



**Zoom (Online Meetings tool)**  
- Quick Start Guide for Students -

**1. How to Access Zoom in Your Course Site**

Within UVA Collab, Zoom is referred to as the **Online Meetings** tool. To access Zoom in your course site, select **Online Meetings** in the left-hand side main menu as shown in the image below.

A screenshot of the UVA Collab course site interface. The top navigation bar is dark blue with the "UVA COLLAB" logo in white and gold. On the left is a vertical menu with icons and text for various course tools: Overview, Class Schedule, Online Meetings (highlighted with a red box), Syllabus, Announcements, Assignments, Forums, Tests & Quizzes, Gradebook, iRubric, Resources, and Media Gallery. To the right of the menu, the text "ONLINE MEETINGS" is displayed with a camera icon, and below it is the "zoom" logo. A red arrow points from the "zoom" logo back to the "Online Meetings" menu item. Below the logo, it says "Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada)." with a link icon. At the bottom, there are two tabs: "Upcoming Meetings" (active) and "Previous Meetings". Below the tabs is a table with columns for Start Time, Topic, and Meeting ID.

Start Time	Topic	Meeting ID
Today 11:00 AM	Week 1 Live Class	208-580-890
Today 11:00 AM	Week 2 Live Class	811-402-852
Today 11:00 AM	Week 3 Live Class	841-953-477

## 2. Overview of Zoom from within UVA Collab

From the Online Meetings page, users can view Upcoming Meetings [1], view upcoming Sessions [2], and Join a session [3].

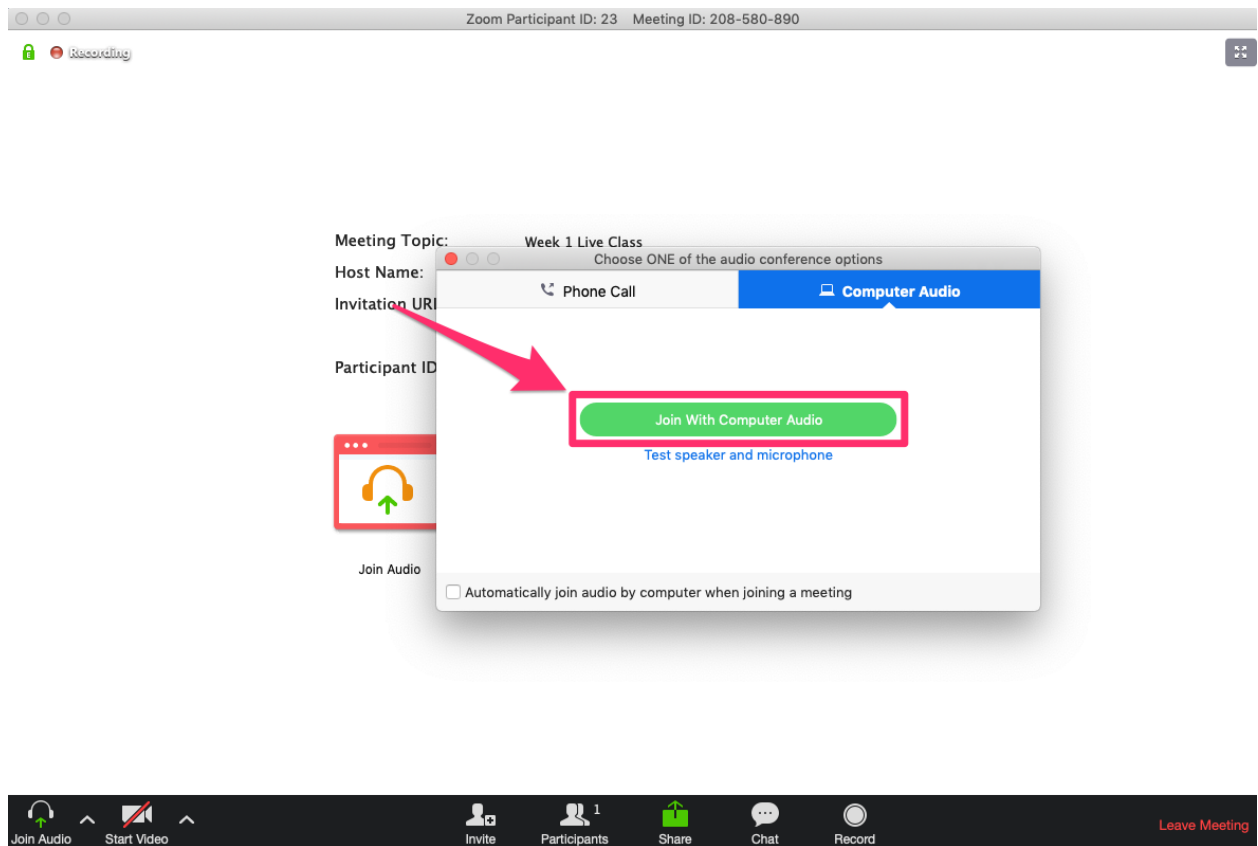
The screenshot shows the 'ONLINE MEETINGS' page in UVA Collab. On the left is a sidebar with navigation items: Overview, Class Schedule, Online Meetings (highlighted), Syllabus, Announcements, Assignments, Forums, Tests & Quizzes, Gradebook, iRubric, Resources, Media Gallery, Site Email, Anonymous Feedback, and Student Support. The main content area features the Zoom logo and a time zone notice: 'Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada)'. Below this is a tabbed interface with 'Upcoming Meetings' (labeled 1) and 'Previous Meetings'. A 'Get Training' link is also present. The 'Upcoming Meetings' tab displays a table with columns 'Start Time', 'Topic', and 'Meeting ID'. The table lists three meetings for 'Today' at '11:00 AM': 'Week 1 Live Class' (Meeting ID: 208-580-890), 'Week 2 Live Class' (Meeting ID: 811-402-852), and 'Week 3 Live Class' (Meeting ID: 841-953-477). The entire table is enclosed in a red box labeled 2. To the right of each row is a 'Join' button, with the first one highlighted in a red box labeled 3. At the bottom right, there are navigation arrows and a page number '1'.

Start Time	Topic	Meeting ID
Today 11:00 AM	Week 1 Live Class	208-580-890
Today 11:00 AM	Week 2 Live Class	811-402-852
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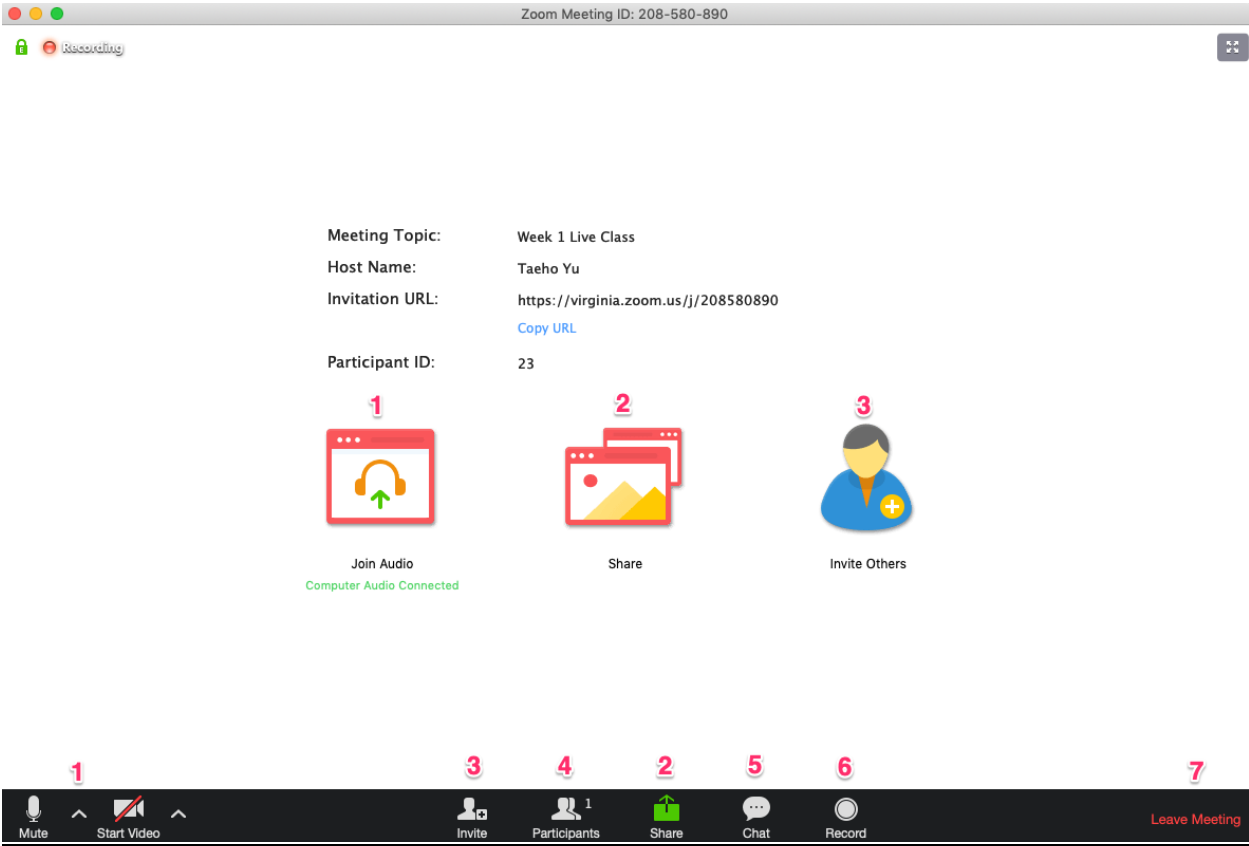
### 3. How to Join a Zoom Session

Students can join a meeting by following the steps below:

1. Click on **Upcoming Meetings**.
2. Click **Join**.
3. On the new window, click **Join With Computer Audio** as shown in the image



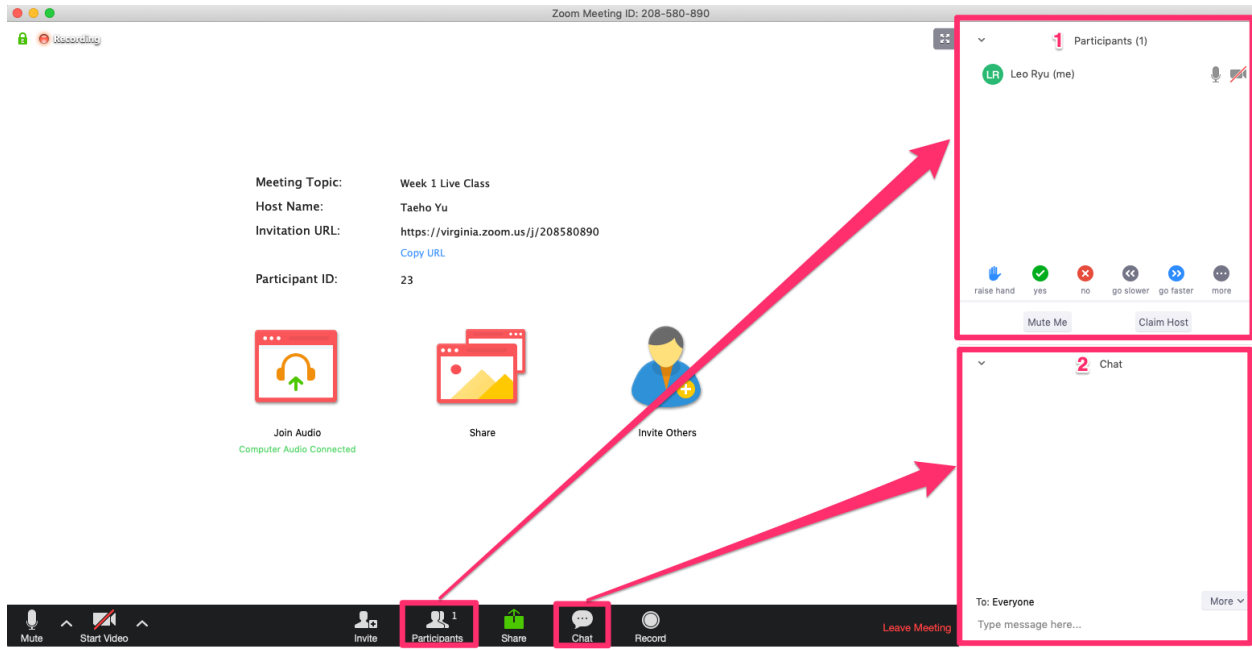
# 4. Zoom Interface



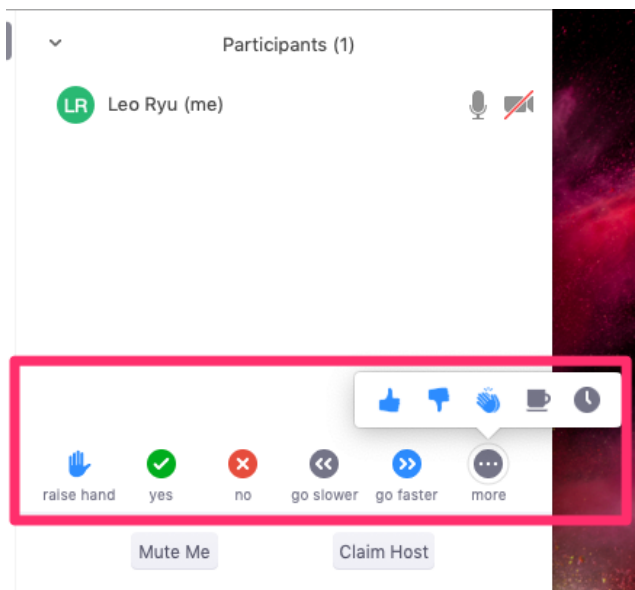
- 1. Audio/Video Settings
- 2. Share Content
- 3. Invite
- 4. Participants
- 5. Chat
- 6. Record
- 7. Leave Meeting

## 5. Participants 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 5 from the previous page.



Students can use the icons at the bottom of the Participants window (i.e. raise hand, yes, no, go slower, go faster, more).



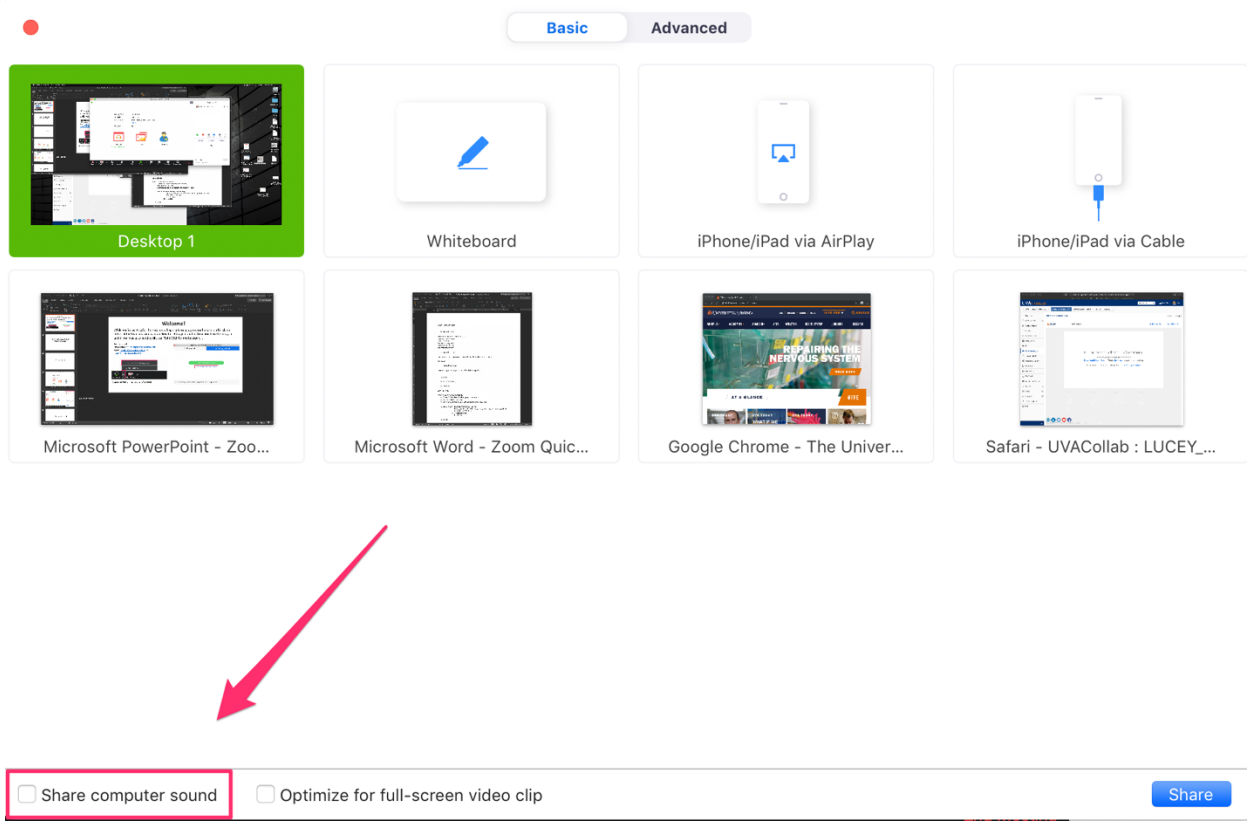
## 6. Sharing Content

With Zoom, students can share anything that is currently open on your computer by simply clicking the **Share** button [2, page 4]. Items that can be shared on Zoom include:

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

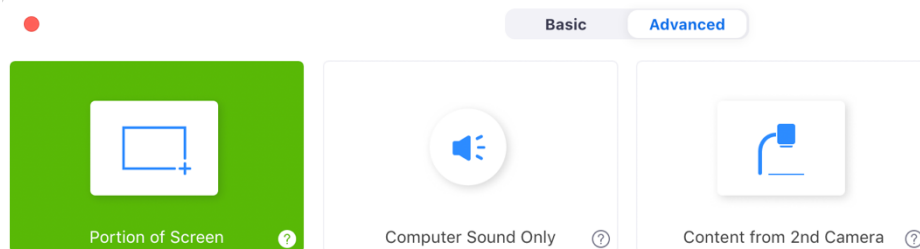
### Basic Sharing

- 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).



## 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 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 **Participants** button [1] and the **More** button [3], then select **Chat**.



## 7. Zoom Support

### From UVA

- Zoom Help in UVA Collab: [collab-support@virginia.edu](mailto:collab-support@virginia.edu)
- Zoom Help (UVA ITS): <https://virginia.zoom.us> or <https://in.virginia.edu/zoom>

### From Zoom

- 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)