INTRODUCTION TO ZOOM

For Virtual Instruction

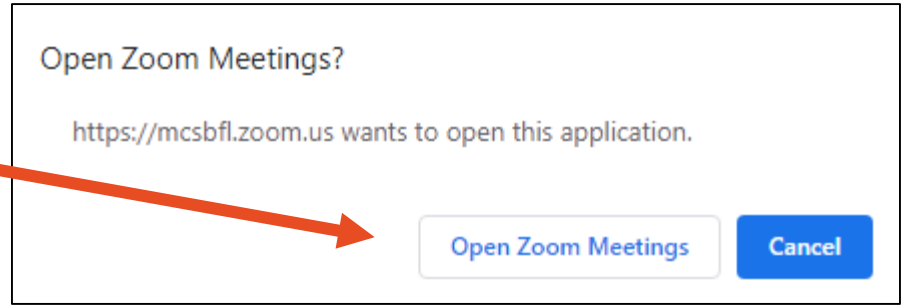
WHAT IS ZOOM?

- Zoom is a cloud-based video conferencing platform

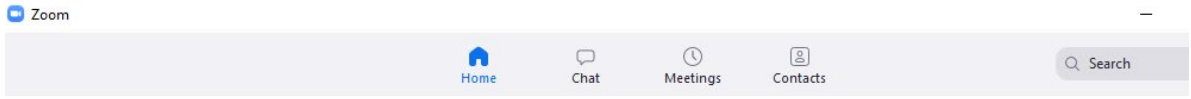
- A "Zoom Meeting" simply refers to a meeting that's hosted using Zoom, and attendees can join the meeting in-person, via webcam or video conferencing camera, or via phone.
- An individual does not need to have a Zoom account to attend or join a meeting. This means your students do not need to have a Zoom account.

LOGGING IN

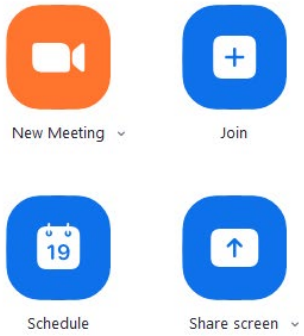
- To login to Zoom from a web browser:
  - Go to the ClassLink portal and click on Zoom.
- To login from the Zoom desktop app, tablets, or phone apps:
  - Click Sign In
  - Click "Sign In with SSO" or "SSO"
  - In the company domain field, put "mcsbfl" and click continue.
  - Zoom will take you to the classlink page where you will login.
  - After login, it will ask if you want to open the zoom app. Click Open or continue.

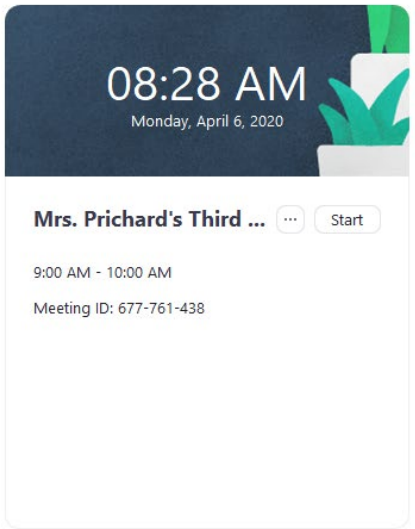


ZOOM HOME SCREEN



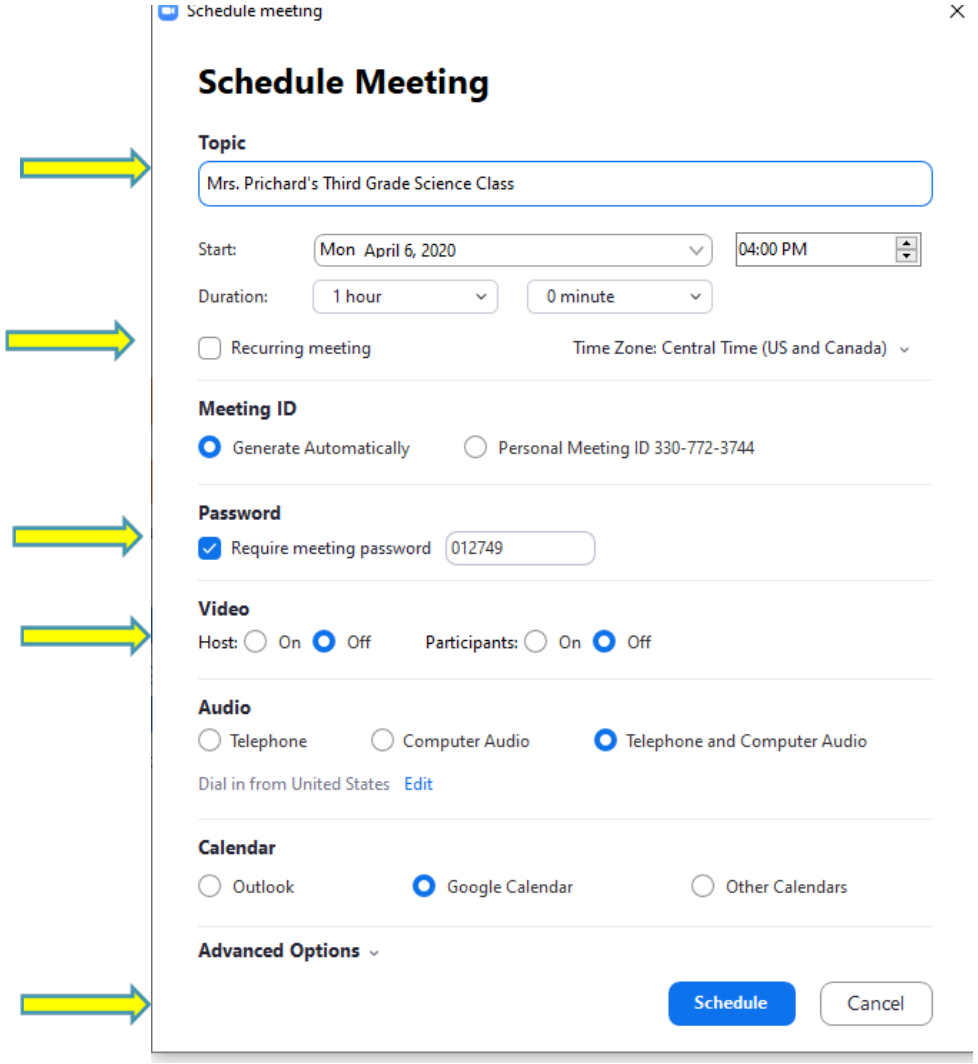
From the home screen you can start a new meeting, join an existing meeting, schedule a meeting, or share your screen.





SCHEDULE A MEETING

- From this screen you can Name your meeting. For example: Mrs. Prichard's Third Grade Math Class
- A friend of mine, that has taught distance learning classes for years, used the Recurring Meeting tab. That way the students did not have to have a new Meeting ID for every session.
- Password – you can let it generate a password or put one in your self. Those who do not have the password will not be able to join your meeting.
- Video – you choose whether the video comes on automatically when participants enter the room. If you plan to automatically record meetings you must let participants know that you are recording the session.



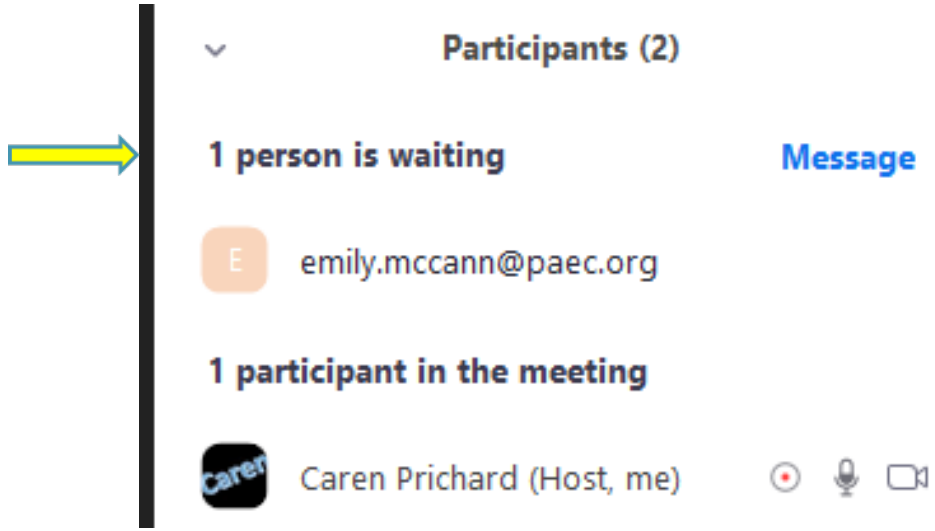
WHAT TO KNOW ABOUT STUDENT PRIVACY

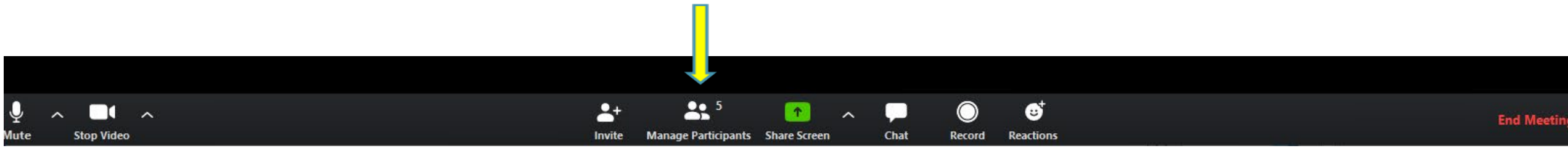
- Zoom users can take steps before a meeting begins to be sure that they won't accidentally share sensitive information or allow outside parties to access their meetings.
- Please make arrangements to view the YouTube session dealing with Student Privacy
- Hosts: Attorney Julie Weatherly and Dr. Kelly Grillo

- **https://www.youtube.com/watch?v=VG1ZWhnaXcI**

WAITING ROOM

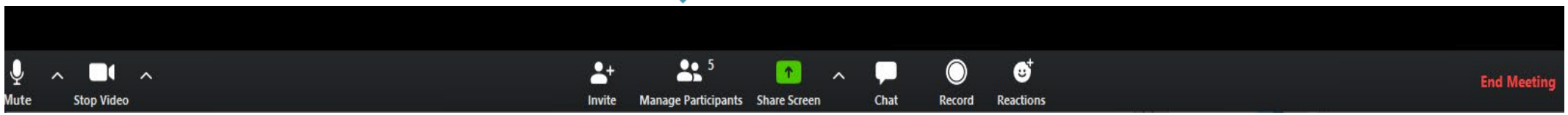
- Participants will be sent to a virtual Waiting Room
- If they do not automatically show up you can click on "Manage Participants" to see who is waiting.
- You can allow them to all enter or do so individually.
- When it comes to video conferencing security best practices, Waiting Rooms are extremely useful for protecting meetings.





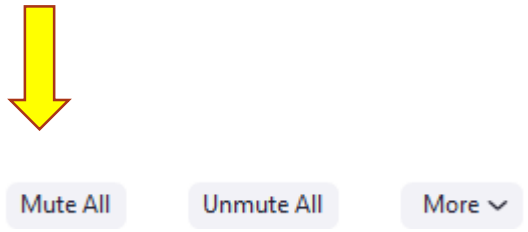
LOCK MEETING

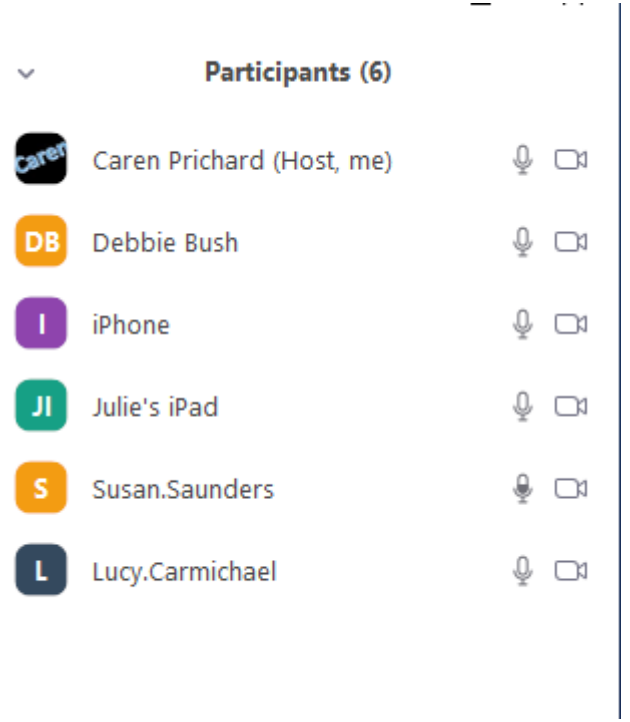
- Lock Meeting — This feature allows the host and co-host to prevent anyone else from joining the meeting, even if they have the meeting ID and password. This feature is ideal for meetings where the host wants to prevent interruptions or where sensitive information may be shared.
- When you're in your meeting, click Manage Participants in the Zoom toolbar. You should see your meeting participants listed on the right-hand side of the screen. In the bottom right-hand corner, click the **More** button and select **Lock Meeting**. This prevents any new participants from joining the meeting, even if they have the meeting password.



REMOVE PARTICIPANTS

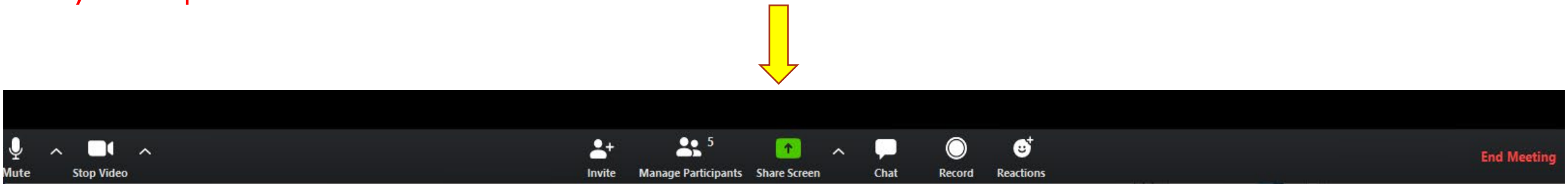
- Ability to Remove Participants — Meeting hosts have the ability to remove participants from meetings, allowing them to remove anyone who does not belong in the meeting.
- When you have the chat box open you can mute participants individually or choose mute all.
- You can also choose a participant and remove them from the session.
- When you click next to their names it gives you options:
  - Mute
    - More
      - Remove Participants





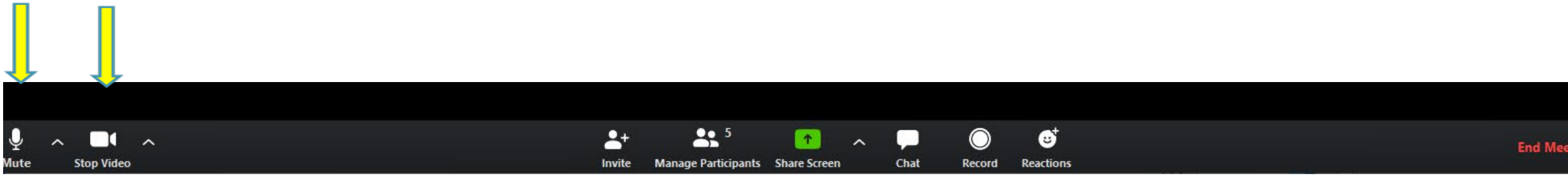
SCREEN SHARING

- It’s easy to share your screen and collaborate with Zoom. This platform also supports multiple people sharing their screens during the same session. However, the host can limit who can share or not allow anyone to share.
- See the arrow by the “Share Screen” that arrow allows you options.



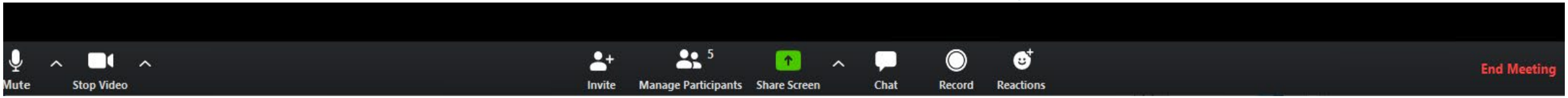
MIC AND CAMERA

- Often the participants are muted upon entry. They can unmute themselves.
- The same goes for the camera. If it does not automatically come on you can turn on your camera.
- If you cannot see it, simply wiggle your mouse and it should show up.
- These are features you need to know just to join a meeting.



REACTIONS

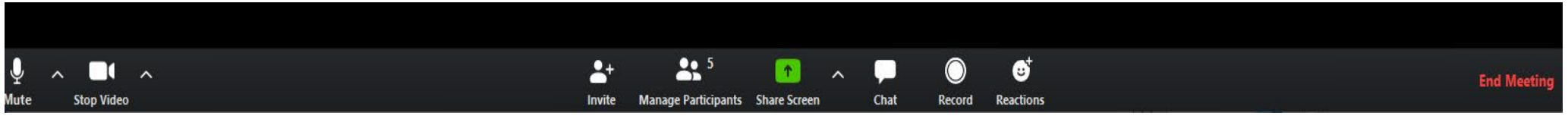
- We will get to the bottom of the screen later but to assist us here with today's session- Let's look at the reactions.
- While there are only two you can use these to agree 👍 and while it does not have a raise hand we can use the "hands" when a participant today has a question. 👏



- View – in the top right corner. Click on those quickly and see which one you prefer. This may depend on the number of participants.

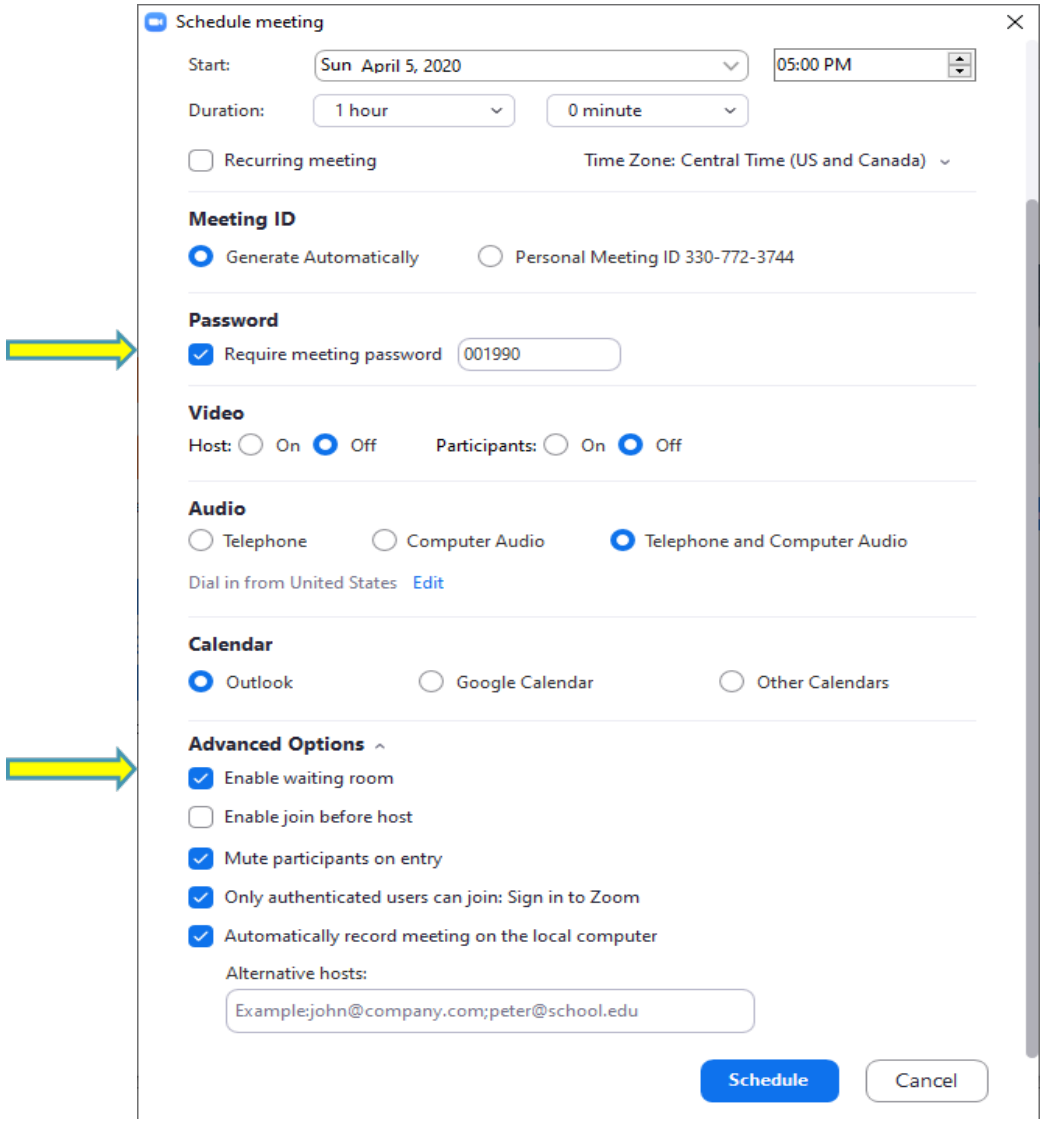
TO RECORD

- You can choose to automatically record as we discussed in a previous slide. Once you are in the meeting you can start or stop the recording by clicking on the button.
- Participants must have permission of the host to record.
- Meetings with students present should not be recorded. If they must be recorded for some reason, the recording must be kept secure and not shared.
- To stop recording, click **Pause/Stop Recording** or **End Meeting**.



ADVANCED OPTIONS

- There have been recent articles that indicated people are "hacking" zoom rooms and trying to obtain information.
  Suggestions:
  - Use a Password
  - Do not let participants join without a host
- Enable waiting room



SCREEN ETIQUETTE

- Mute yourself when not speaking.
  - You can quickly unmute by holding down the space bar.
- Be on time.
- Ensure your technology works correctly.
- Use technology to fully engage remote participants.
- Choose the proper software and hardware.
- Wear work-appropriate clothing.
- Frame the camera correctly.
- Have the right light.
- Look into the camera.