# Zoom Essentials

The basics you need to get started with ZOOM to deliver a lecture online and record it for sharing with students

Center for Digital Education (CEDE) and Teaching Support Center (CAPE)

Feedback and Support: flexible-teaching@epfl.ch

More information: https://go.epfl.ch/flexible-teaching

```
Setup ZOOM            Hardware
     |
     v
Schedule and          Breakout
deliver the lecture   Rooms
while recording
     |
     v
Publish recording on SWITCHtube
     |
     v
Share links via Moodle / Email
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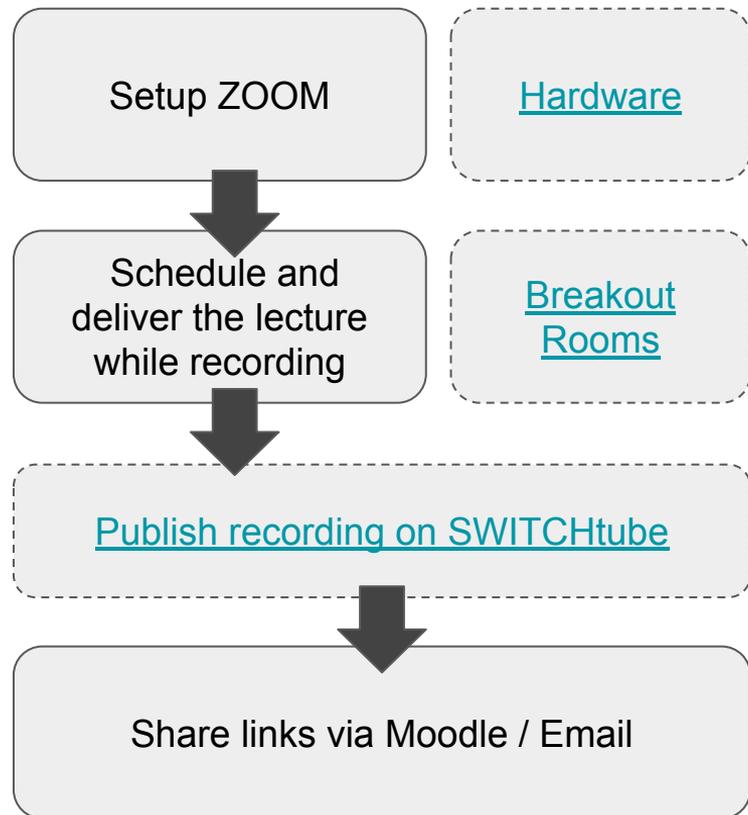
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Setting up (do only once)

1. **Setup the ZOOM account**
2. **Install and configure the ZOOM application**

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Create ZOOM login

- For your first use of ZOOM
  - Go to https://epfl.zoom.us
  - Choose 'Sign in'
  - Login using your EPFL Gaspar account details

General settings for Zoom

- Go to https://zoom.epfl.ch/ and 'Sign in'.
- Click on 'Settings'
- Choose the 'Meeting' tab

<u>Audio and video settings</u> for the host and participants. These settings determine who has their camera and microphones 'on' when they join the meeting.

- Start meetings with host video on
- Start meetings with participants video on
- Audio type with Computer Audio.
- Select 'mute participants upon entry'

General settings for Zoom

- Go to https://zoom.epfl.ch/ and 'Sign in'.
- Click on 'Settings'
- Choose the 'Meeting' tab

Chat settings determine who can post what in the chat. The chat is very useful to collect feedback and questions during meetings. It is helpful if a TA helps you monitor the chat while you teach.

- Allow meeting participants to send a message on
- Private chat on
- Auto-save chat on.
- Allow file transfer over chat.
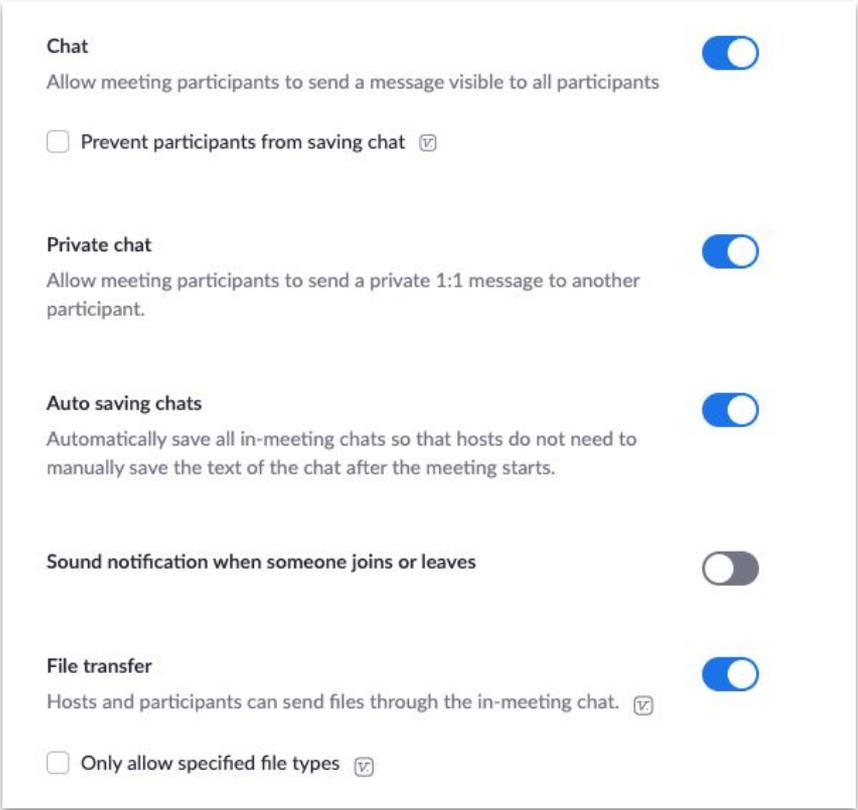
Chat
Allow meeting participants to send a message visible to all participants

☐ 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.

Sound notification when someone joins or leaves

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

☐ Only allow specified file types

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General settings for Zoom

- Go to https://zoom.epfl.ch/ and 'Sign in'.
- Click on 'Settings'
- Choose the 'Meeting' tab

Breakout rooms allow to create parallel rooms in your meeting for small group discussions. Enable this feature in the settings to be able to use them

- Breakout rooms on

Further documentation about:
- how to configure and use breakout rooms in lectures and exercises.
- a use case about a teacher's experience in setting up group work.

Breakout room

Allow host to split meeting participants into separate, smaller rooms

☑ Allow host to assign participants to breakout rooms when scheduling

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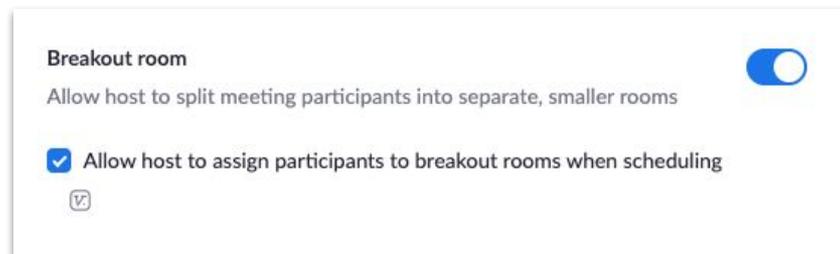
General settings for Zoom

- Go to https://zoom.epfl.ch/ and 'Sign in'.
- Click on 'Settings'
- Choose the 'Meeting' tab

Polling allows you to do short surveys of the participants an can be used in ways similar to 'clickers'.

- Activate the Polling function to create interactive polls during your session.

Screen sharing settings allow to make sure that you remain in control of the session.

- Who can share ? Choose 'All participants' so that students could show their work, e.g. to ask a question
- Who can start sharing when someone else is sharing. Choose 'Host only' so you stay in control.

Polling
Add 'Polls' to the meeting controls. This allows the host to survey the attendees. [v]

Always show meeting control toolbar
Always show meeting controls during a meeting [v]

Show Zoom windows during screen share [v]

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 (?)

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General settings for Zoom

- Go to https://zoom.epfl.ch/ and 'Sign in'.
- Click on 'Settings'
- Choose the 'Meeting' tab

Feedback settings determine how participants can signal when they have a question and facilitate meeting management. Very useful in large classes.

- Nonverbal feedback on. This allows participants to 'raise their hands' or answer 'yes' or 'no' by clicking a button.
- Meeting reactions on. This allows participants to signal 'thumbs up' or 'applause'.
- Allow participants to rename themselves on. This is especially useful when creating breakout rooms for discussions. Ask participants what group they would like to join (e.g. 1, 2 or 3) by renaming themselves (e.g. Simon - 1).

Nonverbal feedback
Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel.

Meeting reactions
Allow meeting participants to communicate without interrupting by reacting with an emoji that shows on their video. Reactions disappear after 10 seconds. Participants can change their reaction skin tone in Settings.

Allow removed participants to rejoin
Allows previously removed meeting participants and webinar panelists to rejoin

Allow participants to rename themselves
Allow meeting participants and webinar panelists to rename themselves.

Hide participant profile pictures in a meeting
All participant profile pictures will be hidden and only the names of participants will be displayed on the video screen. Participants will not be able to update their profile pictures in the meeting.

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General settings for Zoom

- Go to https://zoom.epfl.ch/ and 'Sign in'.
- Click on 'Settings'
- Choose the '**Recording**' tab

Recording of sessions is critical to allow students who missed a live class or who have connection issues to catch-up at a later time.

- Local recording on. We recommend local recording and subsequent storage of the videos on SWITCHtube. This allows you to keep the videos for as long as you want. NB: The retention of cloud recordings is limited to 30 days by ZOOM)
- Consider whether you want 'Automatic recording' on. This makes sure that you don't forget to manually start the recording when the session starts. But as a drawback, it will also start recording for other meetings.

Recording

Local recording
Allow hosts and participants to record the meeting to a local file

☑ Hosts can give participants the permission to record locally

Automatic recording
Record meetings automatically as they start

◉ Record on the local computer
◯ Record in the cloud

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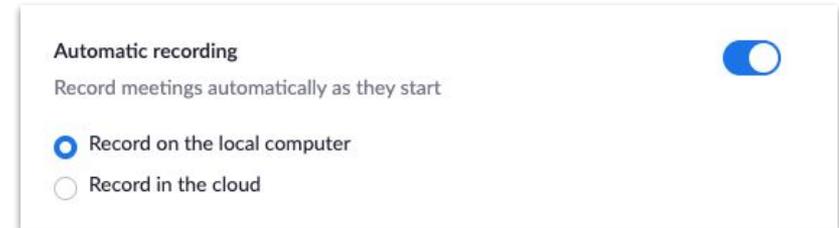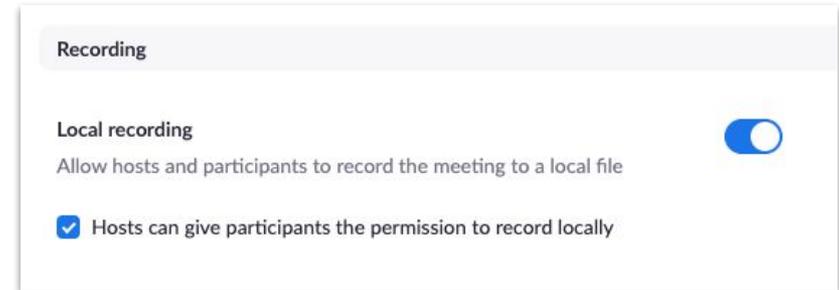
Install ZOOM application (do only once)

- Go to https://zoom.us/download
- Download the ZOOM client for meetings
- Install it on your own laptop or desktop (or tablet)
- Configure it (do only once, see next slides)
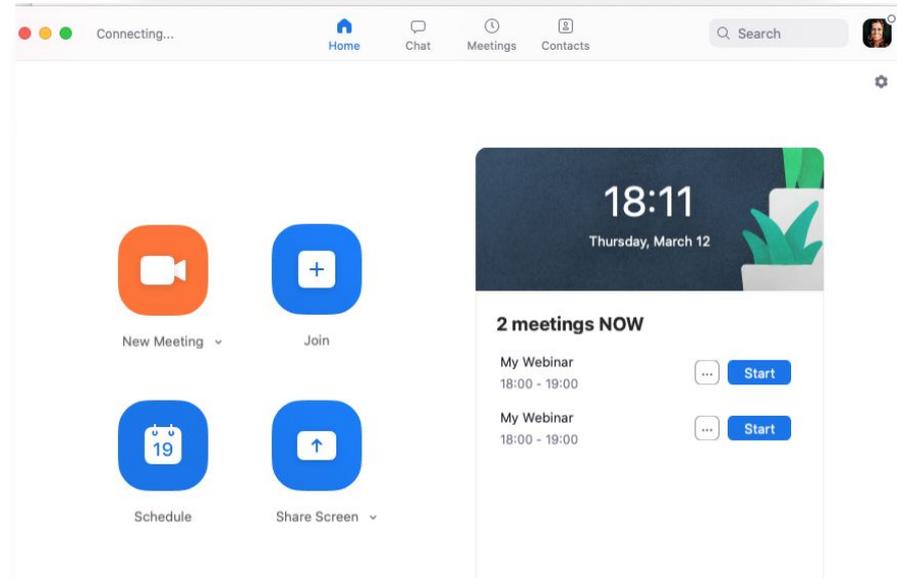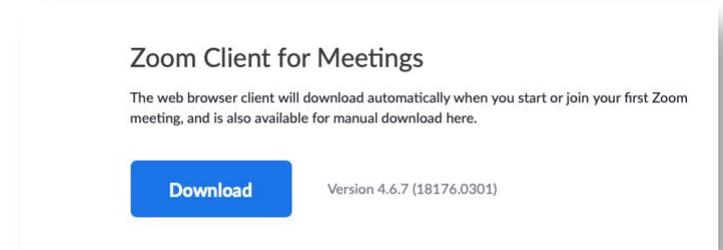
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Setup Zoom application
For good video recording

- Open the ZOOM application on your device
- Click on the settings icon ⚙

- Select the "Video" tab
  - **16:9**: this format makes sure that you have a slide and webcam format that match. If you use 4:3 the webcam might be cropped left and right.
  - **Enable HD**: this setting ensures best video quality. However, this works only with **local recording**.
  - **Advanced**:
    - **Enable Denoise**. This setting allows zoom to get rid of small visual noises that stem from your Webcam (e.g. poor lighting)
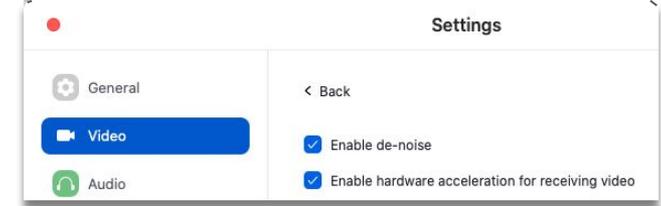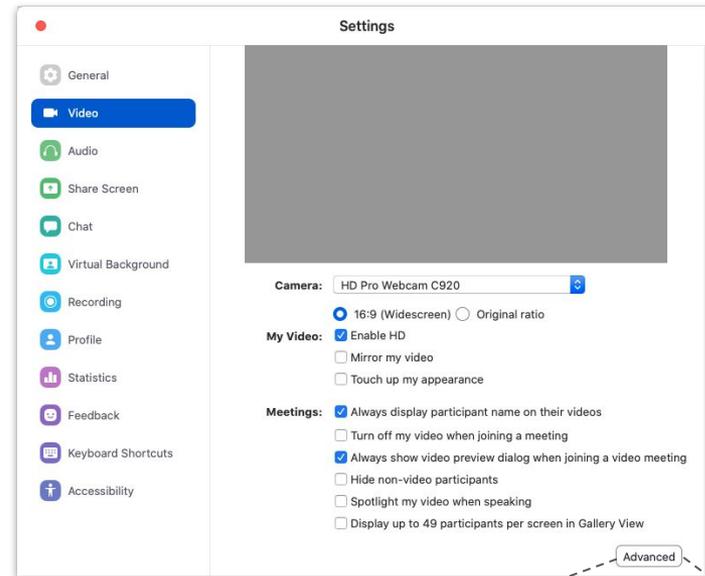
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Setup Zoom application
<u>For good video recording</u>

- Open the ZOOM application on your device
- Click on the settings icon ⚙

- Select the "Recording" tab
  - ✔ **Optimize for 3rd party video editor**: This will allow for editing the video in post production later
  - ✘ (unselect) **Record video during screen sharing:** If this option was selected your sharing screen (your slides) would be scaled down and recorded with your front camera on the side as vignette. This is not optimal. It is preferable to have your slides in full screen.

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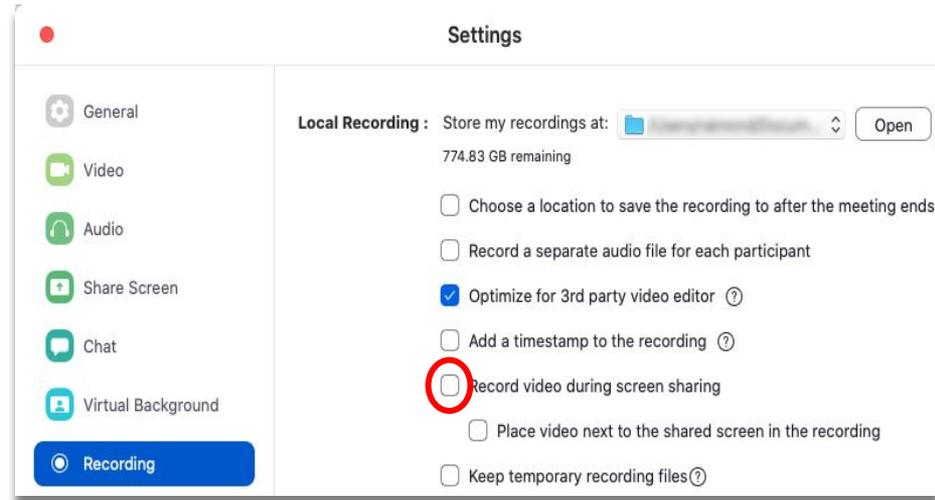
Setup Zoom application
For good audio recording
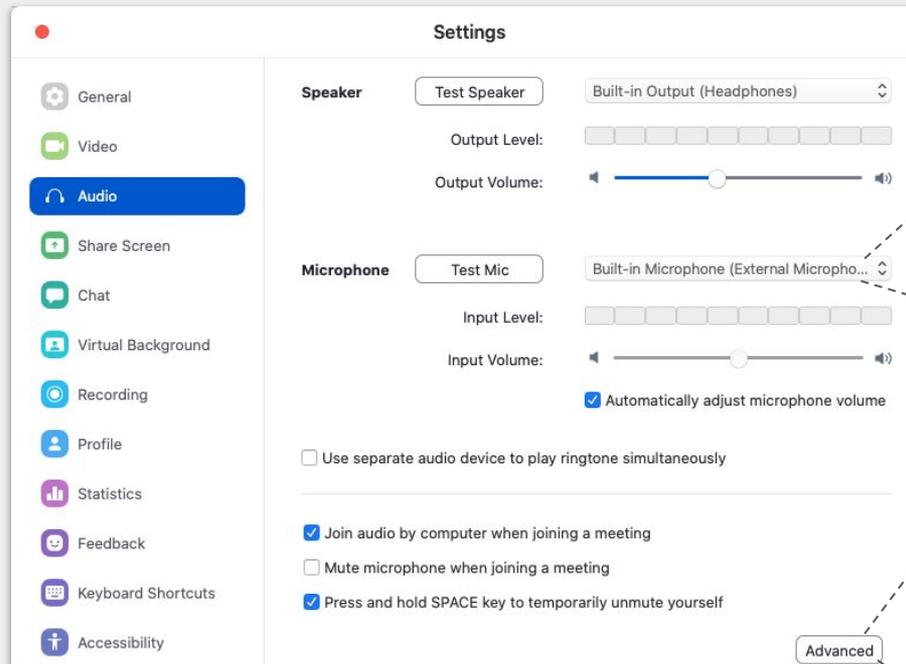
- Select the "Audio" tab
  - Select your external microphone
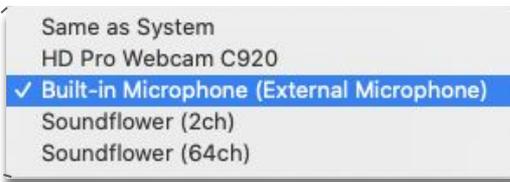
- Check that your advanced settings are set as below

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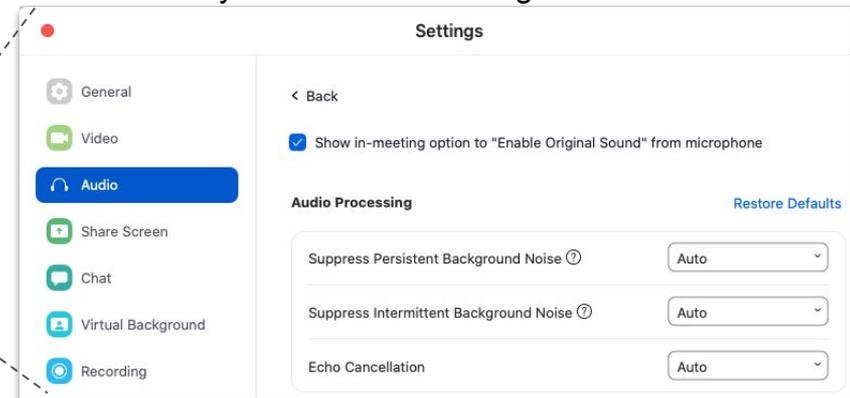
Schedule meeting

1. **Schedule meetings** (do for each meeting)
2. **Make the link available** in Moodle.
3. **Prepare polls and breakout rooms**

Scheduling a meeting (1/2)

- Go to http://zoom.epfl.ch
- Click on 'Host'

Enter meeting details. The recommended settings:
- **Topic**. use a descriptive clear title including your **class code** e.g. 'CS-123 Week 1 - Stack Overflow', it will be the name of the recorded lecture.
- Schedule the time and length of the lecture. Do **not tick** the 'Recurring meeting' / 'Recurring webinar'
- Do **not select** the boxes for registration 'Required' or for 'Require meeting password'. If you are afraid of 'zoom bombing' (i.e. someone shows up who is not supposed to be there), see proposed measures.

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Scheduling a meeting (2/2)

- Go to http://zoom.epfl.ch
- Click on 'Host'

Enter meeting details. The recommended settings:
- Video:
  - Set video 'Host' to on
  - Set video 'Participant' to on
- Audio:
  - Select 'Computer Audio' for audio.
- Meeting Options:
  - Mute participants upon entry
  - Record the meeting automatically
    - Choose 'On the local computer'. NB: If you choose "In the cloud", quality is less good and ZOOM keeps recordings for 30 days only.
- Alternative hosts
  - Make your doctoral assistant(s) alternative host.
- Click 'Save" button to confirm.

Making the meeting link available (e.g. in Moodle)

Now you have created a Meeting session

- Copy the link to join the meeting

And make it available through Moodle:

- Open your course Moodle page and from the settings menu at the top right of the page select 'turn editing on'
- Within the course select 'add an activity or resource'
- Choose the URL option
- Give the URL object an appropriate name
- Paste the URL to the video in the External URL box

As an alternative, you can post the URL to the ZOOM meeting in the Announcement Forum of the course so that students get notified per email.

Invite Attendees   Join URL: https://epfl.zoom.us/j/699783015

Edit ▾ 👤

Edit ▾ 👤

➕ Add an activity or resource

Add an activity or resource ✕

- Glossary
- Group choice
- Interactive Content
- MATLAB Coding Problem
- Questionnaire
- Quiz
- Scheduler
- SWITCHcast series
- Turnitin Assignment 2
- Wiki

RESOURCES
- File
- Folder
- L
- Pa
- ⦿ URL

The URL module enables a teacher to provide a web link as a course resource. Anything that is freely available online, such as documents or images, can be linked to; the URL doesn't have to be the home page of a website. The URL of a particular web page may be copied and pasted or a teacher can use the file picker and choose a link from a repository such as Flickr, YouTube or Wikimedia (depending upon which repositories are enabled for the site).

There are a number of display options for the URL, such as embedded or opening in a new window and advanced options for passing information, such as a student's name, to the URL if required.

Note that URLs can also be added to any other resource or activity type through the text editor.

ℹ More help

Add   Cancel

Adding a new URL

▾ General

Name ❗

External URL

Setting up polls and breakout rooms.

To make your session more interactive

- Add polls for more interaction in ZOOM meeting
  - We recommend to create the polls before the session.
  - Select the 'Anonymous' function in polling for more participation.

- Prepare break-out rooms to organise parallel small group discussions among your students.
  - See this dedicated guide about how to setup break-out rooms
  - See this usecase about how a colleague has successfully organised group work.

You have not created any poll yet.   Add

Add a Poll

Error Type

☑ Anonymous? ⓘ

1.
   What is the most frequent error your program generates ?

   ● Single Choice   ○ Multiple Choice

   Stack Overflow

   Null pointer exception

   Out of mempory

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Deliver the lecture

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Choose your options

You have the choice to pre-record your lectures and organise a live Q&A session as a complement or to live stream while recording your lecture.

- Pre-recording
    - [Prepare your lecture material](#) in an optimal way for students.
    - [Setup a home studio](#) for recording.
- Live streaming while recording
    - [Run a hybrid session](#) from campus with ⅔ of the students remote.

- Useful in all cases
    - Check that you have [a suitable microphone](#).
    - [Use a tablet with your laptop](#) to handwrite or annotate slides.
    - [Upload your recorded videos](#) to SWITCHtube.

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Getting Powerpoint ready for the session (on a laptop)

- Prepare the 'laser pointer' function in powerpoint:
  - Start your presentation and select present-mode on the bottom of your screen
  - Select the laser pen from the pop-up menu in the lower left corner of your screen (in presentation mode).
  - Exit presentation mode to start the ZOOM session.
- Disable presenter mode.
  - Especially if you are on campus and do a screen projection and live-stream your lecture, there is a risk that you stream the presenter mode to remote students.
  - Either turn off the presenter mode
  - Or make sure you select the presentation screen when sharing the screen.
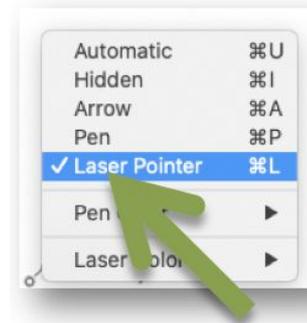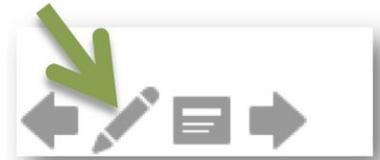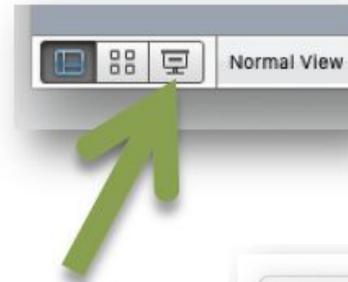
Start the meeting (on a laptop)

- From the ZOOM session page (zoom.epfl.ch) select 'start this meeting/webinar'. Choose to use the Application (rather than the web browser)
- You will be given the option of testing your microphone.
- Once you join the meeting, your webcam image will be displayed.
- An icon will show that recording is underway. Recording can be paused if necessary.
- The 'Share' function in menu bar allows you to share the slideshow, you can select the window you want to share (e.g. Powerpoint, your iPad), and press 'share'.
- In Powerpoint, start your presentation
- Click 'Stop Share' to end screen sharing and keep recording.
- Click 'End Meeting' to stop recording.
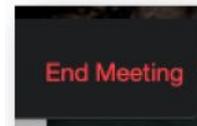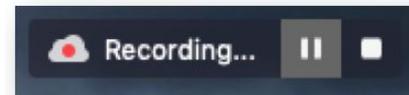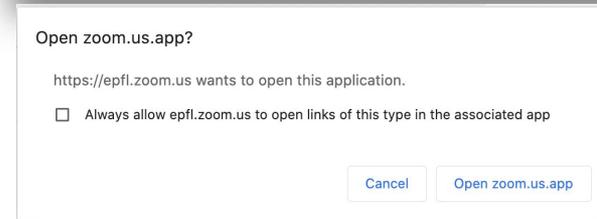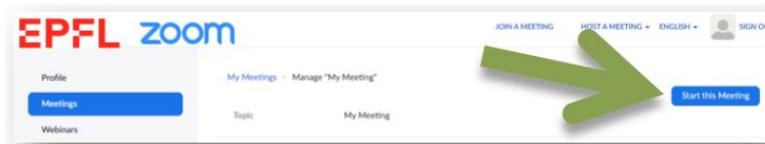
Sharing your screen (laptop)

- Click 'Share Screen'
- Screen sharing gives you the several options:
  - Choose the specific application if you have only slides to show.
  - Choose desktop screen if you need to switch between slides and some other application
  - The use of ZOOM whiteboard is not advised because it is not straightforward to save annotations. For writing during a lecture, using a tablet for handwriting is recommended.
- Check 'share computer sound' if you share any audio or video clip.
- Check 'optimize screen share for video clip' if you share video clip.
- Have your teaching assistants manage Q&A, chat and polls during your screen share from their own desktop
- Click 'Stop Share' to end screen sharing and keep recording

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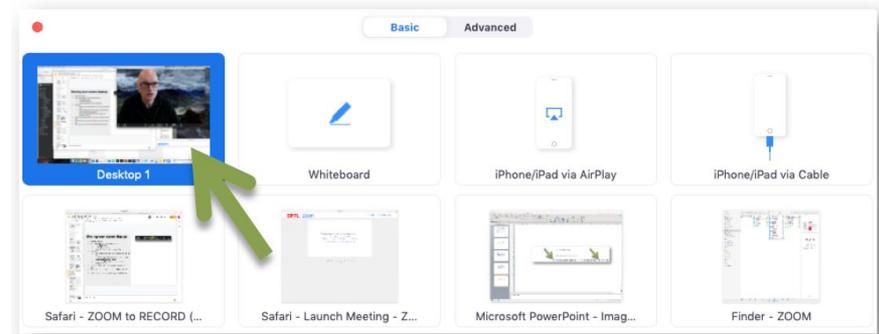
Sharing the recording

Sharing the recording with students

After recording your lecture

- Find the recording on your machine
  - PC: C:\Users\User Name\Documents\Zoom
  - Mac: /Users/User Name/Documents/Zoom

- Upload the video to SWITCHtube
  (see dedicated guide)

- Make the URL for the video available for your students.

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Support

https://go.epfl.ch/flexible-teaching

flexible-teaching@epfl.ch

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Addendum
Detailed further instructions

Center for Digital Education (CEDE) and Teaching Support Center (CAPE)

Feedback and Support: flexible-teaching@epfl.ch

More information: https://go.epfl.ch/flexible-teaching

The addendum includes detailed instructions on:

- Set up your EPFL office 365
- Handling 'zoom bombing'

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Set up your EPFL Office 365 account

- Go to https://office.com/teachers
- Type your EPFL email address and click on start
- Click on 'I'm a teacher'
- Check your email for a verification code
- Provide your personal details and verification code to create your account
- Save password for future use
- Download Microsoft office software or App
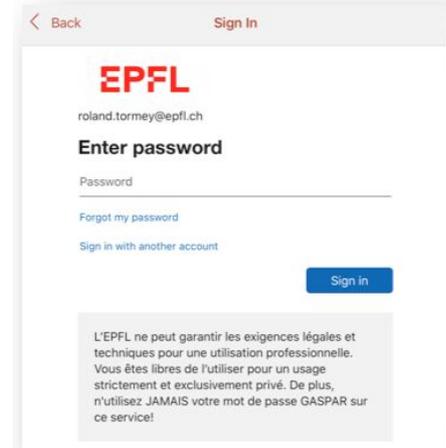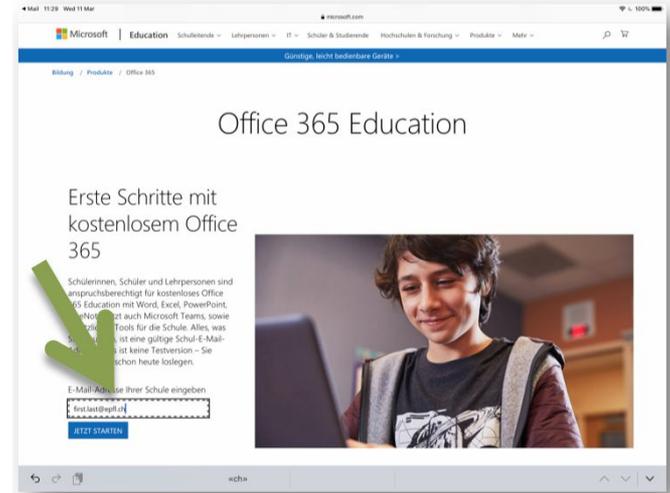
Avoiding Trolls and Zoombombers

> *Some "zoombombers" have taken advantage of the app's screen-sharing feature to join online meetings uninvited, and at times showing inappropriate content such as violent images and pornography.*
> https://www.digitaltrends.com/computing/zoombombers-crashing-zoom-meetings/

Strategies to avoid Zoombombing

Sharing the ZOOM links appropriately (recommended):
- Share the link to the ZOOM meeting in your **Moodle** course.
- Avoid sharing the link to your meeting on public venues, e.g. in Twitter or Facebook.

When setting up the session:
- Use a **Waiting Room**, choose "Enable waiting room / Activer la salle d'attente". Once your start the session, click on "Manage Participants" and "Admit all" people from the waiting room. Don't admit new participants once the session has started.
- Use a **Password** for students to join the meeting, choose "require meeting password / exiger le mot de passe de la réunion" and share the password with students by email.

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What to do if Zoombombing happens ?

1. Take back the screen sharing as host
- Simply **share your screen** instead of the Troll. Make sure you have the default setting in ZOOM (sign in to zoom.epfl.ch and choose "Settings". Then, under "Who can start sharing when someone else is sharing?" choose "Host Only / Hôte seulement".

2. Mute the Troll
- Click on "Manage Participants" at the bottom of the Zoom window, identify the Troll in the list and click "More" next to their name. From the list that appears, click **Mute**.

3. Kick the Troll out of the session
- Click on "Manage Participants" at the bottom of the Zoom window, identify the Troll in the list and click "More" next to their name. From the list that appears, click **Remove**. If the Waiting list is active, simply don't let anyone join the meeting anymore