

Before Class Starts

- Get up and get ready for class just like you would in an in-person class. Wear clothing similar to what you would normally wear to class.
- Find a quiet space with strong Wi-Fi that is free of distractions.
- Open Zoom via the downloaded program, app, or through the Zoom link for your class.
- 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. More information on audio testing can be found [here](#).
- 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. Click [here](#) for more video testing tips.
- 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. You can [contact the Help Desk](#) to assist you in this process, or find information on the internet for your specific device.
- Close any windows or programs open on your device that are unrelated to your meeting. This focuses your device's power to provide the best Zoom meeting experience possible, and prevents potential embarrassing moments if you happen to share your screen.

During Class

- Click **Start Video** to begin broadcasting from your webcam.
- Please be aware that your instructor may be recording your class session.
- 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 a discussion.
- Be prepared to share your screen with the class. *They can see the tabs you have open.* (Italicized for emphasis)
- Make sure the light is facing you and is not coming from behind you.
- Make sure the camera angle allows the class to see you.
- Make sure video is on. If you need to step away from the computer for a moment, it's appropriate to turn your video and sound off and then turn them back on when you return.
- Anything that would be a distraction in class can also be a distraction via Zoom. Examples: eating, drinking, shuffling papers, laughing at text messages, rolling your eyes at a classmate, etc.
- ANS writing standards (no text-talk, professional communication, etc.) should be maintained if the chat feature is being used.
- At the end of the class, click **Leave Meeting**.