# Using Zoom in Your Online Course

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Your institution gives all students and instructors access to the dynamic Zoom software suite. When you and your students are unable to meet in person, you can use Zoom meetings for synchronous, interactive meetings with chat and whiteboarding with up to 300 people and record this meeting to the cloud for later viewing. You can also use Zoom individually to pre-record a lecture.

This guide will walk you through the recommended settings for your meetings, your options for scheduling Zoom meetings, and how you can share these meetings and recordings with your class.

Before you can use Zoom, you should install the Zoom application on your Mac, PC, mobile, or tablet.  Note that this software is updated regularly so all users should update periodically.

# 1. Where Do I Schedule a Zoom Session?

You can log into your WFU Zoom account here:  **https://wakeforest-university.zoom.us/**

Use your usual WFU login credentials to gain access.

# 2. Change your Zoom Settings

Before you create your meetings on your LMS, it's best to adjust some settings within the Zoom profile at the location listed above. The first screen you will see is this, the Profile screen:



1. Click the **Change** button to add a profile photo of yourself. This image will show to students when your webcam is not on.
2. Enable the **Personal Meeting ID** (the URL that you can use for any private session regardless of what course you teach). Click the **Edit** button to the right, check off the box that says "**Use this ID for instant meetings**" and click **Save**.
3. (Option) Change the **Personal Meeting ID** URL to something that makes more sense, such as your first and last name divided by periods – note this may not work for users who have other accounts associated with Zoom.

   For example: https://wakeforest-university.zoom.us/my/nelson.hui

An instructor should save this meeting URL along with the 10 digit Personal Meeting number somewhere safe. Anytime you have a student or instructor that wants to meet, just forward this meeting URL.

Note: At the bottom of this page is a **Host Key**. Copy this 6-digit key to somewhere safe in case you ever need to join your meeting and claim the Host privileges. As long as you log into your LMS first, this should not be necessary.
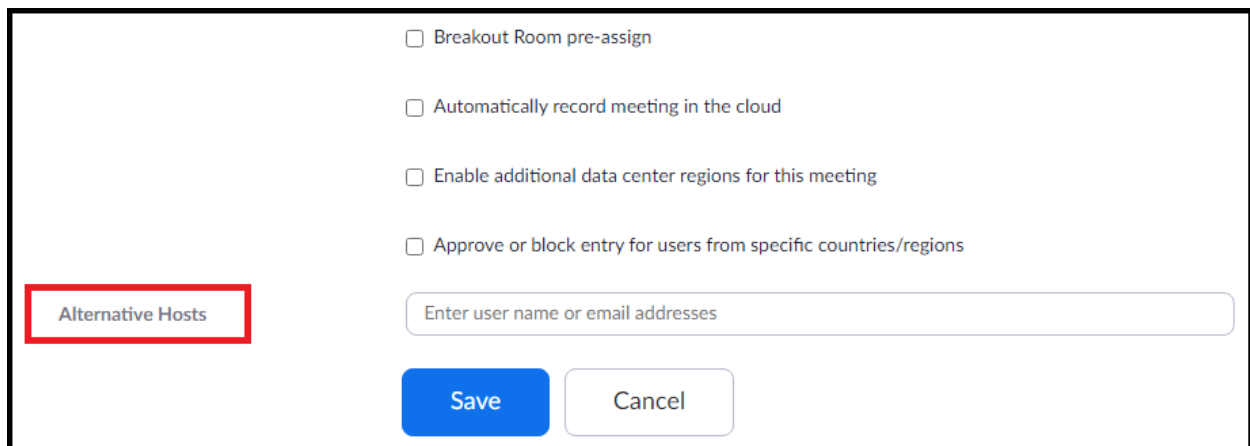
Note: Most Zoom meeting settings are controlled by your institution. If there are specific settings that need adjustment, you will be notified to adjust them.

## 3. Guest Speakers and Inviting Other Instructors

**Host**

A host is the person who schedules a meeting and has control over all functions in the meeting. There can only be one host per meeting. See details on what a host can do.

**Alternative Host**



If you want to allow someone else to start a meeting that you scheduled, assign an alternative host(s) by using their full email. This is a good idea in the event that you are unable to attend or are running late to your meeting. Note that guest speakers do not need to be hosts; as participants, they can have sharing rights.

Users designated as alternative hosts will receive an email with a link to start the meeting. The first alternative host to join before the meeting scheduler will be granted host controls. The scheduler can reclaim host controls by going to Manage Participants and selecting Reclaim Host.

If you want to make someone an alternative host for all of your meetings and allow them to schedule meetings for you, you can give them scheduling privilege over your Zoom account.

Alternative hosts have all the rights of the host, but cannot edit polls that the host created or download recordings of the meeting.

**Co-host**

If a host needs assistance with managing the meeting such as monitoring chats, muting participants, or starting/stopping the recording, they can assign a [co-host](#). Co-hosts are assigned during a meeting and [have useful but limited capabilities](#). For instance, they cannot start a meeting or create, move, or start breakout rooms.

## 4. Scheduling a Zoom Meeting

As you begin scheduling your Zoom meeting, we recommend you think about the following:

- Label your meeting to something that is specific:

    Institution + Course Number + Live Session + Section + Semester & Date + Time + Name of Instructor

    For example: **CNS 740 Live Session SP21 Section 2 Thursdays @ 7:00PM ET Dr. Yazer**

- **Recurring meeting**: If your meeting will occur on the same day and time every week, please choose this option. Then, for the **Recurrence** option, change it from **Daily** to **No Fixed Time**. This will ensure you will only need one link per course.
- For live sessions that occur on different dates or times, create a separate meeting link for each live session
- **Waiting Room**: select only for small, one-on-one sessions like office hours
- **Join before host**: This option is automatically unchecked.  Faculty have to check this box to "allow participants to join anytime" if that is their preference.  You may want to keep this option unchecked if you'd like to discourage users from entering outside of meeting times, if you are auto-recording meetings, haven't prevented participants from sharing their screen, or aren't requiring authentication.
- **Mute participants upon entry**: Recommended for large live lectures, but not for small discussion groups.
- **Only authenticated users can join**: Wake Forest does not automatically check this box to authenticate users; however, it is recommended. If checked, all users must first log into their LMS with an institutional email before entering their Zoom live session.
- **Alternative Hosts**: Add colleagues, guest speakers, or TAs so they can start the meeting

## 5. Send Students Your Zoom Information

- By default, your Zoom meeting information will be posted in your 'Meet your Instructor' page.
- All students should know how to access Zoom sessions from their orientation training and the resources provided to them, but a simple Announcement post to remind them about where and when they will access their live session will help.
- If you think students will have bandwidth issues, consider sharing your slides so they can follow on audio on the phone.

## 6. Prepare Yourself Before Your First Meeting

- Visit the Zoom test meeting at https://zoom.us/test to make sure your setup is working
- Rehearse before your first meeting with a friend, family member, or colleague so you are familiar with the
- You can connect to Zoom with an iPad if you want to do whiteboarding.

Other things to note while planning

Students who have returned to countries with a higher degree of surveillance may not wish to participate in a video conference where they have to speak out loud and be overheard, or where others in their family may be captured on a webcam or mic. Please be flexible in how you ask them to participate by keeping their environments in mind.

## 7. Recording

Instructors' decision to record or not record a course session should factor in the needs of students who may need to watch or even download a video at a later time (due to connectivity issues or other hardships) against the nature of any student discussion that would be recorded. Some of the settings above will help to minimize students being on camera in the recording, such as capturing only active speakers, but you may also want to spotlight yourself and guest speakers who have agreed to be on camera in the recording. Note, that while students aren't on camera, cloud recordings will capture public chat (not private chats) and auto-generated transcripts that feature students, so these recordings cannot be reused in future quarters without taking additional steps. When a Zoom meeting is recorded, your students will see a consent to be recorded message. If you've taken the steps described in the settings section above, recording will be to the cloud and will only be accessible via passcode and with Stanford authentication.

## 8. Access, Edit and Share Your Recordings

Cloud recordings are usually available within a few hours of the end of the Zoom meeting in the following locations:

- Recordings of Meetings scheduled in the web browser will appear in Cloud Recordings to the host, where they can be managed and shared.
- Recordings of meetings scheduled in the LMS Zoom tool will appear in on the Cloud Recordings tab of the Zoom tool.

## 9. Usage Reports

If you want to take a quick attendance or discover how long a user was in a Zoom meeting, simply enter the web browser version of Zoom and click **Reports**.



1. Click **Usage**.
2. Choose a date range that collects the meeting that you want to inspect.
3. Click the number of **Participants** to open up the data for a chosen meeting.
4. The popup will allow you to export attendance data including name, email, join time, leave time, duration of stay, and type of guest.