



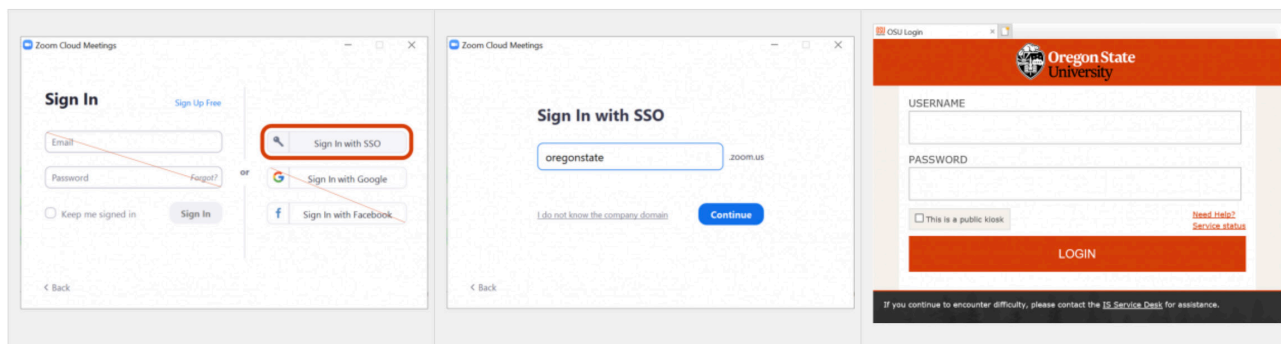
LET'S TALK ABOUT
ZOOM
STUDENT EDITION

GETTING STARTED WITH ZOOM

To use Zoom, you'll need to install an app on your computer or mobile device and login via SSO using your OSU Login. We recommend doing this before you host or join your first meeting.

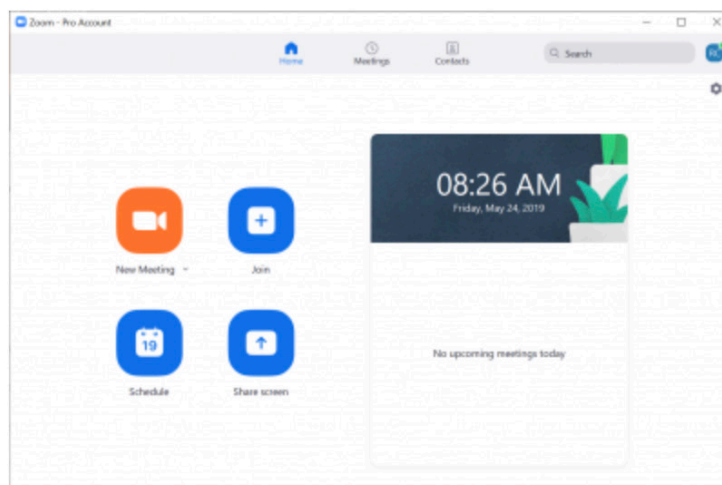
Install Zoom on Your Computer and Sign-in Via SSO

- Download the app at <https://zoom.us/support/download>. After installing the app, you will see a sign-in window.
- Click Sign in with SSO.
- When prompted for a domain, type: oregonstate
- The OSU login will display. Enter your OSU login information and click login. Complete DUO authentication if required.
- If you have already authenticated through the OSU login, you will bypass this step.



Using Zoom

Buttons in the Zoom app will allow you to easily start, schedule, or join meetings.



BEST LOG-IN PRACTICE

Although clicking on the zoom invitation link is easiest way to join a meeting get in a habit of joining through your Oregon State Zoom account. This will open up many of the features such as polling, attendance and other features your faculty members might be using.

ZOOM BASICS

Schedule a Meeting and Invite

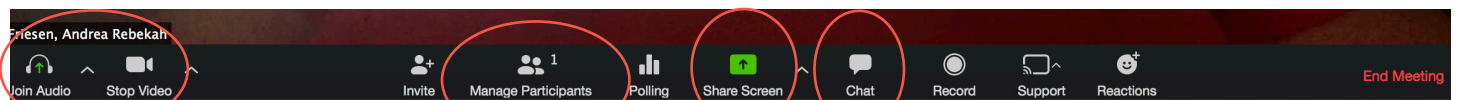
- Visit [zoom.oregonstate.edu](https://zoom.us) and click “Login to Zoom”
- Click “My Meetings”
- Click “Schedule a Meeting”
- Configure the meeting to your specifications
- Click “Schedule”
- Add the scheduled meeting to your calendar and/or copy the meeting invitation and share

Many of the special features and setting things up like pre arranged breakout groups or poll questions are all set up in your settings located at [zoom.oregonstate.edu](https://zoom.us)

Within a Zoom Meeting, there are a number of controls along the bottom of the screen

- Click “Join Audio” to connect using your speakers/microphone or a telephone
- Click “Start Video” to start your video
- Click “Manage Participants” to see and manage your attendees
- Click “Screen Share” to share your screen/documents
- Click “Chat” to engage with your students if they are unable to hear you
- Click “Record” to record your meeting to the cloud

Dashboard Basics



Control your Audio & Video

- Mute yourself
- Stop video or start video

Manage Participants

- You can see who is in the meeting
- Where you go to raise your hand

Share your screen

- Click this button and you will find options to share your whole desktop or individual documents or browsers

Chat Screen

- Great place to ask questions
- You can also message people in the meeting privately
- KEEP IN MIND- these chats can be downloaded by the organizer

How to add a Co Host to your Zoom Meeting

This can be useful to allow another user to manage the administrative side of the meeting, such as muting participants or starting/stopping the recording.

1. Sign in to the Zoom desktop client.
2. Click on the **Schedule** icon.



Schedule

This will open the scheduler window.

3. Click **Advanced Options**.
4. In the **Alternative Host** field, enter the alternative name to search through users. You can also enter the alternative host's email address if their name doesn't come up.

Options

- List on Public Calendar ⓘ
- Require meeting password
- Enable join before host
- Mute participants on entry
- Use Personal Meeting ID 856-016-8784
- Record the meeting automatically

Alternative hosts:

Grant MacLaren X

5. Click **Schedule** to finish, and open up the calendar you have selected.
6. The alternative host will now receive an email letting them know that they have been added as an alternative host.

ZOOM ETIQUETTE

- Change your display name to read First Last.

- Hover cursor over live video
- Click the small blue box with 3 dots in the right corner
- Click "rename" Change to First Last

- Keep comments and questions focused

- It's okay to just listen
- Use the "Chat" feature to add adjacent questions or comments

- Join with video when possible

- Avoid having windows or bright lights behind you
- If you step away, pause your video

- When joining by phone:

- Ensure your name appears, not your phone number

- Remain on mute when not speaking

- Use spacebar to switch between mute/unmute

PRO TIP

- How to download a list of participants in a zoom call

- Visit zoom.oregonstate.edu and click "Login to Zoom"
- Click "Reports"
- Click "Usage"
- Find Meeting
- Click "Participants"
- Click download for excel spreadsheet of participants

ZOOM TIPS & TRICKS

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.

Take a second to check chat or your student's video (if on camera) to check-in with your students and get feedback.

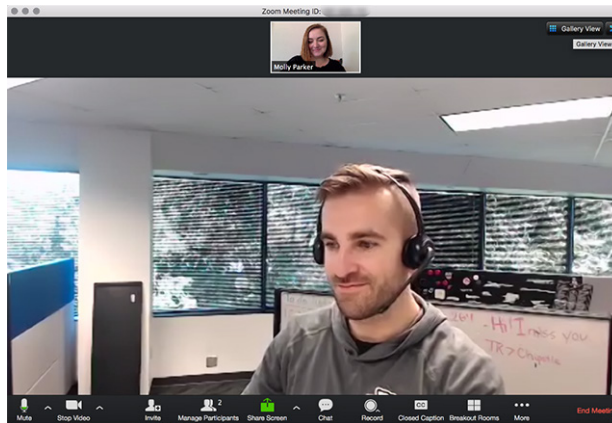
Speak as if you're face-to-face with the class while insuring you're at the appropriate distance from the microphone for the best audio experience.

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.

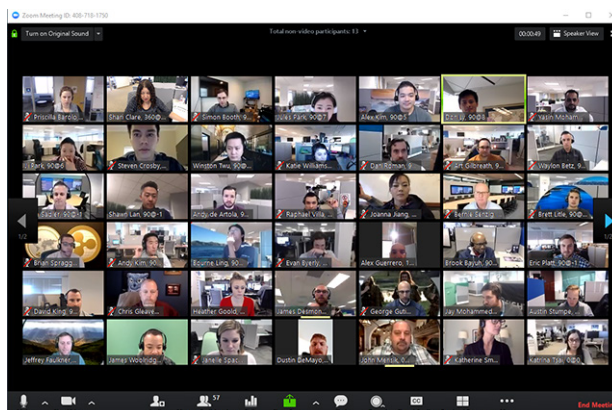
Active Speaker or Gallery View

Active Speaker View: Active speaker is the default video layout. It will switch the large video window between who is speaking. If it is a one-on-one meeting, it will display your video at the top, and the other participant's video below.



Gallery View: You can also select to view your video layout in Gallery View. When using Gallery View, you will be able to see up to 49 participants at a time, and will have an arrow to scroll through the remaining participants.

- To enable 49 participants to be viewed at one time Sign in to the Zoom client.
- Click Settings, and then click Video to display the video settings page.
- Enable the option Display up to 49 participants per screen in Gallery View.
- **Note that if your computer does not meet the CPU requirements, this option is unavailable.**

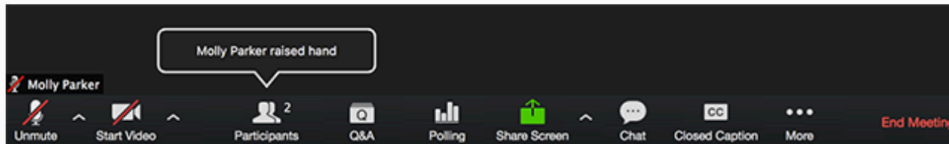


Raise your ZOOM hand for questions or comments

- Click on "Participants"
- Click on "Raise Hand"
- Be sure to un-raise your hand when done

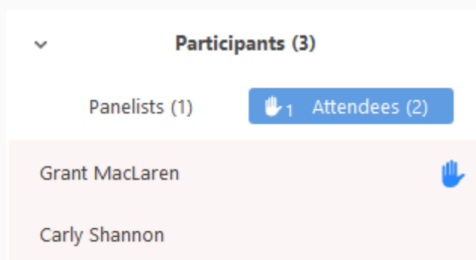
Managing Raised Hands as a Host or Panelist

As the host or a panelist, you will be notified when an attendee raises their hand.



You can see who has their hands raised at any time by viewing the participants list:

1. Click **Participants** in the meeting controls.
2. Click the **Attendees** tab.



Breakout Rooms

Create Breakout Rooms so students can work in smaller groups to answer a question or work on a case study. You can then bring everyone back to the main virtual room to discuss what they worked on.

- If pre selecting students or participants before hand you will need to set up online at [zoom.oregonstate.edu](https://zoom.us).
- Once logged in Click "My Meetings"
- Click on the meeting that you wish to have breakout rooms
- Scroll down to "Meeting Option" to create breakout rooms
- **When assigning breakout groups use ONID email address**
- Anytime you go in and out of a breakout room you are automatically muted

Meeting Options

- Enable join before host
- Mute participants upon entry
- Enable waiting room
- Only authenticated users can join
- Breakout Room pre-assign
 - [+ Create Rooms](#)
 - [↑ Import from CSV](#)

After scheduling this meeting, the settings you change here will apply to all scheduled meetings with the Personal Meeting ID. [Revert Settings](#)

Polls

The polling feature for meetings allows you to create single choice or multiple choice polling questions for your meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees. You also have the ability to download a report of polling after the meeting. Polls can also be conducted anonymously, if you do not wish to collect participant information with the poll results.

- Could be used to take attendance
- Ask pop quiz questions throughout class

Creating a Poll

1. Go to the **Meetings** page and click on your scheduled meeting. If you do not have a scheduled meeting, [schedule a meeting](#) now.
2. From the meeting management page, scroll to the bottom to find the **Poll** option. Click **Add** to begin creating the poll.

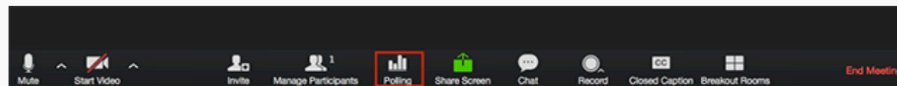
You have not created any poll yet.

[Add](#)

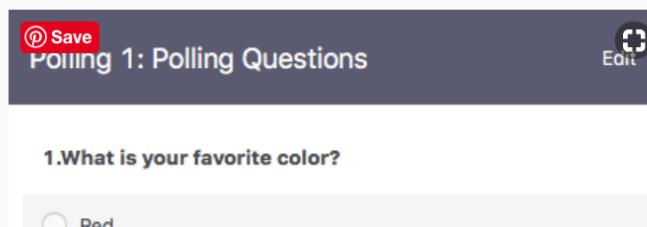
3. Enter a title and your first question.
4. Type in the answers to your question and click **Save** at the bottom.
5. If you would like to add a new question, click **Add a Question** to create a new question for that particular poll.
6. You can add more polls by repeating **Step 2**.

Launching a Poll

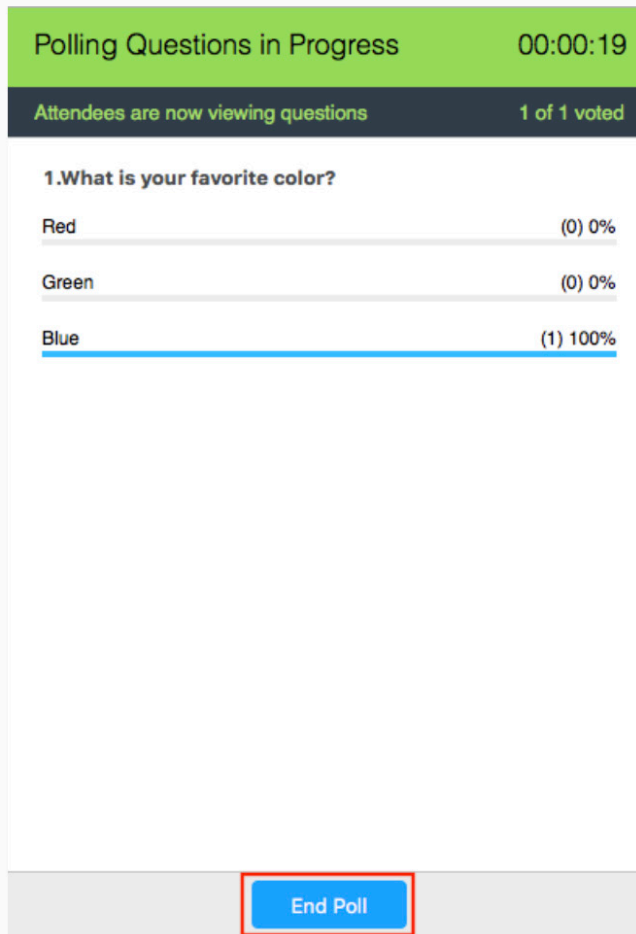
1. Start the scheduled Zoom meeting that has polling enabled.
2. Select the **Polling** option in the menu bar.



3. Select the poll you would like to launch.
4. Click **Launch Poll**.



5. The participants in the meeting will now be prompted to answer the polling questions. The host will be able to see the results live.



6. Once you would like to stop the poll, click **End Poll**.

7. If you would like to share the results to the participants in the meeting, click **Share**

Downloading a Report of Poll Results

You can download a report of the poll results after the meeting. If registration was turned on and the poll was not anonymous, it will list the participants' names and email addresses. If registration was not on, it will show the results, but list the users as "Guest". If the poll was anonymous, it will show "anonymous" for the participants' names and email addresses. [Learn more.](#)

SPECIFIC QUESTIONS? NEED A 1 ON 1 SESSION?
Email: pharmacy.support@oregonstate.edu