

# Best Practices for Teaching with Zoom

Below is a list of best practices for hosting a successful class session with the Zoom web conferencing software.

## Software & Hardware Best Practices

- You and your students should wear headphones or earbuds if possible. This will reduce the amount of distracting background noise.
- Ask students to mute themselves when they are not speaking to reduce distracting background noise.
- Use a wired internet connection if possible to ensure higher internet speeds.
- Make sure to press the “Record” button if you would like your class session to be recorded.
- [Test your audio](#) and [camera](#).

## Class Engagement Best Practices

- For your first Zoom class, take some time to help students ask and solve any technical problems they encounter. Provide them with Zoom’s support number: 1-888-799-9666 ext. 2.
- Acknowledge that technical issues may arise for you and/or your students. Let them know that you will be communicating with them via email if you run into any problems. Ask them to email you if they encounter any problems.
- Establish communication practices in the room. For instance, you might ask students to wait until you ask for questions before interrupting you. You might ask students to use the “[Raise Hand](#)” feature to let you know they have a question. You might ask students to just speak up whenever. Establish these practices up front, then revisit and evaluate later on if necessary.
- Look at the camera to create eye contact with your students. This helps create a more personal connection.
- Ask your students to turn on their webcams if they can so to help establish a face-to-face feeling.
- Check the “[Chat](#)” tool often to see if students are typing in comments there.
- When delivering a presentation, [share your screen](#) using PowerPoints, Excel files, images, and more to make the session feel lively.
- Take time to promote reactions, comments, and discussion from your class. Allow pauses - students might be formulating thoughts when you are not speaking.

## Environment Best Practices

- Try to find a quiet, well-lit location to host your class meeting.
- Turn on your camera and place it at just above eye-level if you can.
- Be mindful of what is going on in the room behind you. Remove anything you do not want others seeing and tidy up if you can.
- Smile and relax - if you are comfortable, your students will feel comfortable, too.

