Zoom manual

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Introduction

To stream your lectures remotely (e.g. from home), you can use Zoom. Zoom is a cloud video platform. Zoom software offers video and audio conferencing, live streaming, instant messaging, and content sharing for desktops, mobile devices, and meeting rooms of all sizes.

Download Zoom

Download Zoom in the Client center app or via https://zoom.us/

Log in.

Open the app and log in. You can request a personal host account or sign up for free at zoom.us.
   a. With a free account you can have unlimited 1 to 1 meetings. There is a 40 min. limit on group meetings. You can host up to 100 participants.
   b. A full account allows for meetings up to 300 participants. You can request a host account via appman@rsm.nl. Please indicate the purpose (education or communication with colleagues) and, when applicable, the course you want to use it for. Please note that because of the costs involved, we like to limit the amount of accounts to those with **an immediate need** (e.g., currently teaching).

Start a meeting.

Click on New Meeting, or schedule a new meeting at a preferred date and time. You can choose to have a meeting with or without video.

Add another co-host

If you are giving a lecture with a colleague or have someone to assist you during the lecture, you can add them as a co-host. This way they will also have the same controls over the meeting as you do.
You can make someone a co-host during the lecture:
1.   Co-host needs to join the meeting
2.   Once the co-host is in the meeting, click "Manage Participants", hover over your co-host in the participant list, click "More" and then "Make Co-Host:"
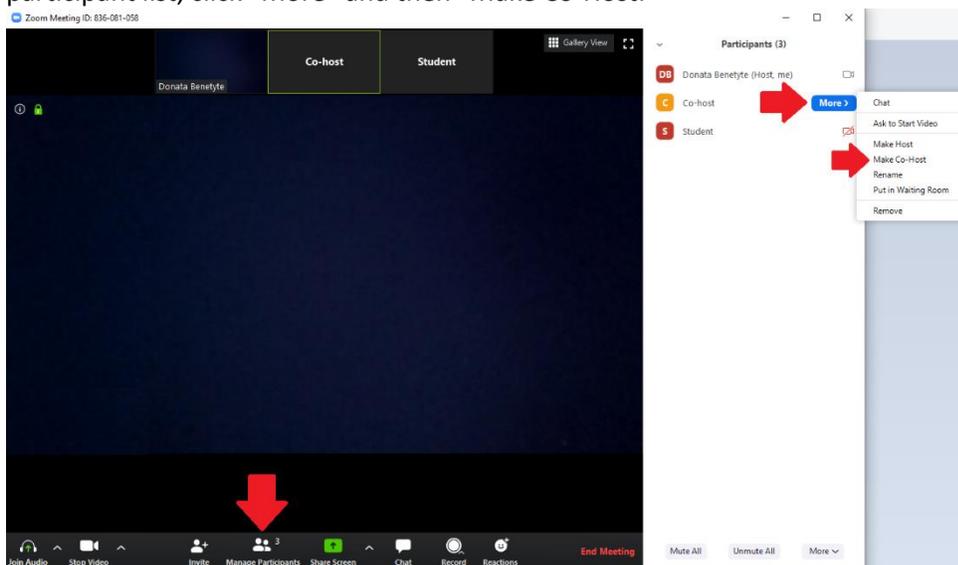
Share your screen.

To be able to show and narrate a screen, e.g. your powerpoint, in Zoom, click on Share. Click on the screen you'd like your students to be able to see. Then click share on lower right hand corner of the window.
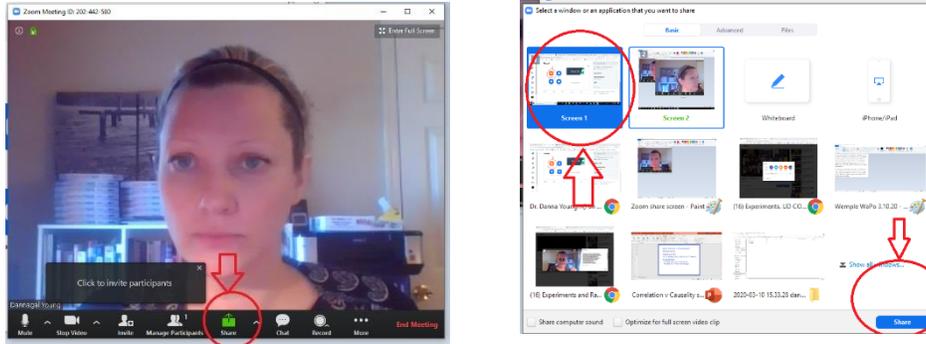
Use the slideshow command to play your powerpoint. If you are using two monitors, you may need to make sure that screen and the little window of your face (from zoom) are both showing up on the monitor that says 'ID number of meeting and STOP SHARE' at the top.


Annotating

To annotate, select the Annotate tool while sharing your screen. This option will bring up a new toolbar with a variety of ways to doodle on your screen. You can e.g. use the spotlight, highlighter, pen, or arrow.

Record your session.

Once everything appears the way you want it on the screen that you will be sharing, you can begin recording. Go to the top of the screen above the 'ID number of meeting and STOP SHARE' button. A new menu will appear in black and white.
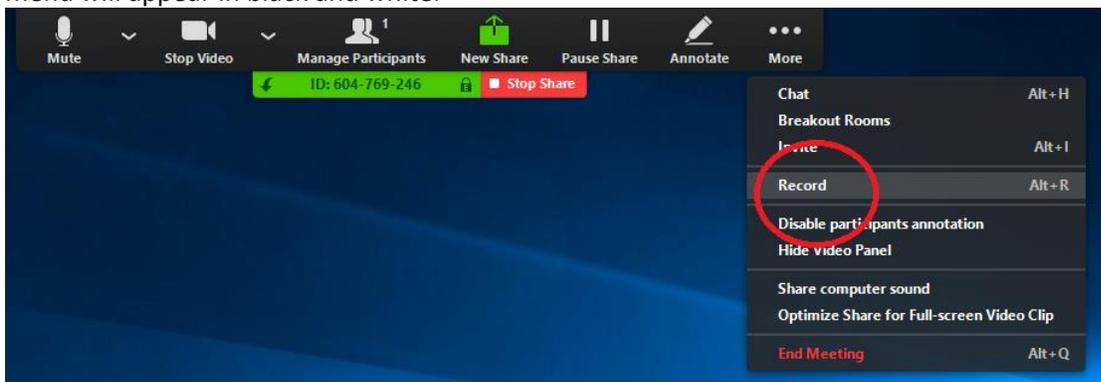
When you're done, click on 'Stop Share' at the top. You can end the meeting by clicking on 'End meeting' in the lower right corner.
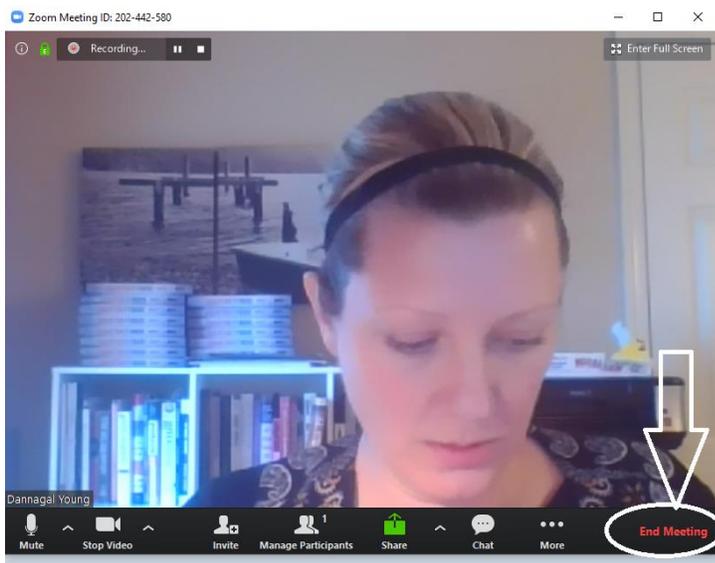

Zoom will convert your recording to a video. This video is saved in a folder on your computer called 'Zoom'. When you find this folder, you will see a folder with today's date on it. Open it and there are three things inside. The video is the mp4 file, which you can for instance upload to Canvas.

Breakout sessions.

Breakout sessions allow you to split your Zoom meeting in up to 50 separate subgroup sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually and can switch between sessions at any time.

Enable Breakout rooms on your account. Sign in to the Zoom web portal. Navigate to 'Personal', and 'Settings'. Navigate to 'Breakout sessions' in the 'In Meeting (advanced)' tab. If the setting is disabled, click the toggle to enable it.
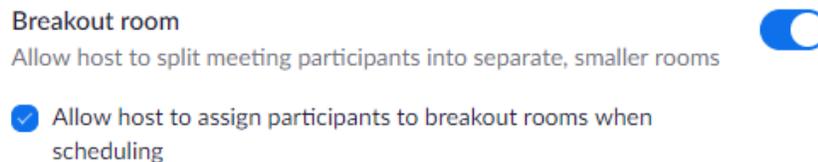
Start a breakout session and creating groups. Open the scheduled meeting or host a new meeting. Click the 'Breakout Rooms' button in the Zoom toolbar and click on it to start with creating breakout rooms. Select the number of rooms in which you want to split the students. Also, select the appropriate option to automatically or manually assign students into the breakout rooms.
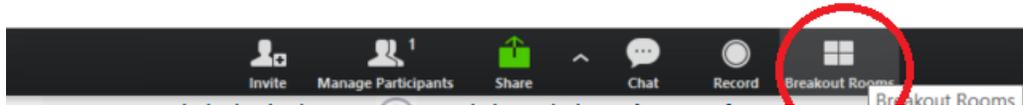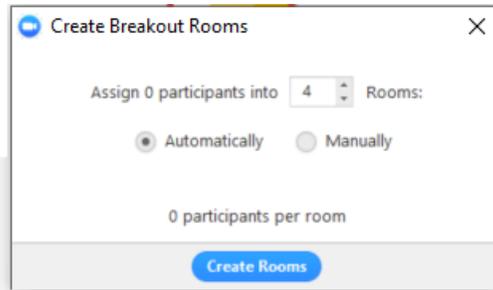
If opted for manually assigning guest to the meeting room, click on the 'assign' button in front of the Breakout rooms and select the respective students to add to the breakout room. After clicking on "Assign", click on the checkbox in front of the name of student that you want to add into the breakout room. After adding all the participants and assigning them to their respective breakout rooms. Click on 'Open All Rooms' to start the breakout room sessions.
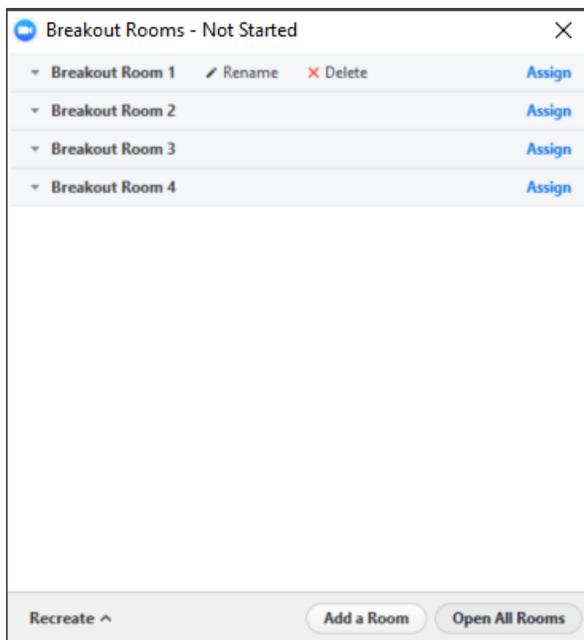
If you want to join a breakout room, you can do that once the breakout rooms are opened for sessions. To join any breakout room, click on the "Join" link available in front of that breakout room and then click on "yes" to confirm.

During a breakout room session, the host can broadcast a message in all the breakout rooms (like a warning of timeout or a reminder). To broadcast a message, click on breakout rooms button from the toolbar and click on broadcast message to all option.

Closing. To close the breakout room session, click on the "Close All Rooms" button. After clicking on the "Close All Rooms" button, the breakout room session will be active for 60 more seconds and then it will be closed automatically, or you can force it to close by clicking on Return to Main Session.

Recording. If the meeting is being recorded, it will only record the main room, regardless of what room the meeting host is in. If local recording is being used, it will record the room the participant who is recording is in. Multiple participants can record locally.

Polling

Enable Polling on your account. Sign in to the Zoom web portal. Navigate to 'Personal', and 'Settings'. Navigate to 'Polling' in the 'In Meeting (advanced)' tab. If the setting is disabled, click the toggle to enable it.
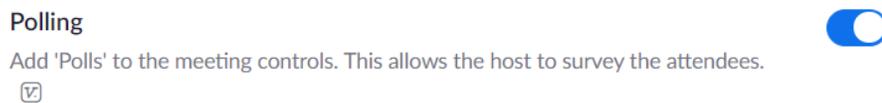
Adding polls before your lecture. Sign in to the Zoom web portal. Go to the Webinars page and click on your scheduled webinar. From the webinar management page, scroll to the bottom and click Poll. Click Add to begin creating the poll.

Enter a title, your question(s) and the answers. Check the box to make the poll anonymous, which will keep the participant's polling information anonymous in the meeting and in the reports. You can select whether you want the question to be single choice (participants can only choose one answer) or multiple choice question (participants can choose multiple answers).
You can have a maximum of 10 questions per poll. During the Webinar, all questions under a single poll will be asked at once. You can create additional polls to ask questions at a different time during the webinar. You can have up to 25 polls per webinar.

Launching polls during your lecture. When you are ready to launch your poll during the webinar, click Polling in the host controls. Click Launch Poll. When you are finished polling, click End Poll. The polling results can also be found under Webinar Reporting.