



Zoom “How To” Sheet

For Students

This document provides some general and basic tips for using Zoom effectively in an online learning environment.

Synchronous Learning

Zoom is a great tool for synchronous, online learning: that is, learning where the instructor and students are all online together, face-to-face in a video call. In many ways, using Zoom in this way is just like being present in a regular classroom: the instructor leads the class while the students participate by listening, asking questions, giving presentations, and engaging in small group discussions in virtual ‘breakout rooms’.

How to Log onto a Zoom Session?

Courses at St. Stephen’s will utilize Zoom in one of two ways:

- (1) Zoom sessions will be accessed directly through the online eClass system, or
- (2) Zoom sessions will be accessed independently of the eClass system.

Please consult with your instructor to know which access method will be used in for a given course. Details for both methods are as follows:

Zoom Accessed through eClass	Zoom Accessed Independent from eClass
<p>Login to eClass using your CCID/password. https://eclass.srv.ualberta.ca/portal/ ; click University of Alberta Credit Courses (even though your course is St. Stephen’s credit).</p> <p>The Zoom link will be within eClass (look for the Zoom icon: white camera on blue background). Simply click on the icon and the Zoom application will open. The first time you use Zoom you may be prompted to download the Zoom application. Please do so, and make sure to enable video and audio capabilities (if you are prompted to do so).</p> <p>Participation in a Zoom meeting is possible on many different devices, including desktop computers, laptops, and mobile devices.</p>	<p>Students will be given a Zoom link (it will look something like this: https://zoom.us/j/557663774).</p> <p>Simply click on the link and the Zoom application will open. The first time you use Zoom you will be prompted to download the Zoom application. Please do so, and make sure to enable video and audio capabilities (if you are prompted to do so).</p> <p>Participation in a Zoom meeting is possible on many different devices, including desktop computers, laptops, and mobile devices.</p>

Tips for Online Etiquette to Maximize the Learning Experience:

Online teaching can happen very positively when instructors and students follow a few simple rules of etiquette for online engagement:

1. Speak with intention and clarity: Be conscious of where your camera is pointing, and where your face and eyes are looking. Pay attention to the pictures of each meeting attendee, but when you want to make a key or central point, look directly into the camera so that you can make eye contact with each attendee.
2. Try to convey the intangibles: One of the big things that is lost in online learning is body presence, and body communication. This means that you may need to be explicit about things that usually are intuitive when in person. When a participant makes a comment that is really insightful, don't just acknowledge that comment with your body language but explicitly name it with your voice.
3. If you are not speaking, mute your microphone. This will help reduce ambient and excess noise, and it will contribute to the overall learning experience.
4. Online formats do not perform well when multiple people are speaking at the same time. Right from the start of the course, practice courtesy by allowing only one person to speak at a time.
5. Some people prefer to use a set of headphones with a microphone built into the headphones. This may help you to hear the participants better, and for them to hear you better. Because everyone's audio/video equipment is different, you may need to experiment a bit, to find what works best for your computer.

How to Share your Screen:

Zoom includes the capacity for all participants to voluntarily "Share their Screen" with everyone else in the Zoom meeting. This means that you are able to share PowerPoint slides, a handout, or anything else that might be of relevance to the class. This feature is particularly helpful for the instructor when they are lecturing/teaching, or for students when they are giving class presentations. Information on how to "Share your Screen" can be found at the following link: <https://youtu.be/9wsWpnqE6Hw>.

Breakout Rooms:

Zoom Breakout Rooms allow the instructor to set up discussion groups for smaller, more focused learning experiences. For instance, if there are 12 students in a class, the instructor can set-up 6 groups of 2 students each, or 4 groups of 3 students each, or any other combination they want.