the muse
writers center

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

START OF CLASS: Walk students through the basics of ZOOM and how you will use it as a class together. Make sure everyone knows how to use the chat app and announce if you're going to be sharing files, we ask that you share files via email before class, when possible.

*If students do not know where their downloads folder or area is for files shared via the Zoom chat, you will have distracted students and, there *may* be security issues with sharing files in a Zoom classroom chat.

RULES: Do you want students to "mute" themselves when they aren't speaking? If so, make sure to mention this at the beginning of class. Please do your best to consider rules of the platform in addition to rules for the course.

Sample Zoom class structure:
15 mins before class begins: You sign on as host. Get your materials & schedule ready.
10 mins before: Students begin showing up. Allow socializing until everyone arrives.
Announce class beginning: Provide a basic structure for the class & guidelines.
(Ex: Mute yourself when not speaking. Stop video if you are moving around during class. Tell them how they will receive documents: Links, files shared in the Zoom chat, or by email.)
Teach block 1:
Announce Bio break & return time: You place everyone on mute, ask students to stop video during bio breaks!
Teach block 2 at stated time:
Wrap up class: Reiterate next meeting date & time. Encourage students to check email more frequently for changes and for any relevant course materials shared via links.
Allow socializing for the last part of class: This helps to maintain the Muse community experience & is helpful for all of our mental health!
Wave goodbye & end class :)

BEFORE CLASS

Most importantly, please take the time to play with the platform and to test it out with a friend. Please also watch these instructional videos. They are great overviews of how to use the video platform.
https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

WIFI If you have the ability to connect to the internet via ethernet or a cable, do it! Wifi connections are slower & can cut in and out depending on each internet service plan. (TIP: If a person'a connection is slow, ask them to take themselves off video and you will still be able to hear them. This will increase the bandwidth of the call. Removing your phone from your wifi, will also increase bandwidth on your end as you teach.)

SET UP: Please test your camera and audio before class begins. We recommend choosing a flat surface and ideally, you will have a blank wall behind you. Do make sure that whatever your background, it is professional (example: **do not host a class within your bedroom**! We want to maintain a professional environment, even though we are attending and teaching classes remotely.)

It is ideal to make sure that you are in a place with crisp lighting, as your video may be the largest on your students' screens. (Students can change their video layout, but most will want your video to be their focus.) Stay in one spot. Find your mic and speak toward it. If you move around, it will impact your audio and the quality of the class experience.

PREPARATION: Please make sure that all of your materials are ordered and that you can get to them quickly. Dead air feels different over video than it does in an in-person class. We want to make sure that Muse students feel engaged and that you are prepared in this new tech environment. *Make sure your desktop, messages, and notifications are placed on Do Not Disturb or OFF. Your students can hear your notifications through your audio as the host. Also, it would be quite embarrassing to see a message pop up from your special someone asking about dinner while you share your screen during class!

Apple Notifications: https://support.apple.com/en-us/HT204079
Windows Notifications:
https://www.digitaltrends.com/computing/how-to-turn-off-notifications-in-windows-10/

DURING CLASS

STARTING CLASS: Have everyone give you a thumbs up or confirm in some way (or via the chat function) that they are able to hear you and see you clearly. Ask them to mute themselves when not speaking to eliminate background noise. Communicate any functional rules and general flow of your class for the day.

CHECK-IN: Make sure that students have the ability to hear you and tell them how you want them to communicate any issues to you during class. It is probably best to suggest students share technical issues in the chat app, so that your flow of class isn't disrupted.

SPEAKING/POSITIONING: Pronounce your words more clearly than usual and speak slower than usual. Every student's internet connection will move at a different speed, so the steadier your pace and tone, the better the experience for your students. Do your best not to move around a lot (for instance: getting closer, then further away from the camera.) Moving around will impact the audio for your students and is also distracting. The more statuesque, the better!

***Note** if you share your screen and play a video/audio your students can hear that audio while screen=sharing. If you mute yourself during screenshare, they cannot hear your audio being played. Example: If you provide a TED talk or video of a poetry performance on your screen-share, keep your audio ON. You can use this function to play soothing music during prompts :)

DURING CLASS: In-person, it is easy to see what a teacher is up to and feel engaged in the process. Over video, everything changes. For this reason, it is great to **over-explain the goals for the day and each step of your class.** (Example: "*Right now we will begin with an overview of X.*")

SHARING FILES FOR STUDENTS USE:
We recommend sending files to students before class via email. (There may be confusion on the student's part or privacy issues with sharing files via the Zoom chat function.)

SHARING A COLLABORATIVE GOOGLE DOC: If you're going to use a google doc for a collaborative exercise, game, etc. make sure that the permissions on the document will allow "anyone with the link" to access it. Otherwise, your students will be able to only see but not edit the shared google doc. (**View tutorials here:** Make a Copy of Google Doc: https://youtu.be/9qBD-sbPn6c, Google Doc Permissions Tutorial: https://youtu.be/X-tR__Eat5E)

SHARING YOUR SCREEN: We recommend using the "Incognito" feature of Google Chrome while in class or clearing your cookies/search history. Be aware that when you share your screen they can see *everything*. Adjust your desktop and search history accordingly!

MUTE FUNCTION: Because people are likely joining from their own homes (which potentially might be noisy!) It might be best to have everyone "mute" themselves unless they are speaking. However, use this feature at your own discretion. **(Zoom Tutorials for Host Controls:** https://support.zoom.us/hc/en-us/articles/201362603-Host-and-Co-Host-Controls-in-a-Meeting)

HEADPHONES: These can be helpful, as long as they have a microphone function. Students should be encouraged to wear them in order to have better quality audio to hear the class.

EMAIL: Be prepared to have this as a backup plan if your internet or computer crashes.
We recommend sending a reminder 3 hours before class. We have found that because people's schedules are very different now, they need more reminders of their commitments online.

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