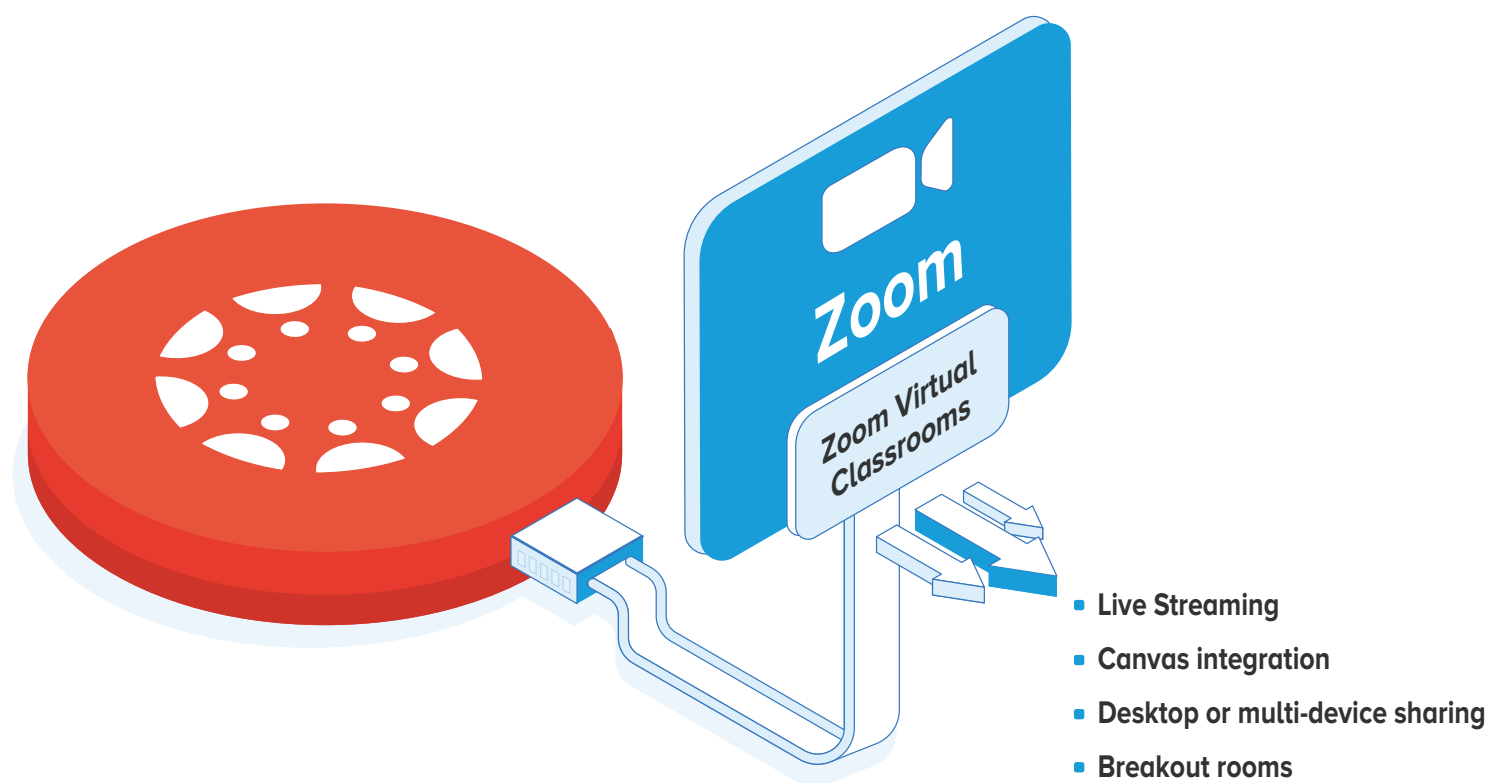


# USING ZOOM IN 6 EASY STEPS



## Introduction

Zoom has been selected as the tool of choice for live e-learning and communication for the 2020/21 academic year. Zoom has already been used extensively in the institute for a number of years across CIT's range of online and blended programmes. The companies behind Zoom and Canvas also have a strategic partnership which means there is a deep integration between the two systems which allows Zoom to be launched from inside Canvas and makes in general for an easy and seamless transition between the two systems.

The Department of Technology Enhanced Learning has been working throughout the Summer to ensure that the process of creating, scheduling, launching and recording Zoom classrooms for live online delivery is as straightforward as possible. This guide attempts to lay out the 5 key steps to follow to create and run a live online session.

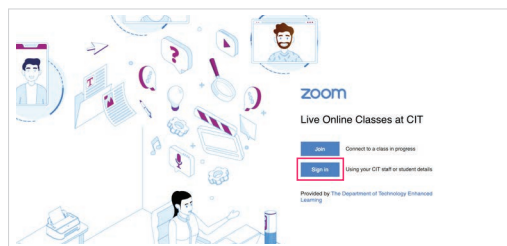


For more detail on the content below and for additional help on the various other features Zoom provides, please see <https://telhelp.eu.helpdocs.com/zoom>

Be sure also to check out our frequently-updated help articles at <https://telhelp.eu.helpdocs.com/> as well as our remote teaching and learning resources hub at <https://tel.cit.ie>

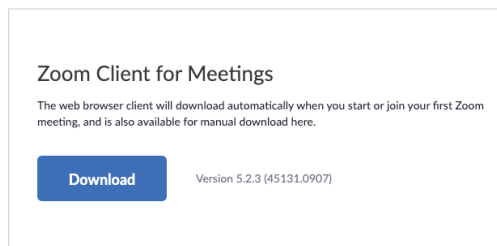
# USING ZOOM IN 6 EASY STEPS

## 1 Sign up and download the Zoom client



First, go to <https://telcit.zoom.us/>

Click on the option to sign in and sign in using your CIT email details (what you typically use to access your CIT email). This will set you up with a licensed Zoom account.



Once you have done this, please download the Zoom client from <https://telcit.zoom.us/download>.

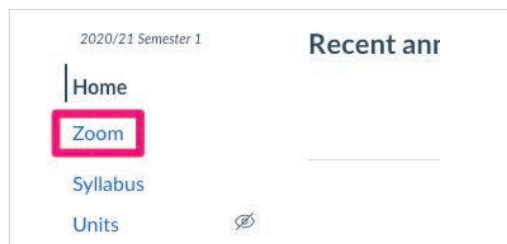
The Zoom client automatically downloads when you start or join your first meeting but we recommend that all users download the Zoom client in advance of running or participating in any Zoom session.

**Note:** We encourage you to **keep your Zoom client up to date** to ensure you are using the latest version.

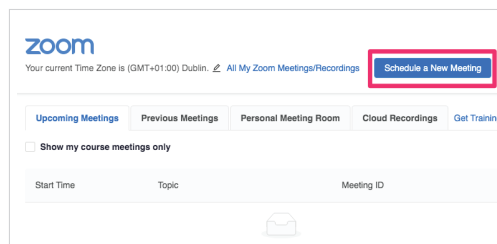
## 2 Schedule a class

Zoom meetings can be created for your regular timetabled classes or for any other unscheduled student sessions throughout the semester. By creating Zoom sessions in Canvas, you ensure that:

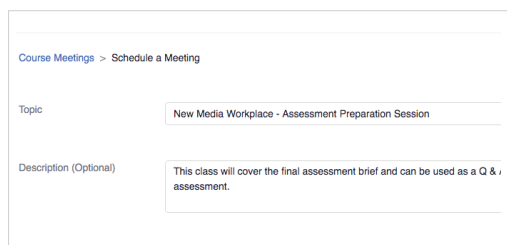
- The Zoom session is easily accessible for you and your students
- Attendees have been authenticated using their @CIT or @mycit accounts
- The Zoom session is integrated into the rest of the Canvas module, which provides additional supports such as the Canvas Calendar system, etc.



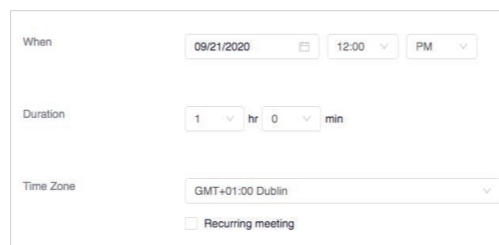
In your module navigation menu on the left, click the **Zoom** link



Click the **Schedule a New Meeting** button.



Give your Zoom session a name (Topic) and Description. By default, the Topic will be the name of your Canvas module so you will likely keep this name for your regular classes.



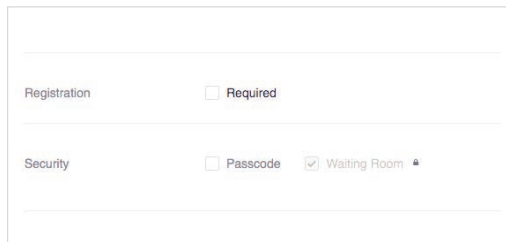
You can set a day and time for the Zoom session based on your timetable or your availability. The duration defaults to 1 hour but your session does not end automatically after this time. The **time zone** refers to your particular time zone. It is set automatically so you should not need to change this.

You only need to enter details for when the session will take place, but if you want to, you can schedule a recurring meeting for the coming semester - if you want to deliver on the same day and time each week - by ticking the "Recurring Meeting" checkbox

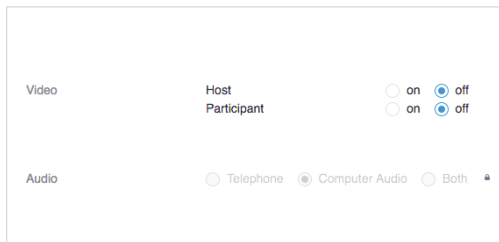
# USING ZOOM IN 6 EASY STEPS

## Other settings:

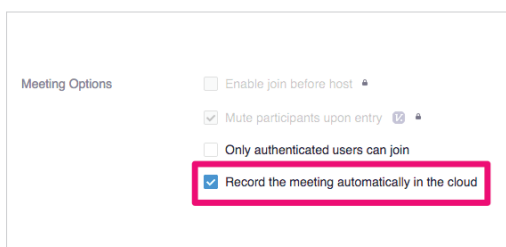
The following are default settings for all Zoom meetings in Canvas. Many of these will not need to be changed.



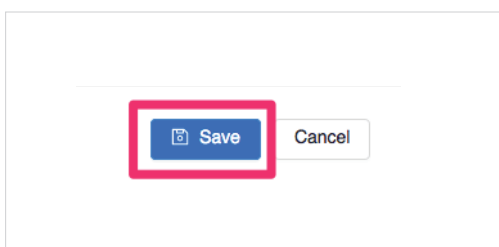
1. Registration and security options are not ticked automatically, so you should not need to change these.



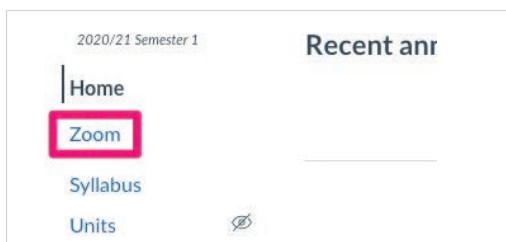
2. By default, hosts and students will not have cameras turned on. Audio/sound by default is via the computer (in some scenarios organisations using Zoom opt to allow user to use their telephones to listen and talk but that is not the default option being used here).



3. You can choose to record the session automatically in the cloud by ticking the box next to this setting. Alternatively, if your meeting will not record automatically, you can press record when the meeting has started.

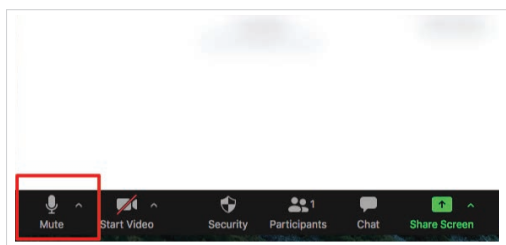


4. Finally, click **Save** to finish setting up your class.



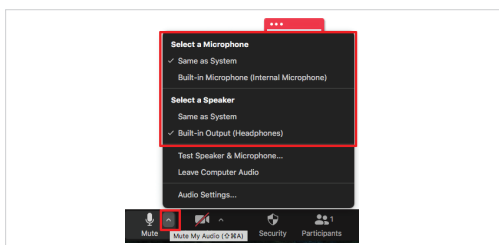
To start the Zoom class, simply re-enter the Zoom area in Canvas and press the "Start" button for the class in question.

## 3 Set up your audio



An important first step is to make sure that students can hear you and that you can hear them. You can actually check this before the class begins at all.

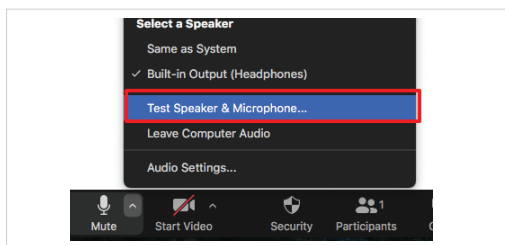
This is done through the "Microphone" icon in the lower-left corner of the Zoom interface -- which is also the means by which you can mute and unmute yourself.



If you click on the arrow to the right of the Mic icon in the lower left you will be shown a list of your Microphone and Speaker options.

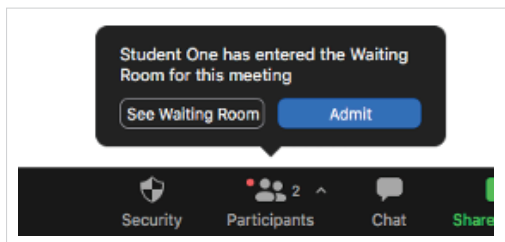
From here, you can select the appropriate microphone and speaker which you wish to use (the selected Mic/Speaker will have a tick next to them). If you are using a laptop but also have a headset or microphone plugged in, you may find the internal laptop microphone and the external one you have plugged in listed here. Be sure to pick the right one. *Please continue to the next page to complete step 3.*

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Once you have selected your Microphone and Speaker, you can select the option to **[Test Speaker and Microphone]** by clicking on the arrow to the right of the Mic Icon.

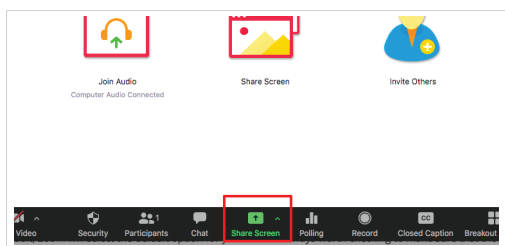
## 4 Admit students from the waiting room



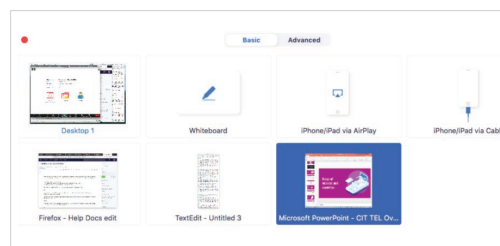
As students seek access to the room, you can allow them entry. To admit these individuals to the meeting, you will need to:

1. Click **Participants** in the Zoom menu bar.
2. In the Participants pane, either click **Admit** for individual attendees, or **Admit All** to let in everyone who's waiting.

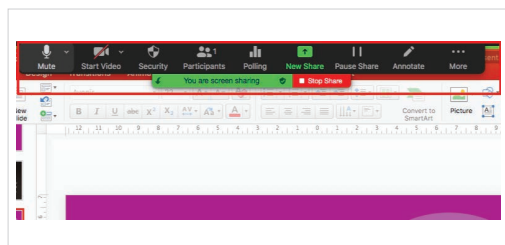
## 5 Share your screen



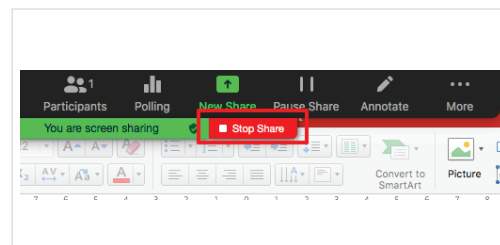
When in Zoom, first open your Powerpoint or the software you want to show students and then select the option to share your screen with them using the "share Screen" button at the bottom of the Zoom interface.



It is recommended that you select the option to share a specific application (e.g. Powerpoint). This means that regardless of what else is on your screen, only that application/ window will be shared and seen by your students.

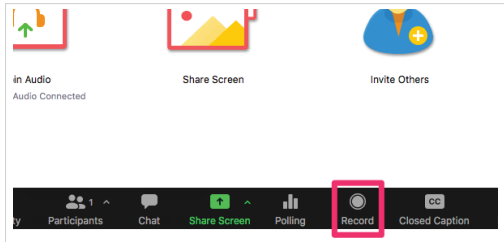


When you begin sharing, the Zoom menu will be moved to the top of the screen. You will also notice that there is a green bar surrounding the application or area you are sharing and a message will indicate you are sharing your screen. This can take a little getting used to at first.

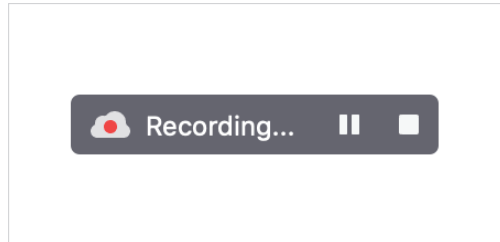


When you are ready to stop sharing, you can press the red "Stop Share" button under the Zoom icons to return to normal

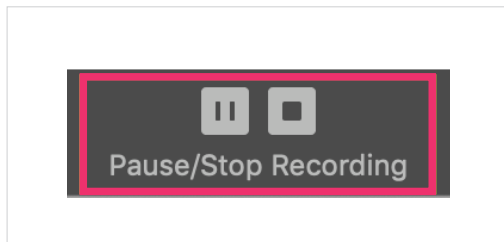
## 6 Recording



Whether or not you record your online class is a decision which is being left to all teaching staff as an individual choice. If you wish to do so, you can manually begin your session by pressing the "record" button in the zoom menu.



While recording, you will see a notification on the top of your Zoom session to show that you are recording the session.



You can pause the recording at any time and stop the recording using the pause or stop button, which will appear in the menu where the recording button was.

**Note:** Recordings are automatically uploaded to Canvas, so you do not need to save these anywhere. When you stop recording, you will receive an email when the recording is ready.