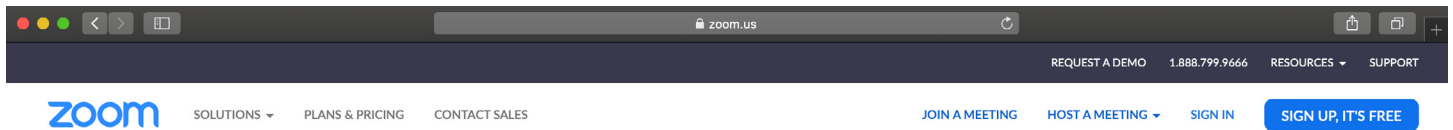# Section 1: Getting Started on Zoom

1. **Teacher: How to Sign Up for an account**

    1. Start by going to zoom.us.



    2. On the top right corner, click on the blue "Sign Up, It's Free" button.

    3. Enter your cégep email address and click "Sign Up".



    4. You'll receive an email from Zoom to activate. Go to your email and click Activate Account.



    5. You'll be redirected to fill in your first name, last name, and create a password.

## 2. Students: How to join a Class/Meeting

**You do not have to sign up for a Zoom account to join a meeting**

- Option 1: Join on a computer using the provided URL.

  - Open the message you received from your teacher and click the URL to join the Zoom Meeting. You will be asked to install the Zoom plugin and allow access to your webcam and microphone.

- Option 2: Join on a mobile device using Meeting ID.

  - Install the Zoom Cloud Meetings app on your iOS or Android phone or tablet.

  - Open the Zoom app.

  - Click on the Meet & Chat tab

  - Click Join and type in the provided Meeting ID (the number provided by your teacher)
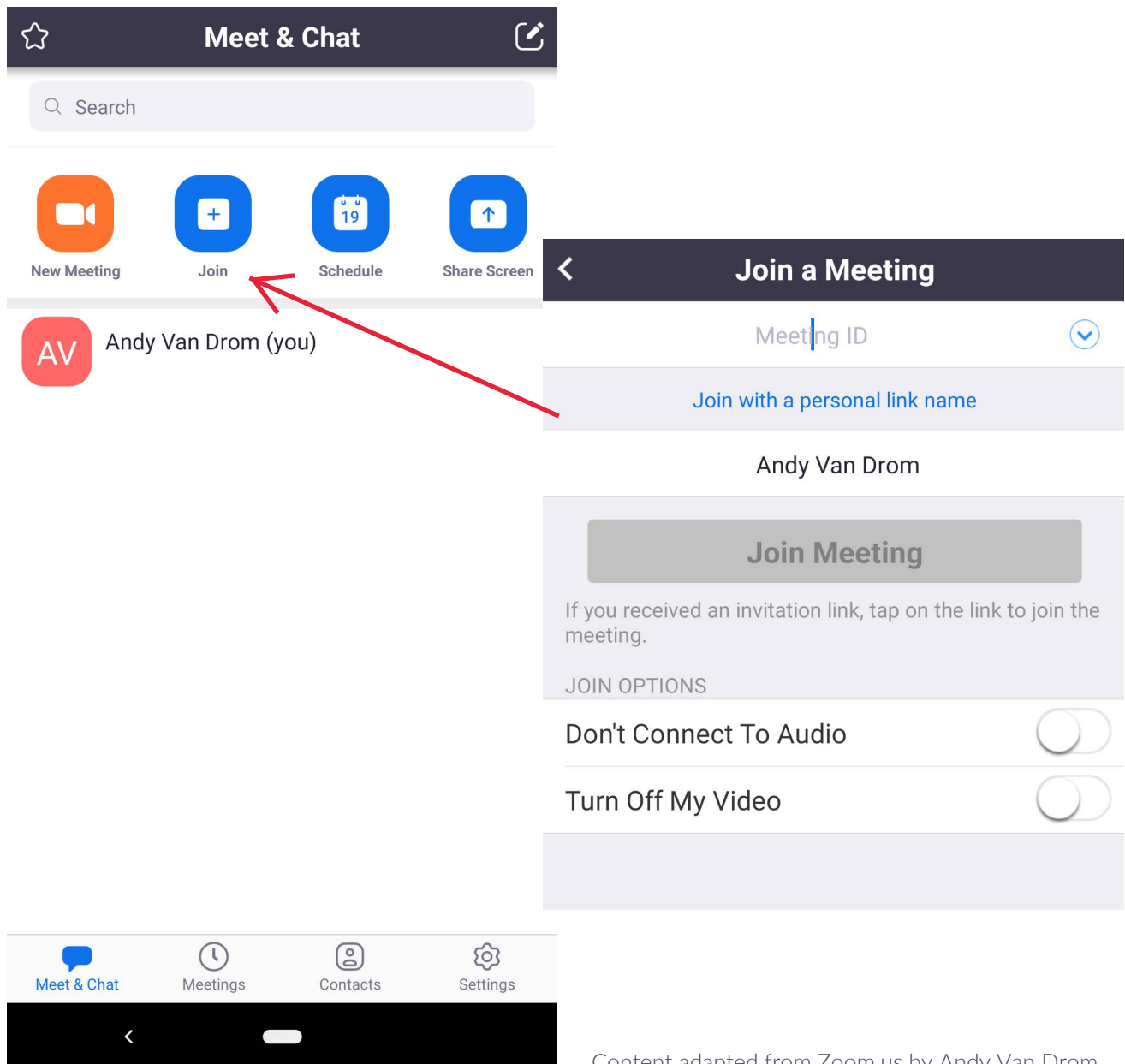
# Section 2: Teacher's Guide

1. **How to Invite Students**

    - Browse to zoom.us and log in.

    - From the My Account tab, copy your Personal Meeting ID and send it to you students, ; for instance, by Mio. This ID (a ten-digit number) never changes, so your students can always use the same link to join the class.

    - Tell your students when to meet you in the virtual conference room.

2. **How to Host a Meeting**

    - Browse to zoom.us and log in.

    - Click on Host a meeting and choose the desired meeting type. Your local Zoom app will open.

    - Note that your students can not join the meeting until you are connected.

    - You can also enable the Waiting room feature, which means you need to grant each student access to the class. This may be useful if you are meeting with students in small groups and want to make sure the next group cannot join the meeting until your are finished.
    This feature, as well as many others, is available from Settings, which you can access by clicking on the avatar, and then your name, in the top right corner.

3. **Recording a Zoom Meeting**

    - When in a meeting, click the **Record** button (if automatic recording is not enabled). All students will receive a pop up box informing them that the meeting is being recorded. If they do not consent to being recorded, they will be signed out.

    - At the end of the meeting, Zoom will automatically generate a video file and ask you where on your computer to save it.

    - You can share this recording with your students using any of the following: save it to your Cégep Office 365 OneDrive, Dropbox or Google Drive or upload it to YouTube (unlisted, if you prefer). Then, share the link with your students.

4. **Commonly Used Controls in Zoom**

- **Managing 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

- **Video ON/OFF**

  - 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

- **Muting**

  - To ensure minimal background noise during your Zoom meeting, it is recommended that you mute everyone on the call when they're not talking. To do this, click on the Participants icon at the bottom of your screen click Mute All in the side panel. For more, visit: https://support.zoom.us/hc/en-us/articles/203435537-Mute-All-And-Unmute-All

- **Chat in a meeting**

  - Meeting participants can ask questions during a Zoom Meeting via the meeting chat. Start by clicking the Chat icon on the bottom right of your screen.

  - Once the chat panel will open up on the right, you can view and respond to all public chats.

  - Note:  Private chats are not visible to the teacher. To control and disable in-meeting chat, visit: https://support.zoom.us/hc/en-us/articles/115004809306-Controlling-and-Disabling-In-Meeting-Chat

- **Sharing Screen**

  - Click the Share Screen icon at the bottom of your screen to share your desktop.

  - If you'd like to share specific windows or applications, you can choose to do so from the dialog box.

  - You can also share a Whiteboard using this function.

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

5. **Teaching Over Video**

- **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.

  - Discuss online etiquette and expectations of the students in your first virtual class and periodically revisit the topics.

  - Use the Whiteboard or Annotate a shared document and let your students engage as well. When sharing a whiteboard or document, have students use annotation to highlight items such as grammar mistakes.

  - Take time to promote questions, comments, and reactions from your class. Give a minute to allow your students to react, 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 assign students into groups for a short period of time so they may discuss things together. See the Resources section at the end of this document for more information.

  - Have students present and share with the class. This allows your students to show what they're working on, and makes the class more interactive.

  - Plan sufficient breaks or alternate video-based lectures with exercises.

  - Limit the class duration, if possible, and complement with other tasks to be completed throughout the week. Research shows that the attention span during screen-based interactions is much shorter.

- **Tips and Tricks for Delivery**

  - Pre-set your meeting to mute participant's microphones upon entry. This helps to avoid background noise and allow 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.

  - Read the chat or remain attentive to your student's video 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

- 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-During-Meetings

- 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-screen-or-whiteboard
- Chat: https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat
- Recording: https://support.zoom.us/hc/en-us/articles/206277393-Finding-and-Viewing-Recordings

Content adapted from Zoom.us by Andy Van Drom