**Zoom Classroom Best Practices for Professors:**

Make sure you’ve communicated the Zoom invite link or meeting ID with your students well ahead of time. Recurring meetings will show up in Zoom when logged in and in Google Calendar with a link in the details. If you are concerned a student might not have a meeting invite you can invite them from within the meeting if they are logged in to Zoom.

**Control video and audio quality.**

*Figure 1. Audio Settings*

- **Speaker**
  - Test Speaker
  - Output Level:
  - Output Volume:

- **Microphone**
  - Test Mic
  - Input Level:
  - Input Volume:
  - Automatically adjust microphone volume

- Use separate audio device to play ringtones simultaneously

- Join audio by computer when joining a meeting
- Mute microphone when joining a meeting
- Do not prompt to join audio when joining a meeting using 3rd party audio
- Press and hold SPACE key to temporarily unmute yourself

*Figure 2. Video Settings*

- **Camera:**
  - FaceTime HD Camera
- **My Video:**
  - Enable HD
  - Mirror my video
  - Touch up my appearance
- **Meetings:**
  - Always display participant name on their videos
  - Turn off my video when joining a meeting
  - Always show video preview dialog when joining a video meeting
  - Hide non-video participants
  - Spotlight my video when speaking
  - Display up to 49 participants per screen in Gallery View

**Adjust your lighting.**

Don’t sit directly in front or beside a bright light source, or else all the audience sees is a bright light and a shadowy figure. Experiment with moving lamps and your camera until you can see your brightly-lit face on the screen.
Think about your background.
Try to provide a nice, plain background. You want to keep the viewer focused on you and the content you are providing.

Practice speaking to the camera and not the screen.
Our tendency is to look at the person on the screen, but you should look at the camera when you speak so the audience feels like you're talking directly to them.

Optimize Zoom.
Sharing. Generally DO NOT select “Share Your Desktop” (unless you want every pop-up email and private message on display for your audience!). Instead, open up any relevant documents before the call and share only those during the meeting. Note that when you share, Zoom prioritizes the shared item to the bandwidth. This can reduce the other video feeds’ quality, so don't share longer than necessary.

Practice hosting. Zoom is very easy to use, but a live video conference with a customer is not the time to explore its features. Make video appointments with internal employees and friends to get used to Zoom. Practice scheduling and inviting people to meetings. Learn how to mute and unmute audience members and re-assign the host role.

Bandwidth and signal. If you are wireless, try to remain close to the wireless router and consider installing a signal booster in areas of low signal strength. When you have the option, choose wired (instead of wireless) for video conferencing.

During your meeting:

Manage and watch your Participant section.
You can mute and unmute everyone in the meeting so that you can pose a question and then open it up for responses. While you’re talking you may want to keep people muted so that there are no surprise sounds interrupting you.

Look for Raised Hands, queues to change your pace or quick responses to questions you’ve asked.
Use the File Share in the Chat Window
You can send a question or statement to everyone or privately to a participant.

Think about your actions on camera and in Zoom generally.

You’ll be setting the tone for how the class interacts in this new environment and you should setup your expectations for that from day one.