Good Practices for Students learning in Zoom

Preparation before the Zoom class

1. Look for a dedicated learning environment where you can stay focused
2. Eliminate distractions
3. Install a web camera, a microphone and prepare a headphone for in-class interaction.

Learning in Zoom

1. Join the Zoom class before the actual class time and test the equipment
   - Your instructor normally will start the meeting 5 to 10 minutes before the meeting starts, follow the instruction you have received from your instructor
   - Once you have joined the Zoom class, check the video/audio connection and report any technical issues to the instructor and TA via Group chat immediately
   - Test your speaker and microphone in Zoom

2. Actively participate in the learning activities
   - You are encouraged to participate the live class to gain the interactive aspect from it
   - Your microphone is normally muted when you enter the class. Raise hand in “Participants” to request for speaking up
   - Make written comments/questions to the class via Group chat
   - When your instructor/TA send out a polling question, you will see it on the screen, respond to the question promptly
   - Close all applications that may distract you and influence the connection speed, such as Skype, WhatsApp

3. Self-identify yourself when speaking up in the meeting and/or in the breakout rooms
   - It is not always possible for the instructor and/or other students to see who is talking. Say your name before sharing or asking a question

   *Note: During the class, you are expected to respect the instructor and other classmates e.g. Use of appropriate and respectful language.*

After the Zoom class

1. Note the requirements and deadlines of assigned coursework
   - Organize your notes and observe the deadlines of the assigned coursework

2. Revise the class recording for revision
   - Your instructor will post the link of the recorded class on Canvas. Revise the materials by reviewing the recording

3. Contact the course team for further inquiries
   - When you have anything in doubt, contact the course team immediately. The course team is willing to offer support