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## Using Zoom

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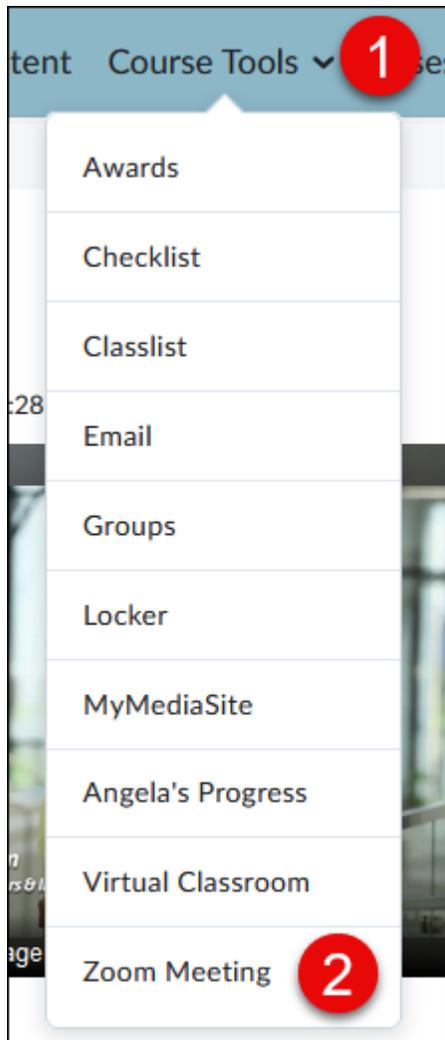
Zoom is a tool that allows you to facilitate virtual meetings with your students.

### What to Know Before Getting Started with Zoom:

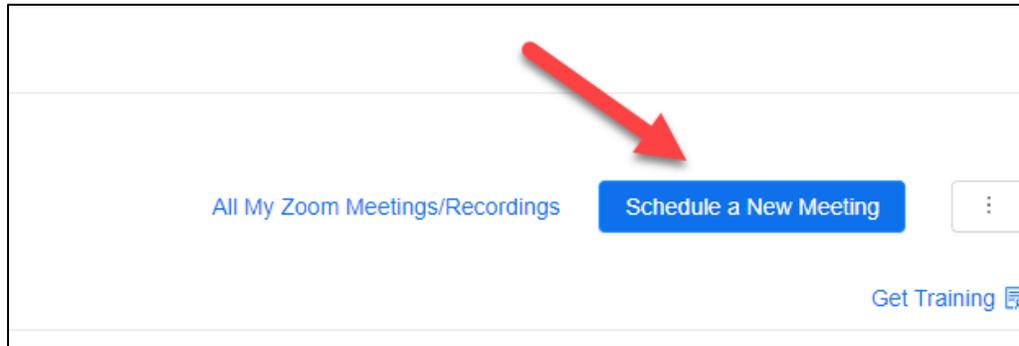
1. Zoom is for live meetings/lectures and is NOT intended for the pre-recording of lectures.
2. Zoom meetings will be purged within one semester (not at the end of each semester...example: fall zoom recordings will be deleted at the end of spring)
3. If for some reason you want to keep Zoom meeting recordings from your past semester courses (not advised since questions asked by students from past semesters can lead to confusion or no longer be applicable) you should export the recordings from D2L and upload them to MyMediasite.

### Scheduling a Meeting

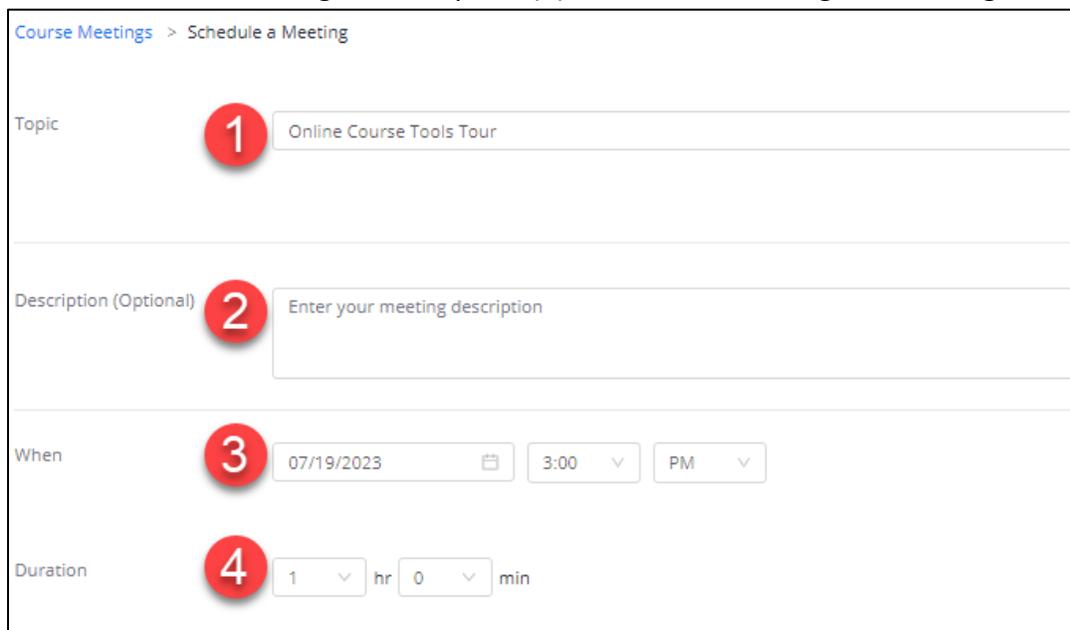
1. **Click** on Course Tools from the navigation bar **(1)** and **click** on Zoom Meeting **(2)**.



2. **Click** on Schedule a new meeting.



3. **Enter** a topic/name for the meeting (1), you can **enter** in a description (2). **Enter** in the date and time the meeting will take place (3) and **select** how long the meeting will last (4).

A screenshot of the "Schedule a Meeting" form in the Zoom interface. The form is titled "Course Meetings > Schedule a Meeting". It has four sections, each with a red circle containing a number: 1. "Topic" with the text "Online Course Tools Tour". 2. "Description (Optional)" with the placeholder text "Enter your meeting description". 3. "When" with a date field set to "07/19/2023", a time field set to "3:00", and a PM/AM dropdown menu. 4. "Duration" with a field set to "1" hour and "0" minutes.

4. **Select** if the meeting will be recurring (1). **Select** whether you want yourself or participants to join with their video/webcams on or off (2). Ensure Both is selected for audio, so participants have the option to use either the phone or computer audio during the meeting (3). NOTE on the following meeting options (4):

- Personal Meeting ID (PMI): Do NOT select this as an option. The link is always open, allowing users to join in at any time and all the time.
- Record the meeting automatically: Only select option if doing a lecture/presentation. You would not want to record office hours, Aceit meetings, etc.

Time Zone (GMT-5:00) Central Time (US and Canada) v

**1**  Recurring meeting

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Registration  Required

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Security

Passcode   
Only users who have the invite link or passcode can join the meeting

Waiting room  
Only users admitted by the host can join the meeting

Only authenticated users can join meetings

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Video

**2** Host  on  off

Participant  on  off

**3**

Audio  Telephone  Computer Audio  Telephone and Computer Audio

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Meeting Options **4**

Enable join before host

Mute participants upon entry 🔒

Breakout Room pre-assign

Use Personal Meeting ID 9032877618

Record the meeting automatically

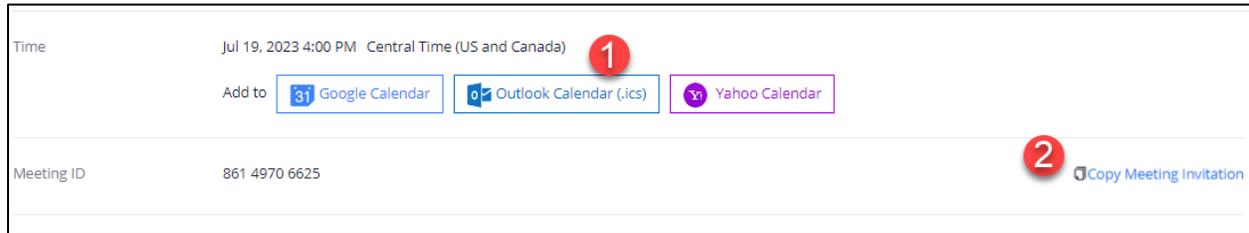
5. If you would like additional hosts, such as guest lectures, **enter** their email **(1)**. **Click Save** when done **(2)**.

Alternative Hosts **1**

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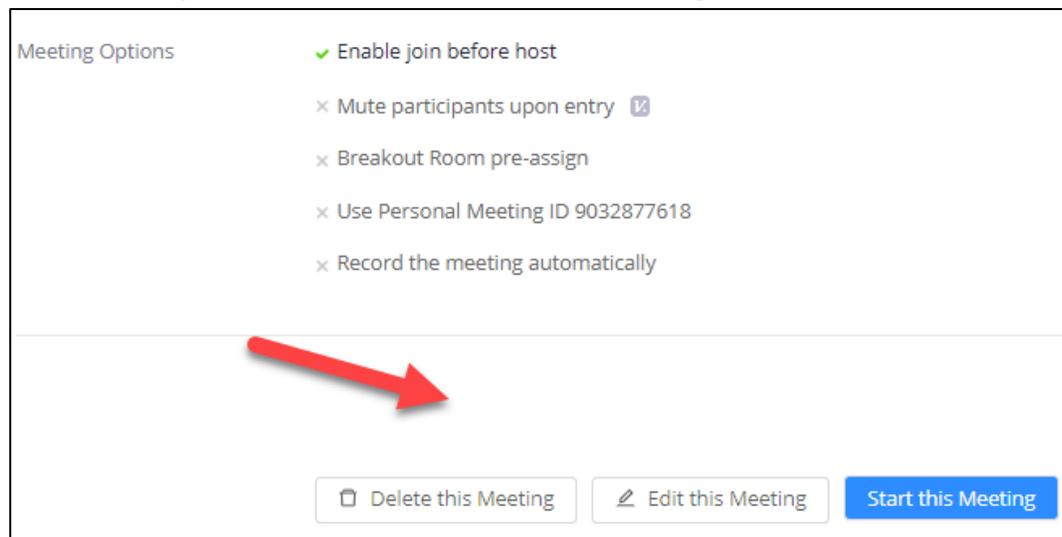
**2**

6. **Scroll** up and you can now add the meeting to your Outlook calendar (1). If needed, you can copy the meeting link to email to others outside of the course. (2). NOTE: if you are sharing outside of D2L you will need to make sure you DO NOT select the option for “Only authenticated users can join”.



The screenshot shows the Zoom meeting options interface. At the top, the time is set to "Jul 19, 2023 4:00 PM Central Time (US and Canada)". Below this, there are three buttons for adding the meeting to a calendar: "Google Calendar", "Outlook Calendar (.ics)", and "Yahoo Calendar". A red circle with the number "1" is placed over the "Outlook Calendar (.ics)" button. Below the calendar buttons, the "Meeting ID" is displayed as "861 4970 6625". To the right of the Meeting ID, there is a red circle with the number "2" and a button labeled "Copy Meeting Invitation".

7. If needed you can delete, edit, or start the meeting.



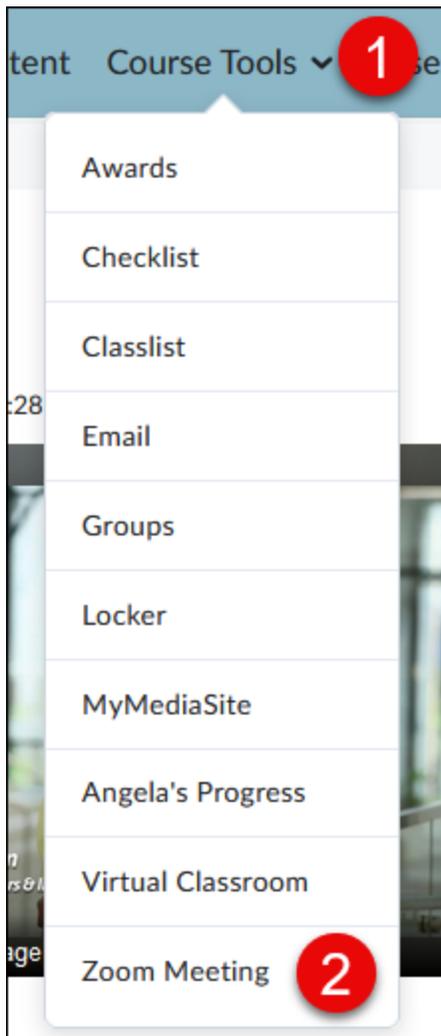
The screenshot shows the "Meeting Options" section of the Zoom interface. It lists several options with checkboxes: "Enable join before host" (checked), "Mute participants upon entry" (unchecked), "Breakout Room pre-assign" (unchecked), "Use Personal Meeting ID 9032877618" (unchecked), and "Record the meeting automatically" (unchecked). A red arrow points from the "Mute participants upon entry" option down to the "Delete this Meeting" button. At the bottom of the options section, there are three buttons: "Delete this Meeting", "Edit this Meeting", and "Start this Meeting".

**SECURITY NOTE:** Zoom Bombing is when “an uninvited person joins a Zoom meeting and often hurls racial slurs or profanity.” There are a few security measures you can select when creating your next Zoom meeting whether in D2L or via your Zoom account which may help deter this from occurring:

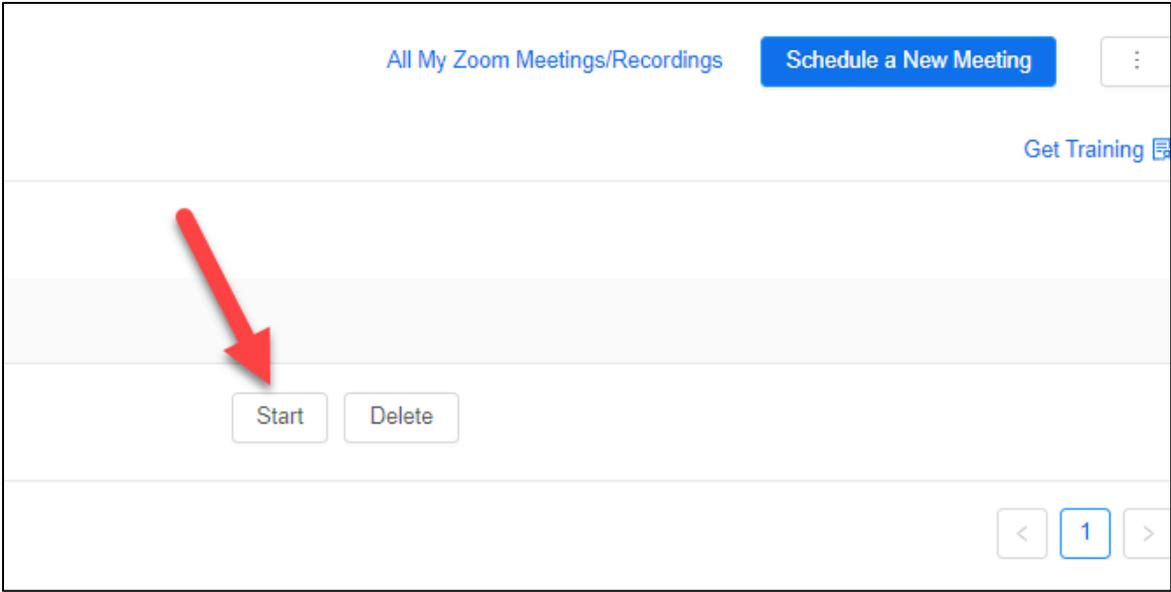
1. Select to use the “Passcode” option which is set by default.
2. Select the option for “Waiting Room” so that you only admit those students you know
3. Disable “Enable join before host” so that you must be in the meeting first before students can join
4. Choose to “Mute participants upon entry” as well
5. DO NOT create “recurring” meetings which results in all of them having the same Meeting ID number. Stick with scheduling a new meeting each time. That way if someone happened to get ahold of an ID they wouldn’t be able to keep using it to pop in and out of future meetings.
6. At the start of the semester tell students to no share login or meeting access link with others.

## Starting a Scheduled Meeting

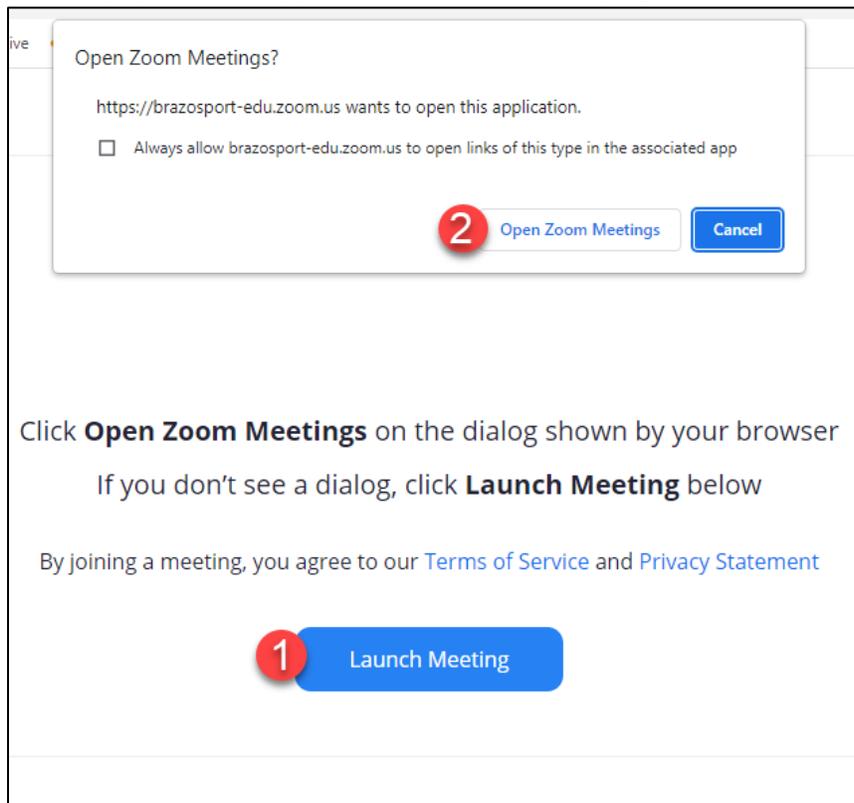
1. **Click** on Course Tools from the navigation bar (1) and click on Zoom Meeting (2).



2. **Click** on Start for the scheduled meeting.



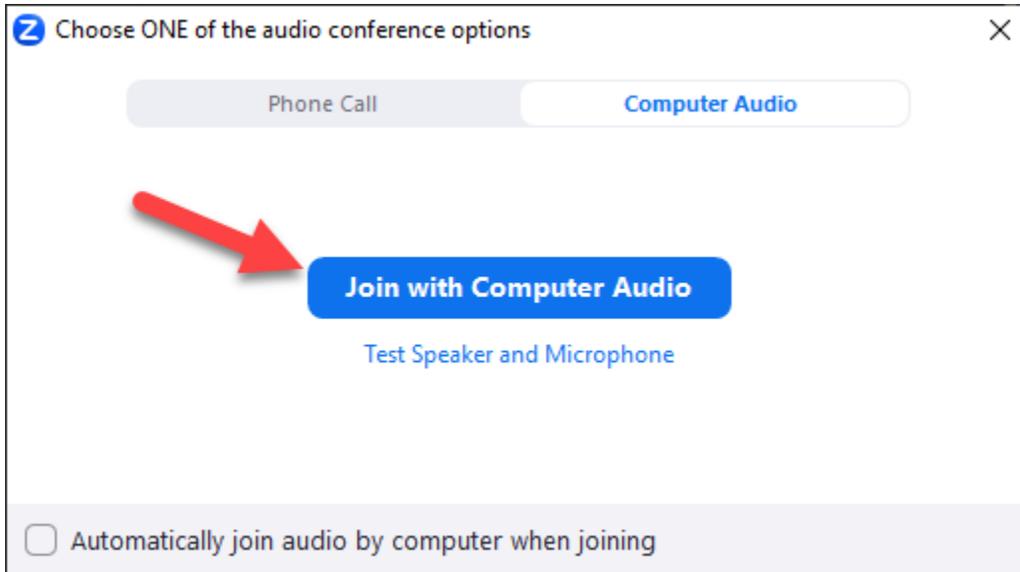
3. **Click** on the Launch Meeting button (1) and then **click** the Open Zoom meetings button on the pop-up that appears on the top of the page (2).



The image shows a browser window with a dialog box open. The dialog box is titled "Open Zoom Meetings?" and contains the text "https://brazosport-edu.zoom.us wants to open this application." Below this text is a checkbox labeled "Always allow brazosport-edu.zoom.us to open links of this type in the associated app". At the bottom of the dialog box are two buttons: "Open Zoom Meetings" and "Cancel". A red circle with the number "2" is placed over the "Open Zoom Meetings" button. Below the dialog box, the page content is visible. It includes the text "Click **Open Zoom Meetings** on the dialog shown by your browser" and "If you don't see a dialog, click **Launch Meeting** below". There is also a link for "Terms of Service" and "Privacy Statement". At the bottom of the page content is a blue button labeled "Launch Meeting" with a red circle containing the number "1" next to it.

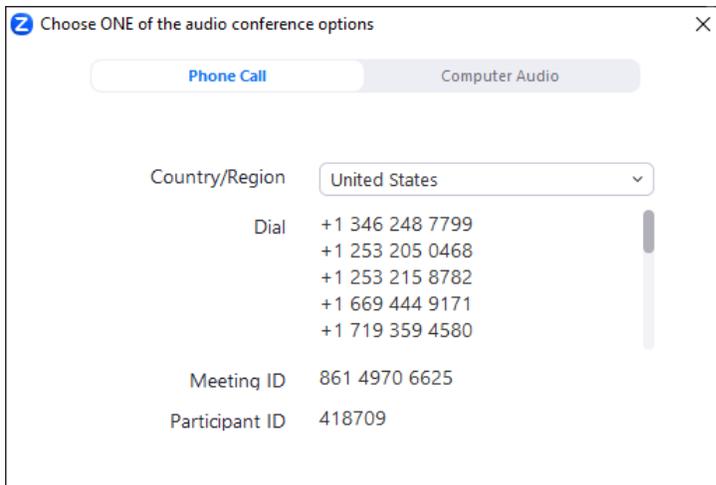
4. The Zoom meeting will open, and you will need to choose whether you want to join with audio via your Computer Audio or you Phone.

Computer Audio: Click on Join with Computer Audio to connect with your computer headset/speaker.

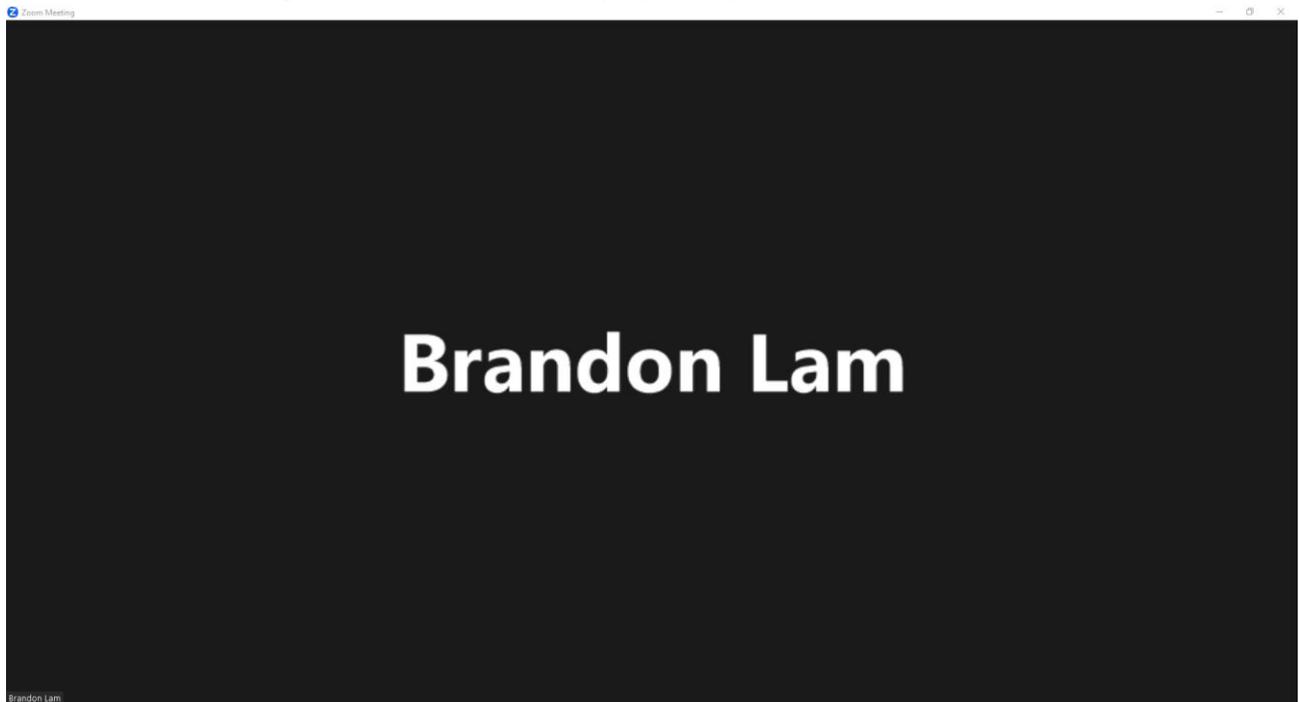


OR

Phone Call: Use the phone number info provided to call into the meeting with your phone for audio.



5. The initial meeting room screen will be displayed to you.

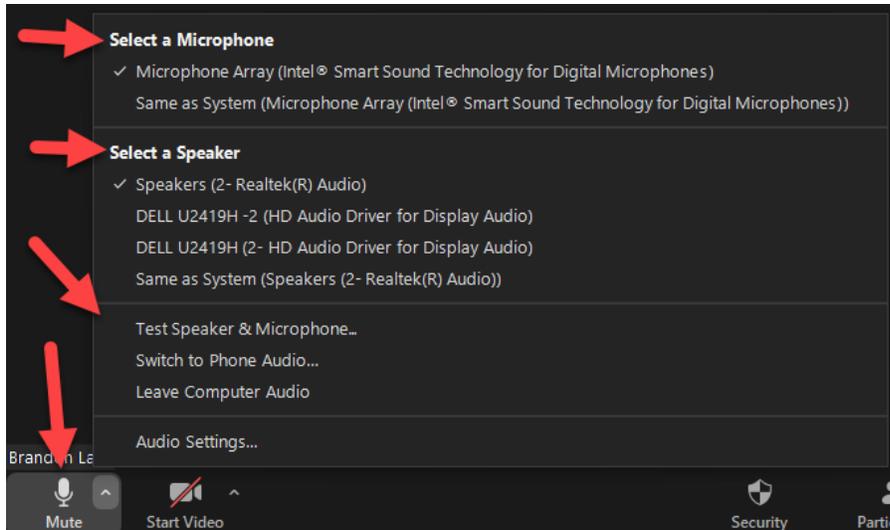


6. **Hover** over the meeting screen to access the meeting menu features.

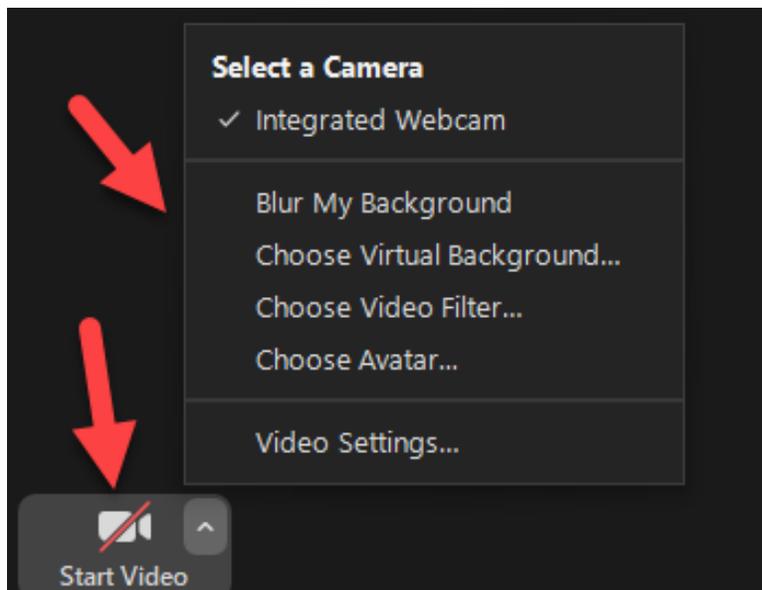


## Zoom Meeting Features

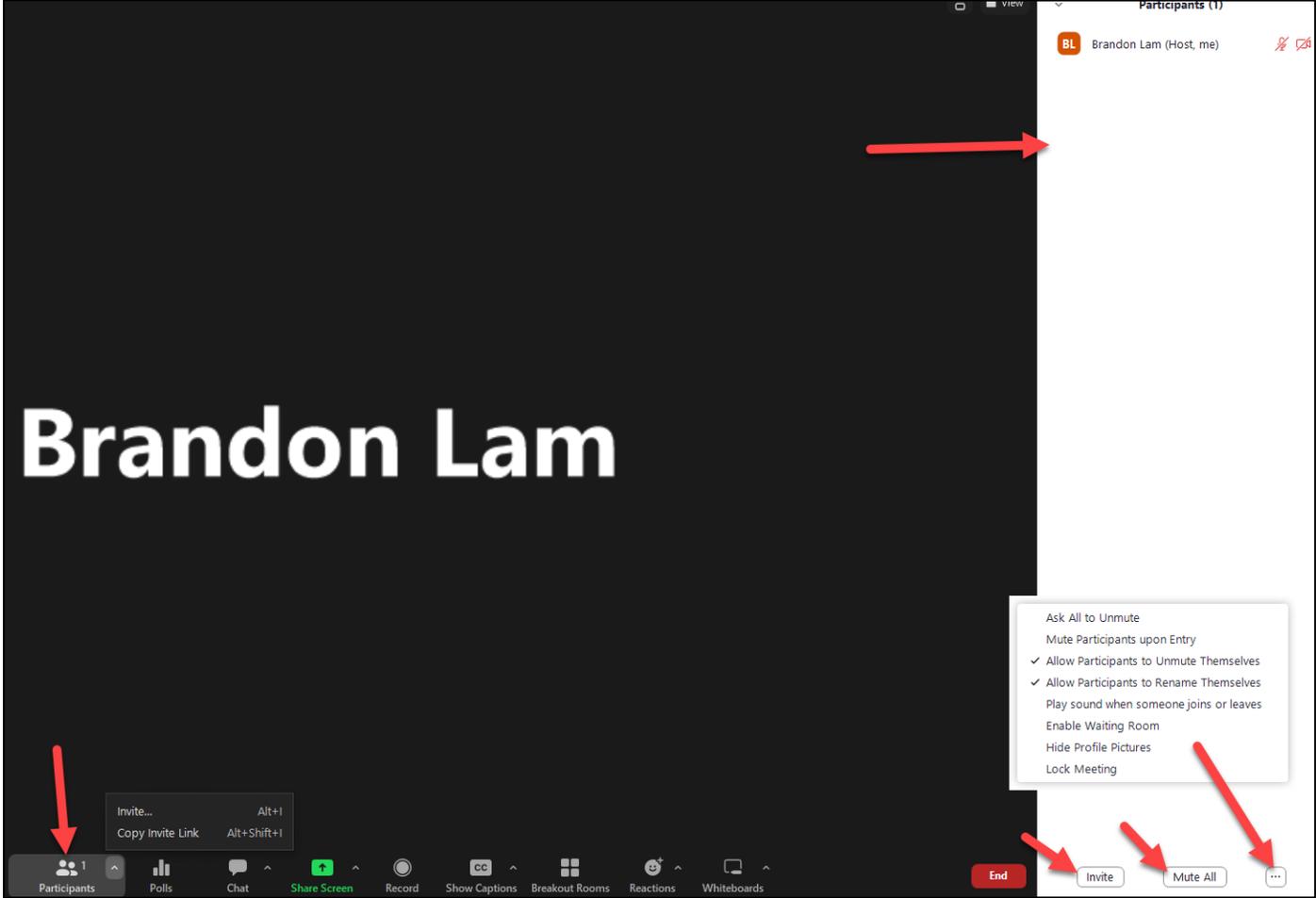
**Mute:** You can **click** the microphone to mute your microphone. If you **click** the arrow near the microphone, you can open the menu to select a microphone or speaker, test your microphone, switch to phone audio, leave computer audio, or access audio settings.



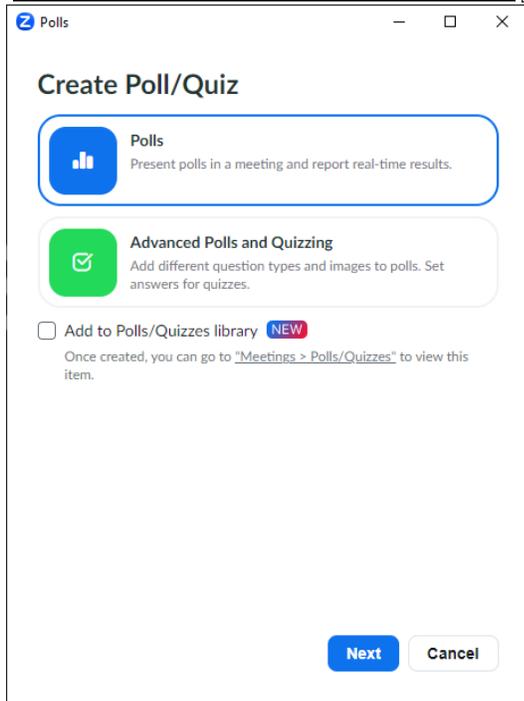
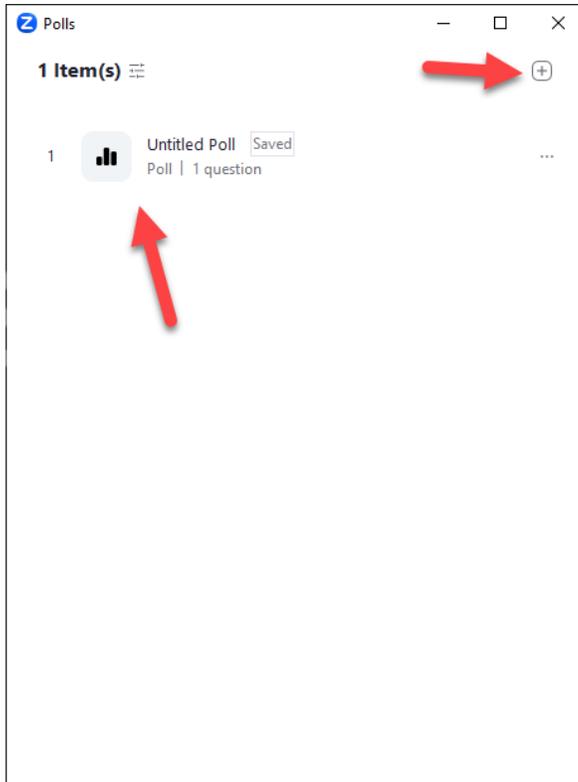
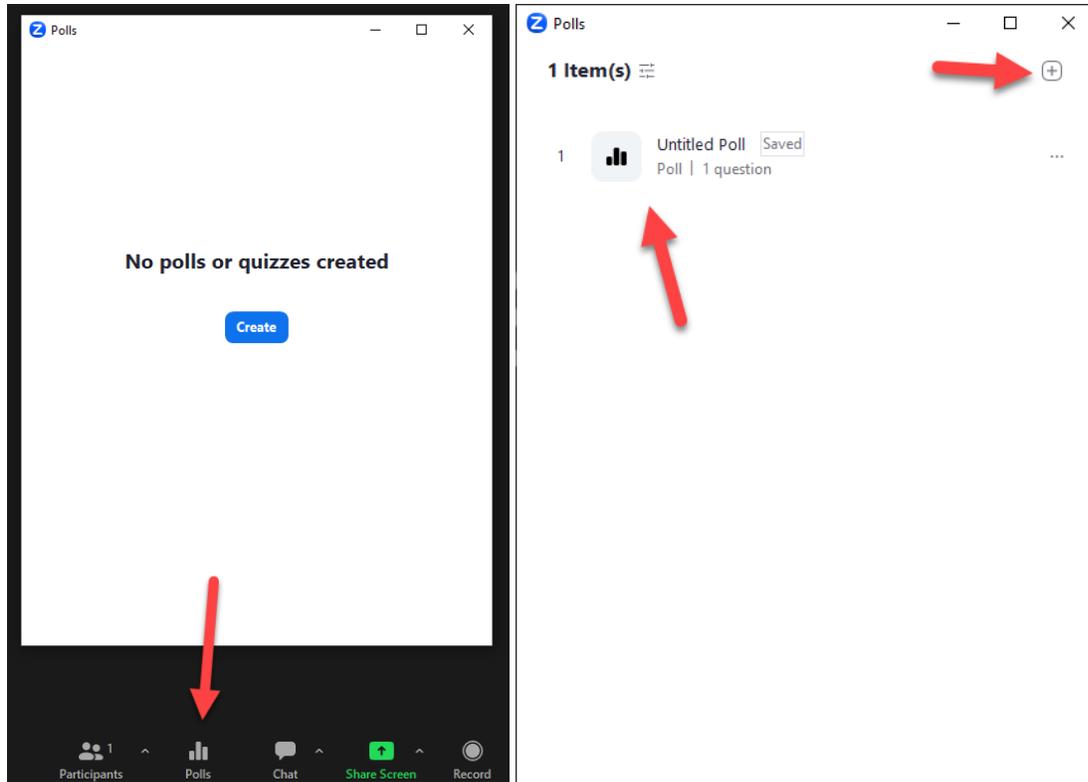
**Start Video:** You can **click** the start video button to turn on your camera for the group to see you. You can also **click** the arrow button to the right to select your camera, choose a background option, or access video settings.



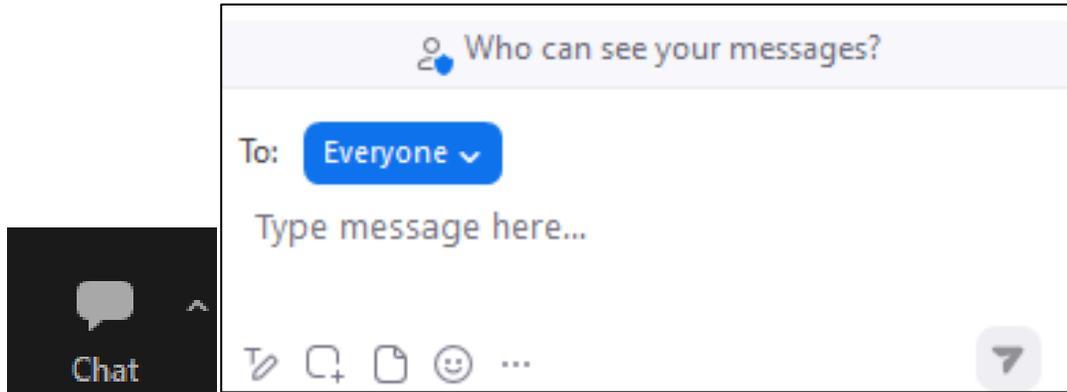
**Participants:** Click on the participants button to open the view the participants section on the right side of the screen. At the bottom of the participants section, you can invite participants, mute all participants, or open the participant options to edit options for participants. You can also click the arrow to the right of the participants button and invite participants or copy the invite link to invite more participants.



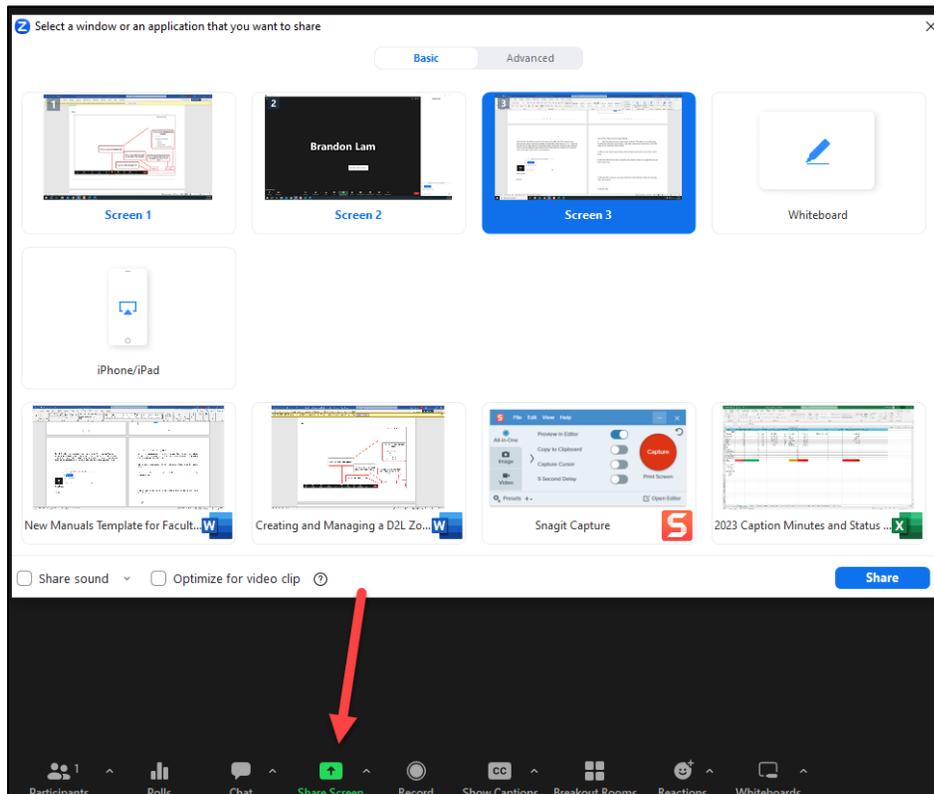
**Polls:** Click on the polls button on the bottom of the page to bring up the polls page. If you have not created a poll yet you will see the screen on the left and will be able to **click** create new poll or an advanced poll/quiz. If you have already created a poll, then you will see the screen on the right and can choose to use a previous quiz or create a new one with the plus button.



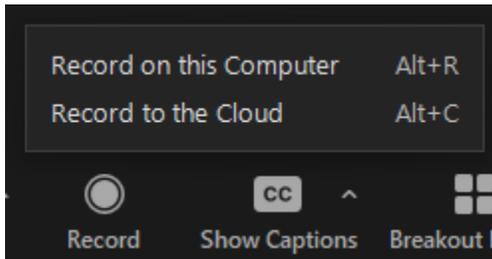
**Chat:** Click the Chat button to open the chat menu on the right side of the screen. You can select who you want to send your message to by selecting the blue tab next to “To:”. Under the chat box you can select options for formatting, adding a screenshot., attaching a file, sending an emoji, and access additional menu options. Once finished with your message you can click the arrow on the right or press enter on your keyboard.



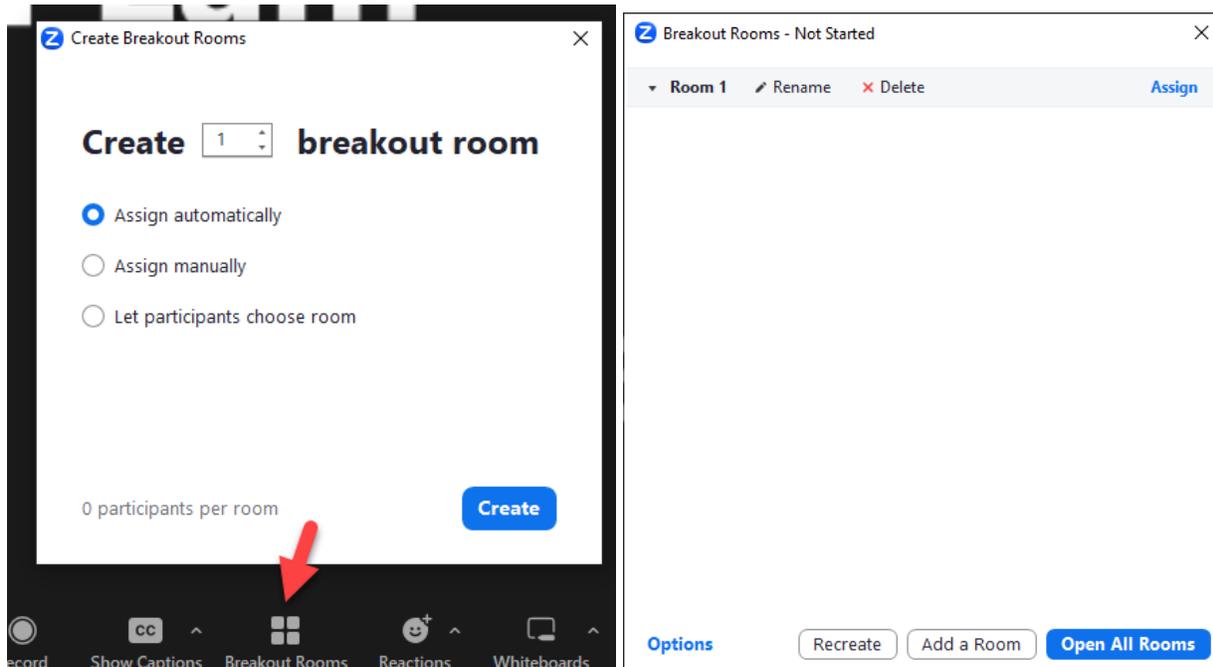
**Share Screen:** Click the share screen button to open the screen selection window or select the whiteboard screen to allow for drawing. You can also click the arrow to the right of the share screen button to allow multiple participants to share their screens in the meeting or access advanced options for screen sharing.



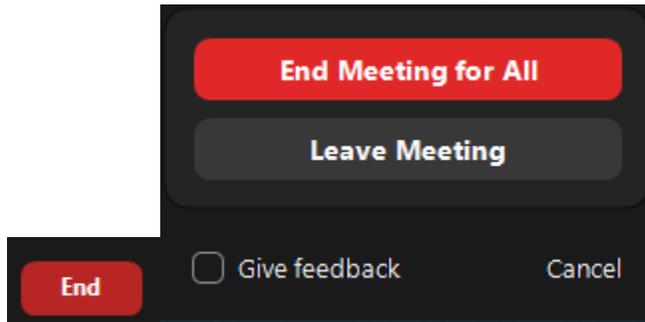
**Record:** Click to record the meeting and save it to either your computer or to the Zoom meeting cloud.



**Breakout Rooms:** Click the breakout rooms button on the bottom of the page to access the breakout room menu. This menu will allow you to create breakout rooms and have them assigned automatically, manually, or have the participants choose their placement. Once created an additional menu will open to allow you to manage the rooms. You can modify individual rooms by hovering your mouse over the desired room.

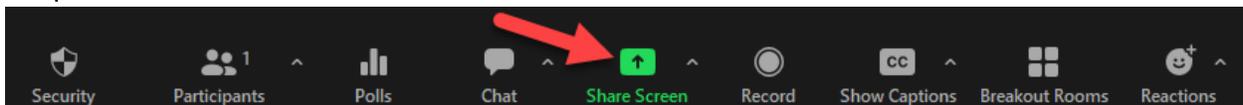


**End Meeting:** Click the red end button to access the end meeting menu. This menu will give you the option to either leave the meeting or end the meeting as the host.

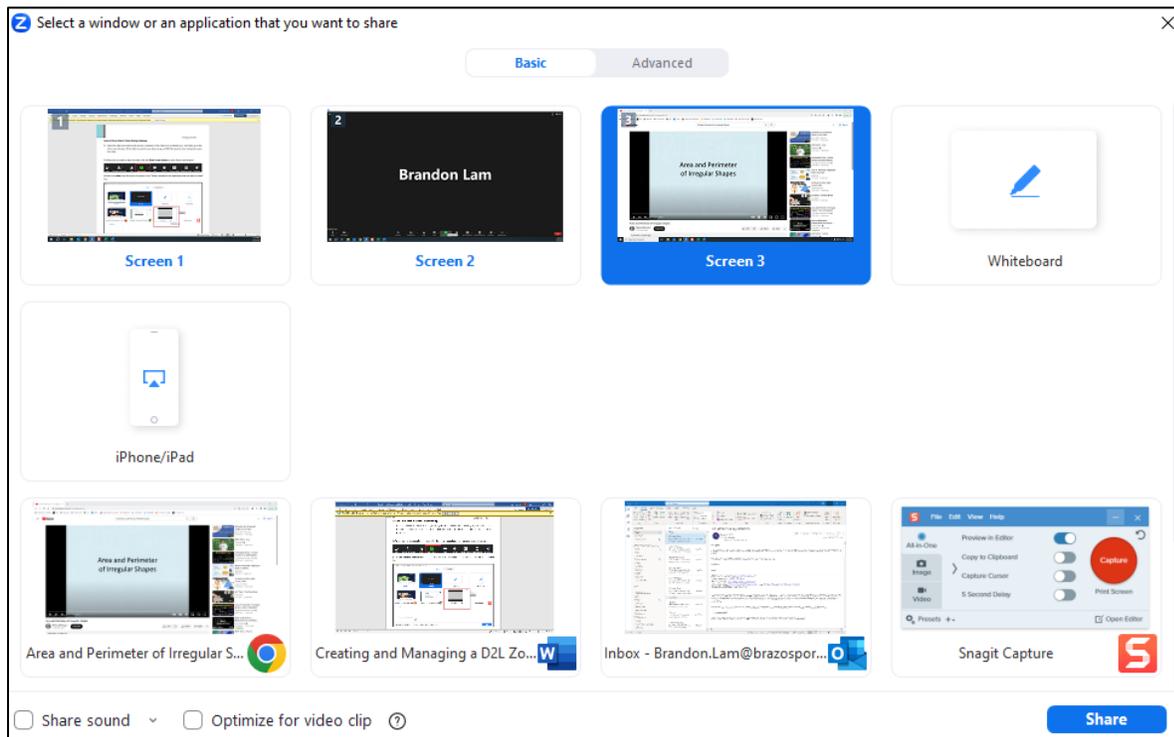


### How to Play a Video in Zoom During a Meeting

1. **Open** the video you want to play on your computer. If the video is on a website (e.g., YouTube), go to the site in your browser. If the video is saved to your device (e.g., an MP4 file saved on your computer), open the video.
2. When you are ready to play the video, **click** the Share Screen button on your Zoom control panel.



3. **Select** the video from the menu of options in the "Select a window or an application that you want to share" box.

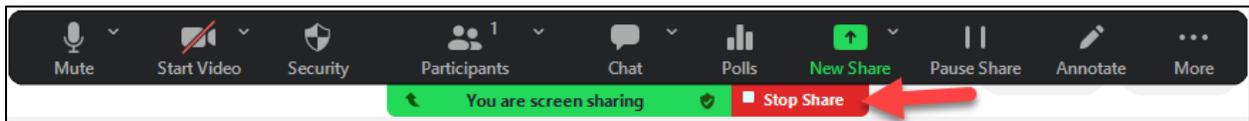


4. **Select** the Share computer sound (1) and Optimize Screen Sharing for Video Clip setting (2). Then, **click** Share (3).



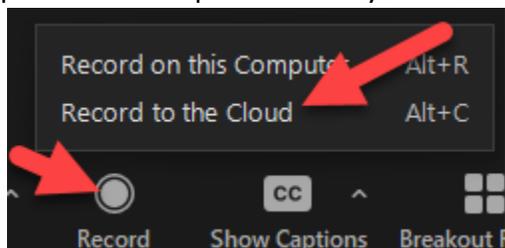
5. Play the video.

6. When the video ends, **click** the Stop Share button.

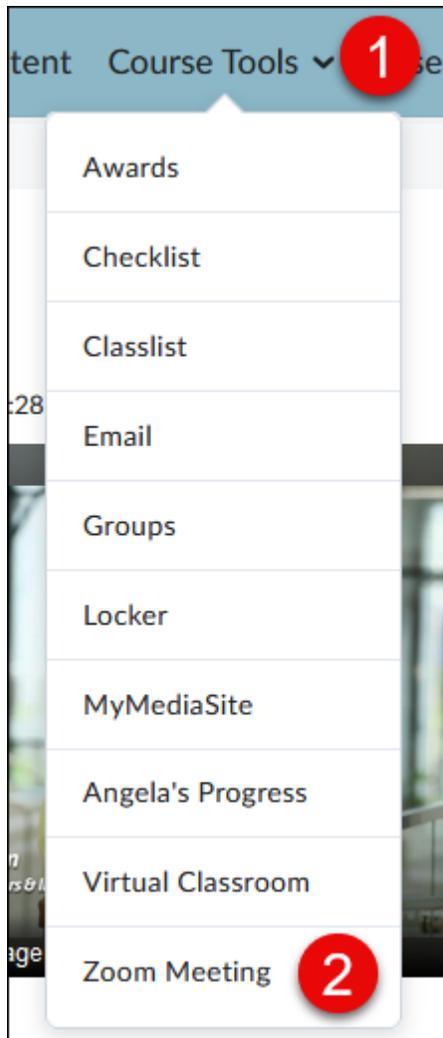


### Accessing Meetings Recorded to the Cloud

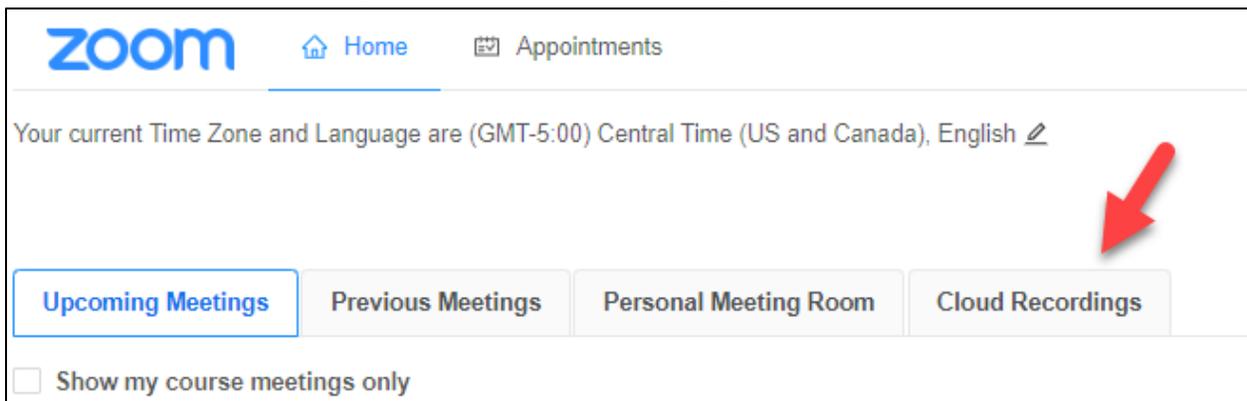
Whenever you record a meeting to the Cloud, you can access the recording for it once it has processed and publish it for your students.



1. **Click** on Course Tools from the navigation bar (1) and **click** on Zoom Meeting (2).



2. Click on Cloud Recordings for the scheduled meeting.



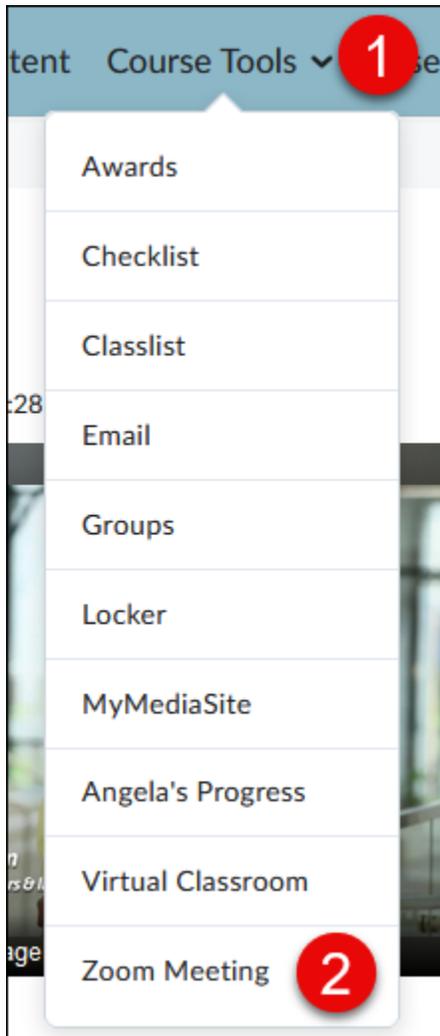
3. Your recorded meetings will be listed here, and you can publish it so your students can access and view it.

<input type="checkbox"/>	Topic	ID	Start Time	File Size	Publish
<input type="checkbox"/>	Online Course Tools Tour Host Bryan Brown	960 1002 1319	Oct 24, 2020 3:53 PM	2 Files(3 MB)	

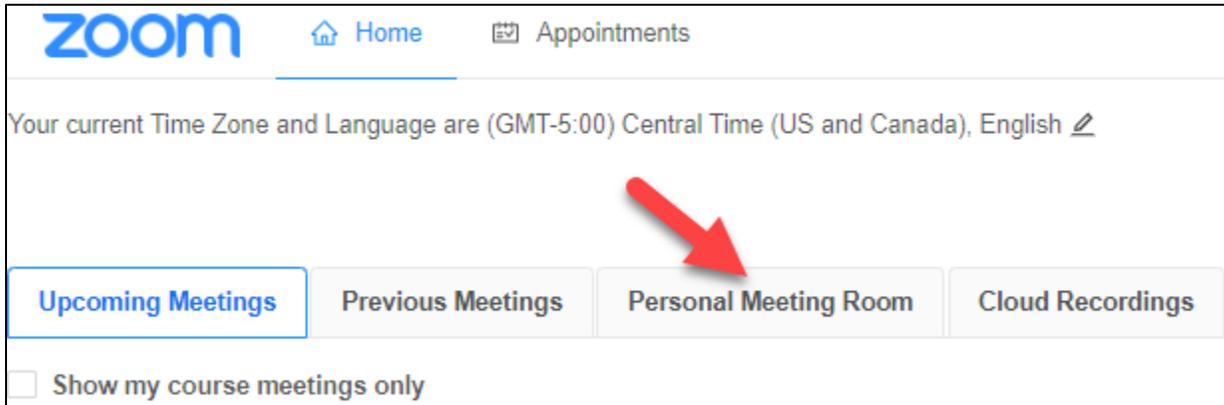
## Start a Personal Zoom Meeting

When needed you can start an impromptu meeting using your personal Zoom Meeting room without having to schedule a regular meeting.

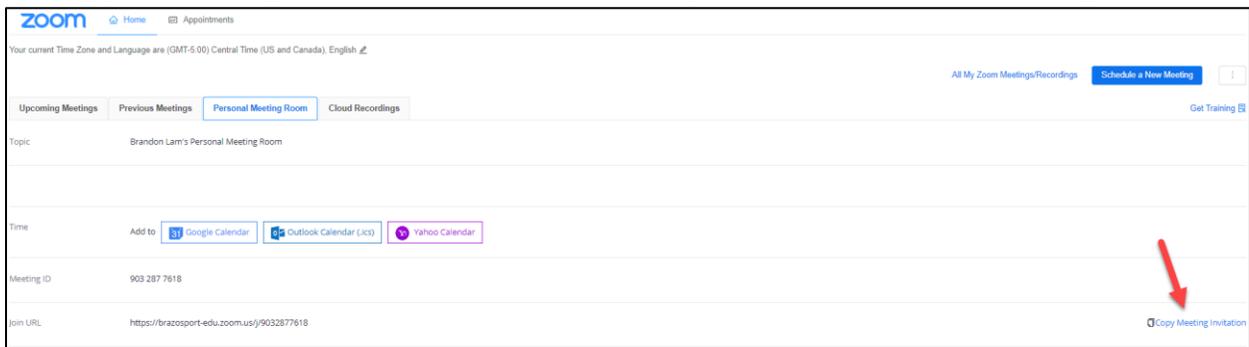
1. **Click** on Course Tools from the navigation bar (1) and **click** on Zoom Meeting (2).



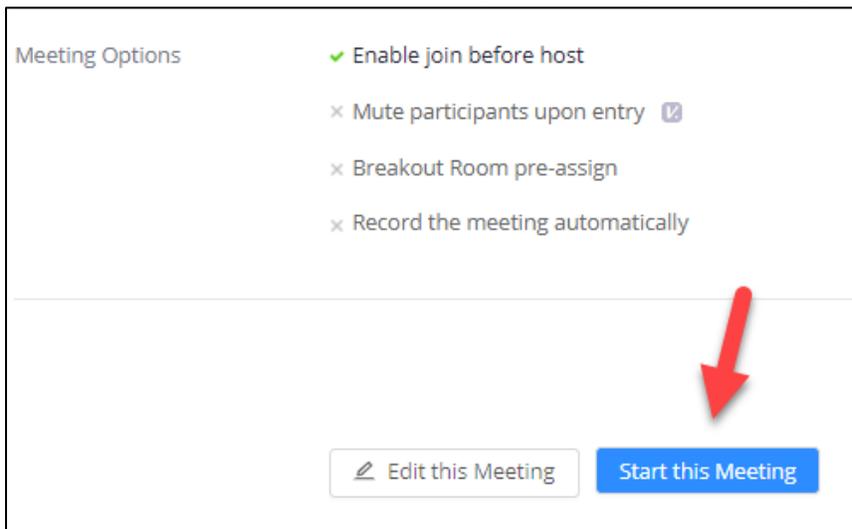
2. Click on Personal Meeting Room for the scheduled meeting.



3. Copy the meeting invite and share it to whoever you want to attend the meeting.

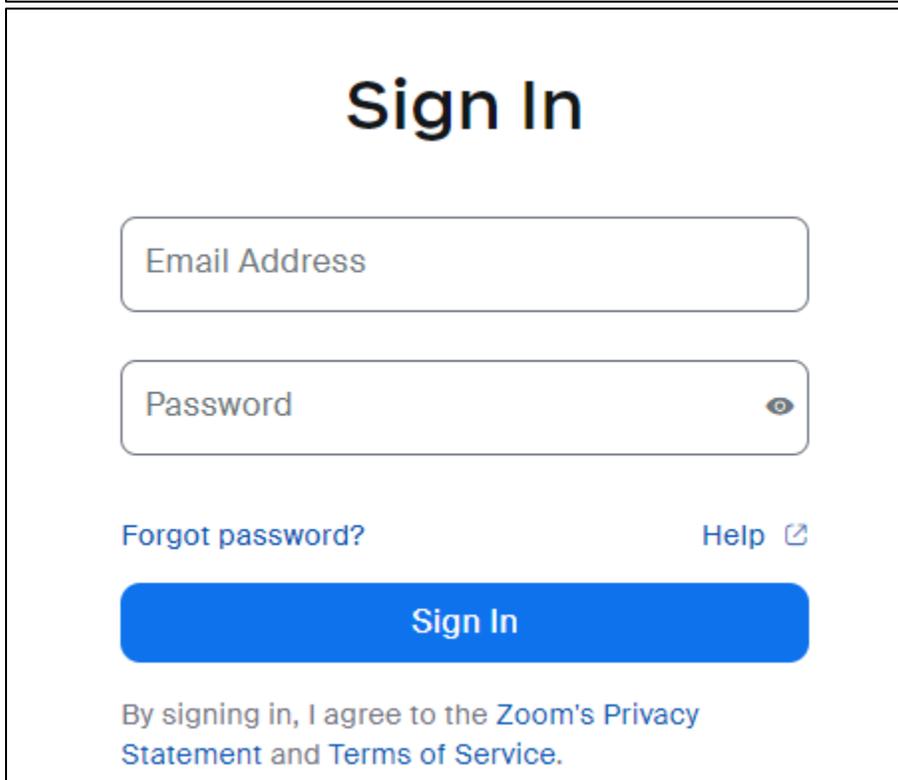
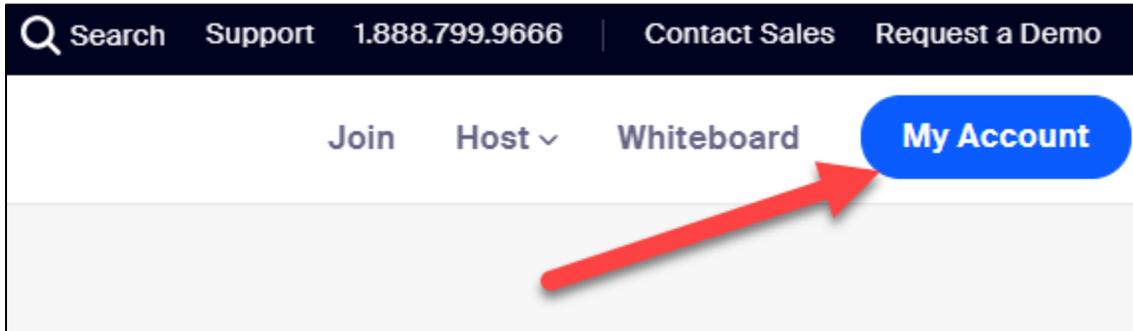


4. Scroll down and start the meeting whenever you are ready.

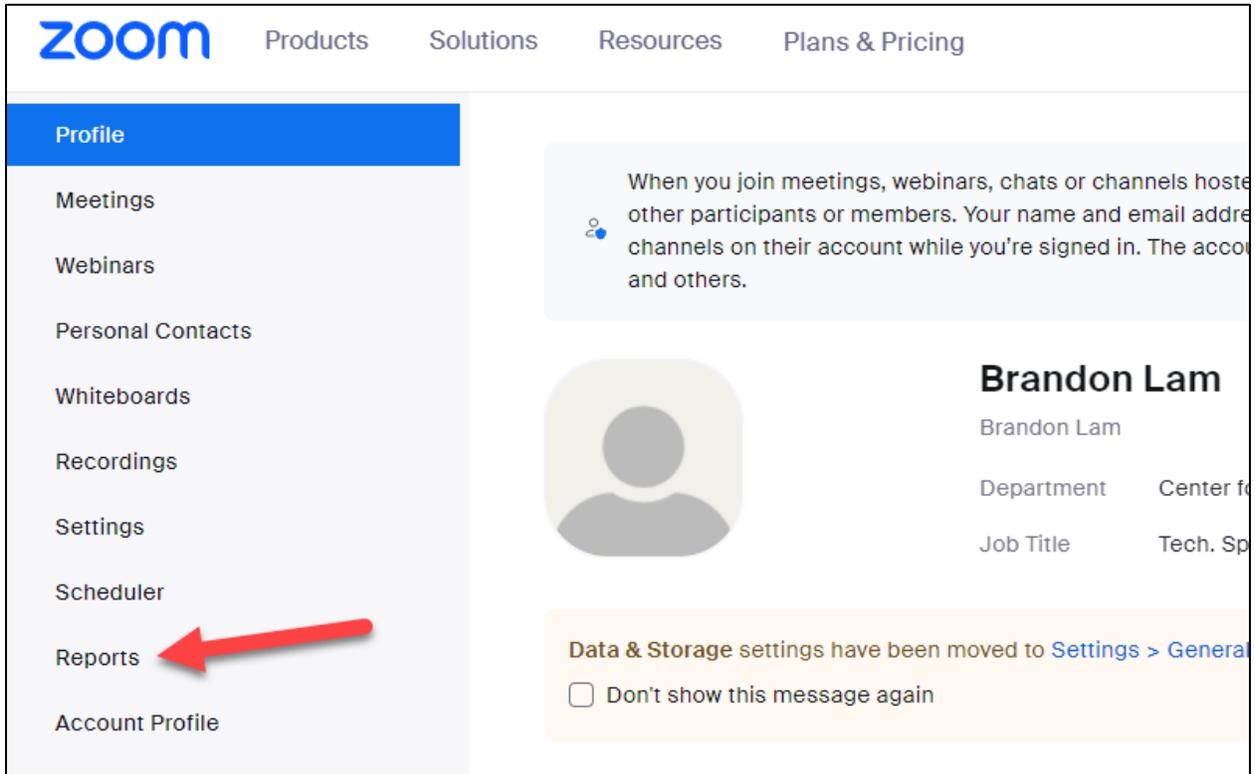


## Viewing the Attendance from a Meeting:

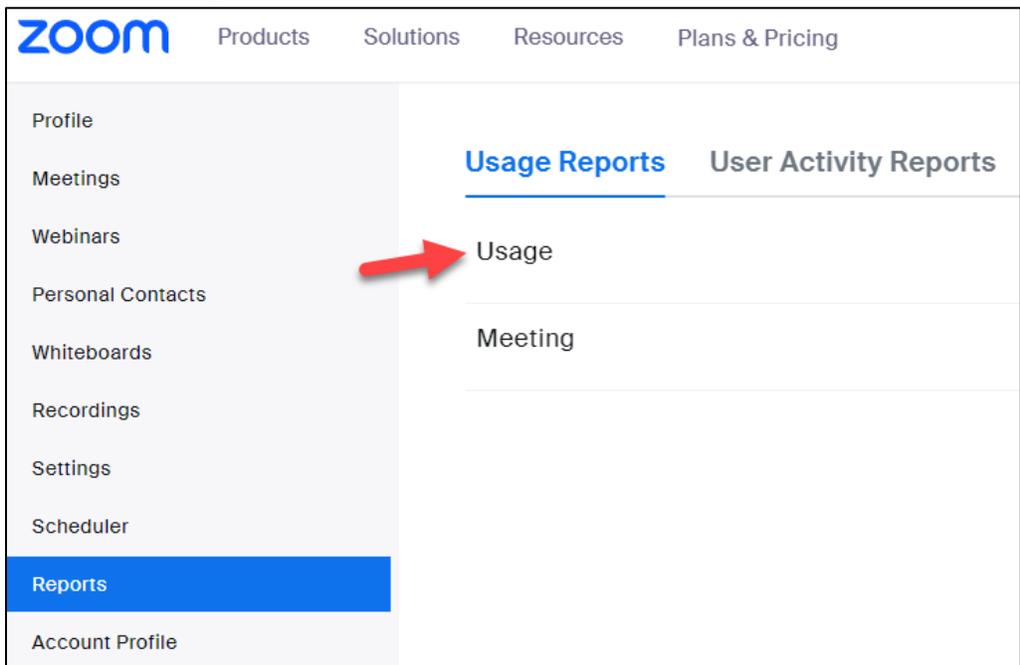
1. Sign into Zoom via a browser (<https://zoom.us>)

A screenshot of the Zoom 'Sign In' page. The page has a white background with a black border. At the top, the text 'Sign In' is centered in a large, bold, black font. Below it are two rounded rectangular input fields: the first is labeled 'Email Address' and the second is labeled 'Password' with a small eye icon to its right. Under the 'Email Address' field, there is a link 'Forgot password?' and under the 'Password' field, there is a link 'Help' with an external link icon. At the bottom of the form is a large blue button with the text 'Sign In' in white. Below the button, there is a line of text: 'By signing in, I agree to the Zoom's Privacy Statement and Terms of Service.'

2. Select Reports.



3. Click on Usage.



4. Use the From: and To: area to **enter** a date range for the meeting or meetings you would like to pull attendance information from and **click** on the Search button.

Reports > Usage Reports > Usage

From:   To:   [Search](#)

Maximum report duration: 1 Month

[Export as CSV File](#)



5. **Click** on the numbered link under the “Participants” header to view attendee list.

[Toggle columns](#)

Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants 	Source
DL Group	No	07/24/2023 11:19:01 AM	07/24/2023 11:19:11 AM	07/24/2023 11:24:52 AM	6	<a href="#">1</a>	LTI Pro
DL Group	No	07/24/2023 11:19:01 AM	07/24/2023 11:34:42 AM	07/24/2023 12:40:59 PM	67	<a href="#">1</a>	LTI Pro
DL Group	No	07/24/2023 12:57:29 PM	07/24/2023 12:57:40 PM	07/24/2023 12:58:36 PM	1	<a href="#">1</a>	LTI Pro



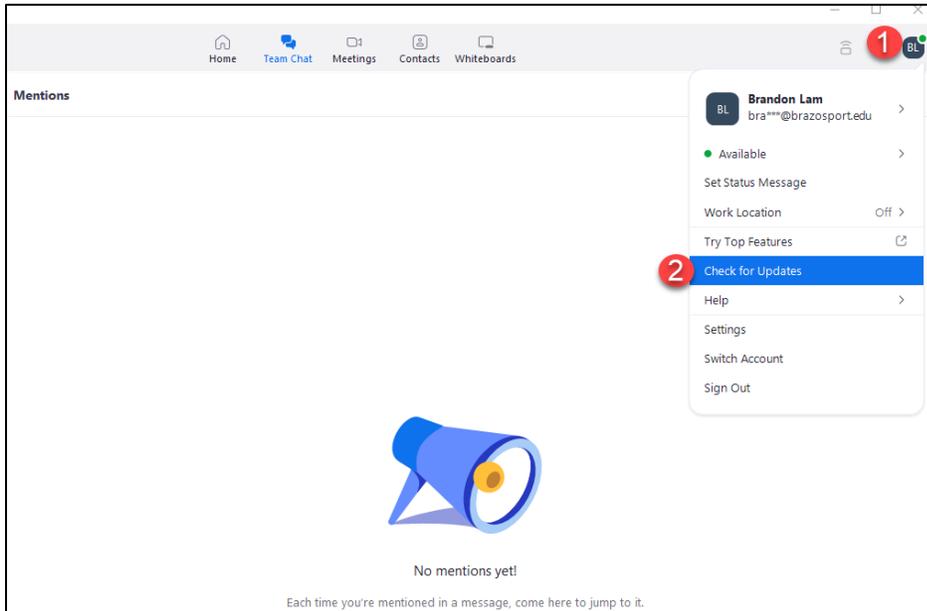
## Whiteboard Feature

Prerequisites for using Zoom Whiteboard

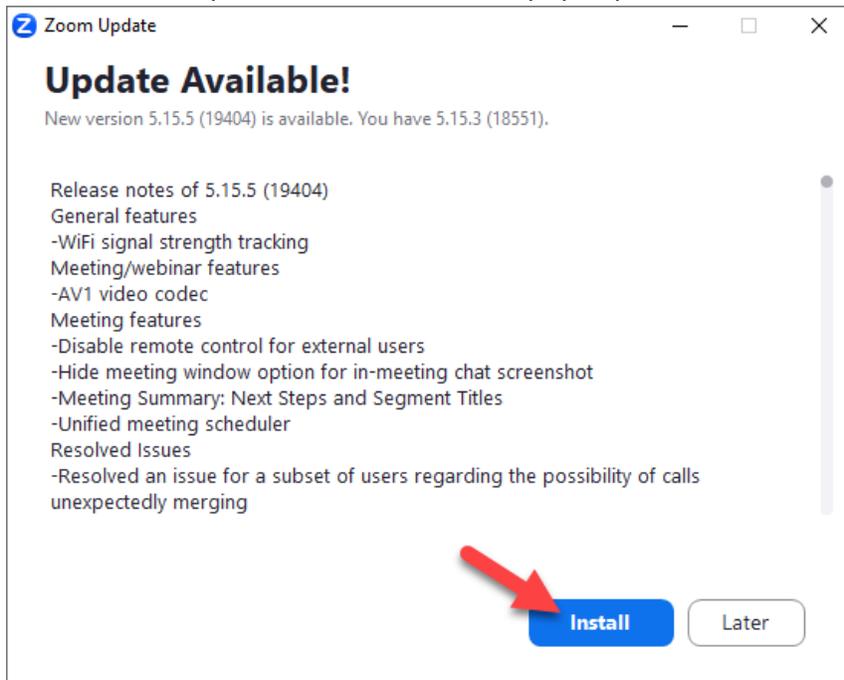
- Zoom desktop client
  - Windows: 5.11.3 or higher
  - macOS: 5.11.3 or higher
  - Linux: 5.11.3 or higher
- Zoom mobile app\*
  - Android: 5.11.3 or higher
  - iOS: 5.11.3 or higher

Follow the steps below to upgrade if necessary.

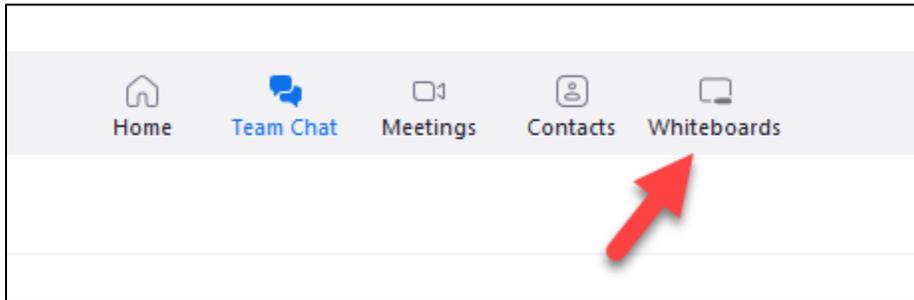
1. Open the Desktop client and click your profile picture (1). Click Check for Updates (2).



2. When the Update Available window pops up click Install.

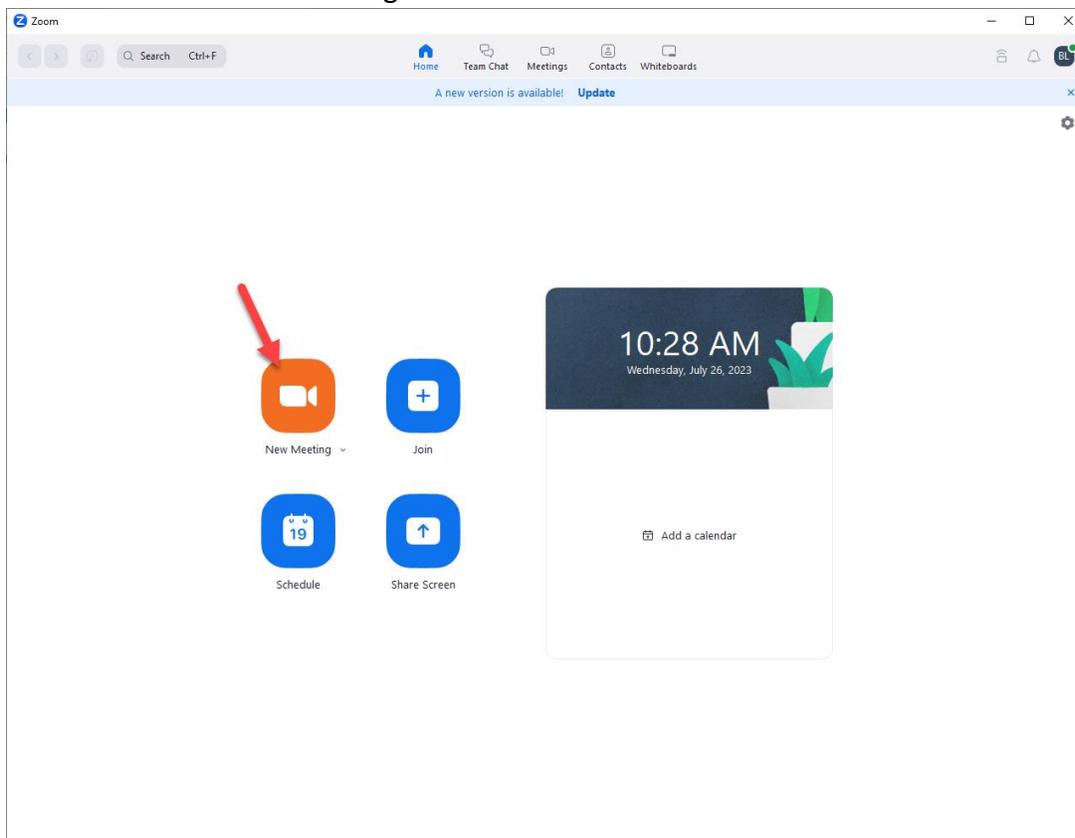


3. Once the update has completed, the Whiteboard icon will now be available on the desktop client.

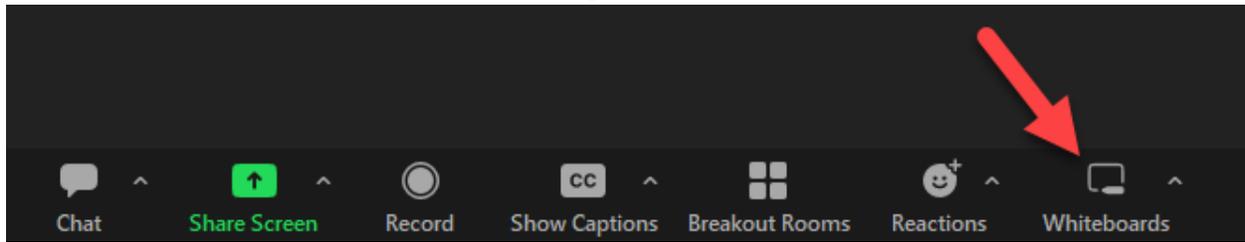


### To use the Whiteboard in a meeting

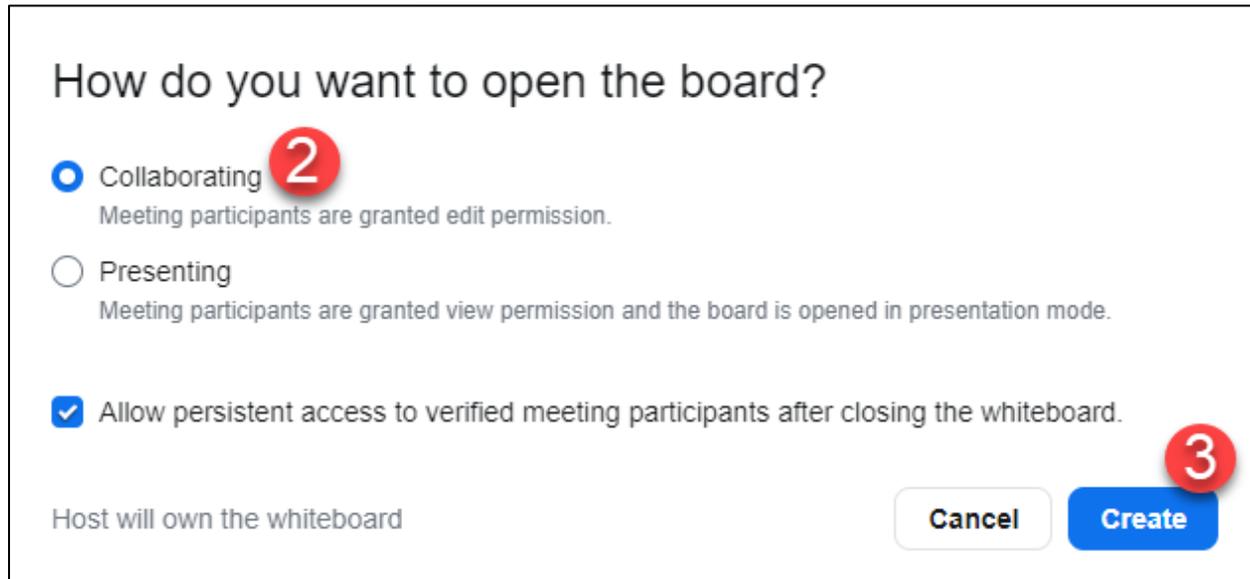
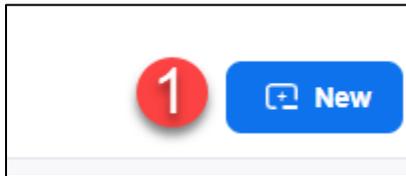
1. **Start** a new Zoom meeting as normal.



2. Click the Whiteboards option on the navigation bar.



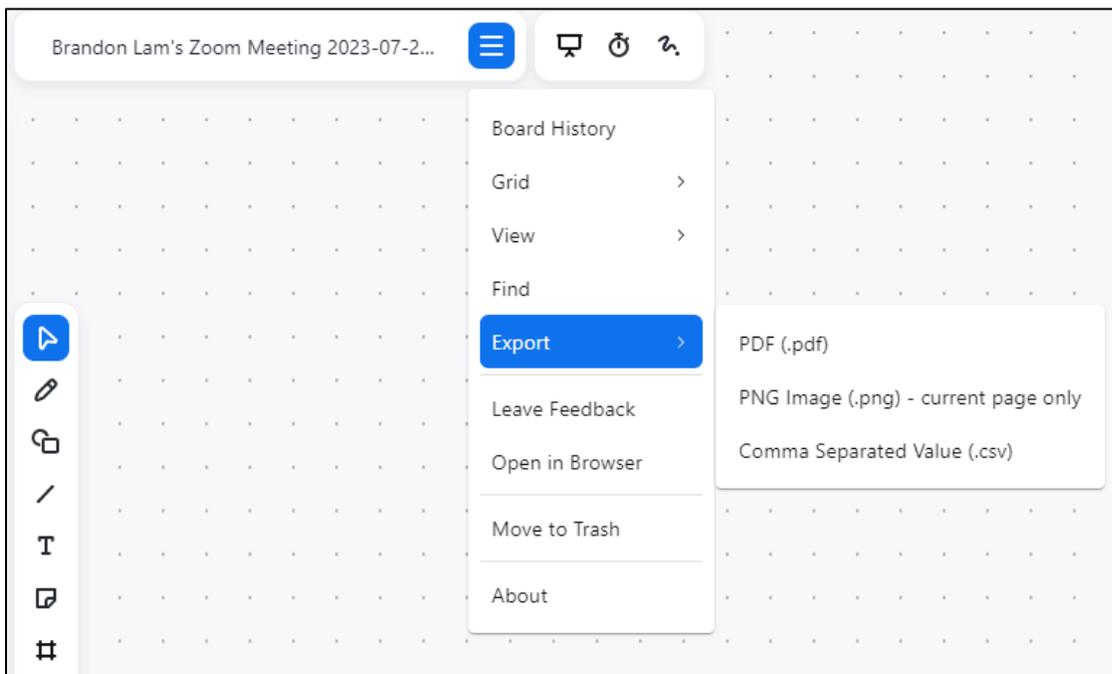
3. Click New Whiteboard if you want to create a new one during the meeting or click the name of the whiteboard you have created prior to the meeting (1). Click your option to allow participants to be able to edit or view only (2). Click create when done (3).



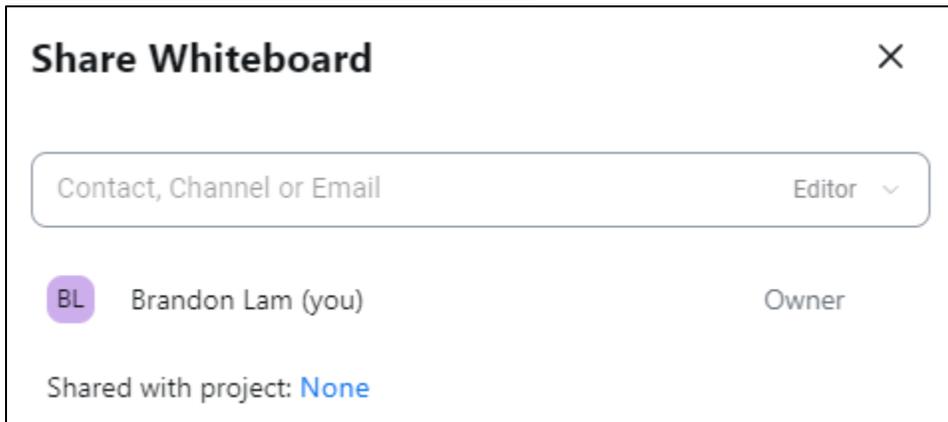
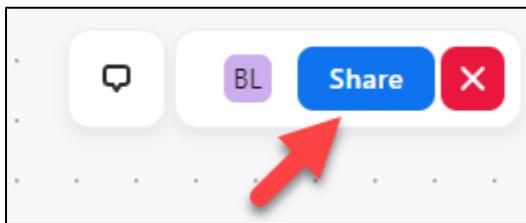
4. Use the Toolbar to edit the whiteboard.



5. Click the menu icon near the top left corner for options to Export to either a PNG or a PDF document.



6. Click Share to share by email.

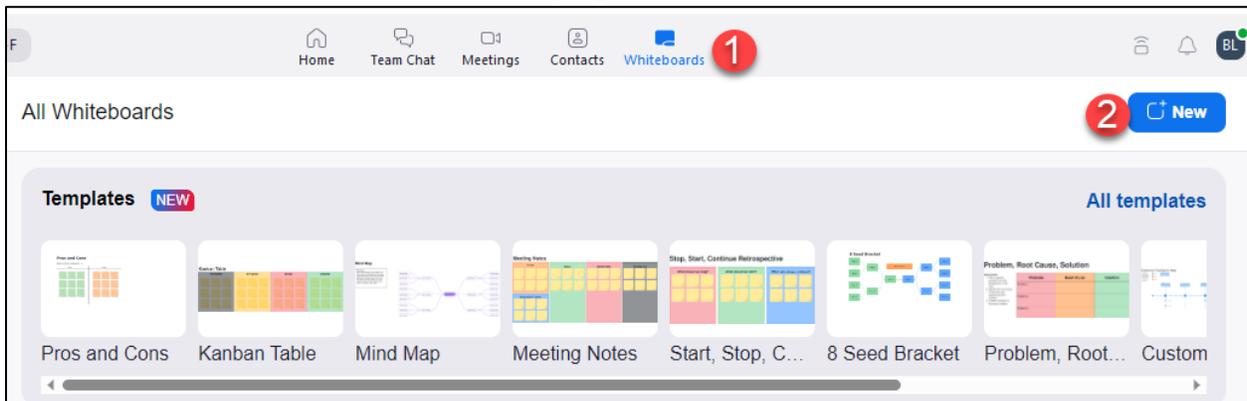


#### NOTES:

Your whiteboard is auto saved to the cloud, and any changes you make to the whiteboard during a meeting will sync automatically to your account on the Zoom website.

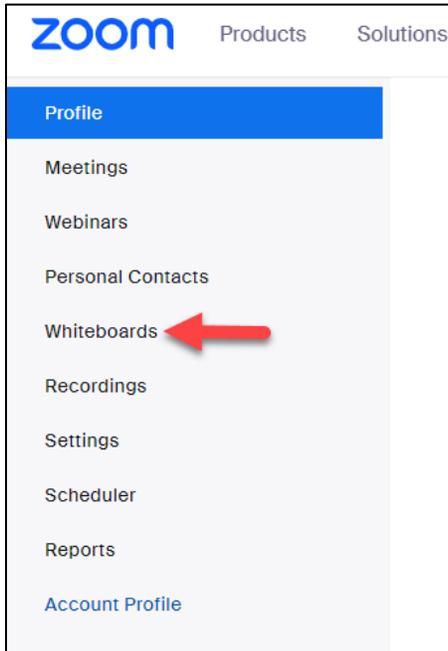
#### How to create a whiteboard from the Zoom desktop client while not in a meeting

1. Sign into the Zoom desktop client.
2. Click the Whiteboards button at the top right (1). Click New to create a new whiteboard (2).



## How to create a whiteboard from the Zoom web portal:

1. Sign into the [Zoom web portal](#).
2. Click Whiteboards.



3. Click +New Whiteboard at the top right to create a new whiteboard.



## Resources

[Zoom Tutorial & Videos by Zoom Help Center](#)

## Best Practices for Securing Your Zoom Meetings

Whenever you schedule a Zoom meeting it is important that you follow the necessary security measures to ensure your meetings are secure, which includes the following:

- Lock your Zoom Meeting
- Control screen sharing
- Enable the Waiting Room
- Lock down the chat
- Remove a participant
- Enable security options when scheduling a class

To view step by step directions on how to incorporate the abovementioned security measures, **click** on the following link: [Best Practices for Securing Your Virtual Classroom](#)

Also, when it comes to Zoom, avoid clicking on links sent to you via email which contain subject lines such as **Missed Zoom Meeting, Zoom Account, Meeting canceled- could we do a zoom call.**