

Zoom Tutorial

1. Using Zoom to deliver and record lectures and hold office hours (up to 300 participants). You will need a computer with a webcam. Classroom computers do not have webcams
 - a. These instructions may differ slightly whether you are using a Mac or Windows, or if you are using the zoom in a browser or on the app. Which ever it is, the commands and buttons should be the same, however you may have to search your screen to find them.
 - b. It is HIGHLY recommended that you have your powerpoint and any other materials opened on your computer before you begin a Zoom session so they are easy to find as you go

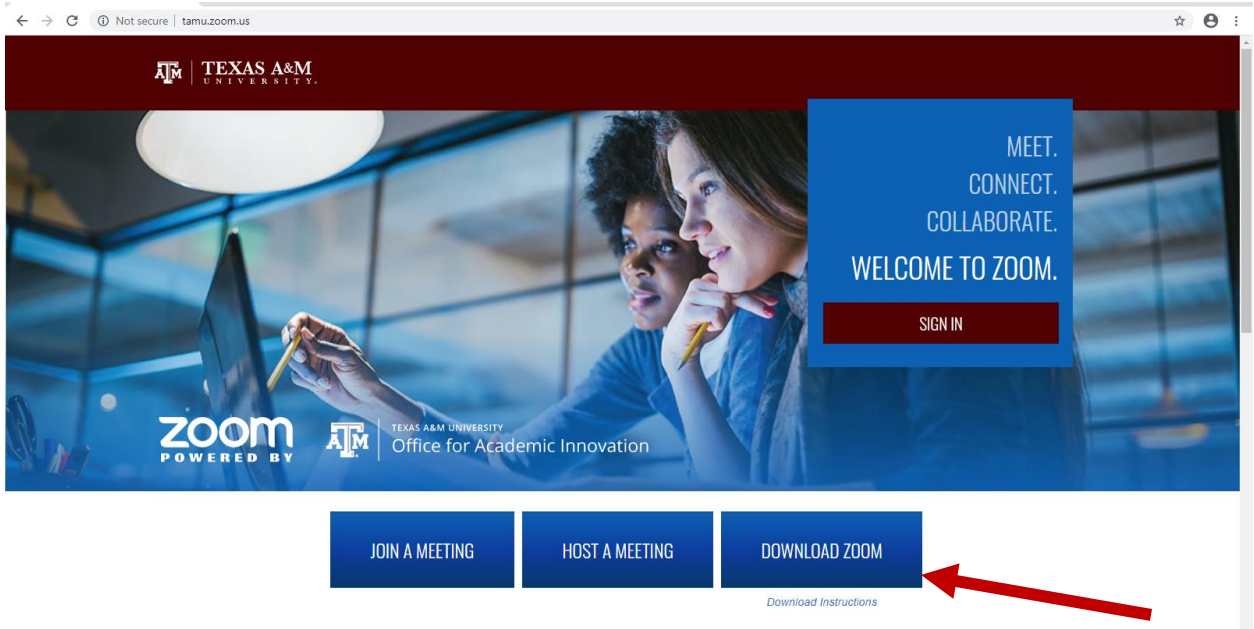
Zoom Tutorial

Below are specific instructions starting from downloading Zoom to interacting with your class, and other features of Zoom you may need to interact with students. The flow for Zoom for any given class time is:

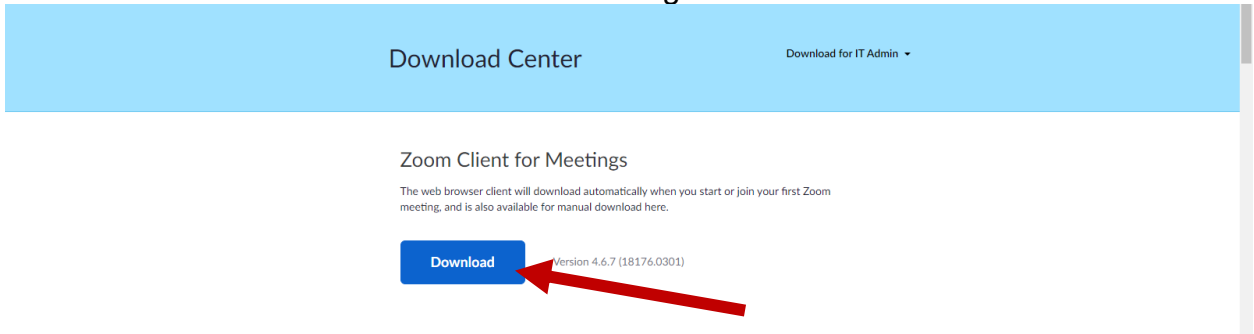
1. Start a meeting
2. Turn on your video
3. Hit record
4. Start interacting with your students (if synchronous)
5. You can share your screen to show a powerpoint presentation or just keep the video on you, and switch back and forth as needed.
6. End the meeting.

Read below for step-by-step instructions for each of these and other features you may want to use.

- a. **Log into Zoom** at <https://tamu.zoom.us> with your TAMU ID. Your profile will show up on the screen. Faculty and students may need to download the zoom app to computer (do after logging into zoom).



You want to download “Zoom Client for Meetings”



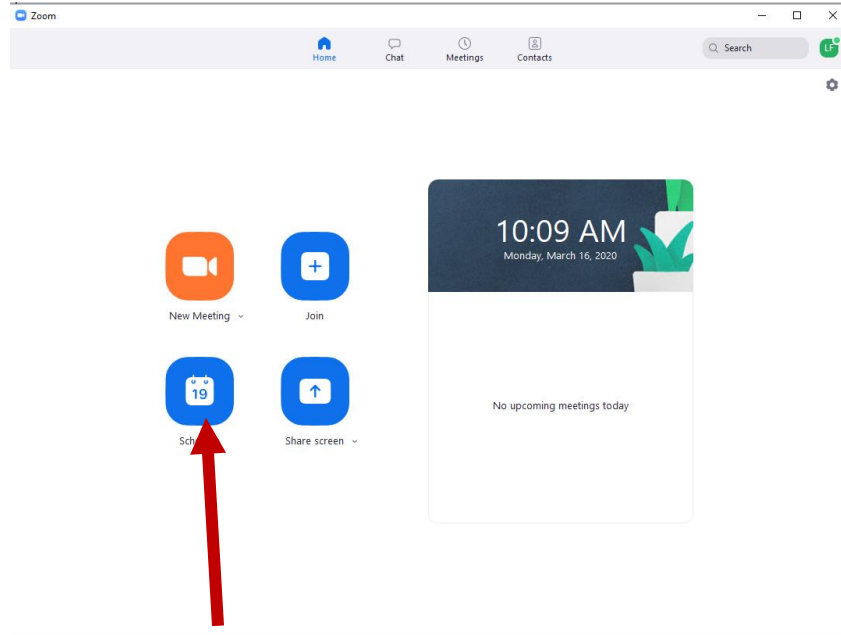
Once the installer downloads, double-click it to run it

It will give a pop –up screen to login. Choose “Sign in”, then “Sign In with SSO” on the right. For the domain type “tamU” and then hit Open Zoom.

You will then log in with your NetID and Password.

This will pop up with your zoom app now installed shown here:

FOR REGULARLY SCHEDULED LABS/LECTURES



b. Hit the **Schedule** button on the **bottom left**, or if in a browser, click on **Meetings** and then **Schedule a new meeting** and fill in the information as directed. (See below screenshot for overall settings)

General Settings to use

i. Topic

Rename to course name or number

Change date and time

Set duration to class time or set to recurring with no fixed time.

You don't need to require registration unless you want to know who joined

ii. Meeting ID

Generate Automatically

iii. Password

Do not require meeting password

iv. Video

Host on; participants off

v. Audio

Computer Audio

vi. Meeting options

Enable join before host

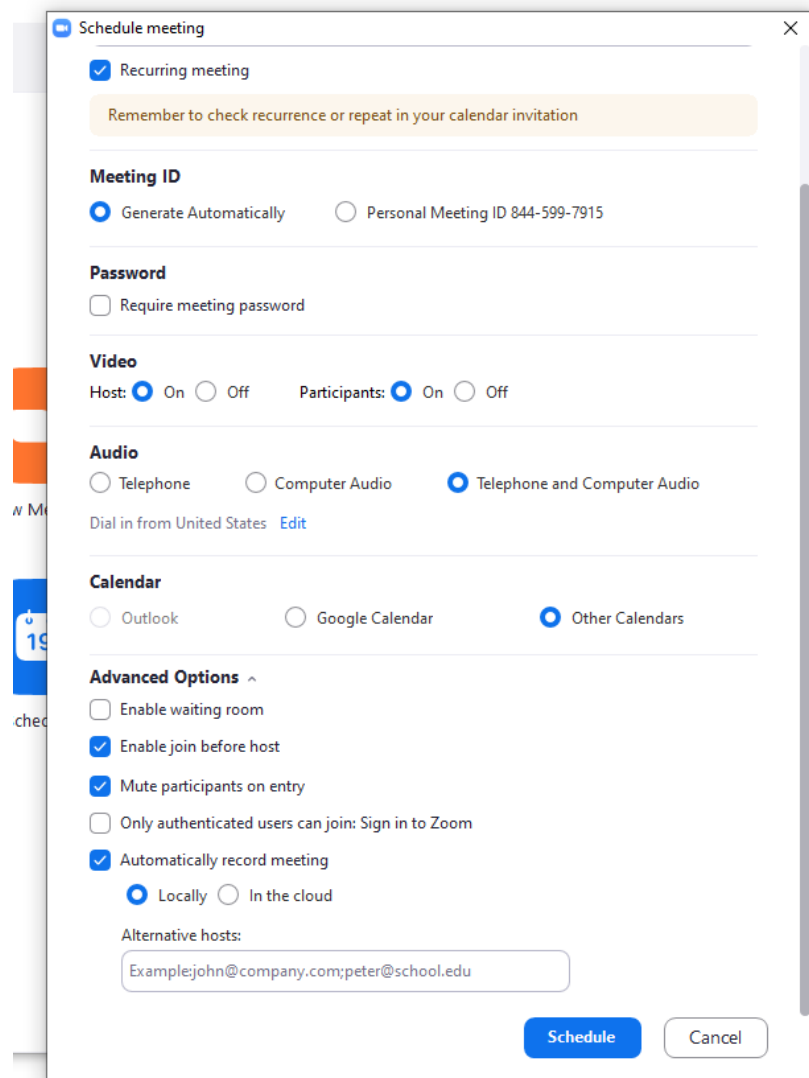
Mute participants upon entry

***Only Authenticated users can join (this will make it possible to get a register of students who were there for attendance, it's up to you if you want this)

Automatically Record

v. Save settings

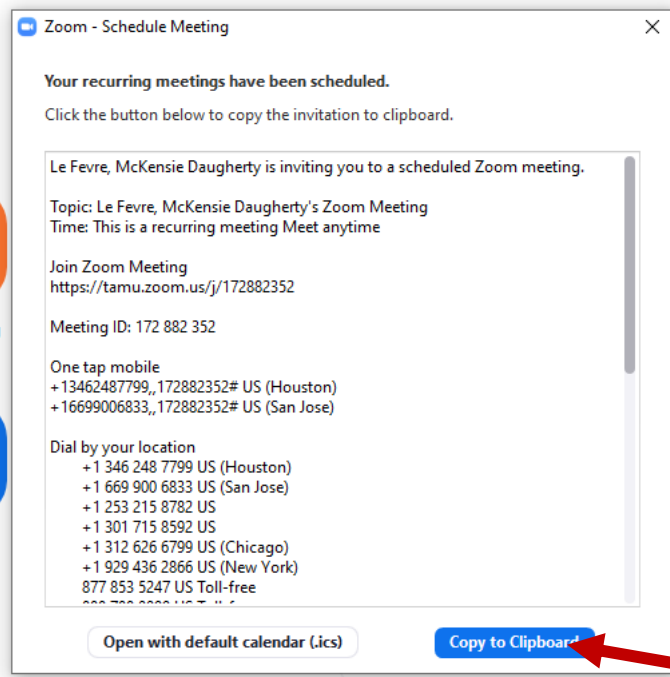
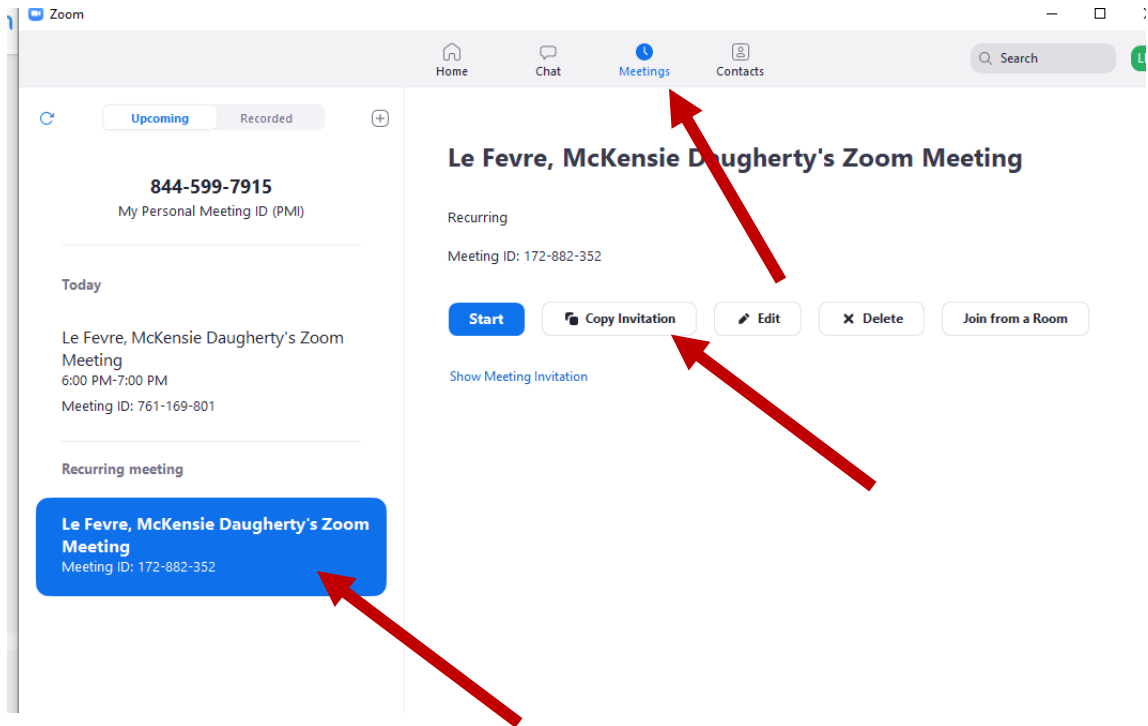
Your screen should look something like this:



The screenshot shows the 'Schedule meeting' dialog box in Zoom. The 'Recurring meeting' checkbox is checked. A yellow warning box says 'Remember to check recurrence or repeat in your calendar invitation'. Under 'Meeting ID', 'Generate Automatically' is selected. Under 'Password', 'Require meeting password' is unchecked. Under 'Video', 'Host' and 'Participants' are both set to 'On'. Under 'Audio', 'Telephone and Computer Audio' is selected. Under 'Calendar', 'Other Calendars' is selected. Under 'Advanced Options', 'Enable join before host', 'Mute participants on entry', and 'Automatically record meeting' are checked. 'Automatically record meeting' is set to 'Locally'. The 'Alternative hosts' field contains the example text 'Example:john@company.com;peter@school.edu'. At the bottom right are 'Schedule' and 'Cancel' buttons.

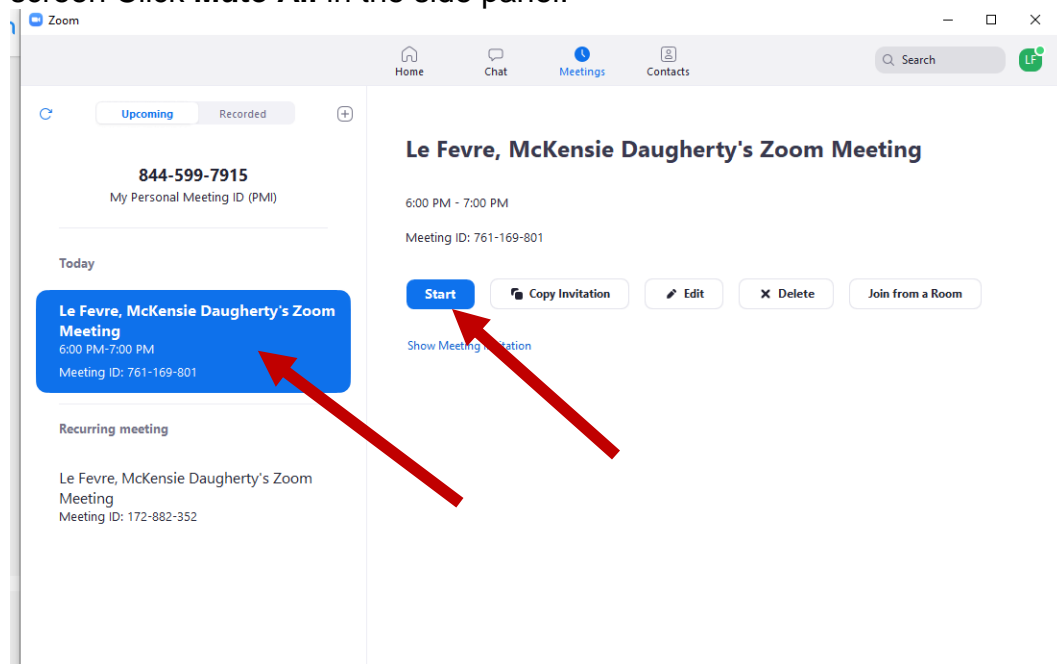
c. Click Schedule

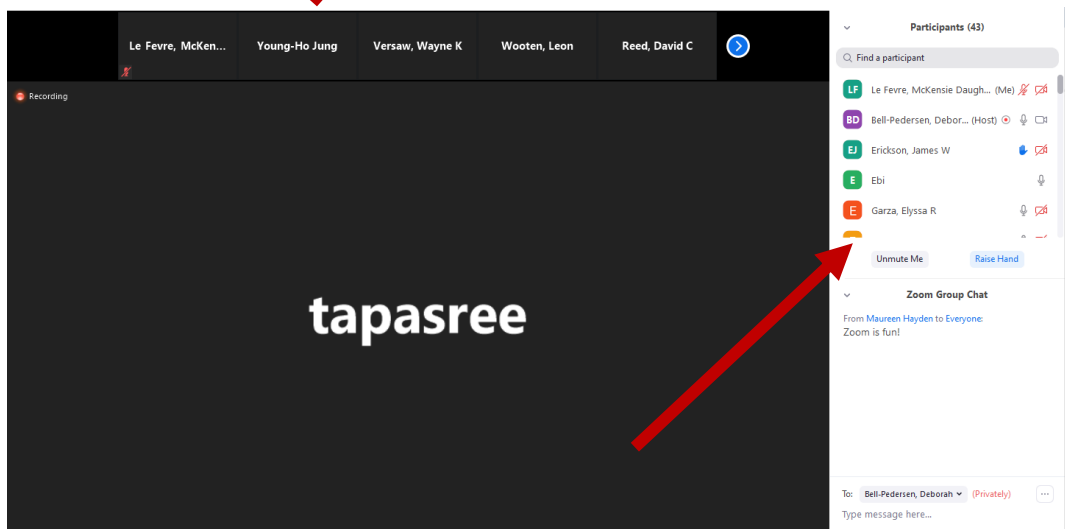
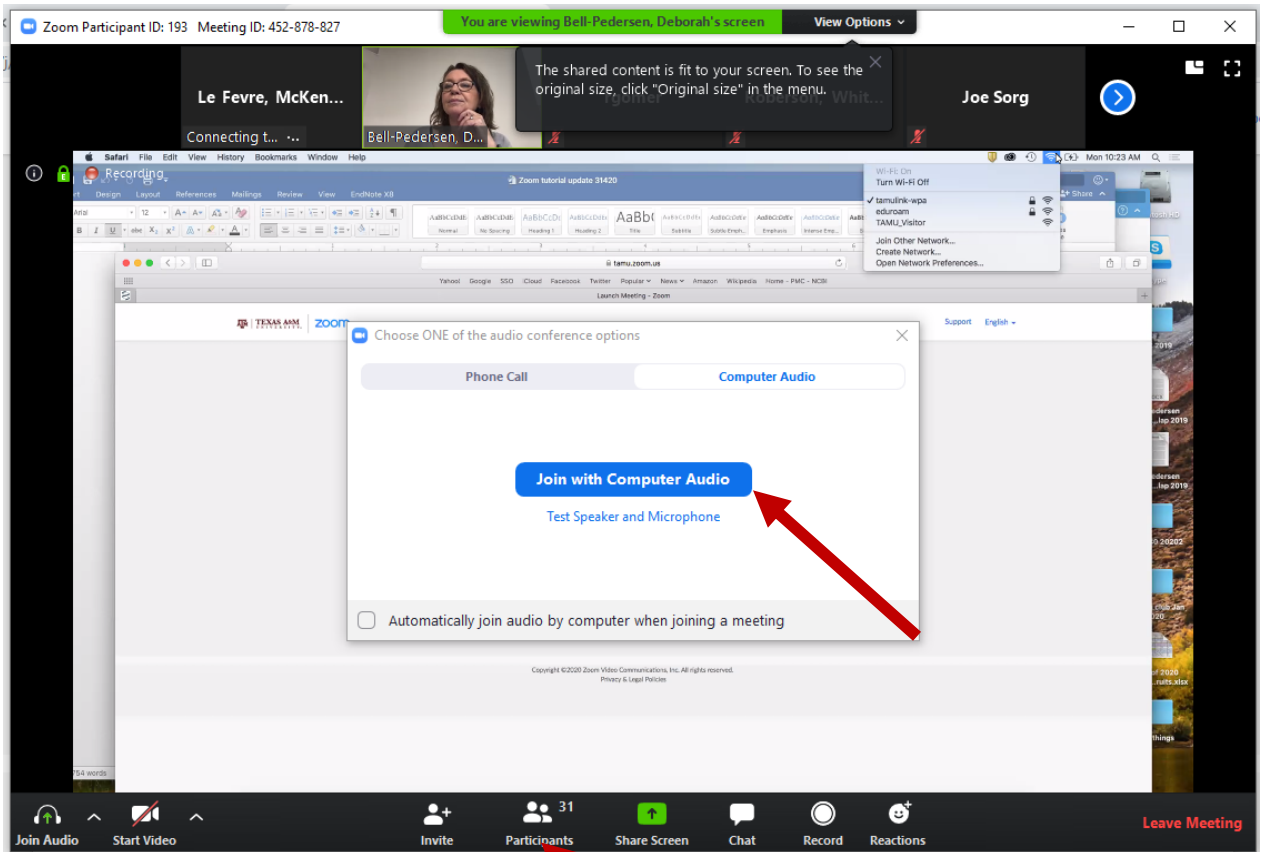
- i. Click Meetings, then hit **Copy the invitation**
- ii. copy this information, with the meeting link and meeting ID onto your clipboard
- iii. paste this information to an Announcement on eCampus (**click send email immediately below**) or as an email to your class.



d. Start your lecture

- i. log into Zoom <https://tamu.zoom.us> **OR** Open the Zoom App on your computer
- ii. Click Meeting at the top and locate the scheduled meeting from your list
- iii. Click the meeting start button, then Join with Computer Audio (you can also Test your speaker and microphone if you want to, but you will have to eventually click Join with Computer Audio to begin)
- iv. You can share content (slides, videos, etc.) using the shared screen, or load slides using Virtual Background by clicking the up caret [^] to the right of the **Start Video** icon. If you share your screen, be careful to clean up your desktop!
- v. To ensure minimal background noise during your ZOOM Class, it is recommended that you mute everyone on the call. We have that setting done earlier, but if needed again, click on the **Participants** icon at the bottom of your screen Click **Mute All** in the side panel.





e. To record your lecture ahead of time or during your lecture, when in the meeting hit the **Record** icon on the **bottom toolbar**

i. Once you end a meeting, the recording will be automatically converted to an mp4 and saved to your Documents Folder on your computer ready to be uploaded to Google Drive. Another way to access recording links is to navigate to zoom.us/recording in your browser. If you choose to save to the Zoom cloud, you can edit the video or add captions but you must keep it in the cloud and share it with your students. The edits and captions made in the cloud will not download with the recording.

ii. Press the **Share** icon next to the recording you would like to distribute. You can update the sharing settings and distribute them using the provided link. When you share a meeting, click the box that says “require registration” so that you can see who has viewed the video.

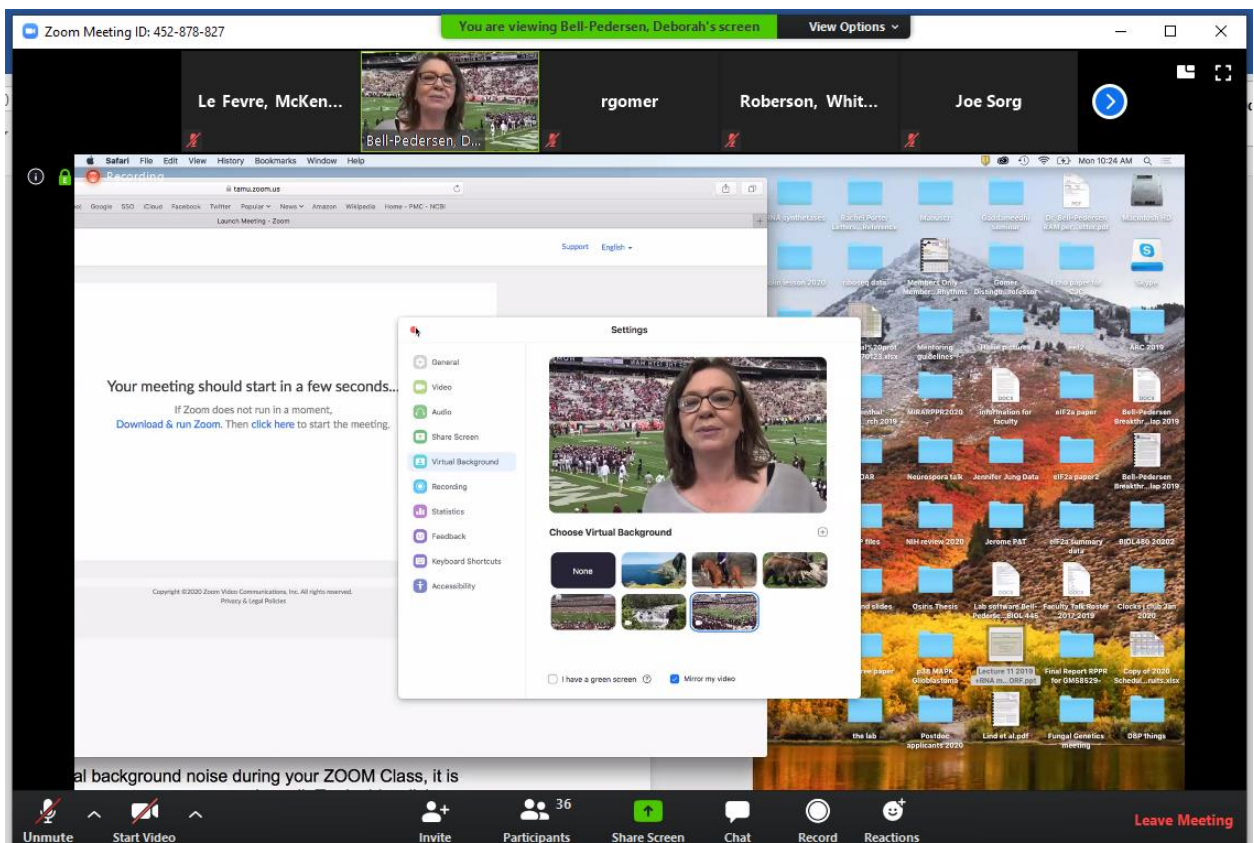
iii. You will see an option to save in the cloud or on your computer.

f. Meeting participants can ask questions during a ZOOM Class / Meeting via the meeting **Chat**.

i. Start by clicking the **Chat** icon on the bottom right of your screen

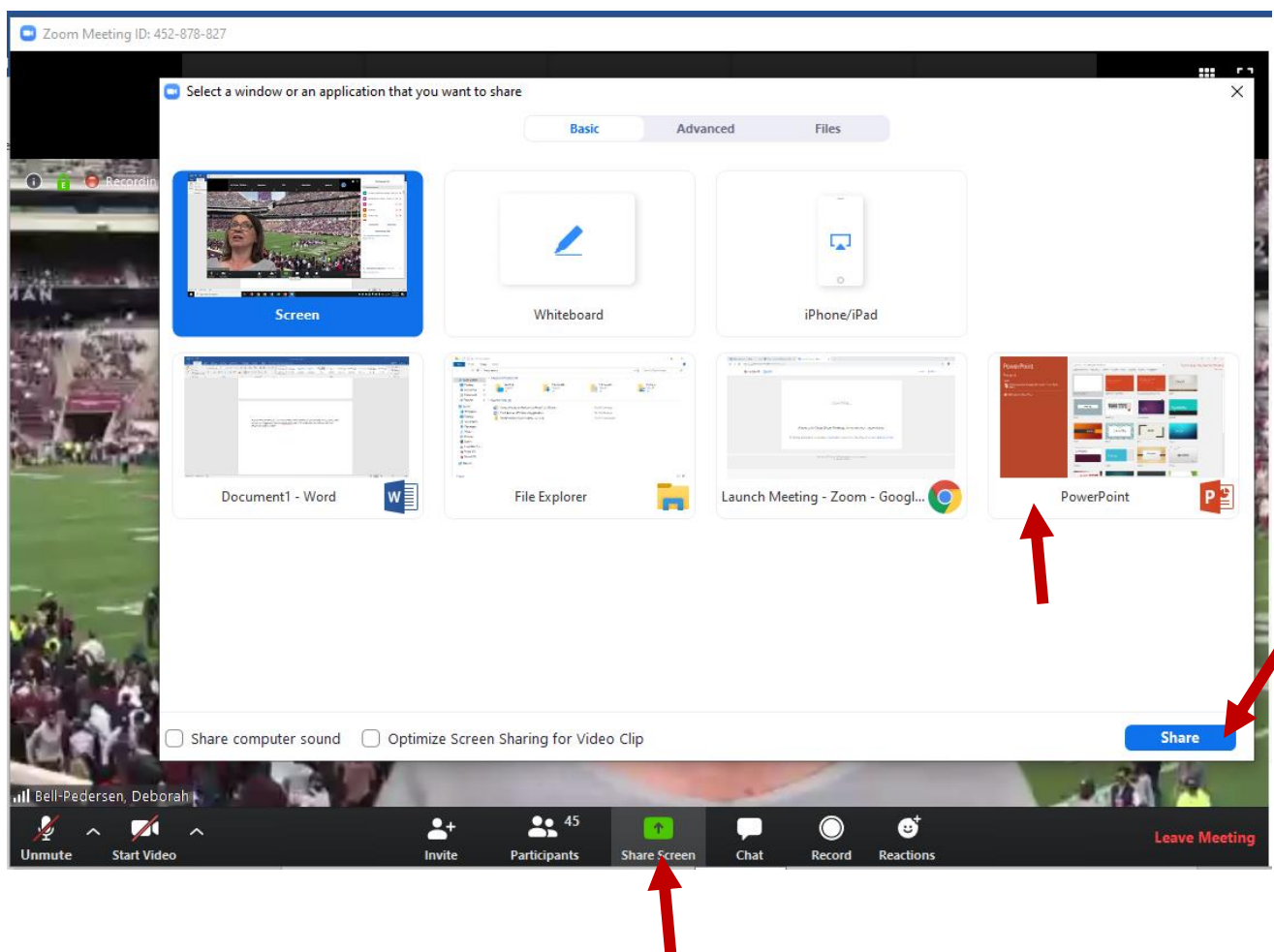
ii. The chat panel will open up on the right and you can view and respond to all public or private chats

iii. Use the three dots [...] to choose whether you want to send messages to all meeting attendees or the host privately, you can also save the chat here to respond to questions later.



g. To share your screen for your powerpoint presentation

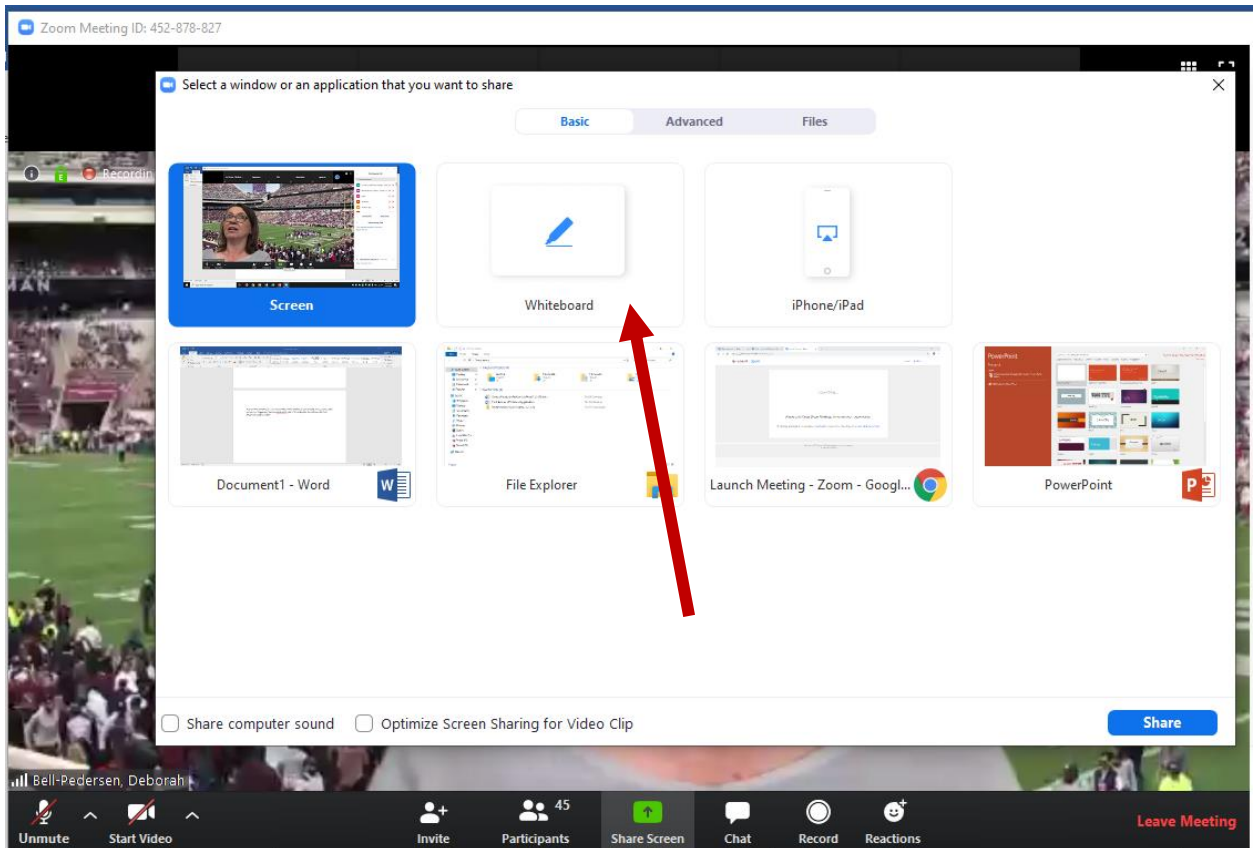
- i. Once you have joined the meeting, click on the green “Share Screen” button at the bottom of your screen (you may have to move your mouse towards the bottom for it to appear)
- ii. You now have the option to share your screen. Whichever screen you select to share is what your students will see.
- iii. To stop sharing click the Red “Stop Sharing” button at the top of the screen. You may have to move your mouse towards the top of your screen for it to appear. This will revert back to your students seeing you live on screen.



h. To use the whiteboard:

- i. Click on Share Screen at the bottom
- ii. Select the Whiteboard and click on Share Screen
- iii. When you click on the Whiteboard, the annotation tools will become available

iv. You can save the Whiteboard as a PNG file. It will then be stored in the Zoom folder as 'whiteboard.png'



i. Breakout rooms are available for private meetings with students or to divide the class into groups.

i. Once you have joined the meeting, click on Breakout Room at the bottom (often it's in the MORE button). You can assign students to rooms and go between them.

j. End your class

i. move your cursor to the lower left

ii. from the popup menu, click end meeting

iii. choose "end meeting for all"

iv. you will be prompted for how you want to store your recording, cloud or computer. Save on your computer – it is taking many hours to get the saved recording link on the cloud. Once saved to your computer, you can share the video on the Google Drive.

