

Guideline for Using the *zoom* Platform for Distance Learning for Courses by the Institute of Computational Perception

This page briefly discusses some important points regarding the use of the zoom platform. Please consider following these carefully to support smooth and unproblematic online courses.

- **Setup:** Especially at the first time, join the lecture around 10-15 minutes before it starts. Using the *meeting URL* provided by the lecturer(s), go to the zoom website (<https://zoom.us>) and download and install the required desktop application.
- **Authentication:** Enter your full name (first and surname), and your email address. Depending on the meeting's setting, you may be asked for a *password*. This password is provided beforehand by the lecturer(s) through the usual communication channels of the course.
- **Test speaker and microphone:** Follow the provided speaker and microphone tests before entering the meeting, and make sure that both are functioning well. A common issue is selecting wrong devices from the list of speakers and microphones.
- **Meeting:** When entering the meeting, by default you are muted. Feel free to signal the lecturer anytime that you want to ask a question as you would in an in-person lecture. For doing so, click on *Participants* and use the *raise hand* button. Upon the lecturer's reaction, unmute yourself and ask the question. Feel free to unmute yourself anytime for asking questions directly as you would in an in-person lecture if you deem necessary and appropriate. Yet, consider that this may become chaotic with larger groups of participants. Hence, we advise to use the *raise hand* button first whenever possible.
- **Chat:** Have your Chat tab open. You can use it both for direct messages to the lecturer as well as for messages to all participants in the classroom. Click the arrow next to *Send to:* and choose the lecturer or the group as addressee for your message. Please use

direct messages to the lecturer only when necessary and keep them short as long messages may distract the lecturer from teaching. For longer messages (e.g., statements or questions), it is advisable to use the option to speak to the class (see **Meeting**).

- **Full screen / Window:** Whenever the lecturer changes their screen sharing settings, zoom is programmed in a way such that the user interface will be thrown into full screen mode, hiding the chat. Moving the mouse cursor near the top, you will find a menu to exit full screen mode or open a floating chat window.
- **Video:** It is not mandatory to have your video on. However, seeing your faces on screen makes the communication much more lively, and saves the lecturer from “feeling lonely” (which is a bad thing in general, and may affect the presentation quality in various ways). Despite this suggestion, we may need to avoid using videos especially when there are many participants in the lecture, as it may cause lags.

Thanks,

The CP Lecturer Team

