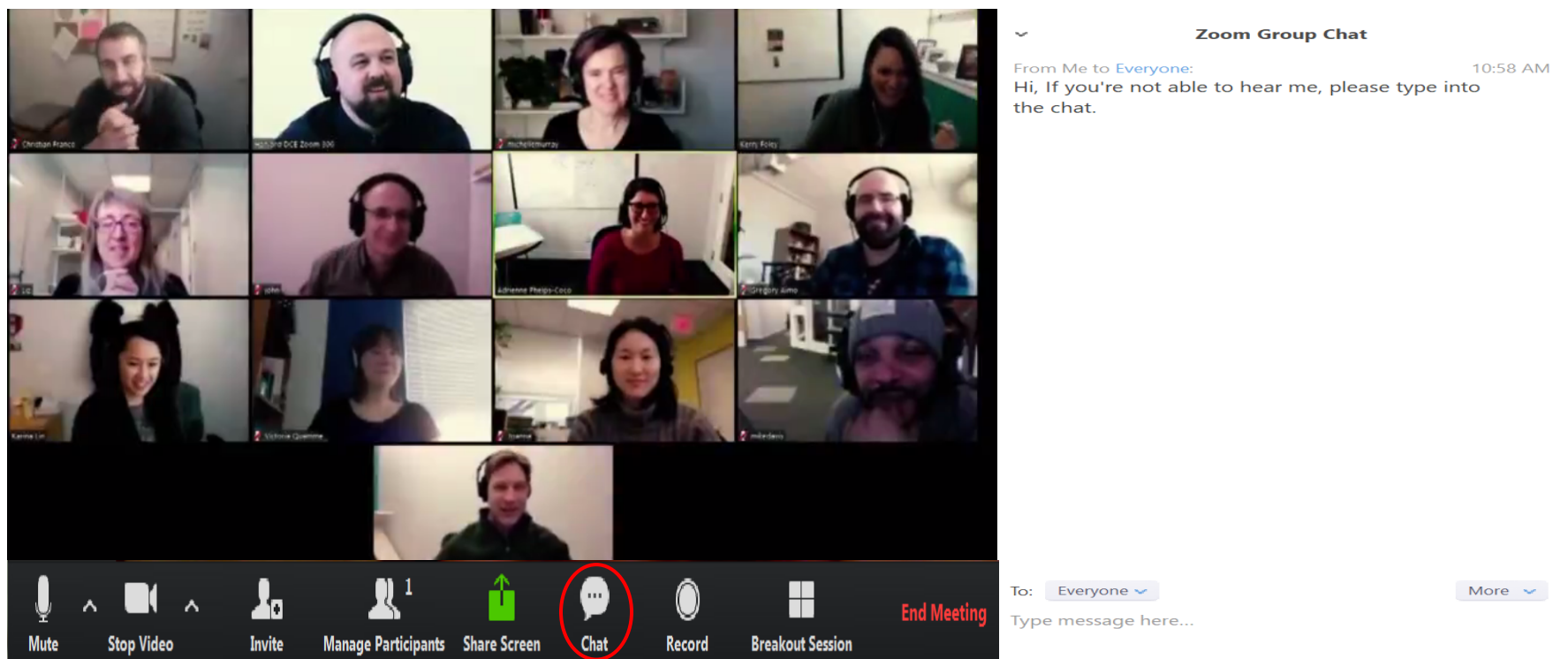


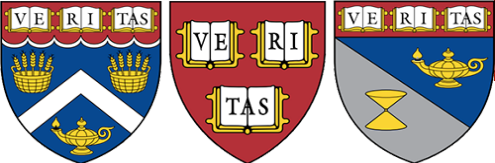
Zoom Training

If you can't hear, or if I can't hear you type into the chat.



Click the chat icon to open chat box. You may have to move your mouse over the bottom of the screen to see the chat icon.

For major technical difficulties call (617) 998-8571



Zoom Training

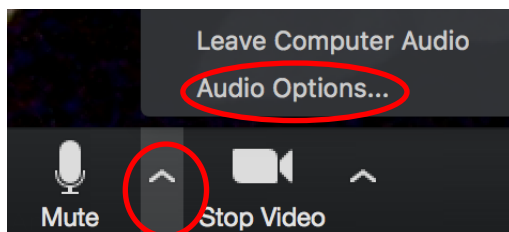
Fix Audio Problems

1. Make sure your microphone is not on Mute

If you see a line through the microphone icon in the bottom left of your screen, click on the icon to make the line go away



2. Test Computer Audio

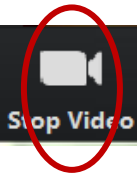
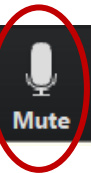
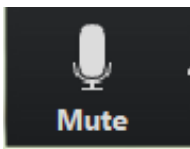
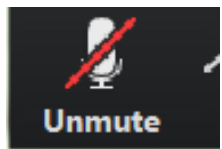




Zoom Training

How to Participate in Today's Session

1. Use microphone
2. Type into chat
3. Use video
4. Explore, ask questions and try features
5. Best practice: mute microphone unless speaking



Invite



Manage Participants



Share Screen



Chat



Record



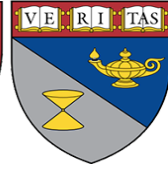
Breakout Session

End Meeting



Zoom Training Agenda

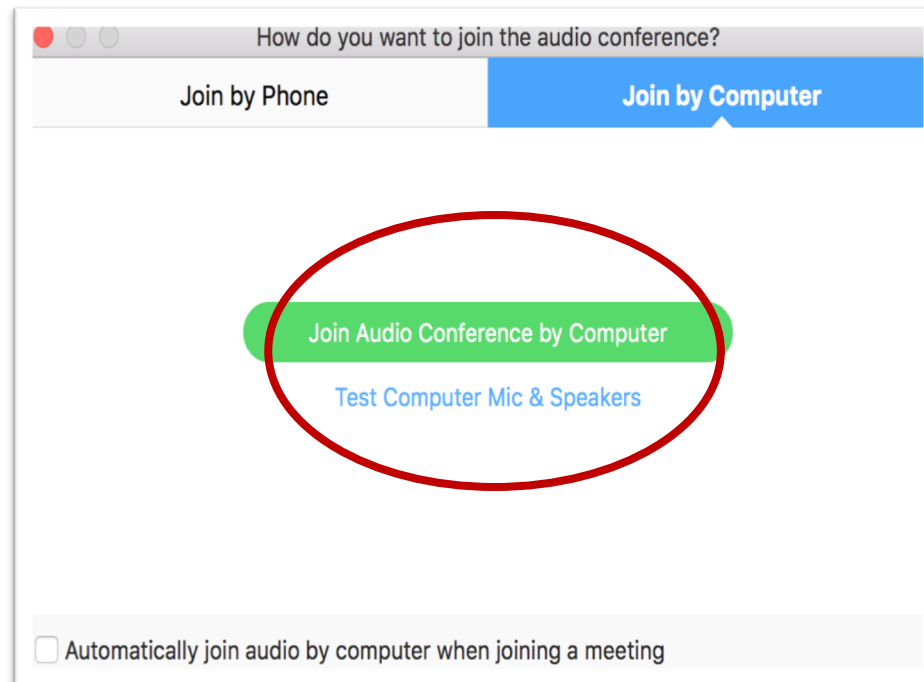
- Audio
- Views
- Chat/Send File
- Manage Participants
- Record
- Account and Links
- Host, Co-Hosts & Alt. Hosts
- Best Practices and Updates
- Share Screen
- Annotation and Whiteboard
- Breakout Sessions
- Poll
- End Your Meeting
- New Faculty Institute
- Help



Zoom Training

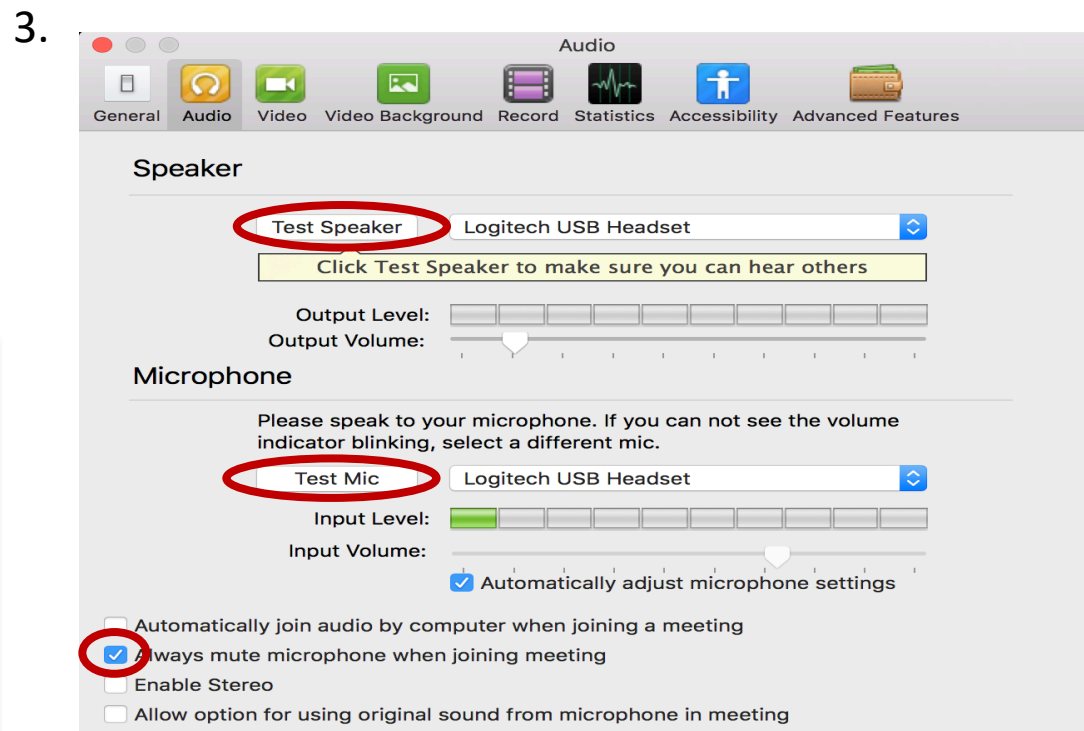
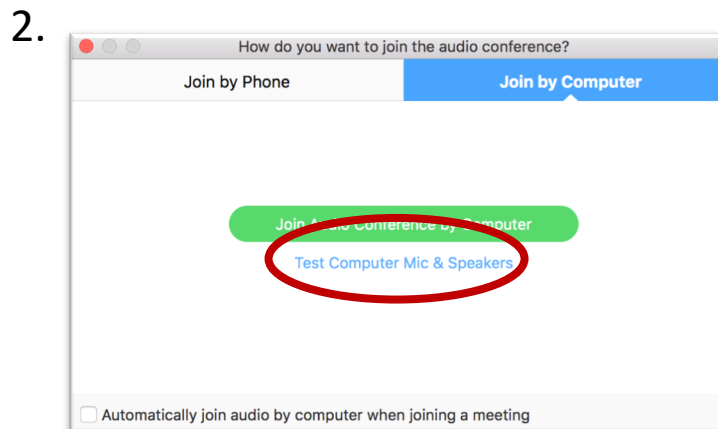
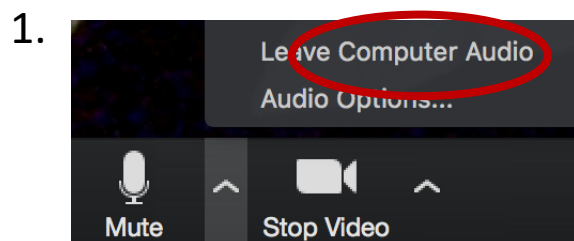
Join Audio Upon Entering

1. Join by Computer—Don't Join by Phone
2. Test Computer Audio
3. Join Audio by Computer



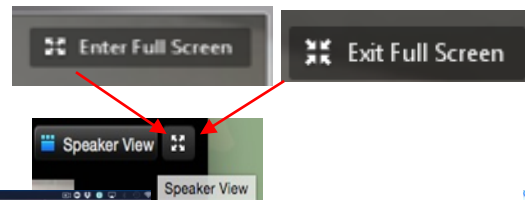
Test Computer Audio in Session

- You and your students should check this every time you enter a session
- Make sure you hear the audio through your headset

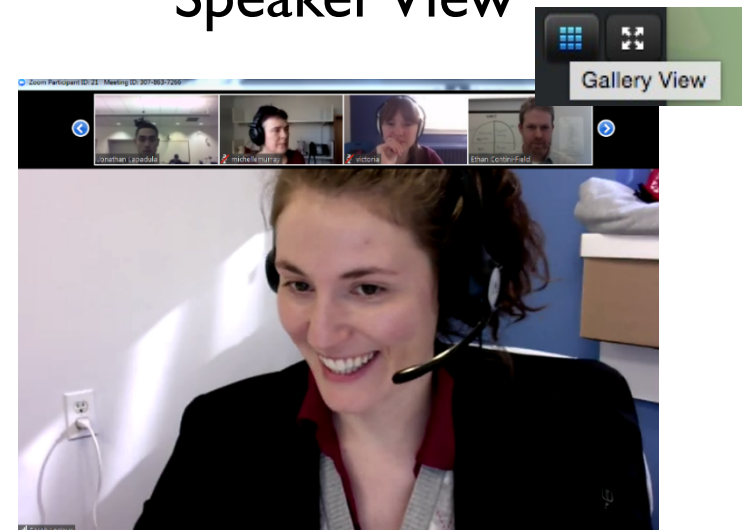


- Switch between Gallery View and Speaker View
- Students can control the view they see
- Enter Full Screen or Exit Full Screen

Gallery View



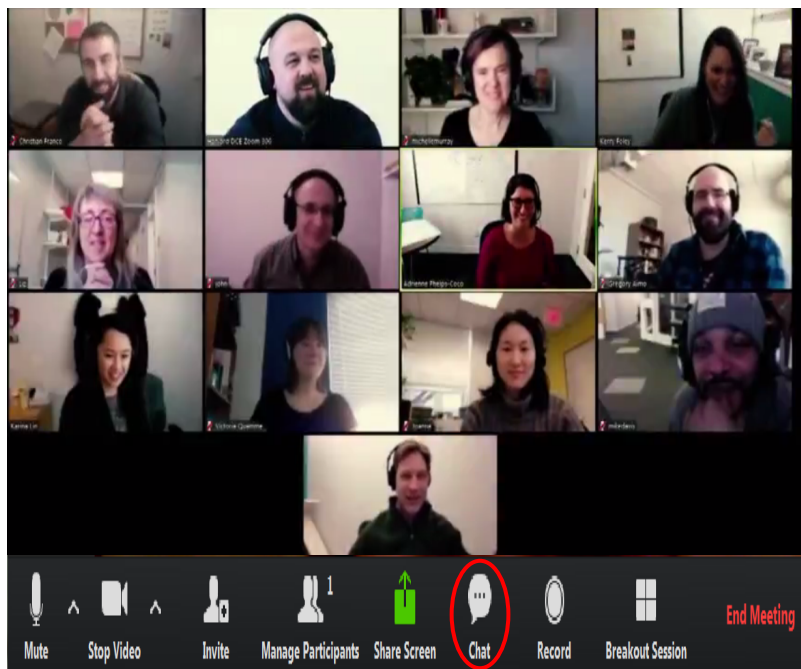
Speaker View





Zoom Training

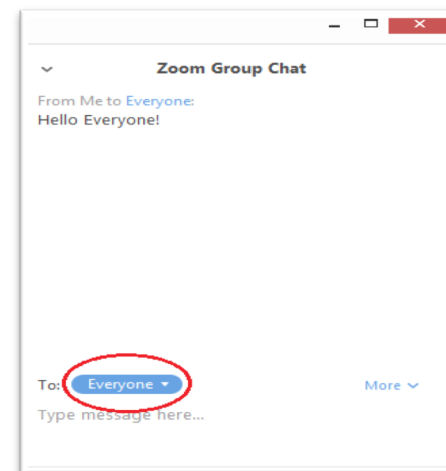
Chat



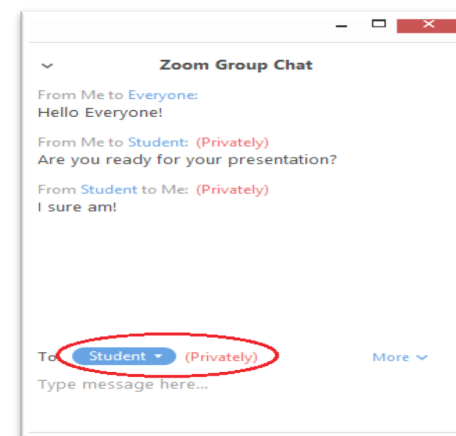
Click chat icon to open chat box.
You may have to move your mouse over the bottom of the screen to see the chat icon.

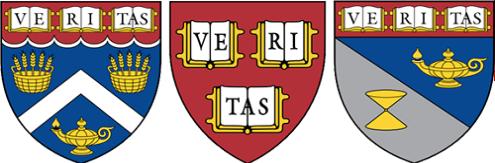
Select "Everyone"
to type a message
to the whole class

*Click Enter on
keyboard to send*



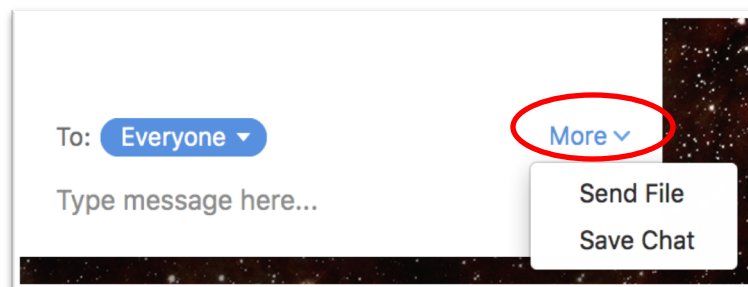
Send a private chat
by selecting the
name of 1 person





Zoom Training

Save Chat and Send File



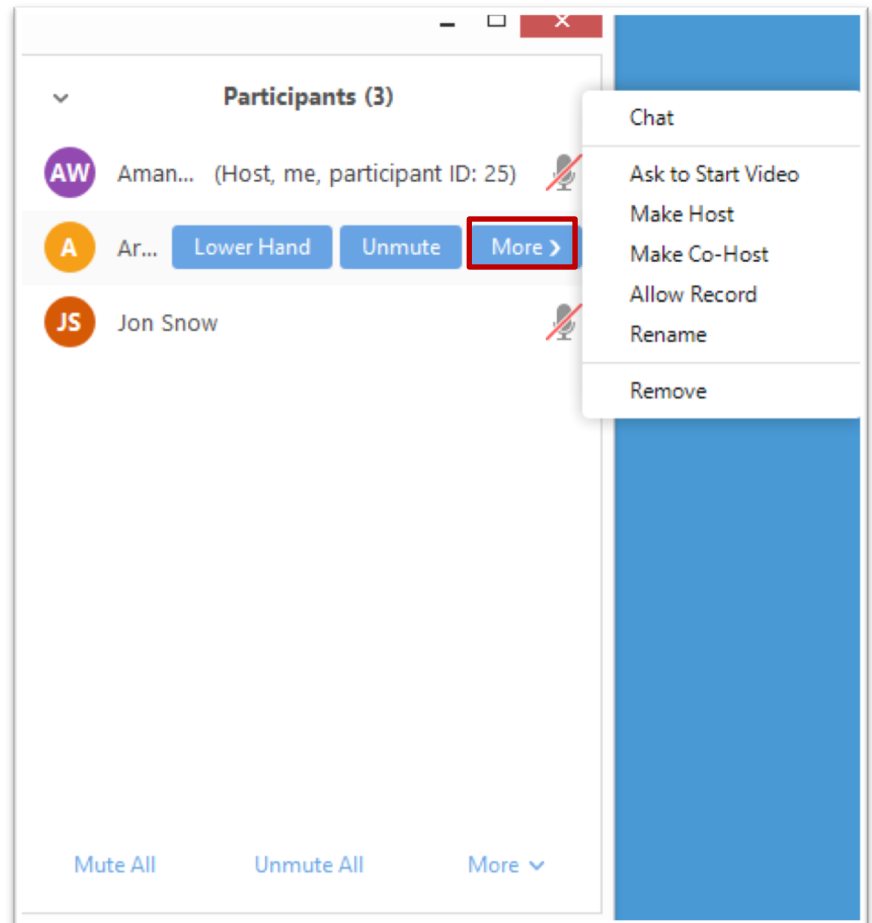
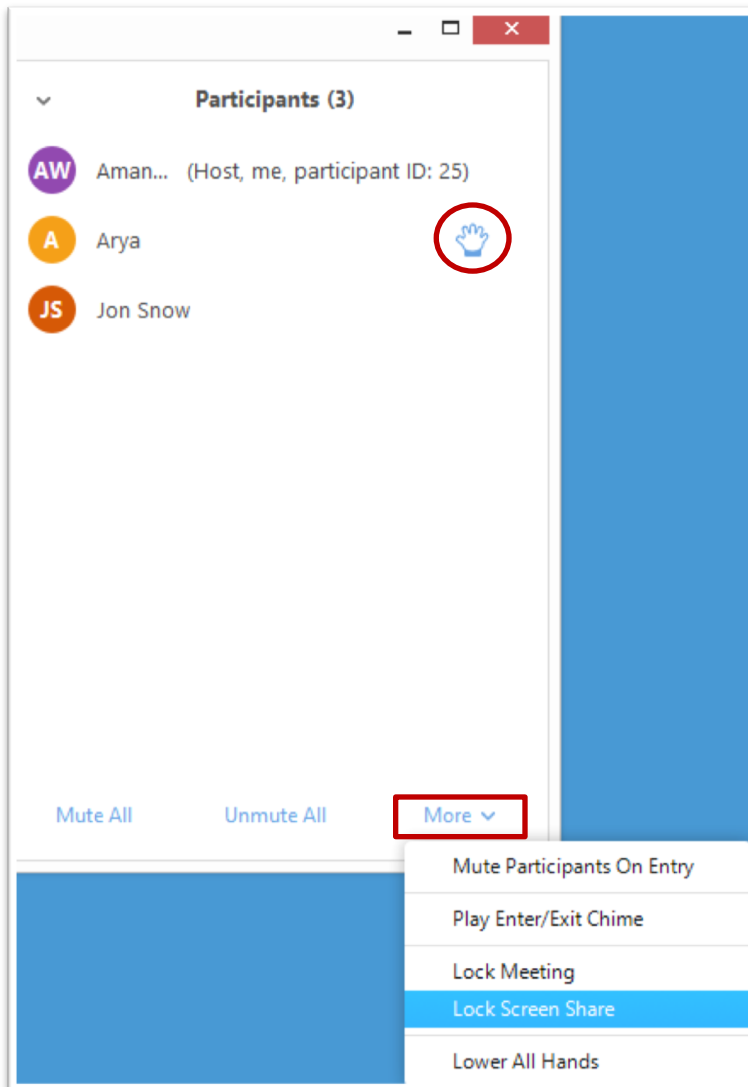
Save Chat

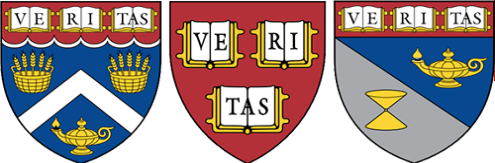
Anyone can save a .txt transcript of the chat.

Send File

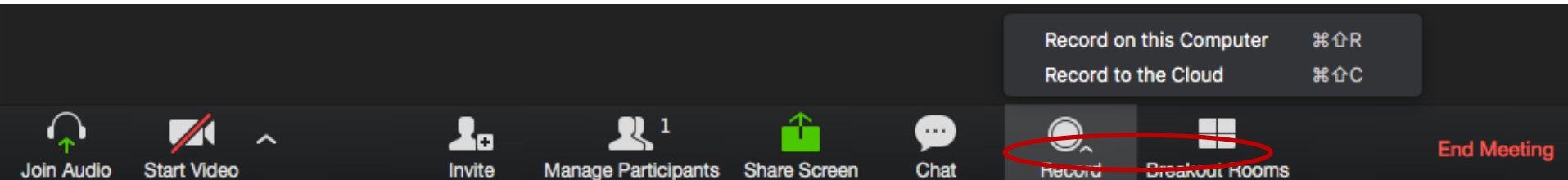
Anyone can send a copy of a file they have on their computer to others.

Manage Participants (Host View)



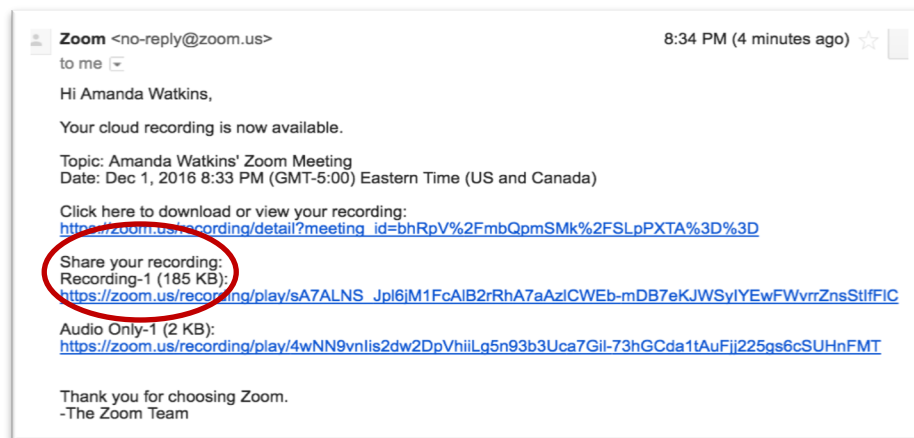


Zoom Training Record



Two ways to find your recording

1. Log into your Zoom account at zoom.us and click on "My Recordings" on left side of page
2. In email from Zoom no-reply@zoom.us



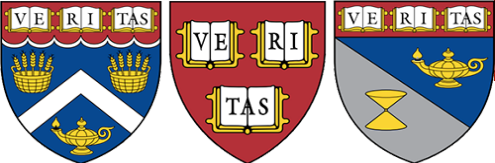
Accounts and Meeting Links

Accounts

1. If we have not yet contacted you, send an email to:
webconference@dce.harvard.edu
2. Click the link in the email from "no-reply@zoom.us" to set up a password
3. We will create a meeting for your course that will last for the entire semester.
4. Every member of the teaching staff should have an account unless you are all sharing the same user name and password.

Links

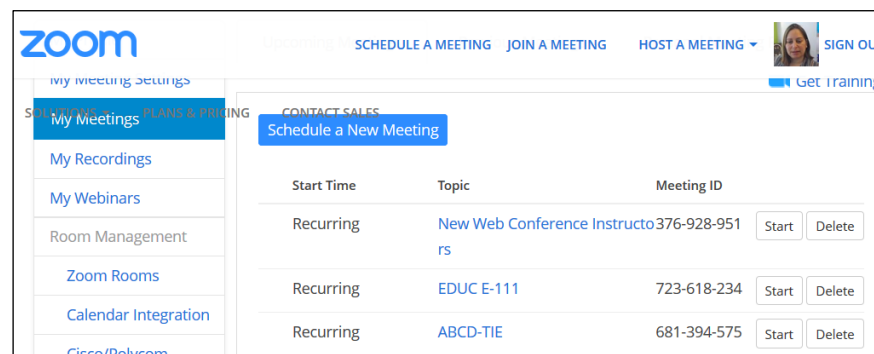
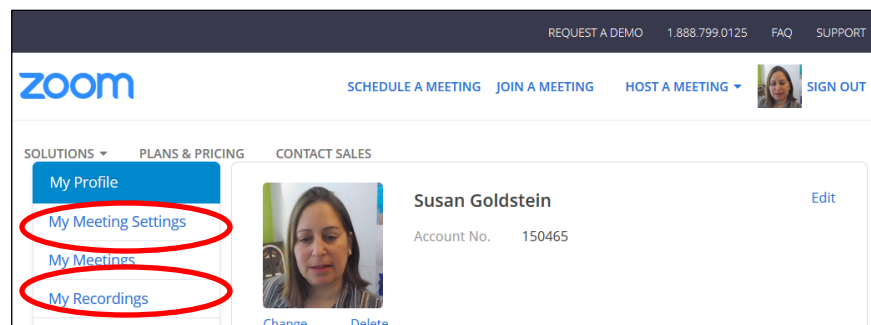
1. When we create your course meeting a link is generated. Everyone will use this same link.
2. We'll send you an email with the link. You can also find it when you log into zoom.us and look under "My Meetings."
3. We'll create a "Web Conference" page on your Canvas site that will have the link.
4. Your students will be able to find the link when they go to online services (dceweb.Harvard.edu).



Zoom Training

Your Account

zoom.us





Zoom Training

Host, Co-Host, and Alt-Host

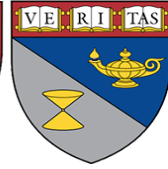
- The **Host** starts and manages the meeting. The instructor is usually the account holder and host.
- A **Co-Host** has almost all the same privileges as the host.
 - Co-hosts can't create or move others into and out of breakout rooms.
 - Anyone can enter as a participant and be promoted to co-host by the host.
- **Alt-Hosts** can be added to a session when a co-instructor or TA wants to open the session and enter as a host or co-host.
 - Contact webconference@dce.harvard.edu to have someone added to your session as a co-host.



Zoom Training Best Practices

<http://projects.iq.harvard.edu/dcewebconf>

- Required Network Minimum- **3.0-Mbs download / upload:** <http://speedof.me>
 - Ethernet cable is BEST
 - Network must be private Wi-Fi or work network.
 - Make sure that no one on your network is streaming movies, playing online video games, downloading, etc.
 - No mobile phone broadband connections are supported
- Open only the applications necessary for class.
- Keep your browser up to date. Close all other unnecessary windows/tabs.
 - We strongly recommend Firefox or Chrome.
- Make sure computer does not need major updates.
- A restart a day keeps the IT folks away!



Zoom Training

Stay Updated

Download Center Zoom

<https://zoom.us/download>

zoom SALES PLANS SUPPORT SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

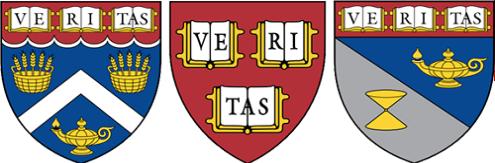
Download Center

Download for IT Admin

Zoom Client for Meetings

The web browser plug-in will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

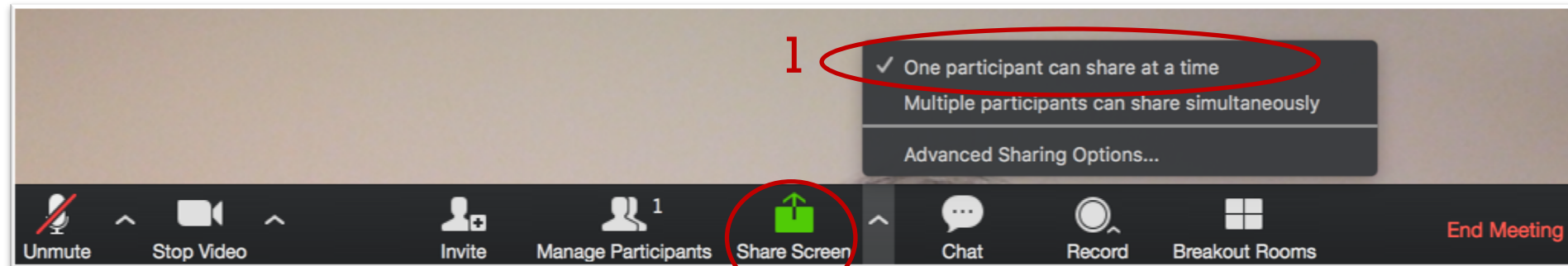
[Download](#) Version 3.5.64836.0908

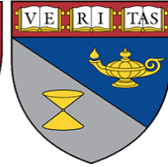


Zoom Training

Start Share Screen

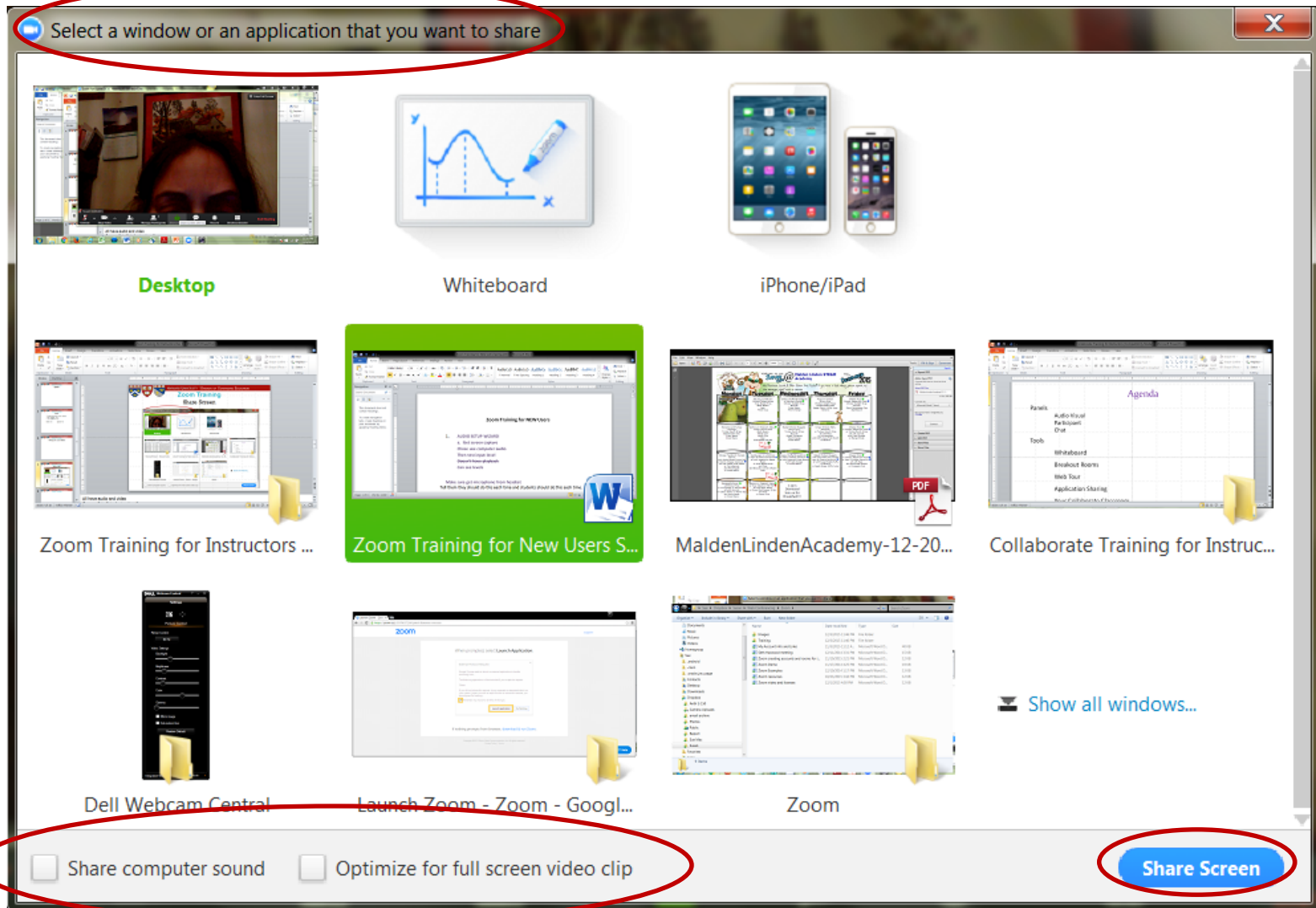
Confirm that One Participant sharing is selected.





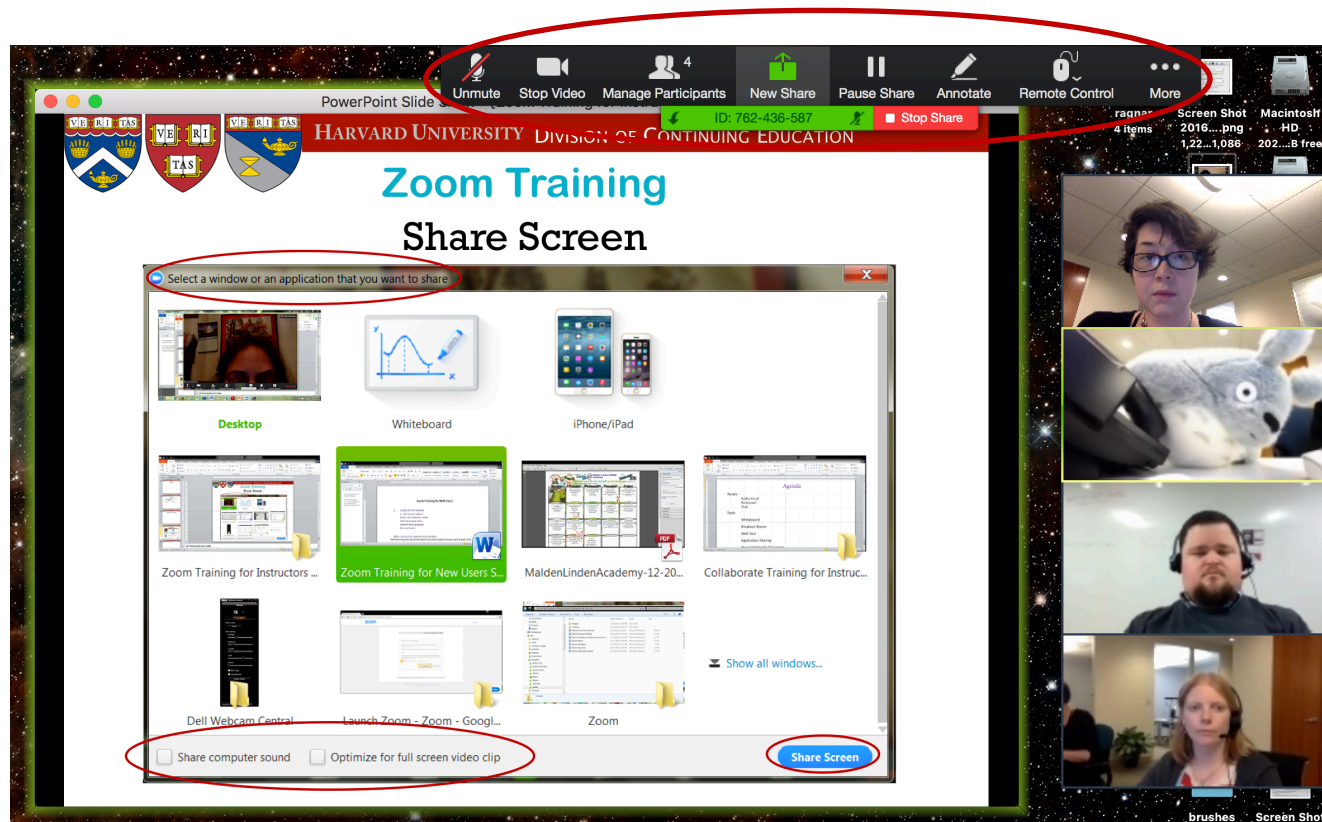
Zoom Training

Choose What to Share

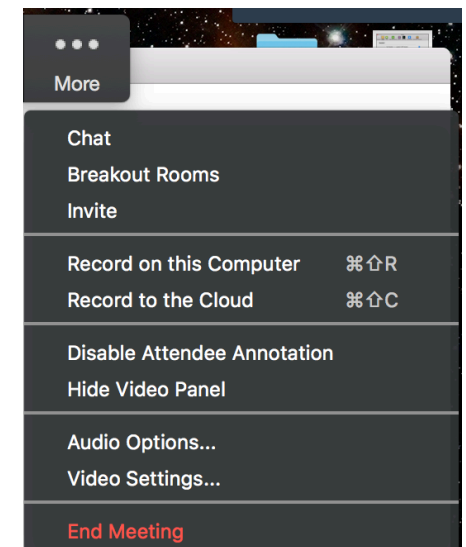


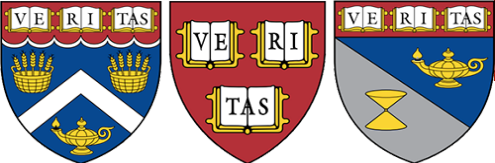
Share Screen in Progress

Controls have been moved to the top. If you don't see them, move your mouse here to make them appear.



Additional tools have moved to the "More" Menu





Zoom Training

Annotation and Whiteboard

PowerPoint Slide

Unmute Stop Video Manage Participants New Share Pause Share **Annotate** Stop Share

ID: 762-436-587

HARVARD UNIVERSITY DIVISION OF CONTINUING EDUCATION

Zoom

Mouse Select Text Draw Arrow Eraser Format Undo Redo

Instructor → **Best Practices**

- 1) Required Network Minimum- **3.0-Mbs download / upload**: <http://www.speedtest.net/>
 - Ethernet cable is BEST. Adapters are available if you have a computer with no Ethernet port.
 - Mac: <http://www.apple.com/shop/product/MC704LL/A/apple-usb-ethernet-adapter>
 - PC: <http://www.linksys.com/us/p/P-USB3GIG/>
 - If on WiFi, same speed-minimums apply. Network must be private WiFi or work network. Sit as close as you can to the WiFi router – proximity matters!
 - Whether WiFi or wired, make sure that *no one on your network is doing any bandwidth heavy activity* such as streaming movies, playing online video games, downloading, etc.
 - Public access points (cafés, libraries, etc. – even with password, they are 'public') have too low bandwidth and have too much traffic on them.
 - No mobile phone broadband connections are supported (tethering). Same bandwidth speed minimums apply. (see *above*)
- 2) **Open only the Applications necessary for class.**
- 3) Keep your **Browser** of choice up-to-date. *Close all other unnecessary windows/tabs.*
 - We strongly recommend Firefox or Chrome. *oh I love chrome!!*
- 4) Make sure computer does not need major system level updates.

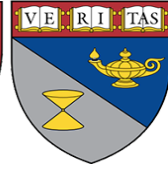
Unmute Stop Video Manage Participants New Share Pause Share Whiteboard Remote Control More

ID: 762-436-587

Stop Share

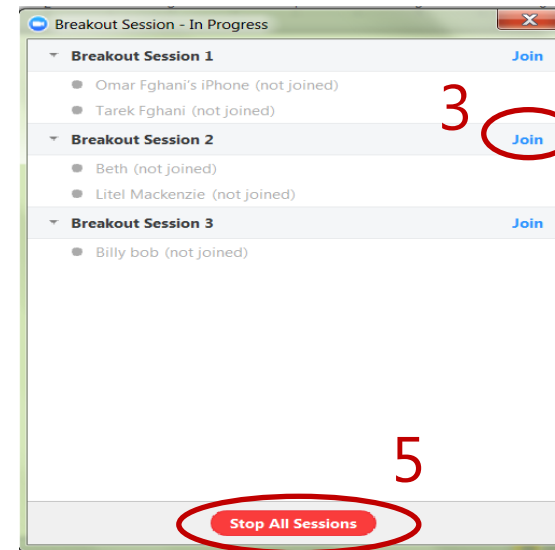
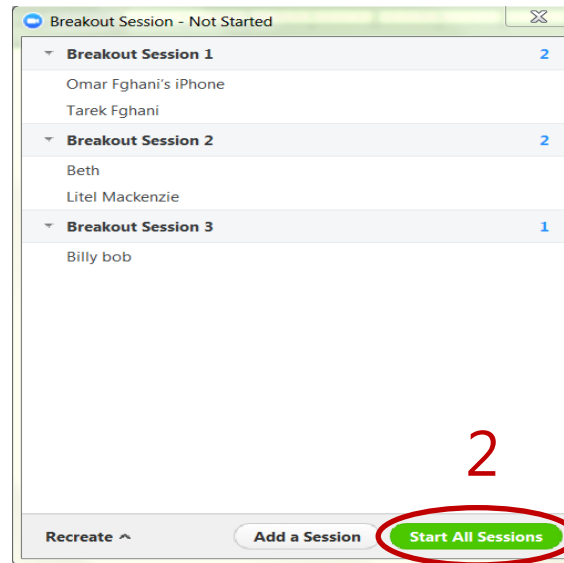
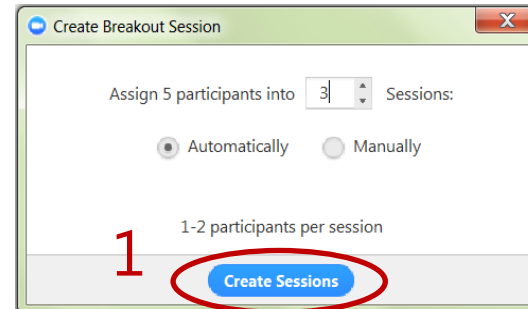
Select Text Draw Spotlight Eraser Format Undo Redo Clear Save

hi!

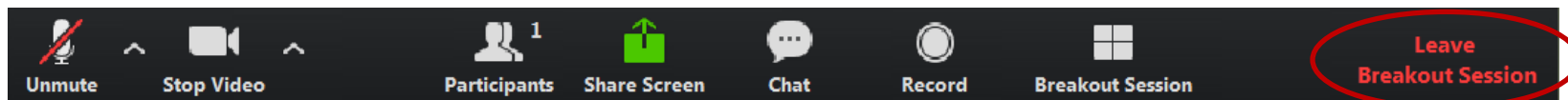


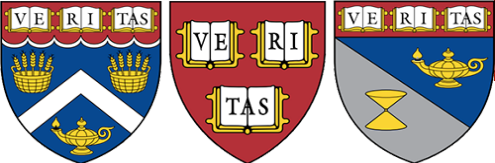
Zoom Training

Breakout Sessions



4

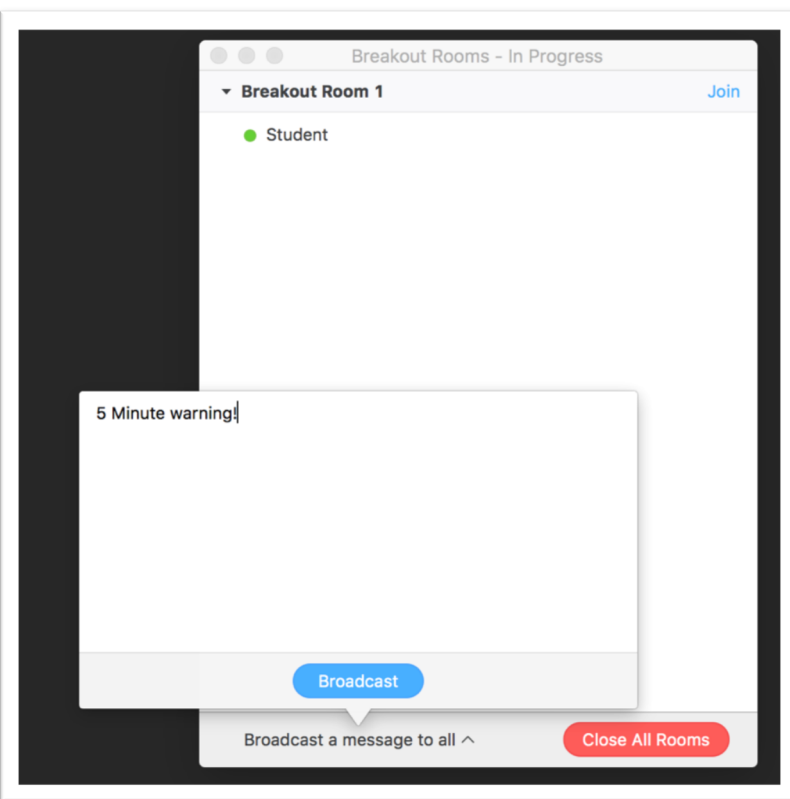




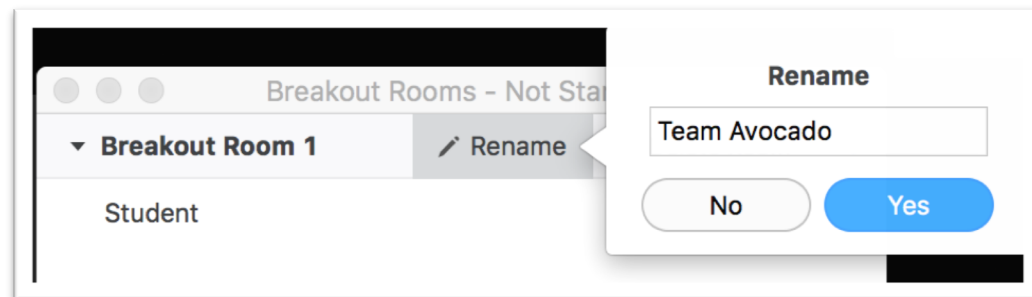
Zoom Training

Breakout Sessions

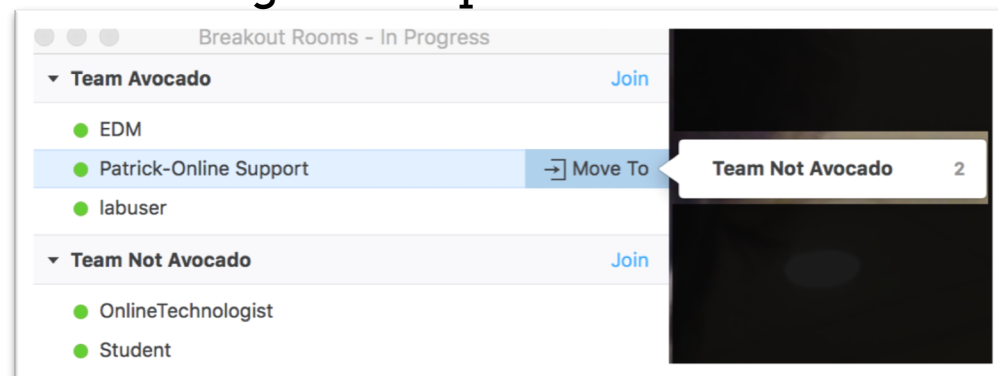
Broadcast Message



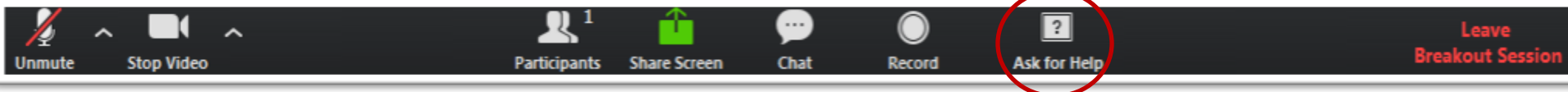
Rename Rooms



Reassign Participants While in Session



Students have the "Ask for Help" button while in a Breakout Session.

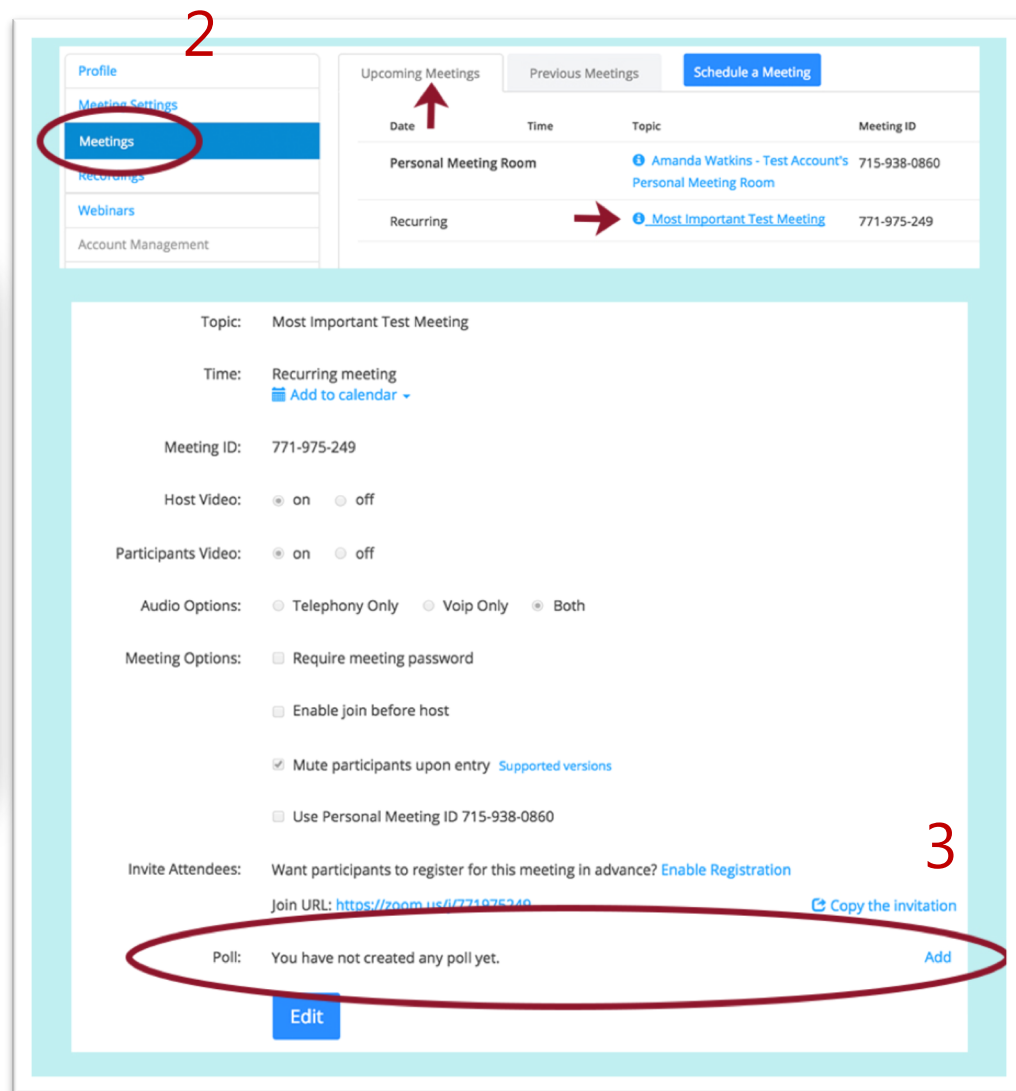
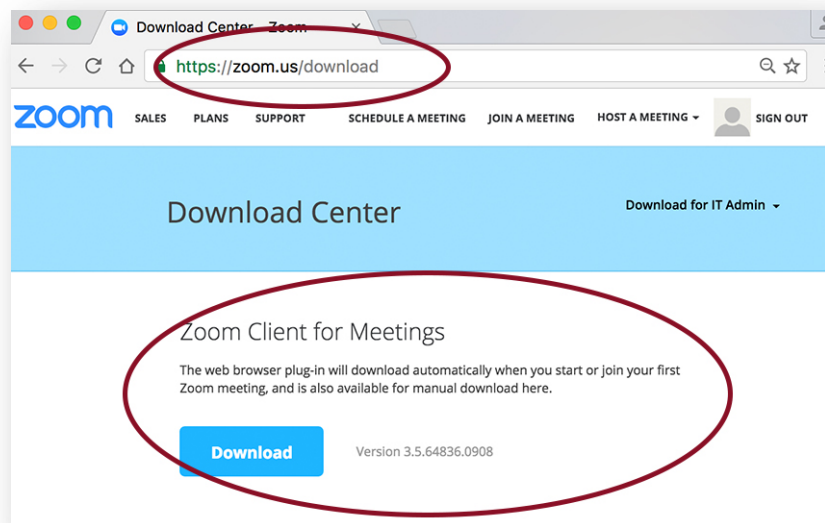




Zoom Training

Polling

- 1 You and your students will need the most recent version of Zoom for Polling to work





Zoom Training

Polling

4

Add a Poll

The Test Meeting Questions

1. Are Avocados the Best?

☒ Single Choice ☐ Multiple Choice

Yes!

Absolutely!

They really are!

I am a robot with no tastebuds.

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

+ Add a Question

Maximum 10 questions per poll

Save Cancel

5

Invite Manage Participants Polling Share Screen Chat Record Breakout Rooms

Polls

Polling 1: The Test Meeting Questions Edit

1. Are Avocados the Best?

☐ Yes!

☐ Absolutely!

☐ They really are!

☐ I am a robot with no tastebuds.

2. If you were stranded on a dessert island and could bring any of these with you, what would it be?

☐ An avocado.

☐ Crème brûlée.

☐ Cake.

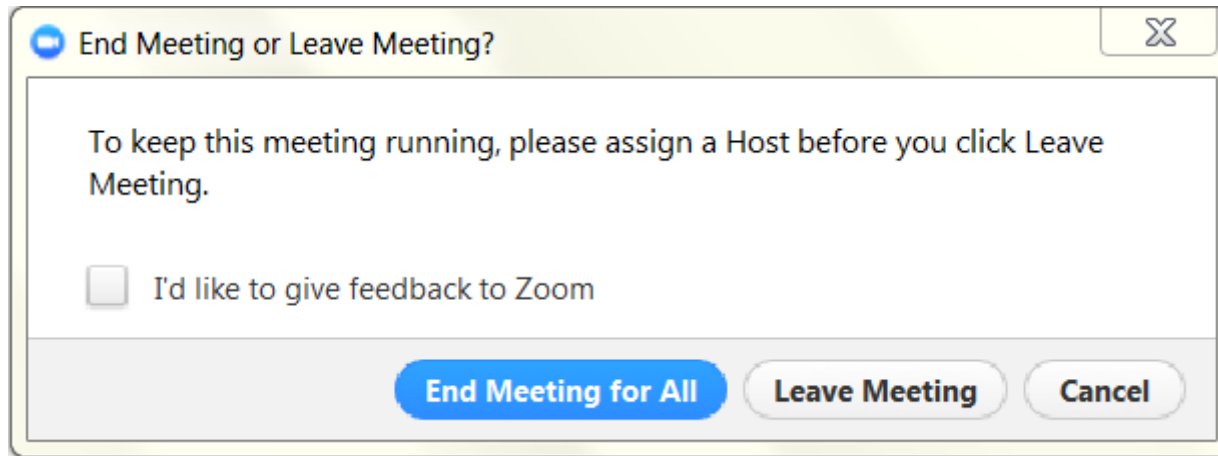
☐ Two Avocados.

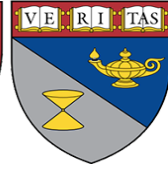
☐ Ice Cream

Launch Poll

Will launch the edit page on zoom.us in your browser

End Meeting





Zoom Training

New Faculty Institute

Online, Self-Paced Course for New Faculty


<https://canvas.harvard.edu/courses/11322>

Home

Modules

Discussions

About Harvard Extension

 Your Students

Before we get started with the institute, I wanted to take a few minutes to tell you a bit about the Extension School and the stud

The Harvard Extension School is an open-enrollment program, which means that anyone can register for a course. As our Dea
School offers a Harvard education to anyone with the academic curiosity, ability and drive to succeed at it. You might have con

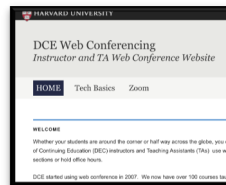
Zoom Instructor Support

Always call if urgent!



Harvard Online Support

(617) 998-8571



**DCE Web Conference Website for
Instructors and TAs**

<http://projects.iq.harvard.edu/dcwebconf>



Course Staff Contact for Web Conference:

webconference@dce.harvard.edu

Online Support General Contact:

academictechnology@dce.harvard.edu



zoom.us

Wait 10 seconds for the pop up
in the bottom right and chat live!

support.zoom.us

Check out "Getting Started"