

Using *Zoom* for Teaching

EFNEP and CFHL, UC Staff

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UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Zoom Resources

- Zoom Help Center

https://support.zoom.us/hc/en-us?flash_digest=2a63d31c21333354543c3d7dc72a1f9ae7c48532

- How to Zoom - YouTube Channel

https://www.youtube.com/playlist?list=PLKpRxBfeD1kEM_I1Id3N_XI77fKDzSXe

Zoom Web Portal and Zoom Desktop Client

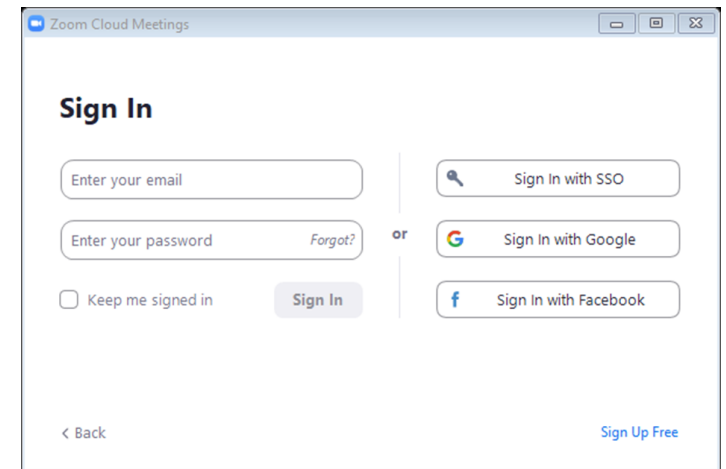
Zoom Web Portal

- Access through ANR Portal – right side of page
- Conferencing → Login to Zoom Conferencing

Zoom Desktop Client

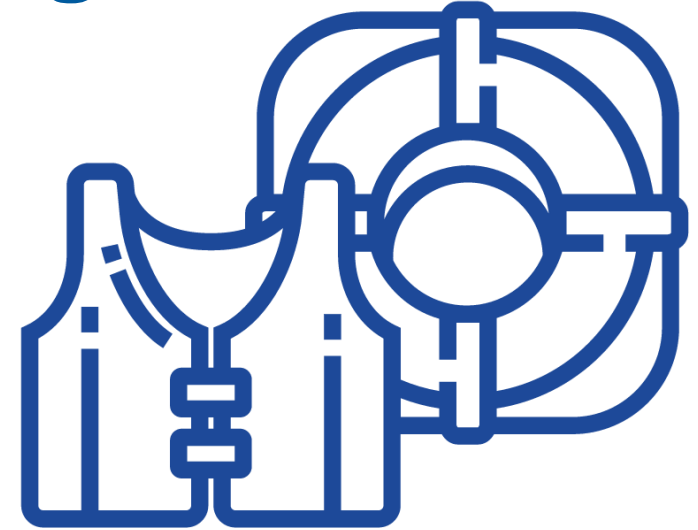
- Click the Windows icon in your computer taskbar.
- In your apps list, to the Zoom folder.
- Click on the Zoom folder.
- Double click on Start Zoom

Log in with 'ucanr' single sign-in (SSO)



Setting Up to Host Zoom Meetings

- Settings on Web Portal
 - Meeting
 - Recording
 - Telephone
- Settings on Desktop Client
- Scheduling a Meeting



Scheduling a Meeting

- One-time or recurring?
- Registration or no registration?
- Password or no password?
- Meeting options: can alter a few settings for *just this meeting*
- Assign alternate host – *yes, if possible!*
- After ‘Save’ - more options – can do these later
 - Edit registration – add questions
 - Set up polls
- Download meeting info to Outlook

Per Zoom - Outlook Plug-In not supported after June 2020

Inviting Participants to a Zoom Meeting

- Provide clear log-in instructions
- Encourage participants to log in early – esp. first time
- Communicating invitation:
 - Do not post meeting link on Facebook or other social media
 - Exception – closed Facebook group, What's App group, etc.
- E-mail or text meeting information

Inviting Participants – Accessibility and Privacy

- Zoom smart phone app – free
 - Same meeting link - or can log in with Meeting ID #
 - Can choose ‘use device audio’ or call in
 - Don’t try to host from the mobile app
- ‘Join from your browser’ – enable in meeting settings

Privacy Options

- Allow participants to re-name themselves (meeting settings)
- Show/not show names in recording (cloud recording settings)
- Mask phone number in the participant list (telephone settings)

Zoom’s current Privacy Policy (revised March 29, 2020) commits to never selling customer information and to not using customer data stored on the Zoom app for advertising.

Facilitating a Live Zoom Session

- Orient participants - as briefly as possible - before you start
 - Zoom basics – audio, video
 - Zoom tools you will use in the meeting – and how to use
 - Don't overwhelm them! Use the needed tools for your purpose.
- Participant controls – helpful hints
 - Upper right – active speaker view or gallery view
 - Screen share – View Options

Facilitating a Live Zoom Session

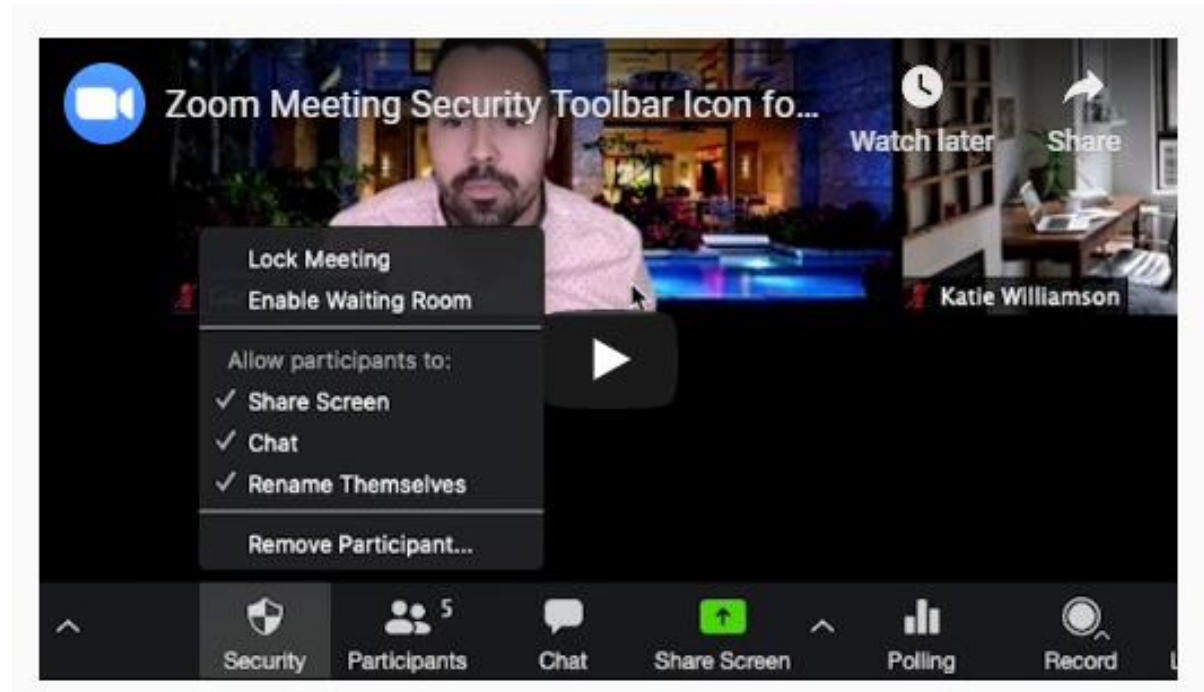
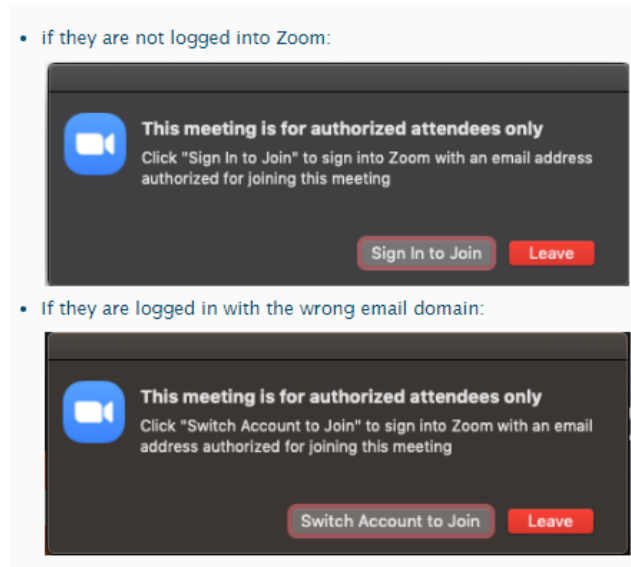
- Welcome participants as they log on
 - Wear your branded shirt if possible
- Meeting agreements – similar to in-person class
 - Microphones – muted or not?
 - Phone – *6 to mute and unmute (note in chat?)
 - Video – on or off?
 - How will you take questions?

During the Meeting

- Host-only functions – 1 host – can promote someone to host
 - Assign co-host(s)
 - Enable breakout rooms
 - Disable annotation tools
 - End meeting
- Host can re-start a meeting – Web Portal → Previous Meetings
- Co-host functions – can have multiple co-hosts
 - Mute individual (or all) participants, stop chat, video, screen share
 - Can access Security features

Zoom Security Settings and Functions

- Meeting Settings – balance usability and security
 - Password – do not imbed in meeting link
 - ‘Only authenticated users can join meetings’ - access difficulties
- In-meeting Security



In-Meeting – Live Response Options

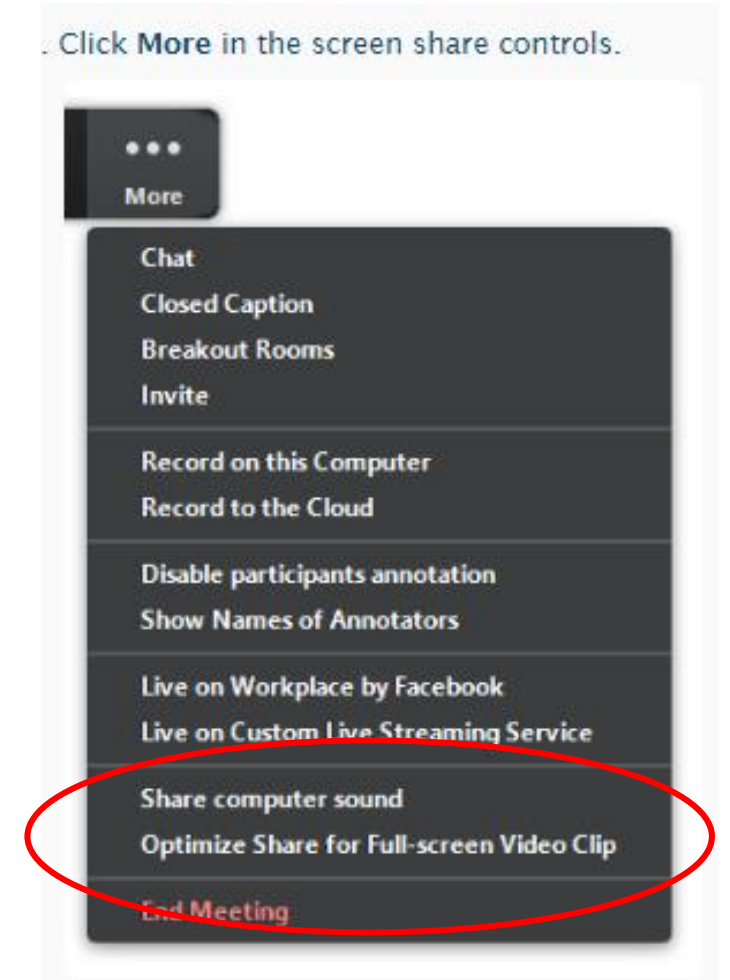
- Reactions – 5 seconds
- Non-verbal feedback – enable in meeting settings
 - Click on Participants (host = Manage Participants)
 - Participants clear by clicking 2nd time – host can clear all
- Non-verbal feedback does not record
- Chat – enable in meeting settings
 - Auto-save chat – enable in meeting settings
 - Can save chat with cloud recording (recording settings)

In-Meeting – Live Polling

- Enable in meeting settings
- Set up in scheduled meeting
 - Anonymous option
 - Single choice or multiple choice
 - Single or multiple questions in one poll
- In-Meeting
 - Polls icon on task bar
 - Select your poll – click Launch Poll
 - End Poll when done – can choose to Share Results
 - Multiple polls - pull-down arrow to go to next poll
- Poll reports – download post-meeting
 - Cannot see poll results per participant live
- Polls do not record

In-Meeting – Screen Sharing

- Enable in meeting settings
- Host sharing
 - ‘Desktop’ share allows more flexibility
 - Screen share controls
- Participant sharing
 - Can enable or disable in-meeting
- Sharing video
 - In PowerPoint – link video on slide
 - Play video – ‘share computer sound’
- Can record screen shares - per your settings



**Turn off ‘Optimize Share’
when video is done!**

In-Meeting – Annotation Tools and Whiteboard

- Enable in meeting settings
- Annotation tools – can use on shared screen or whiteboard
- Whiteboard – option after selecting ‘Share Screen’
- Host view – ‘Annotate’ on screen share controls
- Participant view – (top) View Options → Annotate

Notes:

- Slight delay before annotation displays on screen/whiteboard
- Annotations do record
- Host can save Annotations → Local Recording location

In-Meeting - Breakout Rooms

- Enable in meeting settings
- Host can assign participants to breakout rooms when scheduling (enable in meeting settings)
- Note: may need to re-mute participants after breakouts
- Managing breakout rooms <https://support.zoom.us/hc/en-us/articles/206476313>
- Participating in breakout rooms <https://support.zoom.us/hc/en-us/articles/115005769646>

https://www.youtube.com/watch?time_continue=73&v=jbPpdyn16sY&feature=emb_logo

Recording the Meeting

Settings – recommended settings

- Local or cloud recording, or both (recording settings)
- Active speaker with shared screen (cloud recording settings)
- Record thumbnails when sharing (cloud recording settings)
- Save chat – also Audio Transcript (cloud recording settings)

Audio

- Audio check – ‘Test Speaker and Microphone’ (next to icon)
- Voice: phone may work better – do practice meeting
- Shared video – screen share controls - ‘share computer sound’

Recording FAQ: <https://support.zoom.us/hc/en-us/articles/360040771752-Frequently-asked-questions-about-local-and-cloud-recording>

Sharing Zoom Meeting Recordings

- Cloud recordings
 - Zoom can send you a link by e-mail when the recording is ready (meeting settings)
 - Can simply share link with participants - or
 - More options in Web Portal → Recordings → click Share
- Local recording – upload MP4 file and get sharable link
 - Google Drive, YouTube (unlisted)
- Can also download MP4 file of a cloud recording

Meeting Reports

- Reports available for 1 month
- Usage reports – Participant List
- Meeting Reports
 - Registration Report – if the meeting used registration
 - Poll Report – if live polls were used
 - Generate report → download as csv file → save as Excel workbook

	A	B	C	D	E	F	G	H
1	#	User Name	User Email	Submitted Date/Time				
2	1	Guest	casim@ucanr.edu	4/8/2020 13:40	Preferred day and time for "Teaching with Zoom" webinar?	Wednesday 4/15 at 1 pm		
3	2	Jan Newman	jannew@ucanr.edu	4/8/2020 13:40	Preferred day and time for "Teaching with Zoom" webinar?	Friday 4/17 at 1 pm		
4	3	Sarina Rodriguez	sverodriguez@ucdavis.edu	4/8/2020 13:41	Preferred day and time for "Teaching with Zoom" webinar?	Either time is OK		
5	4	Aileen Trujillo	actrujillo@ucanr.edu	4/8/2020 13:40	Preferred day and time for "Teaching with Zoom" webinar?	Friday 4/17 at 1 pm		
6	5	Kim Stempien	kmstempien@ucanr.edu	4/8/2020 13:40	Preferred day and time for "Teaching with Zoom" webinar?	Either time is OK		
7	6	Guest	chwilshire@ucanr.edu	4/8/2020 13:40	Preferred day and time for "Teaching with Zoom" webinar?	Either time is OK		
8	7	Guest	sanlopez@ucanr.edu	4/8/2020 13:40	Preferred day and time for "Teaching with Zoom" webinar?	Friday 4/17 at 1 pm		

<https://support.zoom.us/hc/en-us/articles/216378603>



Let's Explore!

- Settings – Web Portal
- Settings – Desktop Client

- Scheduling a Meeting
- Registration options
- Setting up a poll

- Meeting Reports

Best Practices

- Consider – how do I teach this in person?
 - What Zoom tools can I use to do something similar?
 - Where and how can I include interaction?
- Practice!
 - Practice in your Personal Meeting Room
- Take time to get your settings in place
- Use Zoom Support
- When things go wrong...
- Other tips??

In-Meeting - Closed Captions

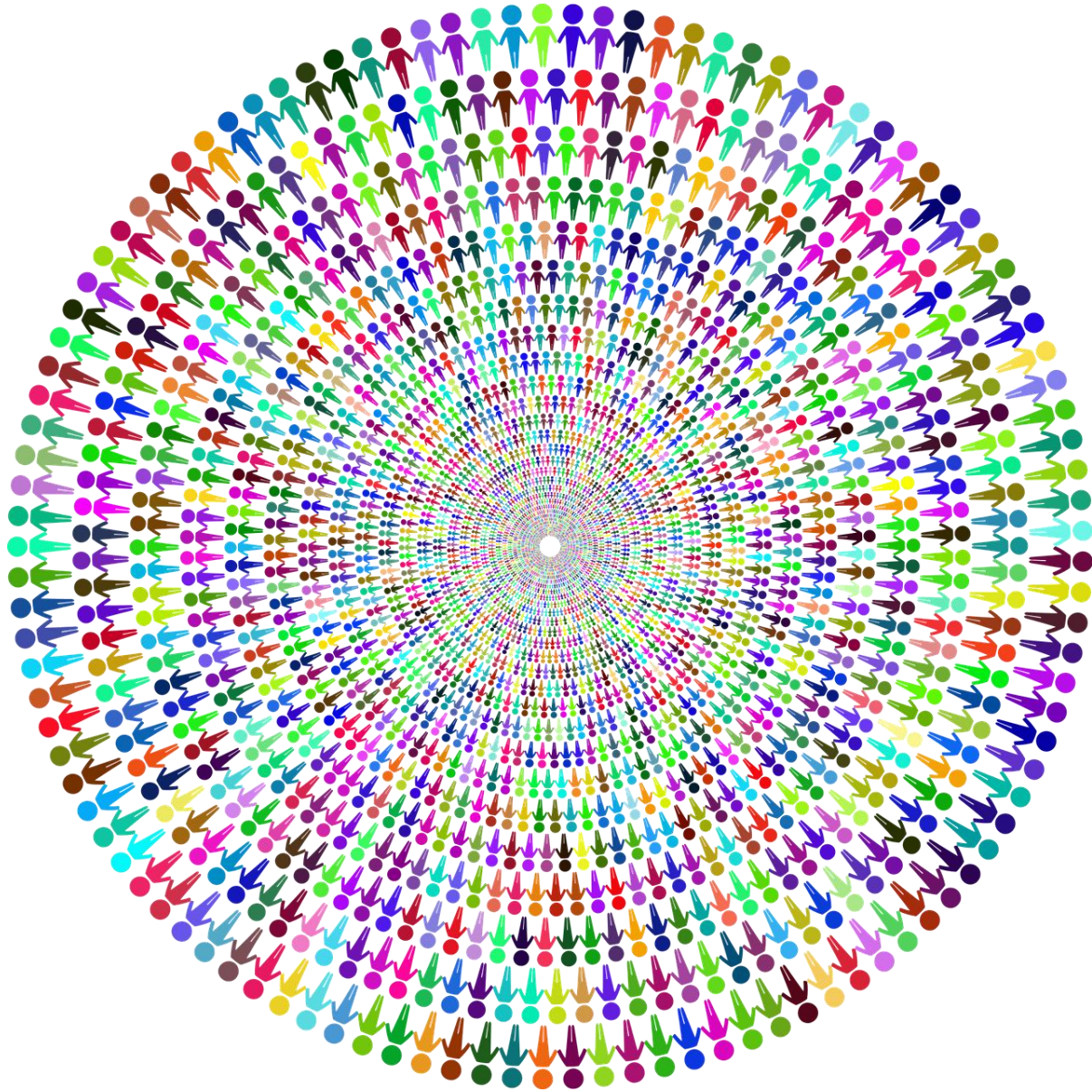
- We are researching this – will provide information asap

Live streaming

- We are learning about this – stay tuned

Virtual Background

- Web Portal – Settings – enable Virtual Background
- Desktop Client – Settings – Virtual Background
- Prompt - *download package for virtual background without a green screen*
- In-meeting: click arrow next to camera icon



*We're in
this
together!*