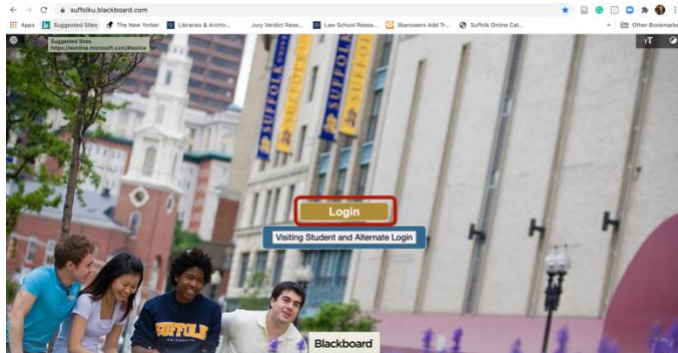


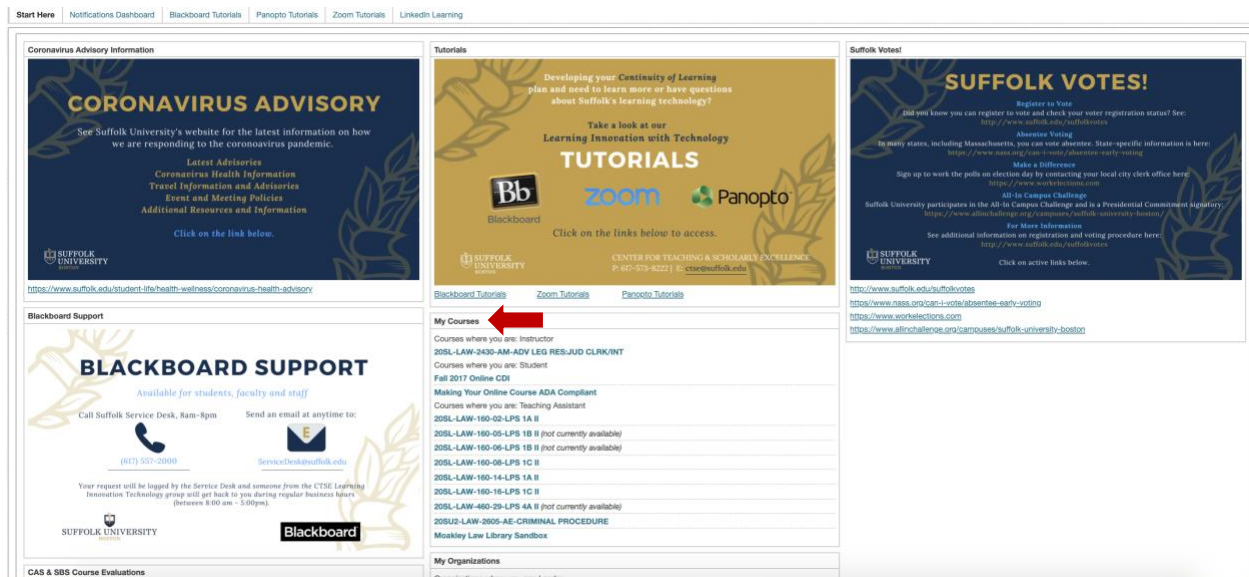
Zoom Tips for Students Cheat Sheet Created by [Ana Delgado](#)

Accessing your class:

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



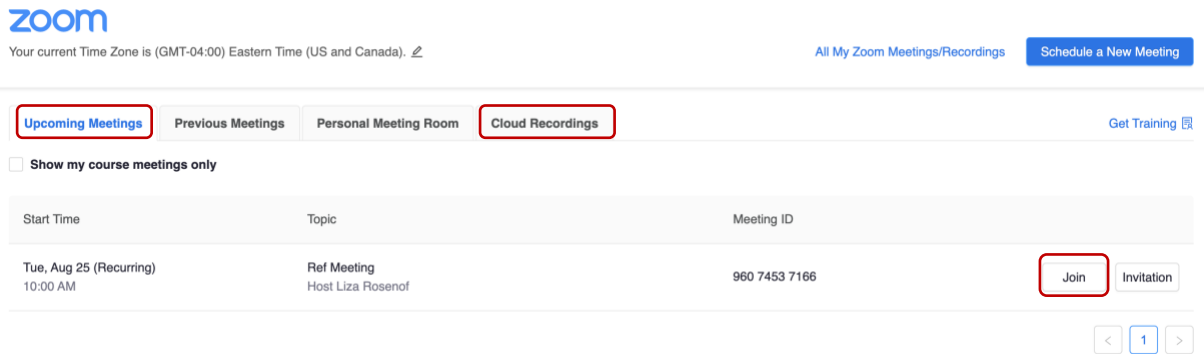
- From the main Blackboard Page, select the course you wish to attend from the list available under My Courses:



- From the menu on the left, select the link that reads Online Synchronous Meetings (Zoom) or similar text.

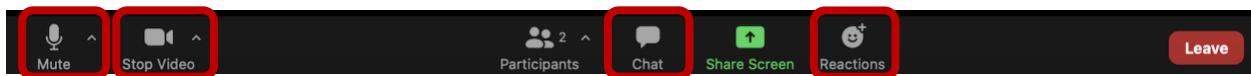


- From this page you can access your class by clicking **Join** under the **Upcoming Meetings** tab. Here you can also find class recordings from previous classes, under the **Cloud Recordings** tab.

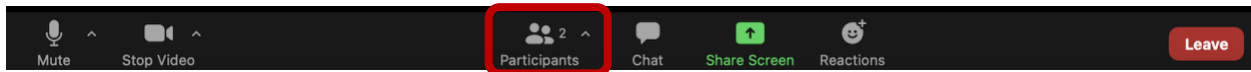


Participating in your class:

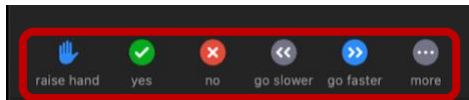
- Once the Zoom class starts you are able to engage with the class, the professor and other students.
- Using the Zoom toolbar, located at the bottom (sometime top) of the screen you are able to Mute/Unmute yourself, Hide/Show your video. Here you may also Open/Close the chat and display Reactions (similar to emojis) right on your video window.



- By clicking on the Participants icon, you will open a new window that will pop to the right of your screen.



- Under the Participants 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!



- Zoom has a Chat feature (available on the Zoom tool bar see image above) 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 private 1:1 messages in the chat can be saved and recorded, keep it professional.

