

# LCOM Educational Technology Services: Getting Started with Zoom as an EdTech Tool

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*Educational Technologies @ Larner Learning Commons*

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## When to Use Zoom

It is imperative to choose stable, scalable and familiar technology tools when dealing with the complex issue of delivering curriculum and associated materials to remote locations with varying levels of technological reliability or support. For that reason, the EdTech team suggests the integration of Zoom in our curriculum in specific situations.

### Things to remember when hosting a session

- Pick a quiet location where the likelihood of disruption is low
- Decide: Do people really need to see video? How does this enhance the interaction? Do they only need to see materials? What will help my learners/attendees the most?
- Check your lighting – if you take the time to broadcast live video, test to make sure people can see you clearly
- Check your headset or microphone setup
- Decide and act: If you choose to record your session, it is preferred practice to make people aware and then obtain their consent.

### Suggested successful integrations

- **Longitudinal Curricular Groups (i.e. Professionalism, Communication, and Reflection)** – in this model, students make use of these regular groups to build a safe community of learning. These groups often meet without moderation (although faculty can take part if desired). Groups persist throughout a set time within the LCOM curriculum.
- **Remote Office Hours** – this model employs the concept of open attendance. Faculty would notify students of a time when they are available and would host a meeting. Faculty can choose to leverage chat features, polling, or other functions to help facilitate the conversation. In an ideal situation, the student concerns or questions would have been collected over a period of time using VIC Portal.
- **Webinar** – a more structured approach, the faculty member would schedule a time with students and plan more of a didactic presentation while leveraging engagement activities throughout. This model is not meant to replace an active learning in-class session. It should be used when the instructor feels that a live presentation carries more opportunity than a pre-recorded video with associated activities and assessment.
- **Recorded Lectures** – Zoom offers the ability to record your sessions. By leveraging this feature, faculty can record lectures and whiteboard sessions for students without the need of screen recording software such as Camtasia. Please keep in mind that editing of video is not available with this feature.

## Let's Get Zooming

Get your account set-up

Go to <https://uvmcom.zoom.us/>



## Video Conferencing

[Join](#)

Connect to a meeting in progress

[Host](#)

Start a meeting

[Sign in](#)

Configure your account

Click on Sign in. You may get signed in automatically (if you're already signed into certain LCOM resources in that web browser). If not, you will be directed to the LCOM sign in page. Use your LCOM email address – username @med.uvm.edu (Most users will use FirstName.LastName@med.uvm.edu)

If this is your first time at this website, you may be prompted to download and run an application. Go ahead and do this. You will need administrator access to your computer to do this. If you don't have it, call the LCOM helpdesk at 656-7300.

If you are not prompted to install the web client, you can download it by pointing at “Resources” in the upper right, and clicking on “Download Zoom Client”. Then click “Download”.

The screenshot shows the Zoom website homepage. At the top, there are links for "REQUEST A DEMO", "1.888.799.0125", and "RESOURCES ▾". Below the header, there are navigation links for "PLANS & PRICING", "SCHEDULE A MEETING", "JOIN A MEETING", and "HOME". On the right side, there is a dropdown menu with several options: "Download Zoom Client" (which is circled in red), "Video Tutorials", "Live Training", "Webinars and Events", "Zoom Blog", and "FAQ". In the center of the page, there is a section titled "Zoom Client for Meetings" with a large blue "Download" button and the text "Version 4.6.7 (18176.0301)".

After it is installed, the application will start up as if you want to start a Zoom meeting right now. Close anything that pops up and go back to the web browser. Click on the Zoom icon in the upper left and then “sign in” again, to get to the My Meetings screen:

The screenshot shows the Zoom web interface. At the top, there's a navigation bar with links for REQUEST A DEMO, 1.888.799.0125, RESOURCES, SUPPORT, and a user profile picture. Below the navigation is a secondary header with links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and SIGN OUT. On the left, a sidebar menu includes Profile, Meetings (which is highlighted), Webinars, Recordings, Settings, Account Profile, and Reports. Below the sidebar is a section for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area is titled 'Upcoming Meetings' and features a button to 'Schedule a New Meeting'. It also includes filters for 'Start Time', 'Topic', and 'Meeting ID'. A message states: 'The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.' At the bottom, there are download links for 'Microsoft Outlook Plugin' (with an Outlook icon) and 'Firefox Add-on' (with a Firefox icon).

Click on Schedule a New Meeting (button in middle of screen, or along the top, towards the right).

## Choose your settings for hosting a session

My Meetings > Schedule a Meeting

### Schedule a Meeting

Topic

My Meeting

Description (Optional)

Enter your meeting description

When

03/13/2020



12:00



PM



Duration

1

hr

0

min

Time Zone

(GMT-4:00) Eastern Time (US and Canada)



Recurring meeting

Registration

Required

Meeting ID

Generate Automatically

Personal Meeting ID 580-534-1469

Enter a name for the meeting, an optional description, and a date, time, and duration.

If this meeting will be recurring, for instance if you will be doing office hours every week at a certain time, you can check off “Recurring Meeting”. You can then specify how frequently. The same meeting link will then work every time.

Let it automatically generate an ID.

Meeting Password	<input type="checkbox"/> Require meeting password	
Video	Host	<input type="radio"/> on <input checked="" type="radio"/> off
	Participant	<input type="radio"/> on <input checked="" type="radio"/> off
Audio	<input type="radio"/> Telephone <input checked="" type="radio"/> Computer Audio <input type="radio"/> Both	
Meeting Options	<input checked="" type="checkbox"/> Enable join before host <input checked="" type="checkbox"/> Mute participants upon entry	
	<input type="checkbox"/> Enable waiting room <input type="checkbox"/> Only authenticated users can join <input type="checkbox"/> Record the meeting automatically	
Alternative Hosts	Example: mary@company.com, peter@school.edu	

For an office hours-type meeting, you can choose to have video (from your web cam) on or off. You'll also have the option to share a window on your computer or a white board where you can draw, etc., so you can still have a "video" meeting without video of yourself.

We suggest having participant video off as a default. Participants could turn video of themselves on, but if there are any bandwidth issues (such as if they have slow internet) they should leave it off.

Suggested settings are shown. For small groups, it may not be necessary to mute all users as they connect, but for whole-class meetings, it's a good idea.

When you click "Save", you will see a web address near the top under "Join URL". This is the link that all participants (and the host) will use to join the meeting.

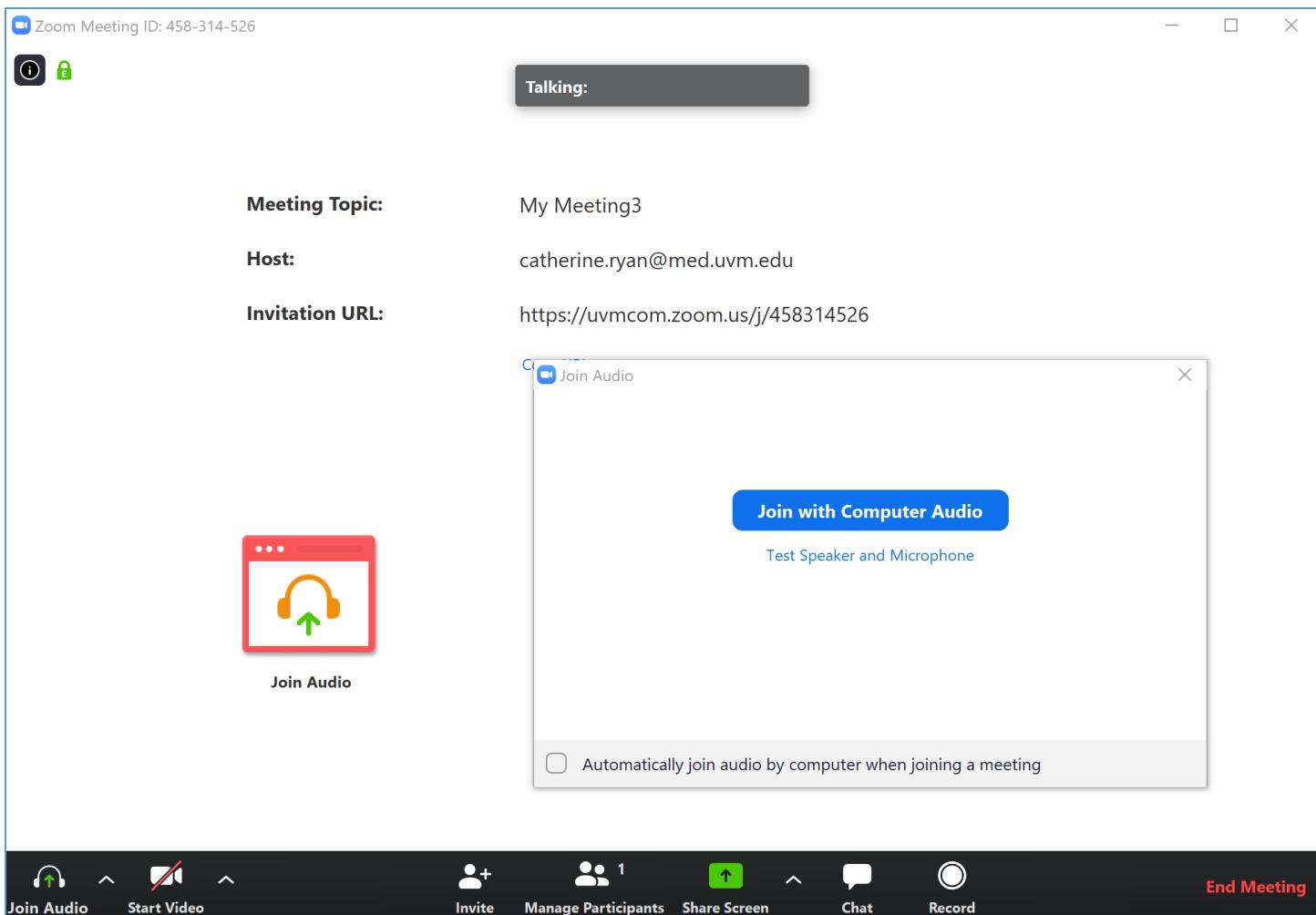
## Joining a Meeting

Participants (both host and students/participants) join a meeting simply by pasting the meeting's URL (web address) into a web browser. Or, if you are already logged into the Zoom web portal, you can click "Start" when on the My Meetings screen:

Start Time	Topic	Meeting ID	
Today 01:30 PM	My Meeting	384-370-358	Start  Delete

If this is the first time a person has joined a meeting, they will be prompted to install an application, and may need COMTS Service Center assistance to do so if they don't have administrator rights on their computer (656-7300).

When you join the meeting, it will ask you if you want to join audio via your computer (as opposed to calling in on the telephone). Check off "Automatically join..." then click "Join with Computer Audio".



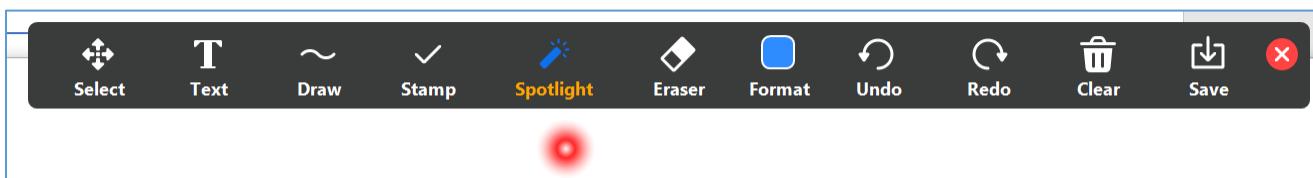
## Options During a Meeting

If you click "manage participants", you see who has connected to the meeting. If someone's microphone is picking up a lot of noise, you can mute them by pointing at their name, some buttons will pop up, and click "mute".

There is a Record button, and it will be red if the session is being recorded. If it's not, and you want it to be, click "Record". If you record, it will prompt you to save the video when you end the meeting.

If you have a web came and want to share video of yourself, click "start video" in the bottom left. Or, if video is started and you want to turn it off, click "stop video".

You have a lot of choices of what video to share with participants. You can share your whole computer screen, one specific program, such as PowerPoint, or OneNote, or you can use Zoom's built in white board. The white board is a space for you to draw and type text. The Format button lets you pick other colors. The Spotlight button lets you turn your mouse into a bright circle or an arrow, so that students can more easily see what you're pointing at.



You can save the image of the whiteboard at any time using the Save button.

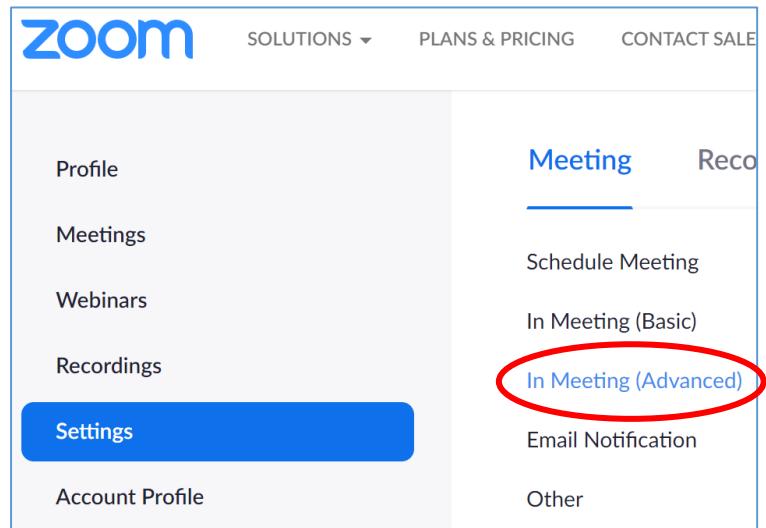
## Preparing for the chosen type of integration

### Longitudinal Curricular Groups (PCR)

This format will make use of Zoom breakout rooms.

Breakout Rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time.

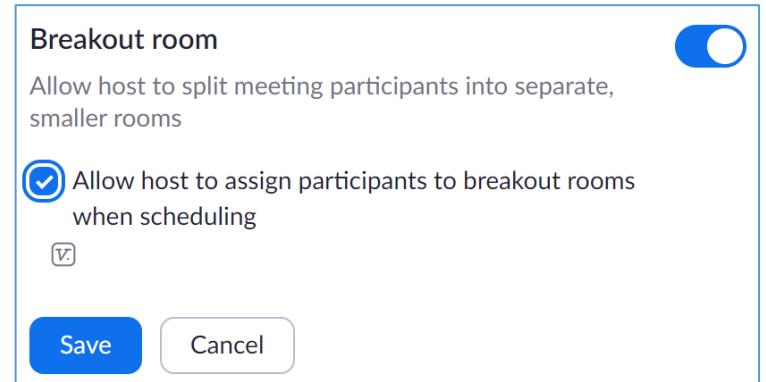
Breakout Rooms must be enabled before you'll be able to create them during a meeting. To do this, log on at <https://uvmcom.zoom.us/>, click on "Settings", then click on "In Meeting (Advanced)".



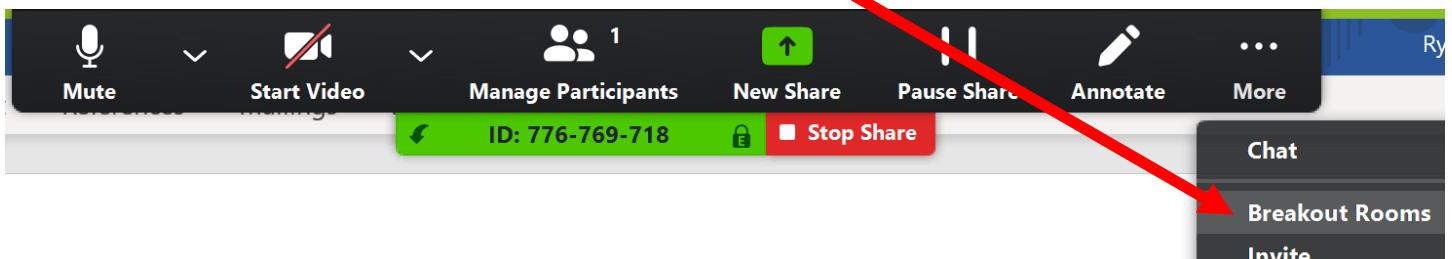
Click the slider to activate the option of breakout rooms (grey is off, blue is on) and check off "Allow host to assign...". Click "Save".

It's fine to do this step after a meeting has already been created – you don't have to re-make existing meetings.

Then, when you're in a meeting, you'll have a breakout icon in the toolbar:



Or, if you're sharing your screen, it will be under the "more" menu:



You will see a window where you can select how many rooms to create. Select "Manually" to select which students go in which room. (in a situation other than PCR groups, where you just want to randomly split students up for discussions, you can select "automatically").

View this video (link should put you 31 seconds into the video) to see a demonstration of assigning students to rooms, opening the rooms, and other features: [https://youtu.be/j\\_O7rDILNCM?t=31](https://youtu.be/j_O7rDILNCM?t=31)

## Pre-Assigning Rooms

For PCR groups which have set groups, you can pre-assign the students to the groups. In the Meeting Options area of the meeting settings page, check off Breakout Room pre-assign.

Meeting Options	<input checked="" type="checkbox"/> Enable join before host
	<input type="checkbox"/> Mute participants upon entry 
	<input type="checkbox"/> Enable waiting room
	<input type="checkbox"/> Only authenticated users can join
	<input checked="" type="checkbox"/> Breakout Room pre-assign
	<a href="#">+ Create Rooms</a> <a href="#"> Import from CSV</a>
	<input type="checkbox"/> Record the meeting automatically

This page gives details on assigning students to rooms: <https://support.zoom.us/hc/en-us/articles/360032752671>.

For more information on breakout rooms:

Getting Started: <https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms>

Managing Breakout Rooms:

<https://support.zoom.us/hc/en-us/articles/206476313>

Pre-assigning: <https://support.zoom.us/hc/en-us/articles/360032752671>

## Remote Office Hours

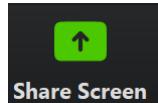
Suggested settings include:

- video off for participants (as a default – they can turn on video of themselves)
- mute participants upon entry (instruct students to unmute themselves when they want to say something)

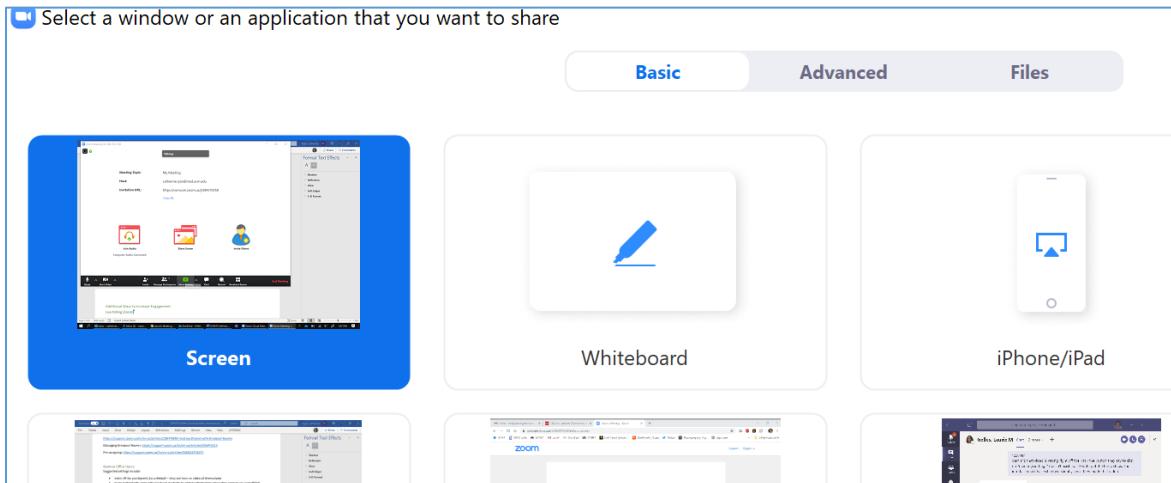
## Webinar

We consider Webinars to be when you have a pre-determined set of topics to cover, as opposed to Office Hours where the meeting is guided by students' questions in real time. You can share a PowerPoint, a OneNote page, Zoom's whiteboard option, or you can share anything that is on your screen.

To share a PowerPoint: Start the meeting and open a PowerPoint (in either order). Then click on Share Screen in the toolbar.



Below the “Screen”, “Whiteboard”, and “iPhone/iPad” icons will be icons for all other open programs on your computer. You should see PowerPoint. Click on it. Students will now see your PowerPoint.



To share a whiteboard on which you can draw and type, click the Whiteboard icon.

## Recording Sessions

If you'd like to record your sessions, you should choose the local option under the Settings menu, Recording Tab found at <https://uvmcom.zoom.us>. This setting will create a mp4 file (and associated text chat transcript if you have turned that setting on) once your meeting is over. Please work with the Curriculum Services Team to learn about getting the recording stored in VIC Management.

A screenshot of the Zoom settings interface. On the left, a sidebar has buttons for Profile, Meetings, Webinars, Recordings, Settings (which is highlighted with a blue box), Account Profile, and Reports. The main area has tabs for Meeting, Recording (which is selected and highlighted with a blue line), and Telephone. Under the Recording tab, there is a section for "Local recording" with a toggle switch that is turned on (blue). Below it, text says "Allow hosts and participants to record the meeting to a local file". There is also a checked checkbox with the text "Hosts can give participants the permission to record locally".

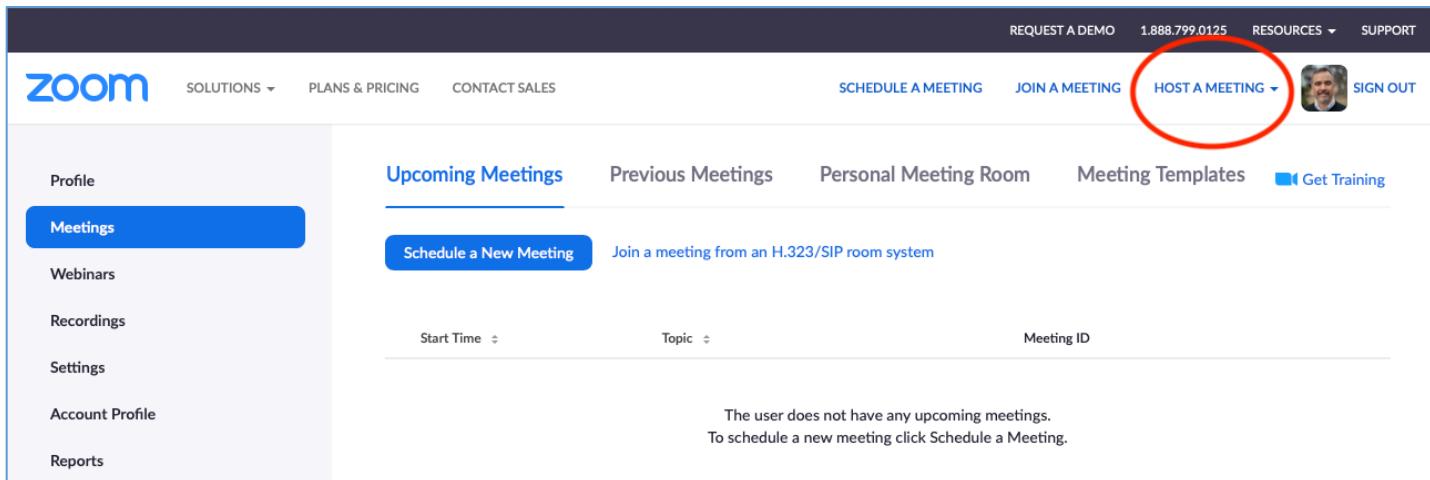
## Recording Lectures

The EdTech team prefers faculty use Camtasia for screen recording lectures however we recognize that not everyone has access to the software at this time. Zoom's meeting recording functionality can serve as an alternate method of delivering recorded lectures.

Open your PowerPoint, PDF or other documents that you wish to use for your recorded session, write a script and / or rehearse your presentation. **We strongly suggest creating a script as this method will not allow for editing out mistakes.**

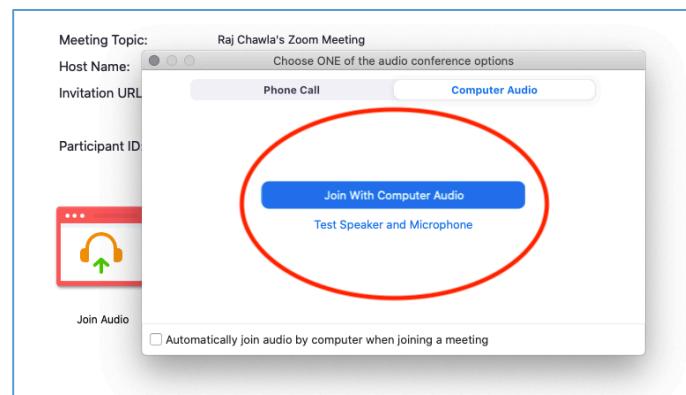
If recording a PowerPoint presentation, enter Presentation mode and ensure you have the presenter view on the screen you wish to record (if using two screens.) Exit presentation mode to begin the Zoom meeting.

Visit <https://uvmcom.zoom.us> and click on Host a Meeting and select **With Video Off**.

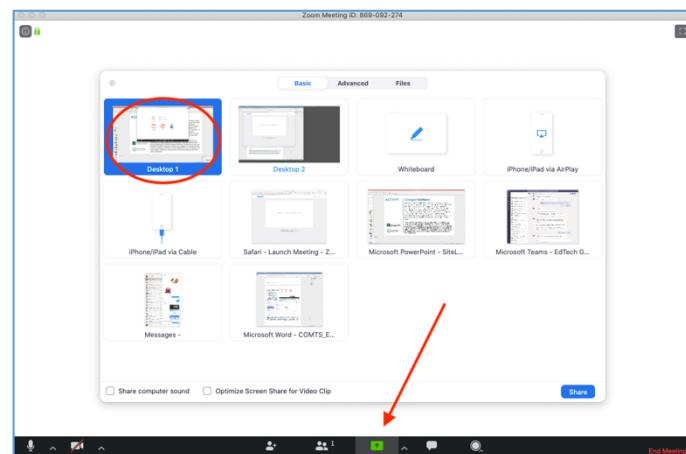


The screenshot shows the Zoom website homepage. The top navigation bar includes links for REQUEST A DEMO, 1.888.799.0125, RESOURCES, SUPPORT, and a user profile picture. Below the navigation is a main menu with options like SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING (which is circled in red), and SIGN OUT. On the left, a sidebar menu lists Profile, Meetings (which is selected and highlighted in blue), Webinars, Recordings, Settings, Account Profile, and Reports. The main content area features tabs for Upcoming Meetings, Previous Meetings, Personal Meeting Room, Meeting Templates, and a Get Training button. A 'Schedule a New Meeting' button is prominent. Below it, there are fields for Start Time, Topic, and Meeting ID. A message indicates that no upcoming meetings are scheduled and provides instructions to click 'Schedule a Meeting'.

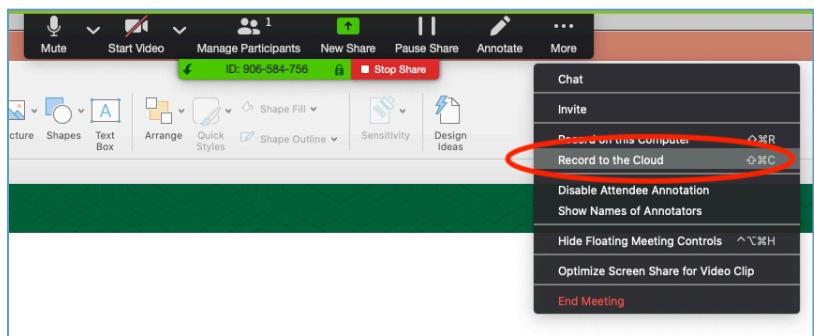
You will be presented with the Meeting Start dialog box asking you about meeting audio. This would be a good time to test your Speaker and Microphone and when satisfied, click Join with Computer Audio.



Click **Share Screen** and Select **Desktop 1**. Then click **Share**.



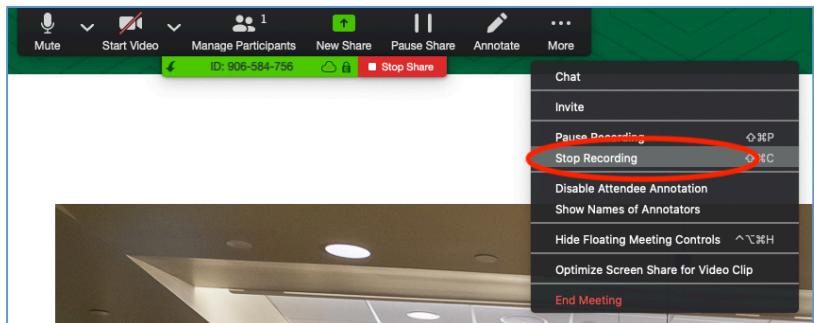
Click the More button in the Meeting Control bar and select Record to the Cloud.



Enter Presentation Mode in your PowerPoint or continue to record in another application.

When finished, click on the More button in the meeting control bar and select Stop Recording.

Your video file will process and you will be notified when the file is available. You will receive an email with a link once the file is ready. You can also navigate to <https://uvmcom.zoom.us>, click on Recordings in the left column.



A screenshot of the Zoom Cloud Recordings page. The left sidebar has categories like Profile, Meetings, Webinars, Recordings (which is highlighted with a red oval), Settings, Account Profile, Reports, Attend Live Training, Video Tutorials, and Knowledge Base. The main area has tabs for 'Cloud Recordings' (selected) and 'Local Recordings'. It includes filters for date range ('From mm/dd/yyyy' to 'To 03/20/2020') and status ('All Status'). Below are search and export buttons. A table lists recordings with columns for Topic, ID, Start Time, and File Size. Each recording row has 'Share...' and 'More' buttons. There is also a 'Trash (3)' link.

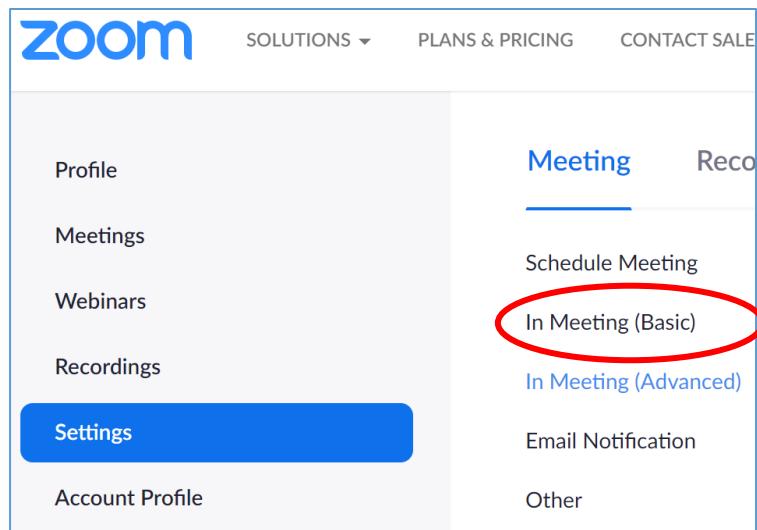
**Send video file (.mp4) to the Curriculum Team for inclusion in the course.** Please download the video files and send the .mp4 file to the Curriculum Team via <https://www.uvm.edu/filetransfer> and send to [active.learning@med.uvm.edu](mailto:active.learning@med.uvm.edu).

**Note:** We ask that you keep these video files to under 30 minutes in length. You can make multiple recordings from the same session by ending and restarting recording. Locate the meeting control bar and click on the More button > Stop Recording, then clicking on More > Start Recording to begin again.

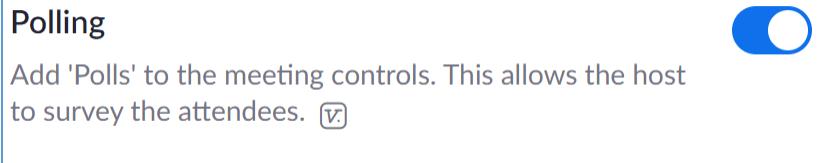
## Additional Ways to Increase Engagement

### Live Polling (Zoom)

To use polling in Zoom, you need to activate that feature before you start a meeting. To do so, log on at <https://uvmcom.zoom.us/>, click on “Settings”, then click on “In Meeting (Basic)”.



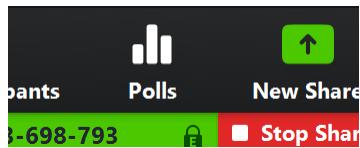
Scroll down to “Polling” and click the slider to turn on Polling (grey is off, blue is on):



Now, when you start a meeting, you'll have a Polling button to the left of “Share Screen”.



Or, if you're already sharing, it's to the left of “New Share”.



You can also set up polling questions ahead of time.

For details on Polling, go to <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings>.

## Contact information for related Technology Support

- Educational Technology Team – [edtech@med.uvm.edu](mailto:edtech@med.uvm.edu)
- Helpdesk Technology Support – Enter a ticket at <https://footprints.uvm.edu>
- Audio Visual Support – [COMAV@med.uvm.edu](mailto:COMAV@med.uvm.edu)