

Getting Started with Zoom Meetings (Teacher quick guide)



Zoom is a cloud-based video conferencing tool, which can be used by staff and students at CSU to interact online. Participants can use both video and / or audio in their online meetings, along with a range of delivery tools to facilitate engagement (e.g. Polls, breakout rooms, screen sharing, whiteboarding etc.). This guide is intended to get you and your students using Zoom as quickly (and painlessly) as possible.

1. Getting Started – the CSU Zoom Portal

Start 'Zooming' by going to the following URL:

<https://charlessturt.zoom.us/>

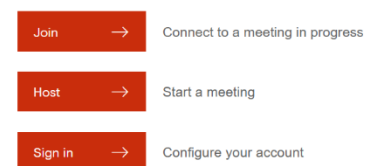
Note. If you haven't done so already, you will be prompted to login with your CSU username and password.

The Zoom Portal (pictured) consists of 3 elements:

- **Join** (requires Meeting ID / link name)
- **Host** (launches a new meeting on the spot)
- **Sign in** (access account settings & config. upcoming meetings)



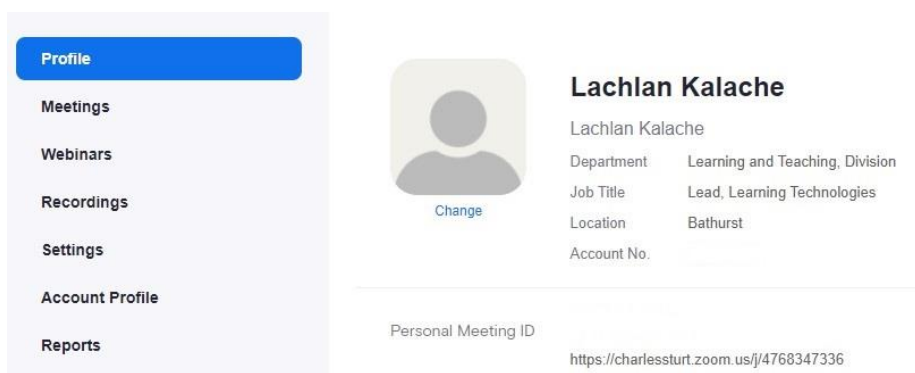
Zoom Video Conferencing



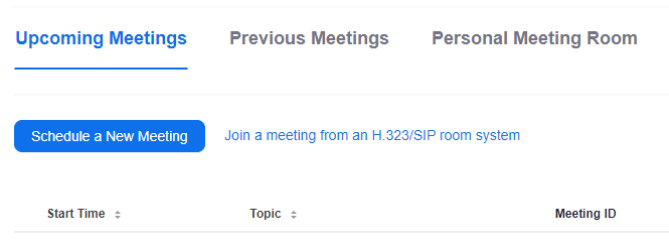
2. Setting up a new Zoom Meeting Room (for ongoing use)

A likely scenario for many educators is the need for a single Zoom room (and associated URL), that they can provide to their students (probably via their subject site) and keep using for the remainder of the teaching session. If this is you – Read On!

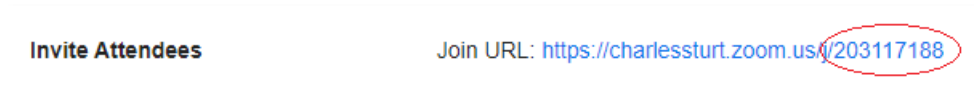
- a. Start by clicking on the 'Sign in' option in the CSU Zoom Portal → your account settings page will open (pictured).



- b. Take some time to familiarise yourself with the ‘back end’ of Zoom – this is where you will be coming after your meetings to retrieve recording links, change preferences etc.
- c. Click on ‘Meetings’ → a view of your past, future and personal meeting room details appears (pictured). Click ‘Schedule a New Meeting’.



- d. Name your meeting (e.g. ABC101 Weekly Online Meeting). Be sure to check the ‘Recurring meeting’ box → this will ensure the room can continue to be used indefinitely.
- e. Set your Recurrence to ‘No Fixed Time’.
- f. Configure your remaining meeting options to suit (e.g. the ‘Record meeting automatically’ option may or may not be an attractive option).
- g. Add the email address of other potential host users for this meeting room (e.g. tutors).
- h. Click ‘Save’ when done.
- i. A summary of the meeting details will appear – the most essential part of this page is the ‘Join URL’ listed next to ‘Invite Attendees’.



- j. Copy the whole URL → this is the address that you will provide to students via your subject site / announcements / email etc. If you have followed the steps above, you can continue to use this URL for the entire teaching session – make sure you’ve copied it somewhere easily locatable for both yourself and students (e.g. a Zoom item in your subjects nav bar).

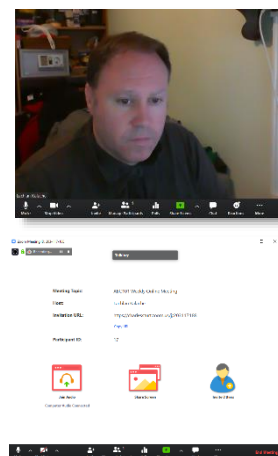
Note. The last part of the zoom room URL is the Meeting ID number (circled above). For users wanting to access the meeting via the Zoom mobile app – this number will be required.

3. Launching your Zoom Meeting

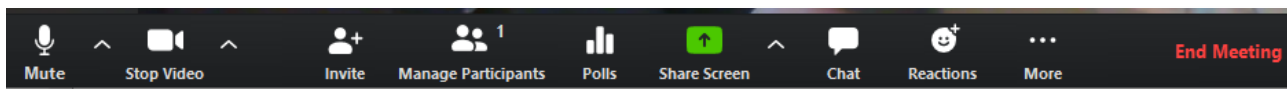
The first time you launch your new Zoom room (or join someone else’s meeting), you will be prompted to download and run a small applet file – do so.

- As Zoom begins, you’ll be prompted to select your audio.
- Unless you’re dialling in to meetings – select Computer Audio

Depending on your chosen meeting settings (see above), your room will either open with your webcam / Microphone on, or a meeting summary page will be displayed until you either turn the webcam on / start sharing content.



4. The Zoom Interface (core elements)



Although there are definitely more comprehensive guides and clips regarding the Zoom toolset, below is a very brief summary of the interface elements.

<u>Element</u>	<u>Description</u>
Mute / Unmute (& audio config)	<i>Adjust microphone & speaker settings</i>
Stop / Start Video (& video settings)	<i>Adjust webcam & general video settings</i>
Invite	<i>Access meeting room invitation details</i>
Manage Participants	<i>Opens up an attendee pane, with some control over function (e.g. mute).</i>
Polls	<i>Opens up the Poll pane (can be setup on the spot, however best set up in advance via your meeting room settings).</i>
Share Screen	<i>Share screens, browser & application windows</i>
Chat	<i>Opens up group (and private) chat pane</i>
Reactions	<i>Emojis – clap & thumbs up</i>
More	<i>Pause / stop recording. Breakout Room access</i>
End Meeting	<i>Closes Zoom meeting / allows room to be run by another host</i>

5. Recording In Zoom



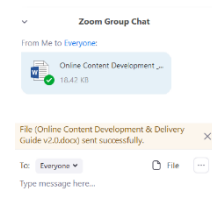
Depending on how you set up your meeting initially (see section 2), the recording will commence as soon as you start the meeting. If you have not set up automatic recording, the option to record the meeting is found under 'More'. You'll need to decide whether or not to record to the cloud or to download the recording directly to your computer. Once a recording has begun, you'll be able to see a notification in the top left of your screen (pictured above) as a reminder. Once any recording is complete, you will receive an email notification that it's ready, along with the link to the recording (cloud recordings only) – which you can then copy and share with your students.

6. Tips and Tricks

Disclaimer: The Zoom interface is particularly intuitive (i.e. your best training with this tool is to play around with your meeting room functions for an hour). The following tips are aimed at helping teachers perform some of the more commonly requested functions in their online meeting rooms.

i) Sharing Files with your Audience (Chat)

You'll probably want to share files with meeting participants at some point. Use the 'File' option visible in your Group Chat window – the file will go straight into the chat 'stream' (pictured).



ii) Desktop & Screen Sharing

Screen sharing is by far the most common function used in Zoom by teachers, however you may want to consider your strategy in this space. A few questions to consider:

- If I'm sharing my whole screen, is there anything on it that I don't want the audience to see (e.g. messy desktops, sensitive / personal information etc.)?
- Similarly, have I got browser tabs / windows open that the audience don't need to see?
- Do I want to utilise a 2nd screen specifically as my 'teaching space' to organise my Zoom sharing content?
- Do I need to share my whole screen, or is it going to be more effective if I just share the document / file I want the audience to engage with?

iii) Sharing Word, .PPT & .PDF Files:

- Open the file in advance, then minimise it
- Select 'Share Screen' in Zoom
- Select the application window with your file / document in it

iv) Annotation & Other Options whilst Screen Sharing

Once you start sharing your screen / application in Zoom, the zoom menu changes (it will autohide, so you'll need to move your mouse over it again to reveal). In this menu you'll be able to access most of your meeting management elements, as well as the Annotation tools (i.e. you can mark up any screen / content that you share – then download an image of that annotation if desired). Importantly – this panel is also where you stop sharing content and return to your meeting room (webcams, chat pods etc.).

v) Sharing a YouTube Clip

- Prepare the YouTube clip in your browser in advance
- Select 'Share Screen' in Zoom
- Before selecting either the screen or app window that YouTube is in, check the 'Share Computer Sound' and 'Optimise Screen Sharing for Video' boxes at the bottom of the share panel.
- Select your screen / app window with YouTube, then click 'Share'.
- Click Play to begin playback



7. Additional Zoom Support Materials

- Official Zoom Video Tutorials
<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>
- FID's Teaching with Zoom (playlist)
<https://www.youtube.com/watch?v=UTXUmoNsgg0&list=PLnyL-0BNCHTJICYeDeBy6TMK7b09mvhyd>
- CSU WIKI (Zoom)
<https://wiki.csu.edu.au/csu/index.php/ZOOM>
- Indiana University's 'Keep Teaching' Resources (Zoom dropdown)
<https://keep Teaching.iu.edu/resources/index.html>