



Quick Reference Guide

Zoom

Summary: You will be introduced to the following:

- How to create an account
- How to set up a class meeting Zoom link in LearningHub
- How to create the class recordings to show up in a Class recordings folder in LearningHub automatically
- How to develop break-out rooms
- How to create polls

☐ How do I create an account	Zoom is a video conferencing application where you can sign up for free. Even if you are getting a Pro account, you should sign up before you email dlit@andrews.edu . To create your account, simply log in with SSO and your account will be automatically created. If you are not a current student or a current or recently employed faculty or staff, you will not be able to log in using SSO. Some adjunct faculty are not able to log in with SSO either. If this is the case, email dlit@andrews.edu to receive a link to set up your account, and then you should be able to login using Google.
☐ How do I set up a class meeting in Zoom	How to: Using the app Click on the Zoom App Click on Schedule Fill out for a meeting Click Save The meeting invitation will open in your preferred email Copy the meeting link https://endrows.seem.us/i/05518240242 Using the website (zoom.us) Go to zoom.us - Website

Updated: 10/02/2024 Moodle Version 4.1

• Log in • Click on Schedule a meeting • Fill out the meeting details Topic: Put in the acronym, number, and semester for the course When: The first time you will be meeting Put in the length of time for the course **Click on Recurring meeting** Chose the recurrences Select the Video On for Host and Participant Set the other options for your choices (record meeting, add alternate **Click Save** □How do I **Information:** You must be the host or co-host of the meeting create break-out How to: rooms in Click on breakout rooms Zoom There are three options for how to set up the rooms 1. Automatically 2. Manually 3. Letting the participants choose their room **Assign automatically** • Choose the number of breakout rooms you want to make Click on Assign automatically Click on Create ☐ How do I **Information:**/ set up a link All accounts (Pro, Shared Pro, and Basic) have to do the same process directly into You need to have already created the course meeting space in Zoom LearningHub You only need one meeting space for class per semester Copy the meeting link in Zoom How to: • Log into the course ☐ Turn editing on Turn editing on • Click on Add an Activity or Add an activity or resource Resource Resources Click on the Resources tab Click on URL Name: "Course Zoom Meeting Link" - This is an example Paste the URL from Zoom URL

Click Save and Return to course From the link, the students will be able to access the zoom meeting space when you require them to use zoom. ☐ How do I **Information:** create the Create a new meeting link for each course and each semester link to make the course How to: zoom Go to Zoom and create the meeting (see above for instructions) recordings Copy the room meeting number and save it in a place for you to use in show up in the following steps LearningHub Go to LearningHub **Hub Tools** Click on Hub Tools **Right-click on Panopto Hub Tools** Resources Select link open in a new tab Click on the Panopto tab Home: Panopto Dashboard 0 If you are taken to a login page that says Sign Out, just click on the Andrews University logo to get back into Panopto Andrews University ■ Browse **Click on Browse** Click on My Folders, to locate your class folder If your class is not in My folders click on All Folders and search If your folder is still not found, contact dlit@andrews.edu Search for the course folder All Folders My Folders Search my folders... Click Add folder within the course folder I Add folder ■ Call it Class Recordings Hit the Enter button on your keyboard Click on the folder Click on Share Who has access: Change Who as access to Anyone in your organization with the link Anyone at y Click Save changes Copy the URL and paste it in a spot where you can easily locate the following steps Link | Embed https://andrews.hosted.panopto.com X out of the Folder Box Repeat for each folder

	Click on the down arrow to the right of your name in the upper right corner of Panopto Click on User Settings Go to Meeting Mapping Source Click Add New First box paste in meeting link Just the 9 or 10 digit meeting, no spaces or dashes Choose a folder Click the down arrow Choose the folder you just created Click Save
	92290247474 jour 140 Choose a folder or start typing t ▼ Save Cancel • X out of this box • Go to LearningHub
	 Turn editing on Add an activity or resource in the block where you will want these URLs to be available for the students In the Resources tab, click URL Name: Zoom Meeting Link Paste in the URL for the meeting link that you saved earlier Click save and return to the course Add another URL Name: Class Zoom Recordings Paste in the Panopto Folder link that you saved earlier Click save and return to the course
□How do I create polls in advance	Information: • Log in to Zoom.us • Click on the meeting room that will be used for the meeting/classroom • Click on the Poll tab • Click +Create • Give your poll a name • Click on 1. Untitled Question • Put in the questions • All questions need to use a multiple-choice format • Click Save • Repeat the process if you have more questions

Additional Resources:

• Zoom.us documentation