

# ZOOM MEETING GUIDANCE FOR INSTRUCTORS

## INTRODUCTION: A ZOOM MEETING

A **Zoom Meeting** is essentially a video conference between the main speaker and one or more participants. With a FREE ZOOM MEETING account, you will miss out on several options provided to paid subscribers, the most significant being **each meeting session can only be 40 minutes in duration**. The easiest, and most painless work-around for this limitation is to schedule 5 minutes breaks every 40 minutes. So there are no surprises, a warning is provided that the meeting session will be coming to an end. After the meeting session terminates, all participants only need to enter the meeting again with the same meeting link or code provided for the initial session to continue.

## A ZOOM MEETING EXAMPLE

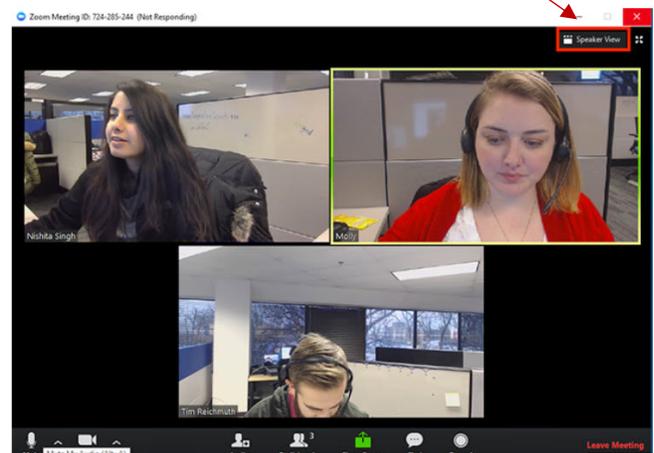
In the Zoom interface, you can view participants in 2 ways; in **Speaker View**, with the main speaker in a large window area, and the other participants in thumbnails above, or in a **Gallery View** with all participants having large, equal-sized images, with the speaker surrounded by a green frame (see examples below).



### Returning to Active Speaker

#### Returning to Active Speaker from Gallery View

If you are in gallery view, you can click **Speaker View** at the top right.



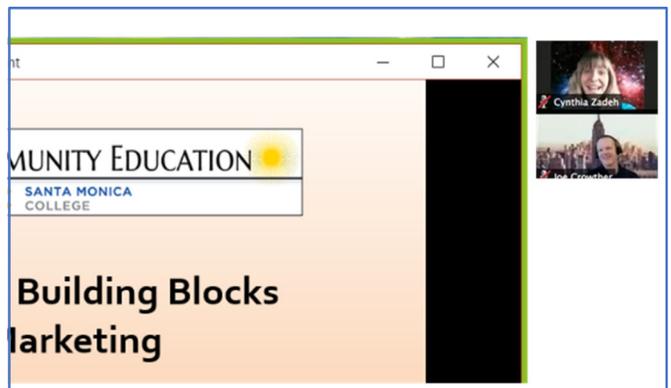
## SHARING

Another component of a Zoom Meeting, is Sharing. Sharing allows you to “share” your display, other windows, presentations, browsers, applications, etc. into the meeting.

When you share something, like a **PowerPoint** presentation or other window that is not full-screen, the monitor display is filled with the PowerPoint slide or application, and the participant thumbnails are within a separate floating panel, which can be move separately. The only part of your desktop the participants see is within the green frame surrounding the shared application and the participant thumbnails.

### From the host's computer:

When sharing an application window, like PowerPoint, if the presentation is not full-screen, then the participant thumbnails become part of a floating panel positioned to the side of the main shared window, with the shared window framed in green.

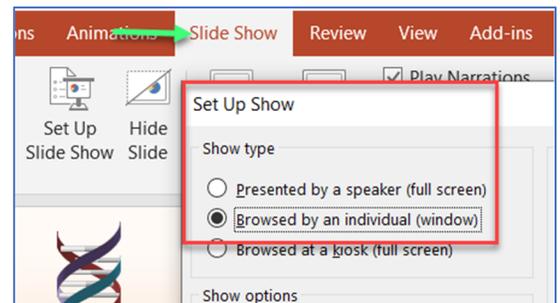


## PowerPoint Tip for Sharing

**WARNING:** If PowerPoint or another application is set to full-screen, then the application will fill the monitor screen of the speaker, which may not be ideal, as it also covers up anything else on the desktop that may need to be referenced by the speaker as they set up the next part of their presentation). To avoid that situation, you do not want to have the PowerPoint slide or application being used to be full-screen. To have the slideshow presented in a window, *see the example below using PowerPoint*. When the application is shared in a window, the window can be resized by each participant based on their preference. Note that when sharing, the participants only see the shared item (which is surrounded by a green frame), not anything else on your desktop.

### EXAMPLE: USING POWERPOINT

When “sharing” an application, like PowerPoint, you may not want to have the slideshow cover the whole area of your monitor screen, blocking your view of other items on your desktop. To prevent that from happening, you need to change a setting in the **Slideshow** menu, select **Set-up Slideshow**, and make sure the option **Browsed by an individual (window)** is selected.



### Video Resources for Getting Started:

For those new to zoom, it might be a good idea to first watch the first Getting Started video below, as an introduction, then the more advanced one-hour Getting Started tutorial. *(Note the titles below are click-able links)*

**Getting Started** video tutorial (30-minutes video)

**More in-depth Getting Started video tutorial** (1-hour video)

**Sharing your screen** (1-minute video)

**Getting Started with Breakout** (3-minute video)

**How to Join a Zoom Meeting** (1-minute video): [bit.ly/Join-Zoom-Meeting-Class](https://bit.ly/Join-Zoom-Meeting-Class)

*Copy the bit.ly link to send this video to your students, as it allows them to visually see the process of joining a meeting and what to expect.*

## ZOOM MEETINGS VIDEO RESOURCE

### Quick tutorial video clips:

My Profile - <http://bit.ly/2oLjZJb>

Overview of all of the meeting settings in your Web Portal: [http://bit.ly/33gFcK7\\*\\*\\*](http://bit.ly/33gFcK7***)

Scheduling a Meeting – <http://bit.ly/2NFWM3x>

Scheduling Recurring Meetings – [http://bit.ly/2PJS5s3\\*\\*\\*](http://bit.ly/2PJS5s3***)

Join Before Host - <http://bit.ly/2PN5r78>

Waiting Room for Meetings – <http://bit.ly/2Ceng76>

Invite Others to Join a Meeting – [http://bit.ly/34mKKmu\\*\\*\\*](http://bit.ly/34mKKmu***)

Virtual Background – <http://bit.ly/33izZ4r>

Managing participants - [http://bit.ly/2pwBhKJ\\*\\*\\*](http://bit.ly/2pwBhKJ***)

How Do I Share My Screen? – <http://bit.ly/2NhdRSz>

Sharing a video clip - <http://bit.ly/2oPXxPg>

Sharing computer sound during screen share - <http://bit.ly/2PSwpu9>

Annotations - [http://bit.ly/2CeZK9M\\*\\*\\*](http://bit.ly/2CeZK9M***)

In-Meeting File Transfer – <http://bit.ly/2WGBY01>

Local Recording (save recording to your hard drive): <http://bit.ly/2WGjwER>

ZOOM Live Training support page: <http://bit.ly/2NEubf9>