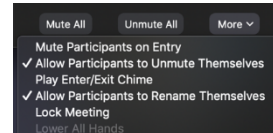
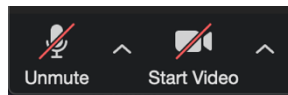


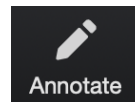
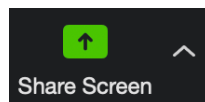
Checklist for Starting Your Class in Zoom

Note: The steps below account for the steps instructors should take immediately prior to holding a scheduled class or meeting. If you need help installing or accessing Zoom, or guidance on how to schedule sessions, please visit <https://teachingremotely.uchicago.edu> or email sscstech@lists.uchicago.edu.

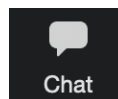
- Upon starting the meeting, you'll be prompted to *Join with Computer Audio*.



- Once in the meeting, the icons on the bottom left allow you to mute/unmute and hide/show video.
 - The arrows next to each allow you to choose your audio input (microphone), output (speakers or headphones), and video input (webcam or external camera).
 - Best practices are to mute all participants and ask participants to only unmute when speaking. This reduces unnecessary background noise.
 - If you are hearing a ding when participants join and would like that off, sign into your profile on Zoom's website and go to your profile -> Settings -> Meeting -> In Meeting (Basic) -> and turn "Play sound when participants enter or leave" OFF.



- The "share screen" button will share your desktop and is important if you want to refer to a text, diagram, etc.
 - Once you're sharing your screen, you can click the "annotate" icon, allowing you to place notes, highlight, and draw on your screen as you share. You can use this feature to analyze texts, or as you would a whiteboard.
 - An additional screen sharing option is an integrated whiteboard.
 - The arrow options allow you to permit others to share their screen (disabled by default).



- The "Chat" tab can be used to facilitate discussion and quick responses without needing to switch between people talking.
 - It can also be used to quickly share files if necessary.

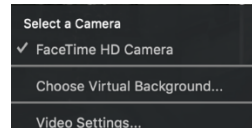
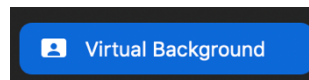


- The "Manage Participants" tab can be used to perform actions such as muting all participants, as well as managing permissions for individuals.

- The “more” tab contains the option to mute all participants upon entry to the Zoom session.



- “Breakout Rooms” can be used to facilitate small group discussions and collaborative efforts
 - This setting should already be enabled on your account – if it is you will see the “Breakout Room” icon along the bottom bar of your Zoom window while hosting a meeting.
 - You can either pre-assign groups when you schedule a meeting, or use the auto-assign feature to create groups during a live session.
 - Participants in a breakout room will not be able to speak or chat directly with other rooms but as the host you can jump around rooms or bring everyone back into the main meeting.
 - Participants can also return to the main meeting of their own accord.
- Recording your sessions is an important part of making your teaching accessible to students.
 - Your Zoom account should be set up to record to the cloud already.
 - If you need to adjust your recording settings, you can do so either in the preferences tab of the application itself or on the Zoom website in your account settings.



- Virtual Backgrounds can be used to add flair, create an official appearance, or just hide the background! Note: They are not necessary, but are an option available to help keep your private life private.
 - Older computers may not work well with virtual backgrounds. If your computer’s performance is suffering due to them we would recommend turning the option off.
 - Under the options arrow next to “Stop/Start Video”, select “Choose Virtual Background”
 - You can add a new photo as a background via the “+” symbol
 - **NOTE:** Don’t worry if your background appears to be flipped! The “mirror my video” option is enabled by default on Zoom, but this **DOES NOT** mirror what others see of you! Your background/camera will still appear the way someone would see you in real life – right side around.
- If you or your participants are experiencing connection issues, here are a few tips:
 - Make sure you have HD turned off for your camera in the zoom settings.
 - Make sure that you have as few other applications running as possible – especially other applications that are connecting to the internet
 - Try to make sure that your network is not overburdened while hosting a Zoom session. Activities like streaming, video-calling, and gaming can all take up significant bandwidth.