UNIVERSITY OF OREGON | College of Education

Zoom Best-Practices & Technical Requirements

UO EMPL programs use a platform called Zoom to connect distance participants to hybrid courses (faculty and students in the classroom and students online) and fully online courses (everyone online). **EMPL does <u>NOT</u> condone using Zoom while operating a motor vehicle or machinery.**

Requirements:
You will need the following to join PreAL institutes:
- a computer with a hard-wired connection (Ethernet, not WiFi / wireless, if possible)
- a webcam, microphone, and headphones / ear buds (from an iPod, iPhone, Android, etc.)
- access to the following web browsers: Safari, Firefox, Internet Explorer or Chrome.

How to Login to Class Session: How to Install the Zoom Application
Please follow these steps below to download and install the Zoom application for Mac and PC.

1. Open this Zoom link using your web browser: https://zoom.us/download
2. Choose the "**Zoom Client for Meetings**" option.

How to Login to Class Session: How to Join a Class Session
Please follow these steps to join Zoom class session:

1. **Restart your machine. Do this before the start of every session.**

   Enter ID: **822 3439 2855** (in the Zoom Application for Mac or PC) & Password: **425350**

2. If prompted, give Zoom permission to open on your machine.

3. Enter your **FIRST and LAST** name.

4. Select "Join."

Once you have entered the virtual room, you can change your microphone, speaker, and webcam settings. **Select the "up arrow" (^) next to the microphone and webcam icons.**

Headphones are always required during a Zoom call to eliminate feedback.

How Zoom Works:
You will be able to hear and see all participants, including your instructor. The presenter and all the students will also be able to see and hear you. Zoom allows participants to chat, share content (screen sharing), and distribute files. Zoom also features breakout room functionality for small group discussion. For more information on Zoom, including how-to videos, demonstrations, and other support information, please visit https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials
Chrome OS and Chrome Books are NOT fully supported.

<u>Zoom Do's and Don'ts During Synchronous Sessions</u>

The following list is comprised of best practices and expectations that COE faculty and staff expect all students to adhere to during **ALL** Zoom sessions. These best practices and expectations are designed to ensure consistent quality in the learning environment and create a virtual space that is professional and engaging for all. If you have questions, please speak to the course instructor.

DO –

- **Do** restart your computer before every Zoom session.
  - Ensures that your computer and software are working at peak performance.
- **Do** wear headphones / ear buds during all Zoom sessions.
- **Do** keep your webcam enabled during the entire Zoom session.
- **Do** keep your microphone muted unless you have a question or comment.
- **Do** sit in a quiet area free from outside distractions.
- **Do** sit in a well-lit environment.
  - Light should be directed towards your face or from above.
- **Do** position your webcam at an appropriate angle (so we can see your entire face).
- **Do** connect to the Internet via Ethernet cable (hardwire) or sit near your WiFi access point.
  - High speed connection of 8 Mbps or greater is required. speedtest.net
- **Do** use the "Everyone" chat feature to discuss class related items, themes, and/or questions.

DON'Ts –

- **DO NOT** operate a motor vehicle or heavy machinery during a zoom session.
- **DO NOT** join a session from your vehicle.
- **DO NOT** participate in a Zoom session in a crowded / high traffic area.
- **DO NOT** sit in front of a window or lamp.
- **DO NOT** use the "Everyone" chat feature to discuss personal matters.
- **DO NOT** check personal email or browse non-course related websites / applications.

If you are not using appropriate technology or following the guidelines above, you may be **DISCONNECTED** from the class in order to preserve a positive learning space for all. Please do not wait until after class if you are having technical difficulty accessing, understanding, or participating in class. Please contact a COE Support staff.