



Use the Zoom Meeting Activity

1. Log into EduCat and enter the class in which you wish to have the Zoom meeting. Use the button in the upper right corner to **Turn Editing On**.

Dashboard CITE123SD **Turn editing on**

CITE 123 Stacey's Course - CITE123SD

Your progress ?

- Announcements
- Instructor Biography
- Syllabus
- Course Evaluation
- LockDown Browser Test Quiz- Requires Respondus LockDown Browser

2. Scroll to the section you want the link to display within and click **Add an activity or resource**

Dashboard CITE123SD **Turn editing off**

CITE 123 Stacey's Course - CITE123SD

- Announcements Edit
- Instructor Biography Edit
- Syllabus Edit
- Course Evaluation Edit
- LockDown Browser Test Quiz- Requires Respondus LockDown Browser Edit

+ Add an activity or resource

3. Choose **Zoom Meeting** from the list. Then click **Add**.

Add an activity or resource

Zoom is a video and web conferencing platform that gives authorized users the ability to host online meetings with up to 50 participants.

Zoom meeting

Add Cancel



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First time Zoom users will be prompted to enable your account through the link - <https://nmu.zoom.us/>

Once you have activated your account return to this screen and **Continue**

Dashboard CITE123SD

CITE 123 Stacey's Course - CITE123SD

You are using Zoom for the first time, so you must enable your Zoom account by logging in to <https://nmu.zoom.us/> with your login credentials. Once you've activated your Zoom account, reload this page and continue setting up your meeting.

Continue



4. After completing the activation step (and from that point forward), you will be directed to the Zoom meeting settings. Type in the **Topic**, this is the text the students will see to click on. You can add a description and decide if it displays on the course page (you may want to include instructions or details here).

Adding a new Zoom meeting ⊕

General ▶ Expand all

Topic*

Description

Display description on course page ?

5. Choose desired settings:
When: Enter start time and date for the meeting
Duration: Enter the length of the meeting
Webinar: This allow for large groups (1000+) and requires a paid account
Password: You can require a password for the meeting
Host Video and Participants Video: Select if and who is allowed video
Audio Options: Choose Both
Meeting Option: Decide if you need to be in the meeting and/or if you need to be there first

When

Duration

Webinar ?

Password Unmask

Host video On Off

Participants video On Off

Audio options Telephony only Voip only Both

Meeting option ? Enable join before host



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6. If you wish to grade the meeting (maybe as group participation), you can choose the appropriate **Grade** settings.

Common module settings will allow you to set up groups if desired.

Use **Restrict Access** to add restriction criteria.

After making your choices, click **Save and Return to Course**.

Grade

Common module settings

Visible

ID number

Group mode

Grouping

Restrict access

7. The topic of your meeting now displays as the link you and the students will click on to enter the meeting.

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- Virtual Office Hours**

8. After clicking on the link, you will see the details of the meeting (as selected in the settings).

When you are ready to meet with your students, click **Start Meeting**

Virtual Office Hours

Sessions

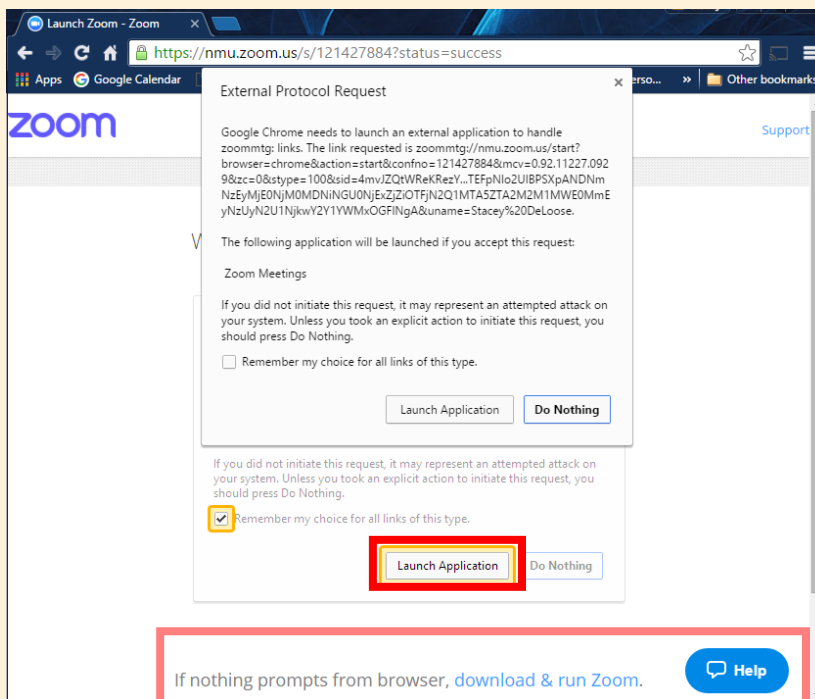
Start Time	Friday, 12 February 2016, 11:15 AM
Duration	1 hour
Password Protected	No
Join link	https://nmu.zoom.us/j/121427884
Join meeting before host	No
Start video when host joins	Yes
Start video when participant joins	Yes
Audio options	both
Status	In progress

All meetings



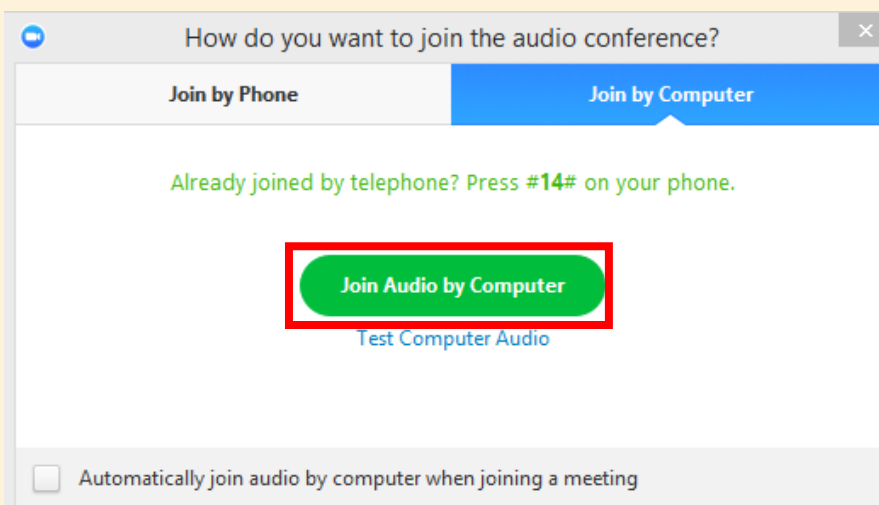
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9. You will be prompted to **Launch Application**. Click the launch button. If that doesn't work, use the links to **download & run Zoom** or get **Help**.



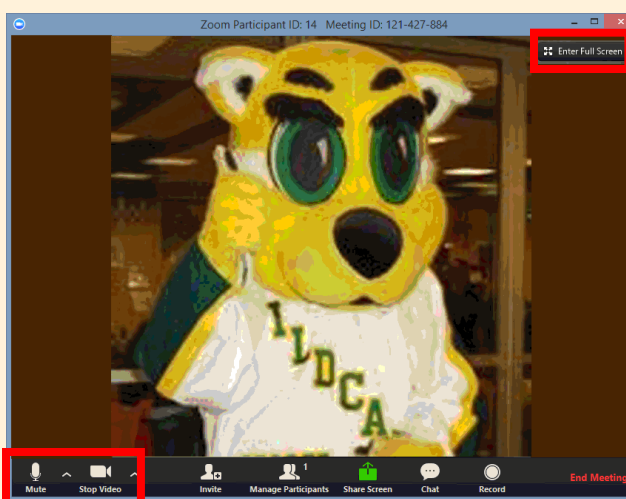
10. A new window with the meeting will appear and request how you want to join the audio conference — choose **Join Audio by Computer**.

You can **Test Computer Audio** if desired. You can select to **Automatically join audio by computer** as well.



11. You are then in the virtual meeting. Video and audio will function as selected. If it is not you can use the **Mute** and **Stop Video** buttons and menus to adjust settings as needed.

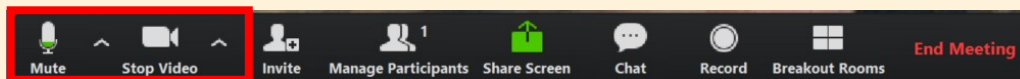
You can **Enter Full Screen** with the button in the upper right corner, if you wish.





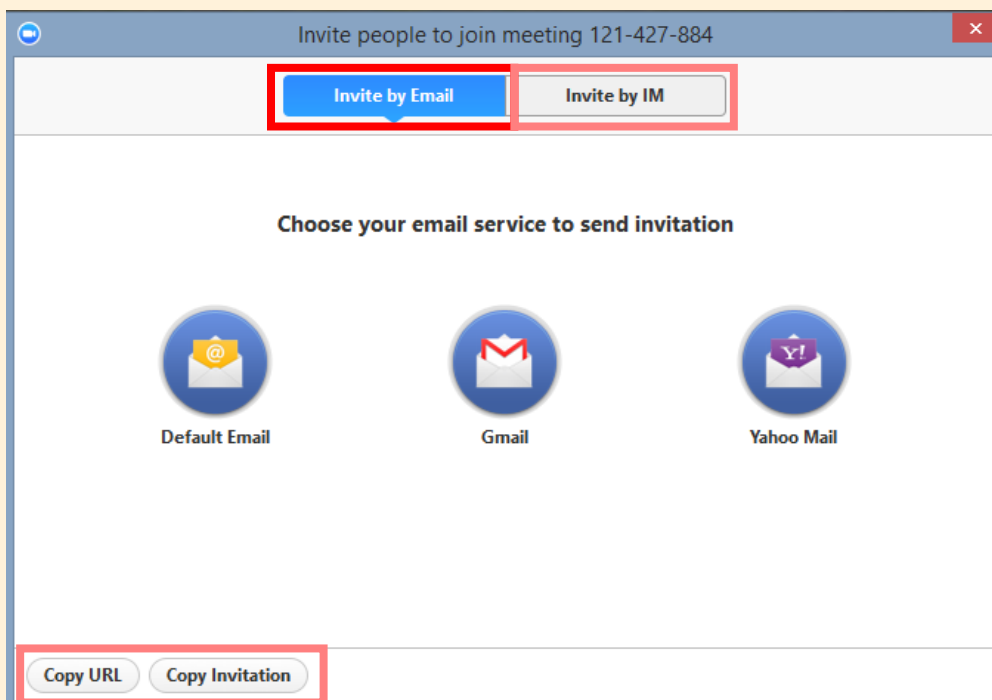
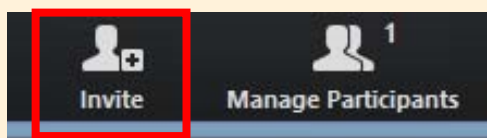
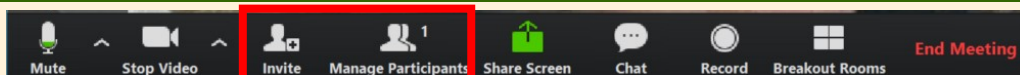
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12. The menu bar at the bottom of the Zoom window allows for additional options; Audio and Video are on the left.



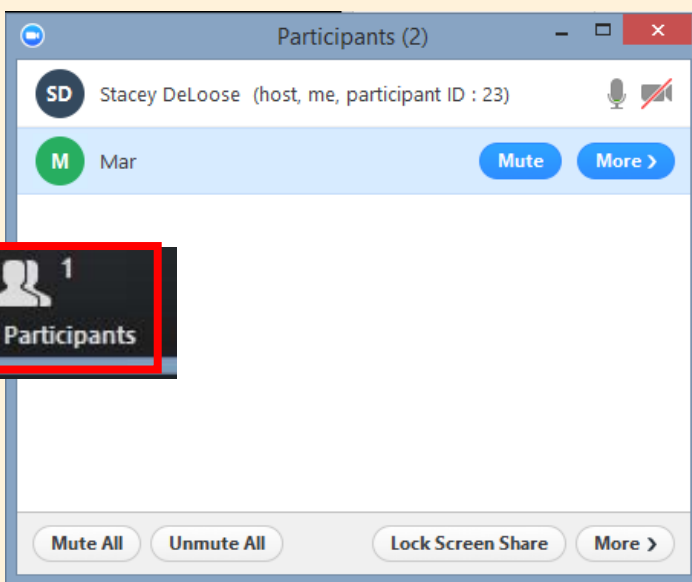
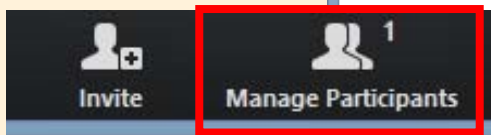
13. The middle of the bar allows you to **Invite** people to join the meeting. For example, if you had a guest speaker or someone who didn't have access to EduCat. A new window will pop up that will allow you to use a limited choice of email services or to **Copy URL** (or **Copy Invitation**) to send an invitation.

You can also **Invite by IM** if the user is a NMU registered Zoom user.



14. **Manage Participants** allows you to manipulate setting for each user including Mute, Video, Chat, Making the Presenter, and Remove the user.

The number next to the participants icon indicates the number of people attending the meeting.



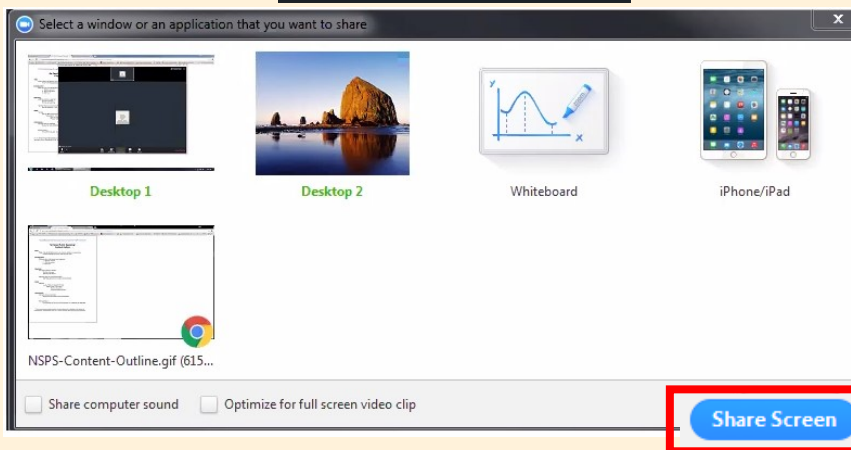
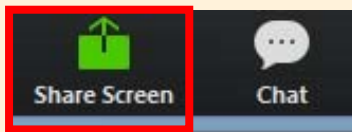


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15. The **Screen Share** option allow you (or students) to broadcast particular windows/applications running on the computer or to share a Whiteboard or iPhone/iPad.

While sharing, meeting members can annotate the screen. Students can make use of drawing tools (erasers, colors, etc.).

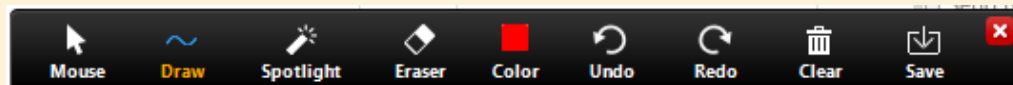
Students can even request/share **Remote Control**. This gives them to ability to interact and take control of the mouse and keyboard of another meeting member's computer.



Share screen menu (at the top of the screen)



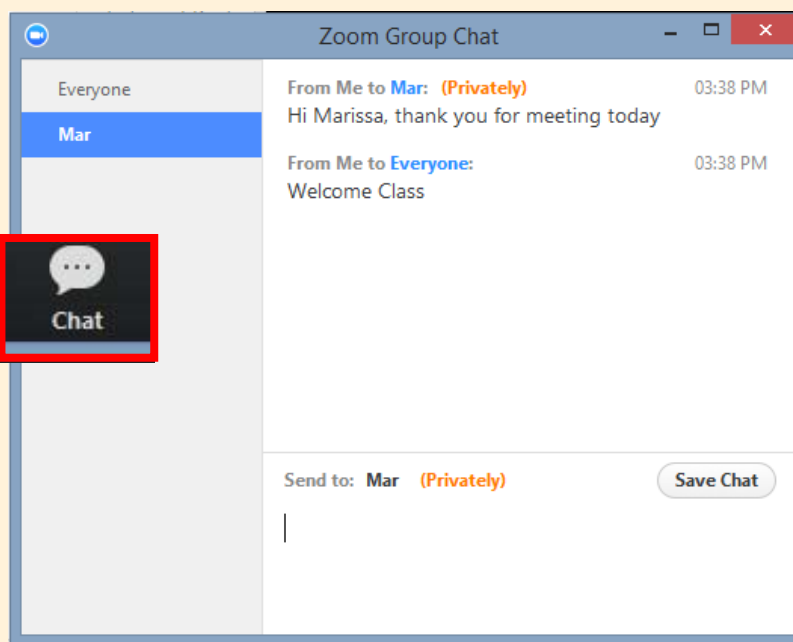
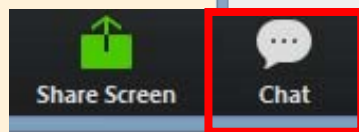
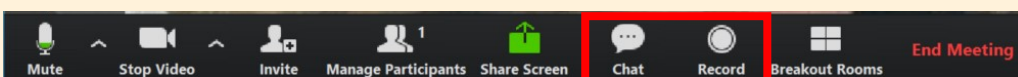
Annotation tools menu (appears after choosing Annotate)



16. The **Chat** button allows you to send text messages.

You can a send message to Everyone - where all participants see it.

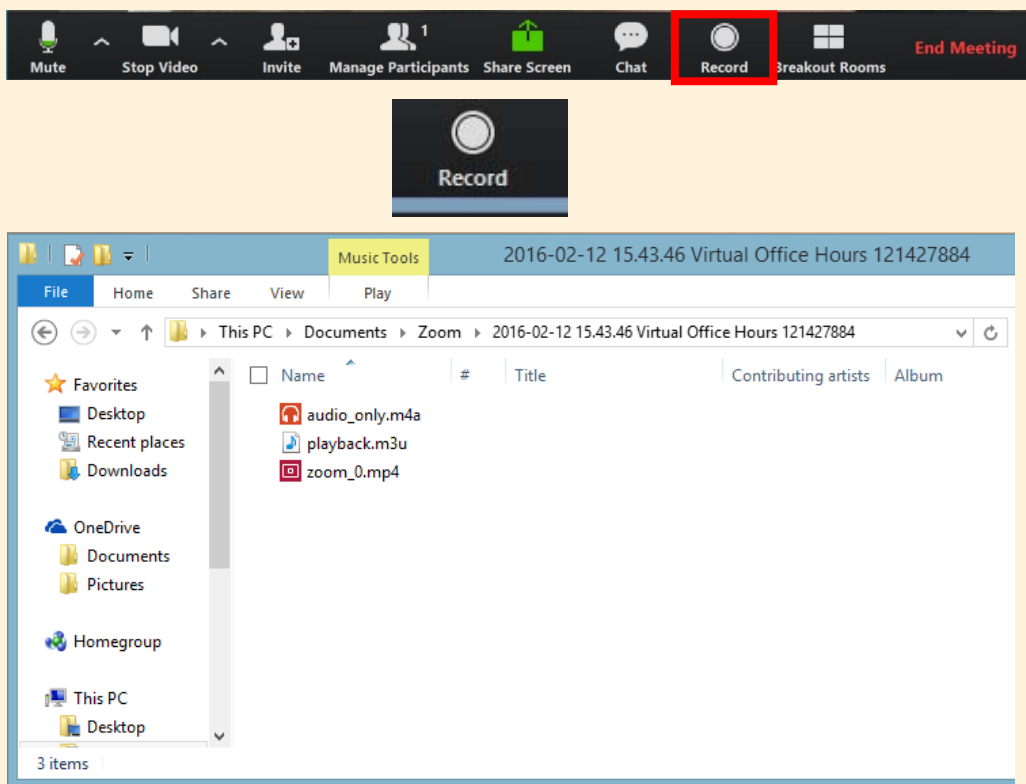
Or you can send a message privately to one specific user by clicking on his or her name (as shown).



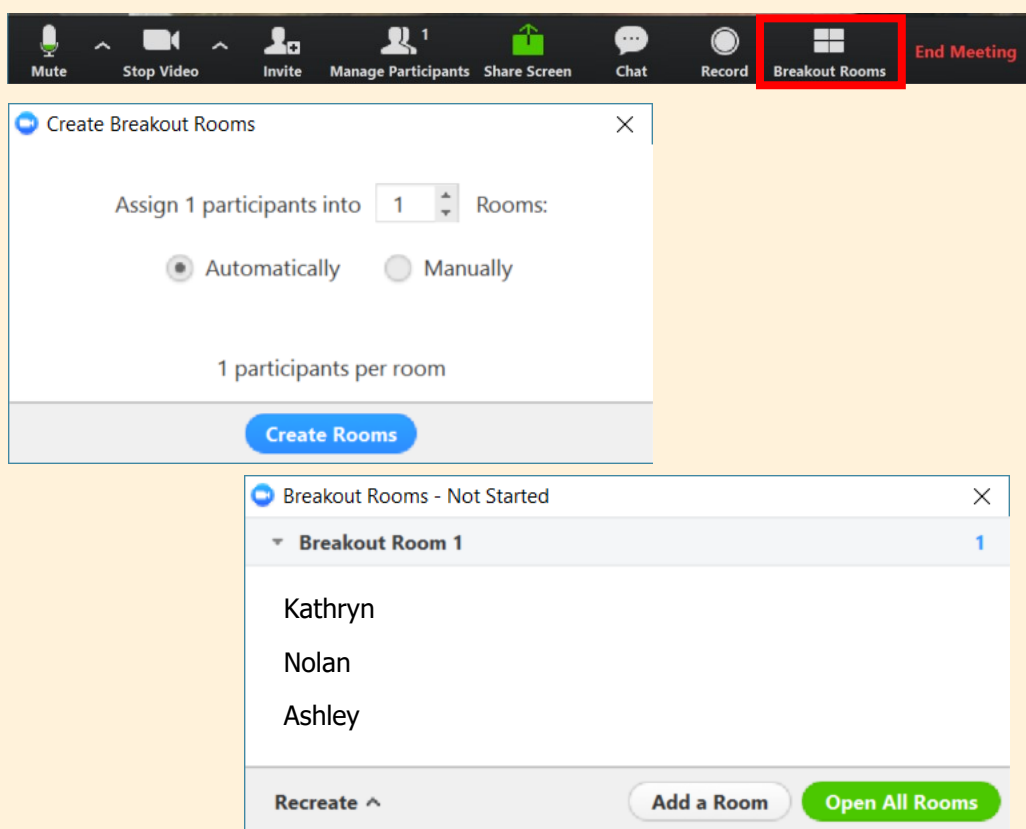


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17. The **Record** button starts the recording. A folder is created on your computer in Documents—> Zoom —> Named by date (unless you change these defaults in the settings). The folder contains the audio files and an mp4 video file.



18. **Breakout Rooms** let you either automatically or manually break a meeting into individual or group meetings. You are able to choose the number of rooms the participants are moved to. You have control of opening and closing the rooms and can broadcast a chat message to all room participants to allow them to wrap things up and return to the main meeting.



19. The last button allows you to **End Meeting**.

