

Teach classes in online sessions via Zoom

Zoom is OIST's primary web conferencing tool. Zoom can be used on laptops, desktops, tablets, smartphones, and even room systems, giving students many ways to access the class session.

Instructors can easily setup Zoom sessions at a pre-scheduled time via Zoom links students can use to participate in live synchronous class sessions, as well as access past Zoom class session recordings (if the instructor has set up to record the Zoom sessions and has made those available).

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Preparing for Your Zoom Meeting

Zoom was designed to be intuitive. Still, it works best if you make some key decisions and become familiar with the platform before inviting students into an online meeting.

1. [Setup your OIST Zoom account and install Zoom on your device](#)

[Zoom Quick Start PDF Guide](#) – View our quick guide on getting started with Zoom.

2. Recommended Hardware

a) At home or office:

- **A web camera:** Many laptops and mobile devices come with a built-in camera. For desktop setups, you may need to purchase a webcam in order to fully participate in the meeting experience. Without a webcam, you are not able to transmit video.
- **A headset with a microphone:** A headset with a microphone allows you to hear and be heard more clearly. Audio quality is the most important factor in a successful web conference.
- **Two monitors:** A dual-monitor display allows you to see the video on one monitor and the screen share on another monitor simultaneously. [Learn more about dual-monitor displays.](#)



b) In meeting room or classroom:

- **Use a Meeting Room or Classroom equipped with a Cisco or Zoom Room.** Refer to [complete list of Video Conferencing Rooms at OIST](#) and corresponding room equipment guides:
 - a. [Cisco Room Quick Start PDF Guide](#)
 - b. [Zoom Room Quick Start PDF Guide](#)
- **Connect to the same Zoom meeting with your desktop client to monitor and manage your participants if required.** When using a Cisco Room, you can access host controls by joining the same Zoom meeting using your desktop client. Zoom Rooms have [limited host controls](#) to help with managing participants.
Important: Do not connect to audio from your device when already hosting in a Cisco/Zoom room as doing so will result in audio feedback.

3. Prepare for Zoom instruction

- **Review your host controls and meeting settings.** Determine whether you'll include other hosts or co-hosts, mute participant microphones (muting recommended for large groups) or record the session for use later. (See [Host Controls](#), [Managing participants in a meeting](#), and [recording](#)).
- **Consider making slides or discussion questions available in advance** in Sharepoint, etc. so that students can access the content if screen sharing does not work.
- **Anticipate potential challenges** including the possibility that participants may not have ideal connections and aren't able to hear and see everything perfectly.

Setting up a Zoom meeting

Schedule your sessions with recommended Zoom meeting settings for classes. Use the setting indicated in the following sections to help ensure that you do not have any unwanted participants in your Zoom class meetings.

Schedule the Zoom meeting from the Zoom Web Portal

1. Login to the Zoom web portal at oist.zoom.us and click the **Schedule a New Meeting** button.
2. On the page that loads, you can enter your meeting information (Topic/Date). Remember to give your meetings a meaningful topic/name and choose recurring meetings when appropriate so the Join URL will remain the same throughout the course.
3. Under the Meeting Options section, select the following options:
 - **Require meeting password** - Use the generated numeric password to allow joining from Cisco rooms.
 - **Enable join before host** - Required for Cisco rooms to join.
 - **Mute participants upon entry** - Helps to minimize distractions and students will need to unmute their mics if they want to talk. (Disable for Cisco rooms or room system will be muted unless unmuted by the Host)
 - **Optional: Record the Meeting Automatically** - Zoom will start recording when you start the meeting and stop recording when you end the meeting.

- **Optional:** [Create a Poll](#), scroll to the bottom to find the **Poll** option. Click **Add** to begin creating the poll.
4. Click the **Save** button to save your meeting.
 5. Once your meeting has been created, you may:
 - (a) copy the **Invite Attendees Join URL**, e.g.
Join URL: <https://oist.zoom.us/j/332894084?pwd=TONTUStqVIFvRnJZTkRIT2grUXozdz09>
and share it with your students.
 - (b) click the **Copy the invitation** link to copy and send the relevant meeting information listed to your students, e.g.

Topic: My Class
Time: Apr 10, 2020 10:00 AM Osaka, Sapporo, Tokyo

Join Zoom Meeting
<https://oist.zoom.us/j/332894084?pwd=TONTUStqVIFvRnJZTkRIT2grUXozdz09>

Meeting ID: 332 894 084
Password: 403336

Security Considerations

Zoom is a great virtual meeting platform, but things can go awry if you choose the wrong settings for your meetings. Below is a list of a couple best practice items for everyone using Zoom, and additional settings you can use to secure your meetings.

- Only share Zoom meeting links with your intended audience, don't put them somewhere publicly accessible
- Avoid using your Personal Meeting ID when setting up meetings (it's a static link so once someone has it, they can always hop into your meeting room)
- Use the [In-meeting Security Options](#) for more control during your meetings

Other settings you can adjust as additional preventative measures for everyone using Zoom

- **Require meeting password** – already included in the setup instructions above.
- **Enable Waiting Room** (If Applicable)
Note: You would need to let in any late arriving attendees after starting class. If you have a TA for your class this could be easily handled by them with [Alternate-Host](#) permissions. This is also great to use for virtual office hours as you can allow one user in at a time and send messages to any users in the waiting room if needed.
- **Allow Only Authenticated Users** - This will allow only Zoom users signed in with their OIST ID to join your meeting.
When scheduling: Schedule Meeting > Under Meeting Options, check the box for "Only authenticated users can join" > Ensure it shows "Sign in to Zoom"



More info: [Learn how to make your Zoom meetings private and secure.](#)

Start and join a Zoom meeting

Before you start a meeting, you must (i) [install the Zoom client](#) and (ii) [schedule the Zoom meeting](#).

Learn how to start a Zoom meeting at home or office

1. Login to the Zoom web portal at oist.zoom.us and click the **Meetings** tab on the left.
2. Locate your scheduled meeting and click the **Start** button.
3. The Zoom client will start.

Learn how to start a Zoom meeting on campus

1. Login to the Zoom web portal at oist.zoom.us and click the **Meetings** tab on the left.
2. Locate your scheduled meeting and click the meeting **Topic** to view meeting details.
3. Make a note of the **Meeting ID** and **Meeting password**.

Cisco Rooms

Refer to the [Cisco Manual Join guide](#) to start meetings in a Cisco room and see the [Cisco Quick Reference guide](#) (page 2) for more details on how to operate some controls and the camera.

Zoom Rooms

Refer to the [Zoom Room Quick Reference guide](#) (Start Scheduled Meeting by Meeting ID) and see Zoom In-Call controls (page 2) for more details on how to operate controls, share content or use the touch Whiteboard.

Host Controls in a Meeting

Host controls allow you as the host or co-host to control various aspects of the Zoom Meeting such as managing the participants. Host controls include but are not limited to:

- security
- muting and unmuting participants
- [launching polling](#)
- [administering break out rooms](#)
- ending the meeting/webinar
- admitting attendees from the waiting room

The interface for host controls as well as which host controls you can access depends on the device you are using to run your meeting/webinar. For the most controls, host your meeting or webinar from the Zoom Client for Meetings desktop application on PC, Mac, or Linux. The Zoom mobile app is the next best choice for hosts, while the host controls through a web browser are the most limited.

See the [In-meeting Security Options](#), [Host Controls In A Meeting](#), [Managing participants in a meeting](#) articles in the Zoom Help Center for explanation of host controls and participant management on each device as well as a video tutorial.

Tip: Learn how to [spotlight video](#) to spotlight the main speaker.

Desktop sharing with pre-prepared slides

[Learn how to Share your screen in Zoom](#) to share slides, documents, websites, images, etc.

Note: screen sharing for participants is off by default.

Annotate / handwrite on screen or Zoom whiteboard

Zoom allows you (and your participants) to annotate on the screen. Annotation allows you to draw on a shared screen, and Whiteboard allows you to write on a blank screen everyone can see.

For instructions on writing annotations, see the *Using annotation tools* section of the [Using annotation tools on a shared screen or whiteboard](#) guide in the Zoom Help Center.

Tip: Make use of a stylus in [any Zoom Room](#) for hand written annotations and whiteboarding.

For instructions on using whiteboarding in Zoom rooms, see [Using the whiteboard in Zoom Rooms for Touch](#) in the Zoom Help Center.

Note: Setting up the camera to cover a physical whiteboard or paper is not recommended.

Record a Zoom meeting with transcripts

Recording classes held in Zoom can be helpful for students who may have to miss a lecture and can also be useful for students who want to review the lecture's content later.

[Learn how to record meetings with Zoom](#)

Using Polls in Zoom

The polling feature in Zoom allows you to create single choice or multiple choice questions for your meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees. You also can download a report of polling after the meeting. Polls can also be conducted anonymously.

Polls are created when you [setup/schedule your meeting](#). To launch polling, the host must be using the Zoom Client for Meetings desktop application on PC, Mac, or Linux.

For instructions on creating a poll, launching a poll, and downloading a report of poll results, see [Polling For Meetings](#) in the Zoom Help Center.

Using Breakout Rooms

Breakout Rooms allow you to split your Zoom meeting into separate sessions. You can split the participants of the meeting automatically or manually and can switch between sessions at any time. Up to 50 breakout rooms can be created, all with full audio, video, and screen share capabilities. If the



meeting is being cloud recorded, it will only record the main room, regardless of what room the meeting host is in. If local recording is being used, it will record the room the participant who is recording is in.

Note from Zoom: Users joined into the Zoom meeting from the Zoom Desktop Client, Zoom Mobile App, or H.323/SIP **devices** can participate in breakout rooms. Users joined via the web client and Zoom Rooms are unable to join Breakout Rooms, but the main room can be used as an alternative session for these users.

Create breakout rooms during your meeting

1. When you are ready, click on the breakout rooms icon.
2. From the pop-up that appears, select the number of rooms that you would like to create, as well as how you would like to assign participants.
 - **Automatically:** Let Zoom split your participants up evenly into each of the rooms
 - **Manually:** Choose which participants you would like in each room
3. Click **Create Breakout Rooms**
4. Your rooms will be created, but they will not start automatically.

Setting options for breakout rooms

1. After the breakout rooms have been created, click **Options** to view additional options.
 - **Move all participants into breakout rooms automatically:** if this option is left unchecked, participants will need to click “Join” to be added to the breakout room.
 - **Allow participants to return to the main session at any time:** if this option is left unchecked, students will have to wait for the host to end the breakout rooms to move back to the main room.
 - **Breakout rooms close automatically after x minutes:** after the set time has elapsed, the breakout rooms will close and students will be brought back to the main room.
 - **Countdown after closing breakout room:** If this option is checked, students will be given a countdown of how much time they have left before being returned to the main room.
2. If you are assigning participants to breakout rooms manually, select **Assign** next to the room you wish to assign participants to and select participants you want to assign to that room. Repeat this for each room.
3. You also have the option to rename or delete individual breakout rooms.
4. Once a student has been assigned, the number of participants will show in place of the **Assign** button.
5. You also have the following options:
 - **Move To:** select a room to move the student to.
 - **Exchange:** select a student in another room to swap the selected student with.
6. When your breakout rooms have been created, click the **Open All Rooms** button.

Manage breakout rooms in progress

1. Once the Breakout Rooms have been started, the host will stay in the main meeting until joining a session manually. If a participant has not joined the session yet, it will be noted by (not joined) next to their name.



2. Clicking **Join** next to a breakout room will bring you to that room's session.
3. Once in a breakout room, you can click the **Leave** button to be brought back to the main meeting (only shows when in a breakout room).
4. You have two additional options at the bottom of the breakout room menu:
 - **Broadcast a message to all:** broadcast a message to all breakout rooms to share information with everyone.
 - **Close All Rooms:** Stops all rooms after a 60 second countdown, shown to the host and participants, and returns all participants back to the main meeting.

For instructions and video on managing Breakout rooms, see [Managing breakout rooms](#) in the Zoom Help Center.

Preparing for Technical Issues

The 3 most common technical issues with any web conferencing software are:

- Participants can't see
- Participants can't hear
- Background noise & mic feedback

Learn how to fix these issues ([visit Troubleshoot Zoom Audio and Video KB article](#)). Consider sharing the [Participant's Guide to Improving Your Zoom Experience](#) and [How to join Zoom meetings guide](#) with your audience as well.

We recommend starting your first zoom meeting early to have everyone log on, troubleshoot technical issues, and get used to the Zoom interface.

Top Tips for Teaching with Zoom

1. [Zoom offers tips for instructors using Zoom for remote teaching](#)
2. [Zoom offers tips for students participating in remote teaching](#)
3. Find a quiet well-lit location. Ensure there is no background noise - fans, washing machines, loud music, etc. Ensure there is adequate lighting if you are using the webcam video.
4. Use headset or earbuds with a microphone.
5. Test your audio and webcam before your session begins: <https://oist.zoom.us/test>.
6. Notify students of Zoom classes or meetings: Share your Zoom URL via email or Outlook calendar event or any other shared digital space that everyone can access.
7. Establish guidelines and make students aware of your expectations for class. e.g., after I lecture for X minutes, we will discuss your questions; X will monitor the text chat and respond to questions at X.
8. Record the Zoom class session to the cloud. The audio will automatically be transcribed with automated captions ([more information about Zoom transcription is here.](#)) You may edit the transcription after the meeting to correct errors.