

Zoom Help Doc

Zoom is an online conferencing platform, similar to Skype or Google Meet. We're using it to facilitate classes during the school shutdown (as an alternative to Google Meet, or if you're looking to try something new)

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There are six parts to this help doc, along with various subtopics. Click on a link below to get started, or open the Document Outline (*Menu Bar >> View >> Show Document Outline*) and click on your desired section.

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1) Create a meeting

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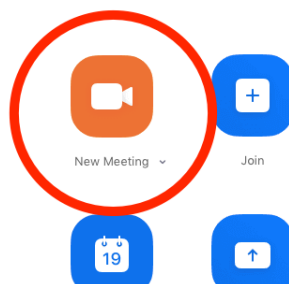
Step 1: Start by going to <https://zoom.us/download>

Zoom Client for Meetings

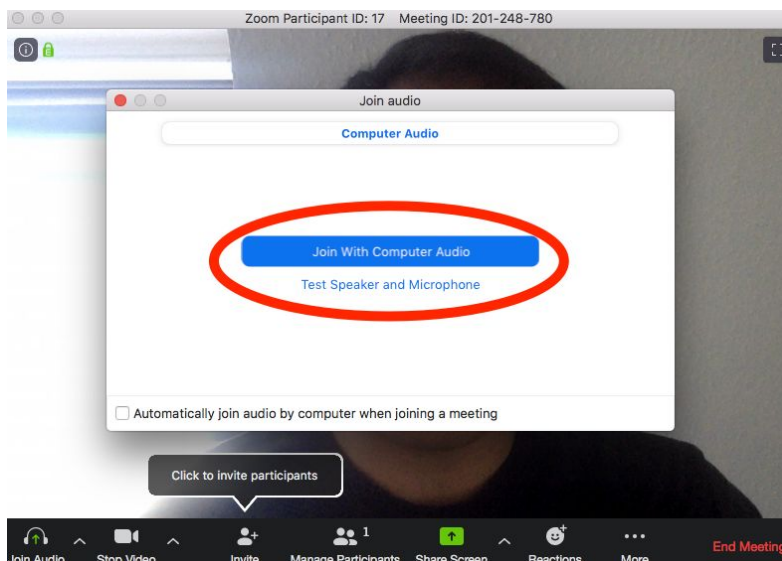
The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.



Step 2: After installing the client, open it and click on "New meeting"



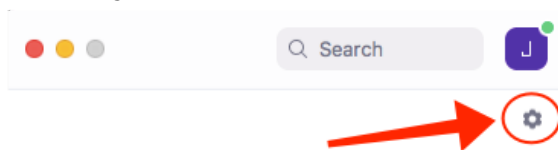
Step 3: Test your audio first to correct any potential issues. Once you've done that, click on "Join with computer audio"



2) Control meeting settings

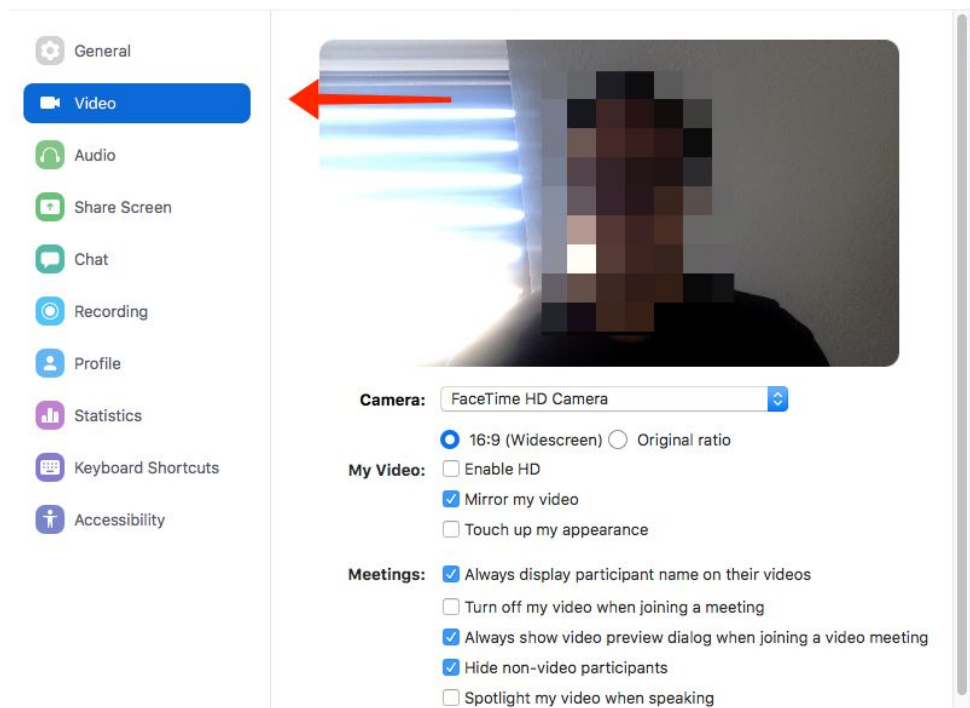
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Step 1: Open the Zoom client that you've installed and click on the Settings icon



Video settings

These are the optimal settings I've selected. Depending on your class and personal preferences, you can set them differently.

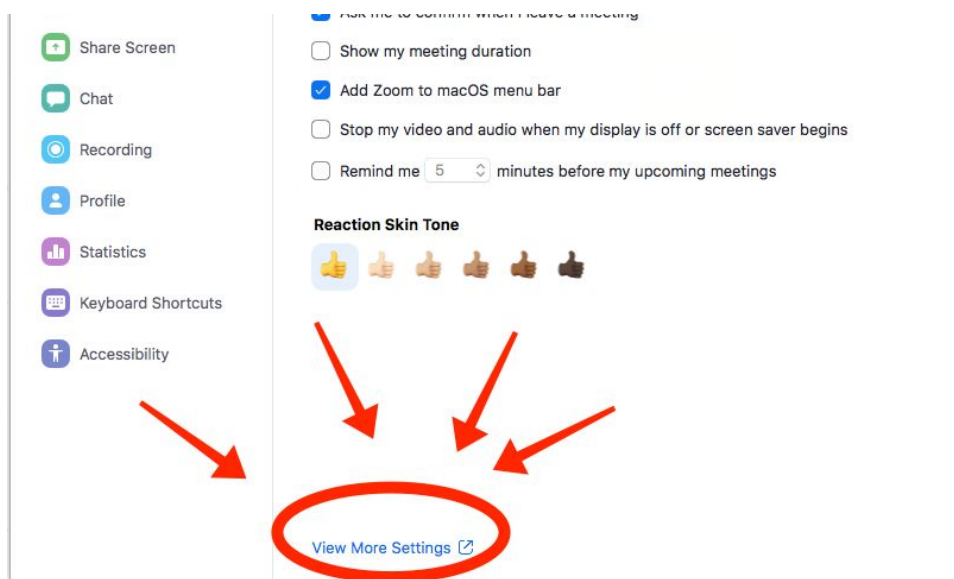


Modify Advanced settings/Optimization

These are the optimal settings I've selected. Depending on your class and personal preferences, you can set them differently. This is going to be broken into a few sections.

- [Click HERE to go back to the instructions for creating a lobby](#)
- **Continue reading if you want to learn how to access advanced settings**

In the settings window, click on "View more settings"



You'll be asked to sign in. You can sign in using your IS Ruhr email address—do this by clicking “sign on with Google”

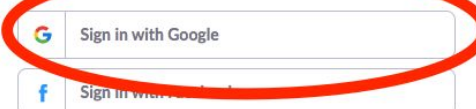
Sign In


Email address

Password

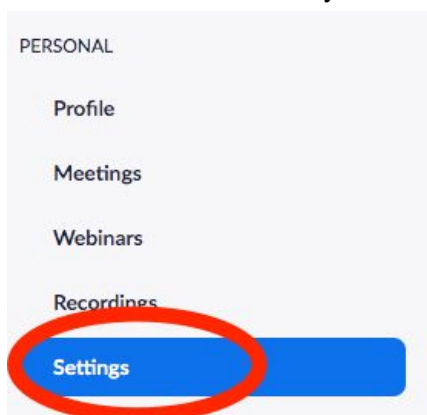
Sign In

[Forgot password?](#) Stay signed in





Click on “Settings” on the left-hand side of the window. There's more than a few settings to adjust. Below you'll find optimal settings to ensure smooth delivery.



Turn OFF the following:

- “Require a password when scheduling new meetings”
- “Require a password for instant meetings”

Use Personal Meeting ID (PMI) when scheduling a meeting

You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.

Use Personal Meeting ID (PMI) when starting an instant meeting

Require a password when scheduling new meetings Modified [Reset](#)

A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

Require a password for instant meetings Modified [Reset](#)

A random password will be generated when starting an instant meeting

Make sure these are turned OFF.

Turn ON:

- Chat

Turn OFF:

- Private chat (also check off "Prevent participants from saving chat")

Chat Modified [Reset](#)

Allow meeting participants to send a message visible to all participants

Prevent participants from saving chat

Make sure this option is turned ON.

Private chat Modified [Reset](#)

Allow meeting participants to send a private 1:1 message to another participant.

Make sure this option is turned OFF

Turn ON:

- Allow host to put attendee on hold

Allow host to put attendee on hold Modified [Reset](#)

Allow hosts to temporarily remove an attendee from the meeting.

Make sure this option is turned ON

Turn ON:

- Screen sharing
- Make sure "Host only" is selected for screen sharing

Screen sharing Modified [Reset](#)

Allow host and participants to share their screen or content during meetings

Make sure this option is turned ON

Who can share?

Host Only All Participants

Make sure that "Host only" is selected

Who can start sharing when someone else is sharing?

Host Only All Participants

Turn ON:

- *Waiting room*

in case you would like to let participants join the meeting only after you allowed them to do so individually. It also makes sure that you are the first in the conference and everybody has to wait for you (the host) to arrive first.

Waiting room

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled.

Turn OFF:

- Virtual background

Virtual background

Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.

Modified [Reset](#)

Make sure this is turned OFF

Turn ON:

- Show "join from your browser" link

Show a "Join from your browser" link

Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited

Modified [Reset](#)

Make sure this is turned ON.

OPTIONAL: I'd turn these email notification options OFF

Email Notification

When attendees join meeting before host
 Notify host when participants join the meeting before them

When a meeting is cancelled
 Notify host and participants when the meeting is cancelled

Modified [Reset](#)

OPTIONAL: I'd turn these OFF

Modified [Reset](#)

3) Get started

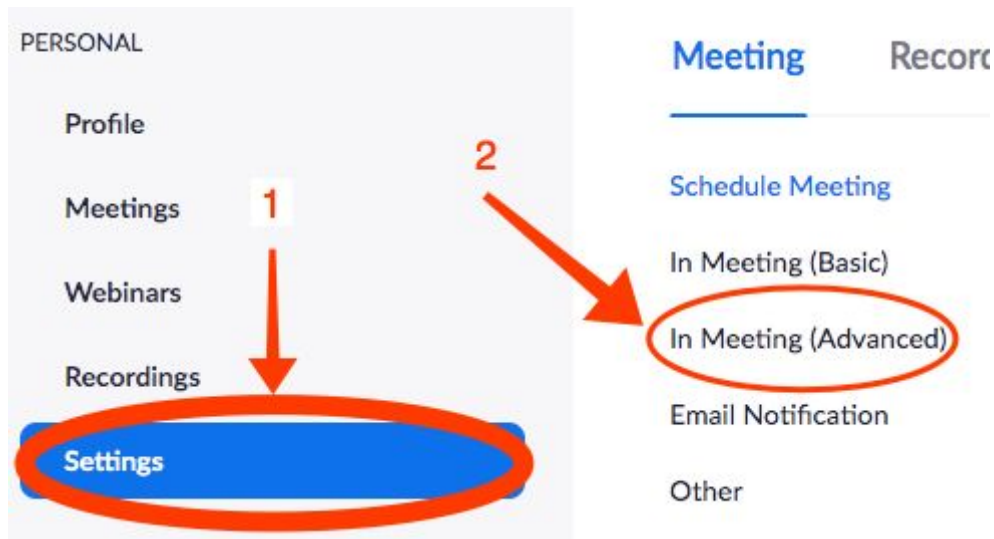
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Creating a lobby (optional)

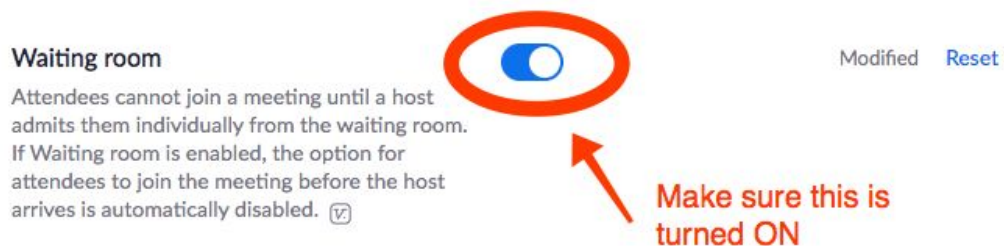
A lobby is a useful function to have if you'd like to admit students to your class one at a time. From a classroom management perspective, this is helpful for ensuring that your students don't enter your meeting all at once and start making a lot of noise on their microphones.

Go to the Advanced Settings ([Click HERE to go to the part of this Doc that shows how to access Advanced Settings](#))

Click on the option that says "In Meeting (Advanced)"



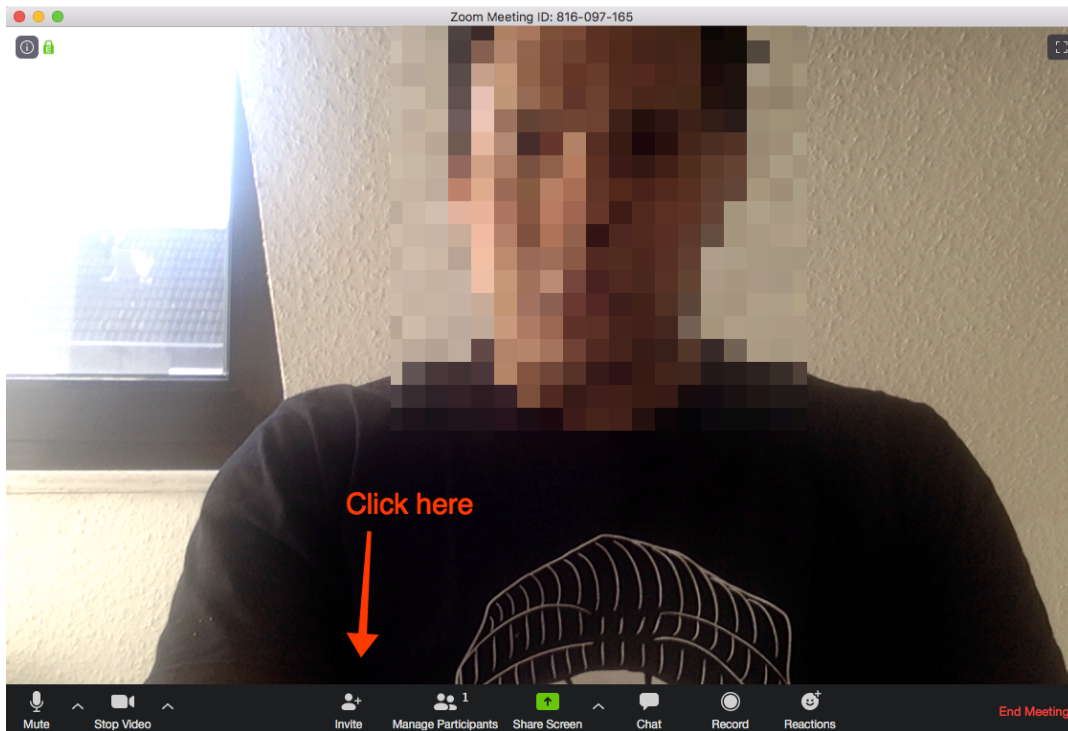
Scroll down to the option that says "Waiting room" and turn this option ON.



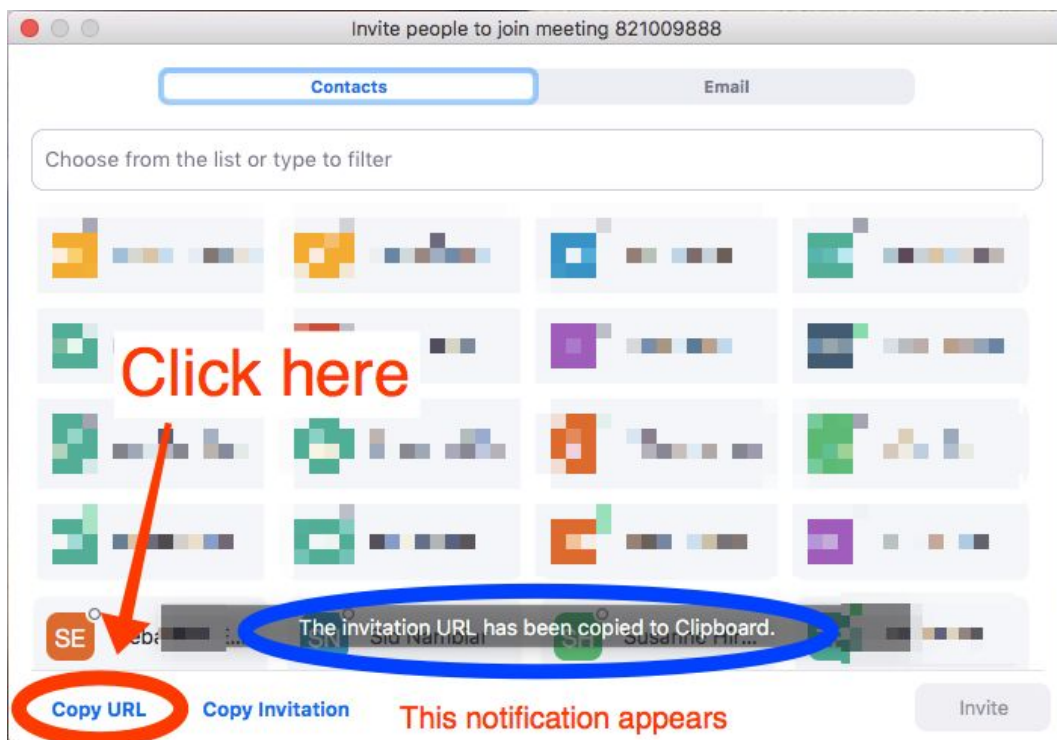
Inviting Participants

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Click "Invite" at the bottom part of your meeting window



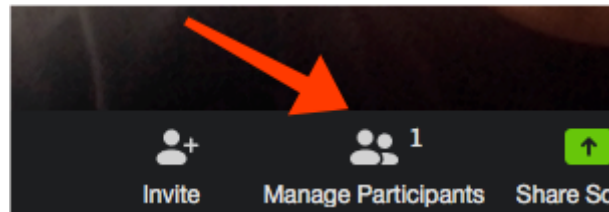
Click "Copy URL" in the bottom left hand corner of the box that appears. A notification will appear telling you that the URL has been copied. You can now share this on Classroom with your students.



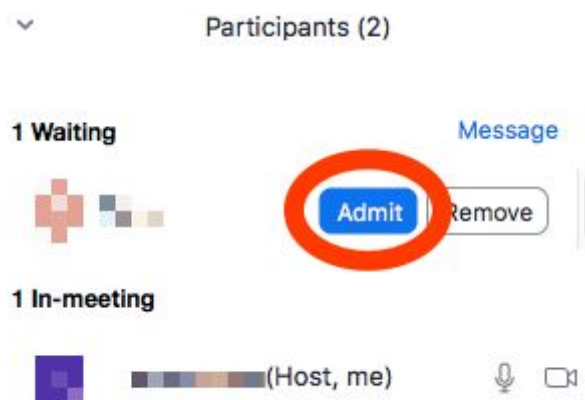
Admitting participants

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Once you've started your meeting, you should be the only person in the room. Begin admitting participants by clicking on the "Manage Participants" button.



After that, a box will pop up next to your meeting window showing participants who are waiting to be admitted. Click "Admit" to let the student into the meeting. For larger groups of 2 or more, you will also see an option that says "Admit all." You can press this to admit everyone in a waiting room at once.



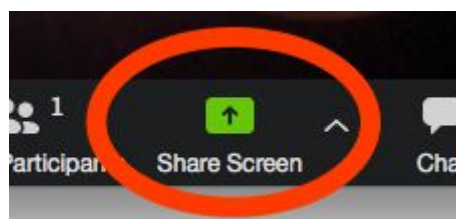
4) Conduct a class/meeting

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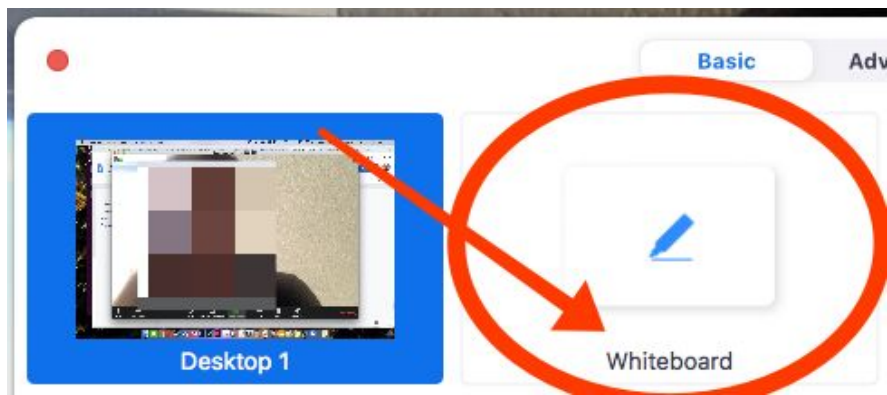
[Click here to return to the directions for annotating your screen](#)

Basic screen sharing

Use video to show your face on screen. To use a whiteboard function, click on "Share Screen" in the middle of your meeting window



In the window that appears, double click “Whiteboard”



A whiteboard will appear and you can use it to draw on or create demonstrations for your students. To go back to your computer camera, click “Stop sharing” at the top of your screen.

Annotating your screen

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Annotating your screen allows you to share an entire image of your screen and draw on it on the fly. Students can also participate in the annotation process as an interactive exercise.

***NOTE: This will share **your entire screen**. Make sure you have any sensitive information or documents minimized or closed. See below for a potential set up you can use.

As an example activity, I've had students complete the rock cycle. If you zoom in, you can see that students have the ability to draw or type.

Use the Key Terms to label the diagram of the rock cycle. You will use some terms more than once.

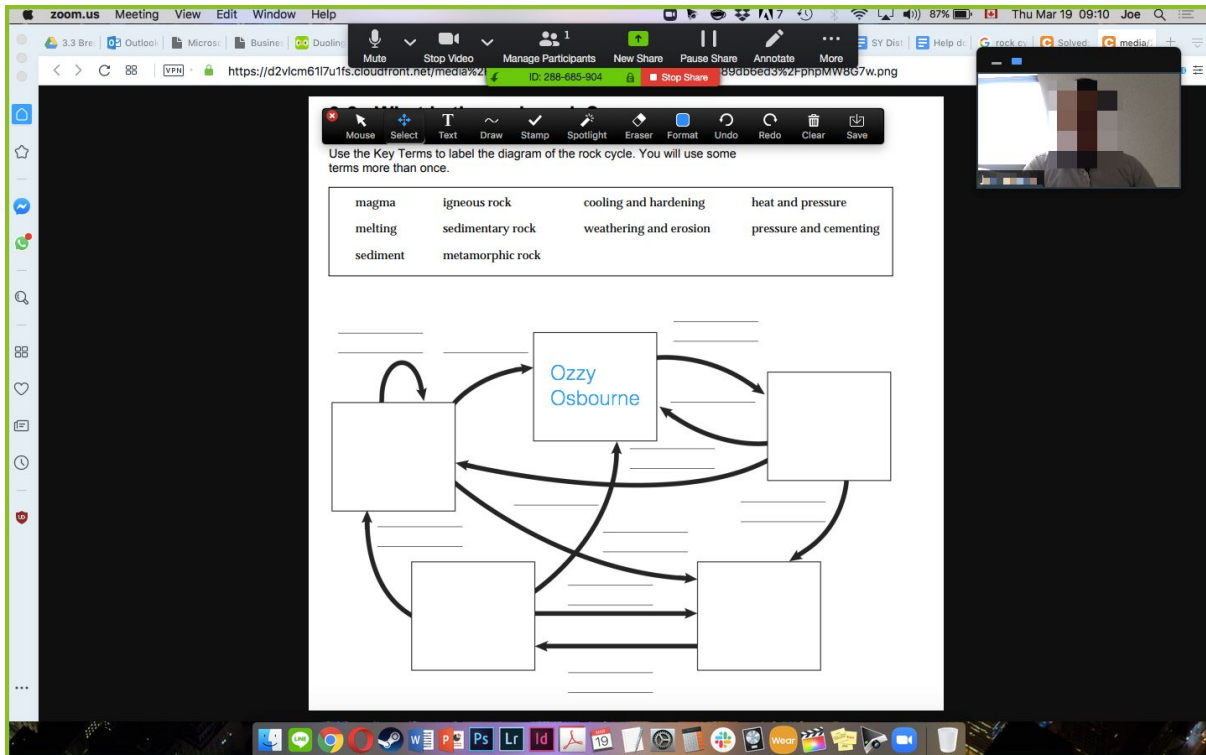
magma	igneous rock	cooling and hardening	heat and pressure
melting	sedimentary rock	weathering and erosion	pressure and cementing
sediment	metamorphic rock		

The diagram shows a rock cycle with five boxes: 'The White Stripes', 'Ozzy Osbourne', 'Pantera', 'Jimi Hendrix', and 'RHCP'. Arrows indicate the flow between these boxes, representing the rock cycle process. Blue handwritten annotations are visible on the diagram.

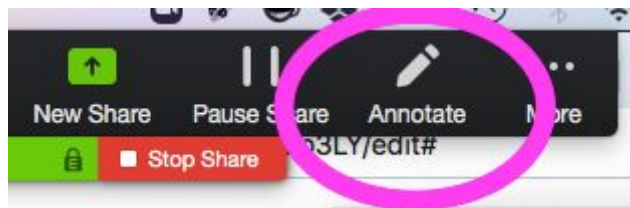
Start by sharing your screen as you normally would

[Click HERE for directions on how to share your screen](#)

When you've started sharing, select the window or document that you would like to annotate.



When you've found the document or window that you want to share, click on "Annotate."



When you begin annotating, your screen will lock. To move windows around your screen without leaving Annotation mode, go to the Annotation toolbar and click on "Mouse."



To select and move objects created by you or your participants during annotation, click on "Select." You can now move objects or text by clicking and dragging.



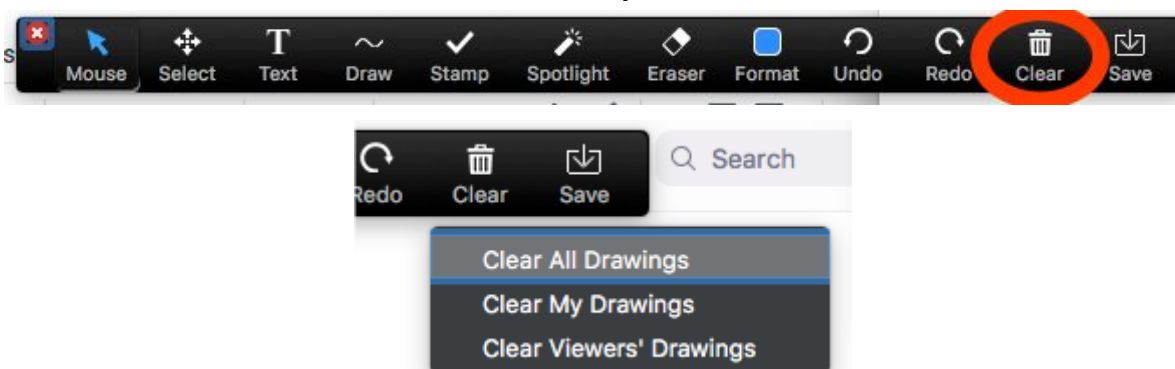
To add text or draw, click on the “Text” or “Draw” buttons, and then click the part of your document that you would like to annotate. Select your desired draw/text colour by clicking on the “Format” button.



To erase individual annotations (this includes Text OR Drawn objects), use the eraser tool.



To clear the screen of ONLY your text/drawings, or ONLY your participant's text/drawings, click the “Clear” button. Select the desired option.



Optimization for annotating your screen

 A screenshot of a web browser window (Opera) displaying a document titled "3-8 What is the rock cycle?". The document contains a "Lesson Review" section with a table of terms and a diagram of the rock cycle. A video call window is visible in the top right corner. Red arrows and text boxes highlight optimization tips:

- Red arrows point to the browser's address bar and tabs, with a text box stating: "Documents with sensitive information are closed/minimized".
- A large red circle highlights the document content, with a text box stating: "Document is clearly visible with regions that require annotation kept clear of other windows".
- Red arrows point to the browser's taskbar, with a text box stating: "Screen is clear of other windows (minimized)".

 The document content includes:

3-8 What is the rock cycle?

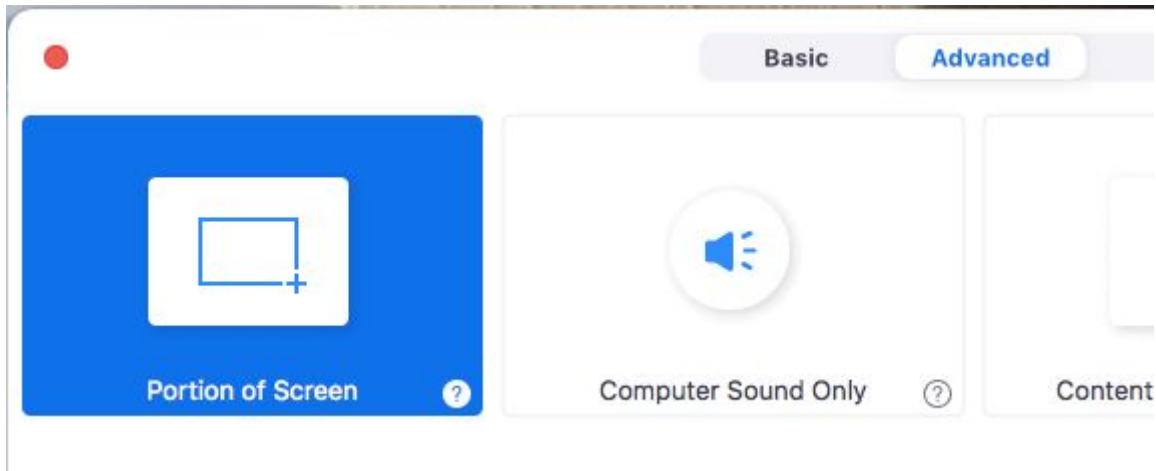
Lesson Review

Use the Key Terms to label the diagram of the rock cycle. You will use some terms more than once.

magma	igneous rock	cooling and hardening	heat and pressure
melting	sedimentary rock	weathering and erosion	pressure and cementing
sediment	metamorphic rock		

Advanced screen sharing

To share only a PORTION of your screen, click on “Share Screen” and then “Advanced” in the box that appears. Click on “Portion of screen” and select the portion of the screen that you would like to share.



5) Manage participants

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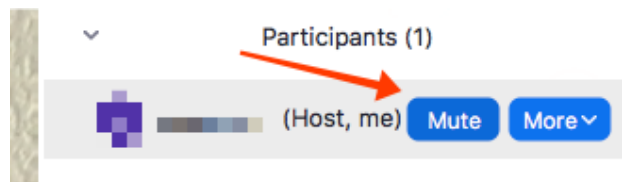
The following options are useful for managing your meetings as well as students who may be disruptive to others.

Mute individual participants

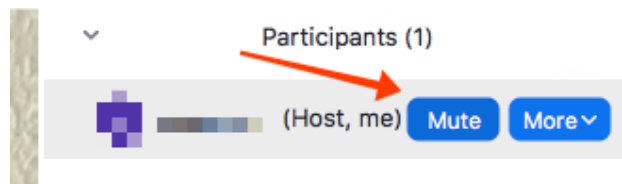
At the bottom of your meeting window, click on “manage participants”



A window will appear next to your meeting window showing you a list of participants

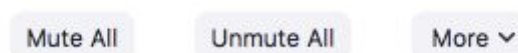


To mute an individual participant, hover over their name and click “mute.” To unmute a student to allow them to participate again, repeat the process, but click “unmute.”



Mute your entire class

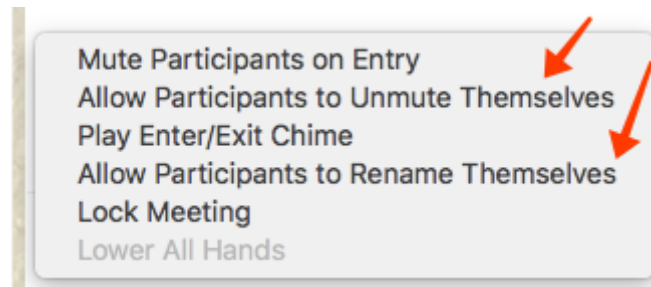
- At the bottom of the participant list window, you have control to all of your students en masse, and also unmute them. **Click on “More” to optimize this feature**



Control communication

To optimize the features in the menu that you've just opened (See the step above, "muting your entire class", uncheck the following

- Allow participants to unmute themselves
- Allow participants to rename themselves



6) Troubleshoot

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This section will be updated as common issues and their corresponding fixes are documented—for now, ensure that you've done the following to address common issues:

- 1) Enabled your microphone in Zoom
- 2) Enabled video in Zoom
- 3) If the above solutions don't work, shut down Zoom completely and test your devices again
- 4) If the above solutions don't work, restart your computer completely and repeat Step 3
- 5) If none of these work, leave a message in the #help-slack channel in Slack

A small plug from me

Thanks for reading! If you made it this far and want to hear more about adventures in teaching and education, you might want to check out my podcast: ***That High School Life***. It's completely free, accessible online, or via Spotify, Apple Podcasts or any podcast app, and it's a series of interviews between me, other teachers and my students. Happy listening!

- [Joe Ticar](#)

<https://thsl.buzzsprout.com/>