permission to access your camera and microphone beforehand. Typically, the request for permission will appear in a pop-up window the first time you open a Zoom Meeting, and will carry over to future meetings. If you declined permissions in the*

past, you will need to go into your PC or Mac's settings to allow Zoom to access your camera and microphone. **During the Zoom Meeting**

- Click **Start Video** to begin broadcasting from your webcam.
- Click the **Chat** bubble to ask questions via text, share links to websites, and keep up with the class's back-channel discussion. You can chat to everyone in the meeting, just the professor, or a specific person.
- Find out who else is in the meeting by clicking **Participants**. This is also where you can "raise your hand" to ask a question, answer a question, or start an intense philosophical debate. What you do with this power is up to you.
- Be prepared to share your screen with the class. *They can see the tabs you have open.* (Italicized for emphasis, fam.)
- At the end of the class, click **Leave Meeting**.

No matter how many people are in a meeting, there is probably someone watching your video at all times. It could be your professor. It could be your classmate's dog. Doing something embarrassing or distracting, like flossing, eating, or using your camera to see if you have food in your teeth will probably be seen, no matter how quickly you do it. Do not be that person.

Views can be changed by hovering the mouse at the top right of the Zoom Meeting window and clicking the desired view. There are three views in Zoom:

- **Speaker View:** Focuses on the speaker. If the cutie from down the hall is talking, use this view.
- **Gallery View:** Shows all participants (up to 25 people). Use it when you feel like watching everyone.
- **Full screen:** Maximizes screen.