

Facilitating a Live Session in Zoom

Zoom is an easy-to-use, reliable cloud platform for video and audio conferencing, collaboration, and chat across mobile devices, desktops, telephones. It has quickly become a default tool to support synchronous online learning at Mohawk, and is also used for collaboration, virtual office hours, meetings, and tutoring.

Zoom is one of two synchronous platforms used for real-time course delivery at Mohawk, the other being Microsoft Teams. Both are reliable and easy to use, both are available for faculty and students, and neither requires individual licensing. Access to both systems is included for anyone with a Mohawk College account.

Contents

Getting Your Zoom Account.....	2
Introducing the Zoom/MyCanvas Integration	2
Scheduling Meetings Using the Zoom/MyCanvas Integration	2
Your Zoom Meeting Room	3
Configure Your Settings	4
Recommended Settings	4
Security Settings	4
Sharing Your Personal Meeting Connection Information	4
Creating Unique Meetings for Each of Your Courses	5
Launching Your Session	6
Features for Hosts.....	7
Recording	7
Share Screen	7
Immersive View.....	7
Whiteboard	8
Annotation	8
Polling	8
Breakout Rooms	8
File Sharing.....	9
Live Transcript.....	9
Features for Participants	9
Rename.....	9
Chat and Participants Panels.....	9
Reactions.....	10
Transcription and Download	10
Hosting Your Session Recordings.....	10
Automatic Uploads of Recordings to Kaltura and Panopto	10

Getting Your Zoom Account

Mohawk College's Zoom portal is at <http://mohawkcollege.zoom.us>.

- Download and install the software from the **Download** link.
- **Login** to the Mohawk Portal using your new credentials to access your account settings, advanced preferences, etc.
- All of your Zoom settings and your preferences are stored here.

Introducing the Zoom/MyCanvas Integration

For September 2021, the new Zoom integration was deployed in MyCanvas, allowing faculty and students to access and configure Zoom Meetings directly from MyCanvas. For most, this will be an improvement and a simplification to how Meetings are scheduled and accessed.

Note that the new integrated access and any methods used previously will coexist, so as an instructor you can choose the method that works best for you and your students.

The integration places a **Zoom** link on all course navigation menus, and via that link most Zoom activity will occur- scheduling meetings, joining meetings, accessing past recordings and records, etc.

- There are no special accounts needed or special configuration of those accounts.
- All users must login to their Zoom account using their Mohawk College credentials.

Edit your course navigation menu (**Settings > Navigation**) and drag the **Zoom** link higher (earlier) in the link sequence, just below Home or Announcements.

If you are not using the integration method, and intend to create the Meeting link in the Zoom client and share the link in your course to provide access, you should disable the Zoom link to avoid confusion.

Scheduling Meetings Using the Zoom/MyCanvas Integration

The first time you enter Zoom from your course navigation menu, you may need to **Authenticate** your account by clicking/pressing the button. First time users may also see a Warning message, asking to click on a link to sign into the account. Once that is done, the configuration is complete.

When you, as an instructor, arrive at the Zoom screen after following the link, you'll see a listing of all the **Meetings** that you've scheduled, access to the **Recordings** and **Records** of previous meetings, be able to start and/or join meetings, and schedule new Meetings.

- Meetings that you schedule this way appear in the students' MyCanvas Calendar, and they are sent an email message. They can join a meeting directly from the Calendar item or the message.
- To schedule a new Meeting, click/press the blue **Schedule a New Meeting** button and configure it as desired.
- Click the **Recurring Meeting** option to create multiple Meetings.
- To configure a Meeting to be "always available, always open", choose **Recurring Meeting** and select **No Fixed Time** in the **Recurrence** field.
- To automatically record the meeting and have it upload to your My Media, select **Record the meeting automatically**, and choose **In the cloud**.
- Be sure to click/press **Save** to create the meeting.

When you return to the main Zoom screen, you will see the new Meeting. If you want to edit the meeting, click its link and make the change(s).

Note that you can copy the invitation via **Copy Meeting Invitation** link, and/or copy the URL for the Meeting. If you edit a Recurring Meeting, the change is reflected in all the instances of that Meeting.

Your Zoom Meeting Room

After you've launched Zoom, you'll arrive in Zoom and one of four tabs- **Home**, **Chat**, **Meetings**, or **Contacts**.

On the **Meetings** tab, the Personal Meeting is always at the top of the list. The connection information for your various Meetings is viewable from the **Show Meeting Invitation** link once a Meeting is selected. This information is copied to the clipboard when you click/press on **Copy Invitation**. The students need this information in order to connect to a Meeting.

Rather than using the Personal Meeting for your course delivery, a better method is to create unique Meetings for each of your courses. This is covered later in this document.

Configure Your Settings

Launch Zoom on your computer. Before you run your first session, be sure to take the time and determine the settings that will best support what you want to do.

- In the upper right corner of most Zoom screens you'll see your profile image.
- Click/press on the profile image, and then on **Settings**. This will display the most-used preference settings, organized under a number of categories.
- Clicking/pressing on **View More Settings**- on the bottom of the **General** menu on the **Settings** screen- will send you to your mohawkcollege.zoom.us account and will allow you to access the full set of configurations.

Recommended Settings

Here is a list of recommended settings, or settings that you should consider:

- Enable **Use dual monitors** if you are using multiple monitors.
- Enable **Spotlight my video when I speak**.
- Disallow users to enter the room before you.
- Under the **Screen Sharing** options, do not allow other users to share their screen, except when you give explicit permission.

Security Settings

- Click/press the **Security** button on the horizontal tool menu, and consider disabling **Share Screen**.
- Visit **Settings > General > View More Settings**, and visit **Settings > Security**.
 - Consider using the **Waiting Room** to allow you to confirm identity.
 - Familiarize yourself with the various settings and configure to your liking.
 - Consider requiring the use of a password to enter the Meeting. If you do require a password, do not share the password outside of your group.

Sharing Your Personal Meeting Connection Information

If you are not using the Zoom integration to create Meetings and provide access, you may choose to use your Personal Meeting for your Zoom activity, by sharing

its link in your course(s). Every Zoom account has, by default, a Personal Meeting already created and configured.

Like any Meeting, your Personal Meeting has a unique connection address, and password (if you have required a password). That information is available under the **Show Meeting Invitation** link, and includes information like this, as well as a set of telephone numbers:

<https://mohawkcollege.zoom.us/j/4453341572?pwd=WEFxaXpSV0IyZnlTUWd6T05uTGZzZz09>

Meeting ID: 445 334 1572

Passcode: ZoomRoom

- Launch Zoom, and go to the **Meetings** tab
- On the left menu, click on your **My Personal Meeting** button
- Clicking/pressing the **Copy Invitation** link on the **Meetings** tab will copy the required information to your clipboard.

You can share this information to your students via an Announcement, or include it on a Page e.g. your course Home Page. That way, students will have ready access to it. Students will access the Meeting by clicking/pressing the link.

This information must never be shared outside of your course, and students must not share it, or your Meeting password.

Creating Unique Meetings for Each of Your Courses

If you are not using the Zoom integration to create Meetings and provide access, you will need to use your Personal Meeting, or manually create your course Meetings and share the link to the Meetings in your courses. The recommended method is to create unique Meetings for each of your courses.

- Launch Zoom, and in the Zoom client, go to the **Home** screen.
- Click/press **Schedule**, and enter an appropriate name for the course Meeting. e.g. "Basic Electricity 101"
- Be sure to select the **Recurring Meeting** checkbox. This will ensure that you can meet your students any time.
- Check the **Waiting Room** checkbox to enable the Waiting Room if desired.
- Open the **Advanced Options**, and make the appropriate settings. It is suggested that you:
 - disable **Enable join before host**
 - enable **Only authenticated users can join: Mohawk Users Only**
 - enable **Automatically record meeting** and choose **Local** or **Cloud** storage.

- **Save** the settings.
- Return to the **Meetings** tab in Zoom and you will note the new Meeting on the left side of the screen.
- Click/press on the Meeting name to highlight it (in blue).
- Clicking/pressing the **Copy Invitation** link will copy the required information to your clipboard.

Share this information to your students via an Announcement, or include it on a Page e.g. your course Home Page, by pasting the clipboard information. That way, students will have ready access to it. Students will access the Meeting by clicking/pressing the link.

This information must never be shared outside of your course, and students must not share it, or your Meeting password.

Launching Your Session

Depending on how you have configured- via **Settings**- how you want your Meeting to work, students may or may not be able to enter the Meeting before you.

If you have disallowed participants to enter before you, when you enter the Meeting you will be alone. When other users begin to enter the Meeting, they will each be represented by a black tile with an associated name. They may or may not include their video feed, depending on their own choice. As well, they may- depending on your preference- be in a Waiting Room, and you'll need to allow them into the Meeting via the Participants panel.

It is possible that students may be able to join your Meeting using an Zoom account other than their Mohawk account. They may be using a personal account, and the names that you will see on the screen will **not** necessarily be the names that you might expect.

- You'll want to insist that they change their account settings to display their names as they appear in the People tool in MyCanvas
- You can manually change names using the Change Name feature, available from the options available by clicking/pressing on the user's tile.
- After your first or second meeting, you should change your meeting settings to only allow users from Mohawk to join. This will require the students to create Zoom accounts that include **@mohawkcollege.ca**.

When in a Meeting, the Zoom toolbar runs along the bottom of the Zoom window. This toolbar will disappear from view by default, but will show when you mouse over the lower part of the Zoom window.

The various Audio and Video hardware choices are in the lower left. You can choose to mute your audio and/or video, or change your choice of webcam or microphone.

Features for Hosts

Zoom includes lots of features- some obvious, some not- that you can use to help you facilitate a successful session.

Recording

You can configure your Meeting to automatically be recorded, or you can manually start, pause, and stop recordings. Once the meeting is finished, Zoom will encode the session as an mp4 video file.

This file can be subsequently be uploaded to Kaltura (My Media) and shared within your course- on a Page or within an Announcement. If you have chosen to **automatically record meeting in the cloud**, they will be uploaded automatically.

Share Screen

A powerful and most-used feature of Zoom is the ability for you to share your screen and mouse movements. You can choose to share a screen, or a particular window that you have open. As content changes in the window, the shared content will change.

- If you want to include the sound, be sure to select **Share computer sound** before clicking/pressing **Share**.
- Under the Advanced tab, you can select additional options like **Portion of Screen** or **Content from 2nd Camera**.
- Clicking/pressing the small arrow carat on the **Share Screen** button displays more options. Consider selecting **One participant can share at a time**, especially if you have allowed others to screen share in your general settings.

Immersive View

While in a meeting, the Host can choose to invoke the **Immersive** view from the **View** options in the upper right of the main screen. You can choose from several

configurations, depending on the desired aesthetic and expected number of attendees.

- Clicking the small **+** button allows you to import a custom background image.
- Once Immersive view is started, all the users in the meeting will see the new view.

Whiteboard

One of the Share options is the **Whiteboard**, allowing you to make real-time annotation using a variety of drawing tools for all to see. When the recording is complete, the various whiteboard images are saved as image files for future use if needed.

Annotation

Your Zoom Meetings can be configured to allow the annotation tools for any shared screen, allowing you to annotate over any screen or window.

You may need to enable this feature by logging in to your Zoom account (or accessing **View More Settings** on the **General** settings screen), and navigating to **Settings > In Meeting (Basic) > Annotation**.

Polling

The polling tool allows you to create, in advance or in real time, text-based polls, and display them for your participants. They, in turn, will respond to the poll questions and their response data is presented to you.

This can be an effective way of taking a “temperature check” of your session, or in forcing an interactive “break” in your presentation.

- You may need to enable this feature by logging in to your Zoom account (or accessing **View More Settings** on the **General** settings screen), and navigating to **Settings > In Meeting (Basic) > Polling**.
- Once in the Polls tool, click/press **Edit** to access the poll creation tools.
- Select the poll question group that you wish to present via the drop-down menu, and click/press **Launch Polling** to display the selected poll to students.

Breakout Rooms

This feature allows you, as the host, to create companion Zoom meeting rooms, and either manually or automatically assign participants into rooms. By default,

a participant will be able to move in and out of any Room that they are enrolled in- including the main presentation- at will.

Participants can access their various Breakout Rooms from the horizontal tool menu's **Breakout Rooms** button.

File Sharing

From the Group **Chat**, clicking/pressing the **File** button allows users- depending on their allowed permissions- to share files to the group.

Live Transcript

Live captions, and the ability for students to view and download the, can help students follow conversations and help meet accessibility requirements. While in a meeting, the host can enable live captioning, viewable by all participants. This is an automatic machine-transcription option- although a manual paid option is available- so the accuracy of the text is limited.

On the main toolbar, click/press the **Live Transcript** button, and click/press **Enable Auto-Transcription**. Now, as participants speak, the text will display for all participants.

Note that you may need to login to your Zoom account and adjust your Account Settings to enable Live Transcript. Under the **In Meeting (Advanced)** section, verify that **Closed captioning** is enabled.

Features for Participants

Zoom includes numerous simple-to-use features- some obvious, some not- that participants can use to help communicate with you the host, and to other participants.

Rename

Depending on your Meeting settings, participants can change/edit their displayed name, by clicking/pressing on their tile.

Chat and Participants Panels

Opening the **Chat** panel from the horizontal tool menu displays the chat interface.

Opening the **Participants** panel displays a list of all participants, and a set of reaction icons that participants can use, including "yes", "no", "go slower", etc.

Reactions

Clicking/pressing the **Reactions** button allows users to place a publicly-visible icon on their personal tile e.g. “thumbs up” and “clap”.

Transcription and Download

Once the host (you) has enabled **Live Transcript**, it will be possible for participants to view and download the entire machine transcript, from when they joined the meeting to the present.

Click/press the **Live Transcript** button on the Zoom toolbar, and click/press **View Full Transcript**. This will display the entire rolling transcript, and provide an option for download (as a text file).

Hosting Your Session Recordings

By default, recordings are not recorded. However, under the **Advanced Options**, when configuring or editing a Meeting, you can choose to automatically record all meetings. When you choose to record a Zoom session, the recording is stored and automatically encoded to mp4 video format on your computer if you have selected to store recordings **Locally**.

You can upload the files to your **My Media** (Kaltura) to make your recordings available to students after the session. Captions will be automatically generated by Kaltura.

Automatic Uploads of Recordings to Kaltura and Panopto

Under the Advanced Options when configuring or editing a Meeting, you can choose to **Automatically record meetings > In the cloud**. Choosing **In the cloud** will save the recording to the Zoom cloud, but will also upload it automatically to your **Panopto** and **Kaltura** accounts. Kaltura users will see their recording in **My Media** soon after the recording was completed. This video can be subsequently shared within your course- on a Page, to the course Media Gallery, to a quiz or question, within an Announcement, etc.