

PSY 611 ZOOM CHEAT SHEET

CONNECTING TO THE LAB:

THINGS YOU'LL NEED:

- Internet access in a quiet space
- Headphones (optional, but often very helpful)
- Computer/Tablet/Phone with a camera

ACCESSING THE ZOOM LAB MEETING:

1. Look on the PSY 611 Canvas page. Links to both Lecture and Lab are on the home page, plus you can access meetings and recordings using the Zoom Meetings link in the sidebar.
2. A window will open showing you **Join With Computer Audio**. Select this option and you will join the lab/lecture.
 - If you are unsure about your computer/headphone audio, click **Test Speaker and Microphone** to test it before entering the meeting.

*In an emergency (i.e. your internet has failed) you may click the **Phone Call** tab and use one of the provided numbers to dial in. This will provide only the audio for the lab. Join via **Phone Call** only when there is no alternative.*

NAVIGATING THE ZOOM INTERFACE

1. **Mute:** Mute/unmute your audio. Clicking the up arrow allows you to change microphone/speaker input and output (e.g. change output source from headphones to built-in speaker).
2. **Stop Video:** Toggle your video on/off. Clicking the up arrow allows you to:
 - a. Change video source (if more than one camera is available on your device).
 - b. Select a virtual background (note – this may not work on all computers/tablets).
 - c. Access advanced video settings.
3. **(Security):** This feature is only available to meeting hosts. Controls the waiting room, toggles participant permissions (e.g. allows participants to share their screens).
4. **Participants:** Shows a list of participants. Also includes **Raise Hand** feature at the bottom of the participants' window.
5. **Chat:** Send individual/small group/full group messages.
6. **Share Screen:** Shares your screen. You may choose to share a specific window or an entire screen. Also shares computer audio (e.g. from a video)
7. **Record:** If permission from meeting host is granted, allows the recording of the meeting.
8. **(Breakout Rooms):** This feature is only visible to the host until breakout rooms are activated. Create, join and/or modify breakout rooms. More info [HERE](#).
9. **Reactions:** Allows you to send **Clapping** or **Thumbs Up** emoji to the group.
10. **More:** If your window is too narrow to show the full list of options, they will be nested under more. Also allows the meeting host to go live on YouTube and Facebook
11. **End/Leave:** Allows you to leave the meeting.



TROUBLESHOOTING

Can you hear other participants but they can't hear you?

1. Check the Zoom bar to make sure that you aren't muted.
2. Click the up arrow on the **Mute** button to check that you are using your intended microphone (**Select a Microphone**).

People can hear you but you can't hear them?

1. Check the volume on your speakers.
2. Click the up arrow on the **Mute** button to check that you are using your intended speakers (**Select a Speaker**).

Someone hears an echo when you speak?

Turn down the volume/plug in headphones. The echo is caused by feedback from your microphone picking up audio from the meeting.

Having difficulty seeing everyone?

Follow the instructions [here](#) to change your video layout.

ZOOM BEST PRACTICES

1. Check your screen name is your preferred name. If it is inaccurate, select **Participants** from the home bar. Hover over your name and click **More**. Select **Rename** and enter the name you would like to appear next to your image. Personal pronouns are also welcome.
2. Your microphone should be **muted** unless you are speaking. Consider keeping your camera **on**. Cameras that are on create a much better sense of community and collaboration.
3. Raise your hand (using the feature under **Participants**) if you would like to speak. The instructor may also call on you, in which case you will also need to unmute your mike. You can also use the Chat function to ask questions during the lecture.
4. Use headphones when in the meeting. Most echoing/feedback can be avoided with headphones. Additionally, if you are physically sitting next to someone in the same Zoom room, only have one person's microphone on at a time.
5. Private messages sent to other participants will *probably* stay private, but it isn't a guarantee. The best bet is to not say anything rude/inappropriate/cruel/unhelpful/off-topic/unkind. If you need further advice, see this Dear Prudence article from Slate [here](#).
6. Make sure any housemates or officemates are fully clothed (or at least forewarned that you'll be on Zoom). Trust us, it's for everybody's own good 😊
7. The order in which people appear on your screen is **not** the same order as people appear on their screens.

FOR MORE INFORMATION:

Raising hands/using Zoom on a mobile device: <https://nerdschalk.com/how-to-raise-hand-on-zoom/>

Accessing Zoom for the first time: <https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=101392>

Most Zoom questions can be answered here: <https://service.uoregon.edu/TDClient/2030/Portal/KB/?CategoryID=17480>

Useful tips for hosting meetings: <https://www.youtube.com/watch?v=UNxhkq9jjVo>

Zoom Security: <https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=103277>