Zoom Documentation

- Go to https://highlands.zoom.us/.
- Sign in with single sign-on.
- At some point when you start the meeting, you will be prompted to either install the Zoom app or open in the browser. If you install the app, in the future you won't have to follow the link above and sign in. You can access Zoom through the app.
- Browse through the settings tab on the left and make any changes that you want. I suggest turning on "Mute participants upon entry" and "Breakout room", if you wish to use these. These setting selections are overall settings that should remain in place for every meeting you schedule.
- Go to the meetings tab and schedule a meeting. There will be more meeting-specific settings to consider.
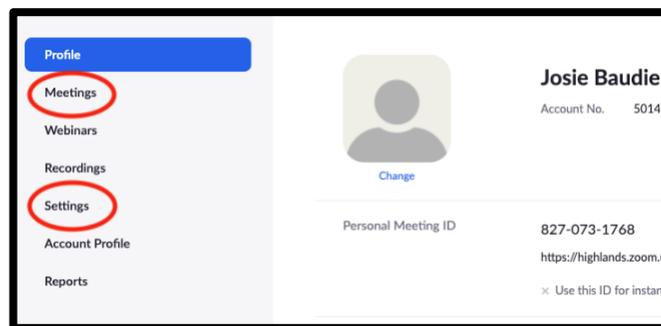
Meeting Settings Considerations:
- Enter topic, date, time, duration, time zone.
- Registration – Consider not requiring registration so students have fewer road blocks to access.
- Meeting ID – Autogenerated
- Password – Consider not requiring a password so students have fewer road blocks to access.
- Host and Participant Video – Set to off so that you and your students can get comfortable before turning it on. It is easy for everyone to turn it on once the meeting begins.
- Audio – Allow both. This will allow students to call into the meeting using a phone if they are having computer issues. The instructor does not have to do anything different if students call in. They will essentially dial into the same Zoom meeting and only have audio access. The phone numbers and meeting ID are provided on the invitation.
- Enable join before host – Consider allowing students to test the technology and enter before you do.
- Mute participants upon entry – Consider this so everyone will have time to get prepared and comfortable before the meeting begins. It is easy for everyone to turn it on once the meeting begins.
- Save the settings.

- On the next screen, you will get a summary of the meeting and settings. You will also be able to "Copy the Invitation" so you can invite your students. You will want to send this invitation to your students. You could email it to them or place it in an announcement in d2l.

Time	
	Add to 31 Google Calendar O Outlook Calendar (.ics) Y Yahoo Calendar
Meeting ID	292-182-766
Meeting Password	✕ Require meeting password
Invite Attendees	Join URL: https://highlands.zoom.us/j/292182766 ⤴ Copy the invitation
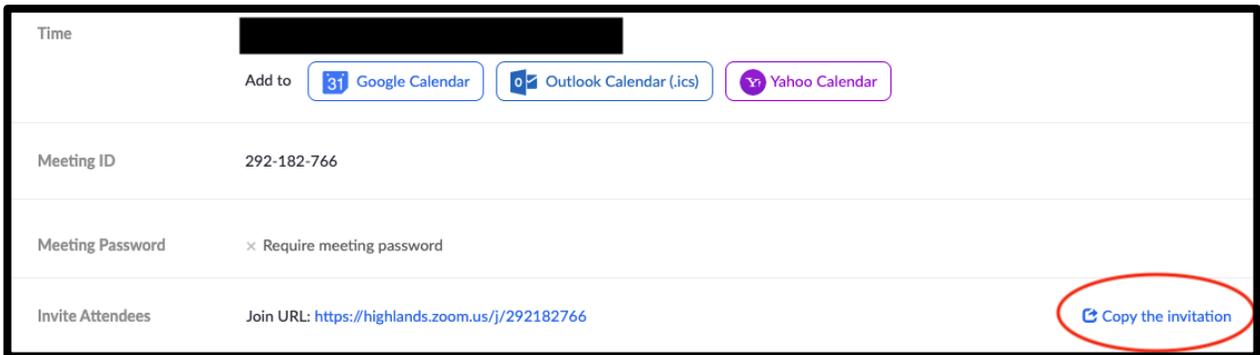
- Once you are in the meeting, you will have additional tools to use. These include:

Meeting Topic: My Meeting
Host Name:
Password:
Invitation URL:
Copy URL
Participant ID: 17

Join Audio
Computer Audio Connected

Share Screen

Invite Others

1   2   3   4   5   6   7   8

Mute   Start Video   Invite   Manage Participants   Share Screen   Chat   Record   Breakout Rooms   End Meeting
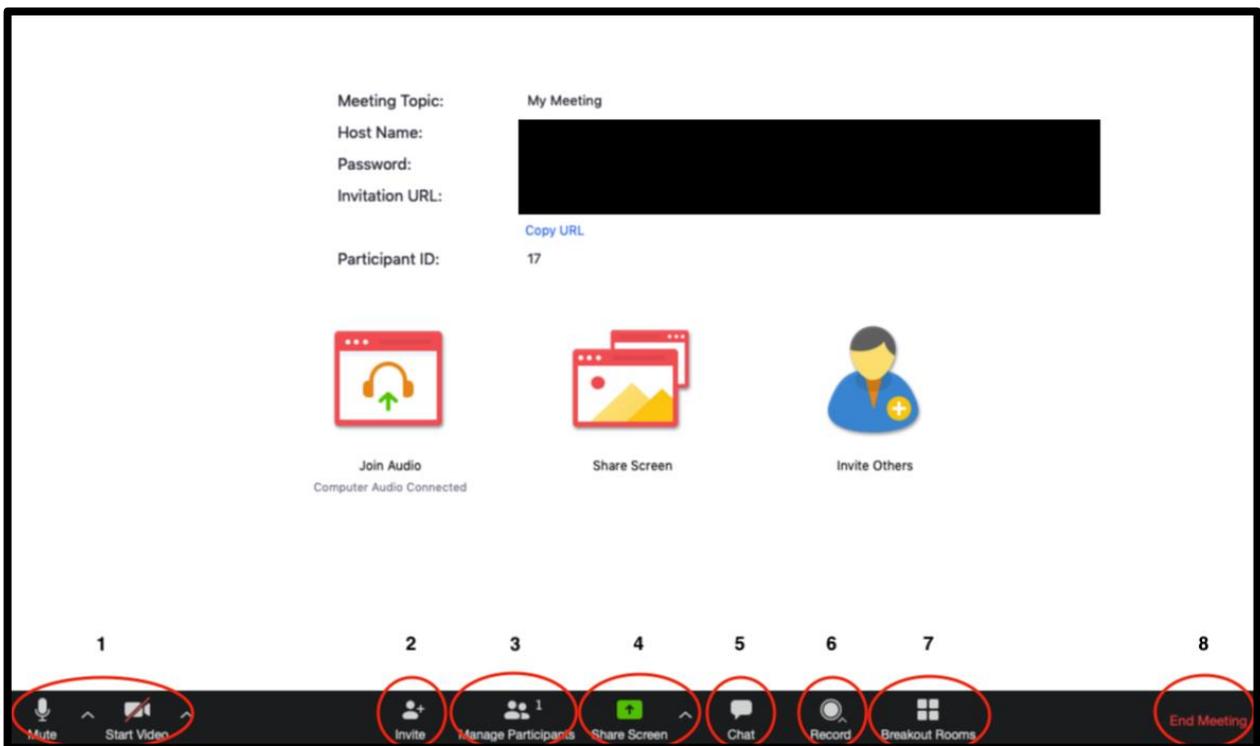
1. Mute and Start video – Mute/unmute your microphone and start/stop your video by clicking on the icons. Video does require bandwidth that you and/or your students may not have.

2. Invite – This allows you to invite participants in the moment.
3. Participants – The participants option allows you to see who is logged in. Most importantly though it allows you to see who has their mic on and lets you mute them to minimize feedback. If a student has called in, you may see a phone number instead of a name.
4. Share
   a. Screen.
      i. For math faculty, the original creator of this doc (Jeremy) suggests to use this option to jump between MyMathLab, pdf (using http://pdfpresenter.sourceforge.net/) and calculator (http://wabbitemu.org/). Use the snipping tool to work out a problem from MyMathLab. Try fn+shift+F11 to quickly save screenshots on Windows, or command+shift=4 on Mac.
      ii. Have the document or presentation up that you want to share beforehand.
   b. Whiteboard. Allow you/others to "write" on the screen.
   c. Individual windows.
5. Chat – Students may use this to ask questions. The place to type is at the bottom of the side panel. At some point, you can stop talking and review the questions in chat in order to address them. Text can be sent to all participants or just you so make sure that the question is for the group before reading it aloud.
6. Record – Consider recording to Zoom cloud if you want to share the recording with students later. You can access the recordings (to share or download) from your profile page.
7. Open breakout rooms – This has to be turned on in your overall settings.
   a. Assign groups.
   b. Move yourself and others between rooms.
   c. Ask one student in each room to share out to the larger group. It works best if everyone is in a quiet place and can turn on their mic. Otherwise chat is still an option.
   d. Send message to groups.
   e. End breakouts.
8. End Meeting – Click this when you want to end the meeting.

- At this point, if you recorded, you can share it with your students. Return to your profile page to locate the recordings. Use the shareable link to send to your students.