

# Best Practices for Using Zoom (for Students)

## How to Attend Class Virtually Using Zoom

If your professor is using Zoom to hold a synchronous class, this guide will provide the steps for downloading, setting up, and accessing the session.

Zoom is a video conferencing and recording tool that can be integrated within Blackboard. MCC offers free Zoom accounts to all MCC faculty, staff, and students. Follow these tips for the best Zoom experience.

### *Download & Set-Up Your MCC Zoom Account*

- You first need to download and set-up your MCC Zoom account. Follow the steps to [activate your MCC Zoom account](#). Some meetings may require you to have an authenticated MCC Zoom account to access your live session, so take the time to do this.
- For more information, watch a quick tutorial.
  - [Zoom account setup \(Video, 1 min.\)](#)
  - [How to Zoom 101 \(Video, 4 min.\)](#)

### *Test Your Setup Beforehand*

[Join a Test Meeting](#) to make sure your software and audio is set up.

### *Find the Zoom Meeting Link for Your Class*

The Zoom meeting link is one of these locations:

- In the Blackboard course, under “Zoom Class Meetings” or similar title
  - You may see a blue zoom icon. Click on the link and join the correct meeting date/time (Figure 1)
  - You may also see a weblink to Zoom (Figure 2)
- In an email from your instructor with a join link (Figure 3)

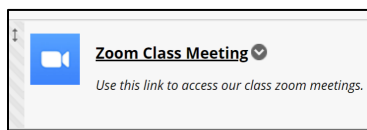


Figure 1

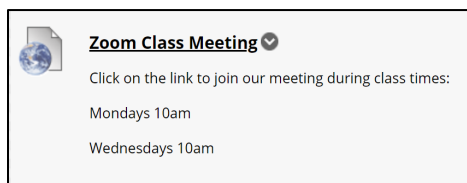


Figure 2

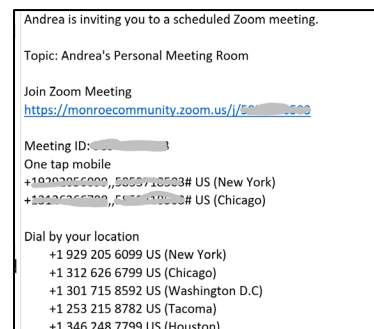


Figure 3

## ***Join a Zoom Session***

Click the Zoom meeting link several minutes before your class. Since you already downloaded and set-up your MCC Zoom account you will be able to enter the Zoom session without any additional downloads or steps.

Follow the instructions to join computer audio and mute yourself if that isn't default. Unmute when you want to talk. In some cases, your instructor should be recording the session so you can watch it later, but if you can participate, you should try.

If a participant shows up as a phone number instead of a name, a host or co-host has the ability to change the name in the participant panel, as does the participant themselves.

If you are not comfortable with your full name being displayed, you can change your name to "First Name, Last Initial" by clicking on Rename that appears on your avatar via the participant panel.

## **Find Cloud Recordings of a Zoom Meeting in Blackboard**

If the meeting was scheduled via Blackboard and recorded, the Zoom recording can be accessed in your course (left-hand navigation) in the Zoom tool > Cloud Recordings tab a few hours after the meeting ends.

## **Considerations for Hosting Your Own Event**

Zoom offers guidelines to Zoom users for ensuring the security of your hosted events. It is recommended that you review Zoom's article, [How to Keep Uninvited Guests Out of Your Event](#), prior to hosting a new Zoom event.

## **Tips for a Good Zoom Class Experience**

Watch this quick tutorial on [Do's and Don'ts for Video Calls \(Video, 2 min.\)](#)

- Upon entering the Zoom room, click **Video** to start your video, so others can see you.
- Be sure there is sufficient light to light and your face more brightly than the background to make it easier to see you.
- Hold your head high and centered in the picture frame (you may need to prop up your computer so you can be seen in the frame)
- Keep your clothing appropriate and professional.
- Be conscious of your background, and what is visible in the video shot.
- Add an appropriate Zoom background (optional)
- Be seated comfortably. Avoid reclining or laying down.
- While in the meeting, with your video activated, be aware that everyone in the class can see you and anything you may do. You may want to avoid other activities such as eating, drinking, shuffling papers, etc.
- If you can't, or prefer not to use video, upload an image of your face, or other representational image to your MCC Zoom Account (login at [monroecommunity.zoom.us](https://monroecommunity.zoom.us) with your MCC credentials)

- Microphones pick up all ambient noise, so keep your mic muted until it's your time to speak. Use a headset if possible.
- Eliminate background noise/music as much as possible. You may want to close your windows, door, and turn off your cell. To speak, simply click the Talk button.
- Use the Chat panel to post text: ask questions, share links, respond, and view the class back-channel discussion. You can chat to everyone in the meeting, just the professor, or a specific person.
- View the Participants panel to see who else is in the meeting. This is also an option to "raise your hand" to ask a question, answer a question, or respond Yes, or No to a question.
- You may be asked to share your screen. So be prepared. Clean up anything that might be visible on your desktop, in your browser tabs, in the search field on your browser.
- Open the Participants panel to view all participants.
- At the end of the class, click Leave Meeting.
- You may be assigned to breakout rooms with other classmates for small group discussions or participate in polls during class. Be ready to be an active participant!

## How Can I Get Help?

- Contact the **MCC Student Technology Help Desk at (585) 292-TECH(8324)**.
  - If you are unable to reach the Help Desk, please visit the [Zoom Help Center](#).
  - If you are having trouble and your class session has started, you [join a meeting by phone](#) to hear the audio and mute as needed.
- There are a number of resources to help you Zoom successfully. Visit the [Zoom Help Center](#) for more tutorials.