

How to Prepare for Using Zoom Meetings

What can Zoom be used for?

Zoom will be used in some of these ways:

- Participate in interactive lessons.
- Watch demonstrations.
- Take virtual field trips with your class.
- Meet with group members for projects and assignments.
- Work on homework with classmates.
- Conference with your teacher.
- Listen to read aloud books,
- Participate in clubs and fun school events.

What devices can I use Zoom on?

School issued computer recommended. Contact your school for information.

Zoom can be used with any device that has an internet browser. However, Zoom runs more effectively on some devices.

- Laptop/Desktop (PC/Mac) – Chromebook
- Tablet (Apple iOS, Android)
- Smartphone (Apple iOS, Android)

***Whenever possible run Zoom from the application versus a browser.**

Preparing Your Device

- The zoom application should already be installed on your district device. It is a good idea to open the program in advance to make sure it is working properly.
- If you are using a personal device, we suggest downloading and installing the Zoom launcher (PC/Mac) or the app (iOS/Android) in advance, as it can take several minutes to complete the installation.
- You can test your internet connection speed by visiting Zoom's suggested third-party bandwidth tester, [Speedtest](#).

Prepping for a Zoom Meeting

15 Minutes Before

- Find a quiet space with strong WiFi that is free of distractions.
- 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 keep in mind everything open in your “sharing” window can be viewed by everyone.
- Open Zoom via the link provided by your teacher in Canvas
- 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 beginning your scheduled meeting.
 - 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.

**You may need to give Zoom permission to access your camera and microphone.*

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 need to go into your PC or Mac's settings to allow Zoom camera and microphone access.

During the Zoom Meeting



- **Allowing yourself to be heard by others:** Click “Unmute” to turn your microphone on. To turn your microphone off again click on “Mute”
- **Allowing yourself to be viewed by others:** Click “Start Video” to begin broadcasting from your webcam. To turn your webcam off again click “Stop Video”
- **Seeing your classmates and giving visual feedback:** Find out who else is in the meeting: by clicking “Participants”. This is also where you can respond with a “yes” or “no” response as well as give a thumbs up, thumbs down and other responses.
- **Chatting with others:** 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 with everyone in the meeting or just the teacher.

- **Sharing your screen:** Click the “Share Screen” option to show content from your computer. Prepare beforehand and choose wisely... everyone *can see the tabs you have open*.
- **Time to go:** At the end of the class, click “Leave” to end your Zoom session.

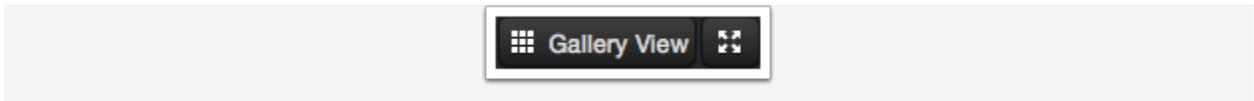
* No matter how many people are in a meeting, there's probably someone always watching your video. It could be your teacher. It could be your classmate's dog. Doing something embarrassing or distracting, like flossing, eating, or using your camera to see if you have food in your teeth will probably be seen, no matter how quickly you do it. Don't be that person.

Views to Choose From

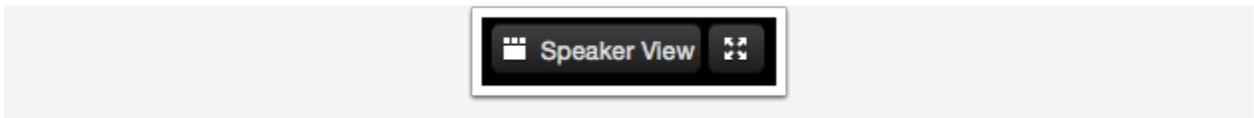
Views can be changed by hovering the mouse at the top right of the Zoom Meeting window and clicking the desired view. There are three views in Zoom:

- **Speaker View:** Focuses on the speaker.
- **Gallery View:** Shows all participants (up to 25 people). Use it when you want to see more people on screen at the same time.
- **Fullscreen:** Maximizes screen.

When currently in Speaker View, switch to Gallery View by clicking this button:



When currently in Gallery View, switch to Speaker View by clicking this button:



To make the Zoom Meeting take up your entire screen, regardless of the view mode you're in, click:



- **Pinning a participant:** you can pin a participant's video, which will make them the primary speaker on your device only.
 1. At the top of your meeting window, hover over the video of the participant you want to pin and click ...

2. From the menu, click **Pin**.



3. **Optional:** If you want to pin additional videos (up to 9 total), follow steps 1 & 2 again as needed.

Zoom Etiquette and On-Camera Tips

Video chatting in a professional setting can be a new experience for many students. Here are some tips to help you look (and feel) like the most impressive Zoomer in the room.

- Getting clear video is a lot like taking a good selfie -- it's all about contrast. Light your face more brightly than the background to make it easier to see you.
- Hold your head high in the picture frame. It conveys confidence.
- Keep your clothing appropriate and professional.
- Be yourself. Move physically and make facial expressions.
- **Microphones pick up all ambient noise, so keep your mic muted until it's your time to speak.**
- Remember that when on-camera, other activities such as eating, drinking, shuffling papers, etc. are extremely distracting (and sometimes unflattering).
- If you can't use video, upload a nice profile image of your face to your Zoom Account. Give your classmates something to look at while you speak.
- School appropriate behavior
- Have fun!