Zoom 101 College LIFE

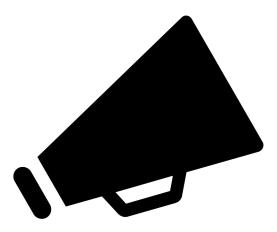




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Zoom

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: <u>https://www.businessinsider.com/what-is-</u> <u>zoom-guide</u>
- 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. <u>Signing into Zoom</u>

- 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. <u>UMD Student Guide to Using Zoom</u>

- 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. <u>Participating in a Zoom Meeting Quick Start Guide (Penn State)</u>

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 <u>Virtual</u> <u>Background</u> 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: <u>https://education.depaul.edu/covid-19-</u> <u>resources/Pages/zoom-etiquette-for-students.aspx</u>



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



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