Zoom CHEAT SHEET FOR INSTRUCTORS

SETTING UP YOUR ZOOM ACCOUNT

You need to request a Zoom account by submitting an ITS Service Desk ticket. Information about acquiring your Zoom account and using Zoom are in the online article, "Zoom for virtual meetings." However, Steps 2, 3, 4, 6, and 7 in this article **do not** apply to using Zoom for a remote classroom experience.

Tutorials are available on the Zoom website. Recommended tutorials:

- The Getting Started webpage links to the following topics:

  o Desktop

    - Getting Started on Windows and Mac
    - Starting the Zoom Desktop Client
    - How to use Zoom's Desktop App (v. 4.3)

  o Troubleshooting

- The Scheduling webpage links to the following topics:

  o Scheduling meetings
  o Scheduling recurring meetings
  o Using Personal Meeting ID (PMI)
  o How do I update a scheduled meeting?

- The Joining & Starting webpage links to the following topics:

  o How do I host a video meeting?
  o How do I start or join a scheduled meeting as the Host?
  o How do I invite others to join a meeting?
  o Participating in Breakout Rooms
  o Getting started with Breakout Rooms

- The Audio, Video, Sharing webpage links to the following topics:

  o Audio

    - Testing computer or device audio
    - Mute All and Unmute All
    - Audio echo in a meeting

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- o [Video](#)

  - How do I test my video?
  - How do I change the video layout?
  - Video or microphone off by attendee
  - Active speaker (video layout)
  - [How do I change the video layout?](#)

- o [Screen Sharing](#)

  - How do I share my screen?
  - Video layout options while screen sharing
  - Switching windows during screen sharing
  - Optimizing a shared video clip in full screen
  - Sharing computer sound during screen sharing
  - Screen sharing a PowerPoint presentation
  - Sharing a whiteboard
  - Using annotation tools on a shared screen or whiteboard

ZOOM SETTINGS

You can find your Settings in the upper right corner of the Zoom app. Review your settings to personalize Zoom to work optimally for you.

- General – controls Application and Content Sharing features
- Audio – provides audio controls and testing your speaker and mic
- Video – selects your video device and provides video controls
- Virtual Background – lets you set a virtual background image. Requires a solid colored background such as green screen.
- Recording – lets you set the location to save local recordings and set recording features
- Advanced Features – lets you manage advanced meeting settings, edit your profile, and change your subscription. Opens your Zoom account in your browser.
- Statistics – provides a dashboard for Overall, Audio, Video, and Screen Sharing data
- Accessibility – describes and sets accessibility features
- Instant Messaging – provides instant messaging and notification settings
- Feedback – send Feedback to Zoom and links to Zoom technical support

REQUIREMENTS

- Internet connection
- The meeting ID#
- Headset (optional but recommended)

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SECURITY FOR YOUR CLASS SESSION

- What is Zoombombing"? (also spelled "Zoom bombing")

  o With the explosive growth of Zoom use during the COVID-19 pandemic, it has become a target of hackers, idiots, practical jokers, and bad actors. "Zoombombing" is when uninvited people join the meeting and use the screenshare feature to share pornographic images or use hateful or threatening language.

- Recent steps ITS has taken to secure Zoom:

  o Single sign-on (SSO): Employees and students must sign into meetings with their Bellevue College NetID account. *NOTE: Community Education classes are **not currently using SSO*** since many of our classes are short duration and students have not been accustomed to creating and using their NetIDs. **Please follow the recommendations in "Steps you can take to help secure Zoom" below.**
  o Outside guests are permitted, but will be identified as "guests" in the meeting (with notice, we may remove guest access altogether in the future to further secure the use of Zoom)
  o Annotation, whiteboard and chat features are disabled by default (you can turn them on as needed)

- Steps you can take to help secure Zoom:

  o When scheduling a meeting, we recommend generating a new Meeting ID for each session
  o Add a password to your meeting
  o Do not publicly publish your meeting room links
  o Ask your students not to share your class meeting link
  o Use the Waiting Room to manage who can enter the meeting. This Advanced setting is enabled by default.
  o See our knowledge base article for more suggestions on securing Zoom meetings
  o Disable participant screen sharing. In your Zoom Settings, you can set screen sharing to "Host Only."

ADDITIONAL INFORMATION

A Message to Our Users – covers several topics related to what Zoom has done to support the millions of new users, including resources for security and protecting privacy, and resources for educators

School Administrator's Guide to Rolling Out Zoom – Although this article is mainly targeted to Zoom administrators (in our case, Bellevue College ITS), it includes information that you may find useful. Zoom has a special initiative for K-12 schools so some of the information is directed to those requirements, but some of those requirements also cover higher education (e.g., FERPA).

How to Keep Uninvited Guests Out of Your Zoom Event

Best Practices for Securing Your Virtual Classroom

What is 'Zoom bombing' and how can you prevent it?

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WHEN YOU SCHEDULE THE CLASS MEETING

- Schedule a one-time or recurring meeting. Add a few minutes before the class start time to allow students to join early in case they need to test their equipment.
- Send your students the link to your Zoom meeting at least one day before the class.

WHEN YOU JOIN THE CLASS MEETING

- A window will open that allows you to select **Computer Audio** and test your microphone and speakers.
- Click the **Test Computer Mic & Speakers** link if you need to check your audio feed before the meeting.

IF YOU HAVE AUDIO PROBLEMS

- Check your computer speaker volume. Is it set to mute or to a low volume?
- Are your speakers selected for the active output in Zoom?

IN YOUR CLASS MEETING

- After the class starts, the Zoom window will open. The Zoom menu bar is located at the bottom of the Zoom window. The menu bar hides after a few seconds when you're in full-screen mode. Move your mouse slightly to make the menu bar visible again.
- The meeting may start with audio and video off. Check the menu bar to make sure your audio is not muted and your video feed is started.

THE ZOOM MENU BAR

1. Microphone icon: mute/unmute your own audio (You can't mute or unmute the audio of other students.)
2. Video icon: start/stop your video feed
3. Invite: don't use this feature
4. Participants: list of participants
5. Share: you can share your desktop (all apps you have open) or a specific app
6. Chat: send a message to one person or all participants
7. Record: don't use this feature unless instructed by your teacher
8. Closed caption: this icon will appear if closed captions are enabled, but is generally not used in this course
9. Breakout rooms: sessions that are split off from the main meeting. Requires an invitation from the instructor (host).

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MUTE/UNMUTE YOUR AUDIO FEED

During the class meeting, mute your audio feed unless you're speaking. This reduces audio feedback and background sounds that may be distracting to other participants.

AUDIO ISSUES

- Can't hear the instructor or other participants

  o Check your computer speakers. Is the volume turned up? Are your speakers connected?
  o Are your speakers selected for the active output in Zoom?

- Other participants can't hear you

  o Check your microphone setup in Zoom

- Do other participants hear echo when you talk?

  o You are the source of the echo.

    - Adjust your microphone sensitivity
    - Use a headset so that voices coming in from other participants aren't picked up by the microphone in your environment. Laptop microphones are too close to laptop speakers and the sound can reverberate.

VIDEO

VIDEO ISSUES

- Other participants can't see you

  o Make sure your camera is turned on, plugged in, and selected in Zoom.
  o Make sure nothing is blocking the camera view.
  o If you're using an external web camera, try connecting it to a different USB port.

SHARE

If you're asked to share your computer screen,

1. Click on the **Share** icon in the Zoom menu bar.
2. A window showing your Desktop and open apps will appear. Select your Desktop if you want to share everything on your computer screen. Select a specific app if you only want to share that app.
3. All participants in the class meeting can see your screen and mouse cursor.
4. To stop sharing your screen, click **Stop Share**.

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BREAKOUT ROOMS

REQUIREMENTS

- Join the meeting by the Zoom desktop client, mobile app, phone, or Zoom Room
- Invite students to join their respective breakout rooms
- Refer to the Zoom article, Getting started with Breakout Rooms.

INSTRUCTIONS

You can use breakout rooms when you need to work in teams during class.

1. You (instructor/host) will send an invitation to join the breakout room.
2. The breakout room menu bar is very similar to the menu bar in the main meeting window. There is an **Ask for Help** icon in the breakout room menu bar. Students can use this control to request help from you.
3. Students can leave a breakout room by using the **Leave Breakout Room** control.

The Leave Breakout Room dialog window opens. There are three choices:

- **Leave Meeting:** You'll exit from the entire class session.
- **Return to Main Session:** You'll exit the breakout room and return to the main class session.
- **Cancel:** You'll return to the breakout room.

4. When you end the breakout rooms, students will receive notification and the opportunity to return to the main class session immediately or in 60 seconds.

ADDITIONAL INFORMATION SOURCES

How Do I Join or Test My Computer/Device Audio?

See the sections, "When Joining a Meeting" and "During a Meeting."

How Do I Test My Video?

See the section, "To test your video in meeting"

How Do I Share My Screen?

How Do I Change the Video Layout?

Participating in Breakout Rooms

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