Welcome, and thank you for joining!

“For the things we have to learn before we can do them, we learn by doing them...”

- Aristotle

“To be a teacher in the right sense is to be a learner.”

- Kierkegaard

Please test your audio and explore Zoom. If you can’t hear anything let me know in the chat, or call our Help Desk at (617) 998-8571
Zoom Training

Joining and Testing Your Audio

You should check your audio each time you enter a session.

When you enter

1. Click **Test speaker and microphone** to initiate the audio wizard.
2. Then click **Join With Computer Audio**

Re-Test Any Time

1. Select a Microphone
   - Logitech USB Headset
   - Built-in Microphone (Internal Microphone)
2. Select a Speaker
   - Logitech USB Headset
   - Built-in Output (Internal Speakers)
3. Audio Settings...
   - Test Speaker & Microphone...
Zoom Training

More Audio Settings and Customizing your Experience

**Settings of interest**
- Dual Monitors
- Auto Hiding Toolbar on/off
- Always Displaying names
- And way more!
Participating in Today’s Session

- Please explore, ask questions and try features.
- Best practice is to mute your microphone unless talking.

You are currently in the Student View.
- Indicate whether or not you would like to be promoted to co-host using the Yes/No icons in the participant panel.
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Agenda

- Best Practices
- Host Roles and Enter Classroom
- Views
- Managing Participants
- Chat
- Recording
- Share Screen
- Annotation and Whiteboard
- End Meeting
- Stay Updated
- Any Questions?
- Instructor & Student Support
Zoom Training
Best Practices

Network Minimum-
5.0-Mbs download / upload:
http://speedof.me

Avoid Wireless if at all possible-
Ethernet cable is BEST.

If using Wi-Fi, sit as close to
the router as possible.

Tethering and public
access points are
not supported.

Open only the programs that
are necessary for class.

Keep Zoom and your browser
of choice up to date.
(Chrome / Firefox Recommended)

Make sure computer doesn’t need
major system level updates.

A restart a day
keeps IT away!
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Participation Requirements for Web Conferencing

- Students may not join a class while driving or riding in a car.
- Students are expected to join from a suitable, quiet location, with a device that permits full participation in the class activities, including use of video.
- Many courses include activities that cannot adequately be performed on a mobile device.
- Be mindful of your surroundings during class.
Host Roles

The **Host** has all the tools to manage a meeting.

- Must have an account and be signed in to launch meetings.
- There can be only one Host in a meeting, but this role can be handed off if necessary.

A **Co-Host** is promoted by the Host in-meeting, or is added to a meeting as Alt-Host.

- Co-Hosts have almost all the same privileges as the Host.
- There is no limit as to how many Co-Hosts can be in a meeting.

The **Alt-Host** is a Zoom account holder that is added to a specific meeting so they have permission to open and join it as a Host or a Co-Host.

- There is no limit as to how many Alt-Hosts can be added to a meeting.
- E.g. We add our support account to web-conferencing courses by default for quick admin access.

**Students** and **Guest Speakers** join by simply clicking the link and typing in their name to join as a guest.
Entering your Classroom
The most important thing is to be signed in!

**We recommend...**
1. Signing into both the zoom.us website *and* application.
2. Clicking the same link your students use from Canvas.

**You can also...**
1. Sign into either the zoom.us website or application.
   • Type in the Meeting ID (the numbers at the end of the meeting URL) in the ‘Join a Meeting’ portion of the zoom.us website or application
   (Will not apply to alt-hosts)
   • Launch the meeting from the Meetings tab on the zoom.us website
   • Launch the meeting from the Meetings tab on the application

**Beware!**
The dreaded **Instant Meeting** – perfect for one-time meetings, but definitely not your classroom. Instant meetings are launched when you click ‘New Meeting’ from either the application or the website, and have a randomly generated Meeting ID.
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Views

- Students control the view they see
- Why use Gallery View?
- Why use Speaker View?

Switch between views in the upper right of the session interface
Zoom Training

Viewing Content

Full Screen

Standard Windowed mode

Side-by-side view
Enable under View Options at the top of the screen.
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Manage Participants
Zoom Training

Chat

Sending Chat Messages
Select “Everyone” OR the name of the person, type into chat, hit enter to send.

Sending Files
Allows you to select a file from your computer and send it to the group or an individual. (512MB limit)

Saving Chat
Anyone in the room can save a .txt transcript of the chat while the room is open.
NOTE: Individuals can only save what they are present in the room for.
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Recording

- **Record to the Cloud** to generates a streaming video and chat log.
- There is an option on the zoom.us website to include an audio transcript.
- You are **always** responsible for posting the link for students.
- Automatic Cloud Recording of your class can be arranged.
- Take care to **stop your recording** and/or **end the meeting** when class is done.

Pausing will amend the current recording when you resume.

Stopping will generate multiple recordings for the same meeting.

**Note:**
While we do not disable **local recording** (directly to your computer) we do not recommend this option for recording class sessions.
The share link to your Cloud Recording can be retrieved through the email you have associated with your Zoom account.

Alternatively, you can sign in to the zoom.us website to access and download all your cloud recordings. Make sure to copy and paste the share link.
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Share Screen
Zoom Training
Share Screen – One Participant

The first time you share computer sound, Zoom will quickly install a plugin. Always test your media in Zoom before using it in class.
The first time you share computer sound Zoom will quickly install a plugin. Always test your media in Zoom before using it in class.
Zoom Training
Share Screen – One Participant

Controls have been moved to the top and auto collapse.

Note view options for video feeds while sharing content.

Zoom Training
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.
     • 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.
4) Make sure computer does not need major system level updates.

Additional tools have moved to the “More” Menu
Zoom Training
Share Screen – Multiple Participants

Sharing computer sound is not an option with Multiple Participant sharing enabled—enable One Participant sharing for anything with sound.

Swap between shared screens from "View Options"
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Annotation and Whiteboard

Only the person who initiated the Share can save the work.
(Saved as a PNG on their computer.)
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End Meeting

If you want to keep this meeting open, please assign another Host before you click Leave Meeting.

[Buttons: Cancel, Leave Meeting, End Meeting for All]
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Stay Updated

It’s the first thing we check when something misbehaves for you or your students.

Download Center

Zoom Client for Meetings

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

Download
Zoom Training

Any Questions?

• Best Practices
• Host Roles and Enter Classroom
• Views
• Managing Participants
• Chat
• Recording
• Share Screen
• Annotation and Whiteboard
• End Meeting
• Stay Updated
• Any Questions?
• Instructor & Student Support
Zoom Training

Zoom can do even more!

Attend or request *Advanced Training*

- Breakout Sessions
- Polling
- Tablets and Doc Cams

Customizing your Classroom: Application, Account, and Meeting Settings

- Meeting Management and Scheduling
- Managing Communication in a Virtual Classroom

Optimizing your Home Studio with Audio, Lighting, and Framing

- Zoom and Dual Monitors
Zoom Instructor Support

Harvard Online Support
(617) 998-8571

DCE Web Conference site for Instructors and TAs
http://projects.iq.harvard.edu/dcewebconf

Online Support General Contact:
academictechnology@dce.harvard.edu

zoom.us
Wait 10 seconds for the pop up in the bottom right and chat live or search documentation
Zoom Student Support

Harvard Online Support
(617) 998-8571

DCE Student Web Conference Website
https://canvas.harvard.edu/courses/12626

Online Support General Contact:
academictechnology@dce.harvard.edu

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