



EMORY

CANDLER
SCHOOL OF
THEOLOGY

Zoom Tips

To join your Live Class Sessions, you will go to the Live Class Session link provided in your Canvas course. This link remains the same throughout the semester, so you can bookmark it in your browser and always return to that link during the same semester at class time.

Please Note: You do not need a Zoom account to join these sessions.

- You have individual control of your live session experience:
 - Scroll your mouse over the top and bottom areas of the Zoom screen to see two different menus that offer you control of your options
 - You can change views using these options and you are not impacting others
 - Please turn your mic off when you are not speaking and your camera off as requested
 - Your camera may be on as soon as you enter the room! Be ready 😊
 - Please follow along with a presenter's activities. If someone is screen sharing, be sure you are in the right view to see what is shared. A window with camera views will also show up on top of a screen share display and may interfere with your view. You can move this camera window out of the way or minimize it by scrolling your mouse over the top of the camera view window and clicking on the black bar to move it like a window on your desktop.
 - Record sessions to be saved to your computer, but we DO NOT recommend it because the files are very large
 - We will still provide links to recordings of each session in your Canvas course
- Taking Notes while in Breakout Sessions
 - In Breakout rooms, you will be able to use the Chat box to take notes with your Breakout room participants. The prompt will say EVERYONE but while you are in Breakouts EVERYONE refers only to your breakout group members. So if you use Chat while in Breakouts, you can be sure that other groups are not seeing your Chat. You will also still have access to those notes when you return to the main room so you can use them to debrief.
- Save Class Chats
 - Your meeting chat is personal to you. It will include all chat threads that appeared to EVERYONE, any chat threads you held in PRIVATE, and any chat threads that occurred in Breakouts where you were a member. Click on "More" to Save Chats before each live session ends if you would like to save them.
- Upload slides or documents to share
 - To give presentations, you will use the Share Screen feature to show your desktop.