

Zoom

Faculty Guide

All SMU faculty have access to licensed Zoom accounts.

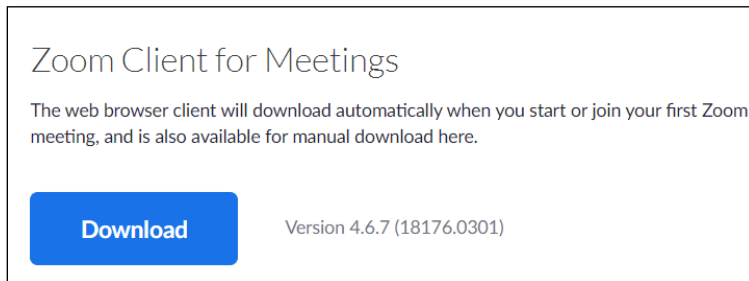
How can you take your course online using Zoom?

- Synchronous instruction – lecture to your students at once (max capacity: 300)
- Asynchronous instruction – record yourself giving a lecture for your students to watch
- Hybrid – share a recorded lecture with your students & host a Zoom session at a later time for discussion
- Virtual office hours – meet with students 1:1 or in small groups
- Test monitoring – have your students join a Zoom session with their camera activated to proctor tests

Login to your Zoom account at <https://www.smu.edu/OIT/services/zoom>

DESKTOP APPLICATION (this will be installed on all classroom machines)

From the Zoom website – click “Resources” – “Download Zoom Client” – “Zoom Client for Meetings”



NOTE: to sign in via the desktop application, select “Sign in with SSO”. Input “smu” as the company name.

SCHEDULING A MEETING

From <https://smu.zoom.us>: click “Meetings” – “Schedule a New Meeting”; From Desktop Application: Click “Schedule”

- Topic: Title of your meeting (i.e., Zoom 101 or Dr. Doe’s Office Hours)
- When/Duration/Time zone: This displays your meeting time to invitees, but will not control the start/duration of your meeting.
- Check “Recurring Meeting” to use the same meeting link for the duration of the term. (tip: click “Weekly” to select MWF or TTh)
- Audio: Both – this allows you and your students to join audio via a microphone on a computer or by calling in via phone.
- Meeting Options:
 - Enable join before host – allows your students to enter the meeting before you.
 - Mute participants upon entry – mutes all participants at start of meeting. **This is recommended to be selected.**
 - Enable waiting room – places your students in a waiting room until you allow them to enter.
 - Consider: you can “allow all” to let everyone in at once, but if people enter after this, you’ll have to allow them as they join.
 - Only authenticated users can join – only those with SMU Zoom accounts can join. **Do not select.**
 - Record the meeting automatically – begins a recording as soon as your meeting starts.

SHARING YOUR MEETING

Once you have scheduled a meeting, you will see a summary page. On this page, you have the option to “copy the invitation”.

Topic Zoom 101

Time Mar 16, 2020 12:00 PM Central Time (US and Canada)
Every week on Mon, Wed, Fri, until Apr 17, 2020, 15 occurrence(s) [Show all occurrences](#)

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID 463-506-386

Meeting Password × Require meeting password

Invite Attendees Join URL: <https://smu.zoom.us/j/463506386> [Copy the invitation](#)

You should copy this invitation and share it with your students via your preferred communication method, whether that is email or Canvas announcement. The invitation includes the date, time, meeting link, meeting ID, and call-in number.

Be sure to also communicate your expectations for your students regarding their audio, video, and overall interaction.

This page also gives you the option to add poll questions if you have enabled this setting.

RECORDING A MEETING + SHARING A RECORDING

You have the option to record your session.

You may schedule it to record automatically or begin the recording in the meeting by clicking “**Record**”.

Record on this Computer Alt+R
Record to the Cloud Alt+C

Mute Stop Video Invite Manage Participants Share Screen Chat Record Closed Caption Breakout Rooms Reactions More End Meeting

Record on this Computer – records the .mp4 file to your machine (NOTE: this is not available on phone/tablet)

Record to the Cloud – records to the Zoom cloud (NOTE: Zoom cloud recording space is limited)

Once you have begun recording, you can pause or stop the recording at any time.

You may also allow a participant to record the session locally to their machine in the Manage Participants section.

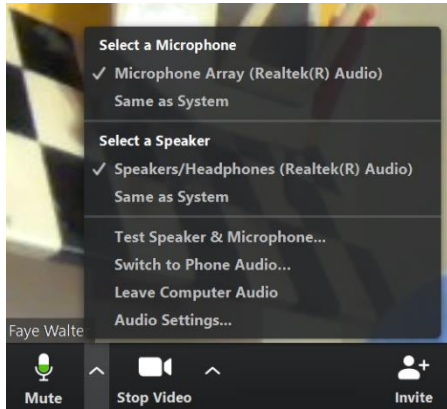
Your recording will begin processing as soon as your meeting has ended.

To share your recording from the computer – upload the .mp4 file to Box.

To share your recording from the cloud – click “**Recordings**” from <https://smu.zoom.us> – find your recording and click “Share”.

Share the Box or Zoom link via your preferred communication tool.

AUDIO/VIDEO CONTROLS



Click the microphone icon to mute/unmute.

Click the ^ to switch input of your microphone or speaker, to test speaker & mic, and to adjust audio settings. When speaking, you will see your audio level in green.

Click the camera icon to start/stop your camera.

Click the ^ to switch input of your camera or to adjust video settings.

Video settings to consider:

Enable HD should be disabled if you are experiencing any bandwidth issues.

Mirror my video should be disabled if you are writing on a board behind you.

MANAGE PARTICIPANTS

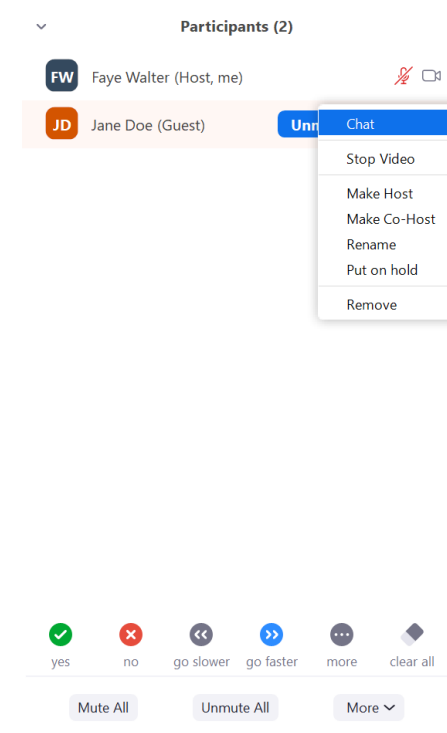
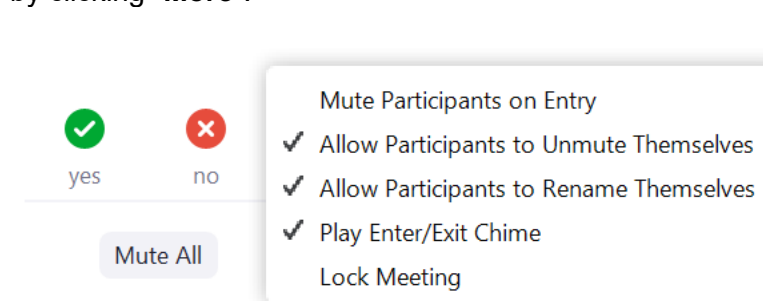
You will see all of your participants in the Manage Participants window.

Here you can **Mute All** or **Unmute All**.

For each individual, you can mute, unmute, stop video, ask to start video, make host or co-host, put on hold, and remove.

In addition to being alerted, the participant list will show you reactions from your students, if you have enabled this setting.

There are additional settings that can be changed during the meeting from the participant list by clicking **More**.



CHAT

To: Everyone ▾

File ...

Type message here...

In the Chat window, you can see chat messages from students. You can send a message to “Everyone” or to an individual. In chat, you can send and receive files if you have enabled this in your settings.

During the meeting, you can change options for who Participants can chat with by clicking “...”
No One, Host Only, Everyone Publicly, Everyone Publicly and Privately
It is important to enable Chat for your students who may not have access to a microphone.

SCREEN SHARE

To share your screen with your students, click “Share Screen”.

Basic options:

- To share your entire desktop, select **Screen**
- Share a specific application (recommended) by selecting it NOTE: the application must be open before you click Share Screen
- Select **“Whiteboard”** to share a blank screen for typing text or annotation.

Advanced options:

- Share a portion of the screen (useful if you use presenter mode in PowerPoint and do not want the students to see your notes)
- Computer audio only
- Content from a second camera (can be used for a document camera)

Files:

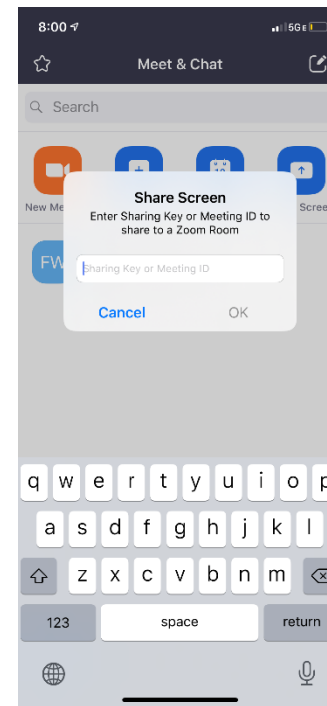
- Share a file directly from Box

To stop sharing, click **“Stop Share”**

To switch between applications, click **“New Share”**

If you are sharing audio, you will need to select **“Share Computer Audio”**

To share a screen from your phone or tablet, you must be logged into the mobile application. Click “Share Screen” & enter the Meeting ID



POLLING

Click **“Polls”** to launch a polling question to your participants. These questions can be created before the meeting begins or during the meeting. However, if added during the meeting, you will be taken out of the Zoom meeting window briefly to add the question(s).

Questions are limited to multiple choice, but can be single answer or multiple answer.

You can retrieve a report of your polling results after the meeting by visiting <https://smu.zoom.us> - click **“Reports”** – **“Meeting”** – **“Poll Reports”**
In order to use polling, you must have the Polling setting enabled on your account.

BREAKOUT ROOMS

Use breakout rooms to divide your students into small groups for breakout discussions.

You can let Zoom automatically divide your students into a set number of groups or assign them manually.

Additional settings allow you to put a time limit on your breakout room, set a countdown, etc.

In order to use breakout rooms, you must have the breakout rooms setting enabled on your account.

Assign 0 participants into 1 Rooms:

Automatically Manually

0 participants per room

Create Rooms

Move all participants into breakout rooms automatically

Allow participants to return to the main session at any time

Breakout rooms close automatically after: 30 minutes

Notify me when the time is up

Countdown after closing breakout room

Set countdown timer: 60 seconds

Create Rooms

NOTE: You cannot see all breakout rooms at once, but can move between them. If recording during a breakout session, the recording will follow your movement.

You have the ability to “broadcast message to all” while students are in breakout room sessions.

SETTINGS

Visit <https://smu.zoom.us> to change your default settings if necessary.

Settings to consider:

- Auto saving chats
 - Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.
- File Transfer
 - Hosts and participants can send files through the in-meeting chat.
- Polling
 - Add 'Polls' to the meeting controls. This allows the host to survey the attendees.
- Nonverbal feedback
 - Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel.
- Allow removed participants to rejoin
 - Allows previously removed meeting participants and webinar panelists to rejoin
- Breakout room
 - Allow host to split meeting participants into separate, smaller rooms
- Show a “Join from your browser” link
 - Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited