

Using Zoom for Remote Teaching

Nasser Alaeddine, Ph.D., CISSP, PMP
Director of Educational and Media Technologies
Information Technology

Mapping of Teaching Activity to Zoom

How to use Zoom for remote teaching

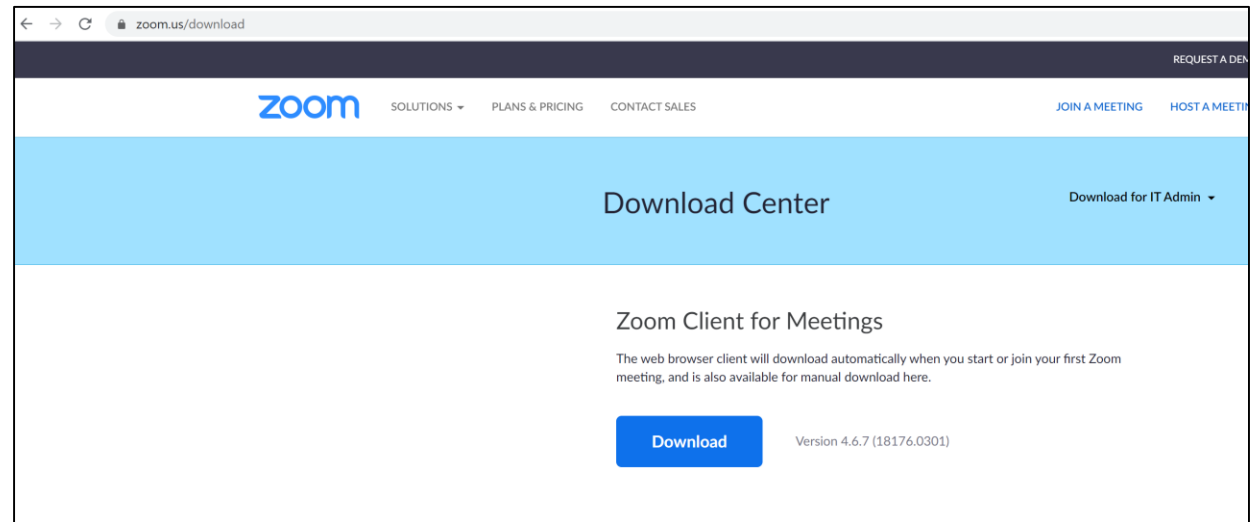
Teaching activity	Zoom Feature
Setup your classroom & office hours	<ul style="list-style-type: none">• Schedule a meeting for your class and invite participants (Students, TA, CA)• Zoom Integration for Canvas (Recommended), Zoom Plugin for Outlook• Enable waiting room for office hours
Attendance	<ul style="list-style-type: none">• List of meeting participants report• Length of time in minutes the participant was in a meeting
Interact with students	<ul style="list-style-type: none">• Audio/Video capabilities• Manage participants• Private and group chats• Polls
Deliver your Lecture	<ul style="list-style-type: none">• Screen Share – Desktop or Application• Annotate
Show YouTube videos and media	<ul style="list-style-type: none">• Screen Share – Desktop• Share computer Sound + Optimize Screen Sharing for Video Clips
Whiteboard	<ul style="list-style-type: none">• Screen Share – Whiteboard• Use touch screen for Handwriting
Group Discussions	<ul style="list-style-type: none">• Breakout rooms
Group Presentations	<ul style="list-style-type: none">• Screen Share – Desktop + Remote Control for live presentations• All members take turn presenting while one student control the shared screen• Recorded presentations
Recording	<ul style="list-style-type: none">• Use local recording

Get Started with Zoom

Install Zoom Desktop Client on your personal Laptop

Download the “Zoom Client for Meetings” for your computer from the following link:

<https://zoom.us/download>



Zoom can be used from...

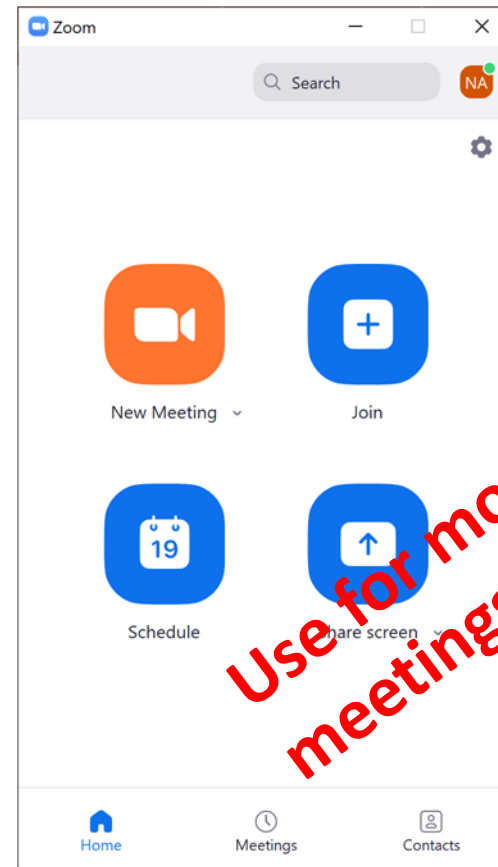
Zoom Web Portal

<https://cmu.zoom.us>



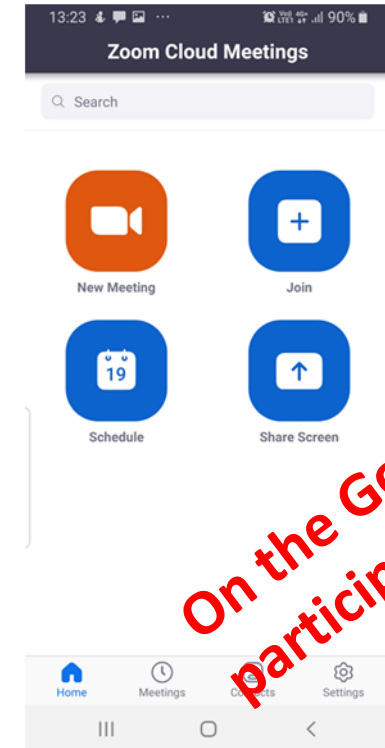
You can join/start Zoom meeting through a web browser
Recommendation: Whenever possible,
Download the Zoom Client for the best experience
If you

Zoom Client for Meetings



Installed on your CMU-Q managed desktops and laptops
Provide best experience for Zoom meetings
Sign in with SSO

"Zoom Cloud Meetings" by zoom.us (Android & iOS)

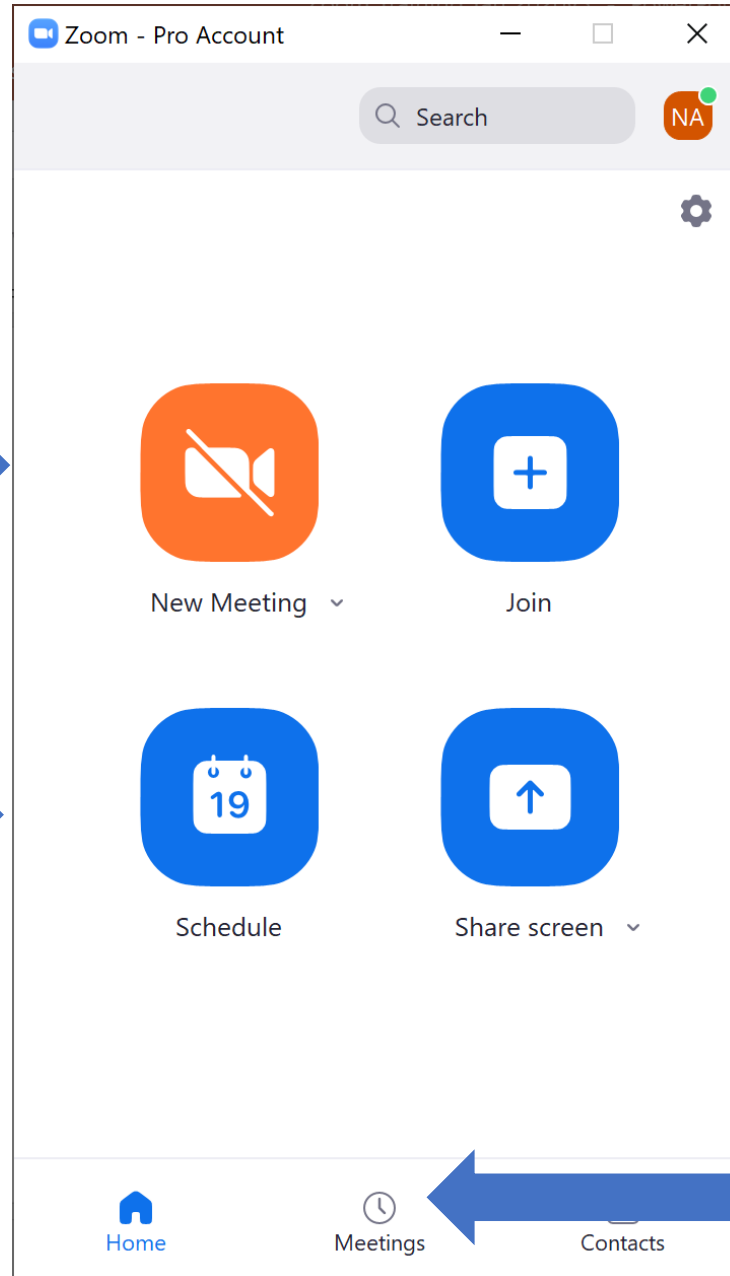


Download from App Store or Google Play (Optional)
Sign in with SSO

Zoom Client For Meetings

Start meetings with or without video

Schedule Meetings



Profile Picture from
Zoom web portal

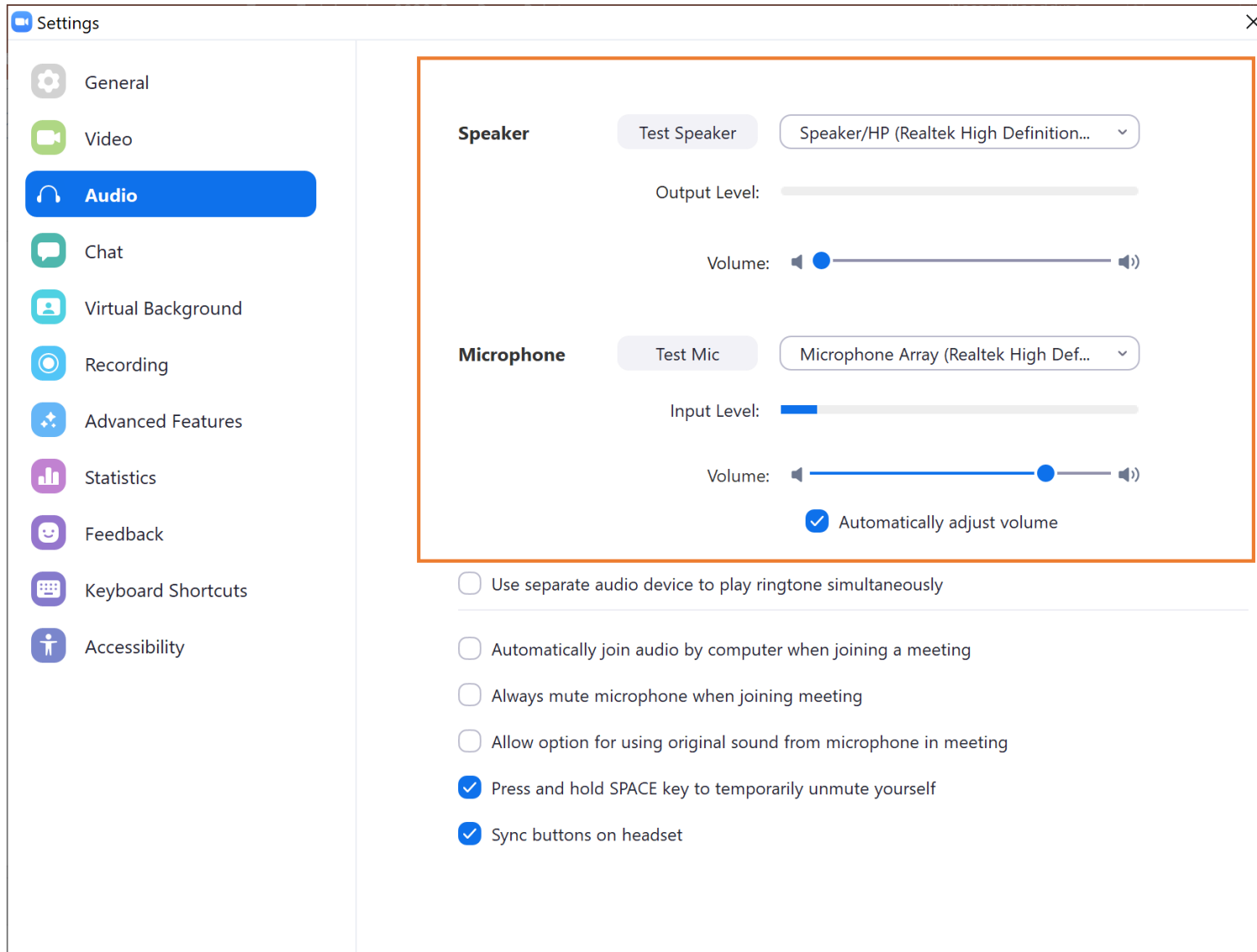
Application Settings

Join Meetings by entering
Meeting ID

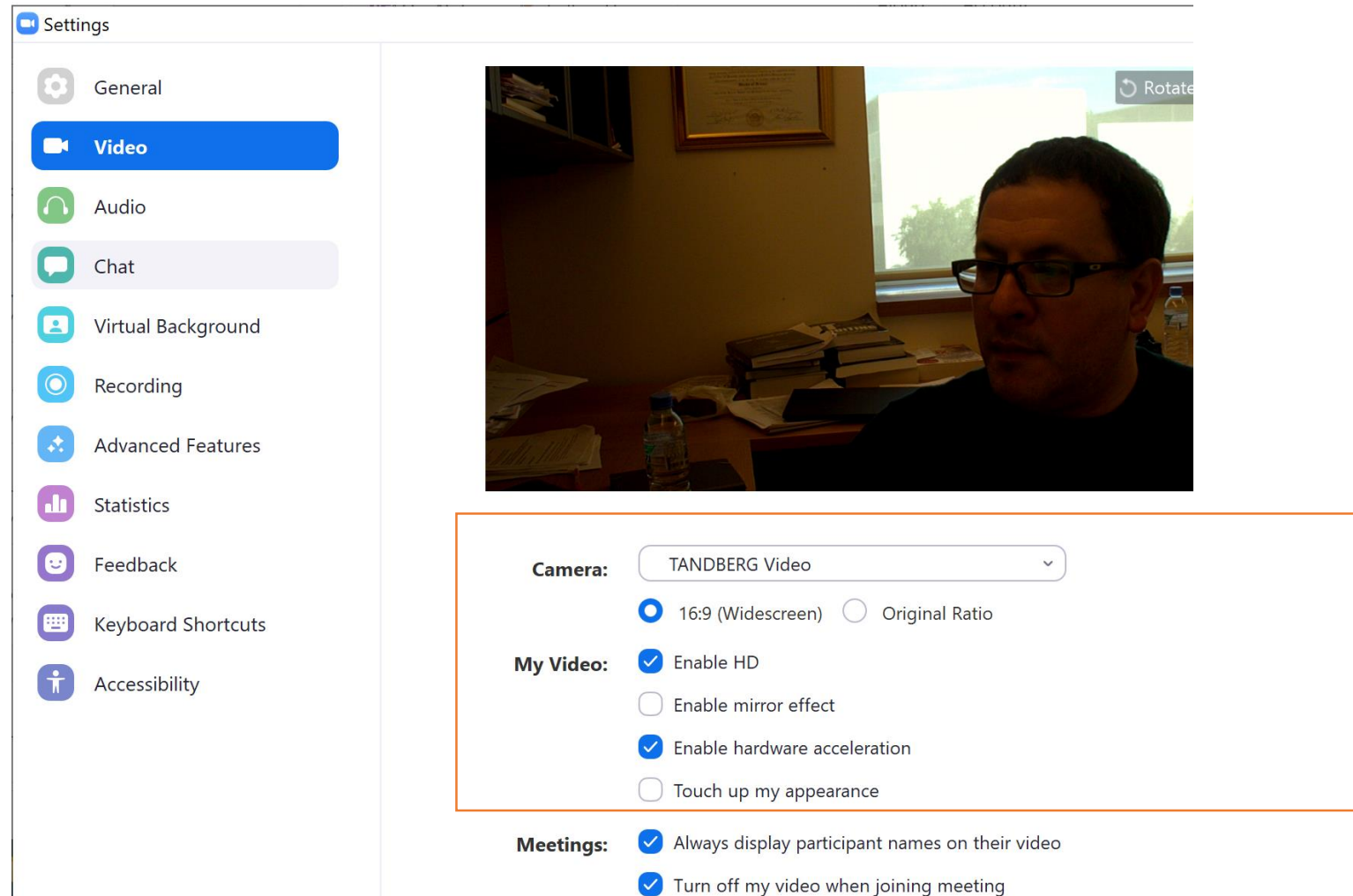
Share Screen

Upcoming and recorded meetings

Zoom Client for Meetings Audio Settings



Zoom Client for Meetings Video Settings



Setup a Zoom Meeting for your
class or office hours

There are many different ways to schedule Zoom meetings/Setup your classroom

Canvas with
Zoom
Integration

Zoom Web
Portal

Zoom Desktop
Application

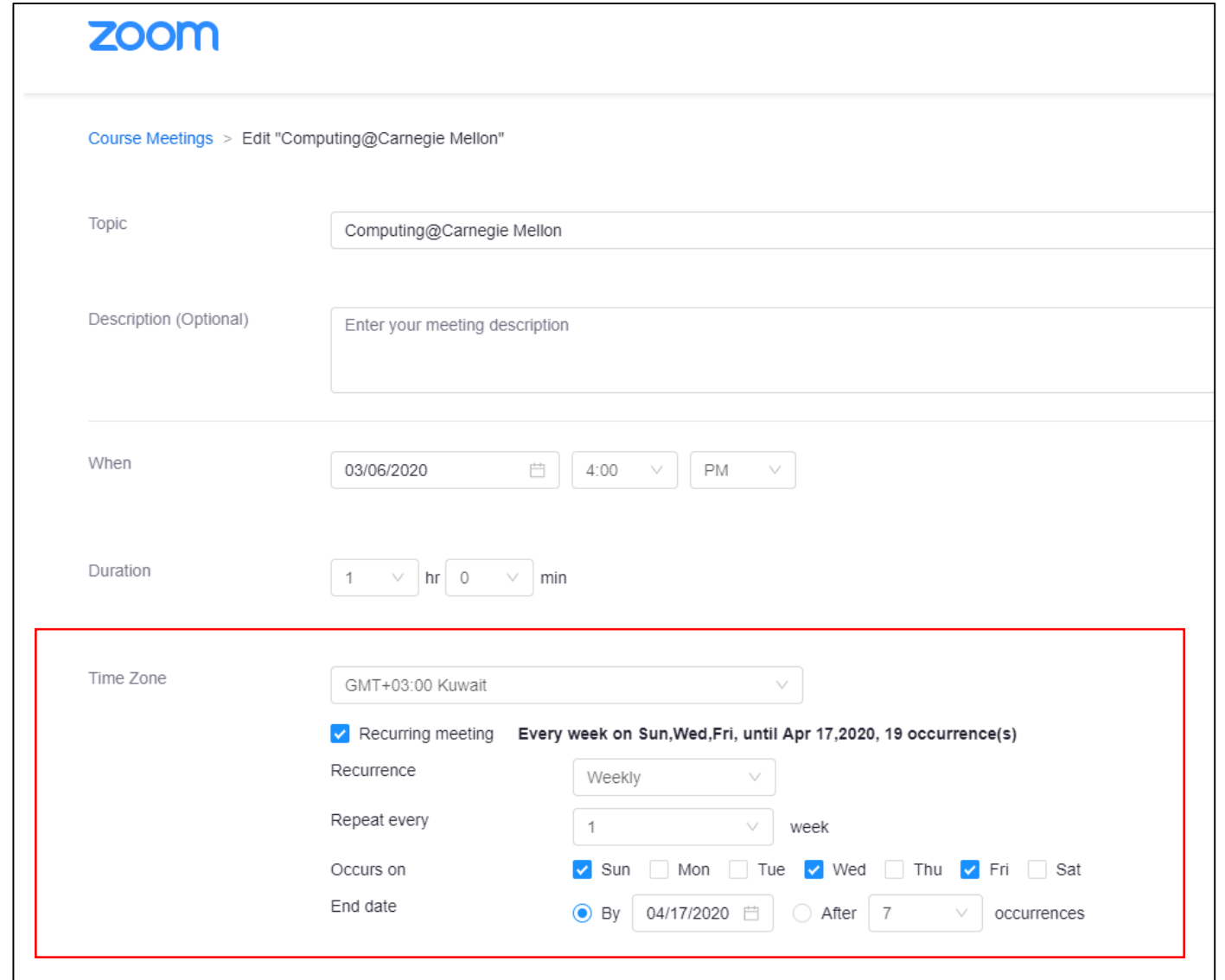
Outlook with
Zoom Plug-in

Zoom Mobile
App

Suggestions for scheduling a meeting/Setup your classroom(1)

Schedule Recurring Meetings

- Select Recurring meetings so that same Meeting ID will be assigned to all the your class sessions.



The screenshot displays the Zoom meeting setup page for a course titled "Computing@Carnegie Mellon". The interface includes fields for Topic, Description (Optional), When (date and time), and Duration. A red box highlights the Time Zone and Recurring meeting settings. The Time Zone is set to GMT+03:00 Kuwait. The Recurring meeting checkbox is checked, and the recurrence is set to Weekly, repeating every 1 week, occurring on Sun, Wed, and Fri, until April 17, 2020, with 19 occurrences.

zoom

[Course Meetings](#) > Edit "Computing@Carnegie Mellon"

Topic: Computing@Carnegie Mellon

Description (Optional): Enter your meeting description

When: 03/06/2020 4:00 PM

Duration: 1 hr 0 min

Time Zone: GMT+03:00 Kuwait

☒ Recurring meeting **Every week on Sun,Wed,Fri, until Apr 17,2020, 19 occurrence(s)**

Recurrence: Weekly

Repeat every: 1 week

Occurs on: ☒ Sun ☐ Mon ☐ Tue ☒ Wed ☐ Thu ☒ Fri ☐ Sat

End date: ☒ By 04/17/2020 ☐ After 7 occurrences

Suggestions for scheduling a meeting/Setup your classroom (2)

Meeting options

- Enable join before host
- Mute participants upon entry
- Add CA or TA as alternative hosts if you want your TA or CA to start the meeting
- Make sure to enter emails for alternative hosts using their AndrewID@Andrew.cmu.edu
- **Enable Waiting Room only for your office hours**

The screenshot shows the Zoom meeting setup interface. The 'Host' and 'Participant' video settings are both set to 'off'. The 'Audio' settings show 'Computer Audio' selected. Under 'Meeting Options', a red box highlights three checked options: 'Enable join before host', 'Mute participants upon entry' (with a lock icon), and 'Enable waiting room'. Another red box highlights the 'Alternative Hosts' section, which includes a text input field containing the example email addresses 'john@company.com, peter@school.edu'. At the bottom, there are 'Save' and 'Cancel' buttons.

Video

Host ☐ on ☒ off

Participant ☐ on ☒ off

Audio ☐ Telephone ☒ Computer Audio ☐ Both

Meeting Options

☐ Require meeting password

☒ Enable join before host

☒ Mute participants upon entry

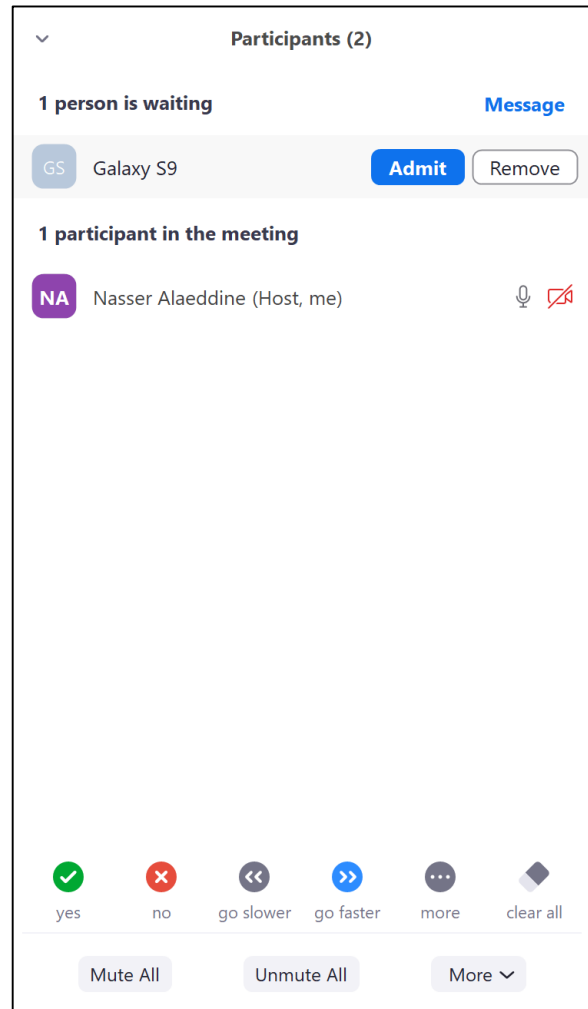
☒ Enable waiting room

☐ Record the meeting automatically

Alternative Hosts

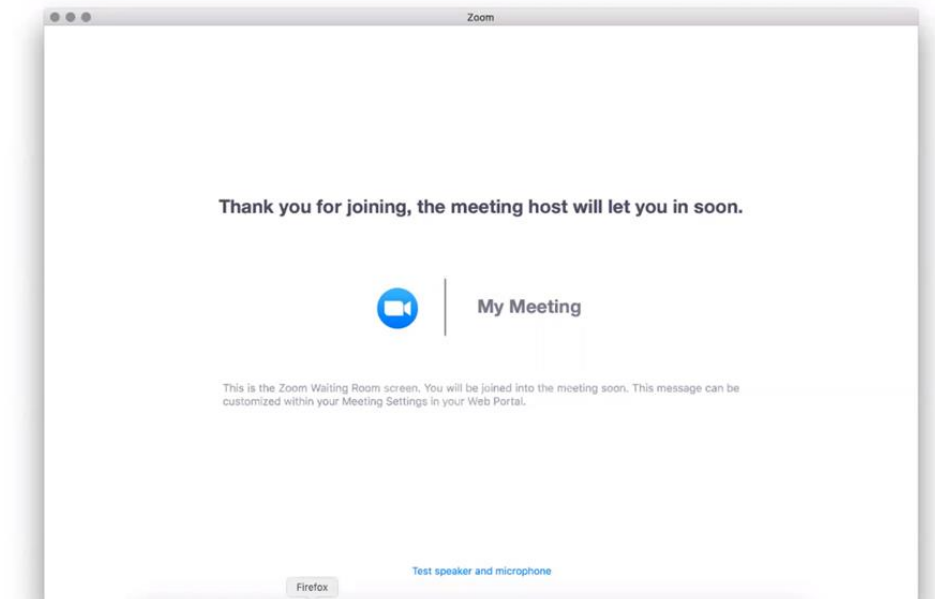
Enable waiting Room for Office Hours

Host View



Student View

Waiting Room – Attendee View



Recommendation: Use Canvas to setup your classroom

- Students will get automatically notified via their Canvas Inbox
- The Inbox message for the Zoom meeting will include who created the meeting, the title of the meeting and a link to the meeting
- If the Zoom meeting doesn't appear on Canvas Calendar for your class, please add this as an event to your calendar

zoom

Your current Time Zone is (GMT+03:00) Kuwait. [🔗](#)

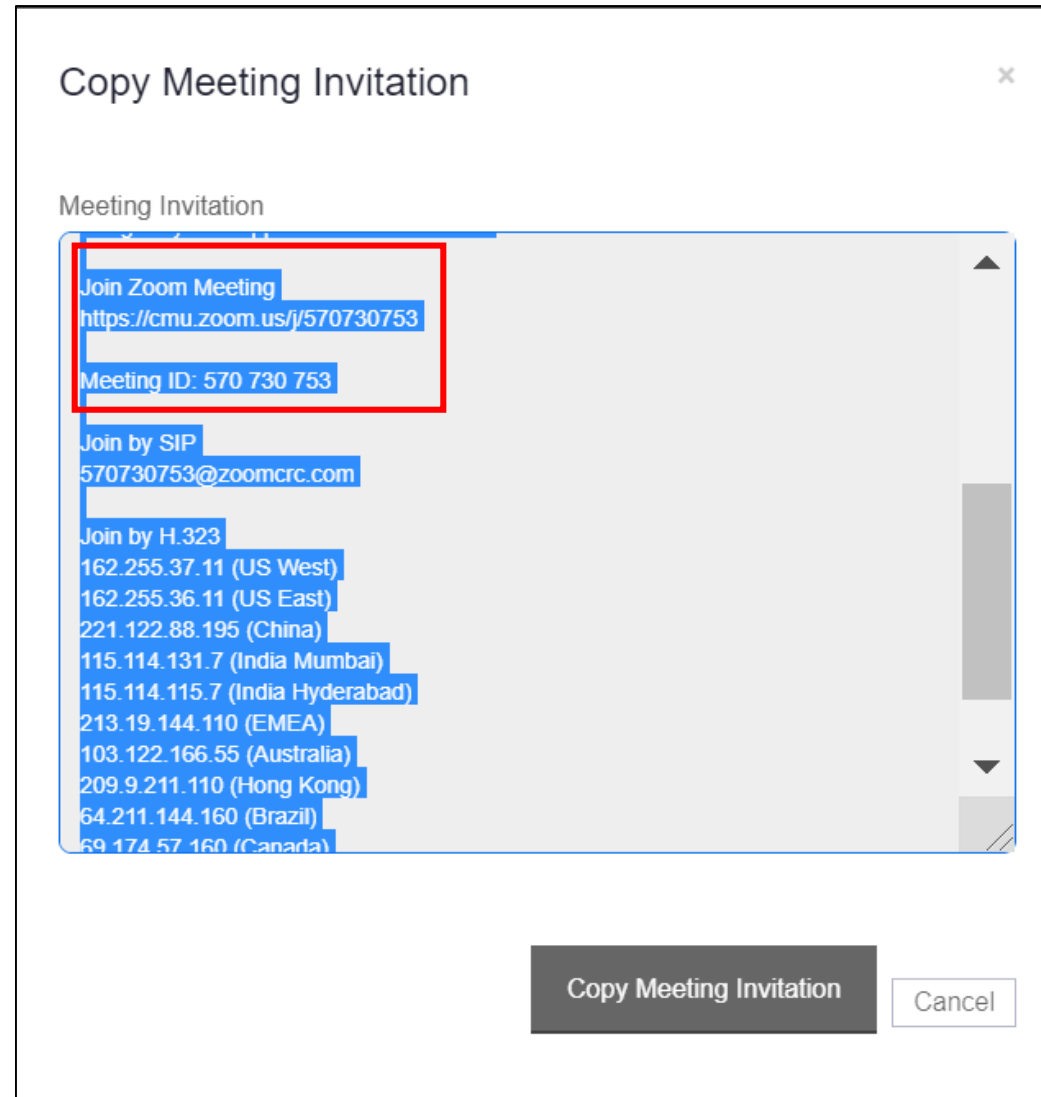
[Upcoming Meetings](#) [Previous Meetings](#) [Cloud Recordings](#) [Get Training](#)

Start Time	Topic	Meeting ID		
Sun, Mar 8 (Recurring) 4:00 PM	Computing@Carnegie Mellon	937-075-949	Join	Invitation
Wed, Mar 11 (Recurring) 4:00 PM	Computing@Carnegie Mellon	937-075-949	Join	Invitation
Fri, Mar 13 (Recurring) 4:00 PM	Computing@Carnegie Mellon	937-075-949	Join	Invitation
Sun, Mar 15 (Recurring) 4:00 PM	Computing@Carnegie Mellon	937-075-949	Join	Invitation

ew *Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.* [Reset Student](#) [Leave Student View](#)

Schedule a meeting for your class using the Zoom Web Portal

1. Visit <https://cmu.zoom.us>
2. Click “Sign In” and then click “Meetings” in the navigation to schedule your classes
3. Once you schedule your classes, copy the meeting “invitation” and paste the meeting details into your Canvas course or Piazza or any other tools you use to communicate with your students

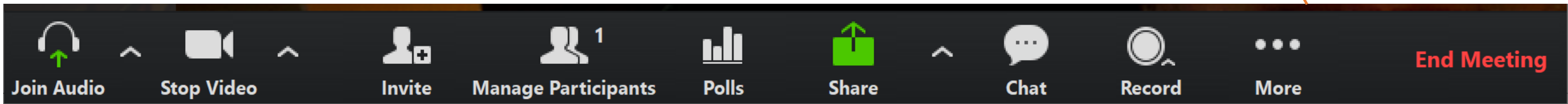
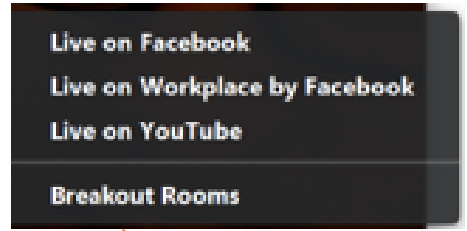


Deliver your lecture

In Meeting Controls

Test
Audio
turn
on/off
you mic

Share your
screen
Share app
Use
whiteboard



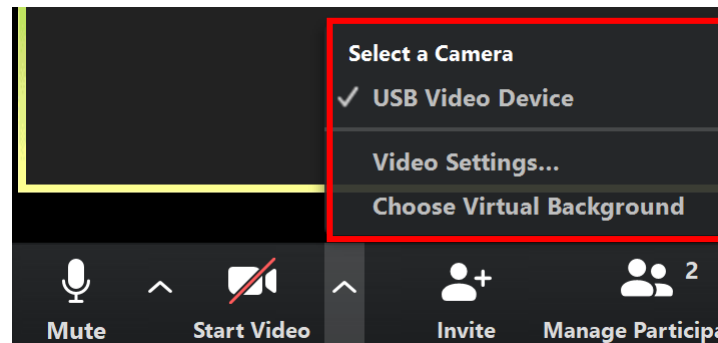
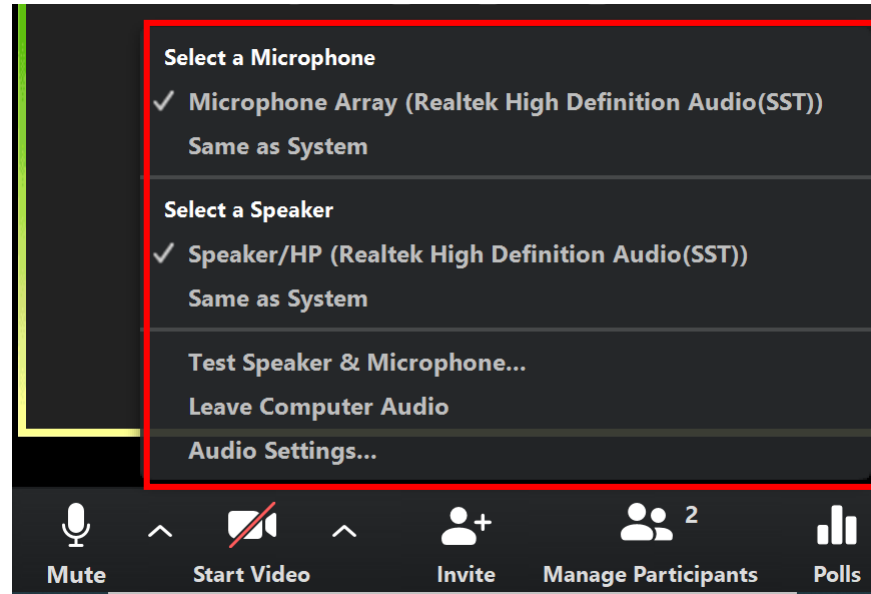
Test
Video
Turn
on/off
camera

If you are
a host:
Mute/un
mute
others

Once your meeting starts, if you are the host, you'll see this bar at the bottom of your screen.

Set up your own audio/video

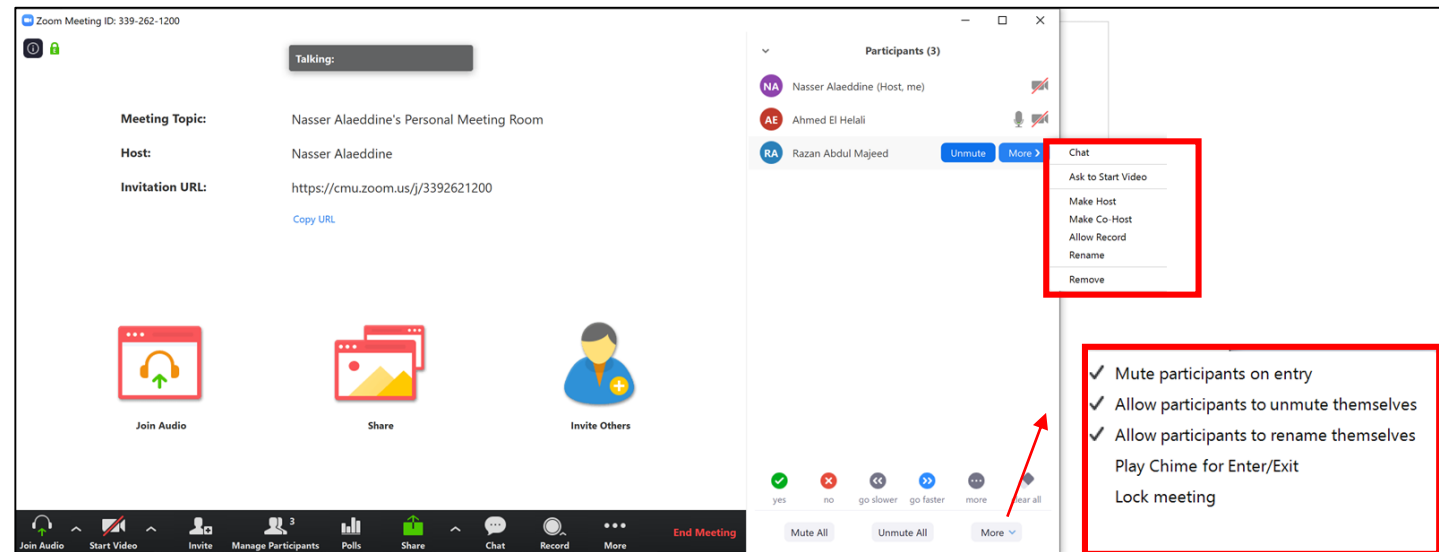
- Mute / unmute audio: Click the arrow and you'll see these options
 - Select a microphone
 - Select a speaker
 - Test speaker and microphone
 - When you start/join a meeting, zoom already asks you to test your speaker and microphone.
 - **Leave computer audio**
 - Audio settings ...
- Start / Stop video
 - Select a Camera
 - Video settings...
 - Choose Virtual Background



Interact with students

- Participant Controls

- Click “Manage Participants” and you’ll see a pop-up box with the list of meeting participants
- Hover your mouse over each participant’s name, click More and you’ll see these options
- If you hear a lot of background noise, you may mute participants during the lecture
- If a student has questions, he/she can click the **Raise Hand** button and you can unmute him/her.
- Or students can ask questions in **Chat**



Co-host

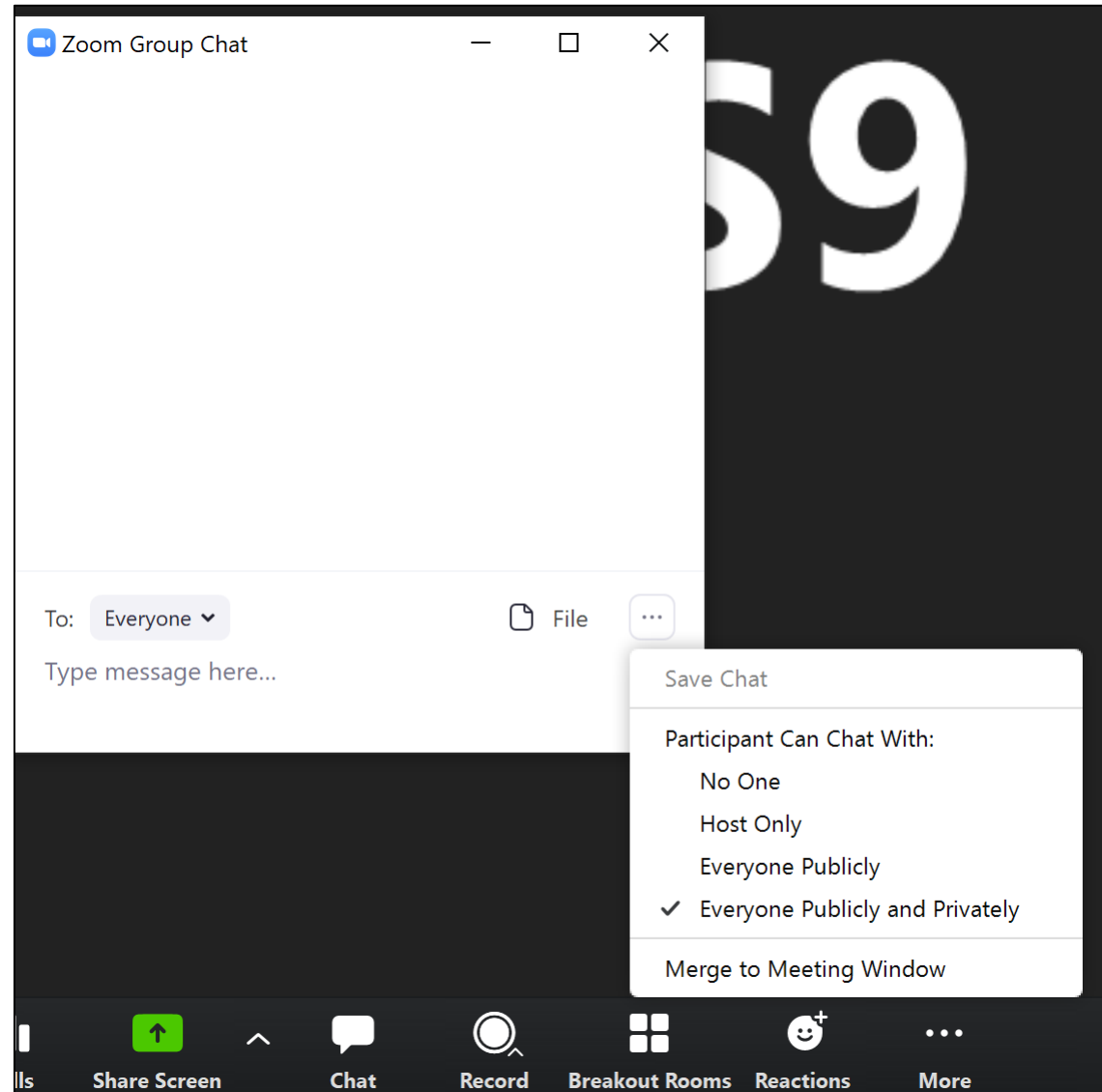
Co-host privilege role is assigned during a meeting by host

Co-host can do everything a host can do with the exception of:

- Make another participant co-host
- Breakout rooms
- End Meeting For All

Interact with students using chat

- Click **Chat** and a pop-up page appears.
- Can choose text to everyone or a participant privately.
- Click the “...” button for more options that allow attendees to chat with
 - No one
 - Host only
 - Everyone publicly
 - Everyone publicly and privately (usually choose this option)



Interact with students using polls

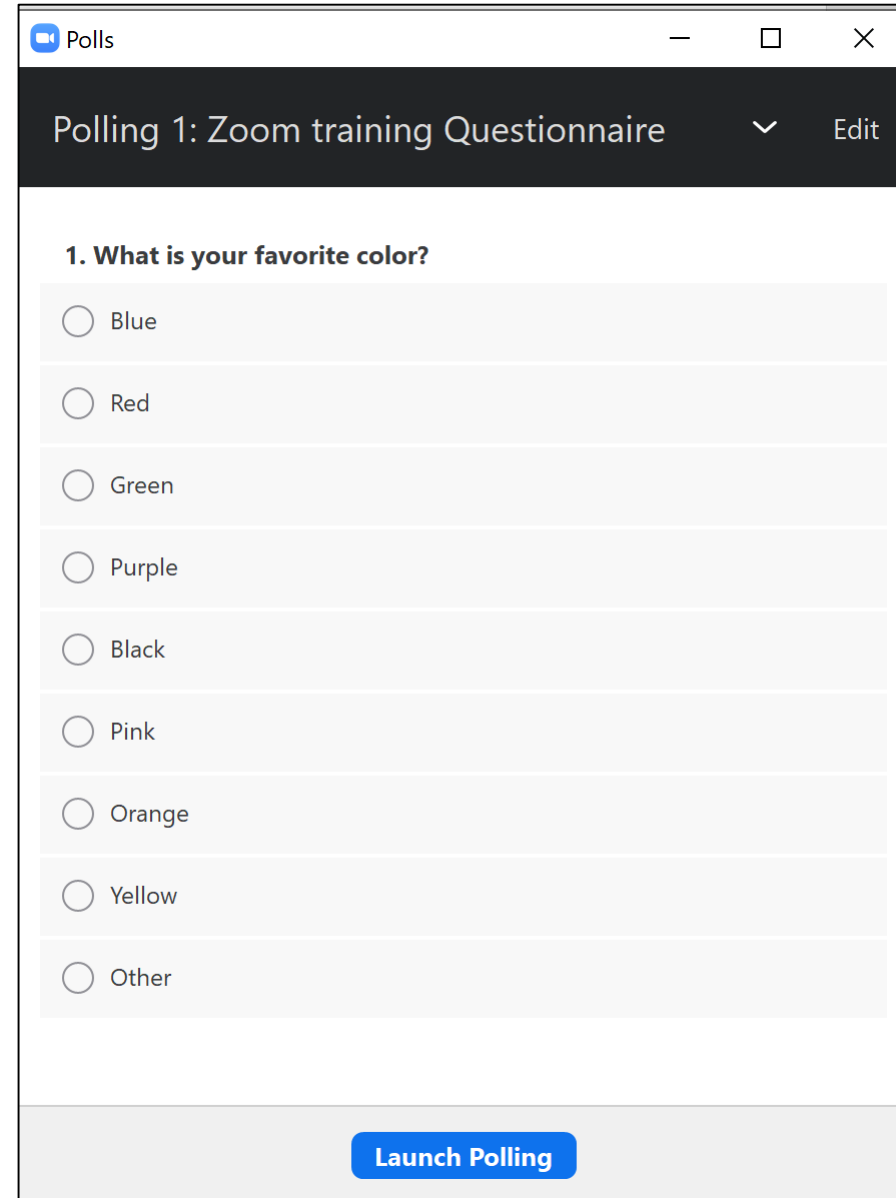
Click **Polls**

You can launch the poll during your meeting and gather the responses from your class.

You'll be directed to zoom web portal to create new or edit polls

You can share results with students

You also have the ability to download a report of polling after the meeting



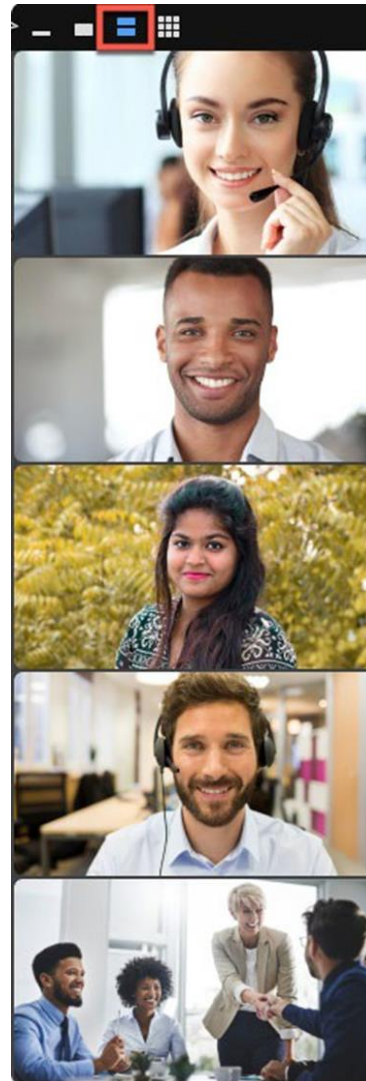
Zoom Polls interface showing a poll titled "Polling 1: Zoom training Questionnaire". The poll question is "1. What is your favorite color?". The options are: Blue, Red, Green, Purple, Black, Pink, Orange, Yellow, and Other. A "Launch Polling" button is visible at the bottom.

Video Layout Options While Screen Sharing

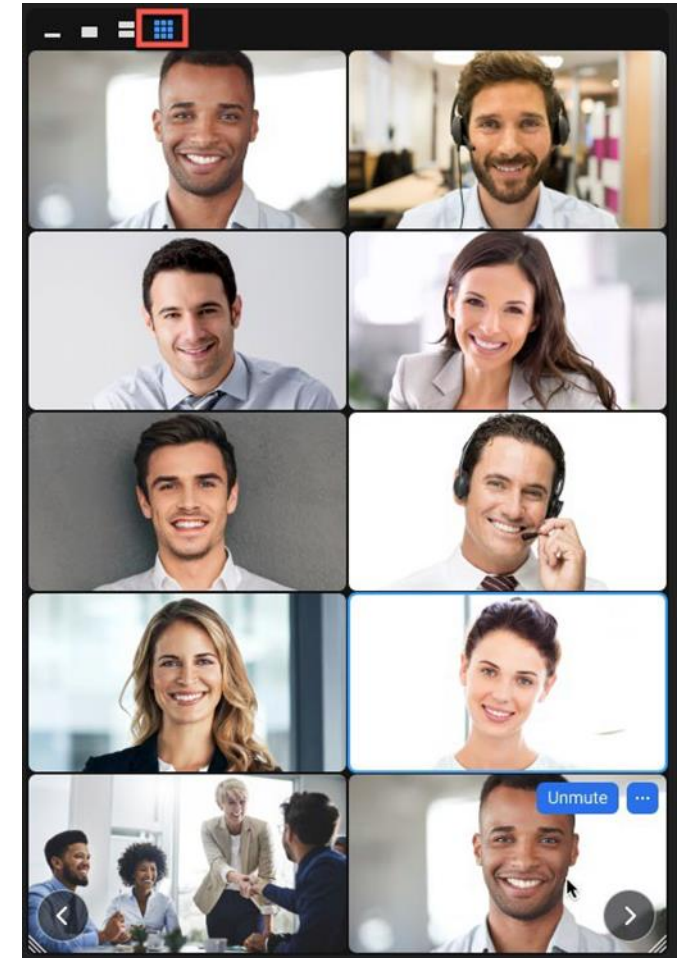


Active Speaker View

<https://support.zoom.us/hc/en-us/articles/360034188592-Video-Layout-Options-While-Screen-Sharing>



Gallery View

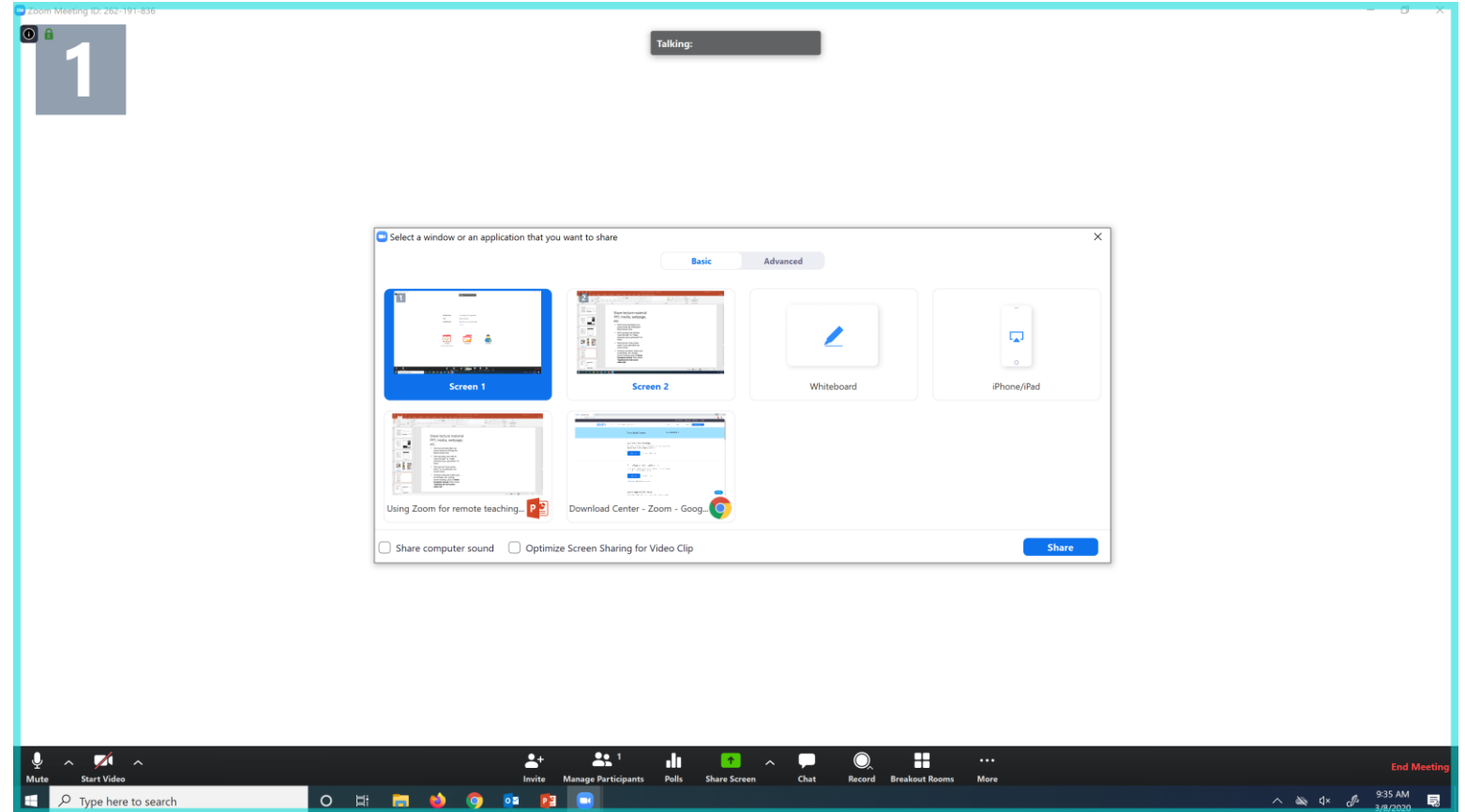


Grid View

Deliver lecture – Share Screen,
Annotation, Whiteboard

Share lecture material PPT, media, webpage, etc.

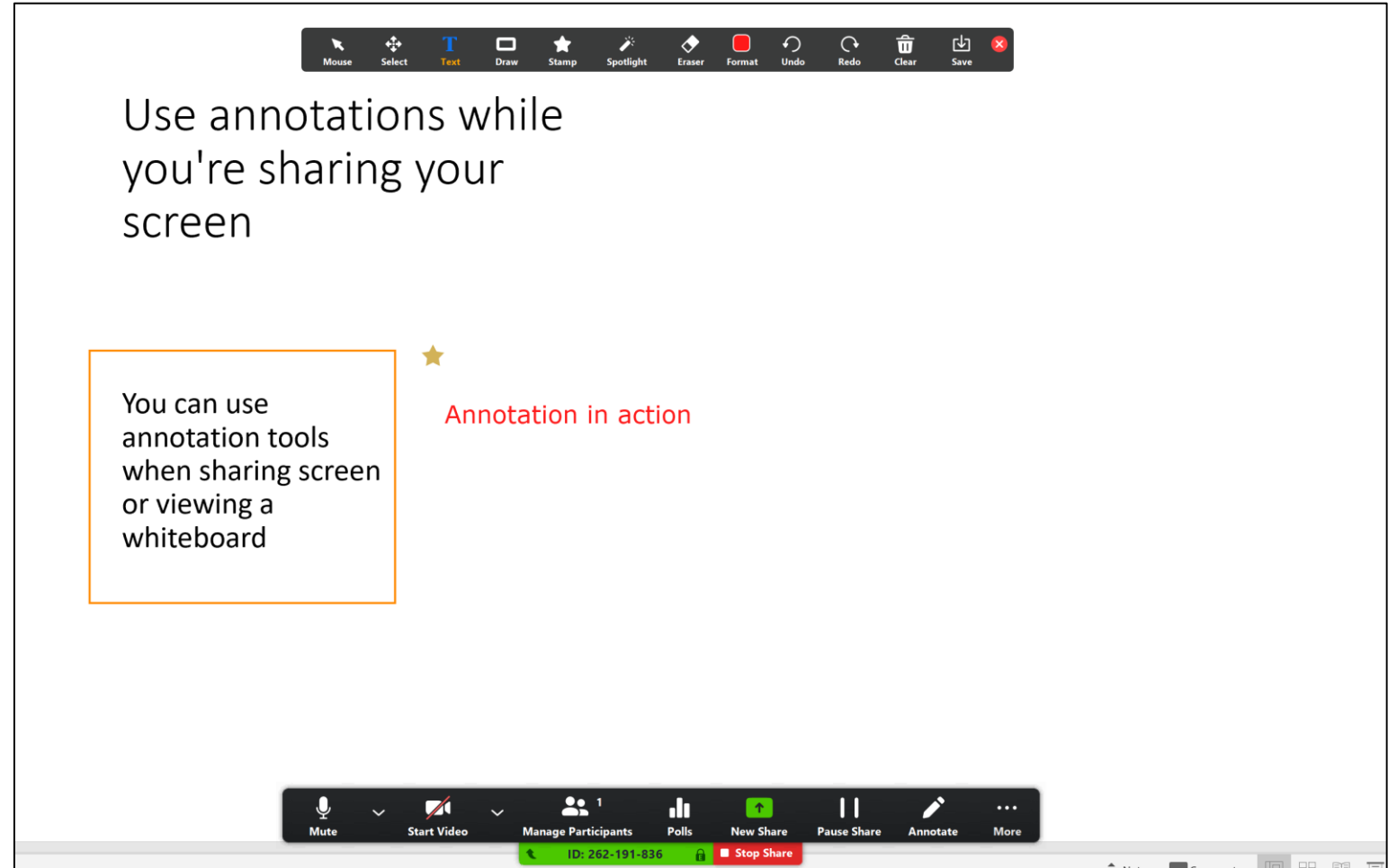
- The host and attendee can screen share by clicking the Share Screen icon
- The host does not need to "pass the ball" or "make someone else a presenter" to share
- The host can "lock screen share" so no attendee can screen share
- To share computer audio such as YouTube,, etc. during screen sharing, click on **Share Computer Sound**. Then check **"Optimize for full-screen video clip"**



Use annotations while you're sharing your screen

You can use
annotation tools
when sharing screen
or viewing a
whiteboard

Click Annotate after
you share screen



Write or draw on whiteboard

- Allow you to share a whiteboard that you and students (if allowed) can annotate on
- This is a useful tool if you need to hand write formulas, draw pictures, etc.
- You can switch between Screen and Whiteboard sharing
- If you laptop has a touch screen, it will be perfect for handwriting



Group discussions using Breakout Rooms

Group activities small group discussions to allow students to discuss and collaborate among themselves

Choose the number of rooms based on the number of groups (i.e. Zoom allow up 50 breakout rooms)

Only the host can see Breakout Rooms

Can create Breakout rooms automatically at random or manually

Can move someone to a different room or exchange one person for another person

Can set a time limit for the activity

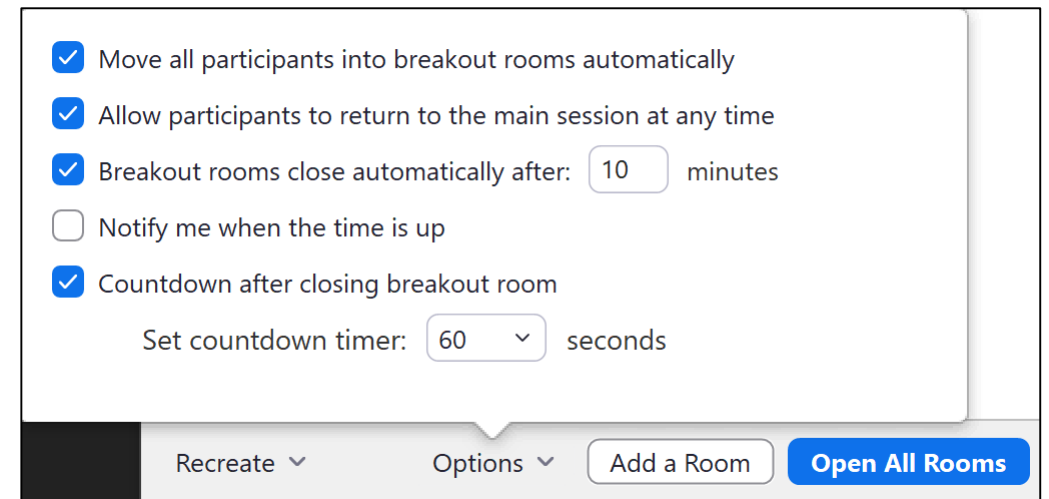
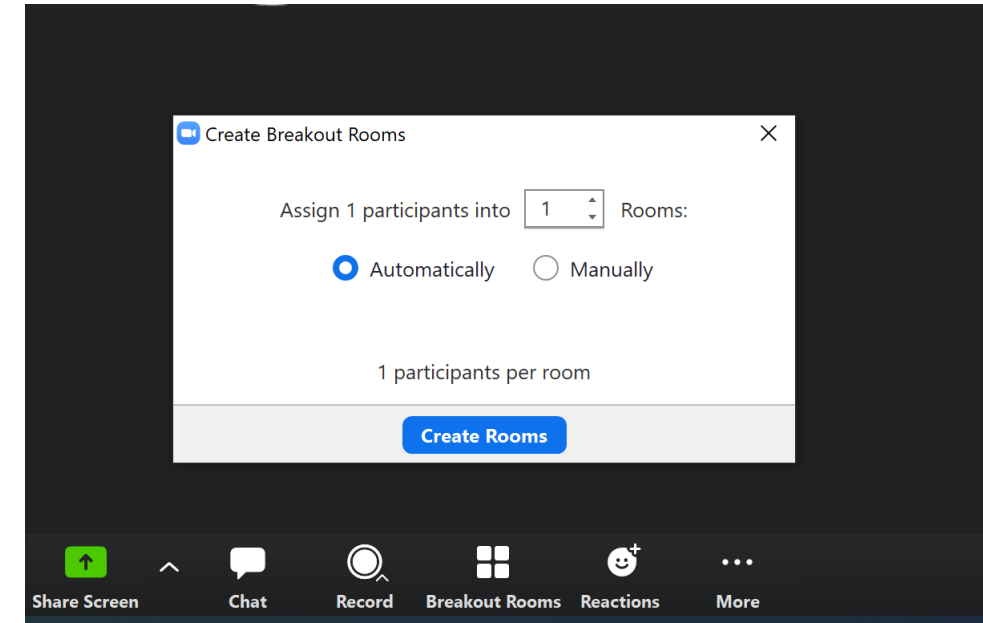
Once you open those rooms, students will join into their breakout rooms and you will see the main meeting starts to clear

Breakout room participants have full audio, video and screen share capabilities

As the host, you can move from breakout room to another breakout room

Students can Ask for Help from their breakout room, and the host will receive the message on his/her screen

Once host close the breakout rooms, all students leave their Rooms and join back the main Zoom meeting



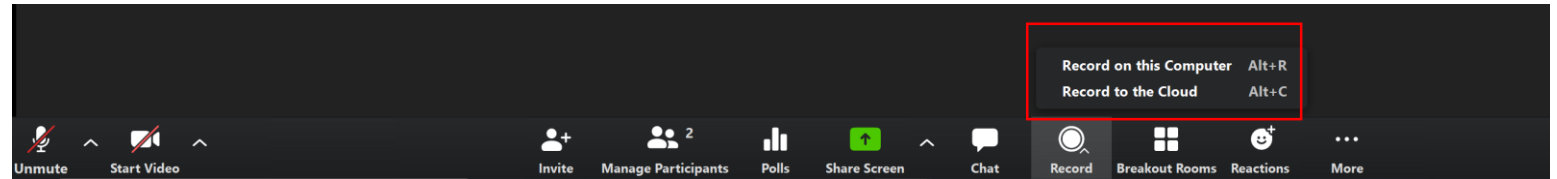
Group Presentation

- Now it is time for a group to present their work
- Allow participants to share their screen during the meeting
- Click Share Screen and choose “Multiple participants can share screen simultaneously”
- Presenting students need to turn on their video
- One group member share their screen to show the slides, doc, etc.
 - All members take turn to do their presentation while one group member control the shared screen
- OR, group members can request Screen Control among themselves to move around shared content on one member’s screen (Not recommended)
- OR, recorded presentation could be another solution when live presentations is not needed

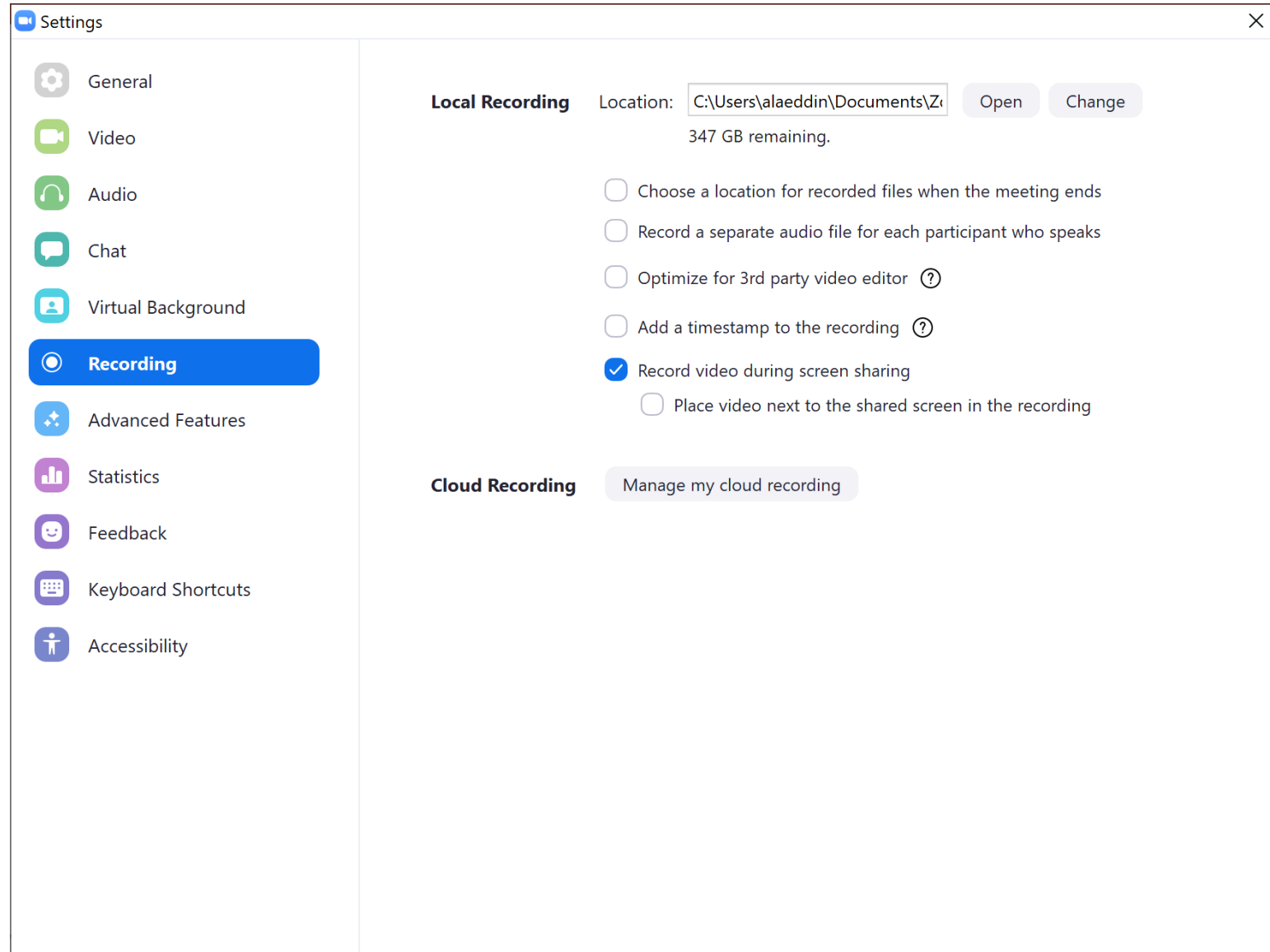
Record your lecture, presentation, etc.

Click **Record**

- Record on this computer (recommended)
- Record to the cloud
- What you see is recorded
- You can record your class meeting (audio and video) and save as a MP4 file on your computer
- Upload the recording of the lecture to Canvas for your class

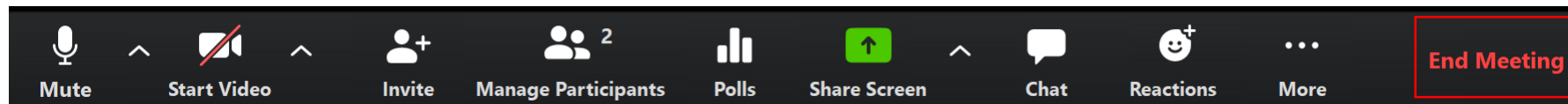
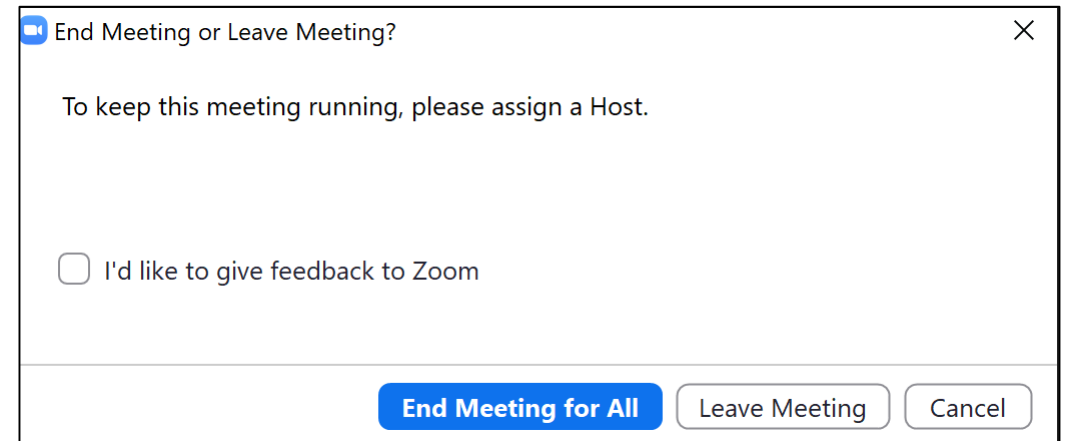


Zoom Client for Meetings Recording Settings



End the lecture for all students

- You select 'End Meeting' then 'Leave Meeting for All'. This ends lecture for all students.
- Students have a “Leave Meeting” button on their control bar.



Class Attendance/Get a list of meeting participants

Login to <https://cmu.zoom.us>

Click "Report" on the menu on the left side of the screen

Shows you the length of time in Minutes the participants was in a meeting

You can export list of participants as a .csv file

Meeting Participants					
<input type="checkbox"/> Export with meeting data					Export
Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Attentiveness Score
Nasser Alaeddine	alaeddin@andrew.cmu...	03/06/2020 07:26:08 PM	03/06/2020 07:28:49 PM	3	100.0%
Galaxy S9		03/06/2020 07:26:43 PM	03/06/2020 07:28:49 PM	3	100.0%

Start your lecture

Make sure Zoom Client for Meetings is running

Just click on the Zoom meeting link

You will be redirected to start the meeting using the Zoom Client for Meeting if the client is running on your machine

Otherwise, it will start your meeting using the Zoom web portal

As we discussed, the Zoom client for Meetings provide you with the best experience for your meeting

Join Zoom Meeting

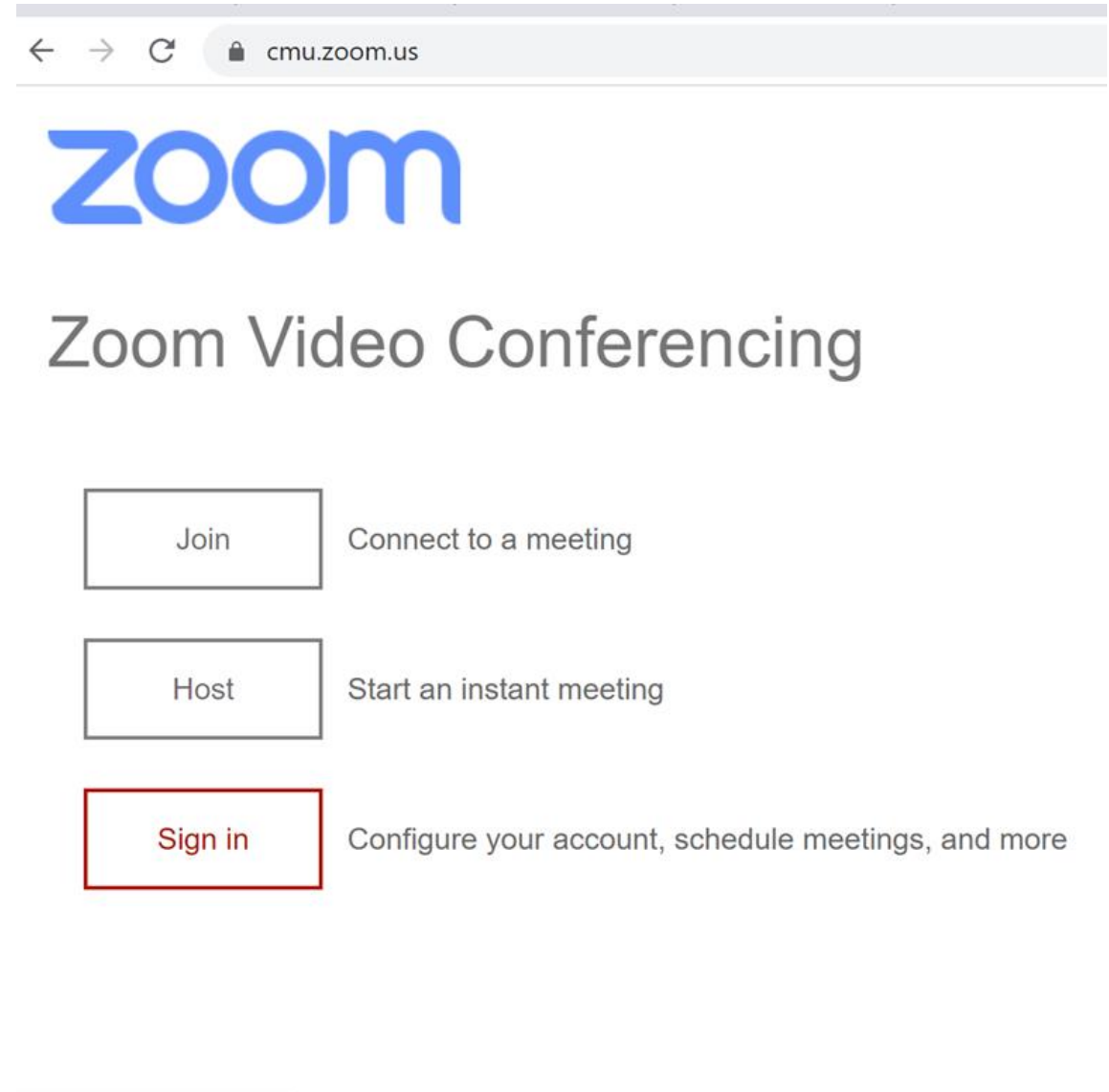
<https://cmu.zoom.us/j/3392621200>

Meeting ID: 3392621200

Your Zoom Account Settings

Go to
<https://cmu.zoom.us> and
sign into your account

- All students, staff, and faculty at CMU & CMU-Q have access to the Zoom Pro package with their Andrew ID and password
- Unlimited meeting time with 300 attendees in one session
- A Zoom account isn't required to attend a meeting



Your profile settings

You can modify various meeting settings in two ways:

- Change it once on cmu.zoom.us, in your zoom account → “Settings”
- Or you can change certain settings every time when you schedule a meeting

←

→

↺

cmu.zoom.us/profile

Carnegie Mellon University

zoom

JOIN A MEETING ▶

START A MEETING ▶

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> Room Management

> Account Management

Change

Nasser Alaeddine

Personal Meeting ID

× Use this ID for instant meetings

Personal Link

Not set yet.

Sign-In Email

User Type

Licensed ⓘ

Capacity

Meeting 300 ⓘ

Language

English

Date and Time

Time Zone

(GMT+3:00) Kuwait

Date Format

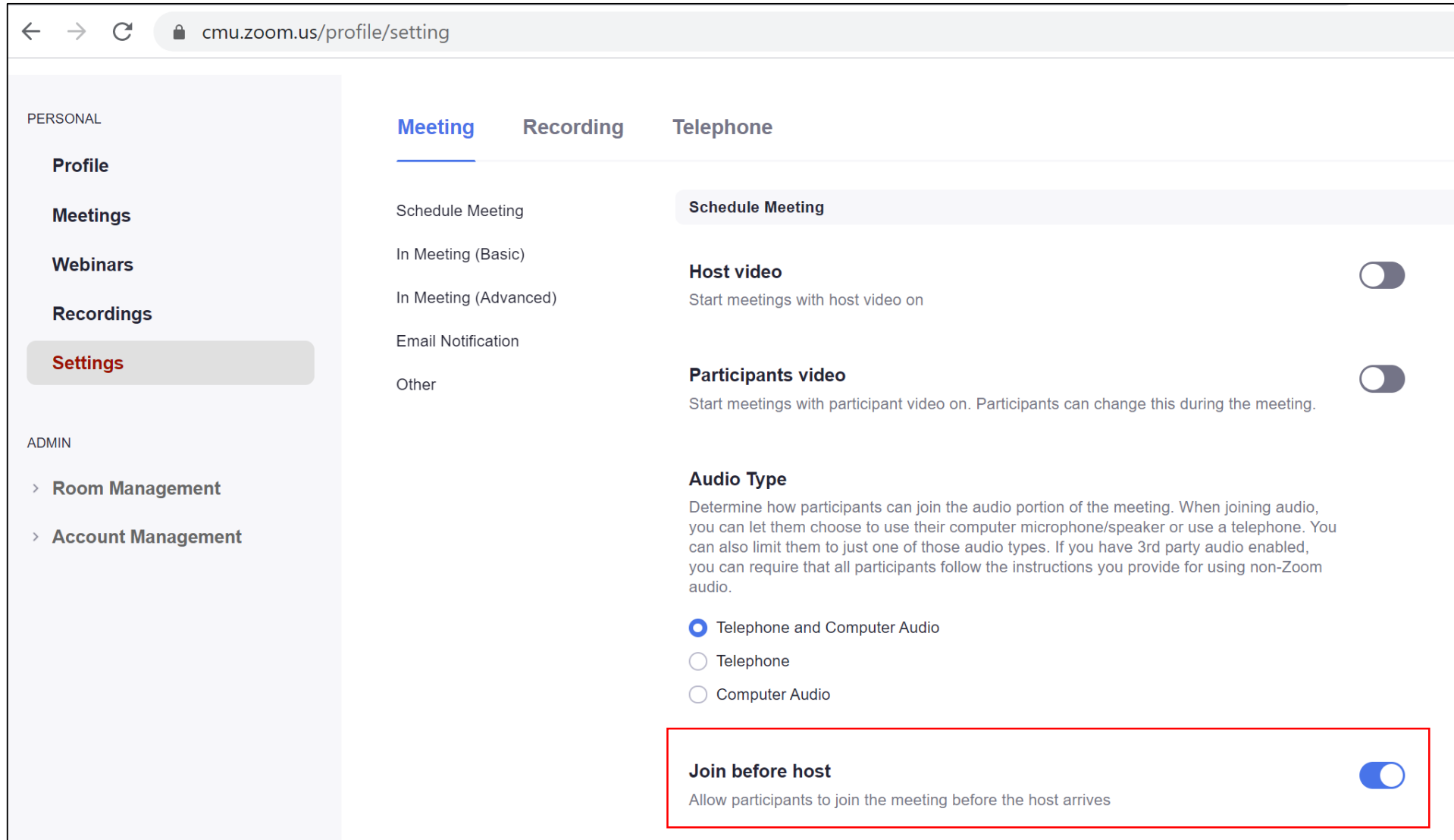
mm/dd/yyyy

Example: 08/15/2011

Time Format

× Use 24-hour time

You account settings (1)



The screenshot displays the Zoom account settings interface. The browser address bar shows the URL `cmu.zoom.us/profile/setting`. On the left sidebar, under the 'PERSONAL' section, the 'Settings' option is highlighted. Below it, the 'ADMIN' section includes 'Room Management' and 'Account Management'. The main content area has three tabs: 'Meeting' (selected), 'Recording', and 'Telephone'. Under the 'Meeting' tab, there are links for 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)', 'Email Notification', and 'Other'. The 'Schedule Meeting' link is active. The settings for meetings include: 'Host video' (toggle off), 'Participants video' (toggle off), 'Audio Type' (radio buttons for 'Telephone and Computer Audio' (selected), 'Telephone', and 'Computer Audio'), and 'Join before host' (toggle on, highlighted with a red box). The 'Join before host' setting allows participants to join the meeting before the host arrives.

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings**

ADMIN

- > Room Management
- > Account Management

Meeting Recording Telephone

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Schedule Meeting

Host video ☐

Start meetings with host video on

Participants video ☐

Start meetings with participant video on. Participants can change this during the meeting.

Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

☒ Telephone and Computer Audio

☐ Telephone

☐ Computer Audio


Join before host ☒

Allow participants to join the meeting before the host arrives

Your account settings (2)

Chat

Allow meeting participants to send a message visible to all participants

☒ Prevent participants from saving chat 

Private chat

Allow meeting participants to send a private 1:1 message to another participant.

☒

Auto saving chats

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.


☐


Play sound when participants join or leave

Play sound when participants join or leave

☐

File transfer

Hosts and participants can send files through the in-meeting chat. 

☐ Only allow specified file types 

☒

Your account settings (3)

- Select Host only
- Allow **All Participants** to share screen when there are group presentations

Schedule Meeting

[In Meeting \(Basic\)](#)

In Meeting (Advanced)

Email Notification

Other

Polling

Add 'Polls' to the meeting controls. This allows the host to survey the attendees. [?](#)

Allow host to put attendee on hold

Allow hosts to temporarily remove an attendee from the meeting.

Always show meeting control toolbar

Always show meeting controls during a meeting [?](#)

Show Zoom windows during screen share [?](#)

Screen sharing

Allow host and participants to share their screen or content during meetings

Who can share?

☒ Host Only ☐ All Participants

Who can start sharing when someone else is sharing?

☒ Host Only ☐ All Participants

Disable desktop/screen share for users

Disable desktop or screen share in a meeting and only allow sharing of selected applications. [?](#)

Annotation

Allow participants to use annotation tools to add information to shared screens [?](#)

Whiteboard

Allow participants to share whiteboard during a meeting [?](#)

☒ Auto save whiteboard content when sharing is stopped

Your account settings (4)

Schedule Meeting


In Meeting (Basic)

In Meeting (Advanced)

In Meeting (Advanced)


Breakout room

Allow host to split meeting participants into separate, smaller rooms

☒ Allow host to assign participants to breakout rooms when scheduling 


☒


Waiting room

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. 

Choose which participants to place in the waiting room:

☒ All participants

☐ Guest participants only 

Customize the title, logo, and description 

☒

Practice, Practice, & Practice
With your colleagues
With your students

Carnegie Mellon University Qatar

Information Technology