

## Teaching with Zoom

Zoom is a cloud-based video communications app that allows you to set up virtual video and audio conferencing, webinars, live chats, screen-sharing, and other collaborative capabilities. University of Toronto Licensed Zoom accounts are required to host and participate in Zoom based classes, meetings, and webinar sessions.

### A. Accessing your Zoom Education License

Go to [ACT's Zoom Information page](#). Read the scenarios carefully, as each person's specific circumstances may vary. Find the scenario that applies to you, and follow the instructions to claim your zoom educational license.

### B. Scheduling a Recurring Session

- Go to <http://utoronto.zoom.us> and log into your University of Toronto Zoom account.
- From the left sidebar, select **Meetings**.



Figure 1 Meetings tab

- Click the **Schedule a Meeting** button on the right of your screen.



Figure 2 Schedule a Meeting button

- Enter the session title in the **Topic** field. You can also enter session **Description**.

Topic	<input type="text" value="Class101"/>
Description (Optional)	<input type="text" value="This is a recurring session for Fall 2020 Class101"/>

Figure 3 Meeting Topic and Description

- Select the date, time, and duration of your class.

Select the Eastern Time Zone.

Check the **Recurring Meeting** checkbox.

Select the recurrence, repeat interval, and day of the week. Determine when the recurring session should end, either by selecting the date or number of occurrences.

The screenshot displays the Zoom meeting settings interface. At the top, the 'When' section is set to 09/15/2020 at 10:00 AM. The 'Duration' is set to 1 hour and 0 minutes. The 'Time Zone' is set to '(GMT-4:00) Eastern Time (US and Canada)'. The 'Recurring meeting' checkbox is checked, with the summary 'Every week on Tue, until Dec 1, 2020, 12 occurrence(s)'. Below this, the 'Recurrence' is set to 'Weekly', 'Repeat every' is '1 week', and 'Occurs on' is set to 'Tue'. The 'End date' is set to 'By 12/01/2020'.

Figure 4 Meeting Settings

- A **Passcode** will be generated by Zoom. You can edit the pass code if you wish.

The screenshot shows the 'Passcode' settings. The 'Passcode' checkbox is checked, and the passcode '786721' is entered in the adjacent text box. Below the text box, the text reads 'Only users who have the passcode can join the meeting'.

Figure 5 Meeting Passcode

- By default, the Waiting Room checkbox will be checked. The Waiting Room is a virtual area that stops your participants from joining until you admit them. You may wish to keep this checked if you have a smaller class and you or the co-host (typically your TA) can monitor the room to admit late students or students who need to reconnect.

Note: You can disable the waiting room once you start the lecture (see Part C below).



Figure 6 Enable/disable Waiting Room

- Check **Require authentication to join** and select **Only allow UofT users under site license to join**. This will prevent participants from joining your Zoom session if they do not have a UofT Zoom account (see <https://utoronto.zoom.us/>). This will make your Zoom meeting more secure and can also save you from having to admit students from the Waiting Room. It also provides student's UofT names in the meeting participants list.

Note: You can set Authentication Exceptions if you have guests joining the session.

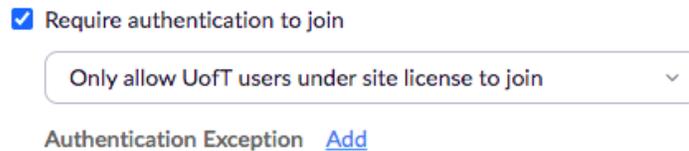


Figure 7 Require authentication to join the meeting

- Be sure to check "automatically record meeting" and "On the local computer" under meeting options.



Figure 8 Automatically record meeting on the local computer

- Typically, you would assign your TAs as Alternative Hosts. Alternative hosts can start the meeting on your behalf and share other privileges such as recording the meeting and admitting students from the waiting room. Alternative hosts must be @utoronto.ca email accounts.

Alternative Hosts

Example: mary@company.com, peter@school.edu

Figure 9 Add Alternative Hosts

- Click **Save** to save the meeting settings.



Figure 10 Save button

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- Click Copy Invitation and add it to a Quercus announcement or under the appropriate Quercus Module (as an external link or in a separate page)

Invite Link <https://us02web.zoom.us/j/84062513192?pwd=b0lhRG5jTWlacnRLaGovSmlPc05NQQT09> [Copy Invitation](#)

Figure 11 Invite link

**Note:** As a licensed user, you can host up to 2 meetings at the same time. Meetings can be started by the host or the alternative host (using the meeting invite).

## C. Running a Zoom Session

- Find your zoom meeting. Click **Start** to start the session.



Figure 12 Start Meeting button

- To admit students to the Zoom meeting, click **Participants**.

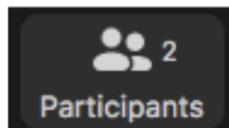


Figure 13 Participants link

Find students who are waiting and click **Admit** to admit them to the meeting.

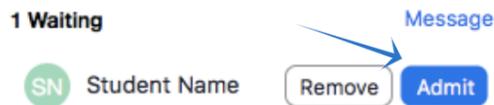


Figure 14 Admit button to admit students in the waiting room

You can also click **Admit all** to admit everyone in the waiting room at once.

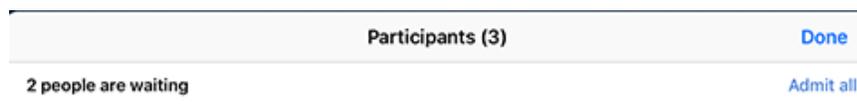


Figure 15 Admit all participants in the waiting room

- To mute all attendees in a session, click the **Mute All** button at the bottom of the Participants bar.



Figure 16 Mute all participants

- To disable the waiting room, click the **More** button, and choose **Enable Waiting Room** to disable the feature.

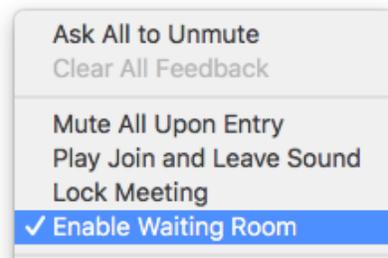


Figure 17 Enable/disable waiting room

- To promote an attendee to a host, hover over their name, click **More->Make Host**.

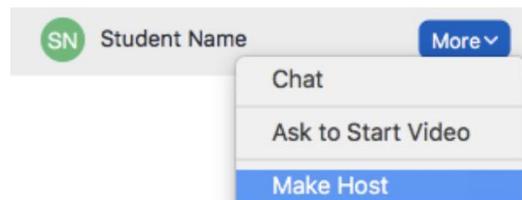


Figure 18 Make Host link

- Your recording should be configured to auto-record. Otherwise, to start recording a session, click the **Record** button. To stop recording a session, click the **Pause/Stop Recording** button.

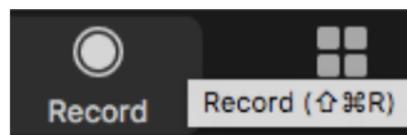


Figure 19 Record button

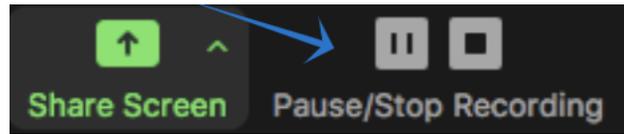


Figure 20 Pause/Stop Recording button

- When the meeting ends, the recording will be stored locally on your computer.

#### D. Sharing a Recording on Quercus

- If you recorded your meeting or webinar locally to your computer, you can access the local recordings files on the computer that recorded the meeting. By default, local recordings will be placed in following directory:
  - Windows: C:\Users\[Username]\Documents\Zoom
  - Mac: /Users/[Username]/Documents/Zoom
  - Linux: home/[Username]/Documents/Zoom
- To access your recordings through the Zoom portal, go to <https://utoronto.zoom.us/> and login to your zoom account.

From the right menu, select Recordings.

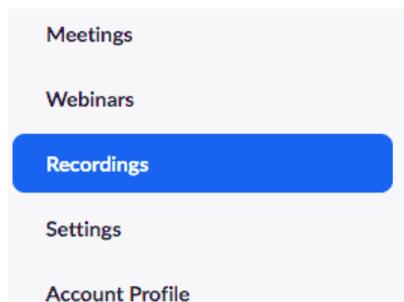


Figure 21 Recordings link

Select the Local Recordings tab.



Figure 22 Local Recordings tab

The list of your local recordings will be displayed.

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- To share the recording on Quercus, upload the .mp4 file to Kaltura Media Gallery. For more details, please refer to the tip-sheet on "**Adding Recordings to your Course using Kaltura**".

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For more information, please contact us at [q.support@rotman.utoronto.ca](mailto:q.support@rotman.utoronto.ca)