



Virtual Class Participation Using Zoom

The 2021 Cycle Examiner Training Series will be delivered virtually using Zoom as the audio/visual conferencing platform. The tools and tips you find here will help you stay connected to the instructors and other participants, as well as help you maximize learning at a distance.

Step 1. Technical Requirements

First, make sure you have the basic hardware and software needed to learn online:

- PC or Mac computer – or tablet/iPad – with the latest operating system installed
Do not use a mobile phone
- Reliable, high-speed internet connection such as DSL, cable, or Wi-Fi; with a speed of about 150 Mbps download and 11 Mbps upload
- Google “speed test”, and execute a speed test to find your speed
- Latest version of **Google Chrome** or **Mozilla Firefox**
- Virus protection software
- Microphone (or headset) and webcam

Step 2. Essential Tools

Next, get acquainted with the tools you will need to use for the Zoom training sessions. As a participant, you can use a PC or Mac laptop or desktop, or a tablet or iPad to join the Zoom meetings. The best quality experience will be on a laptop or desktop device that is hardwired to the network. If you need to use a tablet or iPad, install the Zoom App on your mobile device before you try to join a Zoom meeting from that device. Click on the links below for more information.

Regardless of the device you use, [Join this test meeting](#) to ensure that your device meets the system requirements and become familiar with Zoom's interface. If you experience difficulty joining this test room, review the [System requirements for desktop/laptop devices](#) or [System requirements for mobile devices](#) to ensure that your device meets these guidelines.

Basics:

- [How to join a Zoom meeting](#)
- [Downloading & Installing the Zoom mobile app](#)
- [Attendee controls in a Zoom meeting](#)

Additional features:

- [How to give non-verbal feedback during a meeting \(e.g.. raise your hand or answer yes/no quickly\)](#)
- [How to access chat in a Zoom meeting](#)
- [How to share your screen](#)
- [Participating in breakout rooms](#)



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Virtual Class Participation Using Zoom (Continued)

Step 3. Success Strategies

Learning online offers great flexibility, but it's a different experience from the face-to-face classroom. Stay organized and plan your time wisely. Utilizing a few skills will make your online learning experience more successful.

Learning Environment

Learning online will take motivation, self-direction, and a realistic knowledge of your personal learning preferences and abilities. Let others around you know that you are in a class to minimize interruptions. Make sure you communicate while learning online. Mute your mic when not talking. Let your instructor know if you have any problems keeping you from the meeting.

Camera

Make sure your camera is at or above eye level. Prop your laptop up on some books until the camera lens is at or slightly above eye level. It will instantly improve the view of you. If you're using an iPad in portrait mode, turn it vertically, so the camera is above the screen and not to the right or left to keep you from looking like you're looking off to the side.

Lighting

Your eyes should be lit on-screen. Your computer's camera is set to automatically adjust the exposure of your face. More light is almost always better than less; just make sure it's not behind you. Place the primary light source in front of your face and behind the computer camera. Do not sit in front of a giant window or significant light source, which causes your face to be underexposed.

Sound

If people can't hear you, or you don't sound right, your computer's microphone may be small and protected behind a piece of plastic or metal. Consider getting a small lavalier microphone that can be clipped to your lapel. It will drastically improve the sound of your voice and other people's ability to hear you talk.

Appearance

Remember, you will be on camera. Ensure your device is tilted so your entire face can be seen – typically from the chest up. Use a background photo if you choose, but replacing your live view with a portrait photo is not permitted. Sit up straight, but get comfortable. There will be breaks to get up and stretch, but you will be seated throughout the class. You may want to use a fixed chair, (not one with casters), so you don't rock back and forth. Talk slowly, and clearly, so other participants can hear you. Please don't talk over anyone, which is much easier to do in a virtual environment – take turns.



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