Factsheet ZOOM

TASKFORCE
TEACHING CENTER

Contents

Basics

Podcast

Presentation

Interaction

UNIVERSITÄT
LUZERN

1. Basic Settings

UNIVERSITÄT
LUZERN

Open ZOOM in your browser https://zoom.us and log in.

On the left side, click on Settings and turn on the following options:

- Waiting Room
- Host Video
- Allow participants to join before host
- Chat (see screen shot on the right)
- Private Chat
- File Transfer
- Co-Host
- Meeting Polls
- Screen Sharing (see screen shot on the right)
- Annotation
- Whiteboard
- Non-verbal Feedback
- Meeting Reactions
- Breakout Room
- Virtual Background

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Chat
Allow meeting participants to send a message visible to all participants

☐ Prevent participants from saving chat

Screen sharing
Allow host and participants to share their screen or content during meetings

Who can share?
○ Host Only ● All Participants ⑦

Who can start sharing when someone else is sharing?
● Host Only ○ All Participants ⑦
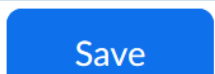
Turn off all «Email Notifications».

Email Notification
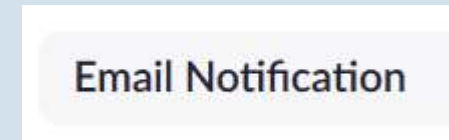
2. Planning a Meeting
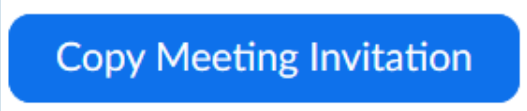
1. On the left side, click on Meetings

2. Click on **Schedule a Meeting**

3. As Topic enter the name of your lecture.

4. Select Recurring Meeting and No Fixed Time

5. Click on **Save**

Profile

Meetings

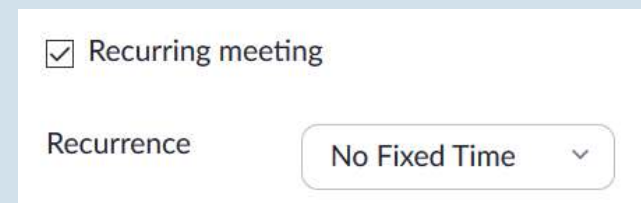Webinars

Recordings

Settings

Account Profile

Reports

☑ Recurring meeting

Recurrence No Fixed Time ⌄
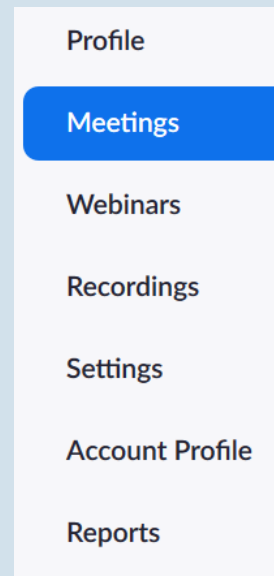
3. Inviting Students

1. On the left side, click on *Meetings*

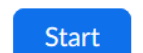2. Choose your Meeting from the list by clicking on the blue title (see screen shot, My Lecture).

Recurring	My Lecture
	Meeting ID: 993

3. Click on Copy Invitation
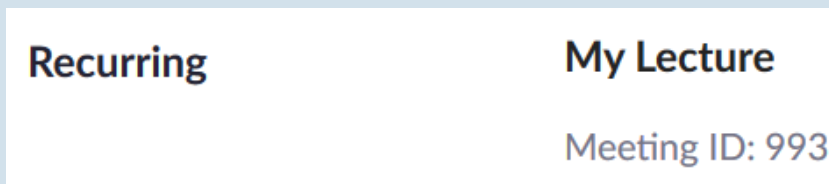
4. Click on Copy Meeting Invitation

5. Paste (STRG+C) the copied text into your e-mail and send the invitation to all your students. Please remember to also copy the ZOOM link to your OLAT page, so students have multiple ways of joining your ZOOM lecture.
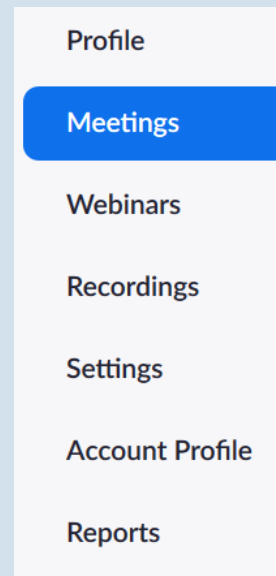
Profil

Meetings

Webinare

Aufzeichnungen

Einstellungen

Kontoprofil

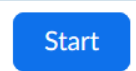Berichte
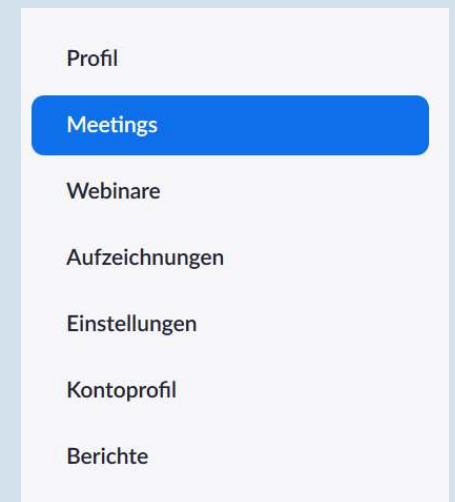
4. Starting a Meeting
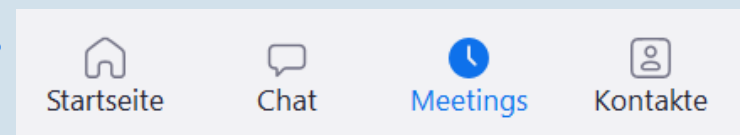
UNIVERSITÄT
LUZERN

To start a ZOOM Meeting:

IN THE BROWSER (FIREFOX ETC.)

1. On the left, click on *Meetings*

2. Then hover your mouse over the meeting you want to start and on the right click on **Start**

IN THE DESKTOP CLIENT

1. In the top line, click on Meetings

2. On the left, click on your lecture

3. Then on the right, click on **Start**

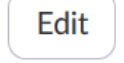# 5. Recording a Meeting: all Meetings

UNIVERSITÄT
LUZERN

Do you want to record all Meetings of this lecture?

1. Click *Meetings*

2. Select your lecture by clicking the blue title (see screen shot, My Lecture).

> Recurring   My Lecture
>
> Meeting ID: 993

3. At the very bottom click Edit

4. Again, at the bottom of the page click

> ☑ Automatically record meeting on the local computer

5. Click Save

Profile

Meetings

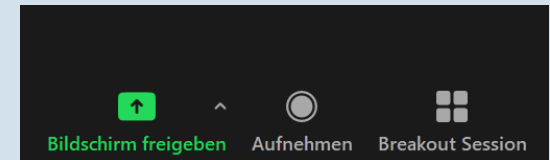Webinars

Recordings

Settings

Account Profile

Reports

5. Recording a Meeting: single Meeting

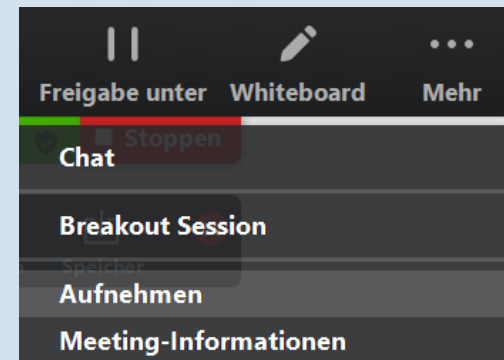Du you only want to record a single meeting or only a part of it?

Without sharing your screen:

1. The tool bar appears on the bottom of the screen.

2. During the ongoing ZOOM meeting, open the tool bar and click on Record.

While sharing your screen:

1. The tool bar appears on the bottom of the screen.

2. Click «… More» and then «Record»

UNIVERSITÄT
LUZERN

After finishing the ZOOM meeting your computer needs about one third of the time of the meeting to convert the data into a video file. You will find the file in your explorer: Data\zoom\[date and time of the recording]

1. Rename the .mp4 file:

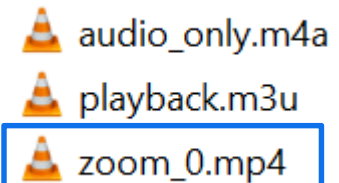**FS21_VL_NAME_ TITEL _JJJJMMDD_ADDITIONALINFO**

2. Open www.tube.switch.ch in your browser.

3. Log in.

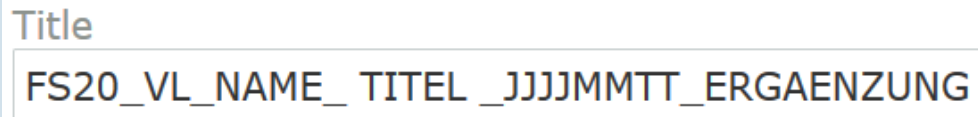4. Click your name in the top right corner.

5. Click   🖥 Channels

6. Choose your channel.

7. Click   Upload video

audio_only.m4a
playback.m3u
zoom_0.mp4

6. Uploading a Video to SWITCHtube (2/2)

UNIVERSITÄT
LUZERN

8. Click **Add video** and choose the correct file.

9. Enter the title:

Title

FS20_VL_NAME_ TITEL _JJJJMMTT_ERGAENZUNG

10. Below, click **Save and continue**

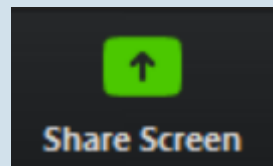11. Copy the adress in your browser: https://tube.switch.ch/videos/3677a15b

12. Save the link in your OLAT course and/or send the link to your student via e-mail.

7. Sharing your Screen (1/2)

UNIVERSITÄT
LUZERN

1. Move your mouse to the lower end of your ZOOM window to show the tool bar.
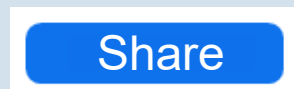
2. Click [Share Screen]

3. Choose one option (please refer to the screen shot on the next page):

   A. Share your whole screen as you yourself see it (top left)

   B. Share Whiteboard (to use the ZOOM Whiteboard)

   C. Only share one specific window or application (all windos in the lower two rows)

4. Click [Share]

UNIVERSITÄT
LUZERN

Select a window or an application that you want to share

Basic   Advanced   Files

A   **B**

Cristian Alvarado

Screen

Whiteboard

iPhone/iPad

C   **C**   **C**

Zoom Cloud Meetings

Sharing your screen in Zoom - M...

GNU Image Manipulation Program

After selecting, click here

☐ Share computer sound   ☐ Optimize Screen Sharing for Video Clip

Share

8. Sharing a PPT-Presentation in Presenter View

UNIVERSITÄT
LUZERN

1. Gehen Sie mit dem Mauszeiger an den unteren Rand des Bildschirms, um die Toolbar anzuzeigen and click **↑ Share Screen**
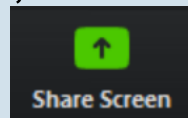
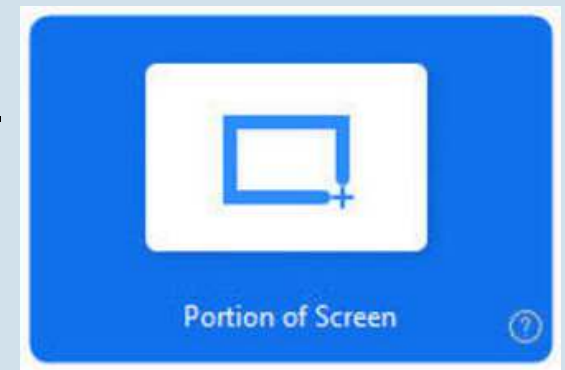2. Change the tab to *Advanced*

   Basic **Advanced**

3. Select *Portion of Screen*

4. Click **Share**

5. Start your PPT presentation in presenter mode.

6. Adjust the green frame to match the slide (see next page for an example).
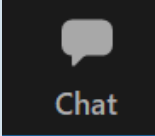
9. Chat

UNIVERSITÄT
LUZERN
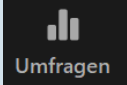
1. In the tool bar, click [Chat icon]   *More …* and *Chat*

2. The chat window opens. You can move and resize the window as usual.

3. Minimize the width and move the chat window to the right side of your screen.

4. Now you can either leave your chat window open and answer student's question directly during your presentation,

5. or you can close the chat window and collect student's question to answer them during a designated time frame after your presentation.
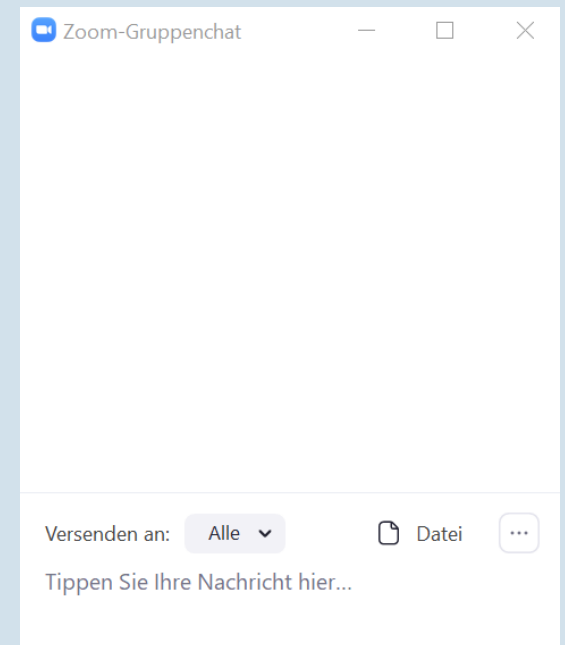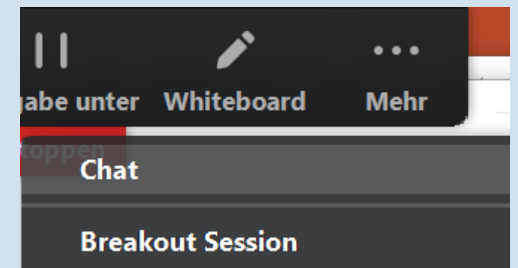
10. Polling: creating a poll during a Meeting

UNIVERSITÄT
LUZERN

1. In the tool bar, click

2. A new window opens.

3. Choose if the poll should be anonymous.

4. Enter a question and corresponding answers.

5. You can choose either Single Choice or Multiple Choice.

6. To add more questions click ➕ Eine Frage hinzufügen

7. Click **Save**
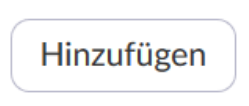
8. You can now start the poll.
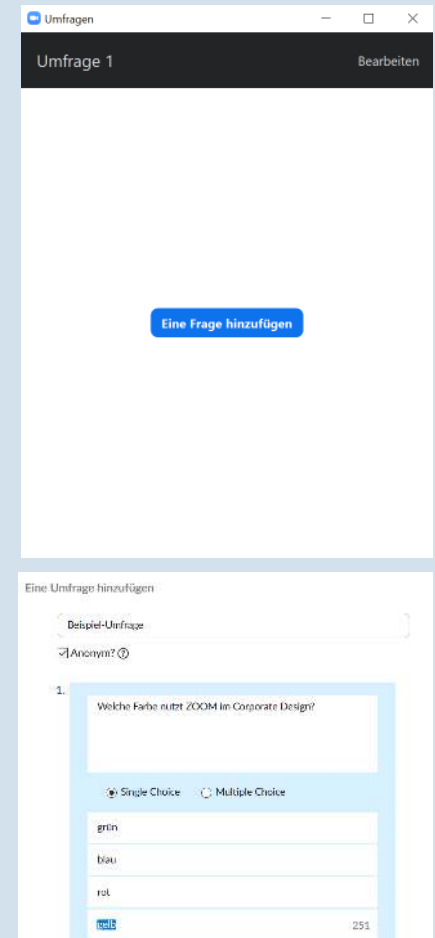
10. Polling: conducting

1. Click on Launch Poll and wait until a sufficient number of participants have answered. In the top right corner you can see a live update of the participants.

2. Click End Poll

3. You can choose to share the results with your participants.

   ➢ *Black bar: only the host is able to see the window.*

   ➢ *Green bar: all participants are able to see the window.*

10. Polling: planning previous to a Meeting

Polls can also be created in advance.

1. Open ZOOM in your browser and click on the respective meeting.

2. Scroll down and click on
   Hinzufügen

3. Follow the steps according to the previous slide.

4. In closing, you receive an overview over your questions:

Sie haben für dieses Meeting 1 Umfrage erstellt.
Hinzufügen
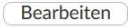
Titel	Gesamtzahl der Fragen	Anonym	
∨ Umfrage 1:Beispiel-Umfrage ZOOM	1 Frage	Ja	Bearbeiten / Löschen

5. During the meeitng, you can start your poll by clicking on
   Umfragen
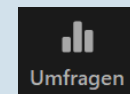
11. Breakout Room

Sduring a Meeting you can conduct group sessions. Simply use the Breakout Room feature.

1.   In the toolbar, click on *More …* and *Breakout Session*.

2.   Now choose the number of Breakout Rooms. This number reflects how many groups of students you want to create. Also, you can choose to assign the students randomly or manually.

3.   You will see an overview over the Breaktout Rooms

4.   You can also edit the settings:
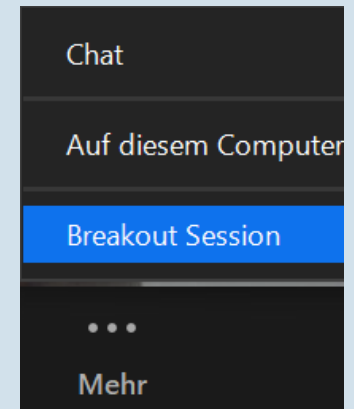
5.   To begin, click on

11. Breakout Room: Functions

1. You can create up to 50 Breakout Rooms for up to 200 participants.

2. The host can enter any Breakout Room at any time.

3. All students are able to send you a call at any time.

4. The various groups are completely separated for the time the Breakout Rooms are in effect. They cannot interact via ZOOM.

5. Students can share their screen within the Breakout Room.

➢ You can also use the Breakout Room feature for quick 1on1-discussions: create one Breakout Room for every two students and assing them randomly. Limit the time to 2 minutes.

➢ Use the Breakout Rooms for the didactical method **Think-Pair-Share**:

1. Think: Assign a topic to reflect on individually. Create Breakout Rooms with only one person each and limit the time to 5 minutes.

2. Pair: Create new Breakout Rooms with two students each and let them discuss and compare their individual answers for another 5 minutes.

3. Share: Back in the general meeting with all students you can now discuss the topic with the whole group.

More information on think-pair-share: https://www.theteachertoolkit.com/index.php/tool/think-pair-share

12. Nonverbal Feedback

UNIVERSITÄT
LUZERN

During a ZOOM meeting students are ably to react to questions or answer questions without interrupting the lecture. These function are located in the Participant Window.

1. Prompt your students a question and request to react via ✅ or ❌

2. During your lecture students can raise their hands digitally via the same Participants Window. As the host, you receive a message on the top right of your screen. Also, in the Participants Window, all raised hands are shown next to a student`s name. You can either react directly or collect all questions to answer them collectively in a designated time slot.

Support

Website www.unilu.ch/LN for questions regarding assessment

Website www.unilu.ch/ZOOM for questions regarding ZOOM

Website www.unilu.ch/HYBRID for quesitons regarding hybrid teaching

For individual consultation contact zentrum.lehre@unilu.ch