Attending Classes with Zoom

Zoom is a popular video conferencing tool that is used in business and distance learning. Equipment you will need to attend your professor's online classes:

- Device with a good Internet connection (Note: Chromebooks have issues with Breakout Rooms, a Zoom feature that some professors may use)
- Headphones or earbuds (optional)
- Microphone (if possible)
- Web camera (preferred; use smartphone as an alternative)

Download and Launch the Zoom App:

- Click the link or URL to the Zoom session provided by your professor.
- If it is your first time using Zoom, you will be prompted to download the Zoom application.
- Download the Zoom application, and click on the URL for your class.
- Zoom will be launched from your browser.

Download and Launch the Zoom Mobile App:

- The Zoom mobile app is available for both iOS and Android devices.
- For iOS, search "Zoom" on Apple AppStore or open your browser and enter zoom.us. It will direct you to http://itunes.apple.com/us/app/zoom.us-cloud-video-meetings/id546505307
- For Android, search "Zoom Meetings" on GooglePlay. It will direct you to https://play.google.com/store/apps/details?id=us.zoom.videomeetings

IMPORTANT: Before the start of your first class, go to the Meeting Test Room to make sure your video and audio work.

- Notice your lighting when you are in the Test Room—you'll want the light to be in front of you instead of behind you.
- Check the angle of your camera. Is it better higher or lower (higher is usually preferable)? It is better to work out how you want to look on video before class than during (it is distracting for others).
- Make sure you have a quiet room available to attend class—public places don't work well.
- Skidmore's classes will be set up so that you may join with audio from either a phone or VOIP. If your audio isn't working well with VOIP, you can always change the audio to phone once you have joined the class. Make sure to have your phone nearby, in case you have to switch audio.
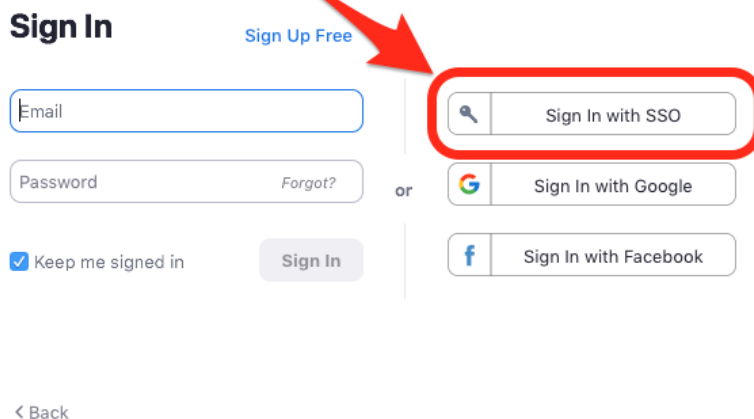
[With appreciation, the above instructions were/modified from UC Online and Union College – ITS]

Preparing for Class:

- Join the class meeting from the link provided by your professor either from within Blackboard, Brightspace or a direct email. Show up at least 10 minutes early for the first class to allow time for working out technical difficulties.
- Switch the view to the Gallery View so that you can see everyone (up to 49 people) in your class at once. Once you are in Zoom, click Gallery View in the upper right corner.
- Your professor may use Breakout Rooms during your Zoom class. Learn more about what to expect and how to join (it is very easy).
- Show up ready to learn:
    - Make eye contact with the camera instead of looking at your own video—remember, the camera is the class!
    - **Mute your mic when you aren't talking**—otherwise, the background noise of your home can be really disruptive
    - Speak in a conversational tone—no need to raise your voice
    - Be fully present. Because of the video, everyone will notice if you are checking your phone or doing something online in another tab.
- If your instructor has required all students be authenticated users to join the Zoom session, then you will be prompted to first sign in to Zoom via Skidmore's Single Sign-On (SSO). If, when you click on the Zoom link, you see a pop-up window specifying that the meeting is "for authorized attendees only", then follow these steps:
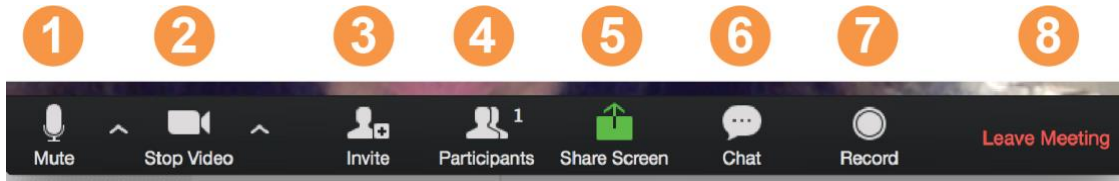   1. Click *Sign In to Join*
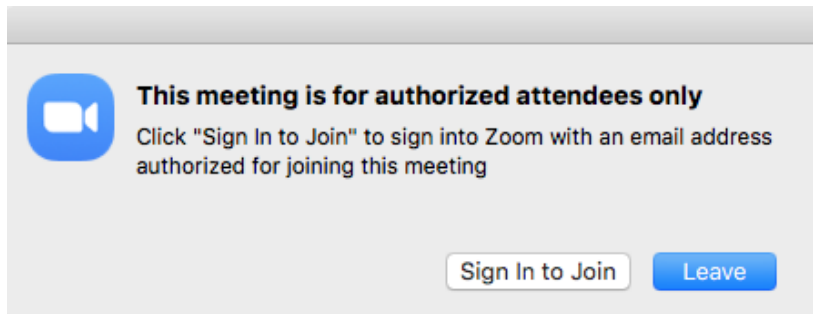
    2.

    3. Input your Skidmore username and password

Understanding the Zoom Menu Bar:

The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don't see the menu bar, move your mouse slightly and the bar will appear. (The bar disappears after a few seconds when in full-screen mode.)

With the Zoom Menu Bar you can do the following:

1. Mute/unmute your audio (not the audio of the participants). You can also select your audio input here by clicking the up arrow next to the microphone icon.
2. Start/stop your video. You can also select your video input here by clicking the up arrow next to the video camera icon.
3. Invite more people to join by email, IM, or meeting ID
4. Participants lets you see how is present and lets you raise your hand to ask a question.
5. Share your desktop (everything you have open) or select a specific application to share (e.g., SPSS)
6. Send a message to one person (using private chat) or to all participants
7. Record the meeting (if you have been granted permission)
8. Leave or end the video meeting

NOTE: For most classes, you will access Zoom by clicking on an email invite or a weblink posted in Blackboard. However, you do have [access to a personal Zoom account](), which you can use to connect with your professors or fellow students.

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