



Zoom Training

Welcome and thank you for joining!

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

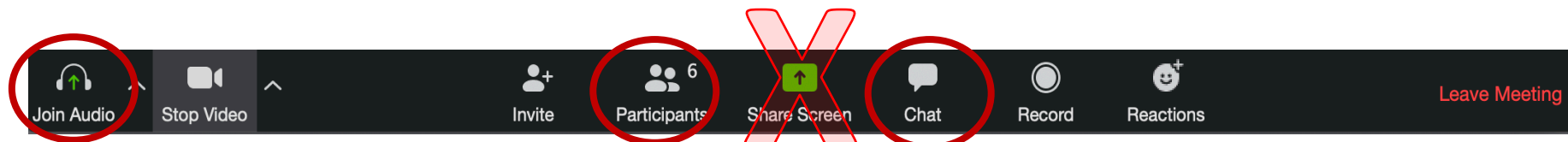
- Aristotle

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

- Kierkegaard

Please test your audio.

If you can not hear us, click the **Join Audio icon**,
let me know by **chat**, or **call** our Help Desk at
(617) 998-8571



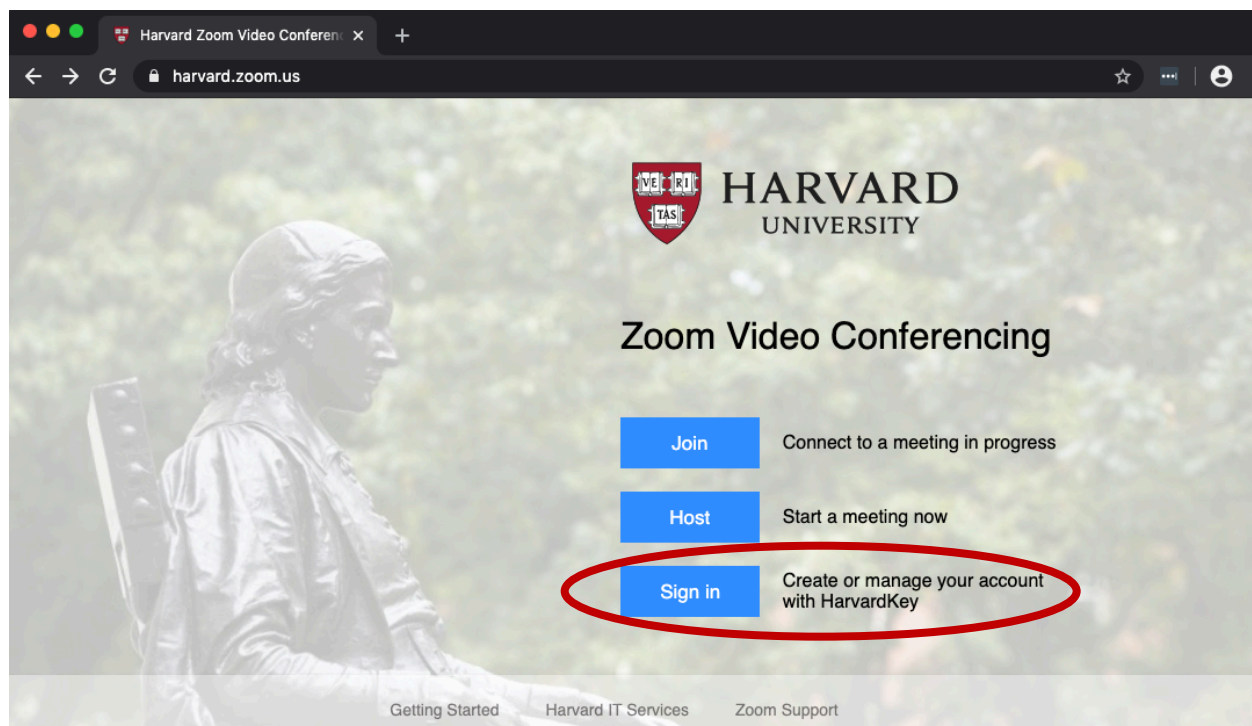


Zoom Training

Advanced Tools and Features

Welcome, and thank you for joining!
Please test your audio.

If you have an account, please sign in now at harvard.zoom.us.
If you do not have an account, go to the same website to create one.



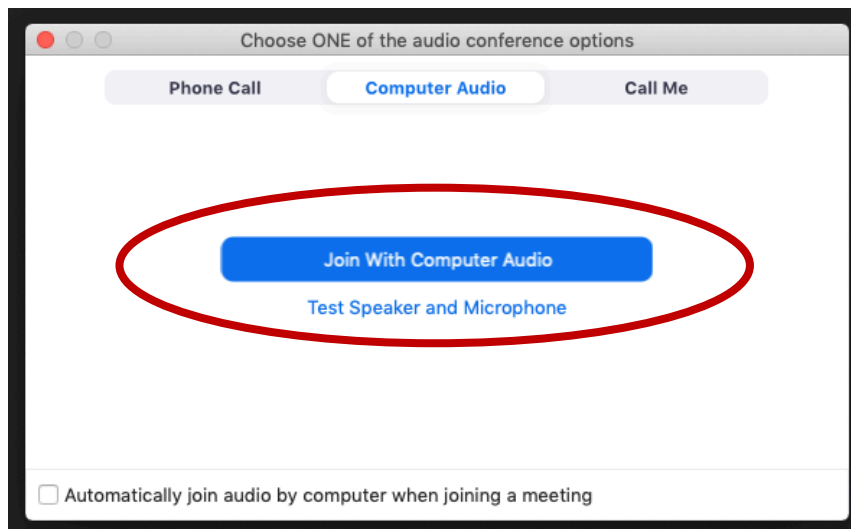


Zoom Training

Joining and Testing Your Audio

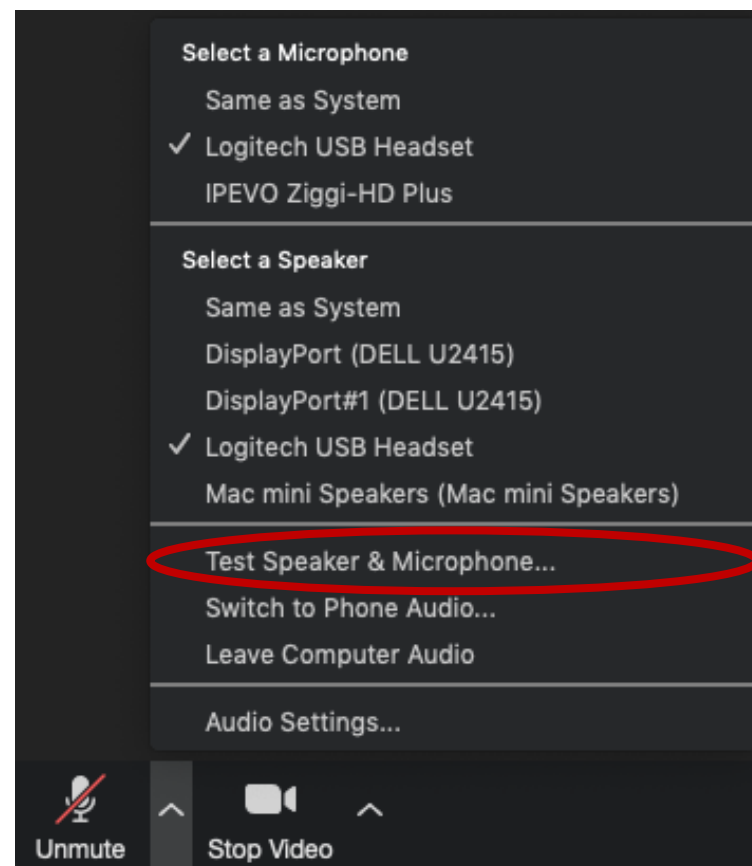
You should check your audio each time you enter a session

When you enter



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

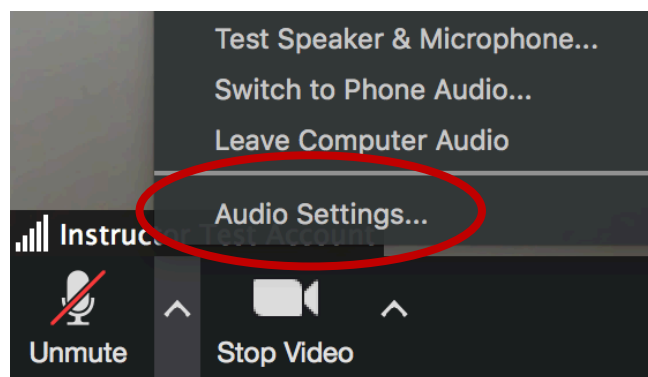
Re-Test Any Time





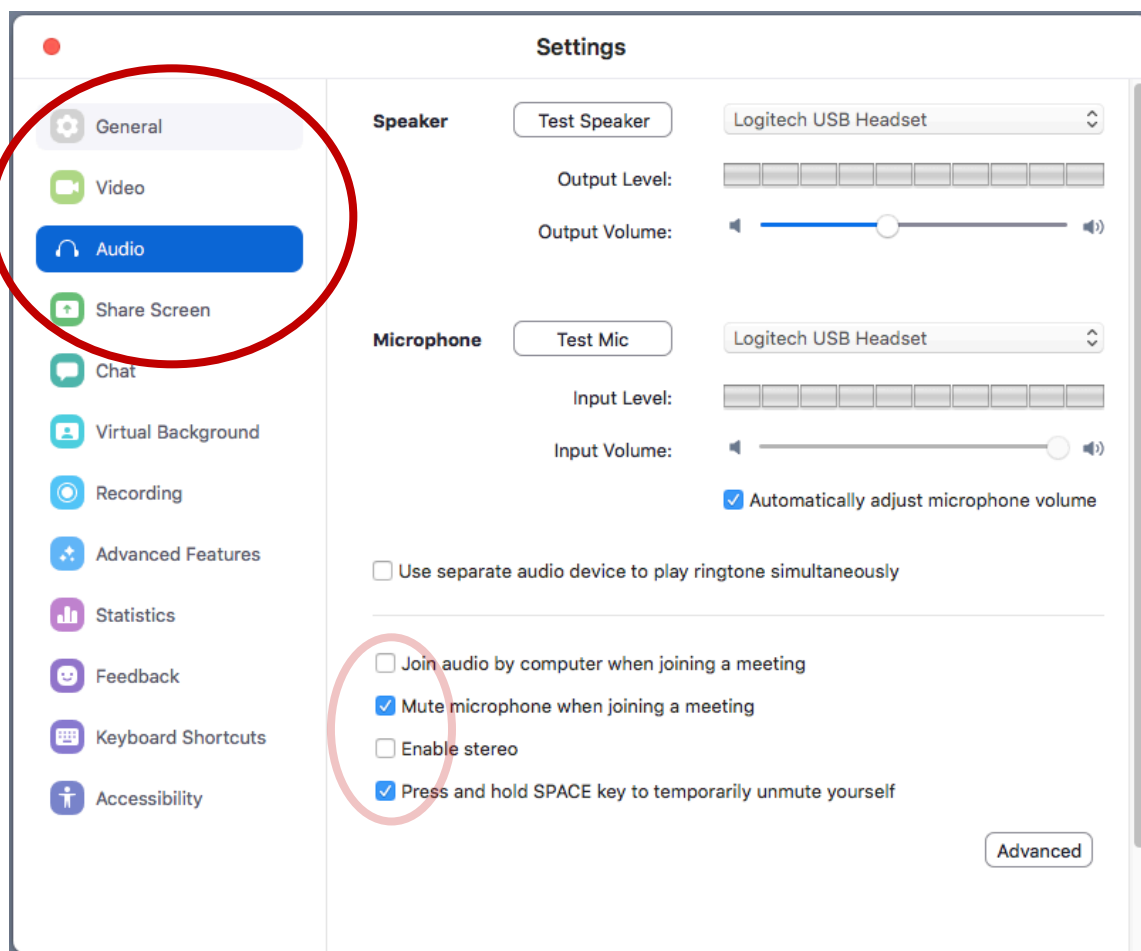
Zoom Training

More Audio Settings and Customizing your Experience



Settings of interest

- Click the ^ for Settings
- Dual Monitors
- Always Show Meeting Controls (on/off)
- Always Displaying names
- And way more!

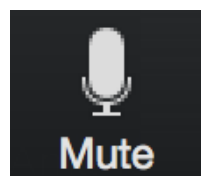
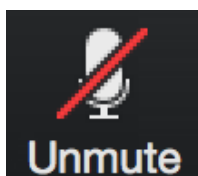




Zoom Training

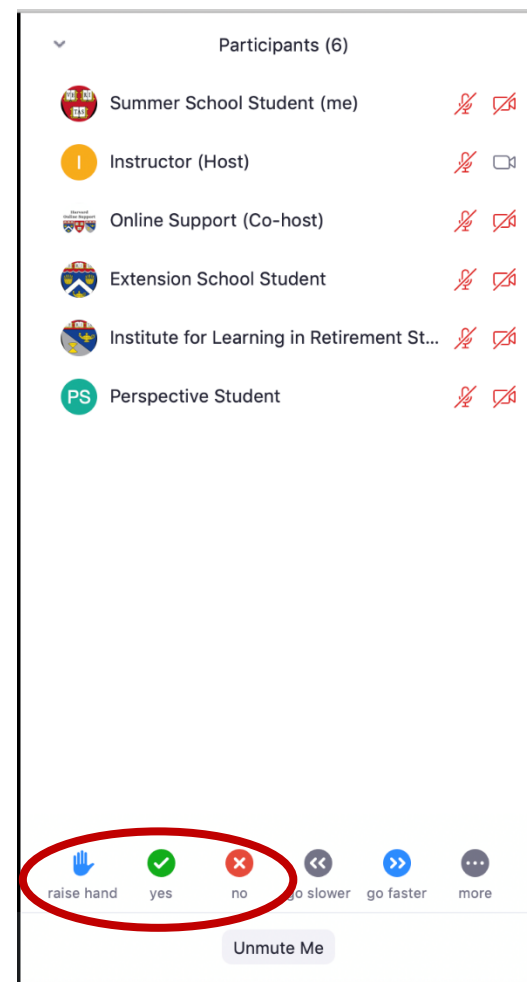
How to Participate in Today's Session

- Please explore, ask questions, and try features.
- Please keep your microphone on mute unless you're 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.





Zoom Training

Basic Tools

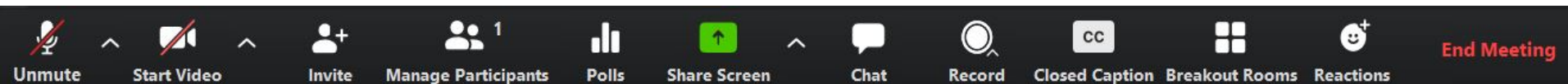
Recap and Updates

- **Student Participation Requirements**
 - We're making efforts to be more explicit about DCE's expectations around safety and professionalism for distance students (e.g. do not join a meeting from a car).
- **Share Screen (Single monitor)**
 - If you are sharing content from a single monitor, the Free-Floating Video Window now offers the option to see students in the Gallery view.
- **Breakout Sessions**
 - There is a new set of advanced **Options** available for Breakout Sessions.
- **Settings/Preferences Window**
 - There is a new tab for Share settings.
 - Several existing tabs now have an Advanced button for additional options.
- **Cloud Recording Update**
 - You now have expanded recording settings options, including an automatically generated audio transcript.



Zoom Training

Agenda



- Accessibility, Participation, 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

Accessibility

If you have accessibility questions or concerns regarding the technology in your online class, please stick around until the end of training. I'll happily assist you in getting in touch with the right folks, or give you some time to practice with Zoom's built in tools.



Zoom Training

Participation Requirements for Web Conferencing

Participants may not join a class while driving or riding in a car.

Students are expected to join from a suitable, quiet location, with a computer 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 surroundings during class.



Zoom Training

Best Practices

Network Minimum-
5.0-Mbs download / upload:

<https://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 web browser
of choice up to date and
close unnecessary tabs.
(Chrome / Firefox Recommended)

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

A restart a day
keeps IT away!



Zoom Training

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.
- TAs will often take the role of Alt-Host.

Guest Speakers join by simply clicking the link and typing in their name to join as a Participant.



Zoom Training

Entering your Classroom

We recommend for the first time...

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

You can also open your classroom through the desktop application (will not apply to Alt-Hosts)

- Sign into application.
- Click the **Join** button.
- Type in the **Meeting ID** (numbers at the end of the meeting URL).

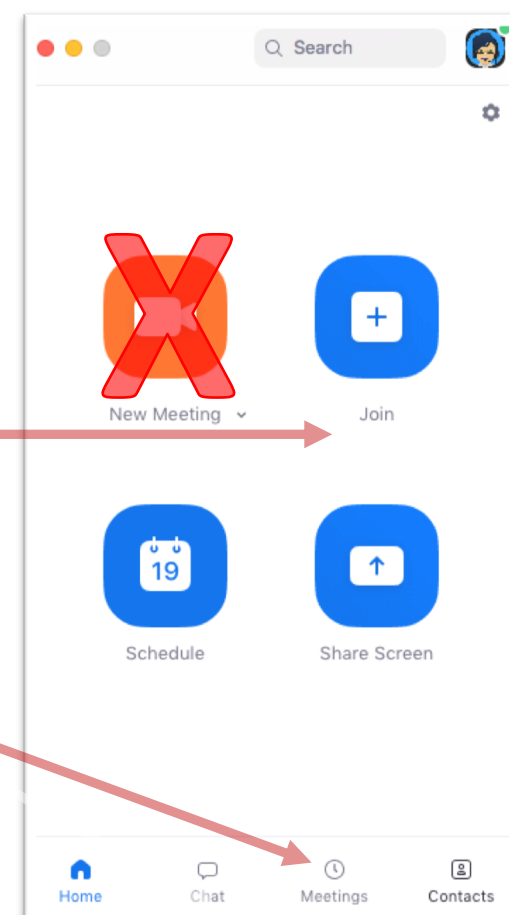
Or

- Sign into application and launch from the **Meetings** tab in the application window

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. This creates a randomly generated Meeting ID.

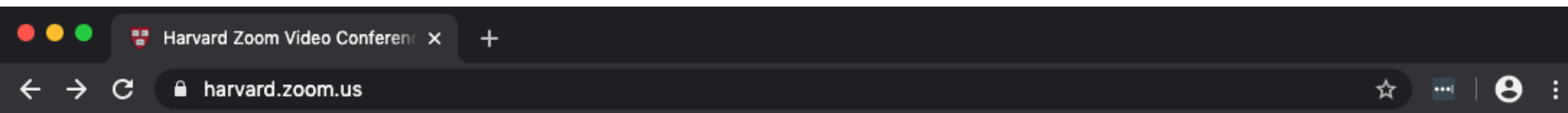
Application- signed in view





Zoom Training

<https://harvard.zoom.us/>



If you know your **Meeting ID**
(the numbers at the end of
the meeting URL) you can
enter it here

Click here to open an
Instant Meeting
(not your classroom)

Click here to find
meetings, recordings, and
additional settings



HARVARD
UNIVERSITY

Zoom Video Conferencing

Join

Connect to a meeting in progress

Host

Start a meeting now

Sign in

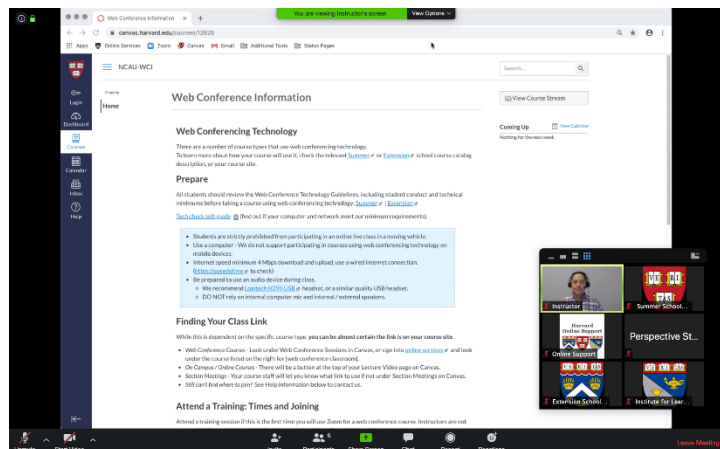
Create or manage your account
with HarvardKey



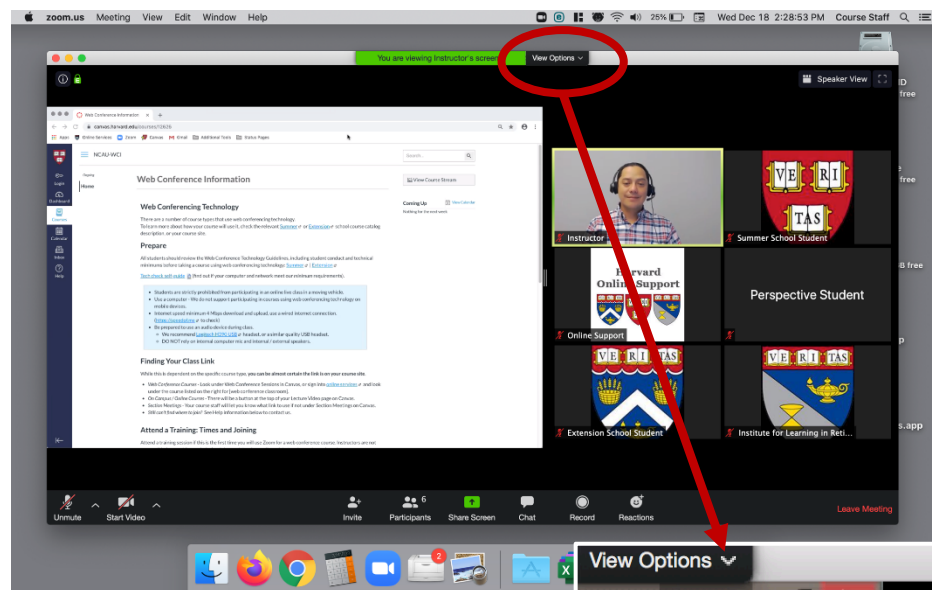
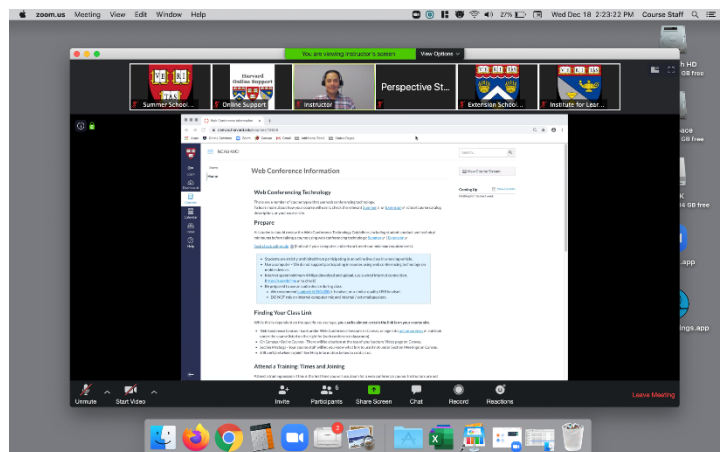
Zoom Training

Viewing Content

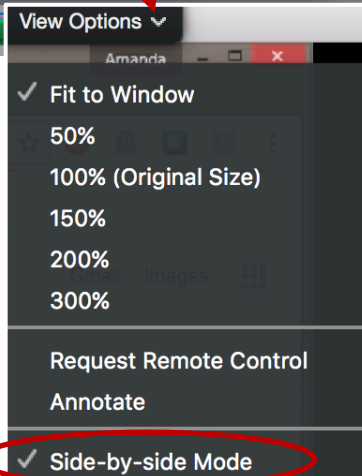
Full Screen



Standard Windowed mode



Side-by-side view
Enable under *View Options*
at the top of the screen.



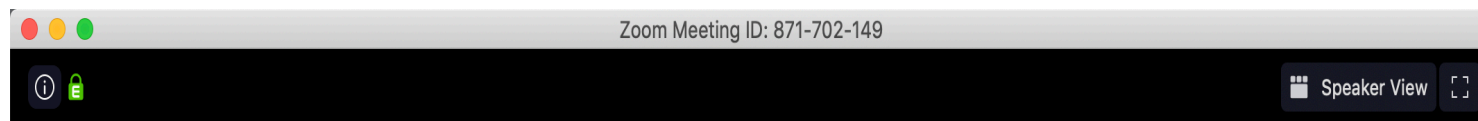


Zoom Training

Views

- You control the View you see
- Zoom will indicate your alternate View option
- Why use Gallery View?
- Why use Speaker View?

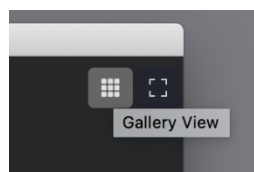
Switch between views in the upper right of the session interface



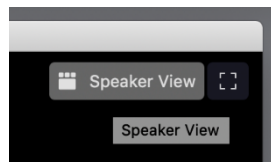
Gallery View



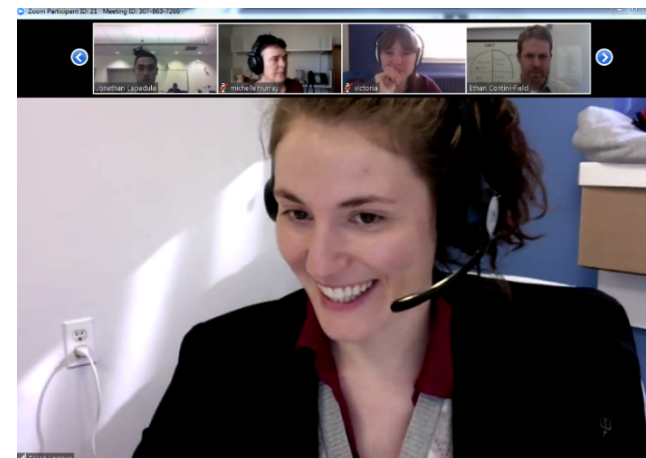
Switch to Gallery View
from Speaker View



Switch to Speaker View
from Gallery View



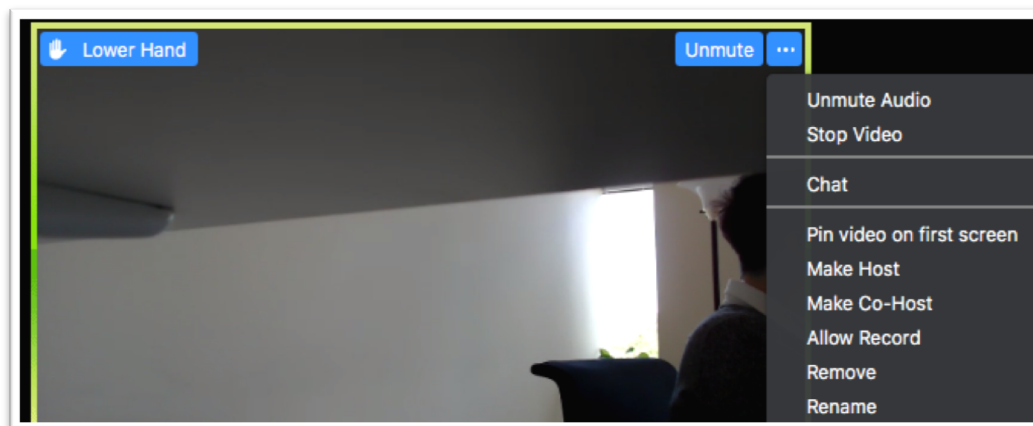
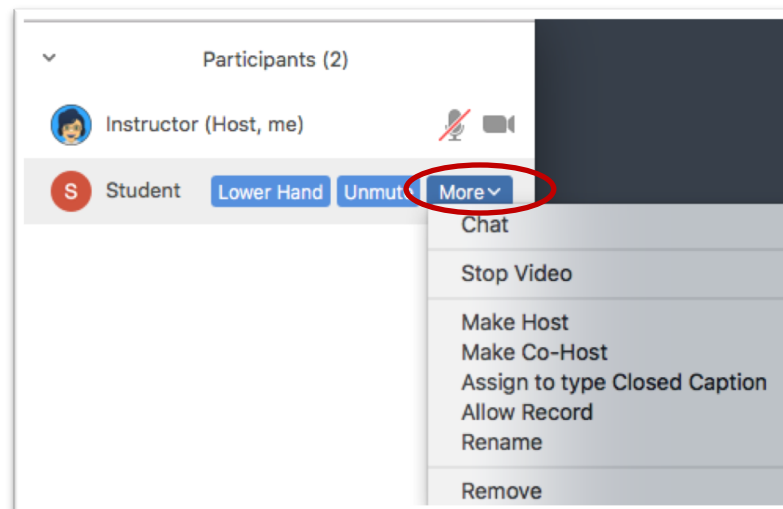
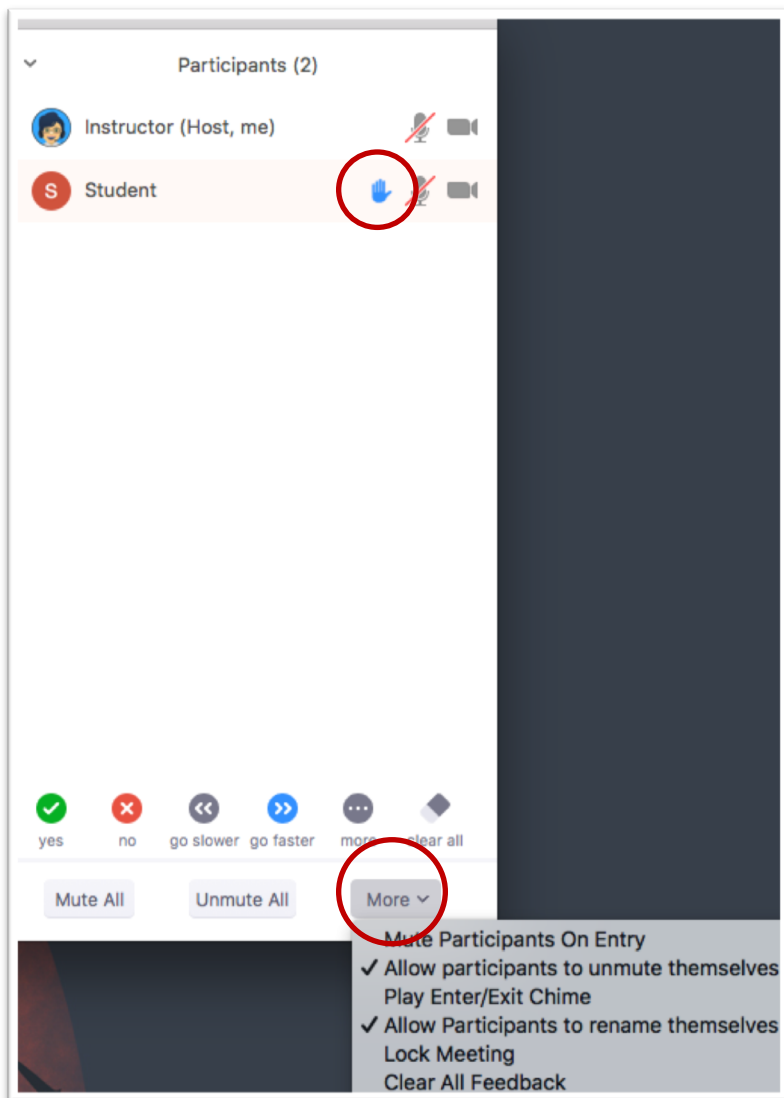
Speaker View





Zoom Training

Manage Participants



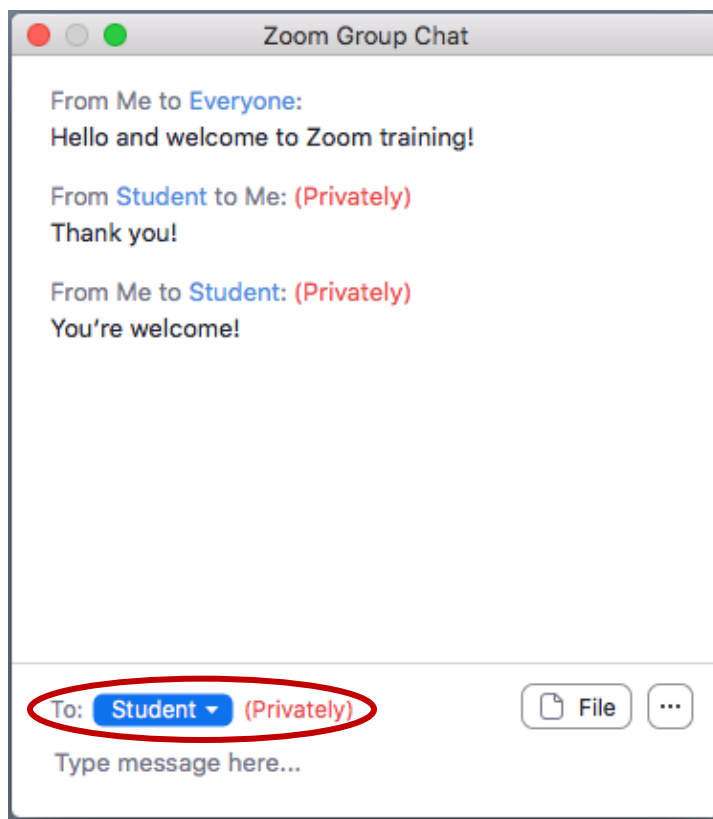
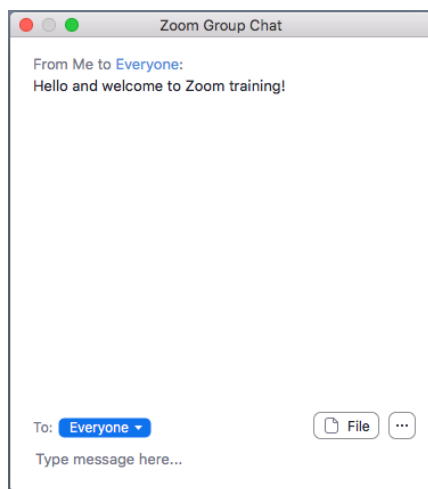


Zoom Training

Chat

Sending Chat Messages

“Everyone” is default or click “Everyone” for a list of people in class and click the name of the person, type into chat, hit enter to send



Sending Files

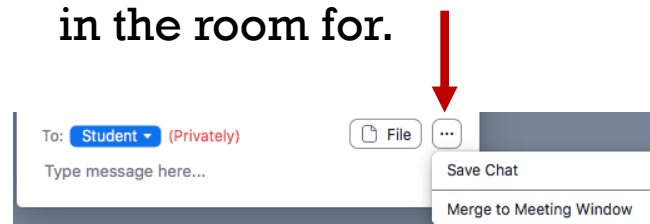
Allows you to select a file from your computer and send it to the group or an individual.

(512MB limit)

Saving Chat

Anyone in the room can save a .txt transcript of chat while room is open.

NOTE: Individuals can only save what they are present in the room for.



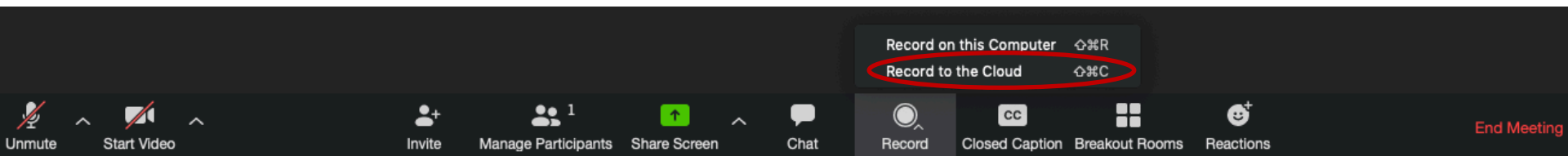


Zoom Training

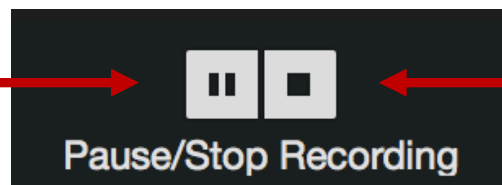
Recording

- Always **Record to the Cloud** to generate a streaming video and chat log.
- Go to **harvard.zoom.us** to include an audio transcript.
- You are **always** responsible for publishing recordings to Canvas.
- Automatic Cloud Recording is possible but we don't advise it.
- **Stop Recording** and/or **End Meeting** when class is done.

NEVER choose **Record on this Computer**. This creates a video file directly on you computer and not in the cloud. If this happens there is no way to make this a streaming video.



Pausing will amend the current recording when you resume.

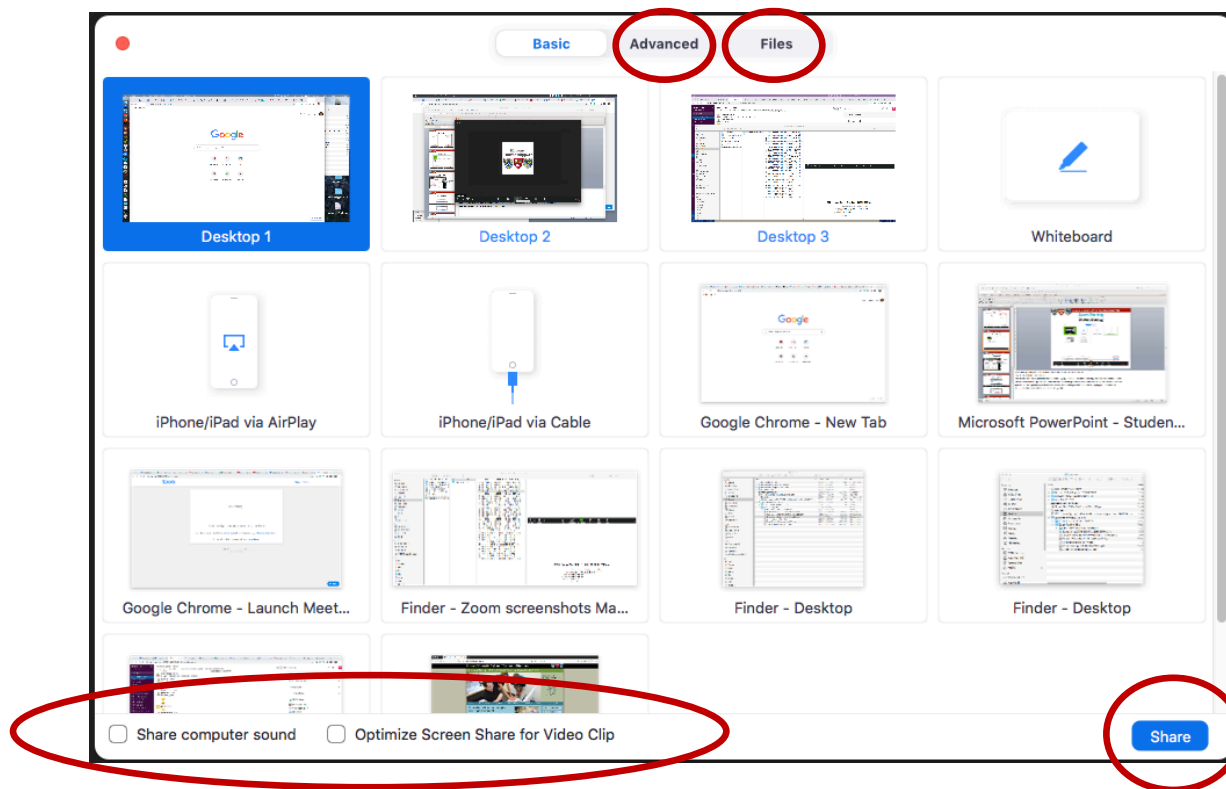


Stopping will generate multiple recordings for the same meeting.



Zoom Training

Screen Sharing



The first time you Screen Share, your operating systems may require permission through System Settings (MacOS) or Control Panel (Windows). The first time you 'Share computer sound', Zoom will quickly install an **Audio Plug-In**.

Always test your media in Zoom before using it in class.



Zoom Training

Screen Sharing

Controls have been moved to the top and auto collapse.

Additional tools have moved to the “More” Menu *

Finder File Edit View Go Window Help Wed Dec 18 2:37:34 PM Course Staff

Unmute Stop Video Participants New Share Pause Share Annotate Remote Control More

PowerPoint Slide Show - [Student Zoom Training PowerPoint V5.3]

HARVARD UNIVERSITY DIVISION OF CONTINUING EDUCATION

Zoom Training

How to Participate in Today's Session

- Please explore, ask questions and try features.
- Please keep your microphone on mute unless you're talking

Unmute Mute

Participants (2)

- Student (me)
- Instructor (Host)

Unmute Me

Unmute Stop Video Invite Participants Share Screen Chat Record Leave Meeting

Note view options for video feeds while sharing content. Can now view Gallery view while working on a single monitor setup.

More

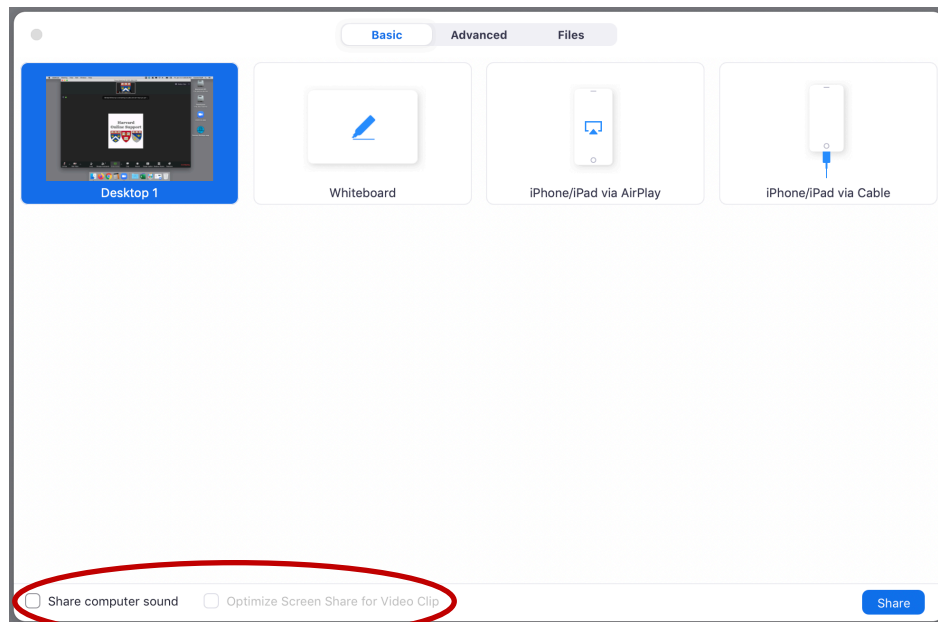
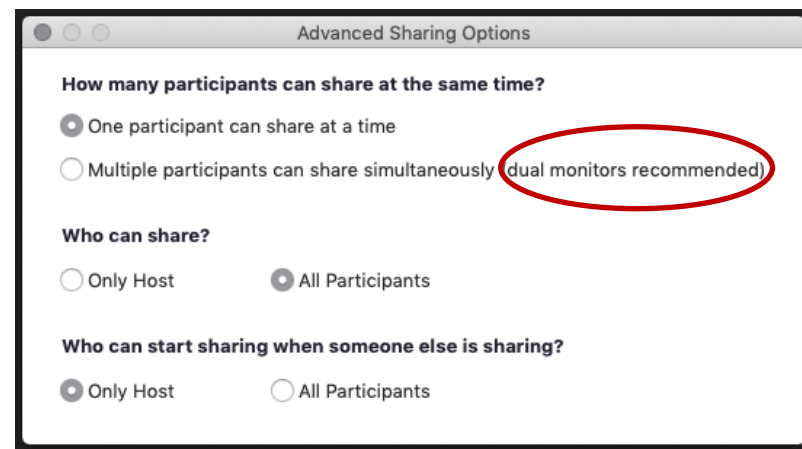
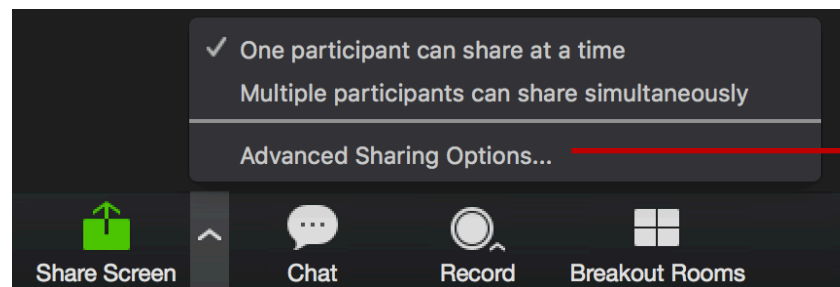
- Chat Alt+H
- Breakout Rooms
- Invite Alt+I
- Record on this Computer Alt+R
- Record to the Cloud Alt+C
- Closed Caption
- Disable participants annotation
- Show Names of Annotators
- Hide Floating Meeting Controls Ctrl+Alt+Shift+H
- Share computer sound
- Optimize Share for Full-screen Video Clip
- End Meeting Alt+Q

*You will need to reopen windows such as Chat and Participants

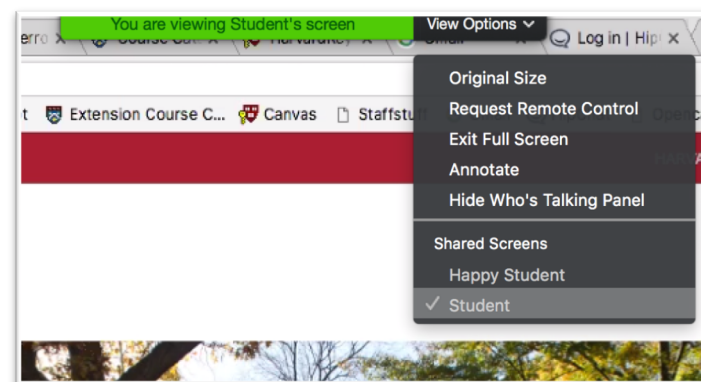


Zoom Training

Share Screen – Multiple Participants



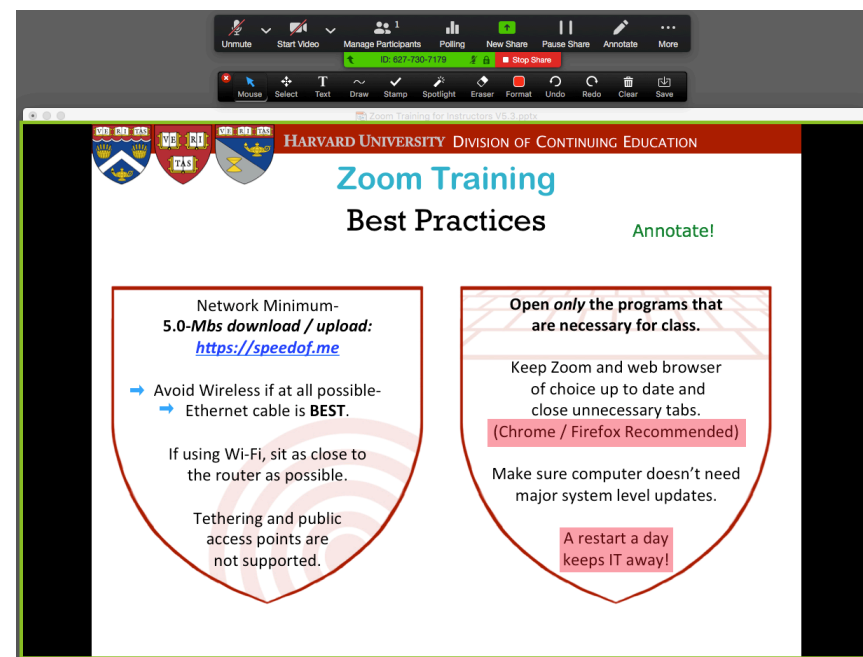
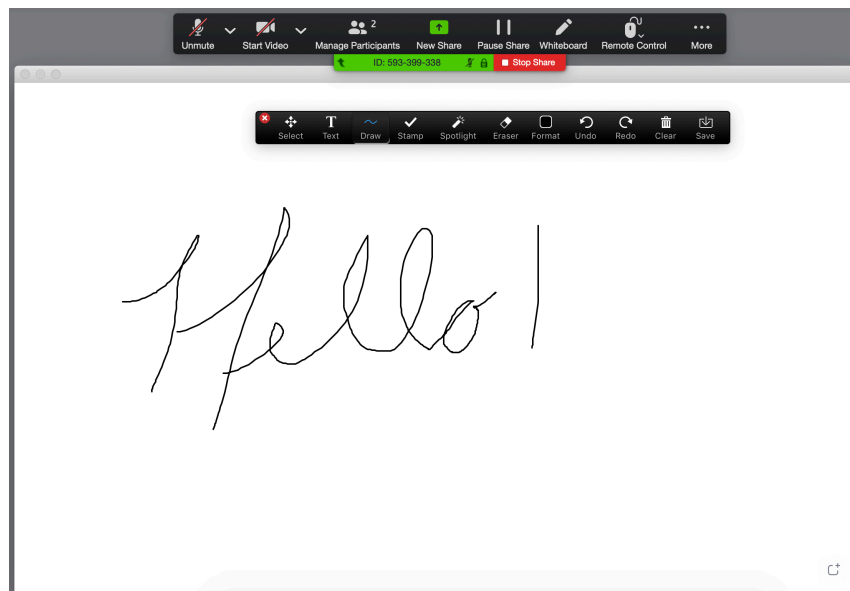
Swap between shared screens from "View Options"



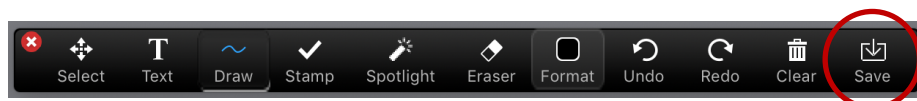


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Whiteboard and Annotation

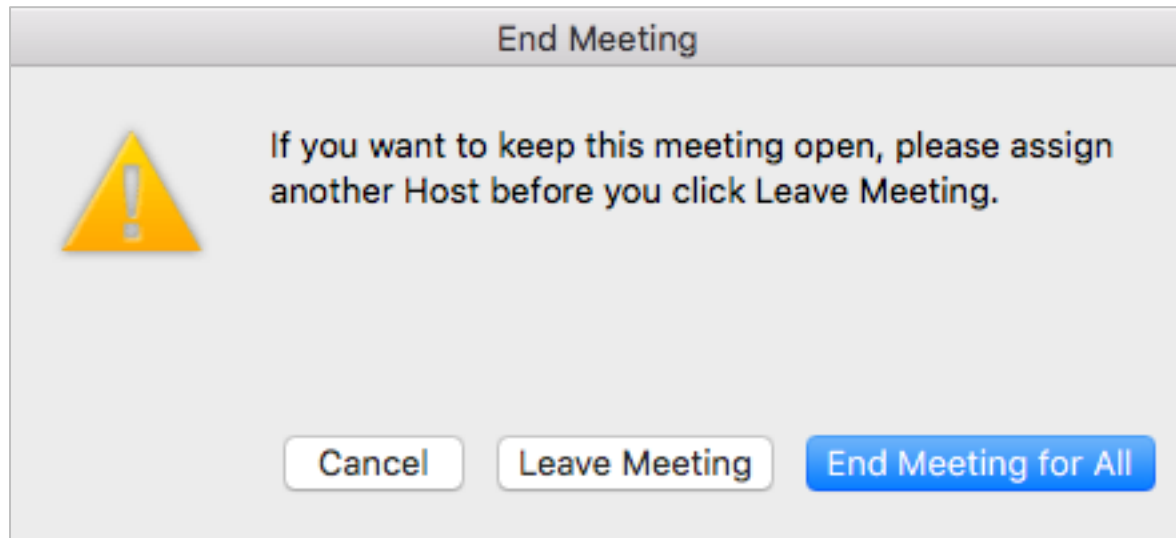


Only the person who initiated the Share
and the Host can save the work.
(Saved as a PNG on their computer.)



Zoom Training

End Meeting





Zoom Training

Stay Updated

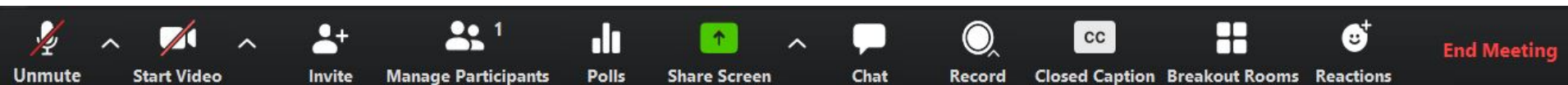
It's the first thing we check when something misbehaves
for you or your students.

The screenshot shows a web browser window titled "Download Center - Zoom". The address bar displays "Secure https://zoom.us/download", which is circled in red. The page features the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, SALES, JOIN A MEETING, HOST A MEETING, and SIGN IN. A "CONTACT SALES 1.888.799.94" link is also visible. The main heading is "Download Center" with a "Download for IT Admin" dropdown. Below this, the section "Zoom Client for Meetings" explains that the web browser client downloads automatically. A blue "Download" button, also circled in red, is positioned above the version number "Version 4.0.29656.0413".



Zoom Training

Any Questions?



- Accessibility, Participation, Best Practices
- Host Roles and Enter Classroom
- Views
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Zoom Training

Zoom can do even more!

Attend or request *Advanced Training*

Breakout Sessions

Polling

Tablets and Document Cameras

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



ALWAYS CALL IF URGENT!!

Harvard Online Support

(617) 998-8571



**DCE Web Conference site
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 or search documentation



HUPD MEDICAL EMERGENCY CONTACT

617-495-1212



Zoom Student Support



ALWAYS CALL IF URGENT!!

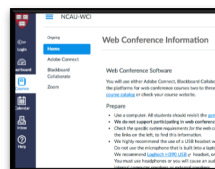
Harvard Online Support

(617) 998-8571




Online Support General Contact:

academictechnology@dce.harvard.edu



DCE Student Web Conference Website

<https://canvas.harvard.edu/courses/12626>

 [Zoom Help](#)

Your Canvas Course Website

If your Canvas site has this button, it will bring you to the Student Web Conference Website.



zoom.us

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