**Zoom Tips**

**Before you join the Zoom Meeting/Webinar**

**Change your Name:**

* [Sign in](https://zoom.us/signin)to the Zoom web portal and click Profile.
* Click edit on the right side next to your name and profile picture.
* Change your name to indicate your grade (first letter of your grade) and add your study group/team number.

**Example: F1 John Smith**

(This means Freshmen, Study Group 1).

*Not sure your study group/team number? Check the top of your grade's tab on the materials website for the listings.*

If you're in the meeting and your name is not showing correctly -

* Click the three dots in the right corner of your camera box.
* Click rename.
* Include the first letter of your grade and your team number.

**Example: J2 John Smith**

(This means Junior, Team 2)

**Add a profile photo:**

This will be helpful if you run into bandwidth issues and need to turn your camera off, cameras will need to be on for most sessions.

* Log into Zoom and navigate to your profile page.
* At the top of the profile page, you'll see your name, a blank profile photo and a link that says “**Change.**”
* Click on “**Change**” to add a profile picture.
* Click on the “**Upload**” button to upload a new photo.
* Select the photo file from your computer.
* This ***will not*** update automatically if you are in a meeting. The next meeting you join, your photo will show.

**Check your Settings:**

* Be sure virtual background is enabled if you want to use a [**virtual background**](https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background).

**Device:**

* We recommend working from a laptop with access to a webcam and audio.
* You can download Zoom to a tablet or to your phone. For the purposes of the School, you may find a phone screen challenging due to its size. You will need a computer/laptop for the teambuilding activities.

**Test Your Electronics in Advance:**

* Test your video and audio connection at <https://zoom.us/test>
* Make sure that you have a good Wi-Fi signal. We recommend a minimum speed of 20mbps. Test your internet speed here: [http://speedtest.net](http://speedtest.net/).

**Audio:**

* Headphones are preferred, but if you use your computer audio, lower the volume to avoid echoing.
* If you are having audio issues, you may dial in via phone, please also use the link to access video and mute your laptop and your phone.
* Be sure your location is quiet and background noise is at a minimum.
* Remember to mute yourself when you are not speaking!

**Video:**

* The room should be well-lit; avoid any backlighting behind your head.
* If connecting from a laptop, plug into a power source. Battery use can affect video quality

**Registration:**

You must register for each of your classes. You will find the registration link on the School website. This will also be sent to you via calendar appointment. Enter your information in for each class and you will have the option to then add the course to your calendar with an appointment.

To get the best connection:

* Do not sign in your VPN
* Exit out of all tabs

**When you join the Zoom Meeting/Webinar**

**Meeting Admission:**

* Plan to join a few minutes early.
* When you click on the link to join the meeting, you’ll need to turn on your video and you’ll then have the power to mute/unmute yourself. Please keep yourself muted unless speaking.

**Video**

* Turn on your video for all sessions that indicate that video will be used.
* You will not use video for OnDemand courses or some of your live instructional courses.
* It’s important to “show your face” by turning on your video so that your colleagues can see you.

**Chat Feature**

* For many of your classes and we will ask that you use the chat feature to ask questions while your instructor is teaching. The chat feature can be found along the information bar.
* You can send a chat to “**Everyone**” which is where you will want to post any questions you have for the instructor. A representative will ask your question of the instructor at the appropriate time and it will be answered either verbally or in the chat.
* If you have a question or comment for a classmate during class, you can send a chat directly to another person in the class.
* AV tech support will be available via chat during each of your classes.
* A representative from the NCBA will be in all of your classes and you will be able to contact them direct via chat as well.

**Polling:**

* You must access the course via the Zoom link to access polling. Many of your courses will use this feature and all knowledge checks will use this feature.
* You will receive instructions from your instructor when the poll is introduced.
* You cannot access polling if you dial in.

**Breakouts**

* Some sessions will use Zoom Breakouts. You will be moved into these breakout sessions -  please accept this on your screen and this will happen automatically.
* You will automatically be moved back into the full group session once the breakout is over.
* All study group and simulation decision making sessions will happen in breakouts.

**Recording:**

* When available recording of live sessions will be made available on the School website.
* Breakout sessions cannot be recorded.

**Silence devices:**

* Turn off notifications on other devices that may go off during your classes (email notifications, phone ringing, etc.)

**Working Together in Zoom**

**Sharing your screen:**

* Click the "**Share Screen**" button located in your meeting controls. This will be at the bottom of your screen.
* Select the screen you want to share. You can also choose an individual application that is already open on your computer, as well as the desktop, a whiteboard, or an iPhone/iPad.
* Optional - Enable these features:
* Check Share Computer Sound: If you check this option, any sound played by your computer will be shared in the meeting. Check Optimize for full screen video clip:
* Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry. Click share.
* Additional instructions on sharing your screen are located [**here**](https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen).

**Whiteboard**

* Once you have joined the meeting, click on "**Share Screen**."
* Select the "**Whiteboard**" and click on "**Share.**"
* When you click on the "**Whiteboard**," the annotation tools will become available.
* The annotation tools will show up at the top of your screen.