



Using Zoom to connect remotely to class, OH and Labs

Zoom Link: Use live chat link on the class website

Interacting using Zoom

We will be using Zoom for in-class communication [<http://zoom.us/>]. The class will be recorded through a separate service of Harvard Extension School, so Zoom will not be used for recordings.

Install and try Zoom

Please navigate to <http://zoom.us/> and create an account so we can see your name during class and OH discussion. Download the client (for your computer and/or your tablet and phone).

Equipment

For the discussion you will need a USB headset with a microphone in order to ensure that the audio will be clear when you speak and that there won't be feedback that distracts everyone in the class. Make sure that you plug in your headset before you log into Zoom or your audio may not work. It is a good practice to test your audio before class begins. If you forget to plug in your mic before class, restart Zoom. If all else fails, you can also join by telephone. (Go to Joining a Session, which you see after you log on, and then click on the Join by Phone option.) If you have any technical issues during class, please mute yourself and immediately call the HELP Desk at 617-998-8571. They will be there to help you with any technical problem so that you can rejoin class as quickly as possible.

Using Zoom in class and OH

When class starts all remote students will be muted, but you can unmute and/or raise your hand when you have questions. Keep your camera on, especially if you are interacting with the class. Always keep camera on during OH.

Speaker View & Gallery View

Zoom supports speaker view & gallery view: Speaker view highlights one person with four in miniature; gallery view allows the whole class to be visible. Speaker view is for talking/lecturing; gallery view is for whole-class discussion and OH. In some cases, we may share material from the computer; the video will still be available, and the view will be focused on the shared screen.

Interaction During Class and OH

How to get our attention during class: (1) use chat, (1) click on the hand icon in Participants. In OH typically it would be possible to speak and directly jump in when you have questions.