



Zoom

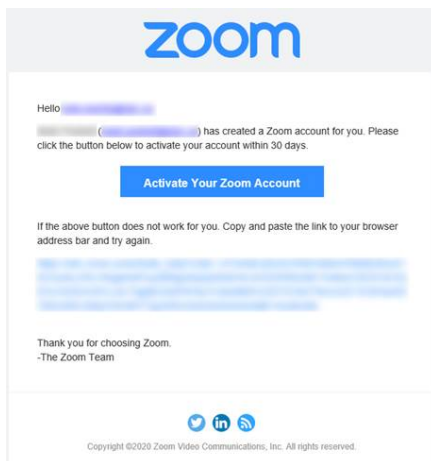
The video/audio web-conferencing tool Zoom lets you deliver real-time lectures to large courses that can easily include PowerPoint slides and other media files.

Zoom is a technology you use outside of Canvas. You will need to create a Zoom account first, before setting up and holding your lectures online.

Getting Started with Zoom

CREATE A ZOOM ACCOUNT (UBC FACULTY AND STAFF)

1. Email av.helpdesk@ubc.ca with the following:
 - a. Course name
 - b. UBC email address
 - c. Start date, end date, and frequency of lecture (e.g., March 15th – April 8th MWF)
 - d. Number of lecture attendees expected
 - e. Location you will host lecture (e.g., home, office, lecture theatre)
 - f. Whether you would like an online video recording backup enabled
2. Upon approval, you'll receive an email. Click **Activate Your Zoom Account**.



3. A web page will open for activating. Choose **Sign Up With A Password**.



Activate your Zoom Account
Choose the following sign in methods, and use your email address
to continue

Sign In With Google

Sign In With Facebook

Or

Sign Up with a Password

4. Fill in your first and last name, create a password, and click **Continue**.

Welcome to Zoom

Hi, [redacted] Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

5. You now have an account, and just need to download the software for running Zoom. Go to <https://zoom.us/download>, and click the **Download blue button** under “Zoom Client for Meetings”.
6. Open the **Zoom installer** that downloaded, and follow the on-screen steps to install the Zoom application.

Tip: You can also download the Outlook Plugin to integrate Zoom into your Outlook Calendar.

ENABLE REAL-TIME LECTURES FOR COURSES

Option 1: Scheduling through the desktop app

1. Open the **Zoom application** on your computer.
 - If you don't have Zoom, follow the steps for creating an account above.
2. Click **Sign In** and use your Zoom account details.
3. Click the **Home button** at the top.
4. Click the **Schedule blue button**.



5. Enter in the topic, date, and adjust any other settings.
6. Click **Schedule**. This will copy your meeting into your calendar.
7. Now invite your students to the scheduled session. You can either copy the details in the calendar invite created above or, in Zoom:
 - Click the **Meetings button** at the top.
 - Click the **Copy Invitation** for the session. This copies all details, including the link students use to join, to your clipboard.
8. **Paste** this into a message to send to students. Options for sharing information with your class are detailed on <https://keep Teaching.ubc.ca/discussions-communications/#announcements>
9. To protect student privacy, you must also **copy and paste** the following in the message you send to students:
 - Zoom is hosted on servers in the U.S. This includes recordings done through Zoom.
 - If you have privacy concerns about your data: a) provide only your first name or a nickname when you log in and b) keep your camera off and microphone muted.

Option 2: Scheduling online

1. Go to <https://zoom.us/meeting>
 - Sign in to your Zoom account, if you are not signed in already.
2. Click the **Schedule a New Meeting blue button** at the top.
3. Enter in the topic, date, and adjust any other settings.
 - You can make registration required when scheduling a meeting to create a registration report of who attended, after the meeting is over.
4. Click **Save**.
5. Now invite your students to the scheduled session. Click **Copy the invitation** in the “Invite Attendees” section of the session. This copies all details, including the link students use to join, to your clipboard.
6. **Paste** this into a message to send to students. Options for sharing information with your class are detailed on the <https://keep Teaching.ubc.ca/discussions-communications/#announcements>.
7. To protect student privacy, you must also **copy and paste** the following in the message you send to students:
 - Zoom is hosted on servers in the U.S. This includes recordings done through Zoom.



- If you have privacy concerns about your data: a) provide only your first name or a nickname when you log in and b) keep your camera off and microphone muted.

RUN YOUR REAL-TIME LECTURE SESSION ONLINE

1. Open the **Zoom application** on your computer.
 - If you don't have Zoom, follow the steps for creating an account above.
2. Click the **Meetings button** at the top.
 - If you don't see any sessions, follow the steps for enabling real-time lectures above.
3. Click **Start** for the session. You will be prompted to join immediately or test your speaker and microphone first. When you are ready, click to join.
4. If you are recording the session, let students know this at the beginning, so they are aware any participation will be captured as well.
5. Using the menu at the bottom of the screen, you can share your screen, record the session, manage session participants, and monitor chat.
6. To end the session, click **End Meeting for All**.

HOW STUDENTS CAN JOIN A SESSION

Option 1: Join using the shared session link

1. Open the email, newsletter, calendar invite, or other communication for the meeting, and click the session link.
 - This is the link that starts with "ubc.zoom.us".
2. If you haven't already downloaded Zoom, follow the download prompts to download and install the application.

Option 2: Join using meeting ID

1. For those who have already downloaded it, open the **Zoom application**.
2. Click the **Home button**.
3. Click **Join**, and type in the meeting ID and your name.

BEST PRACTICES WHILE IN A CLASS/MEETING

- Sign in to the Zoom application and stay signed in.
- If you are hosting, make sure you sit in a well-lit and quiet place.



- If you experience lag time and are sharing your video, you may need to turn your video off.
- If you have your video on, have the camera at eye level.
- If you have your video on, be mindful of what's going on behind you. Think about having solid wall behind you or turning on the virtual background option.
- Stay muted unless you're talking, to reduce background noise from interfering with the class.

Tips and Tricks for Using Zoom

COMMONLY USED CONTROLS

Managing participants

- As the host of a class/meeting, you can manage participants in several ways including renaming, muting, and stopping their shared video.
- For more on controls for participants, visit: <https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting>

Video sharing

- Once in a meeting, you can turn your video on by clicking the “Start Video” icon on the bottom left of your screen. To turn it off, click the “Stop Video” icon.
- For more on meeting controls, visit: <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting>

Virtual background

- Once in the meeting, you can select a virtual background to put behind you by clicking the up caret to the right of the “Start Video” icon.
- For more on virtual backgrounds, visit: <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

Muting

- To ensure minimal background noise, it's best to mute everyone on the call when they're not talking. To do this, click on the “Participants” icon at the bottom.

Chat in a meeting

- Meeting participants can ask questions via the meeting chat. Start by clicking the “Chat” icon on the bottom right of your screen:
 - Once the chat panel opens up, you can view and respond to all public chats.



- Use the three dots to choose whether you want to send messages to all meeting attendees or the respond privately.
- ****Note:** Private chats will not be visible to the host.
- To control and disable in-meeting chat, visit: <https://support.zoom.us/hc/en-us/articles/115004809306-Controlling-and-Disabling-In-Meeting-Chat>

Screen sharing

- Click the “Share Screen” icon at the bottom of your screen to share your desktop.
- If you’d like to share specific windows or applications, you can choose to do so from the dialog box.
- For more on screen sharing, visit: <https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen>

IDEAS FOR STUDENT ENGAGEMENT VIA ZOOM

- For your first class, set aside some time to introduce your students to Zoom and ensure that they’re able to connect their audio and video and understand their options for participation.
- Ask students to join the session a few minutes before the lecture to test their connection, audio, and video.
- Give an agenda or plan for each class by screen sharing a document or slide at the beginning of class. This gives students a clear idea of how the class will progress, what will be covered, and the activities they’ll engage in.
- Discuss online etiquette and expectations of the students in your first virtual class and periodically revisit the topics to make sure everyone keeps these in mind.
- Utilize the whiteboard or annotating for shared documents to encourage engagement. When sharing a whiteboard, document, screen, or image, try collaborating on specific problems and/or have a student use annotation to highlight strong or weak points of work, e.g., grammar mistakes in a paper you’re sharing.
- Take time to promote questions, comments, and reactions from your class. Give a minute to allow your students to utilize reactions, write their questions in chat, or be unmuted to ask their questions live.
- Divide into smaller groups for a discussion on a certain topic. You can use breakout rooms to either pre-assign or auto-assign students into groups for a short period of time before coming back to the lecture.
- Have students take over screen control and present or share projects with the class. This allows your students to show what they’re working on, while practicing their presentation skills. It also allows students to hear from one another instead of just the teacher.

TECHNICAL BEST PRACTICES

- Using an external microphone will help improve the audio quality of your presentation. This could be an external microphone or headphones with a built-in microphone.



- Find a quiet room to present in to avoid interruptions.
- If possible, get an assistant (e.g., teaching assistant) to monitor questions and help with technical troubleshooting.
- Let your students know that they can download the Zoom application to their phone, in case they do not have access to a computer at the scheduled lecture time.
- When you schedule a lecture, pre-set your meeting to mute participant's microphones upon entry. This helps to avoid background noise and allow your students to focus on your lesson.
- Look at the camera to create eye contact with your students. This helps to create a more personal connection while teaching over video.
- Take a second now and then to check chat or your students' video (if they are on camera) to look for and respond to feedback, especially if students are having trouble hearing you.
- Speak as if you're face-to-face with the class, while still ensuring you're an appropriate distance from the microphone for the best audio experience.
- When delivering a presentation in real-time and then sharing images, files, or video, give your students a moment to open what you've shared.
- Embrace regular pauses to allow for students to engage before continuing on.

Additional Resources for Zoom

Visit the Zoom guide on "Teachers Educating on Zoom":

<https://zoom.us/docs/doc/Tips%20and%20Tricks%20for%20Teachers%20Educating%20on%20Zoom.pdf>