Center for Digital Learning & Instructional Technology
Andrews University

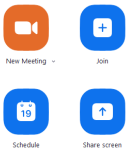
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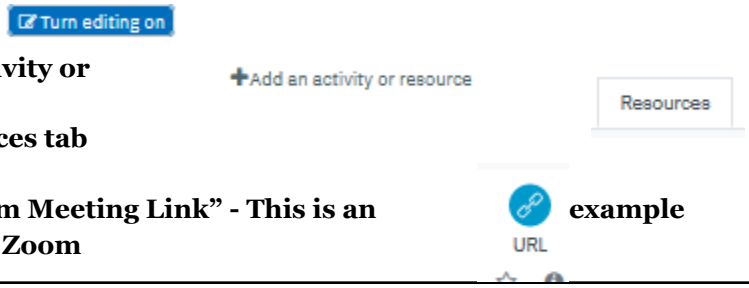
Quick Reference Guide

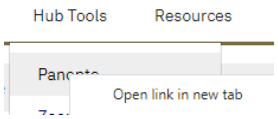
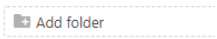
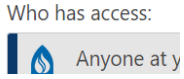
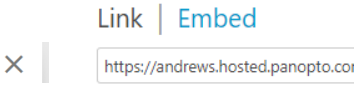
Zoom

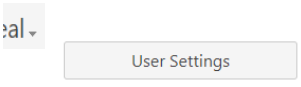
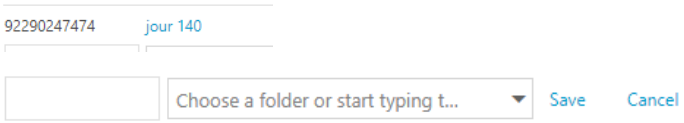
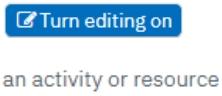
Summary: You will be introduced to the following:

- **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://andrews.zoom.us/j/95518249242 **Using the website (zoom.us)** • **Go to zoom.us - Website** 

	• **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 host)** • **Click Save**
☐How do I create break-out rooms in Zoom	**<u>Information:</u> You must be the host or co-host of the meeting** **<u>How to:</u>** • **Click on breakout rooms** **There are three options for how to set up the rooms** 1. **Automatically** 2. **Manually** 3. **Letting the participants choose their room** **<u>Assign automatically</u>** • **Choose the number of breakout rooms you want to make** • **Click on Assign automatically** • **Click on Create**
☐ How do I set up a link directly into LearningHub	**<u>Information:/</u>** • **All accounts (Pro, Shared Pro, and Basic) have to do the same process** • **You need to have already created the course meeting space in Zoom** • **You only need one meeting space for class per semester** • **Copy the meeting link in Zoom** **<u>How to:</u>** • **Log into the course** • **Turn editing on** • **Click on Add an Activity or Resource** • **Click on the Resources tab** • **Click on URL** • **Name: "Course Zoom Meeting Link" - This is an example** • **Paste the URL from Zoom** 

	• **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 create the link to make the course zoom recordings show up in LearningHub	**<u>Information:</u>** • **Create a new meeting link for each course and each semester** **<u>How to:</u>** • **Go to Zoom and create the meeting (see above for instructions)** ○ **Copy the room meeting number and save it in a place for you to use in the following steps** • **Go to LearningHub** ○ **Click on Hub Tools** ○ **Right-click on Panopto** ○ **Select link open in a new tab** • **Click on the Panopto tab**    ○ ○ **If you are taken to a login page that says Sign Out, just click on the Andrews University logo to get back into Panopto**  ○ **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 again** ■ **If your folder is still not found, contact dlit@andrews.edu** ○ **Search for the course folder**  ○ **Click Add folder within the course folder**  ■ **Call it Class Recordings** ■ **Hit the Enter button on your keyboard** ○ **Click on the folder** ■ **Click on Share**  ■ **Change Who as access to Anyone in your organization with the link**  ■ **Click Save changes** ■ **Copy the URL and paste it in a spot where you can easily locate the following steps**  ■ **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**  ● **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	**<u>Information:</u>** • **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]