

HEALTH SCIENCES LIBRARY

Zoom for Teachers

Gail Y. Hendler, MLS

Director

Elizabeth Huggins, MALIS

Research and Education Librarian

July 27, 2020



Today's Discussion

- Getting Started
- Zoom Meeting Settings
- Zoom Control Panel
- Interact (chat, non-verbal feedback, raise hand)
- Poll
- Annotate
- Breakout Rooms
- Whiteboard
- Questions

Getting Started

Sign In With LUC Username and Password

- Google "[luc zoom](https://luc.zoom.us)" to access the Zoom web portal
- <https://luc.zoom.us>
- [Download](#) the latest version of Zoom
- Sign in with your LUC username and password

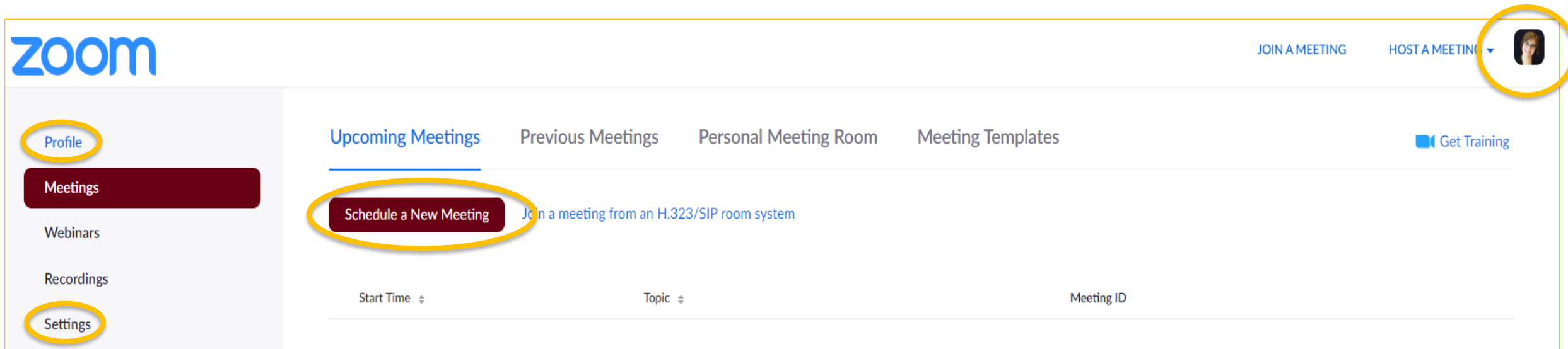
Settings

Setting Up Your Teaching Room

- Review and become familiar with security, host control, meeting and other basic and advanced settings
- Determine hosts, co-hosts, security, engagement and other administrative functions/features
- **Enable settings prior to the session**
- Settings can be changed during the session or at any time

Review and Set Up Settings

- Login at the Zoom web portal: luc.zoom.us
- Search for [LUC Zoom](#) on Google



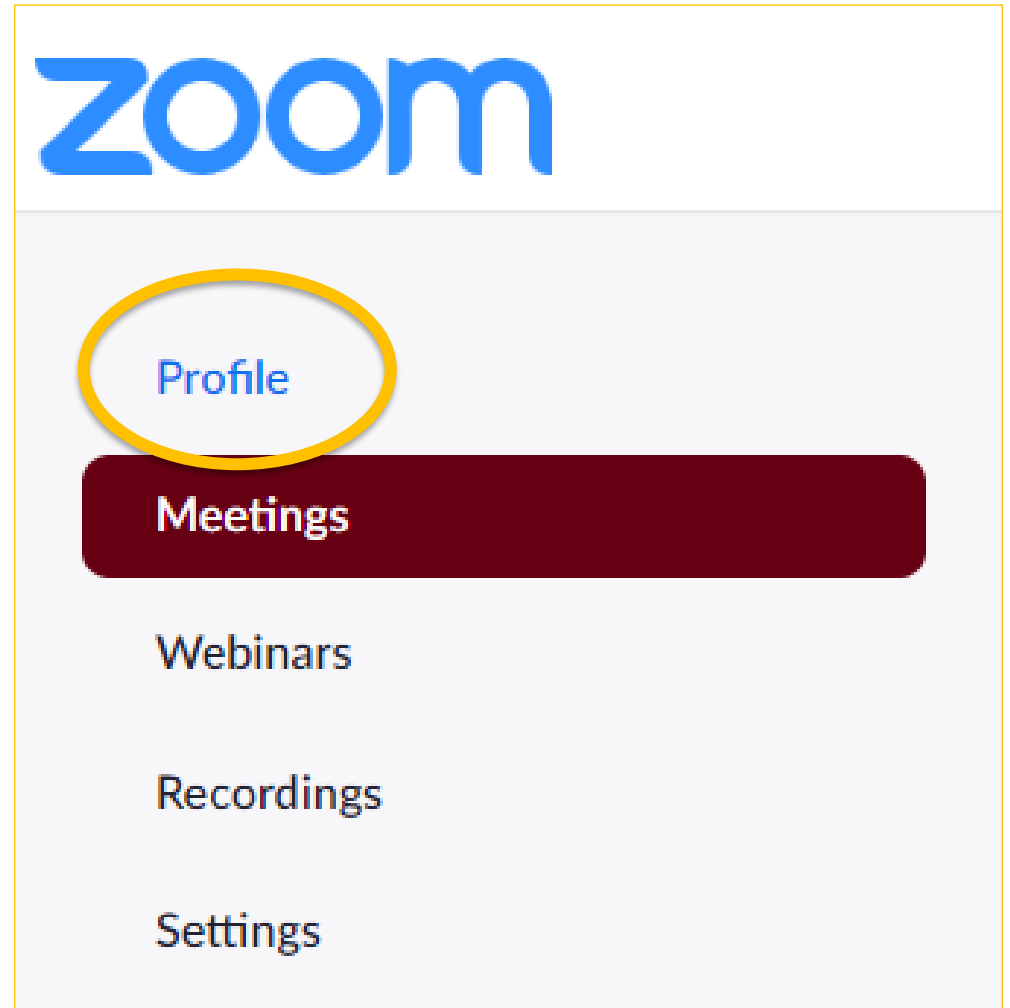
Edit Zoom Profile

Add /change your profile photo

Add/edit contact information

Create a personal Zoom link

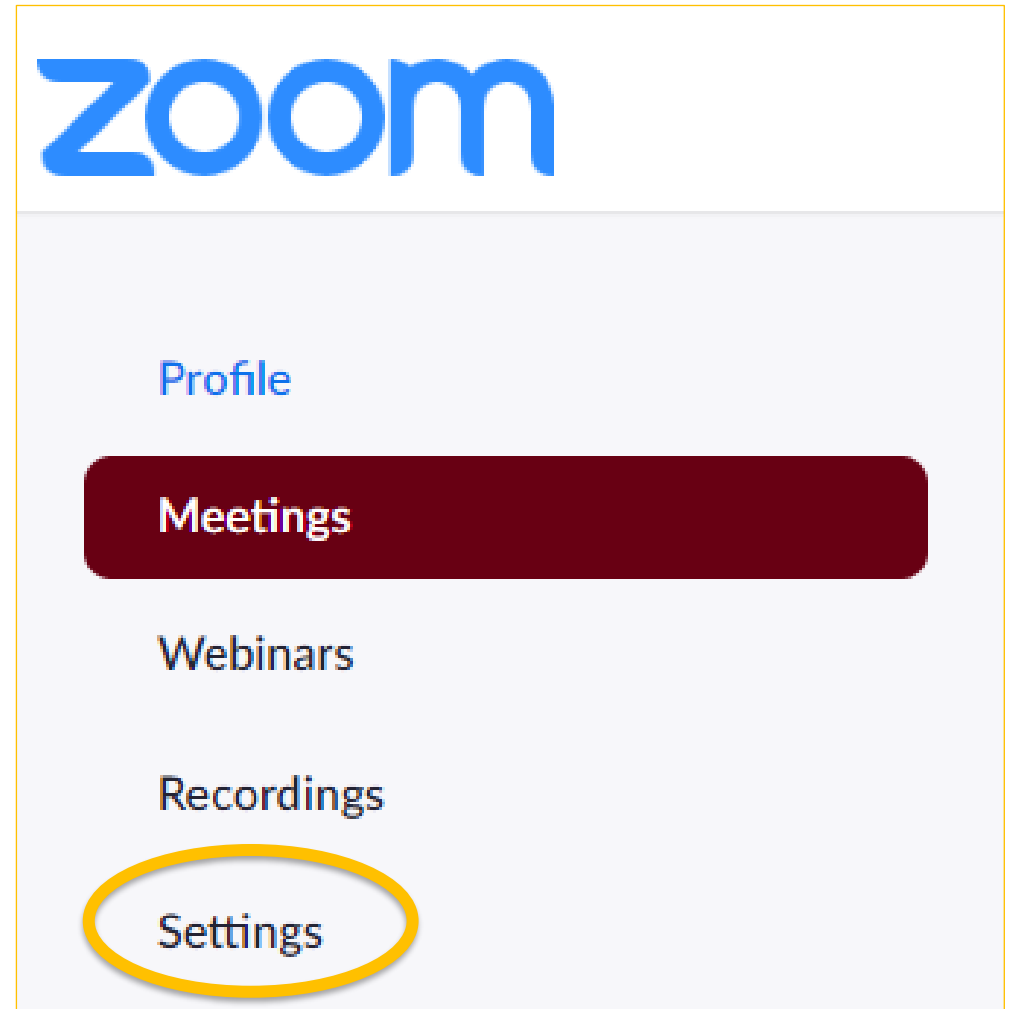
Learn the meeting participant capacity



Basic Meeting Settings

Determine

- Host controls for the session
- Security options
- Schedule Meeting options
- Basic Functions
- Email notification



Enable/Disable Basic Meeting Settings

Click on a bullet to enable the function. The bullet will turn *bright blue* and swiped right

Disabled bullets are *light blue* or *gray* and swiped left

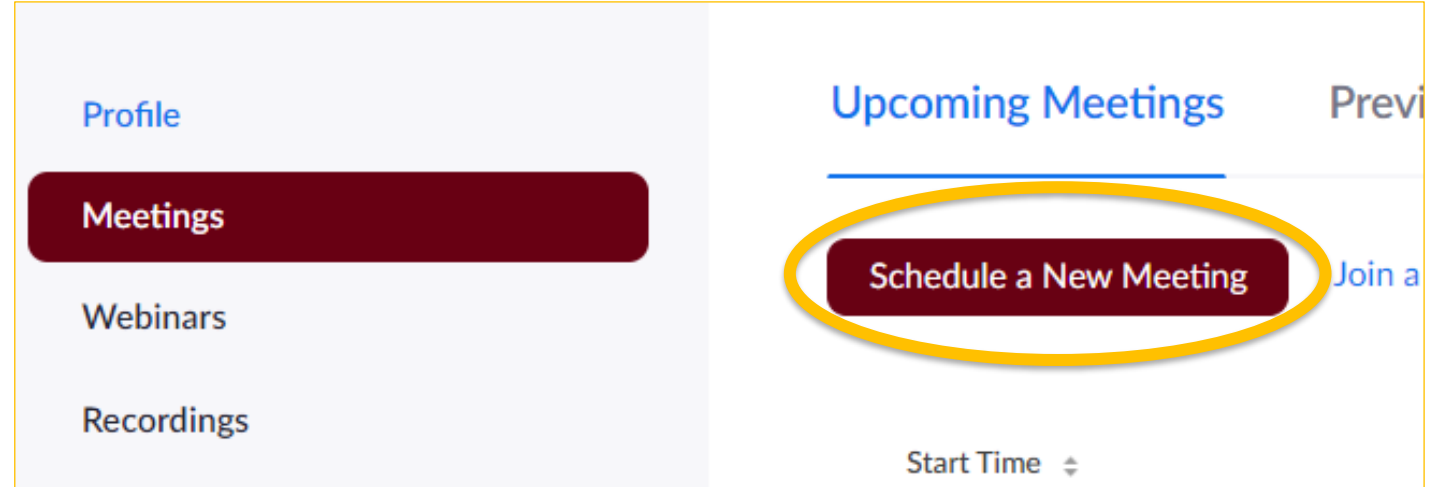
Selections appear in the Zoom control panel

Security	Co-host	<input checked="" type="checkbox"/>
Schedule Meeting	Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.	
In Meeting (Basic)	Polling	<input checked="" type="checkbox"/>
In Meeting (Advanced)	Add 'Polls' to the meeting controls. This allows the host to survey the attendees.	
Email Notification	Always show meeting control toolbar	<input type="checkbox"/>
Other	Always show meeting controls during a meeting	
	Show Zoom windows during screen share	<input checked="" type="checkbox"/>
	Screen sharing	<input checked="" type="checkbox"/>
	Allow host and participants to share their screen or content during meetings	
	Who can share?	<input checked="" type="radio"/> Host Only <input type="radio"/> All Participants
	Who can start sharing when someone else is sharing?	<input checked="" type="radio"/> Host Only <input type="radio"/> All Participants
	Disable desktop/screen share for users	<input type="checkbox"/>
	Disable desktop or screen share in a meeting and only allow sharing of selected applications.	

Schedule A New Meeting

From the [Zoom web portal](#)

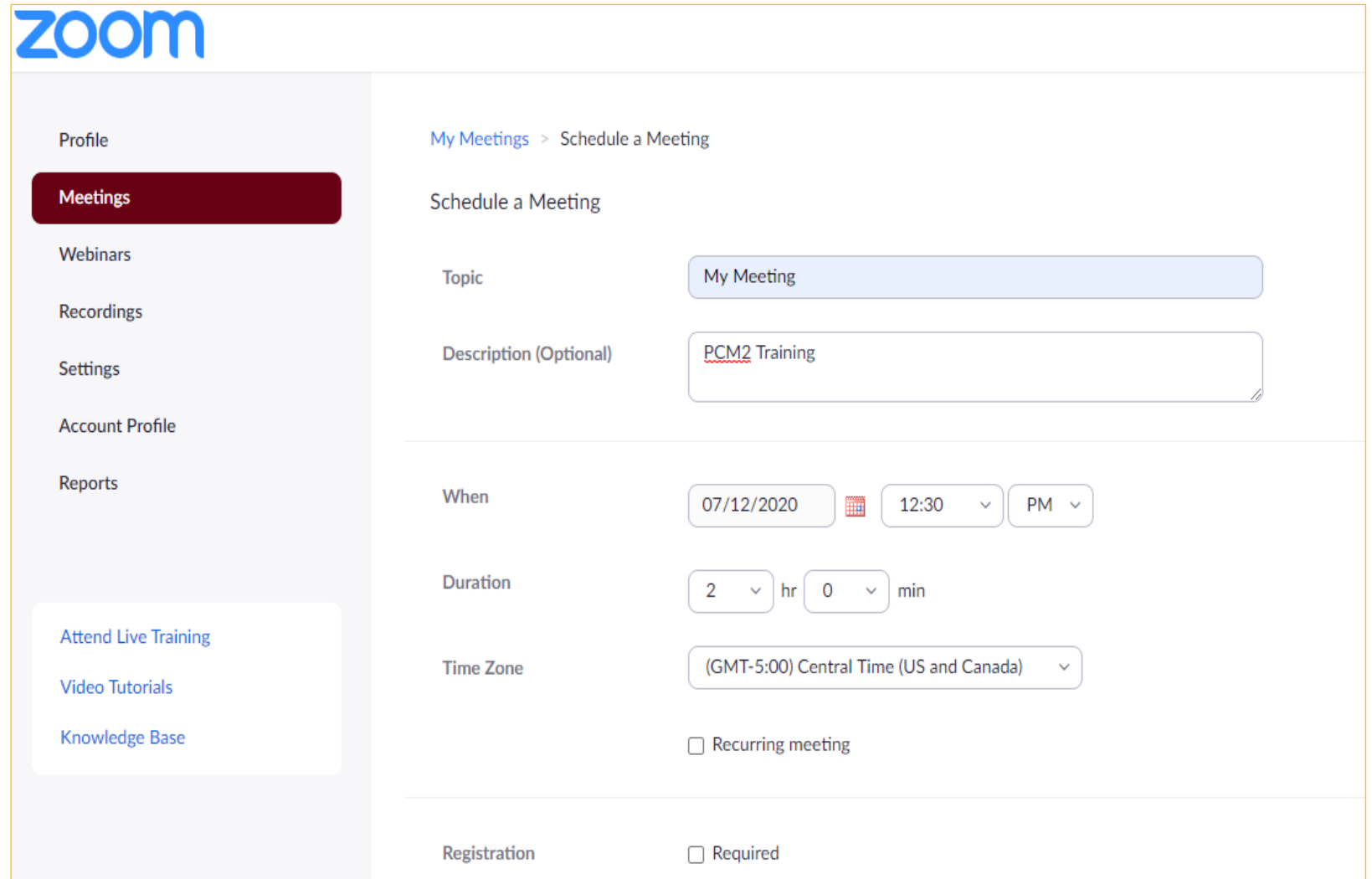
Click on ***Schedule a New Meeting***



Schedule A New Meeting

Schedule:

- Meeting topic
- Description
- Date
- Time
- Duration
- Registration



The screenshot displays the Zoom web interface for scheduling a new meeting. On the left, a sidebar contains navigation links: Profile, Meetings (highlighted in a dark red bar), Webinars, Recordings, Settings, Account Profile, and Reports. Below these links are three additional options: Attend Live Training, Video Tutorials, and Knowledge Base. The main content area is titled 'My Meetings > Schedule a Meeting'. It features a 'Schedule a Meeting' section with a 'Topic' field containing 'My Meeting' and a 'Description (Optional)' field containing 'PCM2 Training'. Below this, the 'When' section includes a date picker set to '07/12/2020', a time picker set to '12:30', and a dropdown for 'PM'. The 'Duration' section shows a dropdown for '2' hours and a dropdown for '0' minutes. The 'Time Zone' section has a dropdown menu set to '(GMT-5:00) Central Time (US and Canada)'. There is an unchecked checkbox for 'Recurring meeting'. At the bottom, the 'Registration' section has an unchecked checkbox for 'Required'.

zoom

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

[Attend Live Training](#)

[Video Tutorials](#)

[Knowledge Base](#)

[My Meetings](#) > Schedule a Meeting

Schedule a Meeting

Topic: My Meeting

Description (Optional): PCM2 Training

When: 07/12/2020 12:30 PM

Duration: 2 hr 0 min

Time Zone: (GMT-5:00) Central Time (US and Canada)

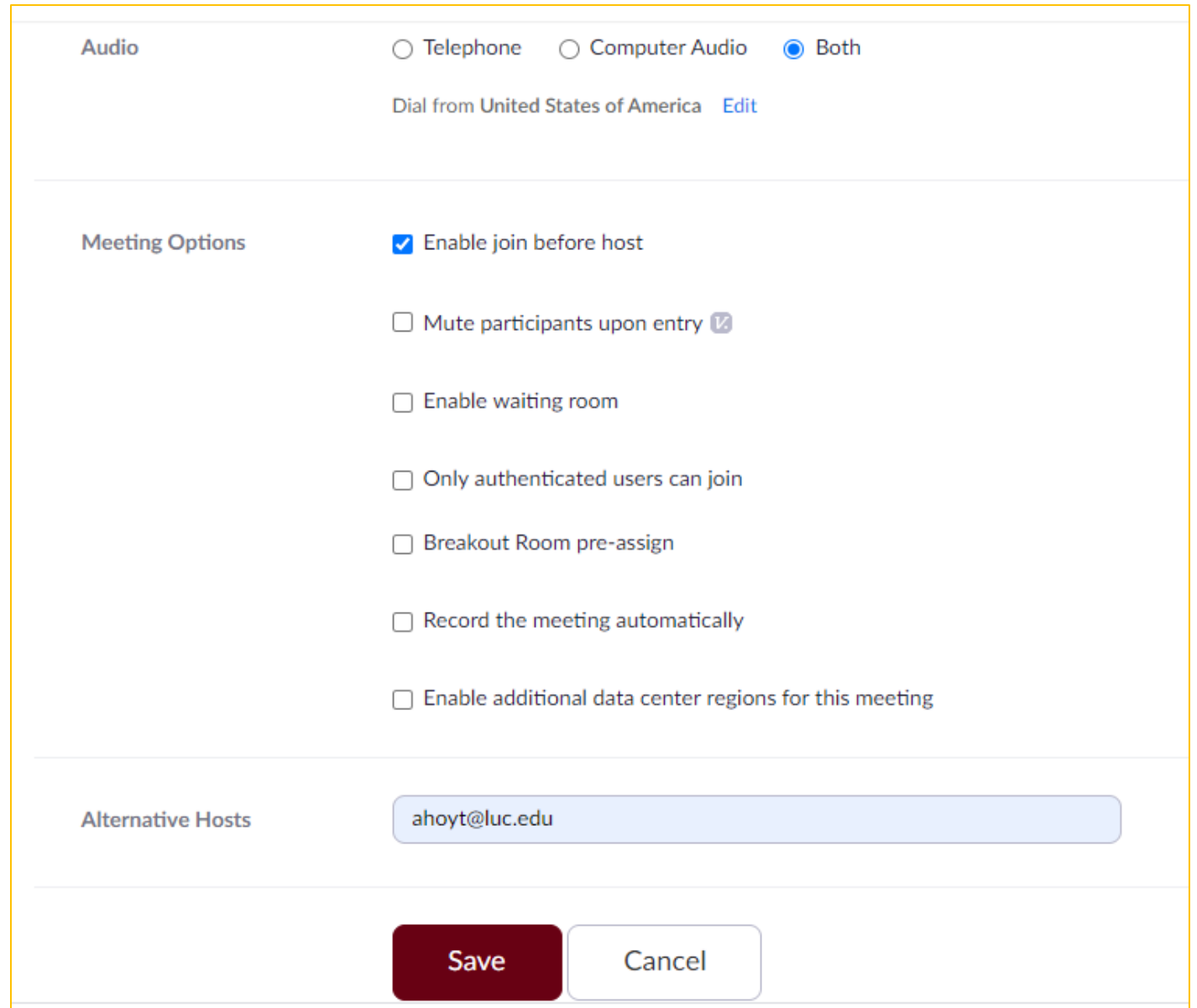
☐ Recurring meeting

Registration: ☐ Required

Save your selections

Co-hosts cannot start a meeting but shares administrative privileges such as starting/stopping recording and managing participants

Alternative hosts share the same controls as co-hosts but can also start/end meetings



The screenshot shows the 'Meeting Options' dialog box in Microsoft Teams. It is divided into three sections: 'Audio', 'Meeting Options', and 'Alternative Hosts'. In the 'Audio' section, 'Both' is selected for the audio source, and the dialing region is 'United States of America'. The 'Meeting Options' section contains several checkboxes, with 'Enable join before host' checked. The 'Alternative Hosts' section has a text input field containing 'ahoyt@luc.edu'. At the bottom, there are 'Save' and 'Cancel' buttons.

Section	Options
Audio	<ul style="list-style-type: none">TelephoneComputer AudioBoth (selected) <p>Dial from United States of America Edit</p>
Meeting Options	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Enable join before host<input type="checkbox"/> Mute participants upon entry<input 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<input type="checkbox"/> Enable additional data center regions for this meeting
Alternative Hosts	<input type="text" value="ahoyt@luc.edu"/>

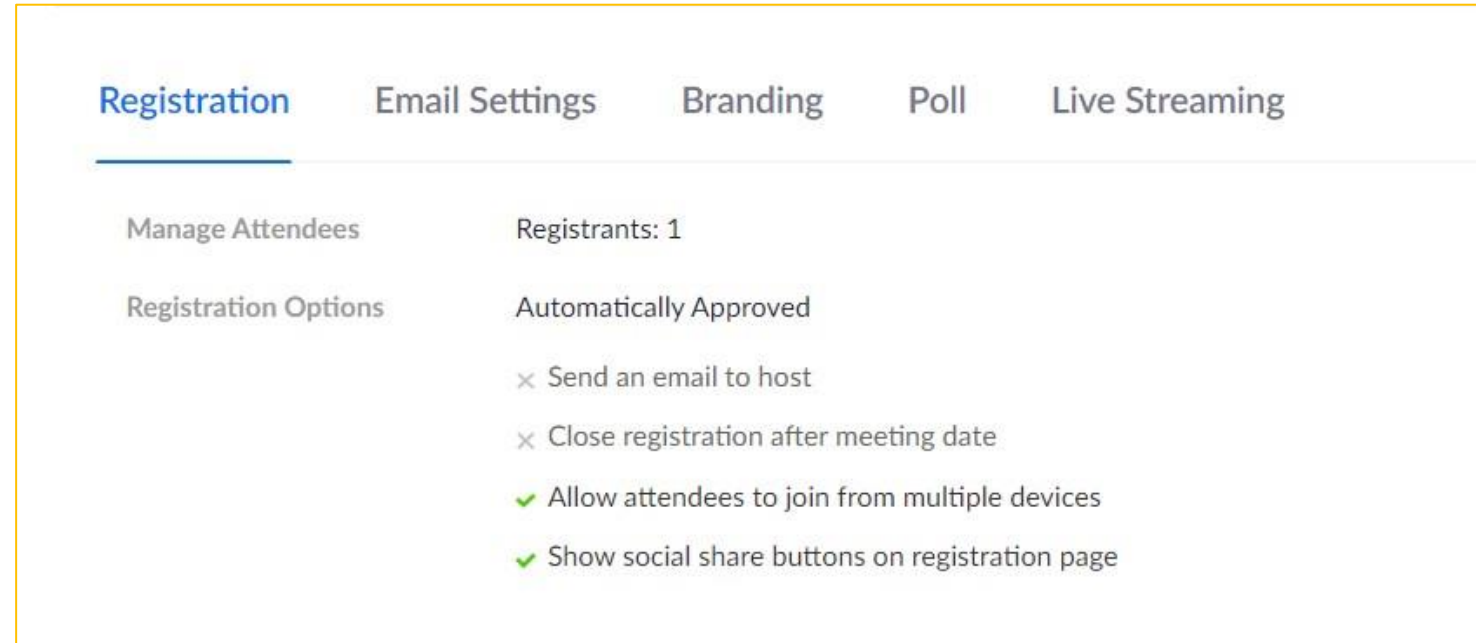
Save **Cancel**

To register or not to register?

Creates an attendance list

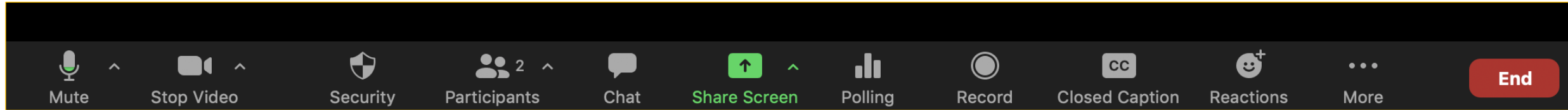
Facilitates breakout room set up

Enhances security



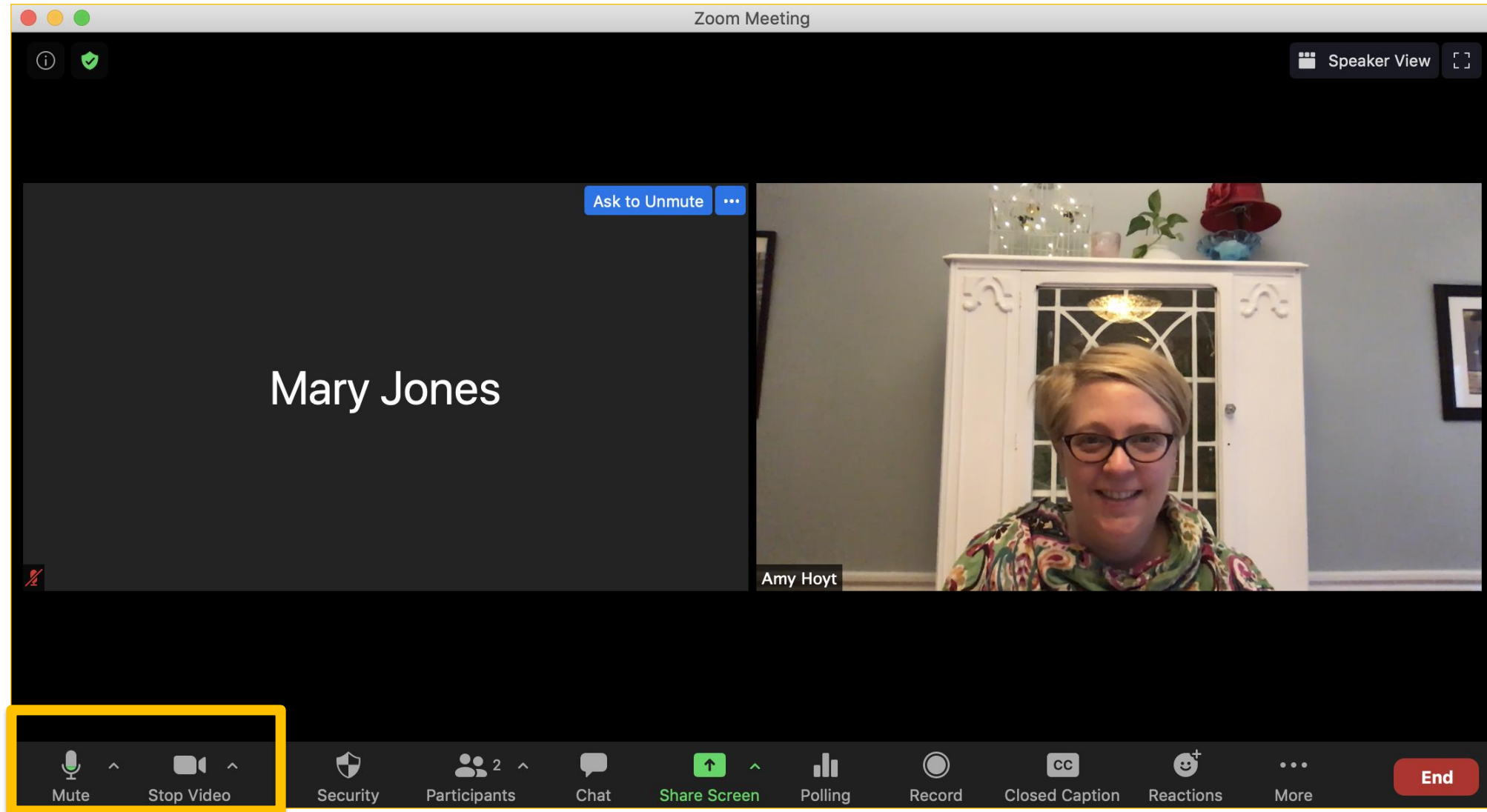
Zoom Control Panel

Control Panel

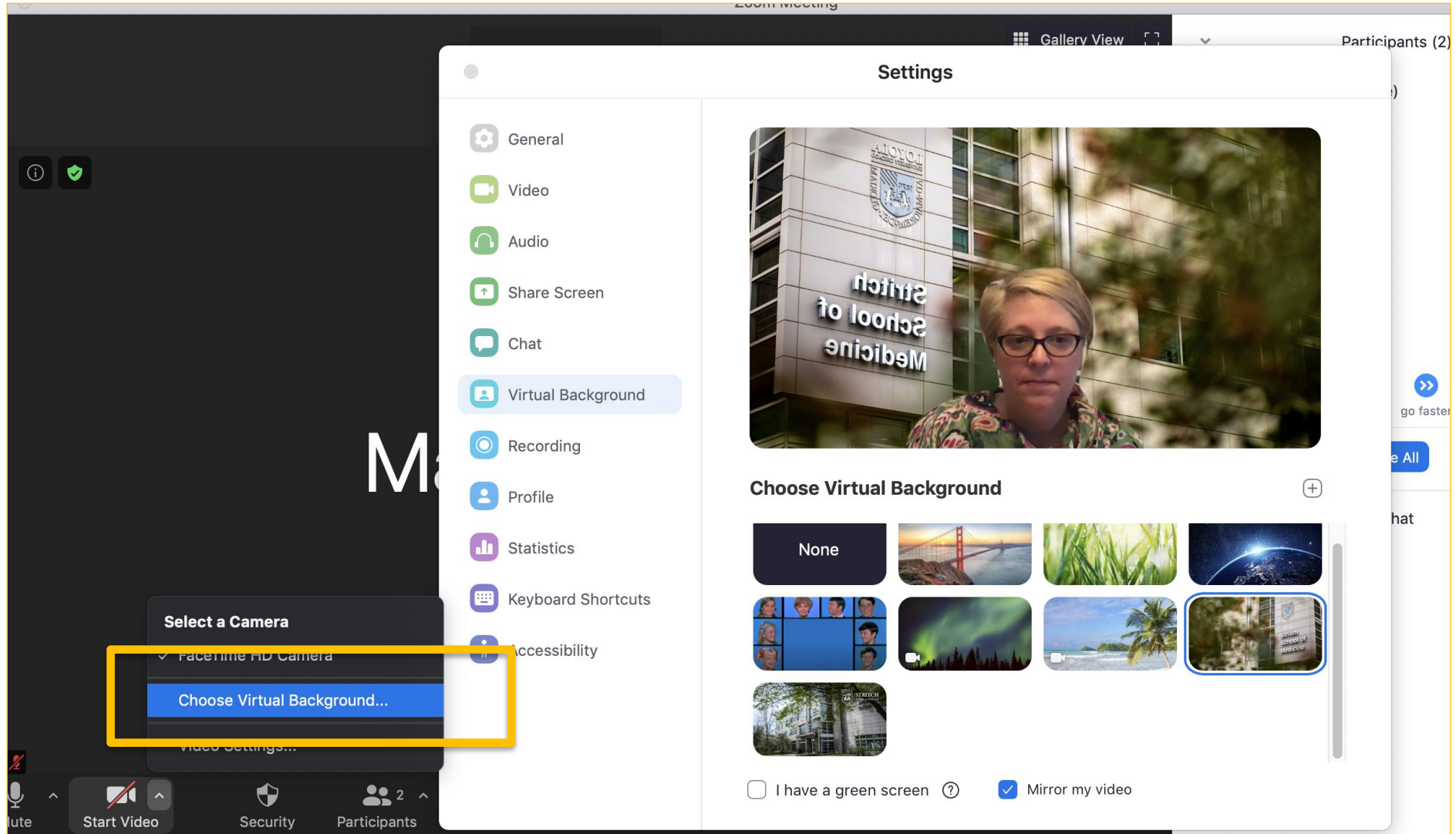


- Displayed across bottom of screen
- Turn video/audio on or off
- Manage activities during session

Mute/Video Settings

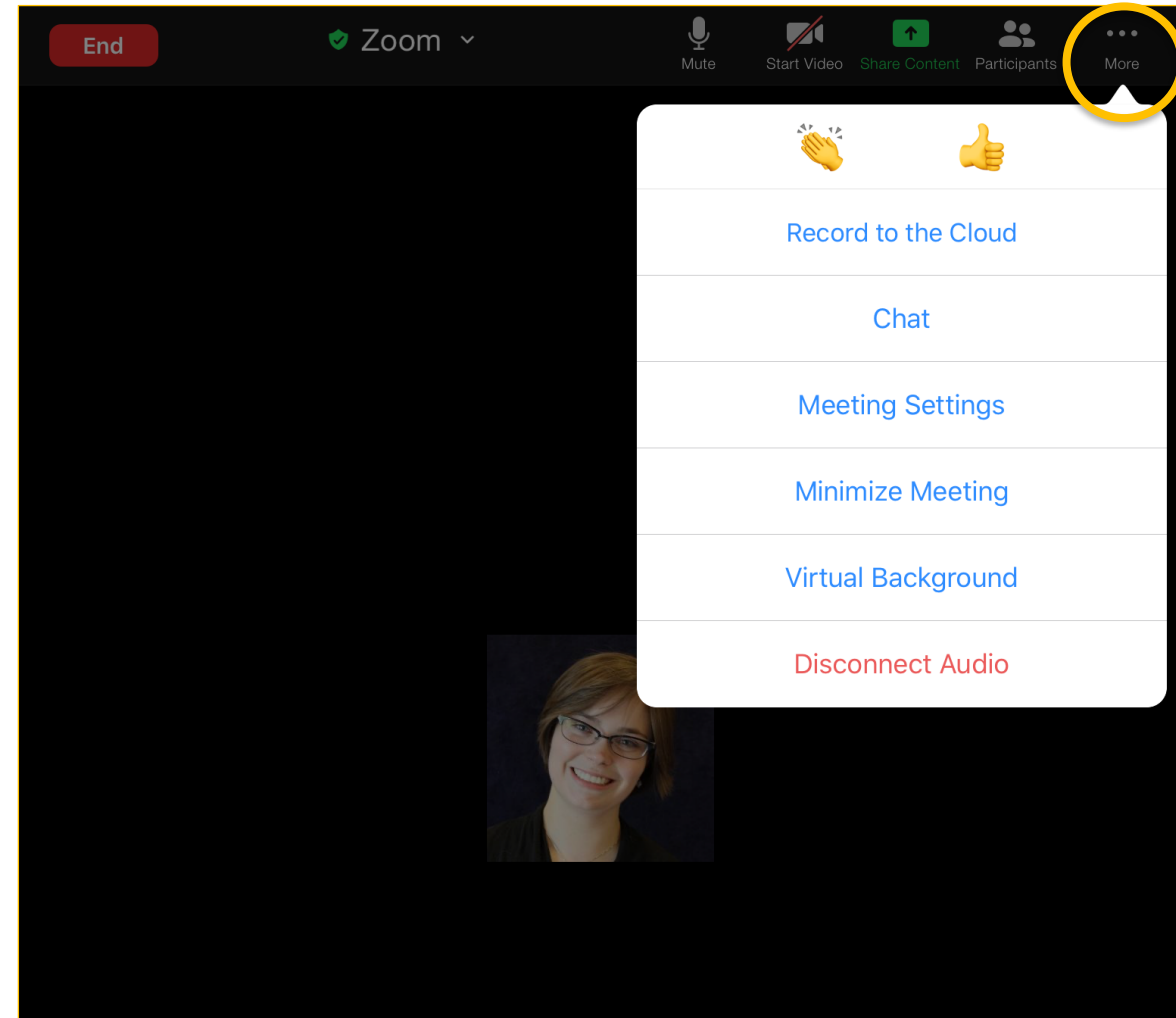


Virtual Background

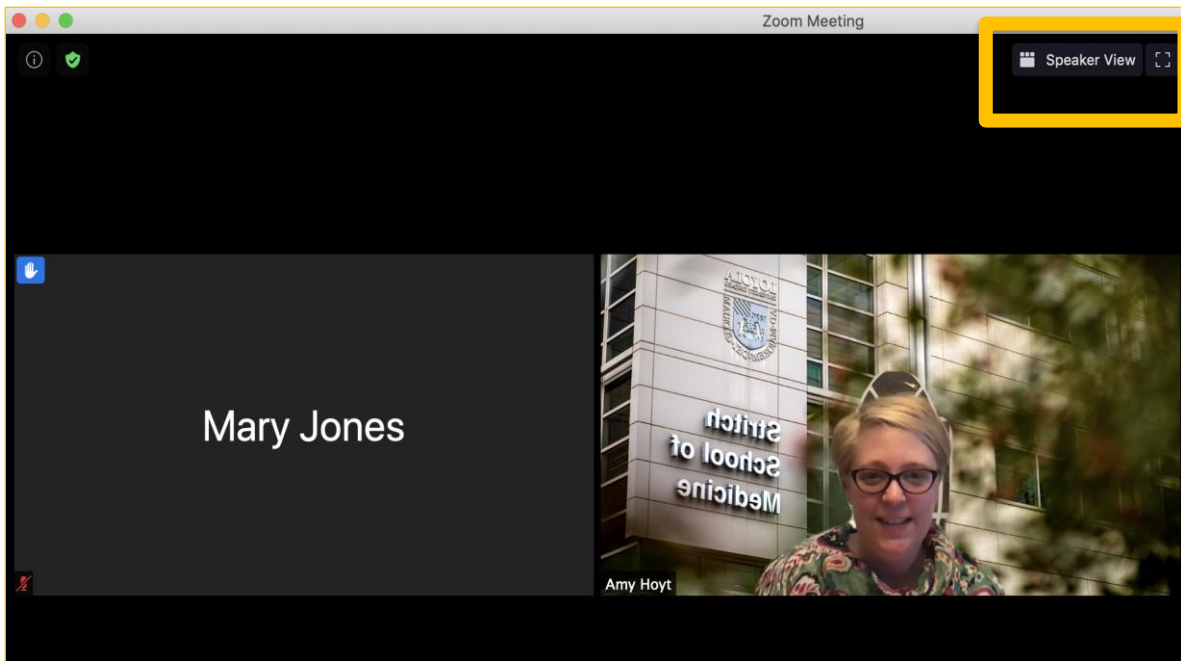


Virtual Background

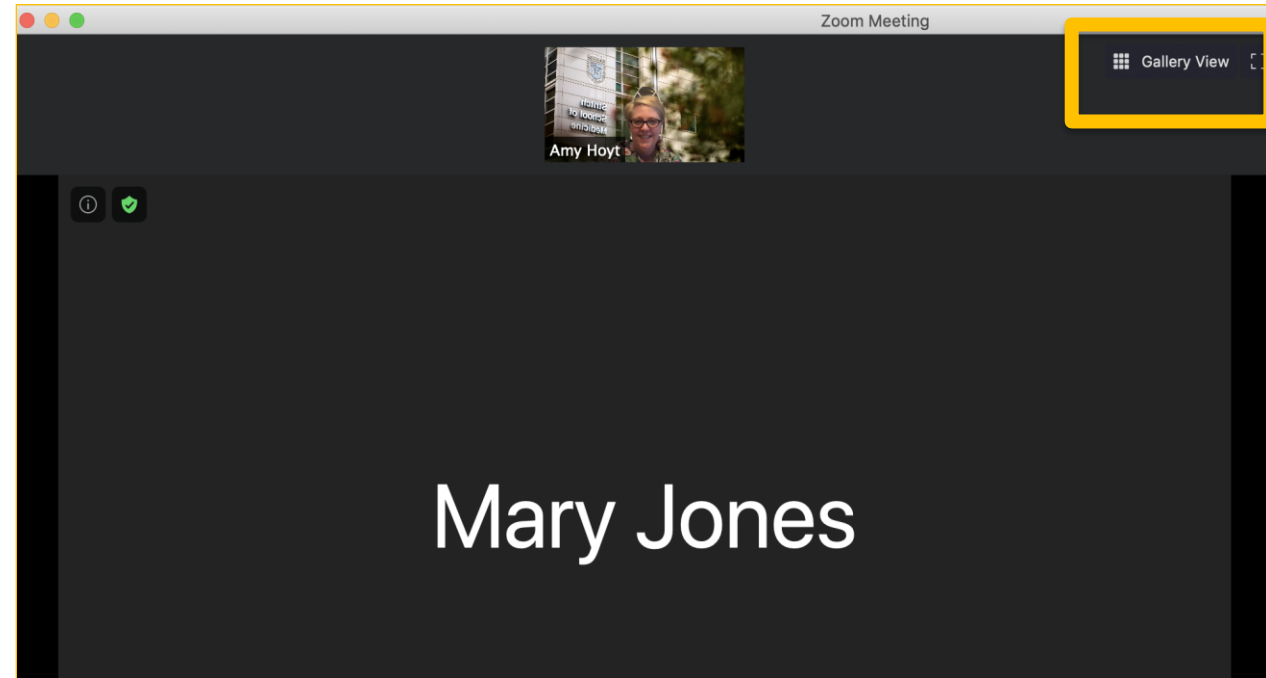
- Select a video or photo
- Will not appear if your computer has no webcam
- Not available on all devices (Chromebook, iPhone)
- Located under "More" on an iPad
- Best practice is to use a non-distracting image, such as these [LUC \(Maywood\) backgrounds](#)



View Settings



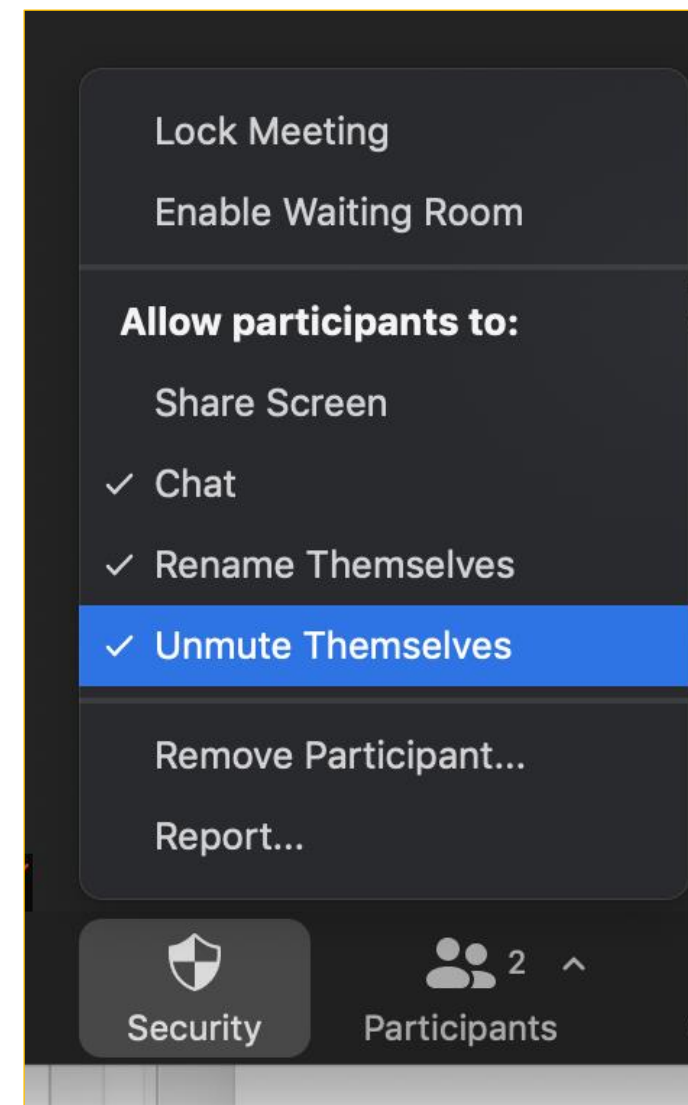
Gallery View – all participants display in a tile formation



Speaker View – Speaker is displayed in middle of screen; other participants are tiled at top of window

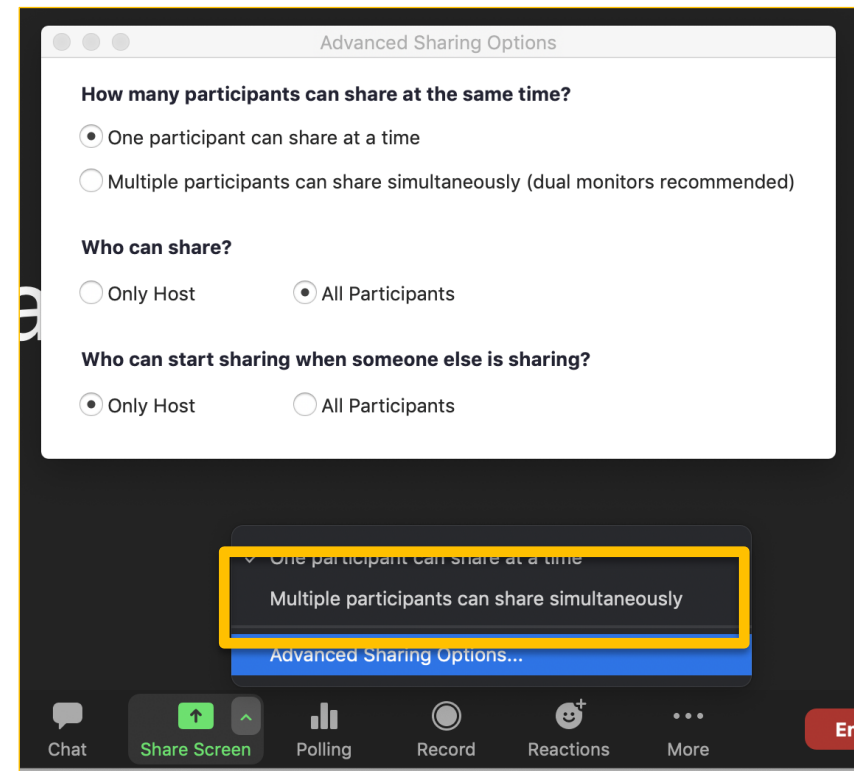
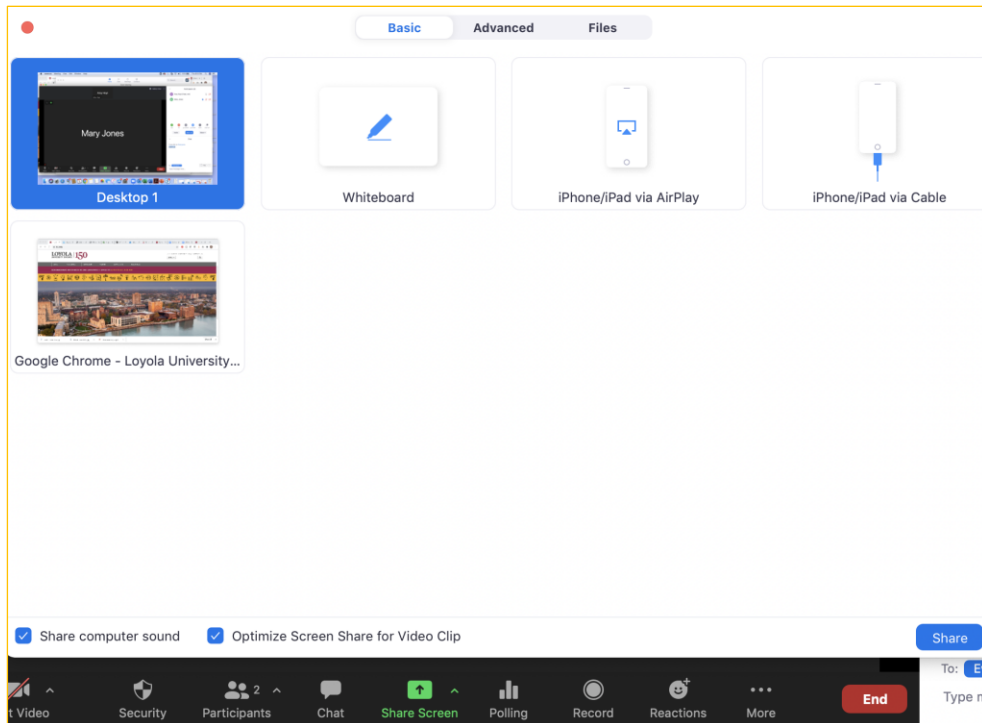
Security

- Set permissions for actions participants can do
- Remove participants



Share Screen

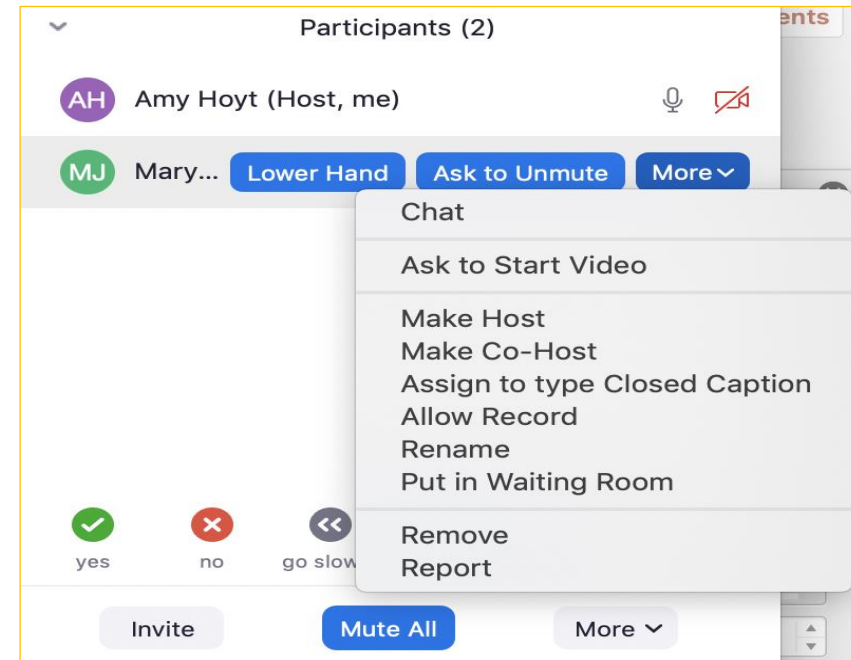
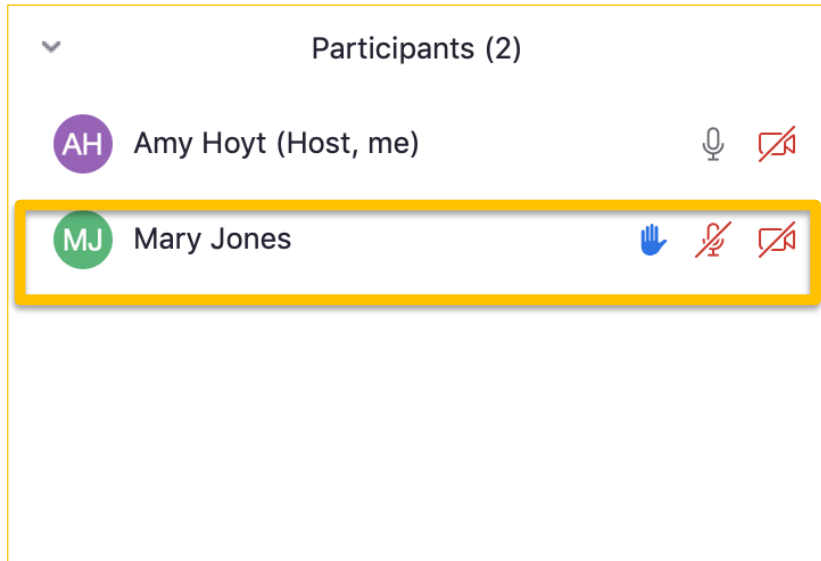
- File must be open to be shared
- Select the appropriate file from the options that appear when “Share Screen” is clicked
- Set permissions to allow others to share their screen



Engage and Interact

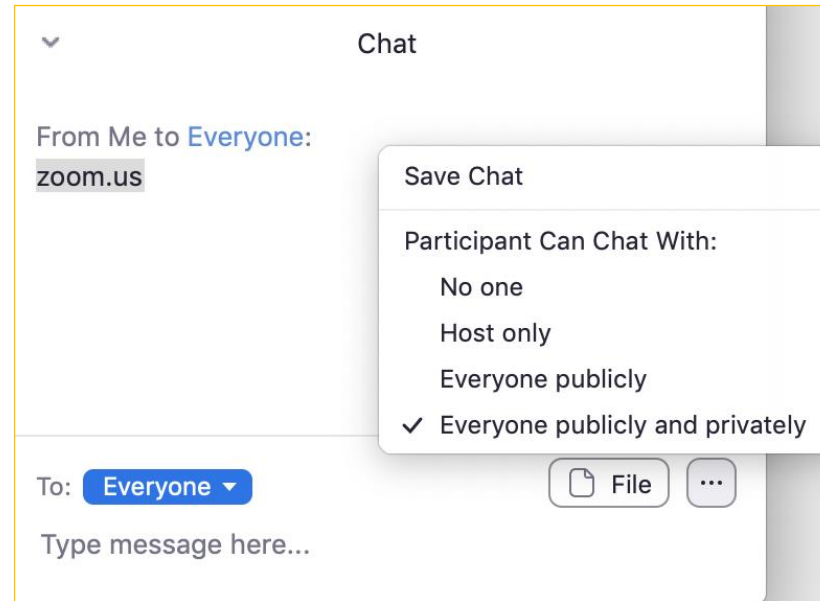
Participants

- View all participants and their mute/video settings
- View any reactions – raised hand, yes, no, etc.
- Allow additional permissions
- Consider assigning someone to monitor while you are speaking



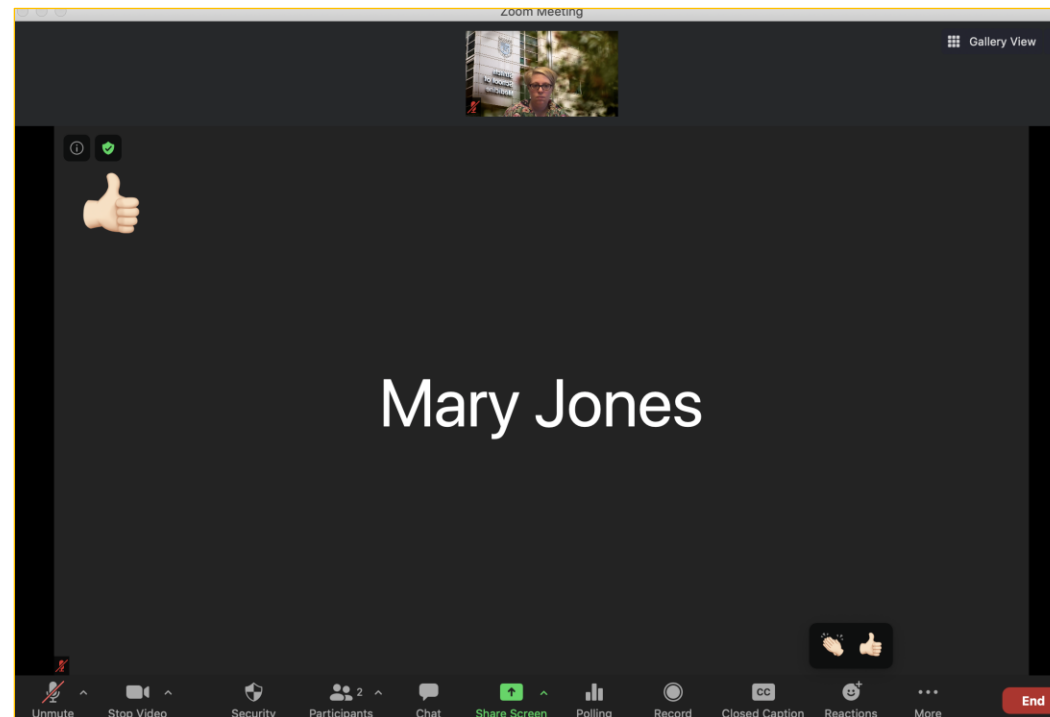
Chat

- Set permissions for participants using chat
- Send a message to everyone, or a private message to one participant
- Consider assigning a chat monitor while you are speaking



Reactions

- Fun, engaging, and interactive icons provide feedback
- Thumbs up or applause
- Select from the Zoom controller



Poll

Poll

- Use as an icebreaker
- Use at the beginning of sessions to review difficult material from a previous session
- Use to assess learning during or at the end of sessions
- Use to obtain feedback on the session

Enable Poll in Account Settings

- Sign in to Zoom web portal and go to basic settings
- Go to the polling option and select by clicking on the button
- If the feature is disabled, the button will show as **gray** or **light blue**. Click on the button to enable
- Once enabled, the Poll icon will appear on the meeting Zoom control panel

Create a Poll BEFORE the Scheduled Session

- From the [Zoom web portal](#) meetings page
 - **Go to Schedule Meeting or**
 - **Go to Scheduled Meeting**
- Scroll down to the bottom of the meeting options to locate Poll
- Select ADD

Create the Poll

Delete this Meeting

Save as a Meeting Template

Edit this Meeting

Start this Meeting

Poll

Live Streaming

You have created 1 poll for this meeting.

Add

Title	Total Questions	Anonymous	
^ Poll 1:Best Pizza	1 question	No	<div>EditDelete</div>

1. Which city offers the BEST pizza? (Single Choice)

Answer 1: Rome

Answer 2: Naples

Answer 3: Detroit

Answer 4: Chicago

Answer 5: New York City

Create the Poll

Add a title

Select anonymous

Select Single or Multiple Choice

Add answers

Click Save

Add a Poll

BEST Pizza

☒ Anonymous? ⓘ

1. Which city offers the BEST pizza?

☒ Single Choice ☐ Multiple Choice

Rome

Chicago

Naples

Detroit

New York City

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

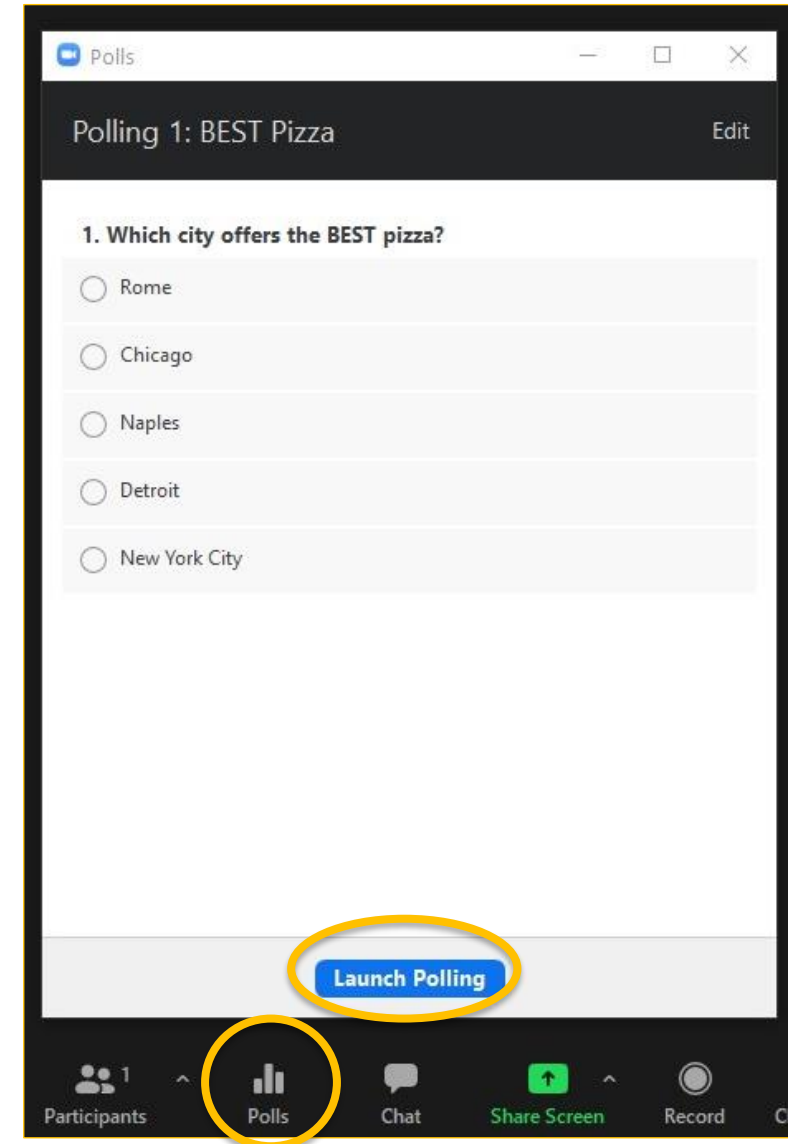
Delete

Select Poll in Meeting Zoom Control Panel

Select the Poll

Select Launch Polling

While the Poll is in progress you will be able to view response rate and number of responses

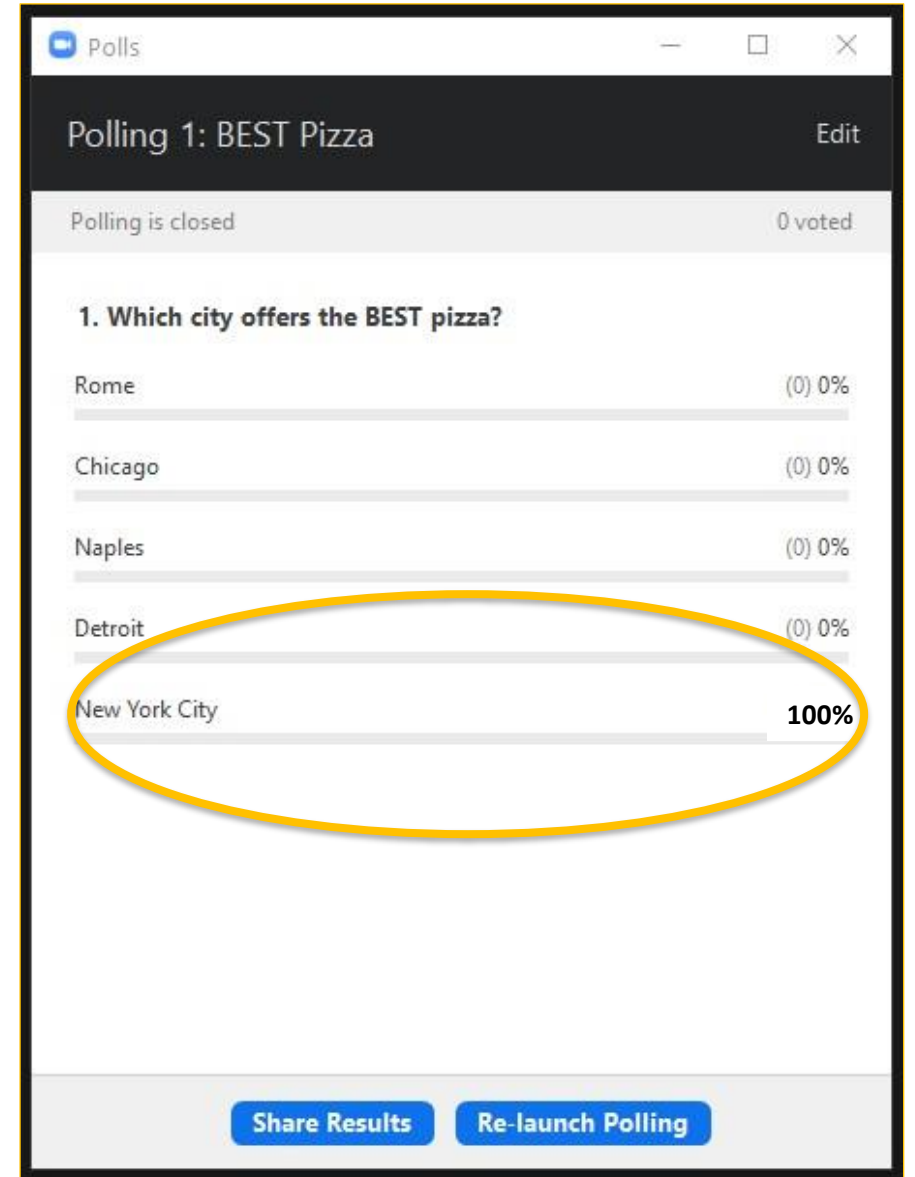


Share Results or Relaunch Poll

Share results (and the correct answer)

Edit questions option

Re-launch the Poll



Annotate

Annotate

- Annotate facilitates learning by helping to clarify concepts and draw the picture to guide learners
- Use tools such as highlight, draw/pen, shapes, and spotlight
- Annotation control panel is only available and visible to the host. Remember to explain to your students what you are doing while you use the annotation tools


Annotate


- Enable Annotate in basic settings
- While in *Screen Sharing* select *Annotate* from Zoom control panel to launch the Annotate control panel
- The Annotation Control Panel can only be seen by the Host during Screen Share
- Select x to stop Annotation
- ***Stop Share*** will remove Annotation from the Zoom control panel


Enable Annotation in Meeting Settings

Annotation



Allow host and participants to use annotation tools to add information to shared screens 

☒ Allow saving of shared screens with annotations 

☐ Only the user who is sharing can annotate 

Annotation Panel

- Launched in Screen Sharing
- Only visible to the Host



Annotate This: Which Chamber of the Heart is Enlarged?

Spotlight P Wave

Highlight P Wave
-length
-width

Insert a text box
to write the
answer



Breakout Rooms

Breakout Rooms

- Facilitate small group discussions by separating members into smaller groups
- Regroup as a whole
- Hosts can automatically or manually group the small sessions and switch between sessions

Breakout Rooms

- Up to 50 Breakout Rooms per meeting, with up to 200 participants per breakout room
- Breakout Room participants have full audio, video and screen share capabilities
- Only hosts can start breakout rooms or move participants from one breakout room to another
- Hosts can broadcast messages to all rooms

Room Assignment Rules and Recommendations

- Rooms can be preassigned in the Zoom Portal *meeting scheduler*
- Group members can be automatically entered (by Zoom) or manually entered by the host
- **Manual enter is recommended for small groups**
- Names can be entered by adding Loyola emails, selected from the pull-down participant menu or submitted via a CSV file


Enable Breakout Rooms in In Meeting Settings

- Enable Breakout Room in settings (Advanced)
- Launch the Breakout Room window from the Zoom control panel

Breakout room



Allow host to split meeting participants into separate, smaller rooms

☒ Allow host to assign participants to breakout rooms when scheduling 

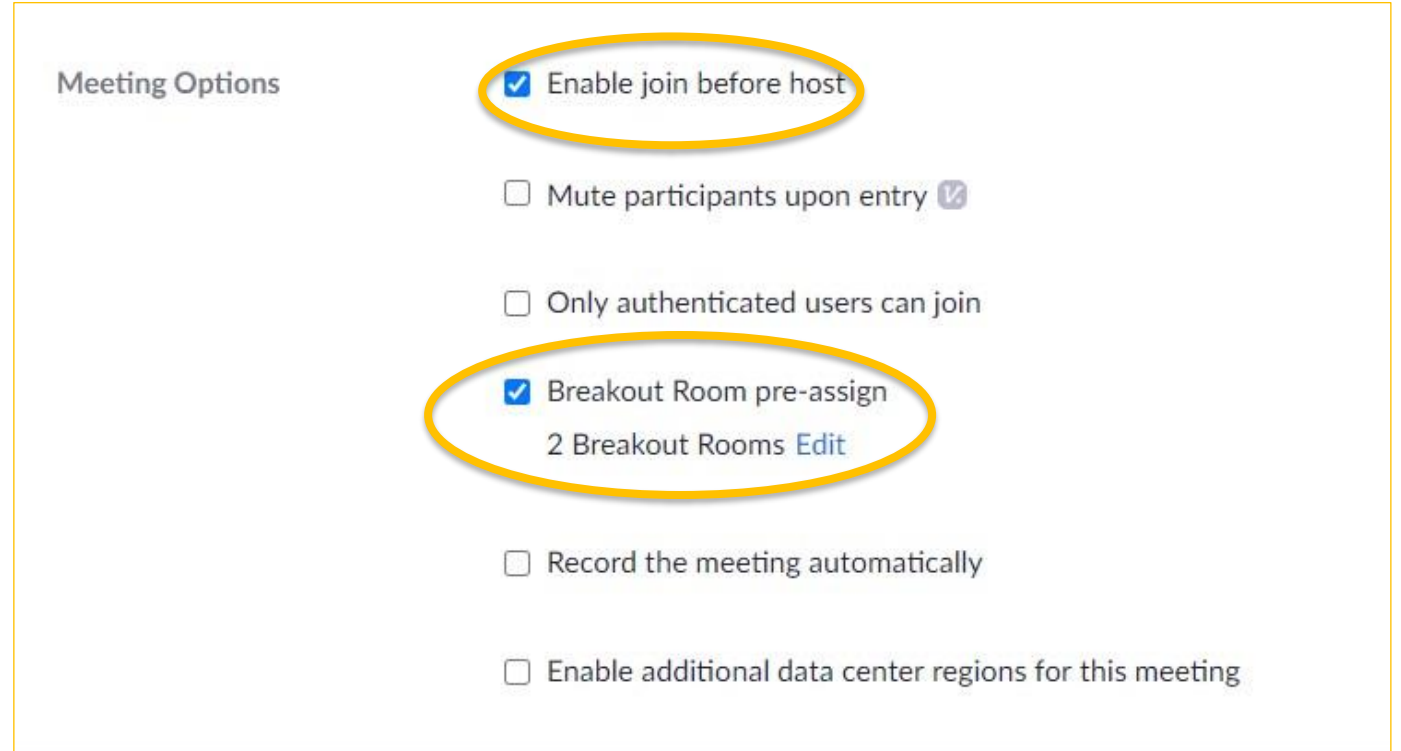
Schedule Meeting in Zoom Portal and Pre-Assign Rooms

Go to Zoom web portal

Schedule a new meeting or edit an existing meeting

Make sure **enable join before host** is selected

Select Breakout Room
Pre-assign



The screenshot shows the 'Meeting Options' section of the Zoom web portal. Two options are highlighted with yellow circles: 'Enable join before host' (checked) and 'Breakout Room pre-assign' (checked). Below 'Breakout Room pre-assign', it shows '2 Breakout Rooms' and an 'Edit' link. Other options include 'Mute participants upon entry', 'Only authenticated users can join', 'Record the meeting automatically', and 'Enable additional data center regions for this meeting'.

Meeting Options

- ☒ Enable join before host
- ☐ Mute participants upon entry
- ☐ Only authenticated users can join
- ☒ Breakout Room pre-assign
2 Breakout Rooms [Edit](#)
- ☐ Record the meeting automatically
- ☐ Enable additional data center regions for this meeting

Assign Group Names and Participants

Breakout Room Assignment

2 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms

+

Group A

0

Group B

0

Group A

Add participants

No participants yet

Import from CSV

Cancel

Save

Breakout Room Assignment

2 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms

+

Group A

0

Group B

0

Group A

elizabeth

Elizabeth Karalis

Elizabeth Jamka

Elizabeth Held Dobos

Elizabeth Reynolds

Elizabeth (Ela) Lozano

Elizabeth Ubelhor

elizabeth fierro

Elizabeth Fenton Dickerson

Import from CSV

Cancel

Save

Change Group Names and Add Participants

Mouse over room name to change

Add LUC emails of group participants

Save

For >50 participants select ***Import From CSV*** to drag and drop the list you created

Breakout Room Assignment

2 rooms, 2 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms	+	Sharks
Sharks	2	<input type="text" value="Add participants"/>
Jets	0	<div>ehuggins@luc.edu</div> <div>ghendler@luc.edu</div>

[Import from CSV](#)

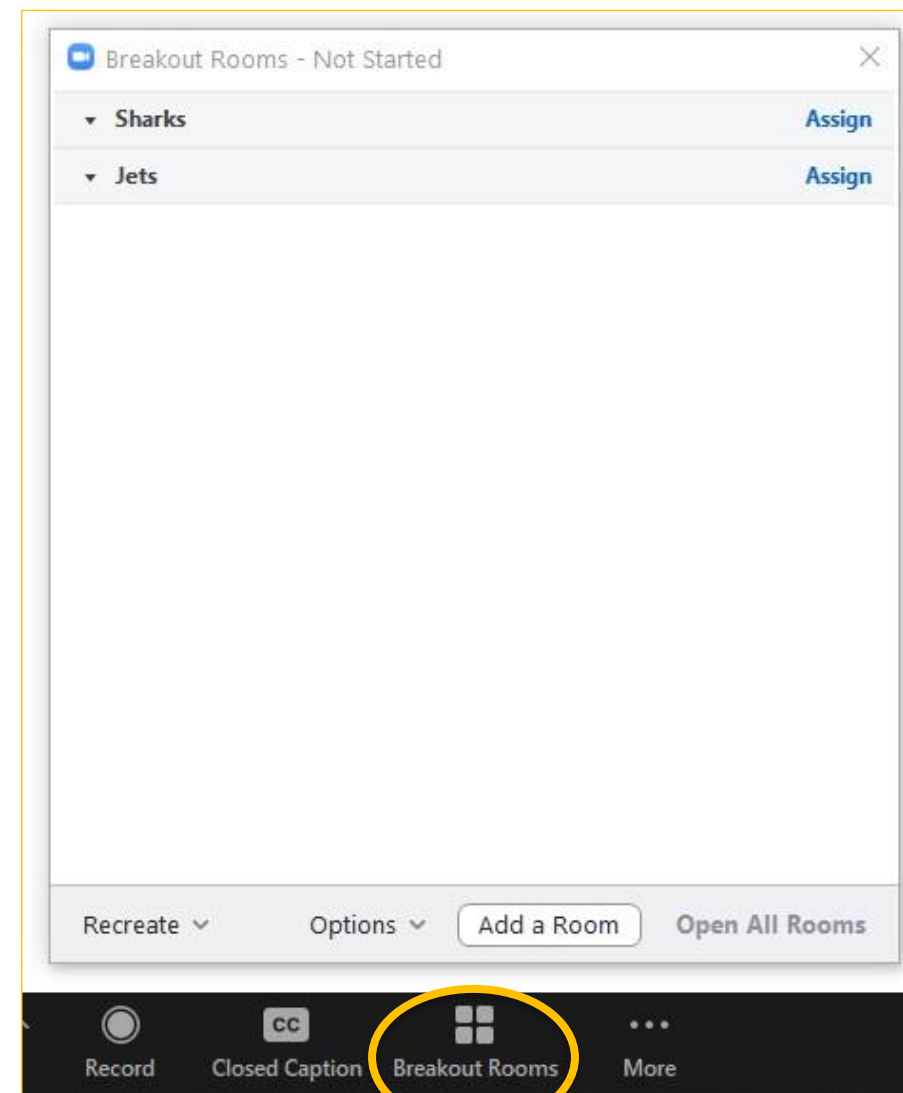
CancelSave

Launch/Recreate Break Out Rooms in Meeting

In the Zoom Control Panel
select *More* or *Break Out
Rooms*

Select options to configure
room settings

Open All Rooms



Managing Breakout Rooms

Once **Open All Rooms** is selected all participants will be moved to their assigned rooms

The host remains in the main room until manually selecting a room to join

Close all rooms returns participants to the main meeting room

Broadcast a message to all ^

Close All Rooms

- **Join:** Join the breakout room.
- **Leave:** Leave the room and return to the main meeting (only shows when in a breakout room).
- **Close All Rooms:** Stops all rooms after a 60 second countdown, shown to the host and participants, and returns all participants back to the main meeting.

Whiteboard

Enable Whiteboard in the Meeting Settings

Whiteboard



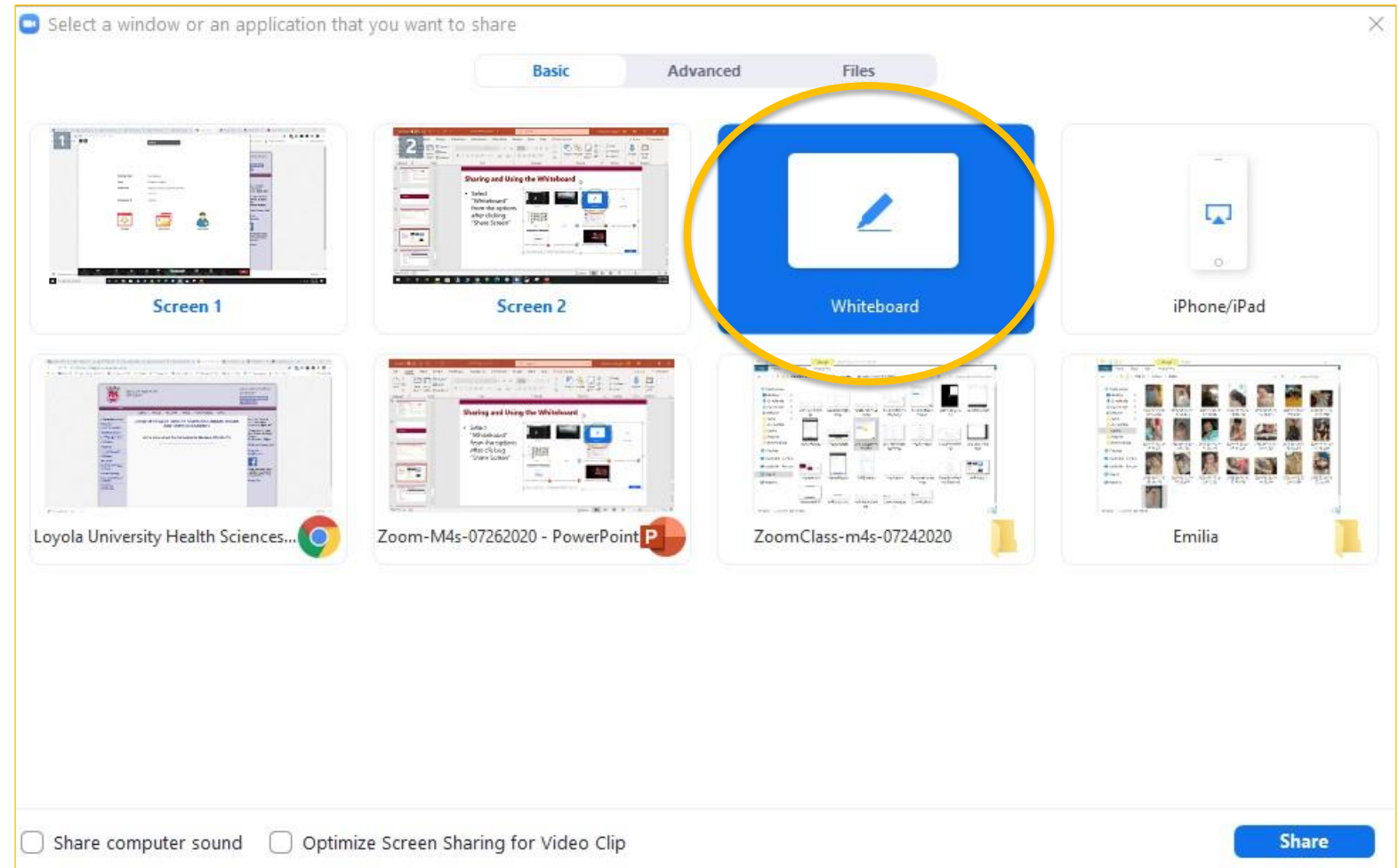
Allow host and participants to share whiteboard during a meeting 

☒ Allow saving of whiteboard content 

☐ Auto save whiteboard content when sharing is stopped 

Sharing and Using the Whiteboard

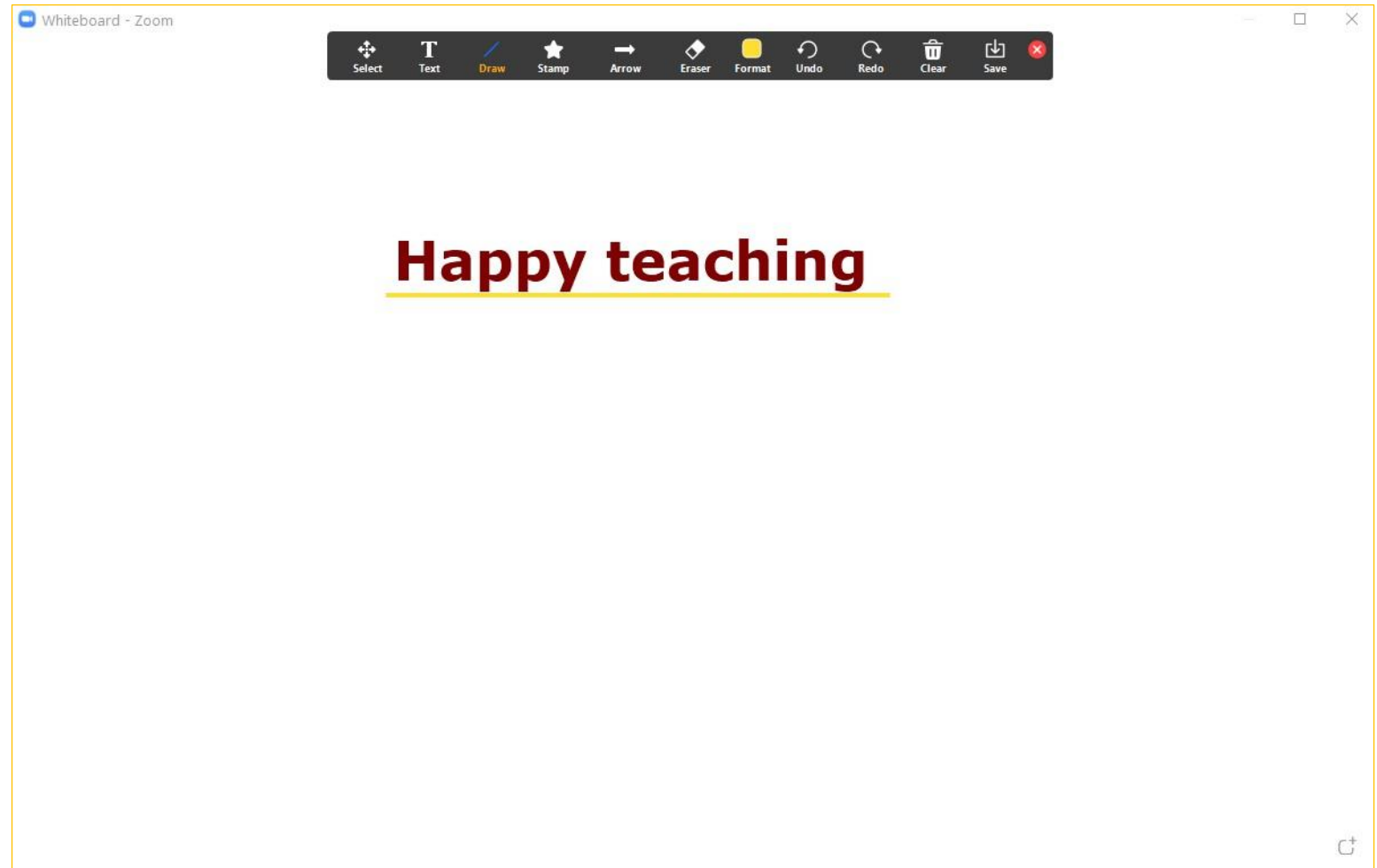
Select “Whiteboard” from the options after clicking “Share Screen”



Host and participants can use the whiteboard

Click *Format* to change color, font size, and line width

Click *Select* to edit or move pieces



Resources and Reading

Recommended Resources and Zoom Support

- [In-Depth Guide: using Zoom to teach online class sessions](#)
- [LUC Educational Technologies -](#) x65992 or EdTechSupport@luc.edu
- [Academic Continuity](#)
- [Comprehensive Guide to Educating on Zoom](#)
 - Section 4: Resources links to all teaching applications for educators
- [Tips and Tricks: Teachers Educating on Zoom](#)
- [Getting Started](#)
- [Best Practice – Teaching with Zoom](#)

