



Zoom Resources



Jay Benedict
Senior Instructional Technologist

At BVU, Zoom has proven to be a valuable tool for offering synchronous learning interactions over a distance. While lengthy, a good place to start if you have no prior experience using Zoom for web conferencing or offering classes online, is the first line below. Please feel free to watch the entire video, though the timeframe suggested will cover the basics of the tool and how to use it.

Getting Started with Zoom

- [Zoom Overview](#)
- Start at 18:10, end at 29:28

How to Log Into the Zoom Application (to get host privileges)

Host privileges will allow you much more control over the session and extra resources, such as recording, polling, and breakout rooms. We strongly suggest that if you are teaching through zoom it is important that you acquire host privileges. Zoom should already be installed on your device if you are a windows user.

Having done the steps above, you should now have host abilities in your zoom session, giving you more control over the session. The application should automatically run any time you enter a zoom session, but it is a good idea to check that you are signed into this app.

- If you are a mac user you will not have zoom installed automatically, unless previously accomplished. Windows users should already have zoom installed on their device
 - [Windows Video Tutorial](#)
 - [Mac Video Tutorial](#)

How to Find Your Zoom Session in Canvas

- Your zoom session should be visible at the top of your modules area in Canvas. there will be a module titled "zoom" with a link to "Zoom - Spring Session"
- To access your session, simply click on the "Zoom - Spring Session" link. Your students will access the session in the exact same way, but do not have to log into the app mentioned above
- You may receive a popup window that asks you to "Open Zoom?". Do so.
- Note: this is the exact same way your students will access the session as well.

How to Join Zoom by Phone (and allow others to)

If a student is unable to access the Zoom session via video (lack of Wi-Fi, unstable internet, etc.), they can always [join the session via phone](#). You will need to provide them with the information to do that. You can find that information as you set up the meeting or as the meeting is in session:

Info from Meeting Set-up

Log in to zoom.bvu.edu. Click on Meetings (on the left) and then Personal Meeting Room (at the top). Click on the blue link toward the center-right of the screen that says "Copy the invitation." You can copy/paste that information to share with meeting participants, which includes all of the ways to join.

From a Meeting in Progress

If you are currently in a session and need to share phone-in access with someone, you can click on the microphone settings and copy-paste the number and ID from there. Then, you can send it to the student. Otherwise they can send it to the student with an invite from within the meeting.

Zoom How-To Videos (from Wind)

[Zoom for Faculty](#) (16 minutes long) - Covers Zoom basics

- How to launch and use Zoom with your students
- How to change your background (if you want, just for fun)
- How to hold Zoom classes or office hours
- How to record PowerPoints and lectures in Zoom
- How to upload your files to YouTube (only use YouTube for videos that do not include students' faces for FERPA reasons)

[Zoom for Students](#)

- Shows students the basics of how to use Zoom, like turning the mic and camera on/off, using the chat function, etc. Could be sent to students or uploaded to Canvas courses.

Zoom Meeting Controls

- [One-minute guide](#)
- [Zoom 101: In Meeting Controls \(Basic\)](#)

Audio/Video

- [How to Join and configure Audio and Video](#)

Participant List

- [viewing and managing your participants](#)

Chat Box

- [Chat box functions](#)

Closed Captioning

- You will not have to turn this on, if you are the host, it will display automatically
- [How to use closed captioning](#)

Sharing Your Screen

- [Sharing your computer screen with participants](#)

Digital Whiteboard

- [How to make use of the digital whiteboard](#)

Recording Sessions

- You can [record your sessions](#) for later viewing or to create short mini-lectures

Uploading Recorded Videos to BVU Server

Because of FERPA regulations, it is important that recorded Zoom sessions that include students to public websites not be uploaded to public sites like YouTube. Therefore, we have provided you with a secure location to upload and share your video files with students.

1. To get started, click on the [Storm Lake Classes](#), choose **Upload**. The channel is pre-selected to Storm Lake Classes.
2. Select videos to upload or drag and drop your files to the upload area.
3. Rename your file using this file naming convention: Course name – Instructor name – Description (ex. "Econ 101 – Casey Smith – March 26 Lecture")
4. Once the upload is complete click on **Go to Video**.

Note: The "Processing time, to view your video, varies based on video size and length, to check processing status refresh your page. You will also receive an email stating "Your Video is now ready to play."

Once your video is ready to be viewed, you can highlight the URL address, copy and paste the link into your Canvas course, share in an email, etc.

Breakout Rooms

- [Breakout rooms](#) allow you to create smaller sub-rooms in Zoom for students to do group work or have smaller discussions

Polling

- You can use the [polling function](#) to pose questions to your students, receive anonymous feedback, and display a chart with the polling results.
- Scroll down through the guide and start at the "Creating a Poll" section.

Waiting Room

- [The Waiting Room feature](#) allows the host to control when a participant joins the meeting.

Leaving/Ending the Session

- When are ready to end a session, in the bottom left in red lettering, you should see a "Leave Meeting" button.
- Click on it. You will be prompted to leave the meeting or end the meeting for everyone.
 - I strongly suggest ending the meeting for everyone if you have another class/session directly after your current session as you can only run one session at a time.

Other Resources

- You can manage your participants' abilities during the session by deciding if they can utilize tools like chat or share screen. you can also remove participants from your session.
 - [manage participants](#)
 - Short [YouTube video](#) on controlling your zoom session.
- You can use the zoom meeting test room to test your connection, audio, and video.
 - <https://zoom.us/test>. Click join.
- [Comprehensive Guide to Educating Through Zoom](#)
- [Tips and Tricks for Teachers Educating on Zoom](#)

- [Tips and Tricks for Administrators and Staff](#)
- [Student Tips for Participating in Online Learning](#)
- [Live Training, Recorded Training, and Zoom Meetings for Education Training](#)