

Introduction to **zoom**

Stephanie Venturino

Eastman School of Music & Warner School of Education

16 March 2020 || 9:30–10:30AM

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

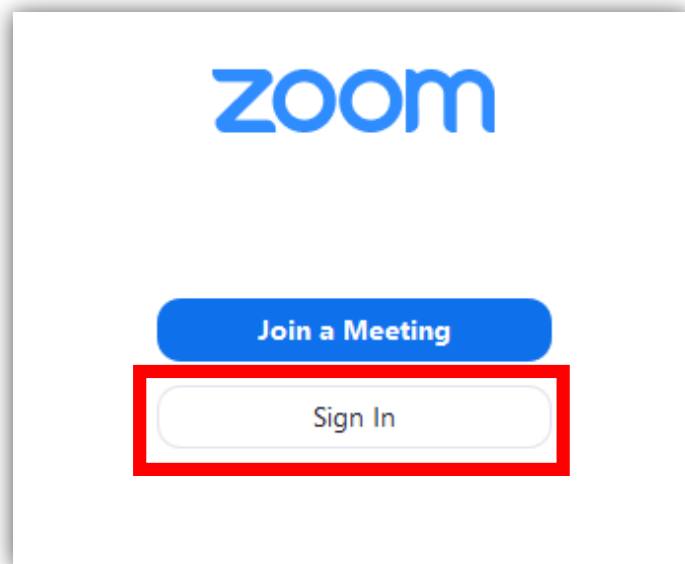
3. Limitations

- no real-time document sharing

Practical Applications

Getting Started on Desktop and Mobile Devices

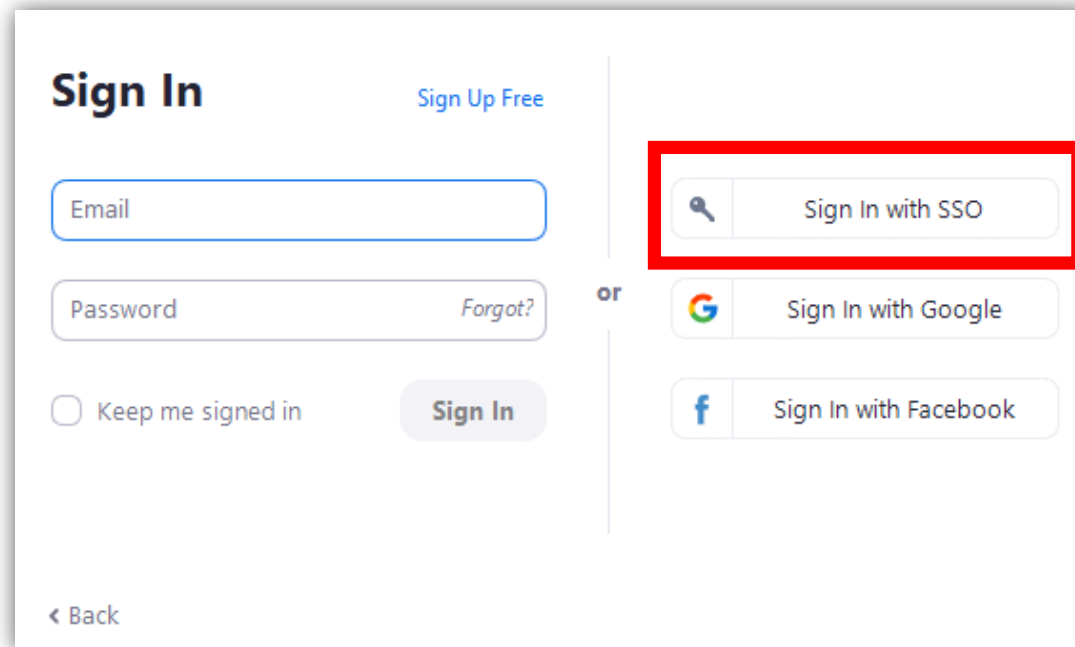
Download Zoom desktop client (<https://zoom.us/download>) for Windows or Mac or mobile application (App Store—iPhone/iPad; Google Play—Android).



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



The image shows the Zoom Sign In interface. On the left, under the heading "Sign In", there is a "Sign Up Free" link. Below this are input fields for "Email" and "Password", with a "Forgot?" link next to the password field. There is a checkbox for "Keep me signed in" and a "Sign In" button. On the right, separated by a vertical line and the word "or", are three social sign-in buttons: "Sign In with SSO" (highlighted with a red box), "Sign In with Google", and "Sign In with Facebook". A "Back" link is at the bottom left.


Sign In [Sign Up Free](#)


Email


Password [Forgot?](#)

☐ Keep me signed in [Sign In](#)

or

 [Sign In with SSO](#)

 [Sign In with Google](#)

 [Sign In with Facebook](#)

[Back](#)

Practical Applications

Getting Started on Desktop and Mobile Devices

Zoom Cloud Meetings

Sign In with SSO

Company Domain
rochester .zoom.us

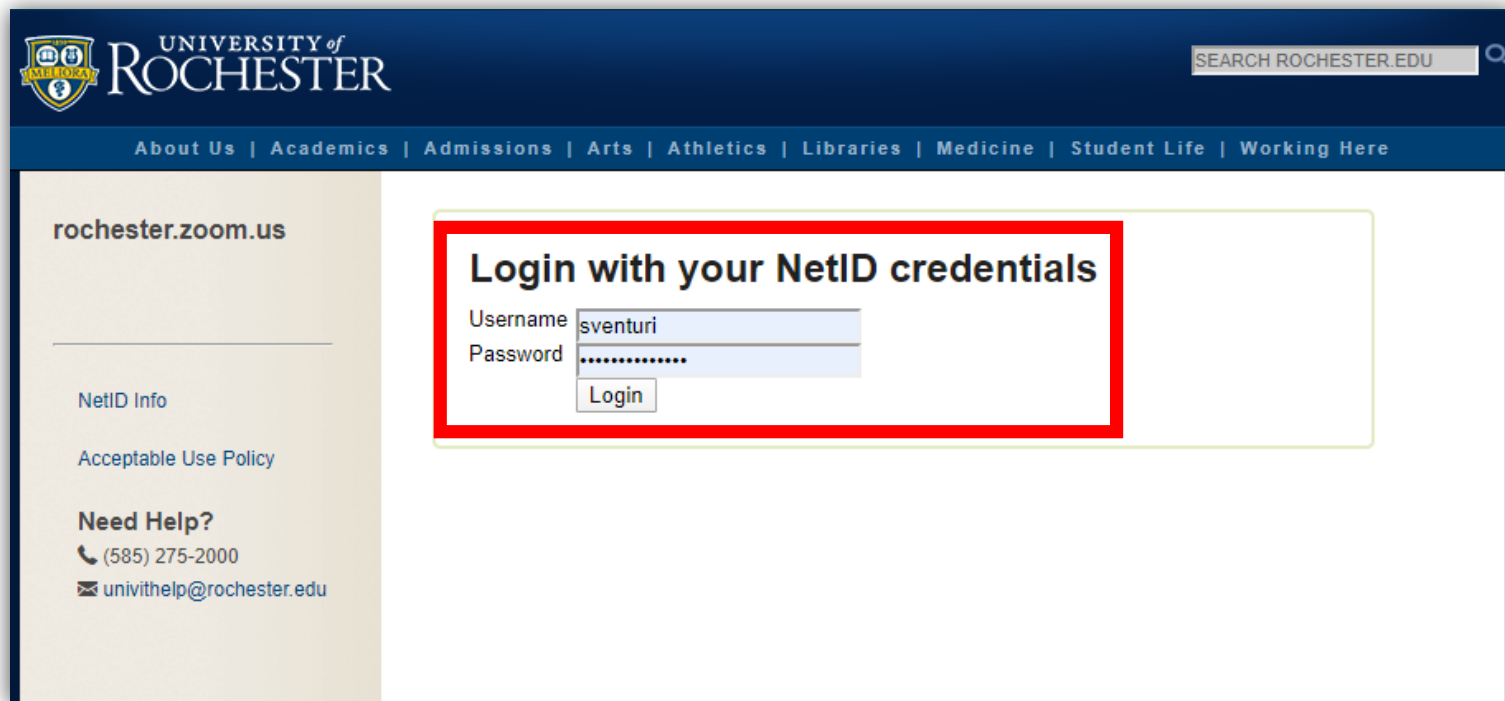
[I do not know the company domain](#) [Continue](#)

[< Back](#)

ZOOM DESKTOP CLIENT

Practical Applications

Getting Started on Desktop and Mobile Devices



The screenshot shows the University of Rochester Zoom login interface. At the top is the University of Rochester logo and a search bar. Below the navigation bar, the URL 'rochester.zoom.us' is displayed. The main content area features a login form titled 'Login with your NetID credentials' enclosed in a red box. The form includes fields for 'Username' (containing 'sventuri') and 'Password' (masked with dots), followed by a 'Login' button. A left sidebar contains links for 'NetID Info', 'Acceptable Use Policy', and 'Need Help?' with contact information.

rochester.zoom.us

UNIVERSITY of ROCHESTER

SEARCH ROCHESTER.EDU

About Us | Academics | Admissions | Arts | Athletics | Libraries | Medicine | Student Life | Working Here

Login with your NetID credentials

Username sventuri

Password

Login

NetID Info

Acceptable Use Policy

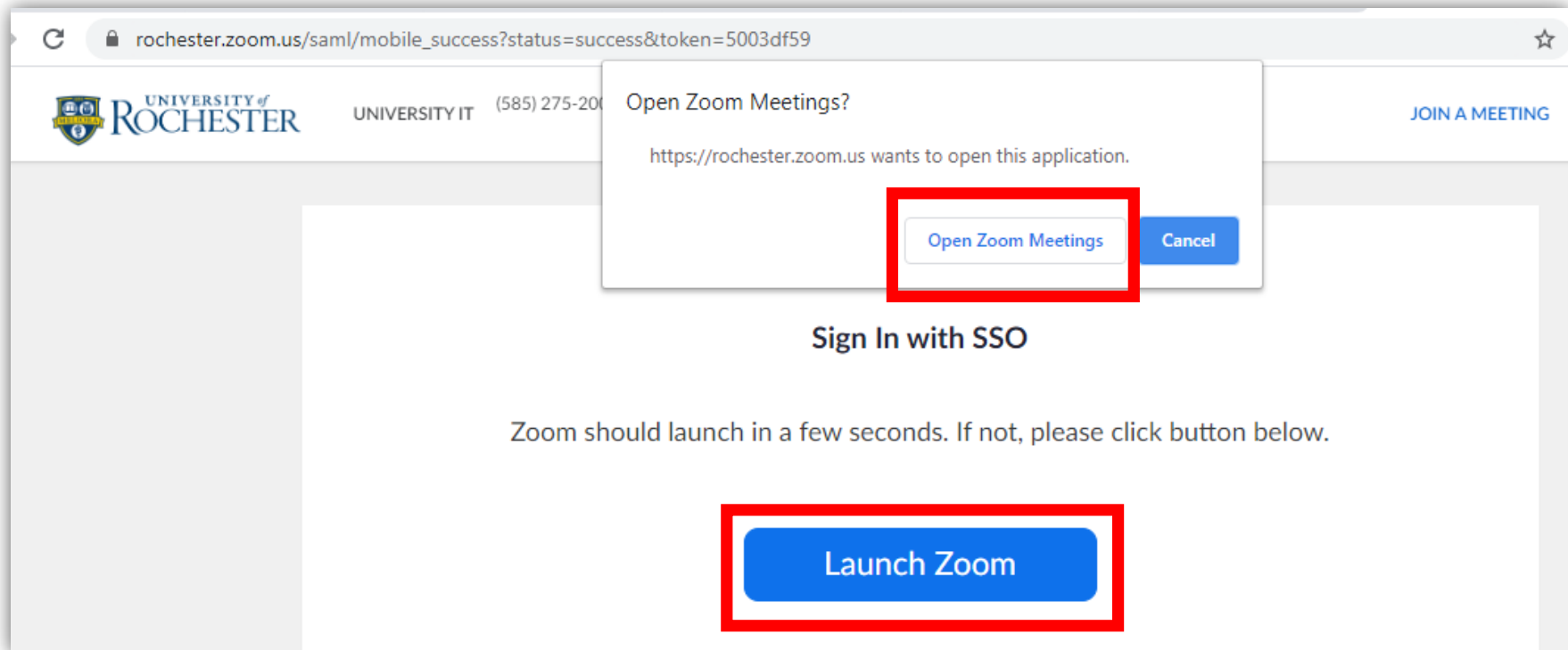
Need Help?

(585) 275-2000

univithelp@rochester.edu

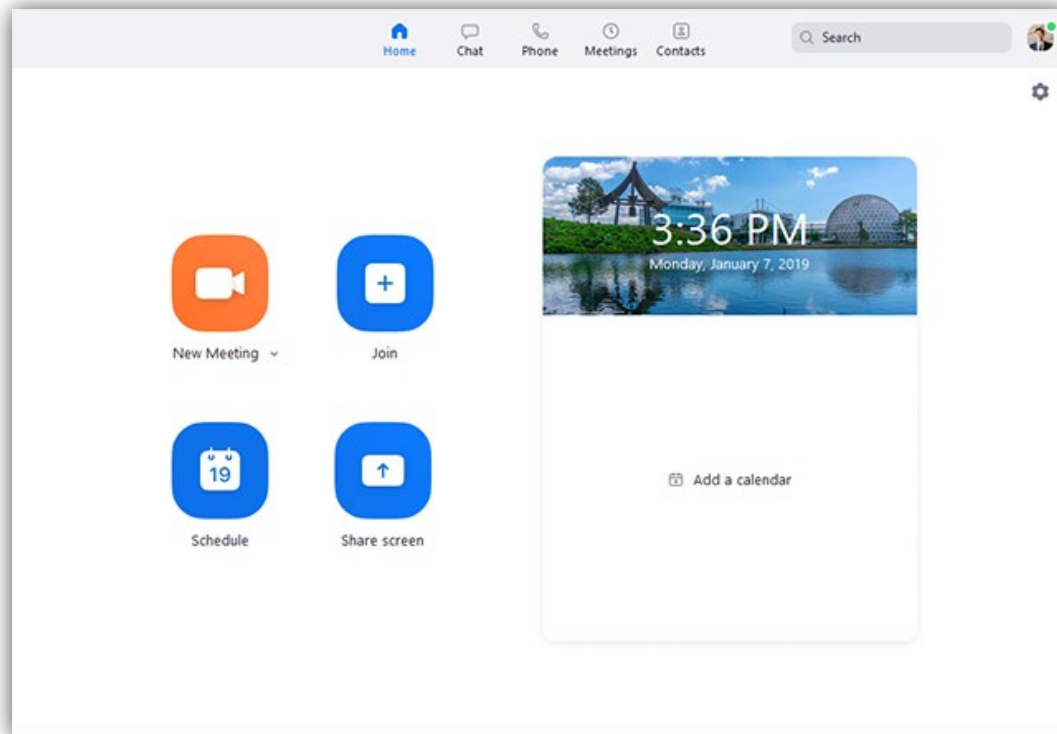
Practical Applications

Getting Started on Desktop and Mobile Devices



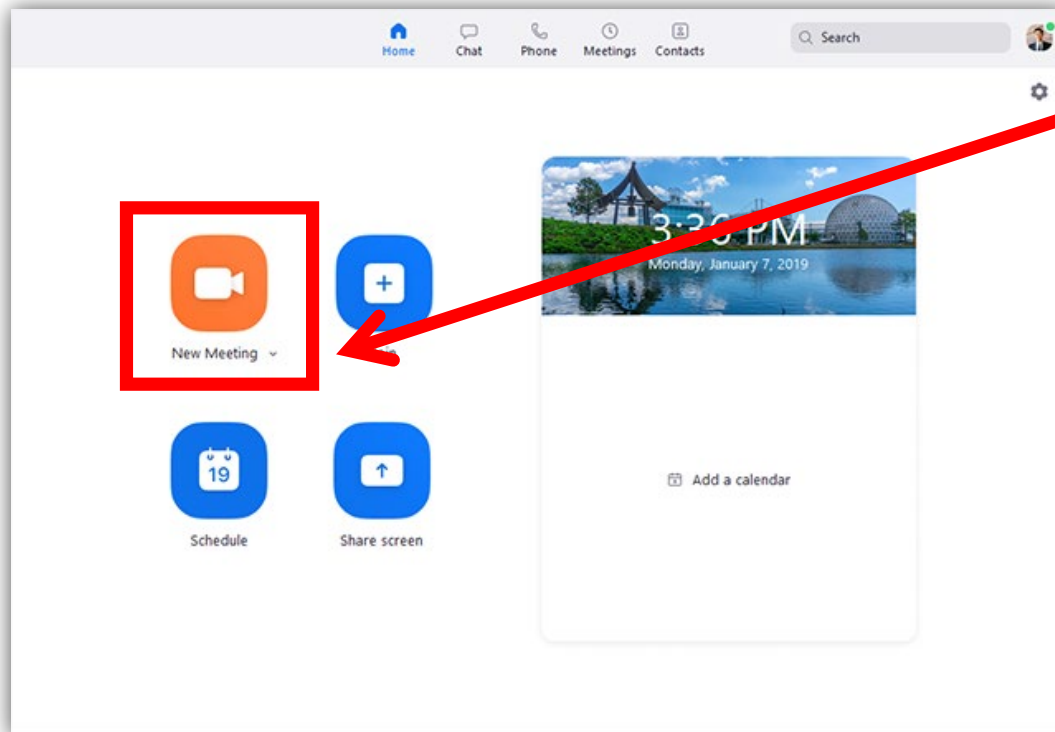
Practical Applications

Getting Started on Desktop and Mobile Devices



Practical Applications

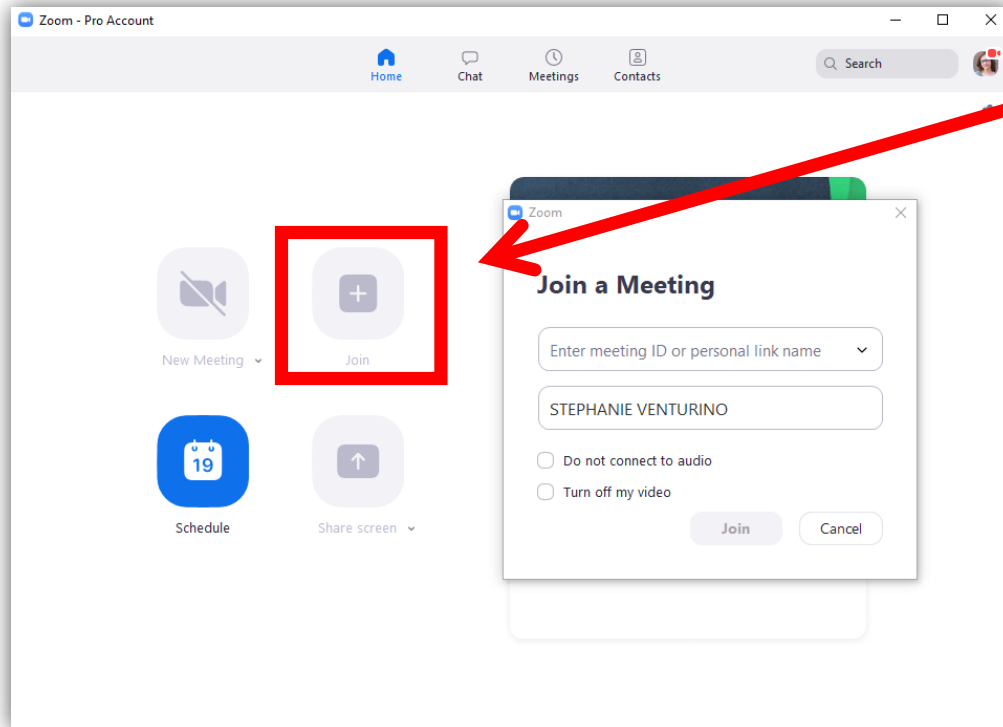
Getting Started on Desktop and Mobile Devices



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

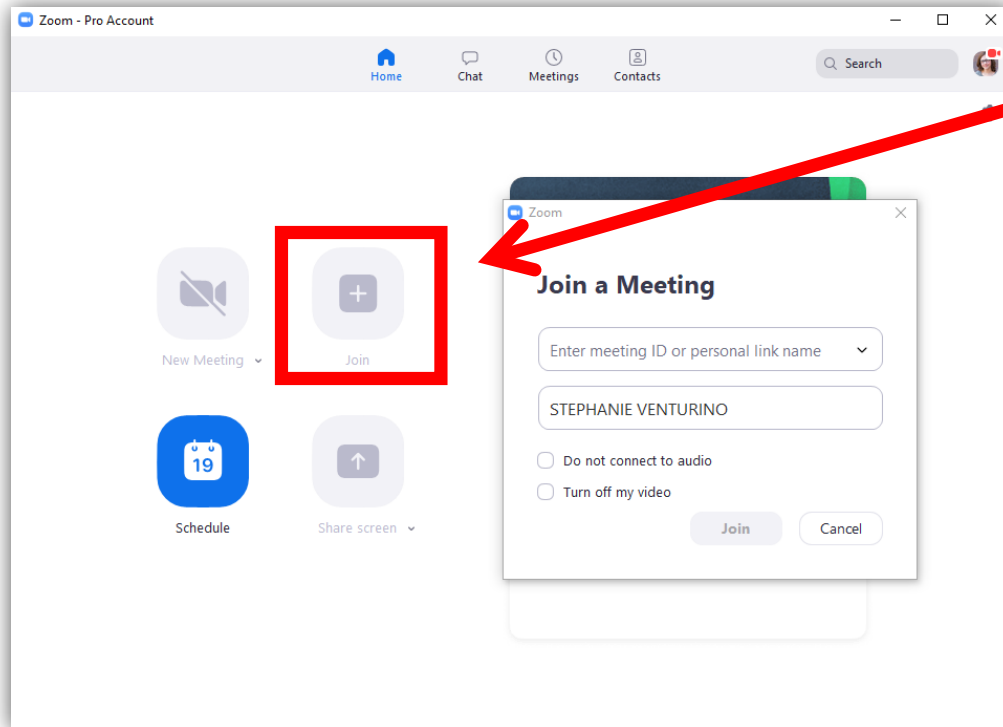
Getting Started on Desktop and Mobile Devices



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

Practical Applications

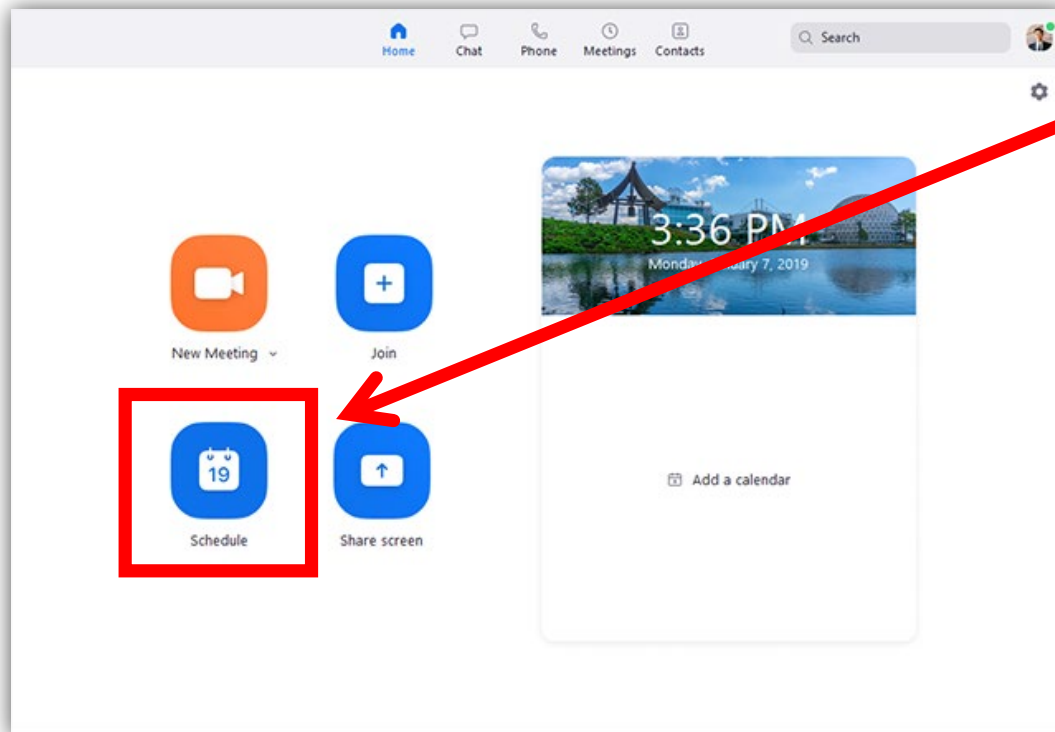
Getting Started on Desktop and Mobile Devices



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

Practical Applications

Getting Started on Desktop and Mobile Devices



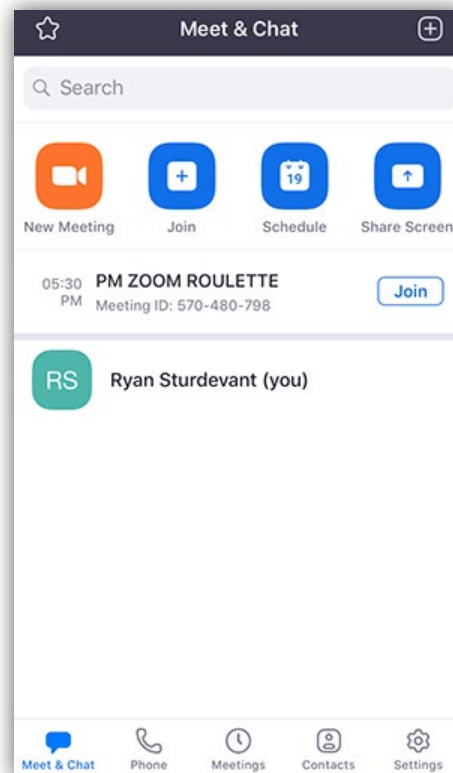
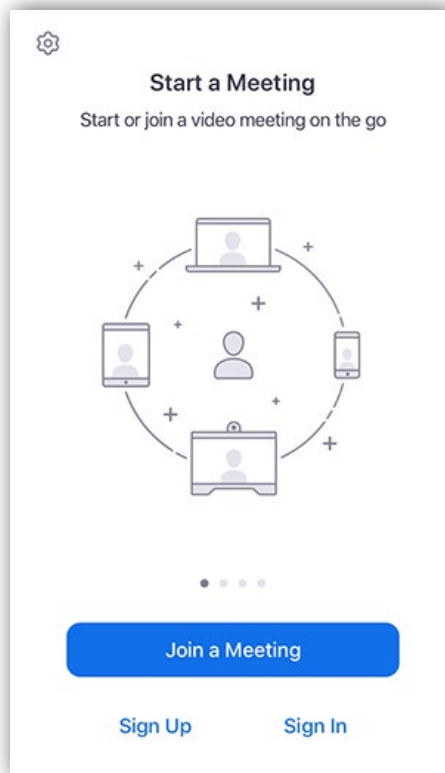
Schedule: Set up a new meeting in the future.

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.

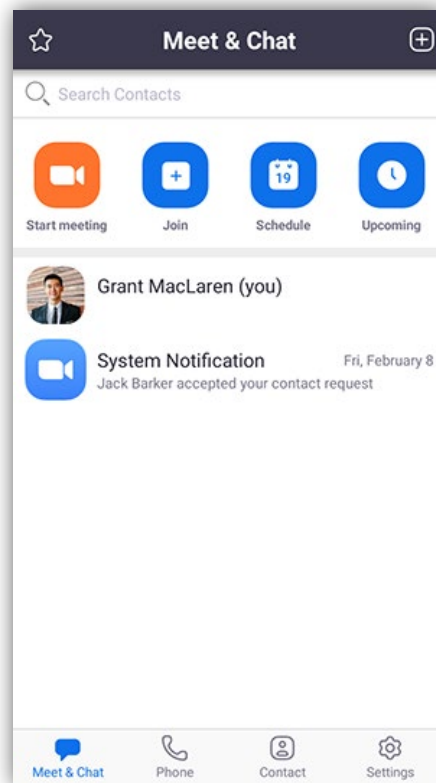
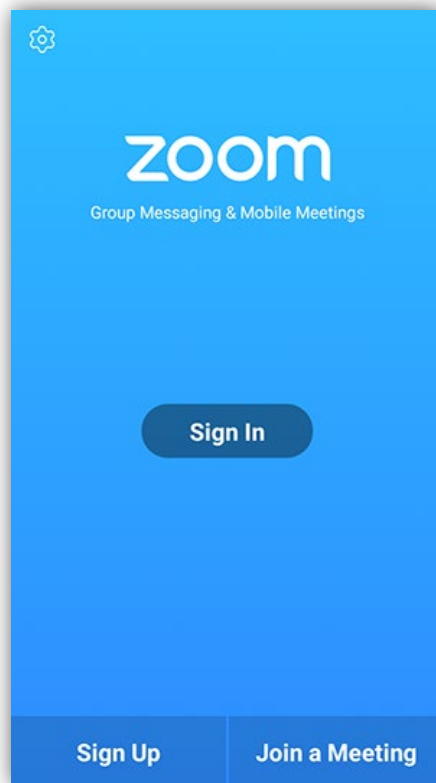
Camera: Sharing your video in a meeting or webinar

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



Check your settings!

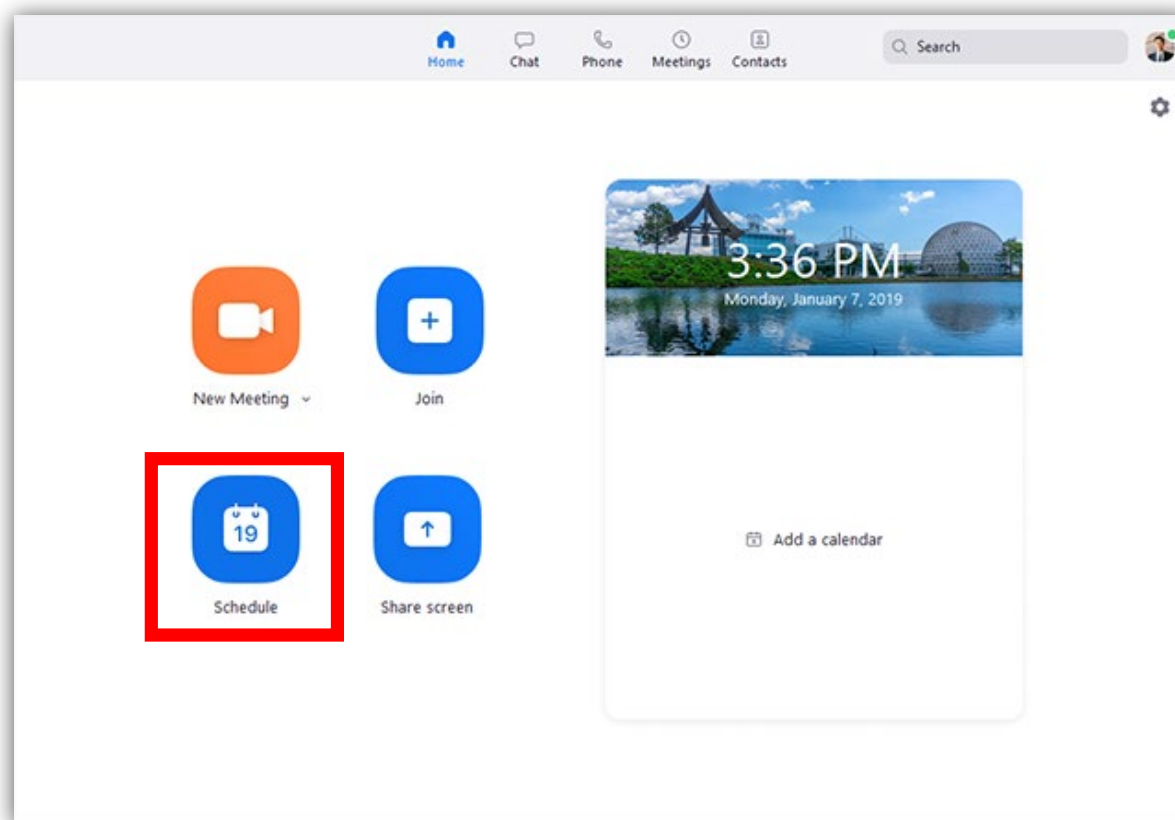
Microphone: Joining using built-in audio devices in a meeting or webinar.

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.

Scheduling and Hosting a Meeting



Scheduling and Hosting a Meeting

Zoom - Pro Account

Schedule a new meeting

Schedule a Meeting

Topic

STEPHANIE VENTURINO's Zoom Meeting

Start: Sun March 15, 2020 9:00

Duration: 1 hour 0 minute

Time Zone: (GMT-04:00) Eastern Time (US and Canada)

☐ Recurring meeting

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID 399-741-9567

Password

☐ Require meeting password

Video

Host: ☒ On ☐ Off Participants: ☒ On ☐ Off

Audio

☐ Telephone ☐ Computer Audio

☒ Telephone and Computer Audio ☐ 3rd Party Audio

Dial in from United States [Edit](#)

Calendar

[Schedule](#) [Cancel](#)

Advanced Options ^

☒ Enable join before host

☐ Mute participants on entry

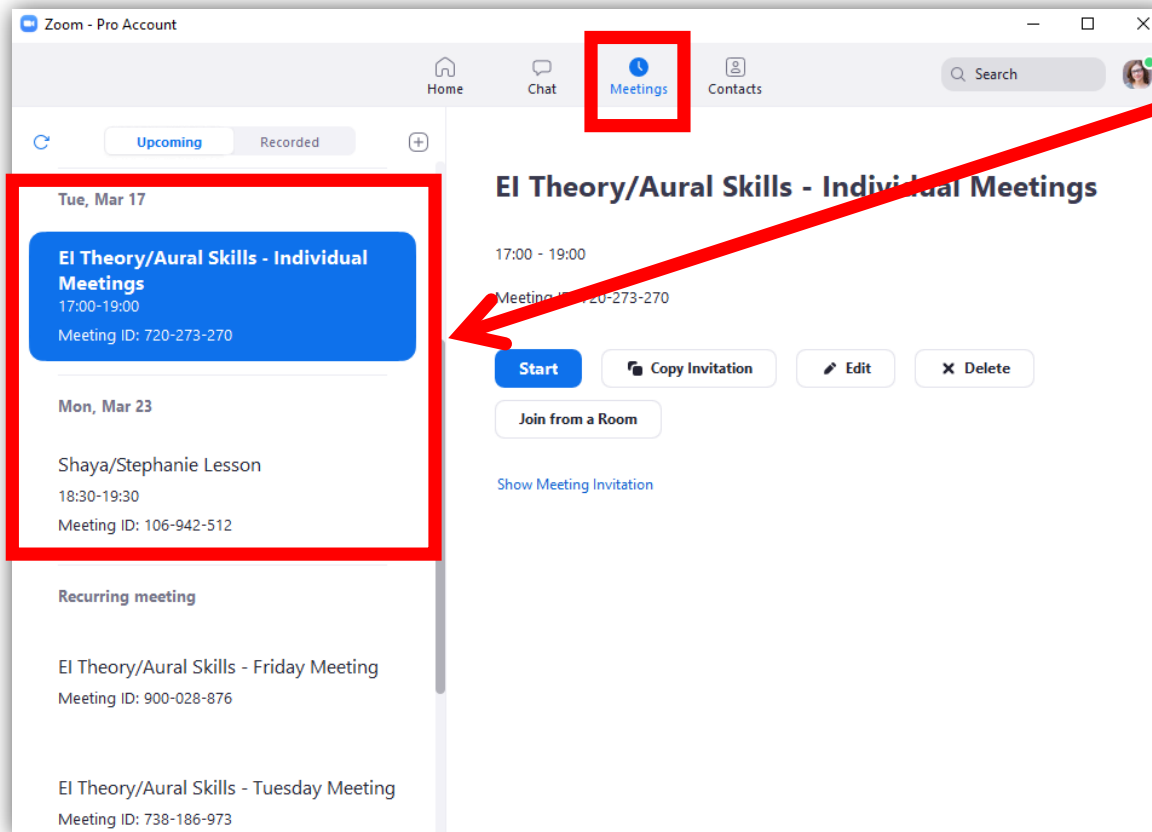
☐ Record the meeting automatically on the local computer

Alternative hosts:

Example:john@company.com;peter@school.edu

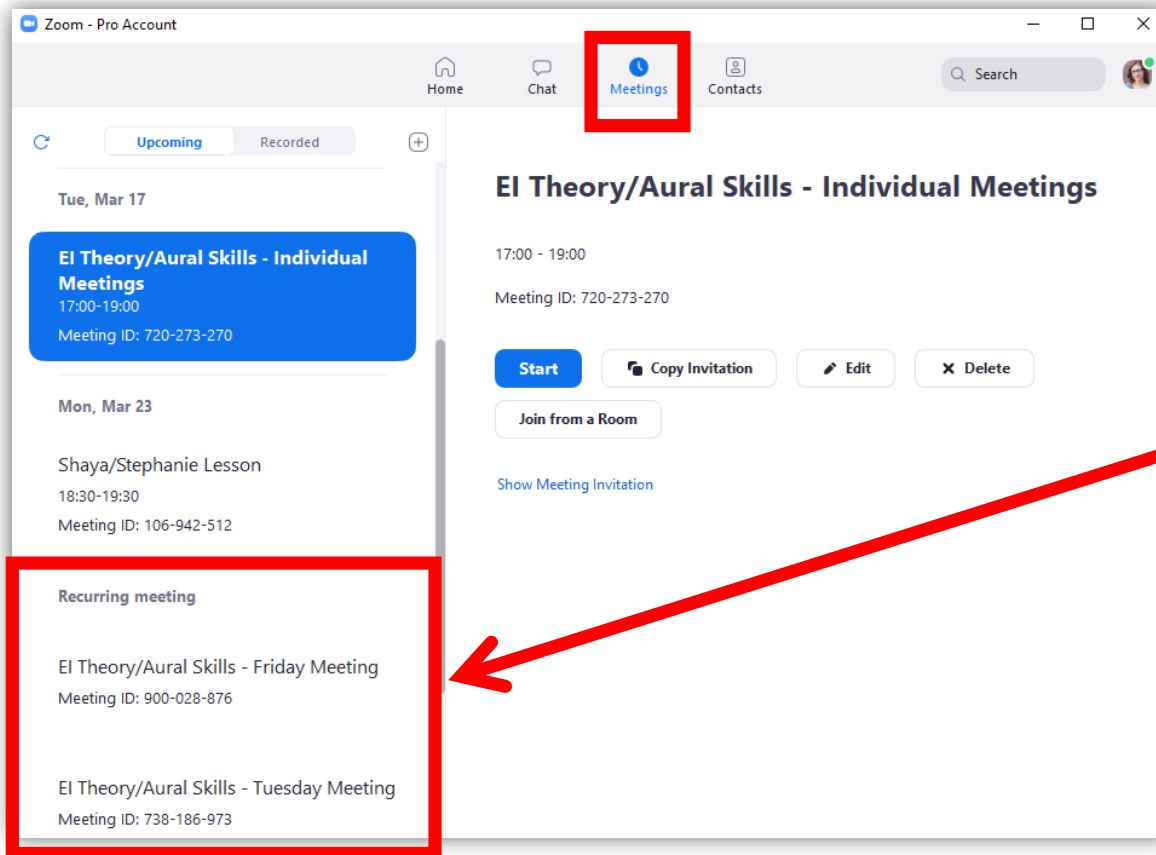
[Schedule](#) [Cancel](#)

Scheduling and Hosting a Meeting



One-time meetings

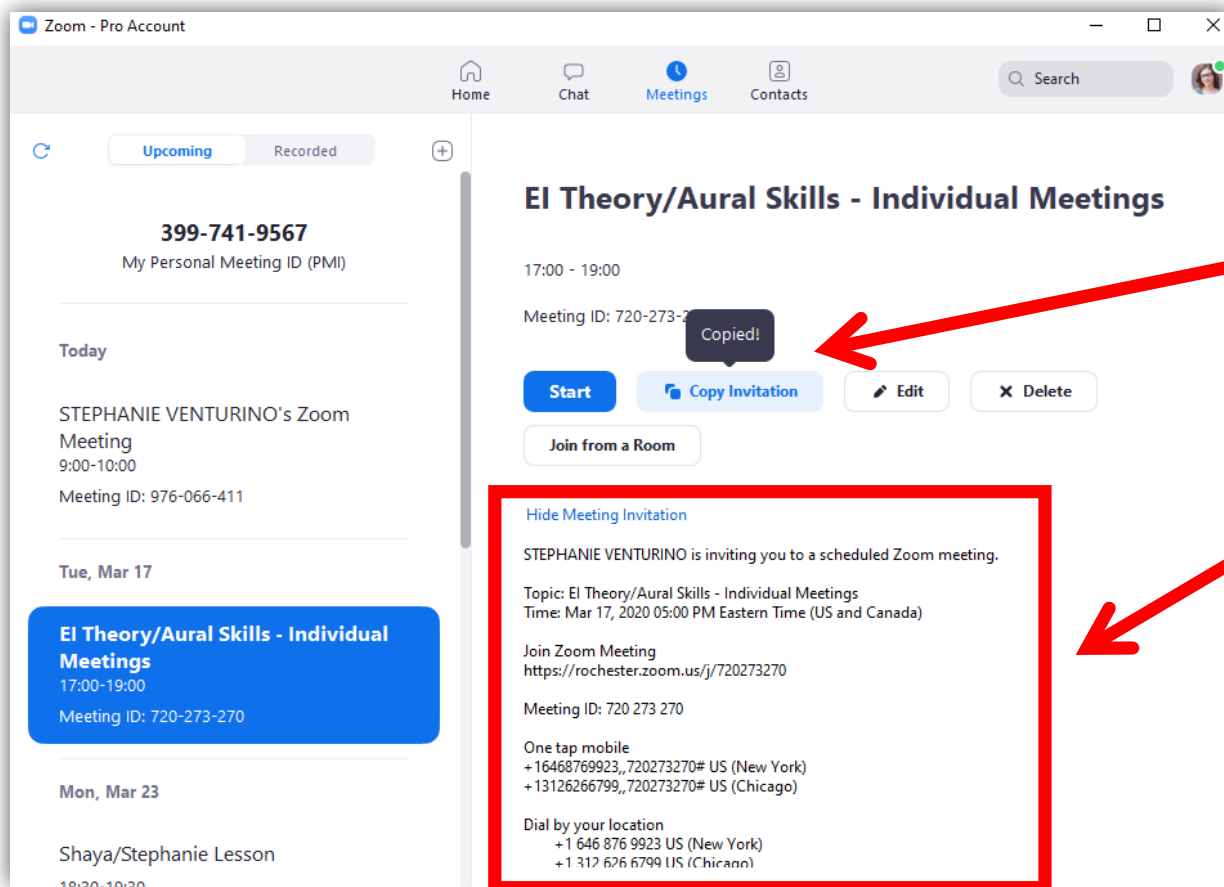
Scheduling and Hosting a Meeting



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

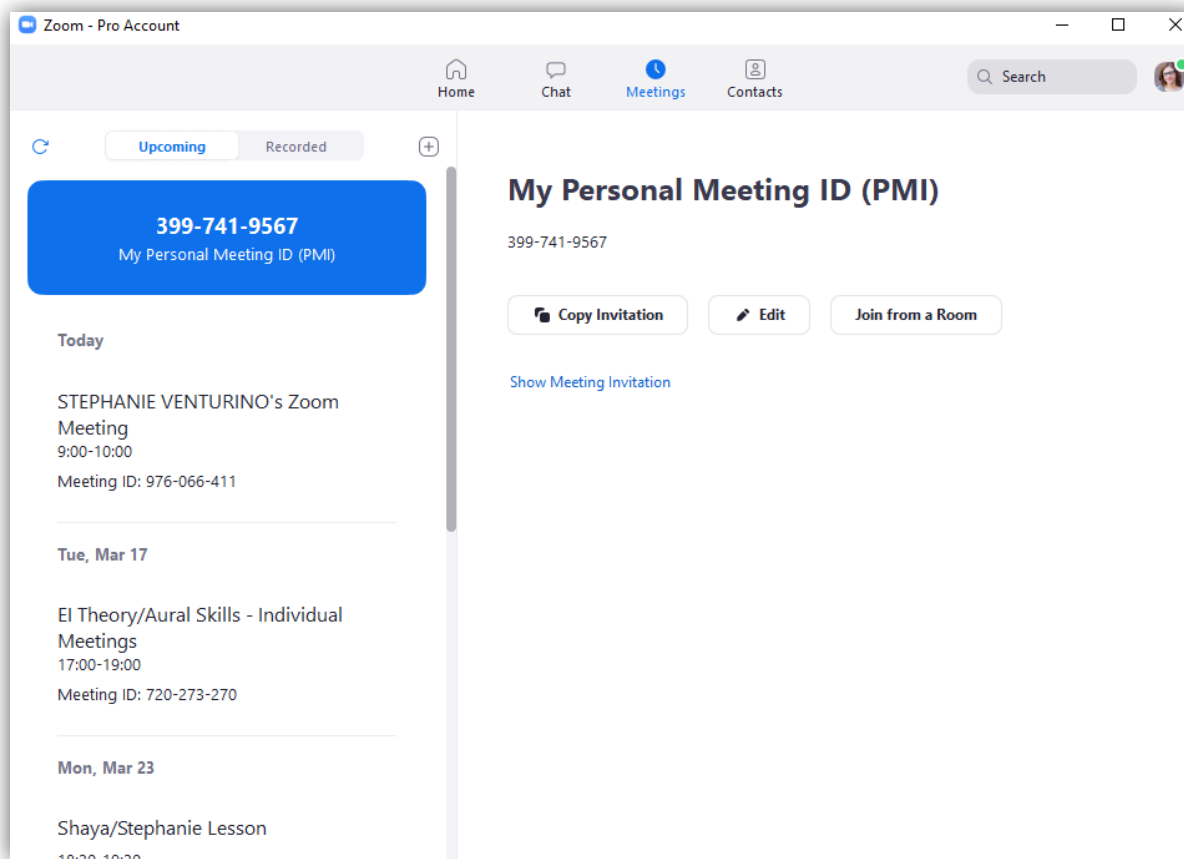
Note: No need to share meeting ID with students if using Blackboard integration.

Scheduling and Hosting a Meeting



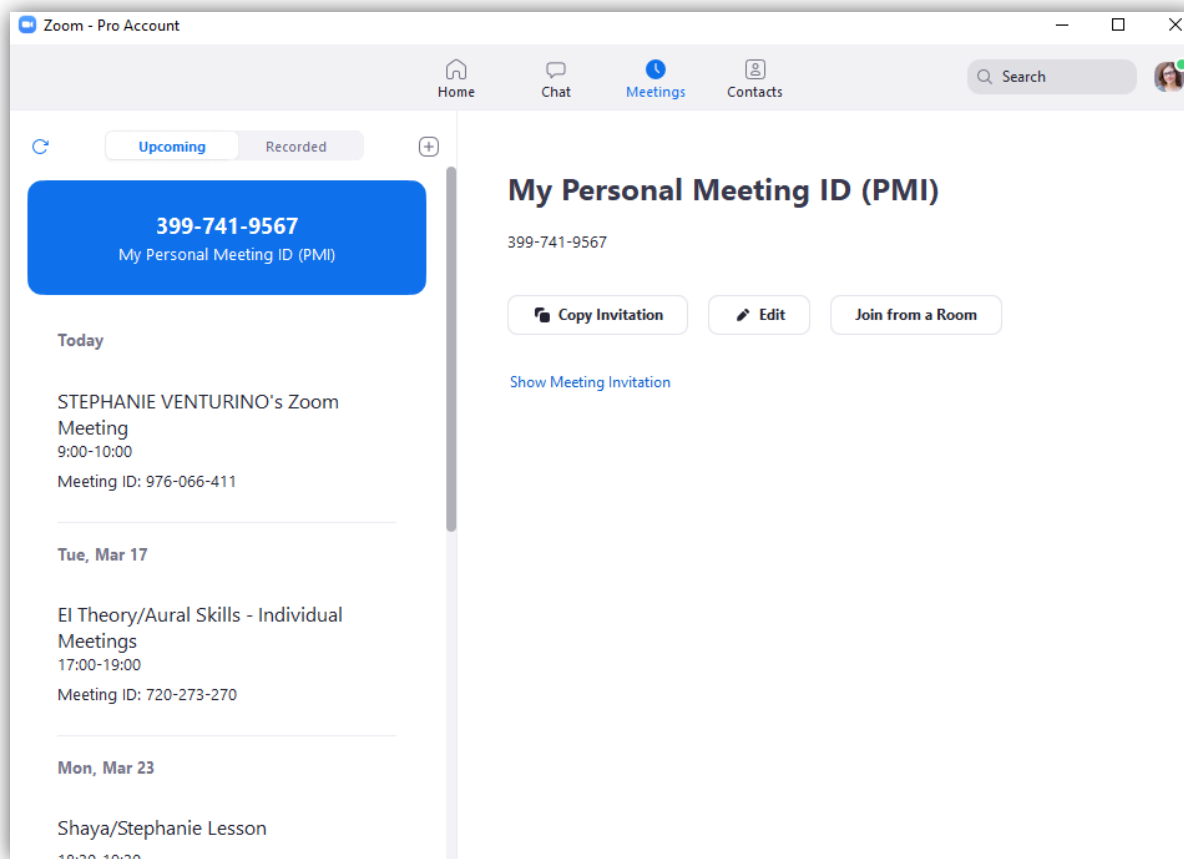
Copy invitation: Use this button to send an invitation to students—they can join through the link, the meeting ID, or by phone.

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.

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.

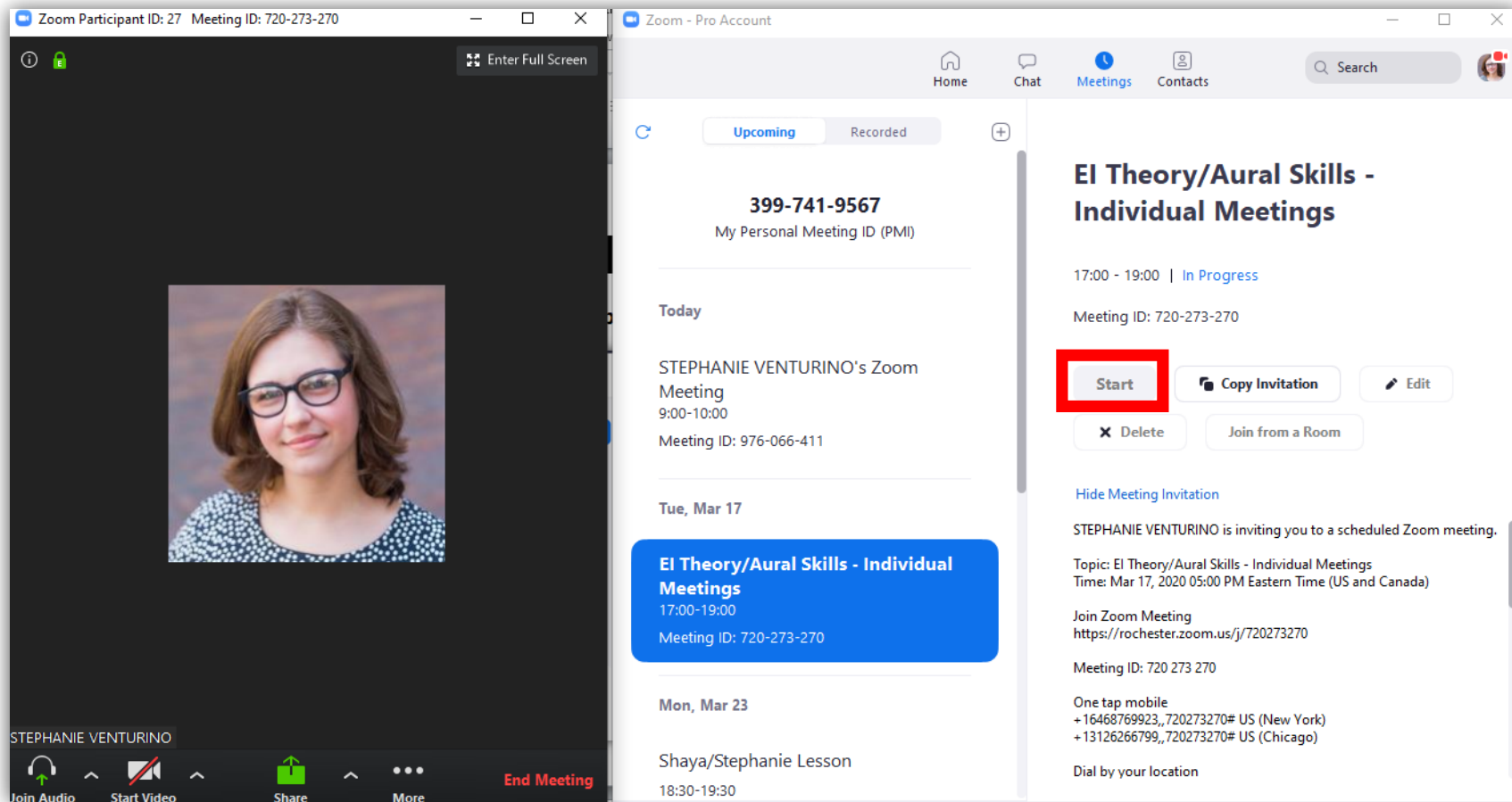
Scheduling and Hosting a Meeting

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

The screenshot displays the Zoom Desktop Client profile page for Stephanie Venturino. The page is divided into a left sidebar with navigation links and a main content area. The sidebar includes links for Profile, Meetings, Webinars, Recordings, Settings, Account Profile, Reports, Attend Live Training, Video Tutorials, and Knowledge Base. The main content area shows the user's profile picture, name, department, and account number. Below this, the Personal Meeting ID is listed as 399-741-9567, along with a custom link: <https://rochester.zoom.us/j/3997419567>. The Personal Link is highlighted with a red box and is <https://rochester.zoom.us/my/sventuri>. The Sign-In Email is sventuri@u.rochester.edu, and the Linked accounts section shows a Microsoft account icon. A red box highlights the Personal Link and its Customization options.

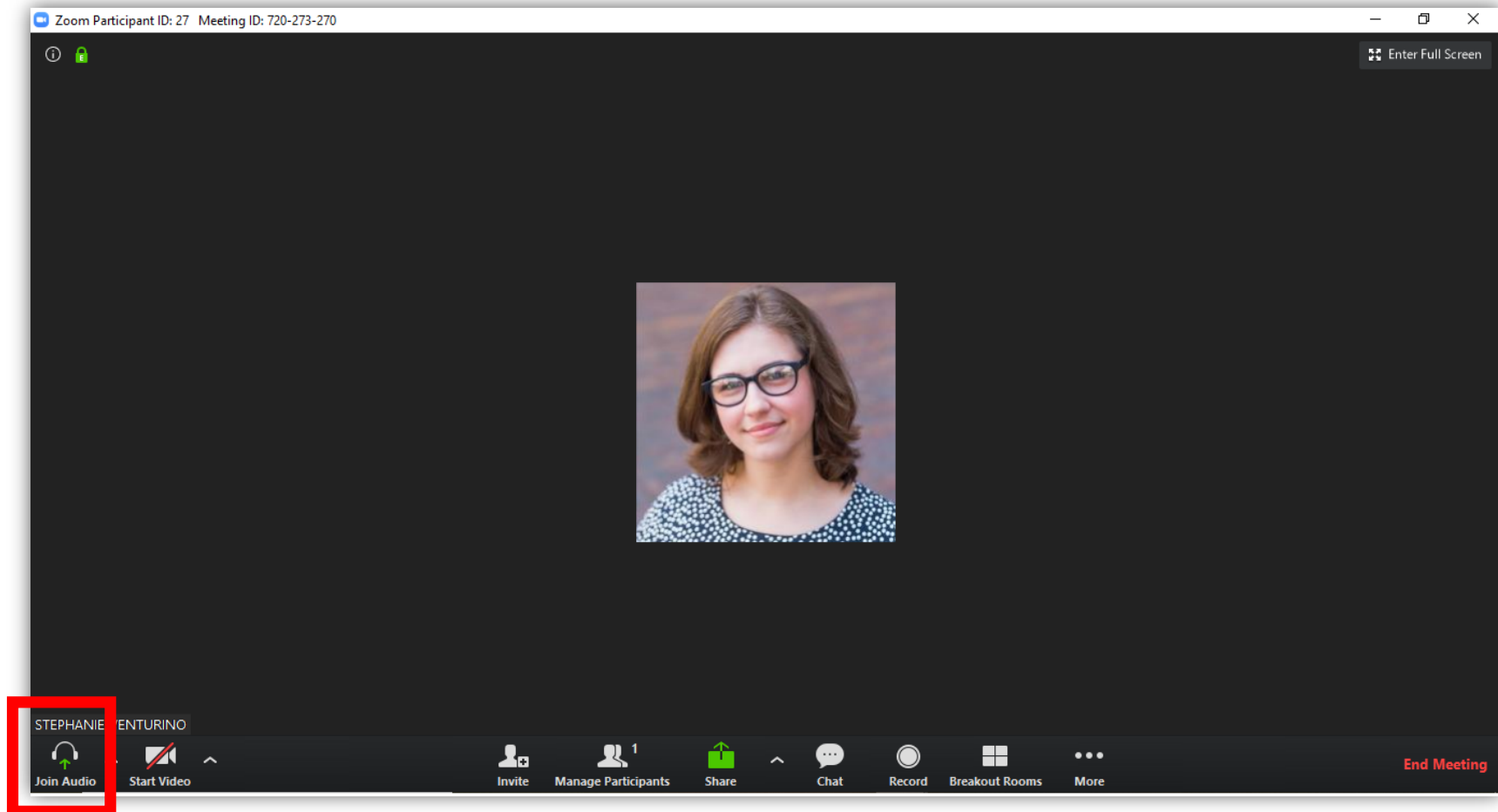
Field	Value	Action
Profile Picture		Change Delete
Name	STEPHANIE VENTURINO	Edit
Department	[Redacted]	
Account No.	[Redacted]	
Personal Meeting ID	399-741-9567	Edit
Personal Link	https://rochester.zoom.us/j/3997419567	Customize
Sign-In Email	sventuri@u.rochester.edu	Edit
Linked accounts		

Scheduling and Hosting a Meeting



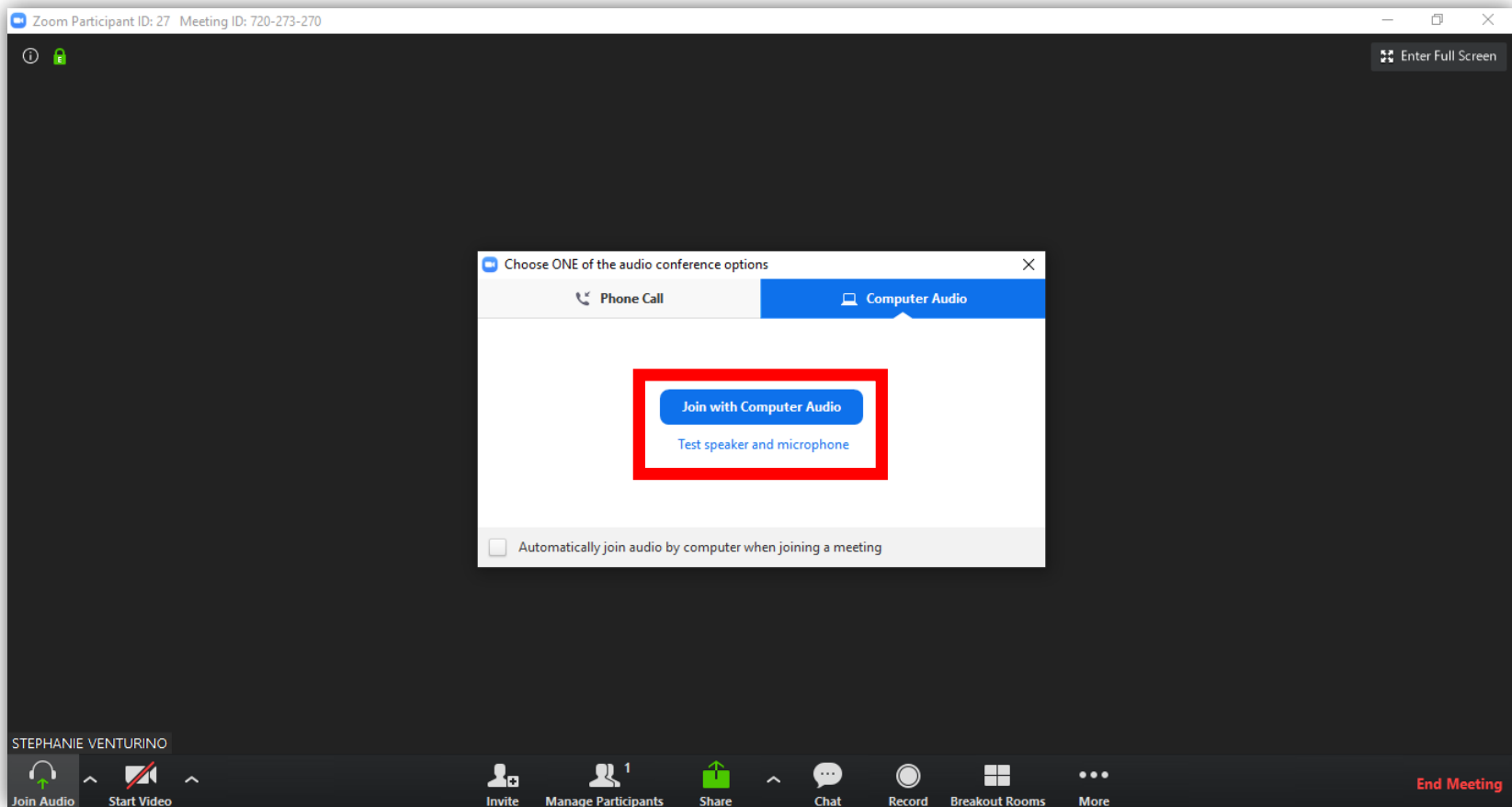
ZOOM DESKTOP CLIENT

Turning On Audio and Video



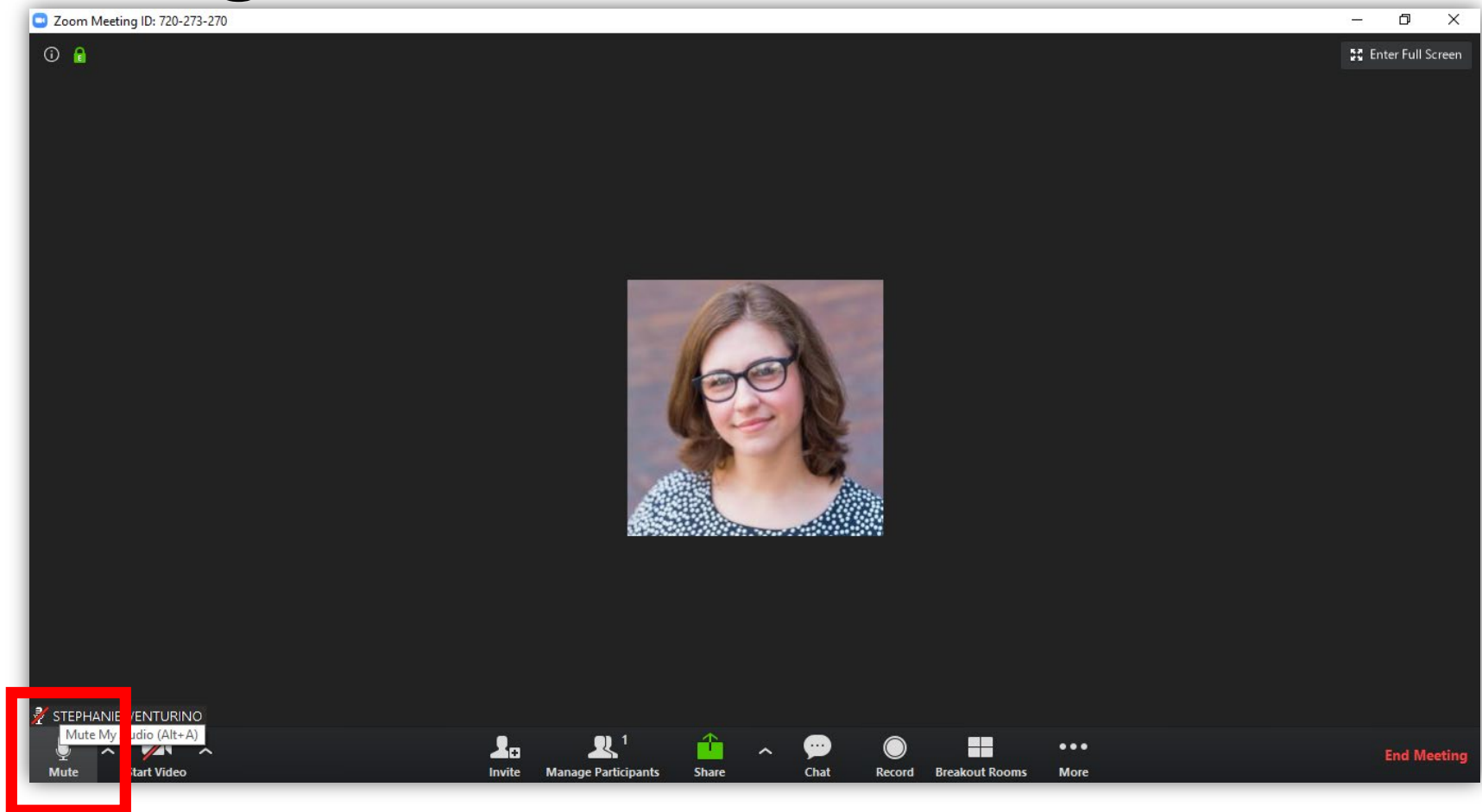
ZOOM DESKTOP CLIENT

Turning On Audio and Video



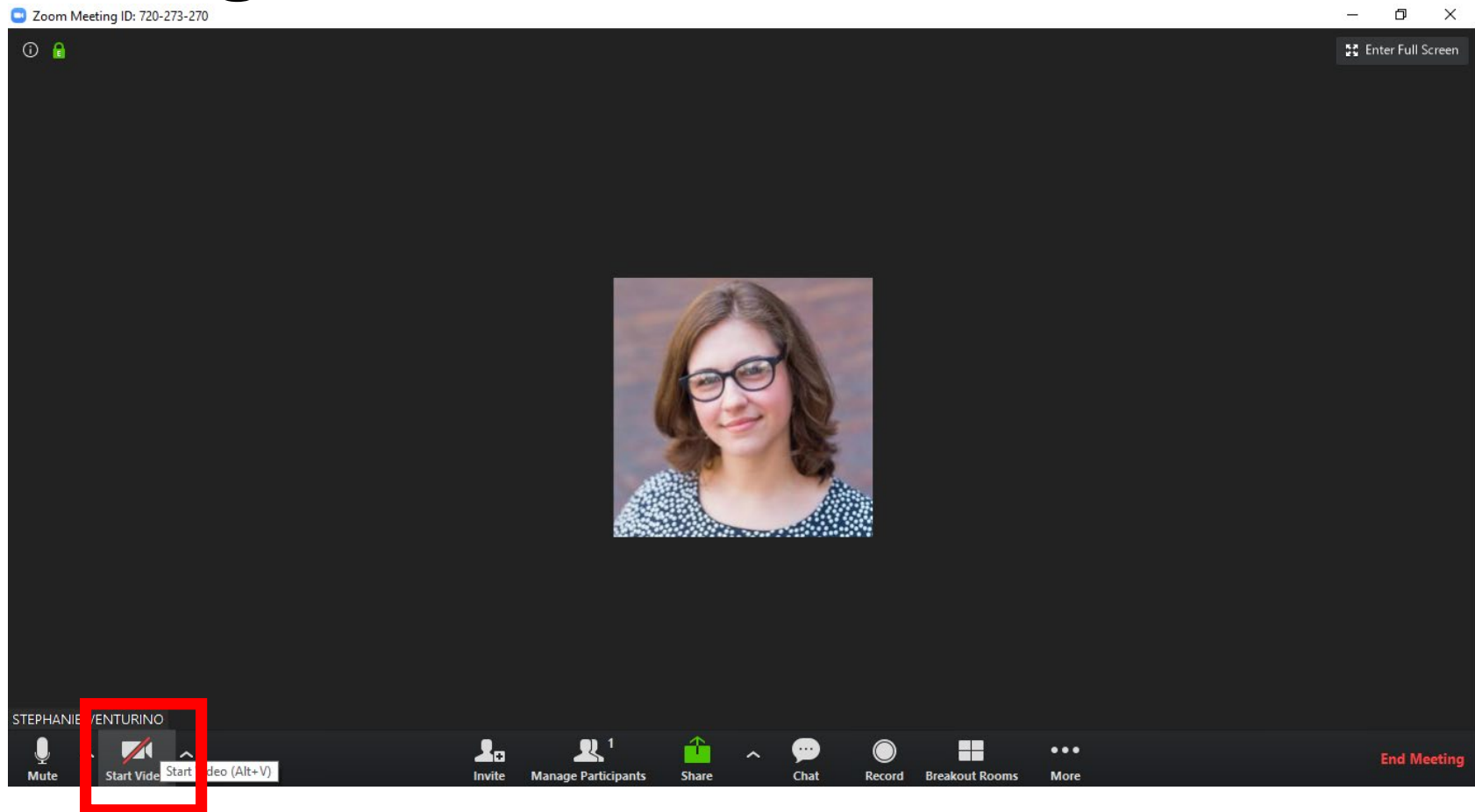
ZOOM DESKTOP CLIENT

Turning On Audio and Video

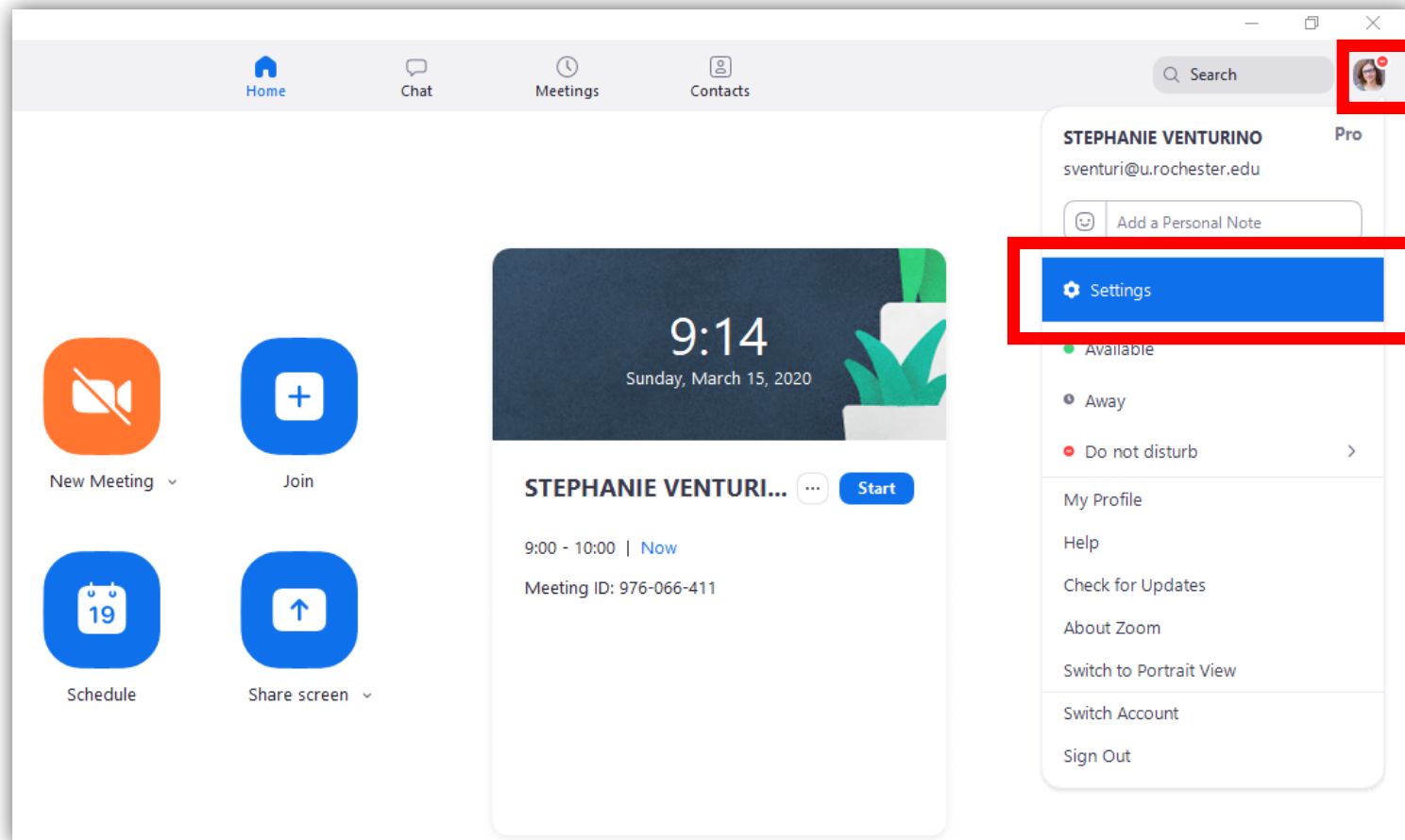


ZOOM DESKTOP CLIENT

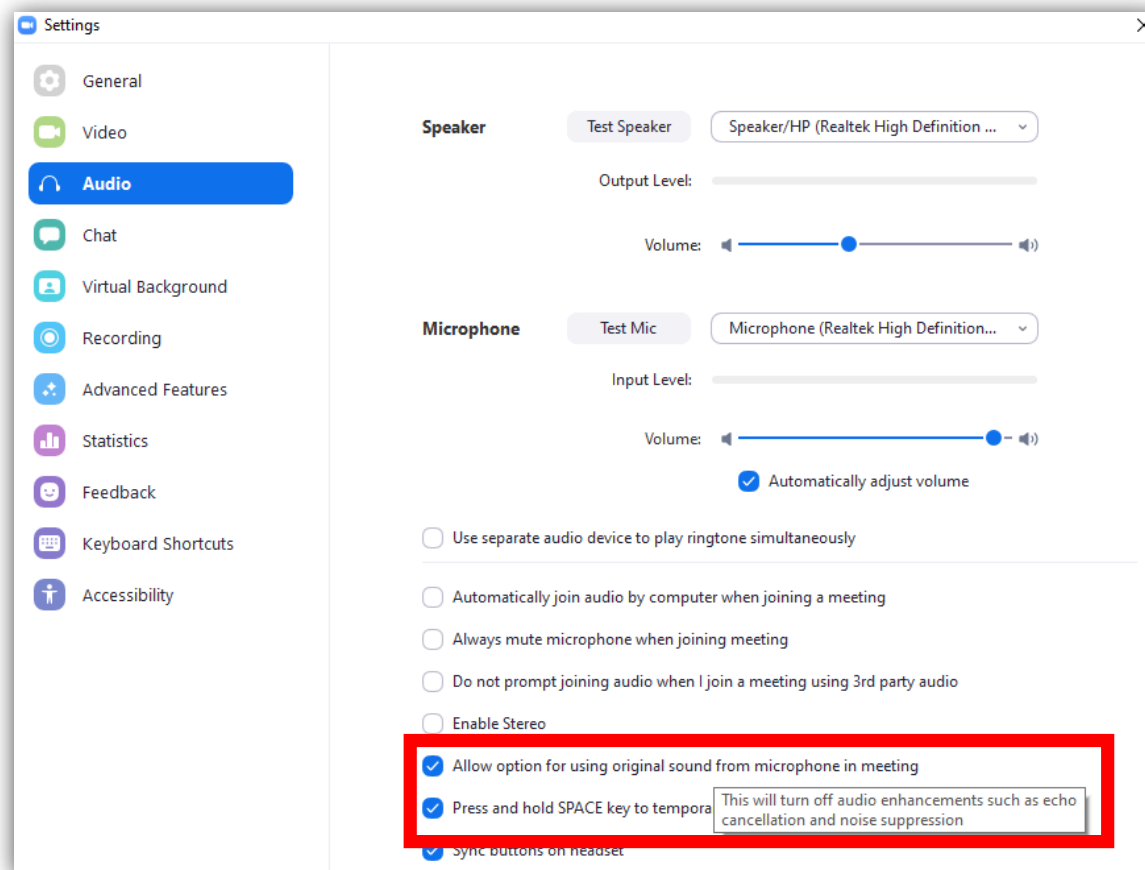
Turning On Audio and Video



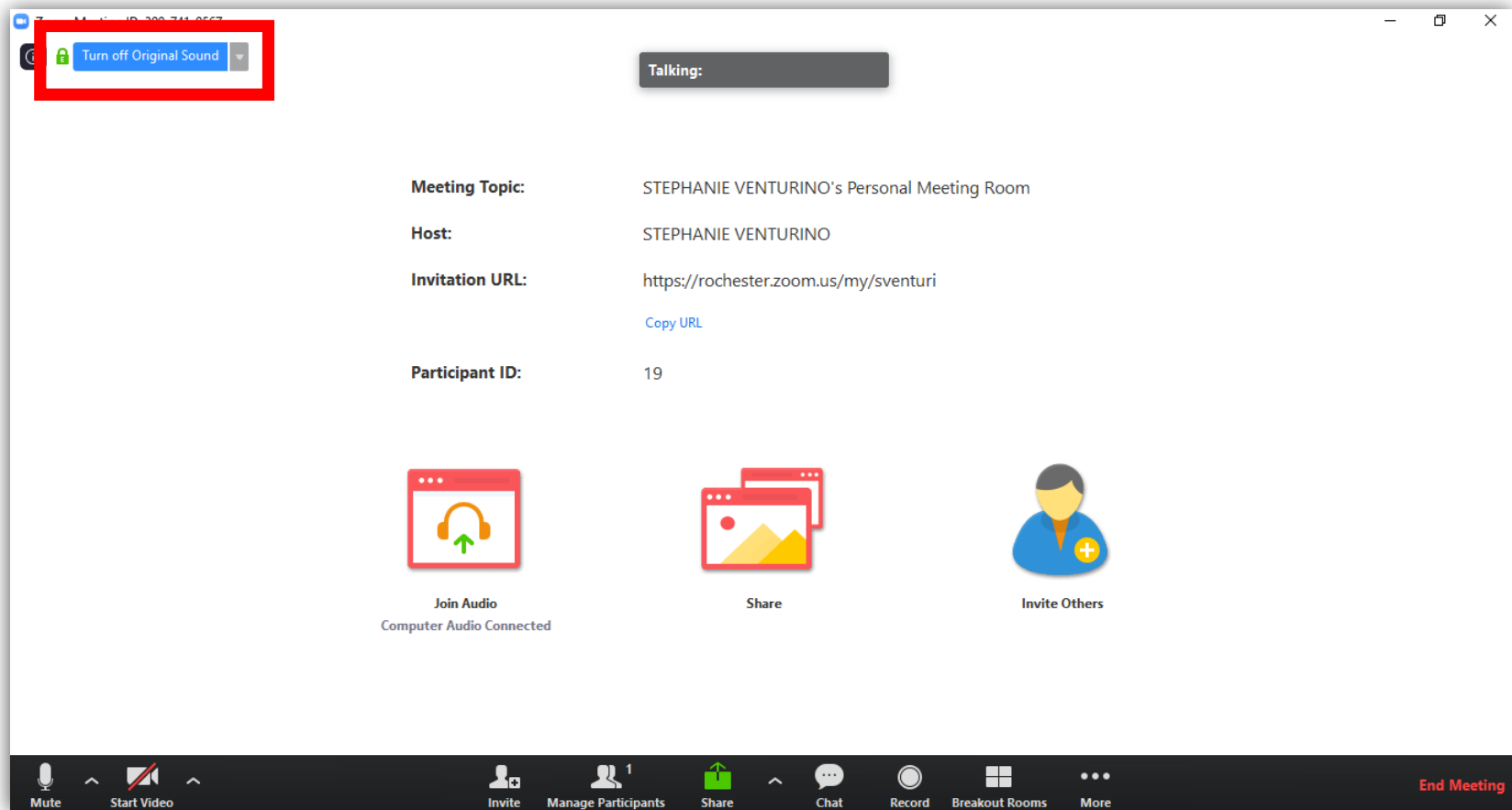
Preserve Original Sound



Preserve Original Sound



Preserve Original Sound

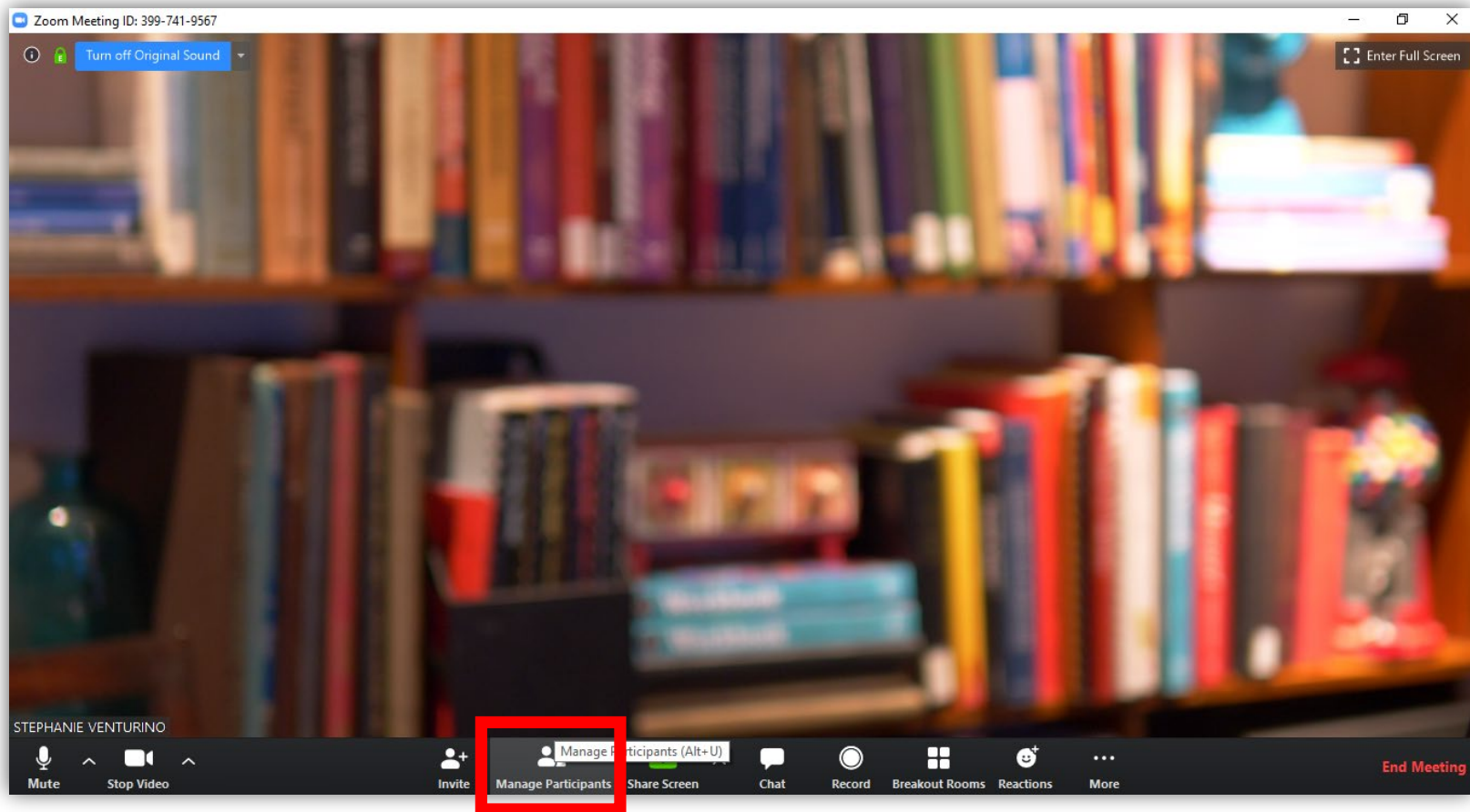


General Video and Audio Tips

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.

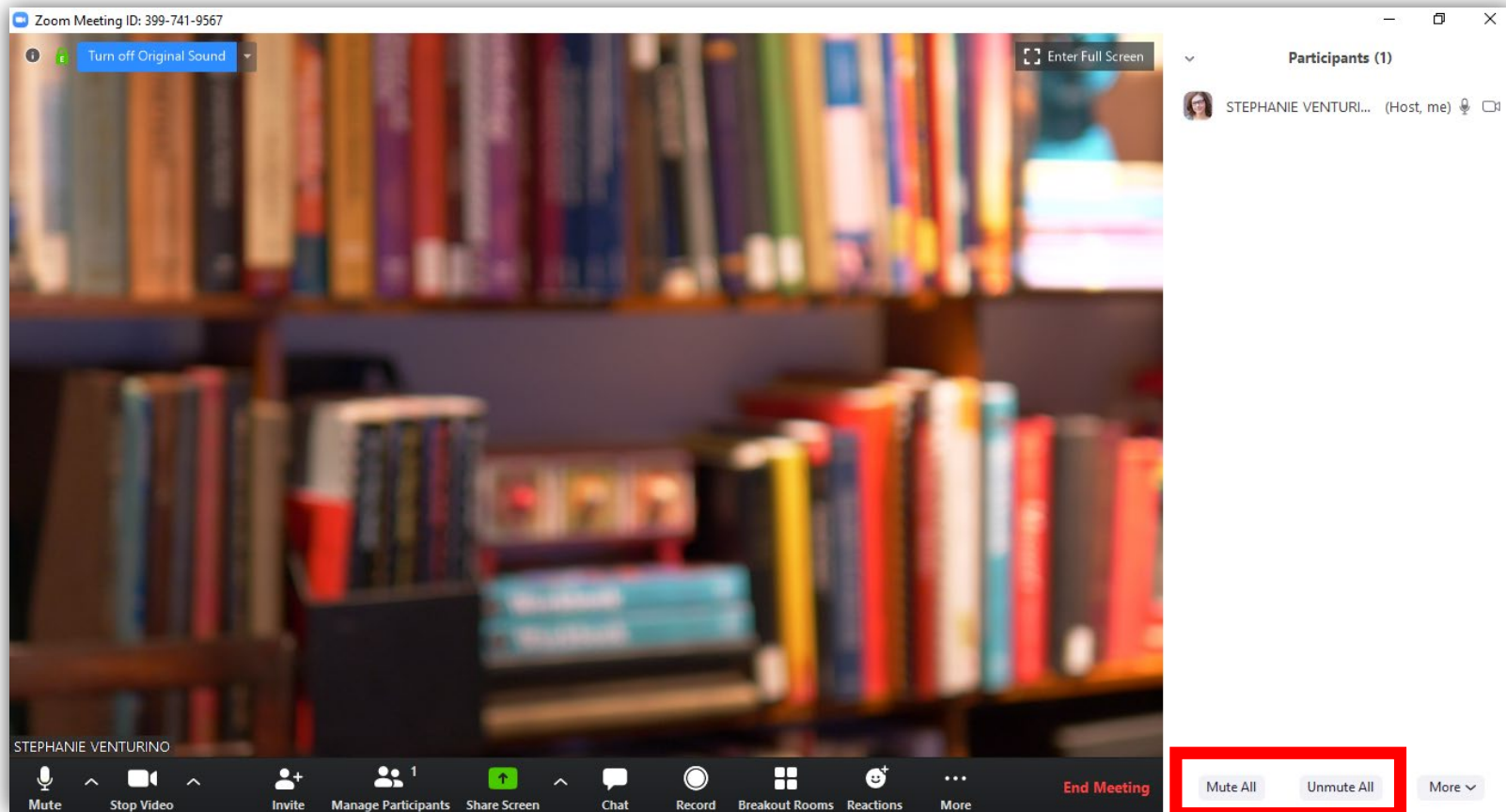
ZOOM DESKTOP CLIENT

Managing Participants



ZOOM DESKTOP CLIENT

Managing Participants

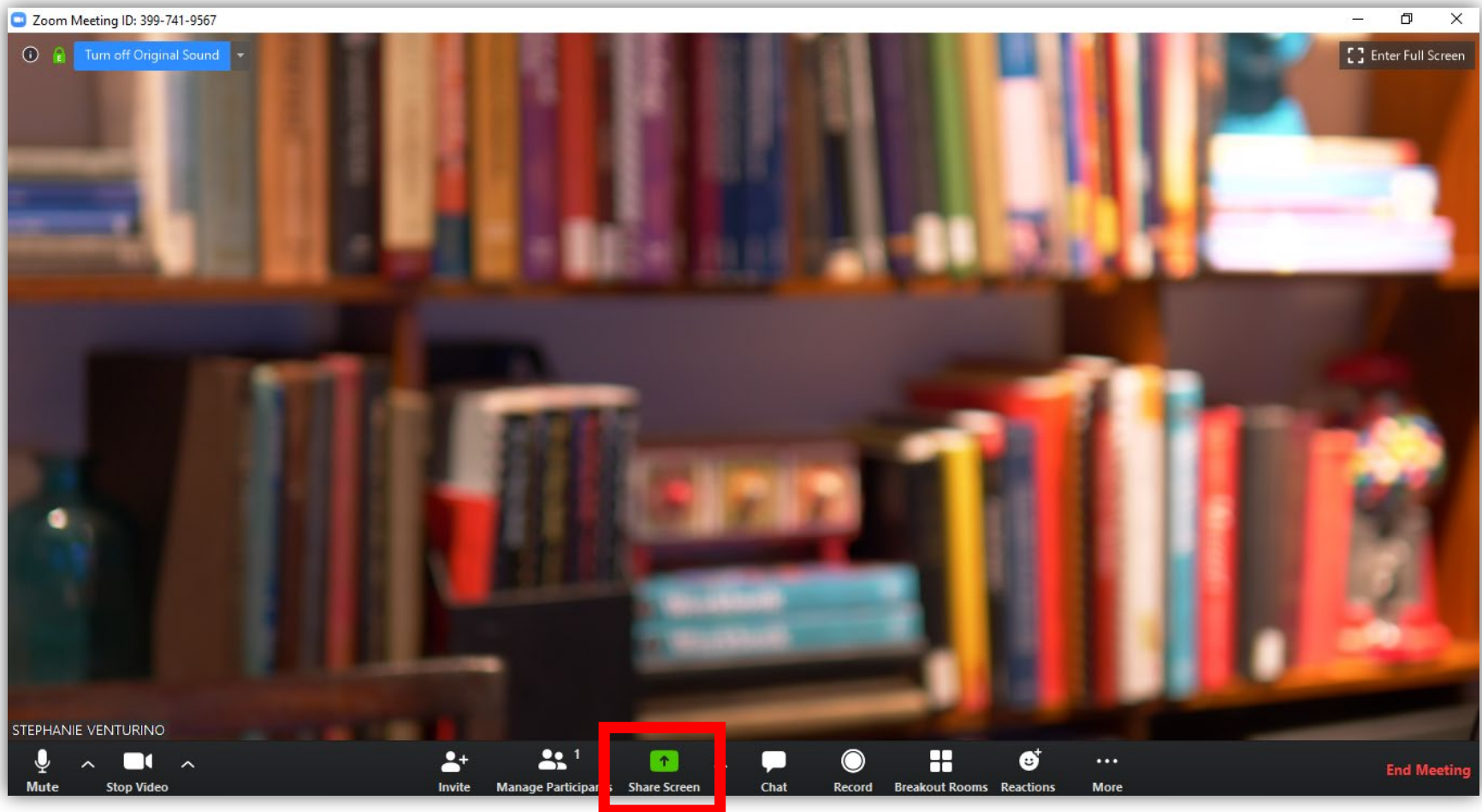


Screen Share - Basics

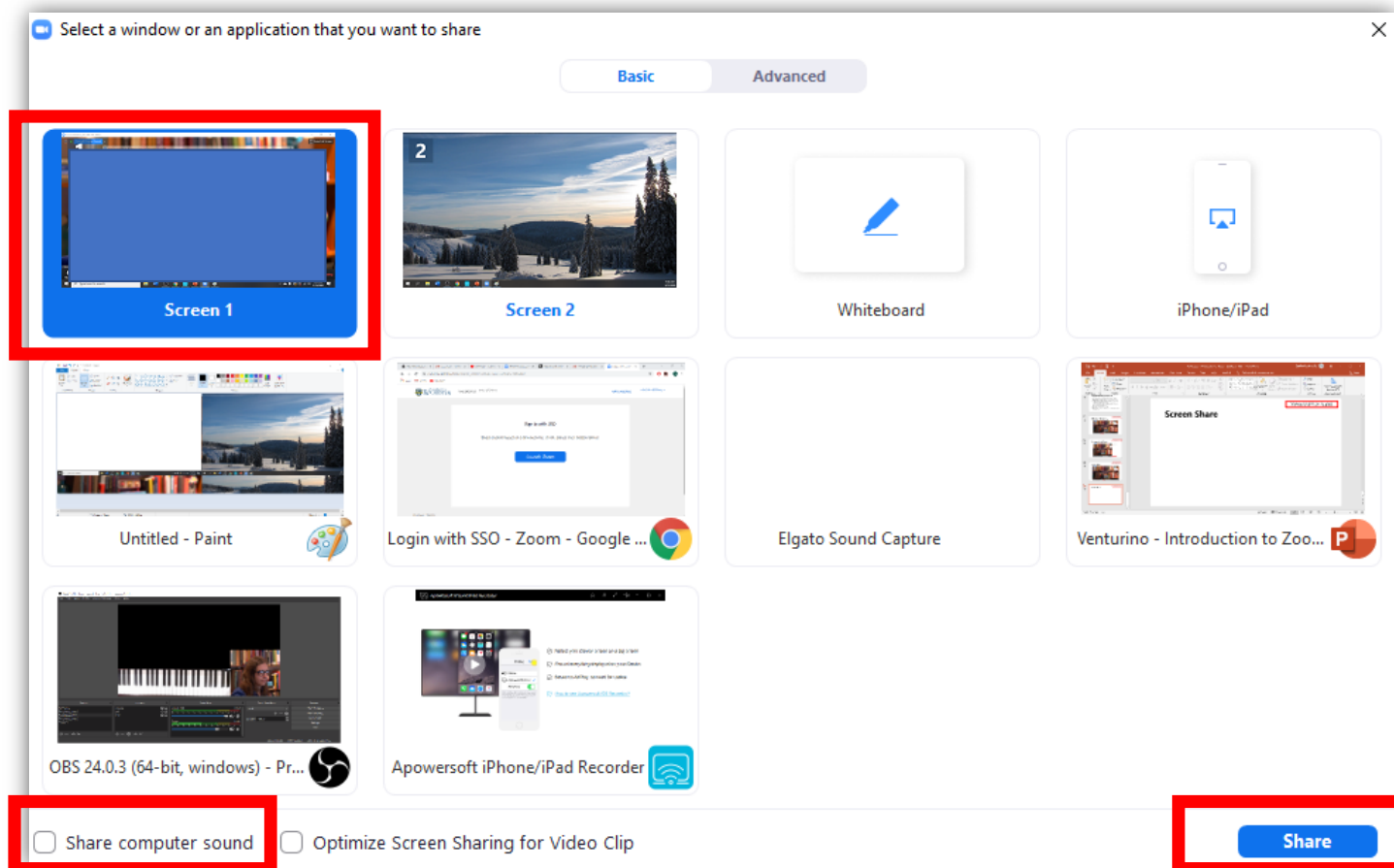
- Sharing iPhone/iPad through AirPlay—both devices must be on UR Guest (the same Wi-Fi network).
- Share computer sound—make sure it's checked if playing videos in class! You can also share *just* sound, not your whole screen.
- Annotate: allows you to draw on the screen over slides; make sure to switch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

ZOOM DESKTOP CLIENT

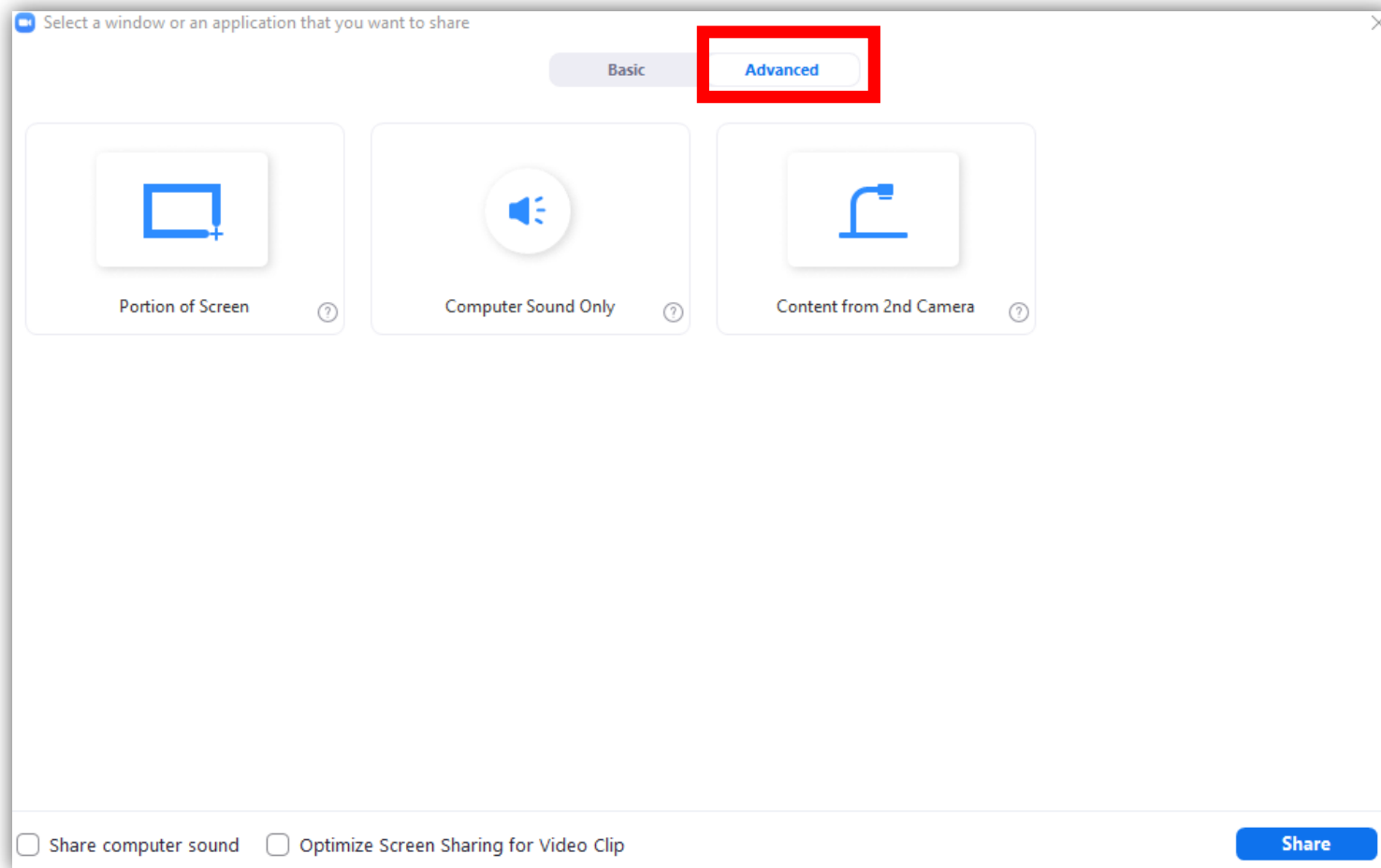
Screen Share - Basics



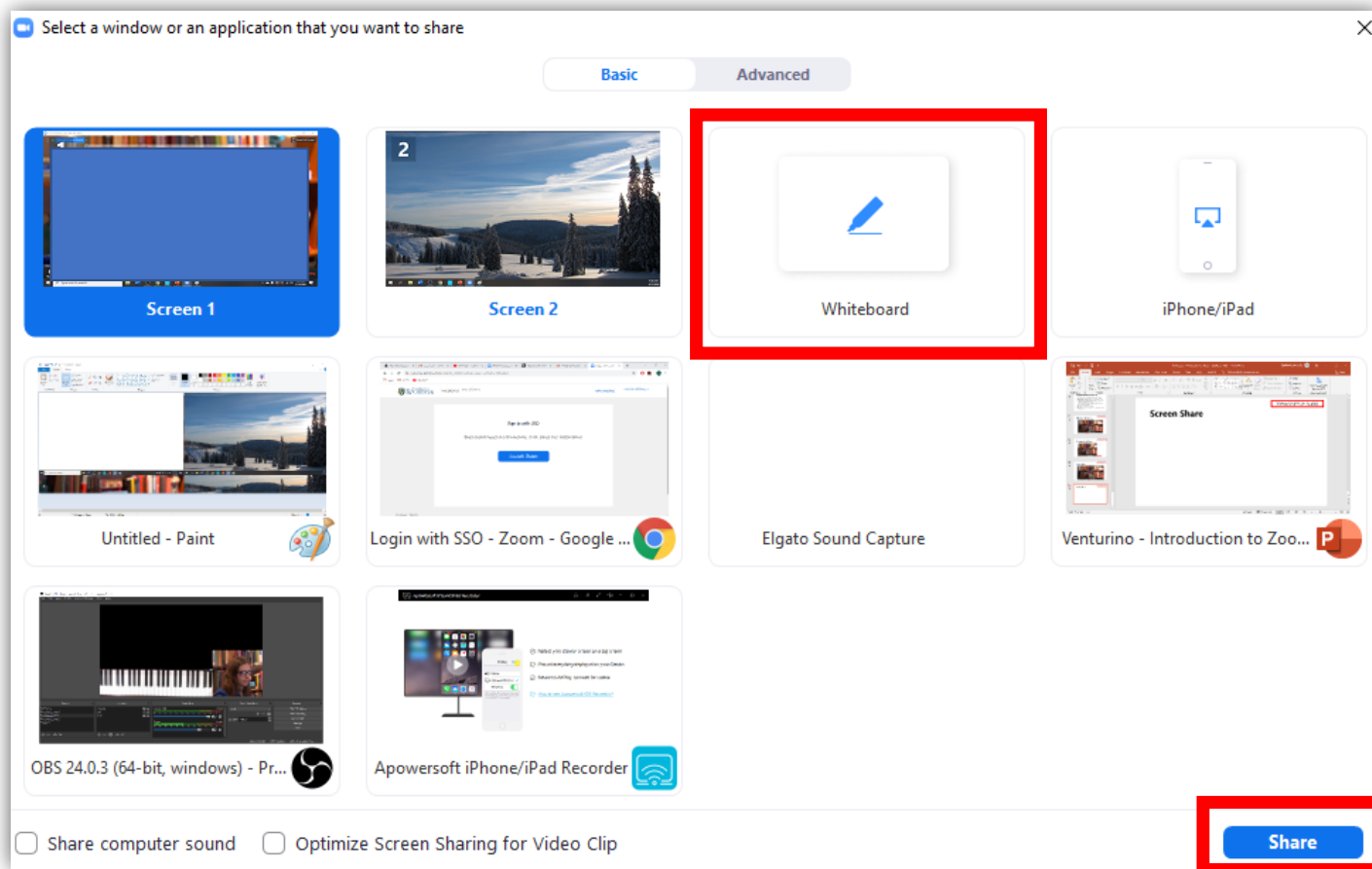
Screen Share - Basics



Screen Share - Basics

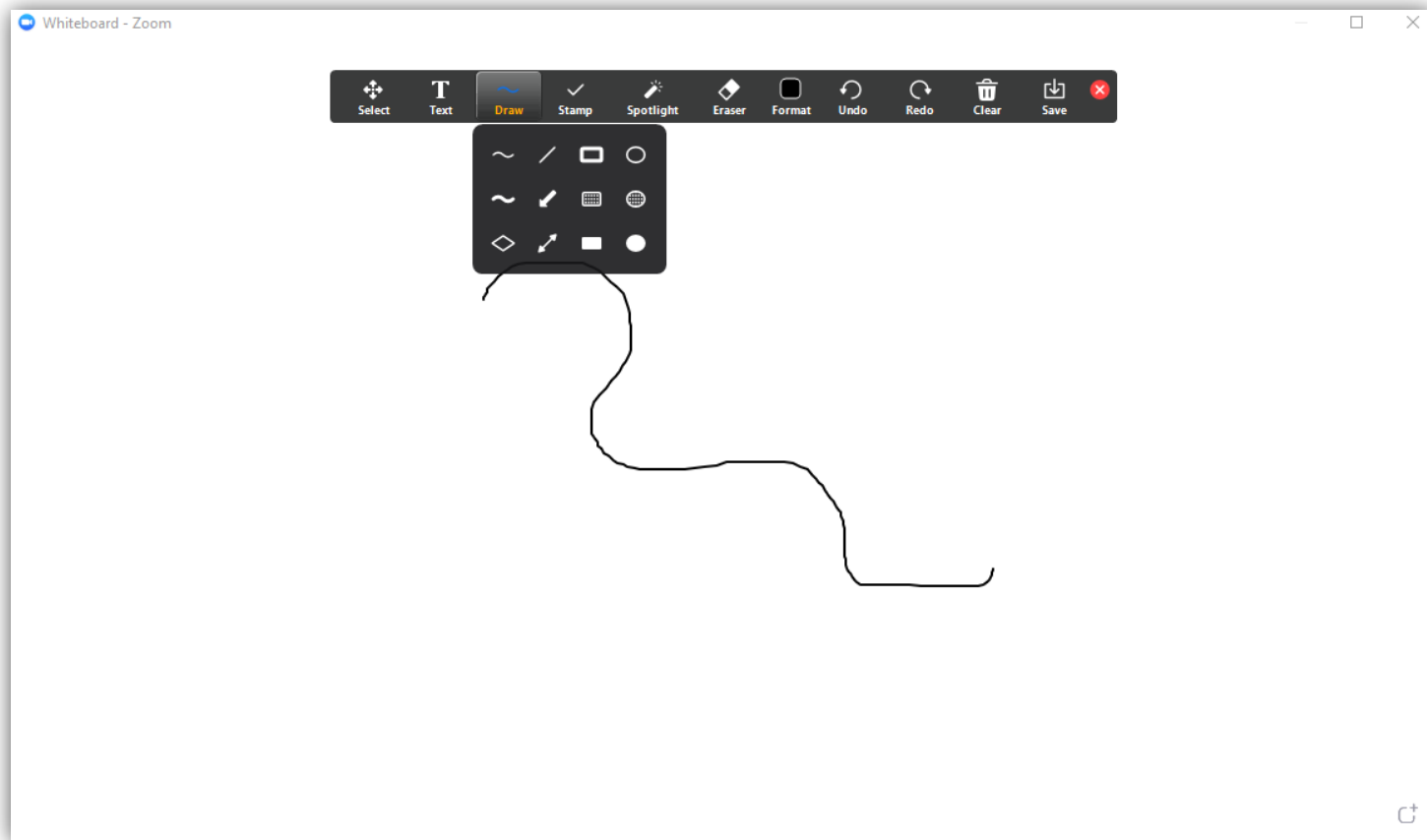


Screen Share - Whiteboard



ZOOM DESKTOP CLIENT

Screen Share - Whiteboard



ZOOM DESKTOP CLIENT

Screen Share - Annotate

The screenshot shows a Zoom Desktop Client window with a screen share active. The Zoom toolbar at the top includes buttons for Mute, Stop Video, Manage Participants, New Share, Pause Share, and Annotate. The Annotate button is highlighted with a red box. Below the toolbar, the screen share content is a PDF document titled 'Assignment 6 PILO...'. The PDF contains musical notation for a piece titled 'Menuetto Allegretto'. The notation is in 3/4 time and features a treble and bass staff. The first staff has a treble clef and a key signature of one sharp (F#). The second staff has a bass clef and a key signature of one sharp (F#). The notation includes various musical symbols such as notes, rests, and dynamic markings like 'f' (forte). Below the musical notation, there are text labels: 'SPECIFIC FORM LABEL:', 'RN:', and '2nd-level:'. The Zoom toolbar also includes a 'More' button with a three-dot icon.

ZOOM DESKTOP CLIENT

Screen Share - Annotate

Assignment 6 PILOT - 2.5.20-SV.pdf - Adobe Acrobat Pro DC

ID: 399-741-9567 Stop Share


File Edit View Window Help

Home Tools Assignment 6 PILO... x

Mouse Select Text **Draw** Stamp Spotlight Eraser Format Undo Redo Clear Save

SPECIFIC FORM LABEL: _____

Menuetto
Allegretto



RNs: _____

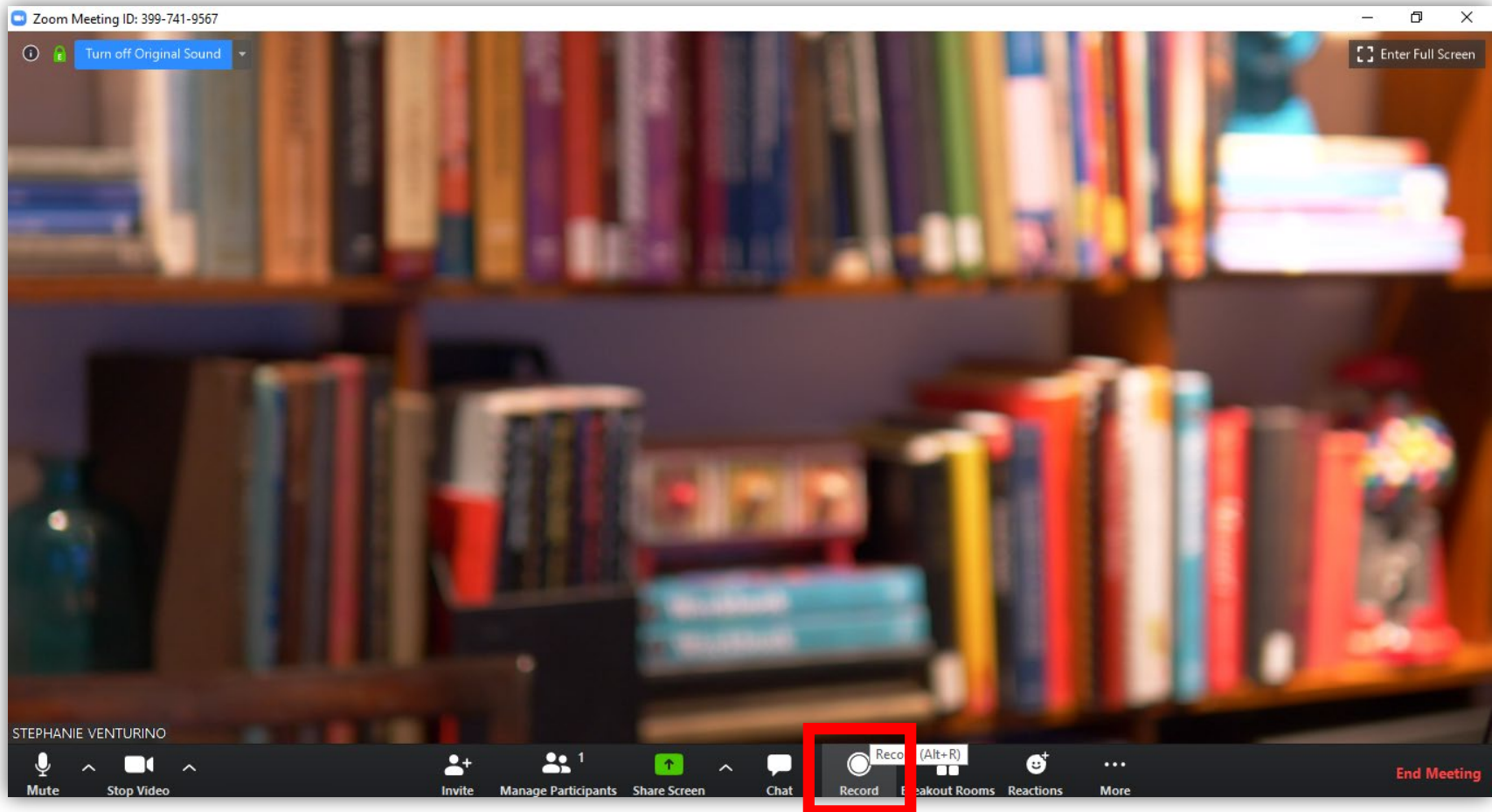
2nd-level: _____

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>

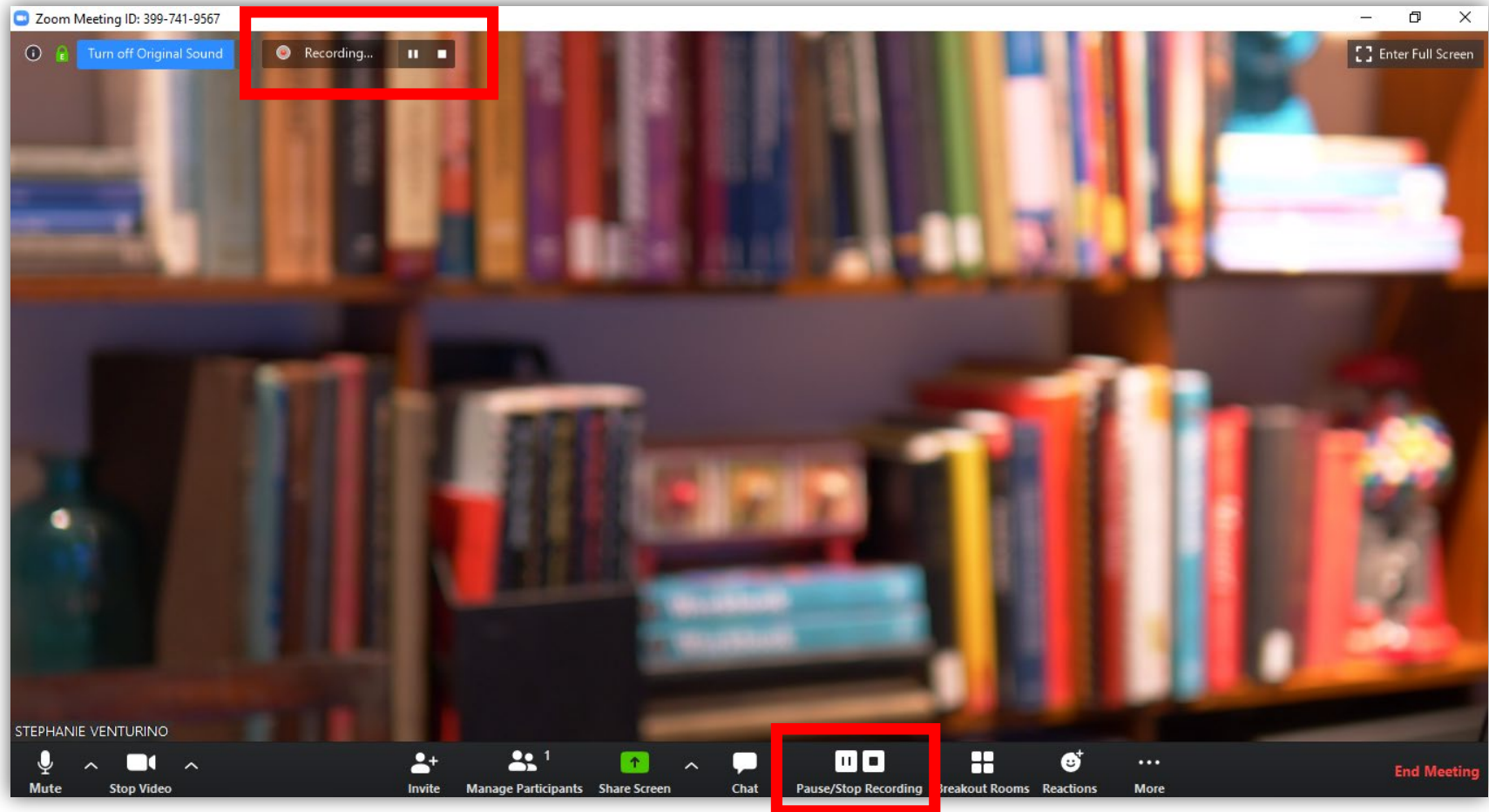
ZOOM DESKTOP CLIENT

Recording a Meeting or Lecture



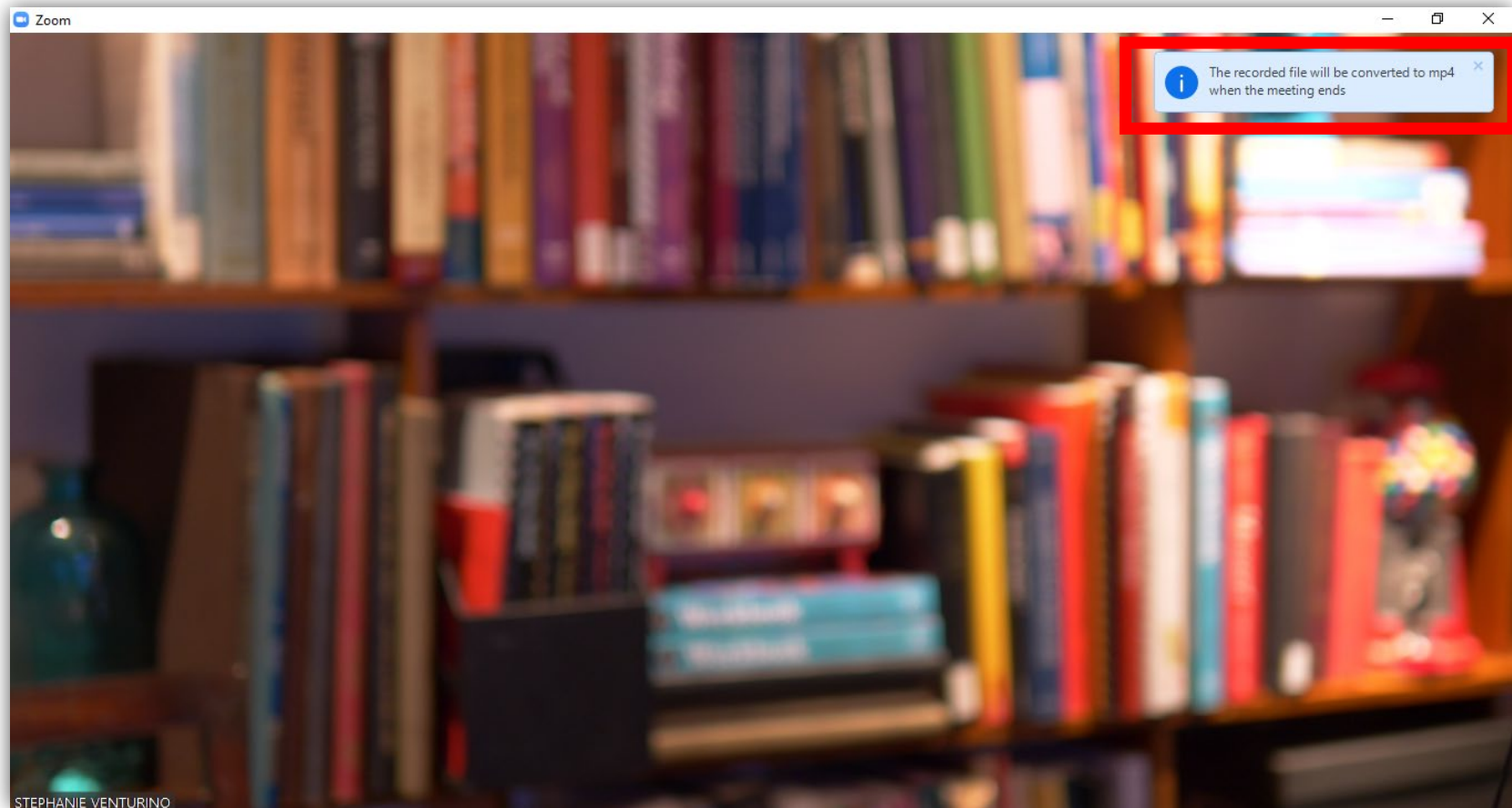
ZOOM DESKTOP CLIENT

Recording a Meeting or Lecture

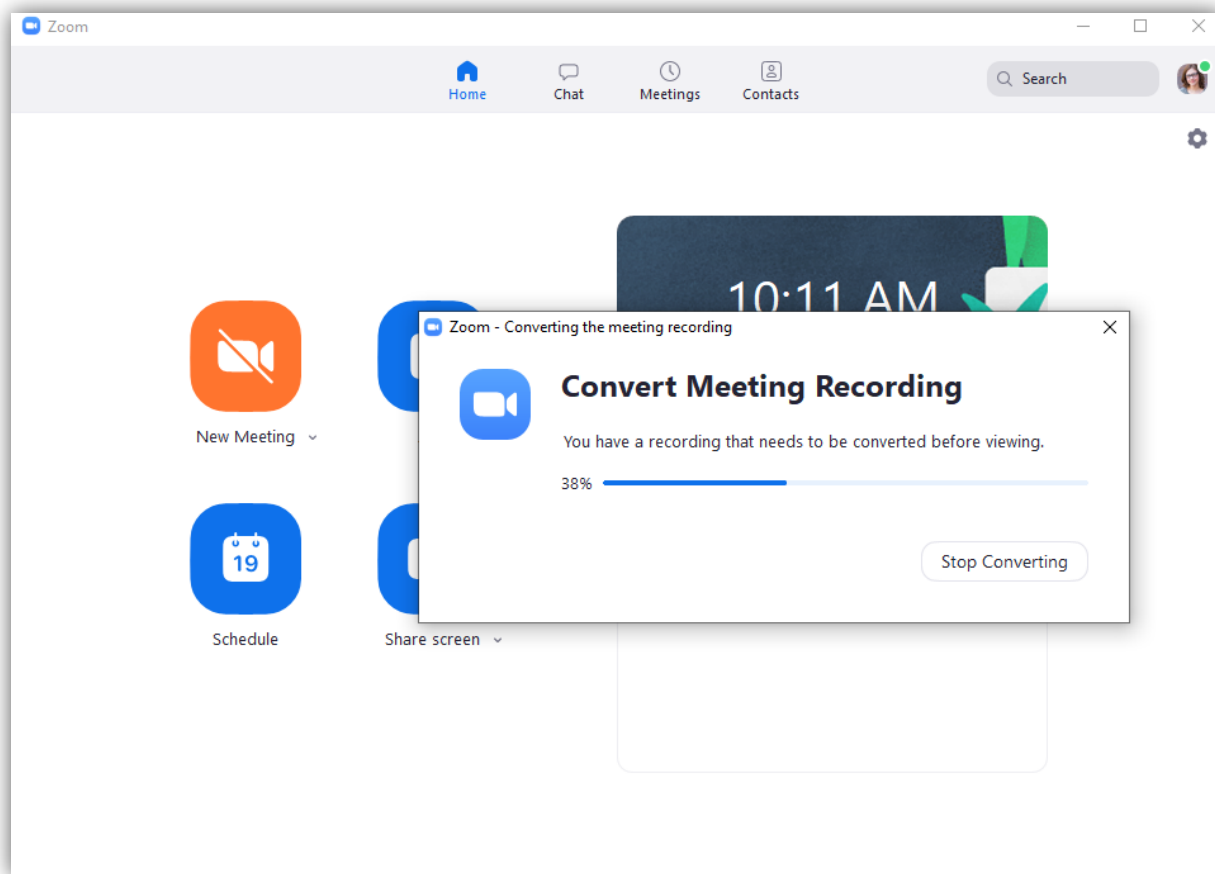


ZOOM DESKTOP CLIENT

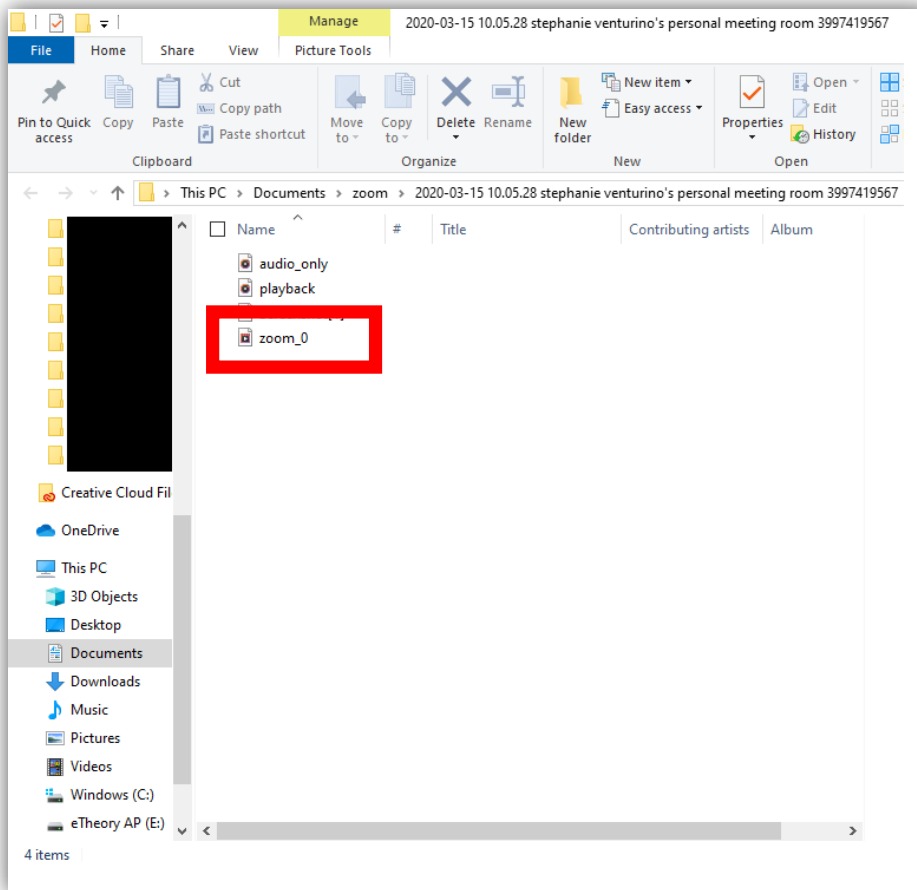
Recording a Meeting or Lecture



Recording a Meeting or Lecture

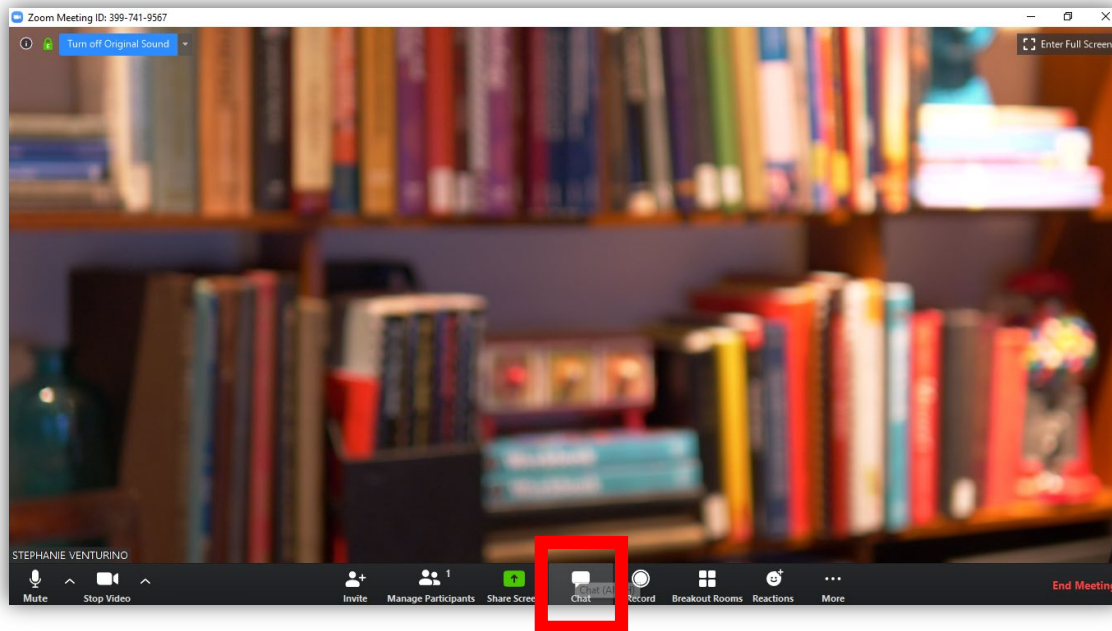


Recording a Meeting or Lecture



- 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!

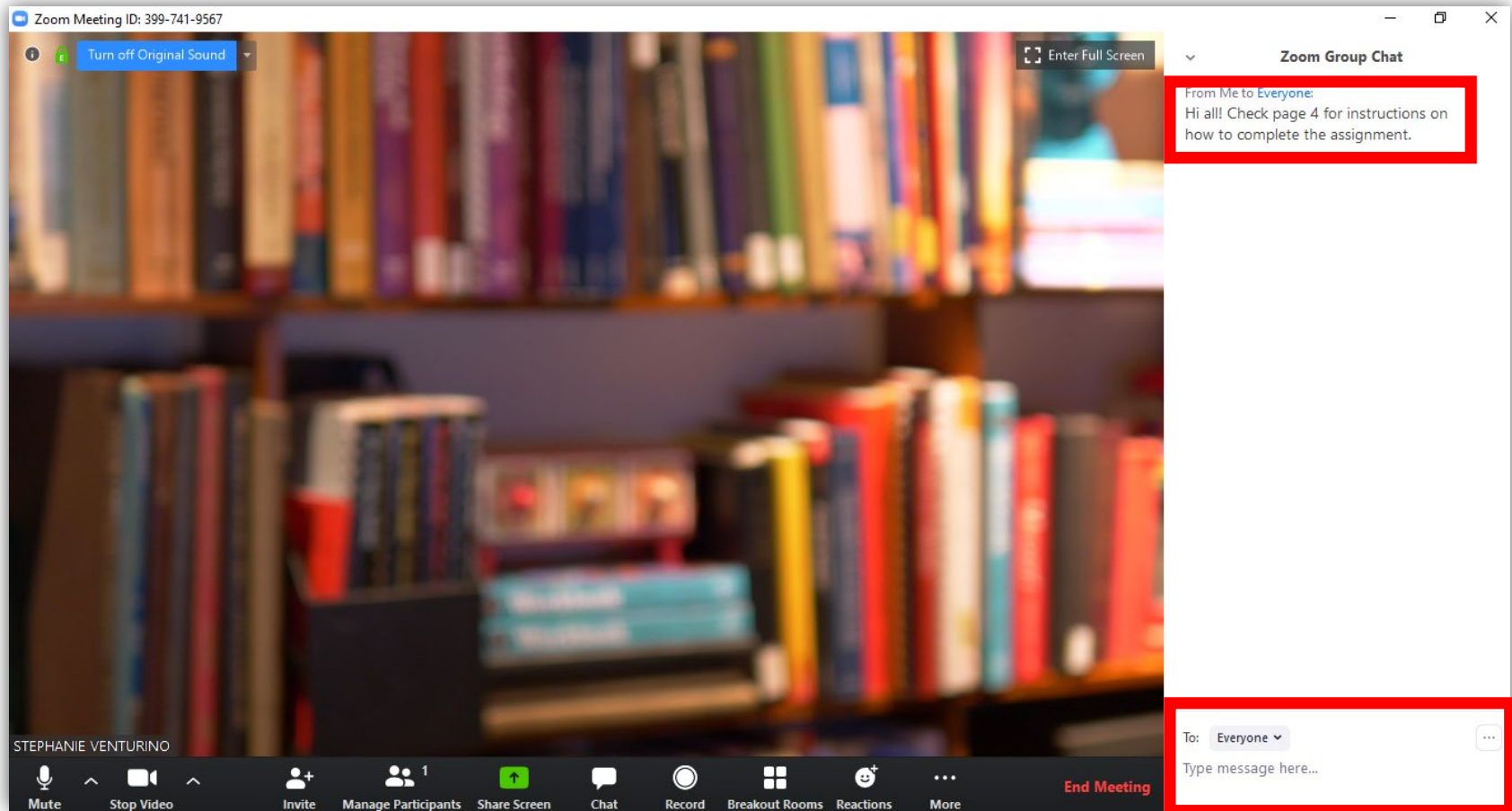
Chat Features



- 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.

ZOOM DESKTOP CLIENT

Chat Features

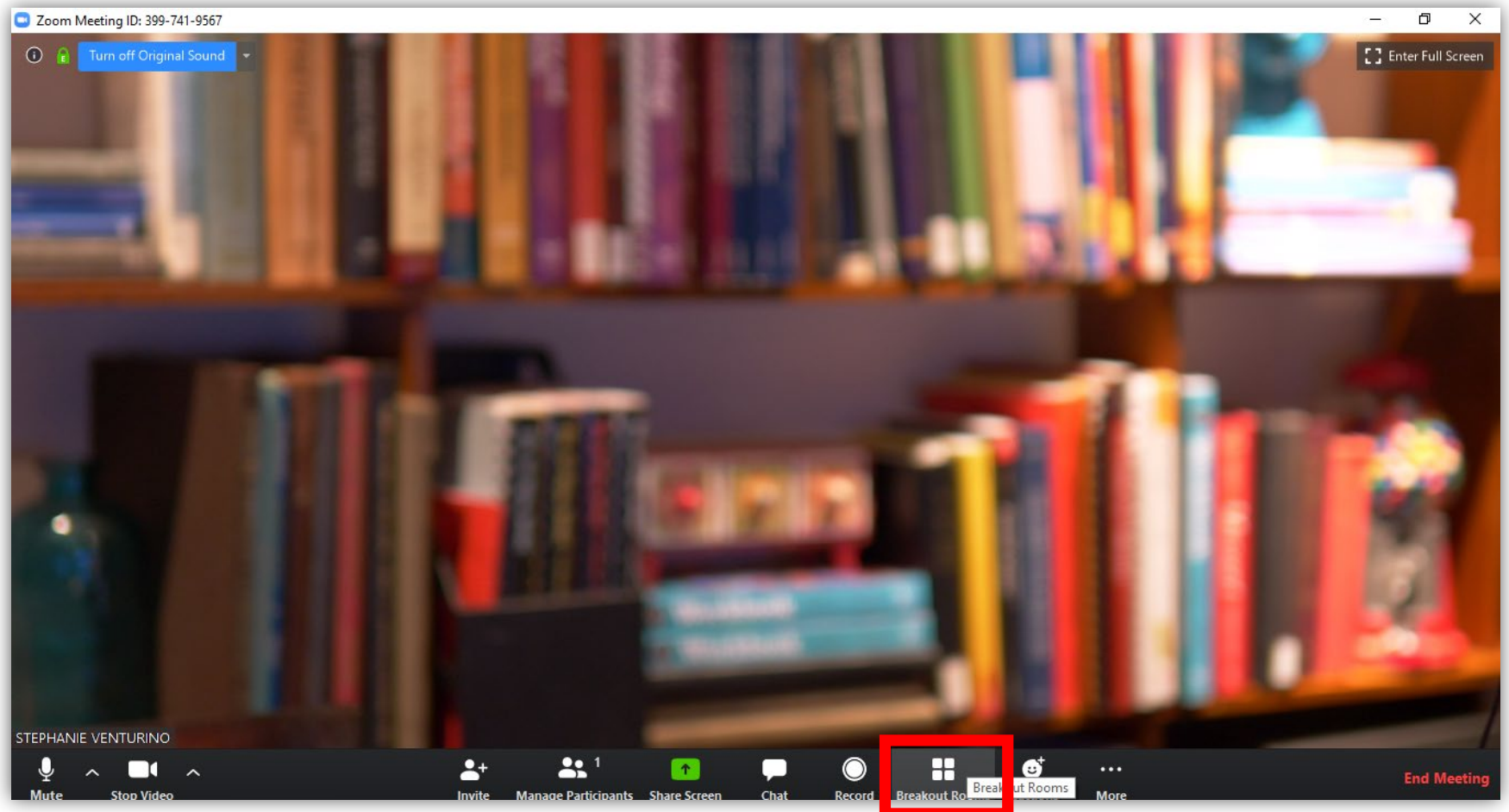


Breakout Rooms

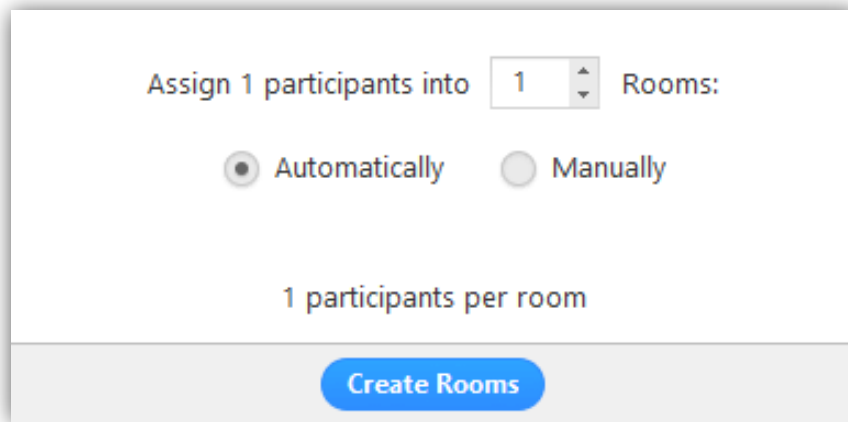
- Breakout rooms allow you to split your main Zoom meeting in up to 50 smaller sessions.
- Students can be assigned to breakout rooms randomly or manually.
- The instructor can go to different breakout rooms at any time.
- Breakout rooms are NOT recorded.
- If instructor is in the main room while breakout 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.

ZOOM DESKTOP CLIENT

Breakout Rooms



Breakout Rooms

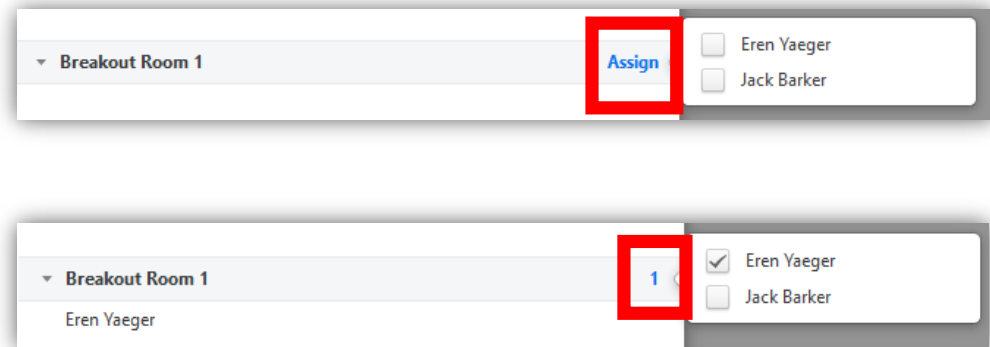
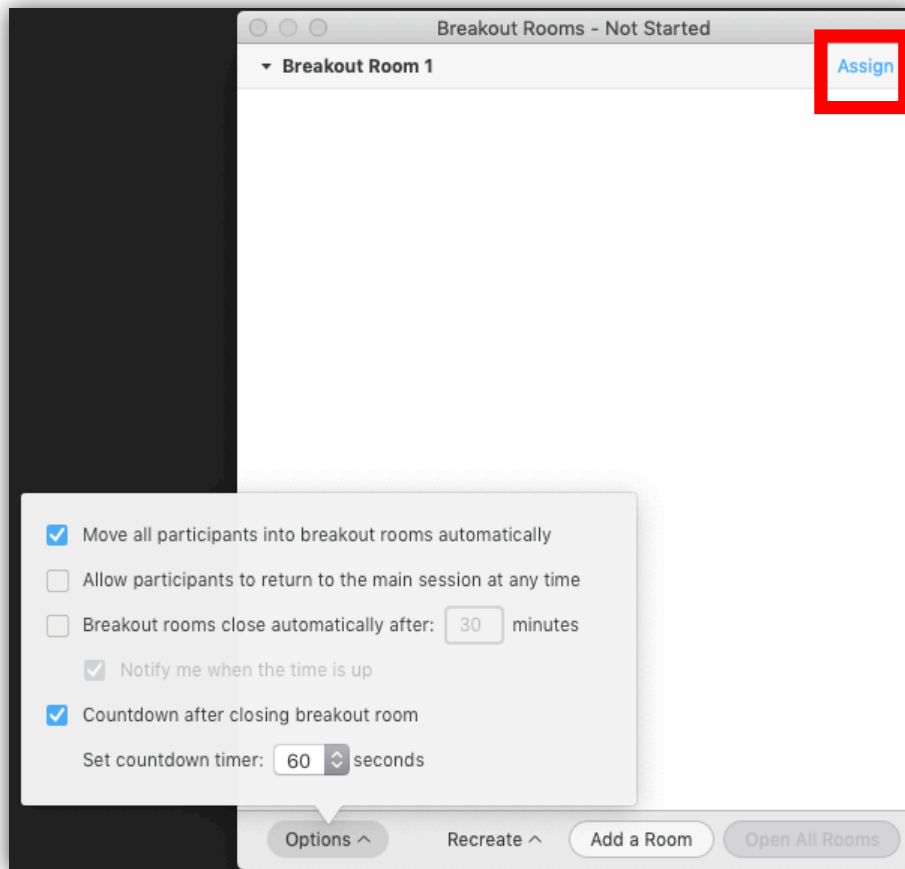


The screenshot shows the Zoom Breakout Rooms configuration window. It has a light gray background. At the top, it says "Assign 1 participants into" followed by a small box containing the number "1" and a vertical double-headed arrow. To the right of this is the text "Rooms:". Below this, there are two radio buttons. The first is labeled "Automatically" and is selected (filled with a dark gray dot). The second is labeled "Manually" and is not selected (empty). Below the radio buttons, it says "1 participants per room". At the bottom, there is a blue button with the text "Create Rooms" in white.

- 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.

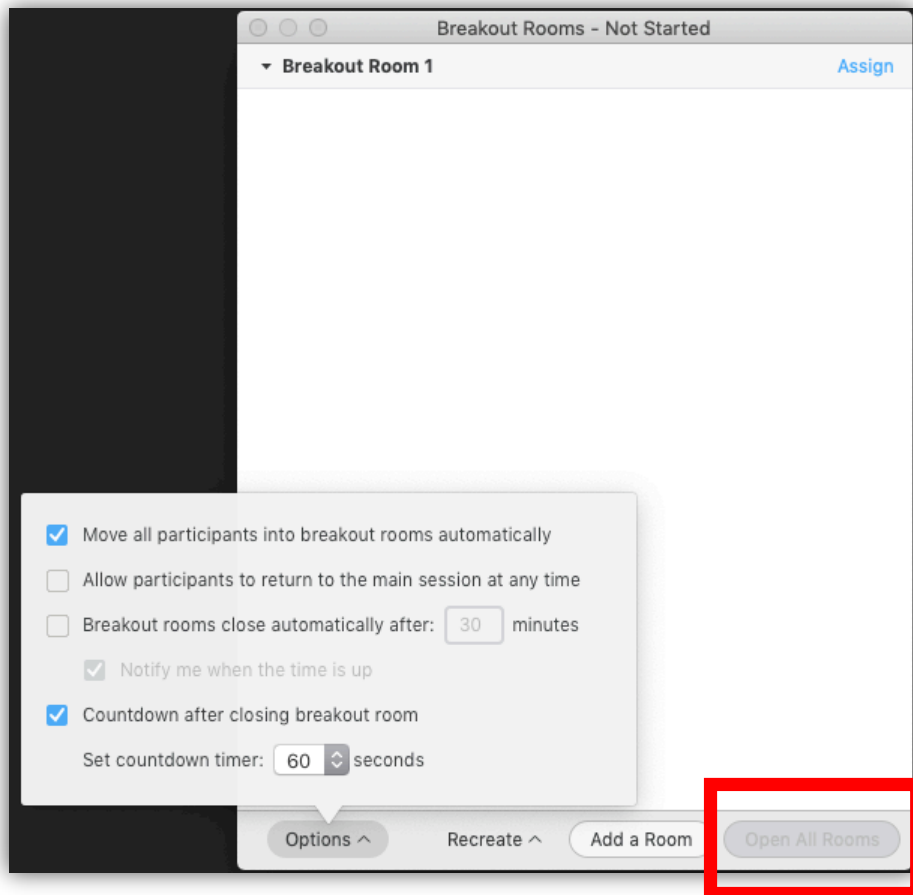
ZOOM DESKTOP CLIENT

Breakout Rooms

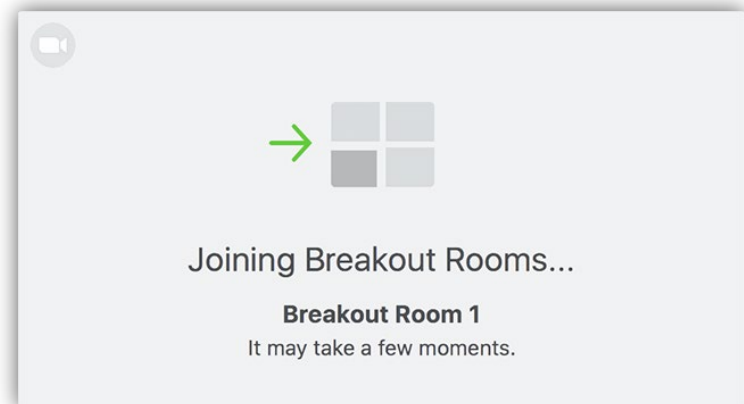


To assign participants to your rooms, select **Assign** next to the room you wish to assign participants to and select participants you want to assign to that room. Repeat this for each room.

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](#).