

ZOOM for UM (Teaching) Staff - Video conferencing tool for lectures and tutorials

Contents

ZOOM for UM (Teaching) Staff - Video conferencing tool for lectures and tutorials.....	1
What is ZOOM?.....	2
Notice on ZOOM and privacy.....	2
First use of ZOOM - Signing up and password creation.....	2
Launching, joining or scheduling a meeting with your ZOOM desktop application.....	4
Launching a meeting from your browser.....	7
How to schedule and launch a ZOOM lecture or tutorial from Canvas.....	9
Scheduling a lecture & scheduling a Tutorial Option 1 in general course area.....	9
Scheduling a Tutorial: Option 2 in Student Group Area.....	10
Sharing a link to your zoom tutorial sessions with your students.....	11
Asking students to schedule their own collaborative Zoom sessions.....	14
Useful tools for managing a ZOOM meeting, lecture or tutorial.....	15
Basic ZOOM meeting tools.....	15
Advanced ZOOM tools useful tutorials and lectures.....	15
ZOOM Breakout rooms - How to create sessions for your students to work in small groups during a tutorial our lecture.....	16
Enable Breakout Rooms as tutor or teacher.....	16
Creating Breakout Rooms.....	17
Options for Breakout Rooms.....	18
Assigning participants to rooms.....	18
Preparing Breakout Rooms.....	19
Managing Breakout Rooms in progress.....	20
Participants can ask for help.....	20
Broadcasting a message to all Breakout Rooms.....	21
Training videos for getting started with Zoom:.....	21

What is ZOOM?

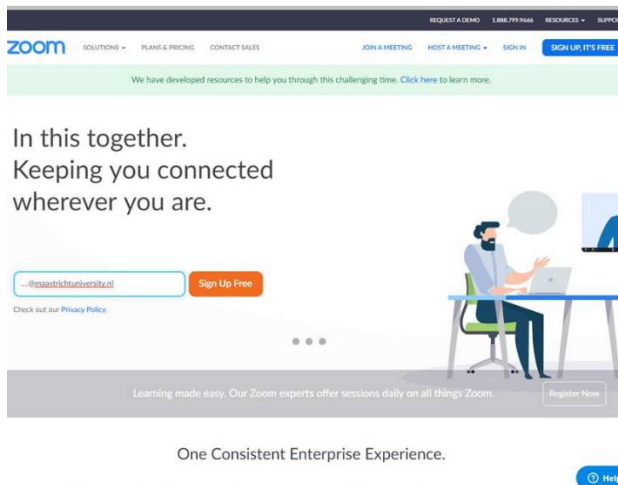
Zoom is a virtual classroom application that is easy to use from Canvas or as a stand alone, enabling teachers and tutors to manage synchronous (live) tutorials and lectures with up to 300 participants. Zoom features include chat, raise hand, whiteboard, application and file sharing, breakout rooms, and polling.

Notice on ZOOM and privacy

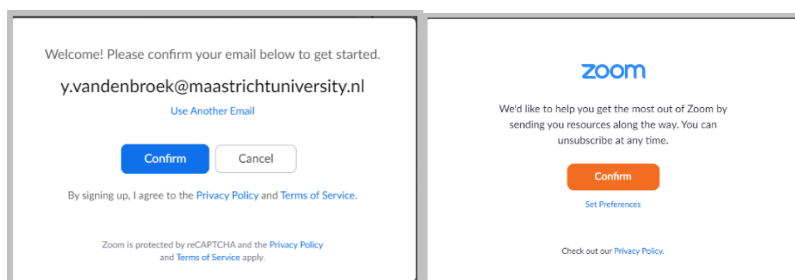
As the UM has a licensed version of ZOOM, a data protection agreement was signed between Zoom and the UM assuring our usage of Zoom compliant with [EU general data protection regulation](#). In addition, user settings have been adjusted in order to comply EU GDPR and privacy guidelines. This means that the recording setting has been disabled, as Zoom recordings are saved on servers outside the EU. Please use Collaborate Ultra for recording as their server is located within the EU. Finally, we do not recommend the usage of ZOOM for confidential meetings.

First use of ZOOM - Signing up and password creation

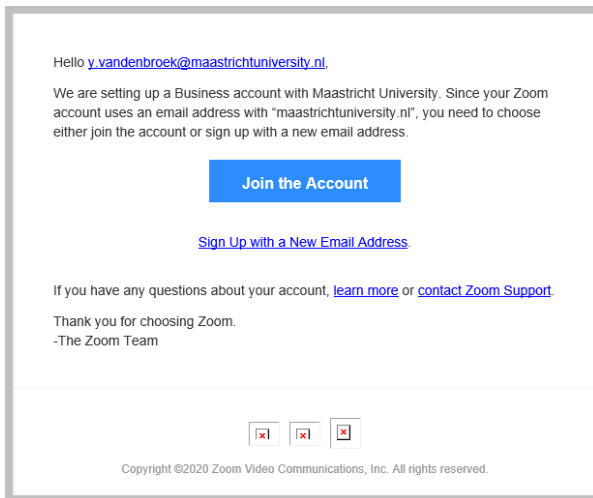
Open your browser and go to zoom.us and the following screen appears. Fill out your xxx@maastricht.university.nl email, in order to sign up with the UM licensed version



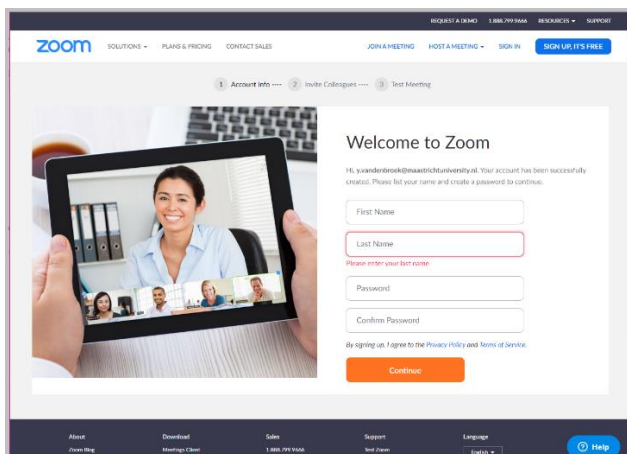
Click on 'Confirm' on the successive two pop-up screens



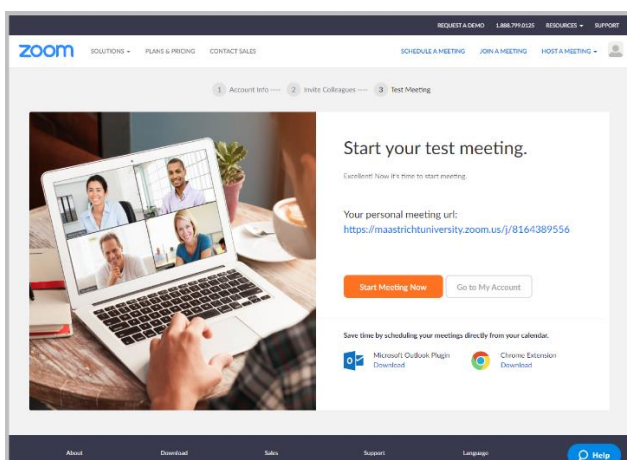
Ignore and click on skip in the 'sign up your colleagues' screen, then the screen below appears, confirming your Maastricht University business account. Click on the blue 'Join the Account' button.



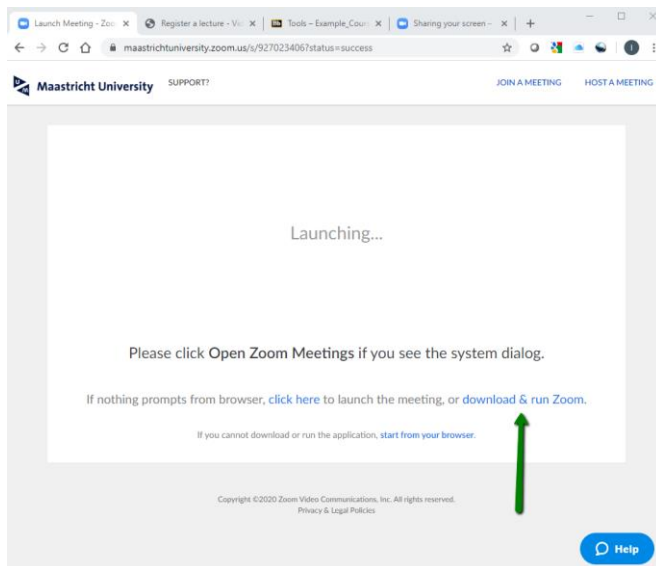
Fill out your personal data and choose a strong password, and confirm. Beware, this is not part of UM single sign on (SSO). We urge you not the use your UM password but choose a different password for ZOOM.




5. You are all set and can do a test meeting.



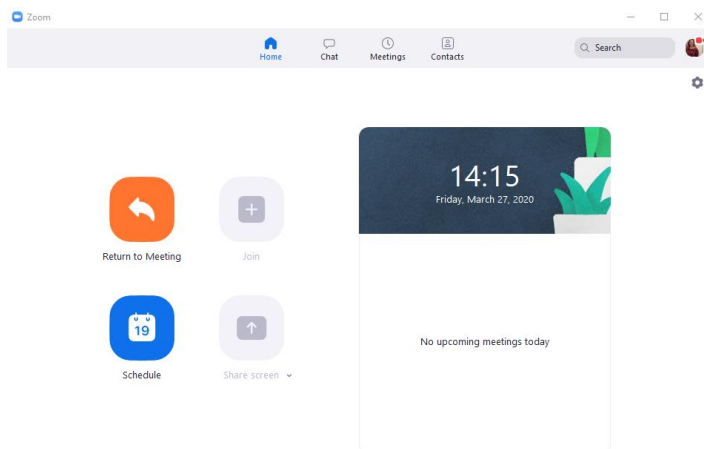
When launching a meeting you will get this screen.




When planning your first meeting zoom will ask you to download & run Zoom. Choose this option to install a Zoom application on your desktop or Mac. That will make future use much easier than launching ZOOM via the web browser

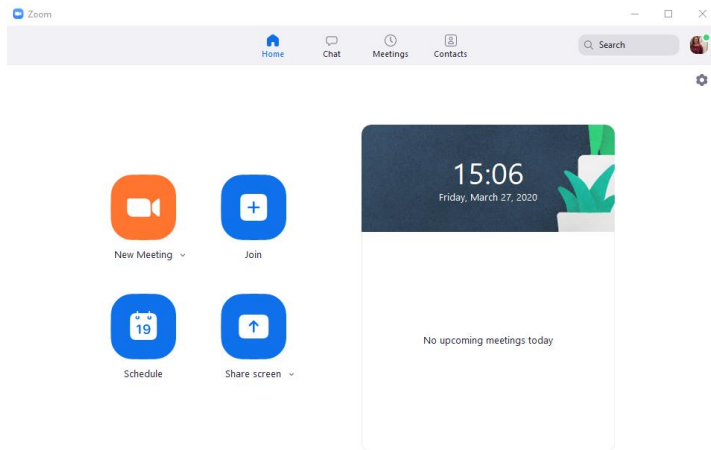
Once installed, you will have an icon that looks like this. 

Each time you click the icon to launch the ZOOM application for your desktop, this pop-up will appear, allowing you to start or schedule a meeting or change your personal meeting settings.

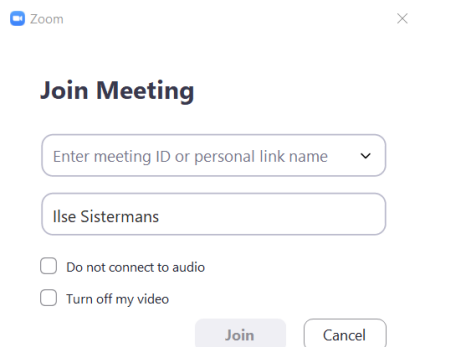


Launching, joining or scheduling a meeting with your ZOOM desktop application

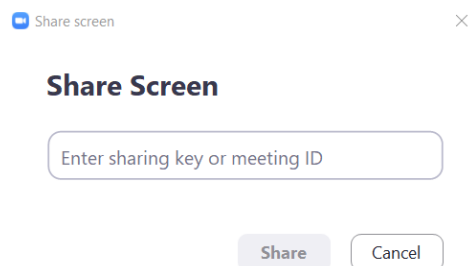
Go to your desktop and click on the ZOOM icon  in your task bar or look for the application using your search function and then click on the ZOOM icon. The following pop-up screen appears.



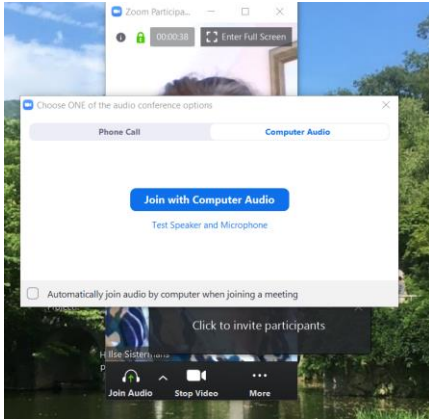
Option A. Click on **Join**, to join an existing meeting, if you have the meeting id or link that you can fill out in the pop-up screen that appears..



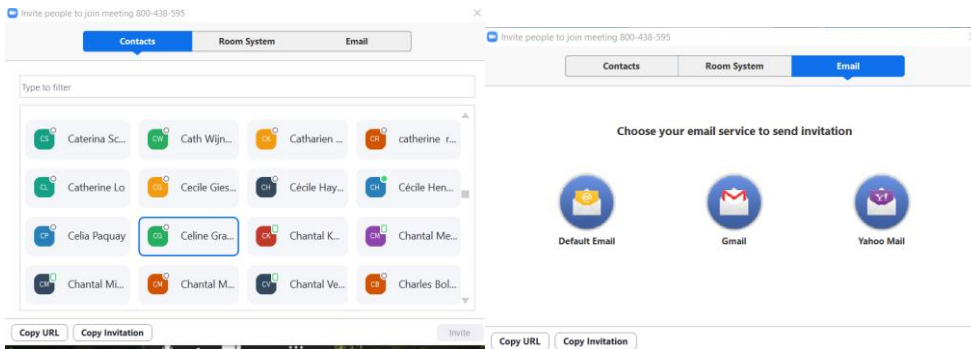
Option B. Click on **share** to share your screen in an existing meeting, if you have the meeting ID or link and enter by filling out the ID in the pop-up screen that appears.



Option C. Click on **new meeting** to launch a new meeting and choose how you like to join.



- After clicking on **join with computer audio** you get a pop-up screen that allows you to either choose from all contact, which should have all UM users or manually using your default email, which should be your UM account.



(Click on Return to meeting if you want to return to a meeting in progress.)

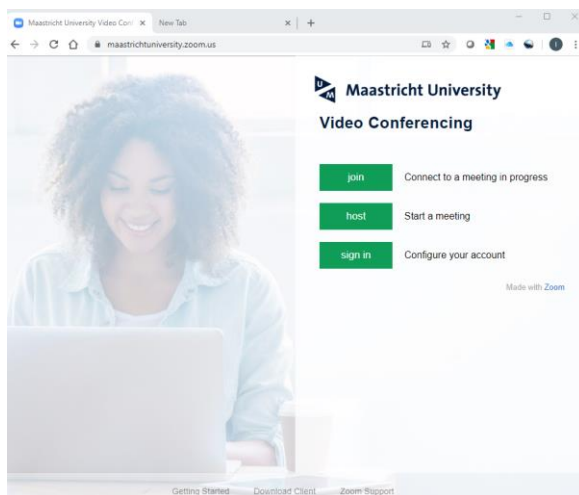
Option C. Click on **schedule** to schedule a meeting or recurrent meetings, and the following pop-up will appear in which you can choose meeting settings such as the duration recurrence, password requirements and how participants can join. Choose telephone and computer audio to give your participants a choice on how to join.

Choose **advance options** to change meeting settings in the pop-up below. Here you can choose who can use video. If you want to create a personal meeting room, choose **personal meeting id**.

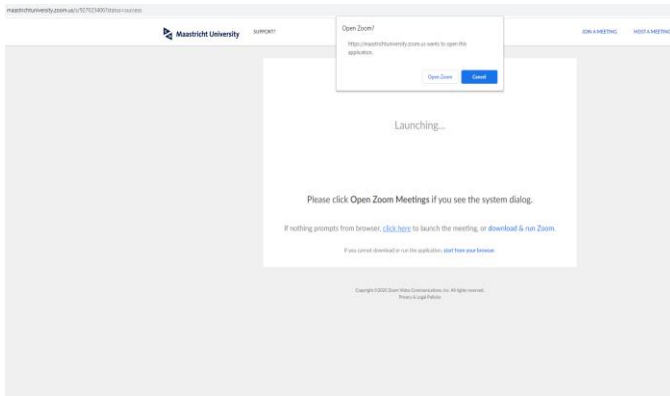
The image displays two views of the Zoom 'Schedule Meeting' dialog box. The left view shows the main configuration options: Topic (Ilse Siermans' Zoom Meeting), Start (Fri March 27, 2020, 15:00), Duration (1 hour, 0 minute), Time Zone (Berlin), Meeting ID (Generate Automatically selected), Password (Require meeting password), Video (Host: On, Off; Participants: On, Off), Audio (Telephone, Computer Audio, Telephone and Computer Audio selected), Calendar (Outlook selected), and Advanced Options (Enable waiting room, Enable join before host, Mute participants on entry, Only authenticated users can join). The right view shows the 'Advanced Options' section with 'Enable join before host' checked and 'Alternative hosts' (Examplejohn@company.com; peter@school.edu).

Launching a meeting from your browser

1. Go to <https://maastrichtuniversity.zoom.us/> and choose either join a meeting to join a meeting in progress or host a meeting.

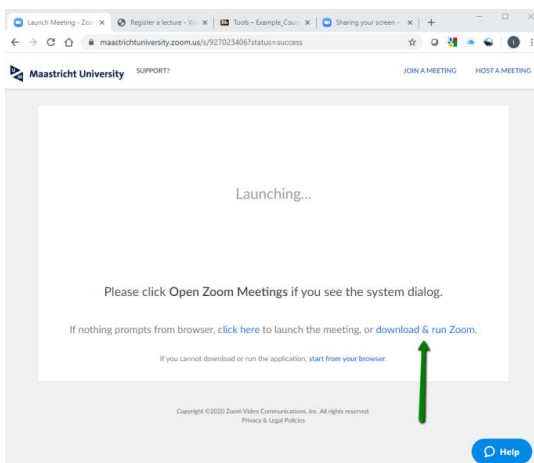



2. If you press host, the following screen appears. You can join the meeting.



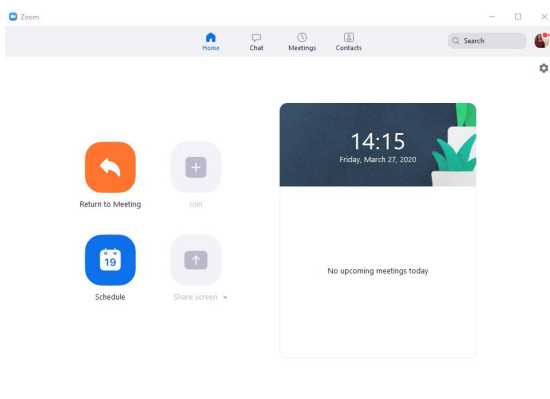
However, we do not recommend continuing to use the browser for launching meeting.

3. We recommend you click on [download & run Zoom](#). Choose this option to install a Zoom application on your desktop or Mac. That will make future use much easier than launching ZOOM via the web browser.



4. Once installed, you will have an icon that looks like this. 

Each time you click the icon to launch the ZOOM application for your desktop, this pop-up will appear, allowing you to start or schedule a meeting or change your personal meeting settings.

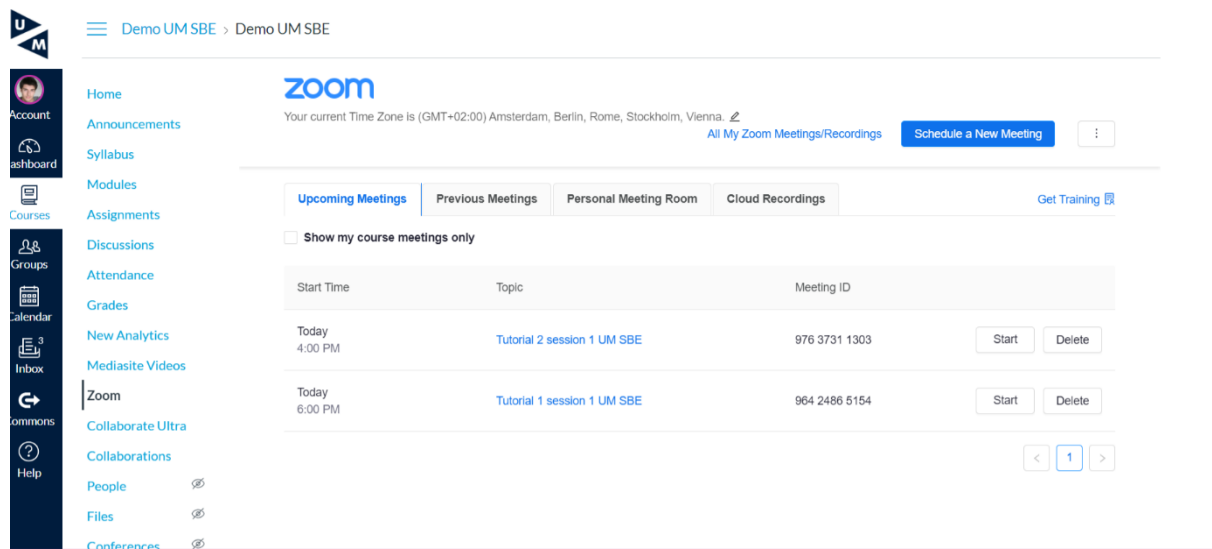


How to schedule and launch a ZOOM lecture or tutorial from Canvas

WARNING! The person who schedules a zoom meeting should be the same person as the one hosting the meeting. In other words, lecturers schedule their own lecture and tutors schedule their own tutorials. Otherwise you risk that tutors and students cannot access the zoom session.

Scheduling a lecture & scheduling a Tutorial Option 1 in general course area

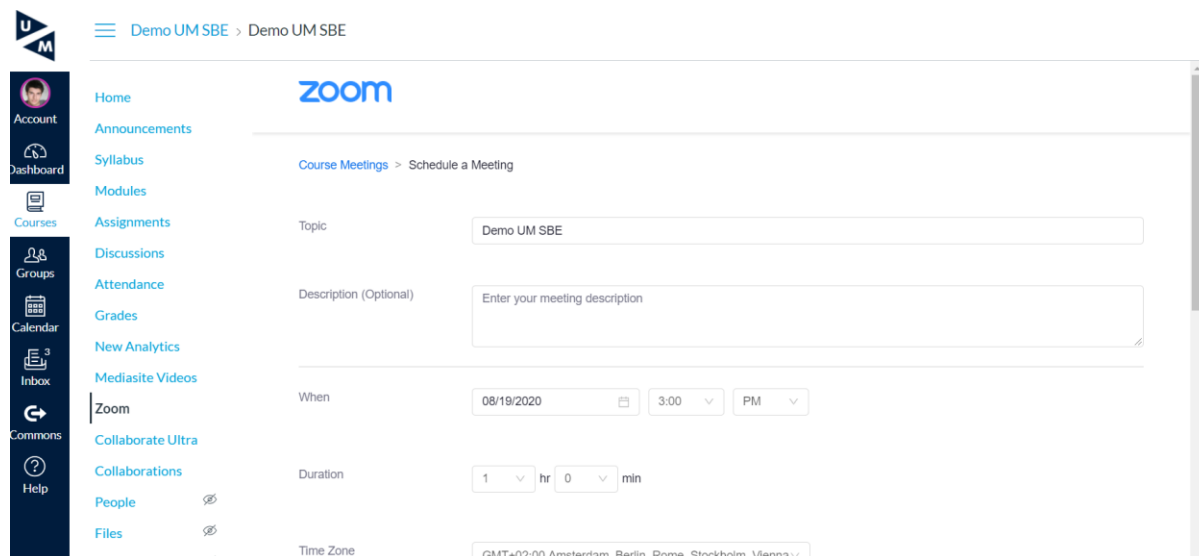
Click on the Zoom link in the light blue menu of your UM Canvas course and the screen below appears. Here you can schedule or get access to the Zoom meetings affiliated with this course.



The screenshot shows the Zoom interface for a course named "Demo UM SBE". The left sidebar contains navigation options: Home, Account, Dashboard, Courses, Groups, Calendar, Inbox, Commons, Help, People, Files, and Conferences. The main content area displays the Zoom logo and the current time zone: "Your current Time Zone is (GMT+02:00) Amsterdam, Berlin, Rome, Stockholm, Vienna." There is a "Schedule a New Meeting" button and a link to "All My Zoom Meetings/Recordings". Below this, there are tabs for "Upcoming Meetings", "Previous Meetings", "Personal Meeting Room", and "Cloud Recordings". A checkbox labeled "Show my course meetings only" is checked. A table lists upcoming meetings:

Start Time	Topic	Meeting ID	Start	Delete
Today 4:00 PM	Tutorial 2 session 1 UM SBE	976 3731 1303	Start	Delete
Today 6:00 PM	Tutorial 1 session 1 UM SBE	964 2486 5154	Start	Delete

Click on schedule a meeting to get the screen below



The screenshot shows the "Schedule a Meeting" form in the Zoom interface. The left sidebar is the same as in the previous screenshot. The main content area is titled "Course Meetings > Schedule a Meeting". The form fields are:

- Topic: Demo UM SBE
- Description (Optional): Enter your meeting description
- When: 08/19/2020, 3:00 PM
- Duration: 1 hr 0 min
- Time Zone: GMT+02:00 Amsterdam, Berlin, Rome, Stockholm, Vienna

Fill out the following fields:

- **Topic** [name lecture] OR [name tutorial group] **IMPORTANT.** Agree with all tutors on a uniform description of the tutorial group sessions. **WHY?** Students see zoom sessions of all tutorial groups in one list and need to be able to find their own group.
- **Description** [...]

- **Duration** [x hour] note that starting 15 minutes early allows students to join and check audio/video.
- **Recurring** If you want to plan a recurring lecture or tutorial, check the box 'recurring'.
- **Mute** participants upon entry. This avoids too much background noise during participants' entry.
- **Enable waiting room.** Not advisable for lectures or tutor session. Suitable for consulting or mentoring students.
- **Meeting Password.** On by default. *It is important to leave this on for security reasons, for instance, to avoid zoom bombing (= uninvited strangers entering sessions to create disturbance).*

When

Duration hr min

Time Zone

Recurring meeting **Every day, until Mar 31,2020, 6 occurrence(s)**

Recurrence

Repeat every day

End date By After occurrences

Scheduling a Tutorial: Option 2 in Student Group Area

A tutor can schedule a zoom session through groups. **NOTE.** This session will only appear in the student group area, not in the list of zoom sessions in the general course area.

To schedule a session:

Go to **People** in the light blue menu for a list of students in your tutorial group (section).

Click on the **Group** tab in **People** to find your group homepage. Click on the hamburger menu (3 dots) on the right and choose **Visit Group Homepage** to access your students' group homepage.

In the group home page, click on collaborations in the light blue menu and choose zoom

Note. In these group areas, students can also start their own Zoom and Collaborate Ultra sessions.

Sharing a link to your zoom tutorial sessions with your students

There are different ways to communicate a zoom tutorial session to your students. For more on communication with your student in Canvas go to the [UM Canvas training course](#) . Some ways:

1. Send an announcement to your tutorial group.
2. Add the tutorial Zoom session link to the Canvas Calendar (find more information about the calendar go to the [UM Canvas training course](#) .

3. Add the tutorial Zoom session link to the Course overview page under the Course schedule topic.
4. Email the link through Canvas by using the inbox icon on the dark blue canvas navigation menu on the left.
5. Share the link in the group discussion.

Note. If your students create their own Zoom session # 4 and #5 are options for sharing the link

Canvas support per faculty

Faculty	User role	Contact for Canvas
Maastricht University	Helpdesk transition to canvas	canvas_helpdesk-ub@maastrichtuniversity.nl
Faculty of Arts and Social Sciences	Student and Employee	https://esc.maastrichtuniversity.nl
Faculty of Law	Student	http://intranet.maastrichtuniversity.nl Or via the Student Portal UMLaunchpad.
	Employee	FdR-eleUM
Faculty of Psychology and Neuroscience	Student	AskPsychology
	Employee	eleum-fpn@maastrichtuniversity.nl
FHML	Student	www.askfhml.nl
	Employee	canvas-fhml@maastrichtuniversity.nl

FSE DataScience and Knowledge Engineering (DKE)	Student	eleum-dke@maastrichtuniversity.nl
	Employee	eleum-dke@maastrichtuniversity.nl
FSE International Centre for Integrated assessment and Sustainable development (ICIS)	Student	saskia.jamin@maastrichtuniversity.nl
	Employee	saskia.jamin@maastrichtuniversity.nl
FSE Maastricht Graduate School of Governance (MGSoG)	Student	Eleum-gov@maastrichtuniversity.nl
	Employee	Eleum-gov@maastrichtuniversity.nl
FSE Maastricht Science Programme (MSP)	Student	s.dufour@maastrichtuniversity.nl
	Employee	s.dufour@maastrichtuniversity.nl
FSE Sciences (SCI)	Student	susanne.cartignij@maastrichtuniversity.nl
	Employee	susanne.cartignij@maastrichtuniversity.nl
FSE University College Maastricht (UCM)	Student	ucm-eleum@maastrichtuniversity.nl
	Employee	ucm-eleum@maastrichtuniversity.nl

FSE University College Venlo (UCV)	Student	brigitte.kessels@maastrichtuniversity.nl
	Employee	brigitte.kessels@maastrichtuniversity.nl
School of Business and Economics	Student	www.surfyourself.nl
	Employee	canvas-sbe@maastrichtuniversity.nl
Transnationale Universiteit Limburg (TUL)	Student (UM) and Employee (UM)	info@maastrichtuniversity.nl
	Student (UHasselt) and Employee (UHasselt)	info@uhasselt.be

Asking students to schedule their own collaborative Zoom sessions

Students can schedule a Zoom session directly from the App or from Canvas by going to their group area and click on Collaborations. You can join these sessions by visiting their Group Home Page.

When you ask them to schedule a meeting the following is important:

1. Ask them to follow the student ZOOM manual the can be found on VideUM.nl under: [I want to lecture online](#) .
2. Give them **precise** directions on **name convention** (e.g. 'Project x' 'Group 1'), so you know which group is which and your students know which group to join. By default all groups will have the name of the course or organisation, making it impossible to distinguish between the groups.

Useful tools for managing a ZOOM meeting, lecture or tutorial

Basic ZOOM meeting tools

- [Screen share](#) your slides, a video, software or a website. Or alternatively, ask your students to share their screens for in-class presentations.
- [Chat](#) lets your students ask questions to you or each other.
- [Using reactions](#) (non-verbal feedback) toolbar to engage students.

Advanced ZOOM tools useful tutorials and lectures

- [Polling](#) to create quizzes and surveys.
- [Whiteboard](#) allows you to share a virtual whiteboard that you and students (if allowed) can annotate on.
- [Annotation tools](#) allow you and students (if allowed) to draw over images, slides, websites, pages.
- [Breakout rooms](#) can be used to split a Zoom Meeting into separate sessions (up to 50). You can then choose to assign participants to these sessions automatically or manually, and can switch between sessions at any time. You can also broadcast messages to all breakout rooms if required.

ZOOM Breakout rooms - How to create sessions for your students to work in small groups during a tutorial or lecture

[Breakout rooms](#) can be used to split a Zoom Meeting into separate sessions. You can then choose to assign participants to these sessions automatically or manually, and can switch between sessions at any time. You can also broadcast messages to all breakout rooms if required.

- Up to 50 breakout rooms can be created
- Max 200 total participants across all breakout rooms (requires Large Meeting 200 add-on)
- Breakout room participants have full audio, video and screen share capabilities

Enable Breakout Rooms as tutor or teacher

To enable the Breakout Room feature for your own use:

1. Sign in to the Zoom web portal.
2. Click **Account Management** [Settings](#) (if you are an account member).
3. Navigate to the **Breakout Room** option on the **Meeting** tab and verify that the setting is enabled.
If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

Breakout room

Allow host to split meeting participants into separate, smaller rooms

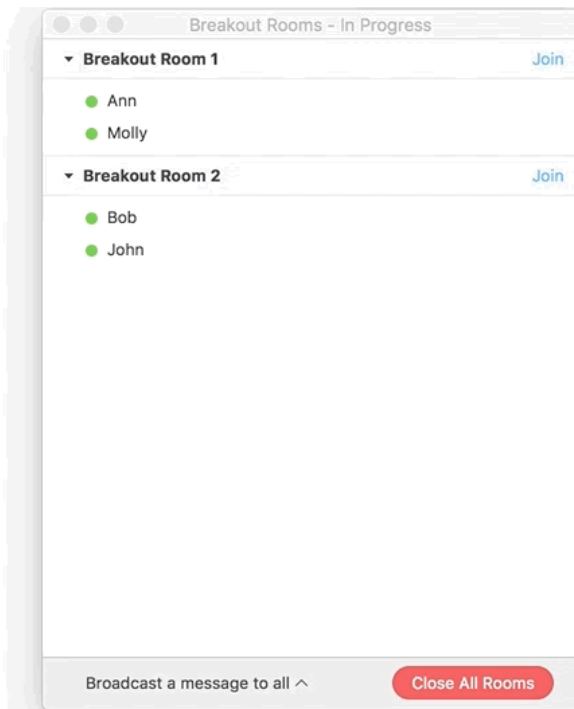


- Allow host to assign participants to breakout rooms when scheduling

Note: If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.

4. (Optional) Click the checkbox to allow meeting hosts to [pre-assign participants to breakout rooms](#).

Note: Users joined into the Zoom meeting from the Zoom Desktop Client, Zoom Mobile App, or H.323/SIP devices can participate in breakout rooms. Users joined via the web client and Zoom Rooms are unable to join Breakout Rooms, but the main room can be used as an alternative session for these users.



Creating Breakout Rooms

Note: You can also [pre-assign participants to breakout rooms](#) when you schedule the meeting instead of managing them during the meeting.

1. Start an instant or scheduled meeting.
2. Click **Breakout Rooms**.



3. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
 - **Automatically:** Let Zoom split your participants up evenly into each of the rooms.
 - **Manually:** Choose which participants you would like in each room.
4. Click **Create Breakout Rooms**.

Assign 1 participants into Rooms:

Automatically Manually

1 participants per room

Create Rooms

5. Your rooms will be created, but will not start automatically. You can manage the rooms prior to starting them by following the instructions below.

Options for Breakout Rooms

After creating the breakout rooms, click Options to view additional Breakout-Rooms options.

Check any options that you would like to use for your breakout rooms.

Move all participants into breakout rooms automatically: Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click Join to be added to the breakout room.

Allow participants to return to the main session at any time: If this option is checked, the participants can move back to the main session from their meeting controls. If this is disabled, they need to wait for the host to end the breakout rooms.

Breakout rooms close automatically after x minutes: If this option is checked, the breakout rooms will automatically end after the configured time.

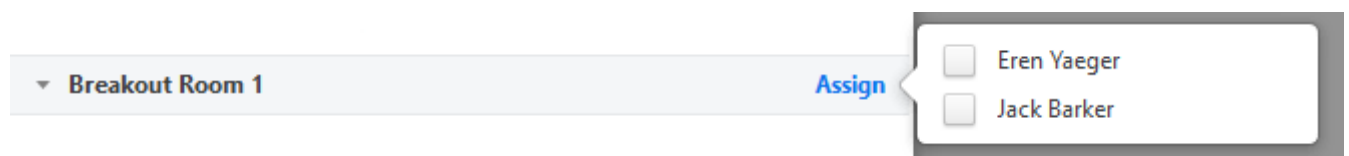
Notify me when the time is up: If this option is checked, the host will be notified when the breakout room time is up.

Countdown after closing breakout rooms: If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.

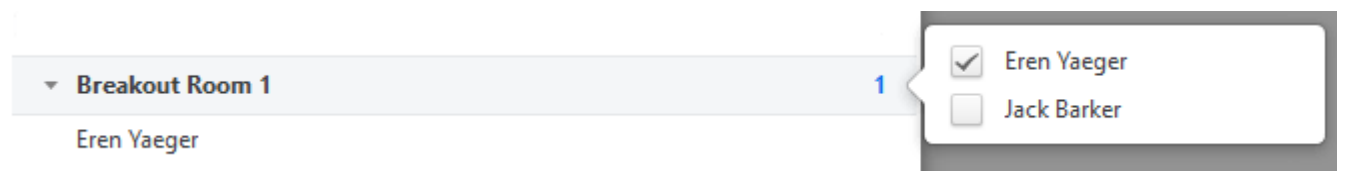
Follow the steps below to assign participants to rooms or click Open All Rooms to start the breakout rooms.

Assigning participants to rooms

To assign participants to your rooms, select **Assign** next to the room you wish to assign participants to and select participants you want to assign to that room. Repeat this for each room.



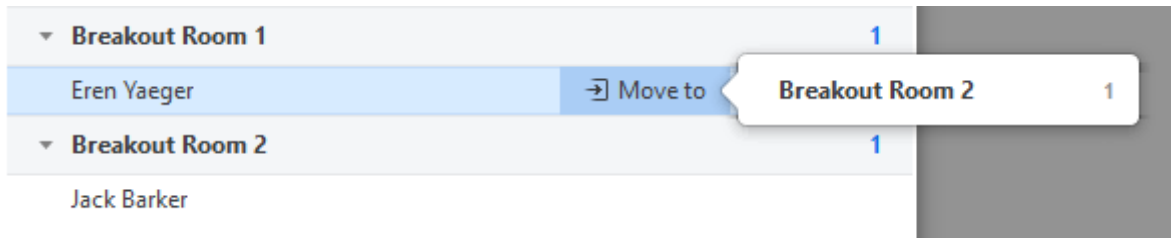
Once a participant has been assigned (manually or automatically), the number of participants will show in place of the **Assign** button.



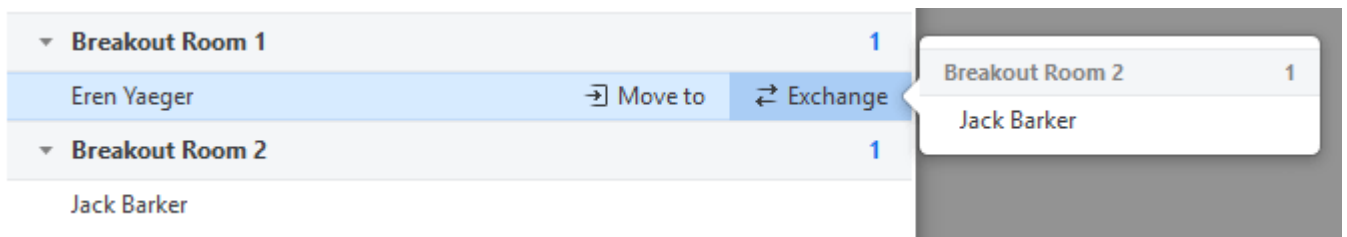
Preparing Breakout Rooms

After manually or automatically assigning participants to rooms, you can rearrange the participants. Participants who are not assigned to breakout sessions will remain in the main meeting when the rooms are started.

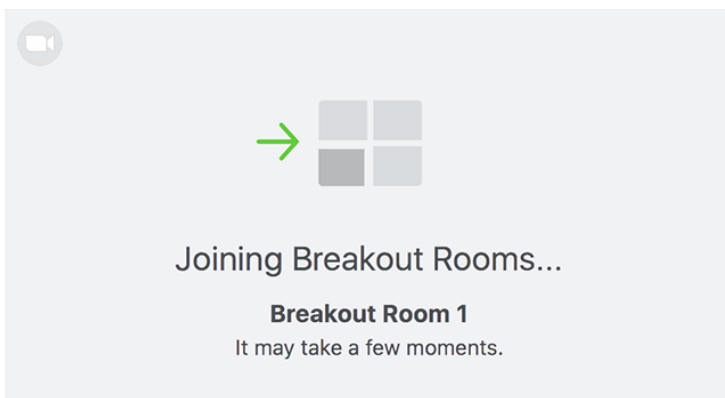
Move to (participant): Select a room to move the participant to.



- **Exchange (participant):** Select a participant in another room to swap the selected participant with.



- **Delete Room:** Delete the selected room.
- **Recreate:** Deletes existing breakout rooms and creates new ones.
- **Add a Room:** Add another breakout room.
- **Open All Rooms:** Start the rooms. All participants will be moved to their respective rooms after confirming the prompt to join the breakout room. The host will be left in the main meeting until manually joining one of the rooms. The participants (and the host when manually joining a room) will see the following message shown when joining the breakout room.



Managing Breakout Rooms in progress

Once the Breakout Rooms have been started, the participants will be asked to join the Breakout Session. The host will stay in the main meeting until joining a session manually. If a participant has not joined the session yet, it will be noted by **(not joined)** next to their name.

▼ Breakout Room 1 Join

- Eren Yaeger

▼ Breakout Room 2 Join

- Jack Barker

Broadcast a message to all ^ Close All Rooms


- **Join:** Join the breakout room.
- **Leave:** Leave the room and return to the main meeting (only shows when in a breakout room).
- **Close All Rooms:** Stops all rooms after a 60 second countdown, shown to the host and participants, and returns all participants back to the main meeting.

Participants can ask for help

Participants in breakout rooms can request that the meeting host join their meeting by clicking **Ask for Help**.

Join Audio | Participants | Share Screen | Chat | Record | **Ask for Help** | Leave Breakout Room

The host will be prompted to join the room where the request originated from. Click **Join Breakout Room** to join the room.

 Eren Yaeger in Breakout Room 1 asked for help.

Join Breakout Room Later

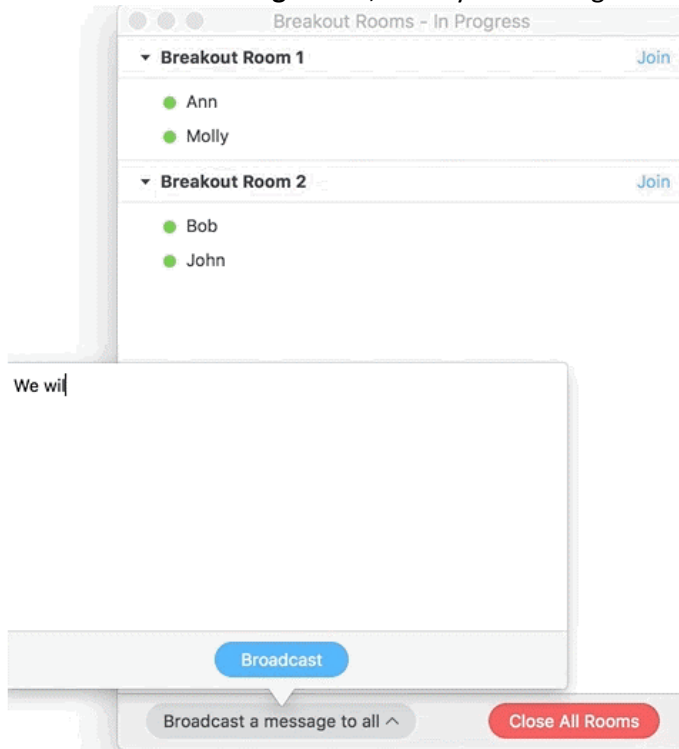
Broadcasting a message to all Breakout Rooms

The host can broadcast a message to all breakout rooms to share information with all participants.

1. Click **Breakout Rooms** in the meeting controls.



2. Click **Broadcast a message to all**, enter your message and click **Broadcast**.



3. The message will now appear for all participants in Breakout Rooms.

Training videos for getting started with Zoom:

- Sign Up & Download Meeting Client <https://youtu.be/qsy2Ph6kSf8>
- Joining a Meeting <https://youtu.be/hIkCmbvAHQQ>
- Scheduling a Meeting <https://youtu.be/XhZW3iyXV9U>
- Meeting Controls https://youtu.be/ygZ96J_z4AY
- Sharing Your Screen <https://youtu.be/YA6SGQIVmca>
- Zoom Video Breakout Rooms <https://youtu.be/jbPpdyn16sY>
- Joining & Configuring Audio & Video <https://youtu.be/-s76QHshQnY>
- Polling (In Meeting) <https://youtu.be/erz4xtQHoVs>

Additional recourses:

Support portal of Zoom: Getting Started with Zoom: <https://support.zoom.us/hc/en-us/categories/200101697>

Live Training Webinars (also pre-recorded sessions already available):

<https://support.zoom.us/hc/en-us/articles/360029527911-Live-Training-Webinars>