ExecEdDigital Lab

Zoom Best Practices Guide

To do:

Before attending your first Zoom live session, we ask that you complete the following tasks:

1. Enter the Zoom classroom test link.
   Join a Test Meeting
2. Review our best practices for attending a Zoom classroom live session.
3. Familiarize yourself with the Zoom platform by reviewing the provided content below.

Prepare an optimal learning environment:

- Ensure that you have a fast, stable internet connection. You can check your speed here.

- Wired connection is recommended; use wireless only if reliable. This will help ensure that your connection does not falter or drop during the meeting. Avoid using any form of free public wi-fi (i.e., coffee shops, hotels, etc.). Based on the Zoom website, the minimum bandwidth requirements for group video are as follows:
  - 800kbps/1.0Mbps (up/down) for high quality video
  - For gallery view and/or 720p HD video: 1.5Mbps/1.5Mbps (up/down)
  - Receiving 1080p HD video requires 2.5mbps (up/down)
  - Sending 1080p HD video requires 3.0 Mbps (up/down)

- Use the link below to access a test Zoom classroom. Accessing this test Zoom classroom will ensure that your internet connection, speakers, and microphone are all working properly and are compatible with the platform.
  Join a Test Meeting

- Secure a quiet, distraction-free physical location to attend your session. Having more than one computer or device within earshot logged into the same session may cause a distracting echo effect for ALL participants in the session.

- Do not join the session from a cell phone while driving/commuting in a car. The live sessions in this course require you to be an active participant, and many of the planned live session activities cannot be adequately performed on a mobile device.

- Use a headset, not desktop speakers, to hear your sound. This will help to ensure an echo-free environment for all participants. Better yet, use a USB media headset which also includes a microphone. Connect it, and let the driver install BEFORE entering the online meeting.

- Plan to enter each session at least 10 minutes early to ensure your Zoom app is updated, and to test that the audio, camera, etc. are fully operable.

o   As we set up the Zoom session, we may ask that you test your microphones and our speakers to ensure you can be heard.

Joining a Meeting:

- If you have never joined a Zoom meeting before, you will be prompted to download and install the Zoom app.
  - NOTE: if you are accessing the meeting through your browser, and you have a pop-up blocker, you may not be able to have access to all functionalities (polls, for example)
- The waiting room will be enabled when you log-in. For security purposes, we strongly suggest to use your full name and the email address provided for registration.
- All attendees will be muted upon entry.

Participate as if you are in class:

The expectations for participation and class engagement are the same over Zoom as they are for those physically in class.

- It is required that your device's camera is enabled so you are visible to the Faculty/Attendees **throughout** the session

  - This will allow the Faculty to "Cold Call" you as a remote participant
  - Take a moment prior to the session to frame yourself properly in the camera shot, instead of cutting off your head in a visually unnatural way.

- Your microphone must be muted. You can unmute your microphone when the Faculty cold calls you or if you have a question