



# *EFFECTIVE* USE OF ZOOM FOR REMOTE INSTRUCTION

A GUIDE FOR UC MERCED FACULTY

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This document was originally created by Zoom. It has been modified specifically for UC Merced faculty use.

The purpose of this guide is to help individuals use Zoom effectively in a virtual or remote teaching environment. It is made up of instructions and best –practices to get you up and running as you transition to remote instruction. If it's your first time using Zoom, reference sections 1 and 2 for everything you need to get started using Zoom.

## Getting Started on Zoom

### Getting a Zoom Pro License from OIT

- The campus has now acquired a site license for Zoom Pro and all faculty, staff and students will be proactively provisioned.
- You will receive an email once your license has been assigned.

### Download the Zoom Client

- Start by going to <https://zoom.us/download>.
- Click the blue Download button under Zoom Client
- Open the Zoom installer from your Downloads folder and follow the on-screen steps to set up your Zoom Client.

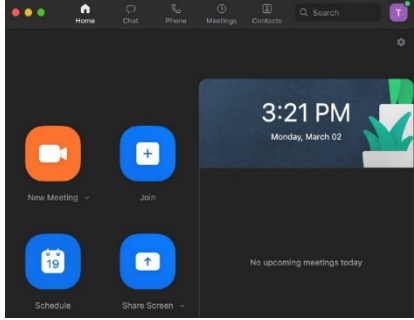
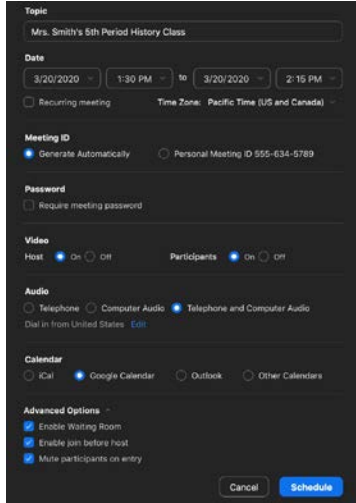
### Test your Computer or Device

- You can join a test Zoom meeting to familiarize yourself with the Zoom and test your microphone/speakers before joining a Zoom meeting. You can also test your or while in a Zoom meeting. Use the link below to join a Zoom test meeting.

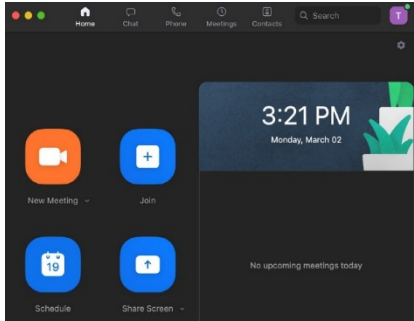
<https://support.zoom.us/hc/en-us/articles/115002262083>

## Basics of Using Zoom

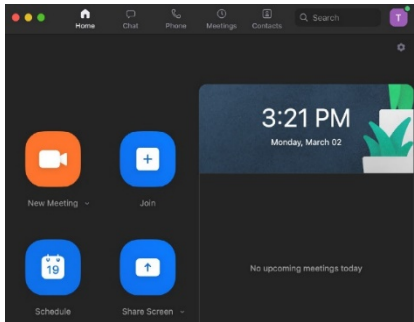
### Schedule a Meeting Using the Desktop Application

Steps	
<ol style="list-style-type: none"> <li>1. Open the Zoom desktop app.</li> <li>2. Click on the Home button at the top left.</li> <li>3. Press the Schedule button.</li> </ol>	
<ol style="list-style-type: none"> <li>4. Enter in Topic, Date, and other related details and press Schedule. It is recommended that you make Registration required when scheduling a meeting, as that allows you to generate a registration report after the meeting is over. More information can be found here: <a href="https://support.zoom.us/hc/en-us/articles/216378603">https://support.zoom.us/hc/en-us/articles/216378603</a></li> </ol> <ul style="list-style-type: none"> <li>• There are also plug-ins for apps like Outlook etc. that allow you to schedule Zoom meetings directly through your calendar.</li> </ul>	

## Host a Meeting

Steps	
<ol style="list-style-type: none"><li>1. Start by opening your Zoom desktop app.</li><li>2. Click on the Home button at the top left.</li><li>3. Press the New Meeting button.</li><li>4. Once in the meeting, click the invite button on the bottom of the screen to add additional users.</li></ol>	

## Join a Meeting

Steps	
<ol style="list-style-type: none"><li>1. Open the Zoom desktop app.</li><li>2. Click on the Home Button.</li><li>3. Click Join and type in the provided Meeting ID and your name.</li><li>4. Once you're in the meeting, you may choose to connect audio using your computer audio (recommended).</li></ol>	

## Commonly Used Controls in Zoom

### Managing Participants

- As the host of a class/meeting, you can manage participants such as renaming, muting, stopping video and other controls for participants.
- For more, visit: <https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting>

### Video ON/OFF

- Once in a meeting, you can turn your video on by clicking the “Start Video” icon on the bottom left of your screen. To turn it off, click the “Stop Video” icon.
- For more, visit: <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting>

### Muting

- To ensure minimal background noise during your Zoom meeting, it is recommended that you mute everyone on the call when they’re not talking. To do this, click on the Participants icon at the bottom of your screen click Mute All in the side panel.
- For more, visit: <https://support.zoom.us/hc/en-us/articles/203435537-Mute-All-And-Unmute-All>

### Chat in a meeting

- Meeting participants can ask questions during a Zoom Meeting via the meeting chat. Start by clicking the “Chat” icon on the bottom right of your screen.
- Once the chat panel will open up on the right, you can view and respond to all public chats.
- Use the three dots to choose whether you want to send messages to all meeting attendees or the host privately.
  - \*Note: Private chats will not be visible to the host. To control and disable in-meeting chat, visit: <https://support.zoom.us/hc/en-us/articles/115004809306-Controlling-and-Disabling-In-Meeting-Chat>

### Share Screen

- Click the “Share Screen” icon at the bottom of your screen to share your desktop.
- If you’d like to share specific windows or applications, you can choose to do so from the dialog box.
- For more, visit: <https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->

### Record a Zoom Meeting

- When in a meeting, click the Record button.
  - **Note:** UC Merced does not use Cloud Recording so you will be recording on your local device. Once the recording is available, you will receive a notification and a link to the file (by default, Zoom creates a folder in Documents, this is where the recording and chat files will be stored).

## Tips for Online Meeting Etiquette

Whether you are meeting with colleagues or students, here are some simple tips on virtual meeting etiquette.

- Sign in to the Zoom desktop client and stay signed in.
- Use secure wired network if possible Check your internet speed. If you're on free wifi you may need to keep your camera off to improve quality.
- Turn your camera on and have you camera at eye level.
- Stay muted unless you're talking to reduce background noise.
- Make sure you sit in a well lit and quiet place.
- Be mindful of what's going on behind you. Think about having solid wall behind you or turning on the virtual background.

## Providing Remote Instruction Using Zoom

### Scheduling a Zoom Meeting with Students in CatCourses:

CatCourses allows 3<sup>rd</sup> party tools to be enabled for use through the LMS platform. **These tools are hidden and must be turned on by YOU in your course before trying to use them.** You will need to enable the Zoom tool in order to schedule Zoom meetings for your students directly through CatCourses. (If you plan to upload Zoom recordings and make them available for students, turn on the Kaltura tool also). Use this link for instructions on [Enabling LTI Tools in CatCourses](#)

1. Use the link below to follow the steps for Scheduling a Zoom meeting in CatCourses.

#### [Scheduling a Zoom Meeting in CatCourses](#)

**Note:** With students, it is recommended that you make Registration required when scheduling a meeting, as that allows you to generate a registration report after the meeting is over for recording attendance if necessary. More information can be found here:

<https://support.zoom.us/hc/en-us/sections/200305523-LTI-LMS-Systems>

To provide more security for your Zoom meeting, follow these tips when **scheduling** the meeting:

1. Require **Registration** of participants. When scheduling your Zoom meeting, check the **Required** box next to Registration. With students you can set an expectation that they enter their First and Last name or UCMNetID.
2. Uncheck **Use Personal Meeting ID** This allows Zoom to set a random meeting ID and can prevent others from entering your meetings uninvited by using your Personal Meeting ID. The meeting ID will show up in the appointment sent to participants.

### Making the Recordings Available in CatCourses

UC Merced uses a video streaming platform called Kaltura. It is available through CatCourses but like Zoom, must be turned on in the course by the Instructor. **These tools are hidden and must be turned on by YOU in your course before trying to use them.** You will need to enable the Kaltura

tool in order to upload Zoom recordings. Use this link for instructions on [Enabling LTI Tools in CatCourses](#)

NOTE: DO NOT upload videos/ zoom recordings directly into CatCourses as mpeg files (you will eventually run out of storage in your course).

1. Once the Kaltura LTI has been enabled in your course, upload the video into Kaltura [Uploading a Video to the Kaltura Media Gallery](#)
2. Embed the video into your course for students to view. [Embedding a Kaltura Video in CatCourses](#)

### Teaching Live using Zoom (Synchronous)

- Teachers can schedule Zoom meetings and post the meeting links in either their Learning Management System's classroom, or simply on an organized online document.
- Teachers and students will click on the meeting link at the appropriate time and conduct class as usual.

### Recording Classes Via Zoom (Asynchronous)

- Start a Zoom meeting.
- Press the record button
- Teach your lesson
- End meeting, and send the link to the recording with detailed expectations including assignments. (When you share the meeting, click the box that says, "require registration" This will allow you to see who has viewed the video)

## Tips for Teaching Over Video

### Tips and tricks for Virtual Lessons

- Give an agenda or plan for each class by Screen Sharing a document or slide at the beginning of class with expected outcomes. This gives students a clear idea of how the class will progress, what will be covered, and the activities they'll engage in.
- Discuss online etiquette and expectations of the students in your first virtual class and periodically revisit the topics.
- Utilize the Whiteboard or Annotate a shared document and let your students engage as well. When sharing a whiteboard, document, screen, or image, try whiteboarding math problems or have a student use annotation to highlight items such as grammar mistakes in a paper you're sharing.
- Take time to promote questions, comments, and reactions from your class. Give a minute to allow your students to utilize reactions, write their questions in chat, or be unmuted to ask their questions live.
- Divide into smaller groups for a discussion on a certain topic. You can use Zoom's Breakout Room feature to either pre-assign or auto-assign students into groups for a short period of time so they may discuss things together.



- Have students be the presenter and share projects with the class. This allows your students to show what they're working on while practicing their presentation skills. It also allows students to hear from one another.

### Tips for Class Delivery

- Pre-set your meeting to mute participant's microphones upon entry. This helps to avoid background noise and allow your students to focus on your lesson.
- Maintain a presence. Look at the camera to create eye contact with your students. This helps to create a more personal connection while teaching over video.
- Take a second to check chat or your student's video (if on camera) to check-in with your students and get feedback.
- Speak as if you're face-to-face with the class while ensuring you're at the appropriate distance from the microphone for the best audio experience.
- When delivering a presentation, sharing images, files or video, give your students a moment to open or take in what you've shared.
- Embrace the pause. Take a moment after the end of your comments and allow for students to engage before continuing on.

## How to Avoid Zoom-bombing

Zoom-bombing, the name given to gate-crashing Zoom meetings, is now a thing. Disrupting individuals are [Zoom-bombing online meetings](#), doing everything from hijacking Screen Sharing or annotation tools to bombarding the attendees with disturbing imagery.

Here is a list of recommendations to prevent this from happening in your meetings.

## Manage your class or meeting participants

Use the following functions as needed to [Manage Participants in the Zoom meeting](#):

1. **[Lock the meeting](#)**: When you lock a Zoom Meeting that's already started, no new participants can join, even if they have the meeting ID. In the meeting, click **Manage Participants** at the bottom of your Zoom window. In the Participants pop-up, click the **More** button and select **Lock Meeting**.
2. **[Remove unwanted or disruptive participants](#)**: From that **Participants** menu, you can mouse over a participant's name, and several options will appear, including Remove. Click that to remove someone from the meeting.
3. **[Allow removed participants to rejoin](#)**: When you do remove someone, they can't rejoin the meeting by using the link again. The Host can toggle participant settings to allow removed participants to rejoin, just in case the wrong person is removed.

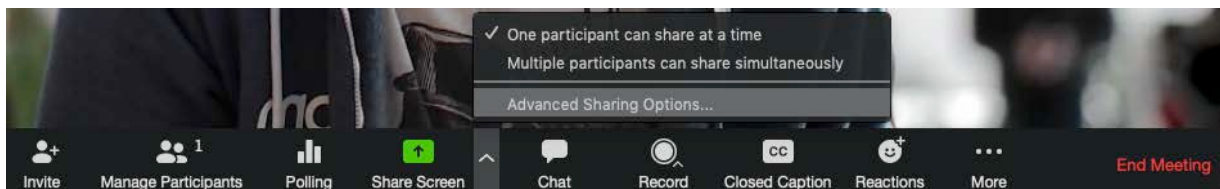
4. **Put on hold:** You can put everyone on hold, and the attendees' video and audio connections will be disabled momentarily. Click on someone's video thumbnail and select **Start Attendee On Hold** to activate this feature. Click **Take Off Hold** in the Participants list when you're ready to have them rejoin.
5. **Disable video:** Hosts can turn participant video off. This will allow hosts to block unwanted, distracting, or inappropriate gestures on video.
6. **Mute participants:** By opening the **Manage Participants** window, Hosts can **Mute All** or **Unmute All** participants at once. This is a good way to block unwanted, distracting, or inappropriate noise from participants. You can also enable **Mute Upon Entry** in your settings to keep interruptions minimized when participants join a meeting.
7. **Disable private chat:** Zoom has in-meeting chat for everyone or participants can message each other privately. Hosts should restrict participants' ability to chat amongst one another while the meeting is going on to cut back on distractions. This is also helpful to prevent anyone from getting unwanted messages
8. **Turn off file transfer:** In-meeting file transfer allows people to share files through the in-meeting chat. Toggle this off to keep the chat from getting bombarded with unsolicited pics, GIFs, memes, and other content.
9. **Turn off annotation:** You and your attendees can doodle and mark up content together using annotations during screen share. You can disable the annotation feature in your Zoom settings to prevent people from writing all over the screens.

## Manage screen sharing:

The first rule: Don't give up control of your screen.

You *do not* want random people in your class or public event taking control of the screen and sharing unwanted content with the group. **You can restrict this** — before the meeting and during the meeting in the host control bar — so that you're the only one who can screen-share.

To [prevent participants from screen sharing](#) during a call, using the host controls at the bottom, *click the arrow next to Share Screen and then Advanced Sharing Options.*



Under "Who can share?" choose "Only Host" and close the window. You can also lock the Screen Share by default for all your meetings in your web settings.

**Screen sharing**

Allow host and participants to share their screen or content during meetings

**Who can share?**

Host Only     All Participants

**Who can start sharing when someone else is sharing?**

Host Only     All Participants

## Try the Waiting Room

One of the best ways to use Zoom for classes or public events is to enable the [Waiting Room](#) feature. Just like it sounds, the Waiting Room is a virtual staging area that stops your guests from joining until you're ready for them.

Meeting hosts can customize Waiting Room settings for additional control, and you can even [personalize the message](#) people see when they hit the Waiting Room so they know they're in the right spot. This message is really a great spot to post any rules/guidelines for your event, like who it's intended for.