Introduction to zoom

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Eastman School of Music & Warner School of Education

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Session Agenda

1. Overview of Zoom
   - Benefits and Limitations

2. Practical Applications
   - Getting Started on Desktop and Mobile Devices
   - Scheduling and Hosting a Meeting
   - Turning on Audio and Video
   - General Audio and Video Tips
   - Managing Participants
   - Screen Sharing (Annotate & Whiteboard)
   - Recording
   - Chat
   - Breakout Rooms

3. Audience Q&A

Zoom Overview

1. What is Zoom?
   - video conferencing application with integrated chat, screen share, breakout rooms, annotation/whiteboard tools, recording capabilities
   - UR account allows for 300 participants with unlimited minutes

2. Benefits
   - phone conference bridge—**not on Skype**
   - breakout rooms—**not on Skype**
   - virtual hand raising—**not on Skype**
   - Blackboard integration—**not on Skype**
   - screensharing/whiteboard
   - integrated chat (private and public)
   - full control for host: mute all, remote access

3. Limitations
   - no real-time document sharing

Practical Applications
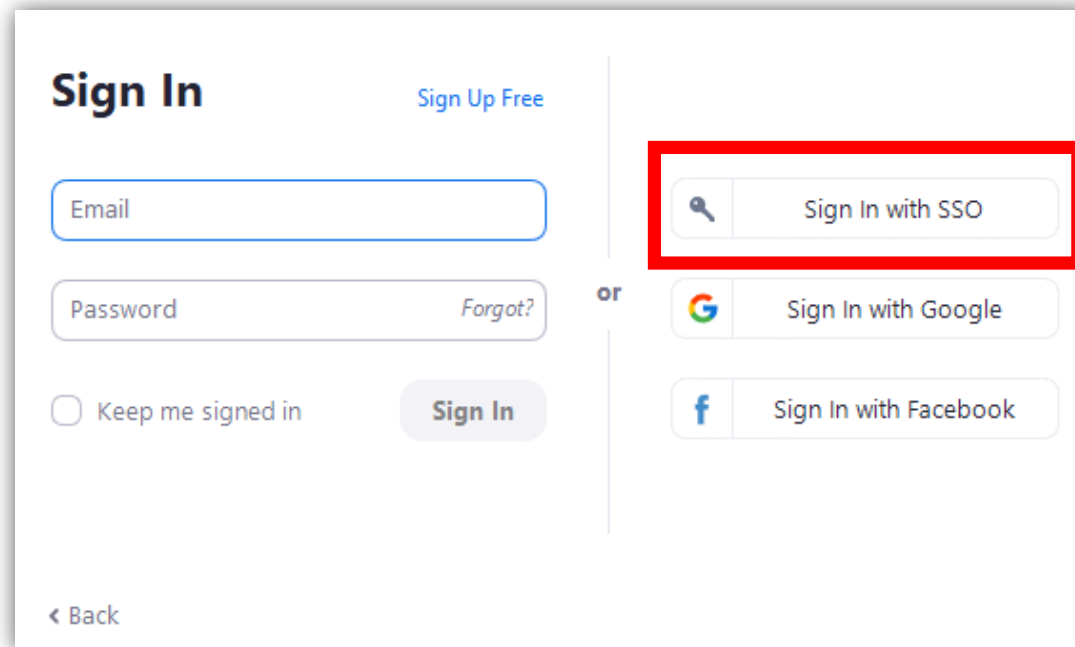
Getting Started on Desktop and Mobile Devices

Download Zoom desktop client (https://zoom.us/download) for Windows or Mac or mobile application (App Store—iPhone/iPad; Google Play—Android).

zoom

Join a Meeting
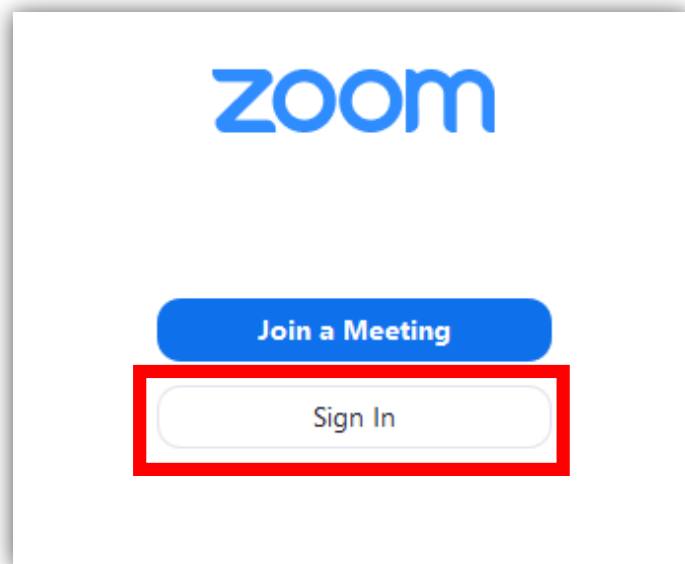
Sign In

IMPORTANT: DO NOT use the Zoom web client (on your browser), as it has limited features and functionality. You need to download a version of Zoom.

Practical Applications

Getting Started on Desktop and Mobile Devices

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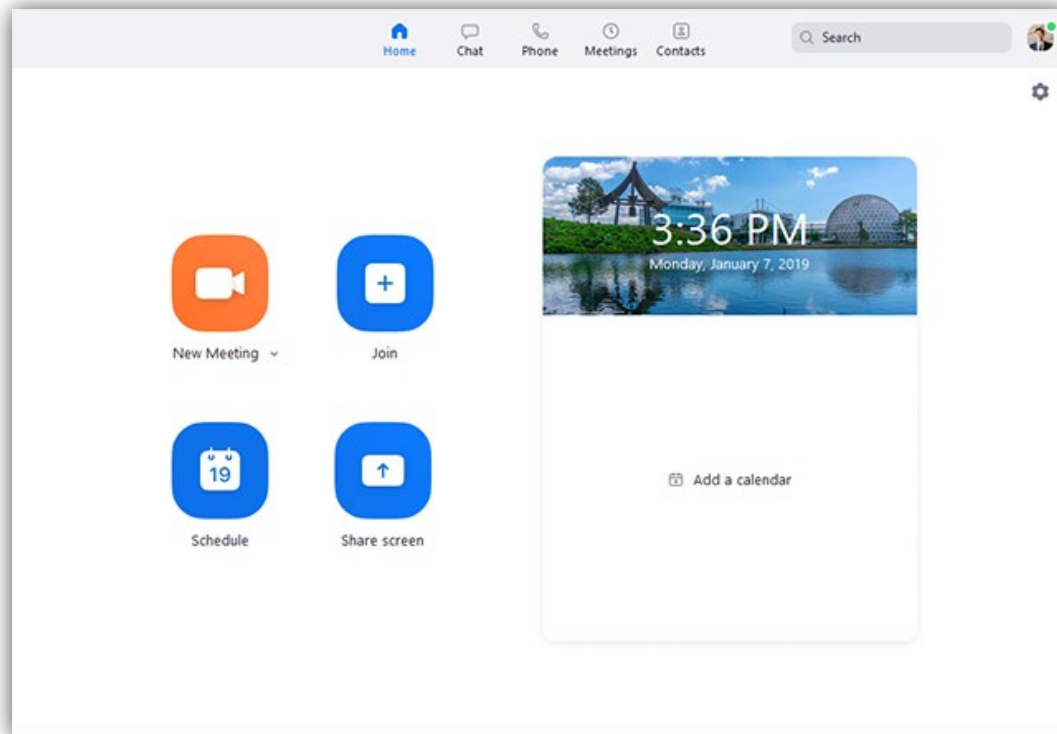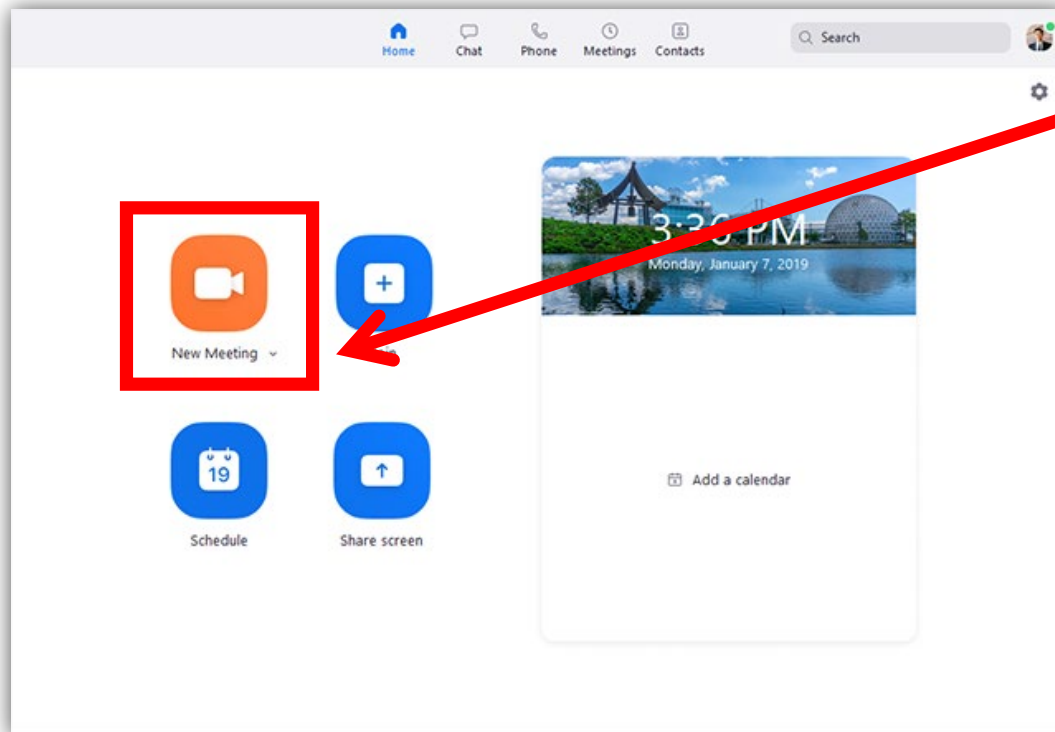
Practical Applications

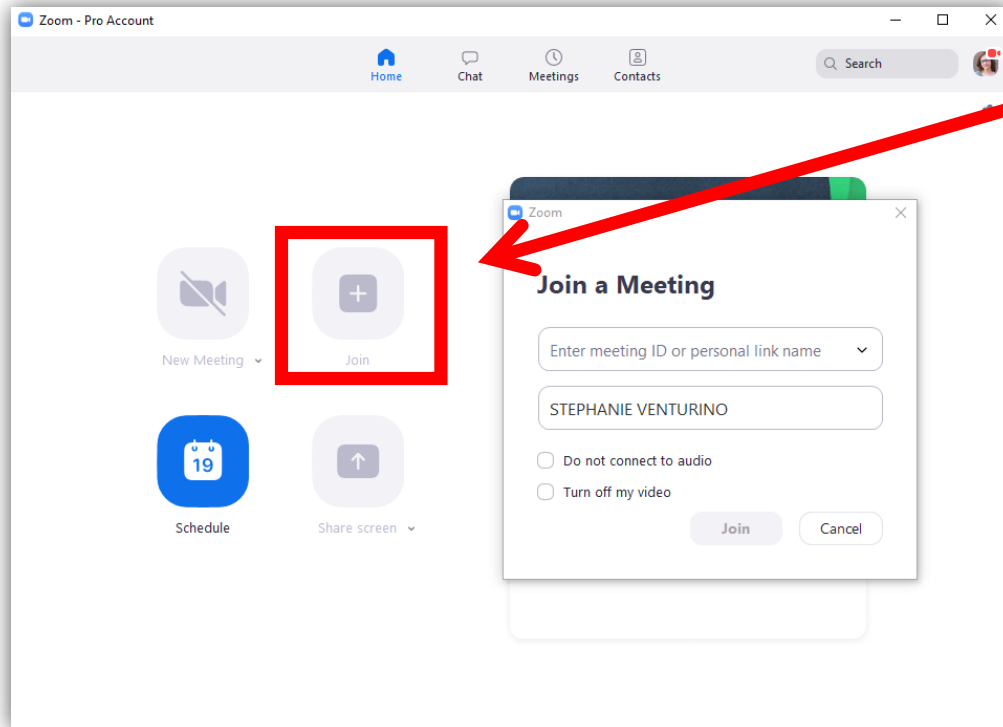## Getting Started on Desktop and Mobile Devices

Practical Applications

Getting Started on Desktop and Mobile Devices

New Meeting: Start an instant meeting. Click the downwards arrow to enable video or use your personal meeting ID (PMI) for instant meetings.
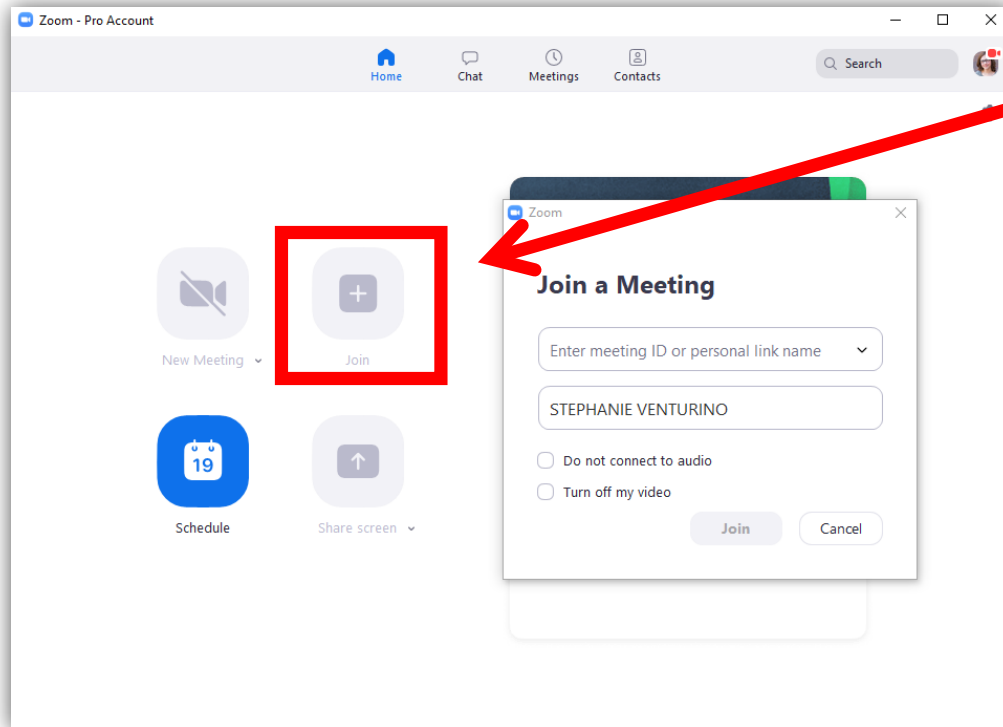
Practical Applications

Getting Started on Desktop and Mobile Devices

Join: Join a meeting that is in progress. Enter a meeting ID or personal link name.

Practical Applications
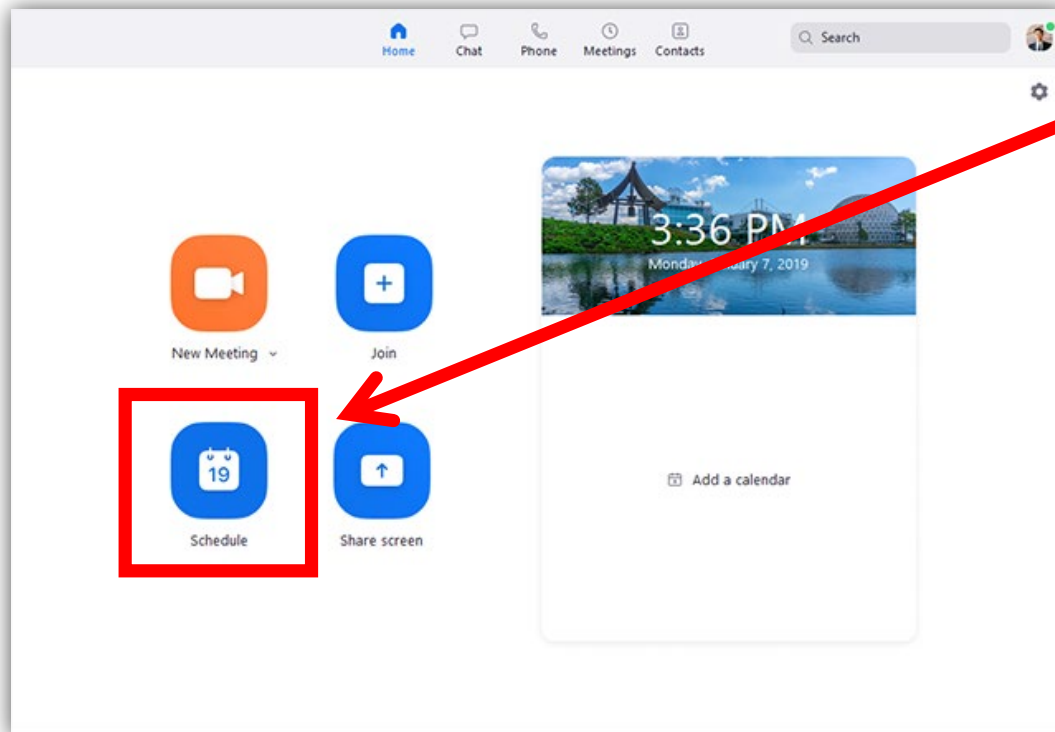
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Practical Applications

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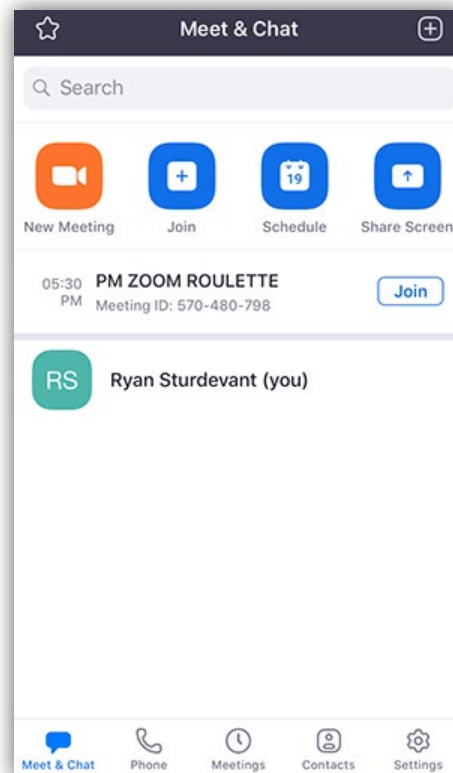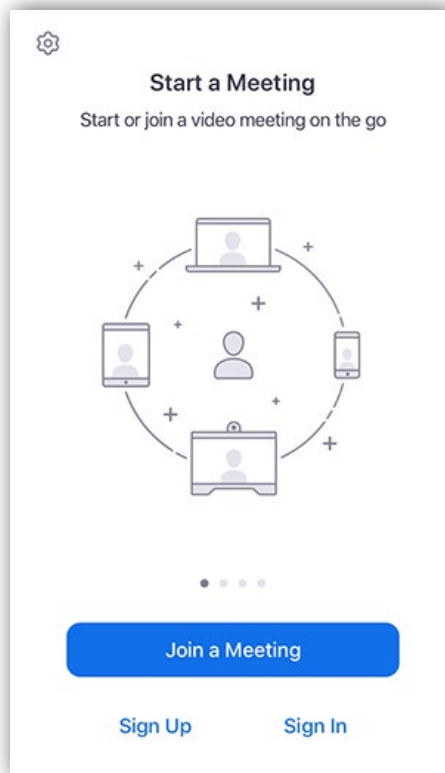

Schedule: Set up a new meeting in the future.

Note: If you're scheduling a recurring meeting through the desktop client, you will be prompted to assign the recurrence through a calendar application such as Google Calendar or Outlook.

This will not happen if you schedule through a browser or mobile app.

Practical Applications

Getting Started on Desktop and Mobile Devices

Check your settings!

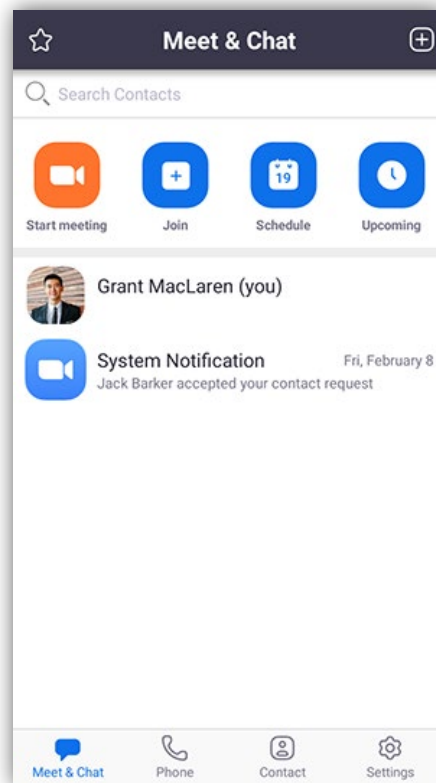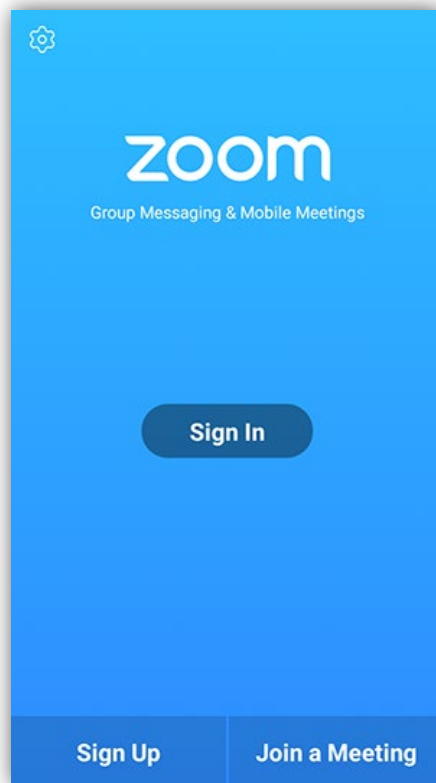**Microphone**: Joining using built-in audio devices in a meeting or webinar.

Camera: Sharing your video in a meeting or webinar

Notifications: Allows Zoom the ability to display notifications for chat messages, upcoming meetings, and more.

NOTE: Your device should automatically prompt you for camera, microphone, and notification permissions.

Practical Applications

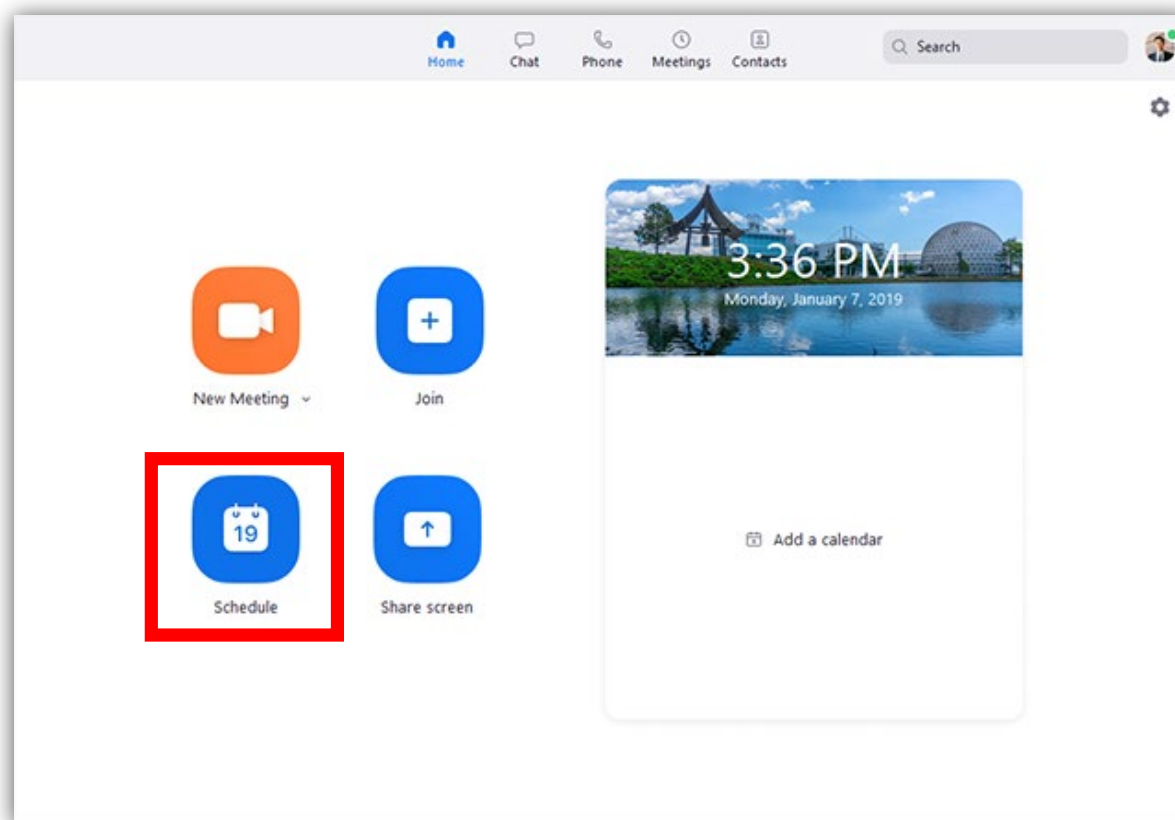## Getting Started on Desktop and Mobile Devices

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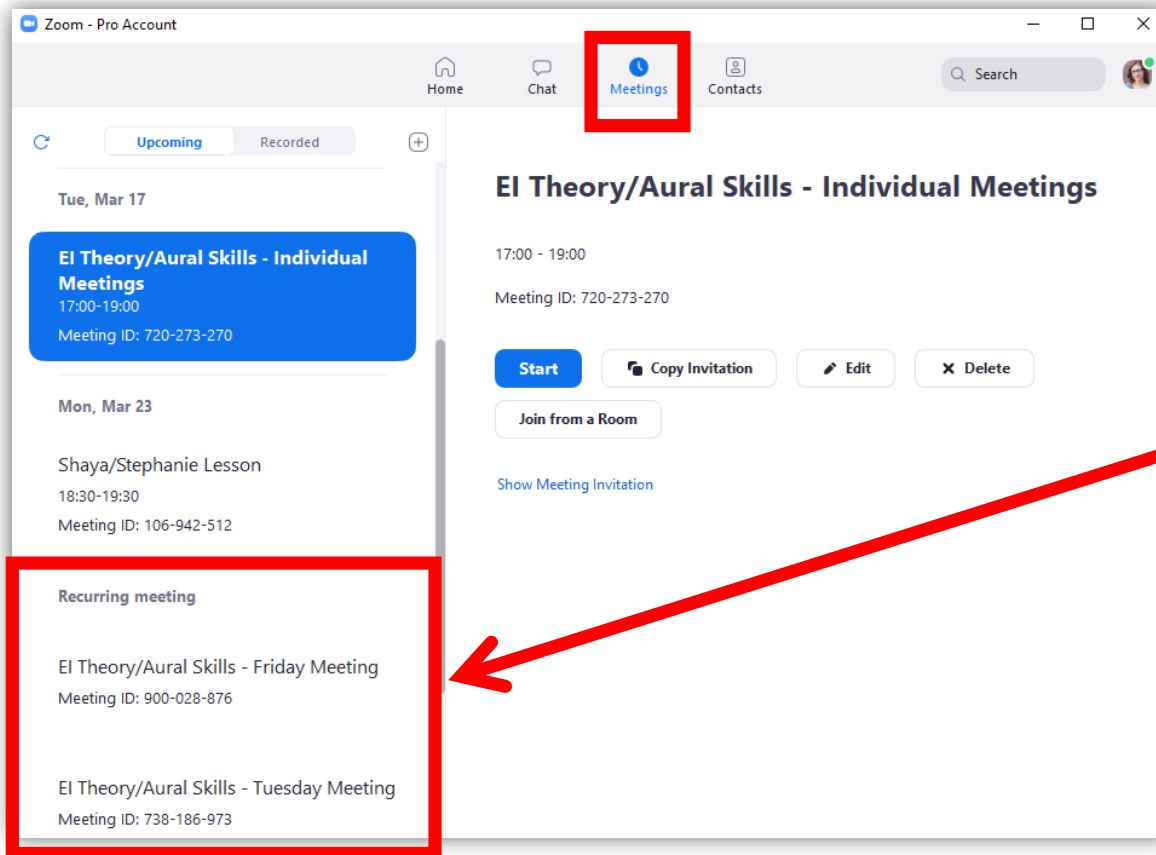# Scheduling and Hosting a Meeting

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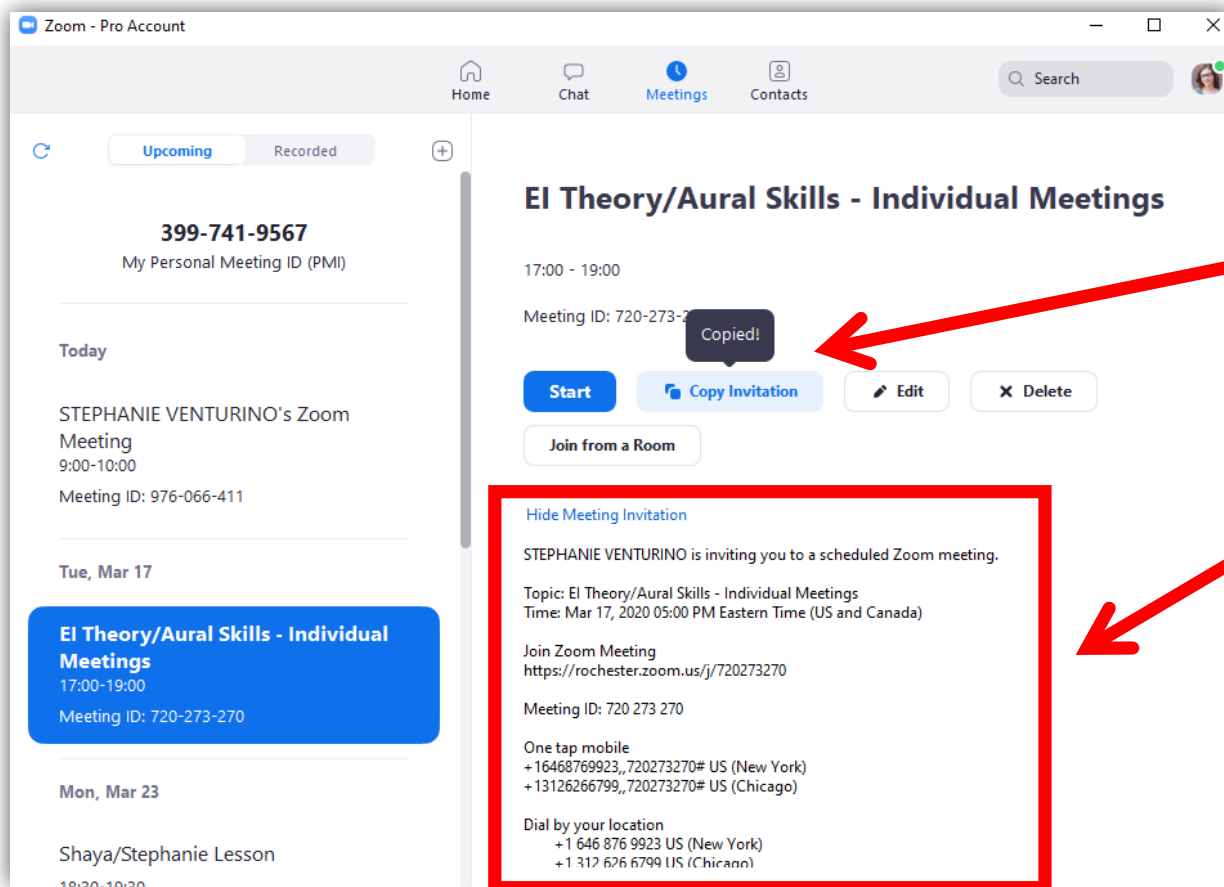
One-time meetings

Scheduling and Hosting a Meeting

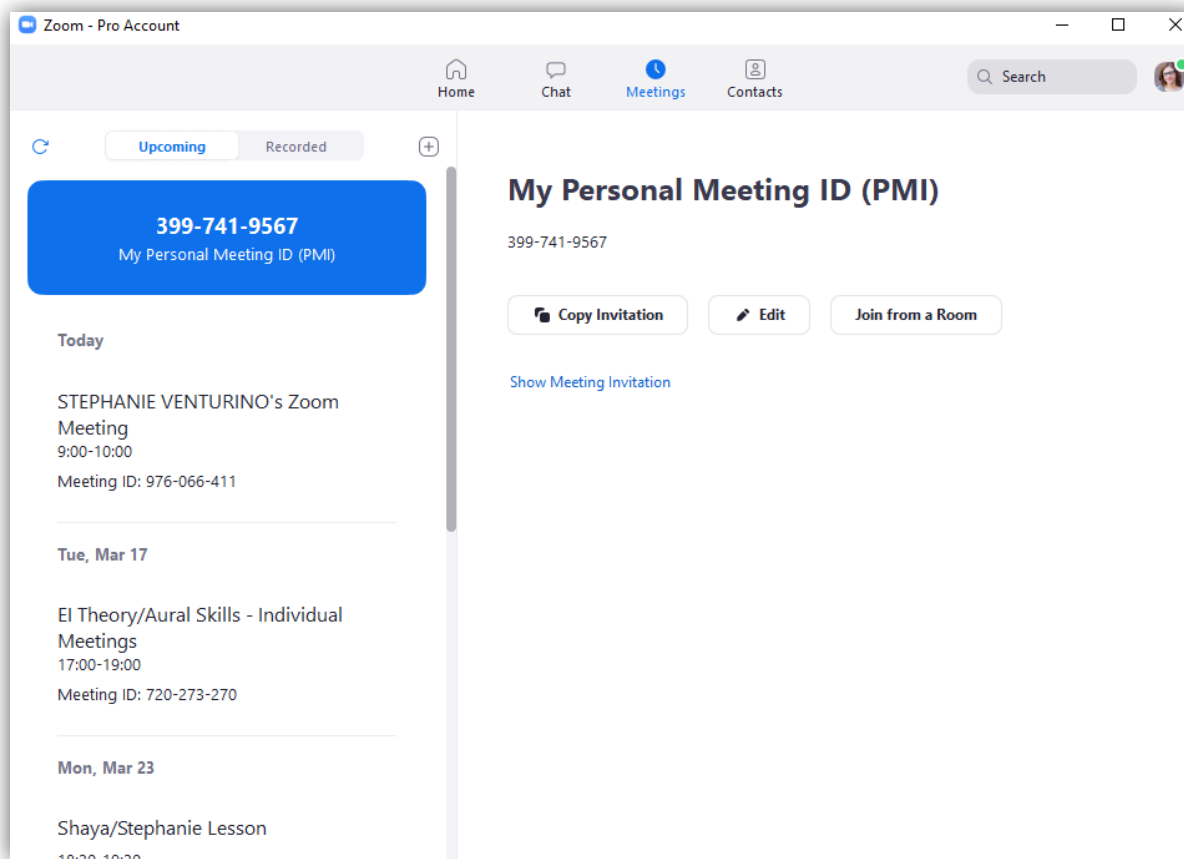**Recurring meetings:** The meeting ID stays the same—only share with students once.

Note: No need to share meeting ID with students if using Blackboard integration.
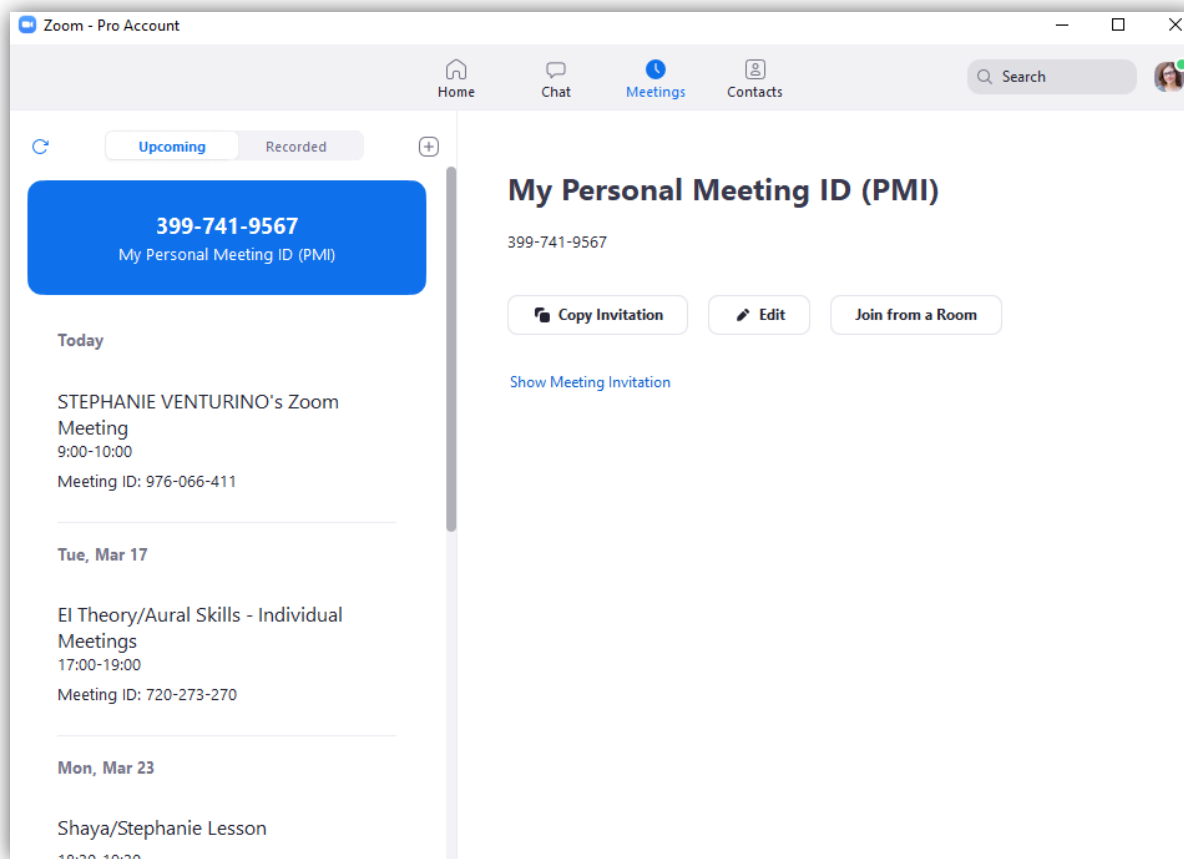
Scheduling and Hosting a Meeting

Copy invitation: Use this button to send an invitation to students—they can join through the link, the meeting ID, or by phone.

Scheduling and Hosting a Meeting

Personal Meeting ID: Your personal meeting room is a virtual room that is permanently reserved for you. You can start it at any time or schedule it for future use. You can also schedule or start an instant meeting with your PMI.

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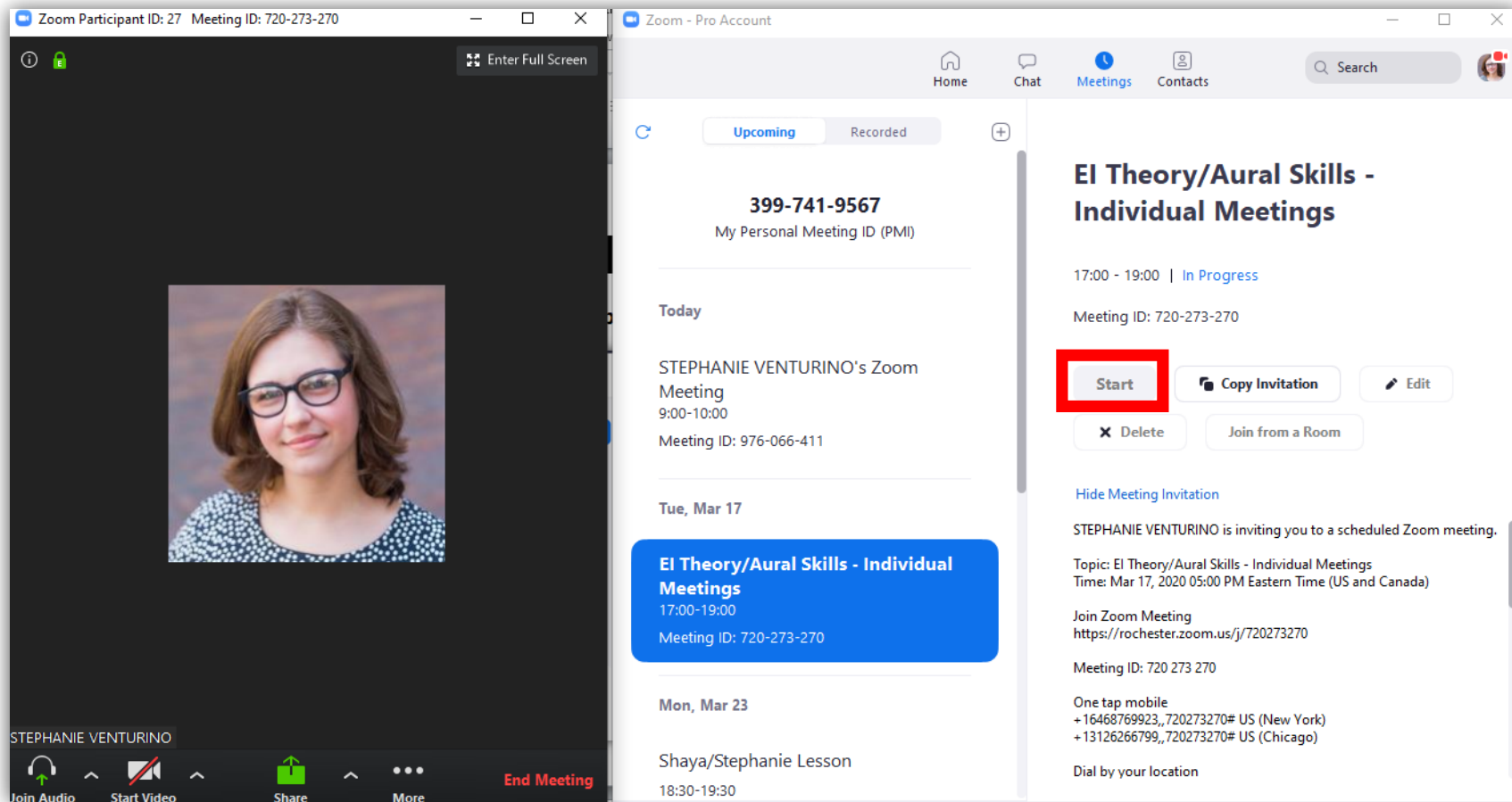
Scheduling and Hosting a Meeting

Customize your personal link: https://zoom.us/profile

Scheduling and Hosting a Meeting

Turning On Audio and Video

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Preserve Original Sound

Preserve Original Sound

Preserve Original Sound
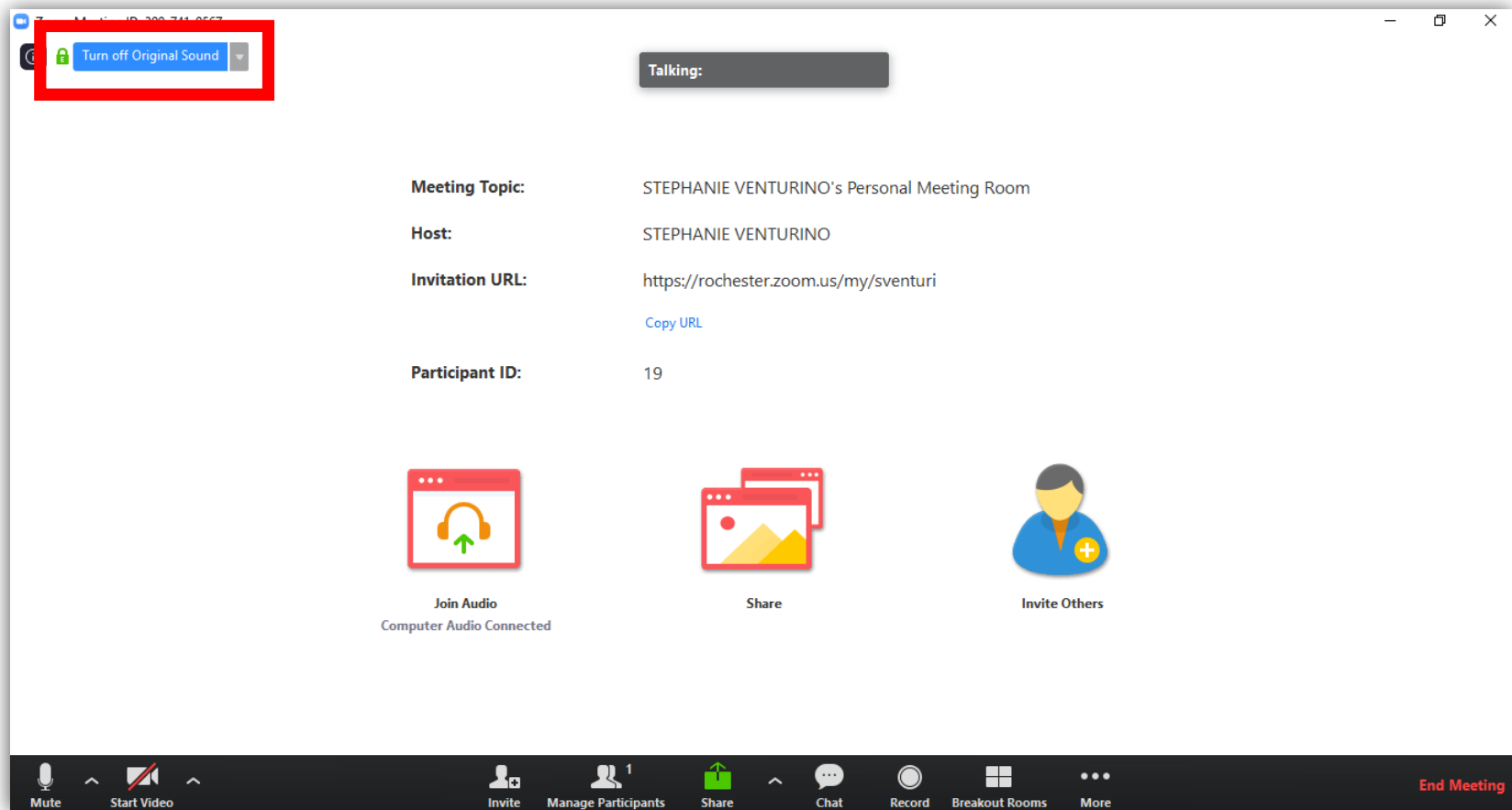
General Video and Audio Tips

1. Use frontal light—this will allow the students to see you!
2. Know what's behind you in the shot, as students will see it. Avoid distracting backgrounds.
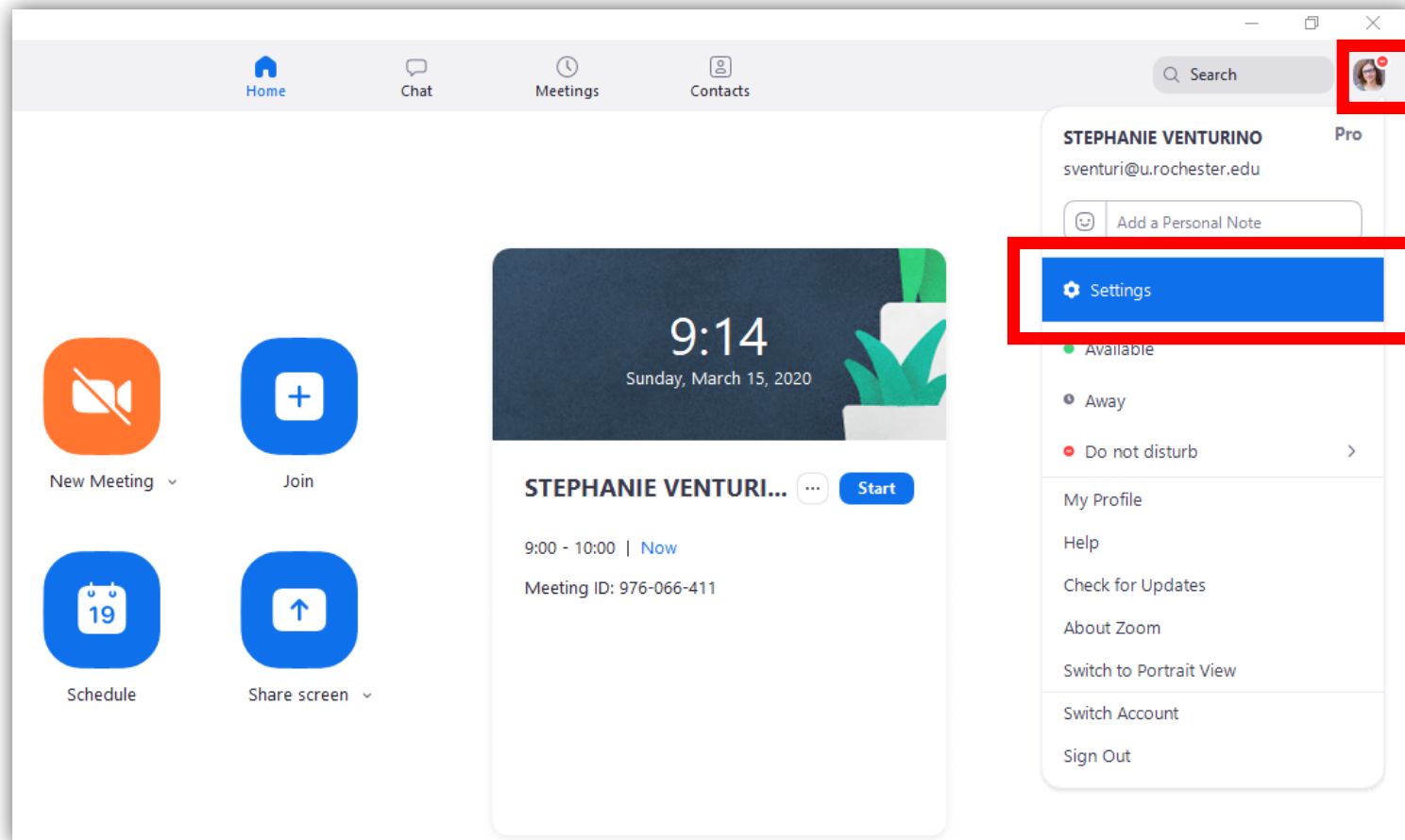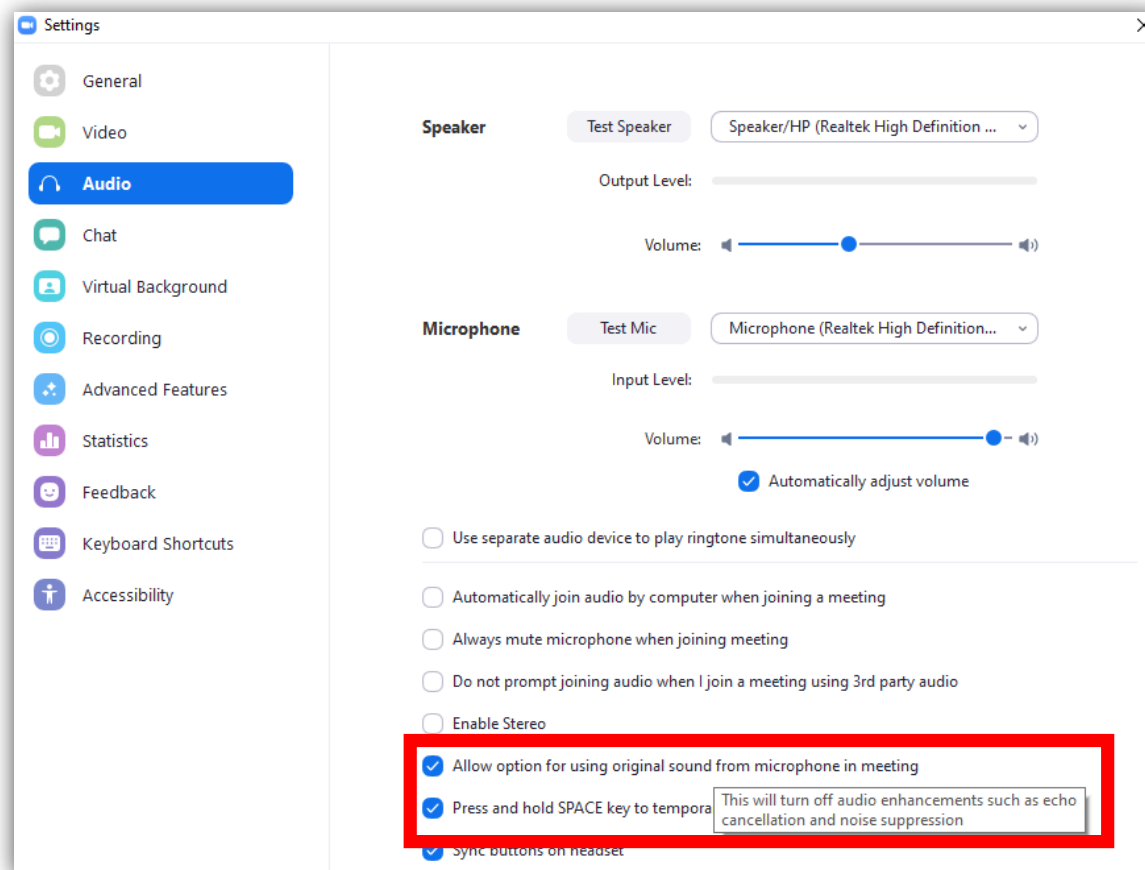3. Put your webcam level with your eyes or slightly higher; put your laptop on a small pile of books.
4. Create a "videochat" space in your home or office. This will make everything quick and easy.
5. Get and use a good USB microphone.
6. Make sure your computer has a webcam if you plan on using it for video calls.
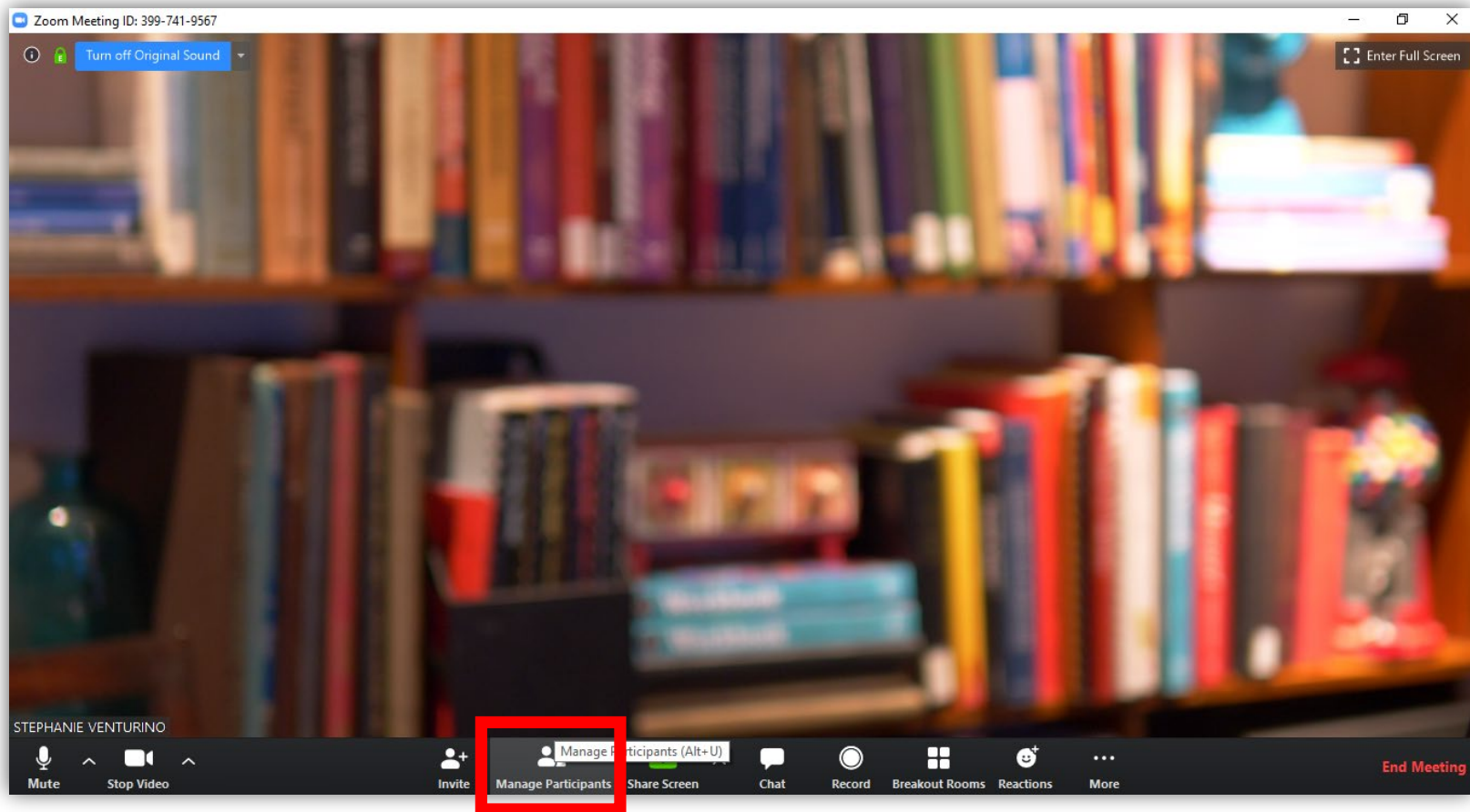
Managing Participants

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Screen Share - Basics

- Sharing iPhone/iPad through AirPlay—both devices must be on UR Guest (the same Wi-Fi network).
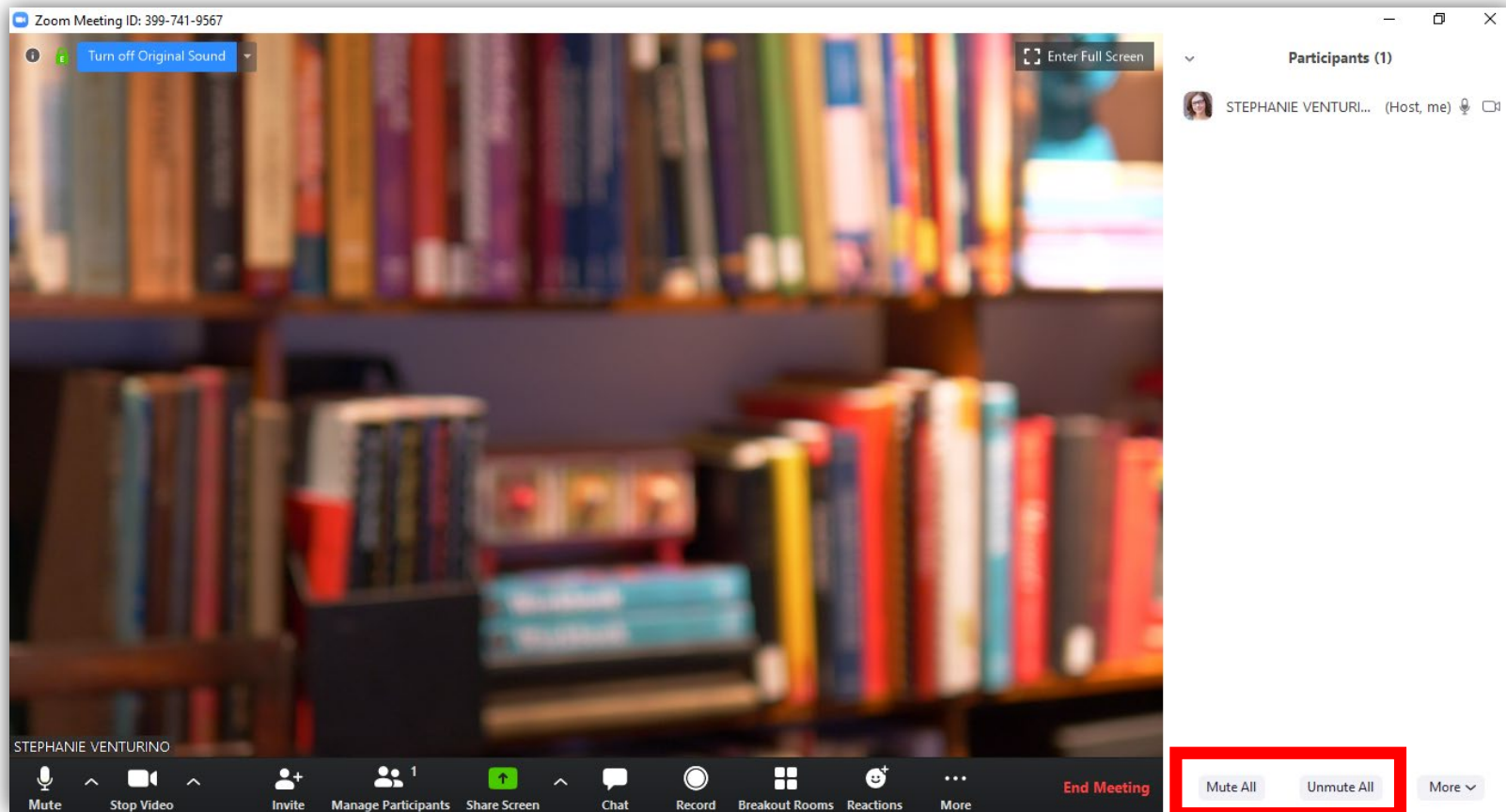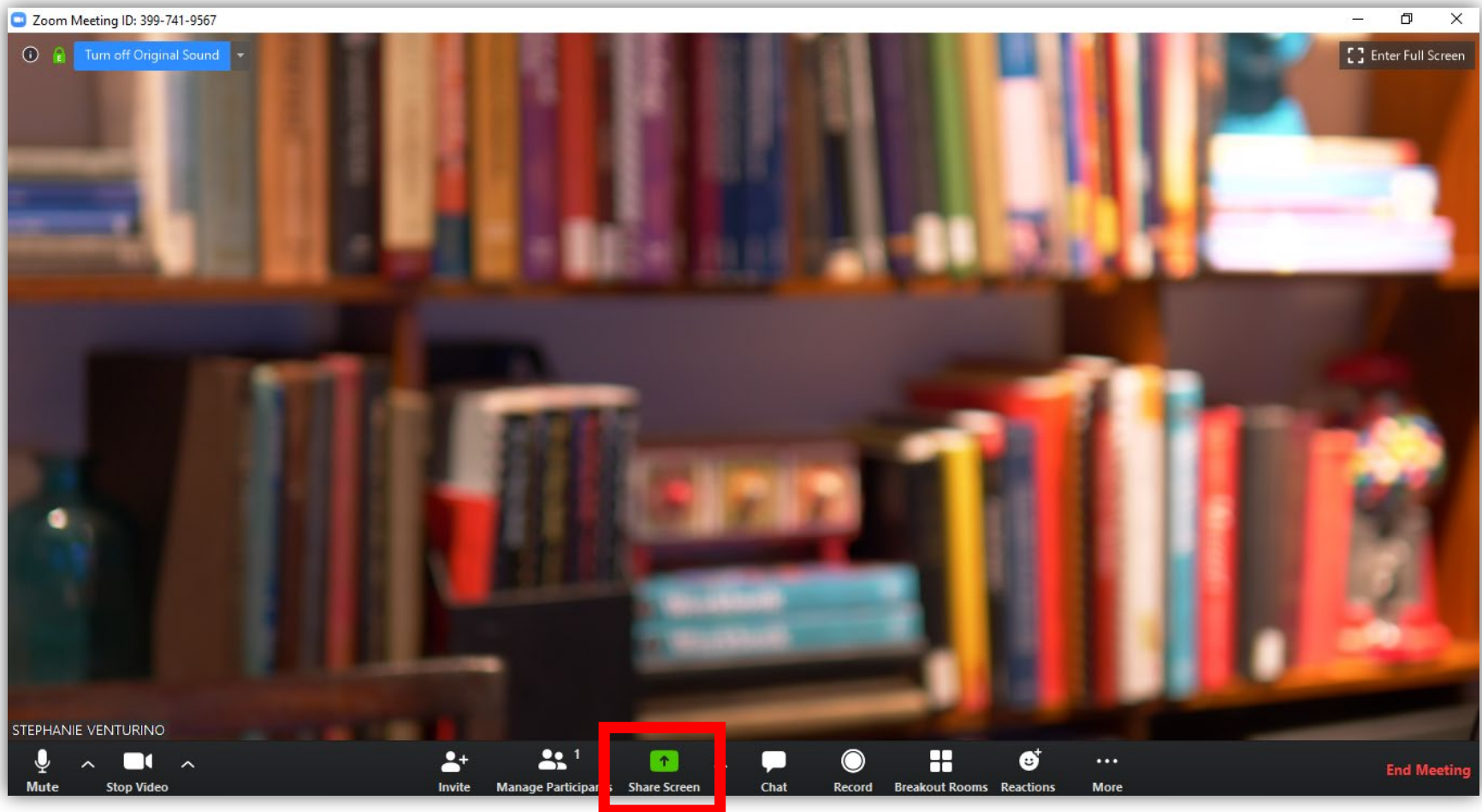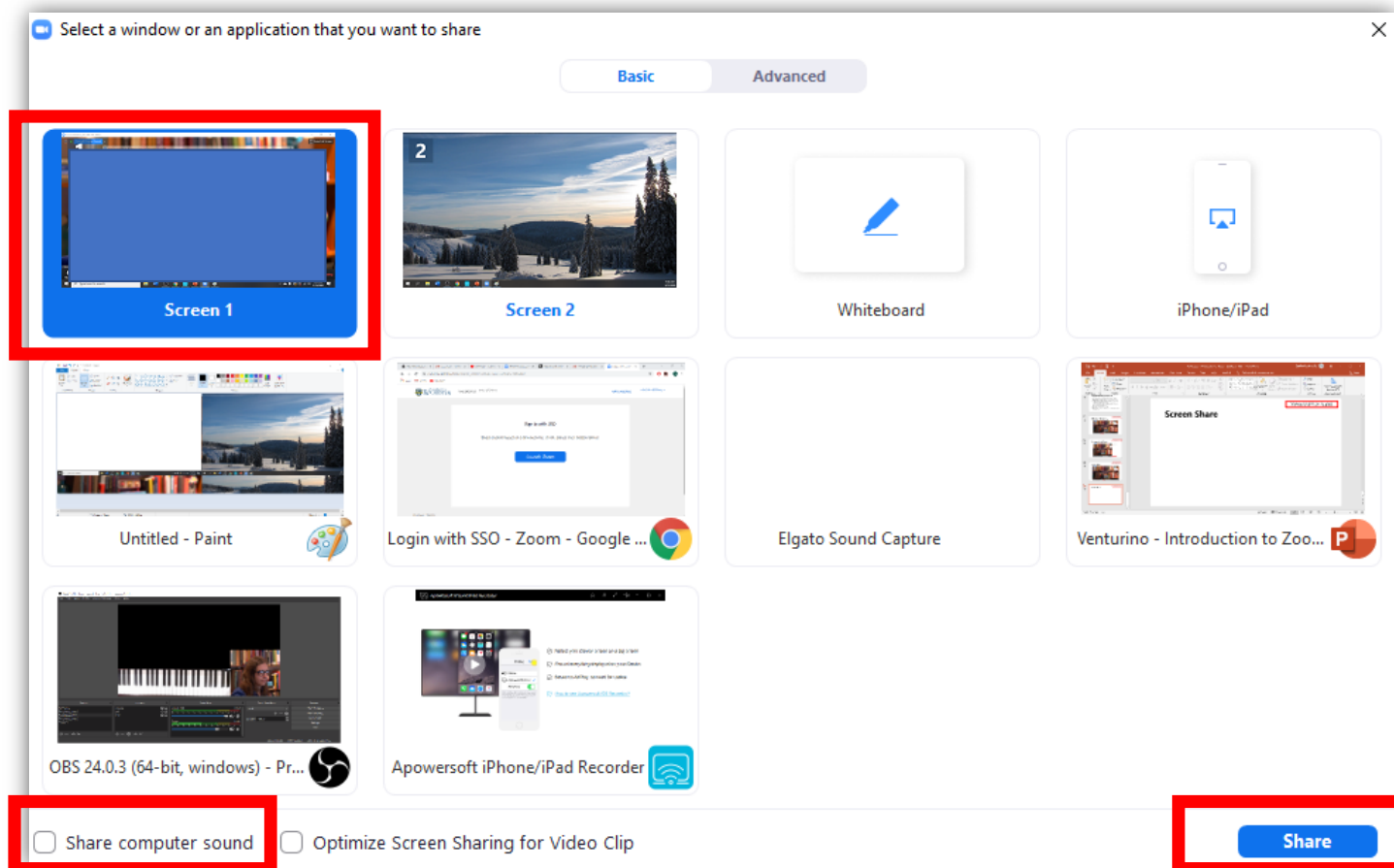
- Share computer sound—make sure it's checked if playing videos in class! You can also share *just* sound, not your whole screen.

- Annotate: allows you to draw on the screen over slides; make sure to switch back to the mouse between slides and clear the drawing between slides

- Anyone can share their screen and anyone can annotate (unless you specifically change the settings to prevent this)

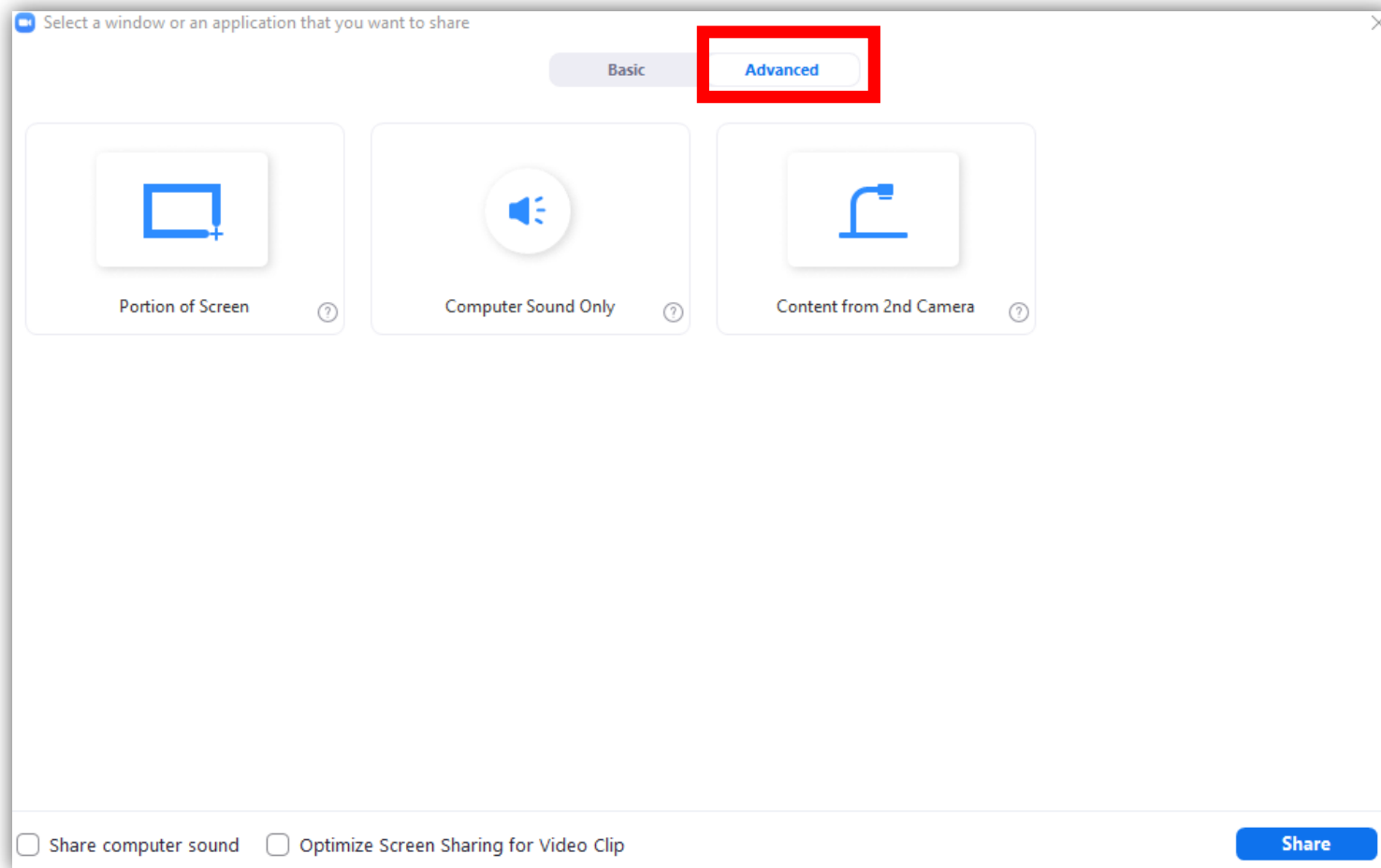- Remote control: allows you to request control of someone else's screen while they're sharing

Screen Share - Basics

Screen Share - Basics

Screen Share - Basics

Select a window or an application that you want to share

Basic | **Advanced**

Portion of Screen

Computer Sound Only

Content from 2nd Camera

☐ Share computer sound   ☐ Optimize Screen Sharing for Video Clip

Share

Screen Share - Whiteboard

Screen Share - Whiteboard

Screen Share - Annotate

Screen Share - Annotate

Recording a Meeting or Lecture

- Use Zoom: Record button for recording live group meetings or pre-recorded lectures
- Zoom can record automatically upon the start of each meeting (see settings) **Link:** https://support.zoom.us/hc/en-us/articles/202921119-Automatic-Recording
- The instructor can ask students if they consent to be recorded (see settings). **Link:** https://support.zoom.us/hc/en-us/articles/360026909191-Consent-to-be-Recorded
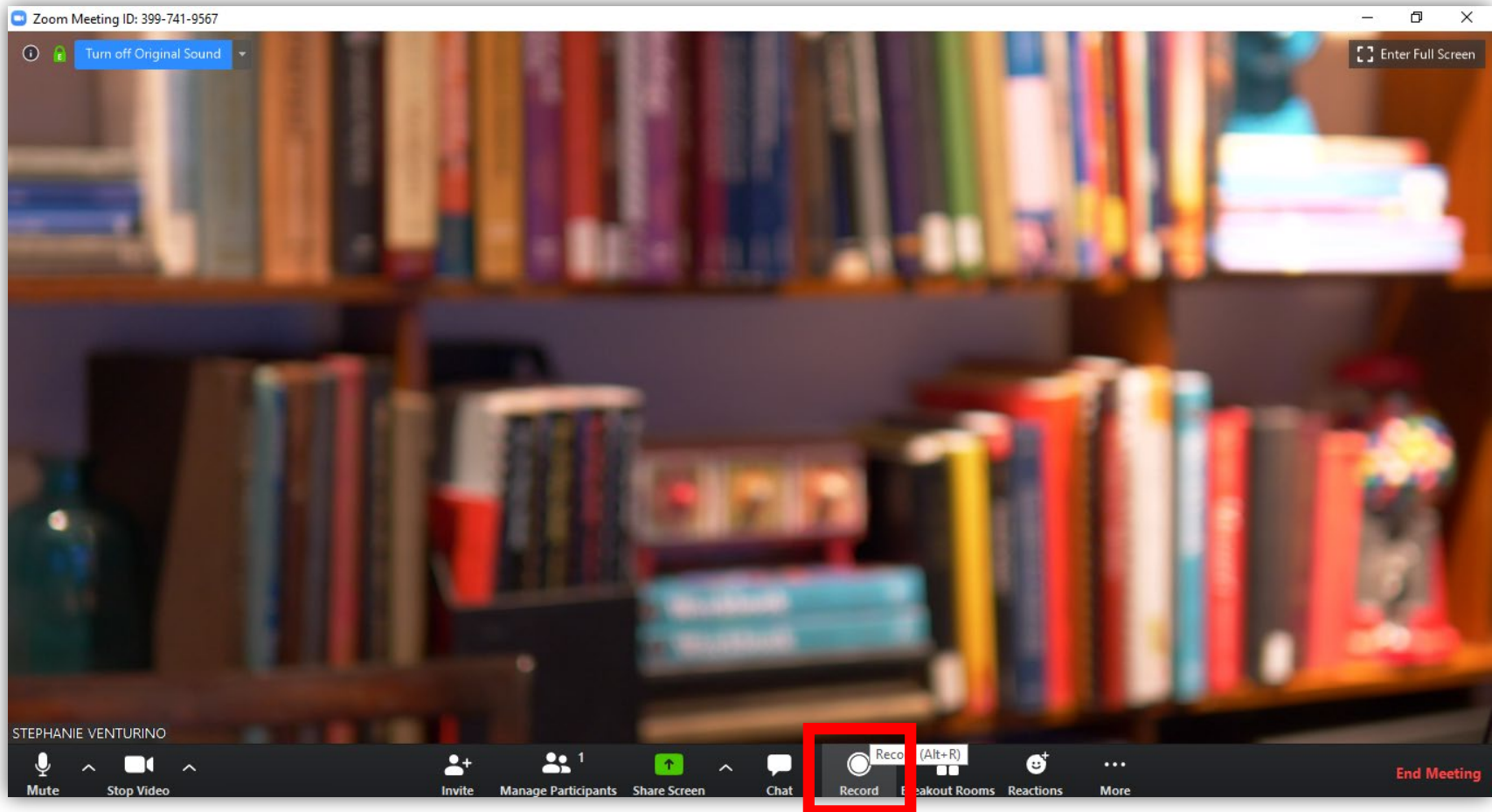
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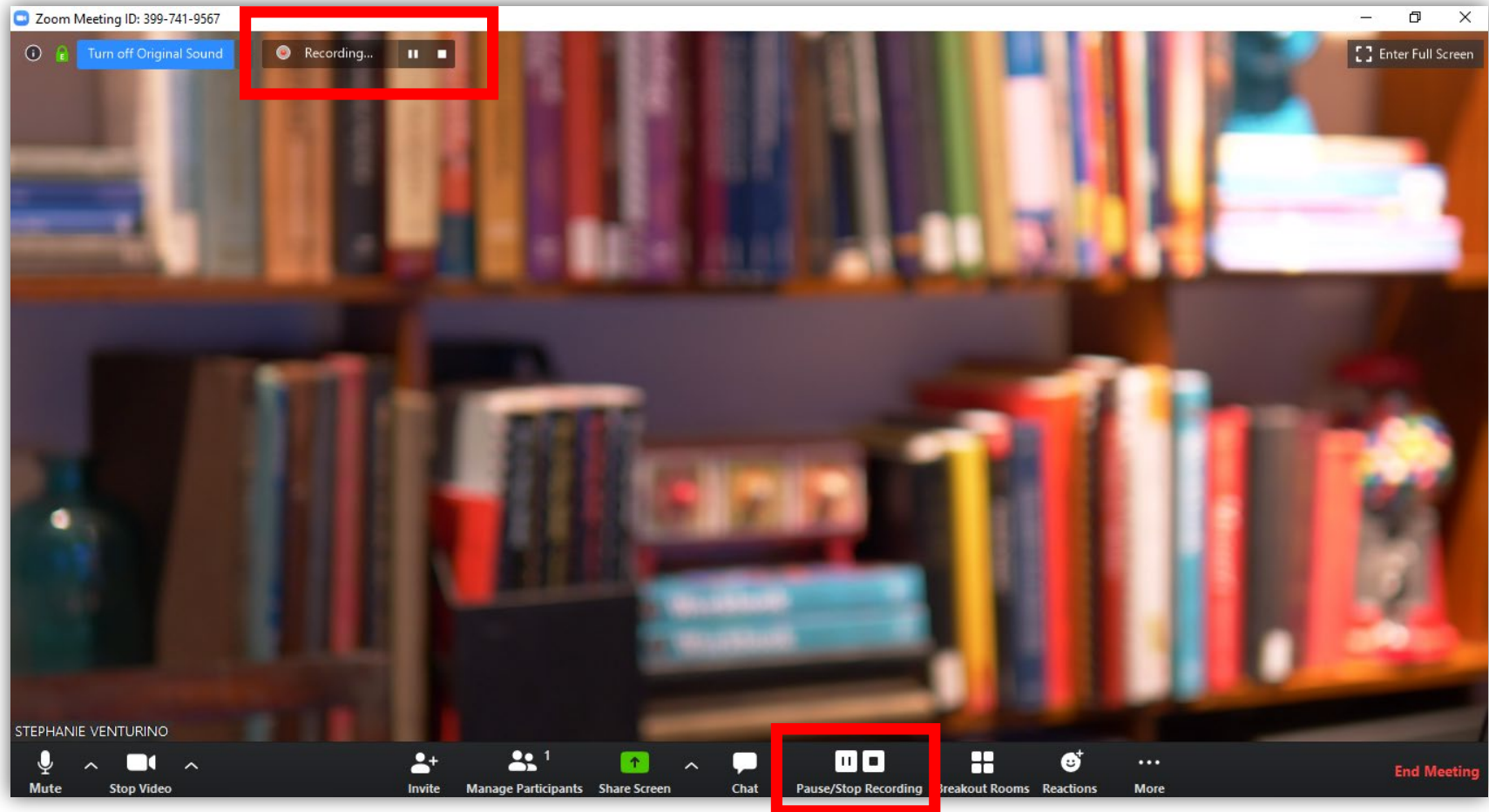
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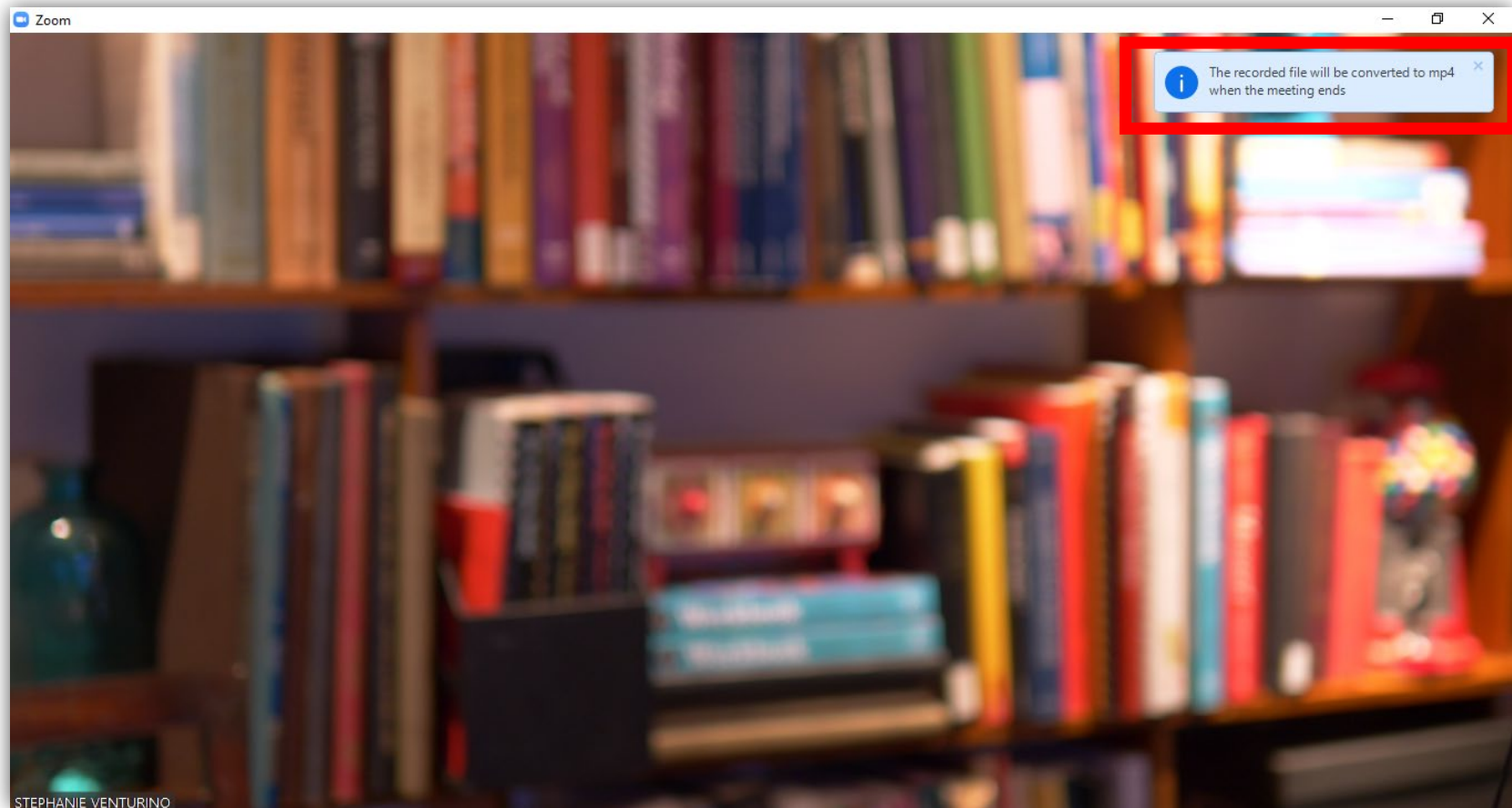
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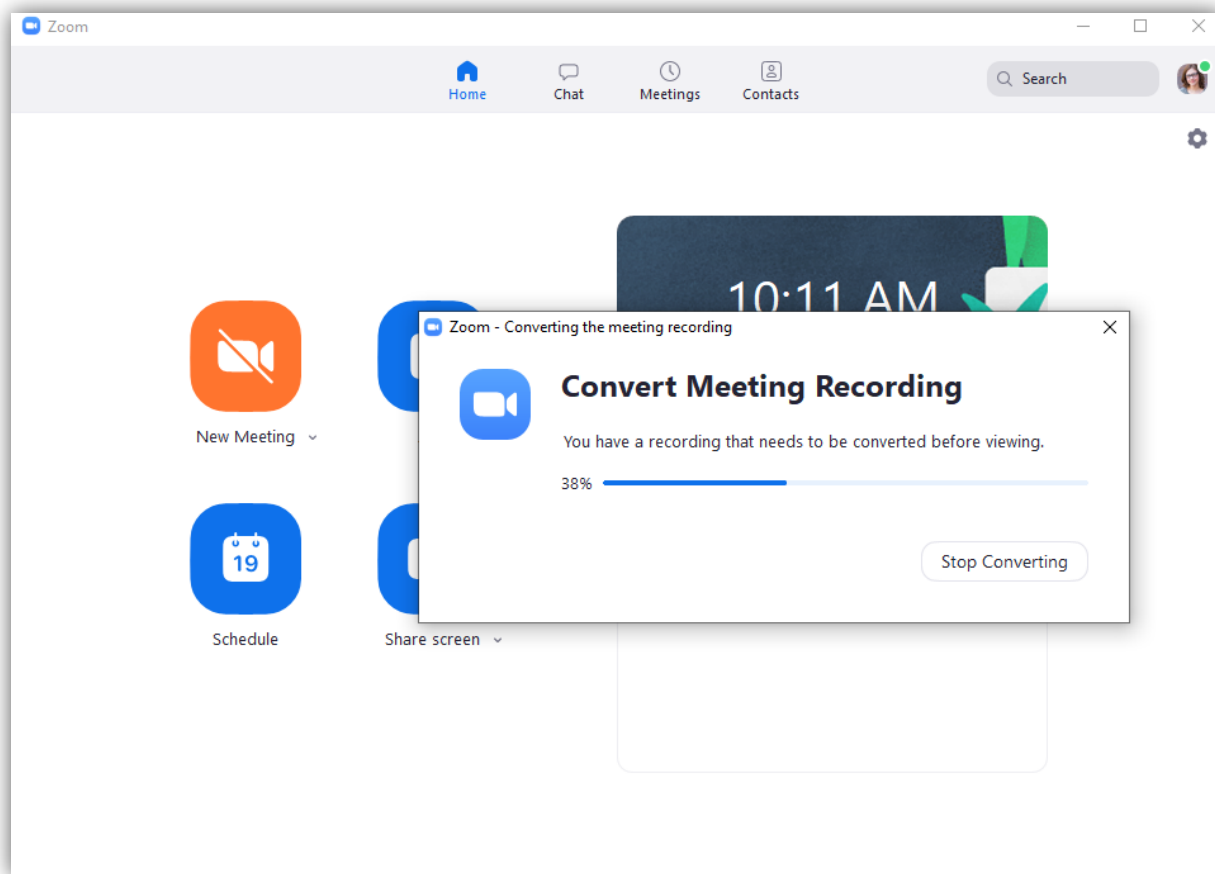
Recording a Meeting or Lecture

- Recording a meeting creates a file saved on your called "zoom_0.mp4."

- This folder will open automatically after the video finishes converting.
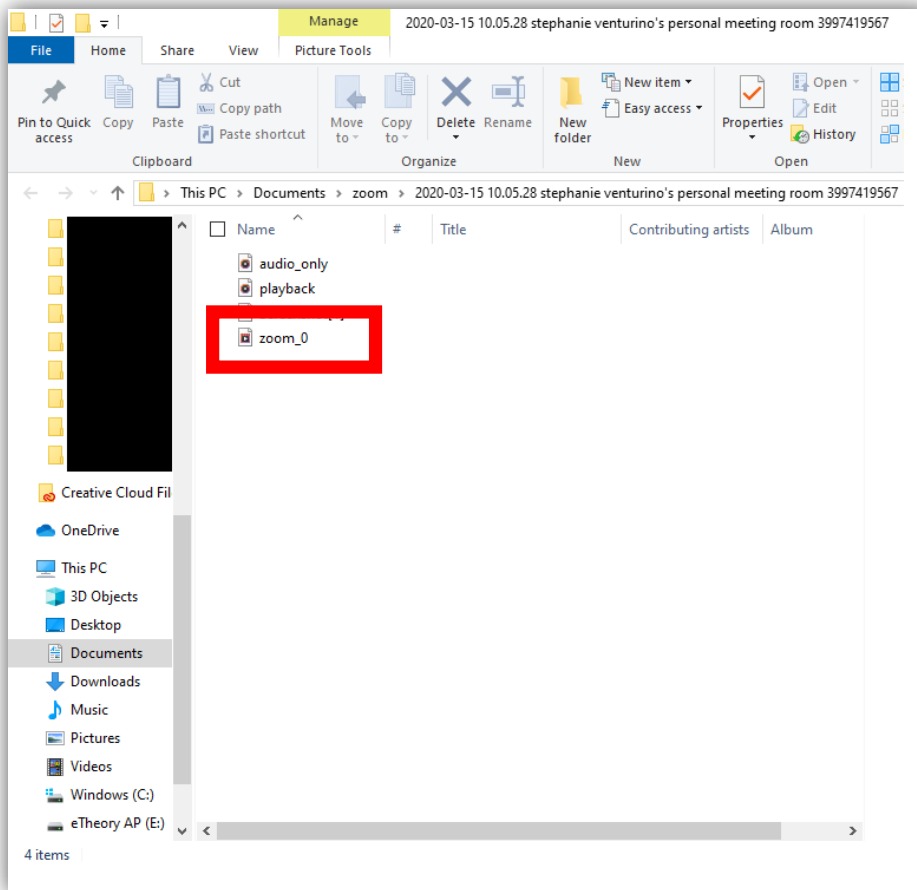
- The default folder is a Zoom folder within Documents (destination folder can be changed in settings).

- Tip: Rename the file name immediately so it's a useful title!

Chat Features
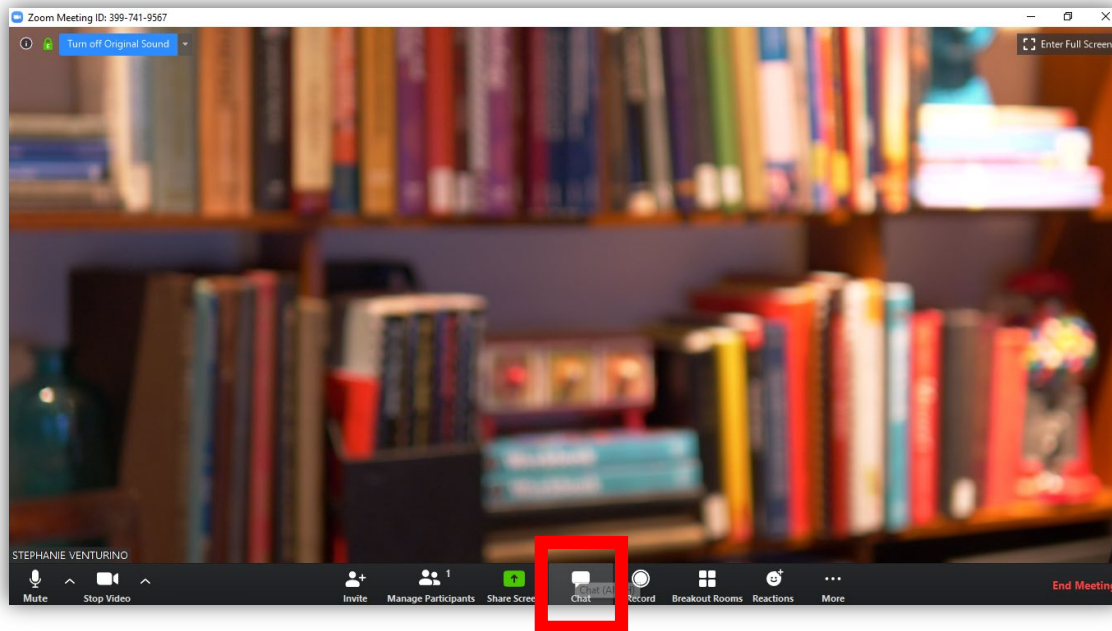
- Chat—be aware that students may ask questions through the chat function. These messages can be sent publicly (to the whole group) or privately (between instructor and student and between students).

- Private chats are visible by the instructor.

- Unread chat messages—will highlight the chat icon in orange and will show the number of unread messages.

Chat Features

Breakout Rooms

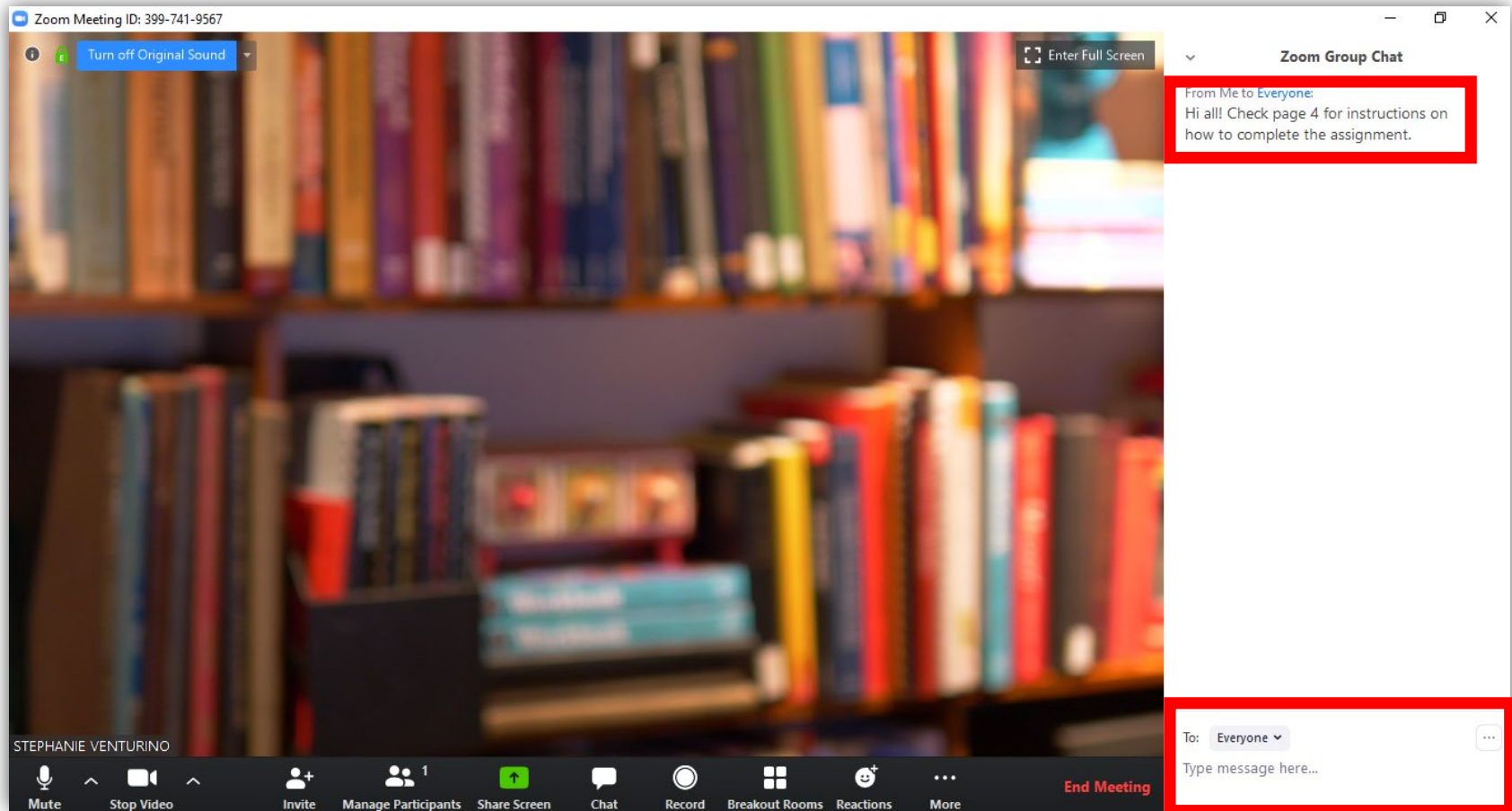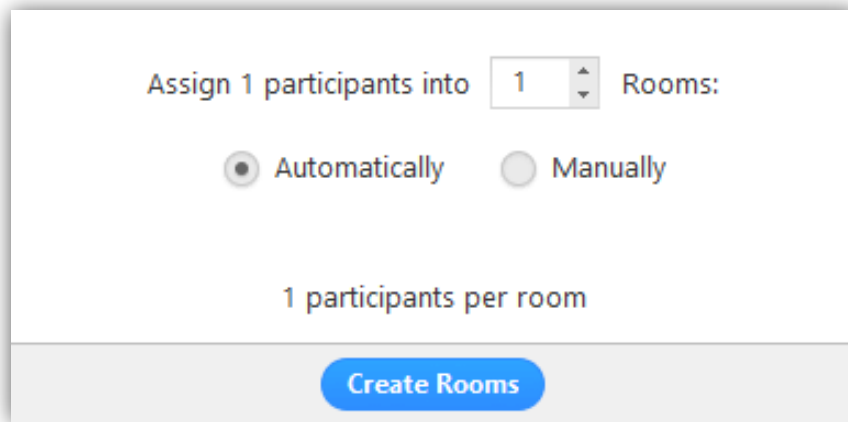- Breakout rooms allow you to split your main Zoom meeting in up to 50 smaller sessions.
- Students can be assigned to breakout rooms randomly or manually.
- The instructor can go to different breakout rooms at any time.
- Breakout rooms are NOT recorded.
- If instructor is in the main room while breakout rooms are going on, the recording remains with the instructor, so turn off video/audio, or be aware that you are still being recorded.
- There is an option to broadcast a message to all, and an option to close the breakout rooms, which starts a 60-second process—probably nicer to broadcast a message to all first.
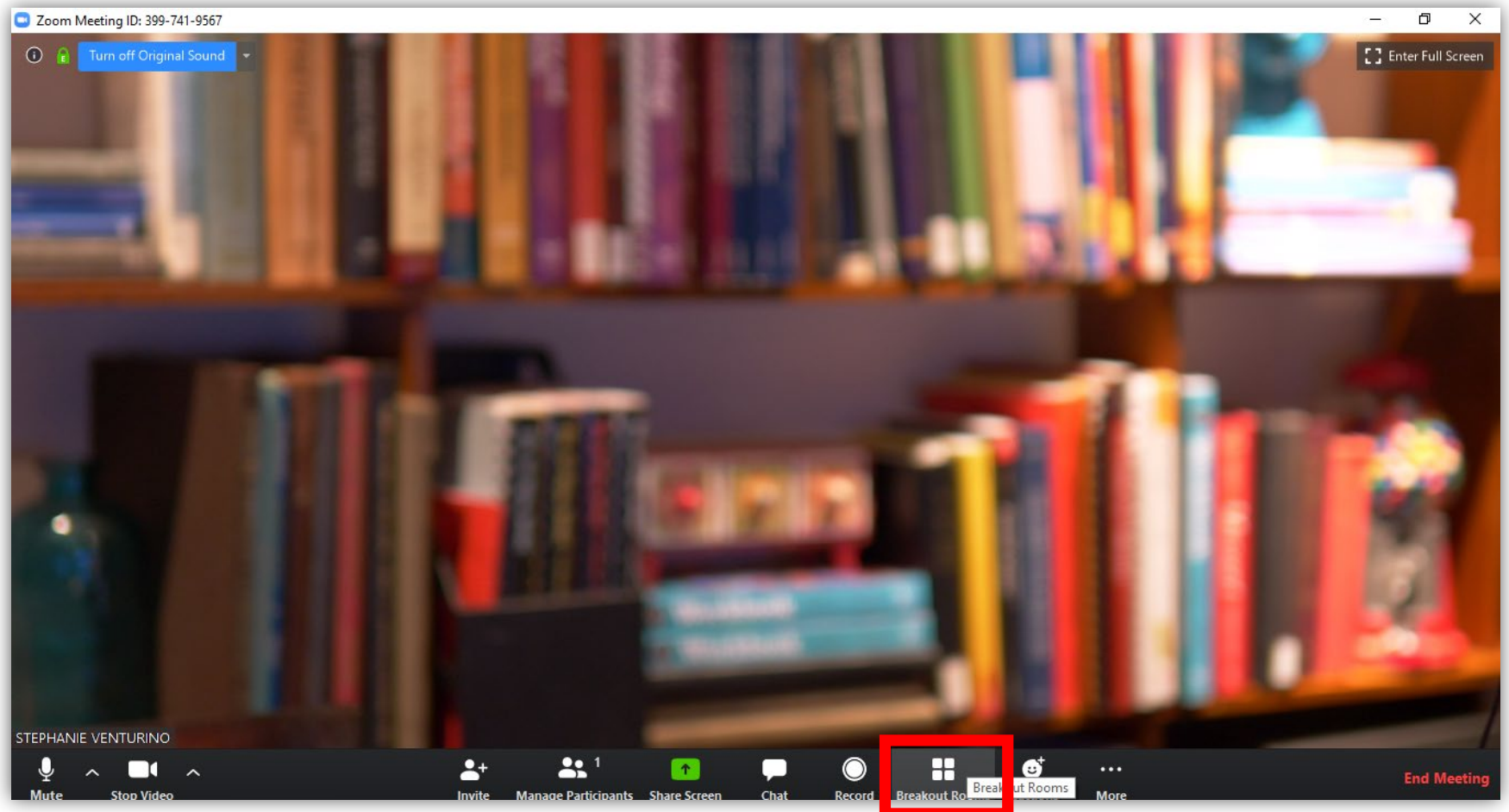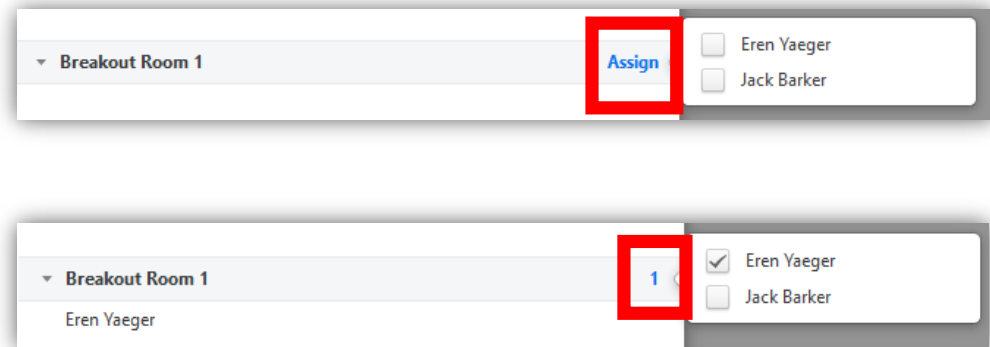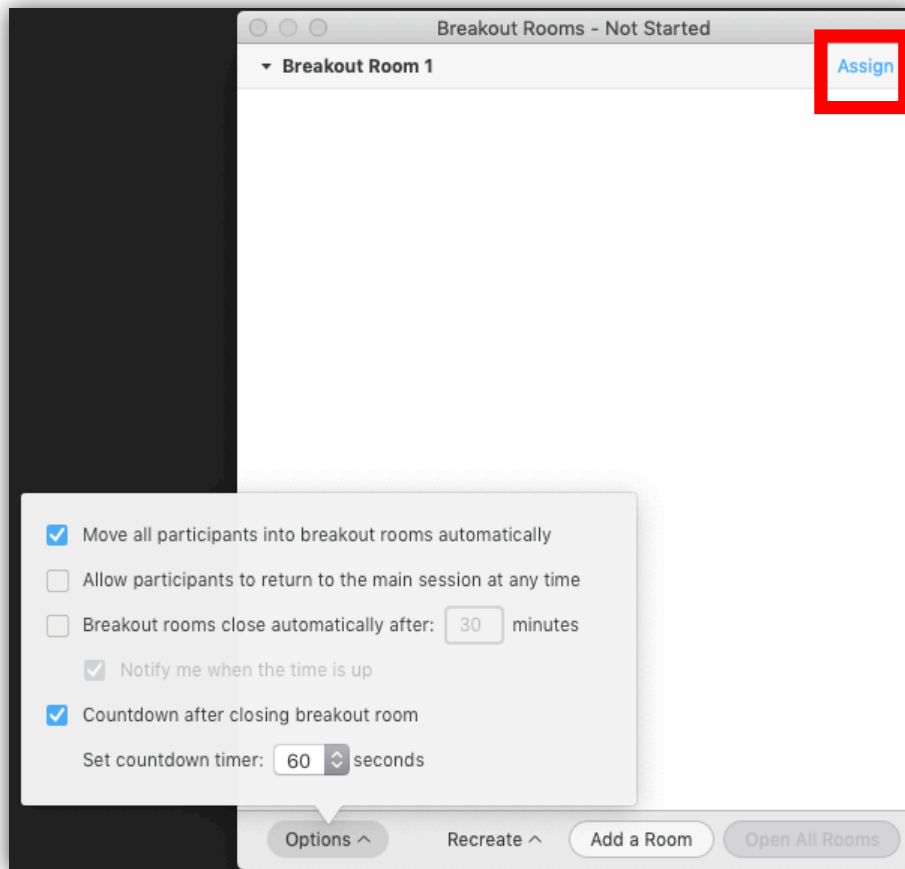
Breakout Rooms

Breakout Rooms

Assign 1 participants into 1 Rooms:

⦿ Automatically   ○ Manually

1 participants per room

Create Rooms

• Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:

• **Automatically**: Let Zoom split your participants up evenly into each of the rooms.

• **Manually**: Choose which participants you would like in each room.

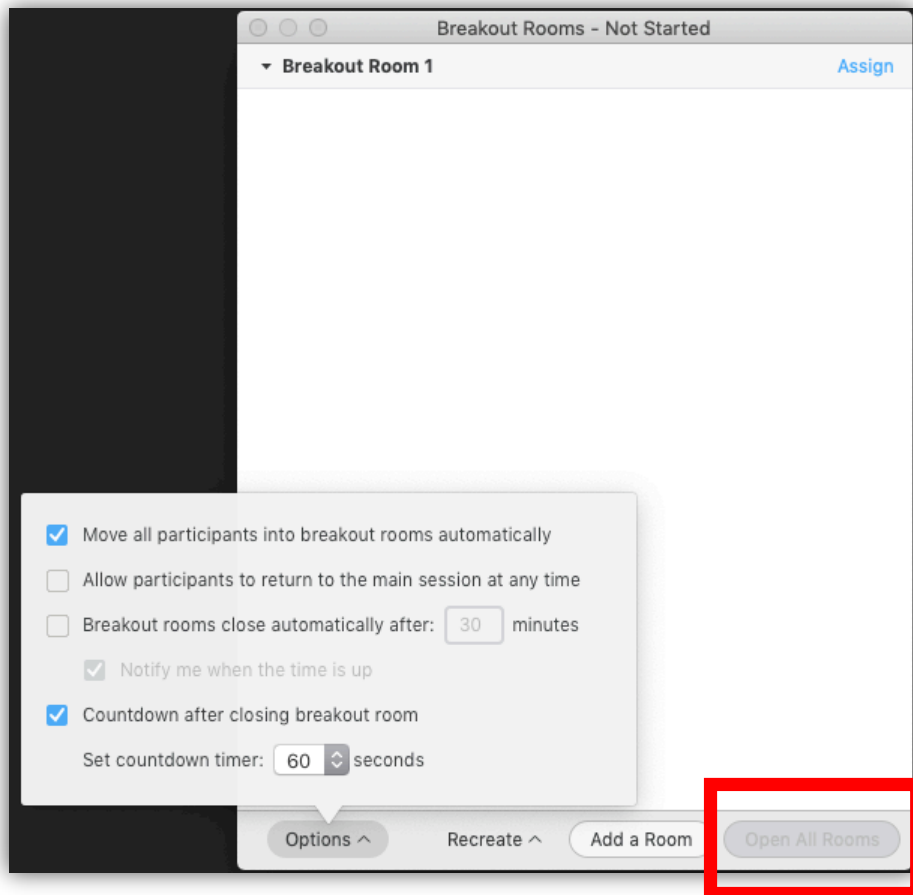• Your rooms will be created, but will not start automatically.

Breakout Rooms

To assign participants to your rooms, select **Assign** next to the room you wish to assign participants to and select participants you want to assign to that room. Repeat this for each room.

Breakout Rooms

- All participants will be moved to their respective rooms after confirming the prompt to join the breakout room.

- The host will be left in the main meeting until manually joining one of the rooms.

- The participants (and the host when manually joining a room) will see the following message shown when joining the breakout room.
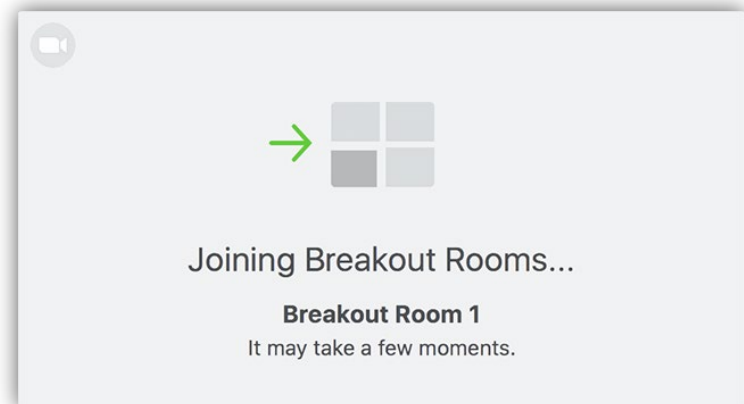
Final Thoughts: Test Your Equipment

- Test your set-up through zoom.us/test.
- Go to this link prior to your first Zoom session to make sure that you are familiar with the application and the process.

Audience Q&A

Viewing on the livestream? Submit questions here: [ZOOM Link](#).