



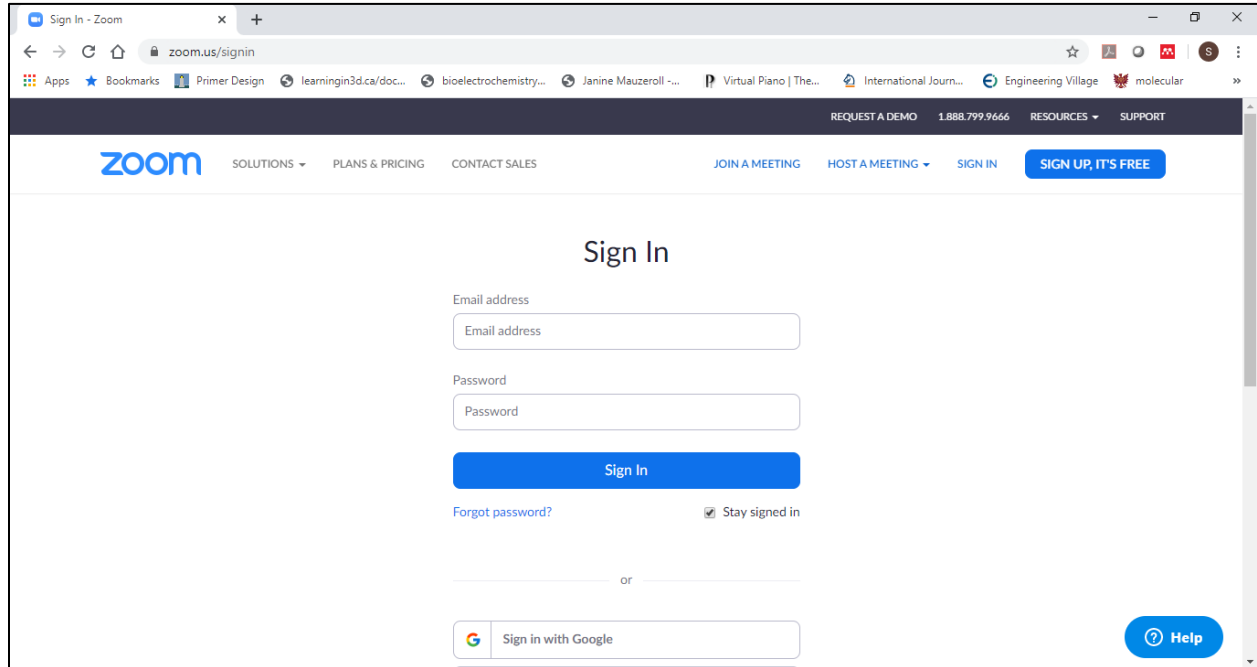
# Teaching with Zoom

## Table of Contents

How to Set up a Link for a Lecture? .....	2
How to join the Zoom Class as an Instructor (Host)? .....	6
How to Join a Zoom Class as a Student (Participant)? .....	14
Additional Resources & Contact Information .....	18

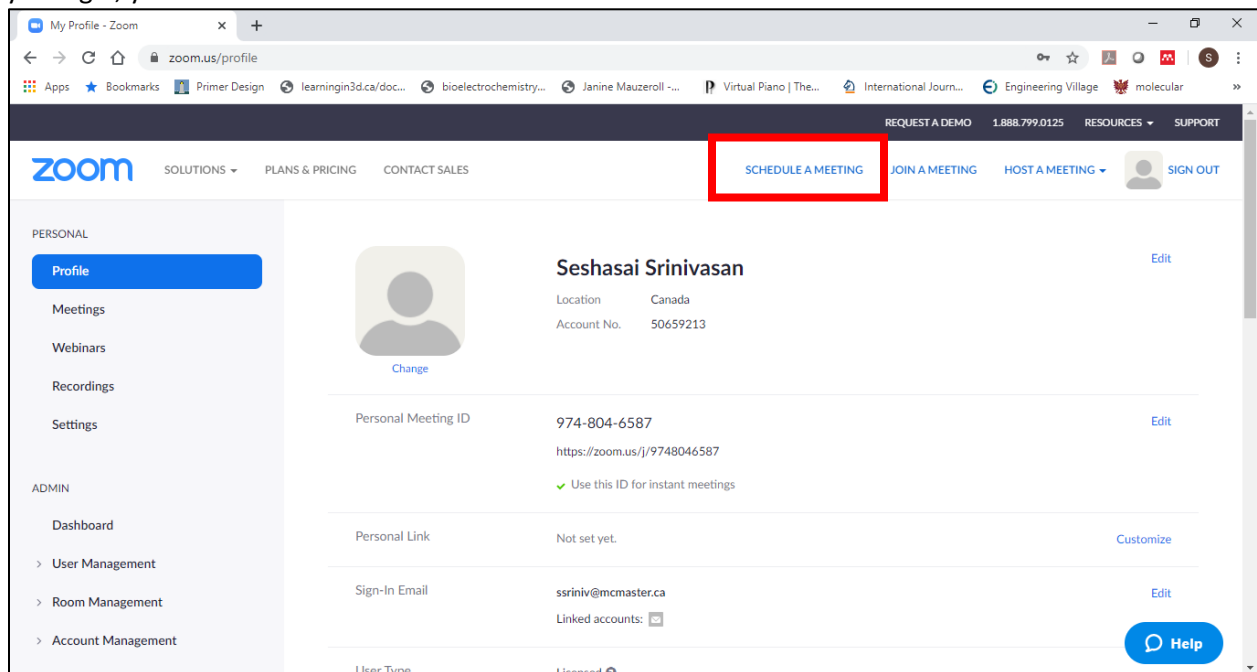
## How to Set up a Link for a Lecture?

**Step 1:** Go to <https://zoom.us/signin>



The screenshot shows the Zoom Sign In page in a web browser. The address bar displays 'zoom.us/signin'. The page features the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a blue button labeled 'SIGN UP, IT'S FREE'. The main heading is 'Sign In'. Below it are two input fields: 'Email address' and 'Password'. A blue 'Sign In' button is positioned below the password field. Links for 'Forgot password?' and a 'Stay signed in' checkbox are located below the sign-in button. At the bottom, there is a 'Sign in with Google' button and a 'Help' button in the bottom right corner.

**Step 2:** Sign in using your email id for which an account was issued and the password you had set. Once you login, you should see this screen.



The screenshot shows the Zoom 'My Profile' page. The address bar displays 'zoom.us/profile'. The page has a sidebar on the left with 'PERSONAL' and 'ADMIN' sections. The 'PERSONAL' section includes links for Profile, Meetings, Webinars, Recordings, and Settings. The 'ADMIN' section includes links for Dashboard, User Management, Room Management, and Account Management. The main content area displays the user's profile for 'Seshasai Srinivasan', including their location (Canada), account number (50659213), and a profile picture placeholder with a 'Change' link. Below this, there are three rows of profile information: 'Personal Meeting ID' (974-804-6587) with an 'Edit' link, 'Personal Link' (Not set yet) with a 'Customize' link, and 'Sign-In Email' (ssriniv@mcmaster.ca) with an 'Edit' link. A 'Help' button is located in the bottom right corner. A red box highlights the 'SCHEDULE A MEETING' button in the top navigation bar.

**Step 3:** Click on 'SCHEDULE A MEETING' in the above frame and you should be able to see the following page. Start filling the following:

- (a) Name of the course in the 'Topic'.
- (b) Date and time of the course in the 'When' and 'Duration' section.

The screenshot shows the Zoom 'Schedule a Meeting' interface. The left sidebar contains 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (Dashboard, User Management, Room Management, Account Management) sections. The main content area is titled 'My Meetings > Schedule a Meeting'. The 'Topic' field is highlighted with a red box and contains 'SFWRTECH 3XY4'. Below it is an optional description field. The 'When' section, also highlighted with a red box, includes a date picker set to '03/15/2020', a time dropdown set to '10:00', and an AM/PM dropdown set to 'AM'. The 'Duration' section, highlighted with a red box, shows '1' hour and '0' minutes. The 'Time Zone' is set to '(GMT-4:00) Eastern Time (US and Canada)'. A 'Recurring meeting' checkbox is at the bottom. A 'Help' button is in the bottom right corner.

Scroll down further and you should see the following on the same screen:

The screenshot shows the 'Advanced' settings for the Zoom meeting. The left sidebar now includes 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area is titled 'Advanced'. The 'Registration' section has a 'Required' checkbox checked. The 'Meeting ID' section, highlighted with a red box, has 'Generate Automatically' selected. The 'Meeting Password' section, highlighted with a red box, has 'Require meeting password' checked. The 'Video' section, highlighted with a red box, has 'Host' set to 'on' and 'Participant' set to 'off'. The 'Audio' section at the bottom has 'Telephone and Computer Audio' selected. A 'Help' button is in the bottom right corner.

Select the setting as prescribed for 'Meeting ID' and 'Meeting Password'. If you want students to use a password for the meeting then you can check the 'Required meeting password' and assign your own password.

In the 'Video' option:

- (a) Host: You can keep your video 'on'. You will have an option to stop video during the class to prevent transmission.
- (b) Participants: You can keep the video 'off'. It is your preference
- (c)

Scroll further down and you should see the following sections:

The screenshot shows the Zoom 'Schedule a Meeting' interface. The 'Meeting Options' section is visible, with the following settings:

- ☒ Enable join before host
- ☒ Mute participants upon entry
- ☐ Enable waiting room
- ☐ Only authenticated users can join
- ☐ Breakout Room pre-assign
- ☒ Record the meeting automatically
  - ☒ On the local computer
  - ☐ In the cloud

Below the options, there is a field for 'Alternative Hosts' with the example text 'Example: mary@company.com, peter@school.edu'. At the bottom, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.

Meeting options:

- (a) You could allow participants to join before you. This will minimize the emails to you stating that they are not able to join.
- (b) Mute the participants upon entry and you will have an option to unmute them individually when you want to allow them to speak.
- (c) If you want to record the meeting, **record it on the local computer. Please do not record on the cloud.** Videos recorded on the cloud will be routinely deleted and you risk losing the content if it is stored in the cloud. Please note that the files are recorded in the MP4 format and are usually quite small. You can upload these files to avenue.

Once you are done, click Save.

**Step 4:** The following screen will appear after you click save in the above step:

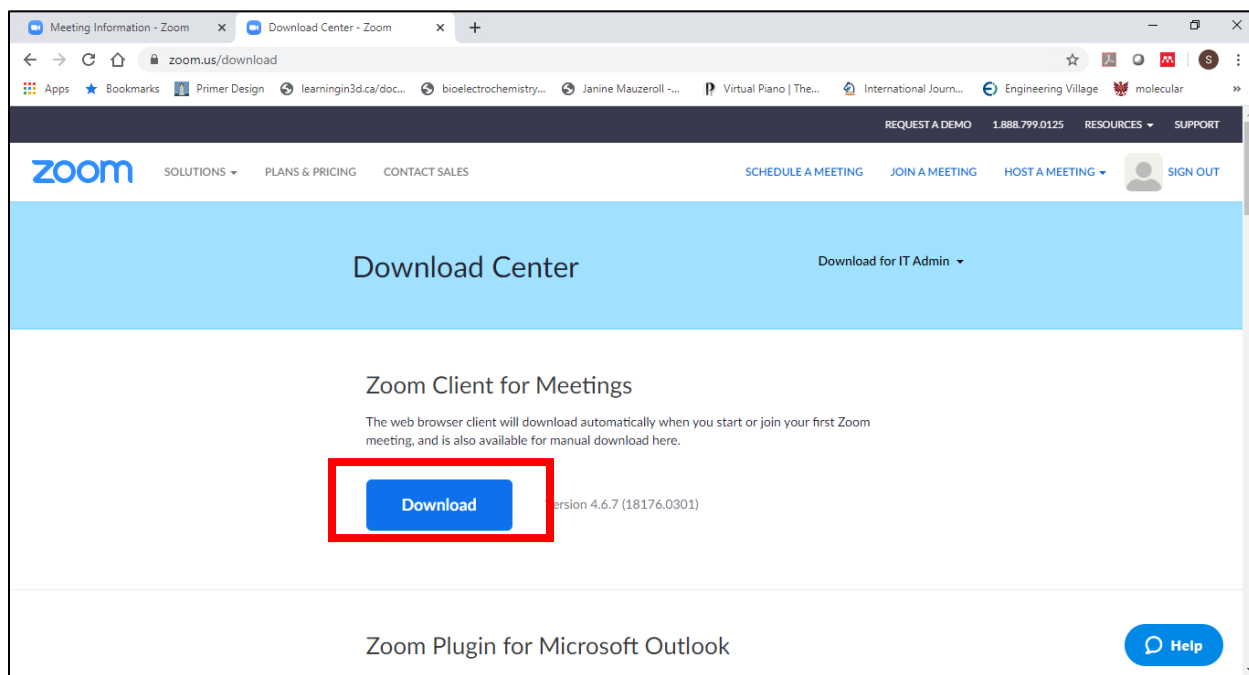
The screenshot shows the Zoom web interface for a meeting titled "SFWRTECH 3XY4". The browser address bar displays "zoom.us/meeting/709715391". The Zoom logo and navigation links are at the top. On the left, a sidebar lists "PERSONAL" (Profile, Meetings, Webinars, Recordings, Settings) and "ADMIN" (Dashboard, User Management, Room Management, Account Management) options. The "Meetings" option is selected. The main content area shows the meeting details: Topic "SFWRTECH 3XY4", Time "Mar 15, 2020 10:00 AM Eastern Time (US and Canada)", and "Add to" buttons for Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar. The "Meeting ID" is "709-715-391", and the "Meeting Password" is "Require meeting password". The "Invite Attendees" section shows the "Join URL: https://zoom.us/j/709715391". A "Start this Meeting" button is in the top right, and a "Help" button is in the bottom right.

Field	Value
Topic	SFWRTECH 3XY4
Time	Mar 15, 2020 10:00 AM Eastern Time (US and Canada)
Meeting ID	709-715-391
Meeting Password	Require meeting password
Join URL	https://zoom.us/j/709715391

To join the zoom meeting, the students need to know either the Meeting ID or the URL. You can copy the URL and share it on avenue for the students to click and join.

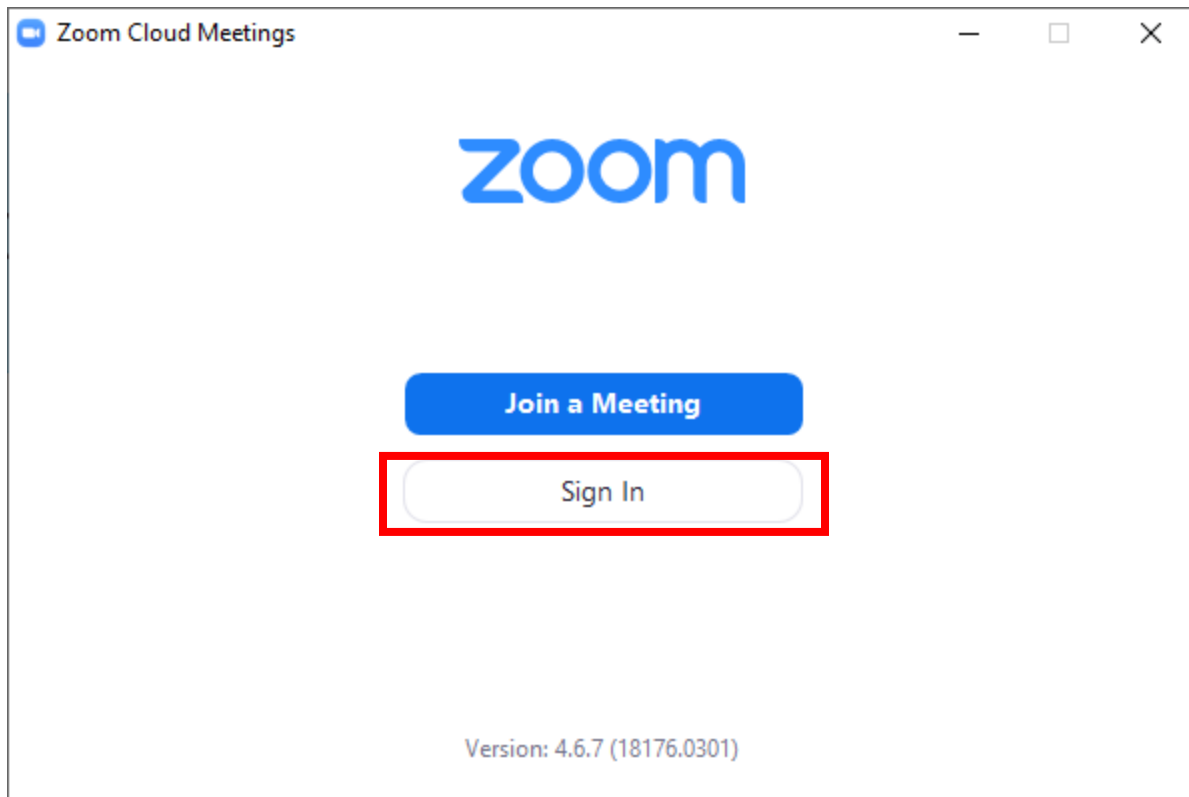
## How to join the Zoom Class as an Instructor (Host)?

**Step 1:** If you have a zoom app, go to Step 2. If you are a first time user then go to <https://zoom.us/download> and download the zoom app for your device (Windows or mac). The page should look as follows:

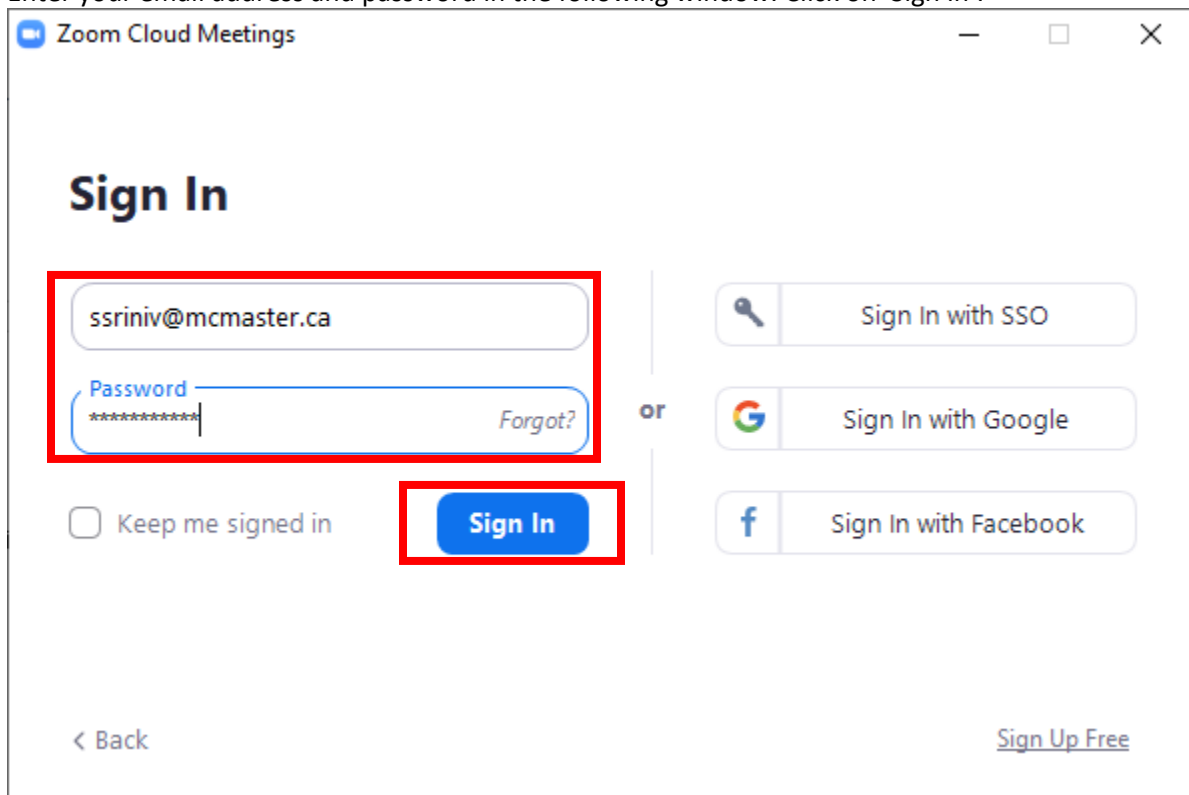


This should download a file – ZoomInstaller.exe. Run this executable to install a zoom app. For a mac device, a similar file with 'dmg' extension will be downloaded and running it should install the zoom app.

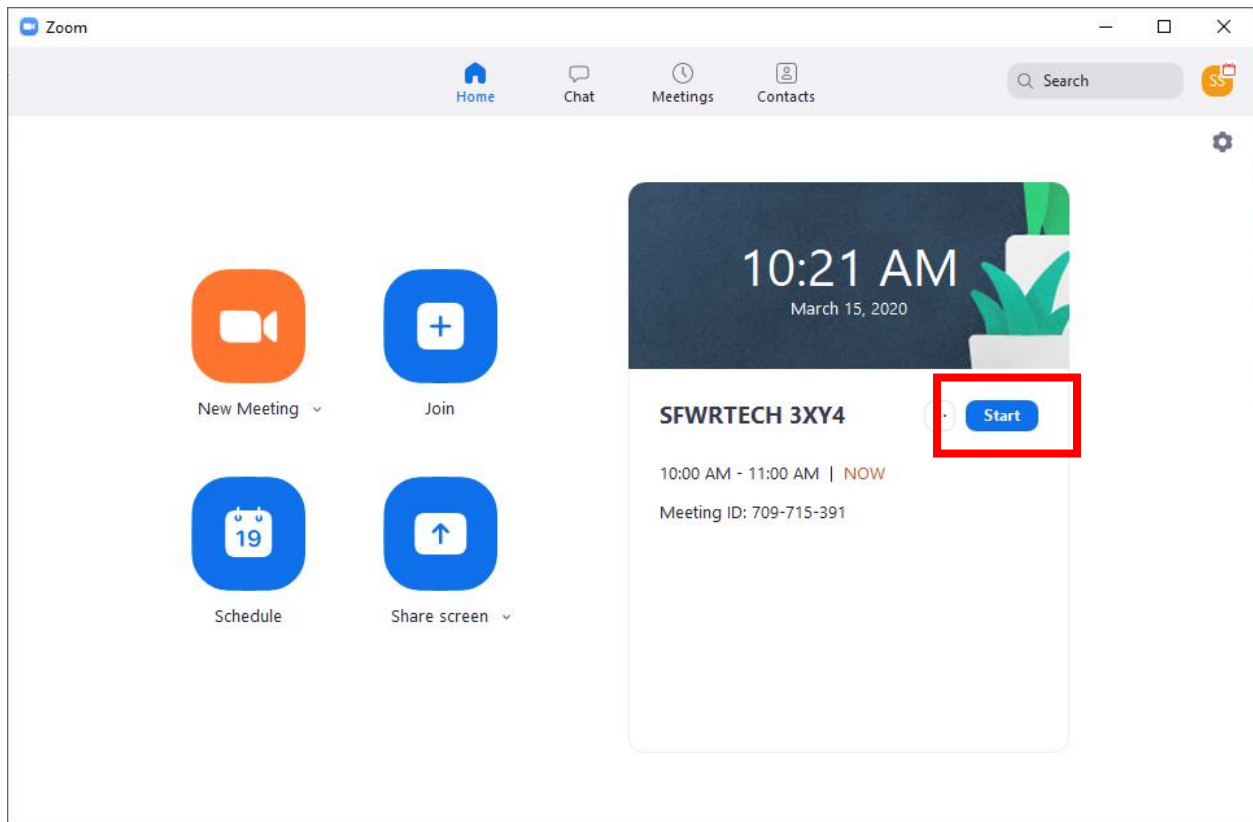
**Step 2:** Launch the zoom app. Click on 'Sign In'



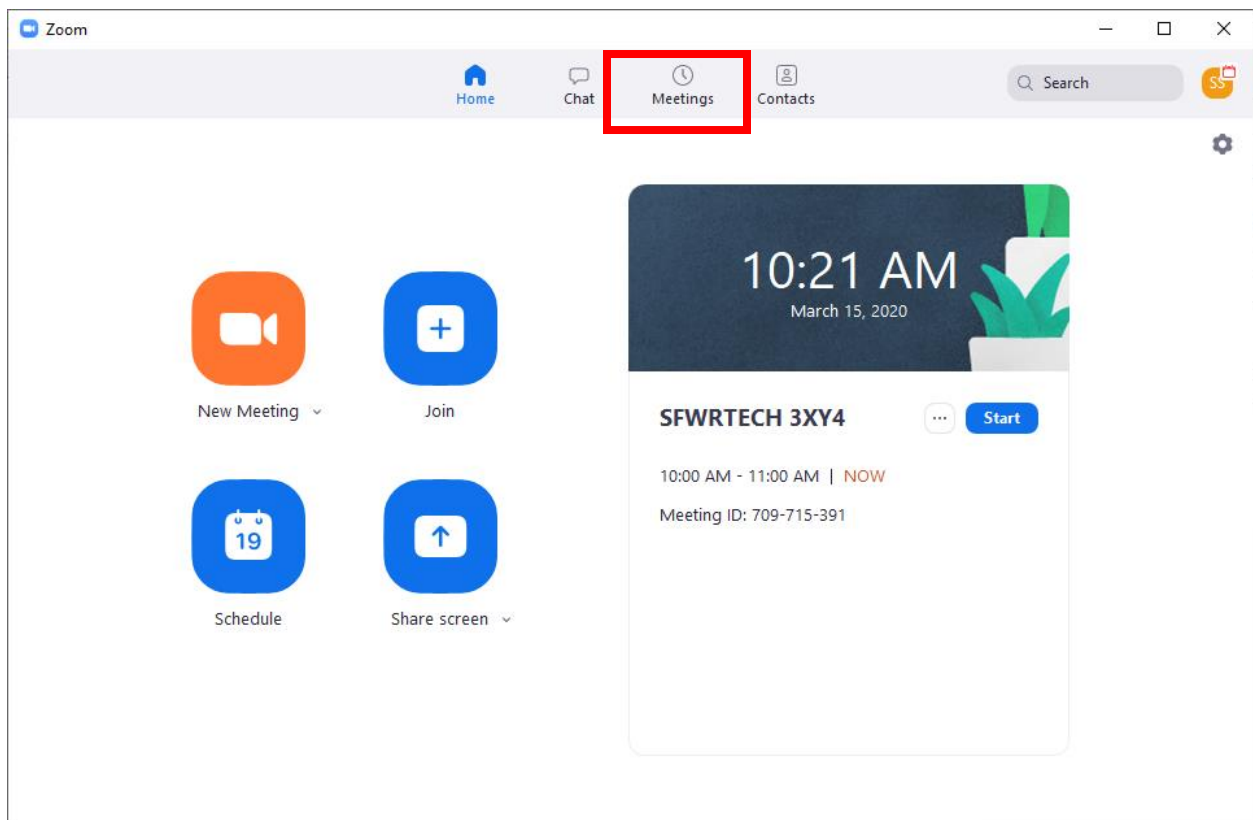
Enter your email address and password in the following window. Click on 'Sign In'.



You will see the following screen: You can click on 'Start' to enter the meeting room.

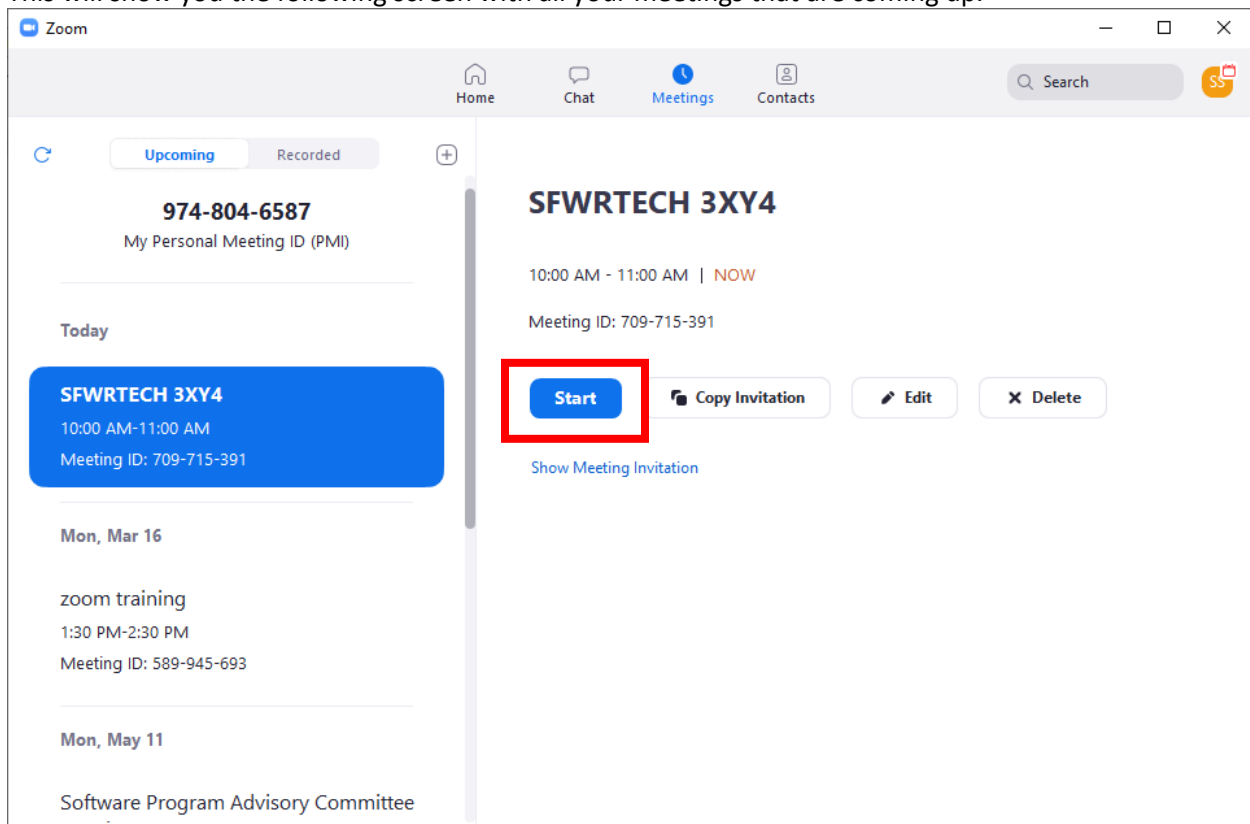


Alternatively, you can view all your meetings by clicking on the 'Meetings'



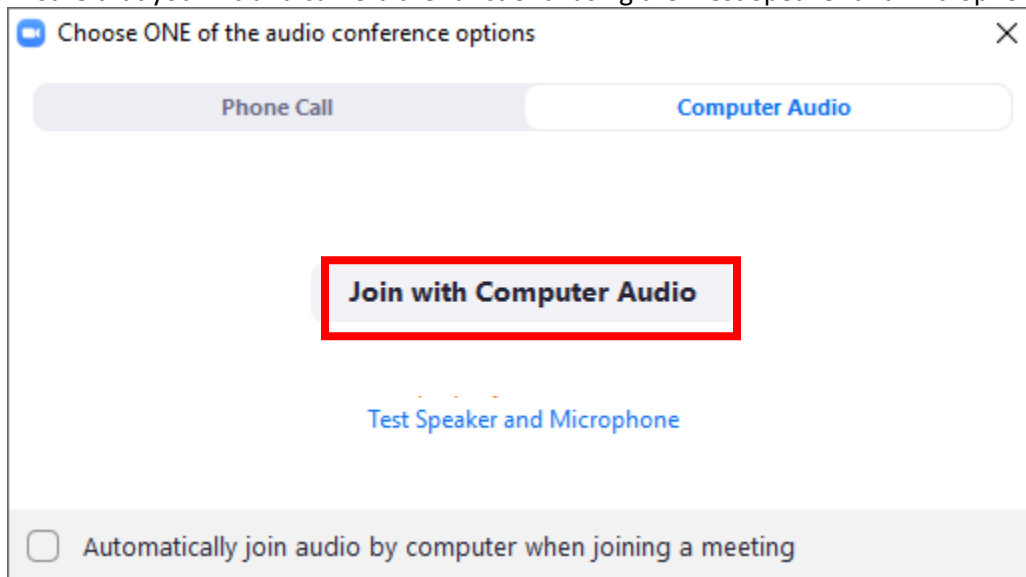


This will show you the following screen with all your meetings that are coming up.

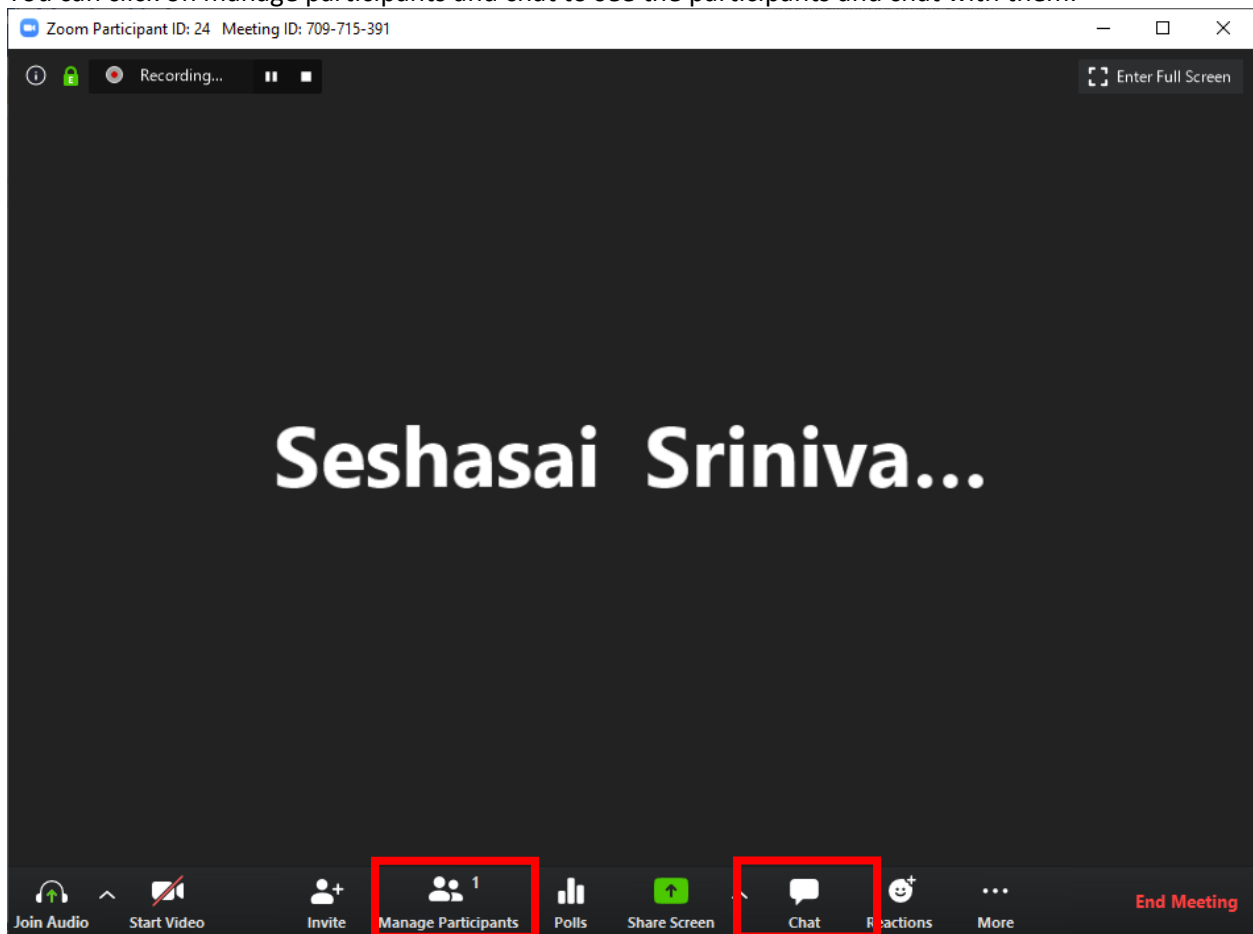


You can go to the meeting you want to start and click on 'Start'. This will show the following screens:

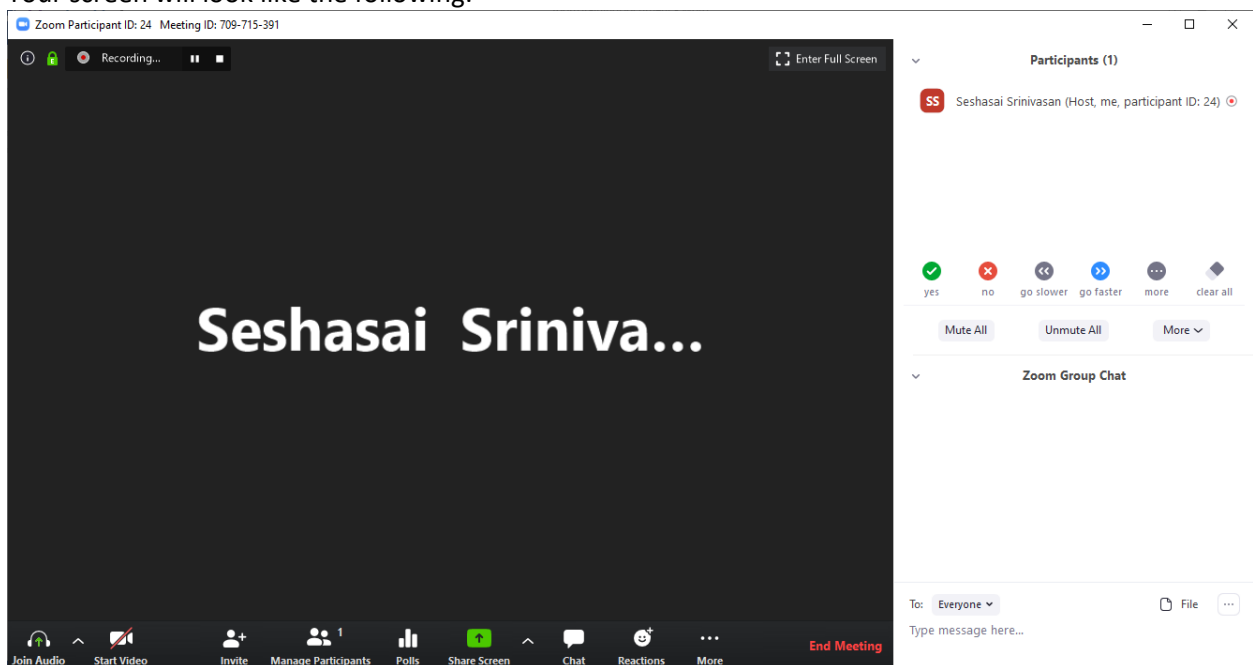
This screen will be on top of another one (see below this figure). Click on 'Join with Computer Audio'. Ensure that you mic and camera are functional using the 'Test Speaker and Microphone'.



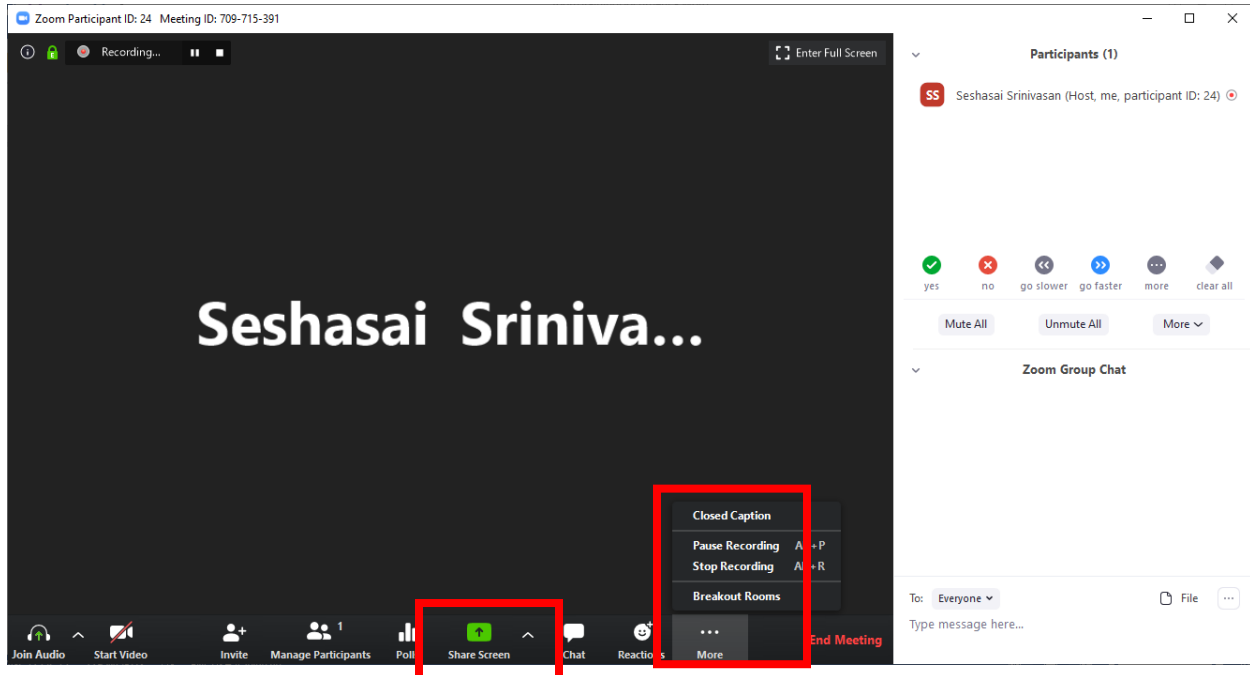
You can click on manage participants and chat to see the participants and chat with them.



Your screen will look like the following:

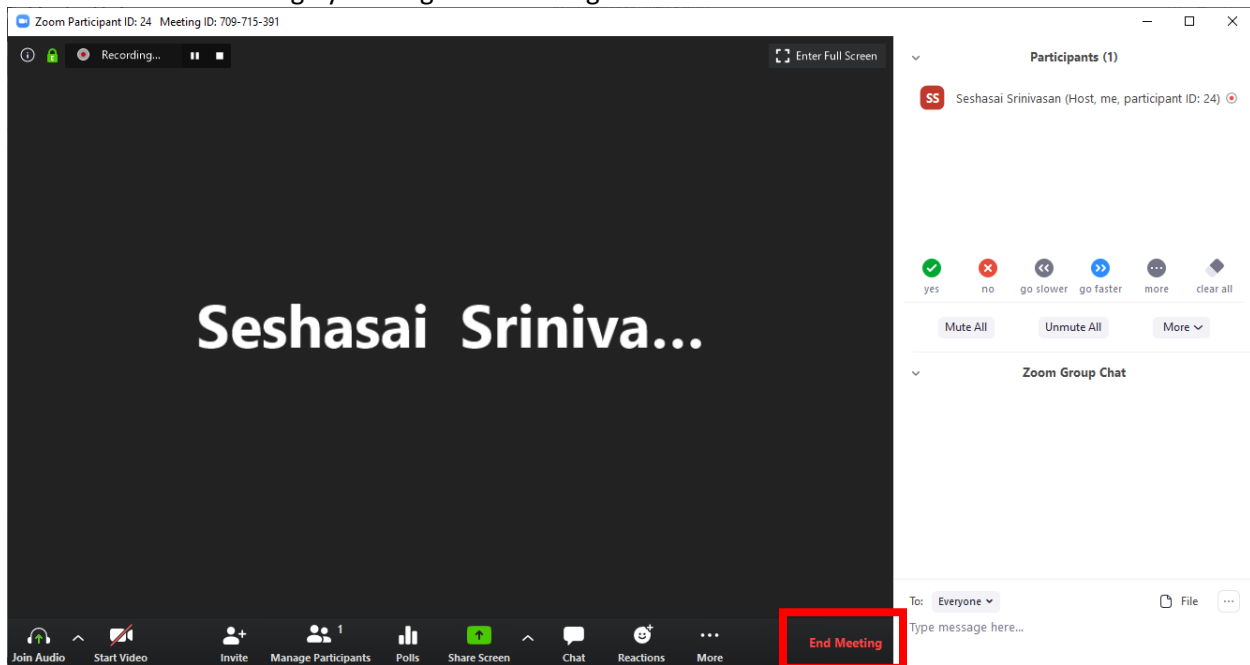


During the lecture, you can pause and resume recording by clicking on 'More', as shown in the screen below.

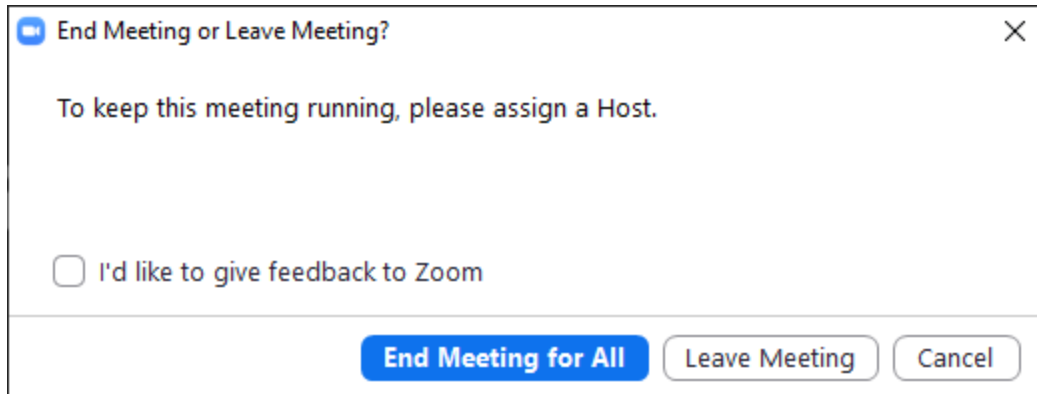


The 'Share Screen' helps you share your desktop or any other app ( powerpoint, word, software running on your machine etc.). When you share screen, the students can then view what you are sharing with them.

You can end the meeting by clicking 'End Meeting'

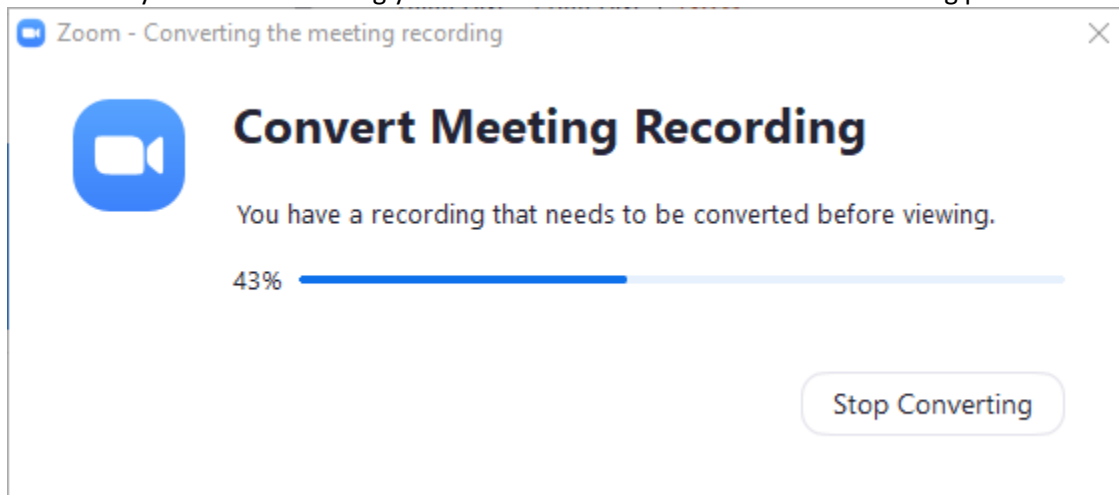


This will prompt you with the following window:

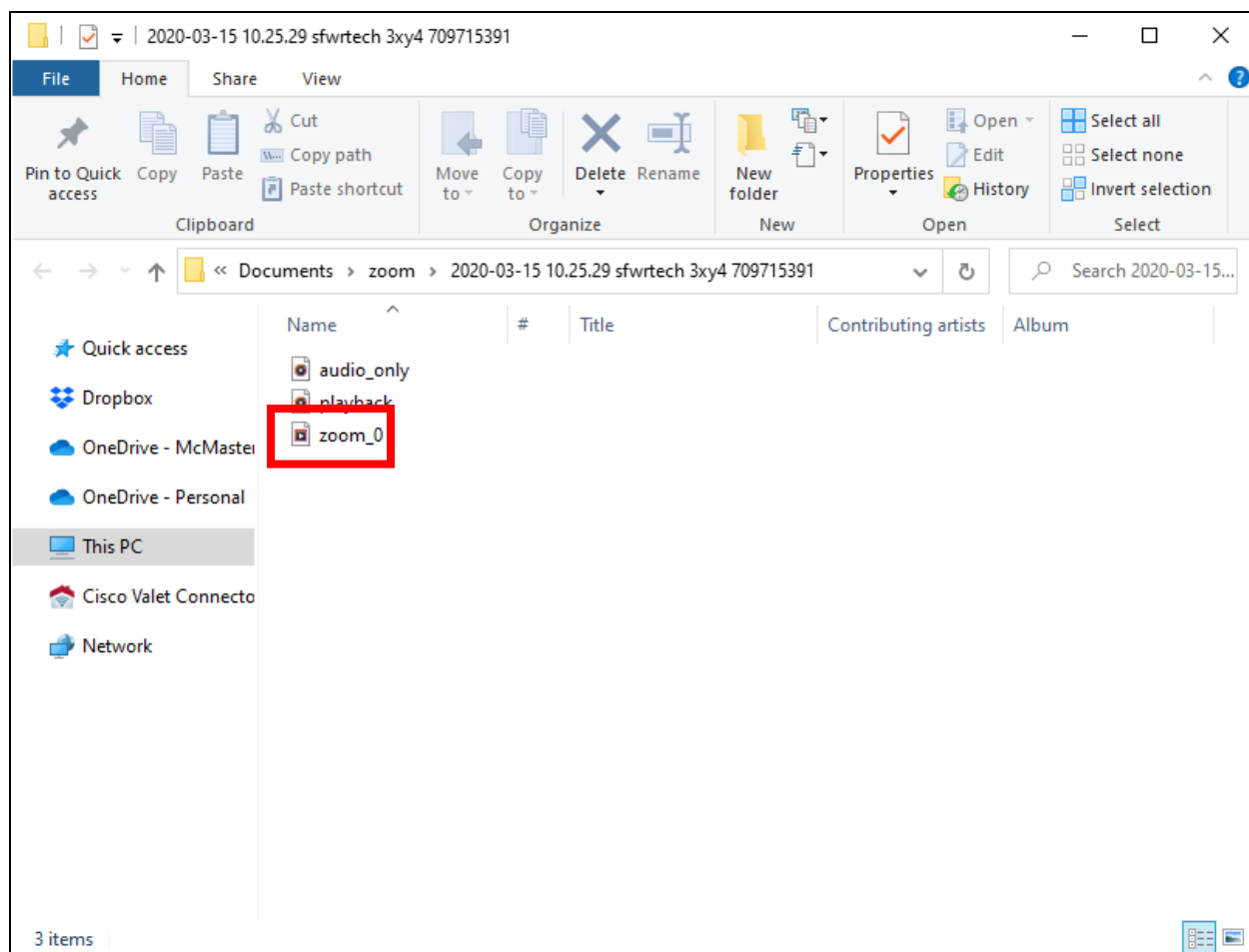


You can 'End Meeting for All' forcing out every participant or simply 'Leave Meeting' allowing other students to continue being in the classroom.

As soon as you end the meeting you should see a conversion of the video taking place:



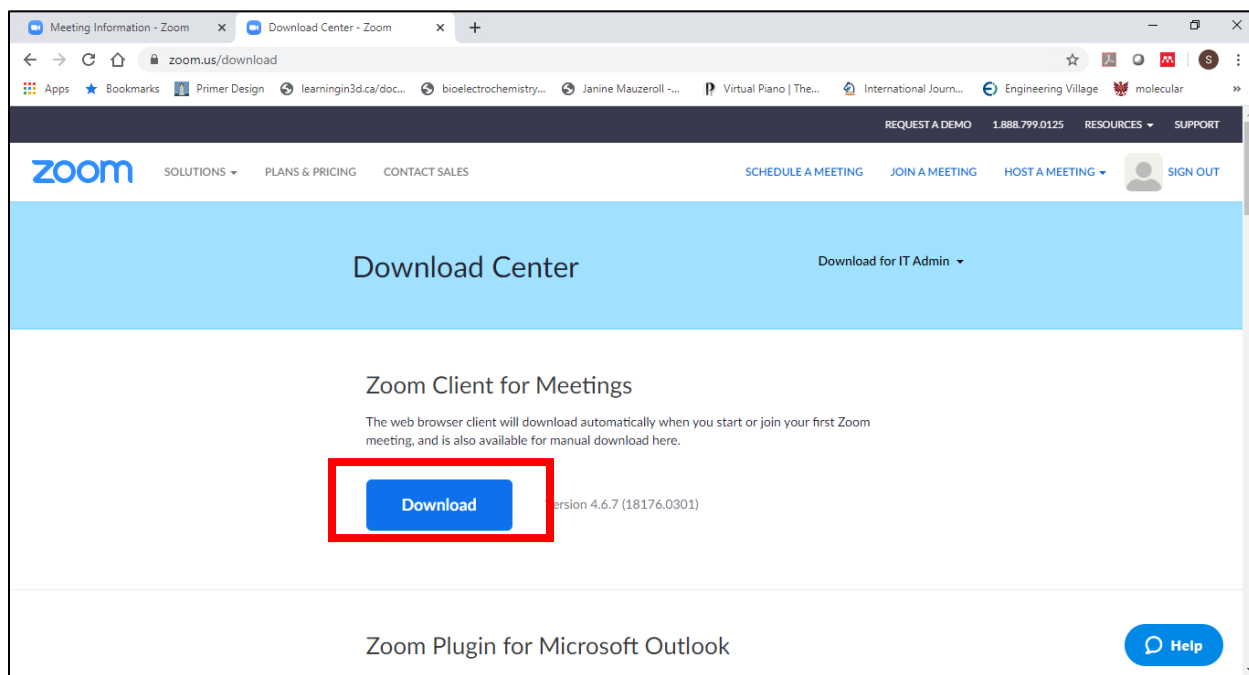
Once the conversion is complete, you will see the file in the following location.



The 'zoom\_0.mp4' file can be uploaded to avenue for the students.

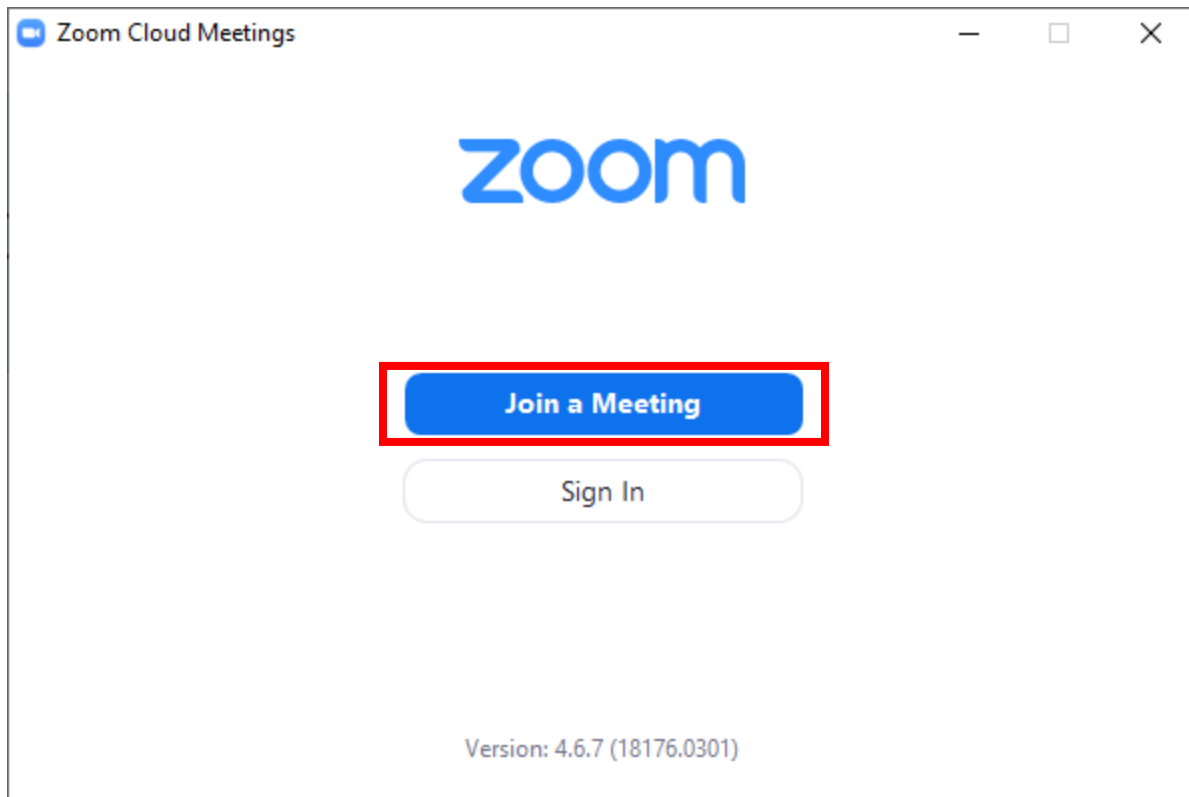
## How to Join a Zoom Class as a Student (Participant)?

**Step 1:** If you have a zoom app, go to Step 2. If you are a first time user then go to <https://zoom.us/download> and download the zoom app for your device (Windows or mac). The page should look as follows:

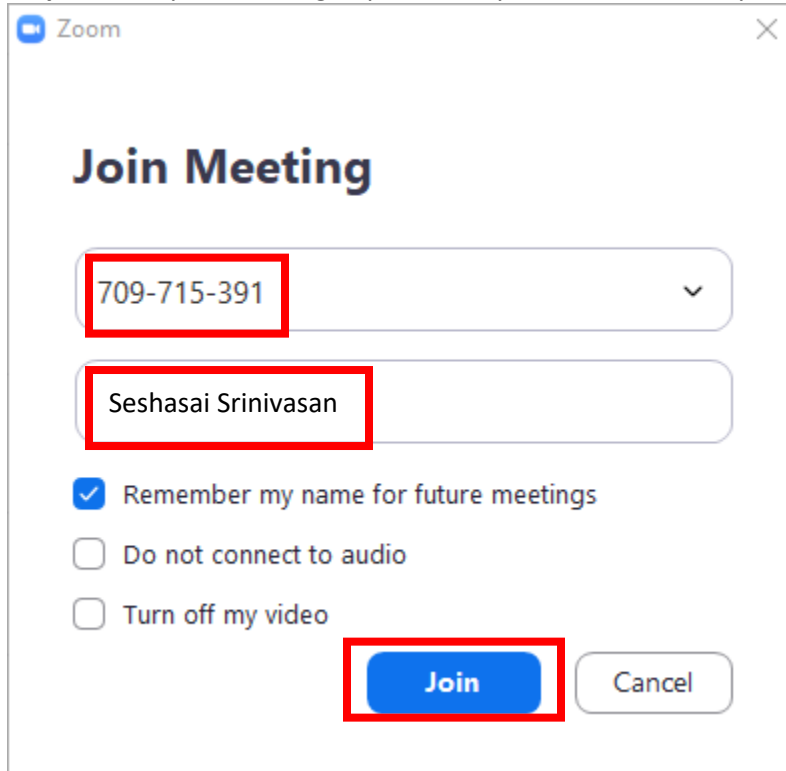


This should download a file – ZoomInstaller.exe. Run this executable to install a zoom app. For a mac device, a similar file with 'dmg' extension will be downloaded and running it should install the zoom app.

**Step 2:** Launch the zoom app. Click on 'Join a meeting'

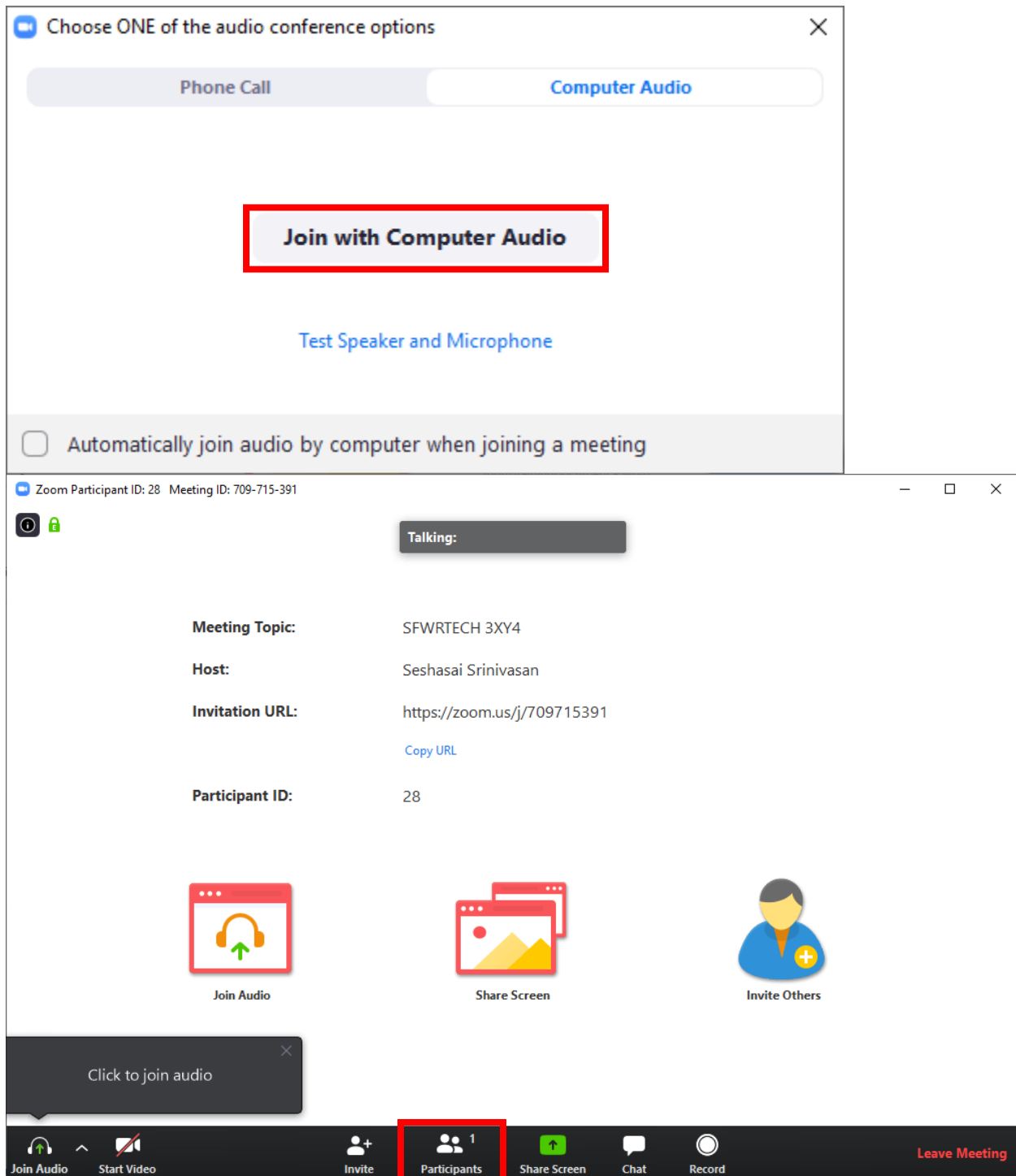


**Step 3:** Enter your meeting ID provided by the instructor and your name. Click on 'Join'.



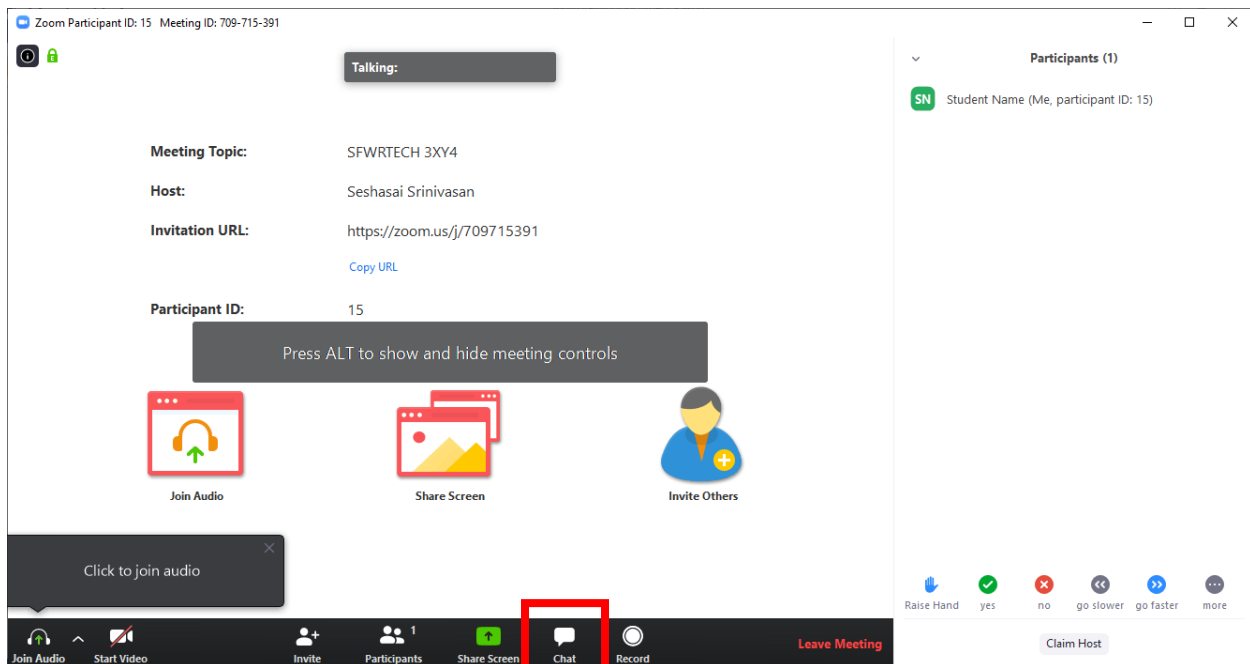
The following screens will appear:

This screen will be on top of another screen (see below). Click on 'Join with Computer Audio'. You can Test your speaker and microphone to ensure that it is functional. Please note that if you are muted upon entry, then you may not be able to speak to the instructor directly and might want to interact with him over chat.

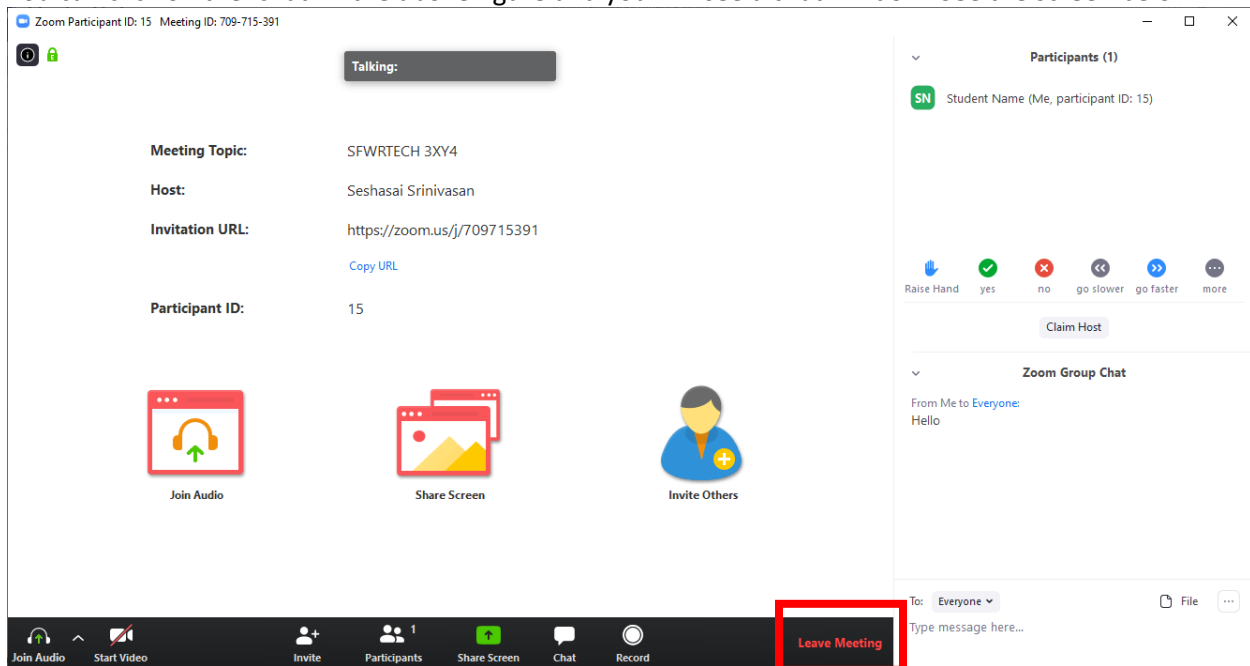


Click on participants in the above screen and you can see the following screen with your name on it.





You can click on the 'chat' in the above figure and you will see a chat window. See the screen below.



You are all set to learn!

Once your class is done, you can leave the classroom by clicking on 'Leave Meeting'.

## Additional Resources & Contact Information

1. Scheduling a meeting in zoom: <https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings>
2. Hosting a meeting – Zoom controls: <https://support.zoom.us/hc/en-us/articles/201362603-Host-and-Co-Host-Controls-in-a-Meeting>
3. Breakout rooms in zoom: <https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms>
4. You can find a lot of videos for other features of zoom at zoom.com.
5. If you have any questions please contact **Seshasai Srinivasan** at **ssriniv@mcmaster.ca**.