How to use Zoom
for online RCR teaching

This document has been modified from one used for teaching at UC San Diego so that it is (hopefully) generalizable to most other settings.

1. How to get set-up on Zoom

- This may vary between institutions, but ideally it would be good if all participants obtain Zoom Pro accounts.
- Depending on your Zoom account, it may be possible to allow someone else to schedule your Zoom meetings: https://blink.ucsd.edu/technology/file-sharing/zoom/guide/assistant.html#Give-scheduling-privilege-to-so
- To use Zoom to teach about using Zoom (e.g., in the first meeting of a course), it would be useful to share your Zoom screen. To do so, activate settings in two places: (1) Select option for "Show Zoom in windows during screen share" in online Zoom account Settings and, if using desktop app, (2) Select "Share Screen" option and check "Show Zoom windows during screen share" in desktop app Settings (accessed through "gear").

2. How to avoid Zoombombing

- Share your Zoom meeting link only privately with students in your course.
- Set-up a waiting room feature so you control admittance of students: Zoom instructions
- Require a meeting password: Zoom instructions
- Allow only authenticated users to attend your Zoom meeting: Zoom instructions

3. How to record Zoom sessions and let students know [OPTIONAL]

- Announce (both in writing and in class) that sessions are to be recorded for class use only.
- Set to require Consent: https://support.zoom.us/hc/en-us/articles/360026909191-Consent-to-be-RecordedUnless you set-up recording to start automatically, remember to start (and stop!) recording at appropriate time.
- Setting to create Zoom waiting room with announcement that session is being recorded: https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room
- Recording settings: https://zoom.us/profile/setting?tab=recording

4. How to access Zoom menus

- When you first start your Zoom meeting, you will see your menu options (mute, video, etc.) at the bottom of the screen.
- After a short while, those options will disappear. They will reappear if you move your cursor to the bottom of the screen.
- If you are sharing your screen, including showing a PowerPoint presentation, the options will disappear. They will reappear if you move your cursor to the *top* of the screen.

5. How to train students in Zoom use

- Consider starting your first session by sharing your Zoom screen and showing options
- Options to demonstrate (if to be used): Raise and unraise hand, nonverbal feedback, reactions, chat, mute and unmute, polls
- Consider having students "rename" themselves (if needed) so their screen name coincides with the name by which they would like to be called.
- Consider discussing Video policy concerns (possible bandwidth issues, when to turn on, reminder that you're sharing what's behind you as well)

6. How to get attendance in Zoom

Two options:
1. Select "Participants" from your menus at bottom of page. This should display everyone in alphabetical order (accept for hosts and whoever is speaking, who will show up first)
2. If you require participants to register, you can generate post-meeting reports with all student names: https://zoom.us/account/my/report/regmeeting

7. How to use Zoom Polls

- Creating and launching a poll:
  https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings
- It appears that you cannot launch and share a poll if you are sharing your screen for a PowerPoint presentation. One workaround is to designate someone else as host or co-host and they can launch and share poll results while you're still sharing your PowerPoint presentation.

8. How to use Zoom Breakout Rooms

- https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms
- Only if you allow in your settings, breakout groups can choose to record their session.
- To pre-assign groups, go to https://zoom.us/meeting and select the meeting in question, scroll down to the bottom and select the "Edit this meeting" button, towards the bottom under Meeting Options choose "Breakout room pre-assign", and then you have an option to upload a csv file with email, first name, and last name, which you can then use to pre-assign the groups (NOTE: unfortunately, I was so far unable to get the csv file upload to work…)
- Within the same Zoom meeting, the groups can be re-opened by returning to the breakout window and selecting "Open all rooms"
- Once breakout rooms have been opened, you can visit individual rooms by clicking the Join button for the room/group, and you can broadcast a message to all rooms by choosing "Broadcast message to all"