Zoom Meeting Strategies for Effective Communication

As an online learner who's engaging in coursework remotely, you may be tuning in for synchronous video lectures, connecting with your peers for remote study groups, or communicating with your instructor through video software as you attend virtual office hours. In each of these instances, there's a lot of opportunity to communicate, ask questions, clarify, and work and learn together.

DOWNLOAD ZOOM IN ADVANCE OF YOUR FIRST MEETING & PRACTICE BEFORE YOU GO LIVE. If you need help, explore Zoom FAQs and/or contact the IS Service Desk. Practicing with your device and the technology can make participating in Zoom meetings easier, as you'll be more familiar with features and options. Reach out to fellow students, friends, or family to practice. You can also drop by the ASC Zoom room to ask questions and practice with us!

USE THE SINGLE SIGN ON (SSO) OPTION TO LOGIN WITH YOUR OREGON STATE ACCOUNT. This option will be available when you download/open Zoom. You can select "Sign in with SSO" and enter "oregonstate" as the company domain.

FIND A QUIET SPACE. We know this can be difficult when sharing space with others. When possible, find a place that's removed from noise, distractions, and interruptions so you can focus on the meeting. Be understanding if other people are having trouble identifying quiet spaces or if they need to take a break for a moment.

MUTE YOUR MICROPHONE UPON ENTRY TO THE MEETING & WHEN YOU'RE NOT SPEAKING. Using the mute function can reduce background noise for all participants and make it easier for the host to facilitate discussion.

REMEMBER: YOU ARE/MAY BE ON VIDEO. Be aware of your surroundings in your remote learning space. Consider your background or walls/décor, as well as how you appear on screen. Dressing as you might for in-person lecture or office hours can put you in the mindset for learning.

IF ON VIDEO, DIRECT YOUR RESPONSES TO YOUR CAMERA. Doing this will make it appear as if you're looking directly at other people. If you think a cue might be helpful, consider adding a note or visual near the camera on your device.

BE MINDFUL OF TIMING. It can be hard engaging in discussion online. Give each person time to fully express their thoughts. Consider agreeing upon a verbal or technological signal (e.g., muting the microphone) to indicate when you are finished speaking. This can make conversation smoother and limit people talking over one another.

USE THE RAISE YOUR HAND OPTION. This option can signal to the host that you would like to contribute or ask a question.

CONSIDER YOUR PRIVATE & PUBLIC CHAT OPTIONS. Use the "everyone" chat option to chat with everyone in the meeting. Use the "private" chat option to direct a private message to an individual in the meeting. Your instructor may provide guidelines for use of the chat feature during meeting times.

FAMILIARIZE YOURSELF WITH YOUR INSTRUCTOR'S EXPECTATIONS. Each of your instructors may have a different approach to using Zoom and engaging in the virtual environment. Take notes as you learn this information. If you have questions about their expectations for engagement, be sure to ask so you can feel confident in your communication.

BE GENEROUS — WITH YOURSELF, YOUR PEERS, YOUR INSTRUCTORS. Everyone will be navigating their own learning curves. Expect that there will be bumps along the way. Try to view the experience through a lens of opportunity. What can you learn from what's happening? How can you help? And likewise, how can you reach out to get the help you need?

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