



Zoom: Meet, Teach and Collaborate in the Cloud

Agenda



- ▷ Overview
- ▷ Access and setup
- ▷ Tour of interface
 - ▷ Practice with Zoom tools
- ▷ Strategies, tips and tricks
- ▷ Resources and questions





I will teach you in a room.
 I will teach you now on Zoom.
 I will teach you in your house.
 I will teach you with a mouse.
 I will teach you here and there.
 I will teach you because I care.
 So just do your very best.
 And do not worry about the rest.



Things to Keep in Mind

- There are differences between a physical meeting space/classroom and a virtual environment.
 - Don't try to reproduce the exact physical experience in the cloud.
 - Patience and understanding...it's going to take time to get it right.
-
-



Think About



What activities, tools and/or processes do you use during your face-to-face meetings or classroom?

Make a list of things you were planning to do in class/meetings over the next few weeks.



What is Zoom?



- ▷ Web conferencing tool which allows users to meet online, with or without video

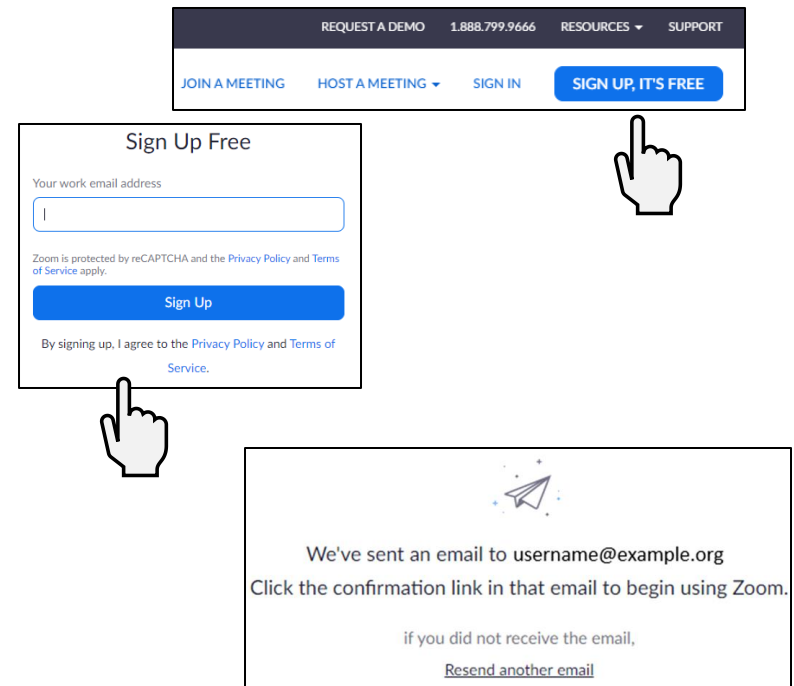
How can it help with remote meetings, teaching and learning?

- ▷ Meet online with staff or students
 - ▷ Share your screen
 - ▷ Post content
 - ▷ Record meetings and share
-
-

Obtaining a Free Zoom Account

For PC or Mac:

- ▶ In your web browser, visit zoom.us.
- ▶ Click on the *SIGN UP, IT'S FREE* button in the top right-hand corner of the screen.
- ▶ Enter your CCIU email address and click *Sign-Up* (you'll receive an email with a confirmation link).

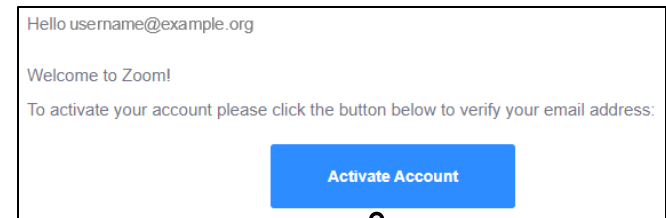


The image shows a sequence of three screenshots from the Zoom website. The top screenshot is the Zoom homepage with a dark header containing links like 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below the header, there are buttons for 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and a prominent blue 'SIGN UP, IT'S FREE' button. A hand cursor points to this button. The middle screenshot shows the 'Sign Up Free' form. It has a text input field for 'Your work email address' with a single character 'l' inside. Below the field is a small disclaimer: 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.' A blue 'Sign Up' button is at the bottom of the form, with a hand cursor pointing to it. Below the form is a line of text: 'By signing up, I agree to the Privacy Policy and Terms of Service.' The bottom screenshot shows a confirmation email template. It features a paper plane icon with stars, followed by the text: 'We've sent an email to username@example.org. Click the confirmation link in that email to begin using Zoom.' At the bottom, it says 'if you did not receive the email,' followed by a blue link that says 'Resend another email'.

Obtaining a Free Zoom Account

For PC or Mac (cont.)

- ▶ Click the *Activate Account* button from your email.
- ▶ Enter your user information and a secure password, then click *Continue*.
- ▶ You'll be given the option to invite others to sign up for Zoom.
Please skip that step.

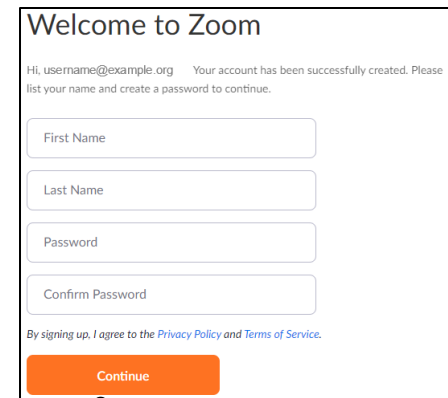


Hello username@example.org

Welcome to Zoom!

To activate your account please click the button below to verify your email address:

[Activate Account](#)



Welcome to Zoom

Hi, username@example.org Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

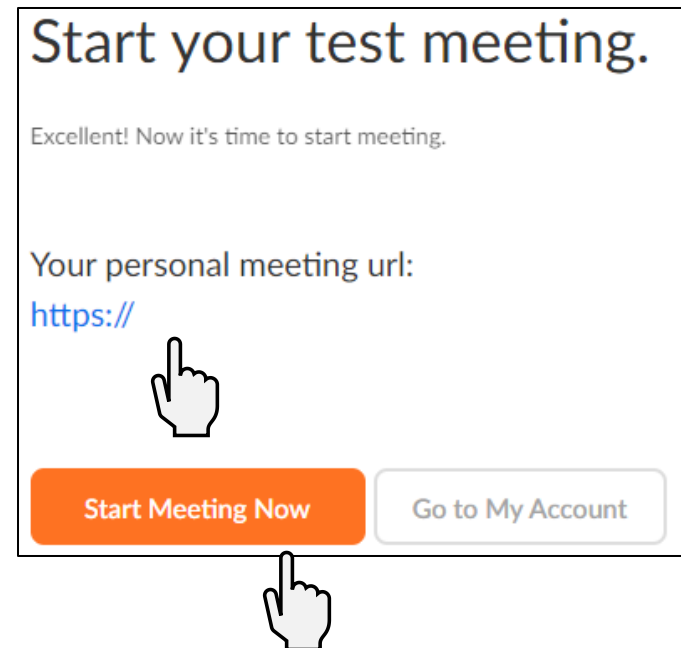
[Continue](#)



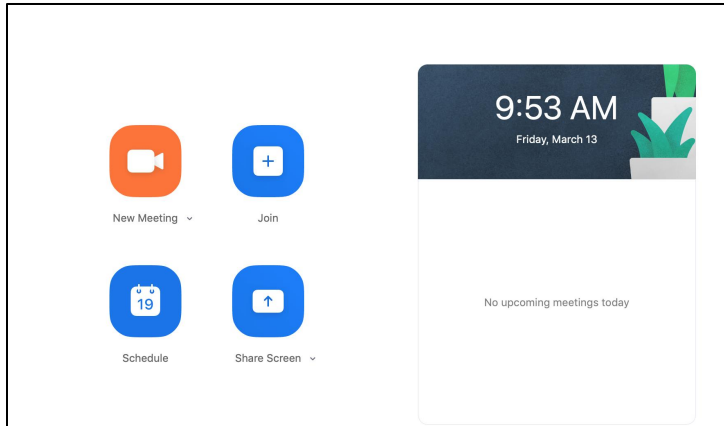
Obtaining a Free Zoom Account

For PC or Mac (cont.)

- ▶ You should receive a confirmation screen. From here you can start a test meeting or adjust your account settings.



Using Zoom on a Computer

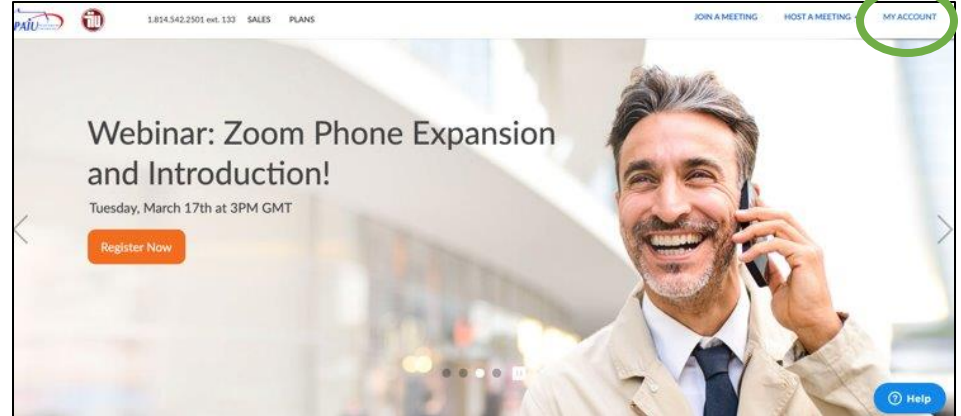


Desktop App

Best to use when launching a Zoom meeting room or joining other meetings:



vs



Browser

Best to use when adjusting Profile and Meeting settings
Zoom.us

[Zoom.us](https://zoom.us)

Using Zoom on a Mobile Device

iOS



Getting Started with iOS:

<https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS>

Android



Getting Started with Android:

<https://support.zoom.us/hc/en-us/articles/200942759-Getting-Started-with-Android>

Blackberry



Getting Started with Blackberry:

<https://support.zoom.us/hc/en-us/articles/204762615-Getting-Started-with-BlackBerry>

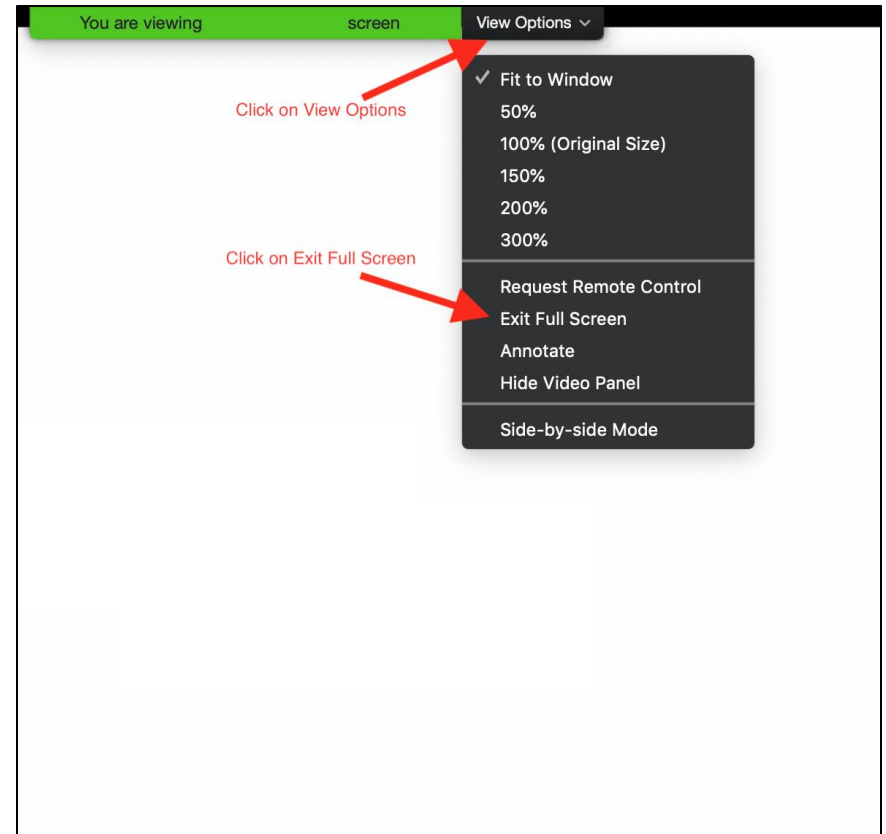
Resource Document: Zoom Security and Mobile Device Use

https://cciu-my.sharepoint.com/:w:/g/personal/jessicasa_cciu_org/Eap-jN2QxkNLuxvkBVkaKqwbXAVMUfHwhOcoSR0SjdTv9w?e=zbVQUi



Exiting Full Screen

To work along with the activities throughout the session, you may need to exit Full Screen to see your other windows



Profile Settings



Add a picture:

- This image appears when you turn off your video in a meeting

A screenshot of the CCI Profile Settings page. The page has a left sidebar with navigation links: Profile (highlighted in blue), Meetings, Webinars, Recordings, Settings, Account Profile, and Reports. Below these are links for Attend Live Training, Video Tutorials, and Knowledge Base. The main content area shows the 'Profile' section with a profile picture placeholder (a square box) and a 'Change' button. To the right of the picture is a text input field for the name, currently empty. Below the name field are fields for 'Department' (IES) and 'Account No.' (114671). Further down is the 'Personal Meeting ID' section, showing the ID '123456789' and the link 'http://zoom.us/123456789'. Below this is a note 'Use this ID for instant meetings'. The 'Personal Link' section shows 'Not set yet.' with a 'Customize' button. The 'Sign-In Email' section shows 'michelem@ccliu.org' with an 'Edit' button. The 'User Type' section shows 'Licensed' with a small icon. Arrows from the text boxes point to the profile picture placeholder, the Personal Meeting ID link, and the Personal Link section.

Customize Personal Meeting ID (licensed only):

- This link can be shared to join meeting

Customize your personal link (licensed only):

- This link can be shared to join a meeting



Let's Try It



1. Login to your account at Zoom.us via the browser
2. Add a picture
3. Save your changes
4. When finished, return to the Zoom meeting

Try later:

- Customize your Meeting ID
- Customize your Personal Link
 - *Choose something that is easily identifiable for users when they need to join your meetings*

Meetings Settings



Upcoming Meetings Previous Meetings **Personal Meeting Room** Meeting Templates

Profile Meetings Webinars Recordings Settings Account Profile Reports	Video	
	Host	<input checked="" type="radio"/> on <input type="radio"/> off
	Participant	<input checked="" type="radio"/> on <input type="radio"/> off
	Audio	
	<input type="radio"/> Telephone <input type="radio"/> Computer Audio <input checked="" type="radio"/> Both	
	Dial from United States of America Edit	
	Meeting Options	
	<input type="checkbox"/> Enable join before host	
	<input checked="" type="checkbox"/> Mute participants upon entry ?	
	<input checked="" type="checkbox"/> Enable waiting room	
	<input type="checkbox"/> Only authenticated users can join	
	<input type="checkbox"/> Breakout Room pre-assign	
	<input type="checkbox"/> Record the meeting automatically	
	Alternative Hosts	<input type="text" value="Example: mary@company.com, peter@school.edu"/>

Recommended Settings for Personal Meeting Room:

Video – both on by default

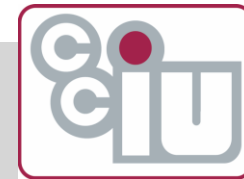
Audio – If internet is unstable, participants can join by calling

Mute upon entry – can unmute as needed during meeting

Enable waiting room – gives host control over who enters the room



Let's Try It



1. Return to your Zoom.us browser tab
2. Adjust the Video Settings – check that host and participant are set to ON
3. Adjust your Audio settings – check both
4. Adjust Meeting Options settings:
 - a) Check mute participants upon entry
 - b) Enable waiting room
5. Return to the Zoom meeting

Advanced Settings



Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Meeting

Recording

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Secure Meetings



Sign into the Zoom web portal at <https://zoom.us/>. Click on **Settings**.

Navigate to the Meeting tab and verify that the password settings that you would like to use for your account are enabled.

Meeting

Recording

Telephone

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Schedule Meeting

Host video

Start meetings with host video on

Participants video

Start meetings with participant video on. Participants can change this during the meeting.

Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

☒ Telephone and Computer Audio

☐ Telephone

☐ Computer Audio

Join before host

Allow participants to join the meeting before the host arrives

Secure Scheduling:

Join Before Host: you can choose not to select *Join before host* so no one can join the meeting without you being there to start the meeting.

Secure Scheduling



Sign into the Zoom web portal at

<https://zoom.us/>. Click on **Settings**.

Navigate to the Meeting tab and verify that the password settings that you would like to use for your account are enabled.

Require a password when scheduling new meetings



A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

Require a password for instant meetings



A random password will be generated when starting an instant meeting

Require a password for Personal Meeting ID (PMI)



☒ Only meetings with Join Before Host enabled

☐ All meetings using PMI

Embed password in meeting link for one-click join



Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.

Require password for participants joining by phone



A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.

Secure Scheduling:

Password Protection: click *Require meeting password* and enter an alphanumeric password when you schedule your meeting. The password is automatically populated in the calendar invitation. This means that only people with both the meeting ID and password can join your meeting.

Advanced Settings Recommendations



Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Zoom requires encryption for all data between the Zoom cloud, Zoom client, and Zoom Room. Require encryption for 3rd party endpoints (H323/SIP).

Chat

Allow meeting participants to send a message visible to all participants

☐ Prevent participants from saving chat

Private chat

Allow meeting participants to send a private 1:1 message to another participant.



Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Allow users to select stereo audio in their client settings

Allow users to select stereo audio during a meeting

Allow users to select original sound in their client settings

Allow users to select original sound during a meeting

Attention tracking

Lets the host see an indicator in the participant panel if a meeting/webinar attendee does not have Zoom in focus during screen sharing.

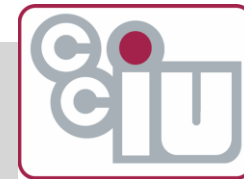


There are many other settings in Zoom which can be customized

- **Recommended:** In a classroom setting, disable participants from having private chats with each other during a Zoom meeting
- **Recommended:** In a classroom setting, enable attention tracking. Helps hosts track if a participant has switched to another page



Let's Try It



1. Return to your Zoom.us browser tab
2. Explore the advanced settings
 - Which settings do you think would be helpful to enable and disable for meetings?
 - Which settings would be helpful for teachers to enable or disable for teaching and learning?



Let's Discuss:



Inviting Users to a Meeting

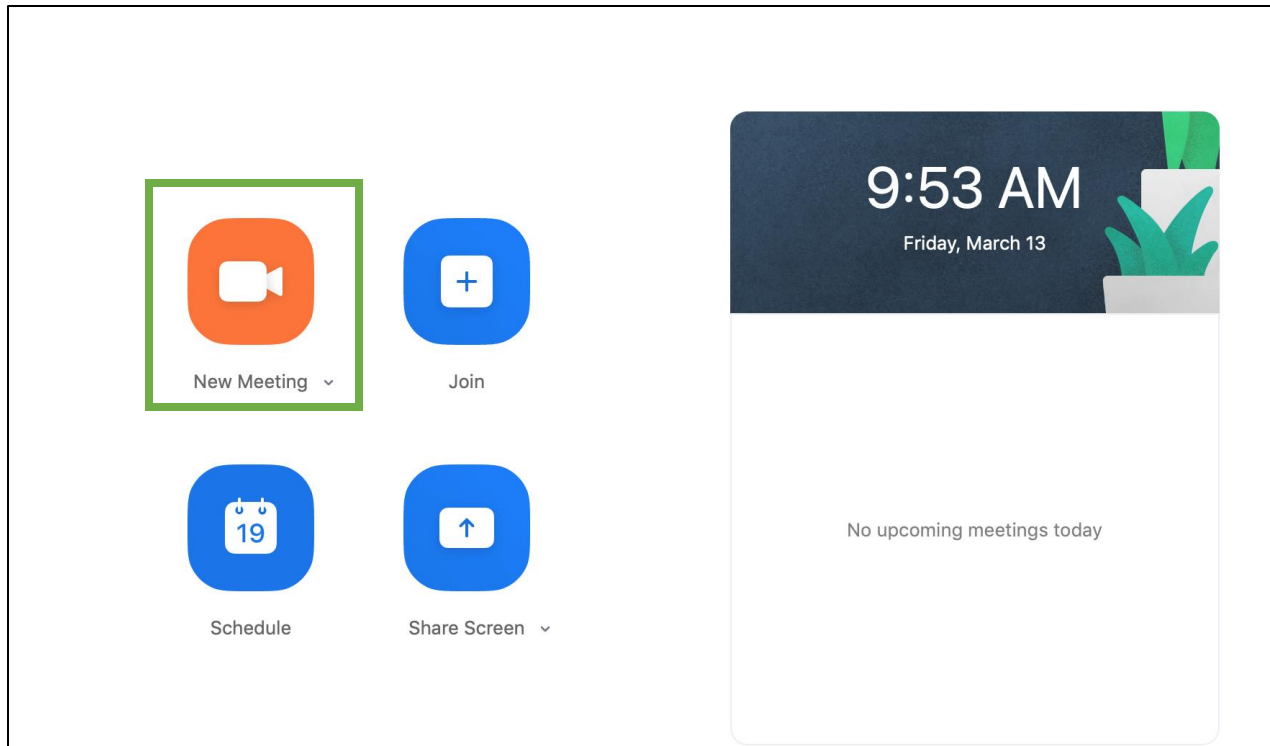
- ▶ How will you communicate your meeting room location to your participants? How will they know your meeting link?
- ▶ Raise your hands and let's discuss ideas



Starting a meeting



- ▶ You can use the App to start a meeting or start a meeting within the Browser. Either will work!





Tour of the Zoom Interface:



Mute

- ▶ Allows you to adjust your audio settings
- ▶ Test speakers and microphone to troubleshoot issues

Select a Microphone

Same as System

Built-in Microphone (Internal Microphone)

✓ Plantronics C320-M

Select a Speaker

Same as System

✓ Plantronics C320-M

Built-in Output (Internal Speakers)

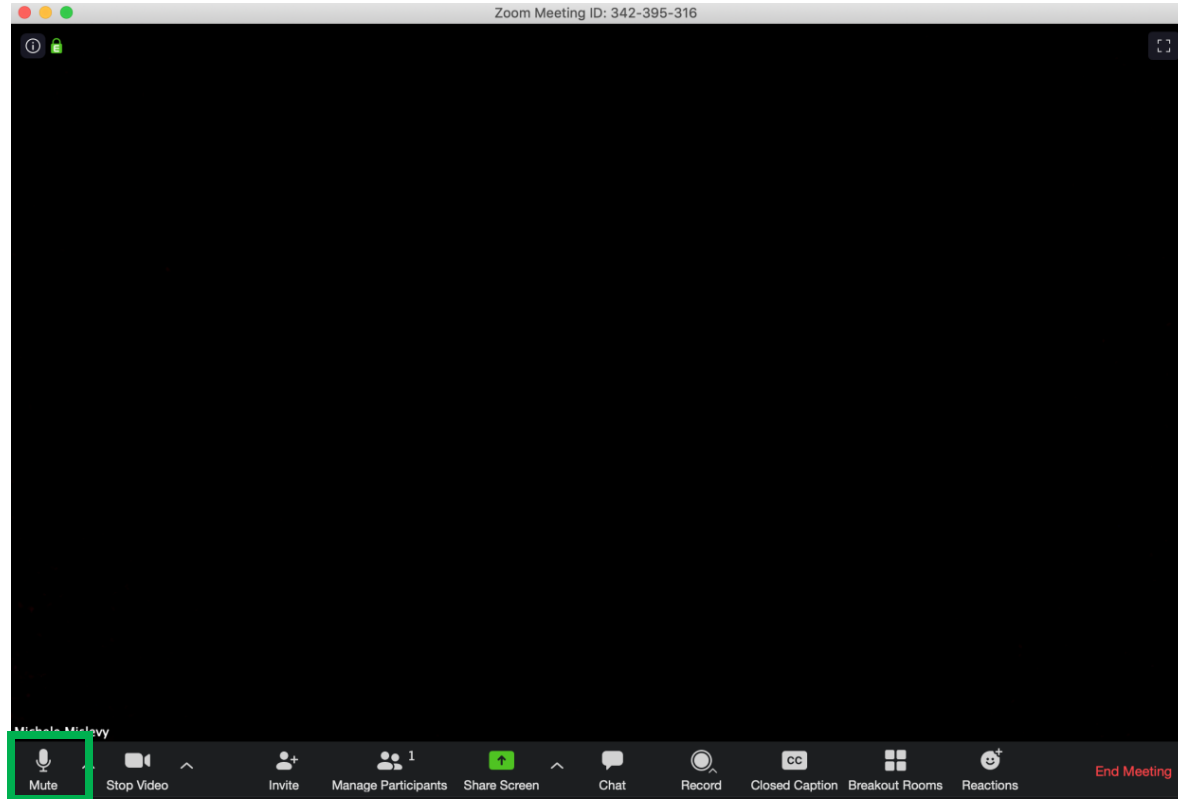
HDMI (EA244WMI)

Test Speaker & Microphone...

Switch to Phone Audio...

Leave Computer Audio

Audio Settings...





Let's Try It



1. Mute/unmute your audio settings
2. Click the audio settings arrow and view the other settings
3. Can you locate the phone number for this meeting?
 - We will not be switching to phone view but it's important to know where to find this information
 - Users will need to also enter the meeting id to connect.



Tour of the Zoom Interface:



Video

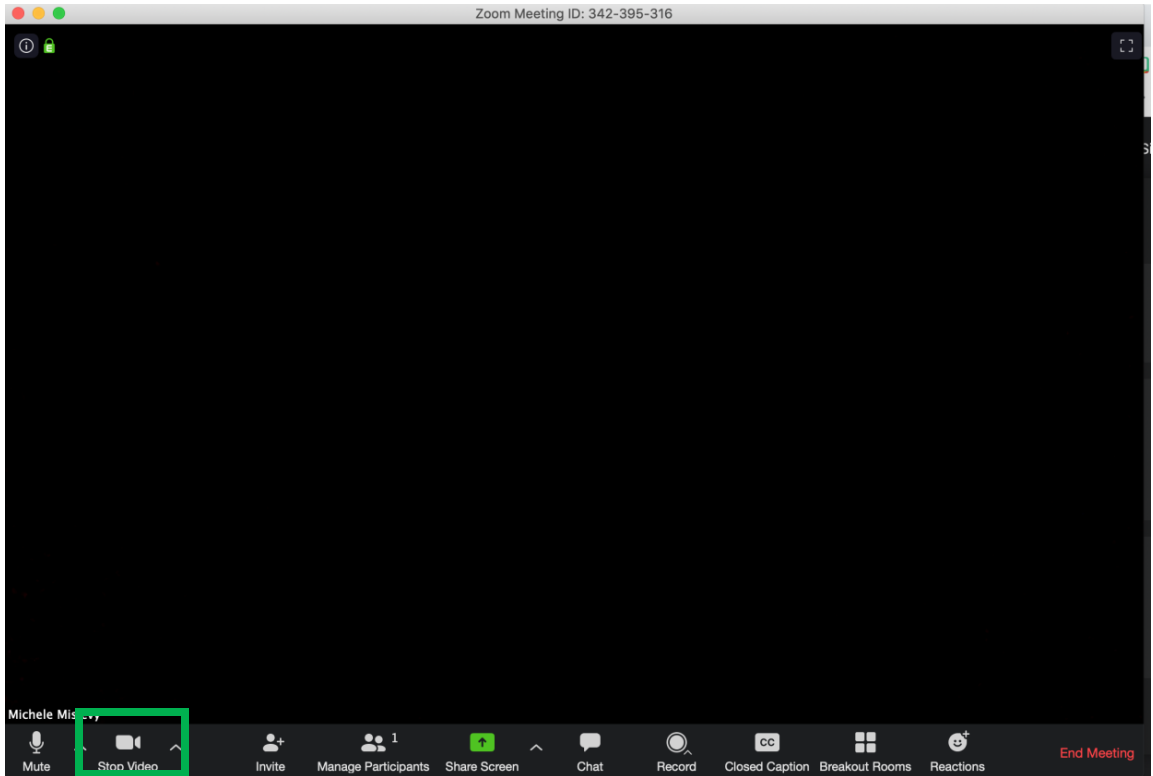
- ▶ Allows you to adjust your Video settings

Select a Camera

✓ FaceTime HD Camera

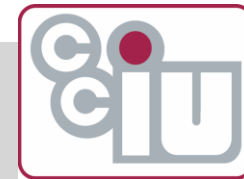
Choose Virtual Background...

Video Settings...





Let's Try It



1. Stop/Start your video
2. Click the video settings and, if the option is available, choose a virtual background.

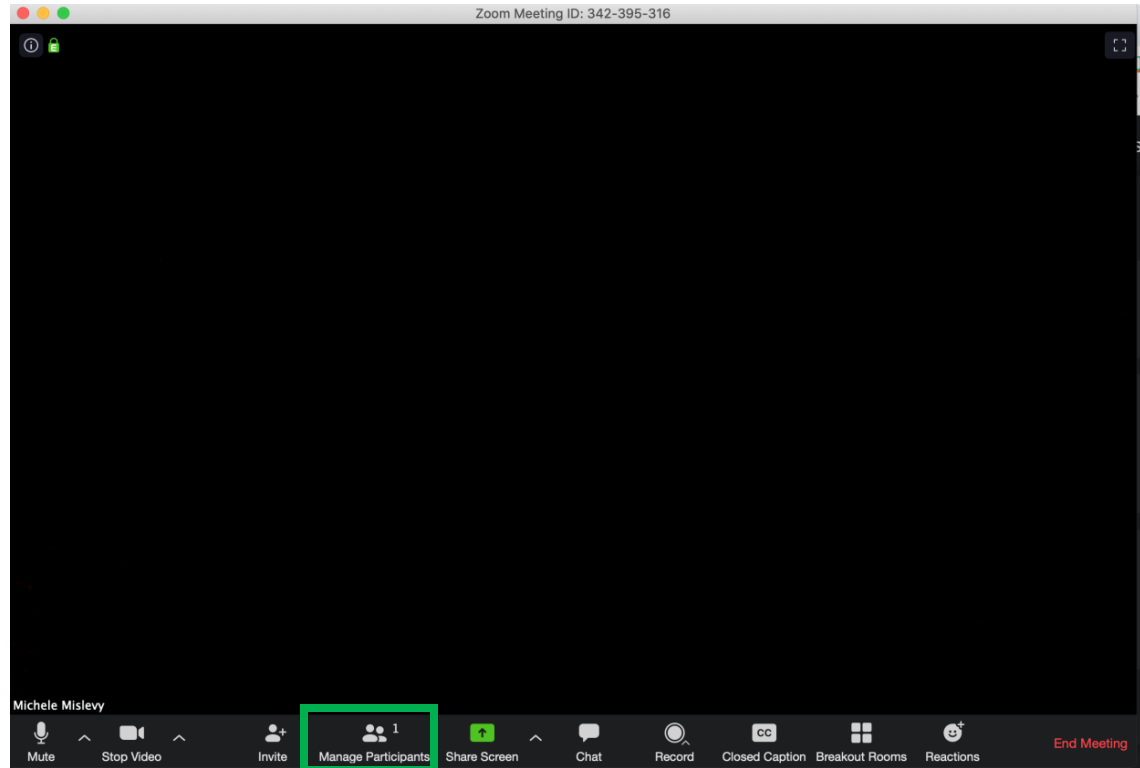


Tour of the Zoom Interface:



Participants

- ▷ Shows all meeting participants
- ▷ Meeting host sees:
Manage Participants
- ▷ Users see:
Participants



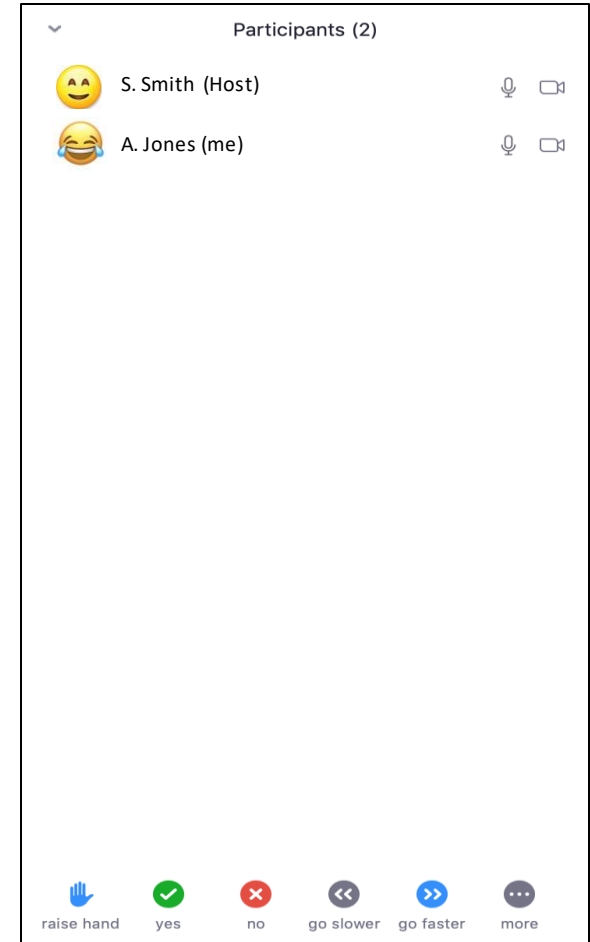
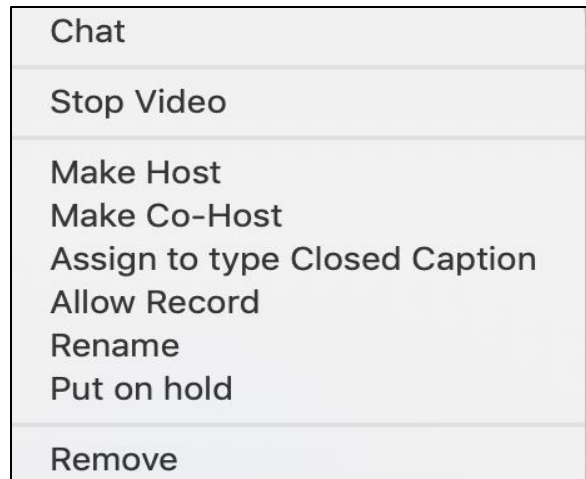


Tour of the Zoom Interface:



Tour of the Zoom Interface: Participant Actions

- ▶ Participants can raise hands and give host feedback with quick button responses
- ▶ Hosts can control participants settings such as audio and video



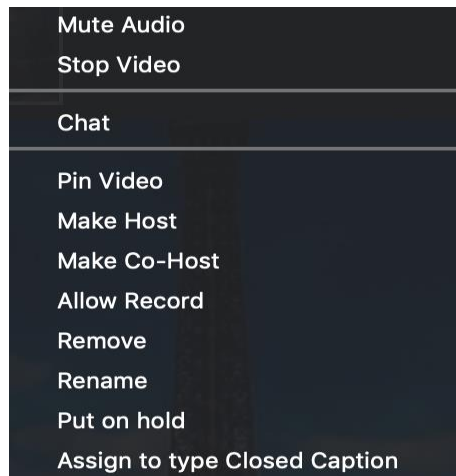


Tour of the Zoom Interface:

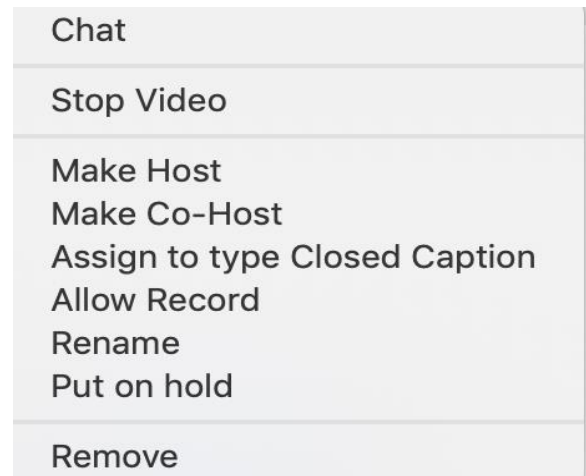


Gallery View

Both screens allow the host to see the participants and take action



**Gallery View
Options**



**Participant View
Options**



Let's Discuss

What are some scenarios where a host would need to use some of these options?

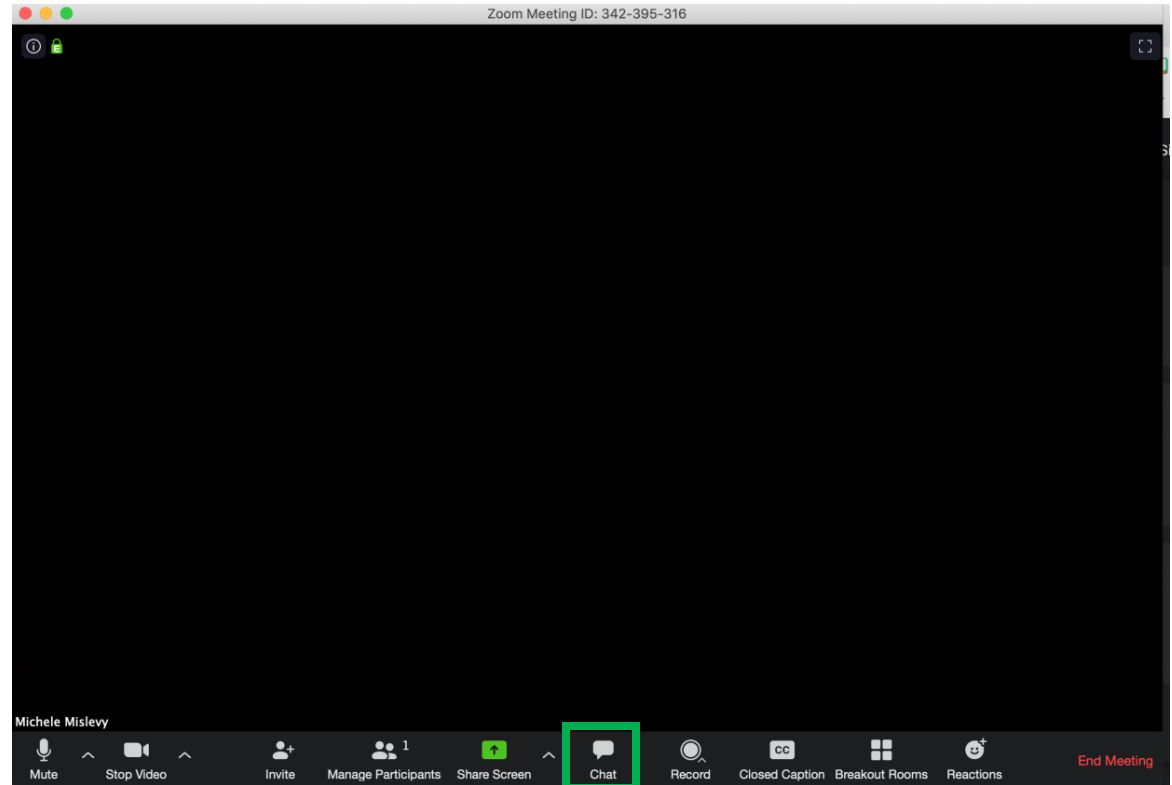


Tour of the Zoom Interface:



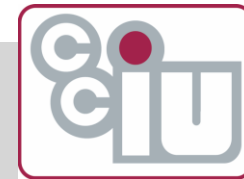
Chat

- ▶ Users can chat with the whole class, each other or send messages to just the host
- ▶ Can be disabled in settings or on an as-needed basis
- ▶ Chat transcript can be saved
 - ▶ This can be set up to autosave in the settings





Let's Try It



Let's Discuss

1. Chat is a great way to communicate during a meeting. Whether it's in a meeting with colleagues or in a classroom setting, it's important to set some norms, netiquette and online class expectations for group discussions
2. Go to the chat and share one idea with the class for a norm or netiquette rule you would establish for meetings?

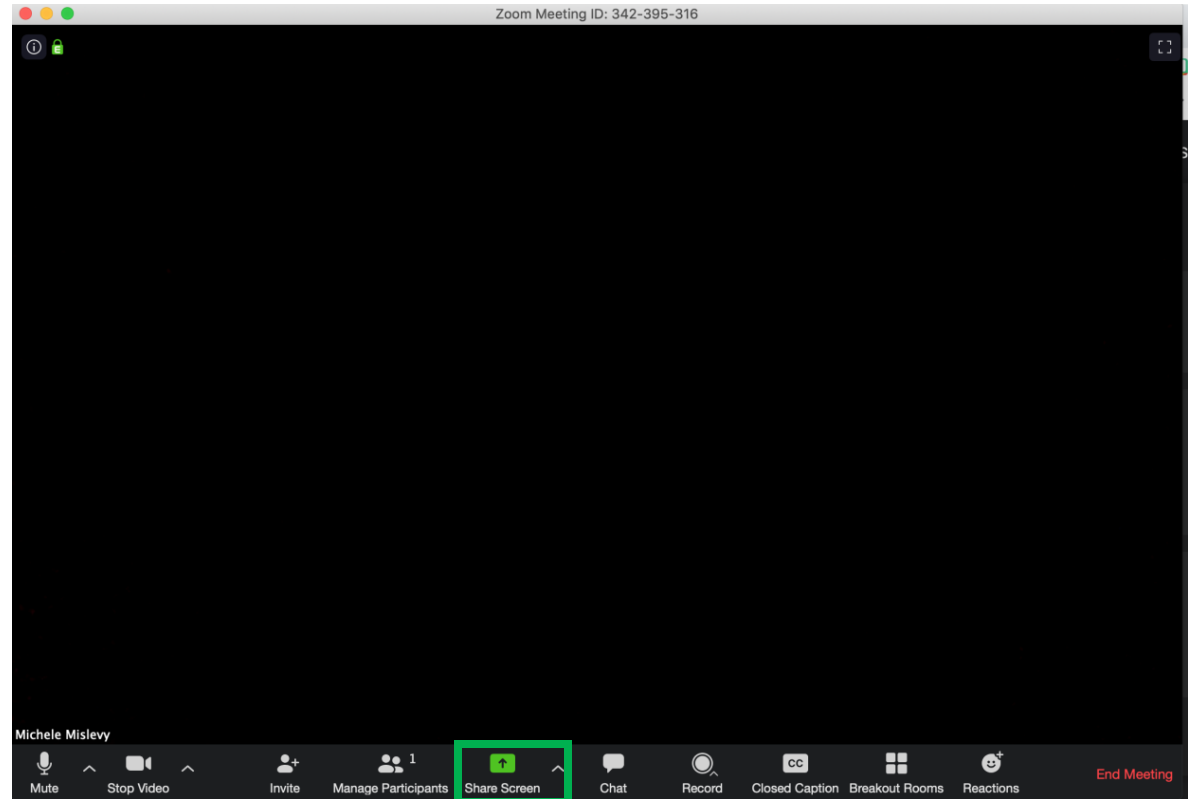


Tour of the Zoom Interface:



Share Screen

- ▷ Allows you to share screen with students
 - ▷ Slides, documents
 - ▷ Web Pages
 - ▷ Videos
 - ▷ Whiteboard

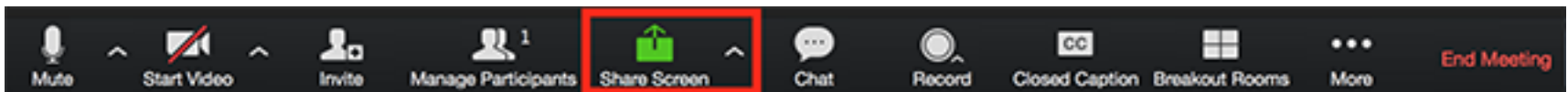




Tour of the Zoom Interface:

Participant Screen Sharing

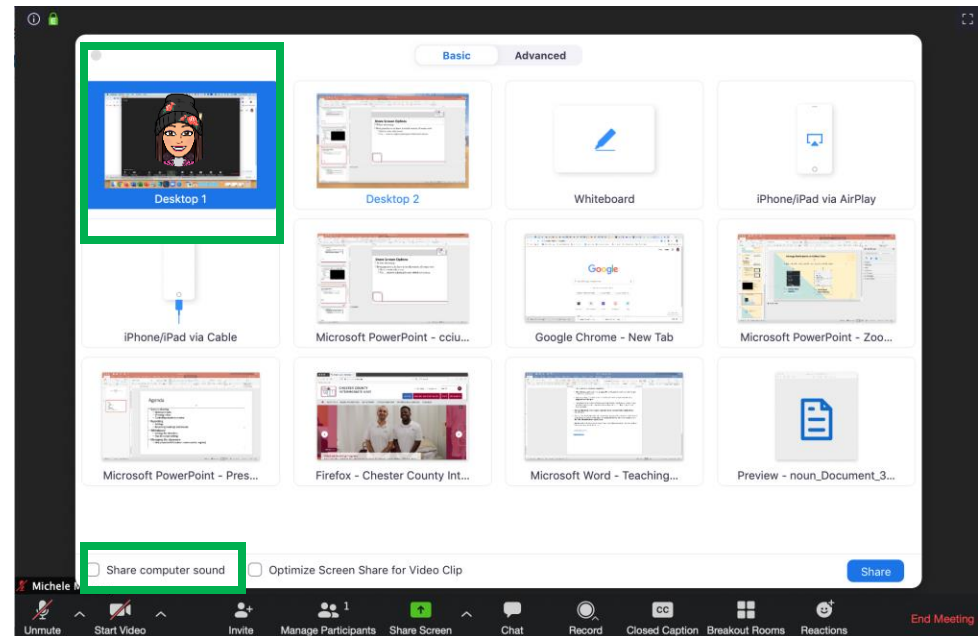
1. In the host controls, click the arrow next to **Share Screen** and click **Advanced Sharing Options**.
2. Under **Who can share?** choose **Only Host**.
3. Close the window.



Share Screen Options



- ▶ Have your items opened before beginning the meeting
- ▶ Use Desktop then switch to opened window
 - ▶ If sharing a video be sure to click Share Computer Sound





Let's Try It



1. Will one person volunteer to share their screen and show us their favorite web page?
 - Raise your hand and the facilitator will call on you



Think About

1. Return to the list you made in the beginning.
2. How will the screenshare tool help you do this work online?





Tour of the Zoom Interface:



Share Screen - Whiteboard

- ▶ Presenter has option of enabling a whiteboard
- ▶ Everyone can draw, insert pictures, graphics and type text
 - ▶ Hard to write with mouse
 - ▶ Can be done with phone or iPad

The diagram illustrates the Zoom interface for screen sharing and whiteboard annotation. It shows a toolbar at the top with icons for Select, Text, Draw, Stamp, Spotlight, Eraser, Format, Undo, Redo, Clear, and Save. Below the toolbar, a menu is open, showing options like Chat, Invite, Record on this Computer, Record to the Cloud, Closed Caption, Breakout Rooms, Disable Attendee Annotation, Show Names of Annotators, Hide Video Panel, Hide Floating Meeting Controls, Share computer sound, Optimize Screen Share for Video Clip, and End Meeting. A red arrow points from the 'More' button in the menu to the 'View Options' dropdown in the screen sharing window. The 'View Options' dropdown shows options like Fit to Window, 50%, 100% (Original Size), 150%, 200%, 300%, Request Remote Control, Exit Full Screen, Annotate, Hide Video Panel, and Side-by-side Mode. A red arrow points from the 'Annotate' option to the 'View Options' dropdown. A grey box at the bottom right contains the text: 'If participants can't see the drawing tools, they need to enable them'.



Tour of the Zoom Interface:



Breakout Rooms

- ▶ Breakout rooms can be used for small group collaboration and discussion
- ▶ Hosts have the option of auto grouping or manually grouping the participants
- ▶ Each room has their own chat and whiteboard



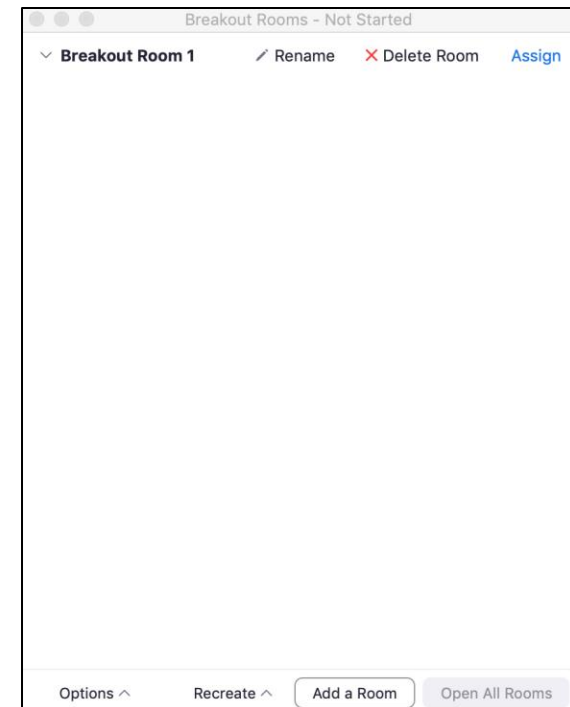
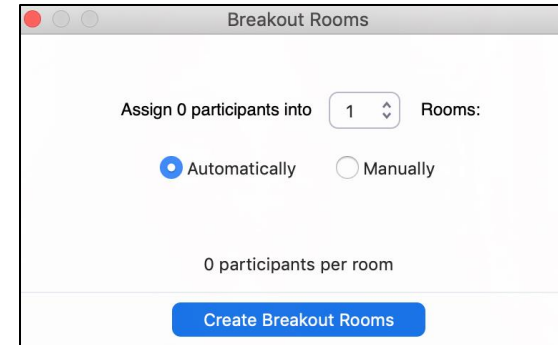


Tour of the Zoom Interface:



Breakout Rooms

- ▶ The host has a window to manage the breakout rooms
 - ▶ Rename
 - ▶ Add/remove members
 - ▶ Regroup
 - ▶ Set time limits
 - ▶ End the meetings
- ▶ Breakout Rooms must be enabled in your settings
- ▶ Note: If Remote Desktop setting is enabled, Breakout rooms are not available





Think About

1. Return to the list you made in the beginning.
2. How will the breakout room tool help you do this work online?



Let's Try It



1. The facilitator will put you into small breakout rooms. When there, feel free to unmute
2. Pick one person to act as moderator to manage the tasks
 - Share your lists
 - Ask for and provide feedback
 - Utilize the chat and the whiteboard
 - The facilitator will be popping into the chats throughout the exercise



Managing Breakout Rooms

- ▶ Give groups specific tasks to accomplish within a time limit
- ▶ Monitor
- ▶ Send messages to keep on track
- ▶ Reassign participants as needed
- ▶ Give countdown at end
- ▶ Ask rooms to record, save their whiteboard and chat to submit if necessary



[Zoom Support Video:
Breakout Rooms](#)

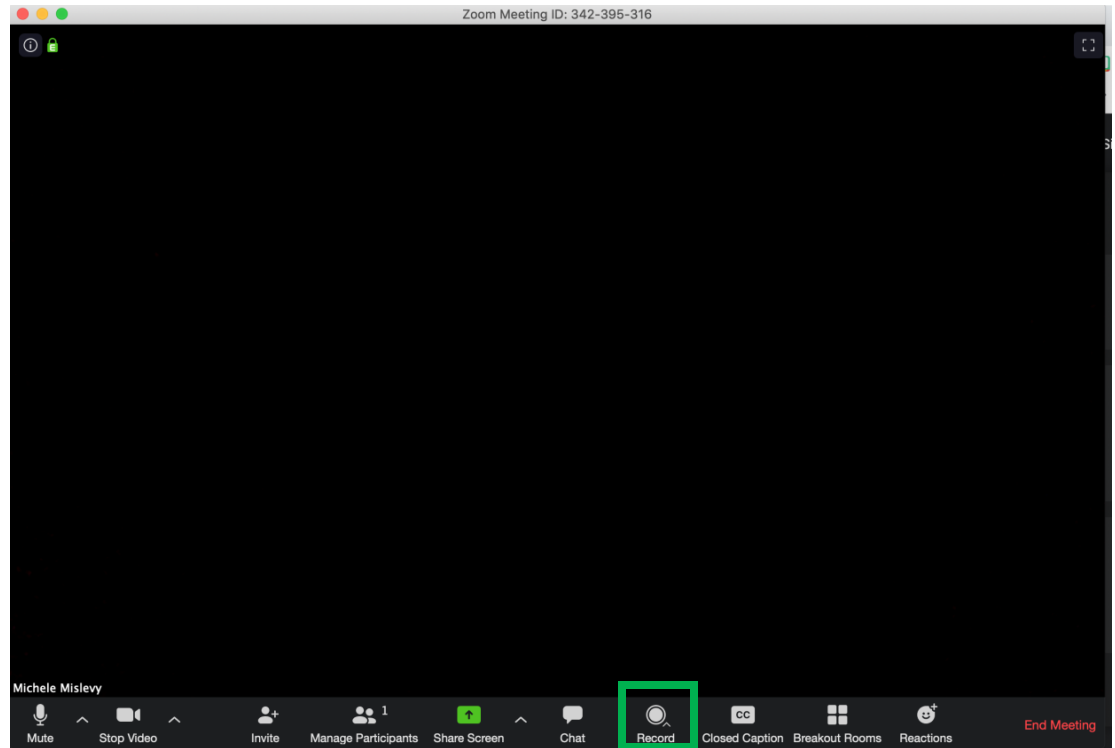


Tour of the Zoom Interface



Record

- ▶ Use the Record feature to record a meeting
- ▶ Recommendation is to save locally
 - ▶ Stored in a Zoom folder and date/time stamped
- ▶ When a meeting is over, the recording can be posted in LMS, OneDrive or Google Drive and shared





Tour of the Zoom Interface:



Record

- ▷ Recording can also be done without meeting attendees
- ▷ Zoom can be a one-button recording studio
 - ▷ Virtual backgrounds
 - ▷ Share documents, websites, play videos
- ▷ When finished, the recording can be posted in LMS, OneDrive or Google Drive and shared
 - ▷ Copyright



Think About

1. Return to the list you made in the beginning.
2. How will recording meetings help you do this work online?



Let's Discuss:

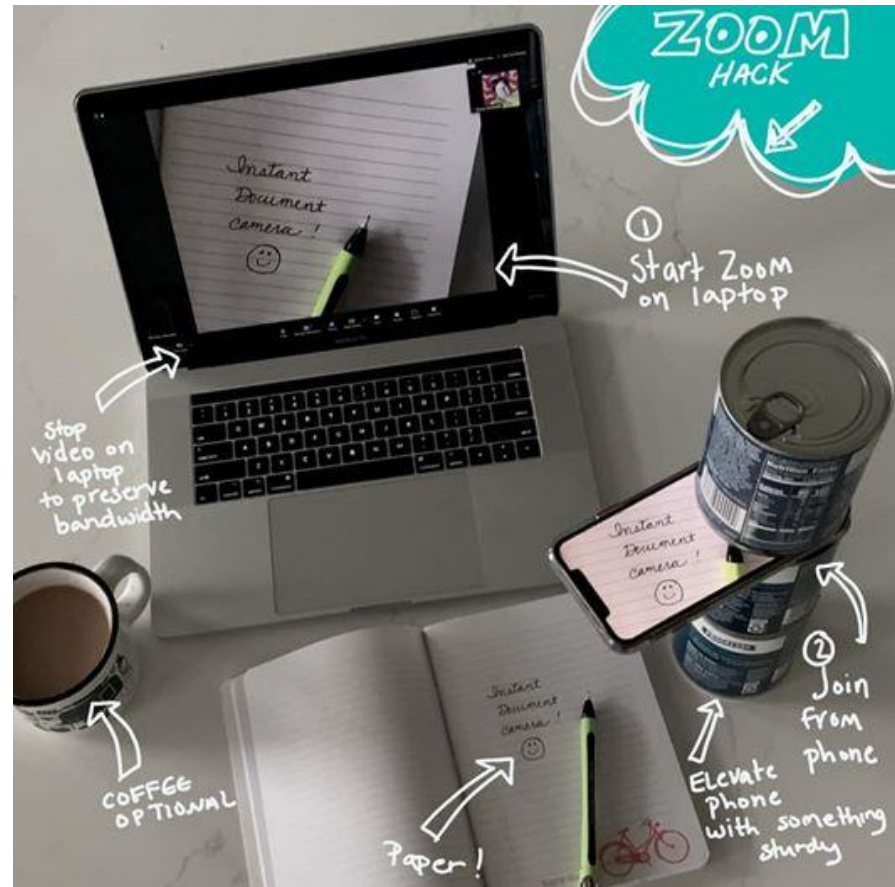


1. What are some tips and best practices to use when using Zoom as a recording studio?
2. Add your ideas to the whiteboard using the text tool

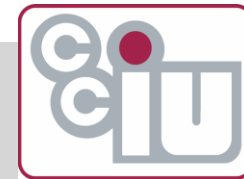
Zoom Hacks



- ▷ Users everywhere are figuring out ways to innovate zoom
- ▷ Use Twitter to find some
 - ▷ #remotelearning
 - ▷ #zoom



Creating Polls



- ▶ Create poll ahead of time at zoom.us and launch within the meeting
- ▶ Results can be viewed within the meeting or at zoom.us
- ▶ Licensed feature only



[Creating Polls in Zoom](#)

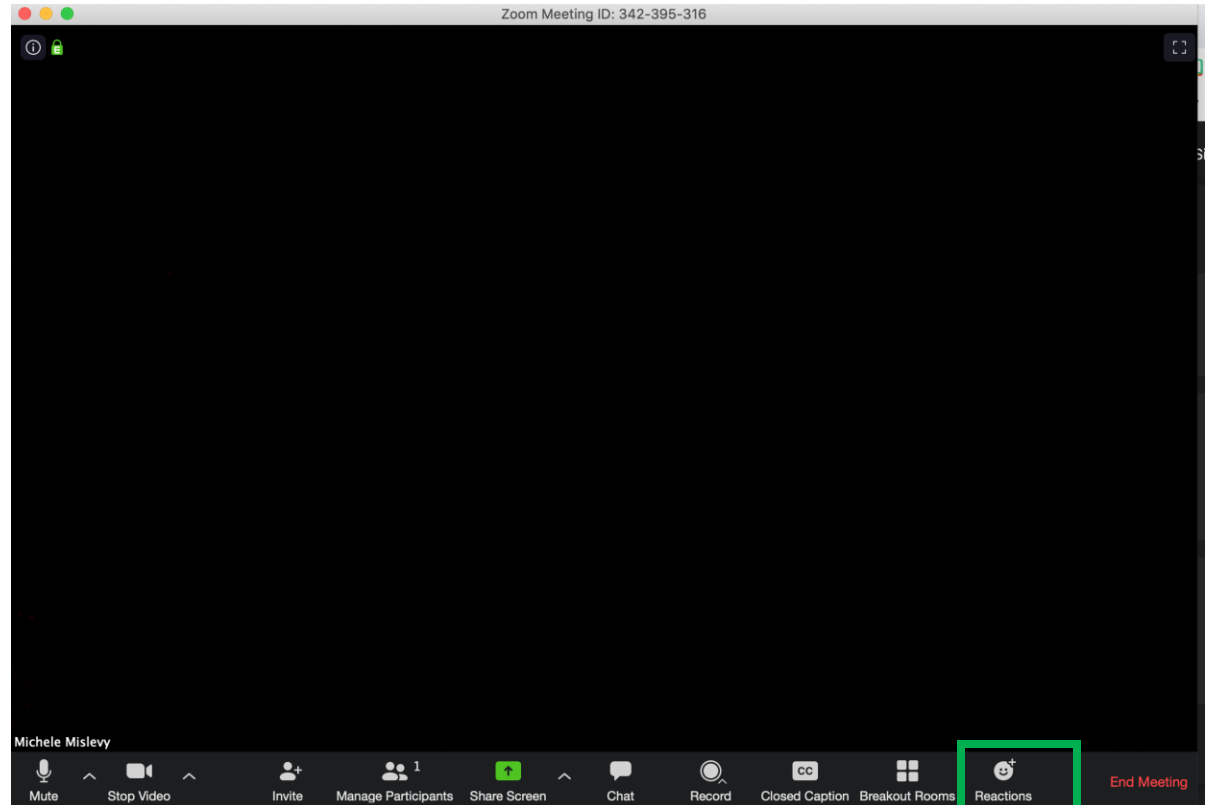


Tour of the Zoom Interface:



Reactions

- ▶ Users can use these to respond; there are more options found within the Participants screen





Tour of the Zoom Interface:



Closed Caption

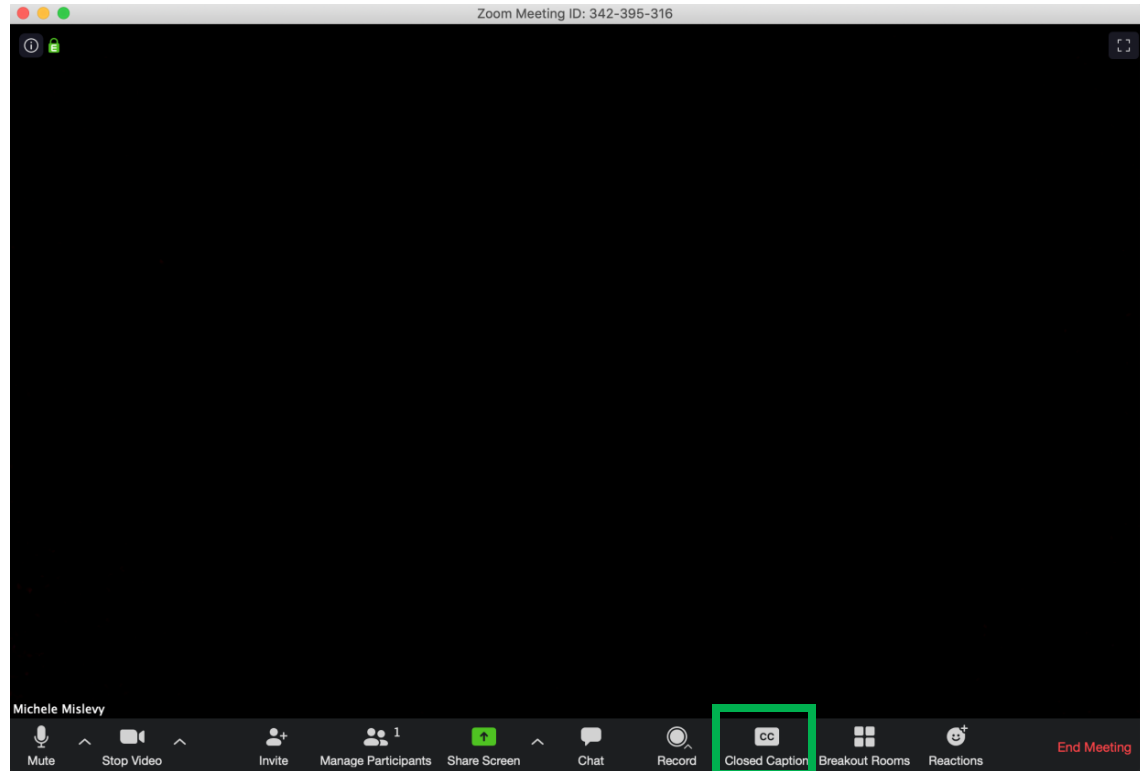
- ▶ To have meetings captioned, select Closed Caption
- ▶ Users must either capture the conversation by typing or use a 3rd party paid service

×

Assign someone to type

Use a 3rd party CC service

Copy this token and paste it in a third party Closed captioning tool



✓ Resources & Wrap Up




- [Document of Tips and Tricks](#)
- [Tips for remote teaching with web conferencing tools](#)
- [Zoom Tips for Students](#)
- [Zoom Video Tutorials](#)
- [Syllabus Statement – UNC](#)
- [DitchSummit Pedagogy Videos](#)
- [Twitter #remoteteaching](#)
- [10 Tips to Engage Students](#)

Student tips for successful **VIDEO CALLS**




- 1** Check in with your teacher. Gather your materials.
- 2** Be on time. Check in thru the chat when you arrive.
- 3** Stay engaged (nod or thumbs up) if others are talking.
- 4** Mute your mic if you're not speaking.
- 5** Use the chat or raise hand to share ?s/ideas.
- 6** Wait for teacher to call on you or unmute your mic.
- 7** Take notes in a doc or on paper for reference.
- 8** If using video, look at the camera, not the screen.

Text by Karly Moura @KarlyMoura. Infographic by Matt Miller djmattmiller. Icons by The Noun Project.




TEACHING TIPS FOR LIVE LESSONS

**1. Schedule, but don't post the link**


Post the date and time of your live meeting 3-5 days BEFORE the lessons. Do NOT post the Meet link, just the details.

HOW YOU?**2. Join early to connect with your students**


Post the Meet link and join 10 min. before the scheduled start. Use this time to connect informally with students.

**3. Plan a sponge activity**


Late joiners interrupt the lesson, so wait 10 min. before you start. Begin with a discussion question to engage the class.

**4. Put everyone on mute...press record**

Ask everyone to mute their mic and video during the lesson. This will conserve bandwidth and prevent interruptions. Start recording.

**5. Stop recording...end with questions**

End your lesson and stop the recording. Invite students who have additional questions to stay and ask verbally.

**6. End the meeting...post the recording**

Stay until everyone has left (kick them out!). End the meeting, delete the link from Classroom and replace it with the recording.

Created by John R. Sowash | Chrmbok.com | @jrsowash