Teaching with Zoom
Agenda

1. Basic Setup
2. Hosting a meeting
3. Sound, Video, and Your Mute Button
4. Chat
5. Sharing Video
6. Whiteboard
Basic Setup

- Everyone should try to have 2 Devices with Zoom app downloaded
- Headphones with mic (ideal)
  - Reduces feedback
  - Increases privacy
- Quiet room
- Private room needed for confidential/HIPAA-compliant conversations
Hosting a Meeting

• Login to CSUN.edu
  • Click “skip to portal”
  • Click on Zoom icon (do not login to main portal)
• Select “Host a Meeting”
  • Schedule a meeting
  • Option to have repeating meeting for regularly scheduled classes
  • “Enable login before host” to allow students to test their technology
• Send link to students
  • One week before
  • One day before
Sound and Video

• Test Before Class
  • Click on link and check your video (you may need to click "start video" to enable
  • Choose “computer audio” or “phone” option for sound
    • For computer, best to use headphones with mic to reduce feedback when not muted
    • For phone, you use video on computer but call into Zoom line for sound
    • If sound is poor, best to shift to phone. Poor sound most often related to slow Internet speeds

• The Power of MUTE
  • Whenever possible, use “mute” for anyone who isn’t speaking
  • Instructor can “mute all” and “unmute all” on drop-down “meeting” tab in upper left corner of app
Chat

• Chat function
  • Click “Chat” button on bottom of screen
  • Can chat with select individuals or entire group
  • Good to use if having technical difficulties, especially with sound
“Share” Screen and Video

- Before presenting attempt to “Share”
  - You will most likely be prompted to go to “Security/Privacy Settings” to allow screen sharing in Zoom!!
- Share Function: Anything on your screen
  - PowerPoints (once you start your share; choose presentation mode)
  - Video (once you start video; choose full screen mode)
  - Documents (if in Word, choose “focus” on bottom of screen”)
- Click ”Share” Button
  - Choose option. From “Desktop” easiest
  - Everyone will see your Desktop instead of video of you
White Board

• White Board
  • Use like classroom chalk board

• “Share” Button
  • Choose White Board Option
Troubleshooting

- No Sound
  - Have caller use phone instead of computer sound
- No Video
  - Instruct users to click “start video” on bottom of screen
- Feedback
  - Put everyone on mute
- Video or Sound breaking up
  - User likely has Internet connectivity issues; use phone connection
- Unable to Share Screen
  - Need to enable sharing screen for Zoom in COMPUTER System Preferences