**Disclaimer**: The following communication with students is meant for you to tailor to your class.

Dear Students:

I will be hosting a class meeting on (insert date) at (insert time) Eastern Daylight Time. You may also wish to specify if this will be a recurring Zoom class time.

We will be using Zoom on Canvas to meet. To access our Zoom sessions, go into our Canvas course site and click on the Zoom link on your course navigation panel on the left. Find the scheduled meeting and click “Join”. Another option is to access scheduled meetings from your Canvas calendar.

This will likely be a new learning environment for many of us, as such, I appreciate your patience as we work to establish an effective learning community using the Zoom platform. The following instructions should help us all get off to a good start!

## Before our first Zoom Session

* Find a quiet space with strong WiFi that is free of distractions. You can test your internet connection speed by visiting Zoom's suggested third party bandwidth tester, [Speedtest](http://beta.speedtest.net/%22%20%5Ct%20%22_blank).
* If needed, reach out to me/our TA (TA name) or a classmate in advance of the first session to test Zoom. You can also arrive 15 minutes before our scheduled time to test your [Audio and Video](https://youtu.be/HqncX7RE0wM). Use a Chrome browser, if possible.
* Let me/our (TA name) know early on if you do not have access to a camera or any other potential concerns or issues. For Cornell technical support, please contact itservicedesk@cornell.edu with subject line - Zoom Help.
* Close all browser windows and quit all other applications except the Zoom instance in Chrome. Have any content you intend to share prepared ahead of time and open on your desktop.

## During Zoom Class

* Please keep your microphone muted except when it is your turn to talk
* For discussions, enable your video camera and use the ‘Gallery View’ so that we can all see each other
* If available, use the buttons underneath in the Participants list to raise your hand, agree or disagree, provide feedback on the pace of the lecture/discussion, or indicate if you have had to step away for a short break
* [Share your screen](https://youtu.be/9wsWpnqE6Hw) if you will be sharing a presentation or content with the class
* Click on the ‘chat’ button to see and participate in the ongoing chat discussion
* If you are experiencing any connection issues, try stopping your video and just use audio

## Camera Use

* Position your webcam at eye level or higher – experiment for best angles
* Make eye contact – try to look at your webcam as often as possible
* Allow for enough lighting and a non-distracting background
* Use the gestures and mannerisms that you would typically use in person
* Please treat this as you would our in-person class in terms of dress and appearance. Your camera should not reveal anything potentially offensive.

If you are unfamiliar with Zoom or have technical questions, there are many help videos available online: [Zoom Help Center: Getting Started](https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started)

For any troubleshooting issues when Joining a Meeting, please click here [Zoom Help Center: Joining a Meeting](https://support.zoom.us/hc/en-us/articles/201362193) for getting situated.

Thank you for your willingness to work with Zoom during these changing circumstances.

[Insert Signature]