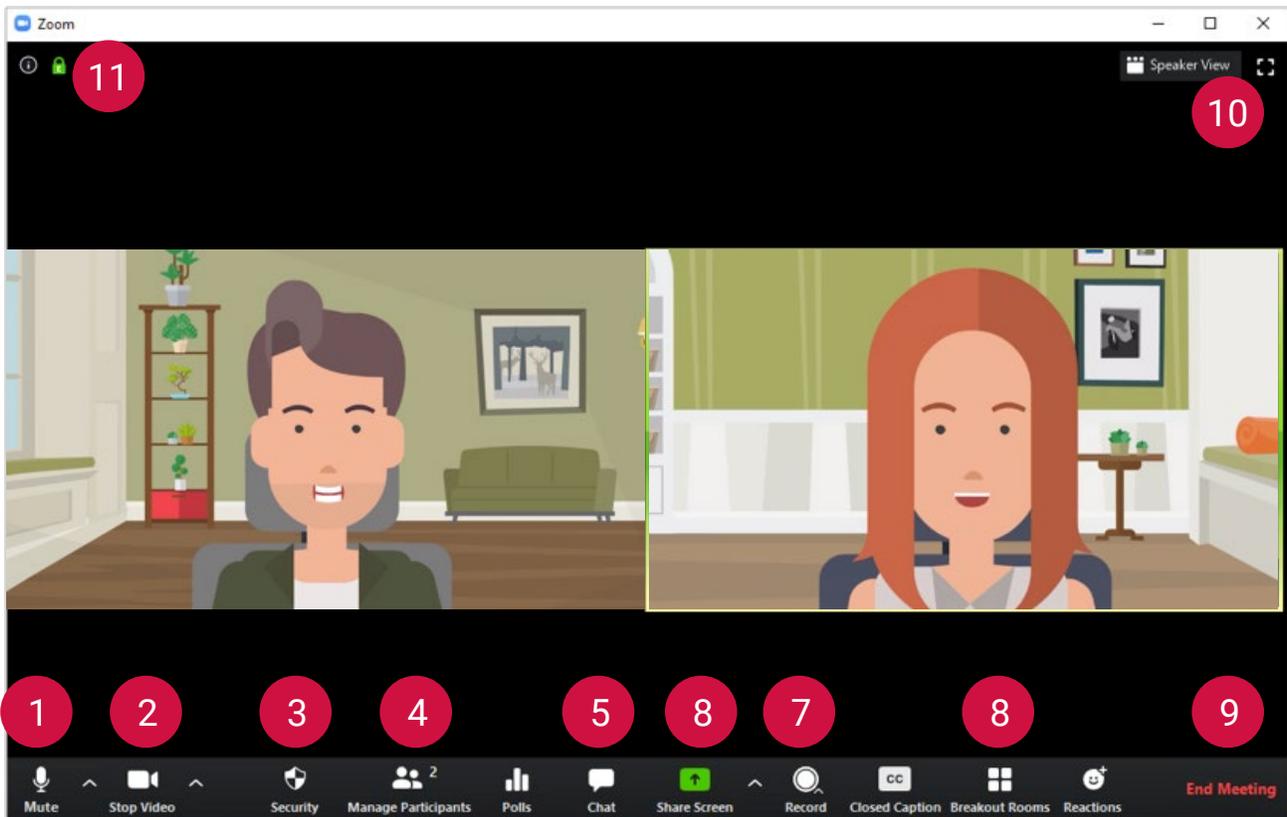


ZOOM Interface

Before running your first Zoom class, familiarize yourself with the host tools available.



1. Mute/Unmute Microphone
 - Select the ^ to the right of the microphone to choose which microphone you'd like to use.
2. Enable/Disable Webcam
 - Select the ^ to the right of the webcam to choose which camera you'd like to use.
3. Security
 - Through this option, you can manage features such as the waiting room, locking the meeting, and removing participants.
4. View and manage participants
 - Display a list of participants where you can mute/unmute all or grant host privileges.
5. View Chat

6. Share screen

- You can display your entire computer screen, one specific program, or a plain whiteboard for annotation. You can also manage who has permission to share their screen.

7. Record meeting

8. Breakout rooms

9. End Meeting

10. Viewing options

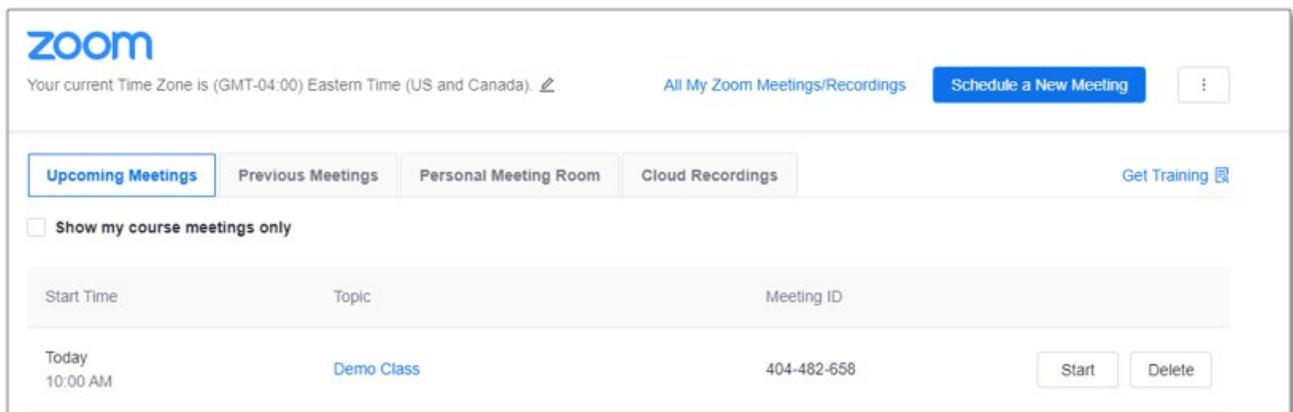
- Enter full screen or switch between gallery and speaker view.

11. View meeting ID

Note: Webcam video of additional participants will be displayed in smaller boxes along the top of the meeting screen when in speaker view.

Hosting Your Zoom Meeting – Before/as students are entering

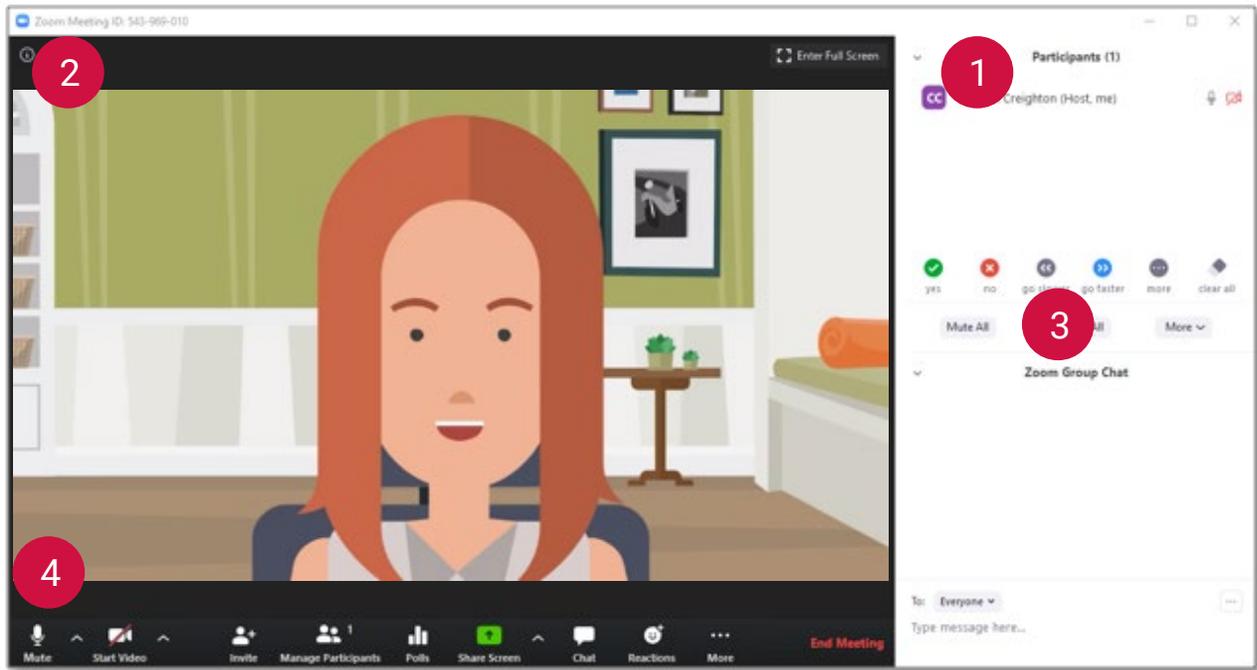
1. From the Upcoming Meetings list, find the class you are wanting to start. To start your meeting, click Start.



2. Join with Computer Audio (test speaker and microphone).

3. Once your meeting is open, you will see the main interface as shown below:

1. In the right panel of the Zoom Meeting window, you will see a list of participants. This panel will show whose microphone/webcam is active.
2. By clicking on the i-icon, you will be able to access the details of the meeting.
3. You can Mute All of the participants' microphones.
4. This is your control panel (refer to the Zoom Interface above for details).



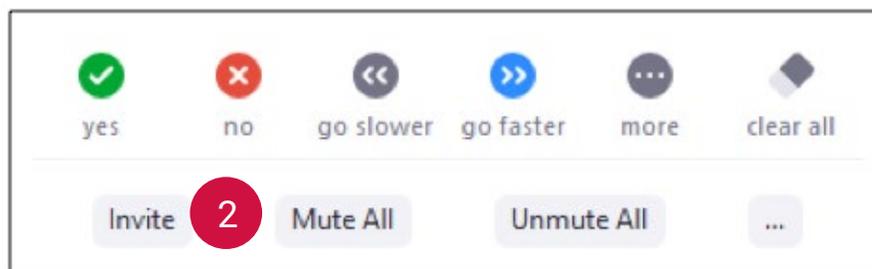
4. Prior to the meeting:

- You may want to mute your mic and disable your camera until you are ready for class to begin.
- Click Record on your toolbar to begin recording the class.
- Click Chat on your toolbar to show the chat pane.
- Close all unnecessary tabs, windows, and applications on your computer.
- Open any websites, presentations, documents, etc. that you plan to use during class.
- When you are ready to begin, enable your mic and camera (if desired).

Hosting Your Zoom Meeting – Teaching a live class

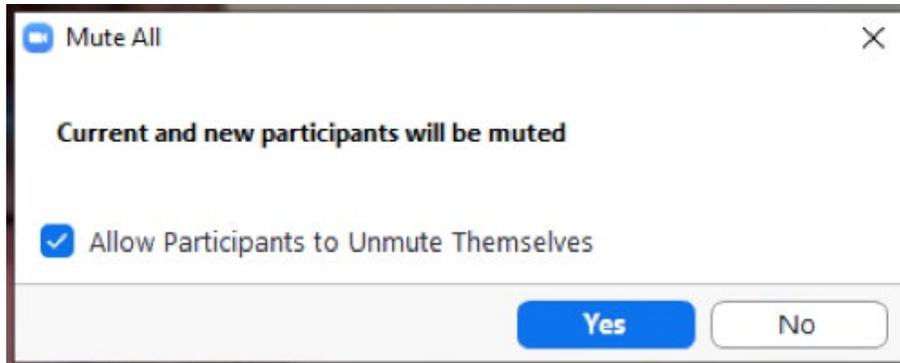


1. When you are ready, make sure that all participants are muted. This can be done by opening the Manage Participants tab.
2. Select Mute All.



3. You will see the following window. If you do not want students to be able to unmute themselves, deselect Allow Participants to Unmute Themselves. Click Yes to close the panel.

Note: Allowing participants to unmute themselves can also be managed through the More menu within the participants window. ★

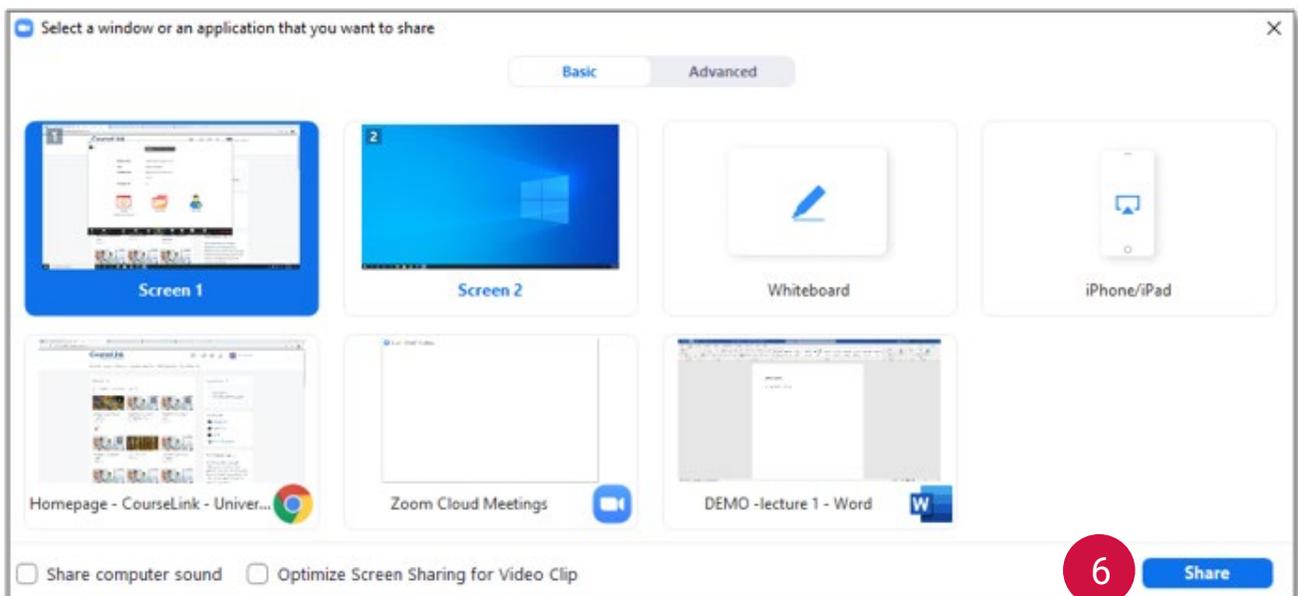


4. Enable your mic and begin speaking.

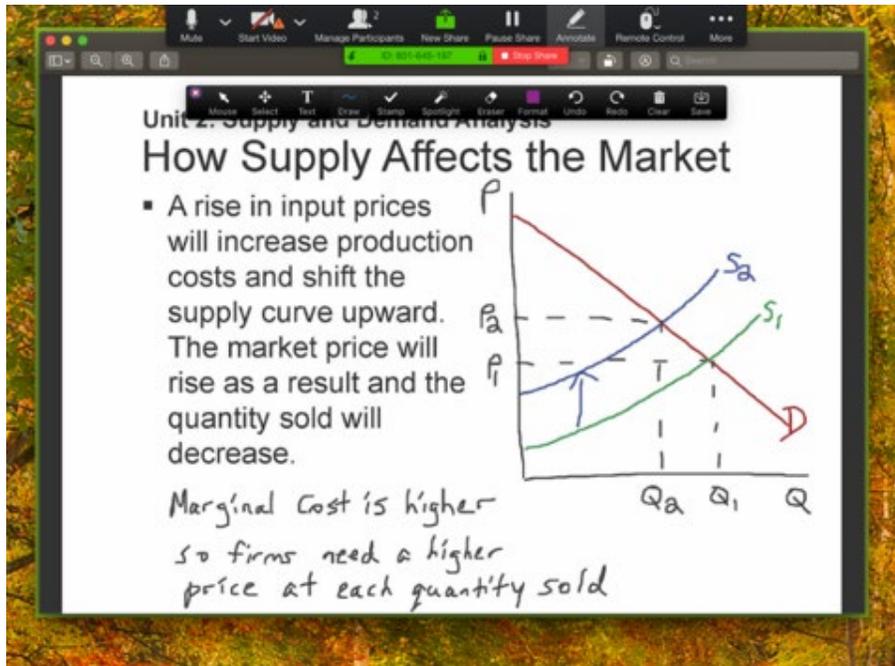


Note: It's a good idea to ask in the chat panel if students can hear you, and if the volume is suitable. Allow time during your first session to tweak your computer's input (mic) settings. Students may also need to adjust their own volume settings.

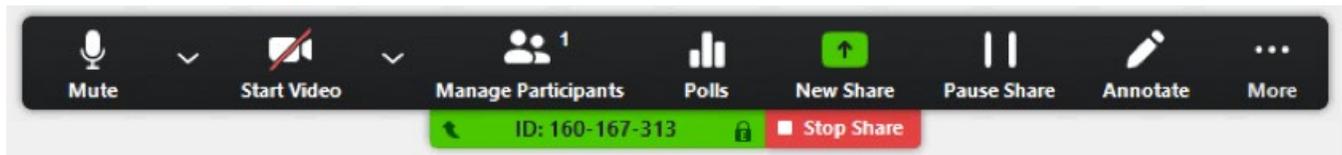
5. Click the Share button on your toolbar to share your screen.
6. You will be given the option to choose any window you have open, or to share your entire desktop. Make a selection and click Share.



7. While you are sharing your screen, the shared area will have a thick green border. You will also have a new toolbar that appears on top (shown below).



8. When you want to stop sharing your screen, click the red Stop Share button.



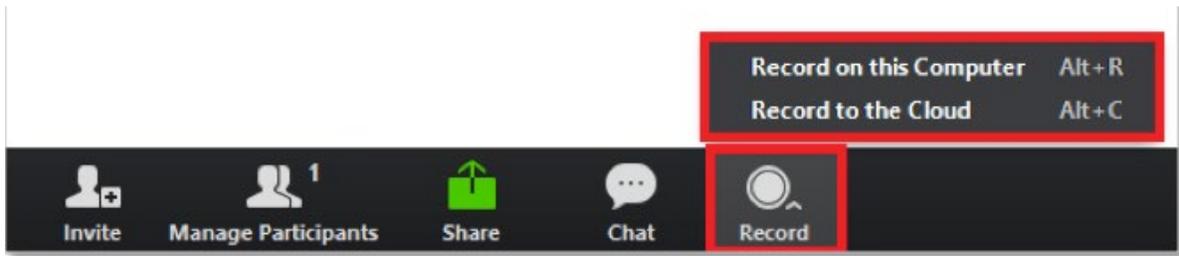
9. When you are finished with your class, click End Meeting at the bottom right of your Zoom window.

Four Things You Need to Know Before Going Live on Zoom

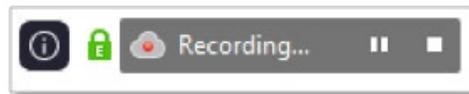
1. **Get ready and log in early.** Give yourself ample time to install any last-minute software updates and upload files and slide presentations (when presenting). It is recommended to log in at least 15 minutes prior to the published start time in the **Outline**.
2. Check that you have a **good and stable Internet connection**, and a **quiet and distraction-free environment** in a semi-professional setting (e.g., please avoid attending/presenting from a couch, a bed, or from a public place – check your background for anything that may distract you and other participants from the conversation).
3. [Check your audio and video connections](#) by clicking the Zoom Settings icon.
 - a. Consider using the [“touch up” tool](#) in Zoom to soften your video image.
 - b. Check your [video for proper lighting](#)
4. [Tips to look your best on video \[PDF\]](#)

How to Record a Meeting

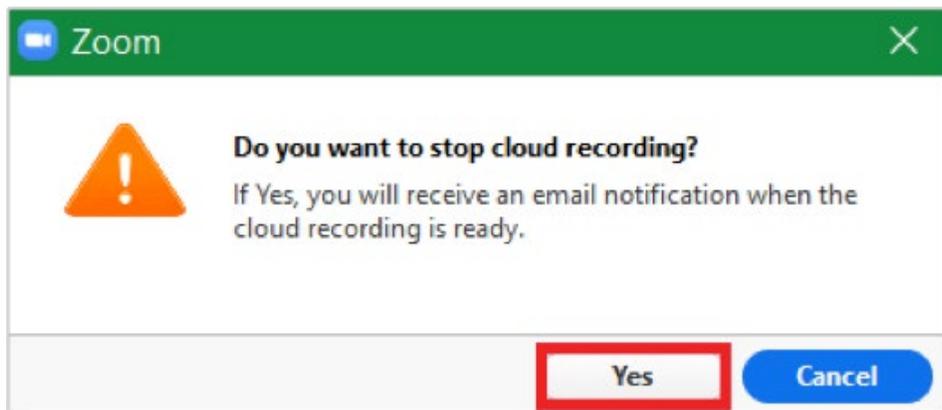
1. Begin your Zoom meeting and click the Record button in the toolbar. Select Record to the cloud. This will allow the recording to be processed and then become available to students in CourseLink.



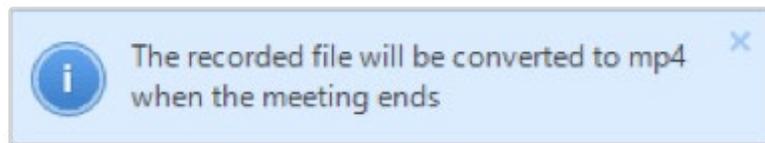
2. A Recording icon will show up in the top left corner of the meeting screen. This recording can be paused or stopped using the buttons next to the Recording icon.



3. Press the Stop button when you are finished recording. If you have recorded to the cloud, you'll see the notification below. Press Yes to continue.



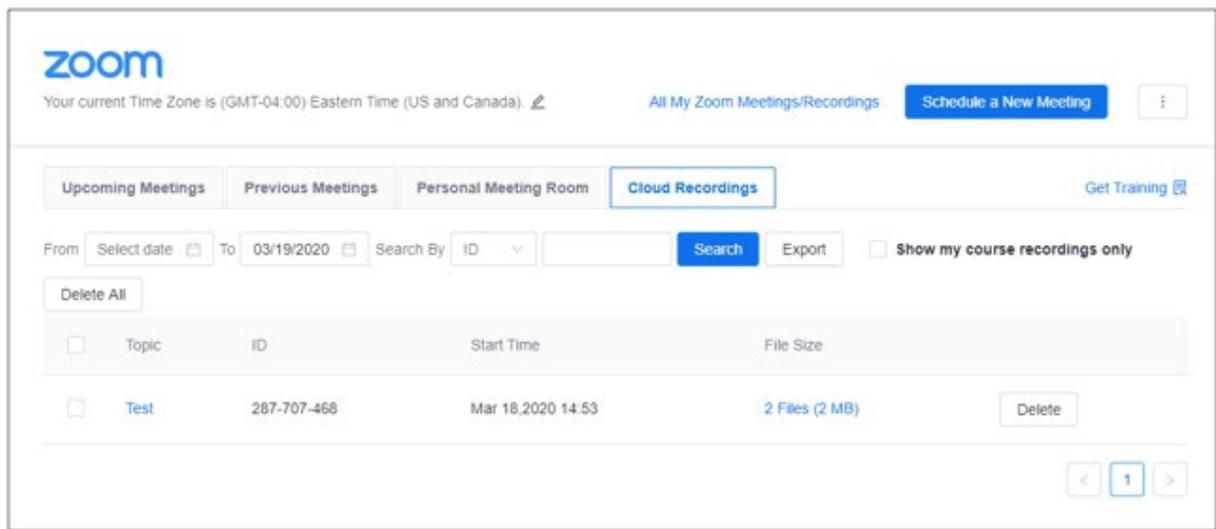
If you have recorded to your computer, you'll see the notification below.



How to Access Your Recorded Meeting

If you've recorded to the cloud (preferred method):

- You will receive an email once your cloud recording is processed with a link to the recordings. From this page you will be able to download your video.
- The recording will be shared in the Zoom integration under **Cloud Recordings**. Once the video of the meeting is available, you (or your students) can click on the link to view the recording.



If you've recorded to your computer:

- When you end your meeting, a window will appear with several files. Zoom provides you with the audio file (audio-only) and a video file including audio (zoom [file number])
- These files can be accessed later by navigating to Documents → Zoom on your computer

Using Other Zoom Features

Below is a list of resources that provide detailed guidance on the advanced features in a Zoom meeting.

- [Host and Co-host controls](#)
- [How do I share my screen?](#)
- [Screen share a video clip](#)
- [Screen share a PowerPoint presentation](#)
- [Share a whiteboard](#) (that allows annotations)
- [Recording layouts](#)
- [Record meeting video and audio locally to a computer](#)

Visit [Zoom Help Center](#) to view all the available articles and videos on Zoom features.

Troubleshooting

- [Wireless \(Wi-Fi\) Connection Issues](#)
- [Participant FAQs](#)

CourseLink Technical Support

If you have any questions or would like more information about remote delivery, please contact CourseLink Support. We are here to help you.

Phone: 519-824-4120 ext. 56939

Toll Free: 1-866-275-1478 (Canada and USA)
Email: courselink@uoguelph.ca

Hours of Operation

Monday - Friday: 8:30 a.m. - 8:30 p.m.
Saturday: 10 a.m. - 4 p.m.