

ZOOM BASICS

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LAND ACKNOWLEDGEMENT

While we are coming together today in a virtual space, it is important to recognize the physical space that connects us and brings us together. The University of Guelph and its campuses are situated on the treaty lands of the Mississaugas of the Credit. We understand that these lands are connected by the Dish with One Spoon Wampum and continue to be home to diverse communities of First Nations, Inuit and Métis Peoples. By acknowledging the land, we reaffirm our commitment to decolonization and reconciliation with Indigenous peoples and our responsibility to the land on which we live, learn, and play.

AGENDA

- **Zoom at UofG / UGH**
 - License renewals and requests
 - Checking your Zoom settings
 - CourseLink integration & scheduling classes
- **Zoom's In-Meeting Controls**
 - Zoom meeting management
 - Zoom's engagement tools
- **Zoom Recordings & The Zoom Transfer Tool**
- **Zoom Support & Resources**
- **Q & A**

ZOOM AT UoFG / UGH

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GETTING SET UP

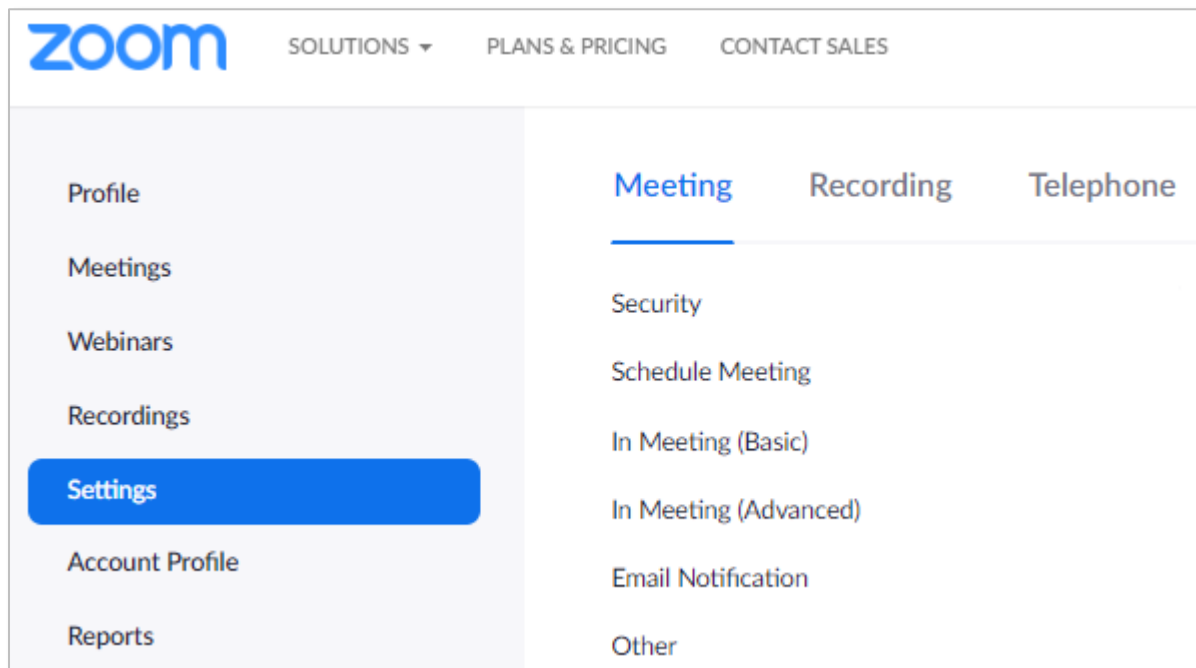
1. Request a Zoom Pro licence
2. Familiarize yourself with your Zoom settings
3. Integrate Zoom into your CourseLink site
4. Schedule your first session
5. Find a time to practice

REQUEST A ZOOM PRO LICENCE

- How do I get a Zoom Pro licence?
 - Contact CourseLink Support (courselink@uoguelph.ca)
- What does this licence do?
 - Up to 300 participants (more if a large meeting add-on is purchased)
 - Unlimited meeting time (removes the 40-minute limit)
 - Use of UofG's Zoom Cloud Storage space for recorded meetings
 - Access to the Zoom integration available within CourseLink for personal instructor emails or organizational accounts
- **Note:** Zoom licences are reclaimed at the end of every semester to ensure those teaching the subsequent semester have access. If you are teaching in F22, make sure to reach out to CourseLink Support to activate your licence.

CHECK YOUR ZOOM SETTINGS

- <https://zoom.us/profile/setting>



ZOOM SETTINGS

- Familiarize yourself with your **Meeting** and **Recording** settings
 - If you aren't planning to use a tool (i.e., annotations, remote control, etc.) consider turning it off in your settings. You can always re-enable it if you decide to use it later.
- Settings different from the University default will show as **Modified**. Return to default using Reset.

Mute all participants when they join a meeting



Modified Reset

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.

SECURITY – WAITING ROOM

Waiting Room Options

These options will apply to all meetings that have a Waiting Room, including standard meetings, PMI meetings.

Who should go in the waiting room?

- Everyone
- Users not in your account
- Users who are not in your account and not part of your whitelisted domains

.uoguelph.ca,.guelphhumber.ca

Who can admit participants from the waiting room?

- Host and co-hosts only
- Host, co-hosts, and anyone who bypassed the waiting room (only if host and co-hosts are not present)

Sort order of people in the waiting room in the participants panel: **NEW**

- Join order
- Alphabetical

More Options


- Users invited during the meeting by the host or co-hosts will bypass the waiting room
- Allow participants in the waiting room to reply to host and co-hosts

If the host and co-hosts are not present or if they lose connection during a meeting:

- Move participants to the waiting room if the host dropped unexpectedly

- The default waiting room allows Guelph/GH authenticated accounts to **bypass** the meeting room
- If you want to hold students outside the meeting until a certain time, you will need to lock the meeting (check)
- Waiting room settings **cannot** be set during meeting creation


SECURITY - AUTHENTICATION

Only authenticated meeting participants and webinar attendees can join meetings and webinars 

Meeting participants and webinar attendees will need to authenticate prior to joining a session. Hosts can choose one of the options below when scheduling meetings or webinars. [Learn more](#)

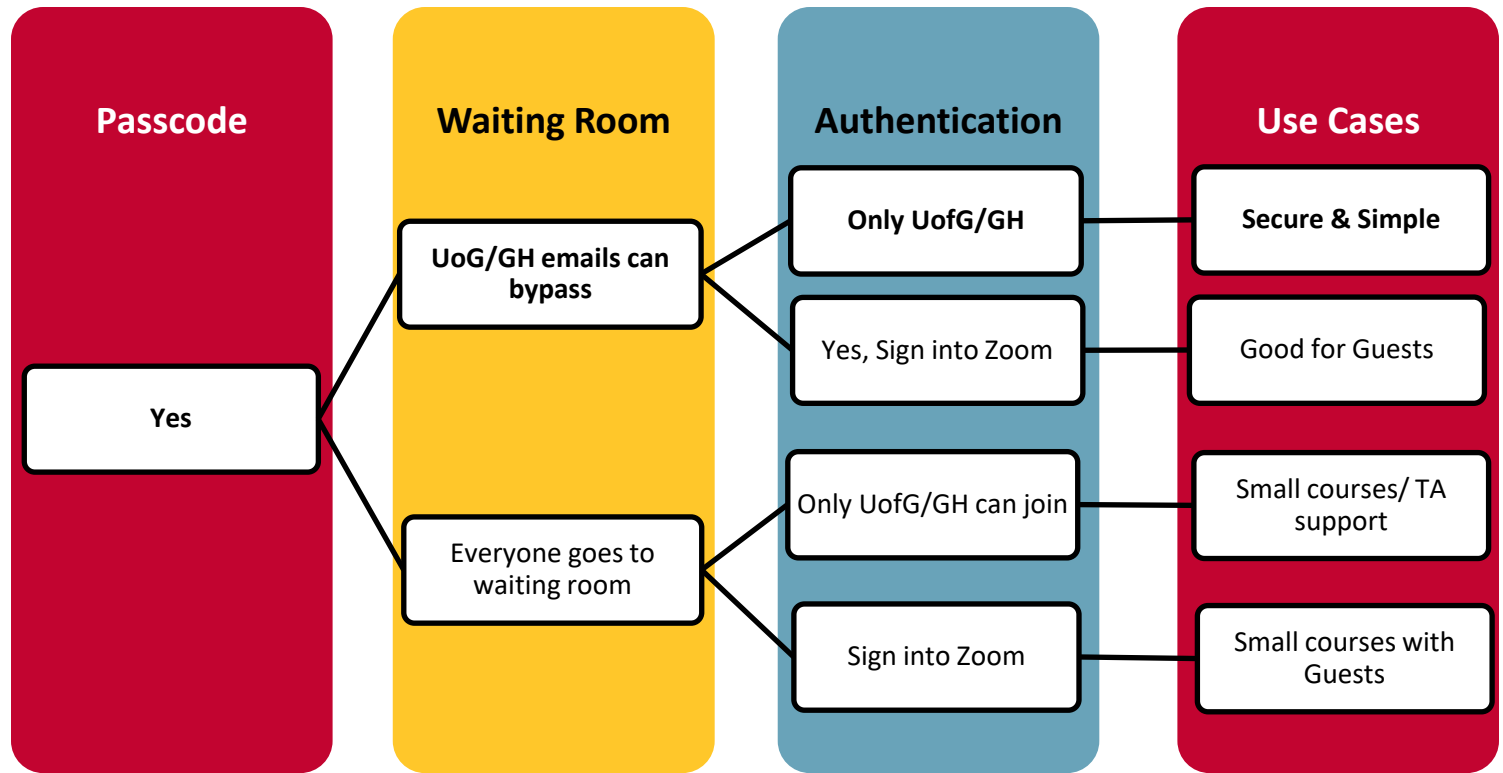
Meetings & Webinar Authentication Options:

UofG/GH Domains (Default)	Edit Hide in the Selection
Sign in to Zoom	Edit Hide in the Selection

Allow authentication exception 

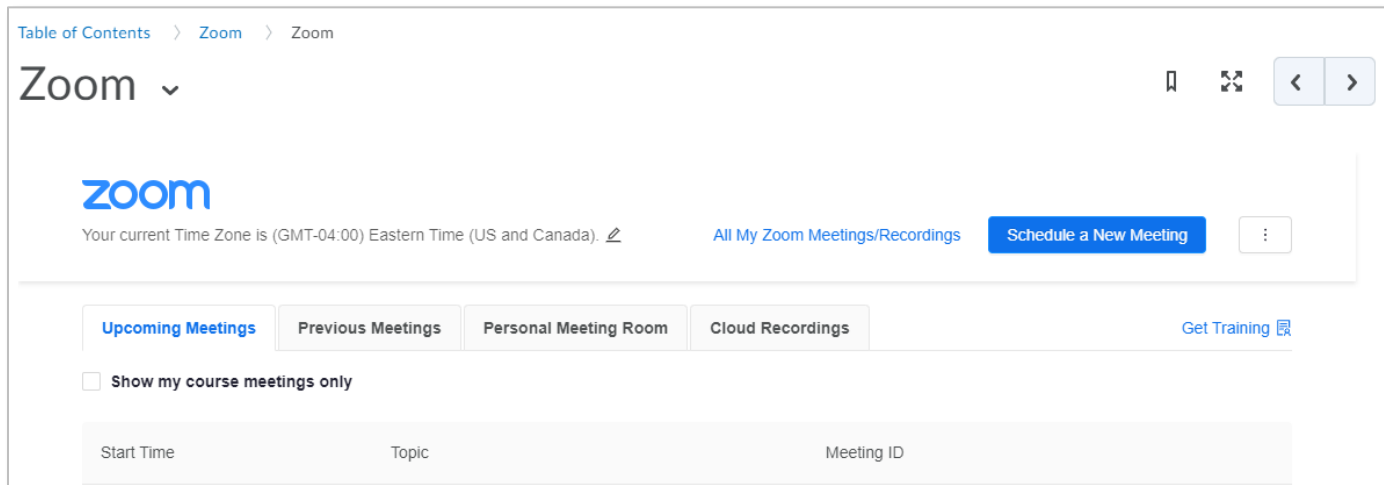
- The default authentication requires students to sign into a Zoom account created with a Guelph/GH email
 - Student Instructions: [Create and Use a U of G Zoom Account](#)
- If you are inviting external guest speakers, you will need to adjust this option
- Authentication **can** be changed for individual meetings

SELECTING YOUR SETTINGS



ZOOM INTEGRATION FOR COURSELINK

- How do I integrate Zoom into my CourseLink site?
 - [Access Zoom & Schedule a Zoom Class](#)



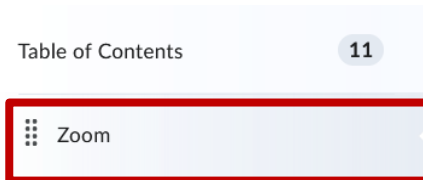
The screenshot shows the Zoom web interface. At the top, there is a breadcrumb trail: "Table of Contents > Zoom > Zoom". Below this is the "Zoom" header with a dropdown arrow. To the right of the header are icons for a bookmark, a refresh/clear icon, and navigation arrows. The main content area features the Zoom logo, the text "Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada).", a link for "All My Zoom Meetings/Recordings", and a blue "Schedule a New Meeting" button. Below this is a navigation bar with tabs for "Upcoming Meetings", "Previous Meetings", "Personal Meeting Room", and "Cloud Recordings", along with a "Get Training" link. A checkbox labeled "Show my course meetings only" is present. At the bottom, a table header is visible with columns for "Start Time", "Topic", and "Meeting ID".

WHY USE THE COURSELINK INTEGRATION?

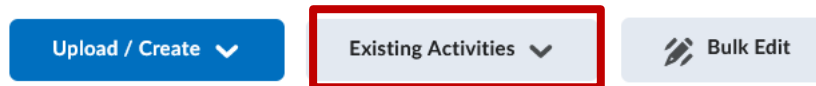
- Supports secure sharing of meeting links with your students
- Adds scheduled meetings to the calendar tool within your course site
- Easy access to attendance reports for instructors (Previous Meetings > Report)
- Simple and secure sharing of Zoom recordings with your students (automatically available to students)

ADDING THE COURSELINK ZOOM INTEGRATION

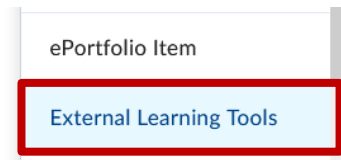
1. Access **Content** and **add a module** called Zoom



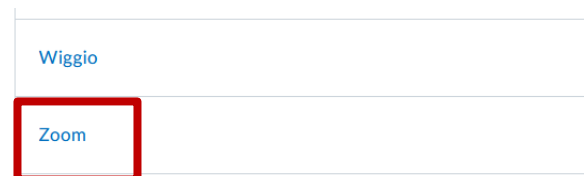
2. From the new Zoom module click **Existing Activities**



3. From the list of options, select **External Learning Tools**



4. From the list of LTI Links, select **Zoom** (last option)



SCHEDULE A MEETING

- **How do I schedule a meeting?**
 - To ensure students can see their class meetings, use the CourseLink integration to create these meetings

zoom

Your current Time Zone and Language are (GMT-04:00) Eastern Time (US and Canada), English [✎](#)

[All My Zoom Meetings/Recordings](#)

[Schedule a New Meeting](#)



[Upcoming Meetings](#)

[Previous Meetings](#)

[Personal Meeting Room](#)

[Cloud Recordings](#)

[Get Training](#)

- **Considerations:**
 - Video settings (how participants start the meeting)
 - Audio settings (mute participants upon entry)
 - Record the meeting automatically
 - Single meetings (different meeting ID) or recurring meetings (same meeting ID)

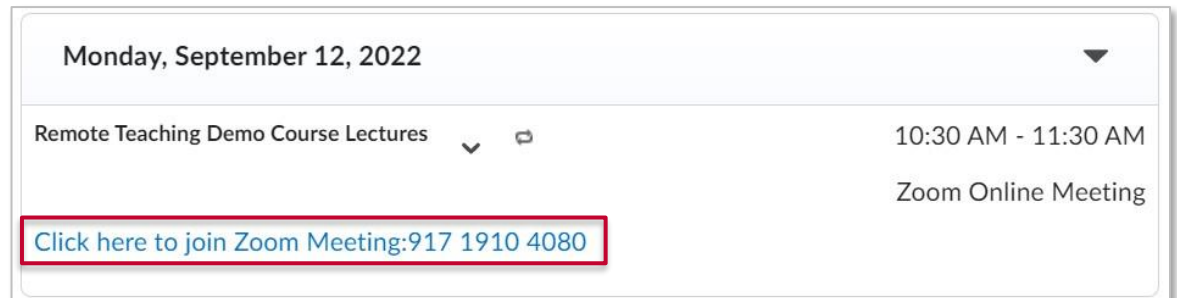
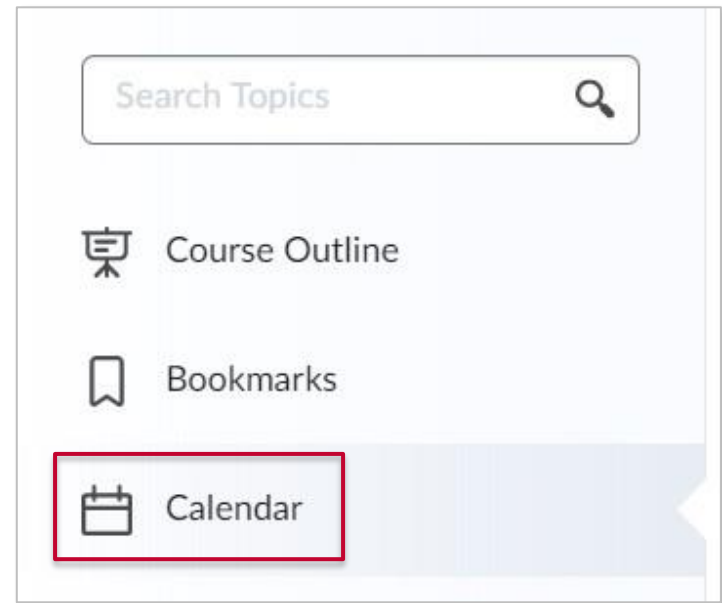
SINGLE MEETING OR RECURRING?

	Single Meeting	Recurring Meeting
Pros	<ul style="list-style-type: none">• More flexibility in settings• More secure with unique meeting ID for each meeting• Poll questions can be meeting specific	<ul style="list-style-type: none">• Shorter set-up time• Students (and TAs) can use the same link to join every time
Cons	<ul style="list-style-type: none">• More set-up time• If TAs are joining meetings, you have to share multiple links	<ul style="list-style-type: none">• Higher probability of unwanted guests due to re-use of meeting ID• Any polls added will be available for all meetings

SHARING MEETING INFO WITH TAs

Use Case: You have TAs that need to join your class meetings, but they cannot access the Zoom integration due to background permissions.

Solution: TAs can find the Join URL for your classes through the **Calendar** in Content.



DEMO

- Zoom website
 - Check account type (basic or pro)
 - Find Zoom settings
- CourseLink
 - Add Zoom module & external learning tool link
 - Schedule a meeting
 - Find Zoom links in calendar

IN MEETING CONTROLS

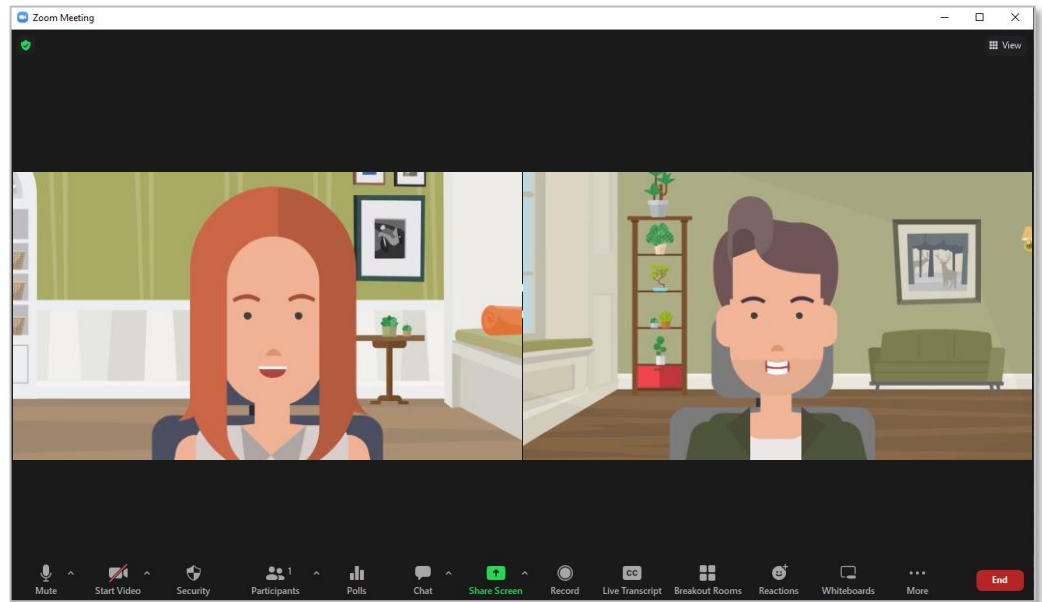
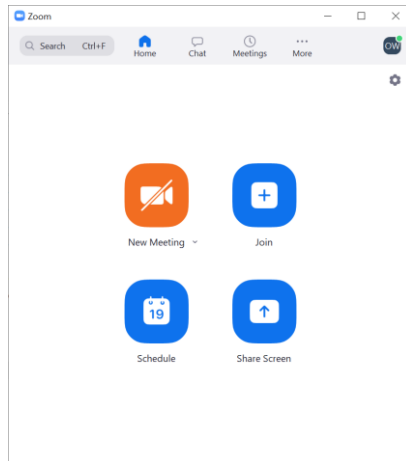
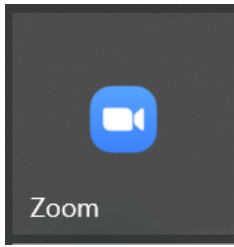
In-Meeting Management & Engagement Options

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ZOOM DESKTOP CLIENT



Download the Zoom Desktop Client:

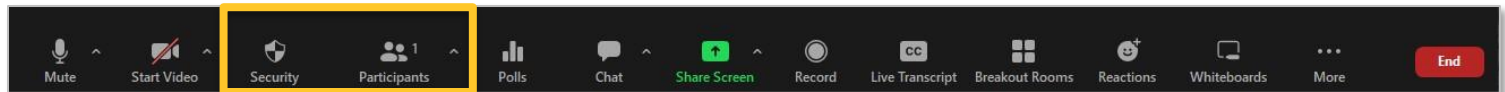
<https://zoom.us/download>



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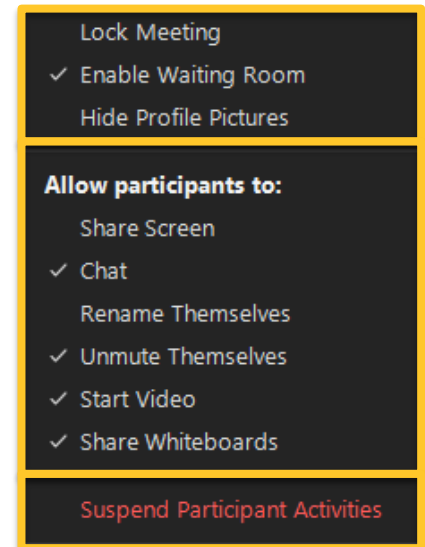
IN-MEETING MANAGEMENT



- Security
- Participants

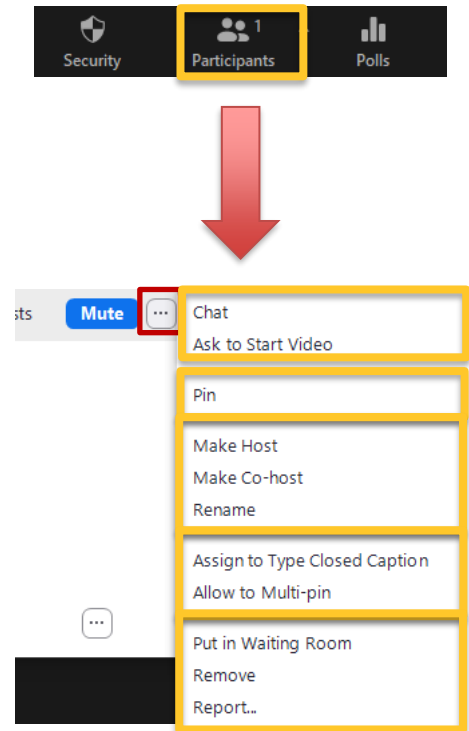
SECURITY

- Make **wholesale** changes to the meeting & participant permissions
 - Lock Meeting (prevents anyone else joining)
 - Enable Waiting Room
 - Hide Profile Pictures
 - “Allow participants to”
 - Share screen, chat, rename, unmute, start video, share whiteboards
 - Suspend Participant Activities
 - Participants will not be able use their webcam, microphone, chat, share their screen, or annotate, and the recording will stop

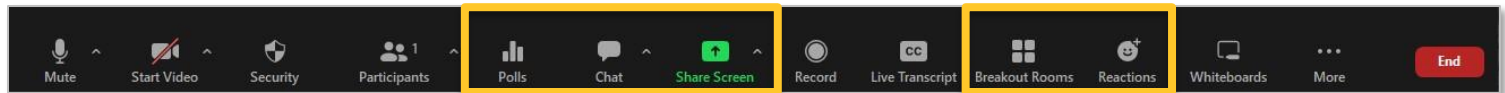


PARTICIPANTS

- Make mostly **individualized** changes to a participant's permissions
 - Chat
 - Ask to Start/Stop Video
 - Pin (video)
 - Make Host/Co-host
 - Rename
 - Assign to Type Closed Caption
 - Allow Multi-pin (user can pin more than one video)
 - Put in Waiting Room
 - Remove
 - Report...



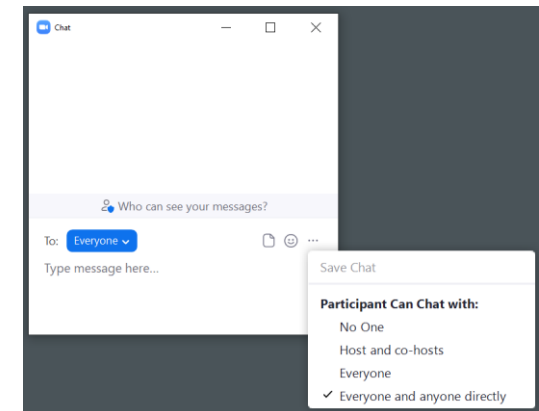
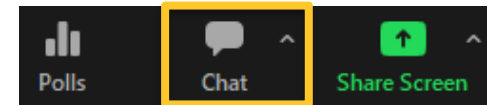
IN-MEETING ENGAGEMENT



- Chat
- Reactions
- Polls
- Breakout Rooms
- Share Screen

CHAT

- In-meeting chat allows you to send messages to other users within a meeting.
- Send a private message to an individual user, or you can send a message to an entire group.
- As the host, you can choose who the participants can chat with or to disable chat entirely.
- In-meeting chat can be saved manually or automatically.



NONVERBAL FEEDBACK & REACTIONS

- Available within the **Reactions** tab
- Excellent option for collecting quick feedback from students (e.g., are you ready to continue?)
- **Reactions:** Emojis that appear for 10 seconds before disappearing
- **Non-verbal Feedback:** Persistent feedback (yes/no) until cleared via the Participants window
- **Raise hand:** Moves participants to the top of participants list in order hand was raised, until cleared



POLLING

- Allows for the creation of single & multiple response multiple choice questions
- Used for quick assessment of student understanding, peer instruction, ice breakers, etc.
- Only the **original meeting host** can edit or add polls
- However, polls can be launched by the meeting host or a co-host
- Results of polls are not shared immediately with students, you have a choice
- Poll results are available after the meeting to download

EXAMPLE ZOOM POLLS

True or False - CourseLink has a Zoom integration.

Which statement is **not** true?

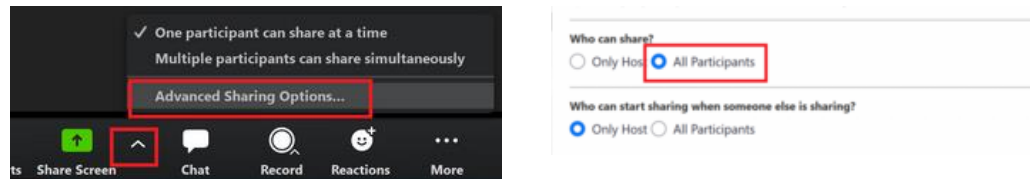
- A. Zoom is a web conferencing tool
- B. Zoom Pro accounts are automatically enabled for instructors
- C. CourseLink has a Zoom integration
- D. Zoom includes a polling feature

BREAKOUT ROOMS

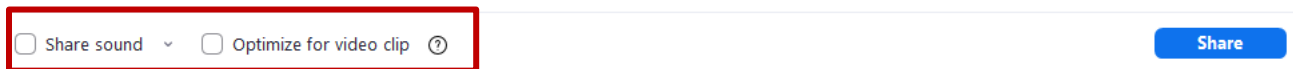
- Ideal for structured small group activities
- Host or co-host created
- Up to 50 breakout rooms per meeting
- Creation options:
 - In meeting creation (manual, automatic, or participant-selected)
 - Pre-assign* ([via zoom.us ahead of the meeting](#))
- Broadcast messages to all rooms to communicate important information (host/co-hosts)
- **NEW** – Students in breakout rooms can “Request Help” (alerts host, who can then join the room)
- **NEW** – Share your screen to all breakout rooms (host/co-host)

SCREEN SHARING

- What can you share?
 - Entire screen, specific application, whiteboard, etc.
- Who can share?
 - Host by default, can enable participant sharing



- What about computer audio/showing videos?
 - Computer audio can be shared & sharing can be optimized for videos



SCREEN SHARING

Select a window or an application that you want to share

Basic Advanced

Screen 1

Screen 2

Whiteboard

iPhone/iPad

Snip_Sketch

Zoom for Synchronous Lectures ... P

Homepage - Academic Continuit... Chrome

Upload a video | Microsoft Strea... Edge

Share computer sound Optimize Screen Sharing for Video Clip

Share



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ANNOTATIONS

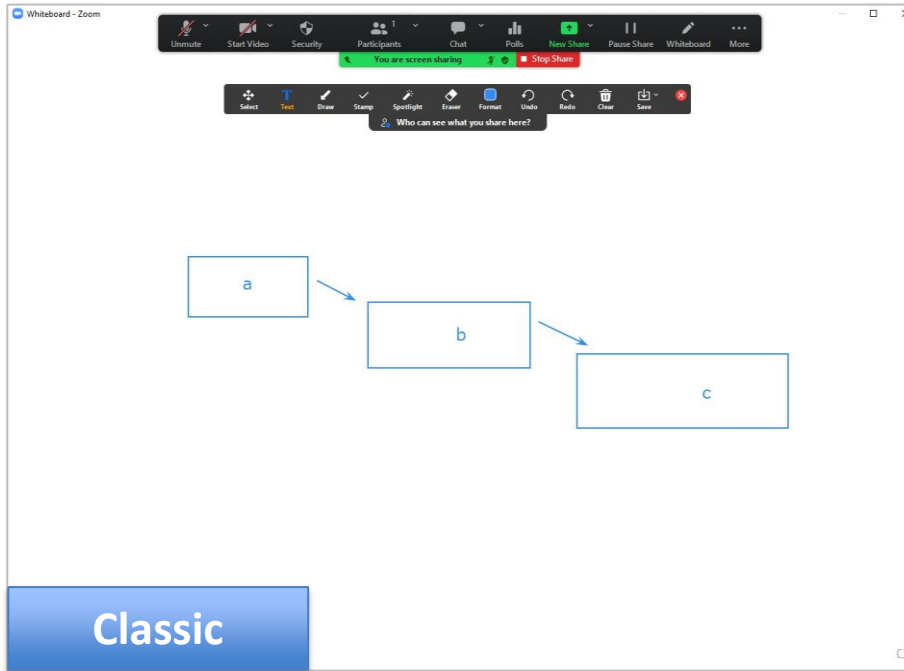
The image shows a meeting interface with a dark theme. At the top, there is a control bar with icons for Unmute, Stop Video, Security, Participants (4), New Share, Pause Share, and Whiteboard. The Whiteboard icon is highlighted with a red box. Below this bar, a green status bar says "You are screen sharing" and a red button says "Stop Share". Below that is a toolbar with icons for Select, Text, Draw, Stamp, Spotlight, Eraser, Format, Undo, Redo, Clear, and Save. To the right, a "More" dropdown menu is open, listing various options. The "More" button in the top bar is also highlighted with a red box. In the dropdown menu, the options "Enable Annotation for Others" and "Hide Names of Annotators" are highlighted with a red box.

- Annotations are available once you have begun a standard screen share (Whiteboard/Annotate)
- Options to enable annotations for others and show/hide annotators names can be found under “More”
- **Advice:** Only turn on annotations for others during the points in your class when you want the tool to be used!

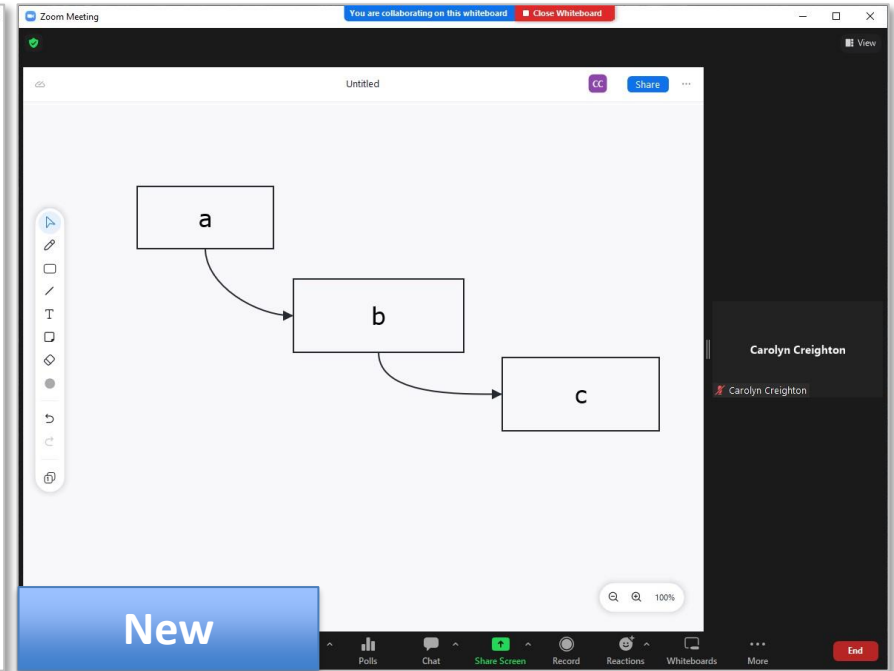
WHITEBOARD

- Collaboration feature from Zoom
 - Requires the Zoom desktop client or mobile app (5.10.3 or higher)
- In- meeting Participant options
 - All participants can edit
 - All participants can view
- Export options
 - Save as a PNG or PDF file
- Whiteboard sharing permissions
 - Only available for sharing to Zoom accounts within the OpenEd licensed group (other instructors)

WHITEBOARD CLASSIC VS. WHITEBOARD



The screenshot shows the Zoom Whiteboard Classic interface. At the top, there is a toolbar with various icons for actions like Unmute, Start Video, Security, Participants, Chat, Polls, New Share, Pause Share, Whiteboard, and More. Below this is a secondary toolbar with drawing tools: Select, Text, Draw, Stamp, Spotlight, Eraser, Format, Undo, Redo, Clear, and Save. A notification bar at the top center reads "You are screen sharing" with a "Stop Share" button. The main whiteboard area contains a flowchart with three rectangular boxes labeled 'a', 'b', and 'c' connected by blue arrows pointing from left to right. A blue box at the bottom left of the screenshot contains the word "Classic".



The screenshot shows the Zoom Whiteboard New interface. At the top, a blue bar reads "You are collaborating on this whiteboard" with a "Close Whiteboard" button. The main whiteboard area is titled "Untitled" and has a "Share" button. It features a vertical toolbar on the left with drawing tools. The whiteboard content is a flowchart with three rectangular boxes labeled 'a', 'b', and 'c' connected by curved black arrows pointing from left to right. On the right side, there is a dark sidebar with the name "Carolyn Creighton" and a red status indicator. A search bar at the bottom right shows "100%". At the bottom of the window, there is a Zoom meeting toolbar with icons for Polls, Chat, Share Screen, Record, Reactions, Whiteboards, and More, along with an "End" button. A blue box at the bottom left of the screenshot contains the word "New".



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WHITEBOARD VERSUS ANNOTATIONS

- What are you looking to do?
 - Demonstration versus facilitate collaboration?
- What are you looking for students to do?
 - Show agreement/disagreement
 - Build a concept map
 - Provide feedback/comments
- What technology are you/your students working with?
 - Mouse & keyboard versus tablet & stylus
- What content are you wanting students to work with?
 - Add content to a pre-created slide versus start from scratch
- Does the slightly different feature set have an impact?
 - Names of annotators and stamps (annotation)
 - Sticky notes (whiteboard)

ZOOM RECORDINGS & THE ZOOM TRANSFER TOOL

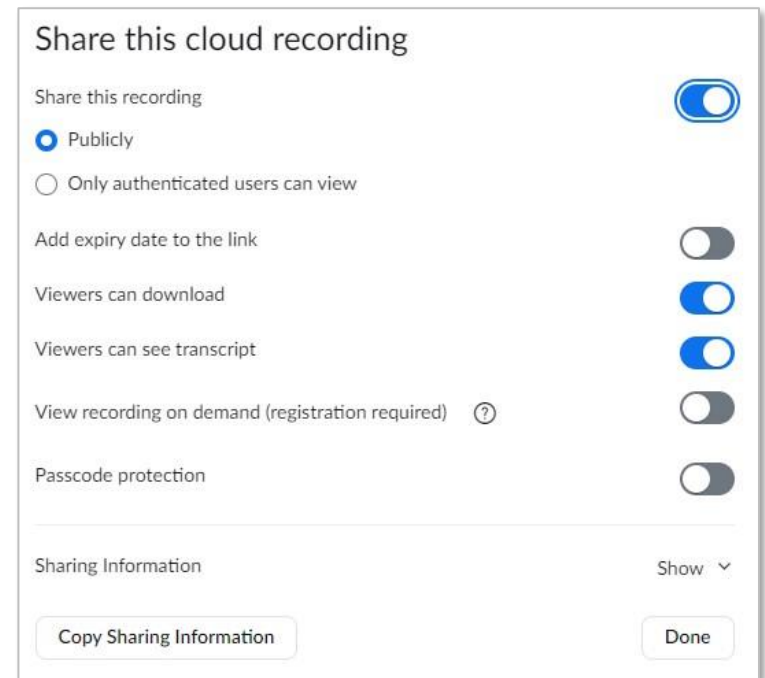
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ZOOM RECORDINGS

- Can be accessed through the Zoom website or CourseLink integration
- Recordings are automatically available to students through the CourseLink integration following processing (~1 hour)
- Sharing options can be updated from the Zoom website



ZOOM CLOUD RECORDING RETENTION

As of September 1, 2022, there is a **one-year Zoom Cloud retention period**.

All Zoom recordings will be retained for one year, keeping up to the **matching semester** from the previous year. At the beginning of each subsequent semester, the next deletion cycle will begin.

Examples of Zoom Cloud Recording Deletion Dates

Deletion Date	Delete up to:	Semesters Retained
September 1, 2022	August 31, 2021	F21, W22, S22
January 3, 2023	December 31, 2021	W22, S22, F22
May 1, 2023	April 30, 2022	S22, F22, W23

ZOOM TRANSFER TOOL

- OpenEd developed tool to assist with managing and transferring cloud recordings between your UofG Zoom Pro account and your UofG OneDrive account.
- Two options:
 - Transfer existing recordings
 - Automate transfer of future recordings
- Resources:
 - [Zoom Transfer Tool Support](#)
 - [Zoom Transfer Tool App](#)

ZOOM SUPPORT & RESOURCES

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SUPPORT

Please contact **CourseLink Support** for any help with technical aspects of our educational technologies.

Phone: 519-824-4120 ext. 56939

Toll Free: 1-866-275-1478 (Canada and USA)

Email: courselink@uoguelph.ca

For pedagogical/best practice support for any of our centrally support technologies, including classroom technology, please reach out to the **Instructional Technology Specialist (ITS)** team

Email: insttech@uoguelph.ca

ADDITIONAL OPENED PROGRAMMING & RESOURCES

Resources

- [Access Zoom and Schedule a Zoom Class](#) – set up and use CourseLink integration
- [Host and Record a Zoom Class](#) – Zoom desktop client basics
- [Zoom for Students: Create and use of a U of G Zoom account](#) – post on your CourseLink site for students to reference

Programming

- [Web Conferencing Classroom Orientations](#) – schedule a session with an ITS

ZOOM – TOOL-SPECIFIC RESOURCES

- [Nonverbal Feedback & Meeting Reactions](#) – plus raised hand
- [Polling for Meetings](#) – how to enable, create and launch polls in meeting
- [Managing Breakout Rooms](#) – creation, management and screen sharing to all breakout rooms
 - [Participating in Breakout Rooms](#) – student guide
- [Screen Sharing](#)
- [Zoom Whiteboard User Guide](#) – introduction to the new whiteboard tool in Zoom
- [Using Annotation Tools for Collaboration](#)