

ZOOM WEB CONFERENCING TIPS FOR MCC STUDENTS



CONNECTING TO YOUR CLASS SESSION VIA ZOOM

1. Be aware of everything that's within view of your camera. Whether attending class in your room or in a home office or even your living room, there may be diagrams, drawings, notes, pictures, or other things you don't want other participants to see. Remove these from view of the camera before the class starts.
2. If possible, try to find a quiet/secluded location in your home to participate in the class. Loud noises, pets, or young children can be disruptive to class if you're mic isn't muted.
3. Be sure to join your class session a few minutes before it's set to begin. This is a great time to reach out to your class's student navigator if you have any questions or need any help!
4. Upon joining the class session, you will be prompted to use both your computer's audio and video. Click "Join with computer audio" in order to verbally participate in class. Using the same method click, "Join with computer video" to turn on your computer's camera.



DURING THE ZOOM CLASS SESSION

1. Try to keep yourself muted when you are not speaking. With several people in the same class, outside noises (dogs barking, cars driving by) can get pretty loud if everyone's mic is on. Click the mute button to toggle it on and off.
2. Using the 'full screen' and 'gallery view' buttons in the top upper right hand corners can make it easier to see all your classmates and Instructor at the same time.
3. The box of the current person speaking is always highlighted. Each class participant should try to allow a few seconds when switching from one speaker to another in order to not interrupt each other.
4. Your Instructors can separate the class into groups and work with those groups of students separately within one Zoom class session which creates a segmented group work experience similar to being in the classroom! Don't worry if the participants visible to you change if your Instructor uses this feature.
5. If for any reason you lose connection to the class session don't worry! You can use the original class invite link to re-join the session.