COLLEGE OF PHARMACY
MINI TECH SERIES
AND RESOURCES
ZOOM
BASICS & TIPS
Designate your Workspace
Ensure your workspace is quiet, clean, and has an appropriate background. Or use a professional virtual background.

Set up your Tech
Check your Wi-Fi, test your video and audio, and get familiar with the software before entering your first meeting. More Tips below.

Communicate with the Host
Zoom includes nonverbal feedback buttons for raising your hand, responding yes or no, asking questions, requesting breaks and more. Use them! Each instructor or meeting host may also let you know how they prefer how these nonverbal options are used.

Be Professional
Be on time to meetings and class, dress appropriately, and sit tall and look directly into the camera when using video.

Avoid Embarrassing Mistakes
Pay attention to your video, microphone and screen sharing settings to avoid embarrassing mistakes. Always keep the chat rooms appropriate. These conversations are sent to the host after meetings.
**ZOOM BASICS**

**Schedule a Meeting and Invite**
- Visit zoom.oregonstate.edu 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

**Dashboard Basics**

**Control your Audio & Video**
- Mute yourself
- Stop video or start video

**Security**
- Turn waiting room on/off
- Lock meeting

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

**Chat Screen**
- Great place to ask questions
- You can also message people in the meeting privately

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

**Additional features**
Polling, record and breakout rooms all can be accessed through these buttons

**Many of the special features and setting up pre arranged breakout groups or poll questions are all set up in your settings located at zoom.oregonstate.edu**
How to add a Alternative 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.

PRO TIP
YOU WILL NEED TO USE ONID EMAIL ADDRESSES WHEN ADDING CO HOSTS

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

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.

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.
Other Tips

- **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

- **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**

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

- Visit [zoom.oregonstate.edu](https://zoom.oregonstate.edu) and click “Login to Zoom”
- Click “Reports”
- Click “Usage”
- Find Meeting
- Click “Participants”
- Click download for excel spreadsheet of participants
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.
You can set your lectures to automatically record. You will notice it’s recording by the notification in the top left hand side of your screen. If you need to manually record it is an option in your zoom menu.
ZOOM POLL BASICS
This is a guide to conducting a poll during a live zoom session. This is a helpful tool for keeping students engaged and having regular check-ins to make sure they’re absorbing information. Before you’re able to use polls in Zoom you’ll need to check your meeting settings.

The polling feature for meetings allows you to create single choice or multiple choice polling questions for your meetings. 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.

1. Go to [https://oregonstate.zoom.us](https://oregonstate.zoom.us) and click on “Meetings” in the menu on the left side of the screen.

2. Navigate to the meeting you’ve created for your class and scroll all the way to the bottom of the meeting management page to find the poll option. Click “Add” to begin creating the poll.
3. Enter a title and your first question. The title is there to help you identify the poll you want to use during the session. Decide whether you want students to select one answer (single choice) or multiple answers (multiple choice). You also have the ability to make the poll anonymous. Click SAVE at the bottom when finished.

**TITLE FOR GROUP OF QUESTIONS**

**INSERT QUESTION**

**SINGLE CHOICE: THEY CAN ONLY CHOOSE ONE ANSWER**

**MULTIPLE CHOICE: THEY CAN CHOOSE MORE THAN ONE ANSWER**

**INSERT ANSWERS**

**ADD ANOTHER QUESTION IF NEEDED. KEEP IN MIND ALL QUESTIONS WITHIN THIS SET WILL LAUNCH AT THE SAME TIME**
ONCE YOU HAVE SET UP YOUR POLLS IT IS TIME TO LAUNCH THEM!

START MEETING

1. CLICK POLLING BUTTON ON MENU
2. CLICK LAUNCH POLL
HAVE MULTIPLE QUESTIONS OR SETS OF QUESTIONS? USE DROP DOWN MENU TO SELECT THE POLL TO LAUNCH.
AFTER CLICKING “LAUNCH POLL” THIS IS WHAT YOUR VIEW AND THE STUDENT VIEW WILL BE

YOUR VIEW

STUDENT VIEW

Test Questions Set 1 in Progress 00:01:34

Attendees are now viewing questions 2 of 2 (100%) voted

1. How is your afternoon going?
   - Best Day EVER (0) 0%
   - Feeling pretty good (0) 0%
   - Is it 5pm? (0) 0%
   - Is it 2021? (2) 100%

2. What is your favorite color
   - Orange (0) 0%
   - Black (2) 100%

3. The question to make sure they are listening - what is 559 + 1875
   - 2443
   - 2434

End Poll

Submit
As results come in you will see how many have voted. After ending the poll you can choose to share results.
POLLS AND CO HOSTS

- The host needs to have created the polls in advance for co-hosts to be able to provide support during the meeting.

- Once the session starts, the host can assign someone to be a co-host and run the polls.

- Also, hosts can create polls in the moment by selecting the Polls icon on along the button, but co-hosts do not have that option.
ZOOM BREAKOUT ROOMS
If you don’t have the breakout room option you will need to enable it under your settings at https://oregonstate.zoom.us.

1. Once clicking Breakout rooms will you see the window below pop up.
2. You then want to select how many rooms you want to create.
3. Then click Create Breakout Rooms. This will not open the rooms yet.
This is the view you will see after clicking “Create Breakout Rooms”
You then have the ability to move people to other rooms or exchange someone with another person

When you are ready to open click “Open All Rooms”
This is the view you will see after opening rooms. You have the ability to join other rooms by clicking “join”
If you need to send a message to all rooms use the “Broadcast” feature to send a message. When you are ready to close rooms click “Close All Rooms” It will give people 60 seconds to come back to the main room otherwise it will automatically move them back.
BREAKOUT ROOMS | PRE ASSIGN

- If pre selecting students or participants before hand you will need to set up online at zoom.oregonstate.edu.
- 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
- [x] Mute participants upon entry
- [ ] Enable waiting room
- [ ] Only authenticated users can join
- [x] 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**
CANVAS STUDIO SITE
CREATING A NEW STUDIO CANVAS SITE

1. LOG INTO CANVAS. CLICK ACCOUNT
2. CLICK MY STUDIO SITES
3. Click on Request a new Studio Site
4. Fill out the simple form and click submit!

It only takes a minute to create! It will show up in your unpublished sites a

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