Introduction to Using Zoom in your Class

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1. Zoom Etiquette Best Practices

- Before the Meeting
    - Send the meeting invitation
    - If using a power point or other presentation materials, consider sending them in advance
- In the Meeting Room

    - Arrive early to allow time to troubleshoot or call Zoom tech support
    - Find a quiet space with a professional background and strong internet connection
    - Close blinds and doors and cut down on noise and lighting glare
    - Silence your cell phone
    - If connecting from a laptop, consider plugging into wall battery power
    - Test your video to be sure you can be seen on camera
    - Test your audio and then mute your audio until class begins
- At the Start of the Meeting
    - Once attendees are present, take a minute to conduct an audio check (if you plan to allow attendees to participate via audio) by asking for a brief introduction or hello.
    - Ask all participants to mute their microphones or mute all participants yourself
    - Notify all participants that you will be recording the meeting for distribution to classmates only
    - Let participants know how and when you would like to take questions or comments (for example: raise your hand, type in the chat, you will solicit questions at a specific time)
- During the Meeting
    - Don't forget to start recording to the cloud
    - Speak clearly and in a normal voice.
    - Try to look at the camera instead of at yourself on the screen
    - Pause occasionally to leave time for questions or comments
- After the Meeting
    - You'll receive the meeting recording to your Loyola email a few hours after the session. Share the meeting recording with all students.
    - Remind students of the next meeting time

2. Activate your Loyola Zoom Account

- Go to https://luc.zoom.us/ and log in using your Loyola login credentials
    - Open any browser on your computer and go to luc.zoom.us
    - Select "Sign In" on the right side of the screen
    - Enter your Loyola University Chicago username and password

3. Download and Install Zoom

- How do I download Zoom?
- You must download the **Zoom Desktop Client** to host or participate in meetings.
    - Note: Some Loyola computers (including all classroom computers) have Zoom already installed.
    - Download the Zoom Desktop Client here: https://luc.zoom.us/download.
    - How do I log into the Zoom desktop application?

- Go to https://luc.zoom.us/ and sign in with your Loyola University Chicago username and password.
    - Everyone at Loyola (even your students) has a Zoom account, so you don't need to make a new account.
    - Once you sign in, you can view and edit your Zoom profile
    - *You must log in to your profile* to active your Zoom account with Loyola.

4. Setting up and customizing your Zoom Room

- How do I update my Zoom meeting settings?
    - Log in to your Zoom profile by going to https://luc.zoom.us/
    - Go to "My Meeting Settings" in the left menu
    - Here, you can set some basic preferences for all your Zoom meetings (e.g. can participants join before the host?)
- Once you're in your Zoom room, you can change additional settings (see below)
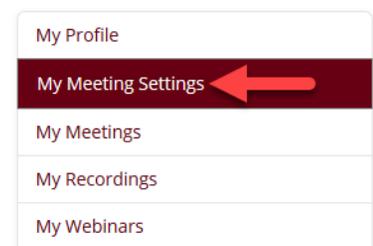
5. How to Begin your Zoom Meeting

- As the host of the meeting, you should launch your Zoom meeting a few minutes early and check that your video and audio are working.
- Go to https://luc.zoom.us/ and log in using your Loyola login credentials
- Copy the same link that you shared with your class
  - To copy, select Ctrl+C on your keyboard
- Paste the link into a new browser window and press enter
 - To paste, select Ctrl+V

Personal Meeting ID

773-508-2635

https://luc.zoom.us/j/7735082635

× Use this ID for instant meetings

6. Audio Settings in Zoom

- The Mute/Unmute option (for yourself only) is at the bottom of the Zoom window on the far left.
- Select your Microphone and Speaker by clicking the up arrow next to the Mute button
- Audio Options
  - Test your computer's microphone and speakers
    - You may want to run this test before your meeting
  - Get the phone number to call into the meeting with your phone
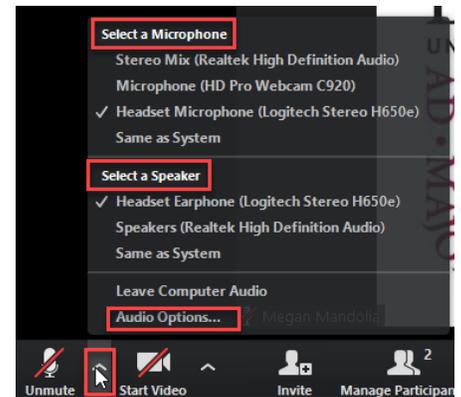
7. Video Settings in Zoom

- The Start/Stop Video option (for yourself only) is at the bottom-left corner of the Zoom window.
- Select a Camera by clicking the up arrow next to the Video button
- Video Settings
  - Video Settings is found in the same menu where you select a camera
  - You can personalize several settings here and preview your video here.
  - This is a good place to preview your video and check for lighting, background, etc. before an online meeting
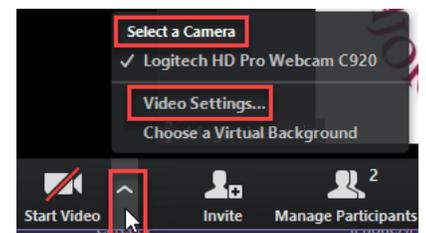
8. Managing Participants & the Participants Tool

- If you are the host, this tool is called Managing Participants. If you are a participant, it is called Participants.
    - Selecting this tool will open a panel on the right side of the Zoom window that lists all participants in the meeting. If you are the host, you have control options that participants do not
- Options for Host in Managing Participants
    - See who has a microphone and webcam
    - Mute/unmute individuals or the whole class
    - Click the "More" button for additional settings, including sending private chats and removing the participant from the room
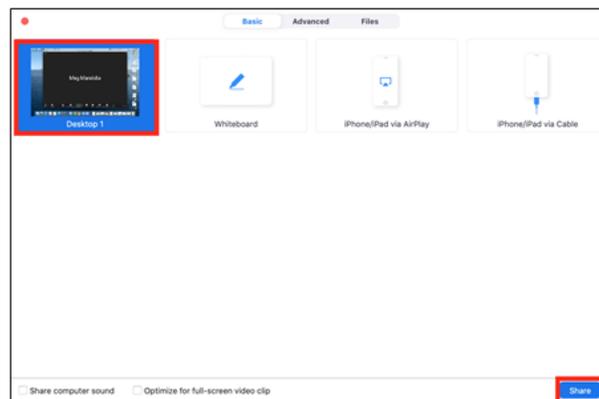
9. Sharing Your Screen

- Who can share their screen?
    - You and your instructor can both share your screen in Zoom during class.
    - You can share your screen if you are using a computer, a tablet, or your phone.
- Open any documents or web pages you want to share
    - Open whatever you want to share on your device before opening Zoom.
    - You can share any document, PDF, website, or application on your device.
- How Do I Share My Screen?
    - Select the Share Screen green icon in the tool tray
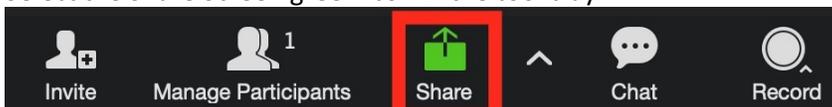
    - Select which window, document, or application you would like to share
        - You can share your whole desktop or individual windows/documents/applications
        - You can share your whole desktop or individual windows/documents/applications
        - Select the window you would like to share, then select "Share"
        - While you are sharing your screen, the bottom try icons will move to the top of the screen. Any hidden icons are found under "more".
        - Watch a video reviewing how to share your screen in Zoom.


- How do I stop sharing my screen?
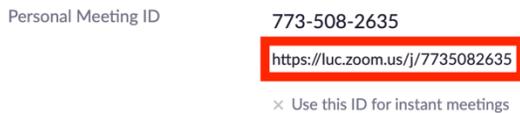   - Select the red *Stop Share* button at the top of your screen
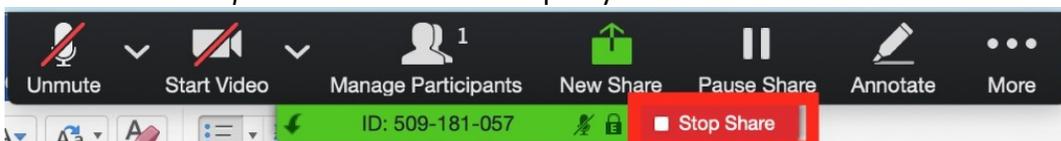
10. Breakout Rooms

- Managing Video Breakout Rooms
  - Breakout Rooms allow you to split your Zoom meeting in up to 50 separate sessions.
  - To Create a Breakout Room, select the "Breakout Rooms" icon from the bottom tray.
    - Select how many rooms you want to create and how you want to sort the participants.
      - Automatically assigns participants randomly
      - Manually has you sort the participants into rooms
      - Participants who are not assigned to breakout sessions will remain in the main meeting when the rooms are started.
    - Breakout rooms do not start automatically – when you click "Create" there is another opportunity to manage participants.
    - When you're ready to begin the rooms, click the green "Start all Sessions" button
  - Managing In-Progress Breakout Rooms
    - Participants are asked to join their assigned Breakout Session.
      - If a participant has not joined the session yet, it will show "(not joined)" by their name
    - Hosts will stay in the main meeting until joining a session manually
    - Stop All Rooms: stops all rooms after a 60 second countdown, shown to the host and participants, and return all participants back to the main meeting
    - Broadcasting a Message to All Breakout Rooms
      - Only the host can Broadcast
      - Message appears in all breakout rooms

- Participating in Breakout Rooms
  - Participants will have to Join room
    - If they select "later" they can still join by selecting the Breakout Rooms icon in the bottom tray
  - Each room has full audio, video and screen share capabilities
  - Participants can Ask for Help from the host by clicking the icon in the bottom tray
  - When participants are ready to leave the breakout room, they can select "Leave Breakout Room" and then either leave the meeting or return to the Main Session
    - If the host ends the breakout rooms, participants are notified and can return to the main room immediately or in 60 seconds
- Recording and Breakout Rooms
  - Breakout rooms will *not* be included in the main session's recording
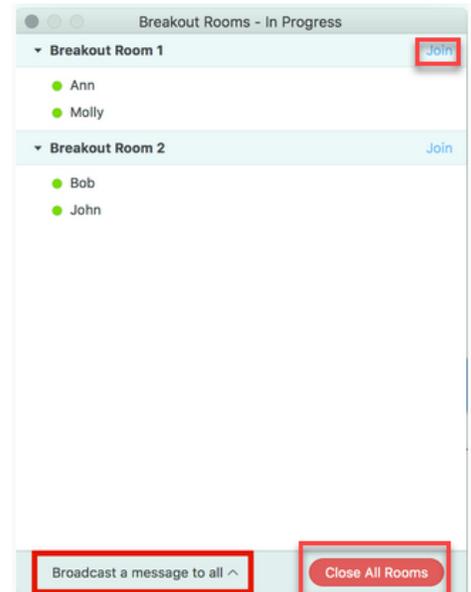
11. Inviting a Guest

- There are two ways to invite guests to your Zoom meeting: send then the Zoom link or use the Invite tool within the meeting.
- Option 1: Email your guest your Zoom link
  - Go to https://luc.zoom.us/ and log in using your Loyola login credentials

- o Once you log in, you will your personal meeting ID near the middle of your screen

Personal Meeting ID   773-508-2635

https://luc.zoom.us/j/7735082635

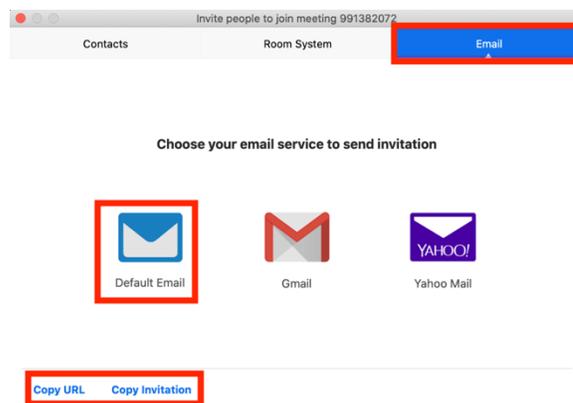× Use this ID for instant meetings

- o Copy the meeting link (boxed above) and paste it into an email to your guest
- o Anyone with the link will be able to access the meeting, even if they are not part of your class
- Option 2: Use the Invite tool within the Zoom meeting
  - o Once you are in your Zoom meeting, you can use the Invite tool to invite guests to join the meeting
 - o Select the Invite tool from the toolbar in the Zoom application

Invite   Manage Participants 1   Share   ^   Chat   Record

- o Once you select the Invite tool, a window will open up with options to invite someone
  - o Select "Email" from the top options then choose which email client you would like to use
  - o Alternatively, you can select "Copy URL" or "Copy Invitation" to paste in an email

Invite people to join meeting 991382072

Contacts   Room System   Email

Choose your email service to send invitation

Default Email   Gmail   Yahoo Mail

Copy URL   Copy Invitation

12. Recording your Session

Record on this Computer   Alt+R
Record to the Cloud   Alt+C

Record   Closed Caption   Breakout Room

- Begin your Zoom meeting
- Select the "Record" button from the toolbar
  - o Once your Zoom meeting has begun, select "Record" in the lower toolbar
  - o Select "Record to the Cloud"
  - o When recording begins, a notification will appear in the top-right corner of the Zoom window that says "Recording…"
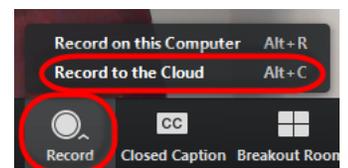
● Recording…   ❚❚   ■

- Ending your Recording
  - o Your recording will automatically end and begin processing when you end the meeting
  - o If you wish to end your recording before leaving the meeting, you can select the stop recording button in the top-right corner of your Zoom window
    - ▪ When you stop your recording, a message box will popup asking you to confirm. Select Yes to end the recording
    - ▪ An information box will pop up in the corner of your screen and you can end the meeting
- Finding your Cloud Recording
  - o There are two ways to find the link to your cloud recording: email and the Zoom website
  - o Email
    - ▪ Your Zoom meeting will take a few minutes to process. The longer your video, the longer it will take to process.

- When your recording is ready to be viewed, you will receive an email to your LUC account with two links: one for you to view (host only) and one for sharing.
    - Zoom Website
        - Log in to luc.zoom.us and select the "Recordings" tab to view a list of all your cloud recordings
        - Select the name of the recording to view individual files, share options, and download options

13. Who to Contact for Additional Assistance

- Depending on the nature of your request, you can contact one of several groups for assistance with your Zoom class.
- If you have hardware problems, including using your video or audio, you should contact Law School Computing Services here: https://www.luc.edu/law/currentstudents/lawschoolcomputingservices/
- If you have problems launching your Zoom classroom or activating features within your Zoom classroom, and it is between 9 am and 5 pm M-F, you should contact Loyola University Academic Technology support here: https://www.luc.edu/its/itrs/support/dropin/
- If you have problems launching your Zoom classroom or activating features within your Zoom classroom and it is outside of regular business hours, you can contact Zoom support here: https://support.zoom.us/hc/en-us