Zoom Training Handout

## Downloading Zoom

UTRGV Computers

1. Windows: Search for and launch the [Software Center](#) app.
   MAC: Search for and launch the Self Service app.
2. Search for and click on **Zoom Client and Outlook Plugin**.
3. Click **Install**.
4. Follow all remaining prompts to complete the installation.

Personal Computers

1. Go to [zoom.us/download](#).
2. Click **Download** under **Zoom Client for Meetings** and **Microsoft Plugin**.
3. Open the download files.

Sign in to Zoom

1. Open Zoom application.
2. Click **Sign In**.
3. Click **Sign In with SSO**.
   o Leave **utrgv** in the company domain field.
4. Enter your UTRGV email and password.
5. Click **Launch Zoom** if necessary.
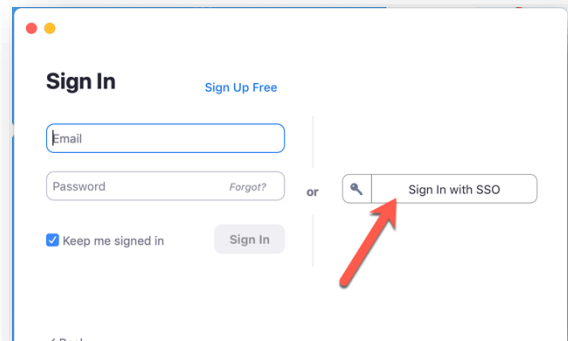
Linking Zoom to Blackboard

You can create a link to each of your blackboard courses.
This will allow your students to easily locate the zoom session for your scheduled class. Begin by accessing your course and:

1. On the course menu, select the Add menu option (+)
2. Then select **Tool Link**
3. Under Add Tool Link window, select the Type drop down
4. Then select **Zoom Videoconferencing**
5. For Name enter: Zoom
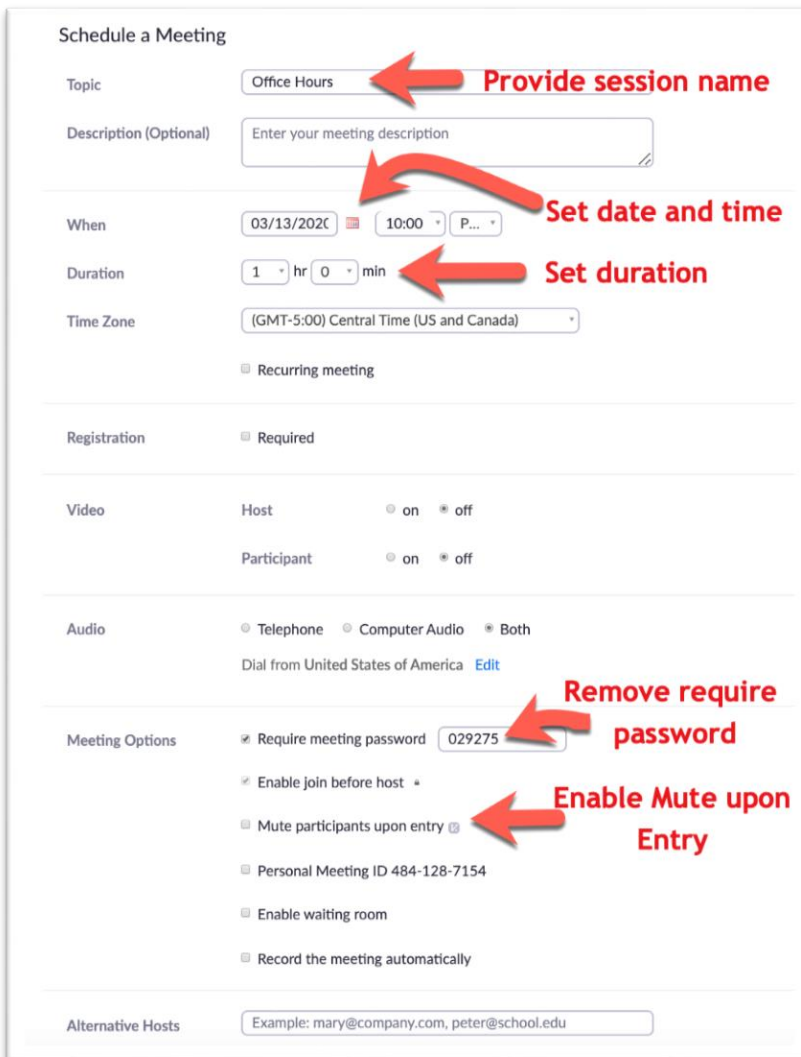6. Then check Available to Users
7. Press **Submit**
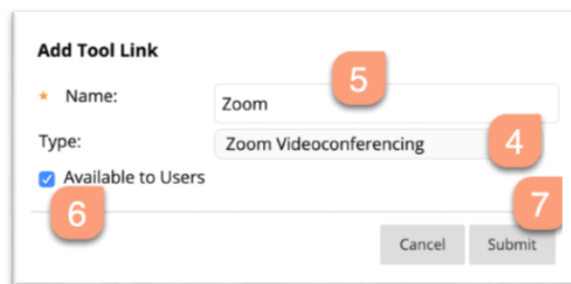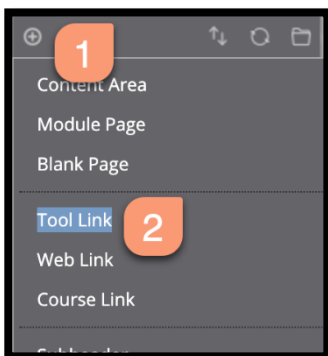
Scheduling a Zoom Session

You will need to schedule a session to allow students to enter the zoom room. Go to the Blackboard course you would like to schedule a session in and:

1. Access the Zoom link on the Course menu
2. Select **Schedule a New Meeting**
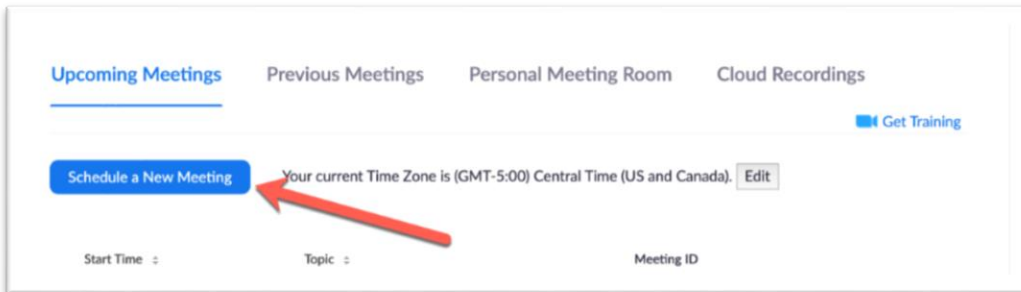
3. The Schedule Meeting window opens,
4. Enter in Topic Title, Date & Time, Duration and other related details and press Schedule.
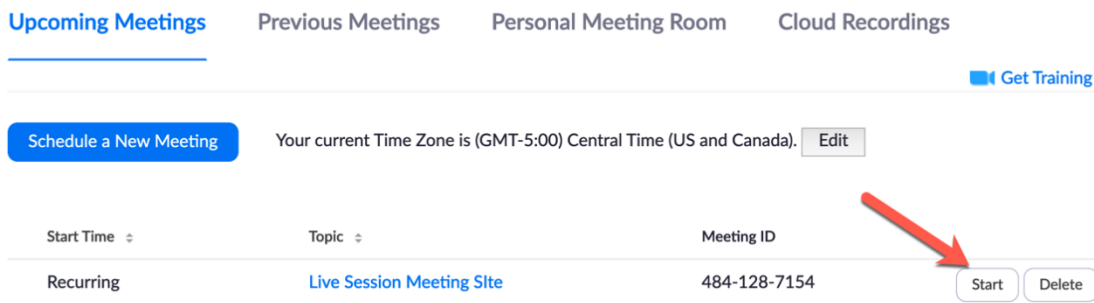   ***Place Course Number & Section in Title "ENGL 2303-90L Lecture"
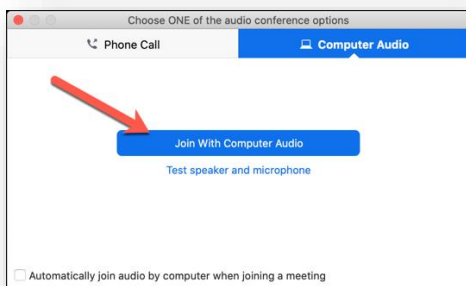

5. Then press **Save**

Joining the Session

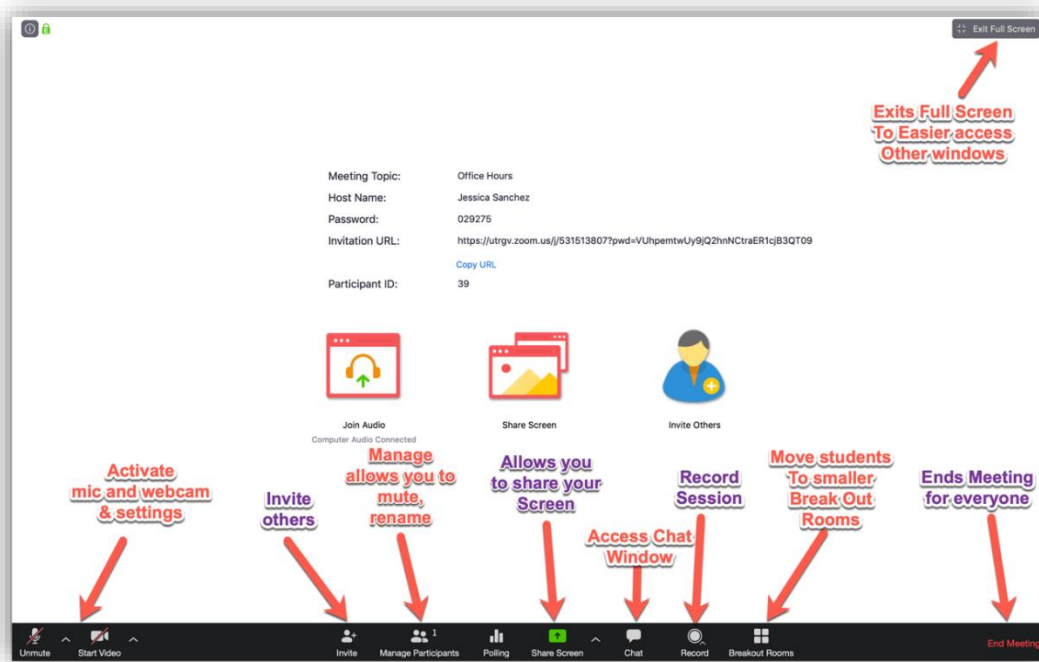You can access the zoom session from Blackboard from the course menu.

1. Simply select **Start** to enter the session

2. You will be prompted to open using Zoom
3. Once the Zoom session starts, you will be given options on how to join. If you have used Zoom before select "**Join With Computer Audio**"
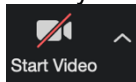

Zoom Session Interface

Commonly Used Controls

Talk/Unmute
Whether your mic is active when you begin the session is dependent on the settings you selected when you created your session.

Video ON/OFF
Once in a meeting, you can turn your video on by clicking the "Start Video" icon on the bottom left of your screen.


1. Select Start Video,
2. Features include:
   a. Video Camera (Identifies the one in your machine)
   b. Choose Virtual Background (given option to change the background)
   c. Video Settings
      i. Below are some setting you may be interested in
         1. **General** > Show my meeting duration
         2. **Video** > **Touch up my appearance** "does a soft brush effect"
         3. **Accessibility** > choose **Always show meeting controls**
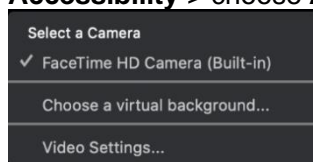
Chat
Meeting participants can ask questions during a Zoom Meeting via the meeting chat.
1. Click the "**Chat**" icon on the bottom right of your screen.
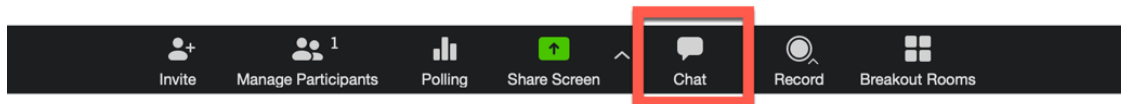
2. Once the chat panel will open up on the right, you can view and respond to all public chats.
3. Use the three dots to choose settings for participants chatting.
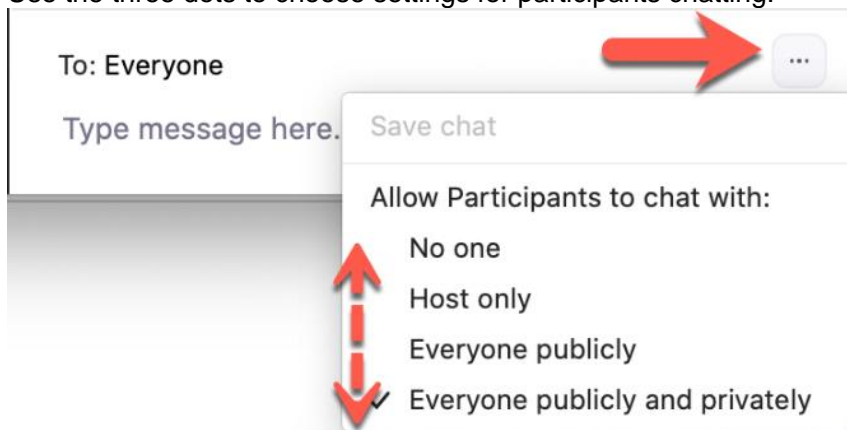
Note: Private chats will not be visible to the host.

Invite
If you have your session linked in Blackboard, you do not need to invite your students. However, you may choose to invite a guest lecture – someone not part of the class or external to UTRGV. To do so:
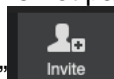
1. Select the "Invite icon"
2. Select "**Copy Invitation**" or "**Copy URL**"
3. Then paste invitation in email invite or Calendar invite

Managing Participants

As the host of a class/meeting, you can manage participants such as renaming, muting, stopping video and other controls for participants

1. Select Manage Participants
2. Within Manage Participants you can:
    a. **Mute All** (Useful if students forget to turn off their mics)
        i. This will ensure minimal background noise during Zoom meeting.
    b. Under More options,
        i. You can set **Play Enter/Exit Chime** (useful when you are hosting office hours)
    c. Rename participants- in case they login from mobile device, you are allowed to pro
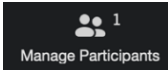
Sharing Screen

If you would like to share a PowerPoint presentation, website or document
1. Click the "**Share Screen**" icon at the bottom of Zoom screen.

2. If you'd like to share specific windows or applications, you can choose to do so from the dialog box.
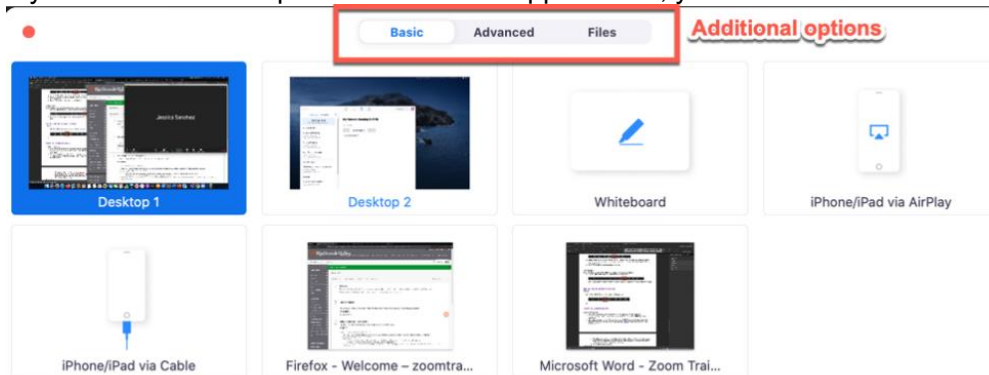
Advanced option allows for document camera selection.
3. Then press "**Share**"

Zoom Recording

Recording Zoom Meeting

1. When in a meeting, click the "**Record**" icon .
2. You will be given the option to
    a. **Record on this computer** – stores recording to file (you can choose to upload to Panopto)
        i. Once recording is completed you will receive an email notification.
        ii. Transcript link will also be provided you via email.
    b. **Record to the Cloud** – easier to share recording to students

Accessing Zoom Cloud Recording

Students will not have access to your Zoom Recordings through Blackboard. You will need to share the recording link to your students. To do so you can access your recordings via the zoom website.

1. Go to utrgv.zoom.us in your browser.
2. Sign in with your UTRGV credentials
3. Select Recordings option on left-hand menu
1. Locate recording and press "**Share**" button.
2. The "**Share this cloud recording**" window appears, either
   a. Select Copy to Clipboard and send as announcement to Blackboard
   b. Copy the URL and Share the recording in the Weekly module in Blackboard.
3. You can update the sharing settings and distribute them using the provided link.
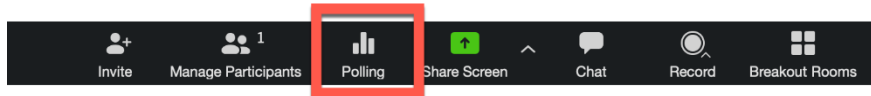
Not so commonly Used Controls

Annotate while Sharing

Allows you to draw, make emphasis on items on the screen. You have the options to draw, erase, type, select, spotlight and more.

Polling

1. Click the "**Polling**" icon on the bottom of Zoom screen

2. Poll window opens, select "**Add a Question**" button
3. In the Add a Poll window, enter title of poll, question and answer choices.
4. Select "**+ Add a Question**" to add an additional question.
5. Press "**Save**" when done.
6. To begin poll, press "**Launch**".
7. To stop poll, press "**End Poll**".
8. To allow everyone to see results select "**Share Results**"

Teaching Considerations:

Best Practices:

- 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.
- Discuss online etiquette and expectations
  - o Share how you want students to ask questions.
- Give an agenda for each class by Screen Sharing a document or slide at the beginning of class.
- Make sure to have your chat window open and keep an eye out for questions.
- When you ask for questions or feedback
  - o Be comfortable with silence. Students need time to come up with responses.
  - o Mentally count to 10

FERPA Considerations:

- If multiple students are in the conference do not discuss an individual student's accommodations, grades, specific assignment feedback of any other FERPA protected information
- When meeting students 1-to-1, if needing to provide FERPA protected information confirm student verification either by student showing Texas Drivers License or Student ID using student camera.
  - Otherwise, post grades through GradeCenter in Blackboard. You can also add text or video feedback built into submissions of each student's grades. When students view MyGrades, they will only see their grades only.
  - Do not record these sessions

Accessibility

- Zoom will generate a transcript and email to you.
- If you have a student that requires captioning, contact Student Accessibility Services to include a live captioner.

Sources:

Zoom (n.d.) Comprehensive Guide to Educating Through Zoom