

## ZOOM GUIDE

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## Getting Started



# What is the Zoom tool?



Zoom allows for robust audio, video, file and screen sharing, collaborative editing, breakout rooms, and meeting recordings. The conferencing service is recommended for administrative and large group meetings hosted in conference rooms with a capacity of 10 or more participants. Additionally, Zoom can be used to host synchronous class sessions as well as office hours.

## Things to consider when using Zoom

- If possible, lead meetings from a wired (not Wi-Fi) connection.
- Close any programs that are not needed (e.g., Skype, Google Hangouts, iChat, etc.).
- A wired headset with a built-in microphone provides the best audio quality. Connect your headset before opening the meeting room.
- Mute your audio when not in use and encourage participants to do the same.
- Limit the number of active microphones and webcams to prevent feedback and bandwidth issues.

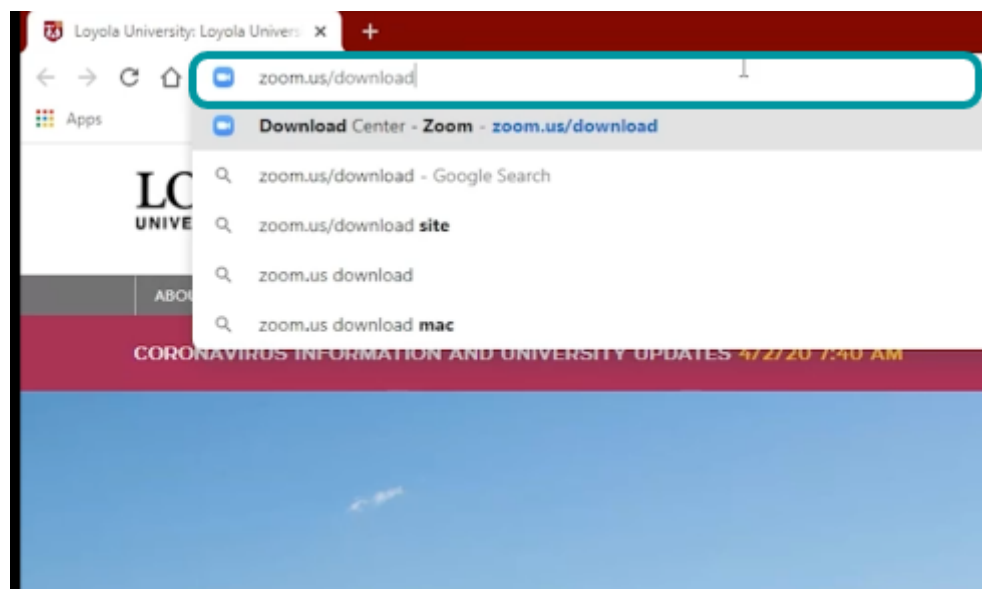
# How do I download Zoom?

There are three different types of downloads for Zoom: the Zoom Desktop Client, the Zoom Plug-in for Outlook, and the Zoom Mobile App. The Zoom Desktop Client is required to host or participate in a meeting from your computer. The Zoom Plug-in for Outlook is required to schedule a Zoom meeting directly from your Outlook calendar. Lastly, the Zoom Mobile App is required to host or participate in a Zoom meeting from your mobile device (i.e. phone or tablet).

The Zoom desktop client is required to host or participate in a Zoom meeting. If the Zoom desktop client is not already installed when you attempt to join a session, you will be prompted to download and install the application.

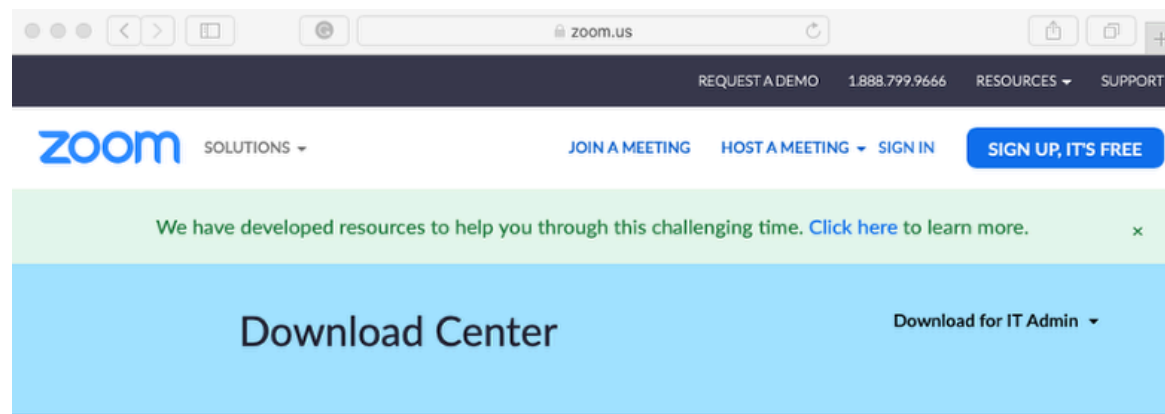
## Zoom Desktop Client for PC

### Zoom Download Center



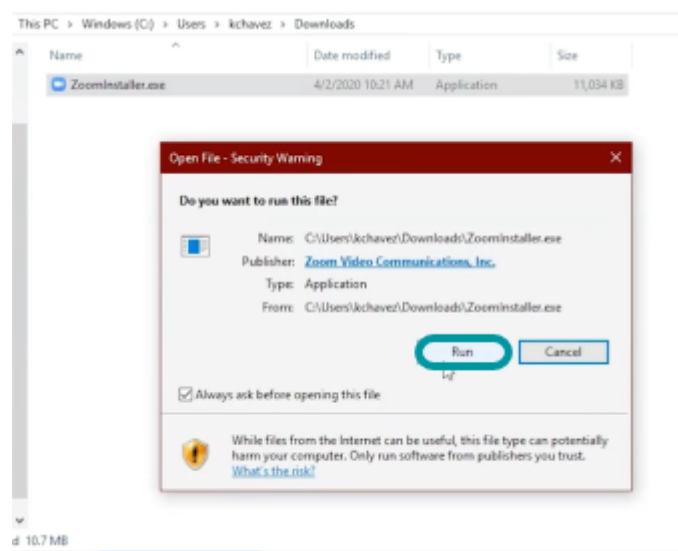
Navigate to [luc.zoom.us/download](https://luc.zoom.us/download) to access the Zoom Downloading Center webpage.

## Select Download.



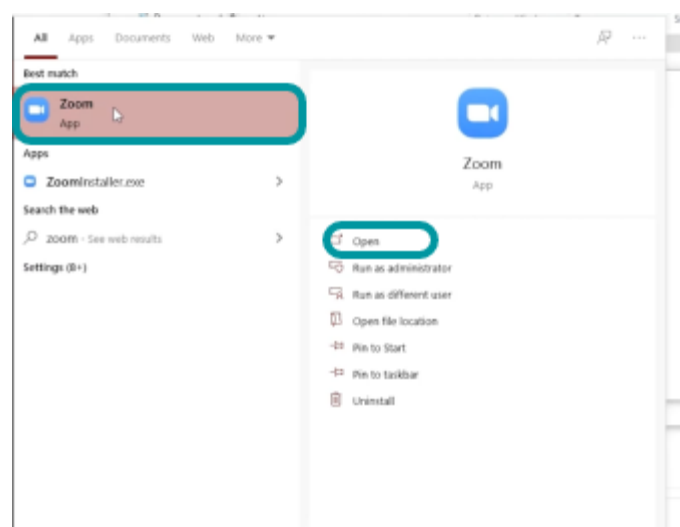
Below the Zoom Client for Meeting, select **Download**.

## Select Run.



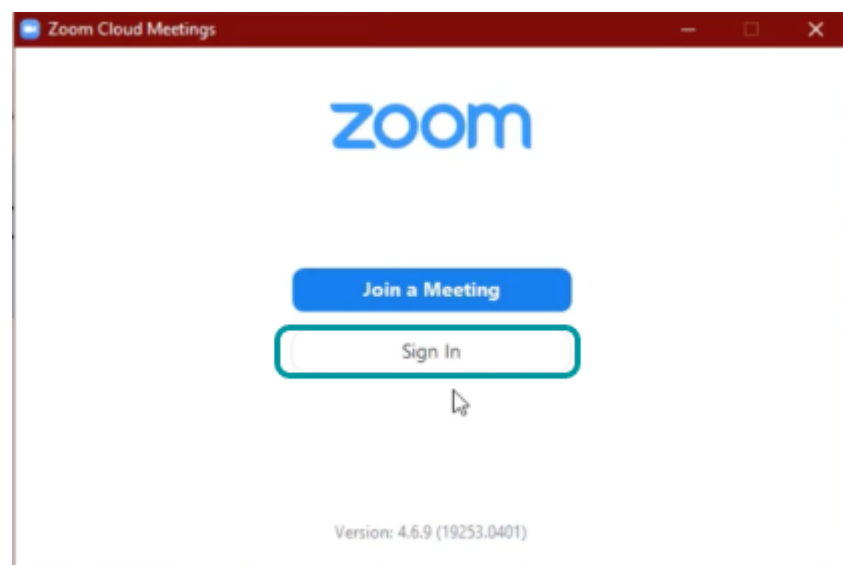
Once the file has downloaded, select the **Zoom.exe** file to allow it to run.

Does not automatically open.



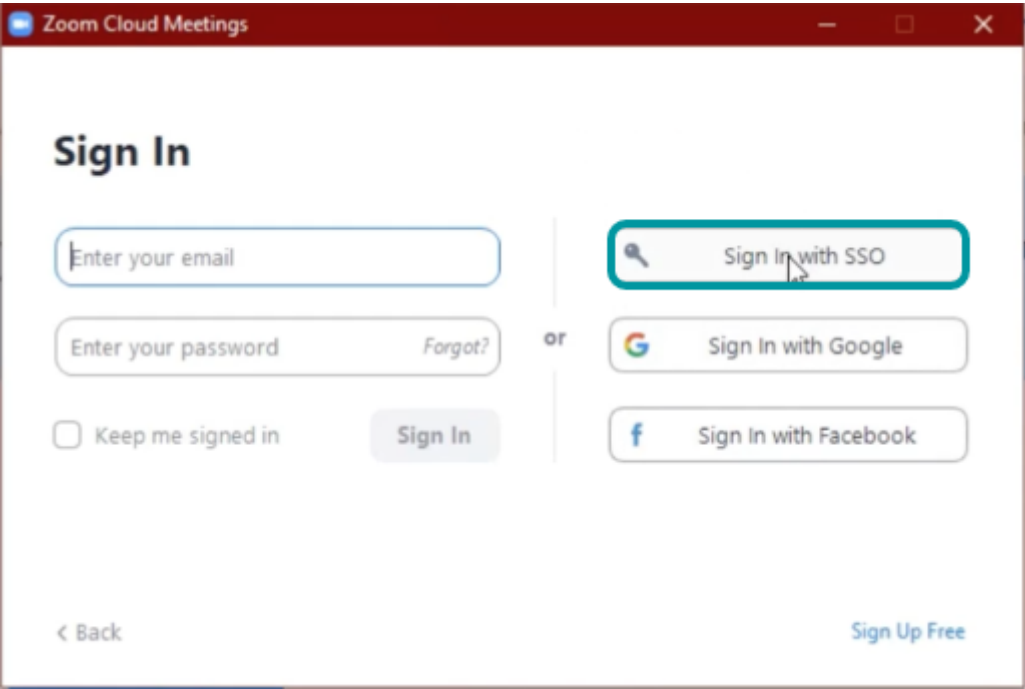
If the Zoom application does not open automatically after being installed, select the **Window's Start button** and search for **Zoom** in the list of programs.

Select Sign In.



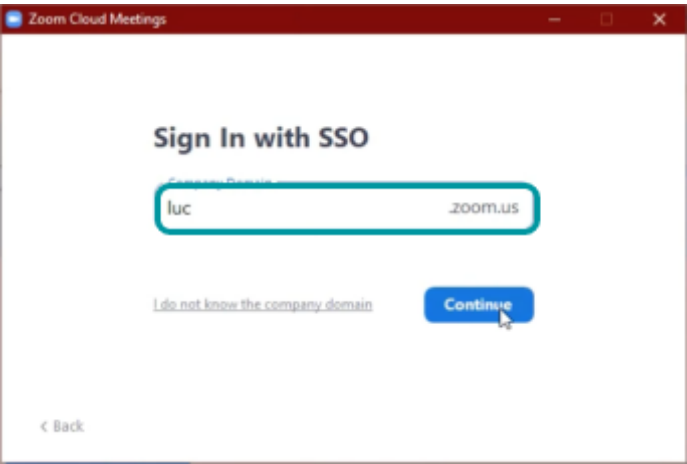
Once the client is open, select **Sign in**.

Select SSO.



Within the Sign in box, select **Sign in with SSO**.

Enter luc.



Within the domain box, enter **luc** and then select **Continue**.



Enter your Loyola Username and Password.

### Login to Loyola University SSO

Username (UVID)

Password

LOGIN

➤

[Forgot your password?](#)

#### About Loyola's Single Sign-on (SSO)

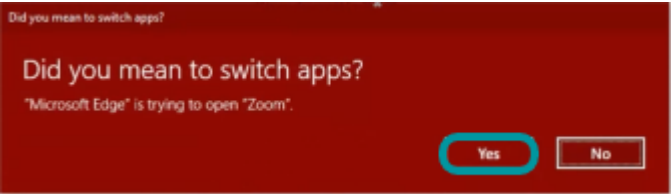
Loyola uses SSO: a service which allows users to provide their username and password once to a trusted service to have their identity securely and seamlessly provided to some of its web applications.

To Log Out: Close your browser. It is very important that you log out of SSO when you have finished using the computer, particularly if the computer is in a public place. If you don't logout then subsequent users of the computer may be able to access applications as you.

#### Login instructions:

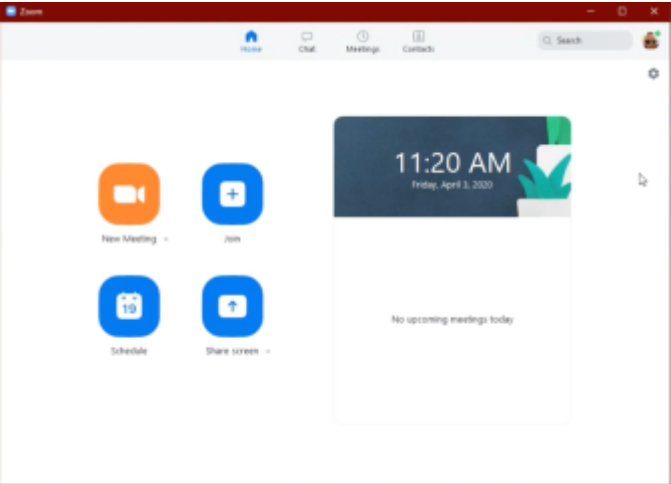
Enter your Loyola Username and Password and then select **Login**.

Provide Permission.



The browser will ask for permission to launch the Zoom client, select **Yes**.

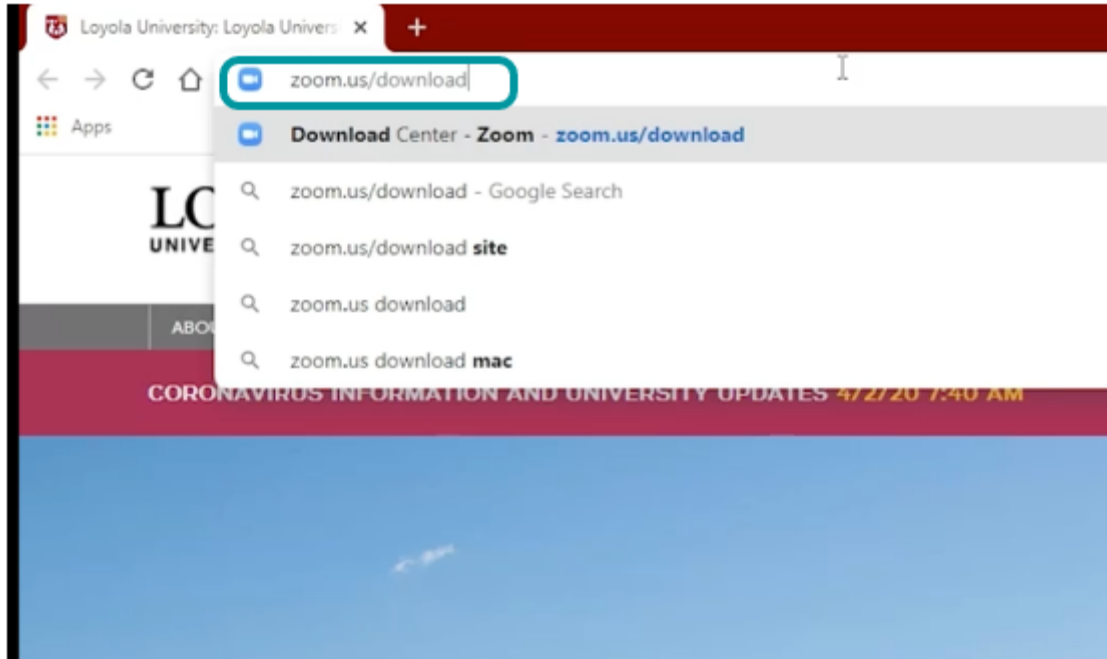
Zoom Client launches.



💡 Leaving the zoom client open will make it easier for creating and joining meeting. The window can be minimized without logging out of the client.

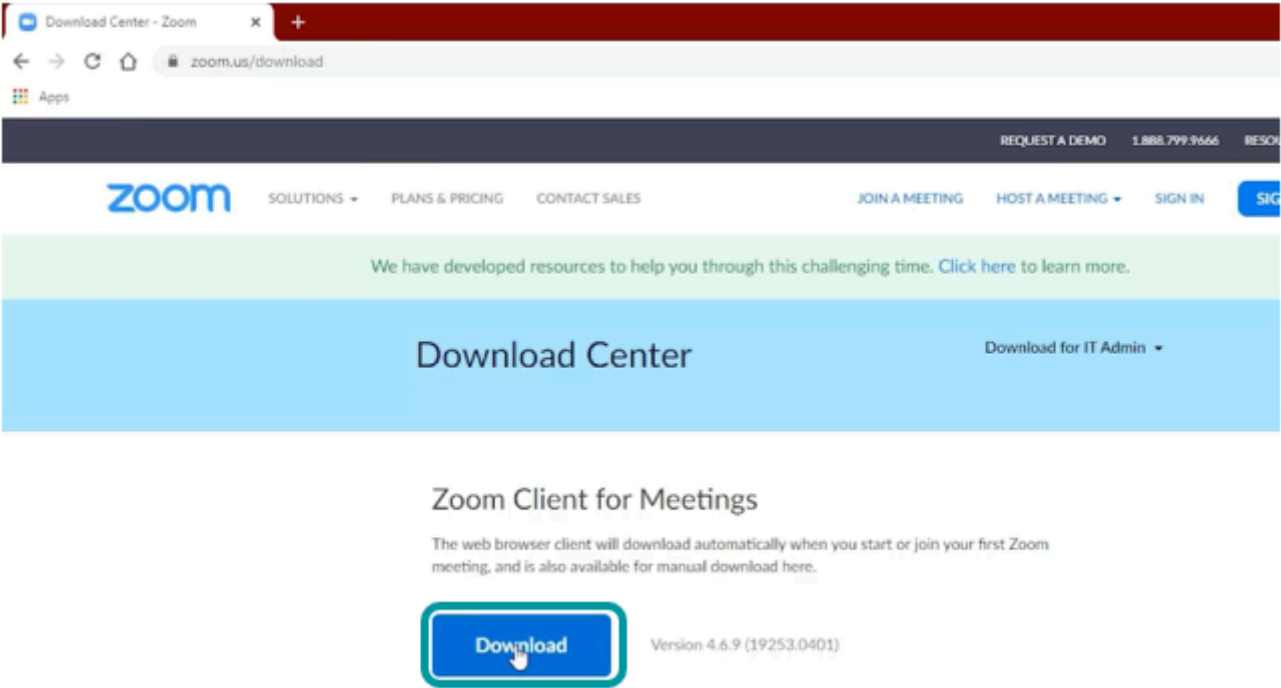
## Zoom Desktop Client for Mac

### Zoom Download Center



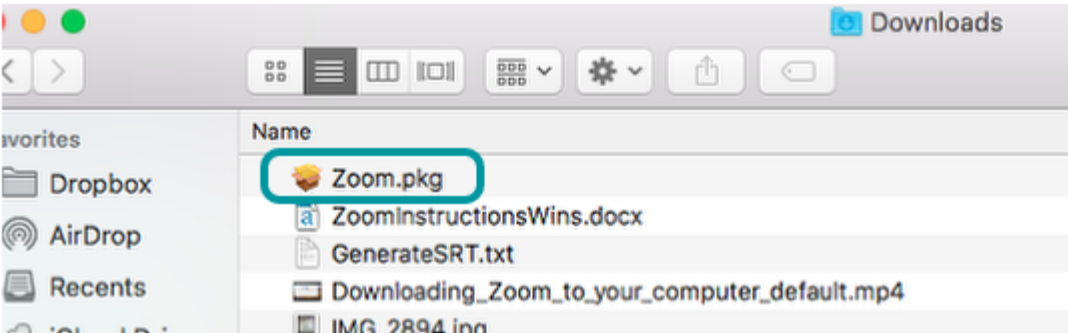
Navigate to [luc.zoom.us/download](https://luc.zoom.us/download) to access the Zoom Download Center webpage.

## Select Download



Below the Zoom Client for Meetings, select **Download**.

## Select Zoom.pkg

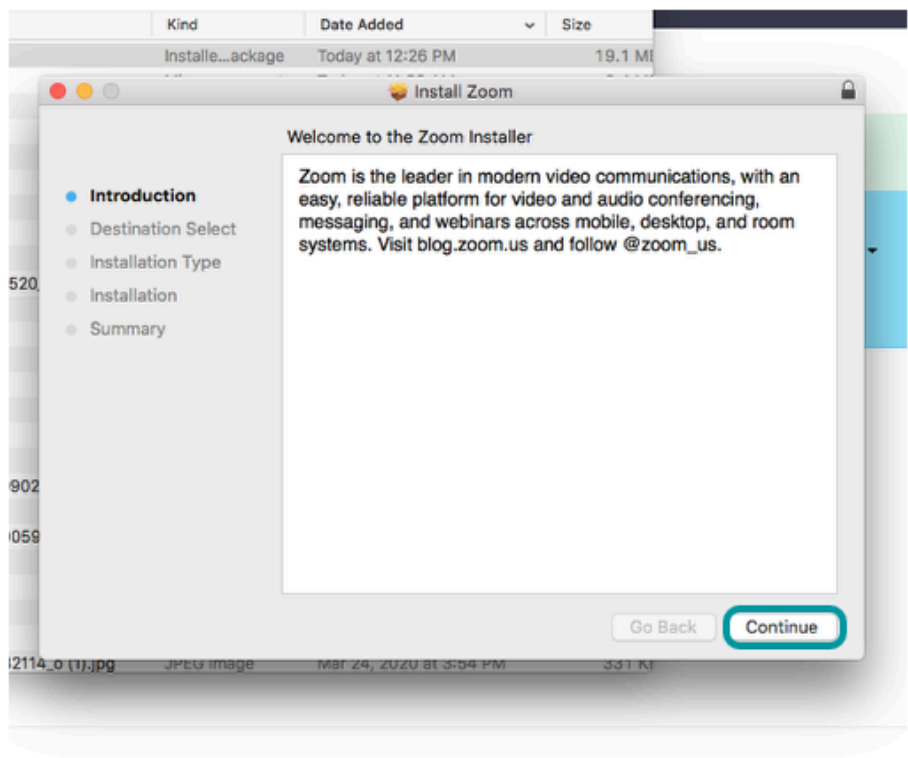


Once the file has downloaded to your downloads folder, select **Zoom.pkg**.



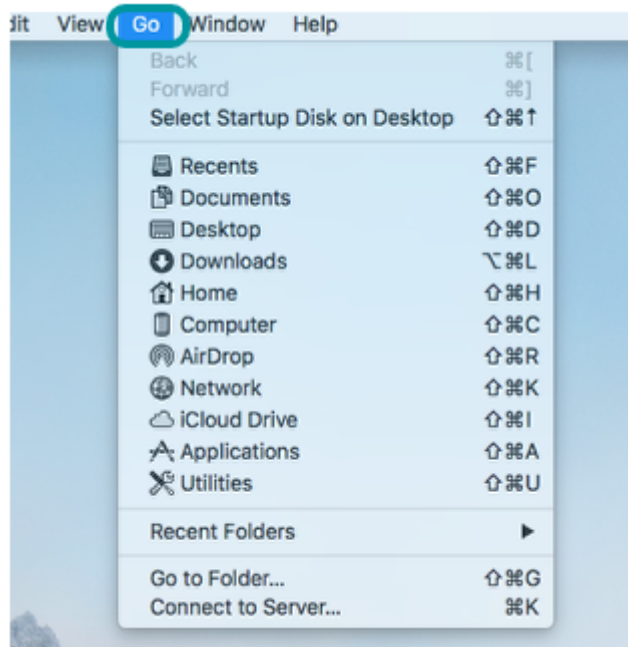


## Select Continue



Select **Continue** to start the installation.

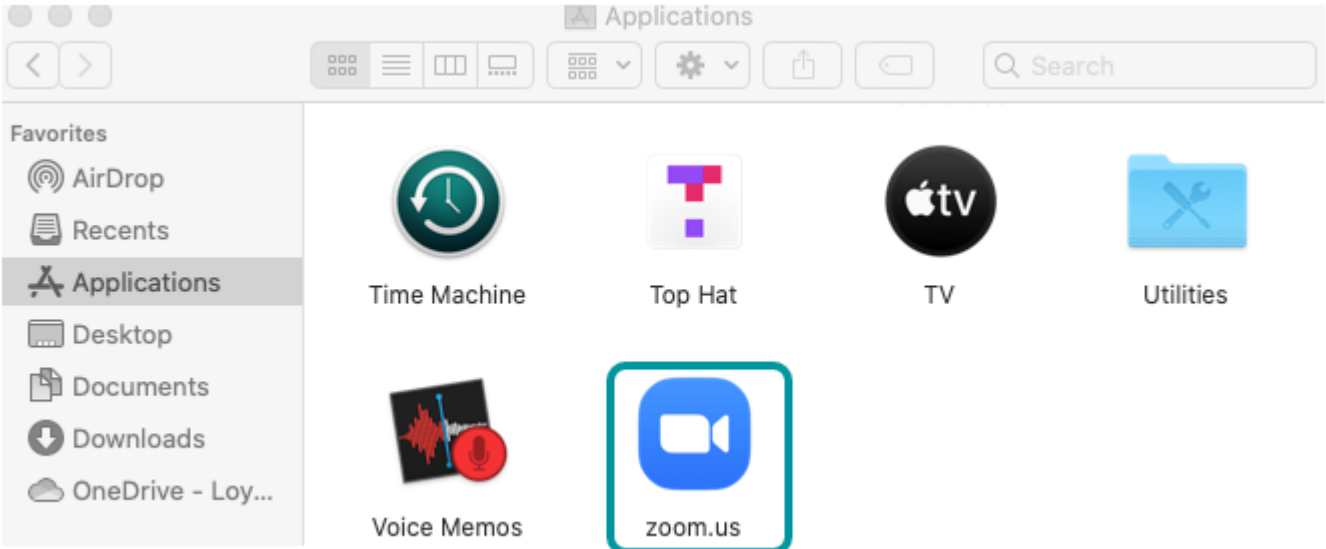
## Select Go



If the program does not open after installation, select **Go** to navigate to the Applications list to view all applications installed on your Mac.

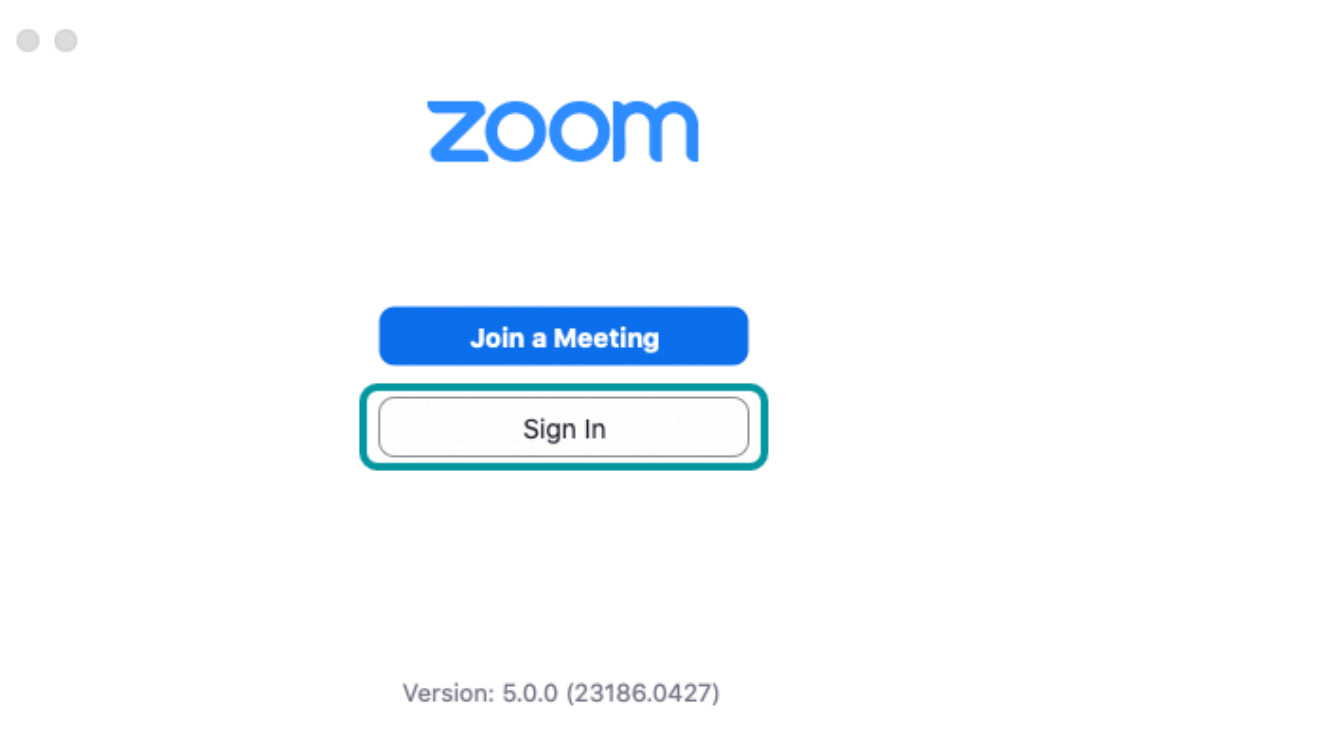


## Select Zoom



From within the Applications list, select **zoom.us** to launch the application.

## Select Sign In



Once the client is open, select **Sign In**.



## Select SSO



### Sign In

[Sign Up Free](#)


 [Forgot?](#)

☐ Keep me signed in

Sign In

or

 Sign In with SSO

 Sign In with Google

 Sign In with Facebook

[Back](#)

Within the Sign in box, select **Sign In with SSO**.

## Enter luc



### Sign In with SSO

Your company domain

luc

.zoom.us

[I don't know the company domain](#)

Continue

[Back](#)

Within the domain text field, enter **luc** and then select **Continue**.



## Enter your Loyola Username and Password

# Login to Loyola University SSO

Username (UVID)

Password

LOGIN

[Forgot your password?](#)

## About Loyola's Single Sign-on (SSO)

Loyola uses SSO: a service which allows users to provide their username and password once to a trusted service to have their identity securely and seamlessly provided to some of its web applications.

To Log Out: Close your browser. It is very important that you log out of SSO when you have finished using the computer, particularly if the computer is in a public place. If you don't logout then subsequent users of the computer may be able to access applications as you.

## Login instructions:

Use your Loyola UVID and password to connect. If you experience any problems, please clear your browser cache and try again.

Enter your Loyola Username and Password and then select **Login**.

## Zoom Client launches

💡 Leaving the Zoom client open will make it easier for creating and joining meetings. The window can be minimized without logging out of the client.

## Zoom Plug-in for Outlook (Schedule a Zoom meeting from Outlook)

The Zoom plug-in for Outlook installs a button directly in the Microsoft Outlook toolbar that allows you to start or schedule a meeting.

Navigate to [luc.zoom.us/download](https://luc.zoom.us/download) and select **Download** under Zoom Plugin for Microsoft Outlook.

# Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

**Download**

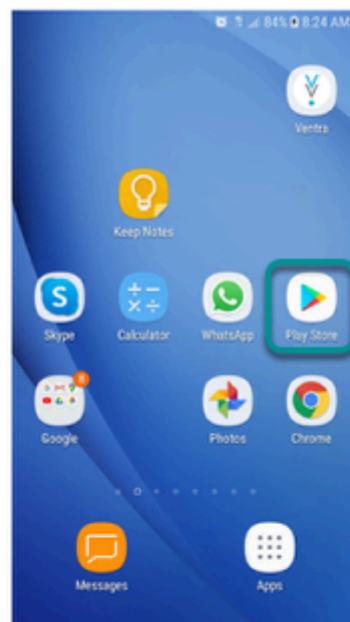
Version 4.1.8744.0922

**Add Zoom** as an Add-in for Outlook on the web

## Zoom Mobile App for Android Devices

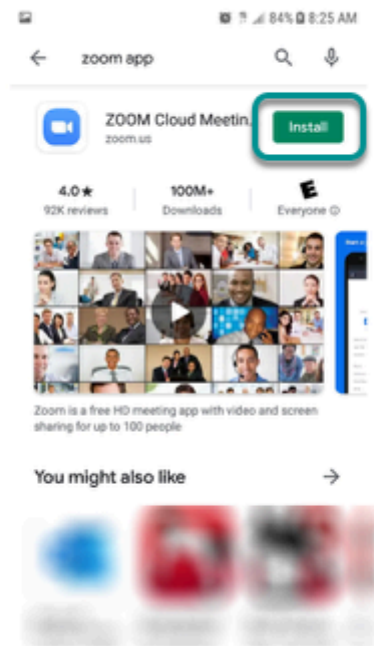
The Zoom Android app allows you to join meetings from your Android Device.

**Access Google Play Store.**



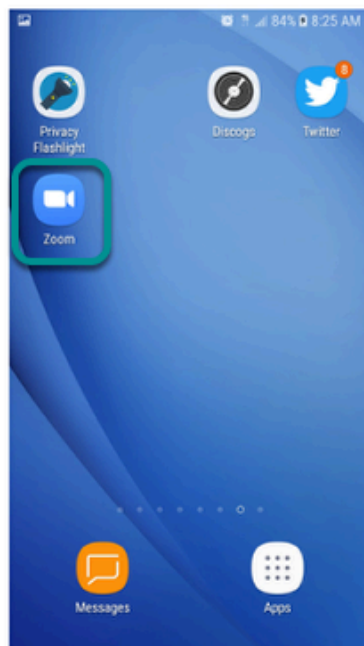
Access the Google Play Store on your Android device.

Select Install.



Search for the Zoom app and select **Install**.

Launch the App.



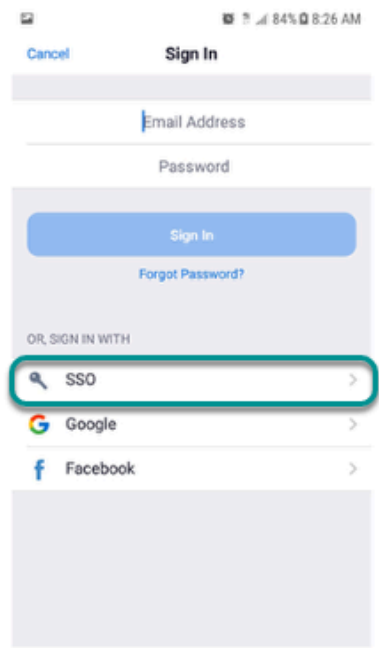
After the installation is complete, select the app to launch it.

Select Sign In.



Select the **Sign In** button to login to Zoom.

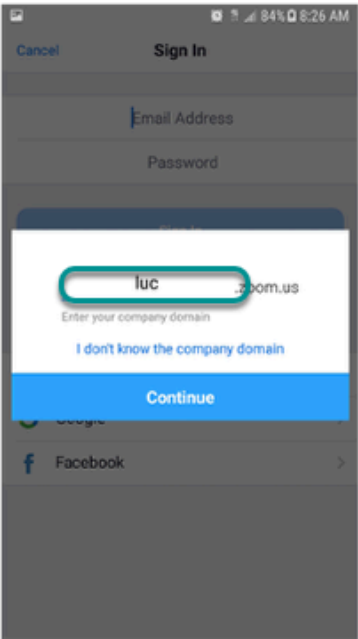
Select SSO.



Select **SSO** to login via Loyola's single-sign on.

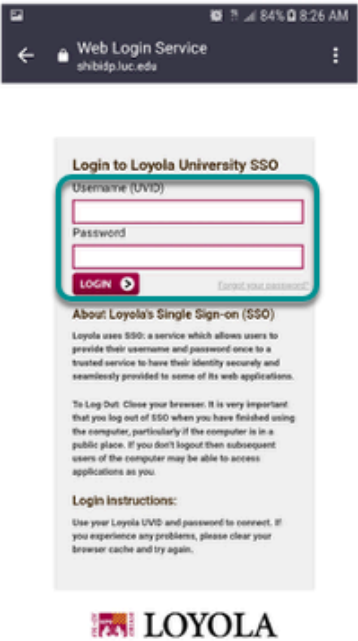


Enter Domain.



Enter **luc** in the company domain field and select **Continue**.

Enter UVID and Password.

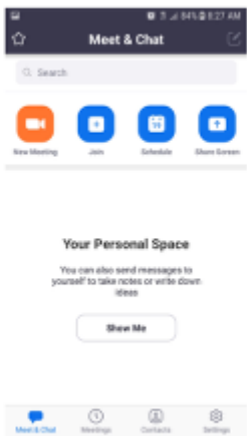


Enter your UVID and password and then select **Login**.





# Logged In.



You are now logged into your Loyola Zoom account and can join or host a meeting.

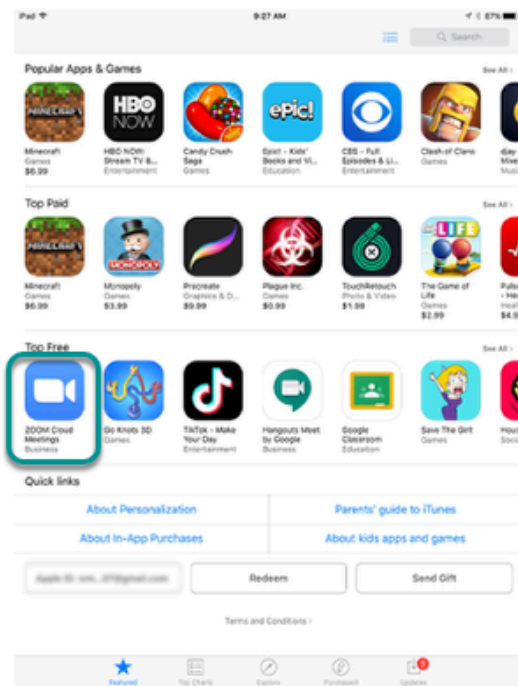
## Zoom Mobile App for iOS Devices

### Access App Store.



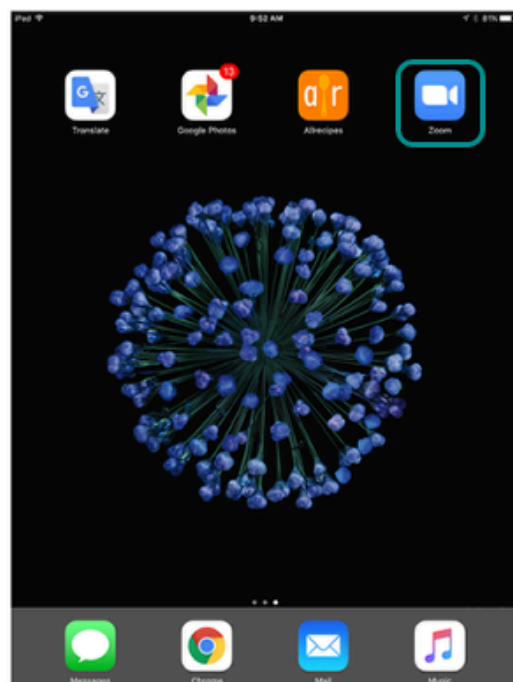
Access the App Store on your iOS device.

## Select Install.



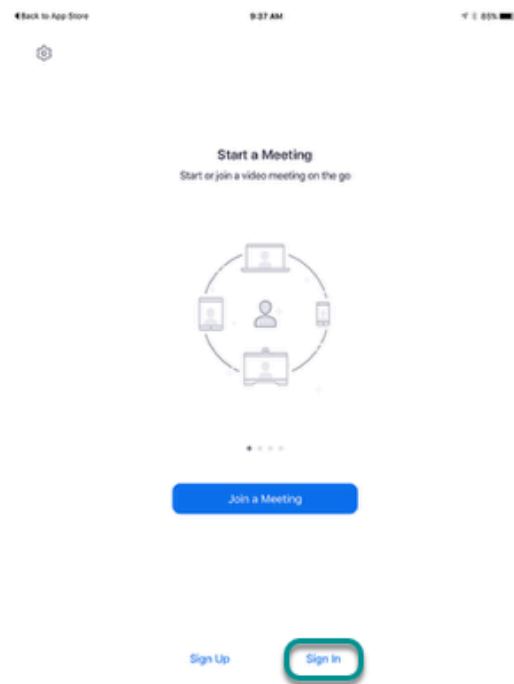
Search for the Zoom app and select **Install**.

## Launch the App.



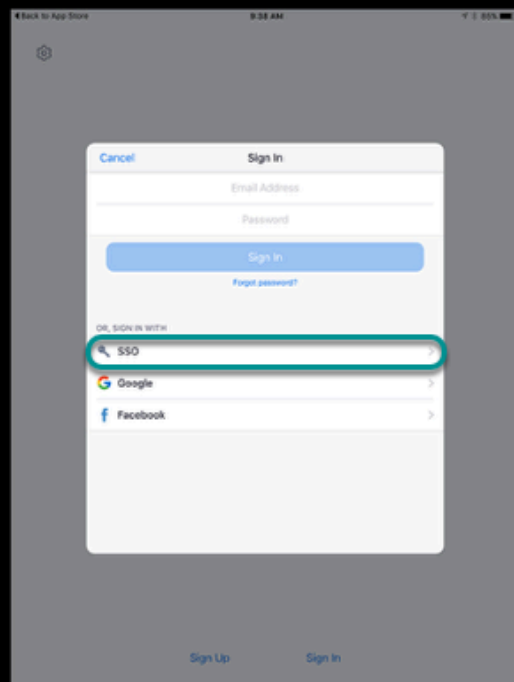
After the installation is complete, select the app to launch it.

## Select Sign In.



Select the **Sign In** button to login to Zoom.

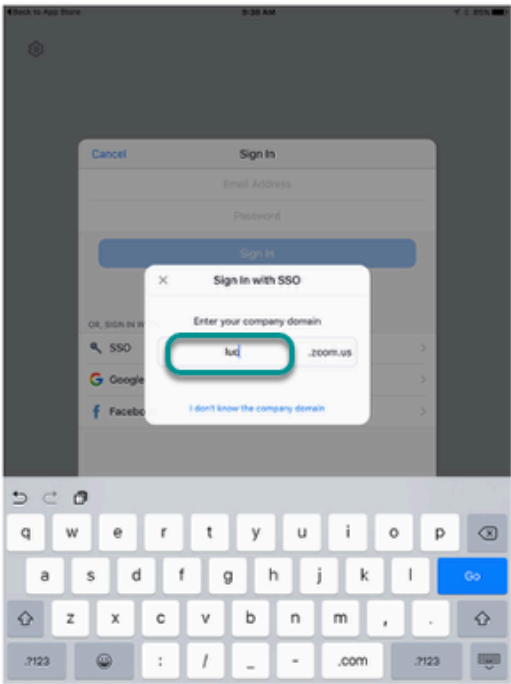
## Select SSO.



Select **SSO** to login via Loyola's single-sign on.

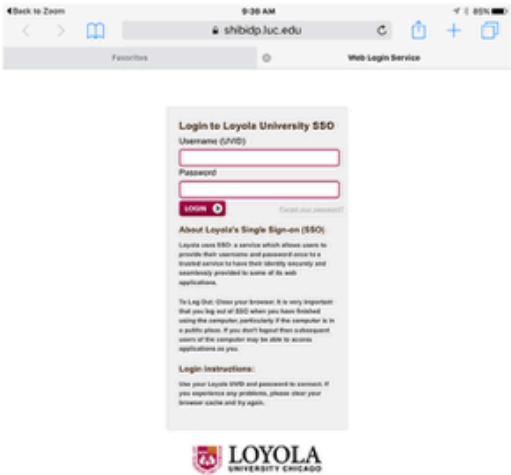


# Enter Domain.



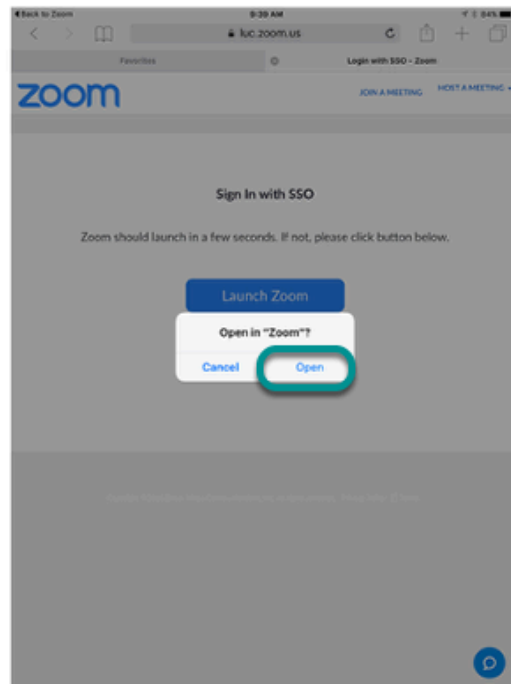
Enter **luc** in the company domain field and select **Continue**.

# Enter UVID and Password.



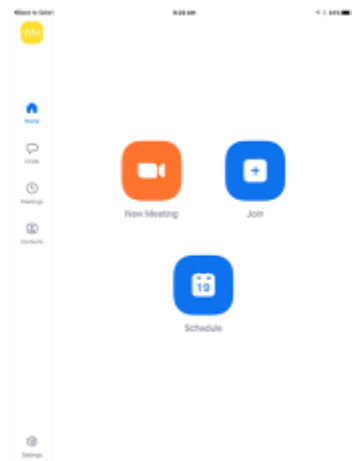
Enter your UVID and password and then select **Login**.

Select Open.



Select Open to launch the Zoom app.

Logged In.



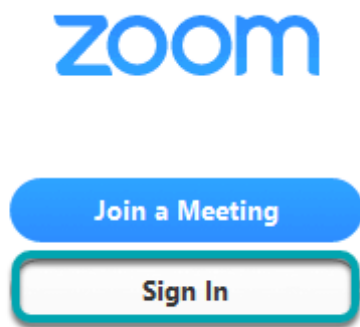
You are now logged into your Loyola Zoom account and can join or host a meeting.

# How do I log into the Zoom desktop application?

If you are using a Loyola classroom or lab machine, the Zoom application is already downloaded. Otherwise you will need to download the application.

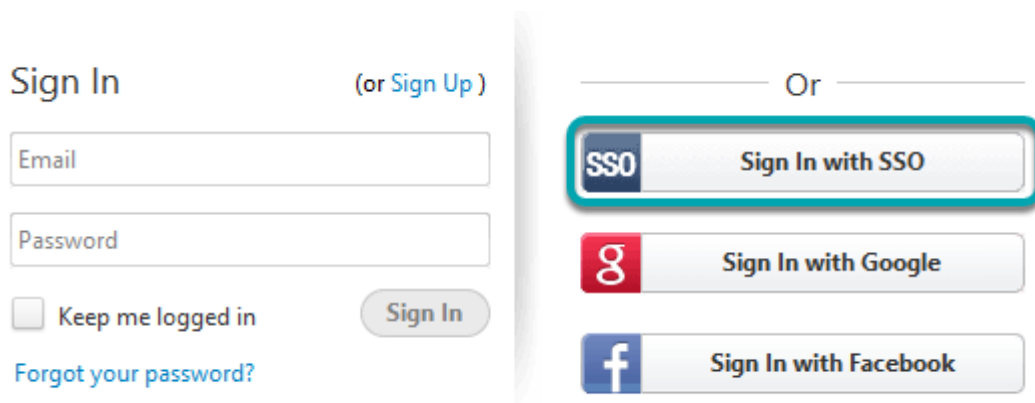
For assistance with downloading the application see [How do I download Zoom?](#)

## Select Sign In.



After opening the Zoom desktop application, select **Sign In**.

## Select SSO.



Select **Sign In with SSO** to log into Zoom using your Loyola username (UVID) and password.



# Enter luc.

Enter your company domain

luc

.zoom.us

[I don't know the company domain](#)

Continue

In the empty text field, enter **luc** and then select **Continue**.

# Web Browser Window Will Launch.

## Login to Loyola University SSO

Username (UVID)

Password

LOGIN

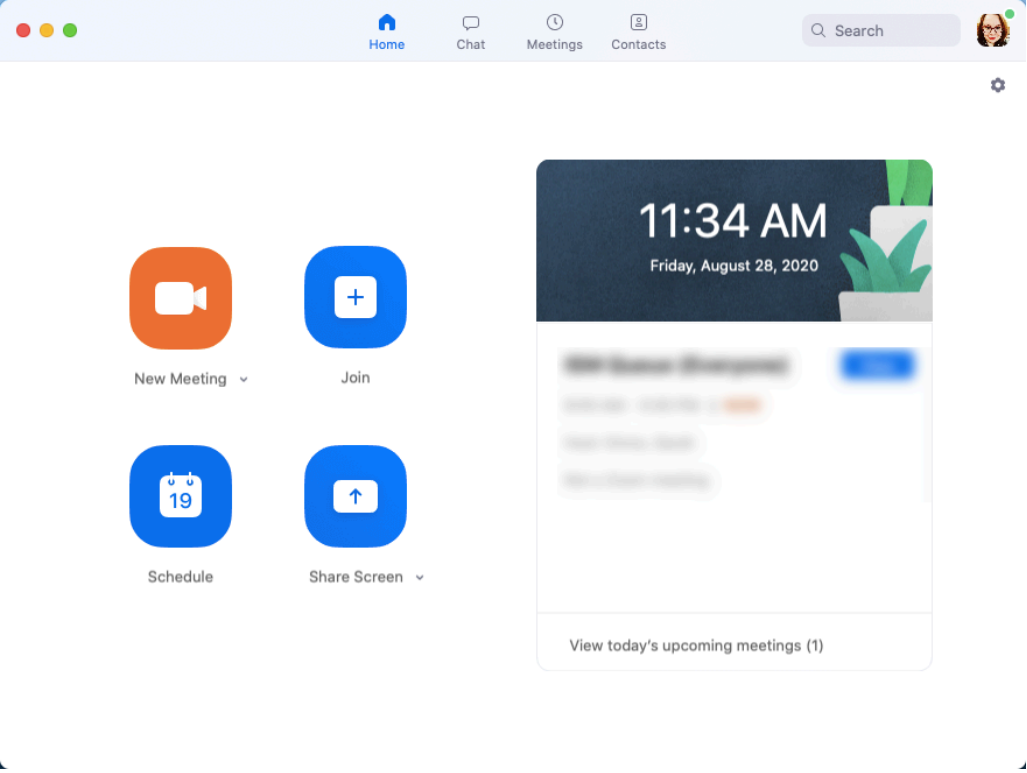


[Forgot your password?](#)

A web browser window will launch displaying the Loyola University SSO login page. Enter your Loyola Username (UVID) and password and then select **LOGIN**.



# Return to Application.



Once logged in, you will be returned to the desktop application.



# How do I schedule a Zoom meeting?

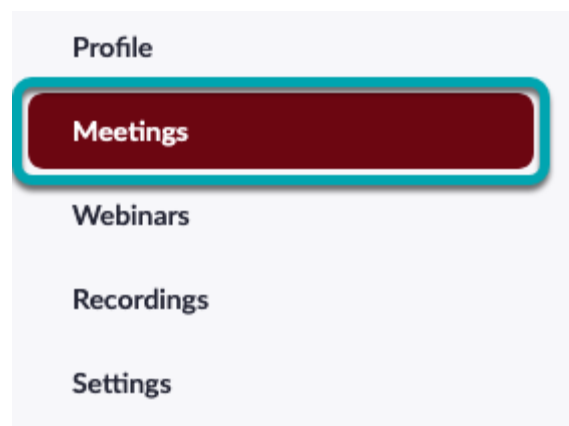
There are several ways to schedule a Zoom meeting. Below are instructions for each of the multiple ways a meeting can be scheduled.

## Zoom Website

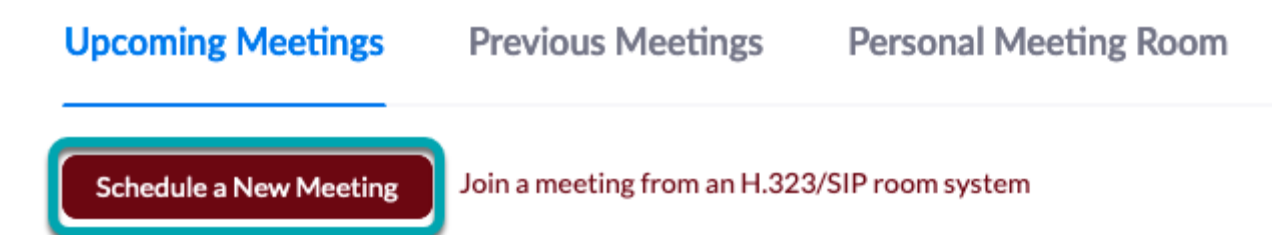
### Log into the Zoom Website

Navigate to [luc.zoom.us](https://luc.zoom.us), select **SIGN IN** in the upper right-hand corner of the page, and log in with your Loyola username and password.

### Schedule a Meeting



Select **My Meetings** from the menu on the left-hand side of the screen.



Choose **Schedule a New Meeting**.

# Schedule a Meeting

Topic

1

My Meeting

Description (Optional)

2

Enter your meeting description

When

3

11/06/2017

4:00

PM

Duration

4

1

hr

0

min

Time Zone

5

(GMT-6:00) Central Time (US and Canada)

1. **Topic:** Choose a topic or name for your meeting.
2. **When:** Enter the date and time of your meeting.

Note: All meetings can be started by the host at any time, regardless of date and time settings.
3. **Duration:** Enter the duration of your meeting in hours and minutes.

Note: The duration is only set for the calendar appointment. The meeting will not auto-close after the set duration time has passed.
4. **Time Zone:** By default, Zoom will use your computer's time zone setting. To change the time zone, use the drop-down menu.

☒ Recurring meeting

Every day, until Nov 12, 2017, 7 occurrence(s)

Recurrence

Repeat every

End date

Daily

Daily

Weekly

Monthly


No Fixed Time

☐ After

7

occurrences

Check the box next to **Recurring meeting**, to schedule you meeting to repeat on a daily, weekly, or monthly basis.

 You can also select **No Fixed Time** to leave a meeting open without a start or end date/time.

Registration

☒ Required

If you would like to require that participants register for your meeting, check the box next to **Required** in the **Registration** section.

Video	Host	<input checked="" type="radio"/> on <input type="radio"/> off
	Participant	<input checked="" type="radio"/> on <input type="radio"/> off

Use the radio button next to **on** or **off** to determine whether host and participant video will be on or off when they join the meeting.

 **Note:** Once users are in the meeting, they will be able to mute or unmute their video.

Audio	<input type="radio"/> Telephone	<input type="radio"/> Computer Audio	<input checked="" type="radio"/> Telephone and Computer Audio
	Dial from <b>United States</b> <a href="#">Edit</a>		

Use the radio button next to **Telephone**, **Computer Audio**, or **Telephone and Computer Audio** to determine which audio options will be available to users when they join the meeting.

Meeting Options	<input type="checkbox"/> Require meeting password
	<input checked="" type="checkbox"/> Enable join before host
	<input type="checkbox"/> Mute participants upon entry <a href="#">Supported versions</a>
	<input type="checkbox"/> Use Personal Meeting ID <b>555-575-6155</b>
	<input type="checkbox"/> Record the meeting automatically on the local computer

Use the check boxes to select any additional meeting settings.

^ **Advanced Options** (Schedule For, Alternative Hosts)

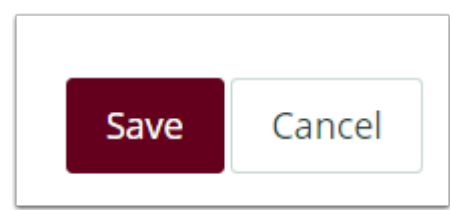
Schedule For	<div>Myself</div>
--------------	-------------------

Alternative Hosts	<div>Example: john@company.com, peter@school.ec</div>
-------------------	---

Under **Advanced Options**, you can schedule the meeting on behalf of another user or you can set another user as an alternative host.

!

**Note:** In order to schedule a meeting on behalf of another user, the user must give you scheduling privileges in their meeting settings.



Select **Save**.

## Zoom Tool in Sakai

To schedule a meeting in a Sakai course follow the instructions in [How do I schedule a Zoom meeting in Sakai and claim host rights?](#)

## Zoom Desktop Client

💡

To access the Zoom Desktop Client, you must download and install Zoom on your computer. See [How do I download Zoom?](#)

Launch the Zoom Desktop Client and select **Schedule** from the **Home** tab.

Schedule a new meeting

1

Topic:

2

When

Start:

Thu January 4, 2018

11:00 AM

3

Duration:

1

Hr

0

Min

Time Zone:

(GMT-6:00)Central Standard Time

☐

Recurring meeting

4

Video (when joining a meeting)

Host:

☒ On ☐ Off

Participants:

☒ On ☐ Off

5

Audio Options

☐ Telephone Only

☐ Computer audio Only

☒ Both

Edit

6

Meeting Options

☐ Require meeting password

Advanced Options

Calendar

☒ Outlook

☐ Google Calendar

☐ Other Calendars

7

Schedule

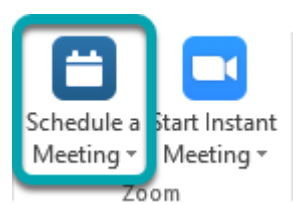
1. **Topic:** Choose a topic or name for your meeting.
2. **When:** Enter the date and time of your meeting.  
*meetings can be started by the host at any time, regardless of date and time settings.*

*Note: All*

3. **Duration:** Enter the duration of your meeting in hours and minutes. *Note: The duration is only set for the calendar appointment. The meeting will not auto-close after the set duration time has passed.*
4. **Video:** Use the radio button next to **on** or off to determine whether host and participant video will be on or off when they join the meeting. *Note: Once users are in the meeting, they will be able to mute or unmute their video.*
5. **Audio:** Use the radio button next to **Telephone, Computer audio only**, or **Both** to determine which audio options will be available to users when they join the meeting.
6. **Meeting Options:** Use the checkboxes to select any additional meeting settings including requiring a meeting password.
7. **Calendar:** Select a calendar to save the meeting too.
8. Select **Schedule**.

## Zoom Plug-in for Microsoft Outlook

💡 You must download and install the Zoom Plugin for Microsoft Outlook to schedule Zoom meeting directly through outlook. To download the plugin, navigate to [luc.zoom.us/download](https://zoom.us/download) and select **Download** under the **Zoom Plugin for Microsoft Outlook**.



From the **Calendar** section of Outlook, select **Schedule a Meeting** in the **Zoom** section of the tool bar at the top of the screen.

**Zoom - Schedule a Meeting**

**Video (when joining a meeting)**

Host: ☒ On ☐ Off

Participants: ☒ On ☐ Off

**Audio Options**

☐ Telephony Only ☐ Voip Only ☒ Both

**Meeting Options**

☐ Require meeting password

☒ Enable join before host

☐ Mute participants upon entry

☐ Use Personal Meeting ID 558-970-6105

☐ Record the meeting automatically on the local computer

☒ Force include Join URL in location field

Alternative hosts:

Example:john@company.com;peter@school.edu

☐ Save and do not show again

**Continue** **Cancel**

1. **Video:** Use the radio button next to **on** or off to determine whether host and participant video will be on or off when they join the meeting. *Note: Once users are in the meeting, they will be able to mute or unmute their video.*



2. **Audio:** Use the radio button next to **Telephony only, VoIP only** (computer audio), or **Both** to determine which audio options will be available to users when they join the meeting.
3. **Meeting Options:** Use the checkboxes to select any additional meeting settings including requiring a meeting password.
4. Select **Continue**.



You will enter the rest of your meeting information, including the date and time of the meeting, in the Outlook event after you select continue.

# What are the Zoom Meeting Controls?

Upon logging in as a Host or a Participant, you will see the same basic features within a Zoom meeting.

## Audio Control

Select **Mute**.



Select **Mute** to mute your microphone.

Select Unmute.



Select **Unmute** to unmute your microphone.

## Web Camera

Select Stop Video to Turn Off Camera.





Select **Stop Video** to turn off your web camera.

Select **Start Video** to Turn on Camera.



Select **Start Video** to turn on your web camera.

## Security (Host only)



Select **Security** to

- Lock the meeting room

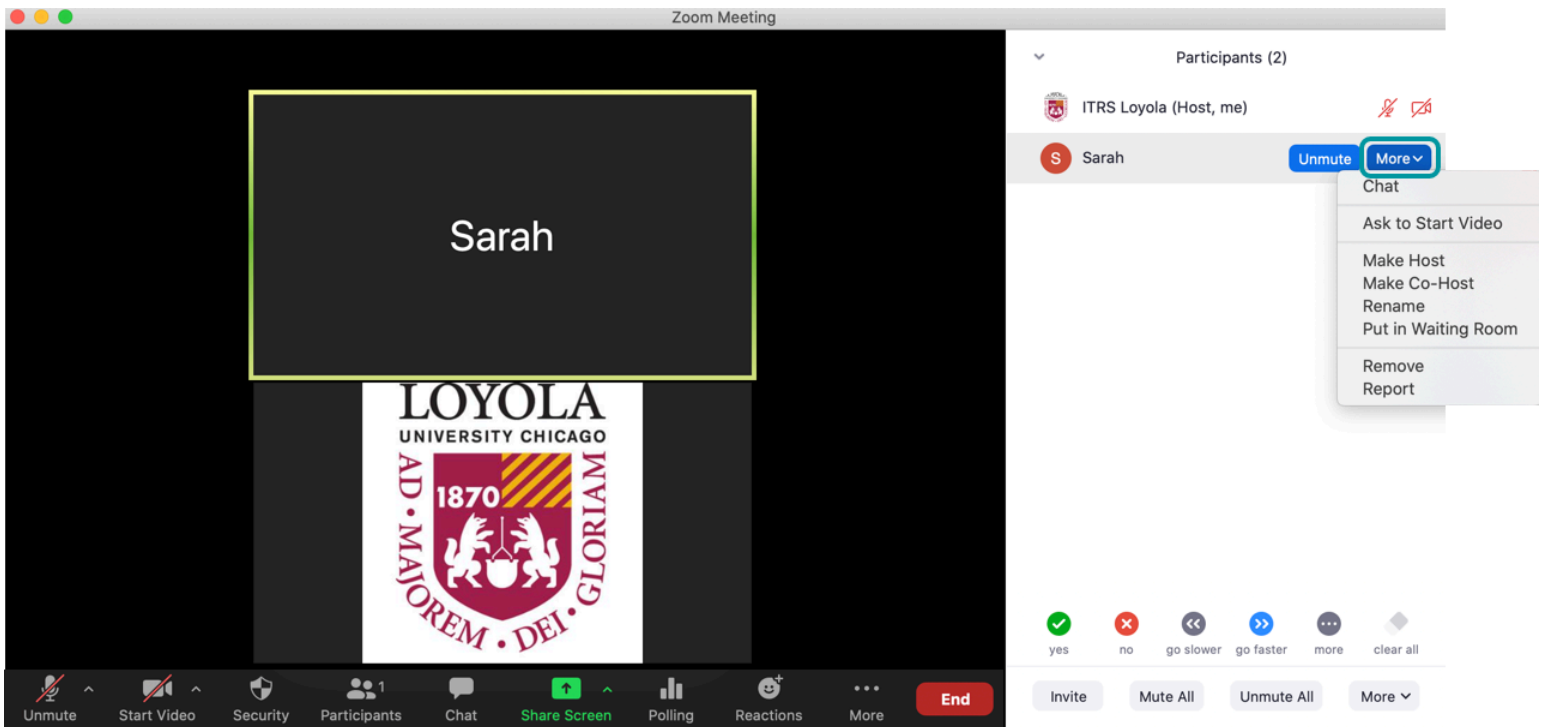
- Enable waiting room
- Allow participants to share their screen
- Allow participants to chat
- Allow participants to rename themselves

## Participants



Select **Participants** to open the participants window that will display all current participants.

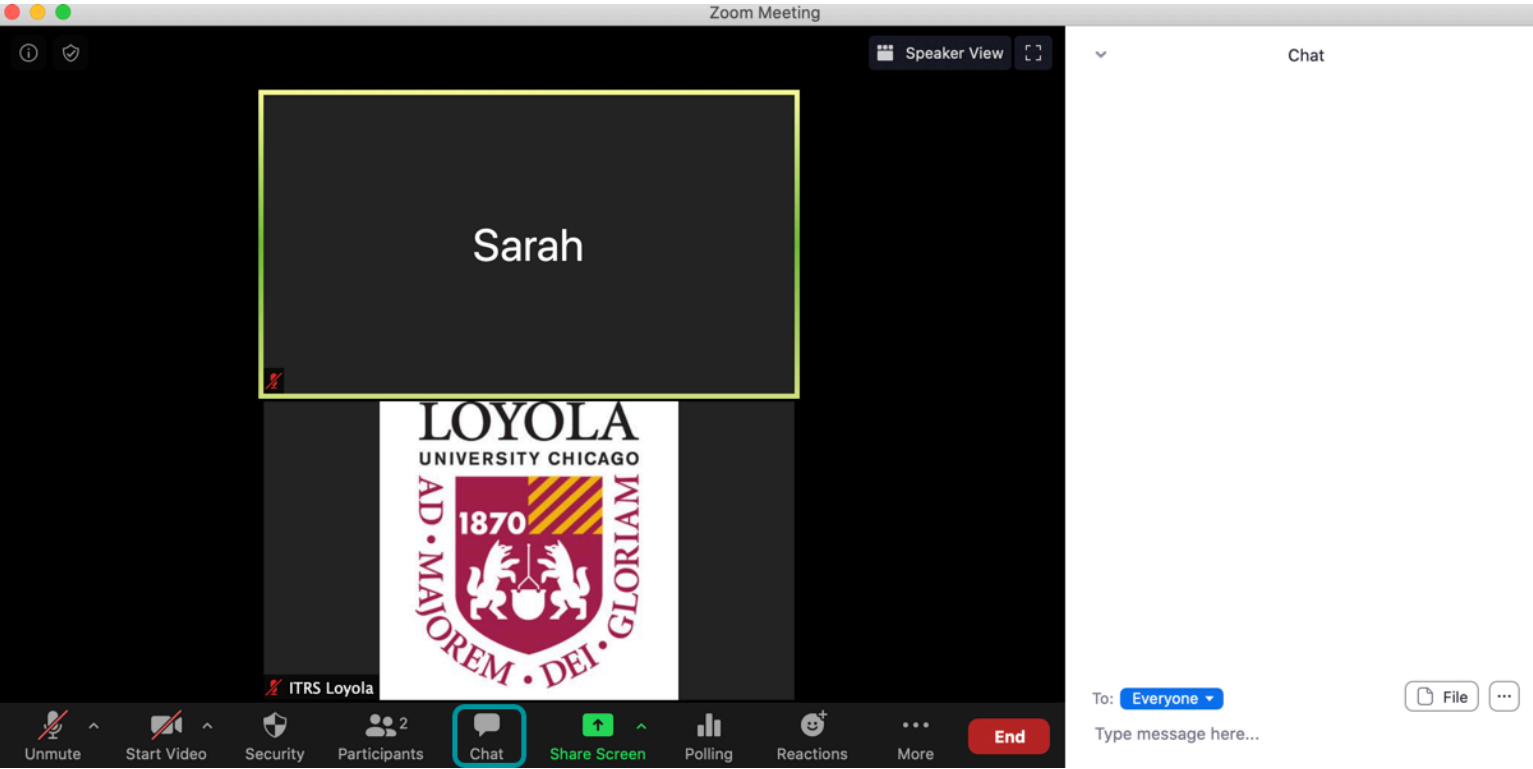
## Select More.



If you are meeting host, select **More** next to a participant's name to:

- Chat
- Ask to Start Video (web camera)
- Rename
- Put in Waiting Room (if enabled)
- Remove
- Report

## Chat



Select **Chat** to open the chat window.

 The chat may have been limited or disabled by the meeting host.

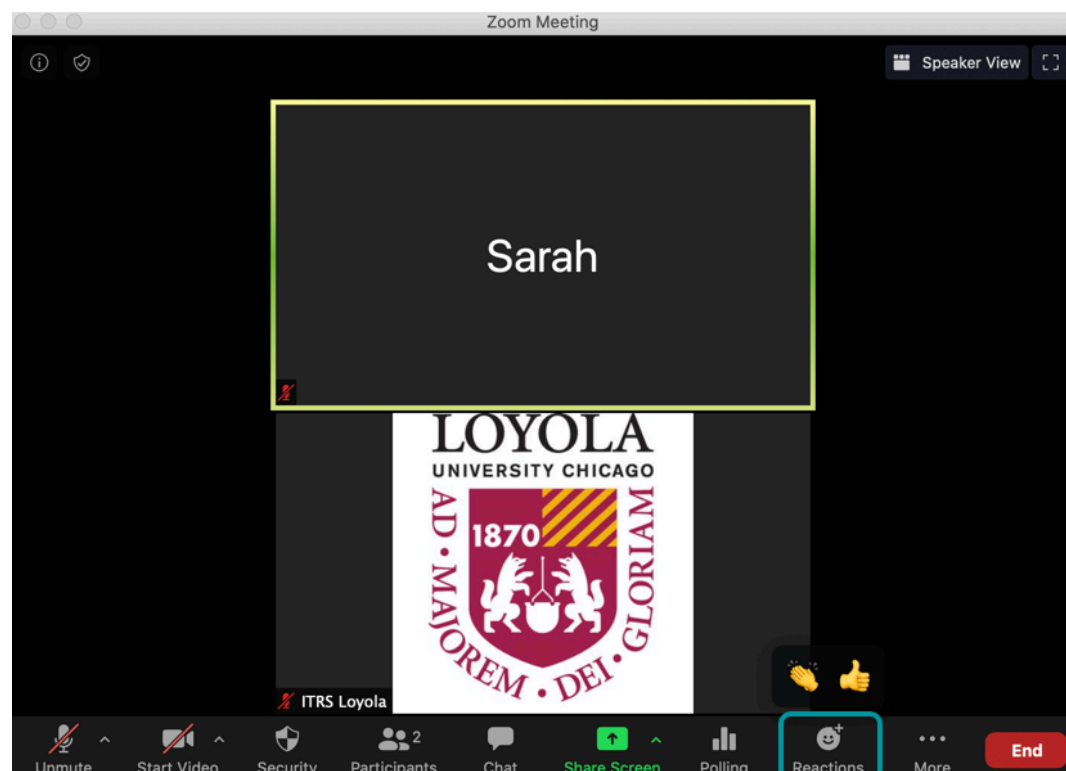
## Share Screen



Select **Share Screen** to open the sharescreen window and select to share

- A desktop
- A specific application
- A whiteboard

## Reaction





Select **Reaction** to display an applause or thumbs-up emoji.

## End (for host)



Select **End** to either end the meeting for all participants or leave the meeting.

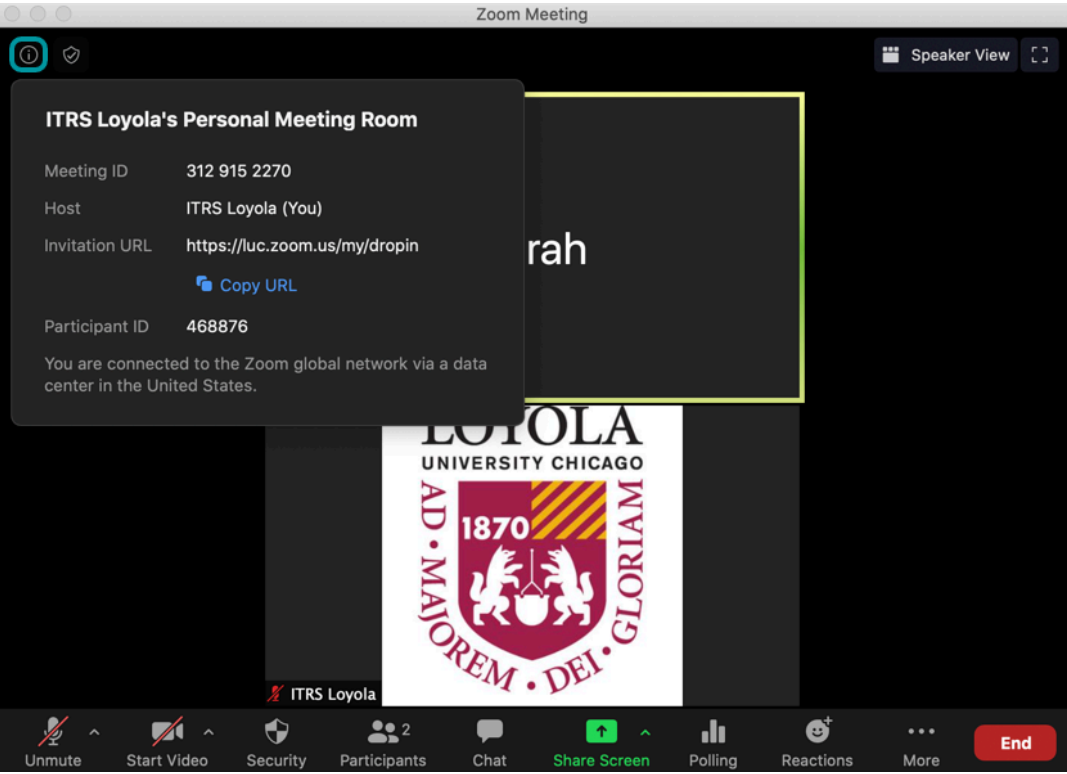
## Leave (Participants)



Select **Leave** to leave the meeting room.



# Information



Select **Information** from the upper left-hand corner to display the meeting's

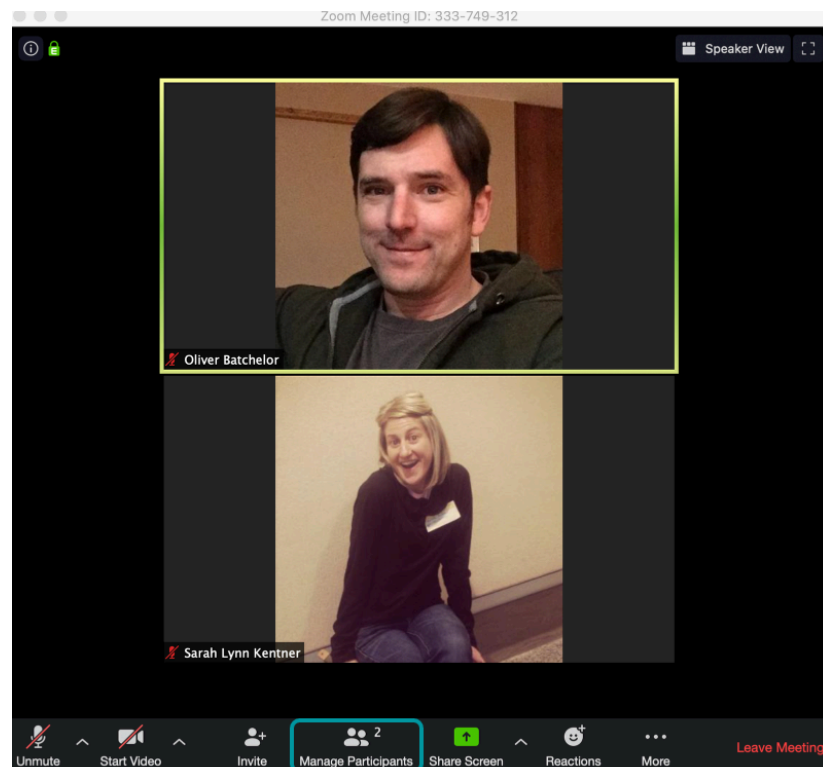
- Meeting ID
- Host
- Invitation URL
- Participant ID

# How do I provide participants with the opportunity to screen share during a meeting?

Within Zoom, there are three ways that a Host can provide Participants with the ability to share their screen.

Assign as Co-Host

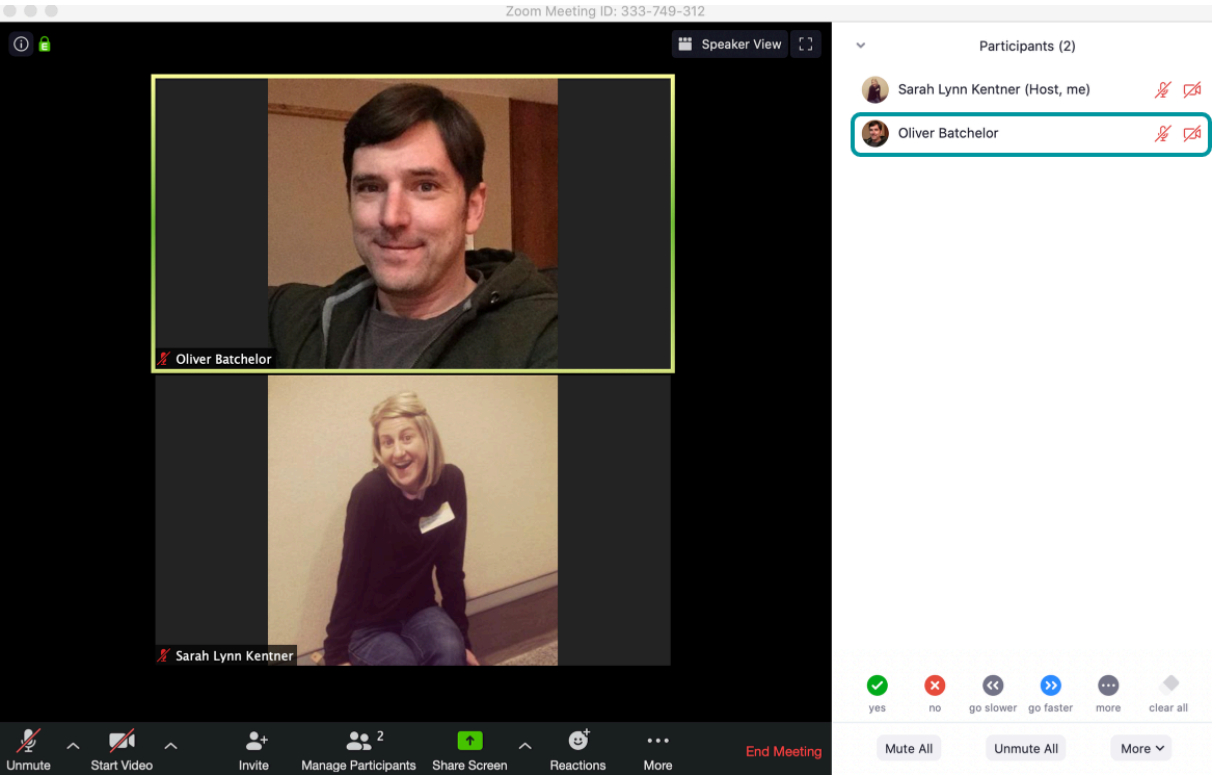
Select Participants.



From the Zoom window, select the **Participants** control at the bottom of the Zoom screen.

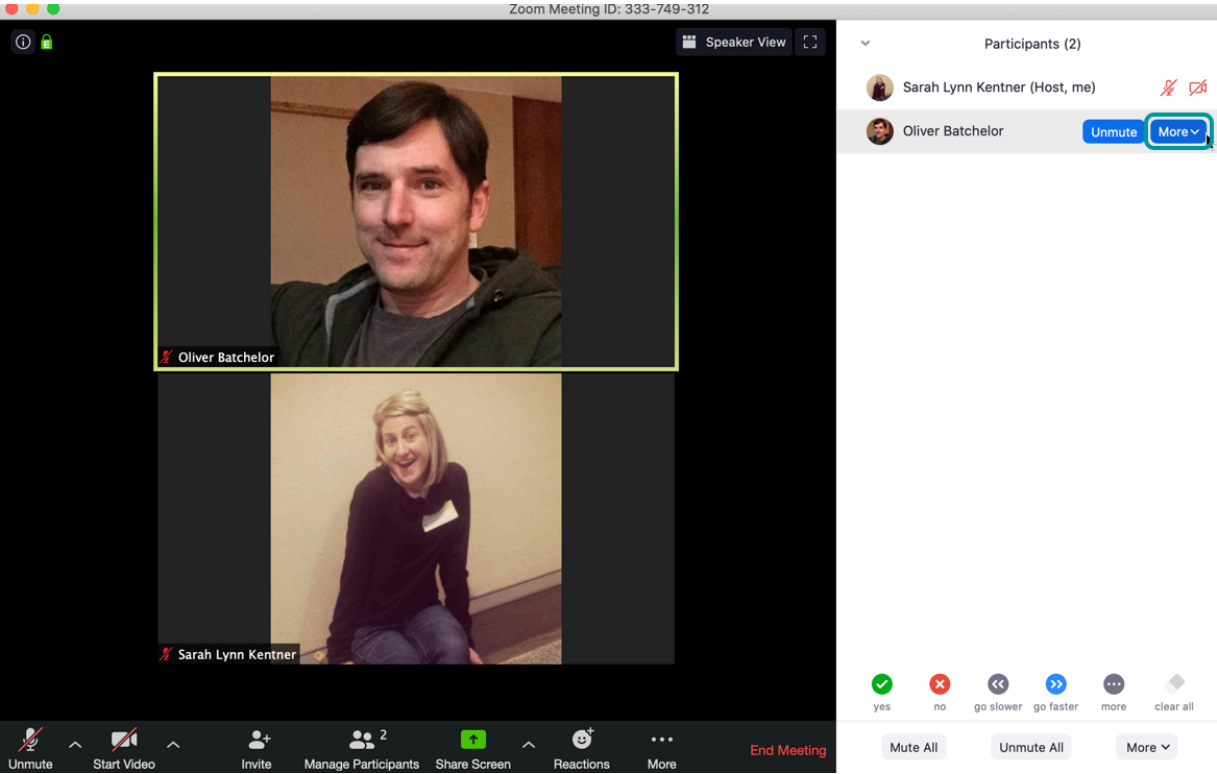


## Hover over Participant.



Within the Participant's window, hover over the name of the person to assign as Co-Host.

## Select More.

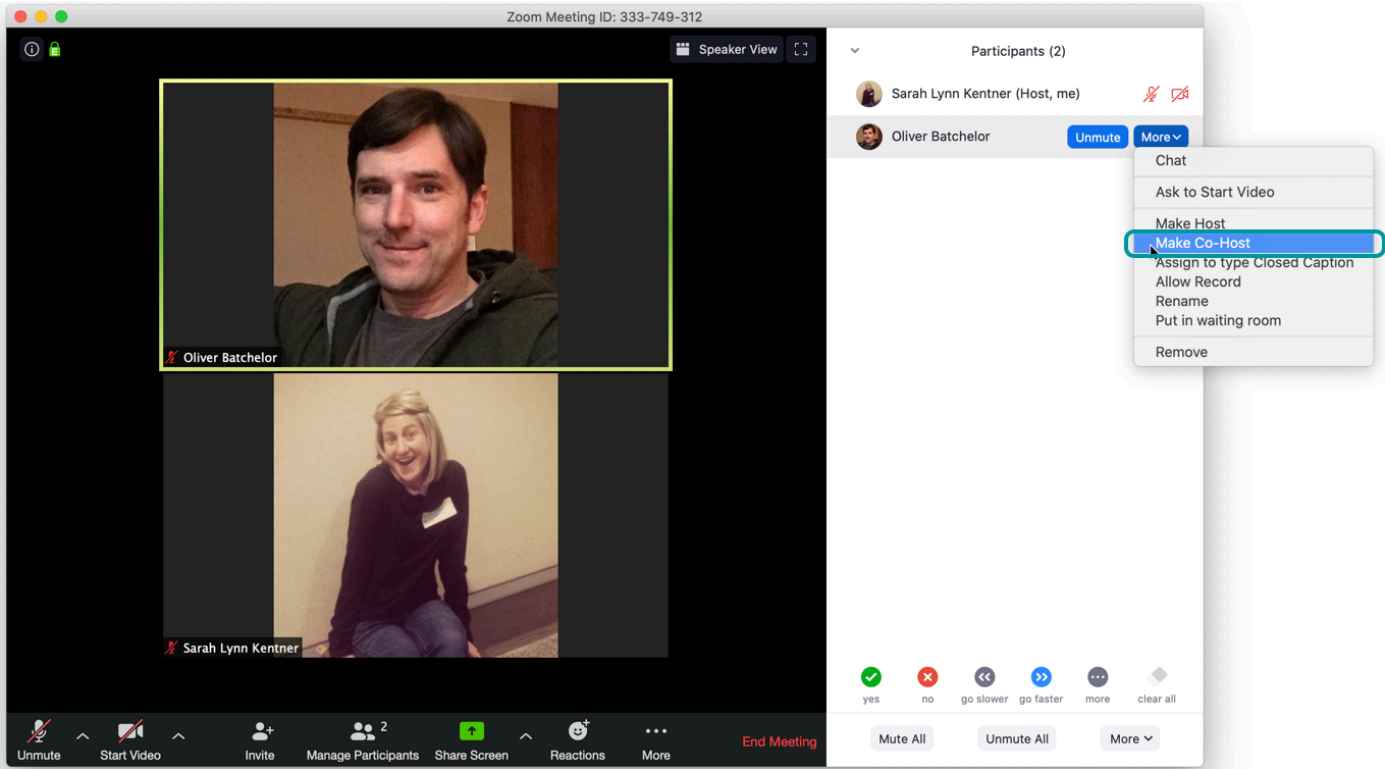


Select the **More** button next to the name you have chosen.



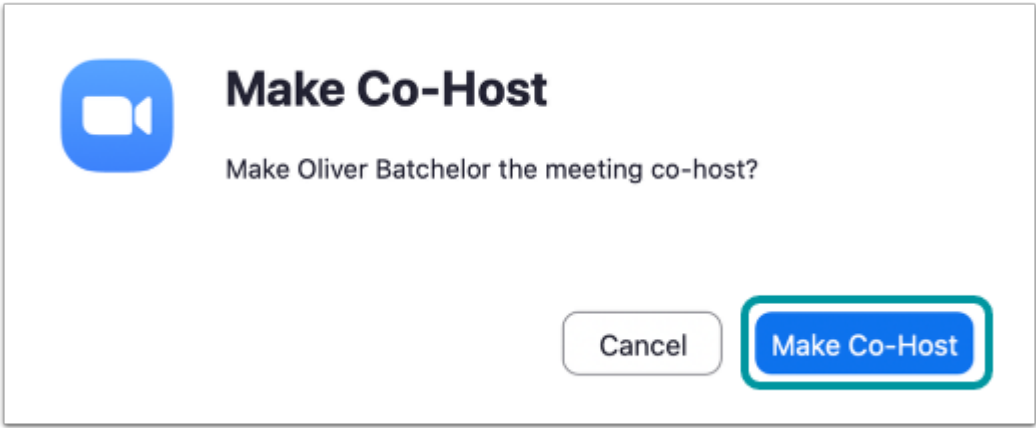
## Select Make Co-Host.

From the dropdown menu, select **Make Co-Host**.



## Confirm Make Co-Host.

A pop-up window will appear confirming the decision to make the Participant a co-host. Select **Make Co-Host**.

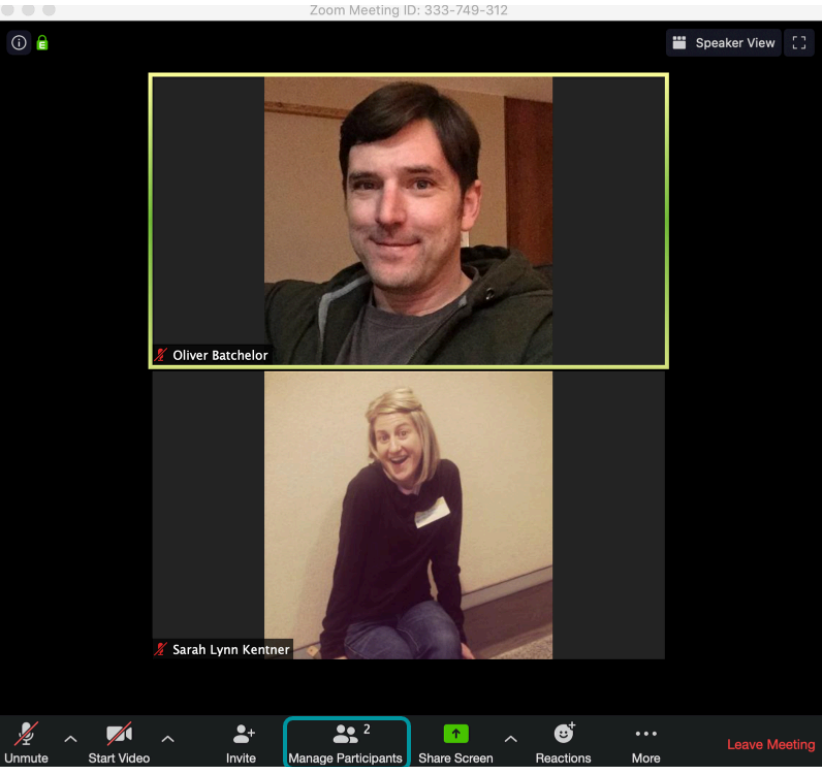


Once the participant has finished sharing their content, repeat the process to remove Co-Host permission.

## Update Advanced Sharing Options

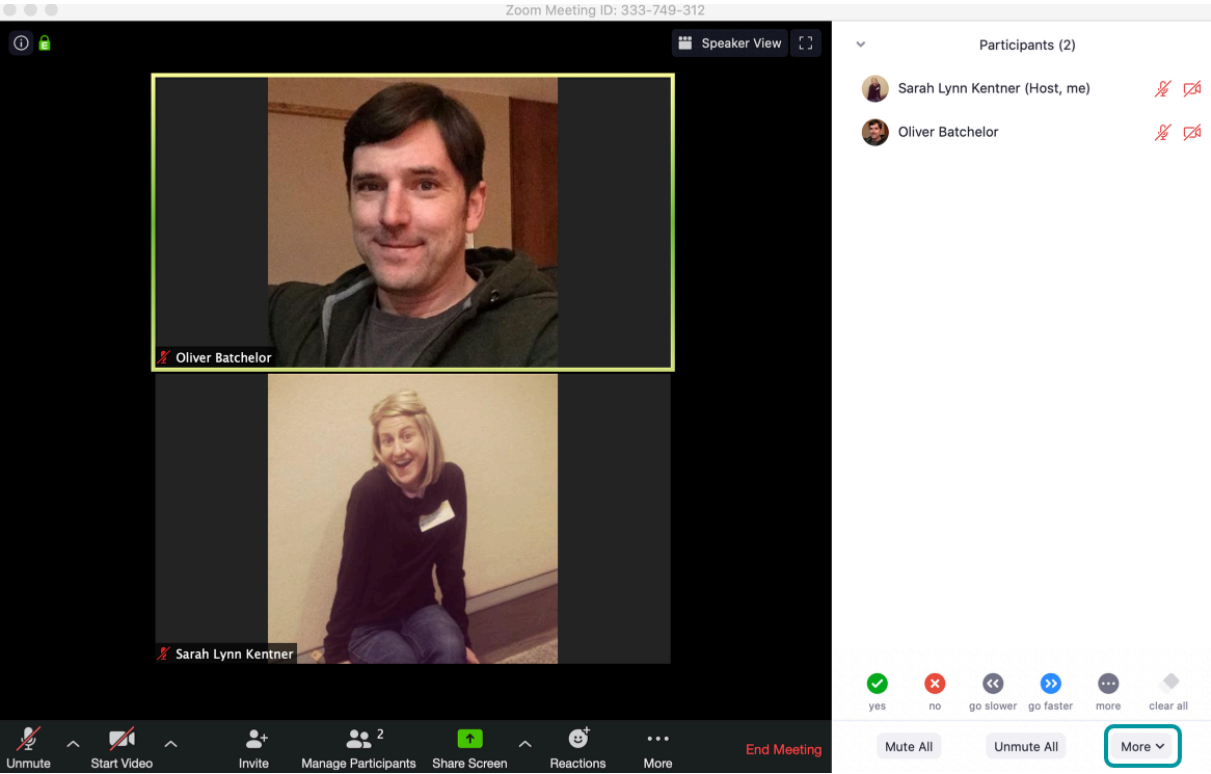
This option is recommended if you are going to have multiple Participants share their screen throughout the meeting.

## Select Participants.



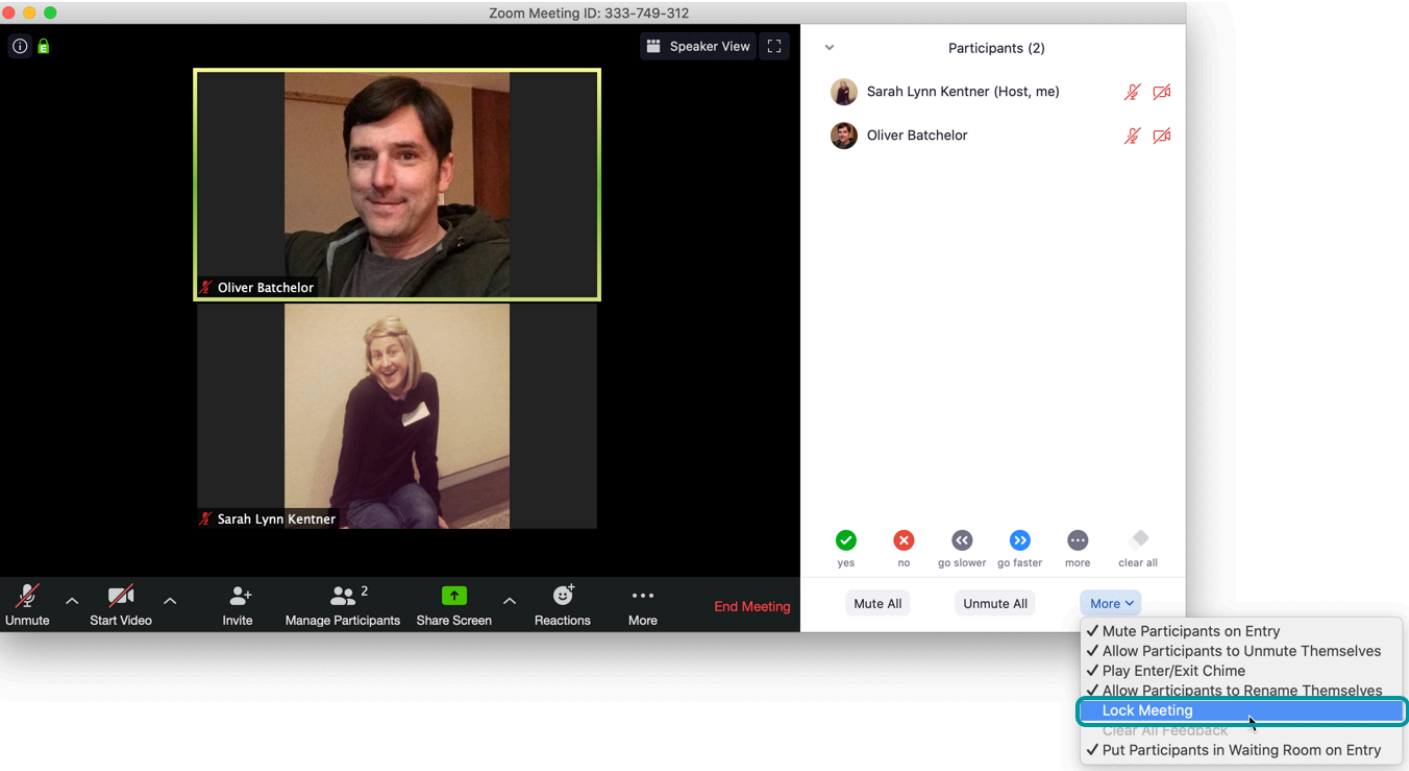
From the Zoom window, select the **Participants** control at the bottom of the Zoom screen.

## Select More.



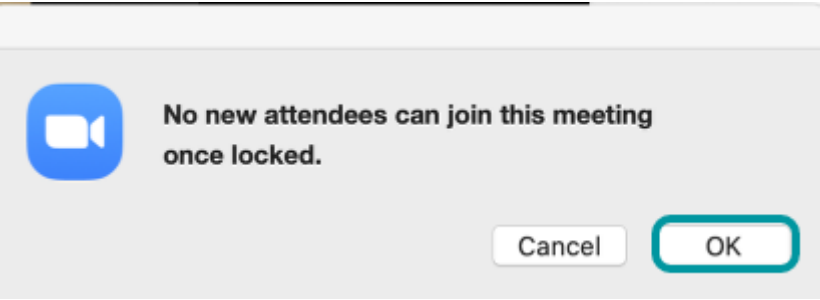
At the bottom of the Participant window, select the **More** button.

## Choose Lock Meeting.



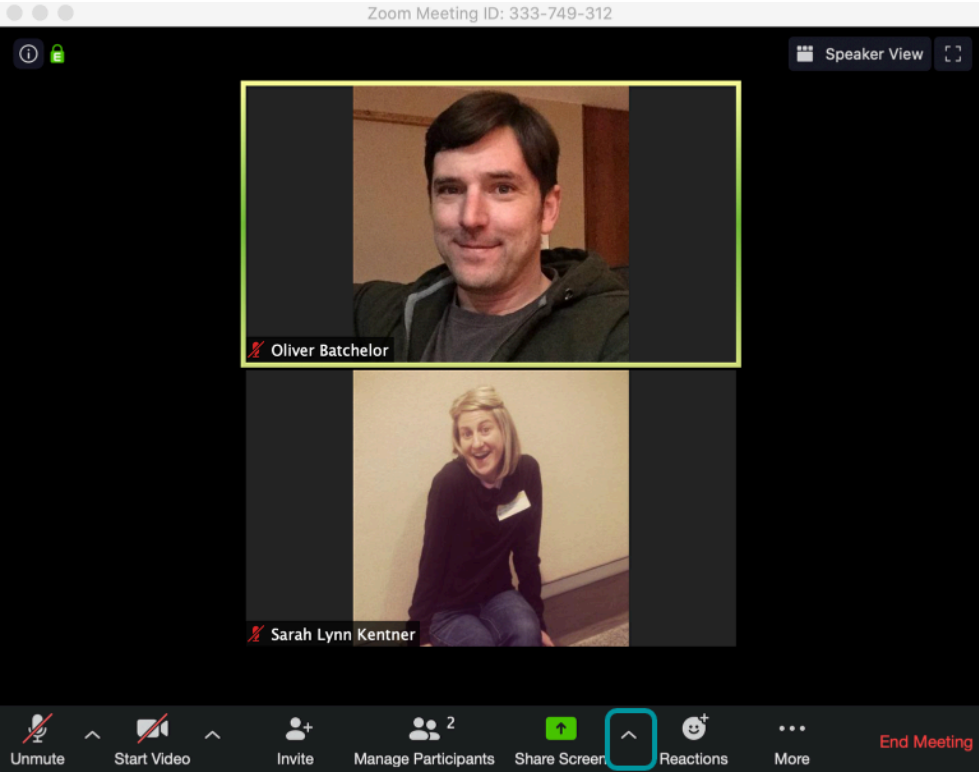
From the dropdown menu, choose **Lock Meeting**.

Select **OK**.



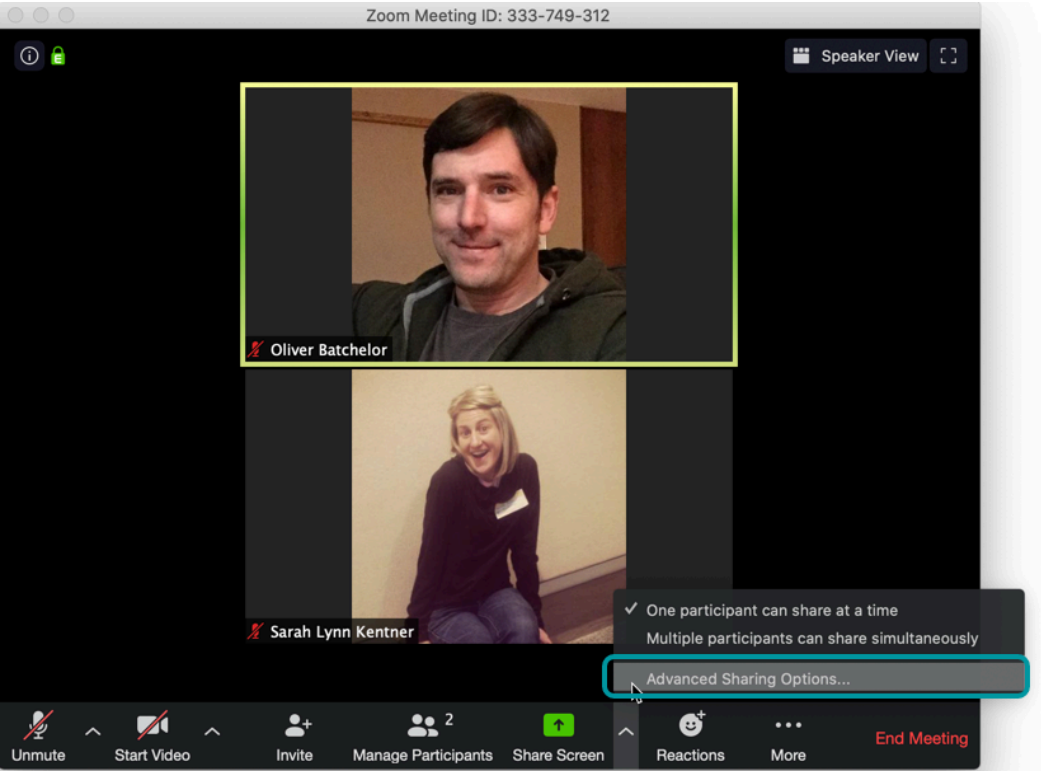
A pop-up window will appear that provides a reminder that no additional participants are able to join the meeting room, select **OK**.

Select the upward arrow next to Share Screen.



Select the **upward arrow** next to the **Share Screen** control at the bottom of the Zoom meeting window.

Choose Advanced Sharing Options.



From the dropdown menu, select **Advanced Sharing Options...**

Select the radio button **All Participants**.

Advanced Sharing Options

**How many participants can share at the same time?**

☒ One participant can share at a time

☐ Multiple participants can share simultaneously (dual monitors recommended)

**Who can share?**


☐ Only Host ☒ All Participants

**Who can start sharing when someone else is sharing?**

☒ Only Host ☐ All Participants

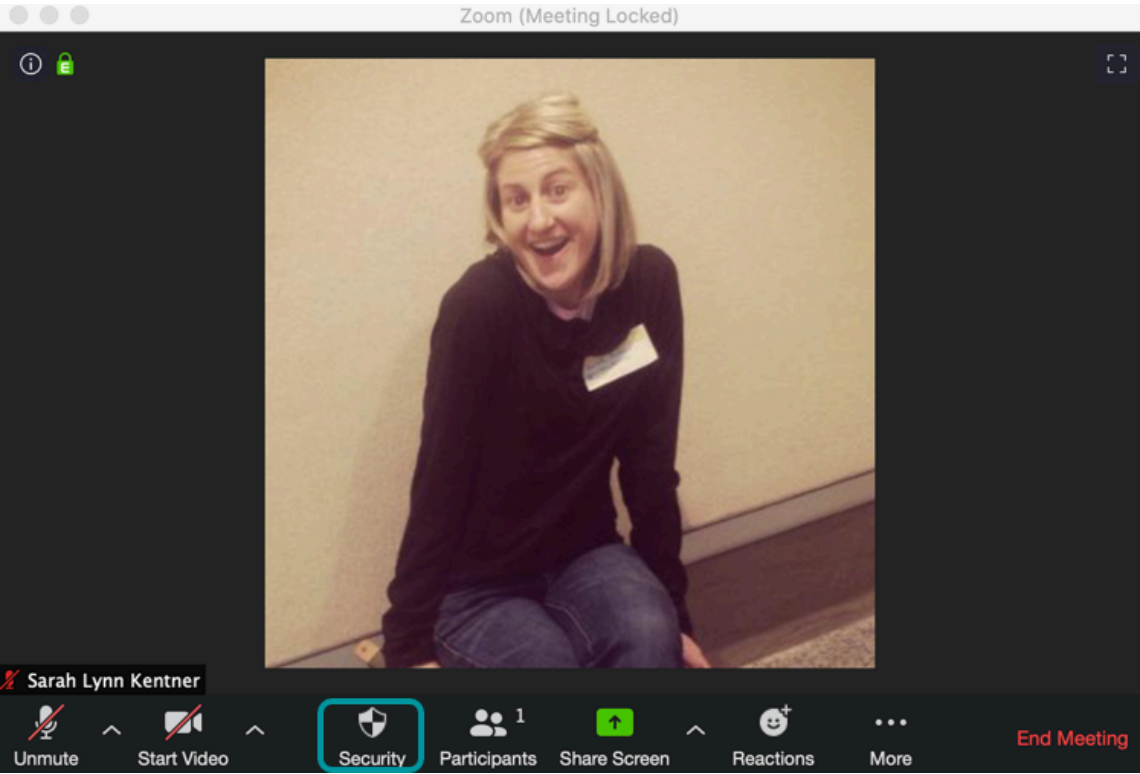
Within the Advanced Sharing Option box, for the Who can Share? options, select **All Participants**.

Close the Advanced Sharing Option window.

 This setting can always be changed back to Only Host by repeating this process.

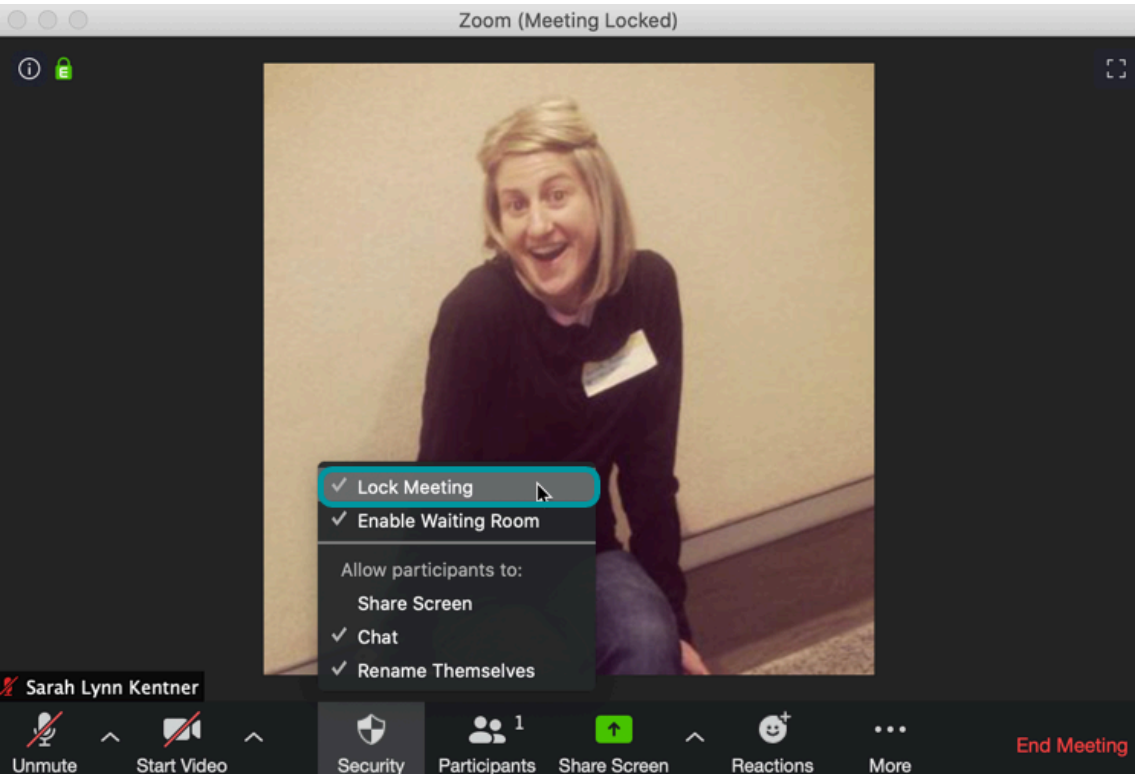
# Using Security

## Select Security.



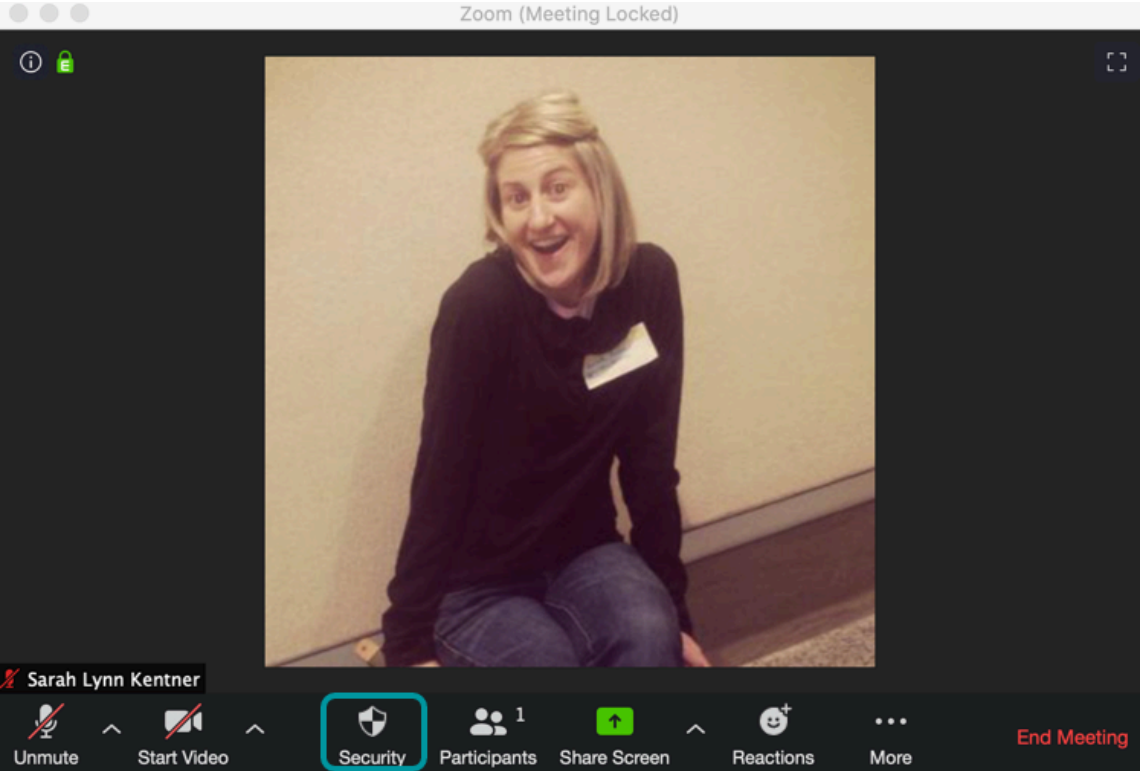
From the Zoom window, select the Security control at the bottom of the Zoom screen.

## Choose Lock Meeting.



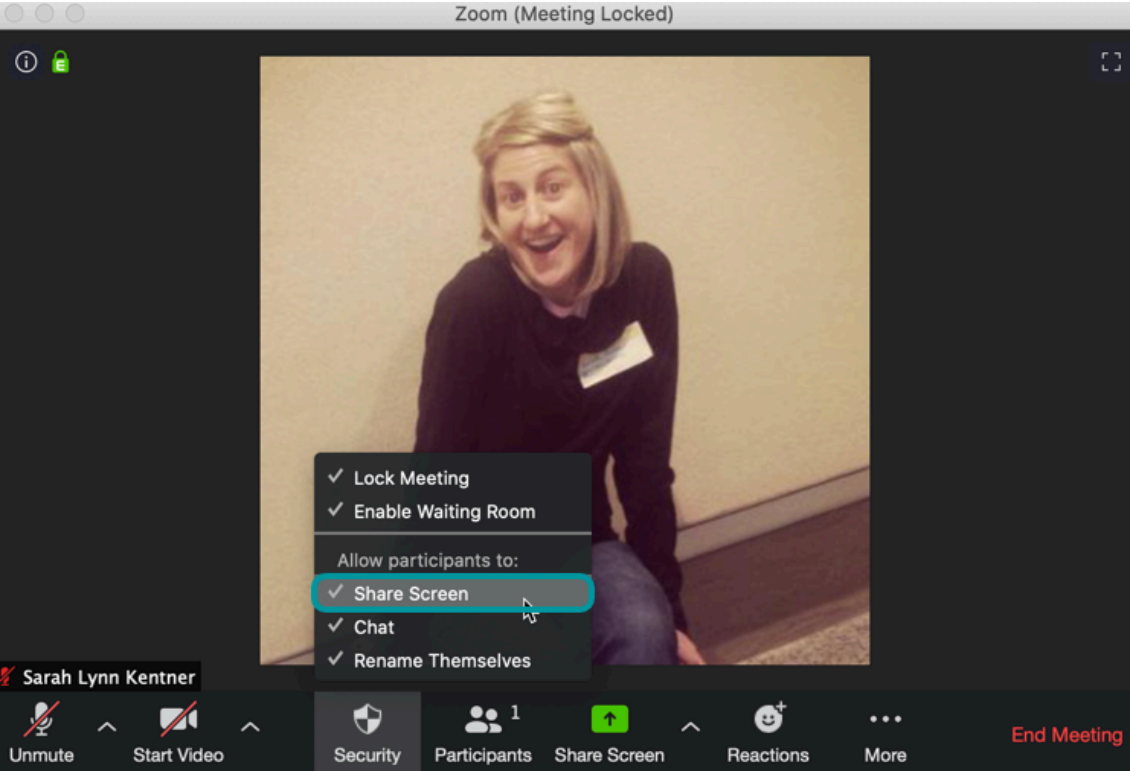
From the Security drop-down menu, choose **Lock Meeting**.

Select Security.



From the Zoom window, select the **Security** control at the bottom of the Zoom screen.

Choose Screen Share.



From the Security drop-down menu, under Allow Participants to:, choose **Screen Share**.



This setting can always be changed back to Only Host by repeating this process.



# How do I update the Zoom desktop client?

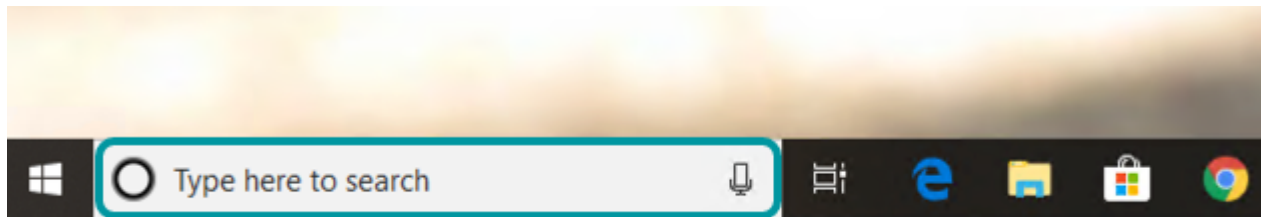


Zoom provides a pop-up notification when there is a new mandatory or optional update available.

Update the Client on a PC

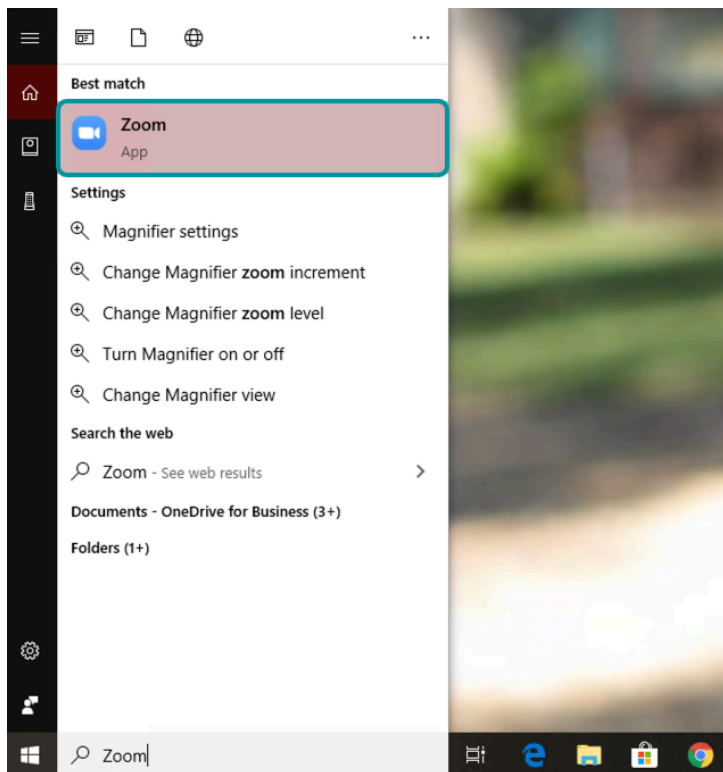
**Open the Zoom Desktop Client.**

**Search Zoom.**



In the **Search bar**, located at the bottom of the screen, type in **Zoom**.

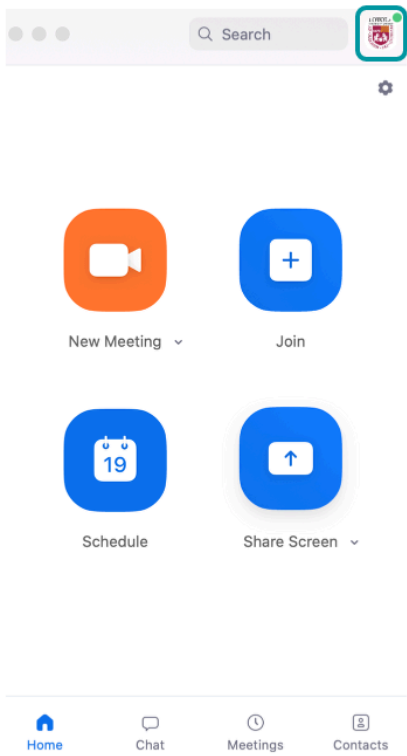
**Select Zoom.**



From the list of search results, select **Zoom** to open the Zoom desktop client.

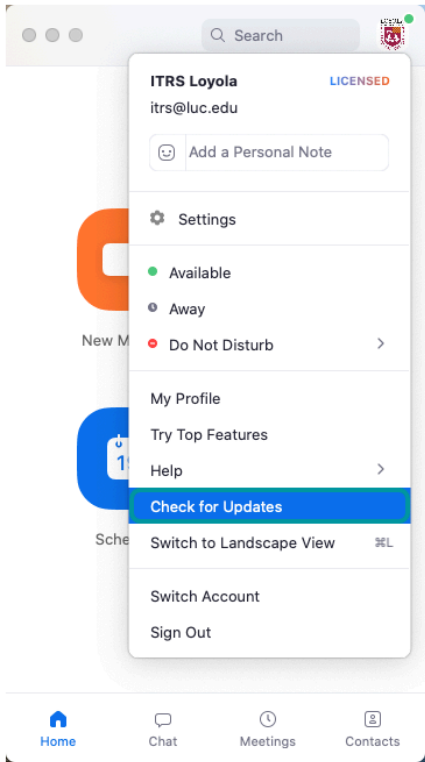


## Select Profile Picture.



Select your **profile picture** located in the upper right-hand corner of the desktop client.

## Select Check for Updates.



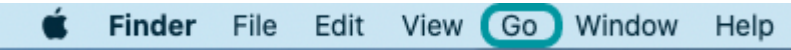
From the profile drop-down menu, select **Check for Updates**.



# Update the Client on a Mac

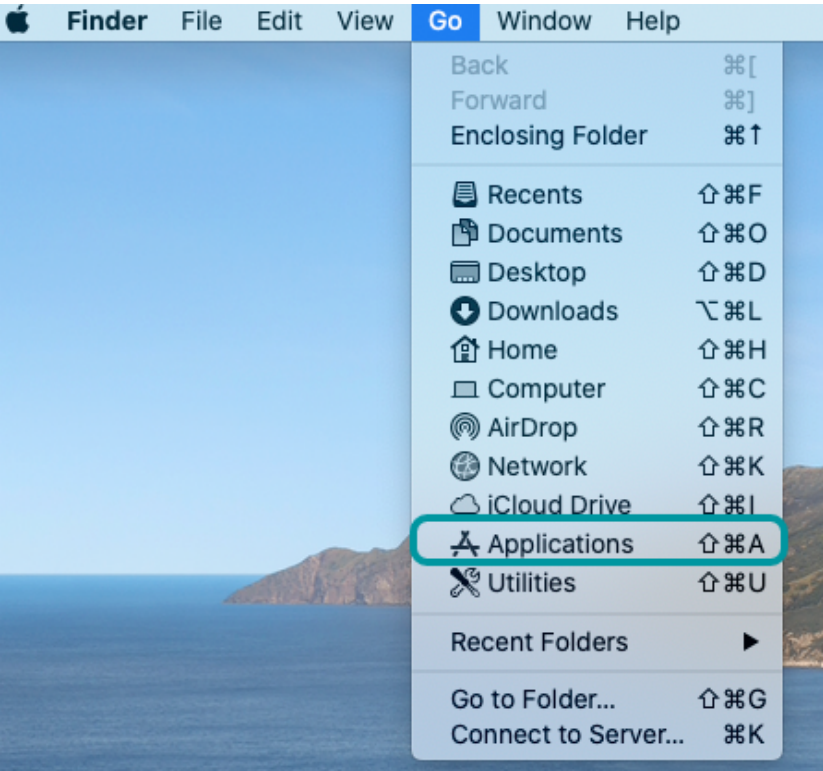
## Open the Zoom Desktop Client.

Select **Go**.



Select **Go** from the menu bar.

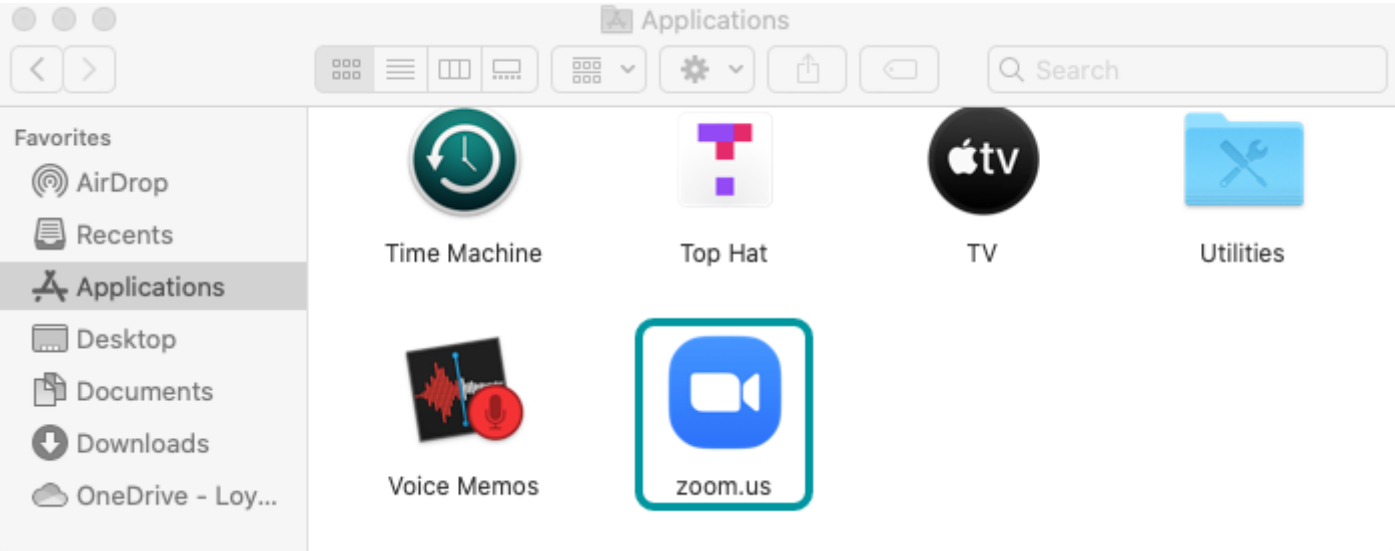
## Select Applications.



From the Go drop-down menu, select **Applications**.

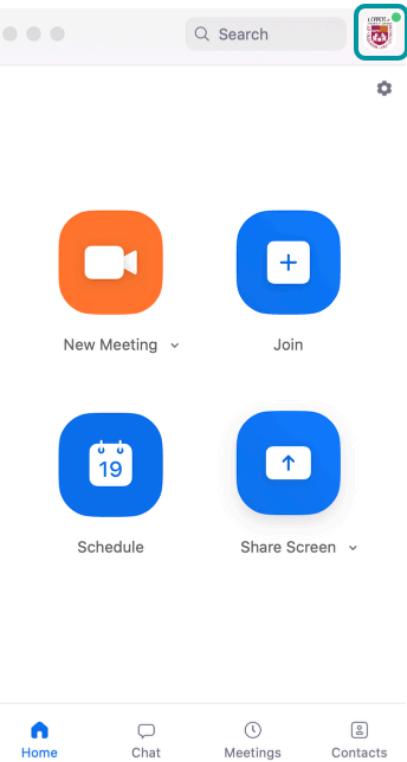


Select Zoom.



From the list of installed applications, select **zoom.us** to open the Zoom desktop client.

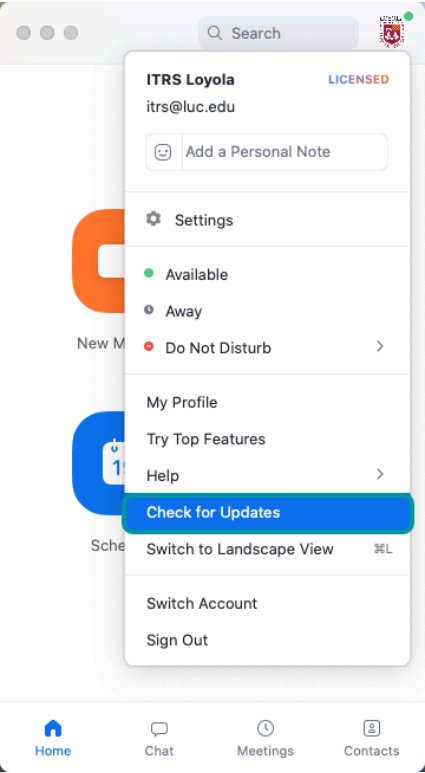
Select Profile Picture.



Select your **profile picture** located in the upper right-hand corner of the desktop client.



# Select Check for Updates.



From the profile drop-down menu, select **Check for Updates**.

# What is the capacity or limit for participants in a Zoom meeting?

Using the Loyola subscription of Zoom at [luc.zoom.us](https://luc.zoom.us), instructors have a capacity of up to 300 participants in a meeting.

Please note that this 300-participant capacity only applies to users that are identified and log in with the Loyola Zoom subscription. To ensure you are using the Loyola subscription and for information on how to best use Zoom as faculty with Sakai, refer to our [tutorial on Zoom for LUC Faculty](#).

# How do I contact Zoom support?


You can contact Zoom support 24/7 by phone, chat, or an online submission form. The online submission form should **only** be used for issues or questions that are not emergencies.

## Zoom Support Contact Information


**Phone:** (888)799-9666 ext. 2

**Chat:** Navigate to [luc.zoom.us](https://support.zoom.us) and select **Chat** from the lower right-hand corner of the page.

**Online Submission Form:** Visit <https://support.zoom.us/hc/en-us/requests/new>.

 Zoom representatives may ask you for the Meeting ID of the meeting you are attempting to attend or your Personal Meeting ID. Please see the instructions below for accessing both a Meeting ID and your Personal Meeting ID.

## Meeting ID

 Zoom Meeting ID: 312-915-2270

Contact the host of the meeting for the Meeting ID or you will see the Meeting ID in the upper left-hand corner of the window when you join a meeting.

## Personal Meeting ID

Navigate to [luc.zoom.us](https://luc.zoom.us) and select **SIGN IN**. Login with your Loyola username (UVID) and password. **Note:** Your UVID and password will be the same UVID and password that you use to log into Sakai and your Loyola email.

**My Profile**

Select **My Profile** and your **Personal Meeting ID** will be listed on this page.



# Where can I find more information on Zoom?

## General Zoom Information

Visit the [ITRS Zoom support webpage](#) for additional information, including frequently asked questions.

## Zoom Host Resources

Visit the [ITRS Zoom Host Support Instructions webpage](#) for additional resources for users who would like to Host a Zoom meeting.

## Zoom Participant Resources

Visit the [ITRS Zoom Participant Support Instruction webpage](#) for additional resources for users who would like to attend a Zoom meeting.

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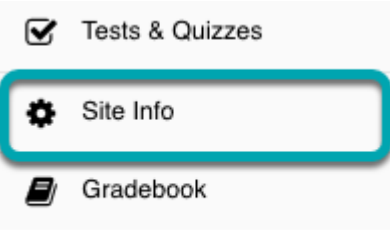
## **Sakai Integration**



# How do I add the Zoom tool to my course?

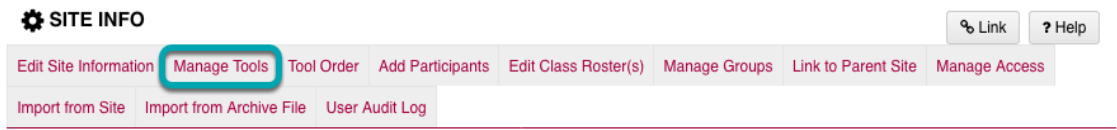
Sakai has many different tools available to use in your course or project site. You may choose which tools you want to use and may add or remove tools at any point.

## Go to Site Info.

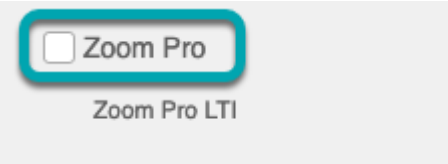


Select the **Site Info** tool from the Tool Menu of your site.

## Select Manage Tools.



## Select the Zoom tool.



## Select Continue.



Once you have made all of your tool selections, scroll down and select **Continue**.

## Add a Title for the Zoom tool.

### Customize tool instances

You can make configuration adjustments later using the configuration capabilities for each tool.

#### Zoom

Title

Add a title for your Zoom tool. You could have the title reflect the purpose of the meeting room (ex: Office Hours).

## Add Multiple Zoom Tools to Your Course. (Optional)

More Zoom Pro Tools? ▼

✓ More Zoom Pro Tools?

1 more

2 more

3 more

Select **More Zoom Tools?** and select **1 more**, **2 more**, or **3 more**.

💡 You will be able to rename each of these tools.

## Select Continue.

Continue

Back

Cancel



# Confirm Tool Selection.

- Assignments (Assignments)
- Tests & Quizzes (Tests & Quizzes)
- Site Info (Site Info)
- Attendance (Attendance)
- Commons (Commons)
- Gradebook (Gradebook)
- Module 2 (Module 2)
- Module 3 (Module 3)
- Statistics (Statistics)
- Zoom (Zoom)**

You have enabled the Lessons subpage navigation for this site.

Finish

Back

Cancel

New tools added are shown in red font. Confirm that these are tools you want to add and select **Finish**. New tools are typically added to the bottom of the Tool Menu once you save your changes. See the [How do I reorder tools?](#) tutorial for instructions on how to change the tool order.

# How do I schedule a Zoom meeting within Sakai?

There is a Sakai-Zoom integration that allows you to create a Zoom meeting link in your Sakai site. All members of the Sakai site will be able to access the link for an online synchronous session.

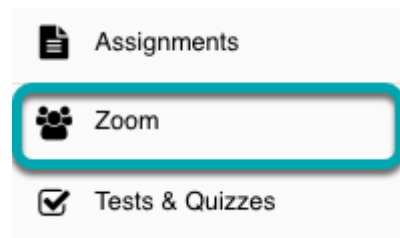
## Add the Zoom Tool to your Sakai Course.

To generate a meeting link, add the Zoom tool to your Sakai course. For instructions, please see [How do I add the Zoom tool to my course?](#).



If you have not already installed the Zoom Desktop Client on your computer, you will be prompted to download and install Zoom when you select the Zoom tool. To download the Zoom Desktop Client ahead of time, visit the Zoom Download Center at <https://luc.zoom.us/download>.

## Select Zoom.



Select the **Zoom** tool from the tool menu bar.



# Select Schedule a New Meeting.

EditLinkHelp

zoom

Your current Time Zone is (GMT-05:00) Central Time (US and Canada).  
[All My Zoom Meetings/Recordings](#)

Schedule a New Meeting

Upcoming MeetingsPrevious MeetingsPersonal Meeting RoomCloud RecordingsGet Training

☐ Show course meetings scheduled by me

Start Time	Topic	Meeting ID
<div><div></div>No Data</div>		

Select the **Schedule a New Meeting** button from within the Zoom window.

## Enter Meeting Information.

EditLinkHelp

Course Meetings > Schedule a Meeting

1TopicSakai 101 001 Su20

2Description (Optional)Weekly Class Meetings

3When04/14/20202:00PM

4Duration1 hr 0 min

5Time ZoneGMT-05:00 Central Time (US and Canada)

6Recurring meetingEvery week on Tue, until Jun 24, 2020, 11 occurrence(s)

RecurrenceWeekly

Repeat every1 week

Occurs onSunMonTueWedThuFriSat

End dateBy05/24/2020After7 occurrences

RegistrationRequired

7VideoHostonoffParticipantonoff

8AudioTelephoneComputer AudioBoth

9Meeting Options

Require meeting password

Enable join before host

Mute participants upon entry

Enable waiting room

Only authenticated users can join

Record the meeting automatically

10Advanced Options (Schedule For, Alternative Hosts)

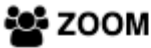
11SaveCancel


Enter the meeting room information.

1. **Topic:** The title of the meeting

- 2. **Description:** Information regarding the purpose of the meeting
- 3. **When:** The date on which the meeting will occur
- 4. **Duration:** The time in which the meeting will occur
- 5. **Time zone:** Enter the time zone in which you currently reside
- 6. **Recurring:** Select the box to indicate that this meeting will occur multiple times
- 7. **Video:** Set the default settings for host and participant web cameras when entering the meeting
- 8. **Audio:** Set the default settings for host and participant microphones when entering the meeting
- 9. **Meeting option:** Additional meeting settings
- 10. **Advanced options:** Add an alternative Host (i.e. a teaching assistant or another faculty member)
- 11. **Save:** To save settings and schedule the meeting

Select Course Mettings.





Course Meetings

> Manage "Sakai 101 001 Su20"

Topic

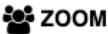
Sakai 101 001 Su20


Description (Optional)

Weekly Class Meetings

Select Course Meetings from the top menu breadcrumb to return to the main Zoom page.

Scheduled Meeting Displayed.





Your current Time Zone is (GMT-05:00) Central Time (US and Canada). [🔗](#)

[All My Zoom Meetings/Recordings](#)

Schedule a New Meeting

⋮

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Cloud Recordings


[Get Training](#)

☐ Show course meetings scheduled by me

Start Time	Topic	Meeting ID	
Today (Recurring) 2:00 PM	Sakai 101 001 Su20	926-879-57018	<div>StartDelete</div>

Within the Zoom home page, all scheduled meetings are displayed.

## Start a Zoom Meeting.

 ZOOM

Edit

Link

Help

zoom

Your current Time Zone is (GMT-05:00) Central Time (US and Canada). [↗](#)

[All My Zoom Meetings/Recordings](#)

Schedule a New Meeting

⋮

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Cloud Recordings

[Get Training](#)

☐ Show course meetings scheduled by me

Start Time	Topic	Meeting ID	
Today (Recurring) 2:00 PM	<a href="#">Sakai 101 001 Su20</a>	926-879-57018	<div>Start</div> <div>Delete</div>
Tue, Apr 21 (Recurring) 2:00 PM	<a href="#">Sakai 101 001 Su20</a>	926-879-57018	<div>Delete</div>

Select the Start button to the right of the meeting room to start that meeting.






# How do I join a Zoom meeting from Sakai?


## Download and Install the Zoom Desktop Client.


Visit the Zoom Download Center at <https://luc.zoom.us/download> to download and install the Zoom Desktop Client.

 If you do not install Zoom ahead of time, you will be prompted to download and install Zoom when you launch the meeting.


## Select the Zoom Tool.

 Assignments


 Zoom

 Tests & Quizzes

Select the Zoom tool from the Tool Menu on the left-hand side of the site.

 The tool might be renamed to reflect the purpose of the meeting. (Ex: Office Hours)

## Select Join.

 ZOOM

Link

Help


zoom

Your current Time Zone is (GMT-05:00) Central Time (US and Canada). [✎](#)

Upcoming Meetings

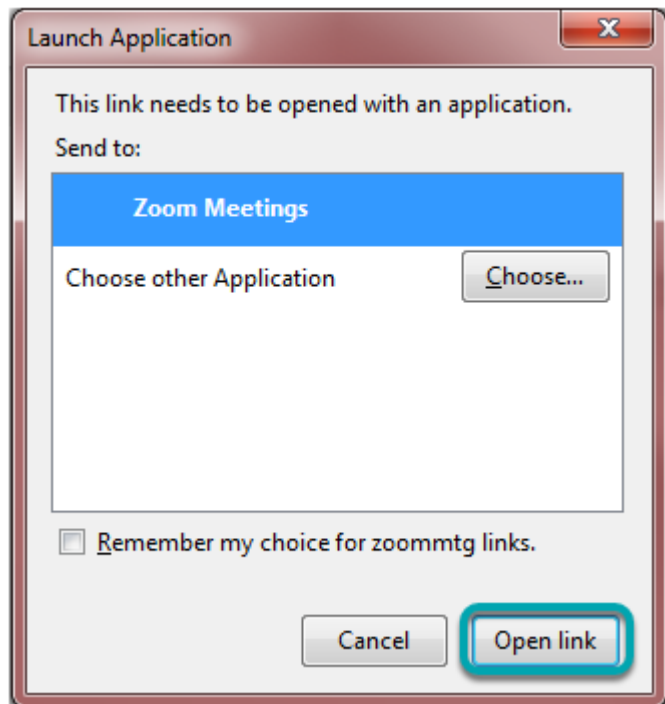
Previous Meetings

Cloud Recordings

Get Training 

Start Time	Topic	Meeting ID	
Today 3:00 PM	Sakai 101 001 Su20	934-714-580 54	<div>Join</div>

## Launch the Zoom Application.



Select **Open link** to launch the Zoom application.




This dialog box reflects the browser Mozilla Firefox. Your dialog box may look different depending on the browser you are using.





# How do I update the settings for a Zoom meeting created in Sakai?

You can update the settings for your meeting after you add the Zoom tool to your course and launch the meeting room for the first time. View [How do I add the Zoom tool to my course](#), for instructions on enabling Zoom for a Sakai course.

## Select Zoom.


 Site Info

 Zoom

 Help

From the course menu bar, select the **Zoom** tool.

## Select Meeting Topic.

 ZOOM

Edit

Link

Help

zoom

Your current Time Zone is (GMT-05:00) Central Time (US and Canada). [✎](#)

[All My Zoom Meetings/Recordings](#)

Schedule a New Meeting


⋮

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Cloud Recordings

[Get Training](#) 

☐ Show course meetings scheduled by me


Start Time	Topic	Meeting ID	
Today 3:00 PM	<div>Sakai 101 001 Su20</div>	934-714-5805 4	<div>Start</div> <div>Delete</div>

Select the Name of the meeting (topic) you want to edit.



## Select Edit this Meeting

Audio Telephone and Computer Audio

- Meeting Options
- × Require meeting password
  - ✓ Enable join before host
  - × Mute participants upon entry 
  - × Use Personal Meeting ID 7735082879
  - ✓ Enable waiting room
  - × Only authenticated users can join
  - × Record the meeting automatically


 Delete this Meeting

 Edit this Meeting

Start this Meeting

Scroll to the bottom of the page and select **Edit this Meeting**.

## Edit and Select Save.

- Meeting Options
- ☐ Require meeting password
  - ☒ Enable join before host
  - ☐ Mute participants upon entry 
  - ☐ Use Personal Meeting ID 7735082879
  - ☒ Enable waiting room
  - ☐ Only authenticated users can join
  - ☐ Record the meeting automatically

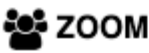
▼ Advanced Options (Schedule For, Alternative Hosts)

 Save

Cancel

Edit the meeting with the new desired settings and then scroll to the bottom of the page and select **Save**.

# Select Course Meetings.



[Course Meetings](#) > Manage "Sakai 101 001 Su20"

Topic	Sakai 101 001 Su20
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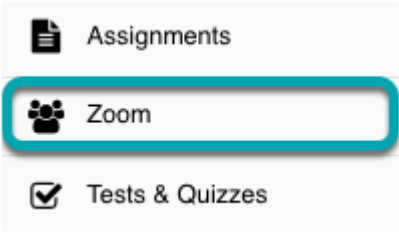
Select the Course Meetings breadcrumb to return to the main Zoom page.

# How do I invite a guest lecturer to my Zoom meeting?

When you add the Zoom tool to your Sakai site, all members of the Sakai site will have access to the Zoom meeting link. If you would like to invite a user that is not a part of the site to one of your live sessions, please see the instructions below.

The meeting link will not change. You can get the meeting link at anytime and send it to the guest user.

## Launch the Zoom room.



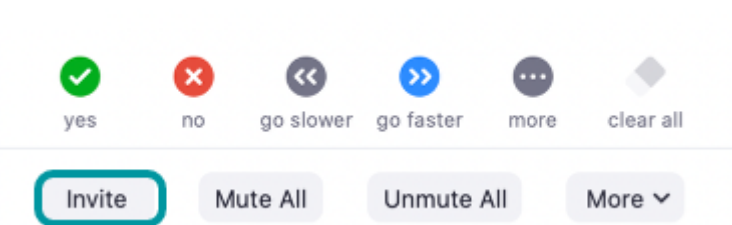
Select the Zoom tool from the Tool Menu in your Sakai course.

## Select Participants.

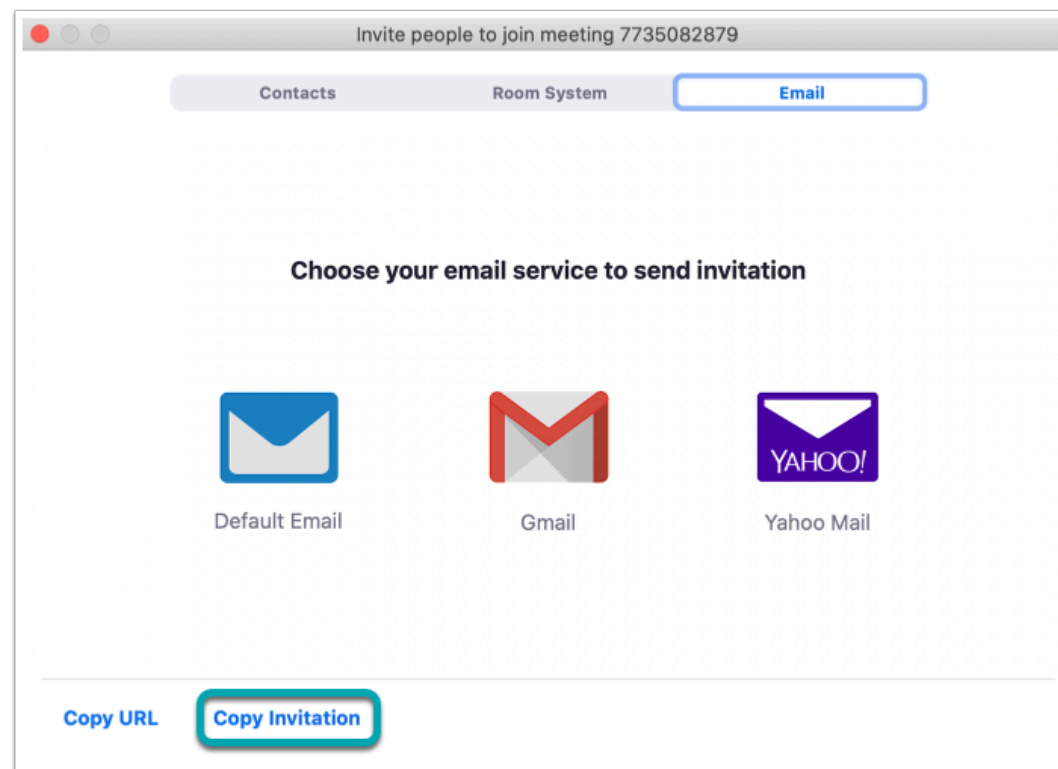


From the Zoom menu bar, select the **Participants** button.

## Select Invite.



## Select Copy Invitation.



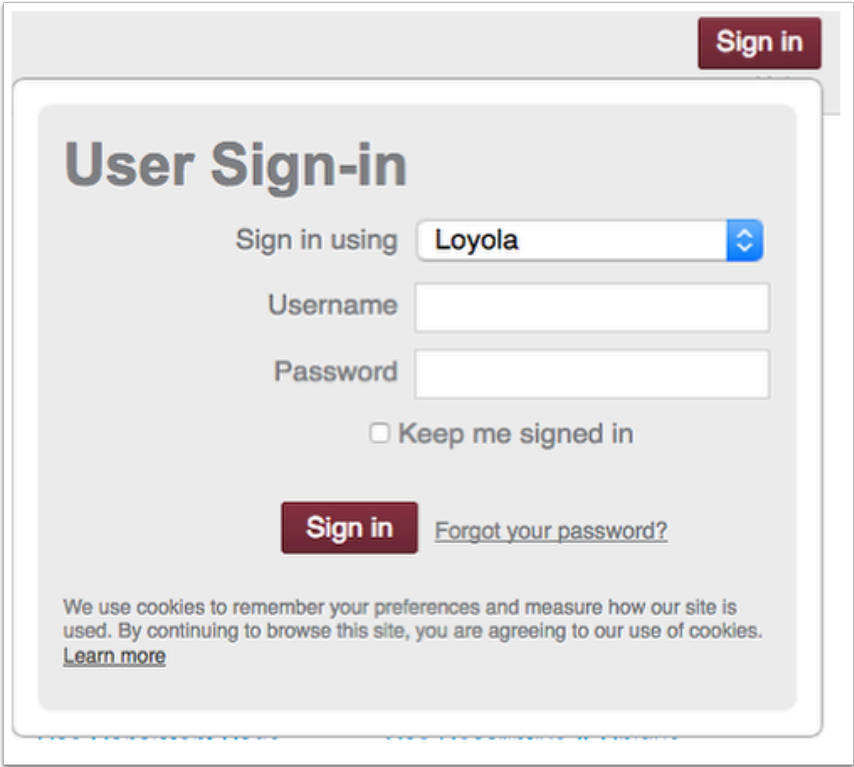
Select the Copy Invitation button from within the pop-up window. You can then paste the invite in an email and send it to any user you would like to invite to your meeting.

# How do I upload a Zoom recording to Panopto?



It is important to review the [Guidelines for Recording Students during Online Classes](#) before uploading and sharing any recordings.

## Log into Panopto.

A screenshot of the Panopto user sign-in interface. The form is titled "User Sign-in" and is set against a light gray background. At the top right of the form area is a dark red "Sign in" button. Below the title, there is a "Sign in using" dropdown menu currently showing "Loyola" with a blue arrow icon. Underneath are two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Keep me signed in". At the bottom of the form area is another dark red "Sign in" button, followed by a link that says "Forgot your password?". At the very bottom of the form, there is a small text block stating: "We use cookies to remember your preferences and measure how our site is used. By continuing to browse this site, you are agreeing to our use of cookies." followed by a link "Learn more".

**User Sign-in**

Sign in using **Loyola**

Username

Password

☐ Keep me signed in

**Sign in** [Forgot your password?](#)

We use cookies to remember your preferences and measure how our site is used. By continuing to browse this site, you are agreeing to our use of cookies. [Learn more](#)

[Log in to Panopto](#) using your UVID and password.





# Open the Course Folder

▼ Browse

All Folders

My Folders

Search my folders...

🔍

▶ 📁 My Folder

▶ 📁 BEHP 423 001 F14

▶ 📁 CJC 202 002 F14

▶ 📁 CPST 349 700N F15

▶ 📁 ENGL 290 750N SP16

▶ 📁 FOTL\_FALL\_2015

▶ 📁 IALT 101 001 F13

Open the course folder that you want to save the recording to.

## Select Create.

Powered by  
Panopto

Search slides, notes, captions and more


🔍

Create ▼

Select the Create button at the top of the page.


## Choose Upload Media.

Create ▾




Record a new session

Record from your Mac or Windows PC




Upload media

Create new sessions by uploading video or audio




Webcast

Prepare a webcast and share a link to it




Build a session

Combine your slides, video, and audio



Playlist

Create a new video playlist




New Folder

At the top level or anywhere else

From the drop-down menu, choose upload media.

## Upload file.

Choose video or audio files

zoom\_0.mp4

Drag and drop your Zoom recording file (*zoom\_0.mp4*) into the box. If you are unable to drag and drop the file, select to browse your computer for the file.

Note: To change the location of the saved recording, please see [Local Recordings](#) and scroll down to **Change Location for Local Recordings**.

## Processing Media.

✓ Upload complete. You can close this window now.



zoom\_0

Processing media: 100%

Once the green check appears to the left of the title of the file, you can close this window. The file will process and be available on Panopto.

To change the name of your recordings, see [How do I change the name of a Panopto session.](#)



# How do I share a Zoom cloud recording?


Within a meeting room, the Host has the option to record locally to a computer or to the cloud. If cloud recording is selected, the recordings will be saved to the Host's Zoom account.

For more information about your Zoom profile, visit [How do I create and update my Zoom profile?](#)

## Accessing Cloud Recordings within Sakai

All cloud recordings for meeting created through a Sakai course site will automatically be listed in the Cloud Recording section of the Zoom tool.

### Select Cloud Recordings.

 ZOOM

Link

Help


zoom

Your current Time Zone is (GMT-05:00) Central Time (US and Canada). [✎](#)

Upcoming Meetings

Previous Meetings

Cloud Recordings

Get Training 

Start Time	Topic	Meeting ID	
Today 3:00 PM	Sakai 101 001 Su20	934-714-58054	<div>Join</div>

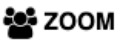
<

1

>

Select the **Cloud Recordings** tab from the Zoom menu bar.

# Select Meeting Topic.



Your current Time Zone is (GMT-05:00) Central Time (US and Canada). [✎](#)

Upcoming Meetings

Previous Meetings

Cloud Recordings

Get Training

From

Select date

To

04/16/2020

Search By

ID

Search

Topic	ID	Start Time
Sakai 101 001 Su20	934-714-58054	Apr 16,2020 15:11

<

1

>

Course participants select the Meeting Topic to view the recording.

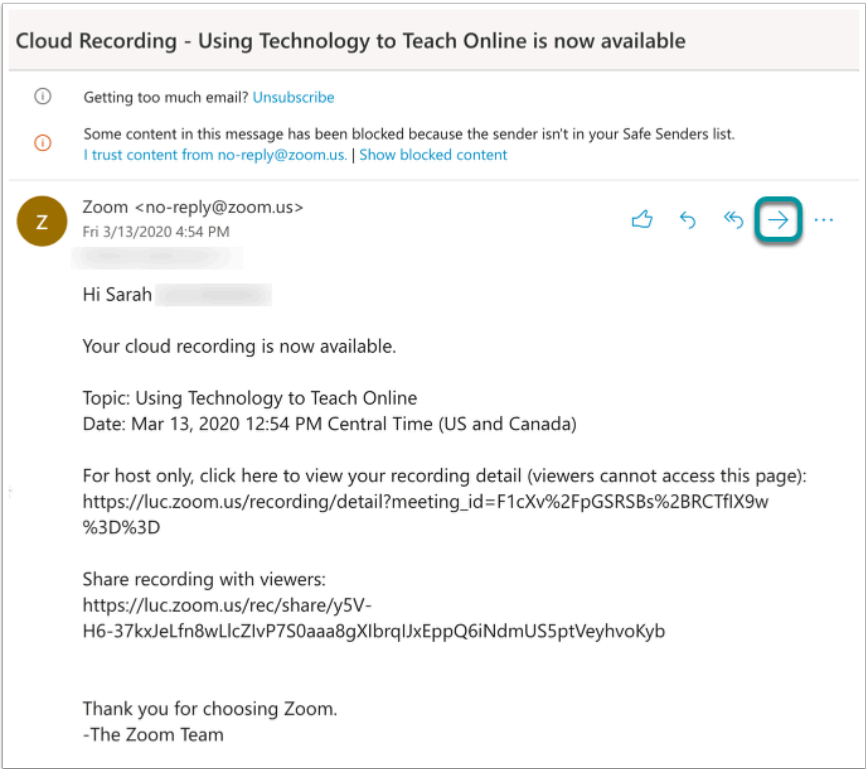
## Email Notification



After the meeting has ended, Zoom will process the recordings, which can take up to the length of the recording. Once the process is completed, an email notification is sent to your Loyola Outlook account.

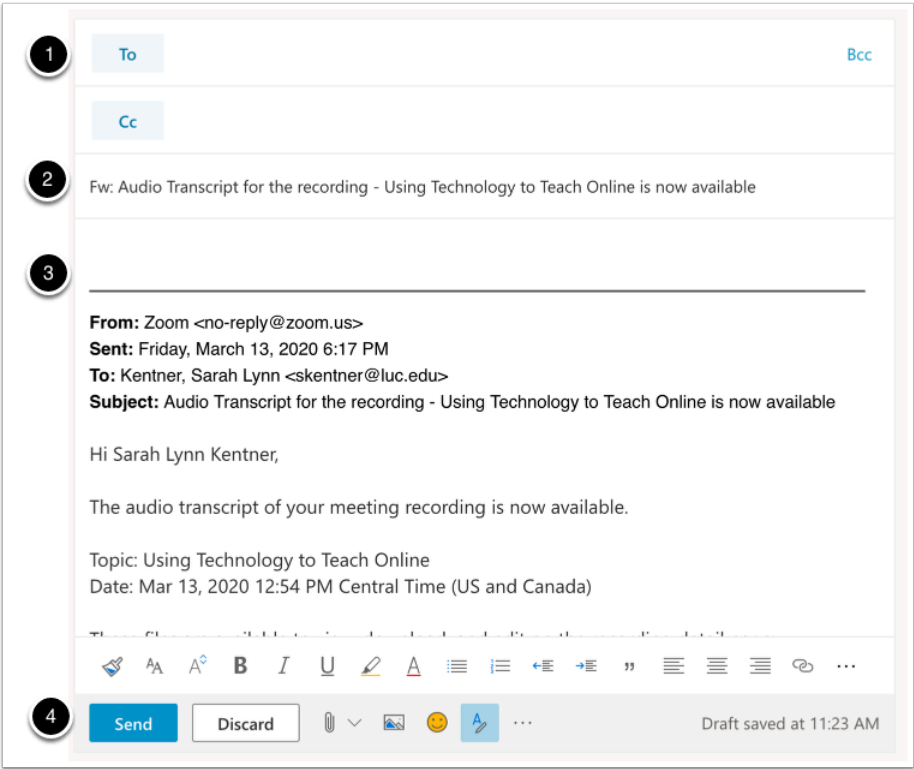
Once you have received the email notification from Zoom, you can forward that email to your students.

## Select Forward.



Select the **Forward** option (straight arrow) within the email.

## Create New Email.



1. **To:** Add students' email addresses, separating each email address with a comma (,).
2. **Subject:** Update the subject line of the email.
3. **Body:** Add any additional text for the email.

4. **Send:** Select **Send** to send the email to the listed students.

# How do I set-up Office Hours for all my Sakai courses using the same meeting room?

For online office hours, you may want all students, regardless of their course, to enter the same meeting room. A single meeting room can be added to all course sites that provide students with a direct link into the same Zoom meeting.

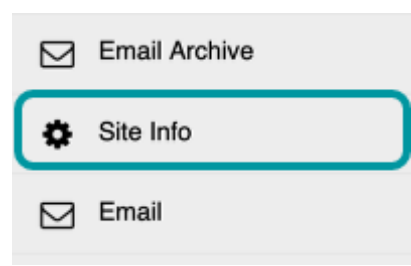
## Generating a Zoom meeting link

To generate a Zoom link meeting link, visit [How do I invite a guest lecturer to my Zoom meeting?](#)

## Add the Web Content tool.

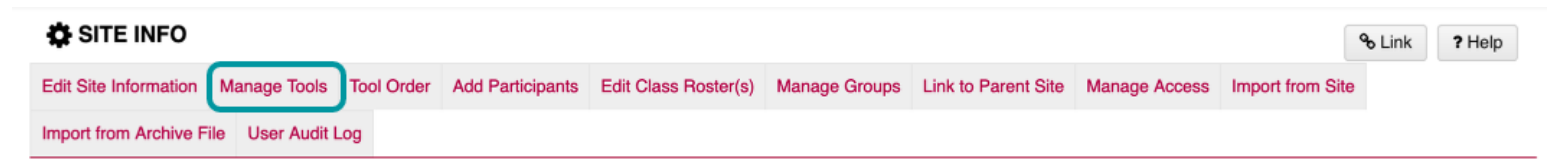
Once a Zoom meeting link is generated, you can share it with any Sakai course through the Web Content tool.

## Select Site Info



From the tool menu of a Sakai course site, select the **Site Info** tool.

## Select Manage Tools



From the top menu bar, select **Manage Tools**.



## Choose Web Content

☒

**Tests & Quizzes**  
For creating and taking online tests and quizzes

☐

**VoiceThread**  
VoiceThread

☒

**Web Content**  
For accessing internal resources or an external website within the site.

☐

**Wiki**  
For collaborative editing of pages and content

☐

**Zoom**  
Zoom LTI

Scroll through the list of available tools and select the box the box for Web Content.

## Select Continue

Continue

Cancel

Scroll to the bottom of the page and select **Continue**.

## Enter a Title

### Customize tool instances

You can make configuration adjustments later using the configuration capabilities for each tool.

**Web Content**  
Title

Enter a new title for the tool to help the students identify this link (e.g., Office Hours).

## Paste the Meeting URL

### Web Content

Title

(Suggested length 15 char.)

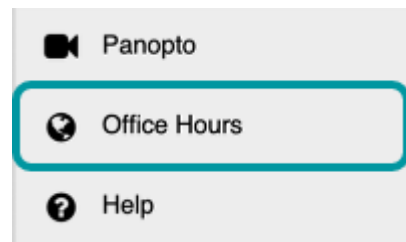
Source

Paste the meetings URL within the Source box.

### Select Continue and Finish

## Join Session

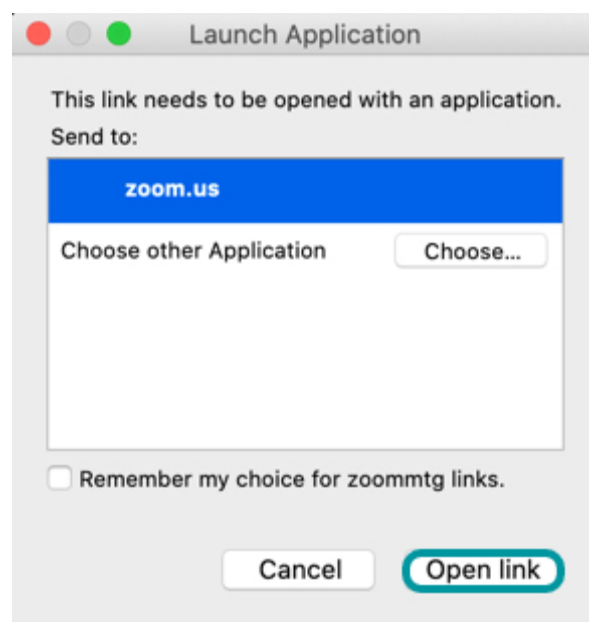
### Select Web Content tool



When its time for the office hours to start, the students will select the **Web Content** tool.

💡 Remember, you may have updated the Web Content tool title to something different (e.g., Office Hours)

## Launch the Zoom Application



A pop-up window will appear requiring permission to launch the Zoom application. Select **Open Link** to launch the application and be redirected into the Zoom meeting room.

# How do I use Breakout Rooms?

Breakout Rooms allow the host to split meeting participants into smaller groups that have the ability to collaborate just as they would in the main meeting room. The host can choose to divide participants into separate sessions automatically or manually, and can switch the participants between Breakout Rooms at any time.

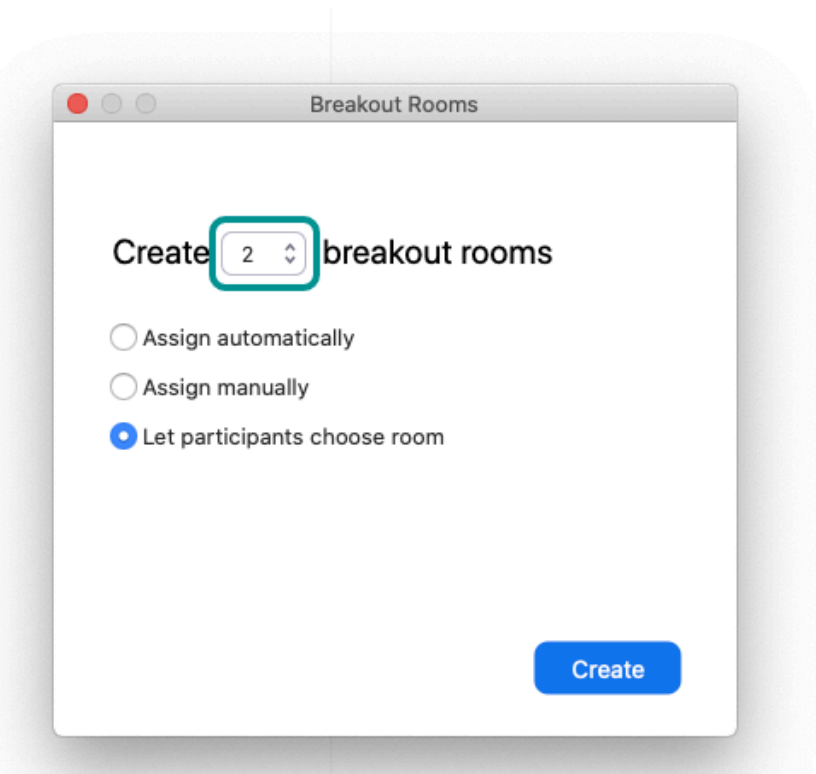
## Creating Breakout Rooms

Select the Breakout Rooms control.



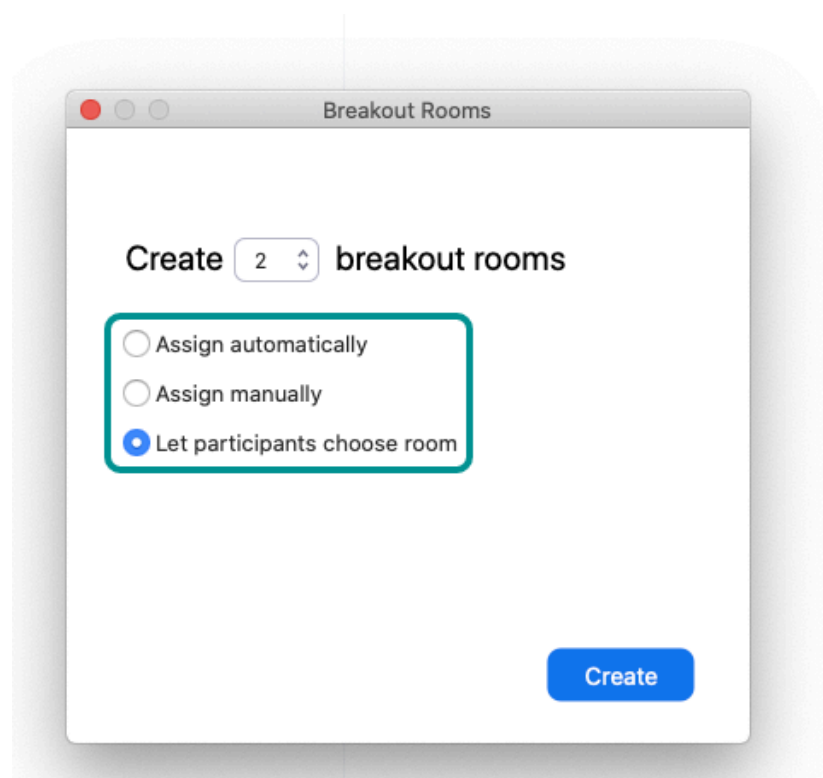
From the meeting control bar, select **Breakout Rooms**.

Adjust the number of rooms.



Use the up and down arrow to adjust the number of Breakout Rooms to be created.

Choose automatically, manually, or let participants choose.



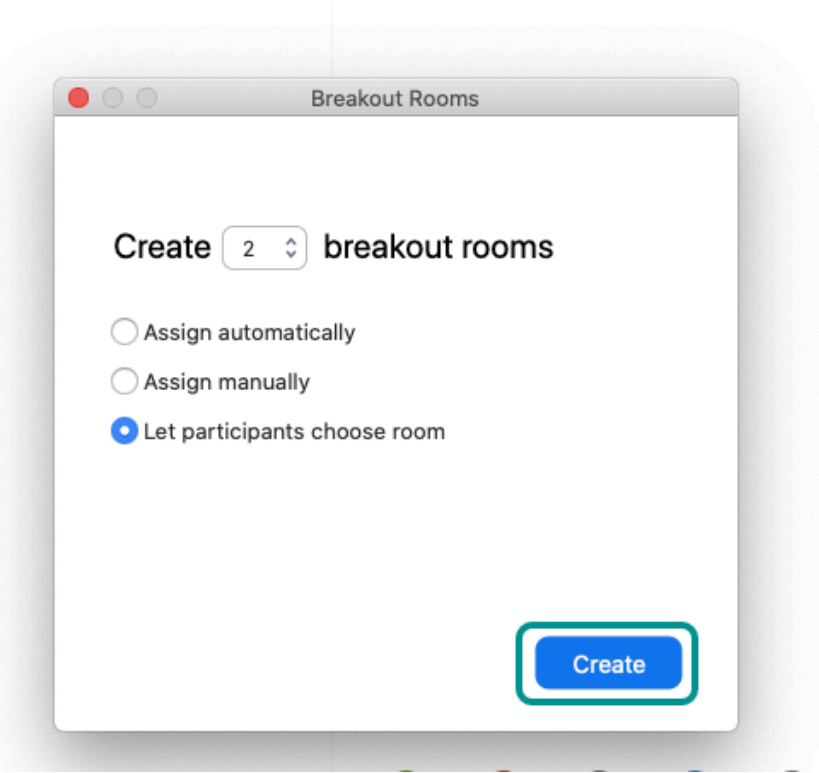
Choose the option of how you want to assign participants to the rooms

- *Automatically:* Randomly have Zoom divide participants up evenly into each of the rooms
- *Manually:* Assign participants specifically into each room
- *Let participants choose room:* Participants choose which room to join



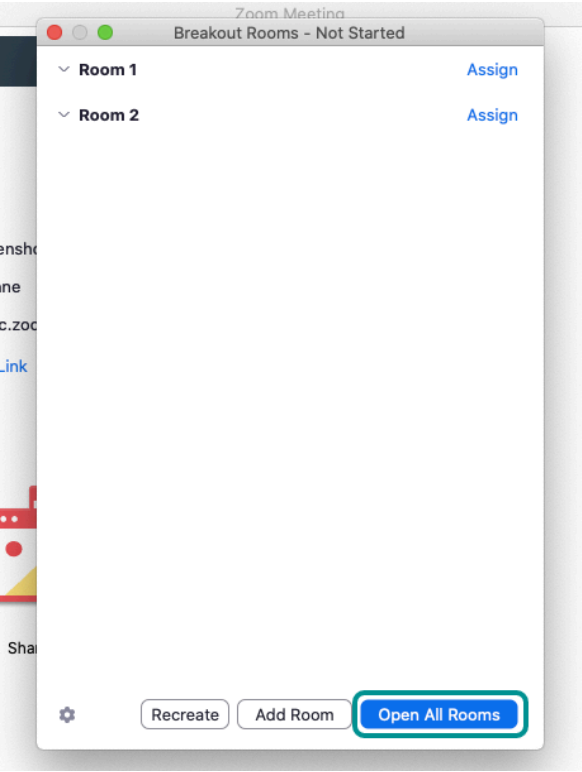
Both the meeting host and participants must be using the Zoom desktop client or mobile app version 5.3.0 or newer to self-select breakout rooms. To update your Zoom desktop client, see [How do I update the Zoom desktop client?](#)

Select Create.



Select **Create** to display the participant lists for each room and create the Breakout Rooms.

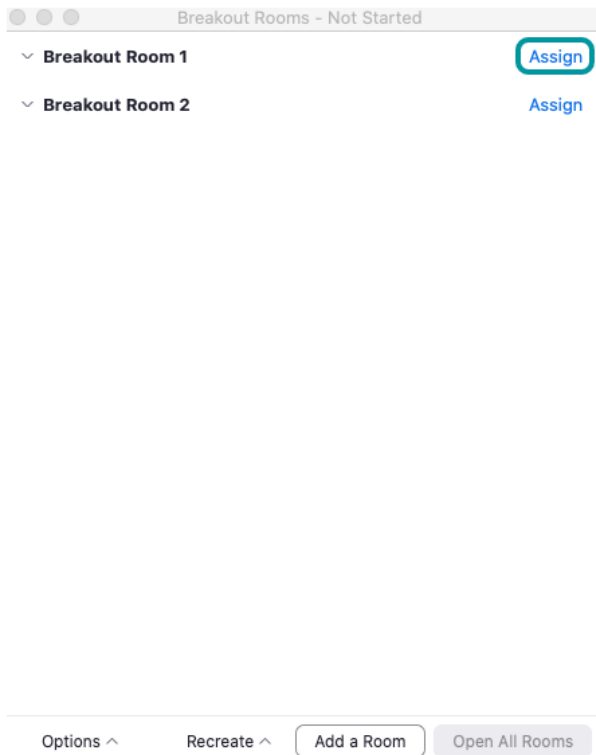
Select Open All Rooms



Select **Open All Rooms** within the Breakout Rooms window.

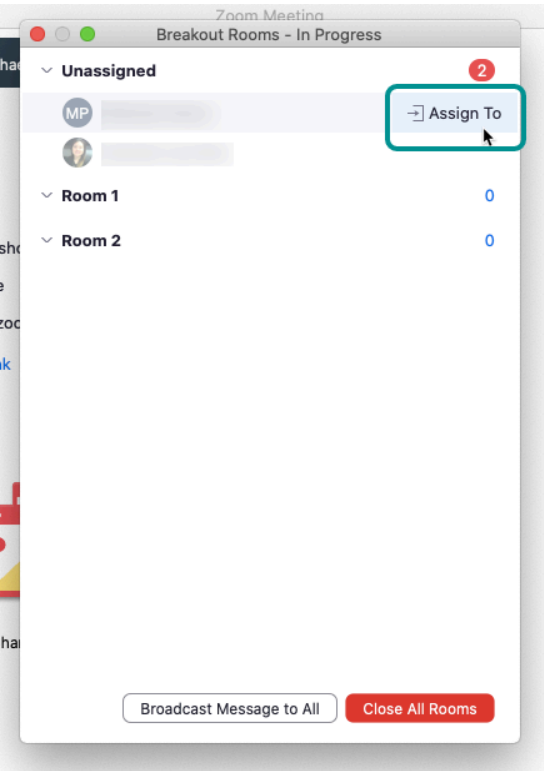
# Assigning Participants to Rooms

## Select Assign.



Select **Assign** next to the room name to assign participants to their respective Breakout Room.

## Select Assign To.

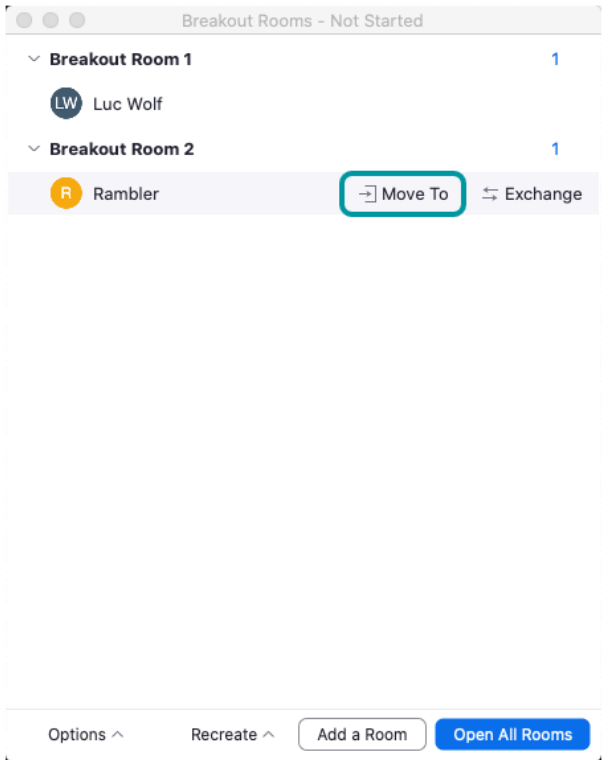




To assign a participant to a specific room, select **Assign to** next to the participant's name.

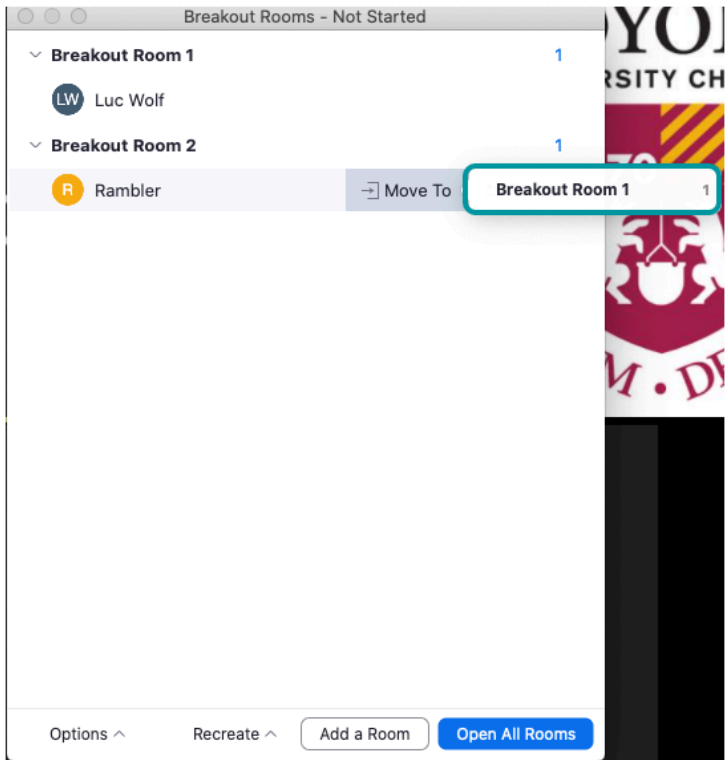
## Moving participants to another room

### Select Move To



Select **Move To** next to the participant to move to another Breakout Room.

### Choose the Breakout Room

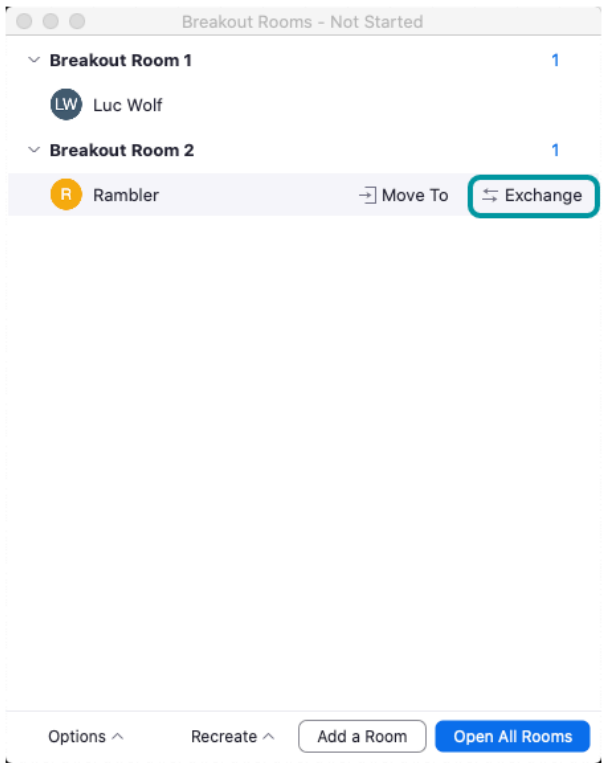






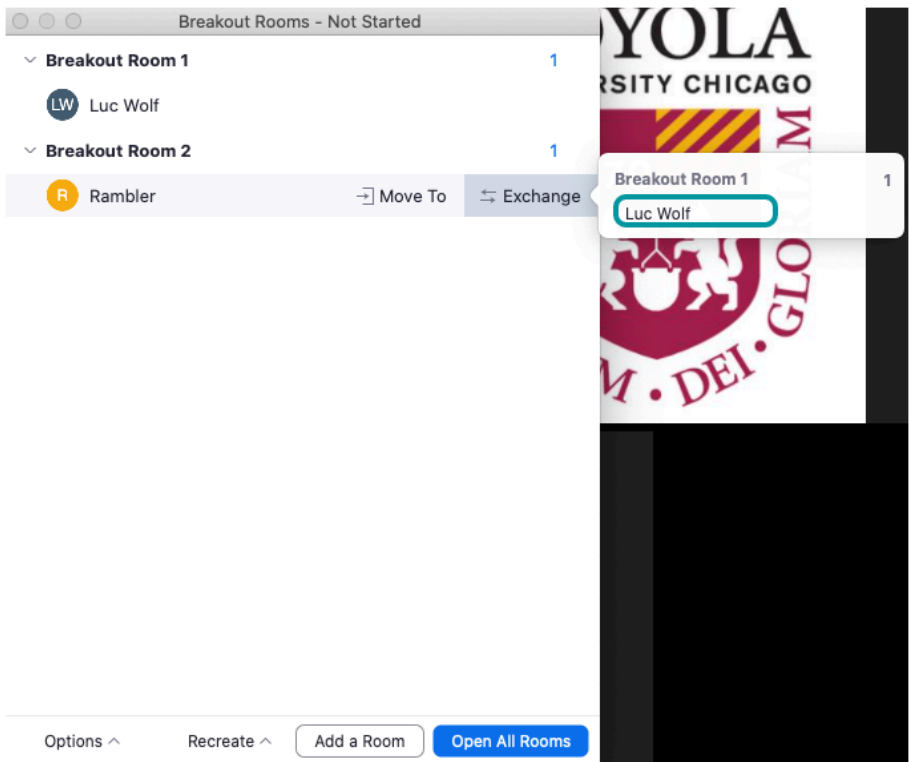
From the pop-up window, select the destination breakout room for the selected participant.

## Select Exchange



Select **Exchange** to swap two participants.

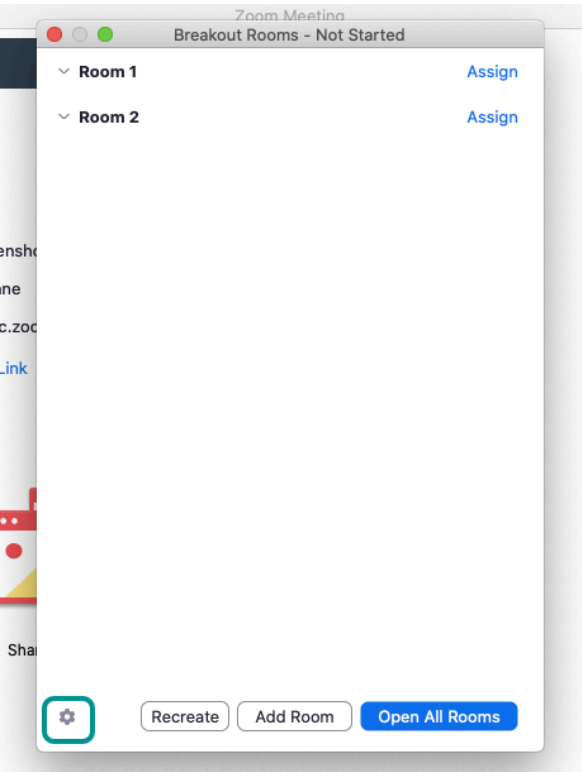
## Select the Participant



From the pop-up window, choose the participant that you want to swap between rooms.

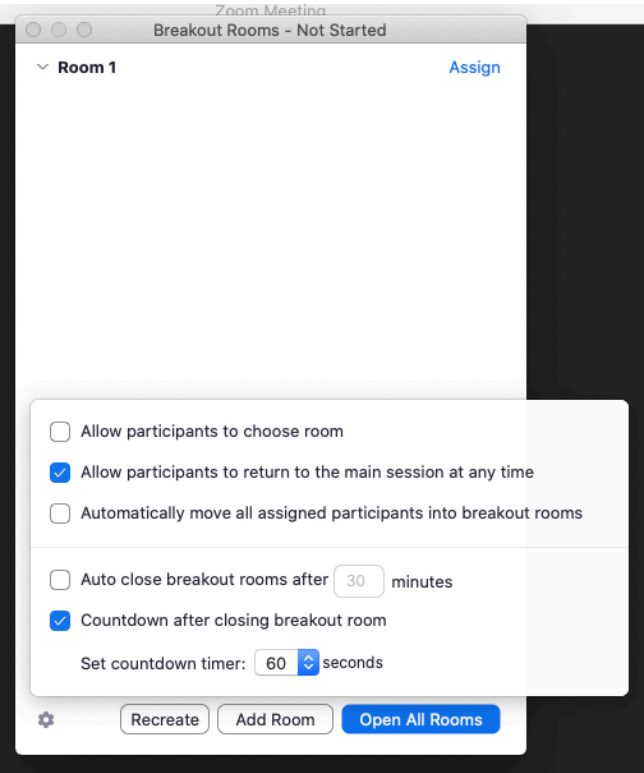
# Adjusting Breakout Room settings

## Select Options.



Select the gear icon to open the options pop-up box.

## Choose breakout room options.

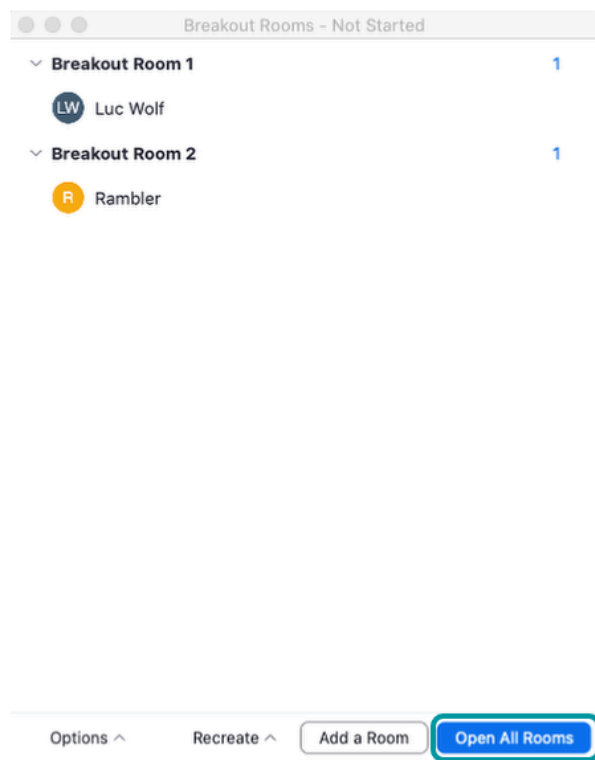


From the options pop-up box, choose to:

- **Allow participants to choose room:** Participants using version 5.3.0 or newer of the Zoom desktop client or mobile app may choose which breakout room to join.
- **Allow participants to return to the main session at any time:** If checked, participants can move back to the main session from their breakout room; otherwise, participants have to wait for the host to end the breakout rooms.
- **Move all participants to breakout rooms automatically:** If checked, all participants will move into their breakout rooms automatically; otherwise, participants have to select **Join** to be taken to their breakout room.
- **Auto close breakout rooms after:** If checked, the breakout rooms will automatically end after the configured time.
- **Countdown after closing breakout rooms:** if this option is checked, the participants will be given a countdown of how much time they have left before returning to the main room.

## Managing Breakout Rooms in Progress

### Select Open All Rooms.



Select **Open All Rooms** within the Breakout room window to send participants to their breakout sessions.



Upon opening breakout rooms, the participants will be asked to join their breakout sessions. The host will stay in the main room until joining a session manually.



## Select Join.

Breakout Rooms - In Progress

Breakout Room 1

Join

Luc Wolf (not joined)

Breakout Room 2

Join

Rambler (not joined)

Broadcast a message to all ^

Close All Rooms

From within the breakout room window, select **Join** next to a breakout room to join that participant session.

## Select Leave.

Zoom - Breakout Room 1

LOYOLA  
UNIVERSITY CHICAGO  
AD • MAJOREM • DEI • GLORIAM  
1870

Unmute

Start Video

Participants 1

Chat

Share Screen

Record

Breakout Rooms

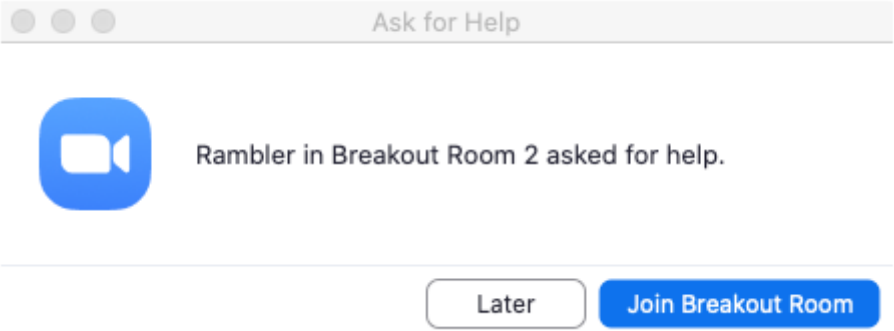
Reactions

Leave Room

From within the Breakout Room window, select **Leave** to leave that participant;s breakout room session.

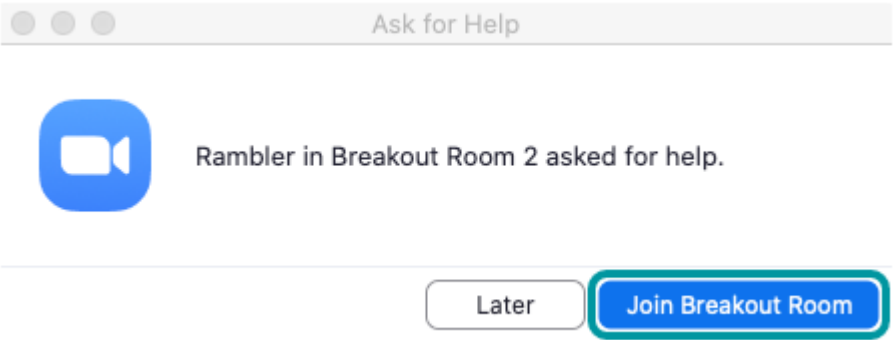


## Responding to requests for help



**Participants** in a breakout room can request that the host join their meeting by selecting Ask for Help.

### Select Join Breakout Room

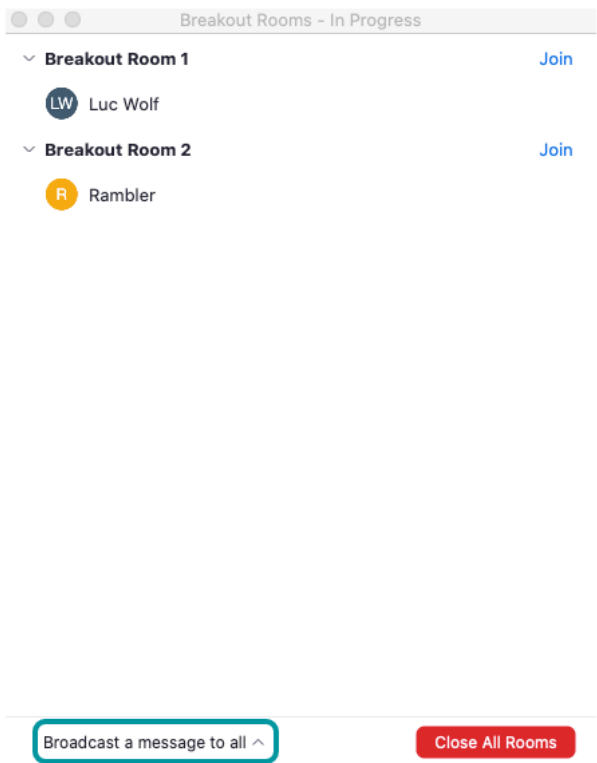


Select **Join Breakout Room** from the pop-up notification in order to join the breakout room in which the request was made.



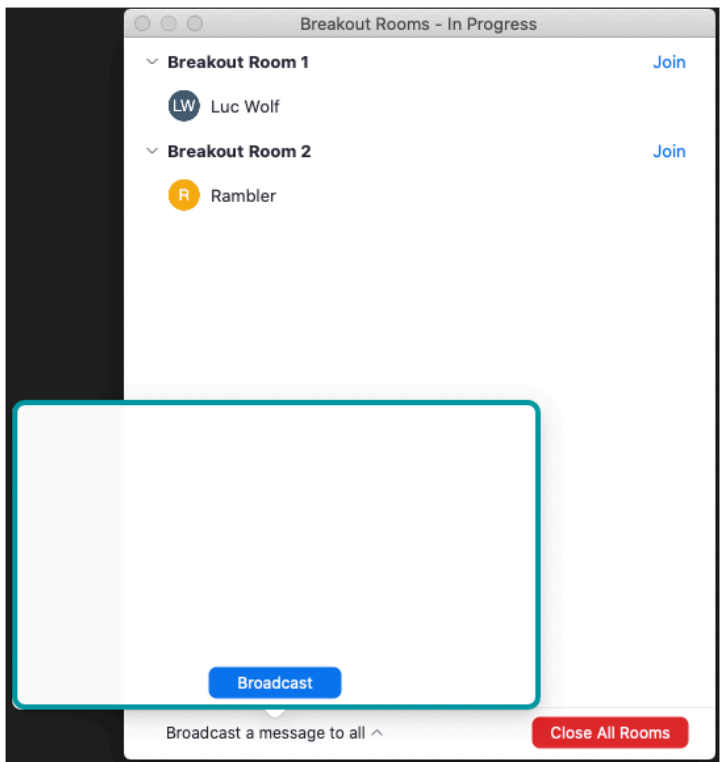
# Broadcasting a message to all breakout rooms

## Select Broadcast a message to all



From within the Breakout Rooms window, select **Broadcast a message to all**.

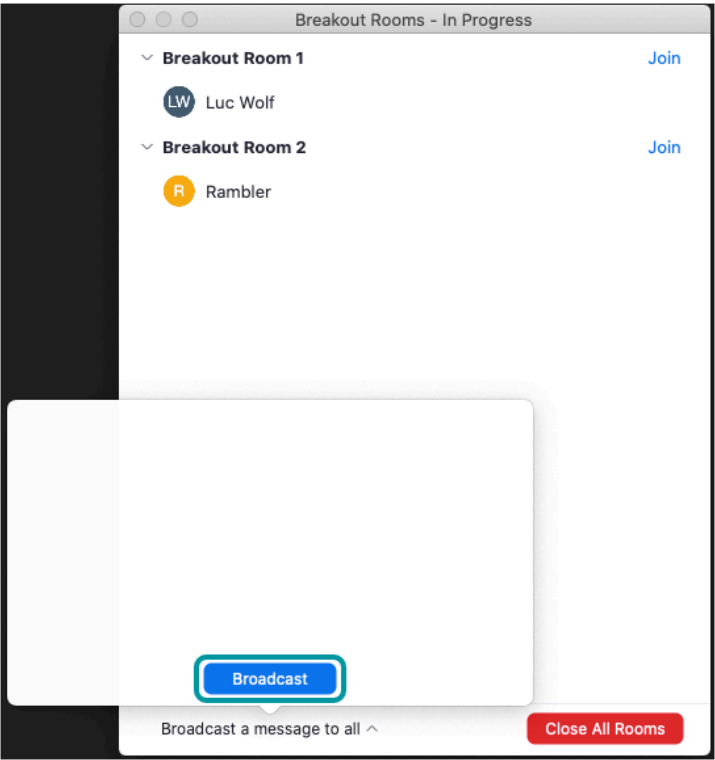
## Enter message



Within the pop-up display, type in the message that you want to broadcast to all participants.

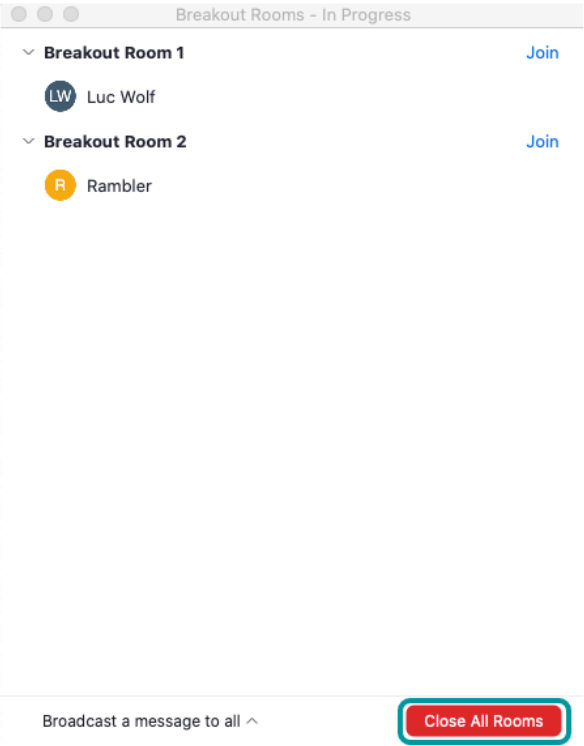


## Select Broadcast



From the pop-up display, select **Broadcast** to send the message to all participants in all the breakout rooms.

## Close All Rooms



Select **Close All Rooms** to end the breakout rooms and send all participants back to the main room.

# How do I use Polling?

The polling feature for meetings allows you to create single choice or multiple choice questions for your meetings. During your meeting, you will be able to launch the poll and gather the responses from your attendees. Once the meeting ends, you may also download a polling report. Polls can be conducted anonymously if you do not wish to collect participant information with poll results.

## Enable Polling

### WELCOME TO ZOOM

#### LOYOLA'S VIDEO AND WEB CONFERENCING SERVICE

Zoom allows for robust audio, video, file and screen sharing, collaborative editing, breakout rooms, and meeting recordings. The conferencing service is recommended for administrative and large group meetings hosted in conference rooms with a capacity of 10 or more participants.

#### GET READY

- Get the right equipment for your Zoom meeting.
- Add the Zoom Client for Meetings download to your computer.  
The web browser plug-in will download automatically when you start or join your first Zoom meeting.
- Add the Zoom Plug-in for Microsoft Outlook.  
The Zoom Plug-in for Outlook installs a button on the Microsoft Outlook toolbar to enable you to start or schedule a meeting with one click.
- Add the Zoom Mobile App to your device.  
Start, join, and schedule meetings; send group text, images, and push-to-talk messages on mobile devices.
- Learn more about using Zoom for online classes (for instructors).
- Test your audio and video settings.
- Test your computer prior to joining a meeting.

**GO  
SIGN IN**

To use polling in Zoom you will first need to sign into the Zoom web portal located here: <https://luc.zoom.us/>

Profile

Meetings

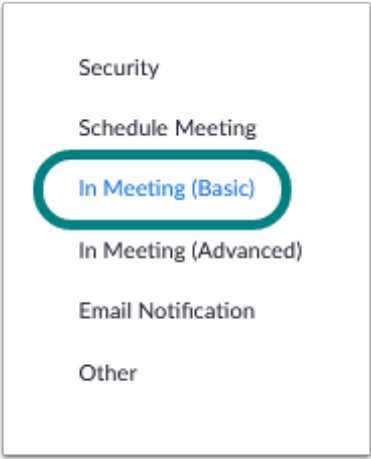
Webinars

Recordings

**Settings**

Then click on the **Settings** tab to access the Settings window.





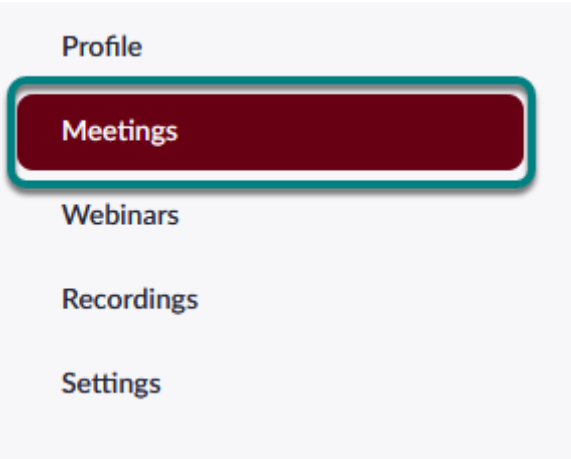
Click on **In Meeting (Basic)** or scroll down until you see the option to enable polling.



Click on the slider bar to enable polling

## Create a Poll

### Select Meetings.



Select **Meetings** from the menu on the left and select your scheduled meeting. If you do not have a scheduled meeting, you will need to [schedule the meeting](#) before you can create polling.

### Select Add.



From the meeting management page, scroll to the bottom to find the **Poll** option. Click **Add** to begin creating the poll.

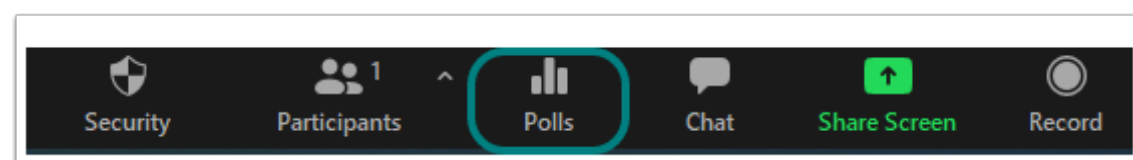
## Add Questions.

Populate your poll with questions and save:

1. Enter a title for your poll.
2. Type your first question test.
3. Designate whether the question should have a single correct answer or multiple correct answers.
4. Type the answer choices for your first question.
5. Select **Add a Question** if you would like to add additional questions to your poll. Follow steps 1-4.
6. Select **Save**.

## Launch a Poll

### Select Polls.



During your scheduled Zoom meeting, when you are ready to start the poll, select **Polls** from the in-meeting controls panel.

## Select Launch Polling.

Polling 3: What is your favorite color

▼

Edit

1. What is your favorite color?

☐ Red

☐ Green

☐ Blue

Launch Polling

After selecting the question you would like to present, select **Launch Polling**.

## Select End Polling.

What is your favorite color in Progress0:17

Attendees are now viewing questions0 of 0 (0%) voted

1. What is your favorite color?

Red(0) 0%

Green(0) 0%

Blue(0) 0%

End Polling

Once all the users have selected their polling option, select **End Polling**.



## Share Results or Re-Launch Polling.

Polling 3: What is your favorite color

▼

Edit

Polling is closed

0 voted

1. What is your favorite color?

Red

(0) 0%

Green

(0) 0%

Blue

(0) 0%

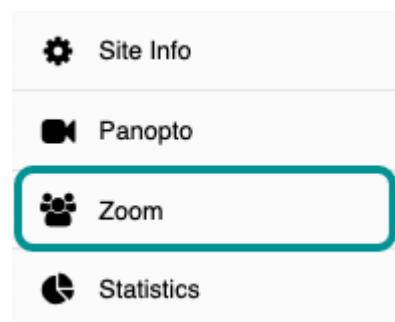
Share Results

Re-launch Polling


Once you have ended the poll, you have the option to **Share Results** or **Re-launch Polling**. If you have multiple questions, you can click on the down arrow next to Edit at the top of the screen to display another polling question.

# How do I review an attendance report within the Zoom Pro tool?

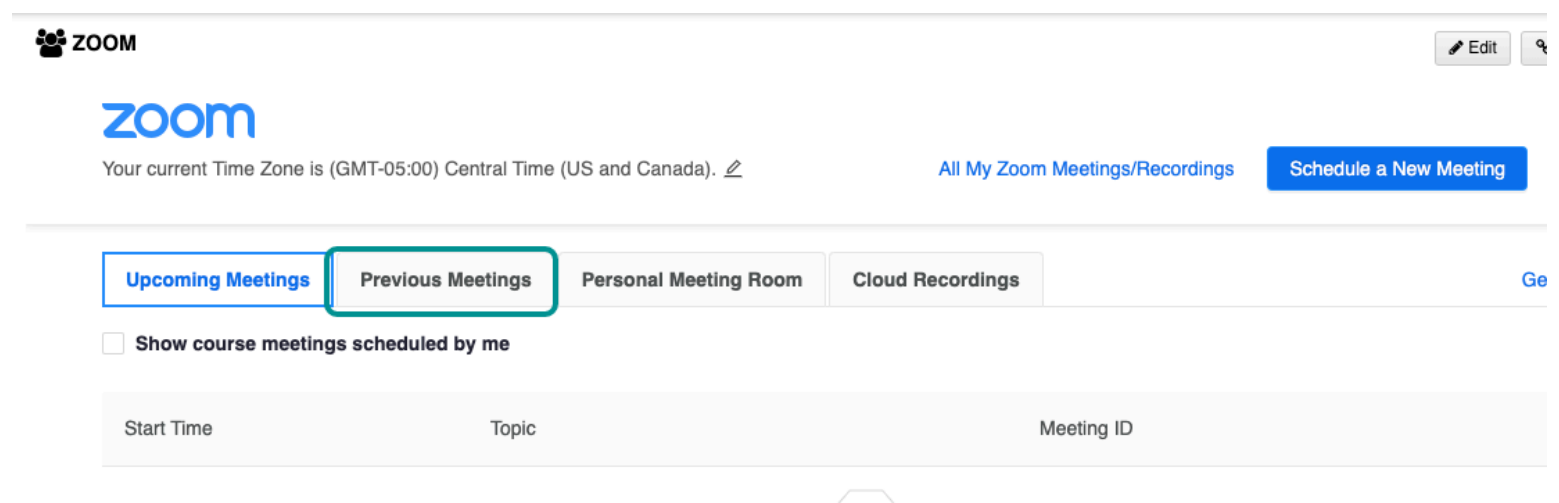
Select the Zoom Pro Tool.



In the target Sakai course, select the **Zoom Pro** tool.


 The Zoom Pro tool may have been renamed (to Zoom, Online Classroom, etc.).

Select Previous Meetings.



Select the **Previous Meetings** tab.

# Select Report.



Edit

zoom

Your current Time Zone is (GMT-05:00) Central Time (US and Canada). [↗](#)

[All My Zoom Meetings/Recordings](#)

Schedule a New Meeting

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Cloud Recordings

☐ Show course meetings scheduled by me

Start Time	Topic	Meeting ID	
Tue, Jun 16 (Recurring) 2:00 PM	ITC Summer 2020 Host Oliver Batchelor	958 2698 3236	<div>Report</div>

To the right of the relevant meeting ID, select **Report**.

# Report Displays.

[My Meetings](#) > Report

ITC Summer 2020

Jun 16, 2020 1:54 PM ID: 958 2698 3236

Meeting Report

Poll Report

Export as CSV File

Name	Email	Join time	Leave time	Duration (M inutes)	Attentiveness Score
		06/16/2020 13:54:50	06/16/2020 14:58:32	64	
		06/16/2020 13:55:33	06/16/2020 13:56:46	2	
		06/16/2020 13:55:59	06/16/2020 13:56:45	1	
		06/16/2020 13:56:46	06/16/2020 14:04:15	8	

The meeting report will display. To see poll results for the meeting, select the **Poll Report** tab.

# Tips for Teaching Online in Zoom

## Preparing for Your Online Class

### Install the Zoom desktop application on your computer.

1. Ensure that you have installed the Zoom: [How do I download Zoom?](#)
2. Verify that you have logged into the desktop application: [How do I log into the Zoom desktop application?](#)

### Schedule your class sessions.

1. Add Zoom to your course site: [How do I add the Zoom tool to my course?](#)
2. Schedule a Zoom meeting in your course: [How do I schedule a Zoom meeting within Sakai?](#)


### Set up your physical space.

When teaching online, you should work in a physical space that is conducive to holding class. To make your virtual classroom more engaging,

- Work in a quiet room, with minimal background noise and distractions.
- Connect a webcam to your computer so you can be visible to your students during class.
- Use a working microphone, whether it is built-in into your computer, or connected equipment.


### Familiarize yourself with Zoom.

Before class, practice launching your Zoom meeting ([How do I join a Zoom meeting from Sakai](#)) to test your audio and webcam, and familiarize yourself with the meeting controls ([What are the Zoom Meeting Controls?](#))

 When you enable your webcam in the practice session, you may want to check that no distracting items appear on camera in the background of your physical space.

### Preparing for a session.

Review the **Settings** under **Meeting** settings to make adjustments, such as **Mute Participants upon entry** so that student microphones will be muted by default when they join the session. ([How do I update the settings for a Zoom meeting created in Sakai?](#))

 Muting the microphone of anyone who is not speaking is a best practice to avoid background noise and encourages students to stay focused on the discussion.

### Recording a session.

Recording your class meeting will allow students to review the discussion later. This will help students who cannot attend the class or who want to reinforce their understanding of the lesson.



Before your first session, review the Office of Online Learning's [Guidelines for Recording Students During Online Classes](#)

## Zoom's Tips and Tricks

The following tips were taken from Zoom's [Tips and Tricks: Teachers Education on Zoom \(PDF\)](#).

### Tips for Virtual Lessons

- For your first class, set aside some time to introduce your students to Zoom and ensure that they are able to connect their audio and video.
- Review how to use the Share Screen options and how to provide participants with the ability to share their screen: [How do I provide participants with the opportunity to screen share during a meeting?](#)
- Discuss online etiquette and expectations for students in your first virtual class and periodically revisit these topics.
- Utilize the whiteboard feature or annotate a shared document as an option for student engagement.
- Take time to promote questions, comments and reactions from your class. Give a minute to allow your students to utilize Reactions, write their questions in the Chat, or be unmuted to ask their questions using audio.
- Use Breakout Rooms to divide the class into smaller groups for a discussion on a specific topic.

### Tips for Teaching with Video Camera

- Look at the camera to create eye contact with your students. This helps to create a more personal connection while teaching with video.
- Take a second to check the chat or your student's videos (if enabling webcam for your meeting) to check in with your students and receive feedback.
- Speak as if you are face-to-face with the class while ensuring you are at the appropriate distance from the microphone for the best audio experience.
- When delivering a presentation or sharing images, files, or video, give your students a moment to open and view the content you have shared.
- Embrace the pause. Take a moment after the end of your comments to allow for students to respond before continuing on.



## **Adjusting Default Settings**

# How do I create and update my Zoom profile?

## Create your Zoom Account

Any faculty, staff, or student with a Loyola username (UVID) and password can create a Zoom account for free.

1. Navigate to [luc.zoom.us](https://luc.zoom.us).
2. Select **SIGN IN** and log in with your UVID and password to create a Zoom account.

## Update your Profile

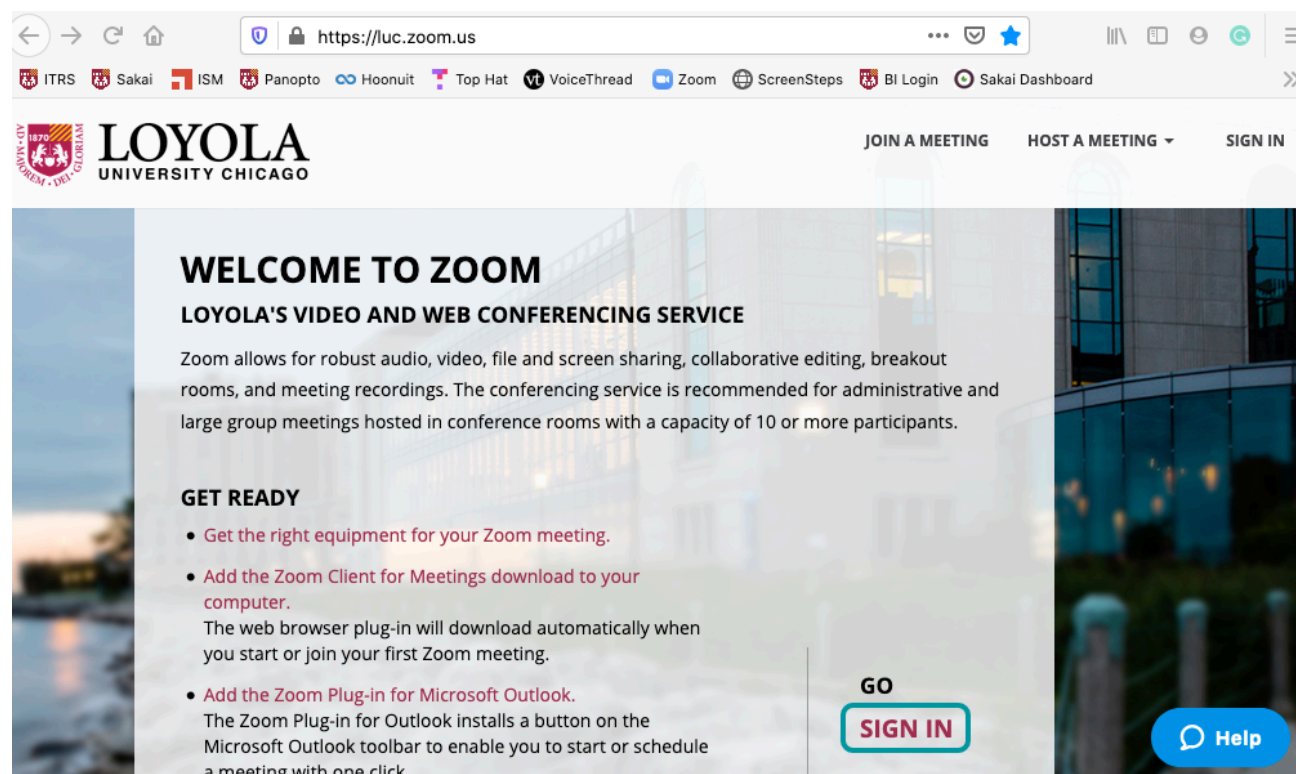
Updating your Zoom profile allows you to add a profile picture, and edit your time zone.

View the article [My Profile](#), from the Zoom Help Center, for instructions on updating your Zoom profile.

# How do I allow someone to schedule on my behalf?

Scheduling privileges allows a user to schedule meetings on your behalf. Upon scheduling the meeting, you will become the host of the meeting and not the individual who is scheduling. To add someone as an alternative host, and keep the host as the person who is scheduling the meeting, please see [How do I add an alternative host to my meeting room.](#)

## Login to Zoom.



Navigate to the [luc.zoom.us](https://luc.zoom.us) select **Sign-in.**

## Enter Username and Password.

### Login to Loyola University SSO

Username (UVID)

Password

LOGIN

Forgot your password?

Enter your Loyola Username and Password and then select Login,



# Select Settings.

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

From the menu bar, select **Settings**.

# Scroll to Other.

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Other

Blur snapshot on iOS task switcher

Enable this option to hide potentially sensitive information from the snapshot of the Zoom main window. This snapshot display as the preview screen in the iOS tasks switcher when multiple apps are open.

Modified [Reset](#)

Direct call a room system

Enable direct call to a room system from client

Scroll all the way to the bottom of the settings page to reach **Other** settings.

# Locate Assign scheduling privileges to.

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Schedule Privilege

You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.

Assign scheduling privilege to

+

No one

I can schedule for

itrs@luc.edu ...

Within the Other setting section, locate the **Assign scheduling privileges** to option.

## Select the +

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Schedule Privilege

You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.

Assign scheduling privilege to

+

No one

I can schedule for

itrs@luc.edu ...

Select the + next to Assign scheduling privileges to



Enter users Loyola email address.

### Assign scheduling privilege

itrs@luc.edu

Enter the email addresses of those who can schedule meetings on your behalf. Use a comma to separate multiple email addresses.

Assign

Cancel

Enter the Loyola email address for the individual(s) of who you want to schedule on your behalf.

Select Assign.

### Assign scheduling privilege

itrs@luc.edu

Enter the email addresses of those who can schedule meetings on your behalf. Use a comma to separate multiple email addresses.

Assign

Cancel



# How do I update my Zoom meeting settings?

Meeting Settings are tied to your Zoom account and enable or disable various features in the meetings that you schedule and host.

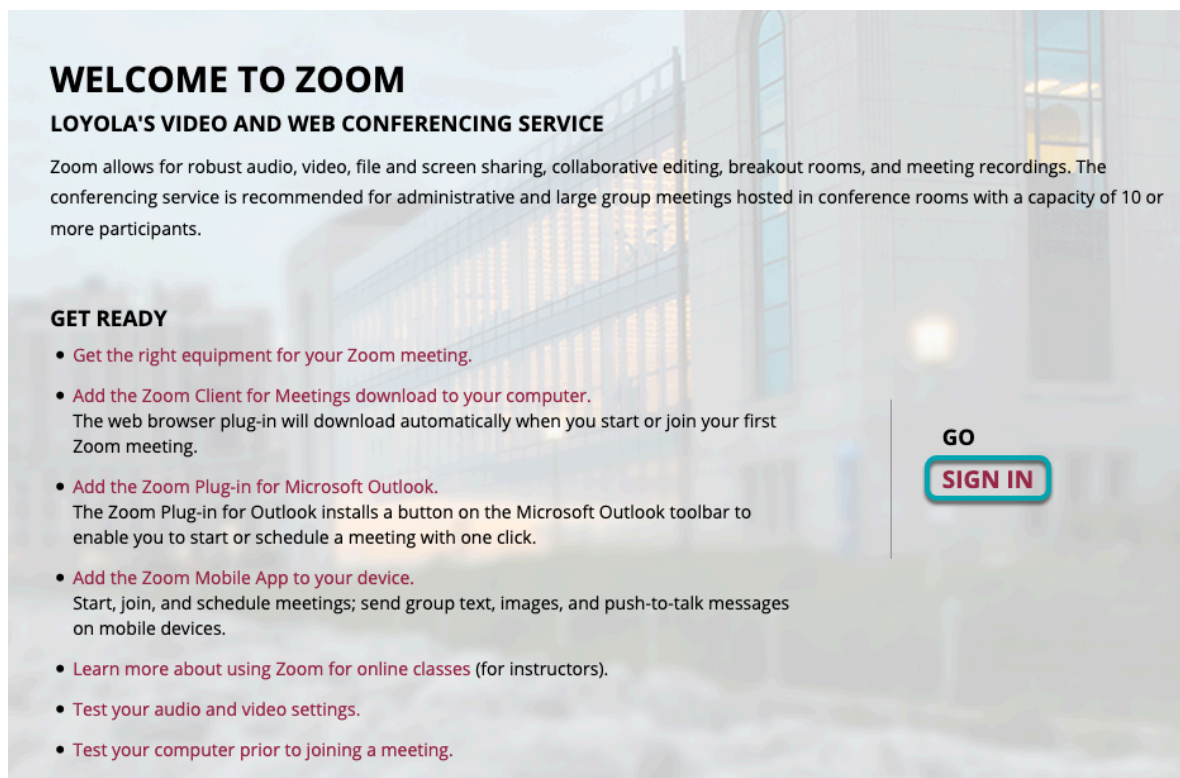
For an overview of Zoom meeting settings, visit [My Meeting Settings](#) from the [Zoom Help Center](#).

# How do I review a Zoom attendance report?

## Log into Loyola's Zoom Site

Navigate to [luc.zoom.us](https://luc.zoom.us)

## Sign In



**WELCOME TO ZOOM**  
**LOYOLA'S VIDEO AND WEB CONFERENCING SERVICE**

Zoom allows for robust audio, video, file and screen sharing, collaborative editing, breakout rooms, and meeting recordings. The conferencing service is recommended for administrative and large group meetings hosted in conference rooms with a capacity of 10 or more participants.

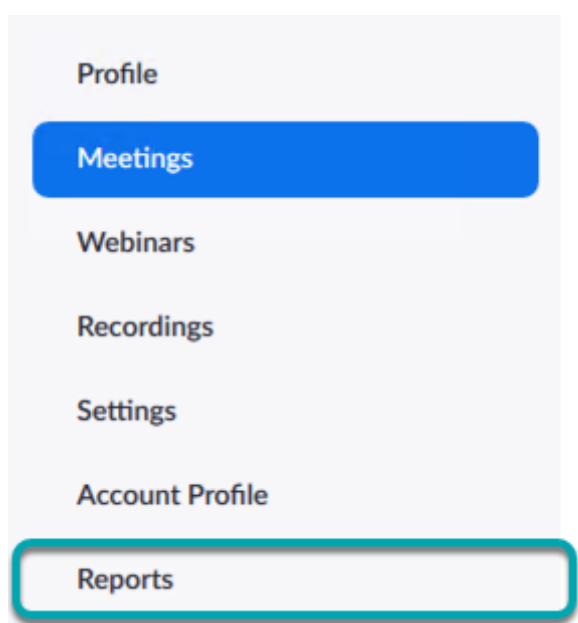
**GET READY**

- **Get the right equipment for your Zoom meeting.**
- **Add the Zoom Client for Meetings download to your computer.**  
The web browser plug-in will download automatically when you start or join your first Zoom meeting.
- **Add the Zoom Plug-in for Microsoft Outlook.**  
The Zoom Plug-in for Outlook installs a button on the Microsoft Outlook toolbar to enable you to start or schedule a meeting with one click.
- **Add the Zoom Mobile App to your device.**  
Start, join, and schedule meetings; send group text, images, and push-to-talk messages on mobile devices.
- **Learn more about using Zoom for online classes** (for instructors).
- **Test your audio and video settings.**
- **Test your computer prior to joining a meeting.**

**GO**  
**SIGN IN**

Select **SIGN IN** and log in using your Loyola username (UVID) and password.

## Select Reports



Profile

**Meetings**

Webinars

Recordings

Settings

Account Profile

**Reports**



From the left hand menu bar, select **Reports**

## Select Usage

Usage Reports

Document

Usage

View meetings, participants and meeting minutes within a specified time range.

Meeting

View registration reports and poll reports for meetings.

Select **Usage** to view a list of participants from past meetings.

## Adjust search date

Reports > Usage Reports > Usage

From: 05/21/2018

To: 05/22/2018

Search

Maximum report duration: 1 Month

The report displays information for meetings that ended at least 30 minutes ago.

Select the **From** or **To** date to adjust the dates in which the meeting occurred. Then select **Search** to re-run the report .

# Participants

From: 05/21/2018

To: 05/22/2018

Search

Maximum report duration: 1 Month

The report displays information for meetings that ended at least 30 minutes ago.

Export as CSV File

Toggle columns ▾

Topic	Meeting ID	User Name	User Email	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants
ITRS Loyola's Personal Mee...	312-915-2270	ITRS Loyola	itrs@luc.edu	No	08/04/2016 09:52:09	05/21/2018 14:00:57	05/21/2018 15:00:54	60	2

Select the **number** displayed in the Participants column to view the list of participants.



Note, participant names will display the same way that they did during the live meeting. If the names need to appear in a certain format (i.e. username or First and Last name), then users will need to be instructed to enter the meeting with that name.

# How do I make my Zoom meetings more secure?

Zoom provides the ability for each user to customize their meeting and user settings based on their specific needs and contexts, including for a class, a training, or administrative meeting.

## Use the Meeting Link in Sakai

**Utilize Sakai :** If using Zoom for a course, using the Zoom integration in Sakai requires that participants be enrolled as a member of that site to gain access to the Join Meeting link.

For more information, see [How do I schedule a Zoom meeting within Sakai?](#)

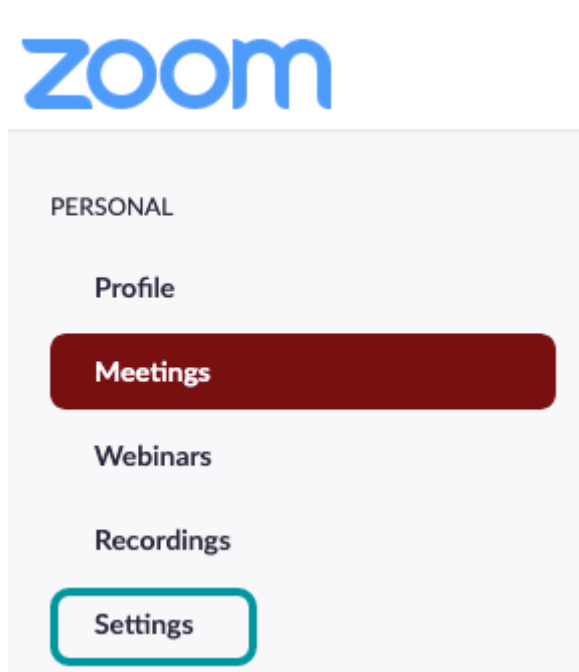
**Keep the Meeting Private:** Avoid sharing or posting the meeting URL to any public-facing webpage or listserv. Instead, use the process of joining a meeting through the Sakai course Zoom integration.

## Loyola Zoom Account Settings for Security

### Log Onto the Loyola Zoom Subscription.

Navigate to [luc.zoom.us](https://luc.zoom.us), select SIGN IN (either on the right pane or the upper right corner of the page), and log in with your Loyola username and password.

### Select Settings.



Select **Settings** from the menu on the left.

## Allow Only Authenticated Users to Join Your Meeting.

1

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Use Personal Meeting ID (PMI) when starting an instant meeting

3

Only authenticated users can join meetings

The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.

Meeting Authentication Options:

Sign in to Zoom (Default) [Edit](#) Hide in the Selection

3

1. Within the Meeting tab, select **Schedule Meeting**.
2. Scroll down the list of options to **Only authenticated users can join meeting**.
3. Use the slider to activate the option. Blue indicates that the option is enabled for your meetings.

**i** When the **Only authenticated users** setting is activated, a participant using a Zoom meeting link will be required to sign in to Zoom before gaining access to the meeting room.

## Restrict Screen Sharing.

1

Schedule Meeting

**In Meeting (Basic)**

In Meeting (Advanced)

Email Notification

Other

Show Zoom windows during screen share

2

Screen sharing

Allow host and participants to share their screen or content during meetings

3

Who can share?

☒ Host Only ☐ All Participants

Who can start sharing when someone else is sharing?

☒ Host Only ☐ All Participants

1. Select **In Meeting (Basic)** from the Meeting menu.
2. Scroll down to the option **Screen sharing**.
3. Select the radio button **Host Only** to restrict other participants from sharing their screen during your meeting.

**i** When the **Host Only** setting is activated, only the meeting host will be able to share their screen during a meeting. This setting can be modified within a meeting by the Host. See [How do I provide participants with the opportunity to screen share during a meeting?](#)

## Use the Waiting Room Feature.

Schedule Meeting

In Meeting (Basic)

**1** In Meeting (Advanced)

Email Notification

Other

**2** Waiting room

**3**

**4**

**Attention tracking**

Lets the host see an indicator in the participant panel if a meeting/webinar attendee does not have Zoom in focus during screen sharing.

☒

**Choose which participants to place in the waiting room:**

☒ All participants

☐ Guest participants only ?

Customize the title, logo, and description

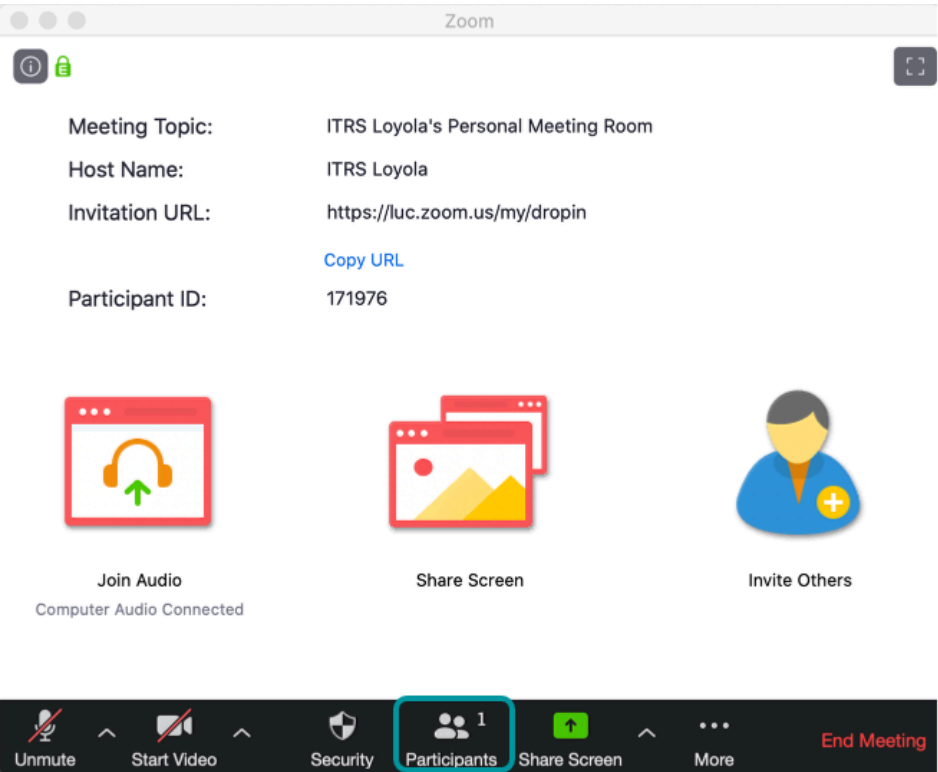
Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled.

1. Select **In Meeting (Advanced)** from the Meeting menu.
2. Scroll down to the option **Waiting room**.
3. Use the slider to activate the option. Blue indicates that the option is enabled for your meetings.
4. Select the radio button **All participants**.

When the **All participants** setting is activated, all participants are placed in a waiting room upon entry into the Zoom meeting. The Host has to then admit each user into the room.

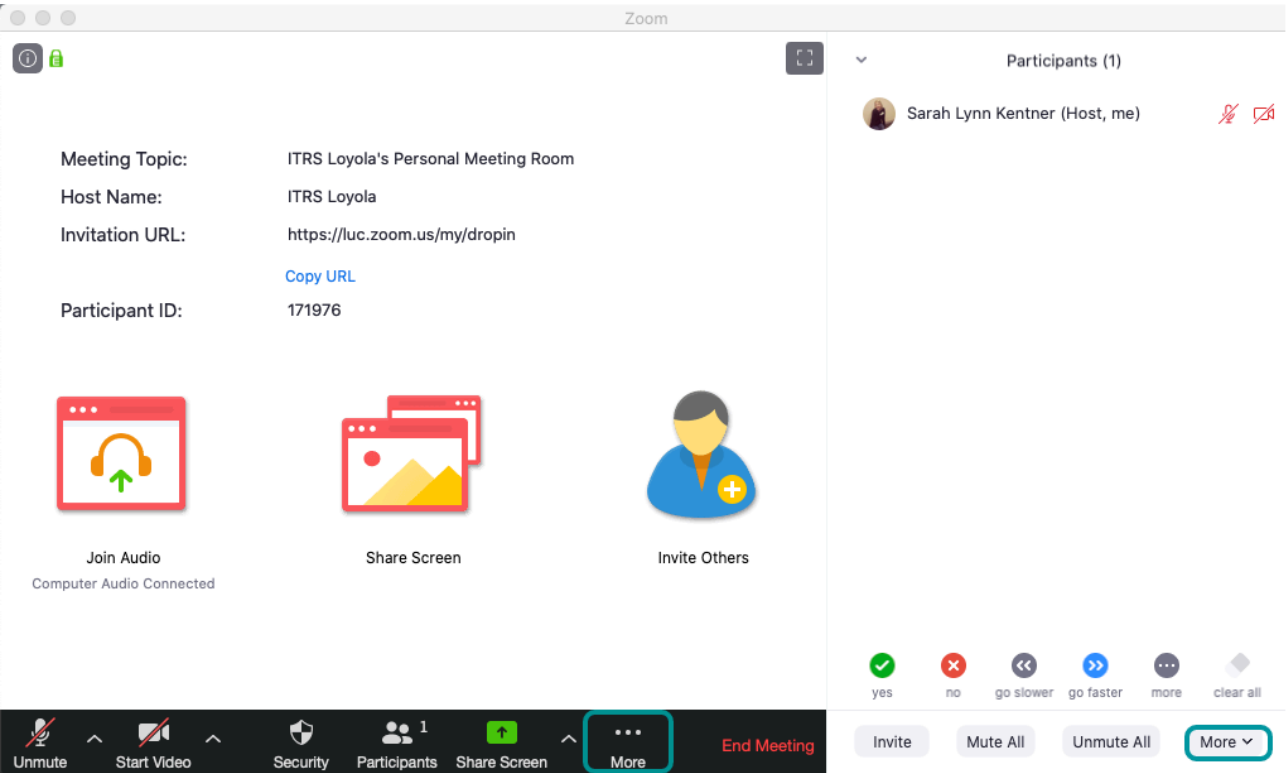
# In-Meeting Options for Security

## Select Participants.



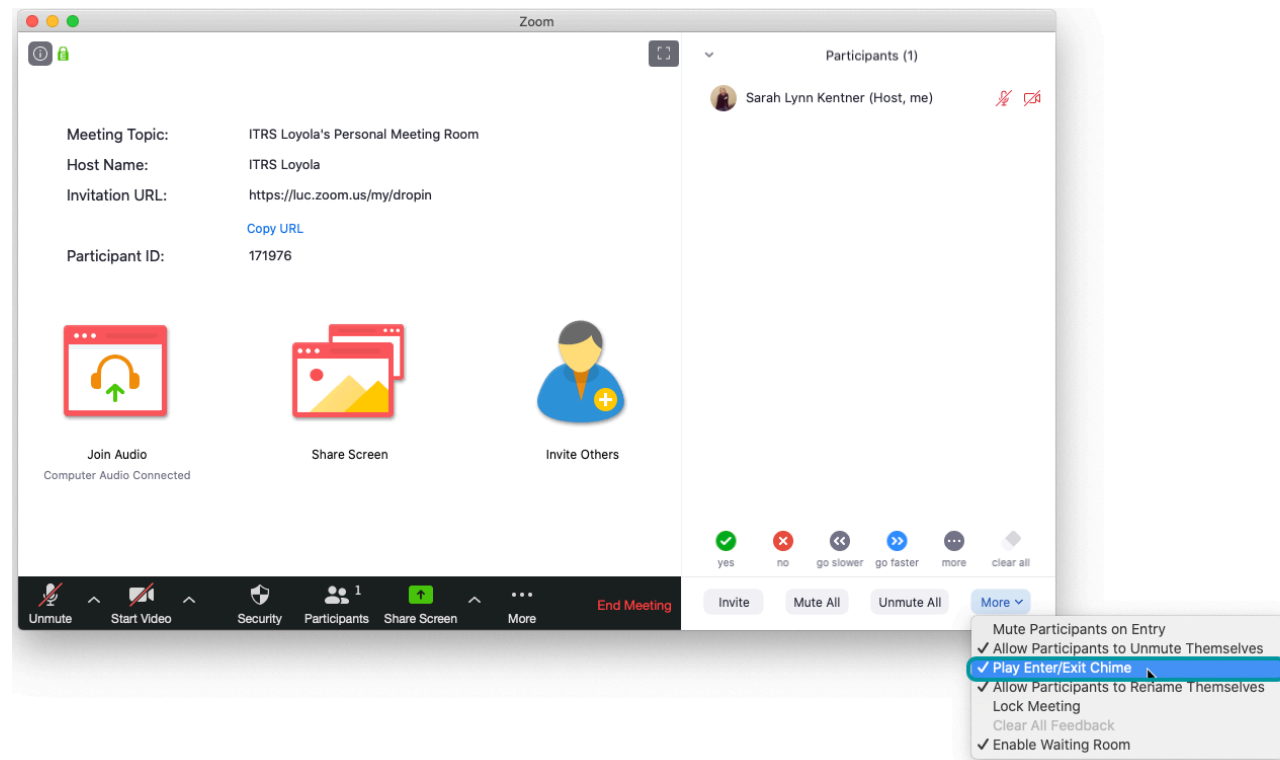
From the Zoom meeting controls, select **Participants** to open the Participants panel.

## Select More.



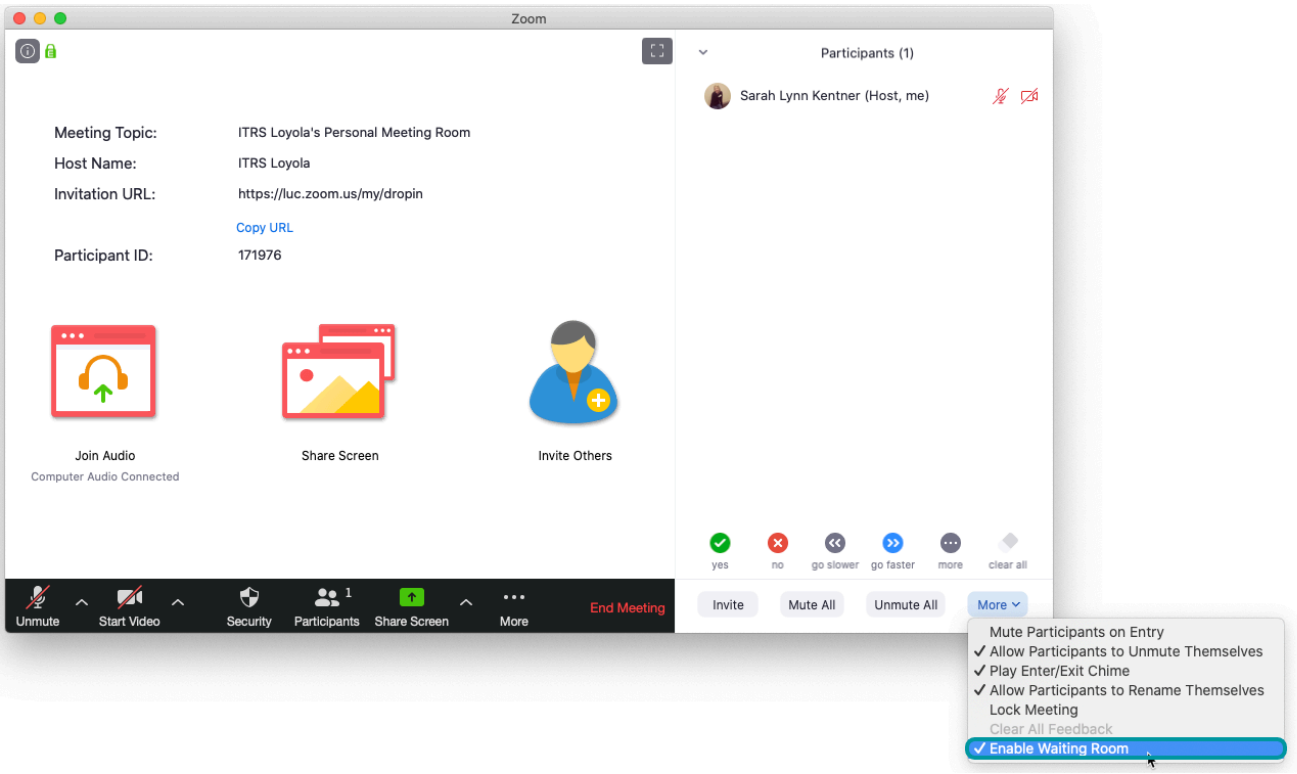
Select **More** at the bottom of the Participants window to display a drop-down menu.

## Choose Play Enter/Exit Chime.



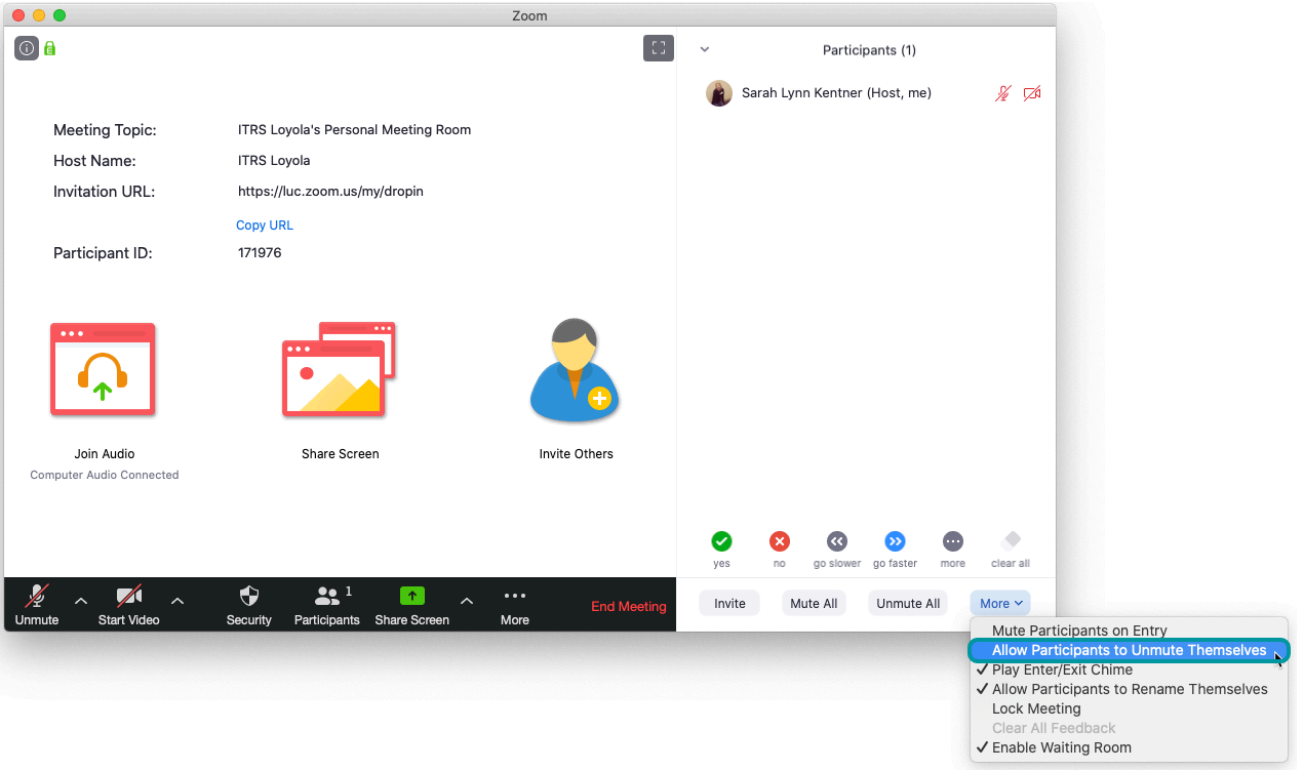
This option provides the host with a sound notification whenever a participant enters or leaves the waiting room or meeting room.

## Enable Waiting Room.



When this setting is activated, all participants are placed in a waiting room upon entry. The Host has to then admit each user into the room.

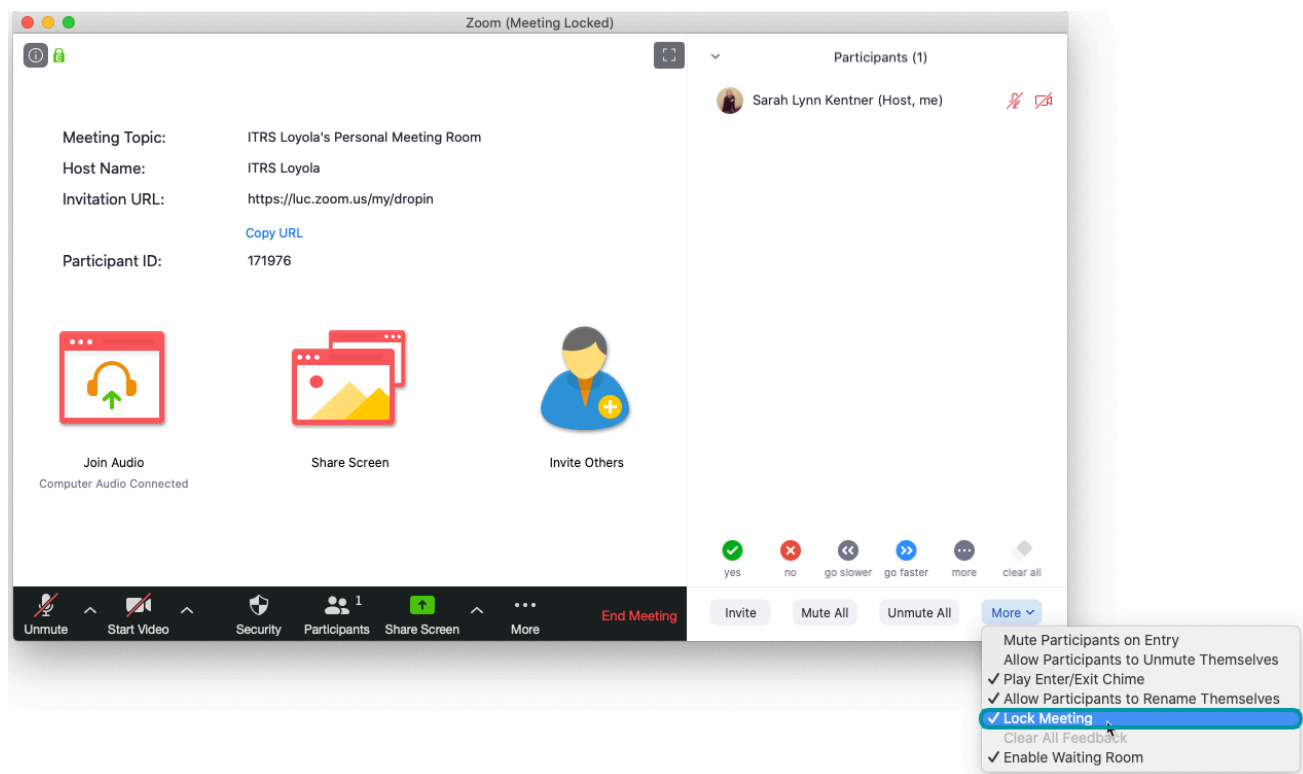
## Choose Allow Participants to Unmute Themselves.





 If this setting is unchecked, only the Host is able to unmute participants' microphones.

## Choose Lock Meeting.



Once activated, the meeting is locked and does not allow for entry of any additional participants or for re-entry of participants who have left the meeting.



# Select Security.

Zoom (Meeting Locked)

Meeting Topic:

ITRS Loyola's Personal Meeting Room

Host Name:

ITRS Loyola

Invitation URL:

https://luc.zoom.us/my/dropin

Copy URL

Participant ID:

171976

Join Audio

Computer Audio Connected

Share Screen

Invite Others

Unmute

Start Video

Security

1

Participants

Share Screen

More

End Meeting

From the Zoom menu bar select **Security** to open the Security drop-down window.



Select Lock Meeting.

Zoom (Meeting Locked)

Meeting Topic:

ITRS Loyola's Personal Meeting Room

Host Name:

ITRS Loyola

Invitation URL:

https://luc.zoom.us/my/dropin

Copy URL

Participant ID:

171976

Join Audio

Computer Audio Connected

Lock Meeting

Enable Waiting Room

Allow participants to:

Share Screen

Chat

Rename Themselves

Invite Others

Unmute

Start Video

Security

Participants

1

Share Screen

More

End Meeting

Once activated, the meeting is locked and does not allow for entry of any additional participants or for re-entry of participants who have left the meeting.



# Select Enable Waiting Room.

Zoom (Meeting Locked)

Meeting Topic:

ITRS Loyola's Personal Meeting Room

Host Name:

ITRS Loyola

Invitation URL:

https://luc.zoom.us/my/dropin

Copy URL

Participant ID:

171976

Join Audio

Computer Audio Connected

Lock Meeting

Enable Waiting Room

Share Screen

Chat

Rename Themselves

Allow participants to:

Invite Others

Unmute

Start Video

Security

Participants 1

Share Screen

More

End Meeting

When this setting is activated, all participants are placed in a waiting room upon entry. The Host has to then admit each user into the room.

## **Managing Recordings**

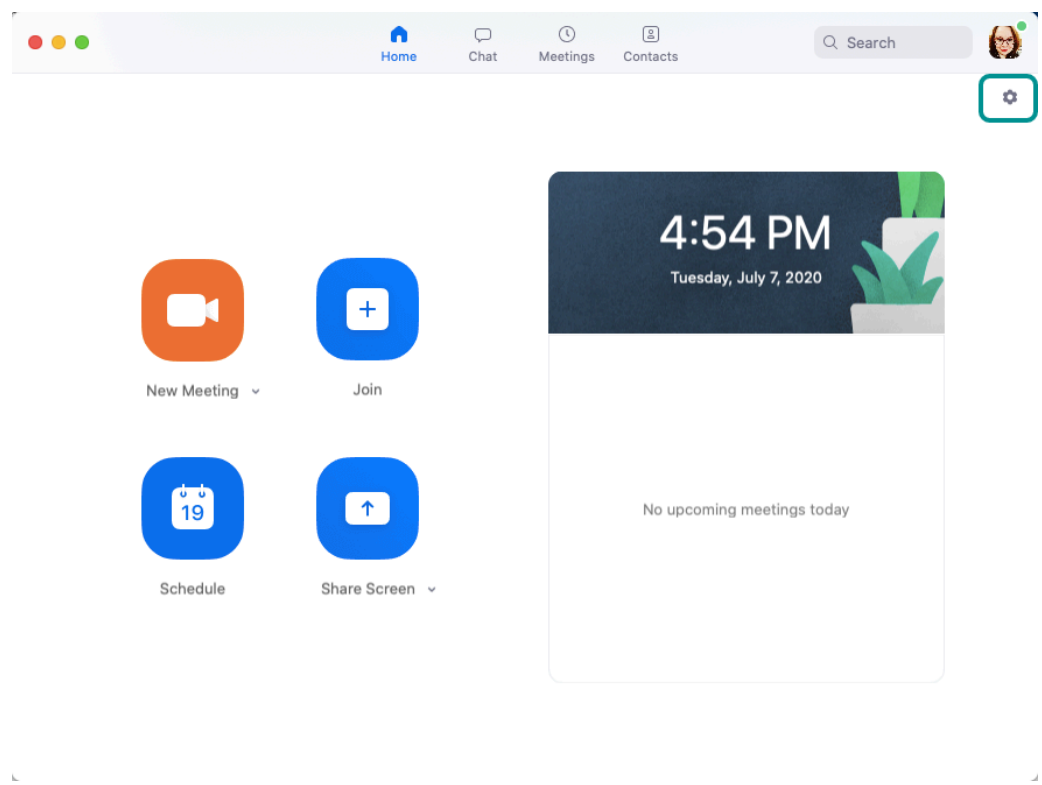
# How do I update the location of my local Zoom recordings?

## Open the Desktop Application.

Launch the Zoom desktop application on your computer and login.

For information on logging into the desktop application see [How do I log into the Zoom desktop application.](#)

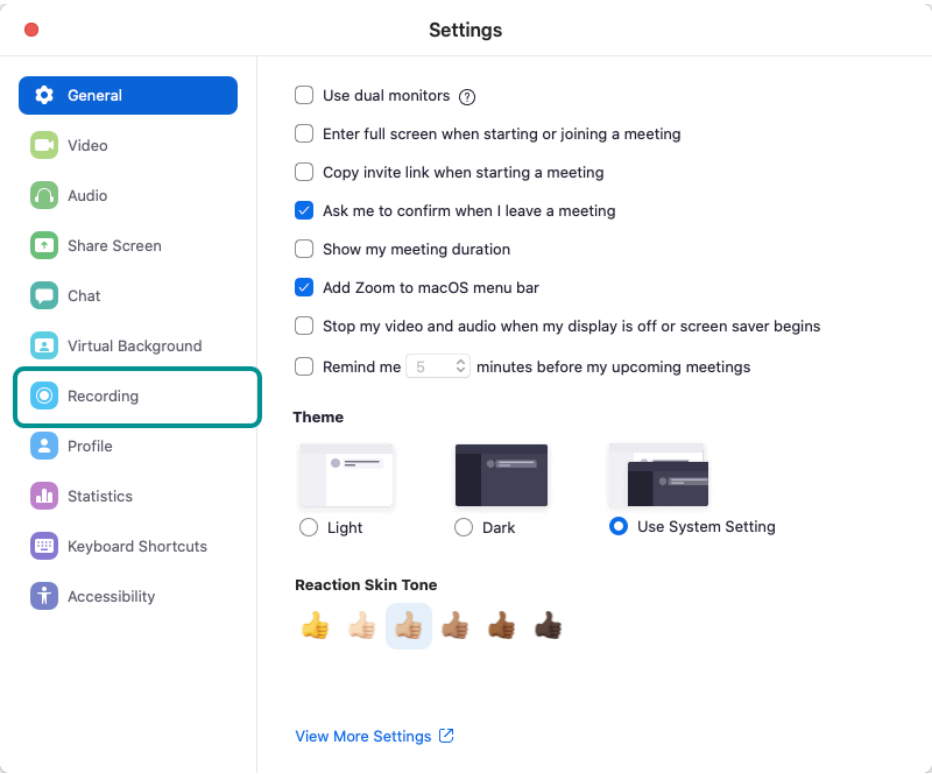
## Select Settings.



Select the gear icon to open Zoom Settings.

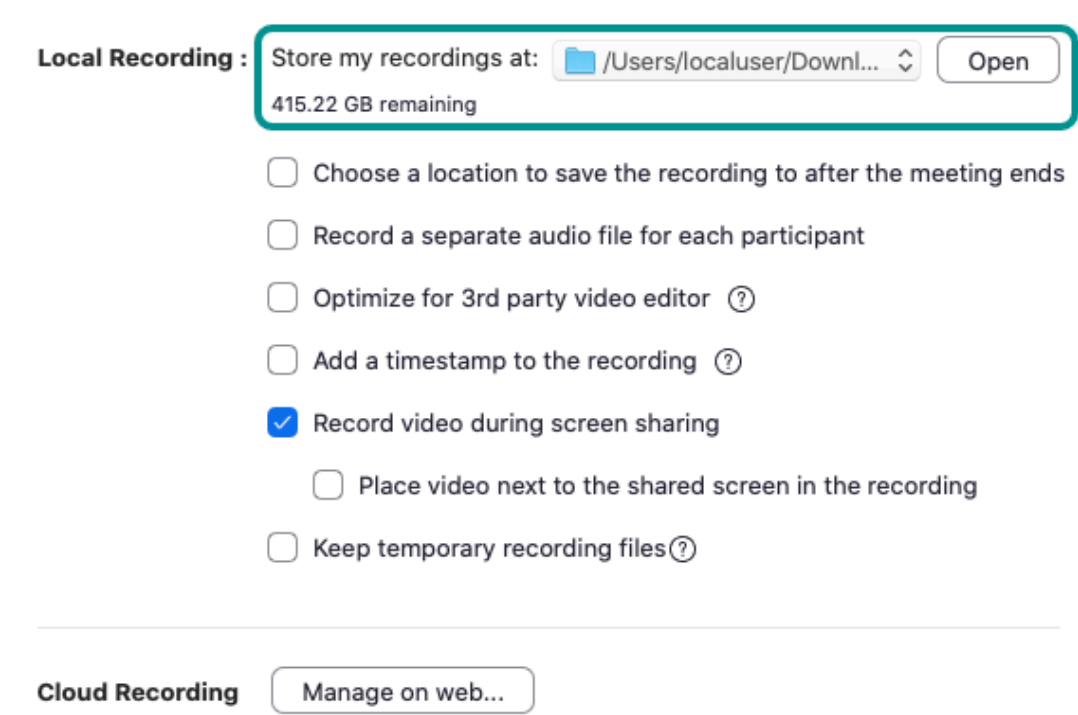
# Local Recordings on a Mac

## Select Recording.



From the menu on the left, select **Recording** to display the recording settings.

## View Local Recording Location.



The current location of your local recordings will be displayed.

## Change Local Recording Location.

**Local Recording :** Store my recordings at /Users/localuser/Downloads Open  
415.21 GB remaining

Choose a new location...

☐ Choose a location to save the recording to after the meeting ends

☐ Record a separate audio file for each participant

☐ Optimize for 3rd party video editor ?

☐ Add a timestamp to the recording ?

☒ Record video during screen sharing

☐ Place video next to the shared screen in the recording

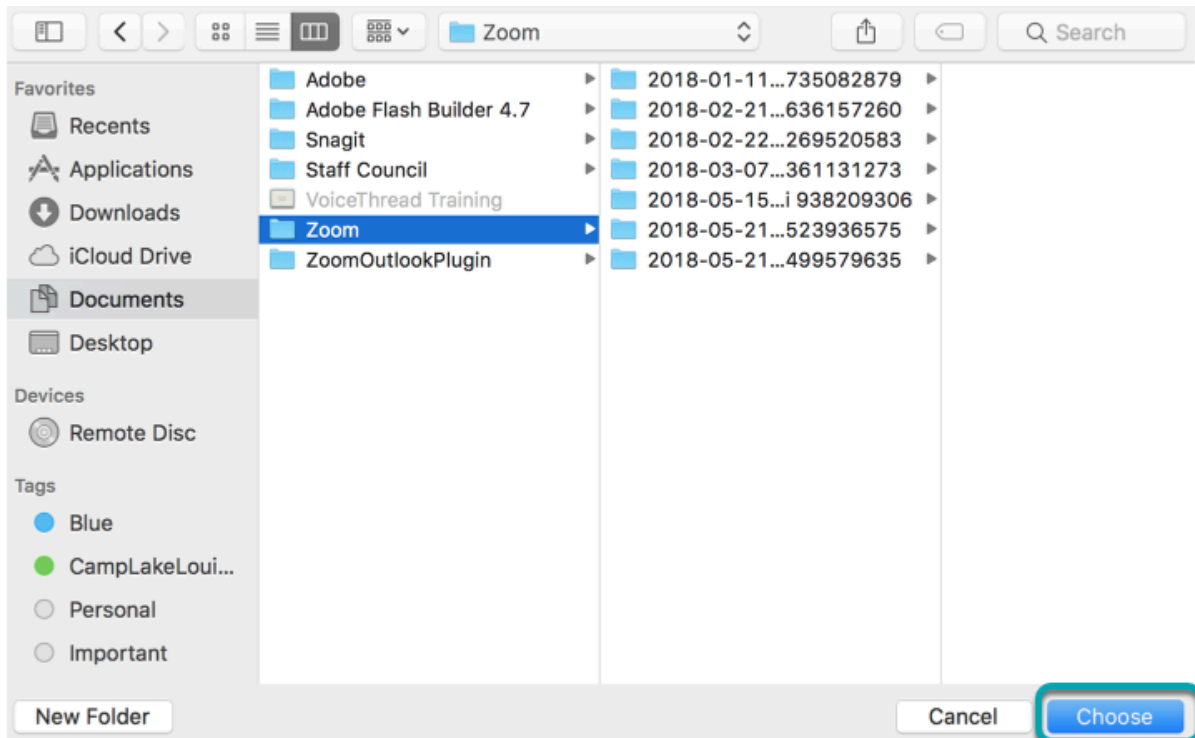
☐ Keep temporary recording files ?

## Cloud Recording

[Manage on web...](#)

To change the location where the recordings are being stored, select the drop-down menu. Then, select **Choose a new location**.

## Select Location.

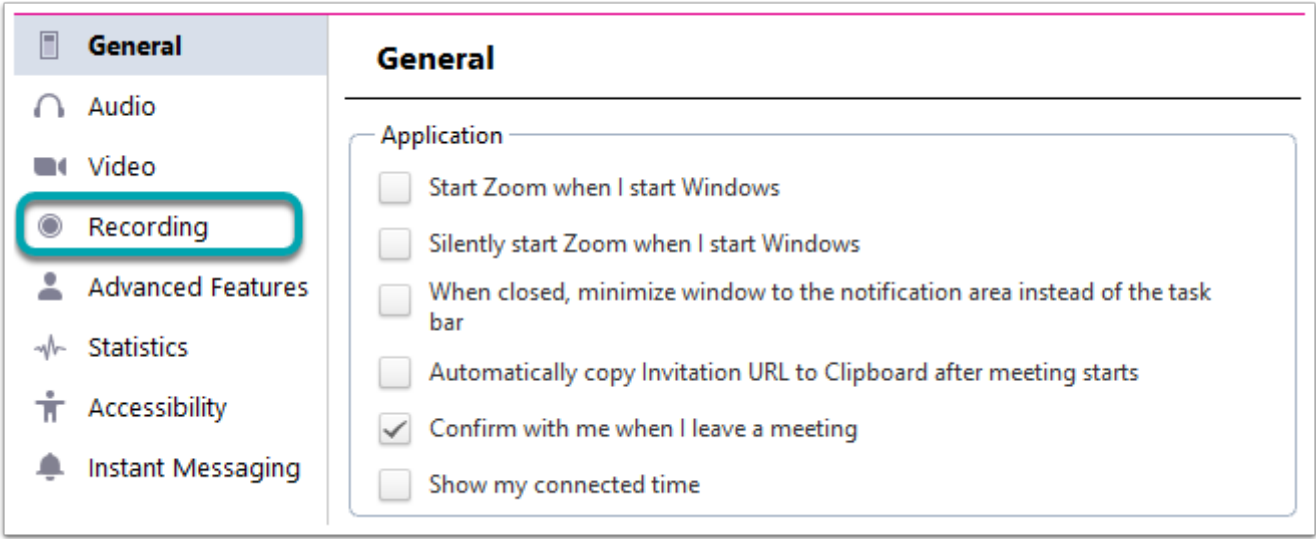


Select the new location for saved recordings and then select **Choose**.



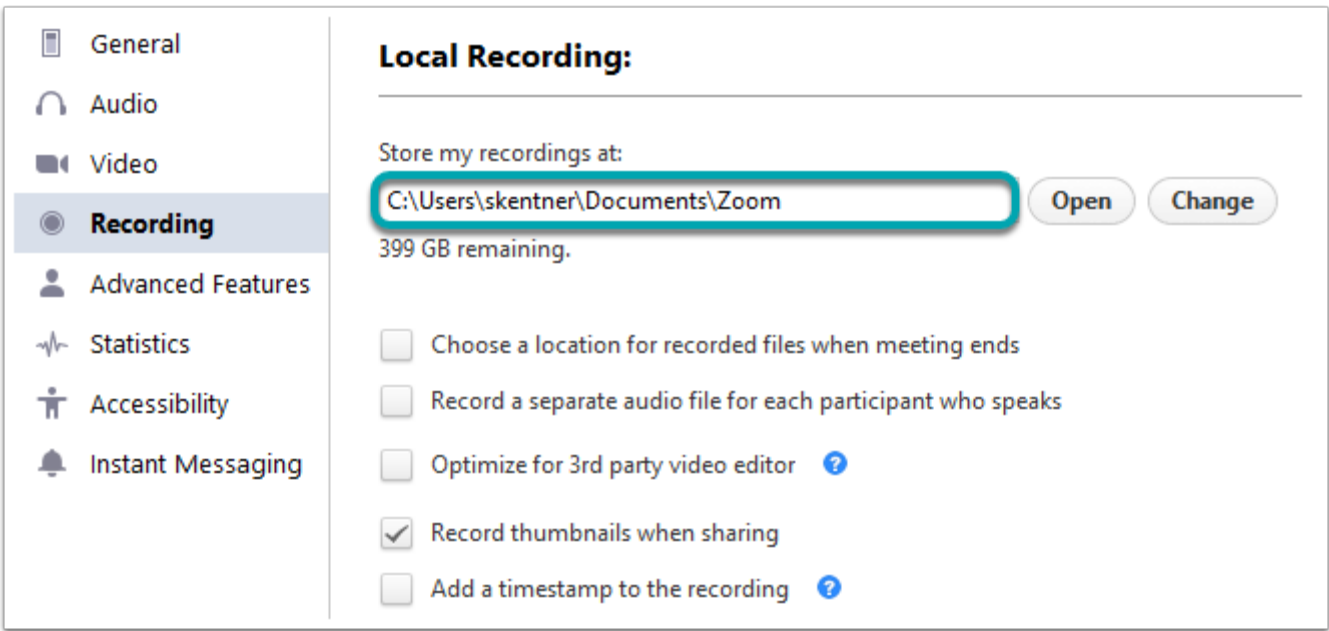
# Local Recording on a PC

## Select Recording.



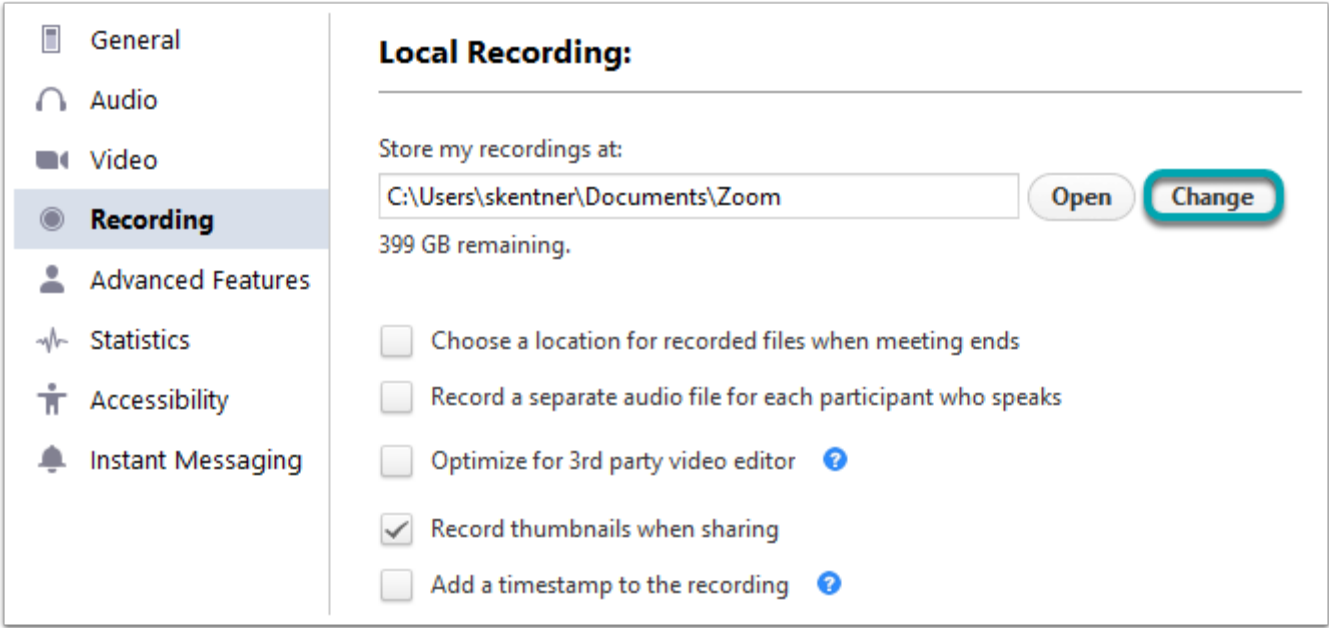
From the side menu bar, select **Recording** to display the recording settings.

## View Local Recording Location.



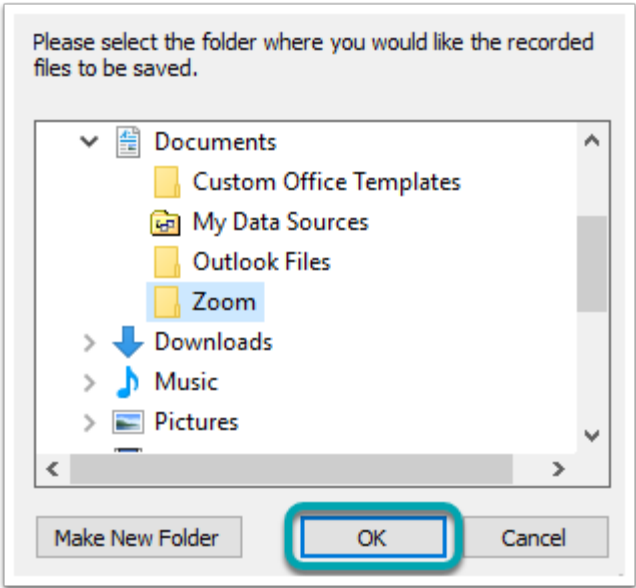
The current location of your local recordings will be displayed.

Change Local Recording Location.



To change the location of where the recordings are being stored, select **Change**.

Select Location.



Select the new location for saved recordings. Then, select **OK**.



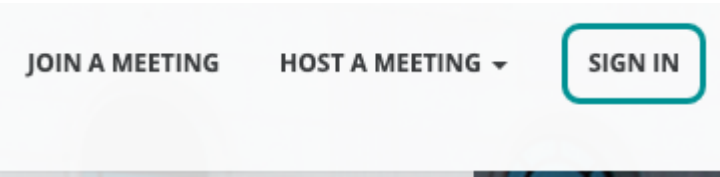
# How Do I Download a Zoom Cloud Recording?

Navigate to [luc.zoom.us](https://luc.zoom.us).



In a web browser, navigate to [luc.zoom.us](https://luc.zoom.us).

Select **Sign In**.



From the top menu, select **Sign In**.

Enter **UVID** and **Password**.

A screenshot of the 'Login to Loyola University SSO' form. It includes a title, a 'Username (UVID)' label, a text input field containing 'skinne', a 'Password' label, a password input field with masked characters, and a 'LOGIN' button with a right arrow. The 'LOGIN' button is highlighted with a red rounded rectangle. Below the inputs is a link for 'Forgot your password?'. At the bottom is a link for 'About Loyola's Single Sign-on (SSO)'. Each input field has a small icon with the number '1' in the bottom right corner.

Enter your UVID and password. Select **Login**.



## Select Recordings.



PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

From the menu on the left, select **Recordings**.

## Select Cloud Recordings.

Cloud Recordings

Local Recordings

Select the **Cloud Recordings** tab.

## Select the Meeting Name.

<input type="checkbox"/>	Topic	ID
<input type="checkbox"/>	Sarah Kinne's Zoom Meeting	970-7851-5465

Select the name of the meeting that you would like to download.

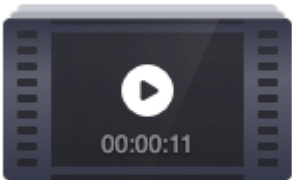


## Select Download.

### Sarah Kinne's Zoom Meeting

Apr 24, 2020 10:09 AM Central Time (US and Canada) ID: 970-7851-5465

0 total views • 0 total downloads [Recording Analytics](#)



#### Recording 1

3 files 185 KB

 Download (3 files)

 Copy shareable link



 Speaker view

 Audio only

 Audio transcript


Select the **Download** button to download all files associated with that recording.



## Select Save.

Save As:

Tags:



Where: 

 Downloads

Format: 

Apple MPEG-4 audio

Cancel

Save



Optional: Change the name of the file in the **Save As** field. Change the location where the file will download on your computer using the drop-down menu.

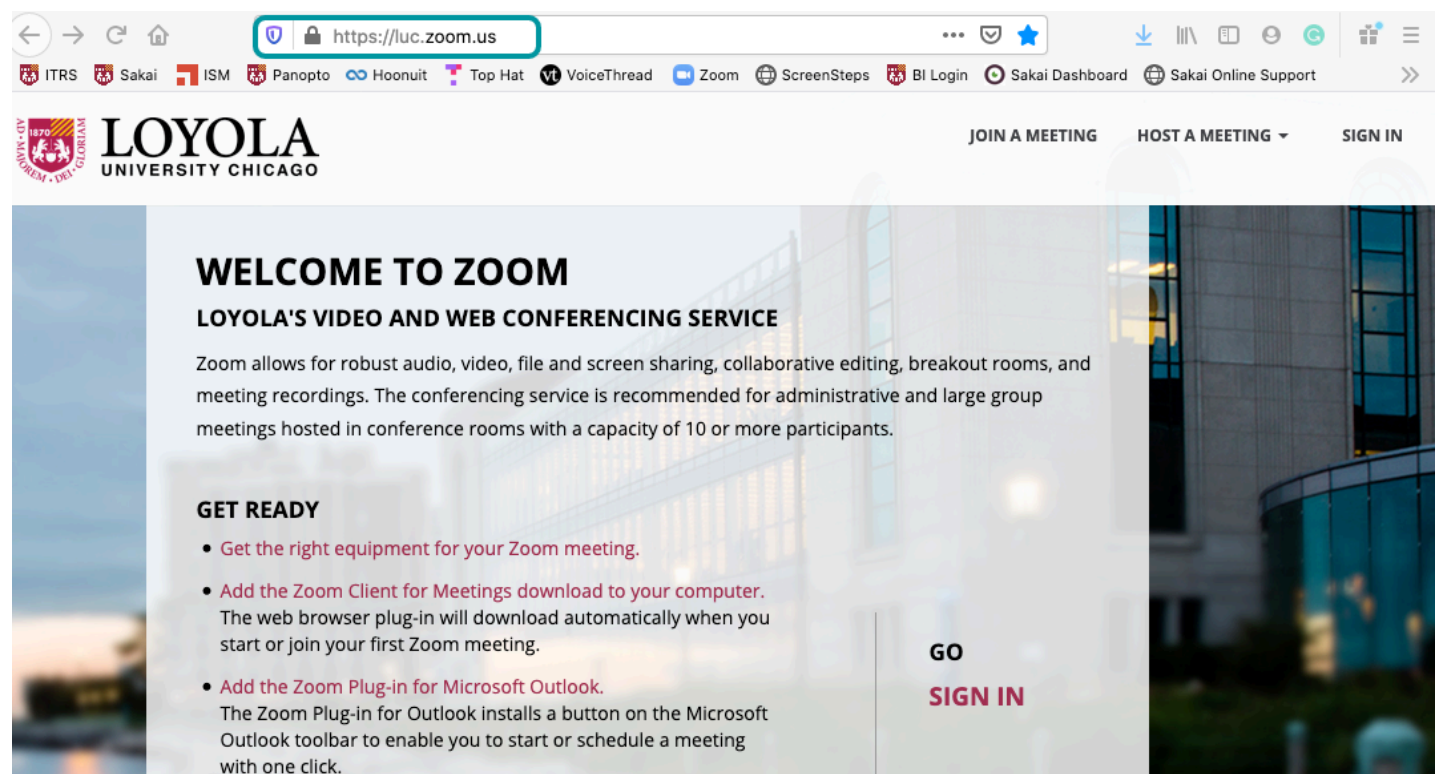
Select **Save**.

# How do I remove password protection from my Zoom cloud recordings?

By default, all Zoom cloud recordings have a password. This setting is designed to protect the recording.

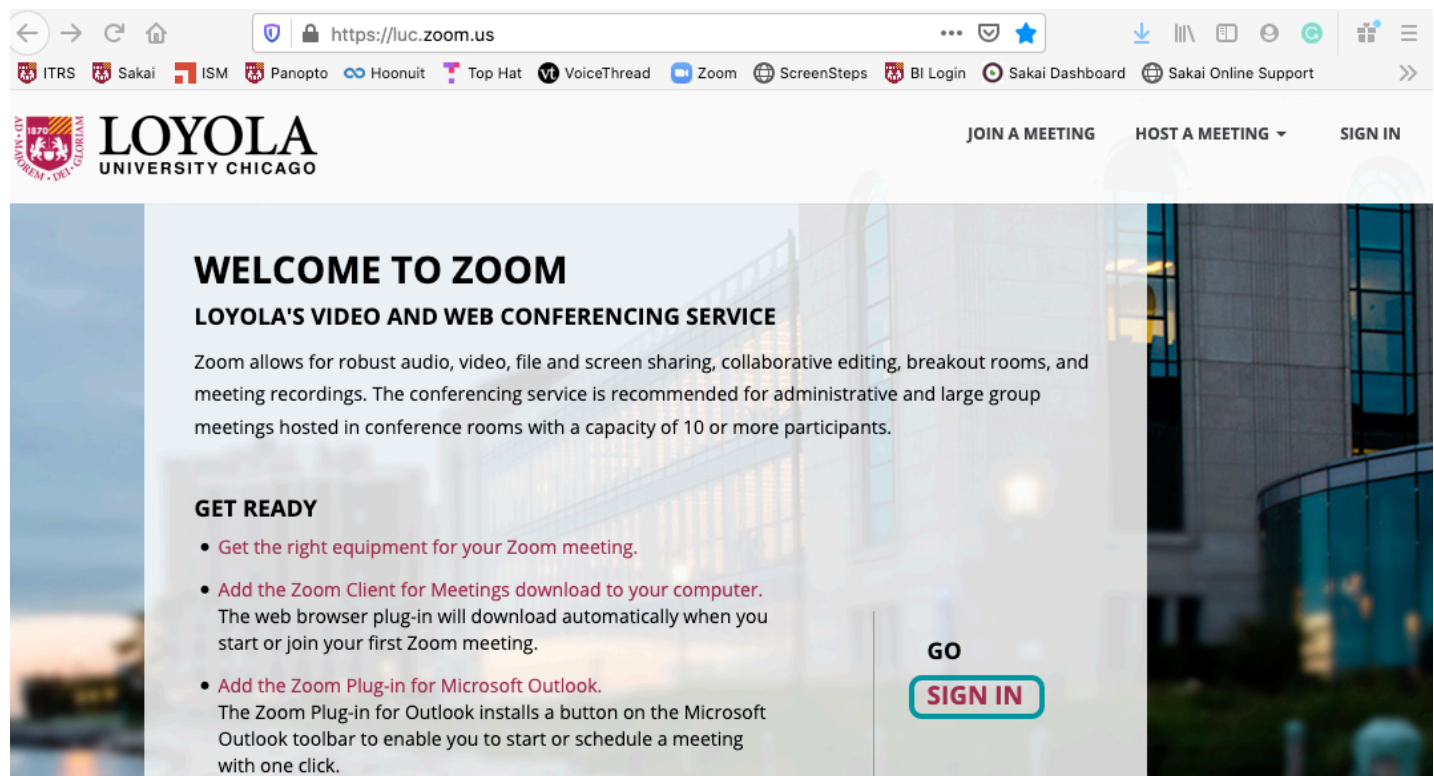
Log into your Loyola Zoom account.

Navigate to [luc.zoom.us](https://luc.zoom.us).



In a web browser, navigate to [luc.zoom.us](https://luc.zoom.us) to access the Loyola Zoom login site.

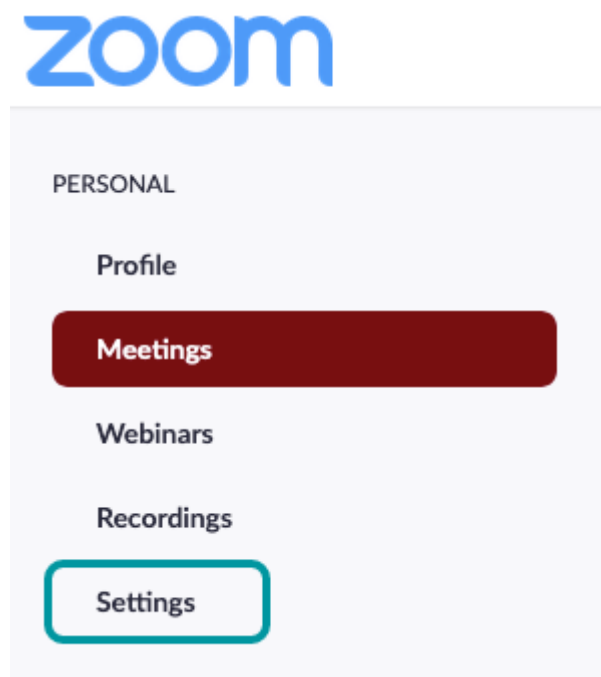
## Select Sign In.



Select **Sign In** and log in using your Loyola Username (UVID) and password.

## Edit your Settings for recordings.

## Select Settings.



Select **Settings** from the menu on the left.



## Select Recording.

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

Meeting

Recording

Telephone

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Schedule Meeting

Host video

Start meetings with host video on

Participants video

Select **Recording** from the top menu bar to see the settings for all cloud recordings.

## Turn off Require Password.

Only authenticated users can view cloud recordings

The viewers need to authenticate prior to viewing the cloud recordings, hosts can choose one of the authentication methods when sharing a cloud recording.

Require password to access shared cloud recordings

Password protection will be enforced for shared cloud recordings. A random password will be generated which can be modified by the users. This setting is applicable for newly generated recordings only.

Auto delete cloud recordings after days

Allow Zoom to automatically delete recordings after a specified number of days

Scroll down to the middle of the page to find the "Require password to access shared cloud recordings" option, and select the blue slider to toggle it off.

Sliders in gray indicate that the setting is off and sliders in blue indicate that the setting is on.