

MUSE STUDENTS: HOW TO USE ZOOM



DOWNLOAD ZOOM

<https://zoom.us/download>

SYSTEM REQUIREMENTS HERE:

<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux> (We highly recommend using **Chrome** as a browser. It has been the most successful in our testing of Muse online learning.)

JOINING YOUR ZOOM MEETING

Your teacher will share the Meeting link with you via email.

Refrain from clicking on links that are not provided by your Muse Writers Center Teacher! If you don't have Zoom downloaded prior to your 1st meeting, the link from your teacher will prompt you to do so. You will be asked to "allow" Zoom to "Run" and "Access audio & video."

ZOOM VIDEO TUTORIALS HERE. Watching these short, straightforward tutorials before class is a great idea. This is a new technology and will be worth exploring before your class begins.

General Zoom Support Tutorials by Subject:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>.

Click your classroom link a few minutes before class, be prepared, & we all can ensure class **starts on time** :)



A NOTE ON PHONE USE: (We do not recommend joining by phone.

Joining by phone should be a **backup plan** if your internet is down or your computer crashes.)

You won't be able to easily view visual documents shared by your teacher if calling in. It is best to use a computer if you are calling in and want to view visual documents and see your teacher and classmates. (Calling in is an option if you don't have a microphone or video camera on your phone, but still want to join the class via a phone.) When using your phone to call in, it is a good practice to **mute yourself if you are not speaking**. Muting yourself helps reduce background noise and distracting sounds during class.

SETTING UP

Do your best to set up your computer on a flat surface. Be aware of what will show up on video—we recommend joining your class meeting zoom-ing from a **neutral space**, like your kitchen or living room. (Make sure any private items, documents, or environments are not viewable in your camera. Make sure family members & roommates know you are “in class.”)

SCREEN SHARING

**Host teachers must provide screen sharing permissions for students by request.

If a teacher provides permission for you to share your screen with the class, be aware of this function going into the video conference. It is unlikely that you will share your screen, but please be aware if this function is ever used by you as a student. **IF** you do happen to share any documents or a website via Chrome, we recommend using a **Chrome INCOGNITO** tab, so your **search history items aren't viewable** while you share your screen.)



HEADPHONES

We recommend using them to enhance the audio and lessen background noise. Headphones should have a microphone built-in for best use.

IN CLASS

If you have any technical issues in class, do not suffer in silence. It is best to communicate problems via the chat app, so that the flow of class isn't interrupted. (Zoom Support: <https://support.zoom.us/hc/en-us>)

CLASS MATERIALS

Your teacher should email class materials before class begins. Your teacher might share their screen during your class to review materials.

PRIVACY NOTE: *All materials provided during class by your teacher are the intellectual property of your teacher. All ideas, content and materials provided by you as a student are your intellectual property. Be respectful of the privacy of your teacher and classmates by keeping shared documents & conversations for educational use only. Documents and intellectual property shared during your class should not be recorded, copied, distributed or sold in any format without written consent of the teacher or student.*

**We hope you enjoy your Muse Writers Center
online learning experience via ZOOM!**

Your patience and flexibility is appreciated and does not go unnoticed. Feel free to send feedback about the technical aspects of online learning to The Muse Writers Center staff:

staff@the-muse.org