

# ZOOM QUICK GUIDE

## Hosting and Moderating Zoom Sessions



This guide will provide educators with the details of common Zoom control features used when hosting a Zoom meeting to teach a class session.

### SCHEDULING MEETINGS :

- **Schedule and launch meetings** from within a **Canvas** course through the Zoom Meeting link. When scheduled this way, Canvas calendar invites will be sent by default.
- Log in to the Zoom app by clicking “sign in with SSO”, enter “northeastern” as the domain, and enter your myNortheastern credentials.
- After logging into the Zoom app, log in to Canvas to access the real-time class meeting link. All participants may join the session from their Canvas course by clicking “Zoom Meeting” on the left-hand course menu and choosing the correct session to join.

### PUBLISHING MEETINGS :

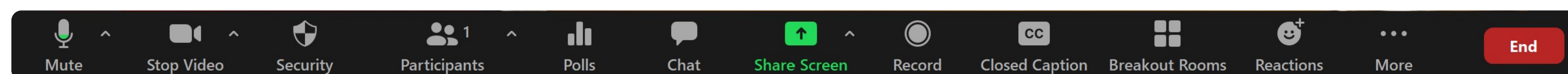
- After scheduling Zoom meetings, post the Zoom information in an accessible location in Canvas, such as the syllabus, home page, or course announcements.

### REGULAR SOFTWARE UPDATES :

- Classroom PCs update to the latest version of Zoom regularly. Teaching remotely or using a personal laptop in the classroom? **Download and install the latest version of the Zoom app** on the laptop and/or device and **check for updates** often to ensure the most stable version of Zoom available is installed. Zoom releases updates about every three weeks.

## ZOOM CONTROLS

When hosting a Zoom meeting, personal controls are available to assist with audio, video, and engaging with students. It’s helpful to get to know these meeting controls.

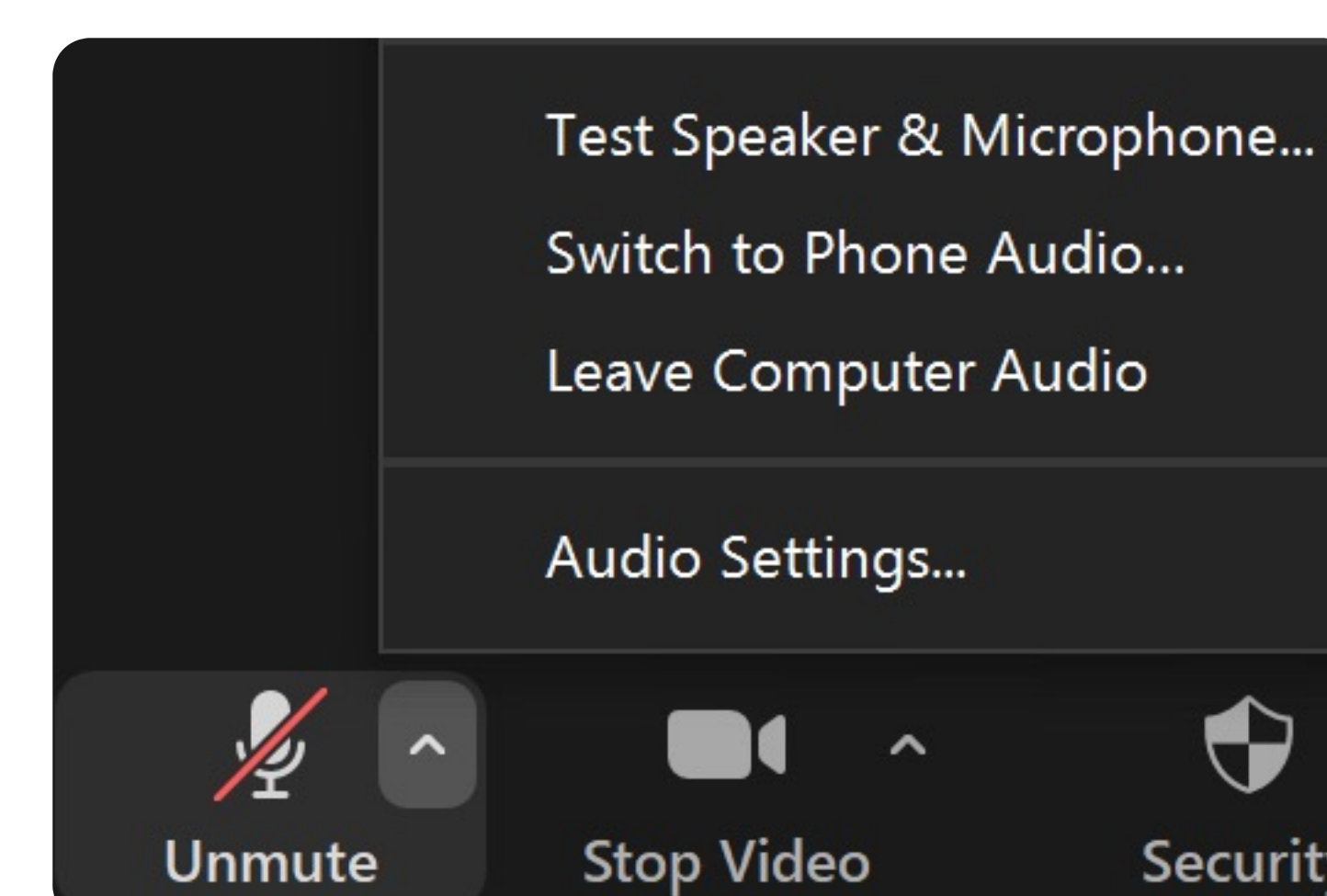


### BASIC CONTROLS

1. **AUDIO:** Mute, unmute audio, get dial in number, and configure audio settings including an audio test here.

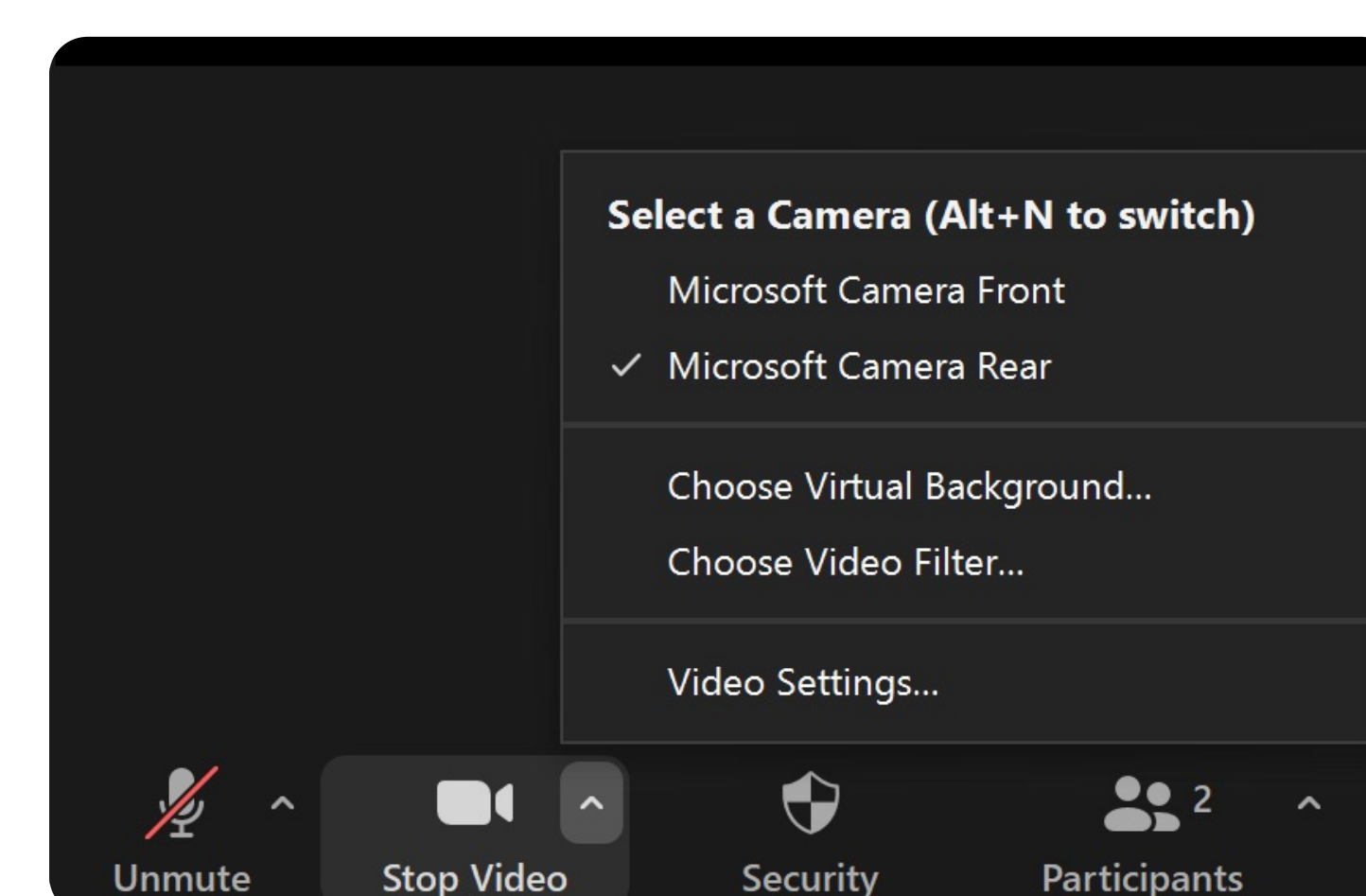
**Note:** When using classroom computers, do not change the audio source.

**Pro tip:** Hosts using a second device to join the Zoom session should mute the audio and the computer speakers on the second device to avoid echo. Any students in the classroom joining with a device should do the same.



2. **VIDEO:** Turn on or off video and configure video settings (including backgrounds).

**Note:** When using classroom computers, do not change the camera in Zoom. Instead, use the control panels in the classroom to control the camera.



3. **VIDEO LAYOUT:** There are 3 video layouts when no one in the meeting is screen sharing: Active Speaker View, Gallery View, and floating thumbnail window. When someone is screen sharing, faculty or students can use Side-by-side Mode or view the screen share with Active Speaker View or Gallery View.

**Pro tip:** To keep specific videos on the screen and not move around based on who is speaking, use the Pin or Spotlight function. Participants and hosts can pin videos (up to 9) to see specific videos on their screen (this only impacts the person pinning the video(s) view). The host or co-hosts can Spotlight videos (up to 9) participants as the primary active speakers for all participants, and participants will only see these speakers. This feature is often used to spotlight a student presenting or guest speaker.

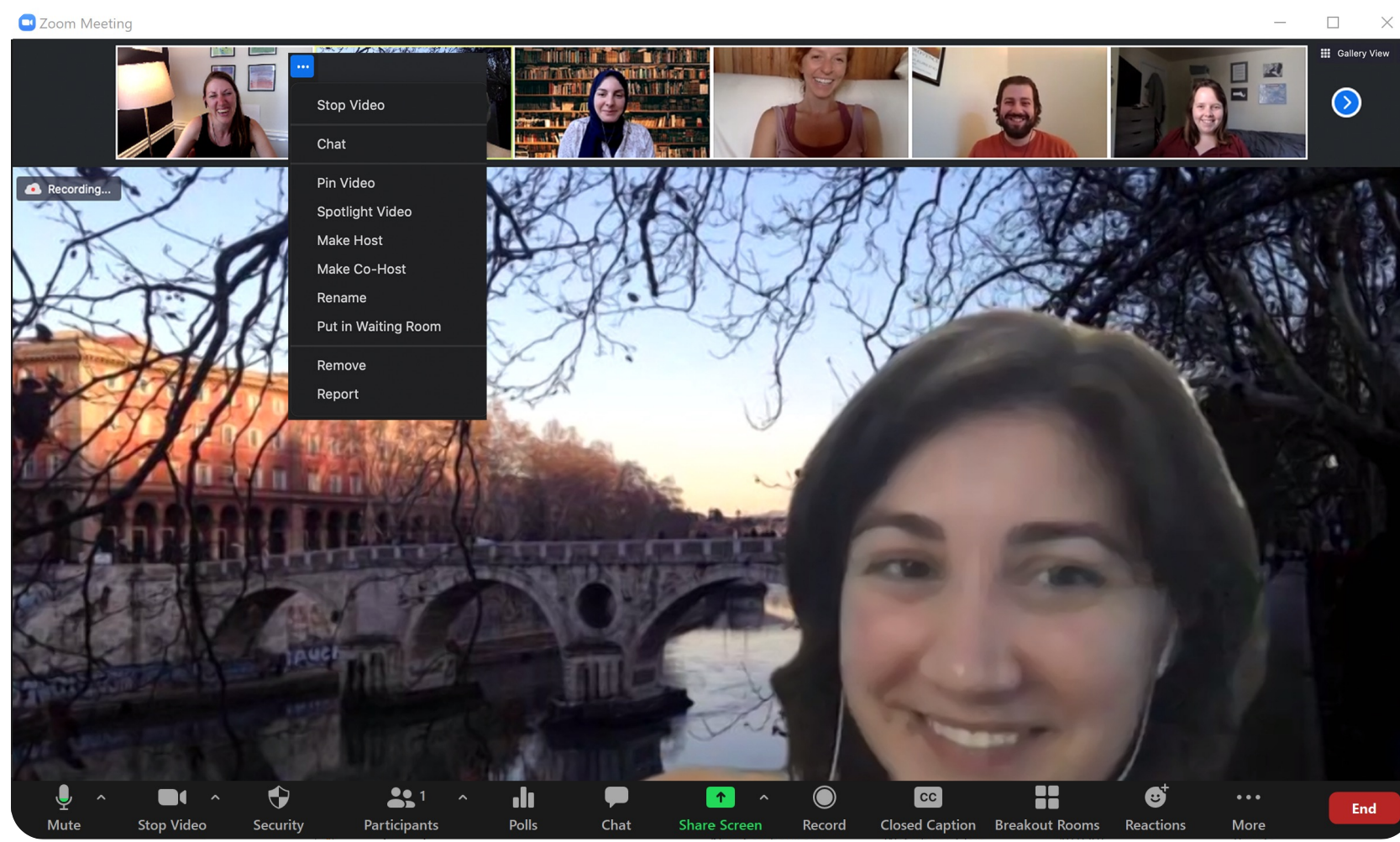


# ZOOM QUICK GUIDE - CONTINUE

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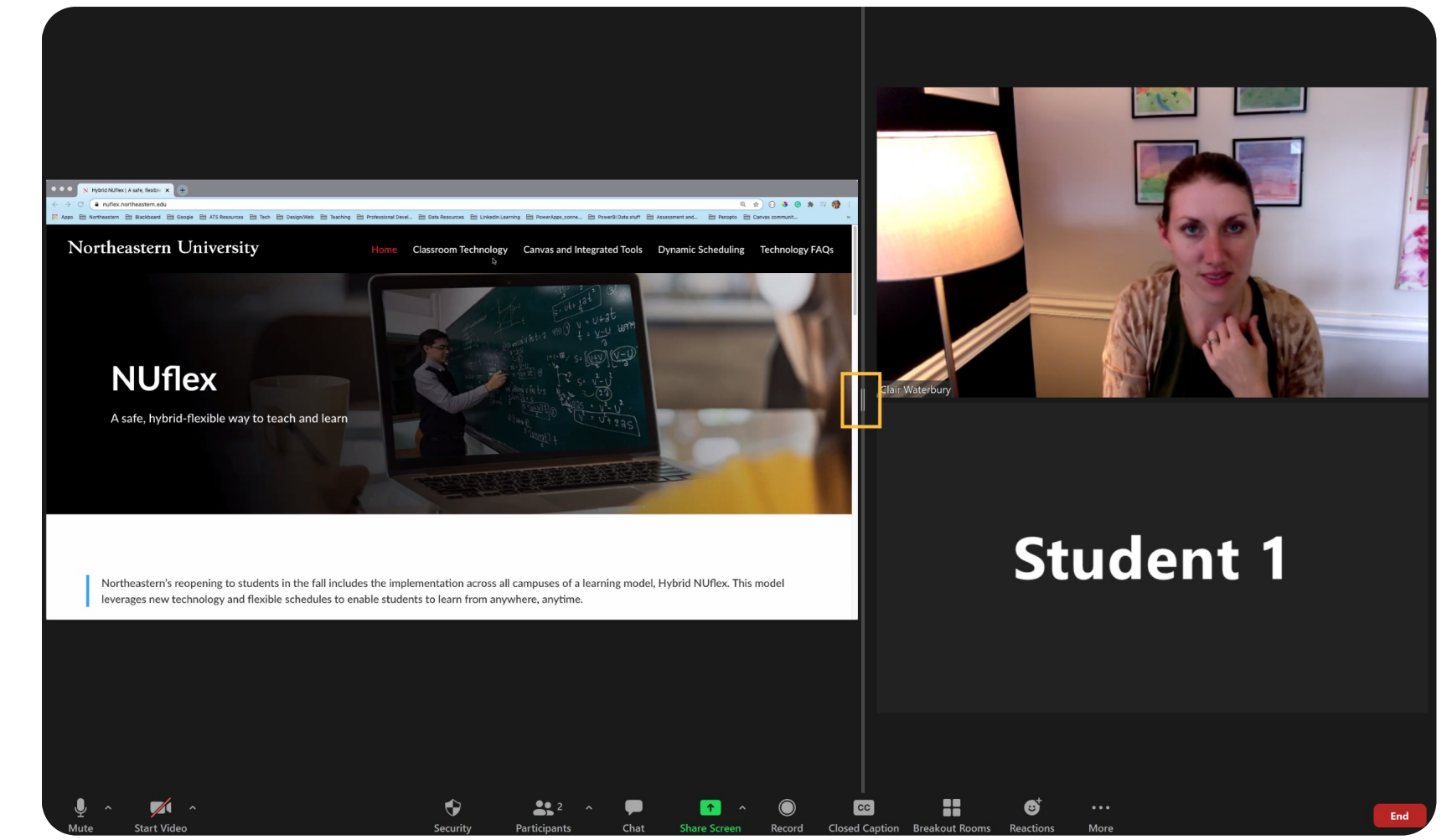
### ACTIVE SPEAKER VIEW



### GALLERY VIEW



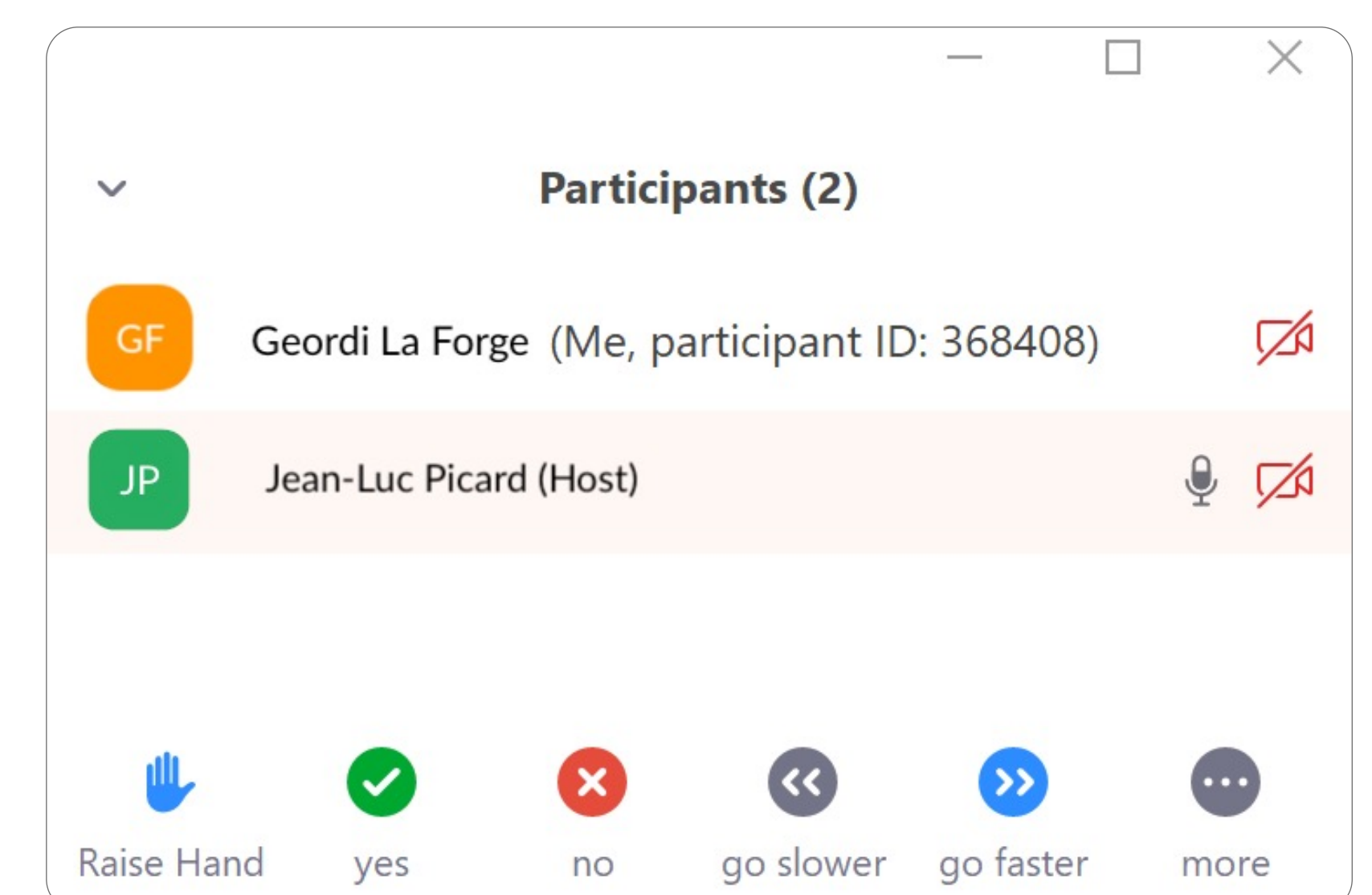
### SIDE - BY - SIDE VIEW



## HOST CONTROLS

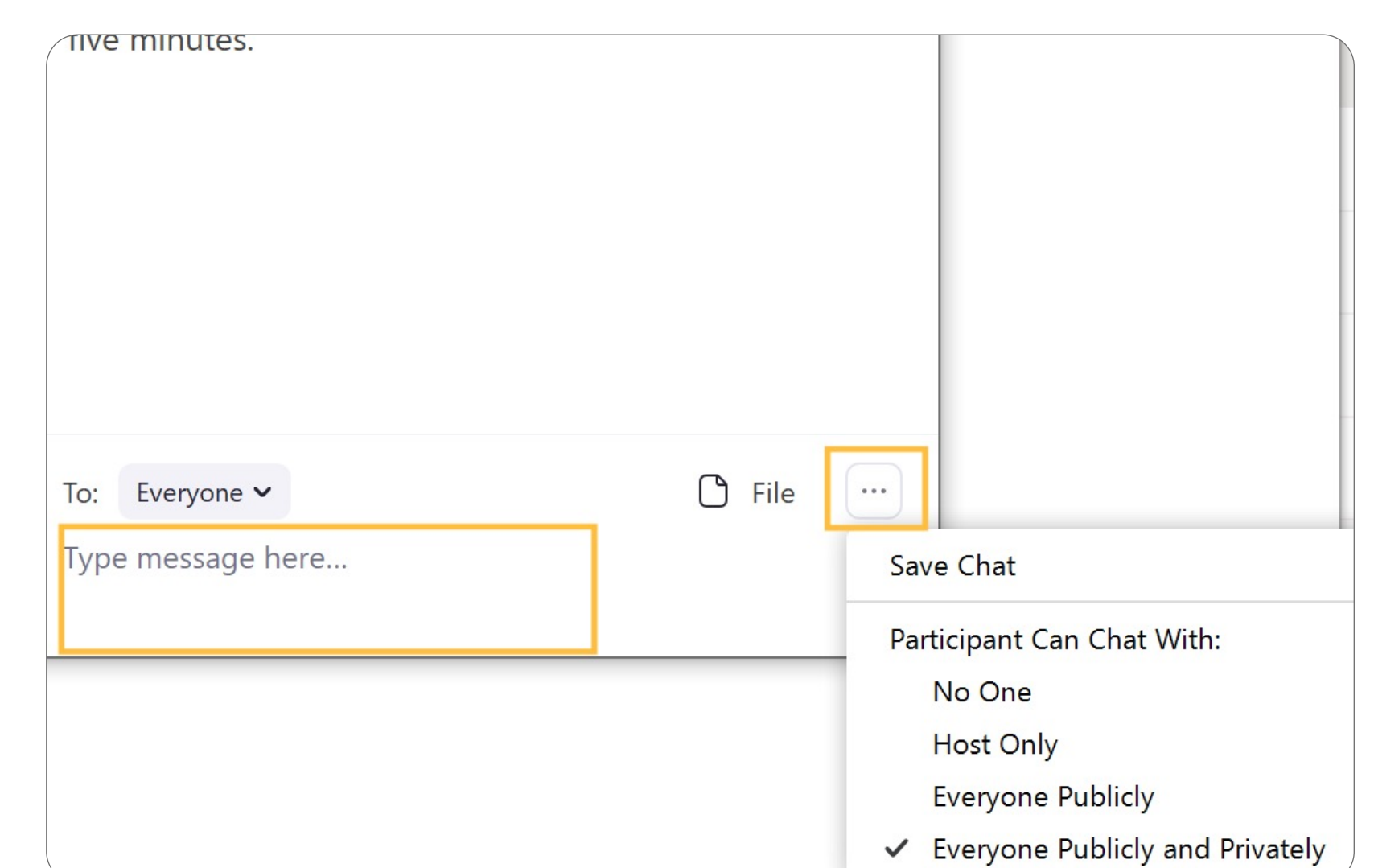
Host controls can help manage various aspects of a Zoom meeting, such as the participants.

1. PARTICIPANTS: View a list of meeting participants, mute all participants, see raised hands and more.

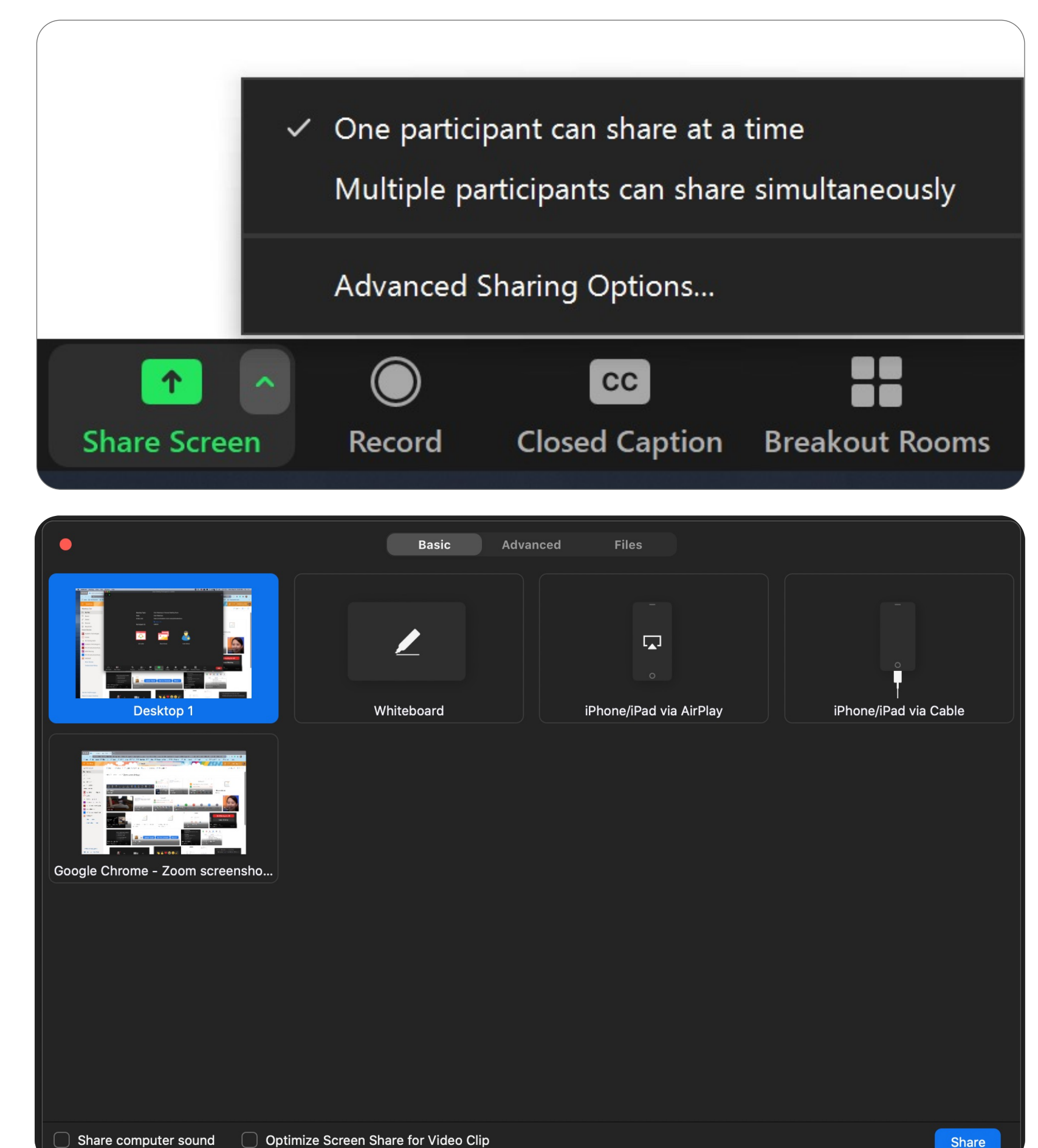


2. CHAT: Send a chat message to the entire class or privately chat individual students.

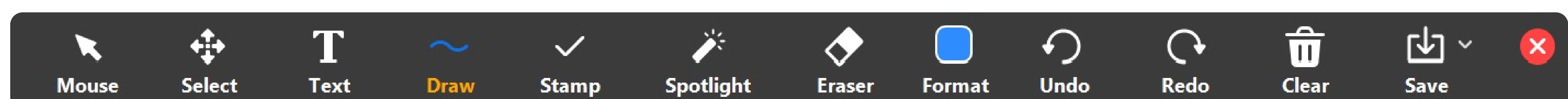
**Pro tip:** Click the more button to view chat settings. Here, save the chat at the end of the session, turn off chat, and more.



3. SHARE: Share screens, files, a second camera, or share and annotate on the Zoom whiteboard. Optionally, join on a second device, such as an iPad or a Surface Go, as a guest to the Zoom session and share the second device screen.



**Pro tip:** Zoom has basic annotation tools (text box, free form draw/pen, shapes, and highlighter) for guiding students or explaining a concept. Access these tools by selecting the Annotate option when screen sharing.



4. RECORD: Select Record to the Cloud for recordings to be accessible to students in Canvas.

**Note:** When teaching in the classrooms, it's not recommended to record to the computer.

