



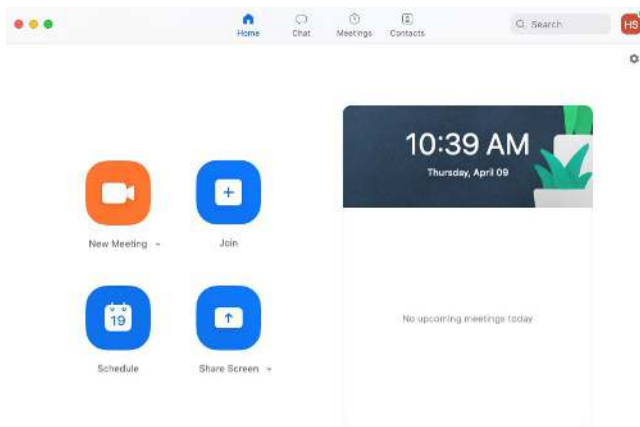
HERITAGE
SCHOOL of INTERIOR DESIGN

ZOOM GUIDE FOR STUDENTS

In order to ensure the safety and health of the Heritage community, we will be conducting classes virtually until it is safe to resume in-person learning. To facilitate the best possible virtual, interactive learning environment we will be utilizing the Zoom Web/Video Conferencing. To help you succeed in your virtual courses, we have compiled the following Zoom tips.

Before your first Zoom class:

1. Make a Zoom account via zoom.us/signup and install Zoom on your computer via <https://zoom.us/download>.



In order to access the full suite of Zoom tools (including screen share) you will need to download the Zoom Desktop Client. If you need a guide to starting the Zoom Desktop Client, please refer to the following how to link: [Starting the Zoom Desktop Client](#)

2. Familiarize yourself with the Zoom software.



You can [join a test Zoom meeting](#) to familiarize yourself with the Zoom and test your microphone/speakers before joining a Zoom meeting. Visit zoom.us/test and click Join.

The following videos are also useful to get you started with the basics.

- [Meeting Controls](#)
- [Joining and Configuring Audio and Video](#)



3. Set up your space.

- Set up a physical space in your home that is conducive to learning.
- Choose a well lit, quiet area where you will not be disturbed.
- Ensure you have a strong internet connection. Whenever possible, wired connection (ethernet cable connection) is strongly recommended.
- Use a good microphone. A noise-cancelling headset with a microphone is recommended.
- Consider what will be seen in the background of your camera and adjust accordingly.
- If you want to eliminate distractions in the background of your video, consider using a virtual background. You can learn how to set up a virtual background online here: [Virtual Background](#)
**If utilizing the virtual background feature, please use a simple, non-distracting background like this example from [Duarte](#):*



During Class:

1. Come to class early. Be prepared to connect and test your audio and video a few minutes before class starts to avoid delays.
2. Mute your mic.



- Unless otherwise instructed, keep your microphone muted (when you are not talking) to avoid background noise.
 - Tip: You can use the following [keyboard shortcuts](#) to mute or unmute yourself. You can also use [push to talk](#) if you want to unmute yourself by holding the spacebar.
 - Windows: Alt + A
 - Mac: Shift + Command + A
3. Maintain the same professional, respectful behavior you would in the physical Heritage classroom. Avoid side conversation and devote your attention to the activity or lecture at hand.
 4. Participate when asked to. Your participation will enhance the virtual classroom environment and add to the learning experience.



Additional Zoom Features:

1. Screen Sharing
 - You may need to share your screen during a Zoom session. To learn how to do so, please refer to this how to link: [Sharing your Screen in Zoom](#).
 - During in Zoom presentations we will encourage you all to adjust your screen layout to “Side-by-Side Mode” as this enables you to see the shared screen alongside either the Speaker View or Gallery View. You can learn how to turn on Side-by-Side Mode online here: [Side-by-Side Mode for Screen Sharing](#)
 - For more information on how to adjust your Video Layout options while screen sharing please refer to this how to link: [Video Layout Options While Screen Sharing](#)
2. Break Out Rooms
 - Your instructor may utilize breakout rooms during your Zoom classroom session to allow for smaller group activity or discussion. Follow this link to familiarize yourself with how to participate in breakout rooms: [Zoom Breakout Rooms](#).
3. Reactions & Chat
 - Your instructors may choose to utilize the in-meeting chat and reaction functions to help students engage in the live stream.
 - To learn how to use reactions such as: the raise hand, yes, no, go slower, and go faster buttons, follow this link: [Zoom Meeting Reactions](#).
 - When you need to ask a question live, use the raise hand option and/or send a chat message to request permission to speak.
 - For additional chat functions, follow this link: [Zoom In-Meeting Chat](#).

Zoom Help Center

1. For any other questions regarding Zoom or for troubleshooting, please refer to the extensive [Zoom Help Center](#).
2. You may also set up a time for a one-on-one Zoom tutorial call with your Admin Staff. PDX students can schedule a tutorial call online here: [Zoom Student Tutorial](#)