

ZOOM GUIDE TO DELIVER INTERACTIVE VIRTUAL SESSIONS

LEARNING ENHANCEMENT AND INNOVATIONS UNIT

FEBRUARY 2020

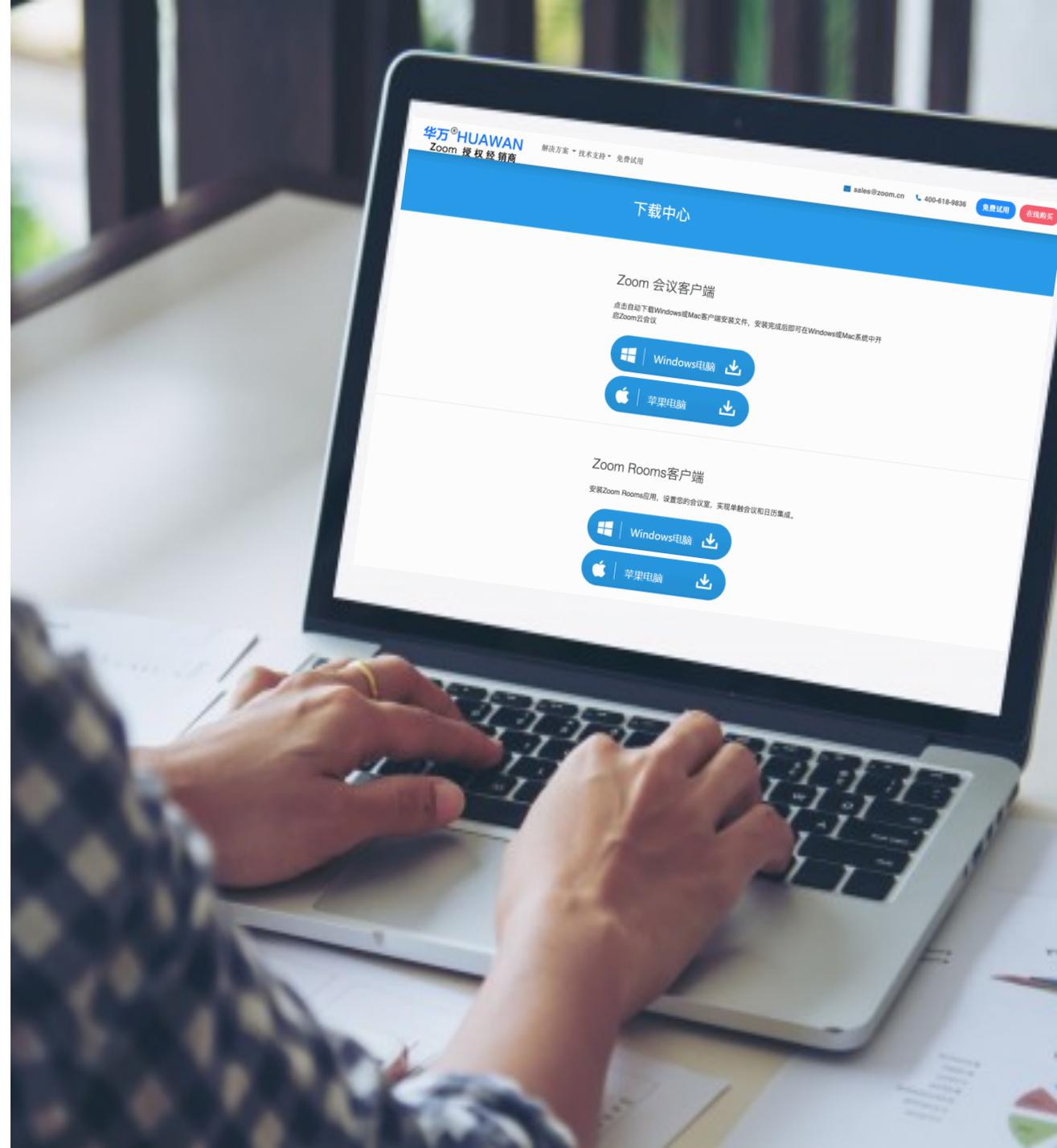
ZOOM ACCESS FROM CHINA

- To join Zoom meetings in **China**, students will need to have updated Zoom clients. The latest Zoom client is available for download at <https://zoom.cn/download/>
- First time users in China will be prompted to enter the personal phone number for verification.
- Students in China will need to use <http://zoom.com.cn/> to join zoom meetings.
- Teachers will set up the meeting and share the Meeting ID with students to be able to join the meeting through <http://zoom.com.cn/>

Join a Meeting

Meeting ID or Personal Link Name

Join



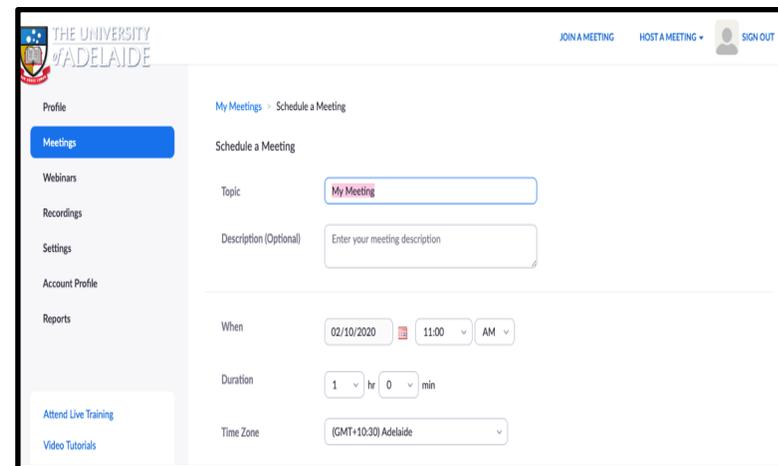
SETTING UP A ZOOM SESSION (FOR TEACHERS)

1



Visit <https://adelaide.zoom.us/> and “SIGN IN” with your university credentials.

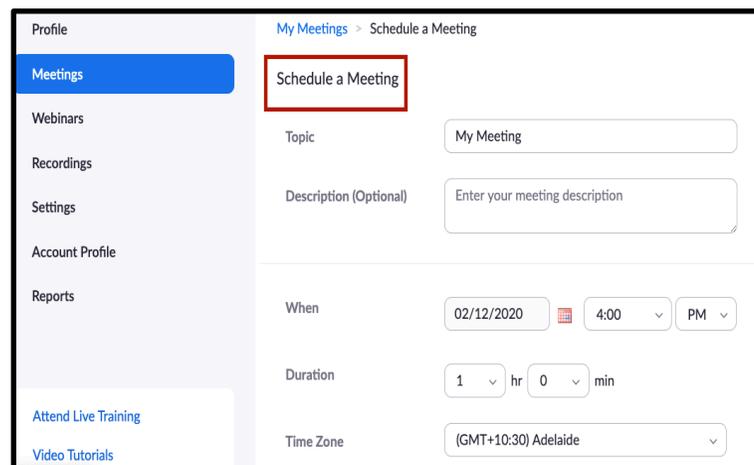
3



Fill the meeting information and settings as required

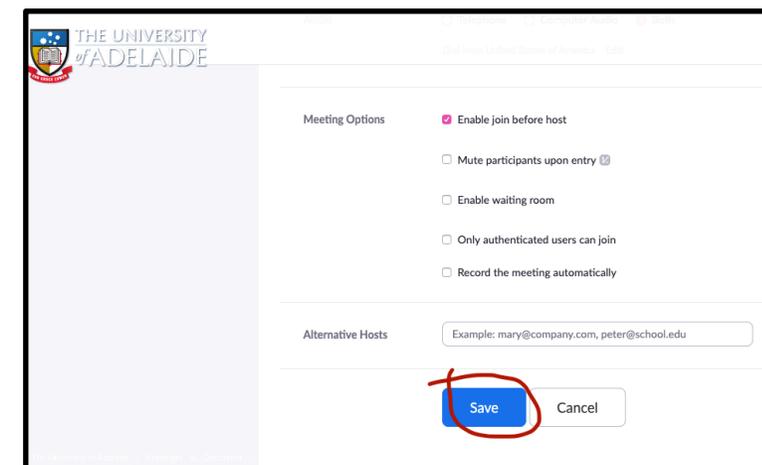
2

Click on the “Meetings” tab in the left side menu to set up a meeting. Then click on “Schedule a meeting”



4

Save your changes to generate your session details



SETTING UP A ZOOM SESSION (FOR TEACHERS)

The screenshot shows the Zoom meeting setup interface for a teacher at The University of Adelaide. The interface is titled "My Meetings > Manage 'My Meeting'". The meeting details are as follows:

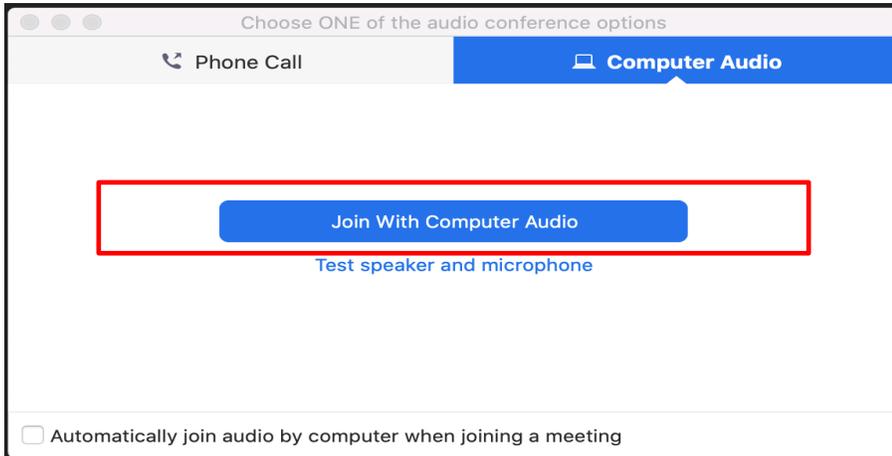
Topic	My Meeting
Time	Feb 11, 2020 11:00 AM Adelaide
Add to	Outlook Calendar (.ics) Yahoo Calendar
Meeting ID	564-792-284
Meeting Password	× Require meeting password
Invite Attendees	Join URL: https://adelaide.zoom.us/j/564792284
Video	Host: On Participant: Off
Audio	Telephone and Computer Audio Dial from United States of America

- You meeting details will be saved.
- You can invite participants/students to your session through emailing the meeting link (URL) or by sharing the Meeting ID.

! In case of students in China, it's recommended to share the **Meeting ID** because they will be connected to zoom through different domain (zoom.com.cn) so Adelaide.zoom.us won't work.

ZOOM INTERFACE GUIDE

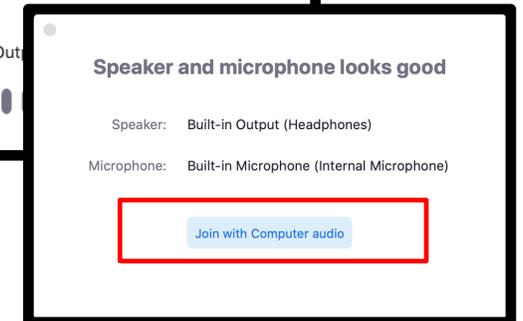
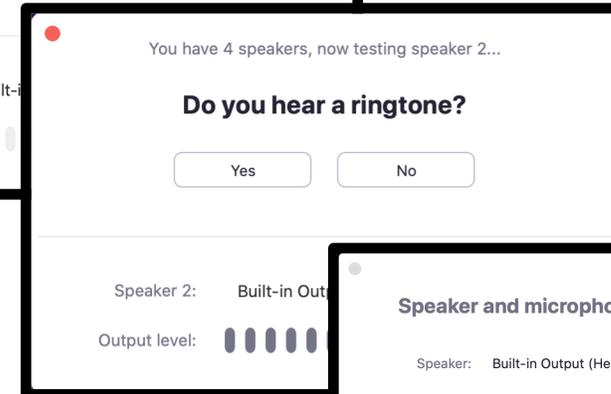
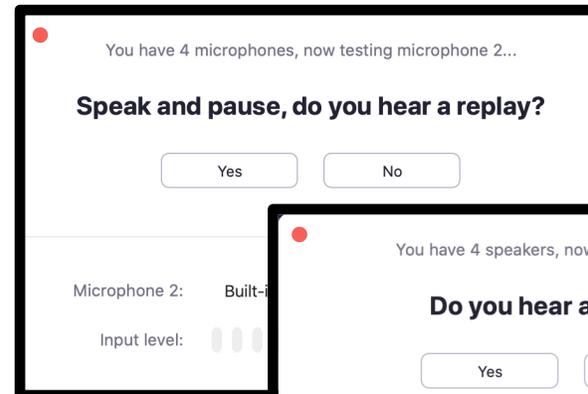
- Once you start/join a zoom session, you will receive this prompt.



You must click on **“Join with Computer audio”** in order to be able to interact with voice during the session.



It's recommended to test your speakers and microphones before the session to avoid technical issues and delays during the session



ZOOM INTERFACE GUIDE

It's recommended to keep your microphone muted when you are not speaking.



When host ends the meeting it will be ended for all participants unless they assign another host. If you are a participant, you will have the **“Leave Meeting”** option where you can click to exit the session anytime and the session will remain running as usual.

1	Mute/Unmute Microphone	Allows you to mute/unmute your microphone when you need.
2	Microphone/Speaker Settings	The up arrow allows you to access the microphone and speaker settings as well as the Audio settings, which is where you can perform an audio test.
3	Stop/Start Video	Allows you to start and stop your video feed.
4	Video Options	The up arrow allows you to access the video options which allows you to switch video inputs, adjust video settings, or add a virtual background.
5	Invite	To add participants to your meeting while the session is running.
6	Manage Participants	Opens the participant management panel, where you can manage your participants' settings such as mute/unmute, start/stop videos, assign co-host... etc.
7	Share Screen	Lets you share your screen with your participants with a variety of options to control what you share.
8	Screen Sharing Settings.	Opens up sharing settings such as allowing multiple participants to share at a time, and whether or not participants can share their screens
9	Chat	Opens up a chat window where you can select to message individuals privately or to post to the whole group.
10	Record	To start recording the session both video and audio.
11	Breakout Rooms	Allows you to break the participants up into small groups for easier collaboration and more managed group work activities.
12	End Meeting	If you like to end the meeting anytime.

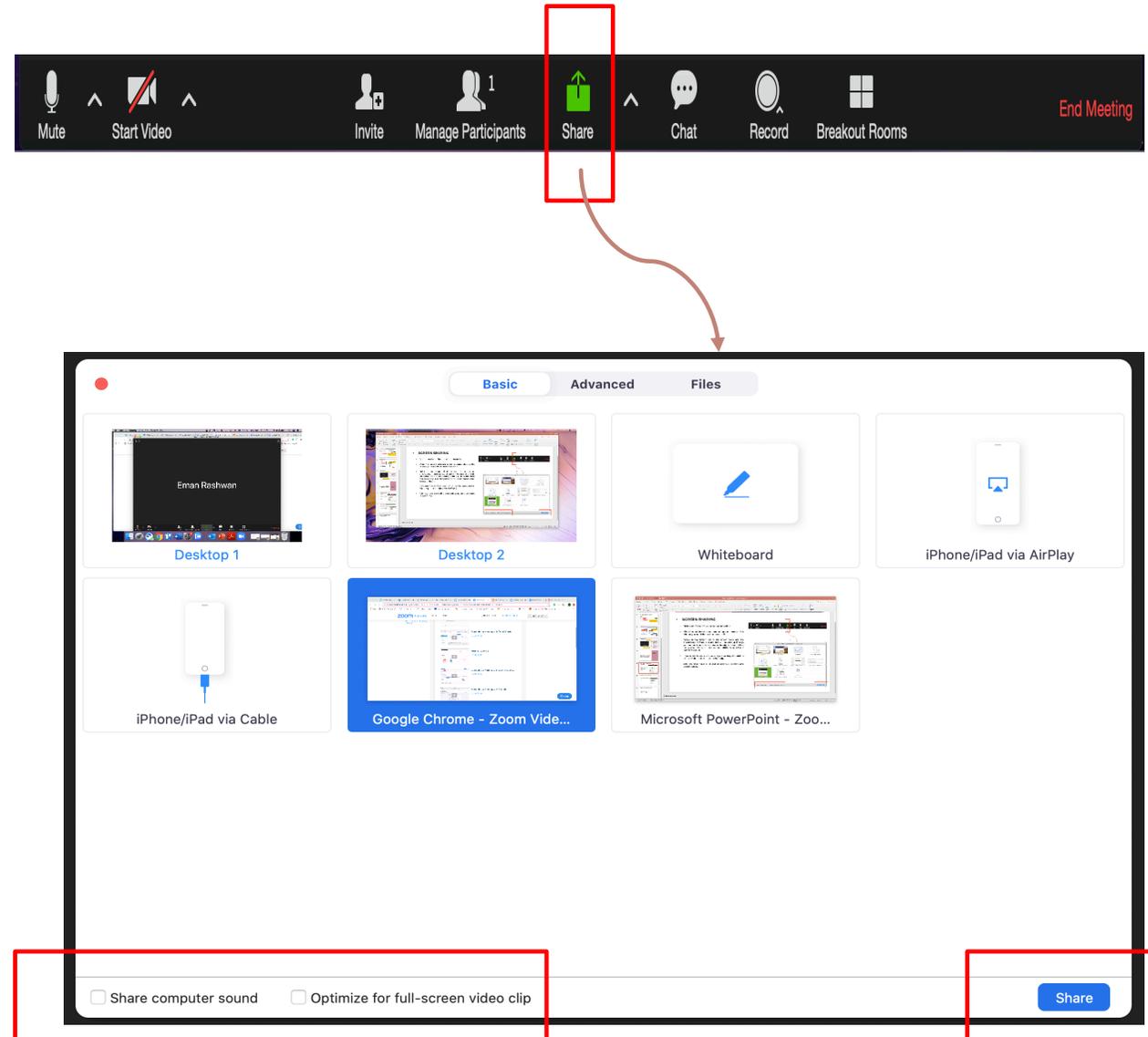
ZOOM FOR DELIVERING INTERACTIVE SESSION

- Screen sharing
 - Annotations tools
 - Collaborative whiteboard
 - Breakout rooms
 - Polling/questions
-

ZOOM FOR DELIVERING INTERACTIVE SESSION

• SCREEN SHARING

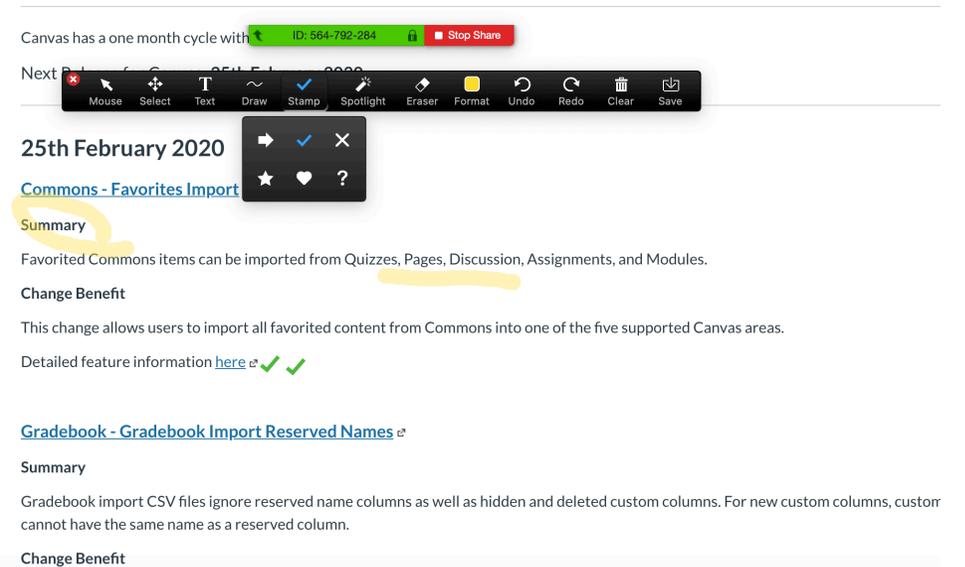
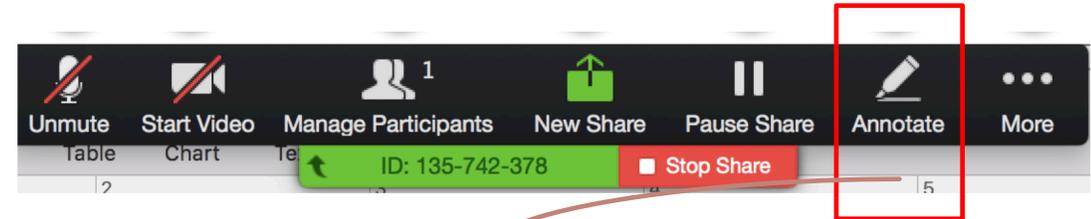
- Click on the Screen Share button on the toolbar.
- When the window selection screen appears, click on the Window you would like to share to select it.
- Notice at the bottom left of the screen there are two checkboxes. If there is sound that will be passing through your computer such as a video, audio clip, or sound effect that you want your participants to hear, click in front of Share Computer Sound.
- If you intend to share a video with your participants, click in front of Optimize for full-screen video clip.
- After you have made all of your selections, click the Share Screen button.



ZOOM FOR DELIVERING INTERACTIVE SESSION

• ANNOTATIONS TOOLS ON SCREEN SHARING

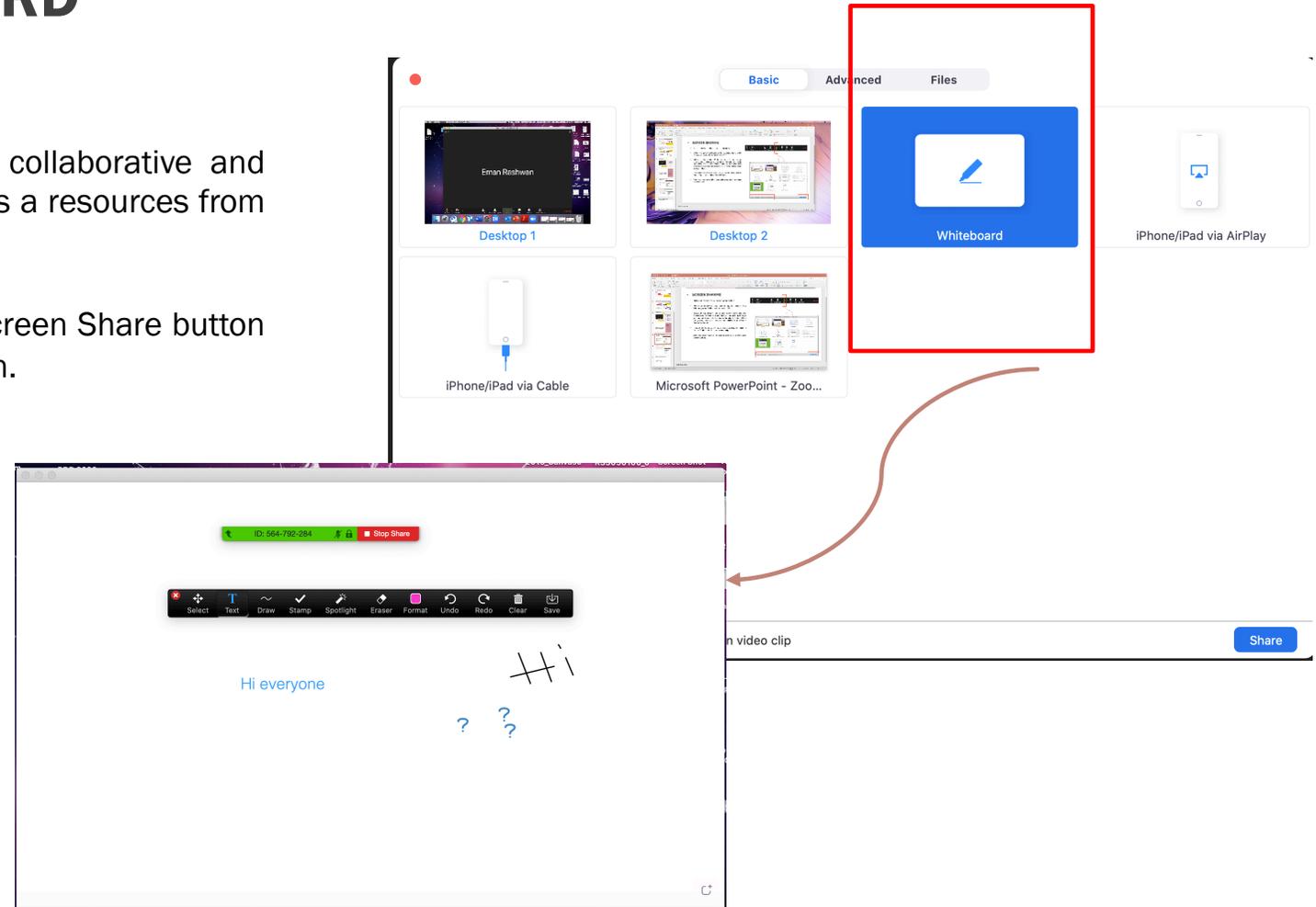
- While you share your screen, at the top of your window, you will see a small screen sharing toolbar.
- Annotations within the screen sharing portion of Zoom allows you to provide online drawings, text insertion, as well as, calling out attention to specific information with a spotlight tool.
- To access the annotation tools, click on “Annotate” in the Screen Sharing toolbar.



ZOOM FOR DELIVERING INTERACTIVE SESSION

- **COLLABORATIVE WHITEBOARD**

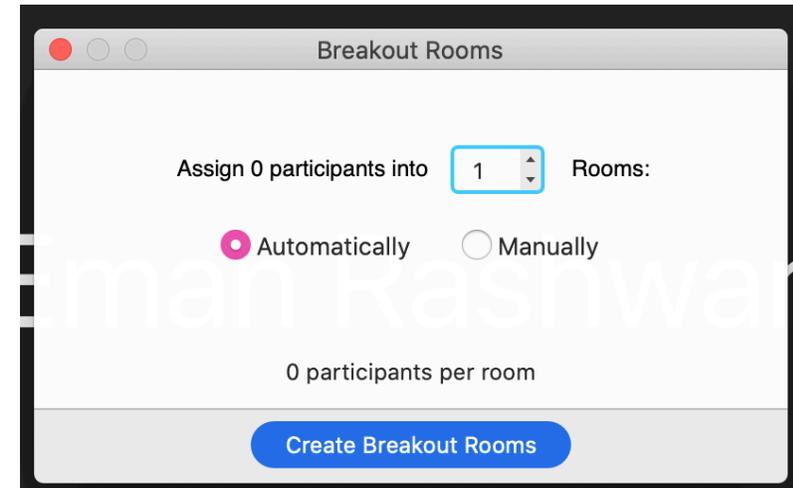
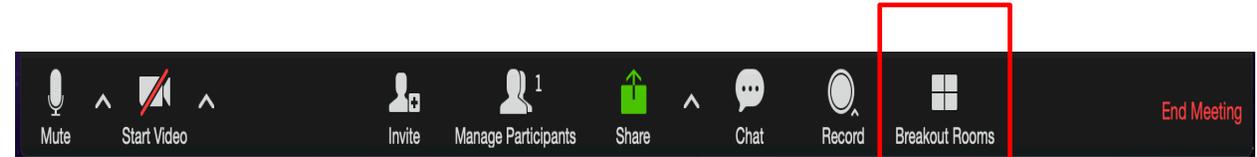
- The whiteboard on zoom allows participants to collaborative and brainstorm on a shared board that can be saved as a resources from the session.
- You can share the whiteboard by clicking on the Screen Share button on the toolbar then choose the “Whiteboard” option.



ZOOM FOR DELIVERING INTERACTIVE SESSION

- **BREAKOUT ROOMS**

- The breakout rooms divides the participants into separate rooms for group work/discussion, up to 50 separate sessions.
- You can share the whiteboard by clicking on the Screen Share button on the toolbar then choose the “Whiteboard” option.
- As a host, you can choose to split the participants into separate sessions automatically or manually, and **can switch between sessions at any time.**



Breakout room participants have full audio, video and screen share capabilities

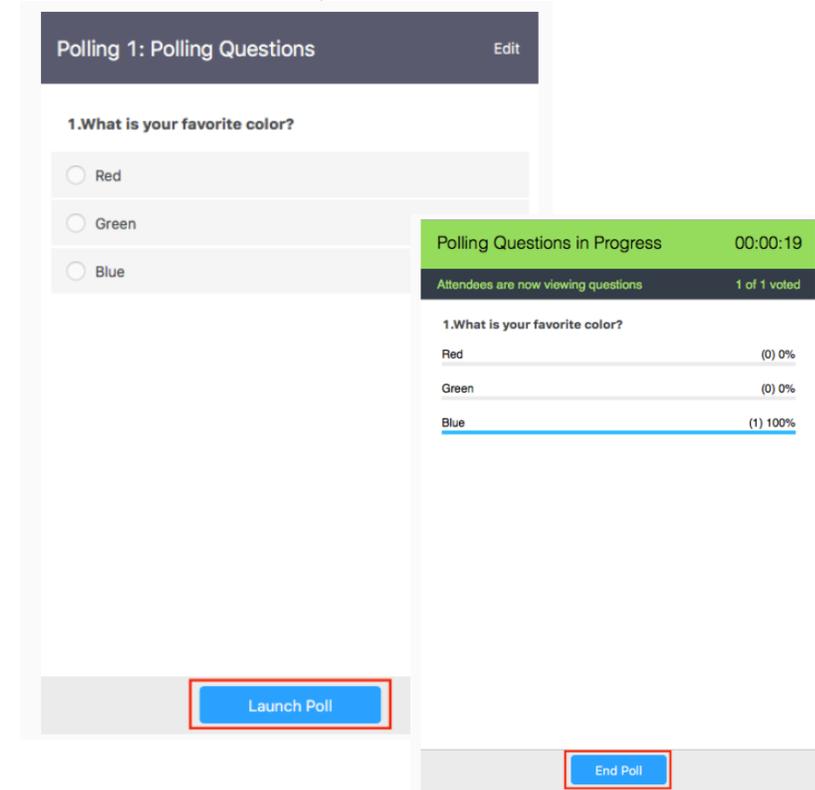
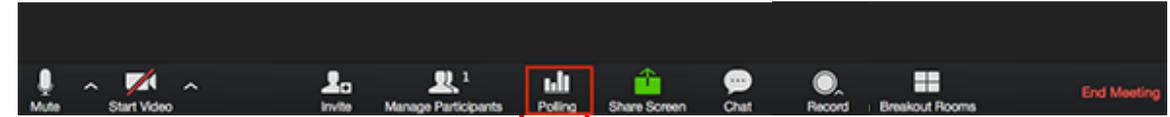
ZOOM FOR DELIVERING INTERACTIVE SESSION

• POLLING/QUESTIONS

- The polling feature allows you to create single choice or multiple choice polling questions for your sessions.
- You will be able to launch the poll during your meeting and gather the responses from the participants. You also have the ability to download a report of results after the meeting.
- Polls can also be conducted anonymously, if you do not wish to collect participant information with the poll results.



Polls can be used as bridge-in activity, pre/post quick quiz, knowledge check questions, or voting tool.

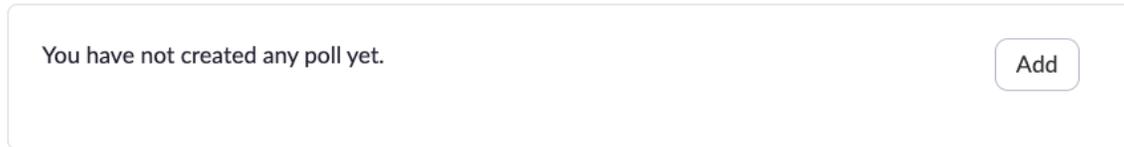


ZOOM FOR DELIVERING INTERACTIVE SESSION

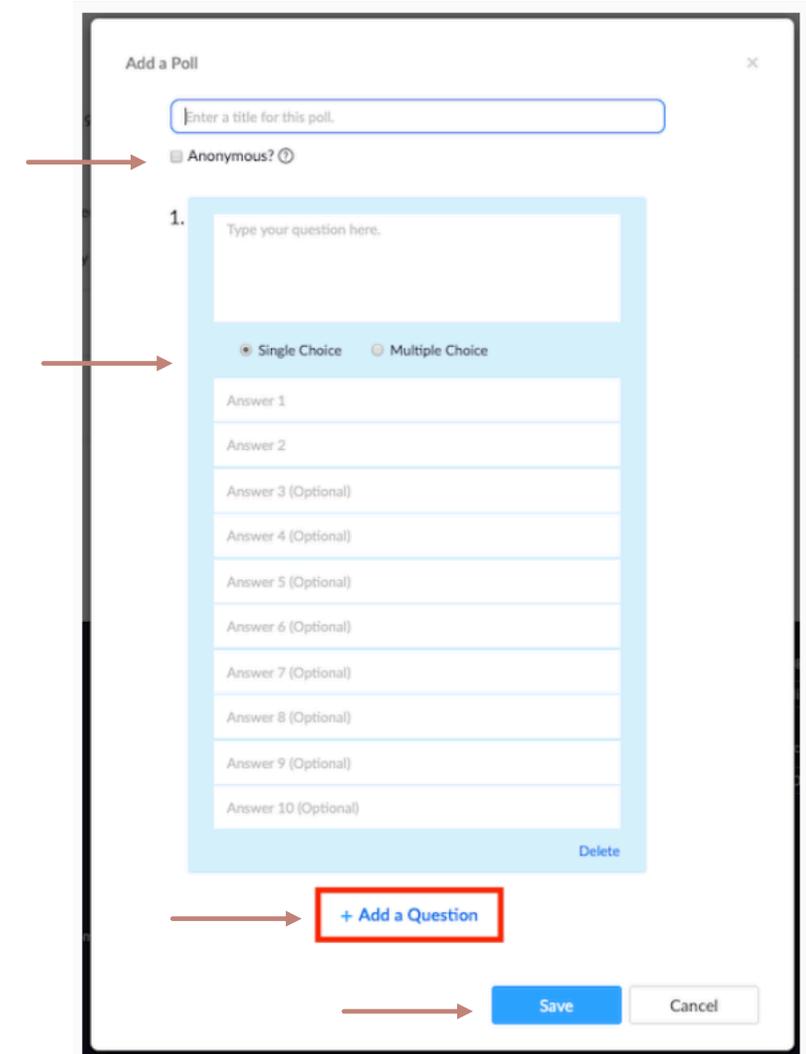
• POLLING/QUESTIONS

To create Poll questions:

- 1.Go to the **Meeting page** and click on your scheduled meeting. If you do not have a scheduled meeting, **schedule a meeting now**.
- 2.From the meeting management page, scroll to the bottom to find the **Poll** option. Click **Add** to begin creating the poll.



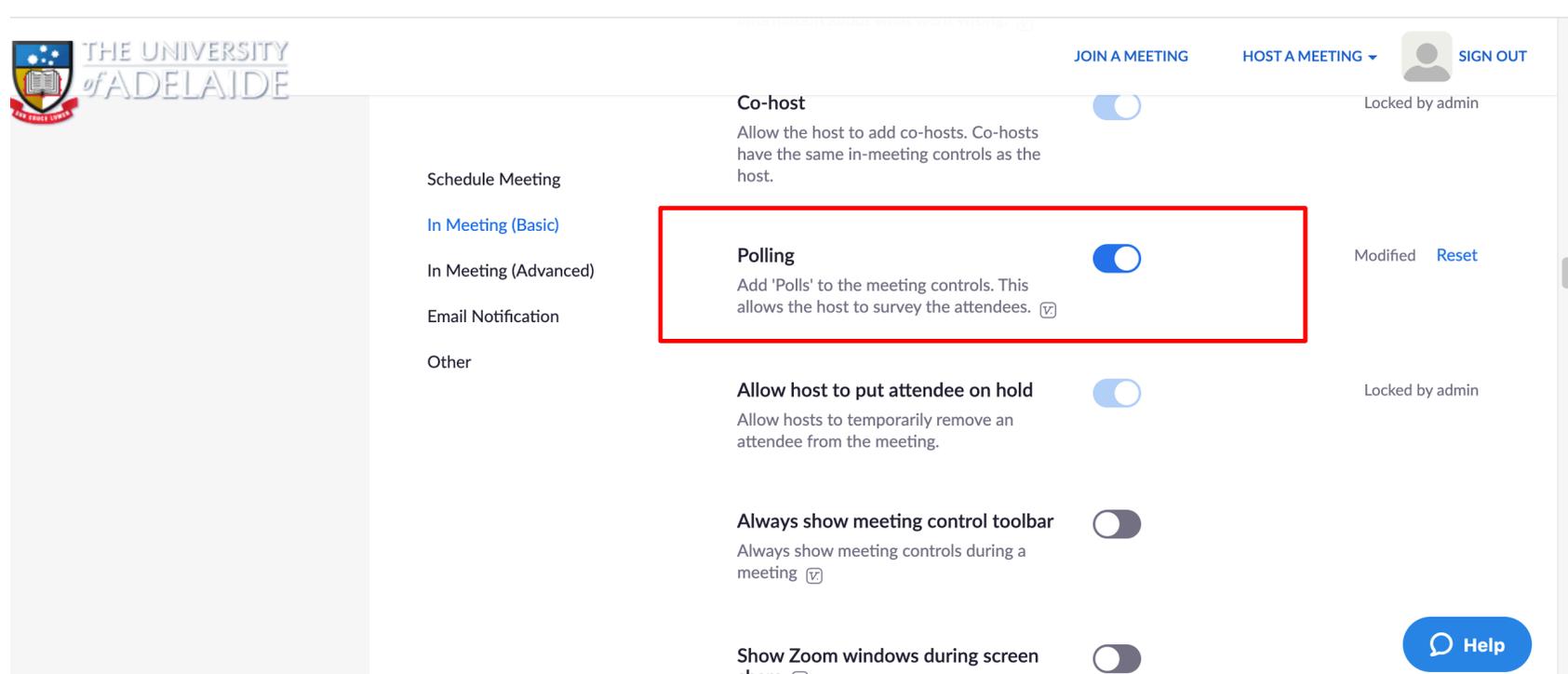
- 3.Enter a title and your first question.
 - (Optional) Check the box to make the poll anonymous, which will keep the participant's polling information anonymous in the meeting and in the reports.
 - Select whether you want the question to be single choice(participants can only choose one answer) or multiple choice question(participants can choose multiple answers).
- 4.Type in the answers to your question and click **Save** at the bottom.
- 5.If you would like to add a new question, click **Add a Question** to create a new question for that particular poll.

A screenshot of the "Add a Poll" dialog box. At the top, there is a text input field with the placeholder "Enter a title for this poll." Below it is a checkbox labeled "Anonymous?". Underneath is a question editor with a text area containing "1. Type your question here." and two radio buttons: "Single Choice" (selected) and "Multiple Choice". Below the question editor are ten input fields for answers, labeled "Answer 1" through "Answer 10 (Optional)". At the bottom right of the question editor is a "Delete" link. At the bottom of the dialog box, there is a blue button labeled "+ Add a Question" and a white button labeled "Save" next to a white button labeled "Cancel". Red arrows point to the title field, the "Anonymous?" checkbox, the "Single Choice" radio button, the "+ Add a Question" button, and the "Save" button.

ZOOM FOR DELIVERING INTERACTIVE SESSION

- **POLLING/QUESTIONS**

Polls option is turned off by default. If you can't see the "Add" poll in your meeting setting then you have to go to your account setting page and turn it on.



The screenshot shows the Zoom meeting settings interface for The University of Adelaide. The left sidebar contains navigation options: Schedule Meeting, In Meeting (Basic), In Meeting (Advanced), Email Notification, and Other. The main content area displays several settings with toggle switches:

- Co-host**: Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host. (Toggle is on, status: Locked by admin)
- Polling**: Add 'Polls' to the meeting controls. This allows the host to survey the attendees. (Toggle is on, status: Modified, with a [Reset](#) link)
- Allow host to put attendee on hold**: Allow hosts to temporarily remove an attendee from the meeting. (Toggle is on, status: Locked by admin)
- Always show meeting control toolbar**: Always show meeting controls during a meeting. (Toggle is off)
- Show Zoom windows during screen share**: (Toggle is off)

At the top right, there are links for [JOIN A MEETING](#), [HOST A MEETING](#), and [SIGN OUT](#). A [Help](#) button is located at the bottom right.

TIPS & RECOMMENDATIONS



TIPS TO DELIVER A SMOOTH VIRTUAL SESSION

1- Create a reusable link if you have frequent and scheduled sessions. You will only have to share it once and students can use it for the rest of the sessions.

2- Always test your microphone, speakers and camera before the session to avoid technical glitches.

3- If you don't want participants to enter the session before you, then you can disable the option from the settings or "Enable waiting room". This will display a message to participants that they are in a waiting room. You will need to admit people from the waiting room as required.

4- To avoid problems with bandwidth, you can set participants' webcam and microphone to be automatically turn off on joining the session. This will also eliminate disturbance and distractions when participants join the session.

5- Use the available tools for creating active learning experience, such as the collaborative annotations, whiteboard, and Polls

6- Use breakout rooms to facilitate group work. You can move between the rooms, however it is recommended to assign a group facilitator in each room for taking notes and moderating the activity.

7- Record the session for future use.



For video tutorials and training webinars, please visit [Zoom help center](#)

The screenshot shows the 'When' section of the Zoom meeting settings. The date is set to 04/24/2018 at 11:00 AM. The duration is 1 hour and 0 minutes. The time zone is (GMT+10:00) Brisbane. The 'Recurring meeting' checkbox is checked, and the recurrence is set to 'Every day, until Apr 30, 2018, 7 occurrence(s)'. A dropdown menu is open, showing options: Daily, Weekly, Monthly, and No Fixed Time. The 'No Fixed Time' option is selected. The 'Repeat every' field is set to 7 occurrences.

Setting up a recurrent sessions schedule from the meeting's settings page

The screenshot shows the 'Meeting Options' section of the Zoom meeting settings. The 'Require meeting password' checkbox is unchecked. The 'Enable join before host' checkbox is checked. The 'Mute participants upon entry' checkbox is checked. The 'Enable waiting room' checkbox is unchecked. The 'Record the meeting automatically' checkbox is unchecked.

Options to control participants' joining the session before the host from the meeting's settings page

The screenshot shows the 'Video' section of the Zoom meeting settings. The 'Host' video setting is set to 'on'. The 'Participant' video setting is set to 'off'.

The screenshot shows the 'Meeting Options' section of the Zoom meeting settings. The 'Require meeting password' checkbox is unchecked. The 'Enable join before host' checkbox is checked. The 'Mute participants upon entry' checkbox is checked. The 'Enable waiting room' checkbox is unchecked. The 'Record the meeting automatically' checkbox is unchecked.

Options to control participants' video and audio settings from the meeting's settings page

REFERENCES

<https://support.aarnet.edu.au/hc/en-us/articles/360001356756-Can-users-overseas-including-China-join-Zoom-meetings->

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

http://www.wiu.edu/CITR/resources/tip_sheets/zoom/using_zoom.pdf

<https://elearning.uq.edu.au/guides/virtual-classroom/using-zoom-tips>