Student Zoom Tips

Welcome to your Live Online class at UC San Diego Extension! We'll be using Zoom for our class meetings. Follow these tips and suggestions for a successful learning experience in our meetings.

Before Joining a Live Online Class Meeting in Zoom

- Dress for success by wearing the clothes you believe are appropriate for any classroom setting.
- Find a place that will minimize distractions and allow you to focus your attention in Live Online class meetings. If possible, consider a place with a simple/neutral background and the best lighting you can achieve. If your device has enough computing power, you can select a background from Zoom.
- Open digital materials/apps/websites (and/or gather physical texts/documents) for the meeting.
- Silence your phone and close non-class related websites, including email, to minimize distractions.

Join a Live Online Meeting 5-10 Minutes Early

- Login to Zoom and set up your viewing options, set up a Zoom background image (if desired), update your participant name to your preferred name, and open the chat feature.
- Mute your microphone (and know how to unmute).
- Know how to turn your video on and off, according to your instructor's directions.
- Open the chat feature and the participants list (so you can access the nonverbal replies).

Once a Live Online Class Meeting Begins

- Be an active and attentive participant in the class.
- Follow instructor's directions for audio (mute) and video (camera).
- Turn off your camera and mute your microphone if you need to step away from the class or eat something outside of a scheduled break.
- Follow your instructor's preferred method for asking questions. You may be directed to "Raise Your Hand" and wait for acknowledgement (either physically or virtually, using the nonverbal feedback buttons in Zoom). You may be directed to type your questions in the chat.
- When speaking, check to see that your microphone is not on mute. Then, start your turn/contribution with your preferred name so that everyone knows who is talking. This is especially important if your camera is not functioning.
- When you are finished speaking, let others know you have finished and mute your microphone.