HOW TO USE ZOOM TO HOLD CLASS OR OFFICE HOURS
Janice Fischer
Professor, Molecular Biosciences

Overview: Zoom is software that allows you to share your voice, your face, and anything up on your computer screen, all at the same time. All that you and the students need are a laptop or tablet with an internal or external microphone and camera, and an internet connection. (In a pinch, students can use smartphones also.) Zoom also has other functions that allow you to run a classroom. You can see the students, and they can see you and each other. Zoom has a Whiteboard that you or the students can write on and share. You and your students can share your screens and everyone can write all over them. Students can raise their hands. You can put groups of students into virtual rooms of nearly any size to work on problems. You and the students can send each other text messages. And more. And the best thing of all is that it’s really simple.

The Mission of this Primer: The Zoom website has extensive instructions online for all computer, tablet, and phone operating systems: https://zoom.its.utexas.edu/
This manual is not meant to replace those resources, but to provide you with simple, step-by-step instructions so that you can get going quickly. Please realize that the instructions and tips given here reflect my experience with Zoom on my iMac running Mojave. You may experience the Zoom interfaces and functionalities a bit differently on your computer. What follows is the simplest way to get going for you and for your students. This is the document I wish I had when I used Zoom for the first time!

Note: These instructions are for using Zoom that is NOT integrated into Canvas. To keep things as simple as possible, I don’t use the Canvas-integrated Zoom. I’m sure that you can easily extrapolate the instructions in Step 1 and Step 2 to the integrated version. Or, you can do exactly what I describe below, and it will work.

Step 1: Download Zoom and Sign In

UT has purchased a site license for a special version of Zoom that allows you to hold a class or Office Hours with as many as 300 students. Download the software here: https://zoom.its.utexas.edu/
Follow the instructions on that website to sign in using SSO. [If you already have a Zoom account for another version of Zoom, Sign Out using the orange button on the top right of your home page with your initials on it (see below), and then sign in again using SSO.]

Your home screen will look like this:

TIP: If you used your ut email address for a previous Zoom account, you’ll need to use this kind of UT email address to log into the UT Zoom licensed account: your_uteid@eid.utexas.edu
Step 2: Obtain a meeting url

Click the blue “Schedule” button on your home screen (see picture above). You can simply click “Recurring meeting” and not bother setting up a specific schedule. Here’s an example of how you can fill in the scheduling screen:

Hit the blue “Schedule” button at bottom right. You’ll get a screen like this one:
The most important thing on screen above is the url:  [https://zoom.us/j/447070747](https://zoom.us/j/447070747)

This is the url (you’ll get a different one, of course) that you and your students will use to enter your Class or Office Hours.

You can simply post this on the Front Page of your course’s Canvas site.

[The Meeting ID (447 070 747) will be used by people logging in with their phones; on a computer, one can also log in to any meeting by clicking on the blue “Join” button on your home screen (see picture in Step 1) and entering those numbers.]

You can make a different url for each of your classes and your Office Hours.

If your TAs are using Zoom for Discussions/Office Hours, they should each make their own url.

**Personal Meeting ID:** Note that when you signed up for Zoom, you were given a Personal Meeting ID (PMI). You can find that by going to the Home screen and clicking on “Meetings” in blue at the very top:

![Personal Meeting ID](image)

You can use your PMI to meet with anyone on Zoom at any time. Simply click on “My Personal Meeting ID” (PMI) above, then click on “Show Meeting Invitation”, and copy and paste the url to email it to anyone you want.

You can begin a meeting with your PMI anytime by clicking on the orange “New Meeting” button on your Home screen (see page 1) or clicking on your PMI url that you gave others.

**TIP:** Remember that students may log into the class, discussion, or office hour urls at any time. So use specific urls for these purposes – not your PMI. (You might be having a different meeting with your PMI, and a student testing out Zoom or forgetting the correct class meeting time can appear suddenly.)

Note that everyone with a Zoom account has a PMI – including students. Students can use Zoom to meet in groups; to promote interactions, such meetings might be a good thing to incorporate into your class structure.
Step 3: Log into your class meeting url to start the meeting

Simply click on your class url that you put on Canvas to start the meeting. Alternatively, from your “Meetings” list in Zoom, you can select the correct meeting at left, and then hit the blue START button:

When you start your meeting, the first screen you get will be your face, with a control panel beneath it.

You can click “Mute” and “Stop Video” in the bottom left if you don’t want anyone to see or hear you yet. Just click them again when you want to be seen and heard.

[If you have two monitors (see below), you will see just yourself on another screen also. When you have other participants, the person speaking will appear there. Also, that is where all the meeting participants, including you, will appear when you share your screen.]

When students log into the meeting, you’ll hear a bell, and a button that says “Gallery View” will appear at the top right. The button at the top right in the picture below that now says “Speaker View” initially said “Gallery View”. Click on “Gallery View” and you can see yourself and up to 48 students at once. You can scroll to see the others if more than 48 students are present. The person who is speaking will always appear at the top. If you want to see only whoever is speaking, click on “Speaker View”.
Note about viewing students: Note that when you share your screen (we’ll talk about this in Step 4) you can view only 6 people at once and you have to scroll to see the rest. If you connect a second monitor to your computer, you’ll be able to see yourself and up to 48 students at once (without scrolling) on one screen, and share all or part of the other screen. I have a second monitor, and I now find this feature really nice for large classes.

**TIP:** Connect a second monitor to your computer and you can see up to 48 students on one monitor, and the screen you’re sharing on the other monitor.

**Settings:** This is a good time to mention the Settings. If you want to use dual monitors, you need to make sure that you click “Use dual monitors” in General Settings. You can get into the Settings by clicking the gray gear in the upper right side of your home screen (see picture on page 1).

Here’s how my General settings (left) and Video settings (right) usually look:

Note that I’ve activated the all-important “Touch up my appearance” feature in Video settings. 😆
If something isn’t working the way you expect, you can try changing some of the settings before you seek help. Most likely, the feature that isn’t working is disabled in the Settings.

There are many, many “Advanced Features” in the settings (you can click on “View Advanced Features” in the settings panel to access them — see the screenshot on the previous page). You already have gazillion instructions from UT and elsewhere about how to set these in order to avoid Zoombombing.

It’s a good idea to scroll through all the settings before you teach with Zoom for the first time to see all the functionalities you can control. You can access all of the Settings also by logging into Zoom and then clicking on Zoom.us > Preferences at the top of your screen.

TIP: One control that is important to me – I prevent students from sending private chat messages to each other. I allow them only to message the entire class.

Step 4: Things you can do during your meeting

A. Record your meeting.

You can Record your entire class by hitting the “Record” button on the bottom of the screen:

Note: There are two options for recording: (1) “Record on this computer” will cause Zoom to generate an mp4 recording and save it to your hard drive. You can upload this file to Canvas. (2) “Record to the Cloud” will cause Zoom to create a recording and save it to your Zoom account in the cloud. You can share the link to recording on Canvas. Option 2 might be the best because the closed captions will be created and associated with the video automatically, and also because the video files are large.

You might want to record your class for students who cannot show up online for class for one reason or another. (Alternatively, you can record a Powerpoint presentation easily from your desk with Powerpoint’s internal “Record Slideshow” feature. You just click Record, give your lecture, and then hit Stop.)

Remember that many students registered with the SSD office require class notes and this is true for online classes as well as in-person classes. Zoom will automatically prepare closed captions and make them available along with your video if you choose to record the session on the Cloud. [https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning](https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning)

Or don’t ….. For me, providing class notes for students who need them is a reason to post annotated Powerpoints — Powerpoints with my Lecture written out in the Notes — instead of mp4s of Lectures or audio-recorded Powerpoints. This does take a lot of time, but I’m uncomfortable with recording class — I prefer to limit what gets posted on Canvas to prepared verbiage in my Powerpoints.
B. Share all or part of your screen.

You can share your entire screen with the students, or any single program on it. Click the green “Share” button on the bottom of your screen (see above). A panel will appear where you can click on your entire desktop, or any specific program you have open, such as Powerpoint:

(There’s a Whiteboard feature also – we'll get to that in part C.) You can click “Stop Share” at any time to stop sharing your desktop or program.

TIP: If you are opening a Microsoft Program (e.g. Powerpoint or Word) on your desktop while your desktop is already shared, your students will not be able to see it. You need to Stop Share, open the program, and then reshare your desktop or that specific program.

EXAMPLE 1: Share a Powerpoint and talk from it just as you would in class. When your Powerpoint is shared, if you click “Annotate”, you’ll get a pointer (Spotlight) and the ability to draw (Draw) on your slides. (You’ll probably enjoy using a pen input device rather than a mouse for drawing on your slides...see below.)
**Super-important TIP:** When you share a Powerpoint, don’t put the Powerpoint in “Presented by a speaker (full screen)” mode as you would in a classroom. Instead, put it in “Browsed by an individual (window)” mode. To put your Powerpoint in this mode, click on the “Slideshow” tab at the top of your Powerpoint screen, and then click on “Set Up Slide Show”.

If you click on “Format” and “Draw” (see previous page) you’ll get colors and pen tips for drawing with “Annotate”.

**EXAMPLE 2:** Explain to the students how to do a homework problem. For this, I share my entire monitor. I make my desktop picture solid white or gray and it becomes a big whiteboard. I’ll have open a pdf or Word file with the homework question, and using “Annotate”, both myself and my students can write all over the blank screen and also the file I have open. The “Draw” and “Format” buttons (see the bottom of the previous page) provide you with pen tips and colors.

Many people (myself included) find that instead of using a mouse, a Wacom tablet ([https://estore.wacom.com/en-US/wacom-intuos-s-black-ctl4100.html](https://estore.wacom.com/en-US/wacom-intuos-s-black-ctl4100.html)) or similar device from another company is vastly superior to a mouse for writing on the computer screen. The tablet is simply an input device with a stylus you can use instead of a mouse for everything. (Some people never use mice or trackballs again after they’ve used one of these.)

**TIP:** You can use the Annotate feature on Zoom to turn your computer screen into a shared whiteboard. An input device like a Wacom tablet will make it easier to write legibly on your screen.

**C. Share Zoom’s Whiteboard.**

When you click on the green Share button, the Whiteboard is an option you can choose. Using it is self-explanatory. I like using it much better with a pen input device than with a mouse or trackball. The “Format” button gives you choices of pen widths and colors.

The downside of using the Whiteboard instead of your Desktop is that you cannot have it open with other programs at the same time.

A really nice use for the Whiteboard is for groups of students to share one in a Breakout Room and then save it and email it to you or your TA during class (see part D on next page).

**NOTE:** You can also share an iPad or a Document Camera (you can even turn your phone into a doc cam). Instructions for these options are on the TIDES website.
D. Put the students into Breakout Rooms to solve problems or discuss something.

You can put the students into virtual rooms in group of any size by clicking on “Breakout Rooms”:

You’ll get a screen like this:

Choose the number of rooms that will divide your students into groups of the size you desire. You can put them into rooms randomly (automatically) or choose who goes where (manually). You can assign students to permanent Breakout Room groups for the duration of the course. This is a bit more complicated and you can get instructions for that on the TIDES website.

**Breakout Room control panel:** While the students are in their virtual Breakout Rooms, you’ll get a control panel that lists the students in each room. The Breakout Room control panel allows you (the host of the meeting) to enter and leave any room, send messages to the students, end the Breakout Room session, and move students around from room-to-room. The students can message you from inside the Breakout Room to let you know that they need help. The students can also come in and out of the Breakout Rooms at will to talk to you.

**Students can share and save Whiteboards in Breakout Rooms:** While in the rooms, students can share a Whiteboard with each other, and then share that Whiteboard with everyone later. They can also save the Whiteboard and email it to you or your TA to show you their group work. I show my students this video about how to share and save a Whiteboard:

E. Other simple things you can do with your class on Zoom.

The Manage Participants feature gives you a list of everyone in class (maybe a simple way to take attendance with a screenshot), allows you to Mute or Unmute their audio, and allows you to see who is raising their hands.

The students’ screen will say Participants. When they click on it, they’ll get a list of participants and the ability to Raise their Hand. The names of the students with their Hands Raised move to the top.

Students and you can also send the class Chat messages at any time during class. (I prevent students from having private chats with each other in the Settings, but you – the host – can still send messages to the whole group and private messages to individuals.)

Super-important TIP: Hold a “Practice Class” before your first official class meeting. The next page has an example of information you can give your students before the practice class.
Example of information that you can give your students before the first online meeting

Zoom Information for Janice Fischer’s BIO325 Course, Spring 2020
The best way to attend Zoom class and Office Hours is on a computer with an internal or external microphone and camera. You can use your phone if you absolutely must.

HOW TO GET HELP

Student Emergency Fund Application
If you need a computer, webcam, mic, or WiFi and cannot obtain these yourself, email or call Student Emergency Services: [https://deanofstudents.utexas.edu/emergency/](https://deanofstudents.utexas.edu/emergency/)

If you need help getting Zoom to work properly on your device please contact the ITS service support desk: [https://ut.service-now.com/sp?id=ut_bs_service_detail&sys_id=f8a2f29b0ff3960003d2e498b1050ed8](https://ut.service-now.com/sp?id=ut_bs_service_detail&sys_id=f8a2f29b0ff3960003d2e498b1050ed8)

WHAT TO DO BEFORE OUR “PRACTICE CLASS”

- Download UT’S version of Zoom to your computer and set up your UT Zoom account: [https://zoom.its.utexas.edu/](https://zoom.its.utexas.edu/)
  You can also download the Zoom app to your phone:
  Installing Canvas and Zoom on iPhone: [https://youtu.be/J3yHySuYmeI](https://youtu.be/J3yHySuYmeI)
  Installing Canvas and Zoom on Android phone: [https://youtu.be/IU_C6ftogVg](https://youtu.be/IU_C6ftogVg)

WHAT TO DO WHEN YOU FIRST LOG INTO OUR “PRACTICE CLASS”

- Enter our Zoom Class through the link on our Canvas Front Page which is also here: PUT YOUR CLASS URL HERE (For the phone app: the Meeting ID is: XXX XXX XXX)

- When you first log in, find the controls for MUTING and UNMUTING your audio and click MUTE. **Keep in mind that if your Audio is ON (UNMUTED), everyone else can hear you even if their Audio is MUTE.**

- Find the VIDEO control and set it to ON so that everyone can see you. **Keep in mind that even if everyone else’s Video is off and you cannot see them — they can still see you if your Video is on.**

- **Important Zoom Class Etiquette 1:** Enter with your VIDEO ON and Audio MUTE; keep your Audio MUTE except when you are speaking.
- **Important Zoom Class Etiquette 2:** Turn your VIDEO OFF if you need to do something other than pay attention to the meeting. (e.g. Talk to someone in the background, play with your pet, eat a 10-course meal, polish your nails, brush your teeth …you get the picture. These sorts of actions are INCREDIBLY distracting to everyone else in the meeting.)

- When no one is sharing their screen, you can see up to 48 people + yourself at one time. You can scroll to see the other people. When someone is sharing their screen, you can see only 6 people at a time, and scroll to see everyone else. The person who is speaking rises to the top.

- **We’ll explore the other fun Zoom functions — such as Raising your Hand and entering a Breakout Room — in our Practice Class**