

Familiarize With the Tools: Try a Zoom call before online distance learning begins on Thursday. Especially pay attention how to: turn on/off audio and video, raise your hand, and chat. Other features you might use changing your virtual background and how to “clap” or “like” during class. Please note the tool bar differs whether you are on a smart phone, tablet, or PC. Go to either campus learning web site for a link to Zoom tools/short keys instructions.

Minimize Background Noise: Try to Zoom in a quiet place. If there is unavoidable background noise, using a headset with a mic often reduces background noise compared with your computer’s built-in microphone. In fact, a headset is a general best practice for higher-quality audio than other built-in options.

Be on Time: We recommend you log in to your class 5 minutes early to make sure you are ready when the teacher begins.

Identify Yourself by Full Name: If you have a Zoom account, you can type in your name in your “Settings.” During a meeting, go to Participants, click on your name, and click rename. Be sure to type in your first and last name.

Dress to Impress: You’ll be on video, so be sure to wear RCS dress code attire.

Lights, Camera, Action – For best lighting, have a light source in front of you rather than behind you (for example, face a window rather than having your back to a window). Adjust your camera to be eye level or angled down at your face. You don’t have to have a tripod to keep your device steady - books, tissue boxes, or other household items make great props to keep your device at the right level and steady during a meeting.

Stay Put – Walking around, moving, or excessive fidgeting is distracting for both the presenter and those in the meeting with you and could cause video glitching.