HOW TO USE ZOOM TO HOLD CLASS AND/OR OFFICE HOURS
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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. Students can raise their hands. You can put groups of students into virtual rooms of 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. [I teach a synchronous, completely online version of BIO325 with UT Extension, and I use Zoom for some of my office hours for my in-person BIO325 courses.] More complex ways to do everything I outline below exist that provide advanced functionalities. 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. Seeing as that the integration has just occurred – of course I’ve never done that. 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, 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, 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:
Step 2: Obtain a meeting url

Click the blue “Schedule” button on your home screen (see picture above). 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 important thing on screen above is this:  [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/office hours.

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

What I do is write: “Enter Zoom Office Hours Here” and hyperlink that in Canvas to that url.

You can make a different url for each of your classes/office hours, or use the same one.
If your TAs are using Zoom for Discussions/office hours, they should each make their own.

**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:

You can use your PMI to meet with anyone on Zoom at any time.
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” 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.

You will see just yourself on another screen 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 this feature is really nice.

**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 grey gear in the upper right side of your home screen (see picture on page 1).

*Note:* If you’re using Zoom integrated with Canvas, to adjust the settings you must log into the Zoom application outside of Canvas. The settings will apply to meetings scheduled in Canvas as well.

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.

**Step 4: Things you can do during your meeting**

**A. Record your meeting.**

You can Record your entire class. Simply hit the “Record” button on the bottom of the screen:

Zoom will generate an mp4 recording of your class that you can post on Canvas.

If you are going to teach your class asynchronously (meaning students will not be logged into one Zoom meeting at a particular time), you can use Zoom to record your voice and screen to make videos that you post on Canvas and students watch later.

Remember that SSD students will still need class notes. Your TAs and UGTAs can make these from your recordings. (An alternative is to closed caption your videos in real time, but this is much more cumbersome. [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))

For me, this issue is a reason to simply post annotated Powerpoints instead of mp4s of Lectures when I’m not teaching a synchronous class. Then you have your Lecture – with notes – and you can use your class time to answer questions.

**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:
(There’s a Whiteboard feature also – we’ll get to that in part C.) You 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, Zoom will give you a pointer. You can even choose its color!

**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”.

**Example 2:** Explain to the students how to do a homework problem. For this, I share my entire monitor. On it, I’ll have two different files open. One is a pdf or Word file with the homework question on it, and the other is a blank white page of a program called Sketchbook – free software ([https://sketchbook.com/](https://sketchbook.com/)) that allows you to draw as if on a whiteboard. Instead of using a mouse, if you can get yourself a Wacom bamboo tablet (this is the new version: [https://estore.wacom.com/en-US/wacom-intuos-s-black-ctl4100.html](https://estore.wacom.com/en-US/wacom-intuos-s-black-ctl4100.html)) it’ll be just like writing on a whiteboard, except that you have all kinds of pens and colors. The tablet is simply an input device with a pen that you can use instead of a mouse for everything. Some people never use mice again after they’ve used one of these.

**TIP:** Download free Sketchbook software get yourself a Wacom pen input device and you’ll have a fantastic whiteboard.
C. Share Zoom’s whiteboard.

If you don’t want to get a Wacom input device, you can use Zoom’s whiteboard. When you click on the green Share button, it’s an option you can choose. Using it is self-explanatory. I find it much less satisfactory than using Sketchbook and a Wacom tablet and pen. You can also simply draw things in real time with Powerpoint, of course. I find Zoom’s whiteboard similar to drawing in Powerpoint.

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).

While the students are in their virtual breakout rooms, you’ll see a list with each room, and who is in it. Taking a screenshot of this list is a good way to take attendance.

The breakout room control panel allows you to enter and leave any room, send messages back and forth with the students, end the breakout room session, move students around from room-to-room, etc.

While in the rooms, students can write on a whiteboard, and then share that whiteboard with everyone later. They can also message you with the group’s answer to the question.
E. There are other simple things you can do with your class on Zoom.

Zoom also has a Polling function. I’ve never used this but it looks really straightforward. Consult the Zoom Help Center (https://support.zoom.us/hc/en-us) for instructions. Students can also send you Chat messages at any time during class. The Manage Participants feature gives you a list of everyone in class (another good way to take attendance with a screenshot) and allows you to Mute or Unmute their audio.

F. You can end your meeting with a click
Example of information that you can give your students before the first online meeting

Before our first meeting, please do the following:

1. Download the Zoom software here and follow the instructions to set up your account: https://zoom.its.utexas.edu/

2. Figure out how to Mute and Unmute yourself.

3. You may also wish to explore the getting started guides and videos available here: https://zoom.its.utexas.edu/

To join class, please use the Zoom Meeting Room links on the Canvas Front Page for our BIO325 class. They are:
Join URL: Paste your class url here

Please plan to log in a few minutes before the scheduled class time so that you’ll be ready at the start of class.

Technical requirements:

Broadband internet connection
Microphone (internal or external) or phone (Headphones optional)
Webcam (included on most Smartphones, tablets, and laptop computers)

Please see https://zoom.its.utexas.edu/ for supported browsers and operating systems.

For IT help setting up your device: UT will have a place where they can go