

ZOOM USER GUIDE FOR STUDENTS

The following links provide instructions on how to use most features of Zoom. The essential features are what will likely be most important for use during class. *If you are registered for a Musical Theater/Singing class, please visit the “Musical Theater/Singing Classes” section on the second page.*

Please note that when you enter a meeting, you will first be put in a **waiting room**. Please wait for the host of the class to let you in. When you enter, your **mic will be muted** and your **video will be off**. You will have to **manually unmute yourself** and turn on your video.

ESSENTIAL FEATURES

[VIDEO - Zoom Overview for Students](#)

[Joining Meeting & Testing Video/Audio - VIDEO](#)

- [VIDEO FOR MOBILE USERS](#)
- [Desktop vs Mobile Comparison](#)

[Mute Myself and Stop My Own Video](#)

[Change to Gallery View](#)

[Change to Active Speaker View](#)

[Hide Non-Video Participants](#)

[Hide/Show My Video in My Own Display](#)

[Pin Video](#)

OPTIONAL FEATURES

[Screen Sharing](#)

- [Optimizing a Shared Video Clip in Full Screen](#)
- [Sharing Computer Sound During SS](#)
- [Remote Control](#)

[Recording](#)

ONLINE CODE OF CONDUCT / ETIQUETTE

- Please set up in a quiet room if possible.
- Please make sure that your lighting is adequate to make sure that everyone should be able to see your face clearly.
- Please test out your audio before class begins to make sure that everyone can hear you clearly, and vice versa.
- Please keep yourself muted until prompted to unmute.
- Confidentiality: What happens online stays between participants.
- No screen capturing of other peers.
- No personal recordings of the class (with phones or tablets).
- No recording of Zoom sessions allowed except for during On-Camera classes. During On-Camera classes, all recordings will be made by the host only and shared as needed.

MUSICAL THEATER/SINGING CLASSES

For students in Musical Theater/Singing classes, we recommend:

- **[Enabling the option to use original sound](#)**. This will make it so your voice will not get reduced or cut off.
- **Turn off the option to “Automatically Adjust Volume”**. To do so, go to your “Settings”, then “Audio”, then uncheck “Automatically Adjust Volume”. This will keep the volume of your sound even and consistent.
- **Sharing computer sound** when playing a song off of your computer/device. You can do so by clicking the “Share Screen” button at the bottom of your Zoom window, clicking “Advanced” in the top middle of the popup, and clicking “Music or Computer Sound Only”.
- **Using wired headphones** to reduce latency and provide consistency. Using your device’s speakers will likely feed the sound back into the microphone, causing your classmates to hear an echo. Additionally, if you try to share a song on your computer over Zoom, the volume will be much louder for your classmates than for yourself.
- **Investing in a microphone** that is separate from your device’s mic or webcam. This will ensure that your voice will be heard clearly.
 - \$23 - [Behringer Ultravoice XM8500 Dynamic Vocal Microphone](#)
 - \$99 - [Audio-Technica AT2020 Cardioid Condenser Studio XLR Microphone](#)
 - (USB) \$36 - [Fifine Plug & Play Home Studio USB Condenser Microphone K668](#)
 - (USB) \$70 - [Blue Snowball USB Microphone](#)
 - (USB) \$120 - [Blue Yeti USB Microphone](#)
 - (USB) \$170 - [Rode NT-USB USB Microphone](#)