CETLS **Center for Excellence in Teaching, Learning, and Scholarship**

Participating in CETLS Events Via Web Conference

BMCC faculty can participate in many CETLS events via web conference using Zoom. To participate, you will need a desktop, laptop, or mobile device with a camera and microphone or headset. To join a meeting, you will first need to locate the Zoom link for the event on the CETLS calendar or from an email invitation, if you received one. You do not need to create an account in order to join the meeting.

- Getting started with Zoom on a Mac or PC
- Getting started with Zoom on a mobile device
- Overview of participant controls

Tips for Participating in a Zoom Meeting

The CETLS room is equipped with audio and video equipment that should allow you to see and hear clearly. To have the best possible experience when participating in an event via Zoom, follow the suggestions below.

- **Download the Zoom desktop application or mobile app**. While you can participate in Zoom meetings using a web browser, the functionality is limited.

- **Participate via video.** You'll be able to participate more effectively if you use Zoom's video capability to allow other participants to see you. Video will generally be automatically enabled when you enter a meeting. See these troubleshooting tips if the video is not working properly.

- **Speak up.** Feel free to speak at any time, as you would if you were in the room. General information about setting up and testing your audio can be found here.

- **Mute your audio when not speaking**
  Your audio will be muted when you join most Zoom meetings for CETLS events. Please keep the audio muted when you are not speaking to cut down on background noise. Instructions about how to mute and unmute can be found here.

- **Use a headset.** Using a headset (headphones and a microphone combined) will improve voice quality and reduce feedback.

- **Communicate via chat.** You can communicate with the event facilitator and other participants via text chat. This is a good way to let us know if there are technical problems or to ask questions.

- **Adjust your view on Zoom**. If a presenter is sharing their screen and only a portion is visible to you, you can automatically follow the presenter's pointer on your device. You can also choose to view the shared screen and the video feed side-by-side.