

Zoom Best Practices – Students

Online Class Best Practices

Before class

- Turn off sound and notifications on electronic devices (phone, tablet, etc.)
- Minimize and eliminate as much potential background noise as possible. Notify others in your household of your meeting times and make sure pets are put up and that they will not cause distraction during the meeting.
- Plan your background setting. Choose a background that will limit distractions.

During class

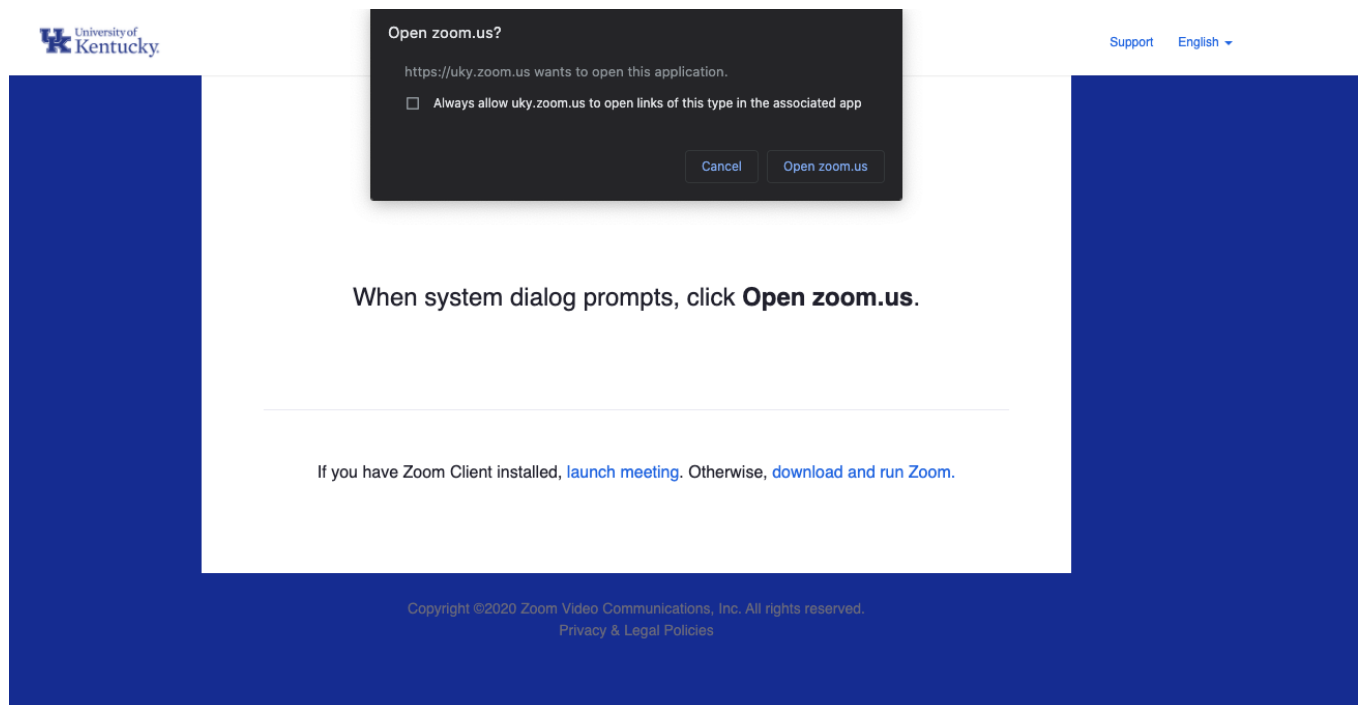
- Login as early as possible or on time, so that the class can begin on time.
- During class, position yourself in a comfortable manner.
- Wear appropriate clothing; clothing you would wear in an in-person class. For Wellness classes such as Line Dancing, Fitness, and Yoga, wear appropriate athletic clothing and shoes.
- Place focus on the instructor and the class as a whole. Avoid distractions from items/devices not relevant to the class, such as your phone, tablet, television, other people or pets in the household. If something has to be attended to, **be sure to temporarily turn off your video camera and microphone**, then once you have returned turn on the camera again. If you have to attend something else (an appointment, an important errand, etc.) that will require you to be elsewhere and/or in a vehicle, it's recommended that you forego joining the meeting for that day. You can notify the instructor that you have something important to attend to that day/on certain days the class is being held.

Using Zoom & Joining a Meeting

Training resources, such as video tutorials, live training, support center, workshop calendar, and quick reference guide: <https://support.zoom.us/hc/en-us> or <https://uky.zoom.us/>

Joining a class on Zoom

You will receive a Zoom invitation including a link to the Zoom meeting. You may also receive a Member ID, Toll numbers, and depending on the class, a password. You may save this information on your device, though the instructor/host will send out the same Zoom invitation weekly in case you lose the invitation.



Whenever you click on a Zoom link, it will open up a new page on your internet browser (Google Chrome, Firefox, Safari, Internet Explorer) where it will then prompt you with a dialog box that says “Open zoom.us?” Be sure to choose “Open zoom.us” This will then direct you to the Zoom application on your device. Be sure to install Zoom from <https://zoom.us/download> prior to joining a Zoom meeting, you’ll only have to download and install the app once (click Download for the first option “Zoom Client for Meetings”)

A Zoom account isn't required to attend a class session. Anyone can attend a class session using their laptop or desktop (Windows or Mac), tablet, or smartphone (iPhone or Android). [Click here](#) for a 1 minute video about joining Zoom.

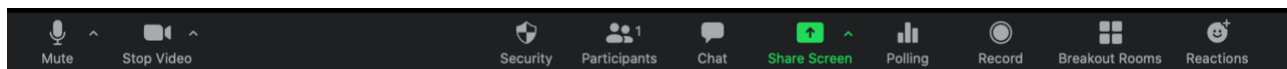
Before class

- Look over the differences between desktop computer and mobile device use on Zoom: <https://support.zoom.us/hc/en-us/articles/360027397692-Desktop-client-and-mobile-app-comparison>
- In the case you don't have a tablet/smartphone or computer, you can dial-in to one of the provided phone numbers on a Zoom invitation.
- Do a test run several days in advance with a friend. Use this time to test the software, check lighting, and practice using the different features.

- **Joining Over Telephone:** Please be aware that there may be a cost to using the "US Toll" telephone numbers below. Please take a moment to review this article, posted by the Zoom Help Center: <https://support.zoom.us/hc/en-us/articles/360028776612-Will-I-be-charged-for-using-a-dial-in-number-to-join-a-Zoom-Meeting->

During class

Using the Control Bar (or “Meeting Controls”)



Unmute- Use this button if you have momentary background noise occur during presentation. You will mute your audio, and you can click on this button again to unmute.

Stop Video- Allows you to turn off your video camera. You can click on this button again to turn the camera back on.

Participants- At the bottom, there are options in the form of symbols to provide nonverbal communications such as Yes/No, Like/Dislike, Raise Hand, and more.

Chat- Clicking on this will open a new window to the right-side of Zoom, where you can send out messages to Everyone or a single participant in the meeting. This is a great place to ask questions without interrupting the instructor or anyone talking at the moment.

Leave Meeting- Once class is over, click on this to leave the Zoom Meeting, otherwise you will still be in the meeting until the host clicks “End Meeting” on their end.

FAQs

Question: I am trying to use Zoom but can't get my audio to work. How can I fix this?

[Click here](#) to read these step-by-step instructions to test your audio.

Question: I want to be able to interact with others and the instructor in these online classes.

Does Zoom allow for this?

Zoom certainly does allow you to interact with others and the instructor during class. You are able to use the "chat" feature to ask questions and talk with peers or the instructor - [click here](#) to read more about the "chat" feature. You can also turn on your webcam so others can see your face, and your instructor can encourage you to do activities, ask questions, or contribute to the conversation.

Question: I don't think I can do online classes because I don't have the right equipment. What equipment is essential?

Anyone can attend a class session using their laptop or desktop (Windows or Mac), tablet, or smartphone (iPhone or Android). All you need is your device and either cellular data or connection to an internet network, such as WiFi.

If you really want to get the most out of your experience, we suggest a camera (if you have a smartphone or tablet, the built-in front-facing camera; if you have a laptop or a desktop, a webcam), headphones, and to have your device's charger nearby (in case the battery runs low during class).

Question: How can I test my system before class?

Great question! There are several different ways to test your system:

1. Join Zoom's Test Meeting. [Click here](#), then click the blue "Join" button to enter a test meeting.
2. Attend a Zoom live training webinar, offered daily. [Click here](#) to learn more and register for one or many.

Question: How do I join class with phone audio if my computer audio doesn't work?

When you join the meeting, the pop-up window will ask you to choose one of the audio conference options. Your three options, at the top of the pop-up, will be:

- Phone Call (you call a number provided - you may need to also know the Meeting ID, which is the long number at the end of the web address),
- Computer Audio (automatically selected, but you can change this), or

- Call Me (you enter your phone number and Zoom calls you, automatically connecting you to the classroom audio).

We suggest that if your computer audio doesn't work, you use the Call Me option - it's the easiest and fastest way to connect to the audio with your phone.

If you've already joined the meeting with Computer Audio, and then realized the audio wasn't connecting, you need to "Leave Computer Audio" by clicking the ^ next to "Start Video" in the navigation bar. Then, you can select the Call Me option.

[Click here](#) to read the article written by Zoom with visuals.

Question: How do both my spouse and I join the same Zoom class?

If you and your spouse (or you and your friend) are enrolled in the same Zoom class, we recommend that you join the class on only one device. Run Zoom on your laptop, desktop, tablet, or smartphone and sit together like friends for the class! You can rename yourself to include both people using the above instructions.

This is recommended over using two screens because audio feedback can be quite bad if the screens can "hear" what's going on with each other.

Question: Can I change my "view" in Zoom?

Zoom video layouts include the following:

- **Full Screen Mode** allows you to see the entire Zoom screen (without all of the controls or other programs on your computer being visible). To exit Full Screen, use the Esc key on your keyboard. [Click here](#) to learn more.
- **Active Speaker** is the default layout in Zoom. It will switch to the large video window between those that are speaking. Whoever speaks will be featured in the largest window.
 - Do you want to make it so you always see the instructor? [Click here](#) to learn how to use the Spotlight Video feature.
- **Gallery View** allows you to see thumbnail displays of everyone in class, arranged in a grid. Depending on your computer, you can display up to 49 attendees in a single screen. If there are more attendees, you will use the arrow key to scroll through each page of attendees. [Click here](#) to learn more.

Helpful UK & Zoom Resources

- [Attend Live Training](#)
- [Video Tutorials](#)
- [Zoom Support Center](#)
- [Quick Reference Guide](#)
- [Tech Help Center Articles](#)