

## ★ Zoom Support ★

- **Zoom drop-in sessions:** Click on [this link](#) to talk to an expert **Monday to Friday from 1 to 2 pm.** (If you haven't used Zoom, you'll be prompted to download the Zoom application.)
- **By appointment:** If you can't make these times, please email [online@ucsc.edu](mailto:online@ucsc.edu) to set up an appointment.
- **Slack user?** Please join us [here](#) for some more support!
- **I want more resources!** Please check out [keep-teaching.ucsc.edu](http://keep-teaching.ucsc.edu) for more information on remote based instruction, including [more detailed Zoom Instructions](#).



UCSC ONLINE EDUCATION

# TEACHING WITH ZOOM

*What's the deal with Zoom?* You have to set your meeting up, share the meeting link with students, log in and start the meeting, keep the meeting under control, facilitate discussion, record the meeting, and make use of attendance data.

*How do you do all of that?* Keep reading.

## Before You Start

Make sure you have the **Zoom desktop client** (if using a computer) or **app** (if using a tablet or phone) installed. We encourage you to open Zoom and test it **before** joining a meeting.

- Log into your account at [ucsc.zoom.us](https://ucsc.zoom.us) by clicking 'SIGN IN' and providing your CruzID credentials.
- Click **Meetings** (left side of the screen) > **Personal Meeting Room** tab > **Start Meeting**.
- Follow the prompts to download the desktop client or app.

## Setting the Meeting Up

The first step is setting the meeting up. There are two ways to do this: 1. In your account (you have one!) at [ucsc.zoom.us](https://ucsc.zoom.us) or 2. In **Canvas** through the **Zoom-Canvas integration**.

## 1. Setup through ucsc.zoom.us

- Log into your account at [ucsc.zoom.us](https://ucsc.zoom.us).
- From the sidebar, select **Meetings** > **Schedule a New Meeting**.
- Under **Registration**, check **Required**. *(If it's a recurring meeting, check **Attendees need to register for each occurrence to attend**.)*
- Make sure **Meeting Options** are configured to your liking.
- Add TAs or co-instructors to the **Alternative Hosts** field. (Make sure they've activated their accounts by logging in at [ucsc.zoom.us](https://ucsc.zoom.us). You won't be able to add them if they haven't.)
- Click **Save**.
- Copy the **Join URL** and keep it somewhere easy to access. You'll need it.

## 2. Setup through Zoom-Canvas Integration

- Log into Canvas at [canvas.ucsc.edu](https://canvas.ucsc.edu).
- Navigate to the course you'd like to schedule a meeting for.
- **Settings** (left side of the screen) > **Navigation** tab
- Scroll down to the list with the heading **Drag items here to hide them from students**.
- Click the kebab menu (three vertical dots) to the right of **Zoom** > select **+Enable** or drag **Zoom** to the list (above) with the heading **Drag and drop items to reorder them in the course navigation**.
- **Save**.
- Click **Zoom** (left side of the screen).
- Log in with your UCSC username and password.
- **Meetings** > **Schedule a New Meeting**.
- *If you're scheduling a regular meeting, check **Recurring meeting**, and select **No fixed time** from the dropdown menu under **Recurrence** (After you do that, some stuff will disappear. Don't be alarmed.)*
- Under **Registration**, check **Required**. *(If it's a recurring meeting, check **Attendees need to register for each occurrence to attend**.)*
- Make sure **Meeting Options** are configured to your liking.
- Add TAs or co-instructors to the **Alternative Hosts** field. (Make sure they've activated their accounts by logging in at [ucsc.zoom.us](https://ucsc.zoom.us). You won't be able to add them if they haven't.)
- Click **Save**.
- Now your students will see a link to the Zoom meeting and a Join button when they click **Zoom** in Canvas. Read on for more ways to share the Zoom link.

## Sharing the Zoom Link

There's more than one way to share a meeting link/URL with your students. Here are the three most common ways to do it:

- Go through the steps above to add Zoom to your course in Canvas and schedule a meeting through the **Zoom-Canvas integration**. Your students will see a link to the meeting when they click on **Zoom** in Canvas.
- Paste the **Join URL** in an email to students or include it in a Canvas **Announcement**.
- If you use modules in your Canvas course, add it to a module with the **+** button to the right of the module title > select **External URL** > paste the **Join URL** in the **URL** field > type the title of the meeting in the **Page Name** field > **Add Item**.

## Logging In to Start the Meeting

Before you do anything else, make sure you're in a quiet place with at least *some* privacy and a stable internet connection (a wired connection is best).

- Plug your headphones, earbuds, or a USB headset into your computer and check your audio settings.
- Make sure you're signed into Zoom as yourself. The best way to do that: go to **ucsc.zoom.us** > **Sign In** > **Meetings** > click on the meeting you want > **Start**. Your browser will additionally prompt you if you want it to run Zoom. Click **Allow**.
- Mouse-over the bottom of the Zoom window. If you're muted, unmute yourself. If your camera is off, turn it on. Make sure Zoom is using the right microphone and speakers by clicking the caret to the right of the **Mute/Unmute** button. Make sure Zoom is using the right camera by clicking the caret to the right of the **Stop Video/Start Video** button.

## Controlling the Meeting

A Zoom session can feel chaotic. You can bring it under your control.

- Ask students to turn their cameras on and their microphones off (when they're not talking). You can mute everyone (but yourself) in the **Meetings** menu at the top of your screen > **Mute All**.
- Mouse-over the bottom of the Zoom screen and click on **Manage Participants** to see more options at the bottom of the window (**Mute All**, **Unmute All** and more under **More: Mute Participants on Entry, Allow participants to mute/unmute themselves, Play Chime for Enter/Exit**), as well as next to each participant's name (**Mute**, or **More** > **Unmute, Rename, Remove from Meeting, Make Presenter, Make Co-Host**).

## Facilitating Discussion

A good discussion won't happen on its own. A Zoom session needs structure and energy. There are a few features that you might find useful.

- You can assign students to [Breakout Rooms](#), manually or automatically, for small-group discussions or activities. You can move from room to room to talk to students (and they can ask you to visit their rooms if they need your input), and you can broadcast chat messages to all of the rooms at once.
- You can **share your screen** (with the **Share** button at the bottom of the Zoom window).
- You can allow students to share their screens.
- You can **poll or quiz students** (with the **Polling** button at the bottom of the Zoom window). This feature is only available if hosting the meeting on a **computer** (not an Android or iOS device). Follow the link to learn more about [polling for Zoom meetings](#), including how to enable it and how to create questions.
- Always keep **Chat** open so that you can see chat messages from students. You can also use it to share information with them.
- Encourage students to use the signals that are available to them (e.g. raise hand).

## Recording

If you need a recording of a Zoom session, you can create one. Zoom can also be used to record lectures for various reasons, including in response to campus closures. Until you share the recordings, they are stored on your computer and available **ONLY** to you. Visit [Local Recording](#) for more information.

- After **Starting** your meeting, click on the **Record** button on the bottom of the Zoom window and select **Record on this Computer**. The recording will otherwise save automatically to your hard drive (you will be prompted to select the folder).
- You can pause recording at any point by clicking **Pause**. Click the play button to resume recording.
- If there are slides or other material that you would like to share with students, remember to click the **Share** button to **share your screen** during the recording — otherwise the recording will contain only what is captured by your webcam.
- To share the recording with students, it's best to save it in **Google Drive** and share a link with them.
- Alternatively, if you are already using the **webcast system** and would like your recording posted with your other lecture videos, send your request to [webcast@ucsc.edu](mailto:webcast@ucsc.edu). Include the course you are teaching; the session you would like replaced; and a link to the video file (you can temporarily use Google Drive for this).

## Using Attendance Data

If you require registration for your Zoom meetings (as detailed above), you can download a spreadsheet with students and their emails. [Reports](#) can be helpful if you require attendance.

**Reports > Meeting > select Registration Report > Search by time range > Generate > Report Queues > Download** as a CSV.

If you use [Polls](#), a **Poll Report** can be used to register participation as well, even for meetings that do not require registration,

You can use the registration data for various purposes, such as awarding participation points or extra credit. Note that you'll likely see multiple entries in registration reports for some students because of dropped connections. Also note that UCSC Online Education has developed software to (mostly) automate the grading of Zoom participation. Write to [online@ucsc.edu](mailto:online@ucsc.edu) for help.

## Comments?

We hope this tutorial has helped inform your teaching practice. Please visit [Zoom's Knowledge Base](#) for additional tutorials. Please send any comments or questions to [online@ucsc.edu](mailto:online@ucsc.edu).