

Preparing to teach your first class online in Zoom

What do I need?

Minimum requirements for teaching a class online

Computer



You need a computer that is compatible with Zoom. Zoom is the computer program you will use to meet with your students.

If your computer is less than ten years old, it is probably compatible with Zoom. [Click here](#) to see a list of computers that are compatible with Zoom.

Internet Connection



Option 1 (preferred):

Connect to the internet with an Ethernet cable from your computer directly to your modem/router.

Option 2:

Connect to the internet using WiFi. This will work but, compared to Option 1, it increases the chance you will have choppy video or audio and/or a disconnection during class. To improve WiFi connection, sit close to the modem/router, close unnecessary browser tabs and windows, and reduce the number of devices using your WiFi.

Microphone & Speakers



Many computers come with built-in speakers and microphones that you can use. For better quality audio, use headphones with a microphone instead of your computer's built-in mic/speakers.

Alternate connection methods (you will need the Meeting ID number)

Option 1: Log in using the free Zoom app on your mobile device (tablet or phone).

Option 2: Use your telephone to call the Zoom room's phone number to connect using audio only.

What else should I have?

Elements of a successful online class

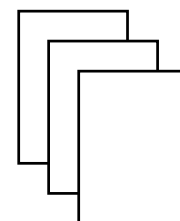
Webcam



A webcam will enable students to see you during class. You can use either:

- your computer's built-in webcam (many computers have them), or,
- a webcam that you plug into your computer.

Class materials (e.g. slides, videos)



If you would like to show your students slides, videos, graphs, etc. you will need to have the items you want to show to students open on your computer.

Extra lamp



Place a lamp in front of you with the light directed at your face. This will ensure there is enough light for students to see you clearly.

Quiet location



Log in to your online class from the quietest location possible to avoid having your microphone pick up distracting background noise.

What should I do to prepare?

Before class checklist

Practice



Open your online classroom and practice using it before the day of your scheduled class. If possible, use the same computer you'll use during class.

Restart your computer



Restart your computer a few hours before your scheduled class time. This will help prevent technical problems during class.

Close unneeded programs and websites



Close all programs and websites that you won't need to use during class.

Arrive early for class



Log in to your online class 15-30 minutes before it is scheduled to start to test your camera & microphone, and practice your planned activities.