

Zoom 101

College LIFE



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Zoom

What is Zoom?

What is Zoom?

- “Zoom is a cloud-based video communications app that allows you to set up virtual video and audio conferencing, webinars, live chats, screen-sharing, and other collaborative capabilities.”
- Source: <https://www.businessinsider.com/what-is-zoom-guide>
- You can use Zoom to video conference with 1 or more people, similar to Facetime or Skype

What is it Used For?

What is Zoom Used For?

- Online Classes
- Online Office Hours
- Group Project Meetings
- Talking with Friends
- Sharing Videos Live with Others Online
- Online Appointments (advising, counselling, etc.)

Where to Access Zoom?

Where to Access Zoom?

- Laptops/Desktops
- Smart Phones/Tablets
- On ELMs-Canvas for classes

Signing into Zoom Instructions and Using its Features Resources

Signing into Zoom Instruction Resources

1. [Signing into Zoom](#)
 - What is in this article?
 - Sign in to <https://umd.zoom.us>
 - Sign in with the Zoom App
 - Access Zoom on a Mobile Device
 - Access Zoom in ELMS-Canvas
2. [UMD Student Guide to Using Zoom](#)
 - What is in this guide?
 - What is Zoom?
 - Authenticate your Zoom account
 - Collaborating with other students
 - Join a Zoom meeting via your ELMS-Canvas course
 - Connect to Zoom audio
 - Zoom meeting basic features
 - Access Zoom Recording
3. [Participating in a Zoom Meeting Quick Start Guide \(Penn State\)](#)

Zoom Etiquette

Tips When Using Zoom

- Remember to **wear your normal clothes**, even if you are technically staying online all day!
 - i.e. do not wear pajamas, do not attend class shirtless
- **Be aware of your surroundings** and make sure there is nothing distracting happening behind you
 - If you are in a busy living situation, you can employ a [Virtual Background](#) to hide what you don't want seen.
- Make sure to **mute yourself** when joining a Zoom by clicking the microphone in the lower left-hand corner
 - When muted, it will have a red dash across it
 - This eliminates background noise

Source for information presented: <https://education.depaul.edu/covid-19-resources/Pages/zoom-etiquette-for-students.aspx>

Tips When Using Zoom

- Make sure to **use appropriate language** when speaking and when using the Zoom chat feature
 - The zoom chat feature comments are public and recorded in the minutes of the session – do not use impolite language or talk about inappropriate subjects in the chat
- **If your professor says to, raise your hand to ask a question or wait for the professor to ask if anyone has questions**
 - A professor may ask you to either physically raise your hand or use the “Raise Hand” button at the center of the bottom of the screen when you want to ask a question
 - To ask your question in Zoom: unmute yourself temporarily by holding down the space bar while you speak, and when finished asking let go of the space bar to become muted again
 - *College LIFE Tip:* If you have a question about something the professor says, but they do not stop to let people ask questions, you can send your questions to the chat instead (remember: your chat messages are visible to everyone in the zoom! If you have a private question, privately message the instructor or email them after class)

Source for information presented: <https://education.depaul.edu/covid-19-resources/Pages/zoom-etiquette-for-students.aspx>

Tips When Using Zoom

- Read your course syllabus to see if your professor has provided rules for using Zoom during class
- If your professor does not provide guidelines for using Zoom during class, you can email them with any questions you have such as:
 - How should I ask questions during virtual class time?
 - Are we required to have our cameras on during class time? If so, can I take breaks from having my camera on?
 - How should we use the chat feature in class?
 - Will lectures be recorded? Can I record lectures myself?

How to Stay Engaged on Zoom?

Staying Engaged

- If you get tired, try participating more in class
- Ask your professor questions
- Keep a snack and water with you in case you get hungry
- Take the Zoom class meeting at a desk or somewhere you can stay alert rather than a comfortable spot like your bed where you could fall asleep
- Look away from your computer screen here and there to relax your eyes
- If you are tired from being seen on your webcam, and your professor doesn't require you to keep your webcam on, turn it off for a while to give yourself a break from being watched
- Between classes, go outside and take breaks like you would regularly

Zoom Accommodations

- Your ADS accommodations may allow you to have recordings of online lectures to refer back to later – that way, if you cannot focus during class time you can look at the lecture at another time
- If you do not receive this accommodation, reach out to your professor via email and ask if they can provide recordings of lectures/if you are allowed to record the lecture yourself on Zoom
 - *College LIFE Tip:* If preferred, you can just record audio from a lecture on your phone to refer back to later rather than a video