Zoom Orientation

For Study Leaders
Welcome

• Agenda:
  • How to get ready for your course on zoom
  • What to do the day of
  • Your Zoom license
Have the latest version of Zoom downloaded.

Latest version is 5.3.2

When in a Zoom meeting such as today, click the little green shield in the upper left corner and a statistics box will appear.

It will say which version you are using......
this is what you’ll see

look here
To check for updates within the macOS application:

open the drop down list and select check for updates
this is what you’ll see if you aren’t on the latest distribution
To check for updates within the pc application:

click on your profile image which opens the drop down list, then select “check for updates”, the process from here is the same as for a mac
Manual download

Zoom Desktop Client (PC, Mac, or Linux)

- Clicking on **download** from the link at [https://zoom.us](https://zoom.us)
- Directly from one of the following links
  - [https://zoom.us/support/download](https://zoom.us/support/download)
  - [https://zoom.us/download](https://zoom.us/download)
  - [https://zoom.us/download2](https://zoom.us/download2)
Test your equipment – Set up your space

• **Check your room lighting** – light from the front is better than the back or side

• **Close doors and windows** to keep household sounds out

• **Check your background** – is it okay for your students to see?

• **Check your connection** – be wired if you can. If not, sit close to your router and ask household members not to use the internet during your class time

• **Check your microphone volume settings** and if using the built-in mic in your device you must sit close to your computer!
Before the first class

• Practice
• Practice by yourself
• Practice with someone else that is not on the same computer

• Take a Zoom SL Training Class as many times as you want – we want you to feel comfortable. Just ask.
• Need more Review? the Zoom help center has training videos. This one: “Host and co-host controls in a meeting” is especially relevant.
You should get your Zoom code and password the day before class is to start.

123 4567 890         Class3842

• If you haven’t received the name of your Zoom Helper, contact the office to find out who it is.
Day of your class – **HOW TO GET INTO ZOOM:**

*If you just click on the URL you were given you won’t end up as the Host, and if you just click on the Zoom app there is a good chance too you won’t be Host!*

• Just before your class is to start......
  1. Go to Zoom.us.....
  2. ..... then go to My Account
  3. When Account Profile opens, Account Owner
Day of your class – **HOW TO GET INTO ZOOM** continued:

4. If Osher is not the account owner go back to My Account and sign out and sign back in using the email you gave the Osher Office.

5. Now you must go to Join a Meeting...

6. ...to enter you meeting ID codes.

![Join a Meeting](image)
Day of your class – HOW TO GET INTO ZOOM continued:

You are almost there....

7. Click on Open Zoom Meeting

8. Once your screen is open
   a) Enter Full Screen, b) Unmute, Start Video, and c) check for the Security shield – YOU ARE NOW GOOD TO GO!
Day of your Zoom class

• You should be able to log in 15 minutes before the start of class

• Check to be sure you are the Host or Co-host
  • You will see the “Security” shield in the tool bar if you are
  • Contact the office at osher@cmu.edu if you are not
Day of your Zoom class cont.....

• You have a Zoom Helper:
  • If you don’t know who your Zoom Helper is—ask the class if a helper is present and then make them a co-host. Do this by going to Participants and click on the three dots – pick “Make co-host” next to the name of the person who will be your helper.

• Tell your Zoom Helper what you want them to do: (some suggestions)
  • Mute people
  • Take chat questions
  • Let you know when it is time for a break
  • Let you know when you have 10 minutes left of class time
Day of your Zoom class cont.....

• Some students don’t have a microphone or a camera – they can only see and hear the course from their end, you’ll only see their name. To confirm this, go to Participants – find their name – if there is no microphone or video icon then you’ll know.

• Decide if you want people to join your course once you’ve started.
  • If you don’t want interruptions, lock the course (under security button) after you have given your class reminders
  • If you plan on locking each time we suggest that in your introductory email to your students you advise them you will be locking the class after 10 minutes, so please come early
About the Zoom License

• Osher at CMU has:
  • 40 Zoom licenses
  • 1 Webinar license
  • 3 time slots for classes to be held
  • ½ hour between each class – 15 minutes to get in and started and 15 to get out

• If you have accepted our Zoom license invite, you’ll stay on from term to term

• At the beginning of each term, all scheduled Study Leaders who are not already on our license will receive a Zoom invitation to join the Osher license.

• If someone already has a Zoom account of their own OR a “.edu” Zoom account they can use their own BUT they will have to set up their own course and email the codes to the office.

• If someone already has a Zoom account of their own and doesn’t want to use it, they must provide Osher with a different email address so their two Zoom accounts can be accessed independent of one another.
• When a SL accepts our invitation they come on as a “basic” license

• We typically have over 100 Study Leaders each term. With only 40 licenses we have to switch the SLs from basic (while not teaching) to full license (when teaching) and back to basic (when the course is completed).

• The full license allows for unlimited amount of time / up to 300 students. The basic license allows for 40 minutes of time.

• As course are completed, the next Study Leader’s license account will go from Basic to License. Again, SLs stay on our Zoom license indefinitely and won’t have to be re-invited. Let the office know if you ever want to be taken off.
Zoom License continued.....

• Log into Zoom.us and sign in

  – look at the profile for the following:
<table>
<thead>
<tr>
<th>Basic Information</th>
<th>Account Type</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Account Name</td>
<td><a href="mailto:oshercmu@gmail.com">oshercmu@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>Account Alias</td>
<td><a href="mailto:osahercmu@gmail.com">osahercmu@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>Your Role</td>
<td>Member</td>
</tr>
<tr>
<td></td>
<td>Account Owner</td>
<td><a href="mailto:oshercmu@gmail.com">oshercmu@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>Account Number</td>
<td>122078678</td>
</tr>
</tbody>
</table>

Osher owns this account
Department: will show term.
F20 is fall 2020

Your own email will be here
• If you have two Zoom accounts – go to Profile and sign out of the one to be able to sign into the Osher License Zoom if you are using it.
Your Zoom Class Screen:

Click here to see your CPU usage & your Zoom version

This button shows you are the host and is key.
You are the Host or Co-Host

If you see the “Security” button you know you are the Host or Co-Host

This is where you can:
  Lock the Meeting
  Enable the Waiting Room
  Allow Participants to:
    Share their screen
    Chat
    Rename themselves
    Unmute themselves
  Remove participants
Tell your students how you’ll run the class – remind them each week.
How do you plan to take questions?
Remind Students to:

• **Mute** themselves – to prevent background noise from disturbing the class

• **Turn off** their **cell phone** so it doesn’t go off during class (you too!)

• **Turn off Video** – if they are walking around, eating, or go on a break

• **Raise Hand** and/or **Use Chat** feature to ask questions
Be Ready to Show your Show!
Clean Up Your Zoom Room....... 

Before you start to Zoom

• Quit all applications you won’t be using

• Minimizing does NOT work

• Make sure to quit your email or turn off new mail notifications sounds, otherwise the class will hear each and every one that comes in!
This is too messy. Close off everything not needed for your class.
Have your PowerPoint ready to go!
This is best – only have open what is needed for your class.

Once you highlight what you want to show – click on share
Remember to check off these buttons if you are using a video, music, or YouTube.
Select a window or an application that you want to share

- Basic
- Advanced

- Screen 1
- Lyn Decker
- Screen 2
- Zoom Orientation
- Whiteboard
- iPhone/iPad

- Zoom Orientation
- Study Leaders
- Skype for Business

- Share computer sound
- Optimize Screen Sharing for Video Clip

Share
Your tool bar when you are sharing:

- When you want to stop sharing click here.
- When you are done making changes click on the mouse.
It is time to practice.....

• Opening your PowerPoint and share with the group

• Find where you can raise and lower your microphone

• Find where you can check your current Zoom version
Questions......

contact the Osher office at Osher@cmu.edu