# Pre-semester Cheklist for students:

1. Make sure you have the optimal environment for zoom:

* Make sure your video, audio, microphone all work properly with zoom
* You can use a phone but you might not be able to see lecture/student presentations in small screens

1. Get zoom account

* Use your Canvas name (Pinyin or English, as appear in Canvas) as your name. You can put your preferred name or Chinese name in brackets for use outside JI.  
  e.g. Wukong Sun (孙悟空) or Xiaolong Li (Bruce)
* Link your SJTU email address and a phone number
* Use an identifiable portrait photo of yourself (recommended)
* All others are optional but do play around to personalize

1. Learn how to . . .

* Start/join a meeting
* Turn on/off video and audio
* Turn on participation (alt+U) and chat (alt+H) windows
* Raise hands (Alt+Y)
* Use other reaction
* Show reactions (see zoom keyboard shortcuts)
* Send comments public and private
* Share screen – desktop, ppt, word . . .
* Annotate on others' screen share and save the screen as .png
* Use whiteboard, add pages on the whiteboard, annotate on others' whiteboards, and save as .png
* host and co-host meeting