

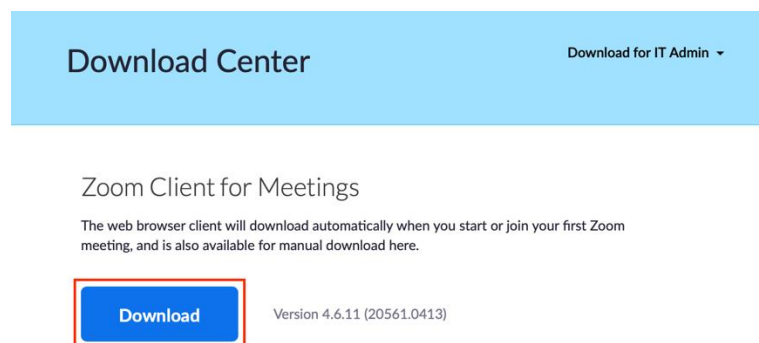
Zoom for Students

Dear students, University of Potsdam uses the [Zoom](#) video conferencing system to support online classes this summer term. Your course instructor may use the system for different purposes, such as hosting lectures and tutorials or holding online office hours. This document will guide you through the installation process, main features and best practices of Zoom.

So far, we use the **basic** free version of Zoom, which provides all necessary features. The limitation is put on the duration of a virtual meeting – max. 40 min, after which a new session start is required.

Getting to Zoom for the First Time


To download and install the Zoom, go to <https://zoom.us/download>, and from the Download Center, click on the Download button under “Zoom Client For Meetings.”



After the download, follow the instructions on your computer to install the application.

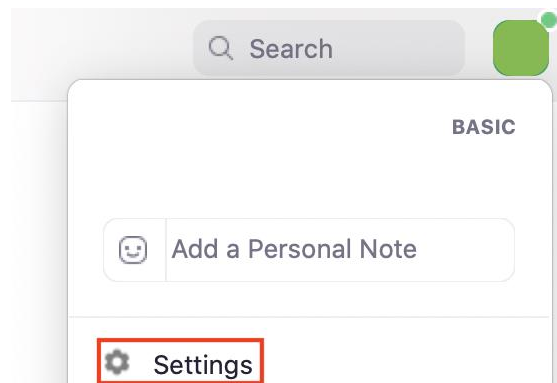
NOTE: The Zoom [web client](#) should be used as a last resort as it lacks some of the features of the desktop application.

Call the Zoom App and register, ideally, with your @uni-potsdam.de e-mail address and then log in.

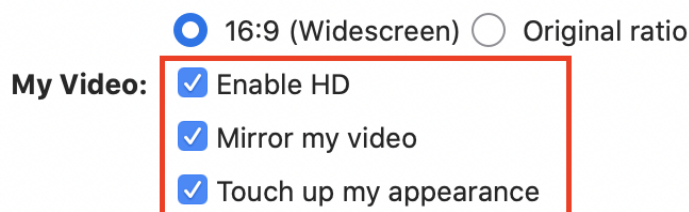


The image shows the Zoom login page. On the left, there is a blue 'Join a Meeting' button and a 'Sign In' button which is highlighted with a red rectangle. On the right, under the 'Sign In' heading, there is a 'Sign Up Free' button in a red-outlined box. Below this, there are input fields for 'Email' (containing 'student@uni-potsdam.de') and 'Password', with a 'Forgot?' link next to the password field. At the bottom right, there is a checked checkbox for 'Keep me signed in' and a 'Sign In' button.

Then, set up your profile, if necessary. Click on **Settings** to explore and adjust them if necessary.



In the **Video** tab, you might want to extra tick **Enable HD** for better quality and **Touch up my appearance**, which provides a soft-focus for your entire screen and promises to make you look professional and polished with little to no prep time.



The image shows the 'My Video' settings in Zoom. At the top, there are two radio buttons: '16:9 (Widescreen)' which is selected, and 'Original ratio'. Below this, there is a section titled 'My Video:' followed by three checked checkboxes: 'Enable HD', 'Mirror my video', and 'Touch up my appearance'. This entire section is highlighted with a red rectangle.

In the **Audio** tab, test your microphone.

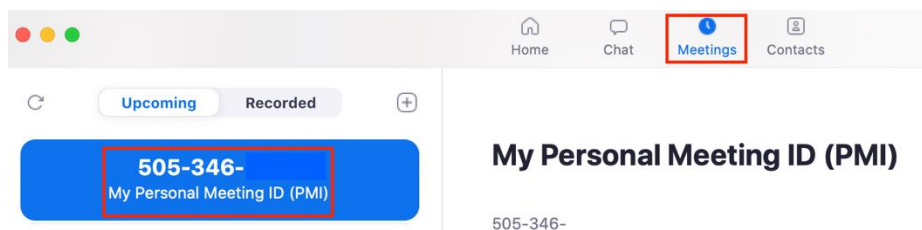
To add a profile picture, click on the **Profile** tab.

How to Access a Zoom Meeting or Class Session

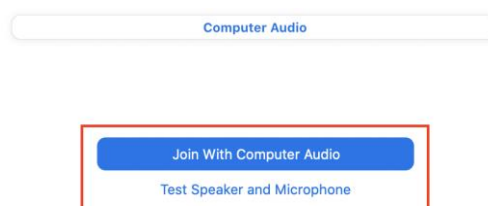
To join the meeting, click on **Join**. In the opened window, enter a meeting ID, which will be given by the lecturer. Click on Join. If the password is required, enter it.



NOTE: To simulate a session for preparatory purposes, you can start a meeting with yourself. For this, enter your personal meeting ID, which you find under the **Meeting** tab on the upper bar.



Once the meeting has started, the Audio check window will appear automatically. **Test speaker and microphone.** When they are fine, **Join with Computer Audio.**



Explore the lower panel to be able to adjust the microphone, video, chat, screen sharing quickly, when necessary.



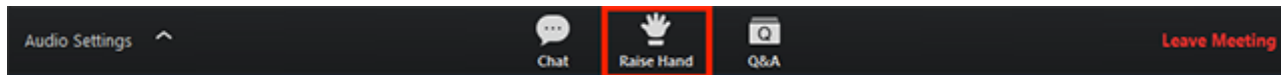
During a lecture/tutorial, **keep your mic muted until it is your time to speak.**

How to ask a question

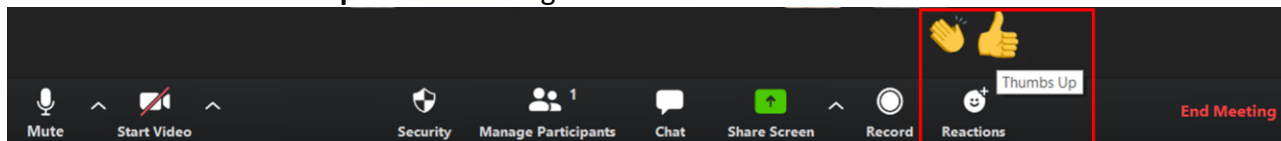
If you have a question and would like to be unmuted to speak, please use the virtual Reactions feature first.

Depending on the type of the meeting, **Reactions** (Thumbs Up) or **Raise Hand** features are available.

- a. Click **Raise Hand** in the Webinar Controls



or **Reactions ->Thumbs Up** in the Meeting Controls



- b. The host will be notified that you have raised your hand.
c. Click **Lower Hand** to lower it if needed.



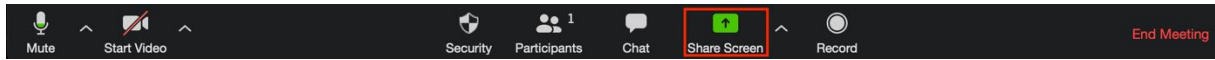
Note: You can also use the **Alt+Y on a Windows** or **Option+Y on a Mac** keyboard shortcut to raise or lower your hand.

Alternatively, you can write your question in public **Chat**.

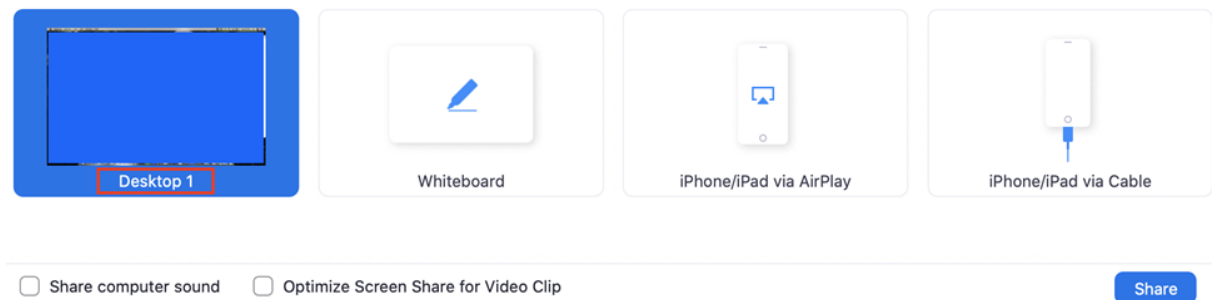
Altogether, Zoom offers a variety of features for productive online communication (e.g., public or private message and [files](#) exchange, screen sharing, video recording, etc.). If you cannot use a feature, it has probably been disabled for your session, e.g., a private chat is usually deactivated during a lecture. While this document guides you through the most critical features, feel free to explore advanced Zoom opportunities on your own.

How to share your screen

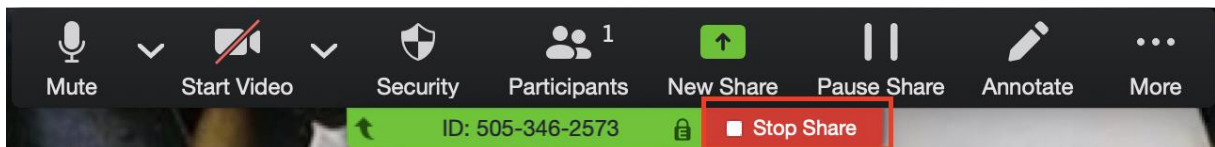
In your classes, your instructor may ask you to share the work you are doing on your computer screen. To do so, simply put your cursor at the bottom of the screen and click **Share Screen**:



Zoom will open up a pop-up window where you can select what you wish to share. Click on Desktop and click on **Share screen** button on the lower right:



To stop sharing your screen after you finish your presentation, click on **Stop Share** button on top of your computer screen:



Ending a meeting

To quit a session, click on the **End Meeting/ Leave Meeting** button.



If you are using the basic version of Zoom, remember that the duration of the session is limited to 40 minutes. After this time expires, a new session start is required.

Zoom Etiquette and Classroom Best Practices For Remote Participants

A student in a classroom with several other students in it will usually naturally adopt respectful behaviors towards their classmates. Such behaviors just might not be considered when a student joins the class from the family room of their home. Many common behaviors remote participants might engage in at home that are not appropriate in the classroom will stand out to you and your students in the classroom, especially when seen and heard on a large display monitor. Be sure to clearly convey your behavior expectations for all participants, both in the classroom and remotely. Here are some examples of expected behaviors:

- Set aside a single quiet room from which to join the class for the duration of each session.
- Plan ahead to make sure there are no foreseeable potential distractions during the class session.
- To avoid technical troubleshooting during class time, **join the class several minutes before the start time** to make sure your audio and video are working.
- Be punctual in joining the class and returning from breaks; stay until the end of class.
- Make a habit of periodically asking questions or making comments during the class session; it allows you to overcome the tendency to become a passive observer while staring at a computer screen; it also reminds the instructor to pay attention to the needs of you and other remote learners. To do so, please use the **Raise Hand** function first.
- **Remember to mute your microphone when not speaking;** extraneous sounds that you may not be aware of are easily picked up by microphones.
- Except for breaks, keep yourself in the field of view of the camera. Keep your clothing PG and professional.
- If you are not using video to increase the quality of the meeting's broadcasting, upload a nice profile image of your face to your Zoom Account. Give your classmates something to look at while you speak.
- Give your whole attention to class participation for each session. Remember that when on-camera, other activities such as driving, eating, drinking, shuffling papers, petting a cat or dog, etc. are extremely distracting (and sometimes unflattering).

Distance learning can be dynamic, engaging, and rich with social interaction, but it takes a mindful approach from the instructor and the students both.

We hope you have found the guidelines above to be helpful.

Have fun and see you soon in Zoom!