

Zoom Quick Guide for Instructors

1. Adding the Tool to a Sakai Site

- a. In the course where you want to add the Zoom tool, go to Site Info, then Manage Tools
- b. Scroll down to External Tools and check the Zoom tool
- c. Continue, then Finish to save your selection
- d. Zoom will be located at the bottom of the left menu

2. Scheduling a Meeting

- a. Open Zoom in the course where you want the new meeting
- b. Click on Schedule a New Meeting
- c. Change the Topic name and other optional settings if needed
- d. Click on Save to set the meeting
- e. This meeting is now visible to students only in this course, but you will see it in all courses with Zoom tool added

3. Meeting Settings

- a. Topic – By default the Topic is the Sakai site name
- b. Description is optional
- c. When – the meeting won't be available to participants until the time set
- d. Duration – Default is one hour
- e. Time Zone – Default is your computer time zone
- f. Recurring meeting – Default is unchecked, see #4 Recurring Meeting
- g. Registration – not recommended as this requires students to register with Zoom prior to a meeting.
- h. Video – Default is off for both Host and Participants
- i. Audio – Recommend “Both” to allow those who can't use computer audio to connect telephonically
- j. Meeting Options – Recommend “Mute participants on entry” and “Record the meeting automatically”
- k. Alternative Hosts – Guest lecturers or listed students will automatically have moderator permissions with this option

4. Recurring Meetings - Can be set for Daily, Weekly, Monthly, with specifications unique to each.

- a. Daily can be repeated as infrequently as every 15 days
- b. Weekly can be repeated as infrequently as every 12 weeks with options for each day of the week
- c. Monthly can be as infrequently as every three months, with options for the day of the month or any numbered day of the week
- d. If “No Fixed Time” is selected, the meeting stays open and is accessible indefinitely.

5. Screen Sharing – *You must be using the downloaded Client version to share

- a. Click Share in the main window
 - i. From Basic, choose the document, desktop, application, or browser window you want to share. *Make sure it is open and active!*
 - ii. From Advanced, you can share a specified portion of the screen, sound only, or content from a second camera, such as a document camera.

- iii. If sharing a video from a player or Youtube, check “Share computer sound” at the bottom of the share control window.
- b. While sharing, Zoom meeting controls will appear at the top of your screen
- c. To save slide annotations, click Save and your slides will appear in the default Zoom save folder on your computer.
- d. To end sharing, click the red “Stop Share” button at the top of your screen

6. PowerPoint slide show

- a. Set up your slides as a show to show without the tools and slide deck
 - i. Open your slide show and go to the Slide Show tab
 - ii. Go to “Set Up Slide Show”
 - iii. Choose the Show type as “Browsed by an individual (window)”
 - iv. Click OK
 - v. Start the slide show
- b. Annotations
 - i. Click on Annotations in the Zoom Sharing toolbar
 - ii. Click Save to save the current shared view, including annotations. Zoom will create a folder for your saves, grouped by meetings.
 - iii. Click Clear to delete annotations before proceeding.

7. Recording

- a. It is recommended that you chose “Record the meeting automatically” when setting up your meeting if you intend to record for you or for your class.
- b. From within the meeting, click on the Record button in the bottom menu to start recording
- c. You can record for yourself on your local computer only, or for the class.
 - i. If you want students to have free access to the recording from your course, choose to record to the cloud.
 - ii. If you record to your local machine, you can still download the recording and upload it to the Resources in your course.
 - iii. When you record to your local computer, by default Zoom creates a folder in Documents called Zoom.
- d. Cloud recordings can be viewed by all students in the course after it has posted.
- e. You can globally restrict downloading of your recordings by signing into your account at <https://zoom.us/account/setting?tab=recording> and changing the setting on “Cloud recording download.” Download permissions for individual recordings can’t be adjusted after they’ve posted.

8. Breakout Rooms

- a. To create Breakout Rooms in your meeting, click the Breakout Rooms icon in your Zoom menu
- b. Rooms can be created Manually or Automatically
 - i. Manual creation lets you assign participants to rooms
 - ii. Automatic assigns rooms randomly
- c. Students will be sent invitations to join their assigned room
- d. If the meeting is being cloud recorded, it will only record the main room, regardless of what room the meeting host is in.
- e. In order to record their session, students can either be made “Co-Host” before the session starts or be given record permission from within the room.