

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

Educational Technologies @ Larner Learning Commons

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".

REQUEST A DEMO 1.888.799.0125 RESOURCES SL

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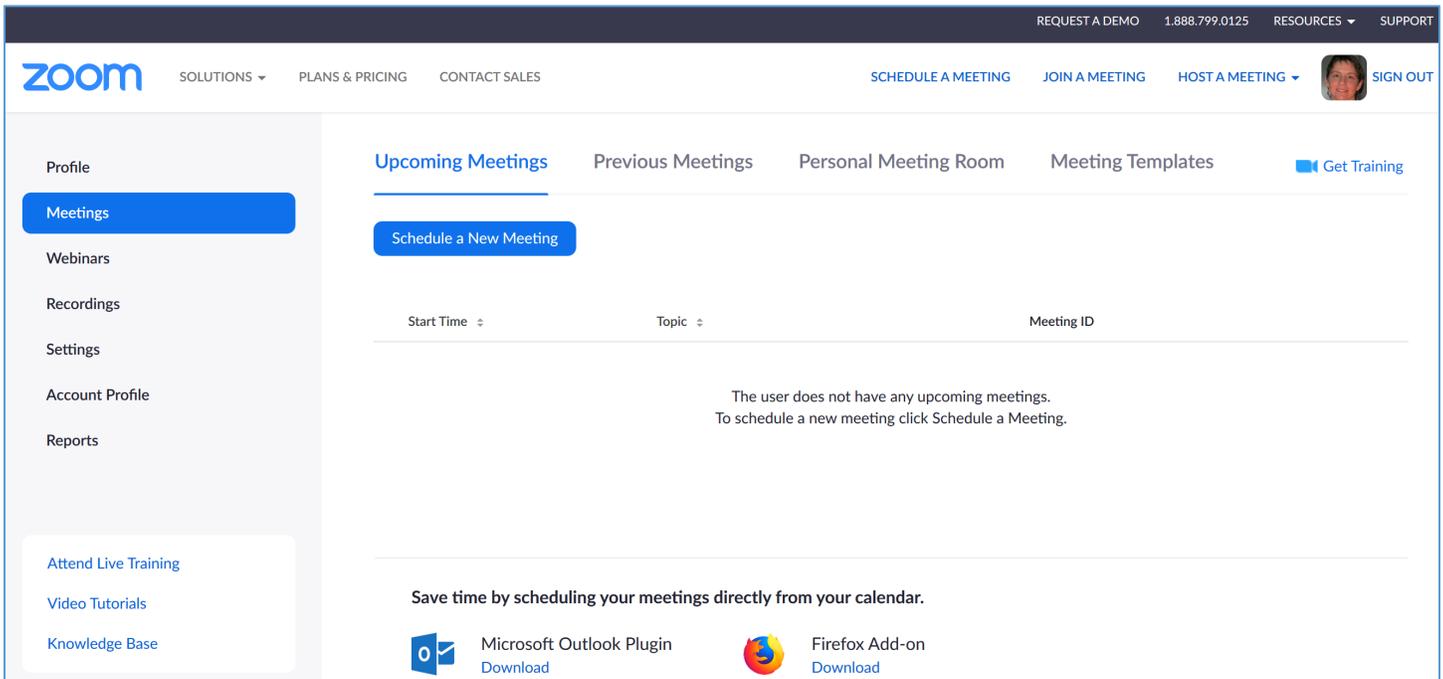
Zoom Client for Meetings

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

[Download](#) Version 4.6.7 (18176.0301)

- Download Zoom Client
- Video Tutorials
- Live Training
- Webinars and Events
- Zoom Blog
- FAQ

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:



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

Description (Optional)

When 

Duration hr min

Time Zone

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	<input type="text" value="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.

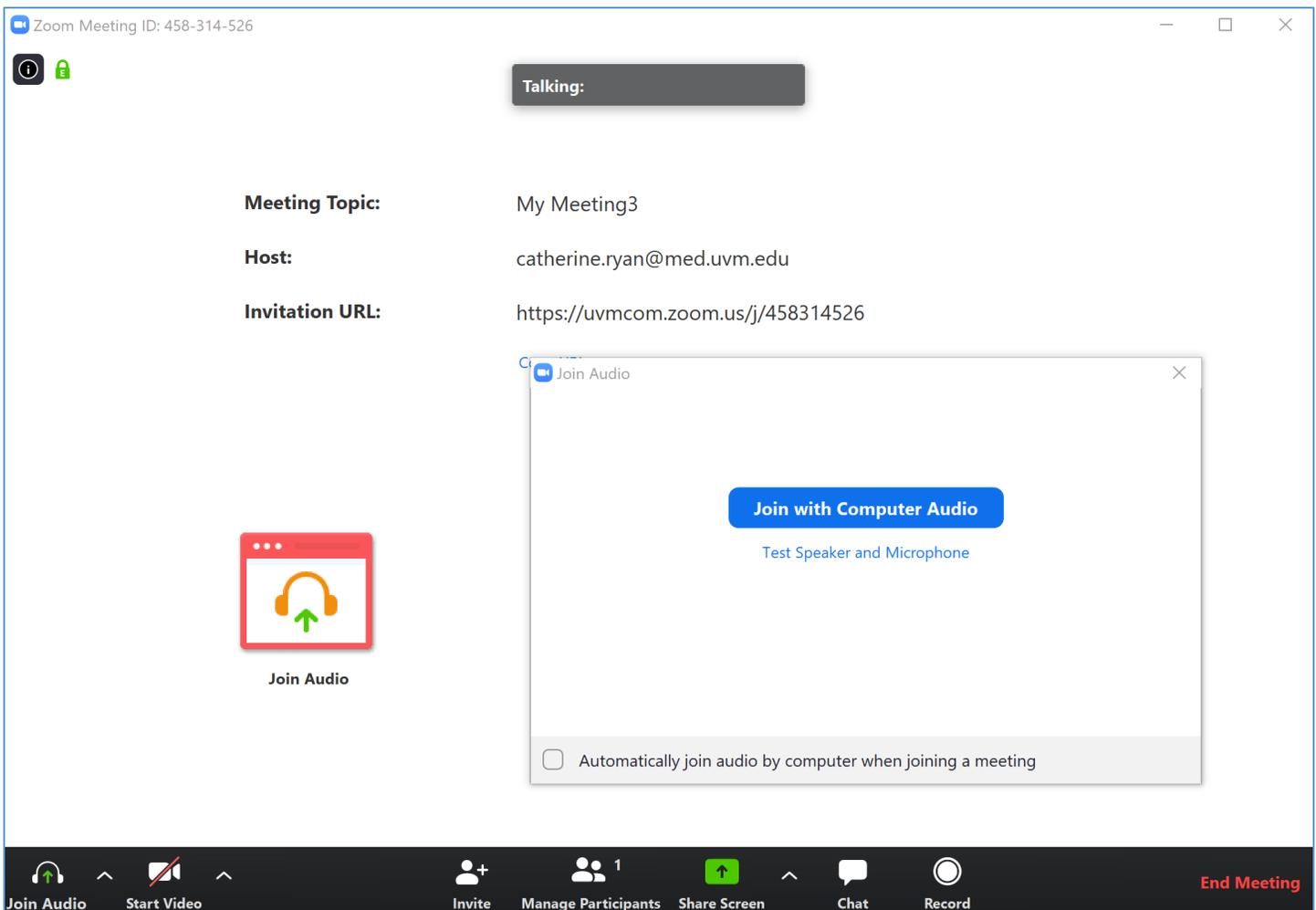
Joining a Meeting

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	<input checked="" type="button" value="Start"/> <input type="button" value="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".



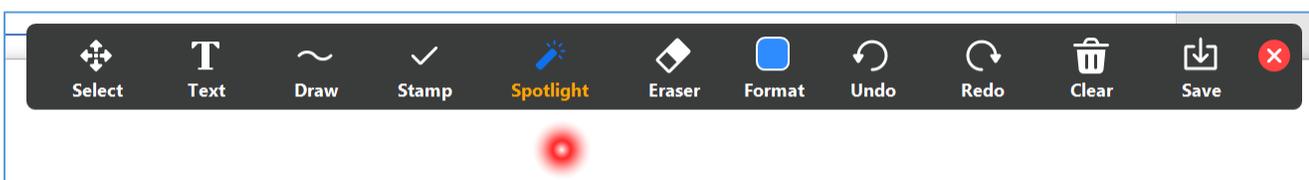
Options During a Meeting

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.

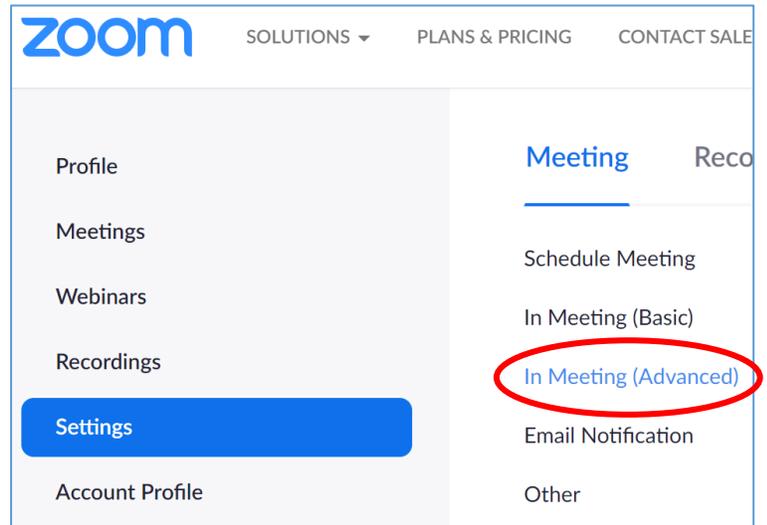
Preparing for the chosen type of integration

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.

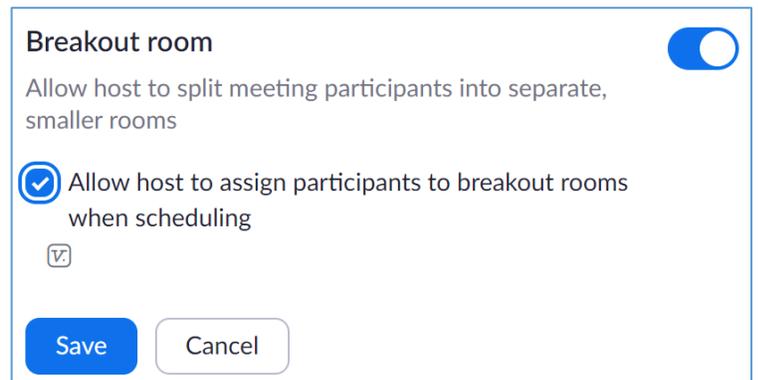
Breakout Rooms must be enabled before you'll be able to create them during a meeting. To do this, log on at <https://uvmcom.zoom.us/>, click on "Settings", then click on "In Meeting (Advanced)".



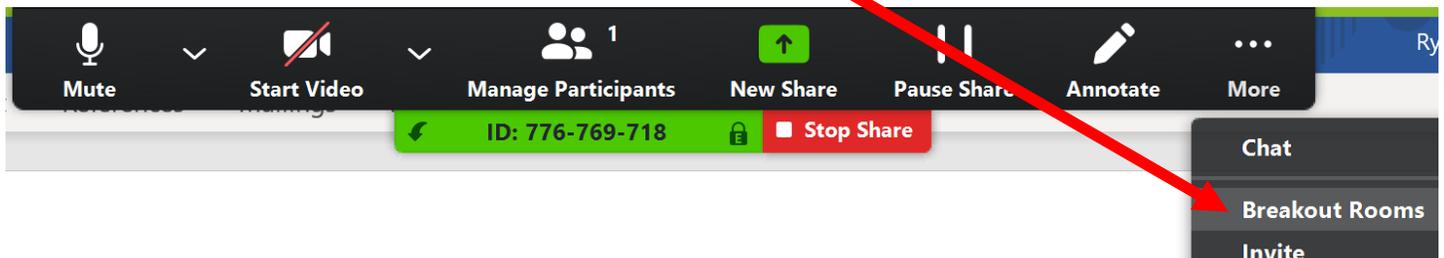
Click the slider to activate the option of breakout rooms (grey is off, blue is on) and check off "Allow host to assign...". Click "Save".

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:

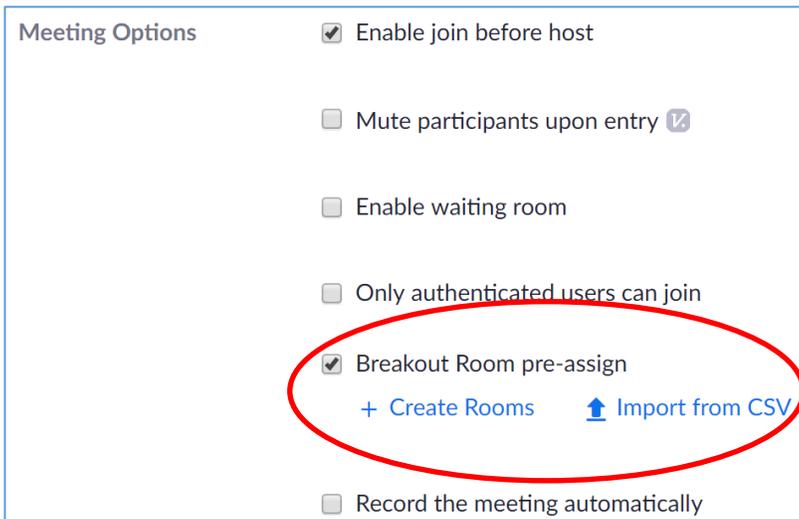


You will see a window where you can select how many rooms to create. Select "Manually" to select which students go in which room. (in a situation other than PCR groups, where you just want to randomly split students up for discussions, you can select "automatically").

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

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.



The screenshot shows the 'Meeting Options' section of a Zoom meeting settings page. The 'Breakout Room pre-assign' option is checked and circled in red. Below it are links for '+ Create Rooms' and 'Import from CSV'. Other options include 'Enable join before host', 'Mute participants upon entry', 'Enable waiting room', 'Only authenticated users can join', and '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

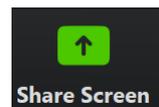
Suggested settings include:

- 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)

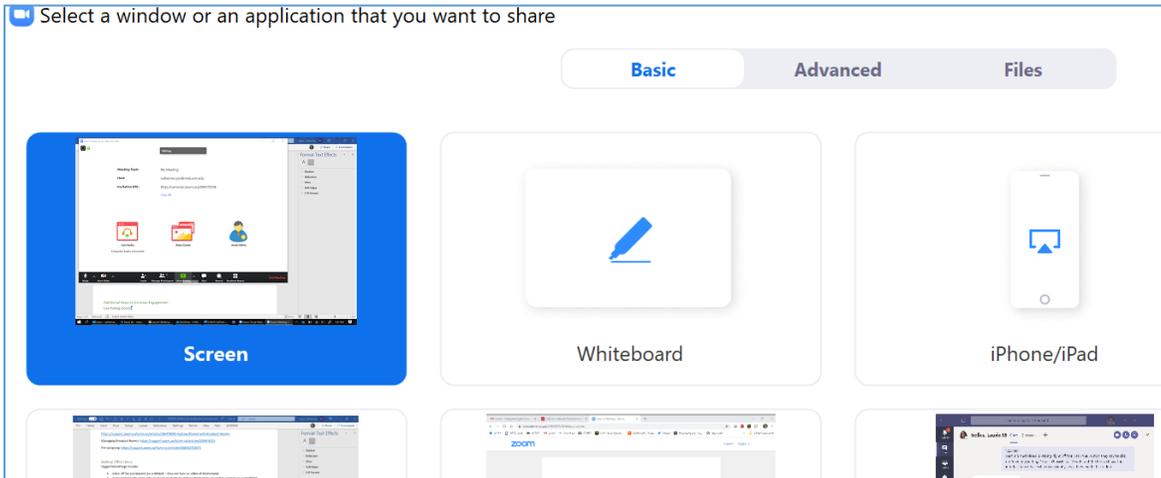
Webinar

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.



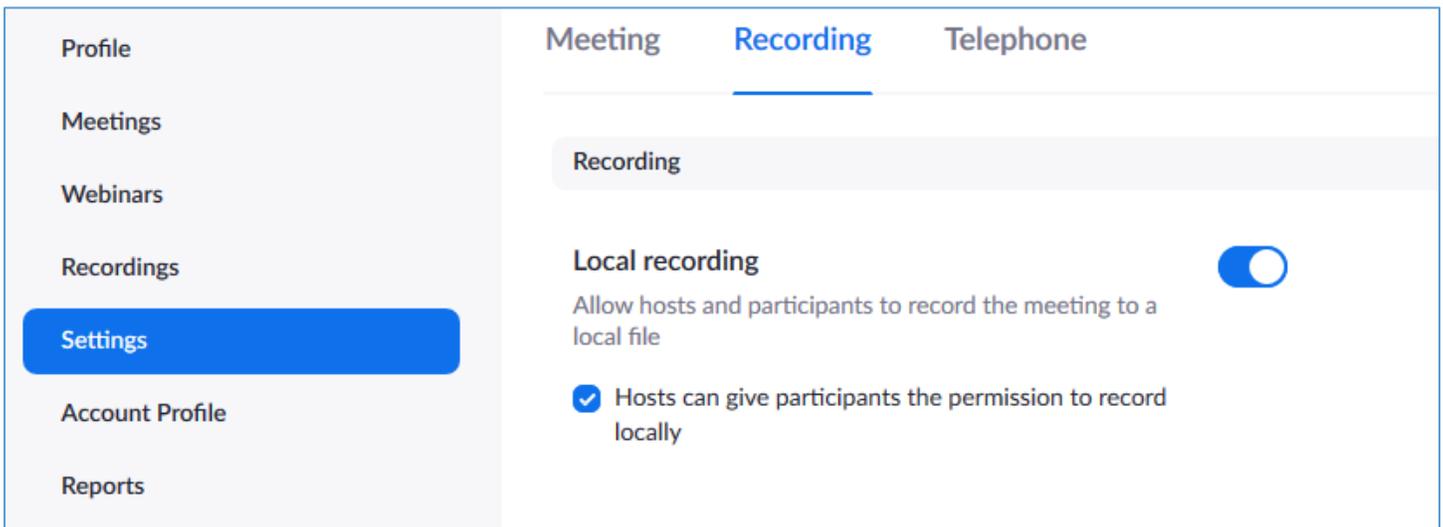
Below the “Screen”, “Whiteboard”, and “iPhone/iPad” icons will be icons for all other open programs on your computer. You should see PowerPoint. Click on it. Students will now see your PowerPoint.



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.



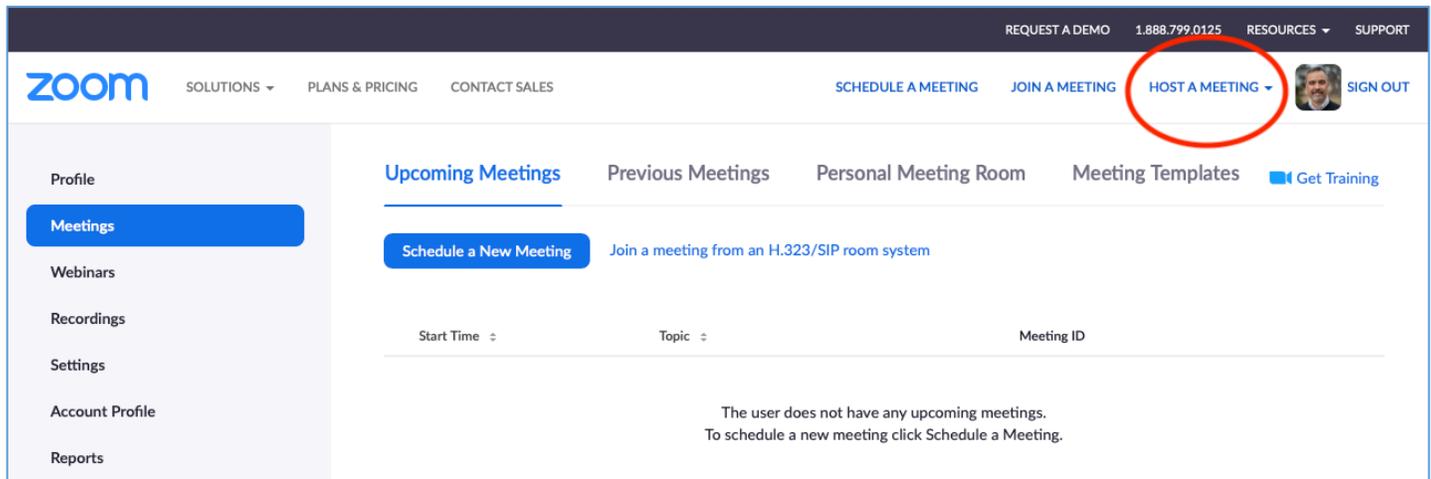
Recording Lectures

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.

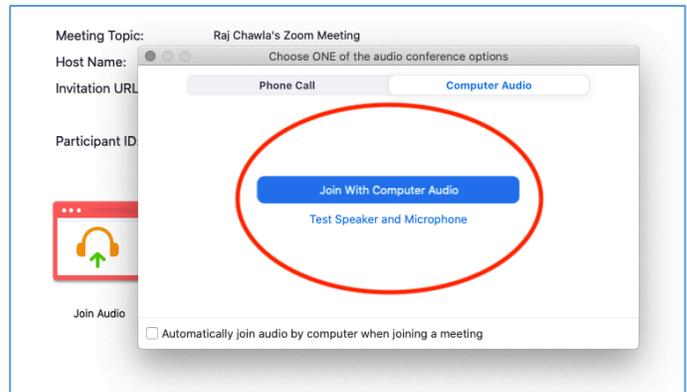
Open your PowerPoint, PDF or other documents that you wish to use for your recorded session, write a script and / or rehearse your presentation. **We strongly suggest creating a script as this method will not allow for editing out mistakes.**

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.

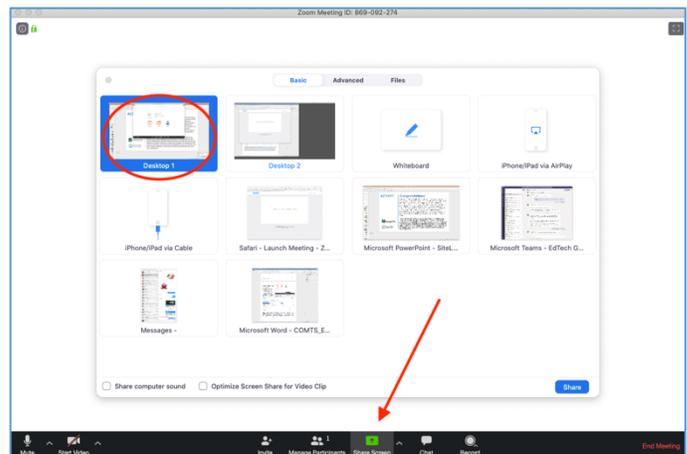
Visit <https://uvmcom.zoom.us> and click on Host a Meeting and select **With Video Off**.



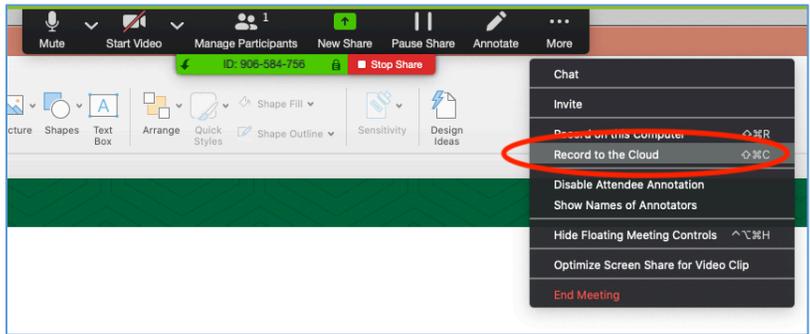
You will be presented with the Meeting Start dialog box asking you about meeting audio. This would be a good time to test your Speaker and Microphone and when satisfied, click Join with Computer Audio.



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



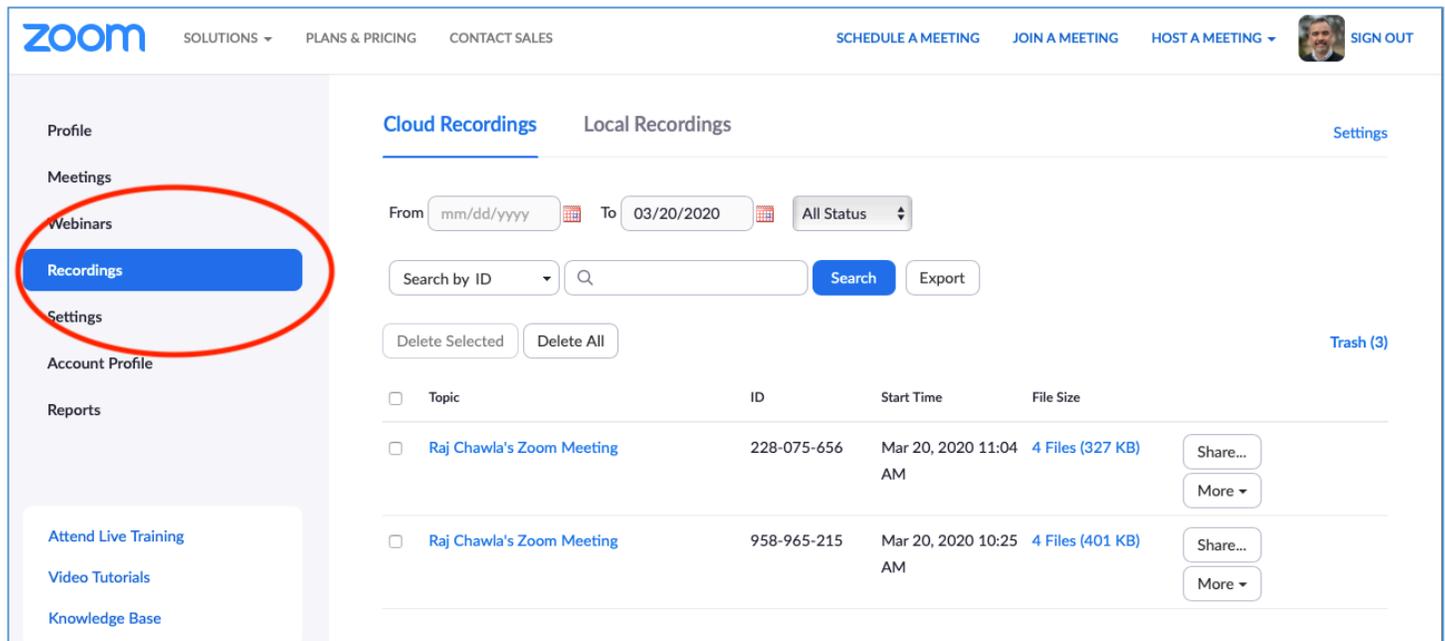
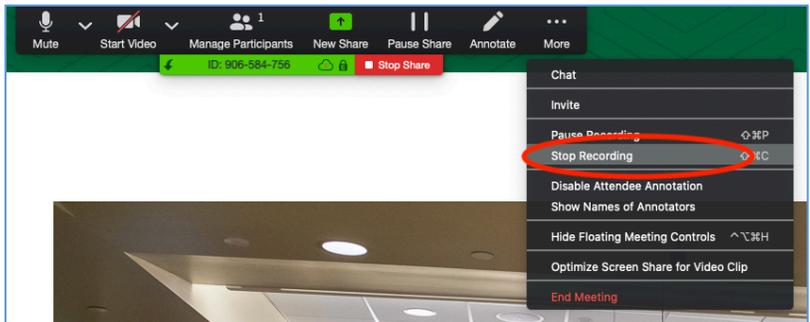
Click the More button in the Meeting Control bar and select **Record to the Cloud**.



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.



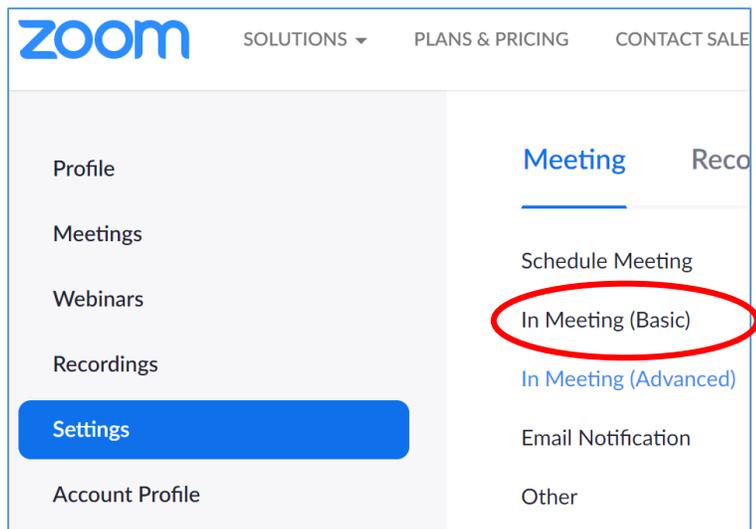
Send video file (.mp4) to the Curriculum Team for inclusion in the course. Please download the video files and send the .mp4 file to the Curriculum Team via <https://www.uvm.edu/filetransfer> and send to active.learning@med.uvm.edu.

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.

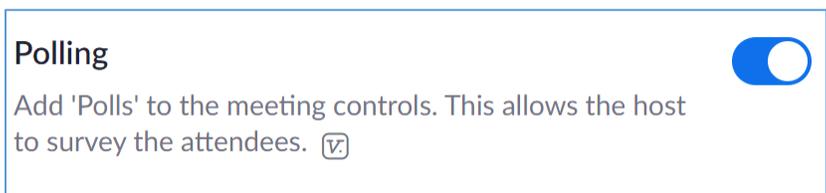
Additional Ways to Increase Engagement

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)”.

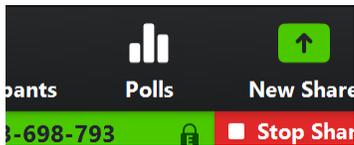


Scroll down to “Polling” and click the slider to turn on Polling (grey is off, blue is on):



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
- Helpdesk Technology Support – Enter a ticket at <https://footprints.uvm.edu>
- Audio Visual Support – COMAV@med.uvm.edu