

# HOW TO USE ZOOM TO HOLD CLASS AND/OR OFFICE HOURS

Janice Fischer

Professor, Molecular Biosciences

**Overview:** Zoom is software that allows you to share your voice, your face, and anything up on your computer screen, all at the same time. All that you and the students need are a laptop or tablet with an internal or external microphone and camera, and an internet connection. (In a pinch, students can use smartphones also.) Zoom also has other functions that allow you to run a classroom. You can see the students, and they can see you and each other. Zoom has a whiteboard that you or the students can write on and share. Students can raise their hands. You can put groups of students into virtual rooms of any size to work on problems. You and the students can send each other text messages. And more. And the best thing of all is that it's really simple.

**The Mission of this Primer:** The Zoom website has extensive instructions online for all computer, tablet, and phone operating systems: <https://zoom.its.utexas.edu/>

This manual is not meant to replace those resources, but to provide you with simple, step-by-step instructions so that you can get going quickly. Please realize that the instructions and tips given here reflect my experience with Zoom on my iMac running Mojave. You may experience the Zoom interfaces and functionalities a bit differently on your computer. [I teach a synchronous, completely online version of BIO325 with UT Extension, and I normally use Zoom for some of my office hours for my in-person BIO325 courses.] **What follows is the simplest way to get going for you and for your students. This is the document I wish I had when I used Zoom for the first time!**

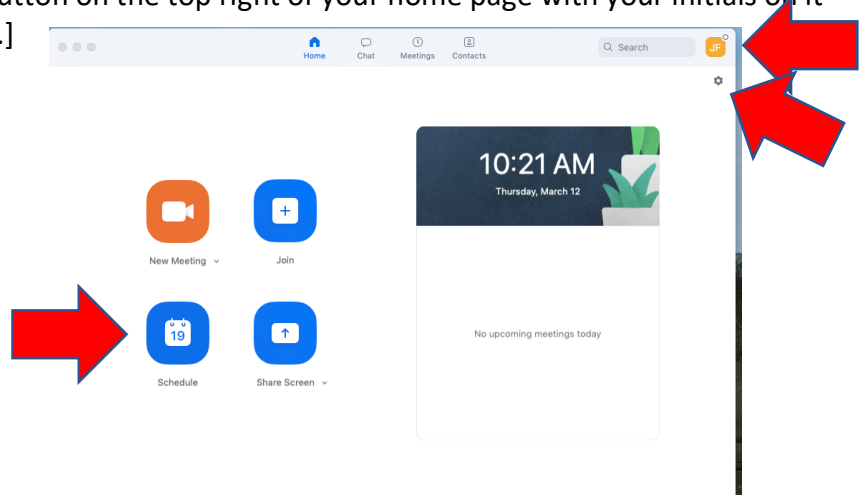
**Note:** These instructions are for using Zoom that is NOT integrated into Canvas. I don't use the Canvas-integrated Zoom. I'm sure that you can easily extrapolate the instructions in Step 1 and Step 2 to the integrated version. Or, you can do exactly what I describe below, and it will work.

## Step 1: Download Zoom and Sign In

UT has purchased a site license for a special version of Zoom that allows you to hold a class or office hours with as many as 300 students. Download the software here: <https://zoom.its.utexas.edu/>  
Follow the instructions on that website to sign in using SSO. [If you already have a Zoom account for another version of Zoom, Sign Out using the orange button on the top right of your home page with your initials on it (see below), and then sign in again using SSO.]

Your home screen will look like this:

*TIP: If you used your ut email address for a previous Zoom account, you'll need to use this kind of UT email address to log into the UT Zoom licensed account: your uteid@eid.utexas.edu*



## Step 2: Obtain a meeting url

Click the blue “Schedule” button on your home screen (see picture above). Here’s an example of how you can fill in the scheduling screen:

### Schedule a Meeting

**Topic**

Recurring meeting

Please remember to check recurrence or repeat in your calendar invitation to your attendees.

**Meeting ID**

Generate Automatically  Personal Meeting ID 295-711-7413

**Password**

Require meeting password

**Video**

Host  On  Off      Participants  On  Off

**Audio**

Telephone  Computer Audio  Telephone and Computer Audio

Dial in from United States [Edit](#)

**Calendar**

iCal  Google Calendar  Outlook  Other Calendars

**Advanced Options** ^

Enable join before host

Hit the blue “Schedule” button at bottom right. You’ll get a screen like this one:

### Your recurring meetings are scheduled.

MEETING INVITATION

Janice Fischer is inviting you to a scheduled Zoom meeting.

Topic: Janice Fischer's BIO325 Office Hours  
Time: This is a recurring meeting Meet anytime

Join Zoom Meeting  
<https://zoom.us/j/447070747>  
Meeting ID: 447 070 747

One tap mobile  
+13462487799,,447070747# US (Houston)  
+16699006833,,447070747# US (San Jose)

Dial by your location  
+1 346 248 7799 US (Houston)  
+1 669 900 6833 US (San Jose)  
+1 301 715 8592 US  
+1 312 626 6799 US (Chicago)  
+1 929 436 2866 US (New York)  
+1 253 215 8782 US

Meeting ID: 447 070 747  
Find your local number: <https://zoom.us/u/acalHfbwi3>

The most important thing on screen above is: <https://zoom.us/j/447070747>

This is the url (you'll get a different one, of course) that you and your students will use to enter your class/office hours.

You can simply post this on the Front Page of your course's Canvas site.

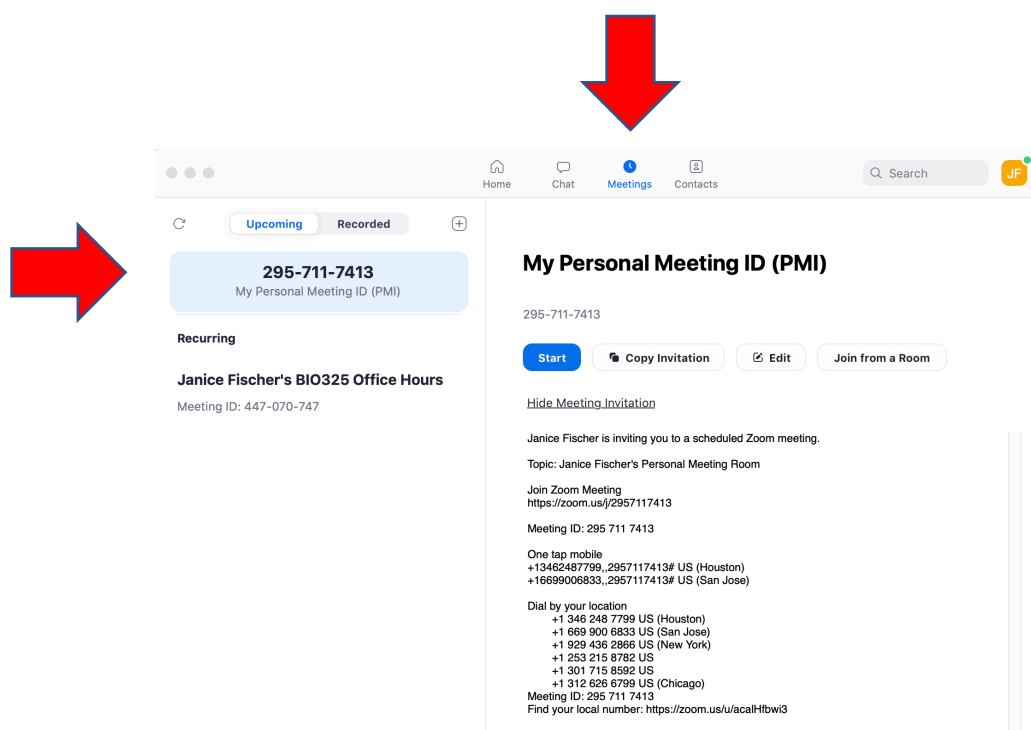
What I do is write: "Enter Zoom Office Hours Here" and hyperlink that in Canvas to that url.

(The Meeting ID (447 070 747) will be used by people logging in with their phones.)

You can make a different url for each of your classes/office hours, or use the same one.

If your TAs are using Zoom for Discussions/office hours, they should each make their own.

**Personal Meeting ID:** Note that when you signed up for Zoom, you were given a Personal Meeting ID (PMI). You can find that by going to the Home screen and clicking on "Meetings" in blue at the very top:



You can use your PMI to meet with anyone on Zoom at any time.

Simply click on "My Personal Meeting ID" (PMI) above, then click on "Show Meeting Invitation", and copy and paste the url to email it to anyone you want.

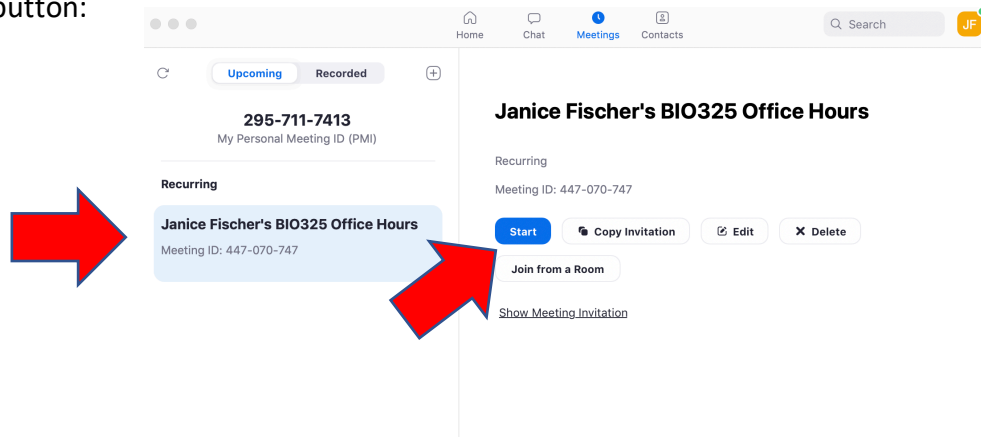
You can begin a meeting with your PMI anytime by clicking on the orange Meeting button on your Home screen (see page 1).

*TIP: Remember that students may log into the class, discussion, or office hour urls at any time. So use specific urls for these purposes – not your PMI. (You might be having a different meeting with your PMI, and a student testing out Zoom or forgetting the correct class meeting time can appear suddenly.)*

### Step 3: Log into your class meeting url to start the meeting

Simply click on your class url that you put on Canvas to start the meeting.

Alternatively, from your “Meetings” in Zoom, you can select the correct meeting at left, and then hit the blue START button:



When you start your meeting, the first screen you get will be your face, with a control panel beneath it.



You can click “Mute” and “Stop Video” in the bottom left if you don’t want anyone to see or hear you yet. Just click them again when you want to be seen and heard.

You will see just yourself on another screen also. When you have other participants, the person speaking will appear there. Also, that is where all the meeting participants, including you, will appear when you share your screen.

When students log into the meeting, you’ll hear a bell, and a button that says “Gallery View” will appear at the top right. The button at the top right in the picture below that now says “Speaker View” initially said “Gallery View”. Click on “Gallery View” and you can see yourself and up to 48 students at once. You can scroll to see the others if more than 48 students are present. The person who is speaking will always appear at the top. If you want to see only whoever is speaking, click on “Speaker View”.



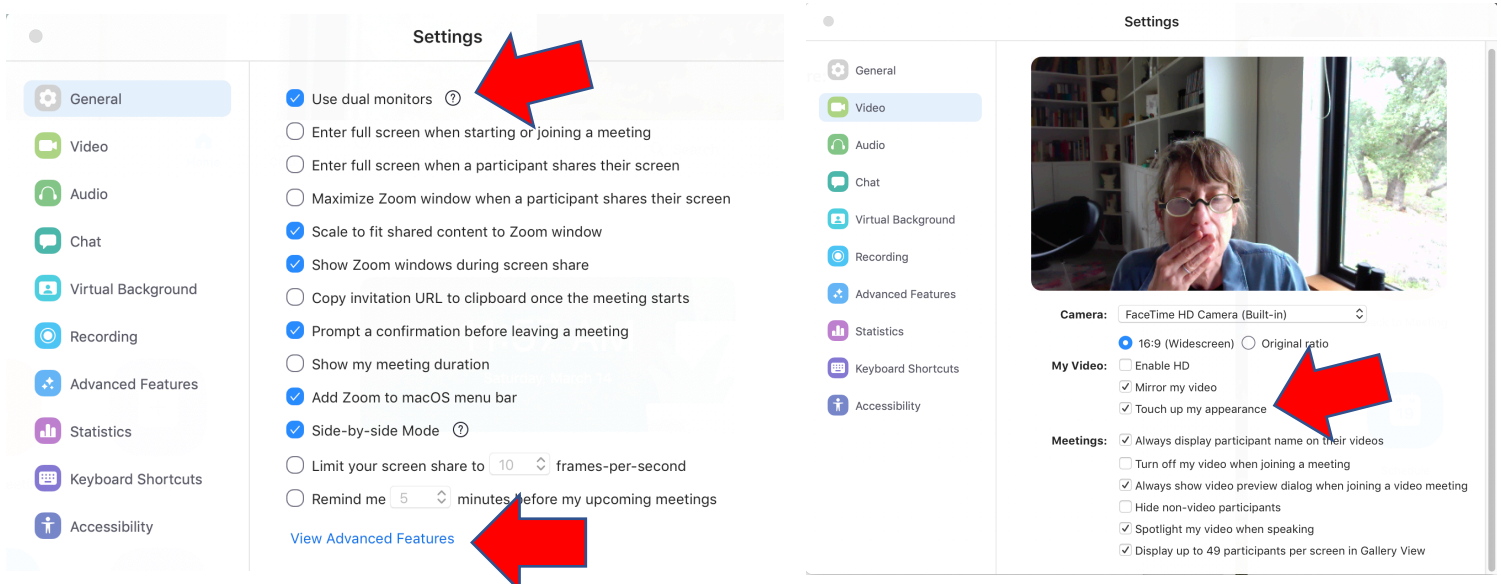
**Note about viewing students:** Note that when you share your screen (we'll talk about this in Step 4) you can view only 6 people at once and you have to scroll to see the rest. If you connect a second monitor to your computer, you'll be able to see yourself and up to 48 students at once (without scrolling) on one screen, and share all or part of the other screen. I have a second monitor, and I now find this feature essential for large classes.

*TIP: Connect a second monitor to your computer and you can see up to 48 students on one monitor, and the screen you're sharing on the other monitor.*

**Settings:** This is a good time to mention the Settings. If you want to use dual monitors, you need to make sure that you click "Use dual monitors" in General Settings. You can get into the Settings by clicking the grey gear in the upper right side of your home screen (see picture on page 1).

*Note: If you're using Zoom integrated with Canvas, to adjust the settings you must log into the Zoom application outside of Canvas. The settings will apply to meetings scheduled in Canvas as well.*

Here's how my General settings (*left*) and Video settings (*right*) usually look:



Note that I've activated the all-important "Touch up my appearance" feature in Video settings. 😂  
 If something isn't working the way you expect, you can try changing some of the settings before you seek help.

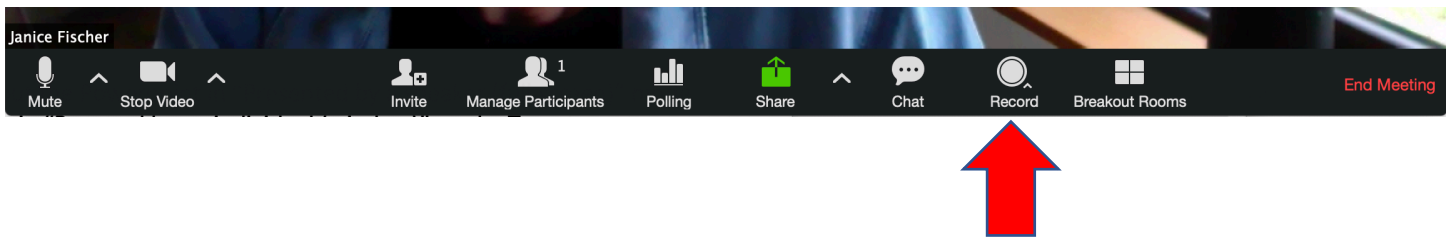
There are many, many Advanced Features in the settings (see how you can click to access them in the screenshot above). You already have gazillion instructions from UT and elsewhere about how to set these in order to avoid Zoom bombing. It's a good idea to scroll through these at some point to see all the functionalities you can control.

One control that is important to me – I prevent students from sending private chat messages to each other. I allow them only to message the entire class.

## Step 4: Things you can do during your meeting

### A. Record your meeting.

You can Record your entire class. Simply hit the "Record" button on the bottom of the screen:



Zoom will generate an mp4 recording of your class that you can post on Canvas.

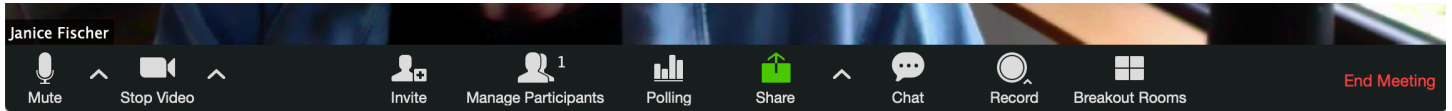
If you are going to teach your class asynchronously (meaning students will not be logged into one Zoom meeting at a particular time), you can use Zoom to record your voice and screen to make videos that you post on Canvas and students watch later. (If you're showing only a Powerpoint, it's tons easier just to do this with Powerpoint's internal "Record Slideshow" feature. You just click Record, give your lecture, and then hit Stop. Could not possibly be easier.)

Remember that many SSD students will still need class notes. Your TAs and UGTAs can make these from your recordings. (An alternative is to closed caption your videos in real time, but this is much more cumbersome. <https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning> )

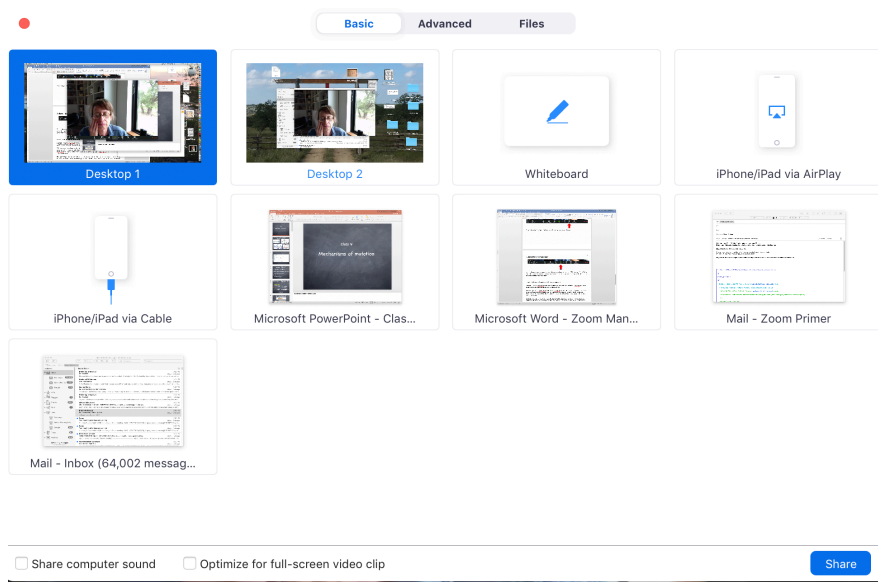
For me, this issue is a reason to simply post annotated Powerpoints – Powerpoints with my Lecture as written Notes - instead of mp4s of Lectures or audio-recorded Powerpoints when I'm not teaching a synchronous class. Then you have your Lecture – with notes – and you can use your class time to answer questions.



## B. Share all or part of your screen.



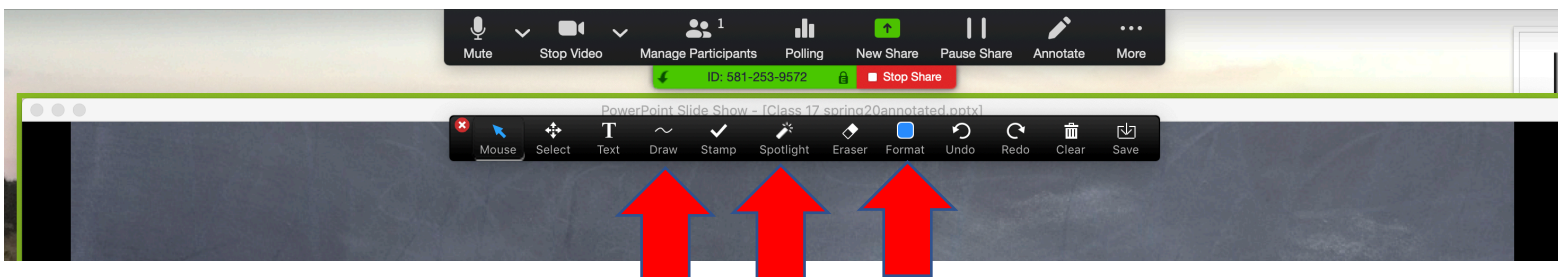
You can share your entire screen with the students, or any single program on it. Click the green “Share” button on the bottom of your screen (see above). A panel will appear where you can click on your entire desktop, or any specific program you have open:



(There’s a Whiteboard feature also – we’ll get to that in part C.) You click “Stop Share” at any time to stop sharing your desktop or program.

**TIP:** If you are opening a Microsoft Program (e.g. Powerpoint or Word) on your desktop while your desktop is already shared, your students will not be able to see it. You need to Stop Share, open the program, and then reshare your desktop or that specific program.

**EXAMPLE 1:** Share a Powerpoint and talk from it just as you would in class. When your Powerpoint is shared, if you click “Annotate”, you’ll get a pointer (Spotlight) and the ability to draw (Draw) on your slides. (You’ll probably enjoy using a pen input device rather than a mouse for drawing on your slides...see below.)



**Super-important TIP:** When you share a Powerpoint, don't put the Powerpoint in "Presented by a speaker (full screen)" mode as you would in a classroom. Instead, put it in "Browsed by an individual (window)" mode. To put your Powerpoint in this mode, click on the "Slideshow" tab at the top of your Powerpoint screen, and then click on "Set Up Slide Show".

If you click on "Format" (see previous page) you'll get pen tip and color choices.

**EXAMPLE 2:** Explain to the students how to do a homework problem. For this, I share my entire monitor. On it, I'll have two different files open. One is a pdf or Word file with the homework question on it, and the other is a blank white page of a program called *Sketchbook* – free software (<https://sketchbook.com/>) that allows you to draw as if on a whiteboard. Instead of using a mouse, if you can get yourself a Wacom bamboo tablet (this is the new version: <https://estore.wacom.com/en-US/wacom-intuos-s-black-ctl4100.html>) It'll be just like writing on a whiteboard, except that you have all kinds of pens and colors. The tablet is simply an input device with a pen that you can use instead of a mouse for everything. Some people never use mice again after they've used one of these. (The pen input device is also superior to a mouse for drawing on the Zoom whiteboard, and for drawing on Powerpoints.)

**TIP:** Download free *Sketchbook* software get yourself a Wacom pen input device and you'll have a fantastic whiteboard that can easily be open on your screen along with other programs. I find that using the thick, marker-like virtual nib on *Sketchbook* gives me the best results.

### C. Share Zoom's whiteboard.

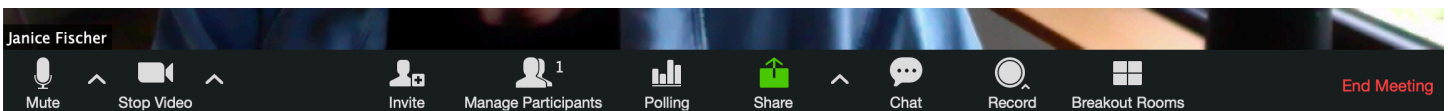
When you click on the green Share button, the Whiteboard is an option you can choose. Using it is self-explanatory. You'll like using it much better with a pen input device than with a mouse. The "Format" button gives you choices of pen widths and colors.

The downside of the Whiteboard is that you cannot have it open with other programs at the same time. (I should qualify that – maybe you can, but I don't know how to do it.)

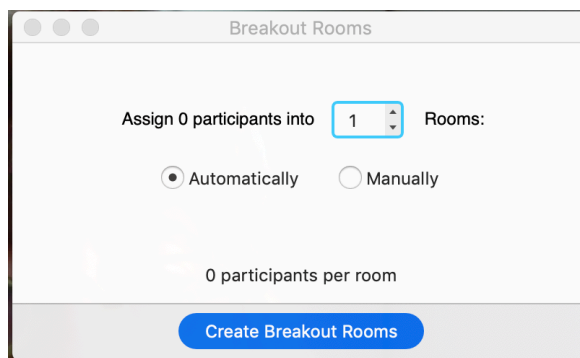
You can also use a blank Powerpoint page as whiteboard with the Annotate tools in Zoom. You'll enjoy using a pen input device more than a mouse for this also.

### D. Put the students into Breakout Rooms to solve problems or discuss something.

You can put the students into virtual rooms in group of any size by clicking on "Breakout Rooms":



You'll get a screen like this:





Choose the number of rooms that will divide your students into groups of the size you desire. You can put them into rooms randomly (automatically) or choose who goes where (manually).

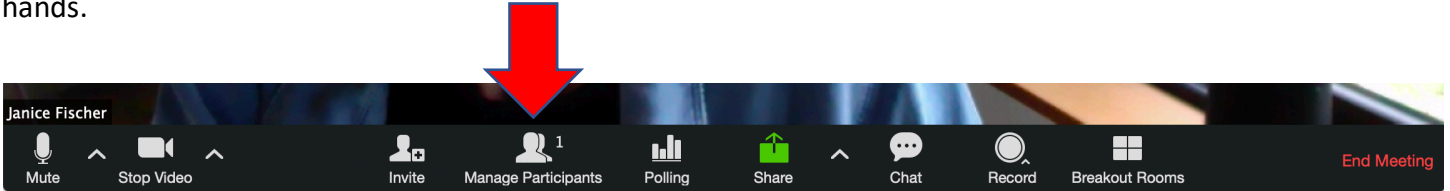
While the students are in their virtual breakout rooms, you'll see a list with each room, and who is in it. **Taking a screenshot of this list is a good way to take attendance.**

The breakout room control panel allows you to enter and leave any room, send messages back and forth with the students, end the breakout room session, move students around from room-to-room, etc.

While in the rooms, students can write on a whiteboard, and then share that whiteboard with everyone later. They can also message you with questions or answers.

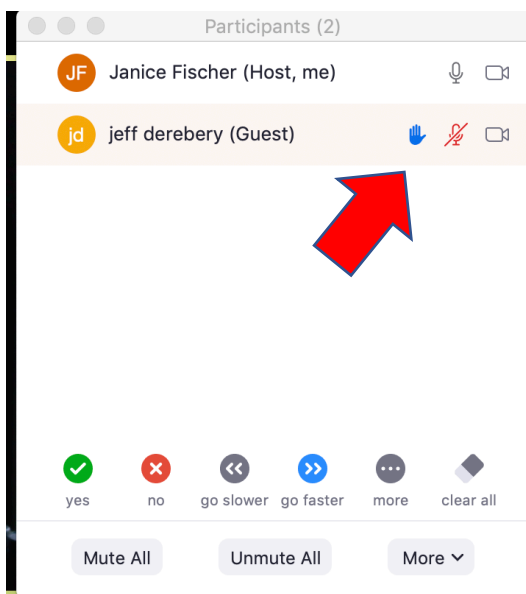
## E. There are other simple things you can do with your class on Zoom.

The **Manage Participants** feature gives you a list of everyone in class (another good way to take attendance with a screenshot), allows you to Mute or Unmute their audio, and allows you to see who is raising their hands.

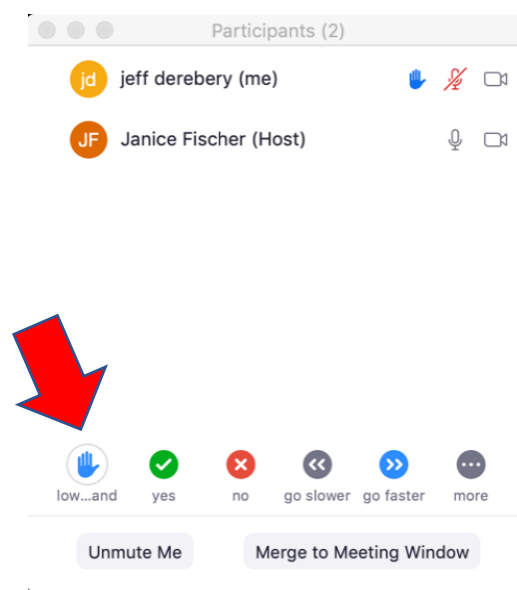


The students' screen will say **Participants**. When they click on it, they'll get a list of participants and the ability to **Raise their Hand**. The names of the students with their Hands Raised move to the top.

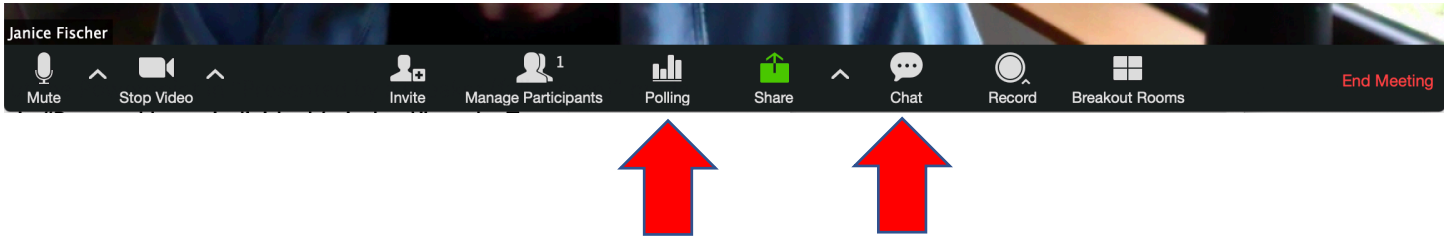
Your screen



Student screen

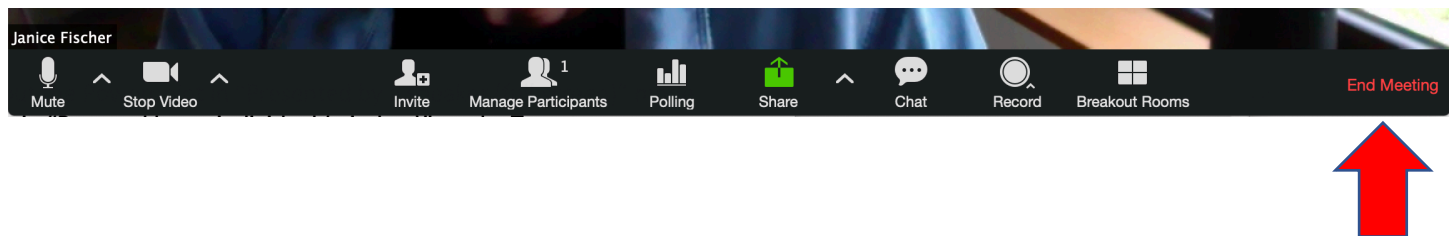


Students and you can also send the class **Chat** messages at any time during class. (I prevent students from having private chats with each other in the settings, but you – the host – can still send private messages to individuals.)



Zoom also has a **Polling** function. I've never used this but it looks really straightforward. Consult the Zoom Help Center (<https://support.zoom.us/hc/en-us>) for instructions.

## F. You can end your meeting with a click



## Example of information that you can give your students before the first online meeting

### Zoom Information for Janice Fischer's BIO325 Course, Spring 2020

The best way to attend Zoom class and Office Hours is on a computer with an internal or external microphone and camera. You can use your phone if you absolutely must.

### HOW TO GET HELP

#### [Student Emergency Fund Application](#)

If you need a computer, webcam, mic, or WiFi and cannot obtain these yourself, email or call Student Emergency Services: <https://deanofstudents.utexas.edu/emergency/>

If you need help getting Zoom to work properly on your device (for example, if the audio or video doesn't work):

[https://ut.service-now.com/sp?id=ut\\_bs\\_service\\_detail&sys\\_id=f8a2f29b0ff3960003d2e498b1050ed8](https://ut.service-now.com/sp?id=ut_bs_service_detail&sys_id=f8a2f29b0ff3960003d2e498b1050ed8)

### WHAT TO DO BEFORE OUR "PRACTICE CLASS"

- Download UT'S version of Zoom to your computer and set up your UT Zoom account:

<https://zoom.its.utexas.edu/>

You can also download the Zoom app to your phone:

Installing Canvas and Zoom on iPhone: <https://youtu.be/J3yHySuYmeI>

Installing Canvas and Zoom on Android phone: [https://youtu.be/IU\\_C6ftogVg](https://youtu.be/IU_C6ftogVg)

### WHAT TO DO WHEN YOU FIRST LOG INTO OUR "PRACTICE CLASS"

- Enter our Zoom Class through the link on our Canvas Front Page which is also here:

[PUT YOUR CLASS URL HERE](#)

(For the phone app: the Meeting ID is: [XXX XXX XXX](#))

- When you first log in, find the controls for MUTING and UNMUTING your audio and click MUTE. **Keep in mind that if your Audio is ON (UNMUTED), everyone else can hear you even if their Audio is MUTE.**

- Find the VIDEO control and set it to ON so that everyone can see you. **Keep in mind that even if everyone else's Video is off and you cannot see them – they can still see you if your Video is on.**

- **Important Zoom Class Etiquette 1:** Enter with your VIDEO ON and Audio MUTE; keep your Audio MUTE except when you are speaking.

- **Important Zoom Class Etiquette 2:** Turn your VIDEO OFF if you need to do something other than pay attention to the meeting. (e.g. Talk to someone in the background, play with your pet, eat a 10-course meal, polish your nails, brush your teeth ...you get the picture. These sorts of actions are INCREDIBLY distracting to everyone else in the meeting.)

- When no one is sharing their screen, you can see up to 48 people + yourself at one time. You can scroll to see the other people. When someone is sharing their screen, you can see only 6 people at a time, and scroll to see everyone else. The person who is speaking rises to the top.

- We'll explore the other fun Zoom functions – such as Raising your Hand - in our Practice Class