

How To ZOOM

Expectations

How to Behave in an Online Class | Online Etiquette

- Make sure to download Zoom launcher
- Find a quiet place with a reliable wifi connection
- Keep your camera on
- Dress appropriately
- No eating while you are on camera and in class, as it may be distracting
- Mute yourself when you are not speaking, as microphones can pick up background noise
- Use the chat feature to message the class or private message the professor for individual questions.
- Attend your online class on time.
- Participate and be involved in virtual classroom activities and discussions.
Please note that participation is different than attendance.
- Please be mindful that online classes are recorded

******Contact Technology Department (techgroup@westcliff.edu) and Professor if the Zoom link provided is not working.******

How to Behave in Study Hall | Online Etiquette

- Be logged in entire time
- Level the camera with your face
- Dress appropriately
- No eating while you are on camera in study hall, as it may be distracting
- Find a quiet place without distractions or loud background noises
- Use appropriate lighting and professional background (i.e., no shadows, no windows)
- Mute yourself when not speaking, as microphones can pick up background noise
- Use the chat if you need help, including 1-1 support with your assignments
- If you are moved to a breakout room, you can click “ask for help” to request help from the host
- You are still required to complete all of your designated study hall hours for the week.

Troubleshooting

- [Zoom Tutorial | Getting Started On Windows and Mac](#)
- [Zoom Help Center | Getting Started](#)
- [Zoom Video Tutorials](#)
- [Join a Zoom Test Meeting](#)
 - Make sure to test your Microphone, audio, and video camera

Use Zoom's [virtual background](#) feature is an easy way to eliminate background distractions when you have to meet in a messy or busy location.

Study Hall Schedule

	TIME	TEAM
TUESDAY	8:00-9:30	MBB
TUESDAY	1:00-2:30	XC / T&F
TUESDAY	1:00-2:30	MVB
TUESDAY	1:00-2:30	WBVB
WEDNESDAY	8:30-10:00	MSOC
WEDNESDAY	11:00-12:30	WBVB
WEDNESDAY	12:00-1:30	WSOC
WEDNESDAY	1:00-2:30	BASEBALL
WEDNESDAY	1:00-2:30	WBB
THURSDAY	8:00-09:30	MBB
THURSDAY	8:30-10:00	MSOC
THURSDAY	11:00-12:30	WBVB
THURSDAY	12:00-1:30	WSOC
THURSDAY	1:00-2:30	XC / T&F
THURSDAY	1:00-2:30	BASEBALL
THURSDAY	1:00-2:30	WBB
THURSDAY	1:00-2:30	MVB