



## Zoom (Online Meetings tool) - Quick Start Guide for Instructors -

### 1. How to Add Zoom to Your Course Site

If the Zoom tool does not appear in your course site, you can add it by following the steps below:

1. From the menu on the left side of your Canvas site, click on **Settings**.
2. At the top of the page, click on **Navigation**.
3. Select **Online Meetings** from the list of hidden tools at the bottom of the page and drag it up into the bank of available tools.
4. Click **Save**.

### 2. Overview of Zoom from within Canvas

From the Online Meetings page, users can view Upcoming Meetings [1], Cloud Recordings [2], Schedule a Meeting [3], view upcoming Sessions [4], and Start or Delete a session [5].

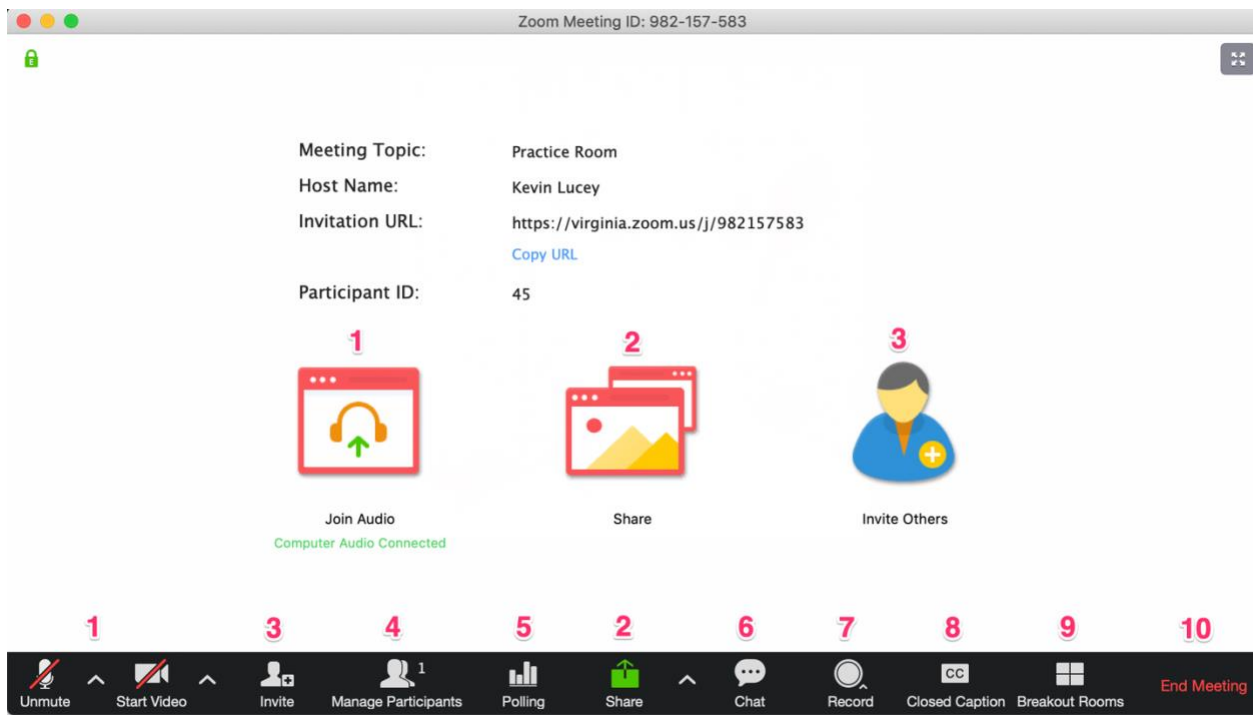
The screenshot shows the Zoom interface within Canvas. On the left is a navigation menu with 'Online Meetings' highlighted. The main content area has a Zoom logo and time zone information. A 'Schedule a New Meeting' button is highlighted with a red box and labeled '3'. Below this are tabs for 'Upcoming Meetings' (labeled '1'), 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings' (labeled '2'). A checkbox 'Show my course meetings only' is present. A table of upcoming meetings is shown, with the table itself highlighted by a red box and labeled '4'. The table has columns for 'Start Time', 'Topic', and 'Meeting ID'. To the right of the table are 'Start' and 'Delete' buttons for each meeting, with the buttons for the first row highlighted by a red box and labeled '5'.

Start Time	Topic	Meeting ID	
Recurring	Practice Room	557-778-224	Start Delete
Tue, May 21 7:00 PM	Class One - Introduction and Course Overview	858-889-475	Start Delete
Tue, May 28 7:00 PM	Class Two - Adult Learning & Canvas Tools	783-460-200	Start Delete
Tue, Jun 4 7:00 PM	Class Three - Facilitating an Online Class	683-719-946	Start Delete
Tue, Jun 11 7:00 PM	Class Four - Alignment & Accessibility	359-898-029	Start Delete

## How to Create and Join a New Zoom Session:

1. Click on **Schedule a New Meeting** [3, previous page].
2. Give the meeting a title (Topic), then select a date and time.
3. Review the remaining meeting settings (OK to keep default settings).
4. Click the **Save** button at the bottom of the page.
5. Once your meeting has been created, you will be taken to a new page with a summary of the settings and a link to join.
6. Instructors will join their class meetings by clicking on the **Start** button [5, previous page]. Students can join meetings by going through Canvas and clicking **Join** or by using the meeting link.

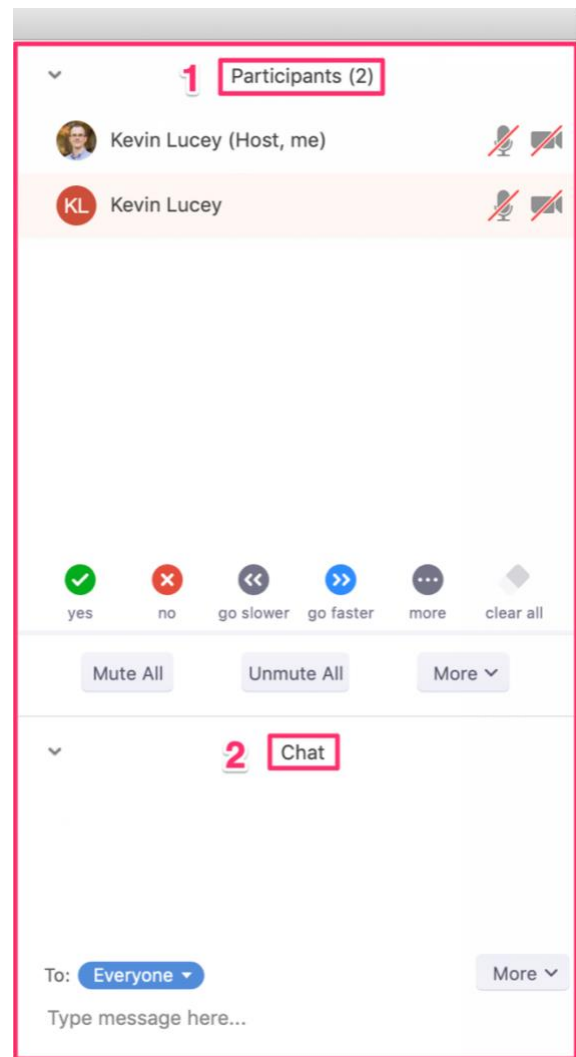
### 3. Zoom Interface



1. Audio/Video Settings
2. Share Content
3. Invite
4. Manage Participants
5. Polling
6. Chat
7. Record
8. Closed Caption
9. Breakout Rooms
10. End Meeting

## Participant and Chat Windows

- The **Participants** window [1] and **Chat** window [2] do not appear automatically. These windows can be brought up by clicking on buttons 4 and 6 from the previous page.
- Students will have a raise hand icon in addition to those shown here at the bottom of the Participants window.



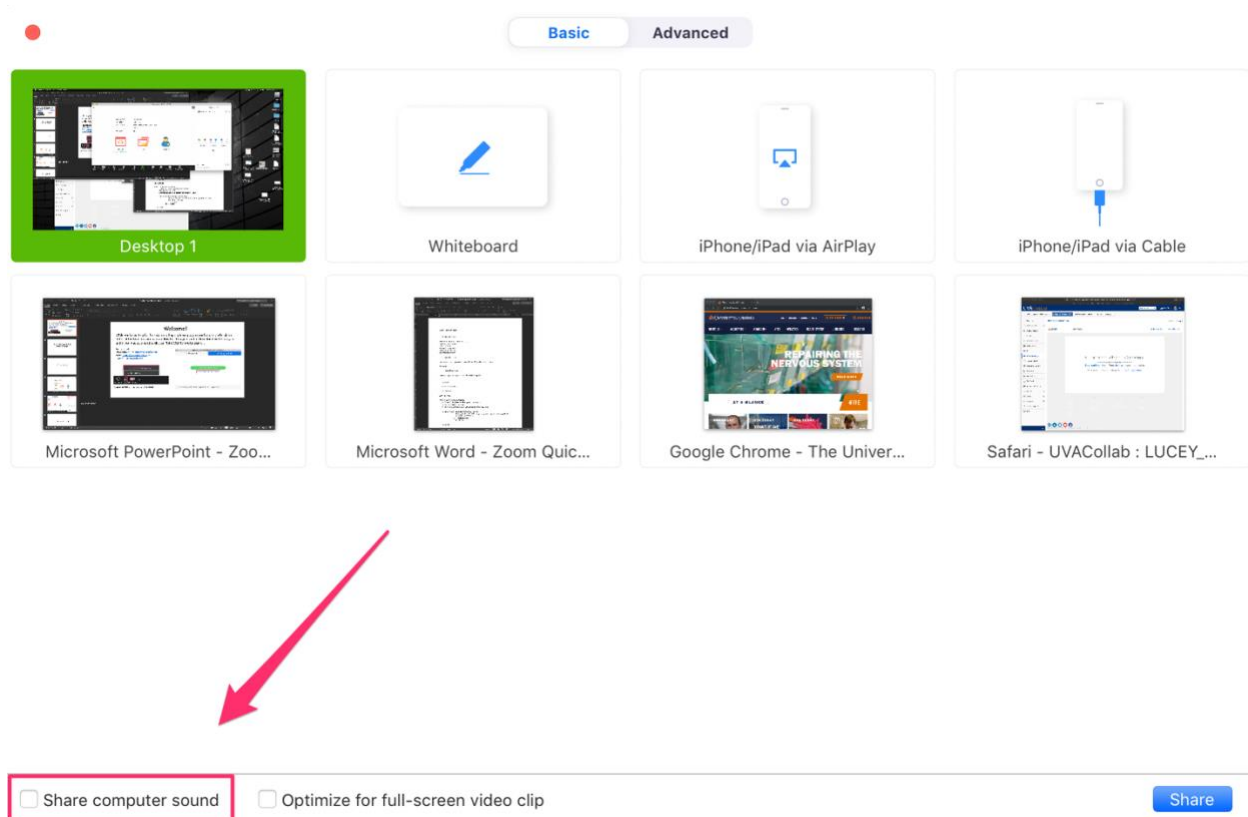
## 4. Sharing Content

With Zoom, instructors are no longer limited to sharing only PowerPoint presentations with their students. Simply click the **Share** button [2, page 2] to share anything that is currently open on your computer. Items that can be shared on Zoom include:

- Web sites
- PDFs
- Word documents
- Videos
- PowerPoint presentations
- Desktop
- Whiteboard
- Excel spreadsheets

## Basic Sharing

- Once you click the **Share** button, a new window will open with thumbnail images of all of the applications currently open on your computer. Select the application that you wish to share and then click the **Share** button in the lower right corner.
- If sharing a video, make sure to select **Share computer sound** (highlighted below).



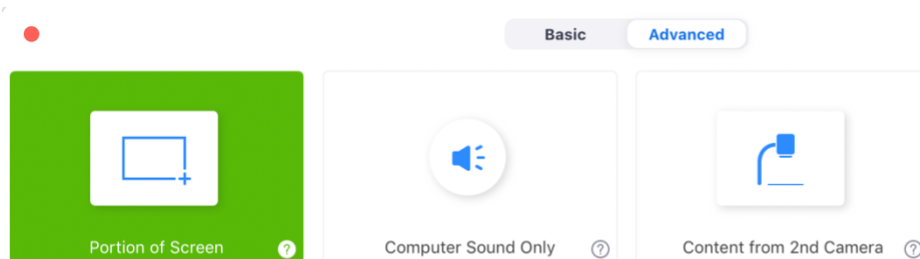
## Sharing Menu

- Once you have started sharing, you can bring up a palette of tools to annotate your content by clicking on the **Whiteboard/Annotate** button [2] in the Sharing Menu.
- Once you start sharing, the **Participants** and **Chat** windows will disappear. To bring them back up, click on the **Manage Participants** button [1] and the **More** button [3], then select **Chat**.



## Advanced Sharing

- To share only a portion of your screen, select the **Advanced** tab at the top of the Share window and choose **Portion of Screen**. This feature is useful if you would like to share the main slides from a PowerPoint presentation without also sharing your notes and preview slides.

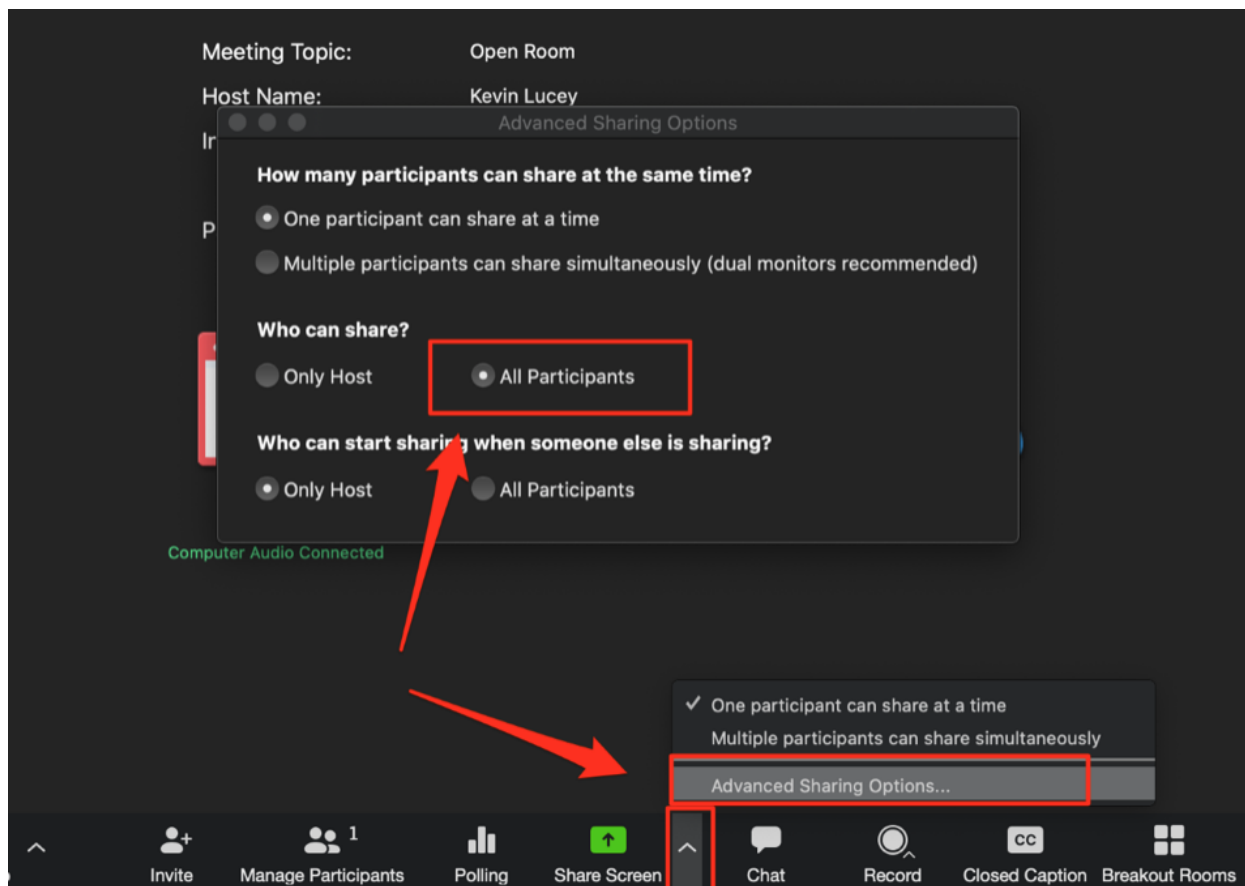


## Sharing Permissions

Students must be given permission to share content in Zoom. There are 2 ways for an instructor to do this (see below):

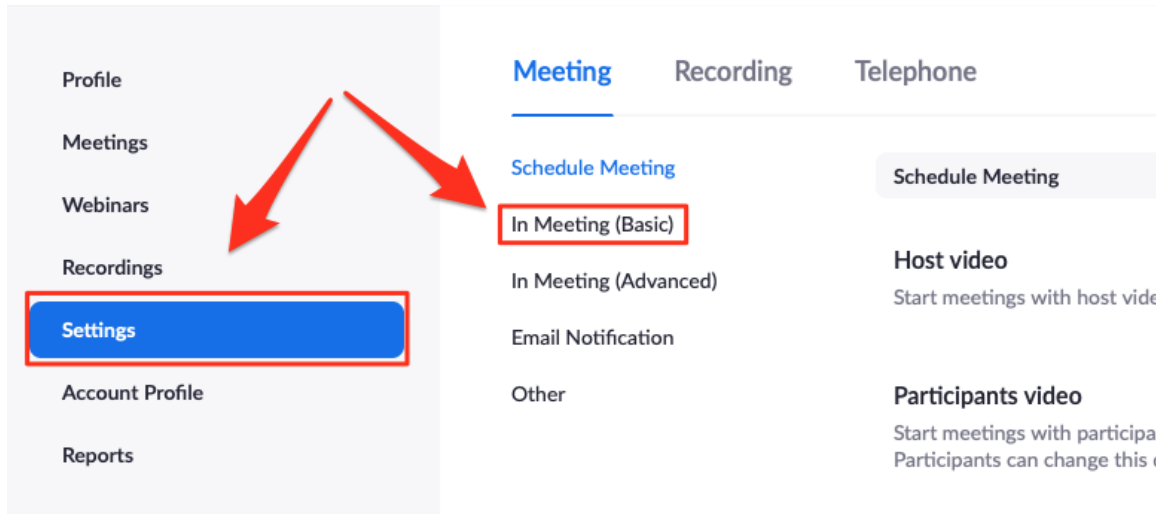
**Option 1** (affects only the current meeting):

1. In a Zoom session where you are the host, click on the arrow to the right of the **Share Screen** button and select Advanced Sharing Options
2. In the pop-up window, under **Who can share?**, select **All Participants**

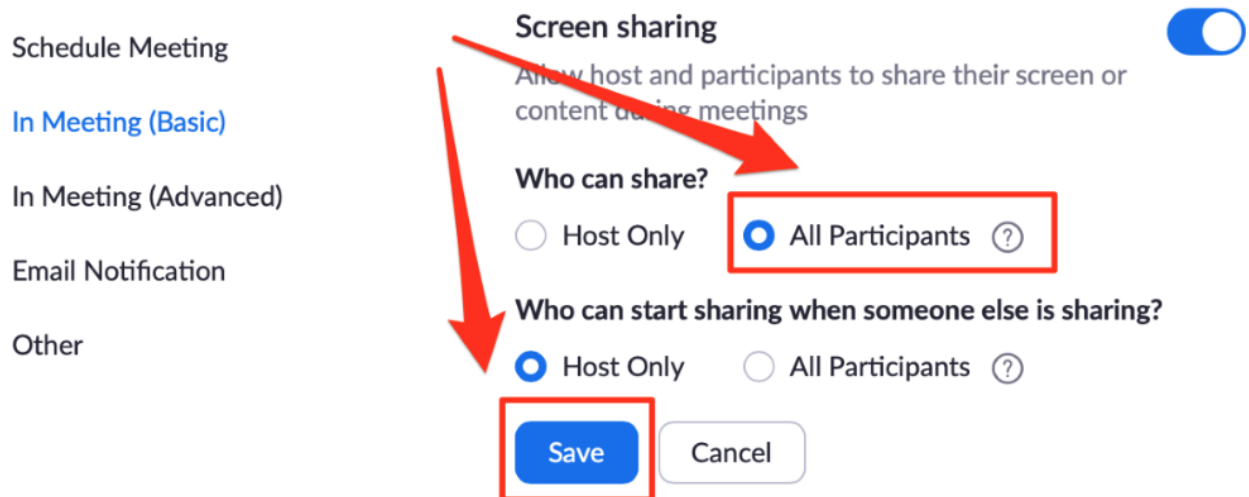


**Option 2** (affects all future Zoom meetings, only needs to be done once):

1. Go to the UVA Zoom login page ([virginia.zoom.us](https://virginia.zoom.us)) and click on the box labeled "Academic Faculty, Staff, & Students: Login to UVA Academic Zoom via NetBadge".
2. On the next page, click on **Settings** in the menu on the left side of the page and then select **In Meeting (Basic)** from the menu to the right.



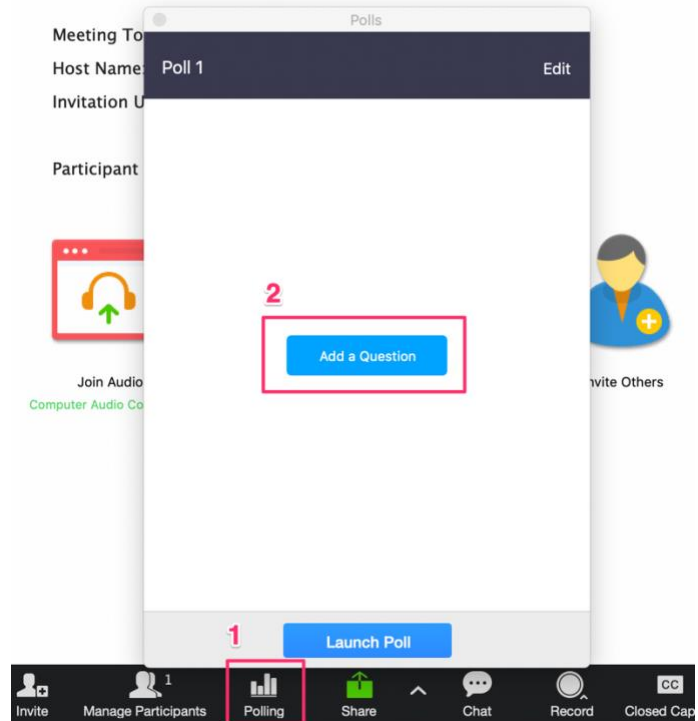
3. Next, scroll down to **Screen sharing** and under **Who can share?** select **All Participants**, then click **Save**.



## 5. Polls

### Create a Poll During Your Session

1. Click the **Polling** [1] button.
2. Click the **Add Question** [2] button.



#### Add a Poll

Final Four

1. Who will win the Final Four?

Single Choice  Multiple Choice

UVA	
Auburn	
Michigan State	
Texas Tech	245

3. Give your poll a title.
4. Type in the question and answers.
5. Click **Save**.



Polls

Poll 1: Final Four Edit

1. Who will win the Final Four?

UVA

Auburn

Michigan State

Texas Tech

**6. Click Launch Poll.**

Launch Poll

**7. When finished, click End Poll.**

Polls

Final Four in Progress 00:00:14

Attendees are now viewing questions 0 of 0 (0%) voted

1. Who will win the Final Four?(Multiple Choice)

UVA	(0/0) 0%
Auburn	(0/0) 0%
Michigan State	(0/0) 0%
Texas Tech	(0/0) 0%

End Poll

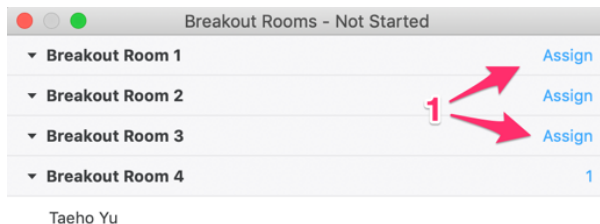
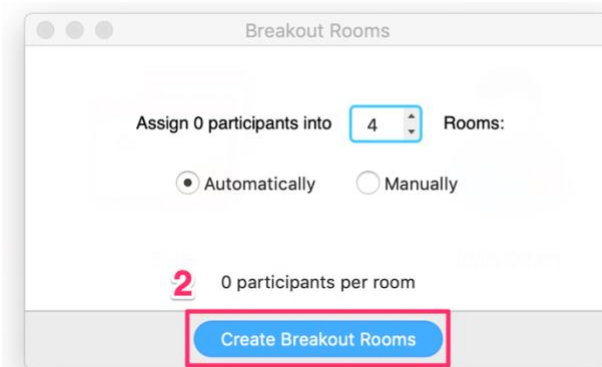
Create a Poll Before Your Session

1. Go to <https://virginia.zoom.us/signin> and log in.
2. Click on the **Meetings** tab in the left menu.
3. In the **Upcoming Meetings** tab, click on the name of the session that you would like to add a poll to.
4. Scroll to the bottom of the page and click on the **Add** button on the far right of the screen.
5. To launch your poll during the session, click the **Polling** button [5, page 2].

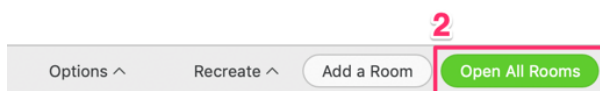
## 6. Breakout Rooms

### How to Create a Breakout Room

1. Click the **Breakout Rooms** [1] button in the menu at the bottom of the screen.
2. Select the number of Rooms and click **Create Breakout Rooms** [2].

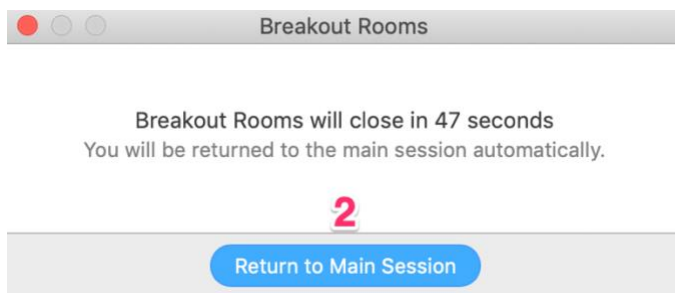
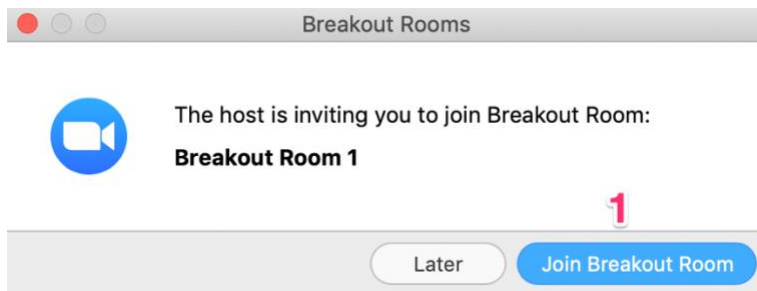


3. A new window will open with a preview of the rooms that you just created. Your students will be listed under the room that they were automatically assigned to.
4. You can use this opportunity to make any last minute adjustments to room assignments by clicking on any of the **Assign** buttons [1].
5. Once you are satisfied, click **Open all Rooms** [2].



## Instructor View of a Breakout Room

- Instructors can see who is in each room by clicking on the downwards arrow to the left of the room name.
- Instructors can join a room by clicking **Join** [1]. Once inside a Breakout Room, the interface is the same as that of the Main Room.
- When you are finished using the Breakout Rooms, click **Close All Rooms** [2].



- When Breakout Rooms are created or closed, students will receive a pop-up message prompting them to **Join the Breakout Room** [1] or **Return to the Main Session** [2].


## 7. Recordings

In order to access recordings, Zoom requires that students have a password. When students are prompted to enter a password (see first image below), they will need to go back to the page where the recording is located and click on the eyeball icon to reveal the password (see second image below). Students will use this password (not their Netbadge password) to access the recording.

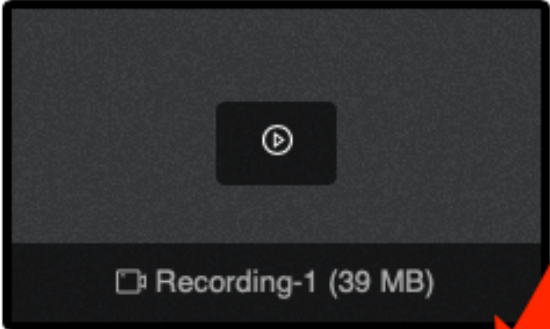
### Recording Topic

Week 2

Enter the password

[Access Recording](#)



From 2020-05-28 18:37:00  
To 2020-05-28 19:12:36

Password \*\*\*\*\*  

## 8. Virginia.Zoom.us

Visit [Virginia.Zoom.us](https://virginia.zoom.us) to adjust any settings beyond those that are available to you in Canvas. Some of the features that can only be found in Zoom.us include:

- Add a profile picture to your account
- Automatically create an audio transcript for all of your meetings (in Meeting Settings > Recording)
- Create polls in advance of your class session

## 9. Zoom Support

### From UVA

- Zoom Help (UVA ITS): <https://virginia.zoom.us> or <https://in.virginia.edu/zoom>
- Schedule a Practice Session: [idtteam@virginia.edu](mailto:idtteam@virginia.edu)

### From Zoom

- Test meeting (to check audio/video): <https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting>
- Zoom Technical Support: <https://support.zoom.us/hc/en-us/articles/201362003>
- Video Tutorials: [https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?flash\\_digest=bba1eda1d16c66c536cd64cb7e37d2b2b5676c07](https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?flash_digest=bba1eda1d16c66c536cd64cb7e37d2b2b5676c07)
- Zoom Knowledge Base: [https://support.zoom.us/hc/en-us?flash\\_digest=e4ccc34f48e94e2a59e793baab57bb0ff8b08c2e](https://support.zoom.us/hc/en-us?flash_digest=e4ccc34f48e94e2a59e793baab57bb0ff8b08c2e)