



# UPDATE FOR STUDENTS JANUARY 2022

## UPDATE YOUR ZOOM APP!

It's really important to do this regularly as Zoom may not work well if you don't. To do this, open the Zoom app and click on your profile picture (top right). Select "Check for updates" and follow the instructions. You can ask Zoom to update automatically in the Settings/General menu.

## SOUND SETTINGS

If you want to play or sing during class, it's important to have the right sound settings, otherwise Zoom will try to maximise the sound for speaking and music won't come across well. The key to this is enabling 'Original Sound', but there are a few other settings worth checking:

- In Settings, select Audio
- Under 'Microphone', uncheck 'automatically adjust microphone volume'
- Set 'Suppress background noise' to LOW
- In 'Music and professional audio' check 'Show in-meeting option to turn on Original Sound'
- If you are NOT using headphones, make sure 'Echo cancellation' is checked
- Do NOT select 'High fidelity music mode' unless you have superfast broadband
- Click on 'Advanced' and make sure both options are set to AUTO
- When you are in a meeting, make sure Original Sound is ON (top left of screen).

## A REMINDER OF ZOOM ETIQUETTE!

- ✓ Arrive on time! Make sure you have everything you need for class before joining the meeting. Find a space where you won't be disturbed, where the lighting is good so that you can be seen.
- ✓ Mute yourself if you're not speaking (the tutor may do this for you).
- ✓ Follow your tutor's instructions for giving feedback - this might be via Chat, or by simply raising your hand. Tutors are very keen to get feedback, so if you don't understand something or want to highlight a problem or find something helpful, do let them know—it's much harder to gauge how people feel on Zoom.
- ✓ Turn your video off if you need to do something else! Tutors especially can find it very distracting to see something else going on. Some people prefer to turn their video off at times, and tutor are used to this so feel free to do so.
- ✓ If your class has a break and you use breakout rooms for this, don't be offended if some students don't join—a few folk have told us that they don't like breakout rooms, even though they still like their classmates!
- ✓ Be patient and support your tutors and fellow students! We're all getting better at Zoom but it's not always easy. Please speak to your tutor or contact the Office if you have any concerns at all.