Zoom Tips for Students
Cheat Sheet

Accessing your class:

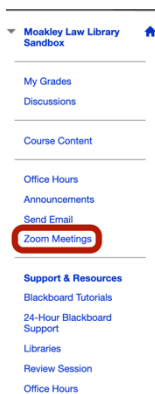- Navigate to https://suffolku.blackboard.com/ and click on login. Here you will type your Suffolk email and password.
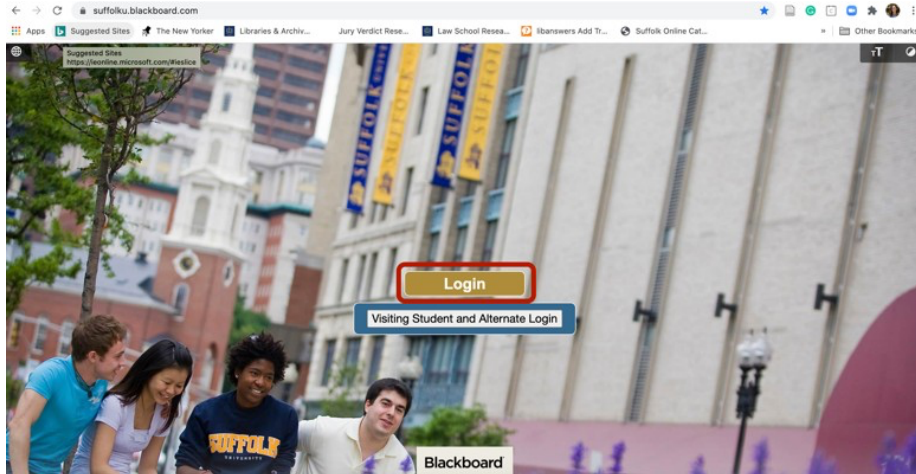

- From the main Blackboard page, select the course you wish to attend from the list available under **My Courses**:
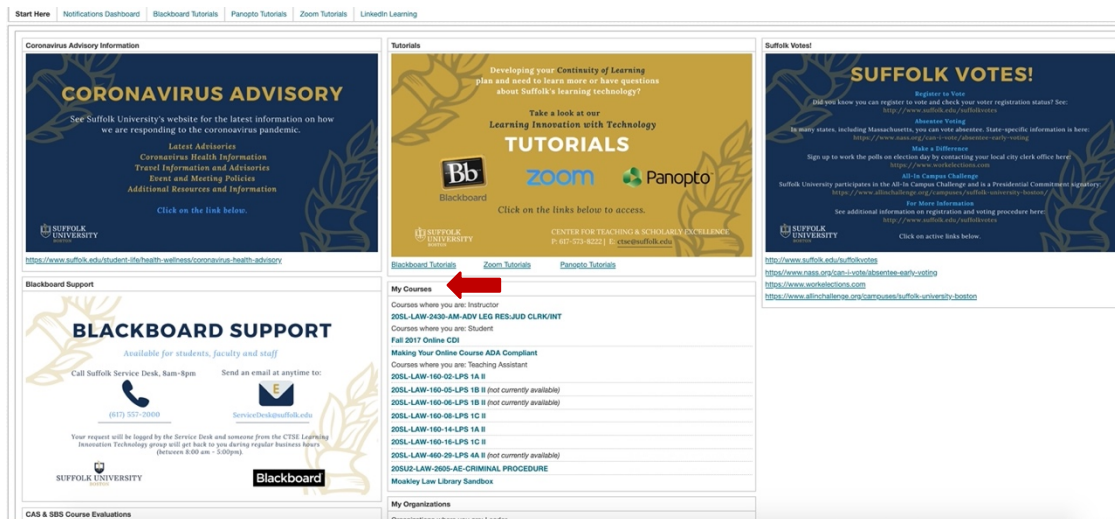
- From the menu on the left, select the link that reads **Zoom Meetings** or similar text.

- From this page, you can access your class by clicking **Join** under the **Upcoming Meetings** tab. Here you can also find class recordings from previous classes under the **Cloud Recordings** tab.
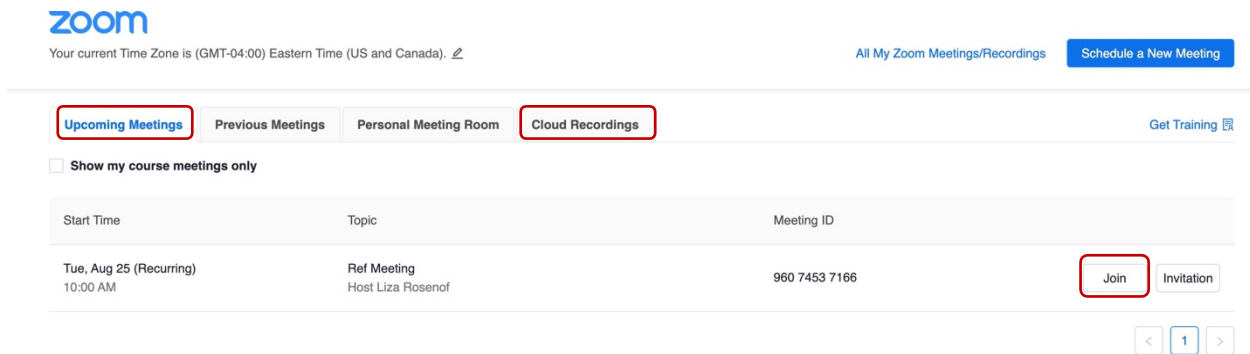
Participating in your class:

- Once the Zoom class starts, you are able to engage with your professor and classmates.
- Using the Zoom toolbar, located at the bottom (sometimes at the top) of the screen, you can Mute/Unmute yourself and Hide/Show your video. Here, you may also Open/Close the chat and display Reactions (similar to emojis) right on your video window.
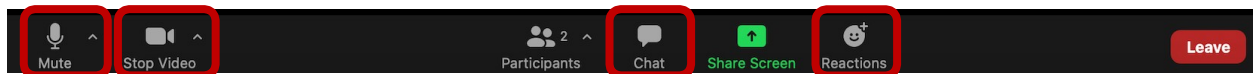
- Under the Reactions tab, you are able to engage with the class. You can **raise your hand** and use non-verbal reactions like yes/no, ask the professor to go slower, and more!
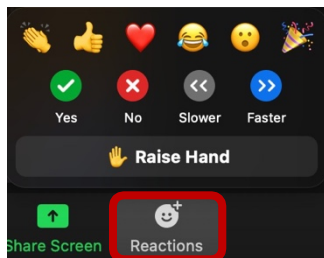
- By clicking on the **Participants** icon, you will open a new window that will pop to the right of your screen. Here you will see a list of all the meeting participants.

- Zoom has a **Chat** feature (available on the Zoom toolbar; see image below) that allows you to communicate with other Participants (if enabled) and with the professor (host) at all times. **NOTE:** Be mindful, the information that you share, even in a private 1:1 message in the chat, can be saved and recorded; keep it professional.
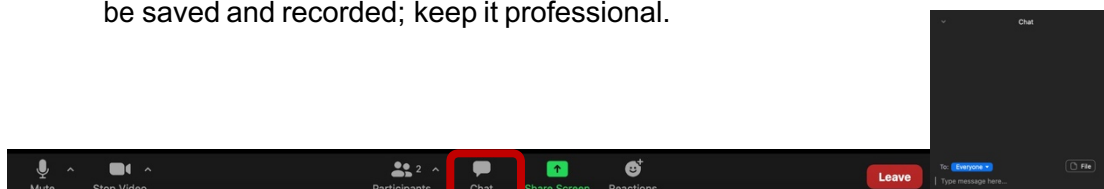
Updating your Zoom Desktop App:

- Check your Zoom Desktop App regularly for updates to make sure you can use the latest Zoom features. If a new feature is not working, make sure your app is up to date.
- Open the Zoom Desktop App:
  - On a **Mac,** select **Launchpad** on your taskbar (the icon can also look like a rocket depending on your macOS).


> The Zoom desktop app may be already on your docket.

  - Your installed apps will appear (Zoom may show up on the second or third page):

  - On a **Windows** computer, click the **Windows** icon-- ⊞ --. Look under Z:
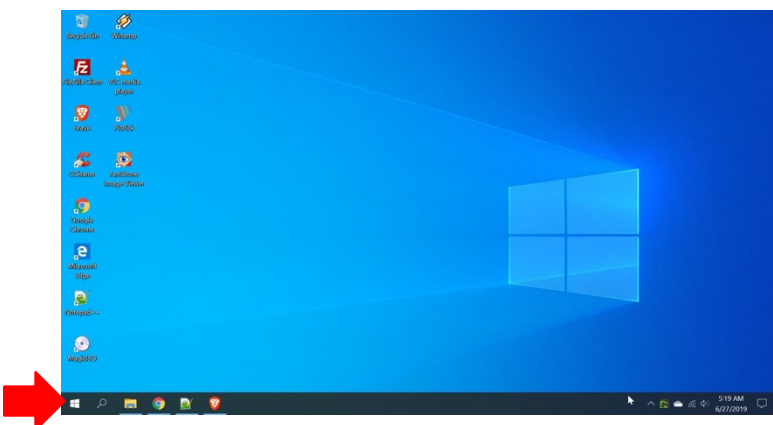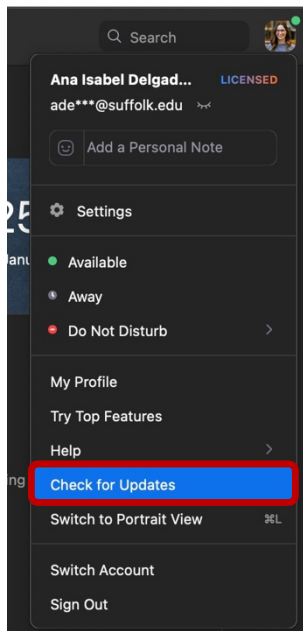
- You may also type "Zoom" on the **Search Bar** that appears when you click the **Windows** button (if Zoom does not appear, follow these instructions to install the Desktop App).
- Select the profile icon:
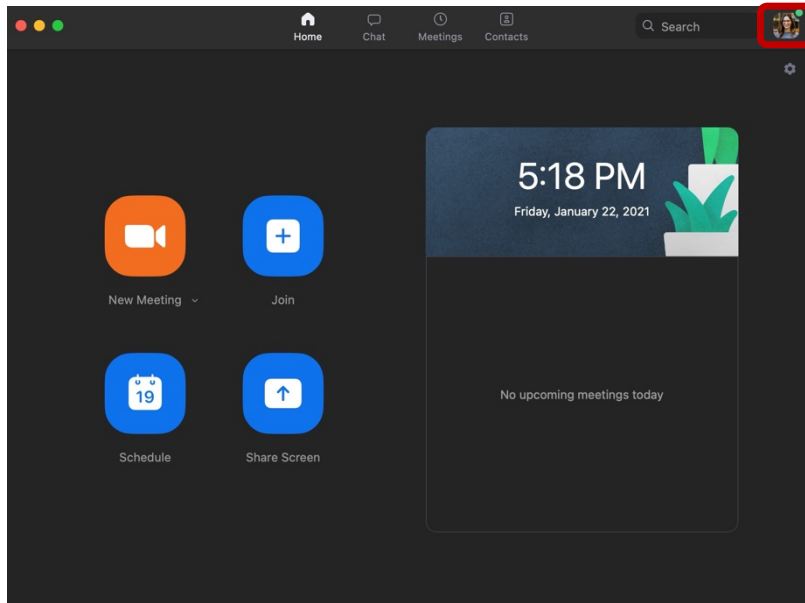
If you added a picture to your Zoom profile, it would appear here. If you have not, a thumbnail with your initials will show.

- Select **check for updates**:

--A dialog box will appear prompting you to update your app. Follow the prompts to install the update.

--The Zoom App will restart once the update is installed.

-- If your app is already up to date when you check for updates, this dialog box will appear.

You are up to date

You are on the latest version 5.5.1 (12484.0202). Release notes

Done

Note: Don't run software updates during a Zoom meeting, as it will kick you out.