Zoom Instructions
English Media Lab – English/Philosophy 362
english.medialab@ttu.edu

Before Starting Your Meeting

• Set the A/V Input on the TV to the Instructor Computer provided (this is the default, usually HDMI 1).

• For meeting requests, make sure Video is on for the host and participants. You can find this under Microphone and Video Settings on Zoom.

![Video Settings](image)

• Under the same settings, set Audio to “Telephone and Computer Audio”

![Audio Settings](image)

• In Advanced Settings, make sure the box to Mute Participants on Entry is checked.

![Advanced Settings](image)

Polycom Setup

1. Lift the cover at the top of the polycom so your online students can view you and the classroom. After your meeting, please lower the cover.

2. Make sure that the button at the base of the polycom is green. This is the mute button. When muted, the button will grow red. One press will switch between muted and unmuted.

3. Make sure the polycom is set to “Active Speaker” on your computer. This way, whoever is speaking will be seen by your online students.
**Tips for a Smooth Meeting**

- Over-ear headsets work best and you can request those in syllabus.

- Ask students to mute their microphones except when speaking to cut feedback/background noise.

- There's an option to record the meeting automatically to create links to the video and chat that can be shared with students who missed class. (No third party sharing due to FERPA, unless students sign a release.)

- Select Recurring Meetings for classes or office hours offered regularly. The link will be valid for the whole semester.

**Starting Your Zoom Meeting**

1. Open a web browser and go to www.zoom.us
2. Navigate to the top right corner and sign in, if you already have an account with Zoom.
3. If you don’t have an account, click “Sign Up” and follow the on-screen instructions
4. Click “Host a meeting.”
5. If you want students to use a webcam for your class, click “With Video On” in the drop-down menu. This will automatically open Zoom and begin the meeting.
6. To share the meeting with your students, click the “Invite” button at the bottom of the Zoom window.
7. A window will open with several options. In the bottom left, click “Copy URL.” This will copy a URL that you can send to your students. When they follow the URL, it will allow them to download Zoom and join the meeting.
8. If all your students have the URL, you will see them join the meeting as the class meeting time approaches. If students are missing, check your email or other forms of contact to see whether they're having any technical issues, or if they haven't received the Zoom URL.

**Audio Issues**

- If a student’s microphone is muted through Zoom, either by the meeting host or by the student, a microphone with a red slash will appear on their square.

- If a student is not muted, but they are still not transmitting audio, their microphone is likely muted on their computer or another audio issue is on their end.

**Sharing Audio**

If you want to share audio, you have to share audio when you start sharing your screen. For example, if you're watching a video that you’d like the entire class to hear, refer to the following steps:

1. Click the “Share” button. Refer to image on right.
2. A window will open with several options of what to display to the class. To ensure that whatever is on the screen will be seen by everyone in the zoom meeting choose “Desktop”
3. At the bottom of this window, check “Share Computer Sound.”

4. Click “Share.”

**Breakout Rooms**

Zoom has a function called “Breakout Rooms” in which online students can be paired with other online students to have a smaller discussion among themselves. This is a great feature if you want students to have a brief discussion with each other or if you want to split the class into groups. The instructions below detail how to create breakout rooms.

1. On the bottom bar, click the “Breakout Rooms” button.

2. A window will open detailing how many participants are in the call and provide an option to change how many rooms the participants will be broken into.

3. This will allow you to divide the class to groups of a certain size.

4. The automatic setting will randomly divide everyone in the meeting into the amount of rooms designated. The manual setting will allow you to pick which students are paired.

5. Click “Create Breakout Rooms.”

6. An additional window will open where you can see all the rooms and the students that have been assigned to them. You also have the option to add new rooms if you decide the groups are too big.

7. Click “Open all rooms” this will prompt students to join the breakout rooms. They will temporarily leave the main call and join their breakout room.

8. When the class needs to reconvene, click “Close All Rooms” at the bottom of the Breakout Rooms window. There will be a 60 second countdown notifying students they’re about to rejoin the main meeting.

**Other Zoom Features**

- There is a chat room that all students have access to. Make sure the Zoom chat is monitored either by you or another student. This will help the Zoom students stay engaged in class and reinforce accessibility.

- In the “Share” tool, you can select the White Board and type or draw on it. Some find this tool difficult to work with. A similar option is to make a public document on Microsoft 365 or Google Drive to share with your students and type any information you want the entire class to see.

- Zoom students have the capability to “raise their hand” with a button on their end. This may be a convenient way for online students to participate in class without feeling like they’re interrupting. When a student raises their hand, a notification will appear on their webcam feed.

- You can mute a student at any time if there is loud background noise from their end or some similar situation. They can then unmute themselves when they are ready to speak.