

# VCU Zoom User's Guide

The purpose of this guide is to help outline how faculty and staff at VCU can leverage Zoom in a virtual learning environment. It is broken up into four sections so you can access the materials that are relevant to you.

If you have any issues or questions, please reach out to [support@zoom.us](mailto:support@zoom.us).

## Section 1: Zoom Basics

- How to access your account

- How to Schedule a Class/Meeting

- How to Join a Class/Meeting

- Best Practices while in a Class/Meeting

## Section 2: Teaching & Collaborating With Zoom

- How to Host an Ad-hoc Meeting

- How to Host Scheduled Meeting

- Delivering Virtual Instruction

- Tips and Tricks for Virtual Lessons

- Tips and Tricks for Delivery

## Section 3: Resources

## 1. Zoom Basics

### How to Access Your Account

#### METHOD 1: Entering Through the Web Portal

The best way to access your VCU Zoom account is by visiting the Zoom portal at [vcu.zoom.us](https://vcu.zoom.us) and entering your eID and VCU password.



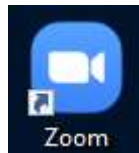
Choosing “**Log In**” will take you to your personal account page, where you can set your meeting preferences, schedule a meeting, start a meeting or personalize your account.

If you choose “**Start A Meeting**” instead of “Login,” you will still need to enter your credentials, but you’ll be taken directly into an ad-hoc meeting, where you can invite your participants. Please note this option is not useful for starting previously scheduled meetings: it will launch a new meeting with a newly-created ID number.

**If you’re joining from off-campus, expect to be prompted for your [DUO credentials](#).**

#### METHOD 2: Entering through the Desktop Client

If you’ve used Zoom even once, the desktop client will be installed on your device. Use can use it to access your account instead of going to the portal, if you wish.



To do so, double-click on the Zoom icon.

Then, when prompted, **do not** sign in with your email address and password. This method will attempt to log you in at the Zoom.us site with a password unique to Zoom (which you have probably not set up). Instead, **choose the option “Sign in With SSO.”**

## Sign In

[Sign Up Free](#)

[Forgot?](#)

☐ Keep me signed in

Sign In



Sign In with SSO



Sign In with Google



Sign In with Facebook

On the resulting screen, type in "vcu".

## Sign In with SSO

Company Domain

.zoom.us

[I do not know the company domain](#)

Continue

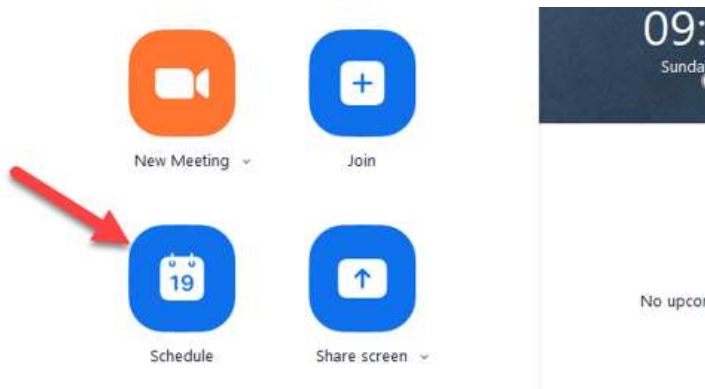
You will be taken to the familiar VCU Central Authentication screen to enter your eID and VCU password.

***If you're joining from off-campus, expect to be prompted for your [DUO credentials](#).***

## How to Schedule a Class/Meeting

### Option 1: Scheduling through the desktop app

1. Open the Zoom desktop app.
2. From the “Home” menu, press the **Schedule** button.



1. Use the fields provided to enter a Topic, Date, and other related details, decide whether your participants can share video, whether your meeting is a one-time-only event or a recurring one, etc. When you've made your choices, hit **Schedule** to add the meeting to your list of upcoming events.

### Schedule Meeting

**Topic**

My Zoom Meeting

**Start:** Sun March 15, 2020 10:00 AM

**Duration:** 1 hour 0 minute

☐ Recurring meeting Time Zone: Eastern Time (US and Canada)

**Meeting ID**

☒ Generate Automatically ☐ Personal Meeting ID [REDACTED]

**Password**

☐ Require meeting password

**Video**

Host: ☒ On ☐ Off Participants: ☒ On ☐ Off

**Audio**

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States and other 2 countries/regions [Edit](#)

**Calendar**

☐ Outlook ☐ Google Calendar ☒ Other Calendars

**Advanced Options**

[Schedule](#) [Cancel](#)

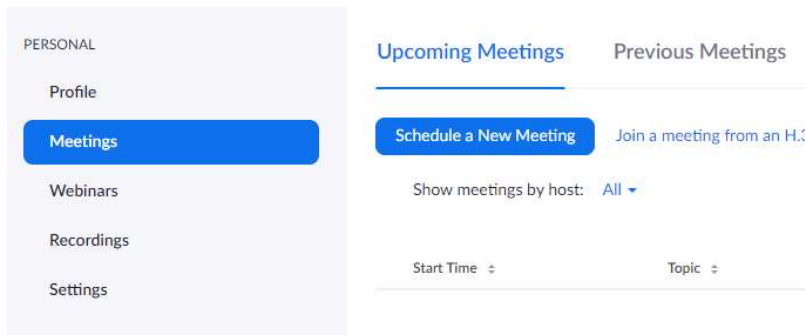
NOTE: you may want to make Registration required when scheduling a meeting, as that allows you to generate a registration report after the meeting is over. More information can be found here: <https://support.zoom.us/hc/en-us/articles/216378603>

2. The resulting pop-up window will provide you with a pre-worded invitation to your students or other meeting guests, with all the information they need to join the meeting. Copy this to your clipboard and paste it into an e-mail invitation. Alternately, you could pull out just the URL and post it to a webpage or other share it using other methods.

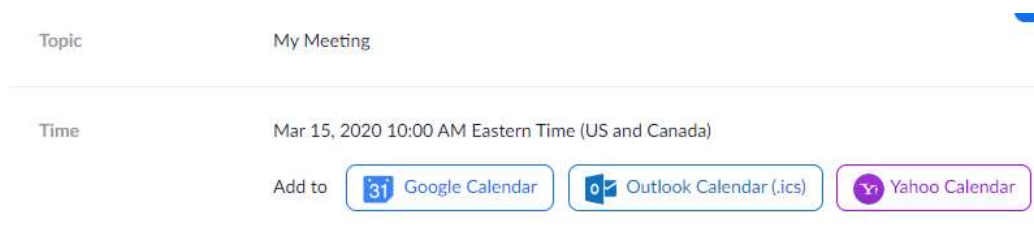
## Option 2: Scheduling online

If you prefer to schedule your meetings through your account page on the portal, follow these steps:

1. Log in at [vcu.zoom.us](https://vcu.zoom.us) and go to **“Meetings > Schedule A Meeting”**



2. Enter in Topic, Date, and other related details and press Save.
3. If you’ve installed the Chrome Browser extension (see below), you can choose to add the meeting to an integrated calendar.



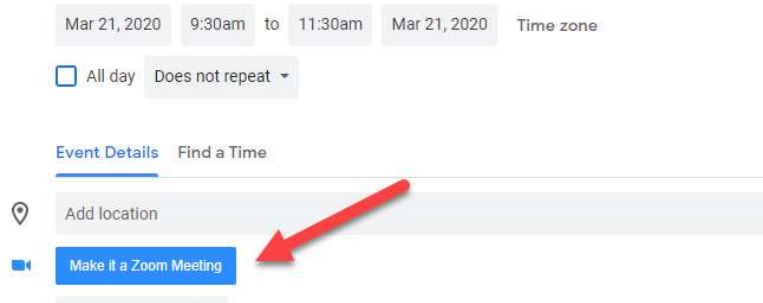
4. Look for “Invite Attendees” and copy and paste the URL to share with your students/guests. Or choose the “Copy Invitation” button to generate a pre-worded invitation to e-mail.



### • Option 3: Scheduling through Google Calendar

This method requires you to download the Chrome Browser Extension from the [Google Play Store](#).

1. Log in to your Google Calendar and create a calendar entry as you normally would.
2. Save the event, then use the “edit” option to “Make It A Zoom Meeting”



The screenshot shows the Google Calendar event creation interface. At the top, there are date and time selection fields: 'Mar 21, 2020', '9:30am', 'to', '11:30am', 'Mar 21, 2020', and 'Time zone'. Below these is a checkbox for 'All day' and a dropdown for 'Does not repeat'. The main section has two tabs: 'Event Details' (selected) and 'Find a Time'. Under 'Event Details', there is a location input field with a placeholder 'Add location' and a blue button labeled 'Make it a Zoom Meeting'. A red arrow points to this button.

This will generate a Meeting URL you can share with your guests. Or use the “invite others” option to add your guests. When they accept your calendar invitation, the event will be added to their own calendars, complete with the Join URL.

## How to join a Class/Meeting

Open the email, newsletter, calendar invite, or other communication that contains a link to the prescheduled meeting and click the URL to join the Zoom Meeting.

Once you’re in the meeting, you may choose to connect audio in two different ways:

- Using computer audio (recommended).
- Dialing into a conference bridge from your phone.

By default, you will join with your camera turned off. You will be given the option to turn it on if you wish to, and shown a preview of what others will see.

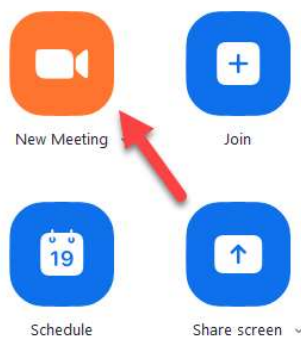
## Best Practices while in a Class/Meeting

- Sign in to the Zoom desktop client and stay signed in.
- Check your internet speed. If you're on free wi-fi you may need to keep your camera off to improve quality.
- Turn your camera on and have your camera at eye level.
- Stay muted unless you're talking to reduce background noise.
- Make sure you sit in a well-lit and quiet place.
- Be mindful of what's going on behind you. Think about having a solid wall behind you or turning on the virtual background.

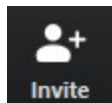
## Section 2: Teaching & Collaborating With Zoom

### How to Host an Ad-hoc Meeting

1. Start by opening your Zoom desktop app.
2. Press the **New Meeting** button.

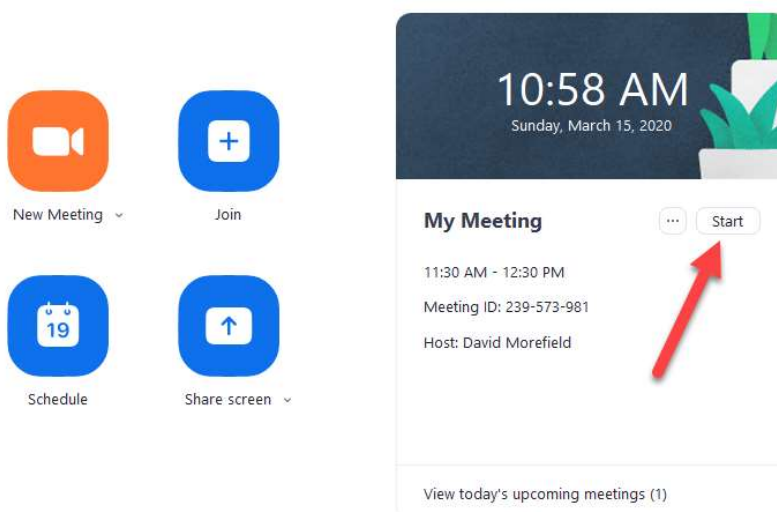


3. Once in the meeting, click the **invite** button on the bottom of the screen to add additional users.



### How to Host a Scheduled Meeting

1. Open your Zoom desktop app.
2. Check the list of scheduled meeting on the right side of the Home screen and **Start** the one you want.



- Wait for your participants to arrive, if the meeting URL was advertised. If you need to add more participants, or have not yet shared the address, use the **“Invite”** option.

## Delivering Virtual Instruction

Once your meeting is in progress, you'll have a toolbar at the bottom of your screen, offering many options for enhancing your meeting:



In order, they are:

**Join Audio:** Lets you choose whether to participate by “computer audio” (webcam mic, PC speakers or headphones) or “Phone” (In which case you’ll need to dial in using the number provided in the meeting reservation). Your meeting could use a mix of methods: you on your PC and others on their phones, or vice versa). The arrow next to this icon lets you select audio devices and confirm and adjust volume levels.

**Video:** Once in a meeting, you can turn your video on by clicking the “Start Video” icon on the bottom left of your screen. To turn it off, click the “Stop Video” icon. For more, visit:

<https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting>

Once in the meeting, you can select a virtual background by clicking the up caret to the right of the Start Video icon. For more, visit: <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

**Invite:** Lets you invite more participants by e-mail or instant message

**Manage Participants:** As the host of a class/meeting, you can manage participants such as renaming, muting, stopping video and other controls for participants. For more, visit:

<https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting>

**Share Screen:** lets you share anything you choose from your computing device. You can choose to share anything that happens on your screen or (preferred) select a specific application. If your share involves audio, be sure to check the box for “Include computer audio”

For more, visit: <https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen>

**Chat:** Opens a window for text-based chats. You can share messages with the entire group or individual guests. If a guest sends you a chat, a number will appear here to alert you a chat message is waiting, and how many.

\*Note: Private chats will not be visible to the host. To control and disable in-meeting chat, visit: <https://support.zoom.us/hc/en-us/articles/115004809306-Controlling-and-Disabling-In-Meeting-Chat>

**Record:** Lets you “record to PC,” storing the file on your hard drive, or if enabled, to the Cloud. Please note: If enabled, all attendees will receive a pop up box informing them that the meeting is being recorded.



**More:** Lets you live stream your meeting to Facebook or Youtube (if enabled), gives you access to Breakout Rooms and other features as enabled

**End Meeting:** stops the meeting for everyone. You'll get a second prompt to make sure this is what you really want. If you were recording the meeting, the file will begin writing to your hard drive once the meeting ends.

## Tips and tricks for Virtual Lessons

- For your first class, set aside some time to introduce your students to Zoom and ensure that they're able to connect their audio and video.
- Give an agenda or plan for each class by Screen Sharing a document or slide at the beginning of class.

This gives students a clear idea of how the class will progress, what will be covered, and the activities they'll engage in.

- Discuss online etiquette and expectations of the students in your first virtual class and periodically revisit the topics.
- Utilize the Whiteboard or Annotate a shared document and let your students engage as well.

When sharing a whiteboard, document, screen, or image, try whiteboarding math problems or have a student use annotation to highlight items such as grammar mistakes in a paper you're sharing.

- Take time to promote questions, comments, and reactions from your class. Give a minute to allow your students to utilize reactions, write their questions in chat, or be unmuted to ask their questions live.
- Divide into smaller groups for a discussion on a certain topic.

You can use Zoom's Breakout Room feature to either pre-assign or auto-assign students into groups for a short period of time so they may discuss things together.

- Have students be the presenter and share projects with the class.

This allows your students to show what they're working on while practicing their presentation skills. It also allows students to hear from one another.

## Tips and Tricks for Delivery

- Pre-set your meeting to mute participant's microphones upon entry. This helps to avoid background noise and allows your students to focus on your lesson.
- Look at the camera to create eye contact with your students. This helps to create a more personal connection while teaching over video.
- Take a second to check **chat** or your student's video (if on camera) to check-in with your students and get feedback.
- Speak as if you're face-to-face with the class while ensuring you're at the appropriate distance from the microphone for the best audio experience.
- When delivering a presentation, sharing images, files or video, give your students a moment to open or take in what you've shared.
- Embrace the pause. Take a moment after the end of your comments and allow for students to engage before continuing on.

## Section 3: Resources

For more information on specific features, follow these links:

**Polling:** <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings>

**Breakout Rooms:** <https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms>

**Non-verbal Feedback:** <https://support.zoom.us/hc/en-us/articles/115001286183-Nonverbal-Feedback-DuringMeetings>

**Virtual Backgrounds:** <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

**Sharing a Screen:** <https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen>

**Whiteboard:** <https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard>

**Annotation:** <https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screenor-whiteboard>

**Chat:** <https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat>

**Generating Meeting Reports for Registration and Polling:** <https://support.zoom.us/hc/en-us/articles/216378603Generating-Meeting-Reports-for-Registration-and-Polling>

**Recording:** <https://support.zoom.us/hc/en-us/articles/206277393-Finding-and-Viewing-Recordings>