

# UCLA FACULTY GUIDE TO EDUCATING THROUGH ZOOM

This guide is adapted from a guide published on the [Zoom website](#).

The purpose of this guide is to outline how different individuals within UCLA can leverage Zoom in a virtual learning environment.

## Section 1: Getting Started on Zoom

1. How to Sign Up
2. How to Download the Zoom client
3. How to Schedule a Class/Meeting
4. How to Join a Class/Meeting
5. Best Practices while in a Class/Meeting

## Section 2: Teacher's Guide to Educating on Zoom

1. How to Host an Ad-hoc Meeting
2. Recording a Zoom Class/Meeting
3. Delivering Virtual Instruction
4. Teaching over Video

## Section 3: Resources

## Section 1: Getting Started on Zoom

### 1. How to Acquire a UCLA Zoom License for the First Time

- Go to <https://ucla.zoom.us>.
- On the top left corner, click LOGIN TO ZOOM.
- Login with your Shibboleth credentials, and you will automatically be assigned a licensed Zoom account. All faculty and TAs may have a licensed account, with a limit of 300 users and unlimited time. Students can get a basic account, which has a 40-minute limit.

### 2. How to Download the Zoom Client

- If you attend a Zoom meeting, the client will automatically download when you click the link.
- Alternately, go <https://zoom.us/download>. Click the blue “Download” button under Zoom Client for Meetings to access the installer. Open the Zoom installer from your Downloads folder and follow the on-screen steps to set up your Zoom Client.

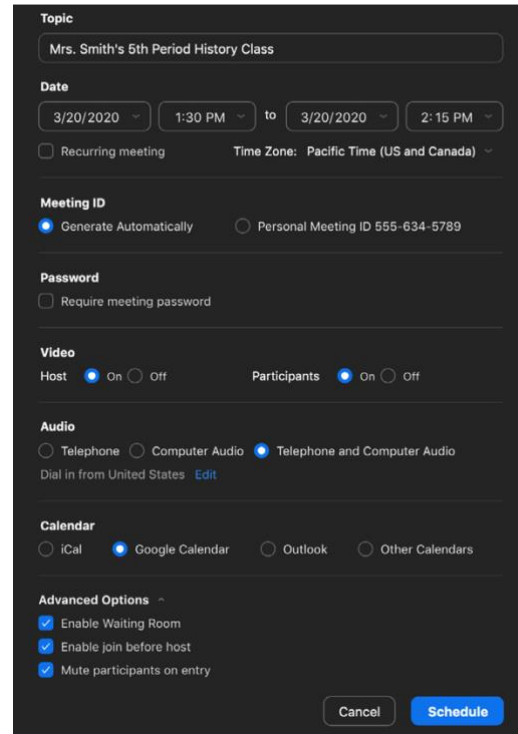
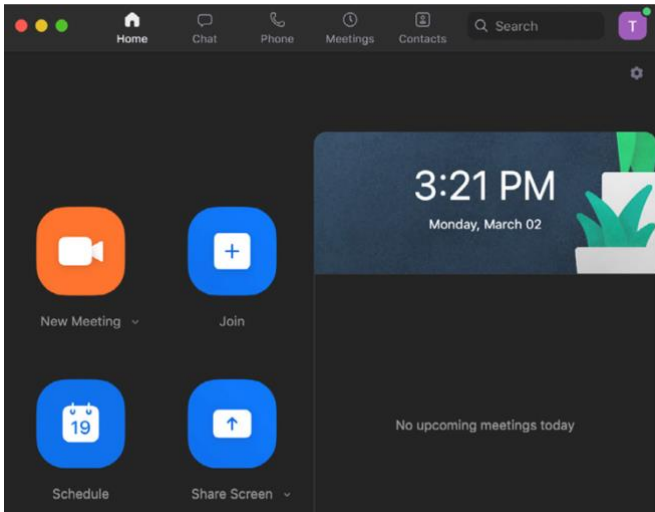
### 3. How to Schedule a Meeting

- **Option 1: Scheduling through CCLE**

You can embed a Zoom meeting directly into your CCLE website. Follow the step-by-step instructions here: [https://docs.ccle.ucla.edu/index.php?title=ZOOM#Adding\\_a\\_Zoom\\_Activity](https://docs.ccle.ucla.edu/index.php?title=ZOOM#Adding_a_Zoom_Activity)

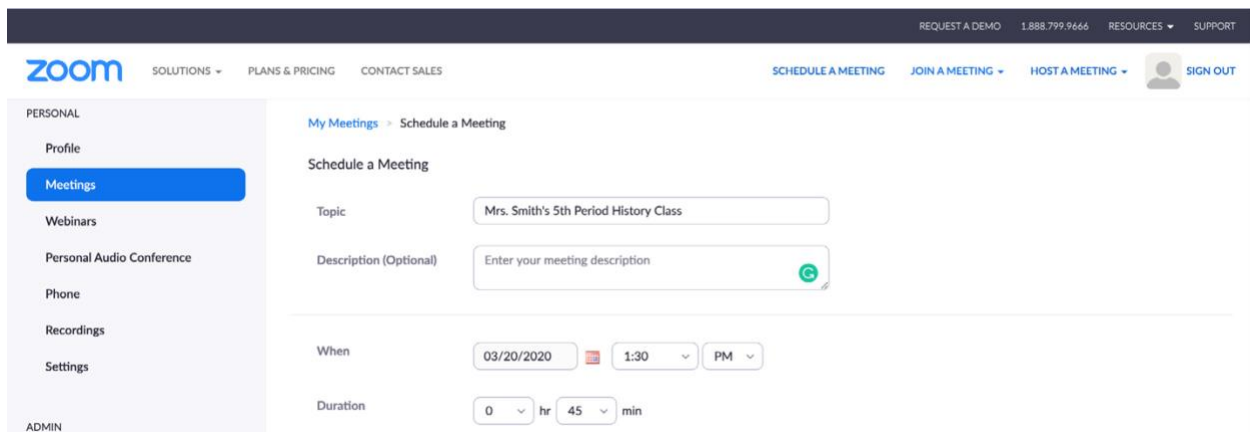
This has the following advantages:

- Students log in via Shibboleth, so only enrolled students can enter the meeting.
  - No trading links via email; the link is embedded on the course website.
  - You can get an attendance report afterward that includes the UID for easy MyUCLA gradebook integration:  
[https://moodle2.sscnet.ucla.edu/wiki/index.php?title=Zoom#Viewing\\_who\\_has\\_accessed\\_your\\_Zoom\\_sessions](https://moodle2.sscnet.ucla.edu/wiki/index.php?title=Zoom#Viewing_who_has_accessed_your_Zoom_sessions)
  - Students’ names will show as their official name on the roster.
- **Option 2: Scheduling through the Desktop App**
    - Open the Zoom desktop app.
    - Click on the Home button at the top left.
    - Press the Schedule button.
    - Enter in Topic, Date, and other related details and press Schedule. More information can be found here: <https://support.zoom.us/hc/en-us/articles/216378603>



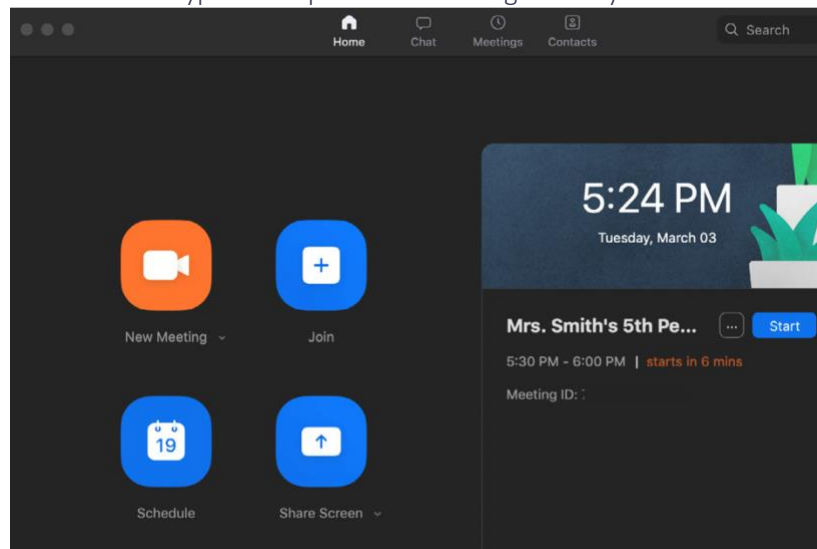
- Option 3: Scheduling Online

- Go to <https://ucla.zoom.us>
- Click the blue “Schedule a New Meeting” button in the top left corner
- Enter in Topic, Date, and other related details and press Schedule. More information can be found here: <https://support.zoom.us/hc/en-us/articles/216378603>



#### 4. How to Join a Class/Meeting

- Option 1: Join using the link in CCLE
  - If you created the Zoom meeting within CCLE, the instructor and students just need to click on the link when it's time to start.
- Option 2: Join using the provided URL.
  - Open the email, newsletter, calendar invite, or other communication that contains a link to the pre-scheduled meeting and click the URL to join the Zoom Meeting.
- Option 3: Join using Meeting ID.
  - Open the Zoom desktop app.
  - Click on the Home Button.
  - Click Join and type in the provided Meeting ID and your name.



#### 5. Best Practices while in a Class/Meeting

- Sign in to the Zoom desktop client and stay signed in.
- Make sure Zoom is up-to-date. Check for updates if you haven't done it in a while.
- Check your internet speed. If you're on slow wifi you may need to keep your camera off to improve quality.
- Turn your camera on and have your camera at eye level.
- Stay muted unless you're talking to reduce background noise.
- Make sure you sit in a well-lit and quiet place.
- Be mindful of what's going on behind you. Think about having a solid wall behind you or turning on the virtual background.

## Section 2: Teacher's Guide to Educating on Zoom

### 1. How to Host an Ad-hoc Meeting (with colleagues or TAs, for instance)

- Start by opening your Zoom desktop app.
- Click on the Home button at the top left.
- Press the **New Meeting** button.
- Once in the meeting, click the invite button on the bottom of the screen to add additional users.

### 2. Recording a Zoom Meeting

- When in a meeting, click the **Record** button. Users will see a red “recording” dot in the top of the Zoom window, so they know they are being recorded. See <https://support.zoom.us/hc/en-us/articles/201362473-Local-Recording>
- Once the meeting is over, an .mp4 file will start downloading onto your desktop. It might take several minutes depending on the length of the meeting. It will save on your local drive.
- You can also access recordings at <https://ucla.zoom.us/recording>. Choose local recordings. Press the **Export** button next to the recording you'd like to download.
- Recordings can be uploaded to CCLE. Drag-and-drop them onto the CCLE page. They will automatically convert to a Kaltura media file, UCLA video streaming service. It might take up to an hour for the file to convert and be viewable.

### 3. Delivering Virtual Instruction

#### Teaching Live Using Zoom (Synchronous)

- Instructors and TAs can schedule Zoom meetings and post the meeting links in either their CCLE site, or simply on an organized online document.
- Teachers and students will click on the meeting link at the appropriate time and conduct class as usual.

#### Recording Classes via Zoom (Asynchronous)

- Start a Zoom meeting.
- Press the record button
- Teach your lesson
- End meeting, download the recording, and post to CCLE.

## 4. Commonly Used Controls in Zoom

### Managing Participants

As the host of a class/meeting, you can manage participants such as renaming, muting, stopping video and other controls for participants. For more, visit: <https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting>

### Video ON/OFF

Once in a meeting, you can turn your video on by clicking the “Start Video” icon on the bottom left of your screen. To turn it off, click the “Stop Video” icon. For more, visit: <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting>

### Virtual Background

Once in the meeting, you can select a virtual background by clicking the up caret to the right of the Start Video icon. For more, visit: <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

### Muting

To ensure minimal background noise during your Zoom meeting, it is recommended that you mute everyone on the call when they’re not talking. To do this, click on the Participants icon at the bottom of your screen click Mute All in the side panel. For more, visit: <https://support.zoom.us/hc/en-us/articles/203435537-Mute-All-And-Unmute-All>

### Chat in a Meeting

- Meeting participants can ask questions during a Zoom Meeting via the meeting chat. Start by clicking the “Chat” icon on the bottom right of your screen.
- Once the chat panel will open up on the right, you can view and respond to all public chats.
- Use the three dots to choose whether you want to send messages to all meeting attendees or the host privately.
- \*Note: Private chats will not be visible to the host. To control and disable in-meeting chat, visit: <https://support.zoom.us/hc/en-us/articles/115004809306-Controlling-and-Disabling-In-Meeting-Chat>

### Sharing Screen

- Click the “Share Screen” icon at the bottom of your screen to share your desktop.
- If you’d like to share specific windows or applications, you can choose to do so from the dialog box.
- For more, visit: <https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->

## 5. Teaching Over Video

### Tips and Tricks for Virtual Lessons

- For your first class, set aside some time to introduce your students to Zoom and ensure that they're able to connect their audio and video.
- Give an agenda or plan for each class by Screen Sharing a document or slide at the beginning of class. This gives students a clear idea of how the class will progress, what will be covered, and the activities they'll engage in.
- Discuss online etiquette and expectations of the students in your first virtual class and periodically revisit the topics.
- Utilize the Whiteboard or Annotate a shared document and let your students engage as well. When sharing a whiteboard, document, screen, or image, try whiteboarding math problems or have a student use annotation to highlight items such as grammar mistakes in a paper you're sharing.
- Take time to promote questions, comments, and reactions from your class. Give a minute to allow your students to utilize reactions, write their questions in chat, or be unmuted to ask their questions live.
- Divide into smaller groups for a discussion on a certain topic. You can use Zoom's Breakout Room feature to either pre-assign or auto-assign students into groups for a short period of time so they may discuss things together.
- Have students be the presenter and share projects with the class. This allows your students to show what they're working on while practicing their presentation skills. It also allows students to hear from one another.

### Tips and Tricks for Delivery

- Pre-set your meeting to mute participant's microphones upon entry. This helps to avoid background noise and allow your students to focus on your lesson.
- Look at the camera to create eye contact with your students. This helps to create a more personal connection while teaching over video.
- Take a second to check chat or your student's video (if on camera) to check-in with your students and get feedback.
- Speak as if you're face-to-face with the class while ensuring you're at the appropriate distance from the microphone for the best audio experience.
- When delivering a presentation, sharing images, files or video, give your students a moment to open or take in what you've shared.
- Embrace the pause. Take a moment after the end of your comments and allow for students to engage before continuing on.

## Section 3: Resources

Zoom within UCLA/CCLE: [https://docs.ccle.ucla.edu/index.php?title=ZOOM#Zoom\\_at\\_UCLA](https://docs.ccle.ucla.edu/index.php?title=ZOOM#Zoom_at_UCLA)

Attendance reports through CCLE:

[https://moodle2.sscnet.ucla.edu/wiki/index.php?title=Zoom#Viewing\\_who\\_has\\_accessed\\_your\\_Zoom\\_sessions](https://moodle2.sscnet.ucla.edu/wiki/index.php?title=Zoom#Viewing_who_has_accessed_your_Zoom_sessions)

Adding video recording to CCLE: [https://docs.ccle.ucla.edu/index.php?title=Kaltura\\_Video\\_Resource](https://docs.ccle.ucla.edu/index.php?title=Kaltura_Video_Resource)

Polling: <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings>

Breakout Rooms: <https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms>

Non-verbal Feedback:

<https://support.zoom.us/hc/en-us/articles/115001286183-Nonverbal-Feedback-During-Meetings>

Virtual Backgrounds: <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

Sharing a Screen: <https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->

Whiteboard: <https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard>

Annotation: <https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-whiteboard>

Transcription of meetings: <https://support.zoom.us/hc/en-us/articles/115004794983-Automatically-Transcribe-Cloud-Recordings->

Chat: <https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat>

Disabling Private Chats: <https://support.zoom.us/hc/en-us/articles/115004809306-Controlling-and-Disabling-In-Meeting-Chat>

Generating Meeting Reports for Registration and Polling: <https://support.zoom.us/hc/en-us/articles/216378603-Generating-Meeting-Reports-for-Registration-and-Polling>

Recording: <https://support.zoom.us/hc/en-us/articles/206277393-Finding-and-Viewing-Recordings>