

Learning with Zoom: A Student Guide

This guide is also available at: kgi.edu/learning-with-zoom

What is Zoom?

Zoom is KGI's easy-to-use video conferencing platform that provides high definition, interactive collaboration tools, and telephone conferencing to use for communication and collaboration.

Learning with Zoom you can:

- Learn with up to 300 students simultaneously
- Watch your instructor's screen and share your screen with the class
- Annotate and mark on the screen
- Diagram and draw on a whiteboard
- Break into groups for discussions or projects
- Chat with the whole class or individuals to share questions or learning resources

How do I join a class in Zoom?

Your professor will send you a Zoom URL link via email prior to class so you can access the online session. They will also post the URL on the course Sakai page.

What equipment do I need to get started?

At the most basic level, all you need to use Zoom is a laptop or mobile device with Wi-Fi and built-in webcam and microphone.

The following equipment will enhance your experience but is **not** necessary (check with your instructor):

- **USB Web camera (Turn it on!)**
 - A camera will increase your connection with your instructor and your peers by allowing you to see each other face-to-face.
- **Headset with a microphone**
 - This will let you hear and be heard more clearly. This does not need to be fancy equipment, it can be the same as the headphones you might use with your phone.
- **Charger**
 - Charging your device during your class will ensure you do not have an unexpected power outage interrupting your learning.

Check your audio and video before class starts

Here are the top three problems that make up the majority of Zoom issues and how you can address them before they happen:

- I can't see.

- [Testing Your Video](#)
- I can't hear.
 - [Testing Your Audio](#)
- There's background noise or feedback.
 - [Solutions for Audio Echo](#)

If you're still experiencing trouble, KGI's IT team is available to assist you. You may reach them at: helpdesk@kgi.edu.

What are we going to do in class?

Start class off right with some basic Zoom etiquette:

- Turn on your camera
- Look at the camera in order to make eye contact when you're talking
- Mute your microphone when you aren't contributing
- Choose an uncluttered/professional background, or utilize a [Virtual Background](#)
- Adjust your lighting so that you can always clearly be seen
- Temporarily disable your video when you do something visually distracting
 - i.e. blowing your nose or talking to someone else in your room
- Do not eat or multitask

During class, you might engage with your instructor and other students using some of these Zoom tools:

- [Using annotation tools on a shared screen or whiteboard](#)
- [Participating in Breakout Rooms](#)
- [Participate in a Poll](#)
- [Chat with your Instructor and Classmates](#)
- [Raise Hand Feature in Zoom](#)

How can I use Zoom outside of class?

You don't have to wait for class to start to use Zoom.

You can use Zoom to:

- Reach out to your instructor for an office hour or meeting
- Meet with classmates about a project
- Ask questions
- Have discussions

Ways to get Wifi and Internet?

Providers are helping to provide connectivity.

- Comcast free Wifi hotspots: <https://corporate.comcast.com/covid-19>
- AT&T free hotspots: <https://about.att.com/pages/COVID-19.html>
- Charter, Spectrum and Comcast are offering two months of free internet to low-income households: <https://corporate.charter.com/newsroom/charter-to-offer-free-access-to-spectrum-broadband-and-wifi-for-60-days-for-new-K12-and-college-student-households-and-more>