

## Zoom Tutorial for Faculty

Updated 09/09/2020

### You need:

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- You need a good WiFi signal.
- You need to be in a quiet area without too much background noise.
- You need to be in a private area if sensitive content is being shared.
- A laptop or computer.
- Microphone (most laptops have a built-in microphone). If your computer doesn't have a built-in microphone, you need a headset.

### **IMPORTANT:** Before you schedule and host a Zoom meeting for the first time:

Go to [pacific.zoom.us](https://pacific.zoom.us) and log in with your Pacific credentials. This is a one-time process to activate your Pacific Zoom account.

### Step 1. Activate Zoom on Canvas

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- Go to [canvas.pacific.edu](https://canvas.pacific.edu).
- Enter your course Canvas site.
- Click on **Settings** → click on the **Navigation** tab.
- Find **Zoom** in the list of hidden tools at the bottom → drag and drop it to the list at the top.
- Click on **Save**. Zoom will appear in the course navigation area.

### Step 2. Schedule a Zoom Meeting

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- Go to your Canvas course website
- Click Zoom in the course navigation
- Click the blue **Schedule a New Meeting** button

**zoom**

Your current Time Zone is (GMT-07:00) Pacific Time (US and Canada). ↗

[All My Zoom Meetings/Recordings](#)

[Schedule a New Meeting](#)

- Enter meeting information: Title, date/time, duration, etc. Below are recommended meeting settings. Feel free to customize based on your instructional needs.

Registration  Required

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Video  
 Host  on  off  
 Participant  on  off

Audio  Telephone  Computer Audio  Both

Meeting Options

- Require meeting password 43641
- Enable join before host
- Mute participants upon entry
- Use Personal Meeting ID 6127934377
- Enable waiting room
- Only authenticated users can join
- Record the meeting automatically in the cloud

- Alternative host (s): If you want to add an alternative host (e.g., a co-instructor), enter his/her email.

Alternative Hosts

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### Step 3. Start a Zoom Meeting

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- Go to your Canvas course website
- Click Zoom in the course navigation
- Under Upcoming Meetings, find the meeting that you want to host and click the **Start** button.

#### \*\*\* How do students join a Zoom meeting?

- Go to the course Canvas site → Click Zoom → Click the **Join** button next to the meeting.

### Step 4. Facilitate a Zoom Meeting

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[https://youtu.be/ygZ96J\\_z4AY](https://youtu.be/ygZ96J_z4AY) (10 mins)

During the meeting, you can use the tools at the bottom of the window to interact with attendees.



- Click **Mute** to mute or unmute yourself.
- Click **Start Video** to turn on/off your camera.
- Click **Invite** to invite more attendees to your meeting (if needed).
- Click **Manage Participants** to bring up the participants panel.
- Click **Share Screen** to share files/screen. <https://youtu.be/YA6SGQIVmcA> (1:11 mins)
- Click **Chat** to bring up the Chat Box where you and attendees can type questions.
- Click **Record** to start recording the meeting. Click on **Stop Recording** before exiting the meeting.

## Zoom Technical Support

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### University/school support:

- Stockton IT: Daniel Walker ([dwalker@pacific.edu](mailto:dwalker@pacific.edu))
- San Francisco IT: [pchelp@pacific.edu](mailto:pchelp@pacific.edu); (415) 929-6514; [servicenow.pacific.edu](http://servicenow.pacific.edu)

### Zoom support

- Free support for Zoom is available 24x7: Call 1.888.799.8854.
- Visit [support.zoom.us](http://support.zoom.us)

## To Learn More about Zoom

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To learn more about Zoom, visit the following links for recordings and live training webinars.

- Video tutorials: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>
- Live training webinars: <https://support.zoom.us/hc/en-us/articles/360029527911>

## Facilitating Zoom Meetings Effectively

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### Develop meeting rules

- How do you want students to ask questions during the online class? (e.g., raise hand, speak, or type questions in the Chat box)?
- How will you answer their questions? (e.g., Will you pause and answer their questions throughout the lecture? )
- What is your online class attendance policy (e.g., students who don't attend the meeting or join the meeting late)?

### Communicate meeting rules

- Post the rules in the syllabus.
- Create an introductory slide for your Zoom meeting. List the participation rules and expectations.
- Verbally communicate these expectations at the start of the meeting.

### Promote active online learning

Effective online instruction shares many similar features as face-to-face instruction. Key to the success of online learning is how you facilitate active learning and promote online engagement.

Below are some ideas and tools to help you accomplish the above goals:

- **Annotate.** Annotate on the slides during presentation to engage students and help them follow your presentation.
- **Raise Hand.** Ask students to raise their virtual hand if they have questions.
- **Chat box.** Ask students to ask questions using the chat box.
  - **Facilitating Q& A effectively:**
    - Pause briefly several times during the meeting, review students questions, answer the highest priority ones, and then move on with your presentation.
    - For any remaining questions that you are not able to answer during the meeting, save the chat messages and review them after the meeting, then answer them in a group email.
- **Polls.** Conduct quick polls throughout the online meeting.
- **Emojis:** Students use emojis frequently in daily communications. Based on online participation rules, you can allow students to use emojis to express feelings.
- **Check in with students.** Instead of waiting for students to raise hand to ask questions, pause to ask them if they have questions.
- **Mini transitional breaks.** Give students mini breaks (e.g., 1 or 2 minutes) to help them focus during very long lectures—just like what you normally do in face-to-face lectures.