

zoom *What to communicate to your students?*

(Please **modify** this document to suit your preferences and send to students prior to your Zoom class.)

Dear Students:

I will be hosting a class meeting on **(insert date)** at **(insert time)** Eastern Standard Time. **You may also wish to specify if this will be a reoccurring Zoom class time.**

The URL for this class is **(insert your zoom url).**

To join the Zoom class, you will simply click on the above url at the stated date/time. You do not need to create a Zoom account. However, if this is the first time you have used Zoom, you may be prompted to download a zip file. Please follow the brief prompts to install the Zoom helper app and join the class.

This will likely be a new learning environment for many of us, as such, I appreciate your patience as we work to establish an effective learning community using the Zoom platform. The following instructions should help us all get off to a good start!

Before our first Zoom Class

- Use a Chrome browser, if possible.
- Arrive 15 minutes before our scheduled time to test your Audio and Video
- Close all browser windows and quit all other applications except the Zoom instance in Chrome
- I will call on you when it's your turn to test your audio and say hello. **Note: this may not be feasible for larger classes, please delete this bullet if it does not apply but do ask the students arrive early to the first class to test their audio and video connections so that any troubleshooting will not encroach upon instruction time.**
- Have any content you intend to share prepared ahead of time and open on your desktop behind your Zoom screen (if applicable). This ensures that you will be ready to share your screen when called upon.

During Zoom Class

- Please keep your microphone muted except when it is your turn to talk
- For discussions, enable your video camera and use the 'Gallery View' so that we can all see each other
- Use the buttons underneath the participant window to raise your hand, agree or disagree, provide feedback on the pace of the lecture/discussion, or indicate if you have had to step away for a short break
- Share your screen when it is your turn to share your presentation or content with the class
- Please refrain from any side conversations during the Zoom class
- Do not talk over or interrupt other students or the instructor; use the 'raise your hand' icon
- Click on the 'chat' button to see and participate in the ongoing chat discussion

Camera Use

- Position your webcam at eye level or higher – experiment for best angles
- Make eye contact – try to look at your webcam as often as possible
- Use the gestures and mannerisms that you would typically use in person
- Please treat this as you would our in-person class in terms of dress and appearance. Your camera should not reveal anything potentially offensive.

If you are unfamiliar with Zoom or have technical questions, there are many help videos available online:
<https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>

Thank you for your cooperation with these guidelines.

[Insert Signature]