

Primer on Zoom + Virtual Learning Environment

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Key:

✓ = recommended

📺 = video tutorial

Important links

UCSF Zoom Meetings Website

✓ <https://ucsf.zoom.us/> - Use this website to access UCSF Zoom Meetings.

- Log in with your UCSF ID/Password

Zoom Help Center

- [Home](#) – landing page for Zoom help articles
- [Getting Started](#) – Good starting point for introductory Zoom content
- [Video Tutorials](#) ✓ – Quick (mostly 1-2min) videos on high points of Zoom

Setting up a Zoom session

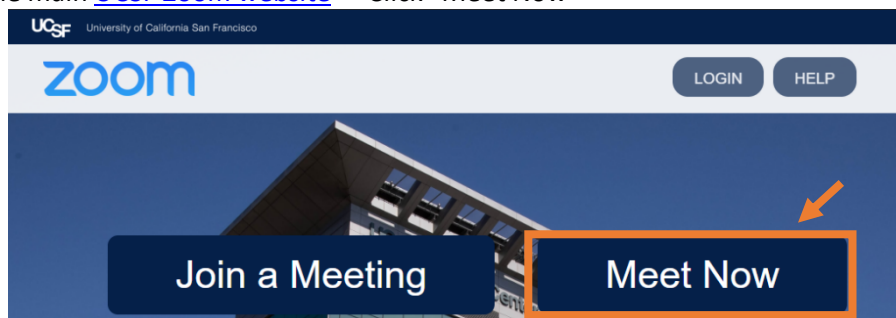
How do I schedule a meeting/teaching session?

There are two main options that exist within UCSF environment:

- Using the **Zoom Website** ✓ - 🧠 [Video Tutorial](#) (1:01)
- Using **Outlook** (plugin required) - 🧠 [Video Tutorial](#) (6:07)

How do I set up an on the fly (“instant”) meeting/teaching session?

1. **Start the meeting** – what you see on the Zoom website will depend on whether or not you have logged in.
 - a. From the main [UCSF Zoom website](#) -> Click “Meet Now”

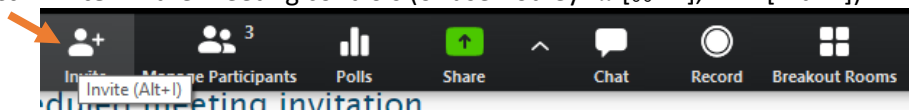


- b. **Already logged in?** Click “Host a Meeting” in the upper right-hand corner

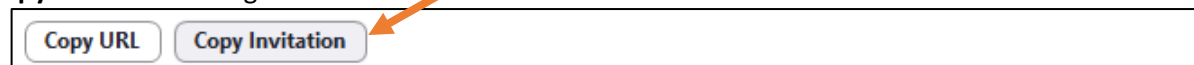


2. **Share the meeting (Invite participants)** – Once in the meeting, you can invite people to join by clicking on Invite tab in your meeting controls. ✓ Recommended method below. See [this article](#) for more details.

- a. **Select “Invite”** in the meeting controls (or use hotkey: **Apple** [⌘ + I], **Win** [Alt + I])



- b. Click “Copy Invitation” along the **bottom**



- c. **Paste invitation text into an [email](#)** and send to all participants

3. **Participants will then join email via link, phone, etc.**

Replicating in-person activities in Zoom

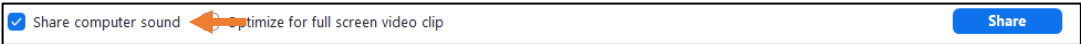
Can I create a whiteboard using Zoom?

In zoom, anything can be a whiteboard using the annotation function. In fact, learners can annotate on this virtual whiteboard simultaneously. You can either:

- **Built-in Zoom Whiteboard** - Use the built-in whiteboard functionality for just a blank white screen. See [this guide](#) for more info.
- **“Templated” Whiteboard** - Create a slide, document, or other template on which you simply use screen sharing and the annotation function.
- See the [Annotation](#) section for more details

How do I watch videos as a group?

There are two ways you can do this:

1. **Via Screen Sharing ✓** – In this case, you control the video.
 - a. Share your screen/the window displaying the video. See [Screen Sharing](#).
 - b. Ensure that you **“Sharing computer sound”** (check “Share computer sound” on bottom when sharing)
The image shows a Zoom sharing control bar. On the left, there is a checked checkbox labeled 'Share computer sound'. To its right is a slider control labeled 'optimize for full screen video clip'. On the far right, there is a blue button labeled 'Share'.
 - c. Play the video.
2. **Have learners watch video individually** – First, ensure all learners **MUTE their microphone**. Then share a video link via [chat](#) and have them all watch the video on their own screen. *Remind them that their cameras are still on as they watch the video.*

Can learners engage in a pair-share?

There are two ways you can do this:

1. Via **breakout rooms** – See the [Breakout rooms/Small groups](#) section. This allows for verbal and video interaction but is a bit more complicated to set up. You will need to learn how to use this feature and plan time for setting up break-out rooms (as per usual)
2. Via **personal chat** – See section on [Using Chat](#). Students can simply engage in “personal chat” with one-another. This only allows for nonverbal, text-based pair-share. They can also selective “pin” the video of their partner in pair-share activity by **double clicking** on their video

How can I help learners de-bug/fix something on their computer?

Perhaps the easiest way to do this is to have the learner share their screen and guide them through problem-solving. A more advanced method involves **gaining remote control** of their screen.

How can I demonstrate or present something on my screen?

The best way to do this is via built-in “[Screen Sharing](#).” Importantly, we recommend having a specific window rather than your whole screen, as that will make it less likely that you share something unintended with your learners. *Of course if you are demonstrating **a physical action or skill**, you can simply have students watch your video feed.*

Can learners “raise their hand” on Zoom?

Yes! In fact there are multiple ways for learners to share reactions in real time via “nonverbal feedback.” Importantly, to use this feature effectively as a host you will need to enable the feature in settings AND have the participants panel visible. Notably, **hand-raising alone will show on video thumbnails**. See [Hand-raising](#) for more info.

One of my learners can’t figure out how to mute themselves. Can I mute them?

Yes. See [this article](#) on how to Mute All (and unmute all) via the participants window. Of course, it is best practice to alert the learner/participants that you will be muting them. More information on [managing participants](#) ✓.

Tips on specific features/settings

A note on modifying features ⚠️

Any changes to features will apply for every meeting that you host – whether scheduled or on-the-fly. This will apply retroactively as well, so if you have previously scheduled a meeting, modify your settings before the meeting occurs, and then open Zoom for that meeting, your current setting adjust will be used. *In short: **adjust your settings before every meeting you host if different functionality is needed.***

Annotation

 **Guide:** [Using annotation tools on a shared screen or whiteboard](#)


Annotation built into Zoom can be extremely powerful as it enables you to draw out diagrams, use a virtual whiteboard, allow learners to collaborate on a brainstorm, etc. Key points to be aware of:

- You must first [ENABLE annotation](#) on your account (Note: it is enabled by default)
- If you choose to, you can allow all participants to annotate, and even label their annotations by name (this is in the “More” menu once you are sharing your screen) – See [Annotation as a viewer](#)
-

Adding & working with a co-host


 **Guide:** [Enabling and adding a co-host](#)

As a small or large group facilitator, it can occasionally be challenging to manage both the session and the technical components of zoom. Sometimes, planning your session to have a moderator or “co-host” can eliminate friction. To set up a co-host, you will need to:

1. Enable the setting
2. Once in the meeting, open the “Manage Participants” window
3. Select the person you want to be a “Co-Host”
4. Click the  menu button and select “Make Co-Host”

For administrative purposes, it is worth noting that whoever schedules the meeting can [assign an alternative host](#), who will function like the host in the meeting (can start and end meeting etc.). This can be convenient if administrators are scheduling the zoom meetings, but hosts will be faculty facilitators.


Screen Sharing

 **Video Tutorial & Guide:** [Sharing your screen](#) (0:37)

Using Chat

 **Guide:** [In-Meeting Chat](#)

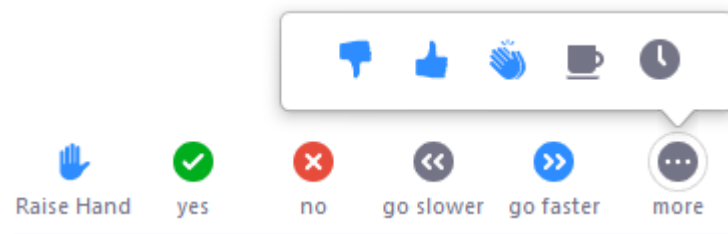
Key Chat features:

- **Chat window hotkey:**  [⌘ + H], **Win** [Alt + H]) - particularly useful while screen sharing
- Levels of chat options/restrictions – configurable via the Chat window as a host
 - **No one** – Chat is disabled
 - **Host only** – for announcements, link sharing. Participants cannot chat with each other, but can talk to the host
 - **Everyone publicly** – only limitation is no private communication between participants
 - **Everyone publicly and privately** – no limitations.
- Chat transcript can be **saved** – [how to save chat](#)
- UCSF has DISABLED [in-meeting file sharing](#).

Hand-raising and Nonverbal feedback

📄 Guide: [Nonverbal Feedback During Meetings](#)

Zoom allows for a variety of emoji-like responses that can facilitate “non-verbal” feedback during a meeting or webinar. Options include:



To access this feature, you need to have at least the bare-minimum steps completed:

1. Enable **Nonverbal Feedback** setting (Open [Settings](#) > In-Meeting (Basic))



2. Open the Participants panel (click in Zoom bar or use hotkey: **Apple** [⌘ + H], **Win** [Alt + H])

Breakout rooms/Small groups

📄 Video Tutorial & Guide: [Managing Video Breakout Rooms](#) (2:48)

1. **Enable** - You will need to [enable breakout rooms for your own use](#).
2. **Divide up your group** - Once you have done this, there are two ways to set up breakout rooms:
 - a. **On-the-fly ✓** – If you do NOT know who your participants are, you can do this on the fly. The video tutorial above provides a good overview. For more information see [this article](#).
 - b. **Pre-assigned** – If you know who will be attending session and how they should be split up, you can do this automatically beforehand. *You can only pre-assign participants that have a Zoom account.* This setup either be done manually, or via a spreadsheet. See [this article](#) for more information

Recording

📄 Video Tutorial & Guide: [Creating a Recording](#) (1:05)

Notably, there are different levels of recording:

- The host can record
- Learners/participants can record

If you plan to record a session, it is often best to [set up automatic recording](#) so that you do NOT need to remember to turn on recording at the beginning of the session.

Remote control

📄 Guide: [Request or Give Remote Control](#)

Webinars

📄 Video Tutorial & Guide: [Getting Started With Webinar](#) (1:15)

📄 Guide: [Polling for Webinars](#)

Polling

📄 Guide: [Polling for Meetings](#)

