Zoom Video Staff Tech Guide

2021-2022

Free Basic Features & Controls

Signing Up

1. Go to zoom.us.
2. Click on "sign in."
3. Select "Sign in with Google." Go through the steps of allowing Zoom to connect via your eths202.org account. You will then arrive at the Zoom Dashboard.

Exploring the Zoom Dashboard

1. Sign into your Zoom Dashboard online as in the steps above.
2. On the left, you will see where you can find your profile, meetings, settings etc. Click on each link under **PERSONAL** and explore.
3. Take a look at the **Settings**. Adjust any settings to suit your preferences (optional). There are many excellent ones to look through. Some you may like include:

a. Start with video off for host and participants
b. Autosaving chats
c. Turning off 1:1 private chat, if desired
d. Allow host to put attendees on hold
e. Always show meeting control toolbar
f. Turn on nonverbal feedback (allows for checking for understanding signals) in participant menu
g. Turn on breakout rooms for small group discussion
h. Turn on attention tracking
i. Show a "Join from your browser" link
j. Turn on Waiting Room to approve each person who tries to join
4. While on the Settings page, click on the **Recording** section of settings at the top of the settings page. Turn off all recording capabilities. We are not allowed to record live sessions per Illinois guidelines.

Scheduling a Meeting for the Future

1. Click on **Meetings** in the left-hand navigation.
2. Click **Schedule A New Meeting**.
   a. You can do this by clicking on **Meetings** in the left-hand navigation.
   b. Alternatively, you can click **SCHEDULE A MEETING** in the top right-hand corner when you are logged into Zoom.
   c. Add a topic, description, and choose the date and time.
   d. We recommend having **audio set to both telephone and computer audio**.
   e. Press **Save**.
   f. Add it to your **Calendar.**
   g. **Copy the invitation** with details to paste into an email or onto Google Classroom for invitees.
   h. If you want to start the meeting right now, click **Start This Meeting**.
   i. You can always see your scheduled meetings if you click **Meetings** in the left-hand navigation.
   j. On the **Meetings** page, you can always edit a scheduled meeting's settings by clicking on its name or topic. See the button in the lower right-hand side of the meeting page.

Using your Personal Meeting Room

Instead of scheduling a meeting with a unique URL, you can choose to hold meetings in your personal meeting room, which is a dedicated URL where your meetings take place (like how you have a dedicated phone number). You can use your personal meeting ID for drop-in sessions. Anyone who has this link can join your meeting at any time because the link never changes. If using, we recommend turning on the Waiting Room feature.

1. Go to your Zoom dashboard on the web (zoom.us and sign in with Google).
2. Click on **Profile** on the left side.
3. Copy your personal meeting link listed under the personal meeting ID section.
4. Share the link with anyone with whom you'd like to meet.
5. Click on your link or copy and paste into a URL bar to join your own meeting.

N.B. Any settings you have turned on in the **Settings** section of your dashboard will apply to your meetings and personal meeting room.

Launching a Meeting

1. Before running a meeting, you and your participants will need to use the Zoom application. To install the application, follow the applicable step below. Alternately, you will be prompted when you start the meeting to install the client. This only needs to be done one time by the user.
   a. For the [Chrome App for on a Chromebook, click here](#).
   b. For [Windows or Mac, click here](#).
2. To launch a meeting, you have three options.
   a. **Method 1: Go to a scheduled meeting**
      i. Go to your Zoom dashboard (https://zoom.us/meeting)
      ii. Select Meetings in the left-hand navigation.
      iii. Click Start on the meeting you have previously scheduled.
   b. **Method 2: Go to HOST A MEETING**
      i. Click on **HOST A MEETING** located in the top right-hand corner when you are logged into Zoom.
3. When launching, you may see a pop-up prompt that says Open Zoom.us? You can click the box that reads **"Always open these types of links in the associated app"** and this pop-up will not happen again.
4. Click on **Open Zoom.us**. Your meeting room should open.

Inviting Participants to a Meeting

1. After you either schedule or launch a meeting, you will be given a URL link for participants to join. Copy and paste the code and share it with participants through email or by posting on Google Classroom.

Examining the Meeting Controls

1. When you've entered your meeting room, note the controls.
   a. In the bottom left-hand corner, you can **mute/unmute audio and stop or start the video camera.**
   b. The **Invite** button lets you send an email invitation, copy a meeting URL or copy the meeting invitation which has more details including call-in information if one is just using a phone line.
   c. **Manage participants** opens your participant window where you can mute and unmute everyone or just individuals. I recommend muting people until they need to talk in order to prevent background noise.
   d. **The Share button** allows you to share an application or your desktop.
      i. Click on the **Advanced tab** under Share and you can share a portion of the screen, computer sound only, or content from a second camera.
      ii. Click on the **Files tab** under Share. You can share content that you may have stored in Dropbox, Microsoft OneDrive, Google Drive, or Box.
      iii. You can fine-tune Share settings by click on the arrow to the right of Share. For example, you can limit sharing to the host only.

e. On the right, if you are the host, you will see a red link that says **End Meeting**. When you end a meeting, click this and everyone will be ejected.
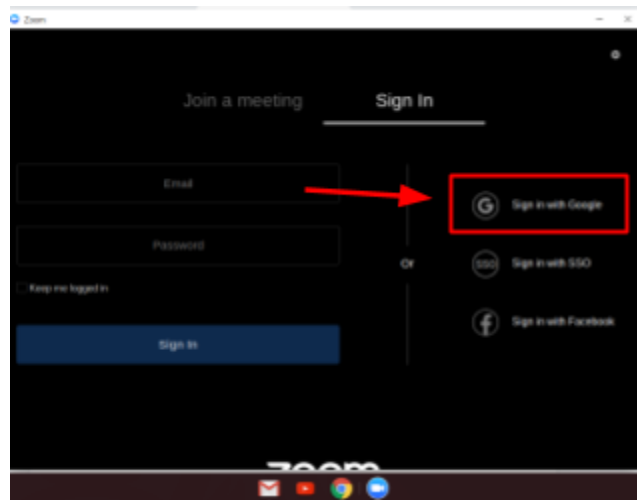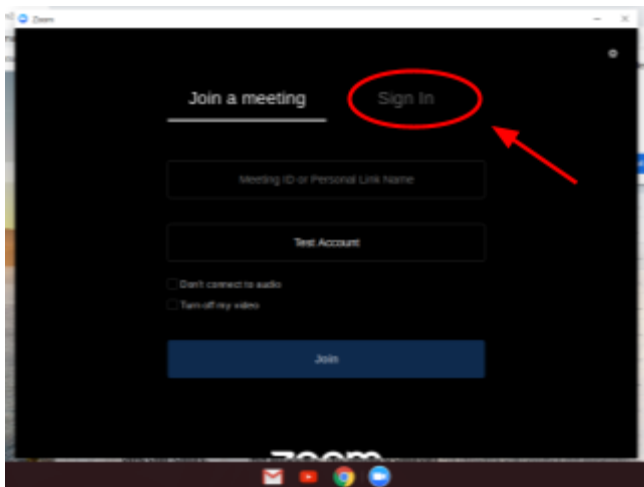
Zoom on a Chromebook as a Participant

Separate Student Guide linked here to share with students.

1. Open the Zoom application on your Chromebook by clicking on the launcher circle in the bottom left corner of the screen and clicking on the "Zoom" icon.
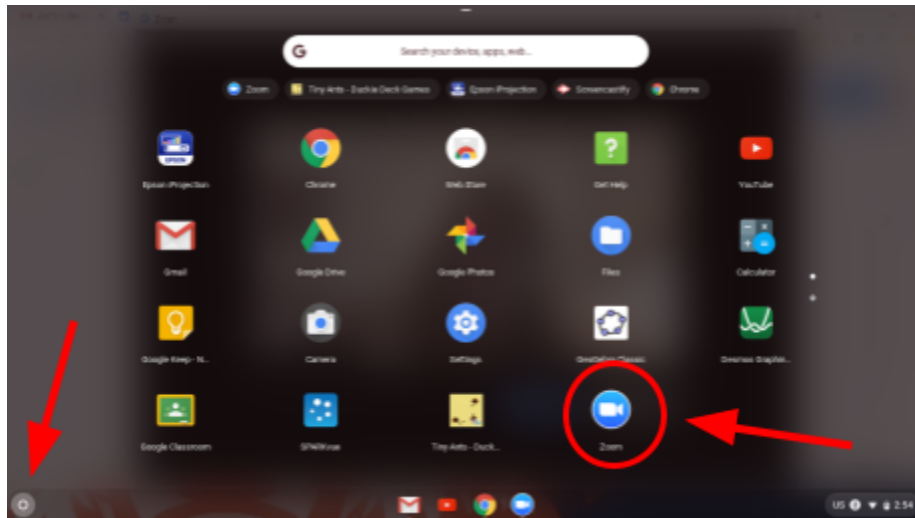
2. Click on the "Sign In" tab at the top of the page and select "Sign in with Google." Connect via your eths202.org account.

3. Once signed in, head to Google Classroom, your email, calendar, or wherever the host shared the link to the meeting. Click on the link and the application should launch automatically.

Note: Video applications such as Zoom and YouTube use a larger amount of data. If possible, please use Zoom while connected to Wifi. When using mobile data, data rates will apply as normal.

Paid Features

Note: All controls listed in this section require a paid license for Zoom. If you aren't sure what type of account you have, sign in to Zoom.us and clickon Account Settings to view your account type.

Co-Hosting Meetings

Adding a co-host can have many benefits for teachers who teach alongside another adult such as a co-teacher, paraprofessional, or student teacher. Co-hosts do not need paid licenses to receive co-host controls. Only the host of the meeting needs to have an upgraded license to assign a co-host. [For complete documentation on co-hosting, please review Zoom's support article here](#).

The primary teaching benefits of assigning a co-host to another teacher are that the co-host is able to do the following:

- Make, control, and enter breakout rooms (not available for co-hosts on Chromebooks)
- Turn on/of the waiting room
- Turn on/off chat
- Chat privately with students (even if private chat is turned off with participants)

Assigning Co-hosts during Meetings

1. Once in the meeting, open the participant menu.

2. Hover over the name of the person to whom you'd like to assign co-host controls. Click on the blue **More** button and select **Make Co-host.** In the confirmation window that appears, click **Make Co-host** again. Alternatively, you can hover over a person's video and use the three dots or right click (depending on your device and version) to find the option to make a co-host.
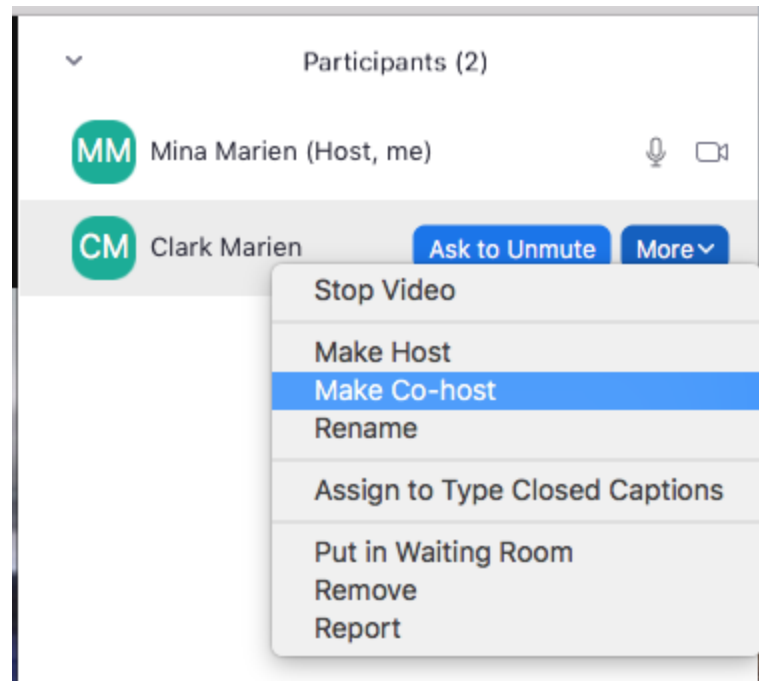
Creating Polls

Using an upgraded license you can also create and run polls in your Zoom meeting. For more information on how to use polls, please review Zoom's support article here.

Accessing Attendance Reports

Attendance reports are available in the reporting menu on upgraded Zoom accounts 30 minutes after the completion of a session. Follow the steps below to access attendance reports or view more complete support information in Zoom's support article here.

1. Click on the **Reports** tab in the left menu.
2. Click in **Active Hosts** to view reports for active members.
3. Click **Inactive Hosts** to view reports for inactive members.
4. More info for each entry is available in each category with the ability to export data if needed.

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

Dashboard

> User Management

> Room Management

∨ Account Management

   Account Profile

   Account Settings

   Billing

   Recording Management

   IM Management

   Reports

Usage Reports

Daily	Show daily number of new users, meetings, participants and meeting minutes in a month.
Active Hosts	View meetings, participants and meeting minutes within a specified time range.
Inactive Hosts	Show the users who are not active during a period.
Upcoming Events	View upcoming meetings and webinars.
Meeting	View registration reports and poll reports for meetings.
Cloud Recording	View detailed information about cloud storage usage by host.
Remote Support	View in-meeting support sessions during a certain period.

If a participant requests removal of their personal information from your account, please go to Delete Participant's Personal Data