

# 10 TIPS FOR STUDENTS USING ZOOM

Whether for classes with instructors or small group meetings with peers, these 10 tips can help create a positive experience.

## 1. JOIN ON TIME

Aim to join your Zoom meetings a few minutes early so that the instructor can start class at the scheduled time.

## 2. MUTE YOURSELF

Keep your microphone on mute to limit background noise during the meeting for all participants.

## 3. KEEP THE CAMERA AT EYE-LEVEL

If you're joining a meeting with your video enabled, try to position the camera at eye-level (straight-on) with a plain background and avoid backlighting as it makes it difficult to see you on screen. You might also consider using a [virtual background](#) to personalize your meeting experience or for privacy reasons. Once your camera is on, don't forget that other participants can see you until you turn it off or leave the meeting.

## 4. LIMIT DISTRACTIONS

Limit your own distractions by closing unnecessary browser tabs, silencing your mobile device, and avoiding multi-tasking. Limit distractions to others by avoiding too much camera movement or a busy background.

## 5. ADD YOUR PRONOUNS

Consider including your preferred pronouns in your name so that other participants know how to refer to you, e.g., Jane (she/hers). If you're a teaching assistant, you might want to add (TA) after your name so the instructor and students can readily identify you from the Participants list.

## 6. COME PREPARED

Prepare for your class by completing ahead of time any homework, reading, assignments, or even reviewing your notes from the previous class.

## 7. BE PRESENT

Pay attention and keep focused by taking notes by hand, if possible, and by using the many interactive features available in Zoom, e.g., chat, reactions.

## 8. RAISE YOUR HAND

Have a question? Use the Raise Hand button to signal to the meeting host (e.g., instructor, TA) that you would like to speak and get added to the speaker's list. This button is found in the Participants tab.

## 9. COMMUNICATE RESPECTFULLY

Keep communication respectful to ensure a positive learning environment for all and follow the instructor's guidelines for the use of the chat and other communication features, like the reaction buttons.

## 10. STUFF HAPPENS!

Be prepared to deal with the occasional technical issue. Check out [some tips from IT Services](#) about how to improve your internet connection, and know that pausing to troubleshoot or address technical matters is totally okay.



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