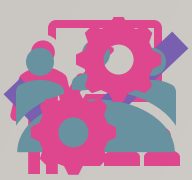# ZOOM OVERVIEW

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DINE COLLEGE

THIS PRESENTATION IS AN OVERVIEW FOR ZOOM. UPON COMPLETION, YOU WILL BE ABLE TO QUICKLY LOAD AND LEAD A ZOOM MEETING. IT COVERS ONLY THE BASICS. MORE IN-DEPTH INFORMATION WILL BE PROVIDED IN ANOTHER PRESENTATION.

Specifically, you will learn about:

Getting started

Dine College Zoom account

Scheduling meetings

Settings and in-meeting controls

Managing participants and breakout rooms

WHAT IS ZOOM?

ZOOM IS A CLOUD-BASED TOOL THAT SUPPORTS VIDEO AND CONTENT SHARING ON ANY DEVICE. THE TOOL ALLOWS YOU TO SET UP VIRTUAL VIDEO AND AUDIO CONFERENCING, LIVE CHATS, WEBINARS, SCREEN-SHARING, AND OTHER COLLABORATIVE CAPABILITIES.

DOWNLOADING ZOOM

- To have Zoom on your desktop you need to have IT install the application. You must [Submit an IT Ticket](#) and have a technician install or update Zoom on your device to current edition. Upon completion you will sign in with your Dine College credentials
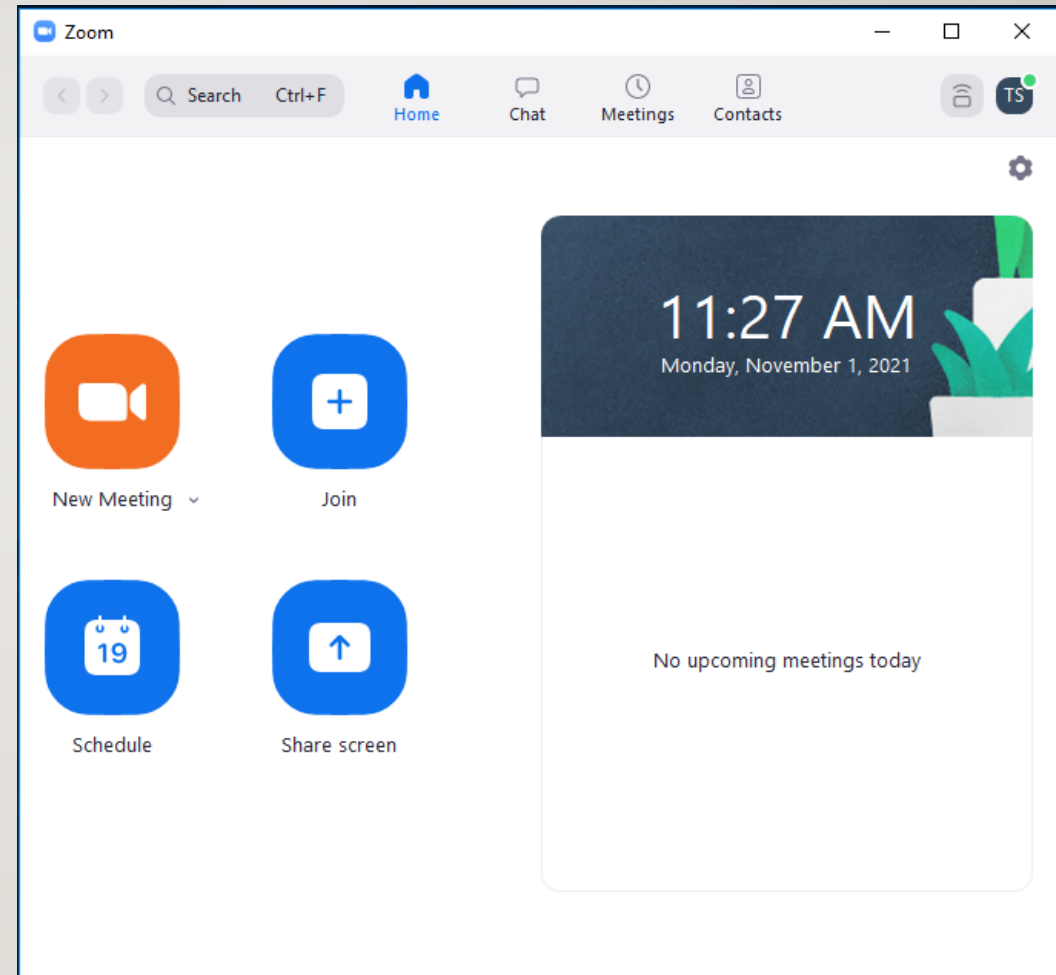
DINE COLLEGE ZOOM ACCOUNT

Zoom is available to all faculty and select staff as needed

Your login credentials are the same you use to login to your email, blackboard, and other DC related locations

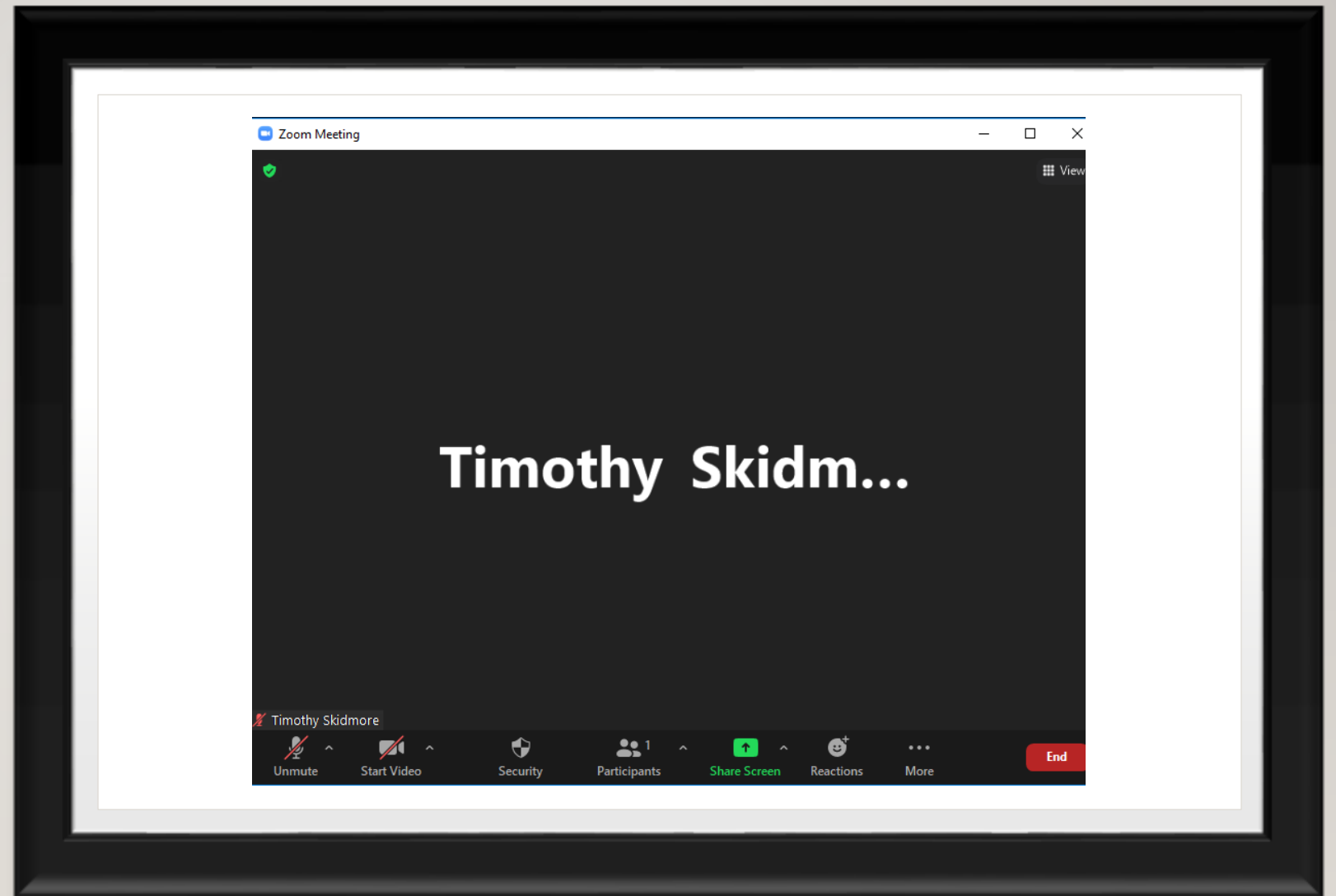We strongly recommend you use your college account for all meetings

ZOOM APPLICATION

YOUR ZOOM DESKTOP APPLICATION WILL LOOK LIKE THIS

ZOOM ACTIVE MEETING LOOK

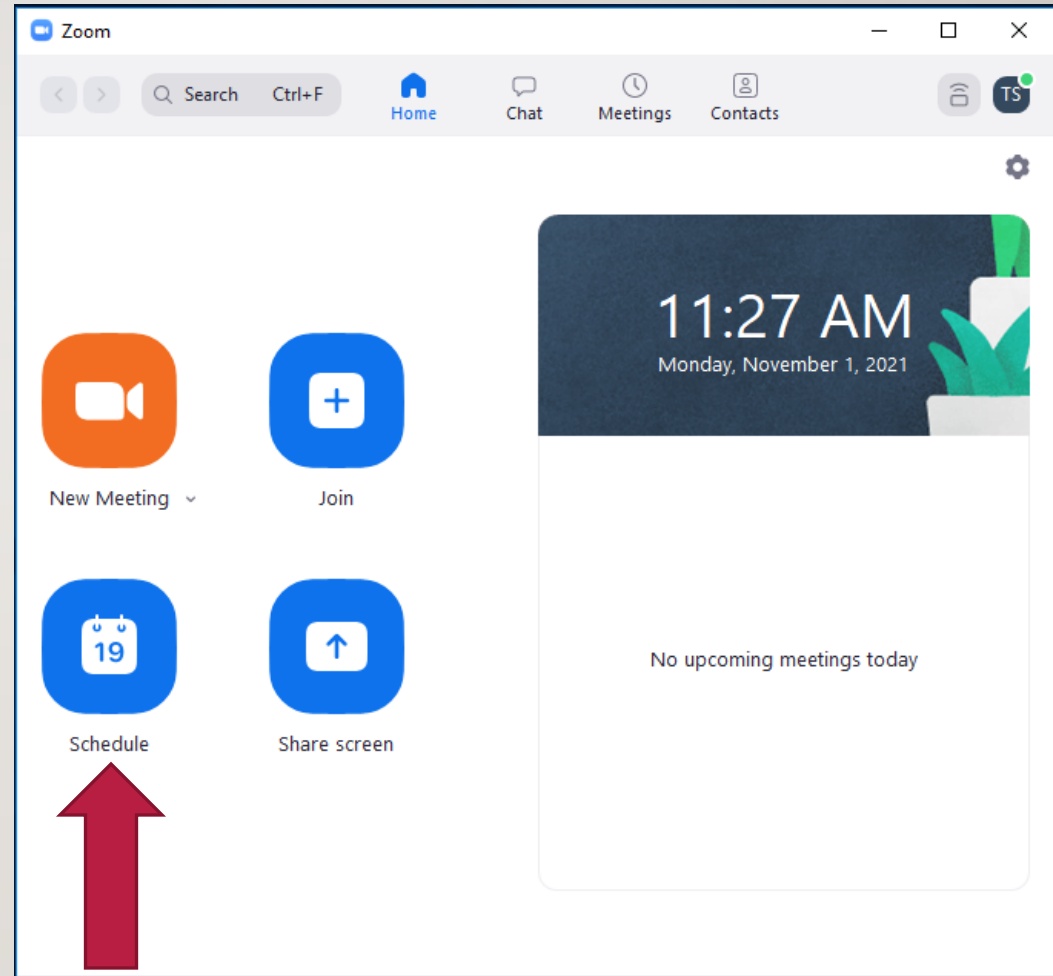AN ACTIVE MEETING WILL LOOK LIKE THIS

SCHEDULING ZOOM MEETINGS

There are three ways to schedule a zoom meeting

- Through the Zoom desktop app

- Blackboard

- Or MediaShareIQ

ZOOM DESKTOP APP

- Click the **Schedule** Icon in the lower right corner

DESKTOP CONT.

- Next you will select the date and time of your meeting. If you will use this same link multiple times check **Recurring meeting.** If you want to choose who enters select **Waiting Room**. Click save and the meeting invitation will be created.

DESKTOP CONT.

- Click meetings in the upper section. Then you will see the list of scheduled meetings. Click the corresponding meeting and select copy invitation. An email will pop up and send to invited parties. If this is for a class, go to Blackboard and paste using Ctrl + v in your desired location.
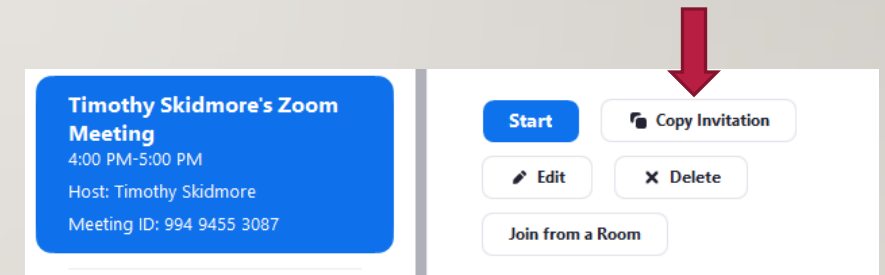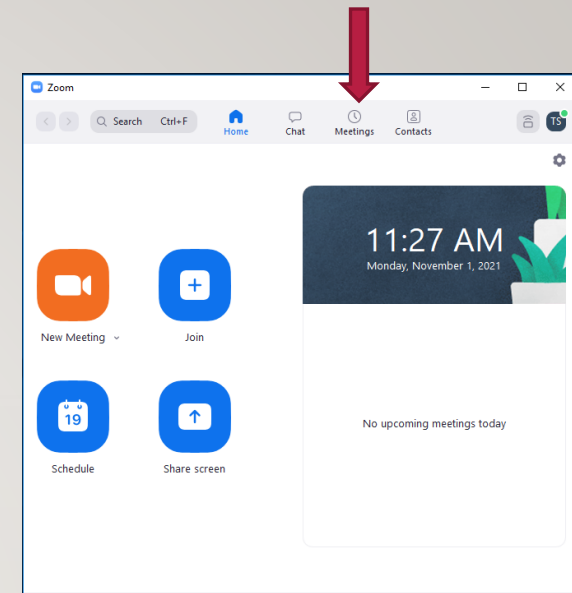
BLACKBOARD

- After you login to Blackboard select your desired course. Once in select Zoom from the left sidebar menu. It will automatically redirect you to a Zoom webpage.

BLACKBOARD CONT.

- Select the topic of your meeting and enter an optional description (ex. Math 096 Spring 22 Lectures)

- Select the date and start time for the first meeting and duration

- If you will use this meeting throughout the semester, check recurring meeting then dropdown menu and select no fixed time.

Course Meetings > Schedule a Meeting

Topic

Acad_Tech

Description (Optional)

Enter your meeting description

When

11/01/2021   4:00   PM

Duration

1   hr   0   min
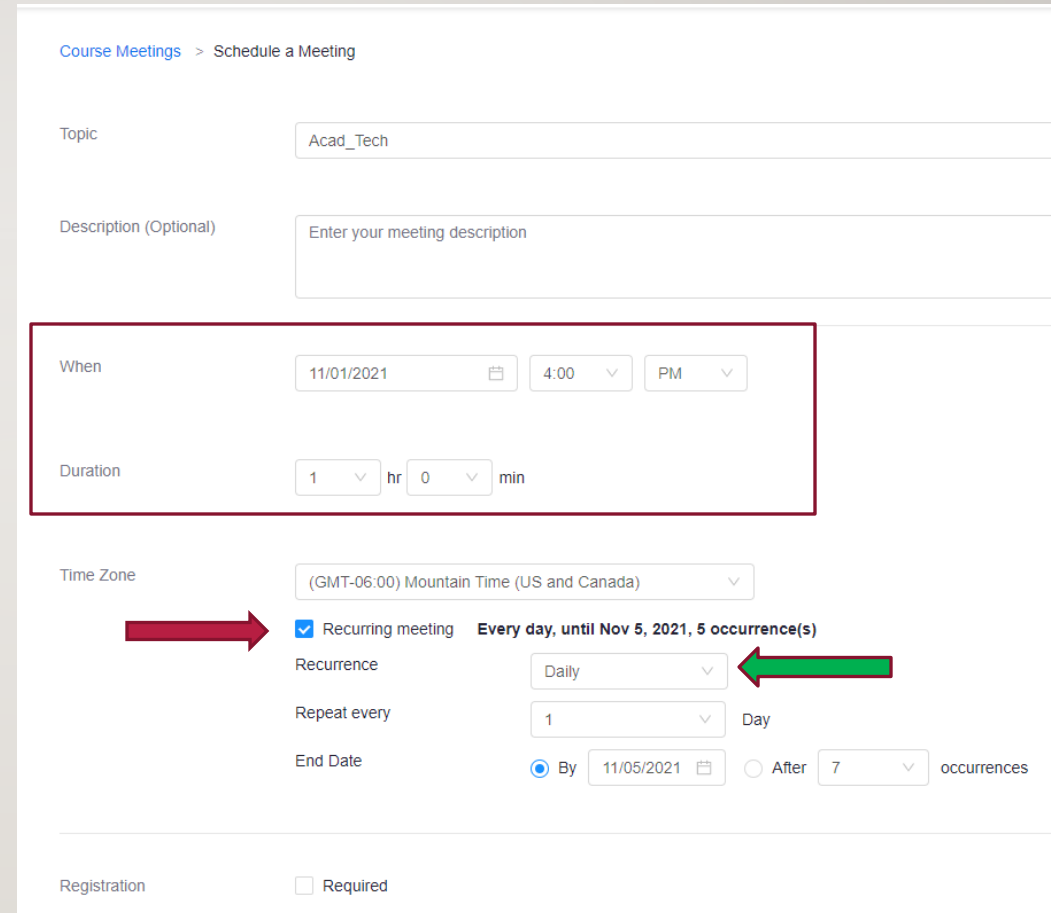
Time Zone

(GMT-06:00) Mountain Time (US and Canada)

☑ Recurring meeting   **Every day, until Nov 5, 2021, 5 occurrence(s)**
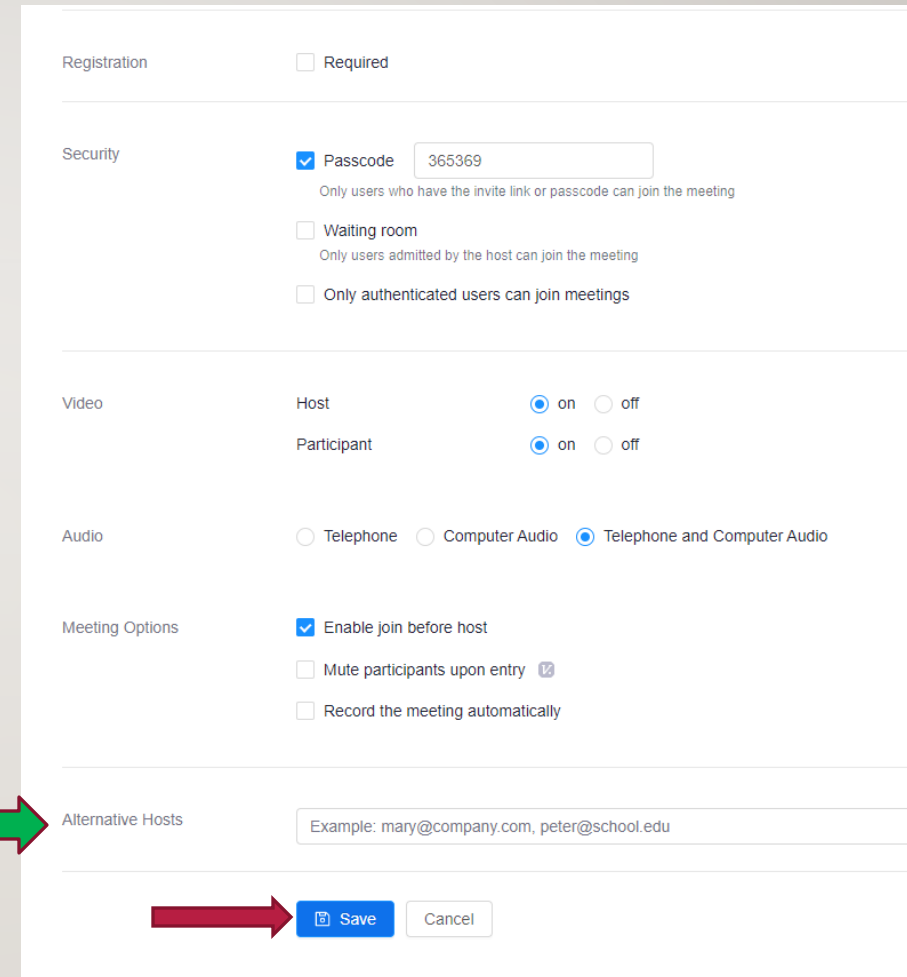
Recurrence

Daily

Repeat every

1   Day

End Date

⦿ By   11/05/2021   ○ After   7   occurrences

Registration

☐ Required

BLACKBOARD CONT.

- Choose the options that you would like to enable/disable. If you choose to have someone help host your meeting input their email and select save

BLACKBOARD CONT.

- You can add to your calendar that is supported

- Copy the invitation

- Or start the meeting from here

BLACKBOARD CONT.

- If you click copy invitation this window pops up. Click copy invitation again and it will copy to your clipboard. You can post this anywhere you choose in Blackboard or an email to invited parties

Copy Meeting Invitation   X

Meeting Invitation

Topic: Acad_Tech
Time: This is a recurring meeting Meet anytime

Join Zoom Meeting
https://dinecollege.zoom.us/j/99627481839?
pwd=akJRSWhzOFhzd01tclMyenN5QXMwZz09

Meeting ID: 996 2748 1839
Passcode: 365369
One tap mobile
+13017158592,,99627481839#,,,,*365369# US (Washington DC)
+13126266799,,99627481839#,,,,*365369# US (Chicago)

Dial by your location
        +1 301 715 8592 US (Washington DC)
        +1 312 626 6799 US (Chicago)
        +1 646 558 8656 US (New York)
        +1 253 215 8782 US (Tacoma)

[Copy Meeting Invitation]   [Cancel]

MEDIASHAREIQ

- Login to Blackboard and select your desired class. Once you are in your desired class, select MediaShareIQ from the left sidebar menu. A new window will popup
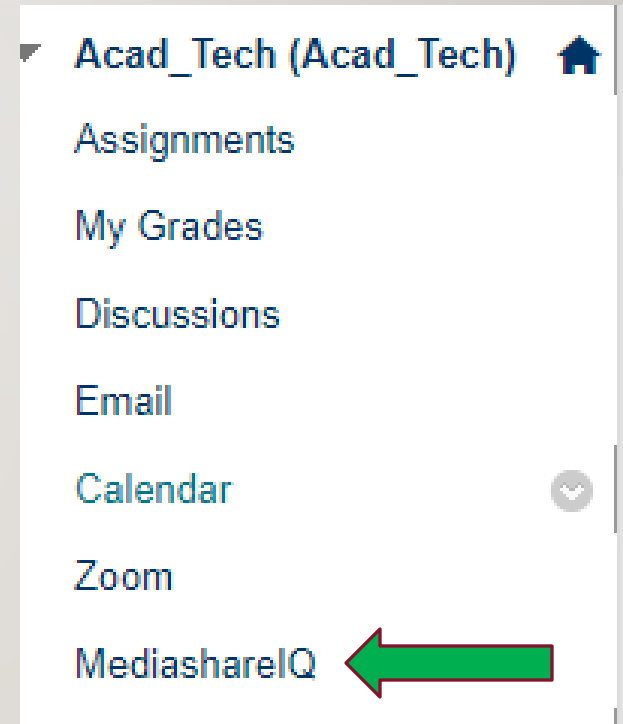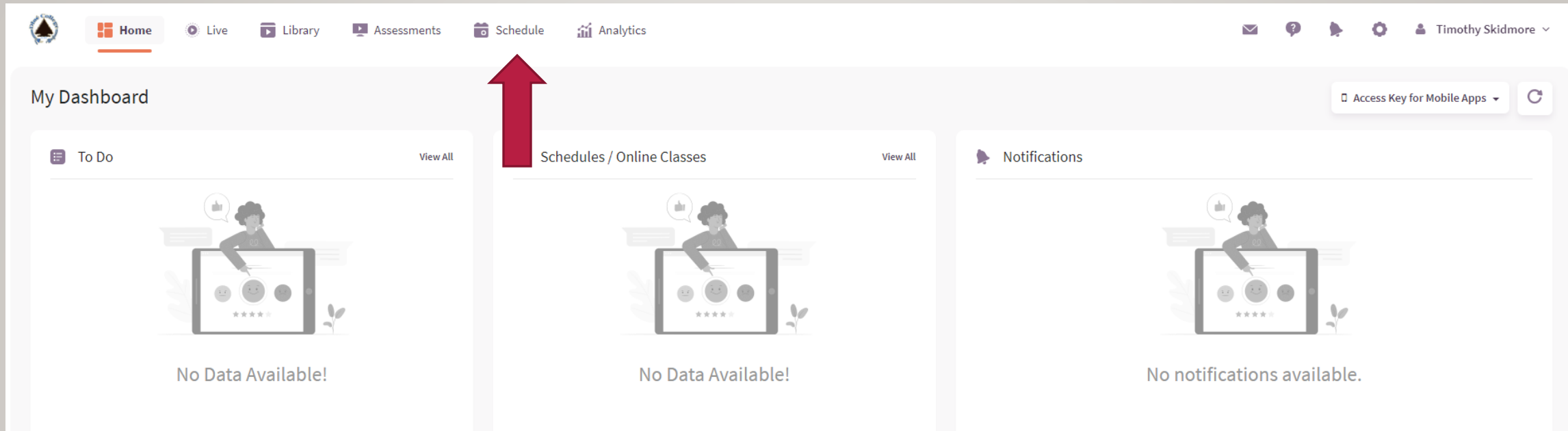
Once you have entered MediaShareIQ select the schedule tab

Next click the Add schedule button on the right side of the screen

- Schedule type select online if class will attend

- Select the name and course for the meeting

- Select the date and time for the meeting. Enter in the desired length (**Must be in Minutes**), if recurring select desired preference

- Click save in the upper left corner

- In the schedule you will see the room category. The individual icon in the host meeting link and the icon with 3 people is the participant link click it. It automatically copies the link and post to your desired location in Blackboard.
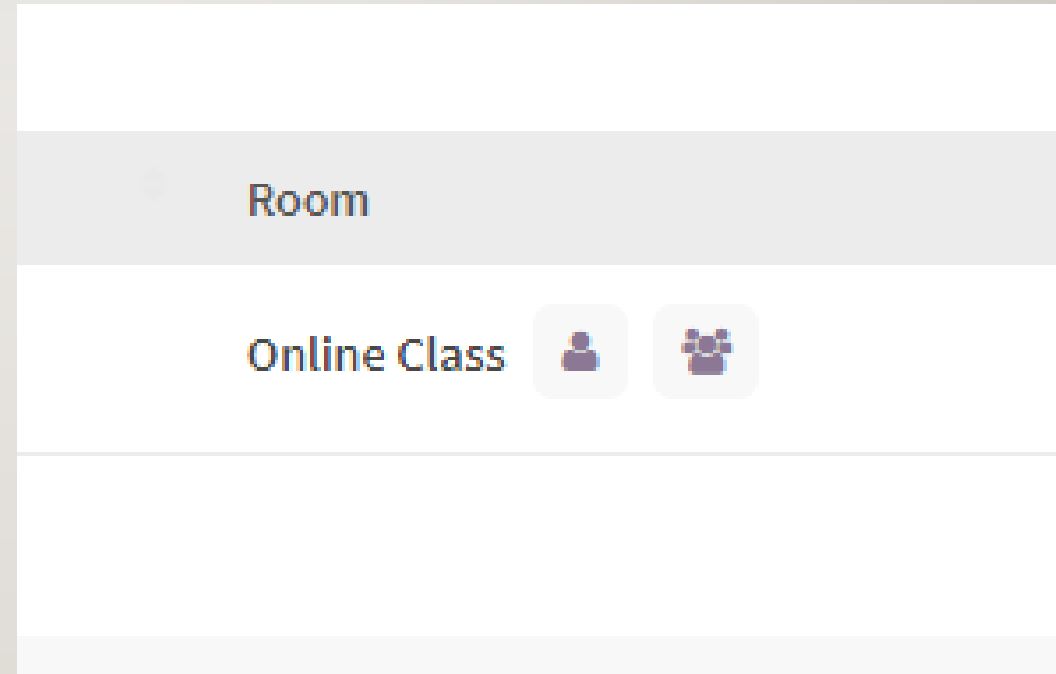
ACCESSING ZOOM RECORDINGS
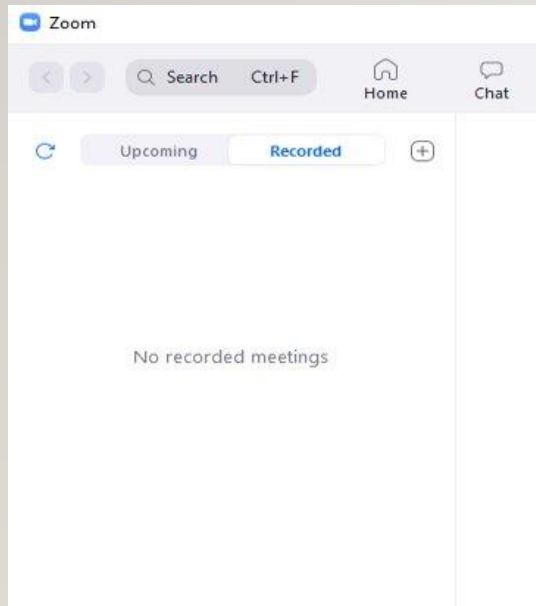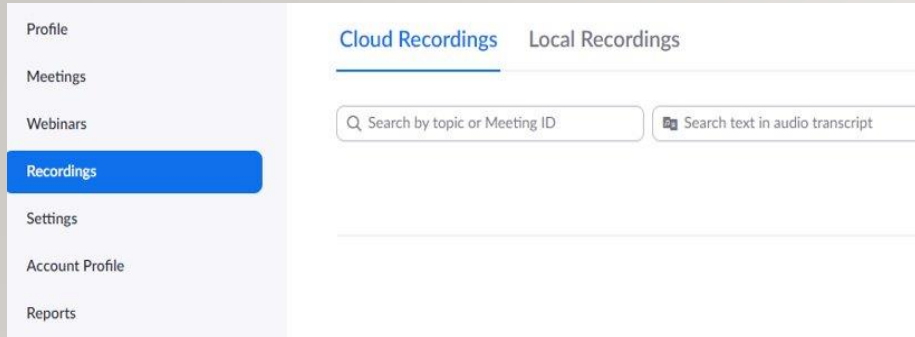
- Zoom Recordings saved to the cloud can be found in the following locations:

- First, is through the Zoom web portal and selecting recordings of the left-hand navigation panel

- Second, through the Zoom app under the recordings tab towards the top left side

SETTINGS AND IN MEETING CONTROLS

- Zoom's in-meeting controls allow you to control various aspects of the meeting such as adjusting the volume, sharing a screen, or managing participants

- Zoom controls are located on the menu bar at the bottom of the video screen
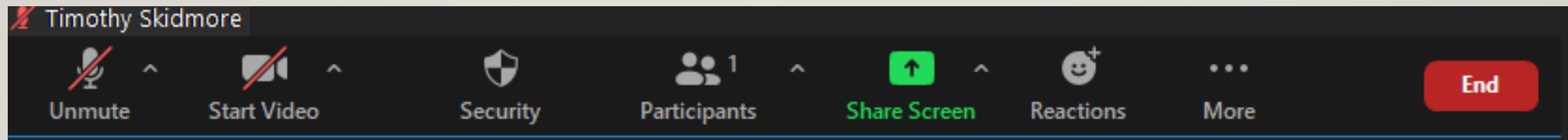
SHARING YOUR SCREEN

While in a meeting, you can share:
- your entire desktop or phone screen
- a specific application
- a portion of the screen
- whiteboard
- audio device
- content from a second camera
- iPhone/iPad screen
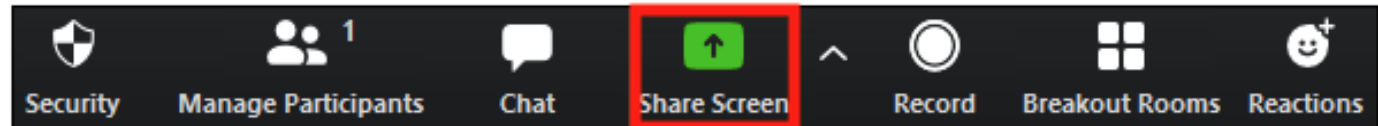
CHANGING THE VIDEO LAYOUT

- Pin screen allows you to disable active speaker view and only view a specific speaker. Pinning another user's video will only affect your local view in the Zoom Room, not the view of other participants and will not affect cloud recordings. Pinning video allows you to disable active speaker view and only view up to nine specific speakers. It will also only record the pinned videos if you are recording locally (to your computer). You can pin a second screen if you are using dual monitors.

- Start a new or scheduled meeting

- Click **Manage Participants** (in the Zoom Room Controller)

- Select the host or participant's name, then Pin or Spotlight Video

- If you have multiple screens, choose which screen to add the pin to

- To spotlight, you need at least three participants in the meeting with their video on and can only be done by the host. Spotlight video puts a participant as the primary active speaker for all participants

BREAKOUT ROOMS

Breakout Rooms allow you to split your Zoom meeting into separate sessions. This is useful for small group discussions, active learning techniques like think-pair-share, or brief individual meetings with students.

- The meeting host must assign breakout rooms. Only the host can create breakout rooms. If you would like help must provide host privileges to another individual to be able to create

- However, as an instructor, you can get assistance setting up breakout rooms during a meeting by passing your host privileges to one of your participants making them co-host

- A **co-host** can leave and join any breakout room only if they **first join a breakout room assigned to them** by the host

- *NOTE : If a co-host is added in a meeting, that person can move between rooms as described. However, if that person is a co-host because he or she was assigned as an alternative host when the meeting was initially scheduled, he or she will* **not** *be able to move between breakout rooms*

CREATING BREAKOUT ROOMS DURING A ZOOM SESSION

- Only the host can assign participants to breakout rooms. Can be done during the meeting and is the recommended way because you might not have full attendance.

- The host can pre-assign participants to breakout rooms when you schedule the meeting instead of managing them during the meeting

- Note: If pre-assigned cannot be changed during meeting. (ex. If half the group is not in attendance breakout room might not have enough people to participate.)

PARTICIPANTS' MENU AND REACTIONS

The Participants' Menu and Reactions allow for additional modes of student engagement. For example, students can quickly indicate "yes" or "no" by clicking on an icon. There are additional icons and reactions available

Nonverbal feedback icons can be used for informal polling during a class. You might say, "Those who think this is the best solution, give a thumbs up" to quickly get a general impression of class reactions

END

RESOURCES

- https://canvas.northwestern.edu/courses/128383/modules

- https://support.zoom.us/hc/en-us