

EXTENSIVE ZOOM GUIDE FOR TEACHERS

This guide covers an extensive set of instructions related to different tools and functions for Zoom for teachers. For any questions please contact icto-feb@uva.nl.

Would you like help from a TA to prepare and run your Zoom sessions? Please contact teachingsupport-eb@uva.nl and we will provide a TA!

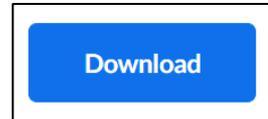
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1. DOWNLOADING THE ZOOM APP

Please begin by installing the Zoom software, by downloading it from zoom.us/download. The Zoom Client software is the first link available on the website.



The Zoom app will also download automatically when you try to access a Zoom meeting for the first time, but it is best if you have predownloaded the software.

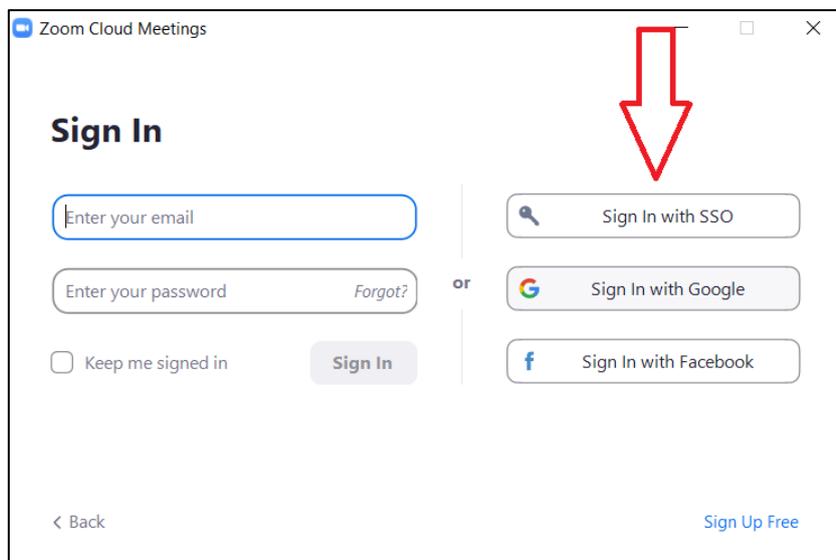
2. DIFFERENT ROUTES TO START/JOIN/SCHEDULE A ZOOM MEETING

Once the software is downloaded, you can start, join or schedule your next Zoom session. There are different routes that allow you to do so, and in this section all of them will be covered.

1. Via the Zoom Desktop Client App

The Zoom Client App allows you to join, start or schedule a meeting. In order to do so, you first have to login with your UvA account. Follow these steps:

1. Open the Zoom App
2. Click on the **Sign In With SSO** option



Zoom Cloud Meetings

Sign In

Enter your email

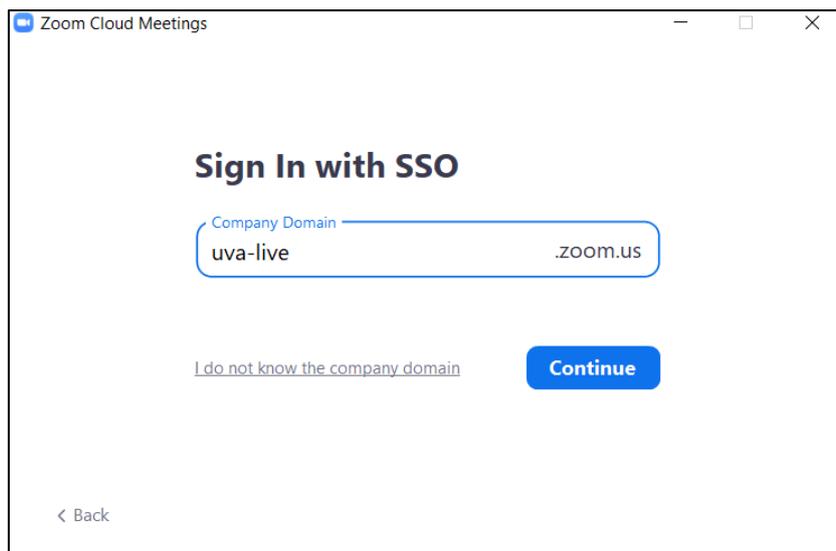
Enter your password [Forgot?](#)

Keep me signed in

or

[Back](#) [Sign Up Free](#)

3. You will be now asked for a "Company Domain". Type "uva-live" in the blank space



Zoom Cloud Meetings

Sign In with SSO

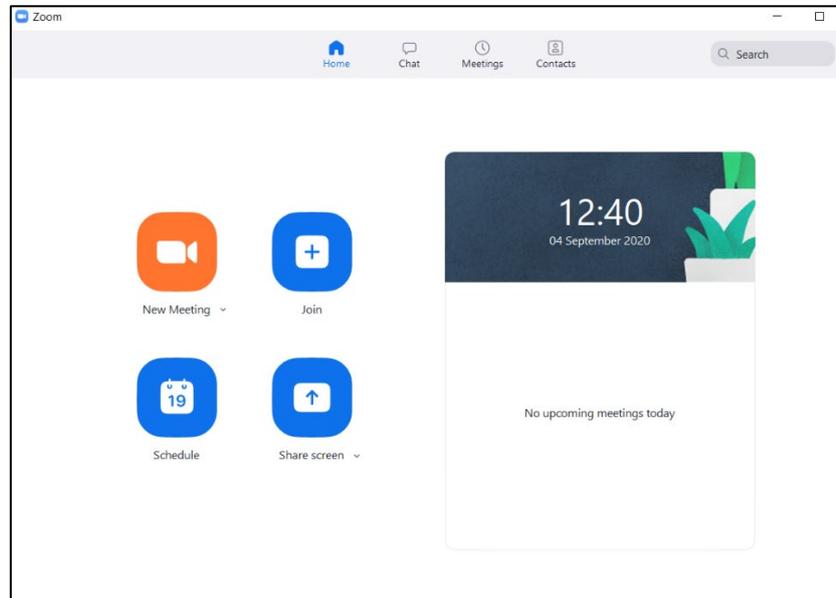
Company Domain

uva-live .zoom.us

[I do not know the company domain](#)

[Back](#)

4. You will now be redirected to a UvA web browser login page. Proceed to log in with your UvA account.
5. Once logged in, your browser will ask you to open the Zoom App again. You will be now logged into your UvA account in the Zoom App, which should look like this:



6. As you can see, you now have the options to start a new meeting, to join one or to schedule one.

 Be aware that you cannot start another meeting if you're the host of a meeting you created (for someone else). You are not allowed to be the host of two meetings happening at the same time. If you schedule a meeting, you are the host, even if you never join it.

2. Via Canvas

Canvas offers the possibility for teachers to schedule and offer the links to Zoom Meetings on Canvas. Here are the steps to use Zoom via a Canvas course:

2.1 Check your set-up

To begin, access your Canvas course and click on the Zoom button in the course menu. Once you've done that, you might get an error saying "User does not exist or not belong to this account"



Warning

User e.blankwater@uva.nl not exist or not belong to this account.

Error Code 1001

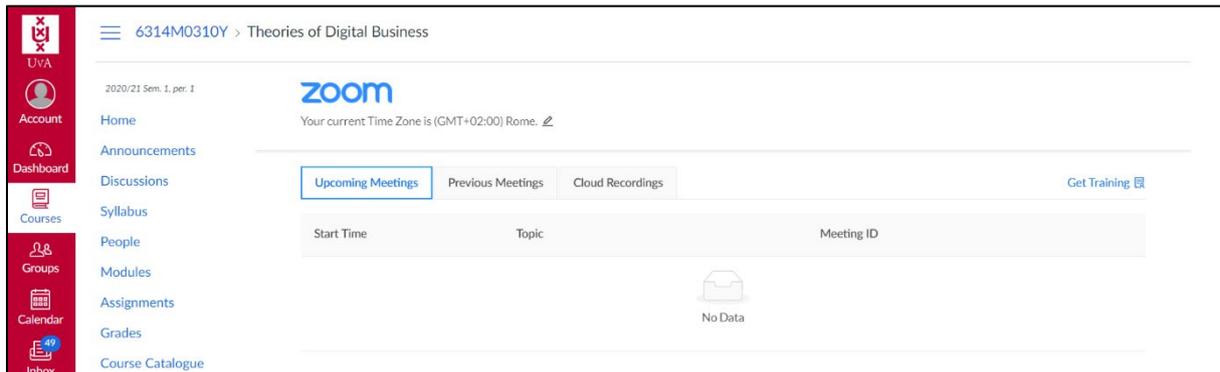
If this happens, don't worry. It is because you already have a personal Zoom account tied to your @uva.nl email address. This can be easily fixed by logging in on zoom.us (log out first if you're already logged in) and you should be prompted with a request to switch accounts.

[This short video](#) explains how to connect your Zoom account with UvA's business account in a few steps.

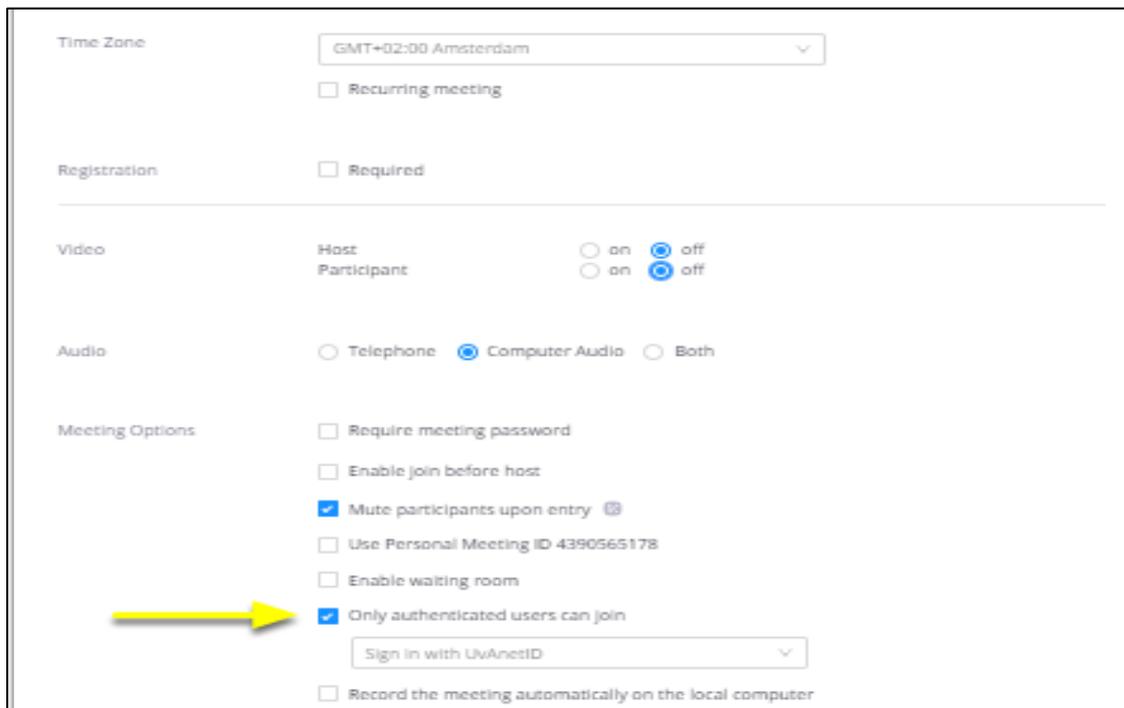
You should now be able to enter the Zoom section of your Canvas course.

2.2 Plan your Zoom Meeting

Once you access Zoom on your Canvas course, you should see this screen:



1. Click **Zoom** in the menu of your Canvas course
2. Click **Schedule a New Meeting**
3. Name your meeting(s). Make sure the name is useful to you and your students
4. Choose recurring meetings, when appropriate.
5. We recommend using the settings displayed below, although for larger groups (10+), you might opt for participant video OFF for bandwidth.



6. You do NOT need to enable Registration for your meeting, however, you can opt for registration if you would like to gather certain information about participants beforehand. As a default, we would recommend NO registration.
7. Only authenticated users can join, so students can only join with a UvAnetID to improve security of Zoom meetings.
8. Once you click **Save**, you will find a confirmation screen that highlights your information.

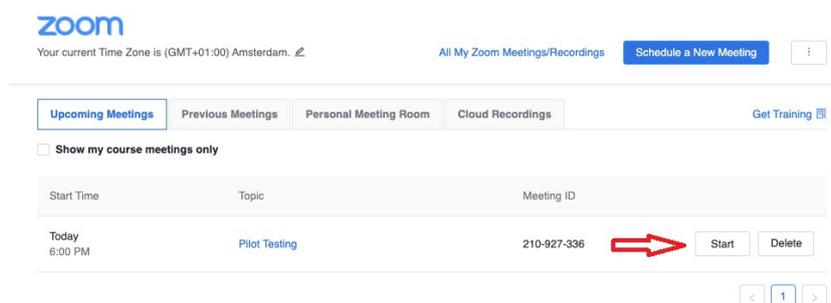
Meeting Options

- Require meeting password
- Enable join before host
- Mute participants upon entry 
- Use Personal Meeting ID
- Enable waiting room
- Only authenticated users can join : Sign in with UvAnetID
- Record the meeting automatically on the local computer

9. You are now ready to start this meeting. (But you don't have to start it right away)
10. *Please note:* as mentioned in section 1, during your FIRST time using Zoom, you will be prompted to download Zoom software. We recommend you [Download and install Zoom \(Links to an external site.\)](#) for your Mac, PC, mobile, or tablet device. The Zoom software is not required, but is recommended as it will give you more options. Even if you have a UvA laptop that does not allow you to install all software, the Zoom software should still work.

2.3 Start Your Zoom meeting

1. Before you start your class, especially if it's a new experience for you and your students, we recommend that you communicate with your students that you will use Zoom. It is also recommended that you redirect the students to this website - zoom.us/test - to encourage them to test their settings and ensure they are ready for the online class.
2. When you are ready, click Zoom on your Canvas course and you'll see any upcoming meetings on the home screen.



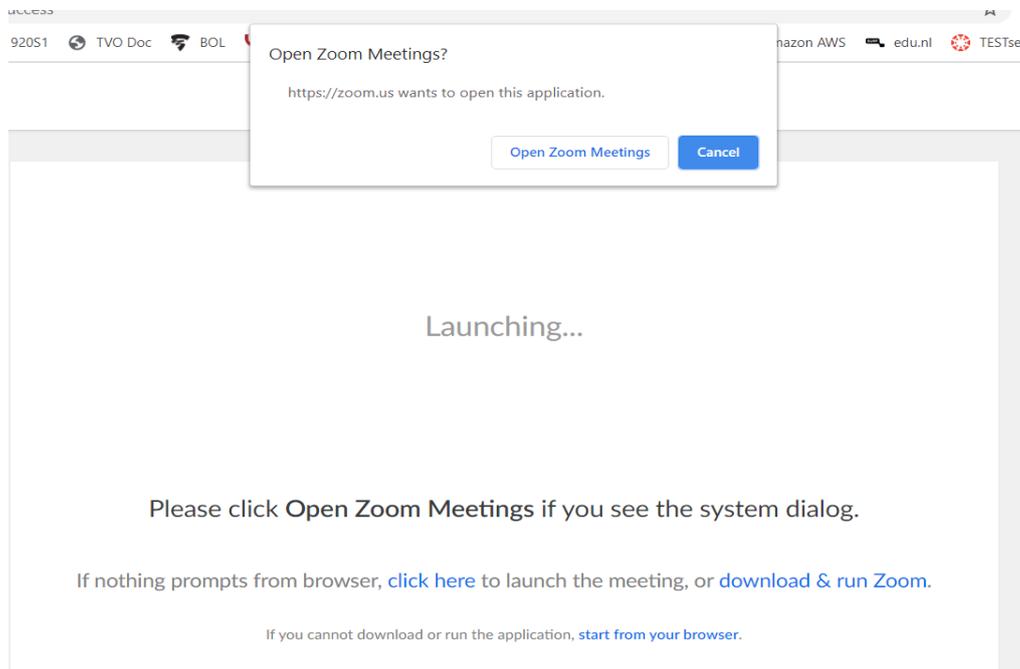
The screenshot shows the Zoom web interface. At the top, it says 'zoom' and 'Your current Time Zone is (GMT+01:00) Amsterdam'. There are buttons for 'All My Zoom Meetings/Recordings', 'Schedule a New Meeting', and a menu icon. Below that, there are tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings'. A checkbox 'Show my course meetings only' is checked. A table lists upcoming meetings:

Start Time	Topic	Meeting ID	
Today 6:00 PM	Pilot Testing	210-927-336	<input type="button" value="Start"/> <input type="button" value="Delete"/>

A red arrow points to the 'Start' button. At the bottom right, there are navigation buttons: '< 1 >'.

3. Click **Start**.
4. You will see the screen below. If you do not see the pop-up, it means you do not have the Zoom Meeting software installed. You can do two things: install the software (recommended, it should take

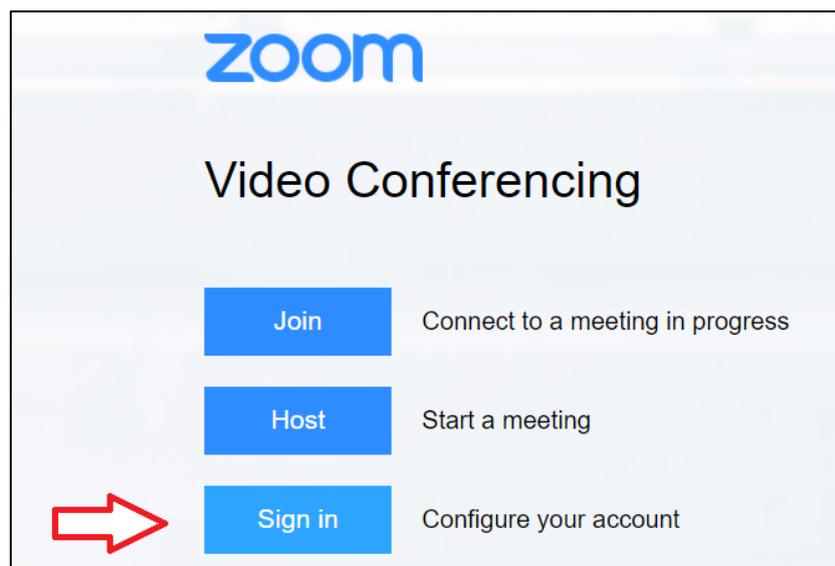
only 30 seconds) or use Zoom through your browser by clicking “start from your browser”. Be aware that the latter option will give you fewer options than the software.



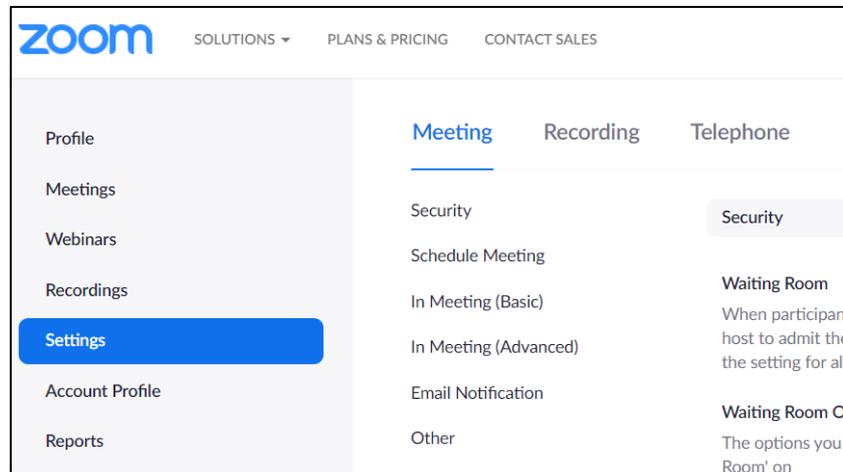
5. You have now entered your Zoom meeting.

3. Through the UvA web portal (uva-live.zoom.us)

The **UvA web portal** will allow you to join, host and schedule a meeting in a similar way as with the desktop app. However, the UvA web portal also allows access to several settings and tools necessary for webinars. Go to the link of the UvA web portal (uva-live.zoom.us), click on the **Sign In** option and login with your UvA account.



Signing in to the web portal allows you to change your account settings related to the **privacy** (the use of waiting rooms and passcodes to access the meetings) as well as other settings in **Meetings** (configuration of chats, co-hosts, screen-sharing etc.) and to the **Recordings** of meetings.



 Be careful scheduling Zoom meetings via Canvas in the case of large courses with many students divided into several workgroups. You cannot schedule simultaneous meetings, let the tutorial teachers schedule their own Zoom meetings. In Canvas every student can see the link to every scheduled meeting (for all the groups, not just their own) on the Zoom page!

4. Scheduling Recurring Meetings

Zoom allows you to schedule meetings with multiple occurrences, so that each occurrence uses the same meeting ID and settings. You can schedule these meetings in daily, weekly, and monthly increments. You can also set a recurring meeting to be used at any time. Meeting IDs for recurring meetings expire 365 days after the meeting was last started.

In order to schedule a recurring meeting, follow these steps:

1. Sign in to the Zoom desktop client app (or your Canvas Zoom page, or via uva-live.zoom.us)
2. Proceed to scheduling a meeting as usual
3. Make sure the **Recurring meeting** option is checked.

Start:

Duration:

Recurring meeting 

4. Click **Schedule** to open the calendar you have selected and set up your recurring meeting.

4.1 Setting the recurrence in Outlook desktop

Note: You must have Outlook desktop installed on your computer for this to work.



2. Change the recurrence settings, then click **OK**.
3. Finalize your meeting options and click **Save**.

3. ZOOM WEBINARS

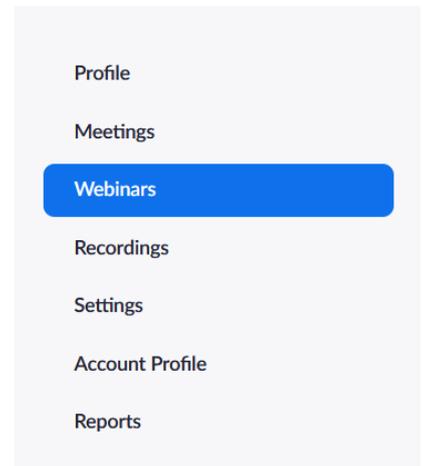
Ordinary Zoom Meetings only allow for up to 300 participants in a meeting. In case meetings have more than 300 participants, a Zoom Webinar is required. Given the large number of participants, a Webinar comes with different options and functionalities.

In contrast to a Zoom Meeting, a Webinar has a host and co-host(s), panellists, and attendees.

3.1 Scheduling a Zoom Webinar

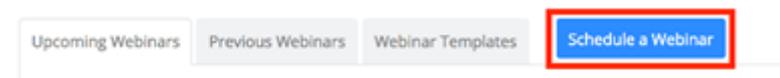
Zoom Webinars can only be scheduled from the UvA web portal (<https://uva-live.zoom.us>).

1. Navigate to the Zoom web portal at uva-live.zoom.us.
2. Press sign-in. Now login with your UvA account.
3. Navigate to Webinars in the left panel.



Webinars cannot be scheduled by all UvA employees. Make sure you have requested access to Zoom Webinars in order to schedule one. Please contact icto-feb@uva.nl if you do not have access.

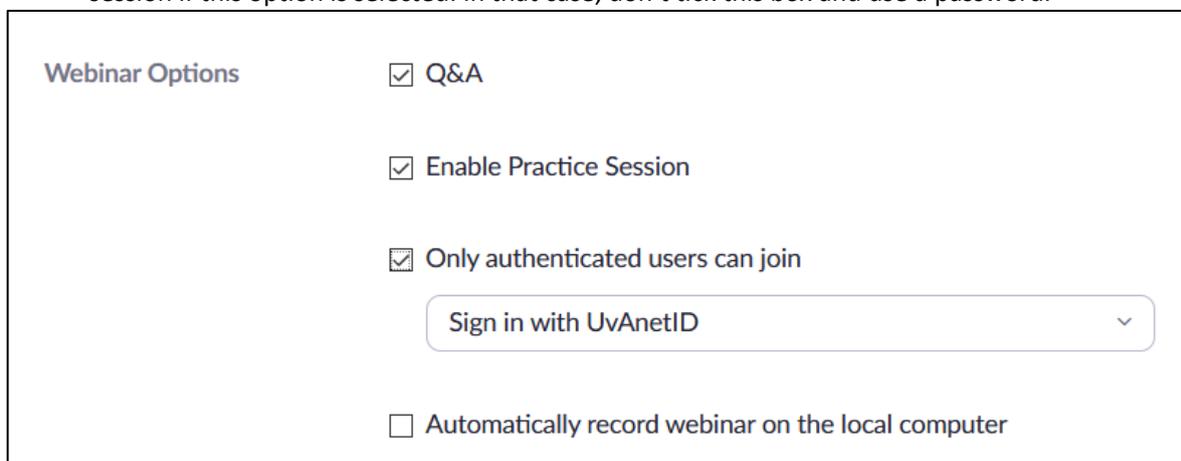
4. Press Schedule a Webinar at the top.



3. Now schedule the Webinar in a similar fashion to instruction 2.2.

4. Make sure you tick the following boxes:

- Q&A enabled
- Enable Practice Session
- Only authenticated users can join. Beware that external guests will not be able to join the session if this option is selected. In that case, don't tick this box and use a password.



5. Add all moderators as alternative hosts.

6. Press schedule to confirm the Webinar.

3.2. Starting a Zoom Webinar (Practice session)

1. Navigate to the Webinar part of the Zoom web client.
2. Press start.
3. You will now automatically start the practice session. The host, co-host(s) and pre-assigned panellists are able to join the practice session. During the practice session, everyone will see the following banner:

You're in a practice session. Attendees cannot join until you start the webinar.

[Start Webinar](#)

4. Click Start Webinar to allow attendees to join the webinar.

3.3. Roles in a Webinar

There are multiple roles in a Webinar. Host, co-host, panellist, and attendees.

3.3.1 Host

The host of the webinar is the user who the webinar is scheduled under. They have full permissions to manage the webinar, panellists, and attendees. There can only be one host of a webinar. The host can do things like stop and start the webinar, mute panellists, stop panellists' video, remove attendees from the webinar, and more.

3.3.2 Co-host

Co-hosts share many of the controls that hosts have, allowing the co-host to manage the administrative side of the webinar, such as managing attendees or starting/stopping the recording. The host must assign a co-host. Co-hosts cannot start a webinar. If a host needs someone else to be able to start the webinar, they can assign an alternative host.

3.3.3 Panellist

Panellists are full participants in a webinar. They can view and send video, screen share, annotate, etc. You must be assigned panellist permissions by the webinar (co-)host. The host can also disable some features for panellists, including starting video, sharing your screen, and recording.

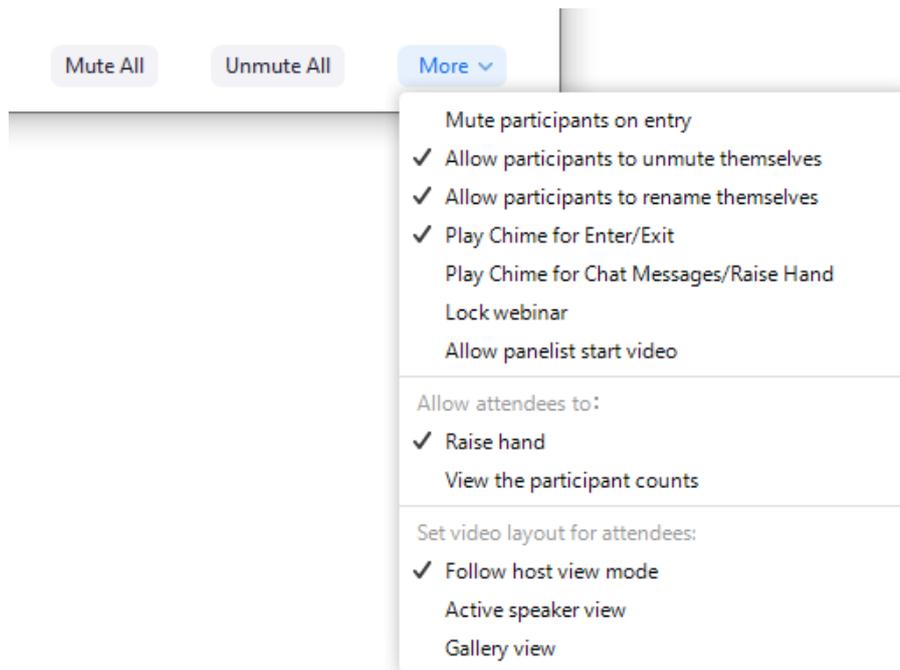
3.3.4 Attendee

Attendees are view-only participants who can be unmuted if the (co-)host chooses to. Their view of the webinar is controlled by the host. They can interact with the host and the panellists through the Q&A and the chat. They are not able to turn on their webcam or annotate on the screen.

3.4. Important Webinar control settings

There is a number of important settings that have to be set-up before the webinar starts.

1. Go to the Participants.
2. At the bottom, click More^v.

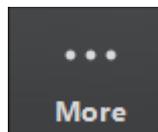


3. Now select the desired settings. Make sure you select Mute participants on entry.

4. Make sure you don't select the following options:

- Allow participants to rename themselves
- Play Chime for Enter/Exit
- Play Chime for Chat Messages/Raise Hand
- Lock webinar

5. Now start sharing your screen.

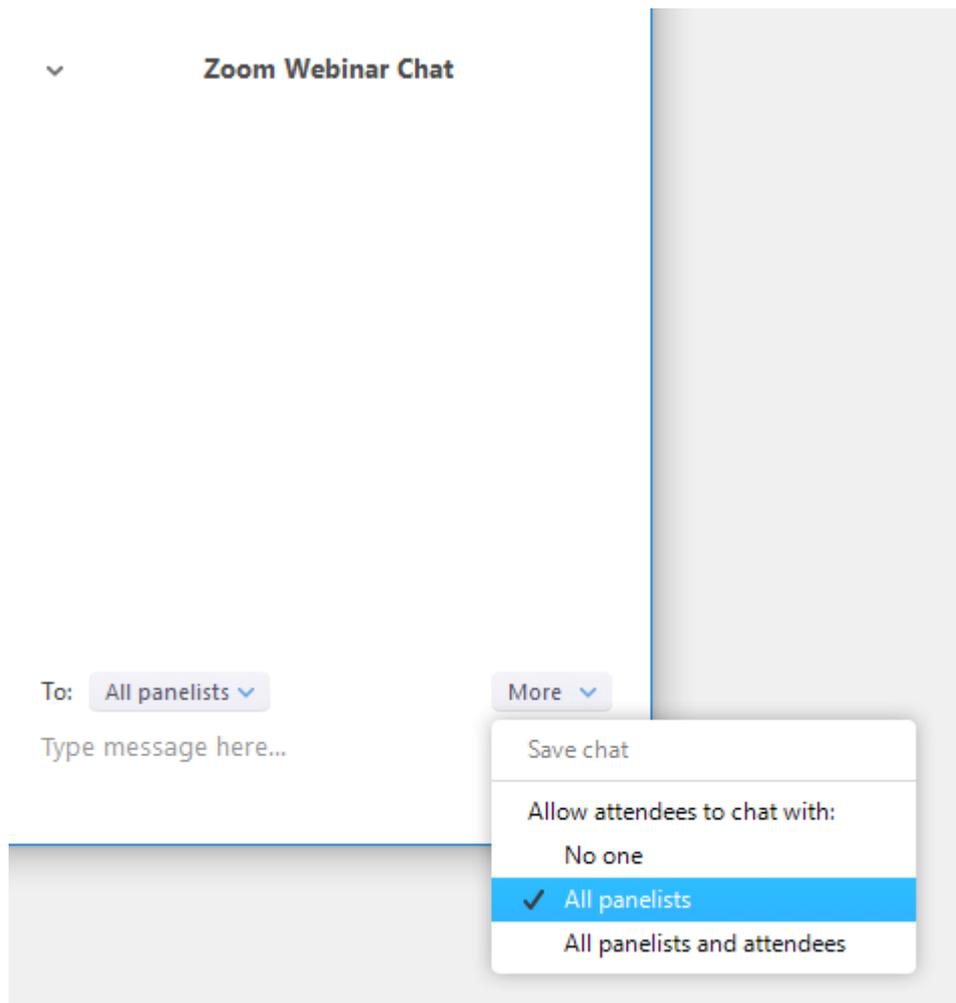


Chat	Alt+H
Record	Alt+R
Meeting Info	
Enable Annotation for Others	
Hide Names of Annotators	
Hide Floating Meeting Controls	Ctrl+Alt+Shift+H
Live on Facebook	
Live on Workplace by Facebook	
Live on YouTube	
Live on Custom Live Streaming Service	
Share computer sound	
Optimize Share for Full-screen Video Clip	
End	Alt+Q

7. Make sure you decide whether you want to disable Annotation for Others or not. Note that if Annotations are enabled, only the (co-)host and panellists will be able to annotate, as attendees do not have this option.
8. If you don't disable Annotation for Others, decide whether you want to select Hide Names of Annotators or not.
9. Make sure you select Share computer sound and Optimize Share for Full-screen Video Clip if you want to show video's during the Webinar. Do note that this option also comes with a major downside: all Zoom windows you have opened will now show up on top of the screen participants will be able to see. Therefore, only use this option when sharing a video.

3.5. Using Webinar chat

1. Click Chat in the Meeting Controls.
2. At the bottom, click More[∨].



3. Click the desired chat option. In case No one is selected, only panellists are able to use the chat.
4. Note that these settings can always be changed during the Webinar.

3.6. Webinar Q&A

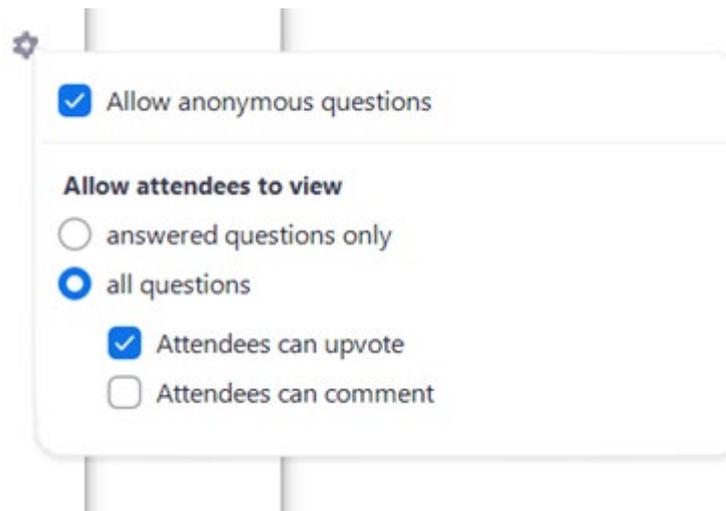
Due to the audience size of Webinars, Zoom has added a Q&A function. Only attendees (and not panellists!) are able to ask questions through this function. The (co-)host(s) and panellists can answer these questions.

3.6.1 Setting up a Q&A

1. Make sure you have enabled Q&A in step 3.1 of this instruction.



3. Press the settings wheel in the top right corner.



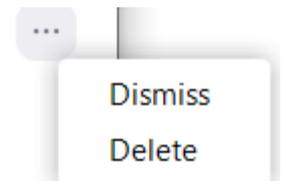
4. Select the desired settings.

3.6.2 Managing Q&A during a Webinar

Questions will appear in the Open tab of the Q&A panel.

The host, co-host, and all panellists can answer questions:

1. Press Type answer to answer the question in text. The question will now move to the Answered tab.
2. Press Answer live if you addressed the question during the Webinar.
3. Press the three dots in the right corner of the question if you want to dismiss or delete the question.
4. Dismissed questions can be reopened by pressing Reopen in the Dismissed tab.



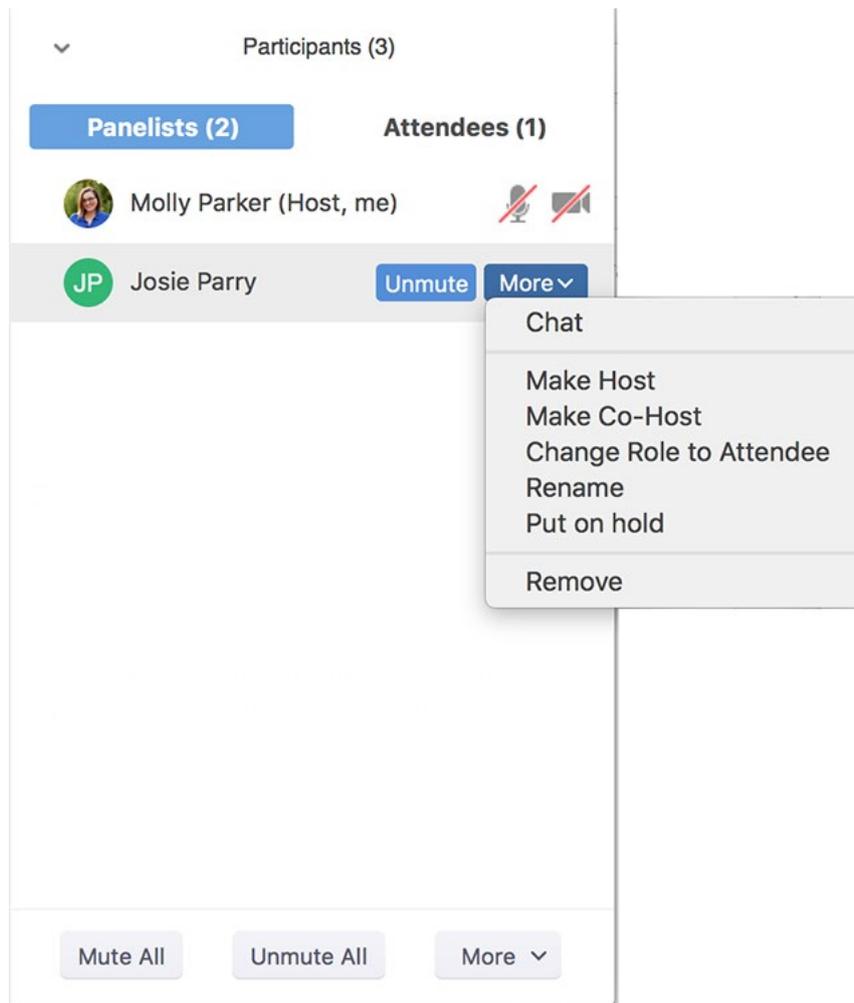
Attendees can upvote questions by pressing the thumbs up below a question. Zoom will automatically sort asked questions by the number of upvotes to ensure the most relevant questions are most visible. Attendees can also comment/answer questions of other attendees if that option is enabled.

3.7. Managing participants in a webinar

There's a number of important controls that you need to be able to use during the webinar.

3.7.1 Managing Panellists

1. Click on Participants in the webinar controls.
2. Press the Panellists tab.

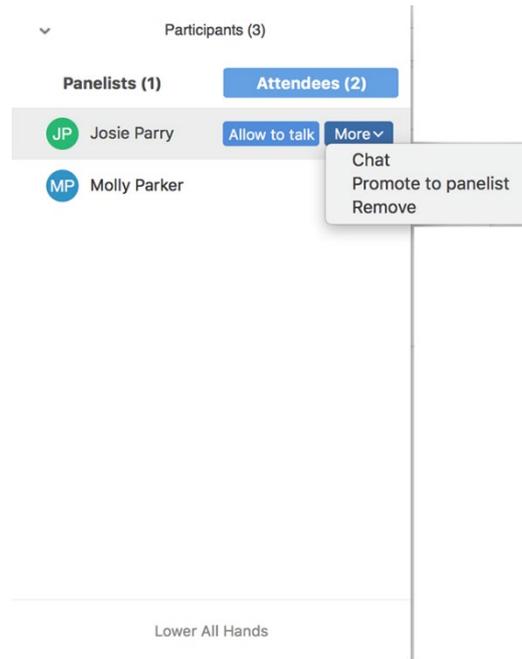


3. Familiarize yourself with the Mute All, Unmute All and More[∨] buttons.
4. Hover over the panellist's name.
5. Press Mute/Unmute to mute the panellists or request them to unmute their microphone. The panellist always needs to accept the unmute prompt before they are unmuted.
6. Press More[∨] to access more controls:
 - Chat: Open the chat window to send messages directly to the panellist.
 - Make Host: Assign the panellist to be the host. Note that there can only be one host, so this will impact your own role of host.
 - Make Co-Host: Assign the panellist to be a co-host.
 - Change Role to Attendee: Click this to change the panellist's role to an attendee.
 - Rename: Change the panellist's name that is displayed to other participants.
 - Put on hold: Place the panellist on hold. This will temporarily remove them from the webinar so that they cannot hear you, see your screen share or your video. Their webinar screen will change to the message: "Please wait, the meeting host will let you in soon", followed by the name and date of the webinar.
 - Remove: Remove the panellist from the webinar. They will not be able to re-join unless you allow participants and panellists to re-join in your Zoom account settings.

3.7.2 Managing Attendees

1. Click on Participants in the webinar controls.
2. Press the Attendees tab.
3. Familiarize yourself with the Lower All Hands button.

4. Hover over the attendee's name.



5. Press Allow to Talk to allow the attendee to unmute and speak in the webinar. The participant will receive a prompt to confirm if they want to unmute or stay muted. If you already allowed a participant to talk but they decided to stay muted, click Unmute to prompt them to unmute their mic. All participants will be able to hear them.

6. If you allowed the attendee to talk, you will see these options:

- Mute / Unmute: Mute or unmute the attendee. They need to accept the unmute prompt before they are unmuted.
- Disable talking: Revoke the attendee's ability to talk. This will mute the participant and prevent them from unmuting themselves.

7. Press More[∨] to access more controls:

- Lower hand: Lower the participant's hand. Their position in the participants will move down.
- Chat: Open the chat window to send messages directly to the attendee.
- Promote to Panellist: Make the attendee a panellist.
- Remove: Remove the attendee from the webinar. They will not be able to re-join unless you allow participants and panellists to re-join in your Zoom account settings.

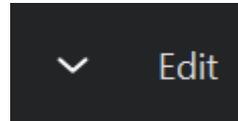
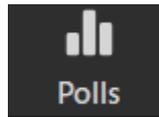
3.8. Polling for Webinars

Polling works slightly different for Webinars compared to ordinary Zoom meetings.

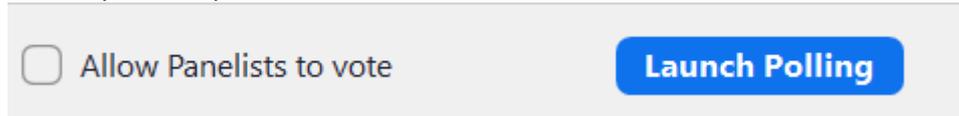
3.8.1 Adding polls before the Webinar

1. Go to the Webinars page in the Zoom web portal at uva-live.zoom.us.
2. Go to the Webinars page and click on the scheduled webinar.
3. From the webinar management page, scroll to the bottom and click Poll.
4. Click Add, to create a poll.
5. Follow the instructions to make the poll.
6. Add up to 25 different polls per Webinar.

3.8.2 Launching polls during the Webinar



3. Decide whether you want panellists to vote or not.



4. Press Launch Poll to start Polling.



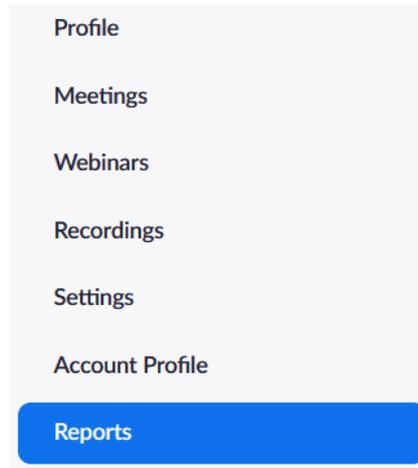
6. Click Polling once more to (re)launch polls or share polling results.



3.9. Webinar reports

After the webinar, you can download various reports about your webinar.

1. Navigate to the Zoom web portal at uva-live.zoom.us.
2. Press sign-in. Now login with your UvA account.
3. Press Reports in the left panel.



4. Press Webinar.

Webinar

View registration, attendee, performance, Q&A, poll and survey reports for webinars.

5. Now select the report you'd like to view. Note that you can only download a Registration Report if you enabled Registration in the settings when scheduling the Webinar.

Step 1: Select Report Type

Registration Report [?]
 Attendee Report [?]
 Performance Report [?]
 Q&A Report [?]
 Poll Report [?]
 Survey Report [?]

6. Select the Webinar you want to download the report from.

Step 2: Choose a Webinar

From:

Maximum report duration: 1 Month

Date	Time	Topic	Webinar ID	Unique Viewers [?]	Total Users [?]	Max Concurrent Vi ews [?]
<input type="radio"/> Sep 9, 2020	04:45 PM	My Webinar	915 6153 8912	1	4	1

7. If necessary, select the options you would like. Then press Generate CSV Report.

Step 3: Generate Report

- Summary information will be included at the top of the report
- Sort the attendee list by attended status

8. You can now open the Report or download the Report to your computer.

10. Adding/Removing Panellists before the Webinar

In addition to adding/removing panellists during the Webinar, you can pre-invite panellists.

1. Navigate to the Zoom web portal at uva-live.zoom.us.
2. Press sign-in. Now login with your UvA account.
3. Navigate to Webinars in the left panel.
4. Click the Webinar you want to add panellists to.
5. In the Invitations tab, select the Edit button in the Invite panellists section.

[Invitations](#)
[Email Settings](#)
[Branding](#)
[Polls](#)
[Q&A](#)
[Integration](#)
[Live Streaming](#)

Invite panelists [Edit](#)

Invite Attendees Webinar Size: 500 attendees [Copy the invitation](#) | [Email me the invitation](#)

Link to join Webinar:

Approval No Registration Required [Edit](#)

6. Enter a name and email address to invite them.

7. Select Add Another Panellist to add more panellists. Press Save to send invites to the new panellists entered.
8. If you want to remove a panellist, click Delete next to the panellist's name.

4. LARGE ZOOM MEETINGS

Large Meetings are the same as the regular Zoom meetings but on a larger scale. A regular Zoom meeting can have up to 300 participants, however, depending on the license, a Large Meeting allows up to 500 or 1000 participants to attend a Zoom meeting.

4.1. Using Large Zoom meetings

Large Zoom meetings have the same features (as described in part 5 of this guide) and roles as a regular Zoom meeting.

4.1.1 Roles (Large) Zoom meetings

The host is the user that scheduled the meeting. They have full permissions to manage the meeting. There can only be one host per meeting.

Co-hosts share most of the controls that hosts have, allowing the co-host to manage the administrative side of the meeting, such as managing participants. The host can assign a co-host during the meeting by clicking Participants, hovering over the participant you want to promote to co-host, clicking on more and select make co-host. Co-hosts cannot start a meeting. If a host needs someone else to start the meeting, they can assign an alternative host.

Alternative hosts share the same controls as co-hosts but can also start the meeting. Hosts can assign an alternative host when they schedule a meeting.

Participants can unmute/mute, share their video, use reactions, check the participants list, use the chat and share their screen if enabled.

4.1.2 Features (Large) Zoom meetings

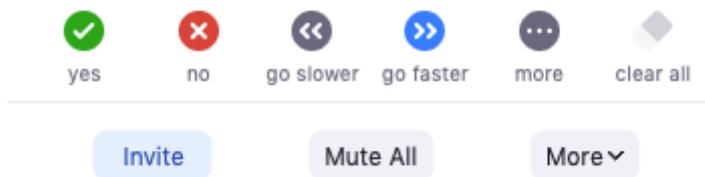
The following features that can be used in a regular Zoom meeting can also be used in a Large Zoom meeting (see part 5 for more detailed explanation):

- Manage participants through the participants list (see part 5.2)
- Share your screen and enable screensharing for participants (see part 5.3)
- Creating and managing breakout rooms (see part 5.4)
- Making and launching polls (see part 5.5)
- Using the in-meeting chat, privately and publicly
- Using Reactions to raise your hand and use other emoticons

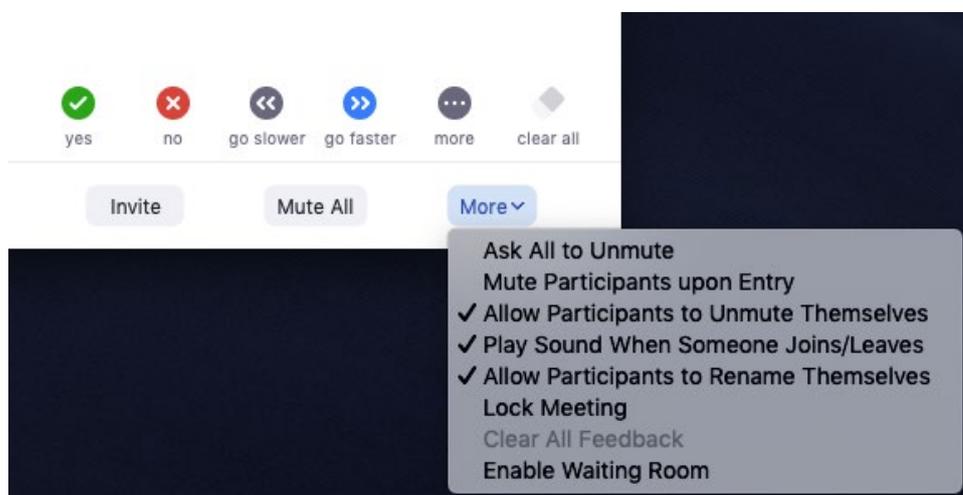
4.1.3 Managing Large Zoom meetings

More than 300 participants can share their video and audio during a Large Zoom meeting. So, there are some tools available to manage such large sized groups.

- Have a co-host in the Zoom session, for example a TA, who can manage the chat and the participants.
- Use the **Mute All** button at the bottom of the participant list to mute current and new participants. And click **Yes** on the pop-up window to confirm.



- If you don't want any of the participants to be able to unmute themselves during the meeting you can click on **More** at the bottom of the participants list and de-select the option **Allow participants to Unmute themselves**.

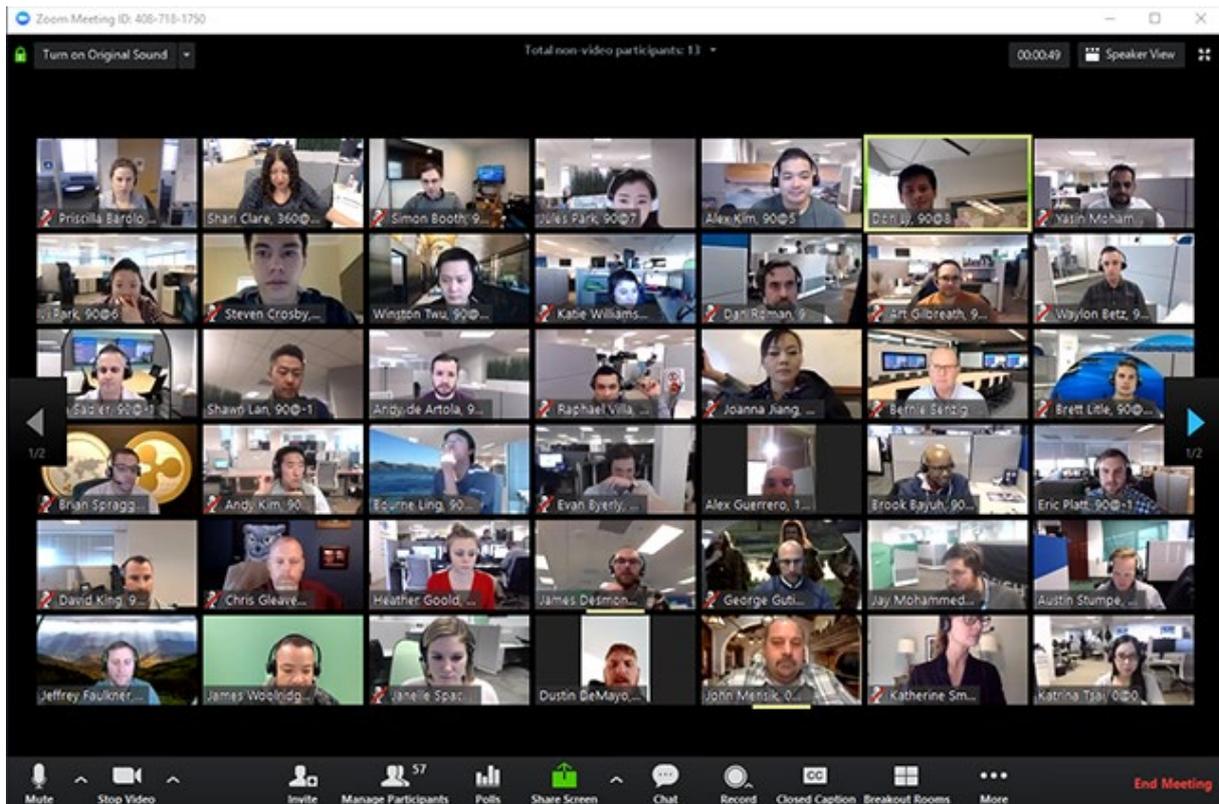


4.2. Large Zoom meetings vs Zoom Webinar

A Large Zoom Meeting is recommended when you want to provide your participants with a more collaborative and interactive experience, allowing them to interact with not only the hosts, but also other participants. A Zoom Webinar is recommended when you want participants to have a more view-only experience where there is less interaction, or when you would like to make use of the Q&A feature of Zoom webinar. For more differences between a (Large) Zoom meeting and Zoom webinar please have a look on the [Zoom support page](#).

5. TIPS FOR RUNNING ZOOM SESSIONS

When hosting a Zoom Meeting your screen will look something like this:



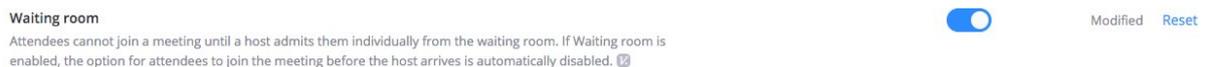
On the *bottom left* you will find the options to **mute** your microphone and to **stop to show your webcam**. On the *bottom center* you will find the **Host controls** (Invite, Participants, Polls, Share Screen, Chat, Record, Breakout Rooms, etc.) while on the *bottom right* you can **end the meeting**.

In the top-right corner, you can change the layout to **Gallery View** (like in the image above) so that you'll be able to see all the students on the page at the same time. Zoom will show you a maximum of 49 participants on a single page. If there are more people in a meeting, you can click on the arrow to move to the next page.

5.1. Waiting rooms

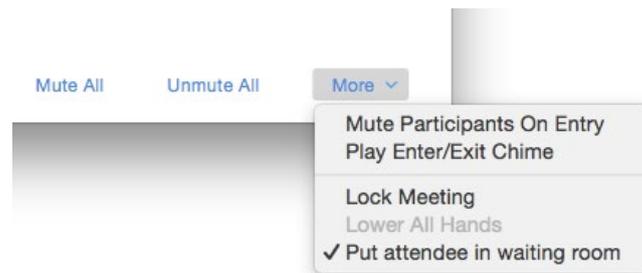
The Waiting Room feature in Zoom allows the meeting host to control when a participant joins the meeting. You can meet with one person while another waits in the waiting room and then allow the person waiting to join the meeting. Here's how to enable Waiting Room for your own meetings:

1. Log in to your Zoom account at uva-live.zoom.us.
2. Navigate to the **Waiting Room** option in the **Meeting** tab and verify that the setting is enabled. If the setting is disabled, enable it.



5.1.1 Using the Waiting Room

1. Once in meeting, the option will be enabled in the **Participants'** window under **More**



2. Once a participant joins, you will see the option to either **Admit** or **Remove** the user. Selecting **Admit** will allow them to join the meeting.

3. When a participant is waiting to enter the meeting, they will see the following message:

Please wait, the meeting host will let you in soon.

5.2. Muting and unmuting participants in a meeting

As a host or a co-host you can mute all participants (both those that are already in the meeting as well as new participants) by clicking on **Participants** and then on **Mute all**. Click **Yes** on the pop-up window to confirm. You can also check the option to **Allow participants to unmute themselves**.

5.2.1 Ask All to Unmute

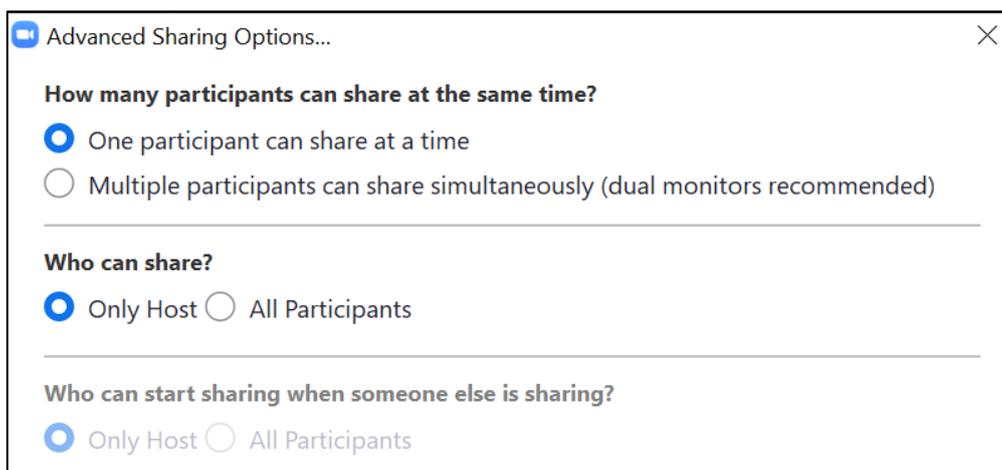
As a host or a co-host you can also ask everyone in the meeting to unmute themselves. We advise to NOT use this feature during classes since it can be noisy. If you wish to do so click on **Participants**, then on the Participants menu click on **More** (3 dots symbol) and then click **Ask All to Unmute**.

5.3. Sharing your screen

Zoom gives you the opportunity to share your screen. For example, you can share with your students YouTube Videos, MP4 Videos, PowerPoint presentations, Word files, PDF Files and also a Whiteboard.

 When sharing your desktop be careful to close all the content you don't want to show to your audience (e.g. tabs in your web browser)!

Note that students can also share their screens. If you would like to enable this, go to the **Advanced Sharing Options** clicking on the small arrow (^) next to share screen. In the same menu you can also enable the option to allow multiple participants to share simultaneously:



5.3.1 Sharing Your Screen for Slideshows

For some meetings you might wish to share your screen to show a presentation (e.g., PowerPoint). To do so:

1. Once the call has started, open PowerPoint.
2. In Zoom, click on the **Share screen button** (the green icon). You will now see a series of tiles. Find your open PowerPoint file, select it and begin sharing. Everyone in your digital class can now see this file, as well.
3. You can easily pause your share at any time.
4. Simply hit **Stop Share** (in red) when you are finished with your slide deck.

5.3.2 Sharing Your Screen for Videos

During some meetings you might wish to share your screen to show a video, either from an online source or from your hard drive:

1. Once the call has started, open the video in your web browser (e.g. from YouTube) or in your media player app (if saved locally).
2. In Zoom, click on the **Share screen button** (the green icon). You will now see a series of tiles. Find your Video, select it and begin sharing.
3. Start the video from the web browser/media player.
4. Simply hit **Stop Share** (in red) when the video has ended.

 When sharing a video, make sure that the audio syncs and that the microphones are off! Also don't forget to tick the options **Share computer sound** and **Optimize Screen Sharing for Video Clip** in the Share screen window:

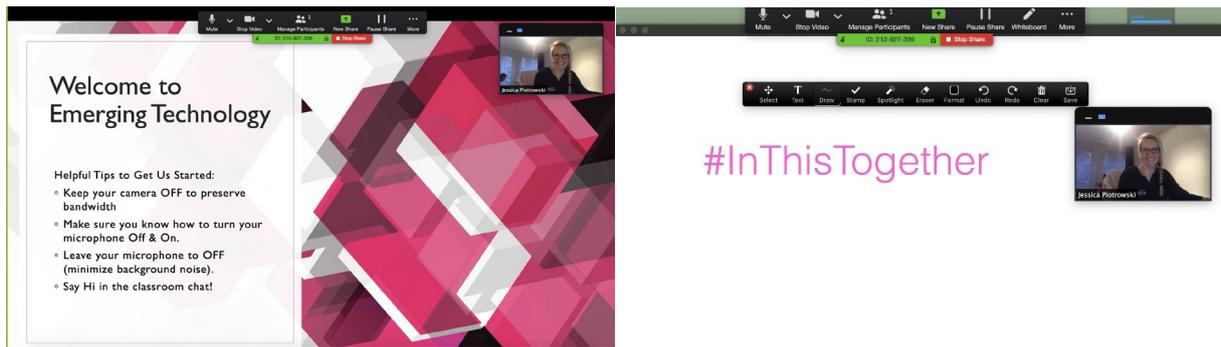
Share computer sound Optimize Screen Sharing for Video Clip

5.3.3 Sharing Your Screen for Whiteboard

For some meetings you might not require slides, but you might wish to share your screen to show a whiteboard. Zoom has an option for this, too!

1. Once the call has started, click on the Share screen button (the green icon). You will now see a series of tiles. Select **Whiteboard** and select share. Everyone in your digital class can now see the Whiteboard, as well.
2. Here you can go ahead and use the whiteboard tools to interact with your students.
3. You can easily pause your share at any time, your whiteboard will stay there during the class.
4. Simply hit **Stop Share** (in red) when you are finished.

An example of a slideshow screen share (left) and a whiteboard (right):



5.3.4 Annotations

After sharing your screen or whiteboard, annotation controls will display. If you don't see the annotation tools, click **Annotate** (if you are sharing your screen) or **Whiteboard** (if you are sharing a whiteboard). The annotations tools are the following:



You can also enable the participants of the meeting to annotate on your screen share. To do so click on the **More** (3 dots symbol) icon in your host controls (not the annotation tools bar) while screen sharing and click on **Enable Annotations for Others**.

💡 Please remember to clear your screen from annotations when you do not need them anymore (e.g. when you are moving to the next slide)! To do so, click on **Clear** (Trash Bin icon).

5.4. Breakout Rooms

If your class content makes sense for it, you can use the breakout room option in your class. Breakout rooms allow you to split your class in up to 50 separate sessions. You can choose how to split the participants, or you can let the system do this randomly.

5.4.1 How to create a Breakout Room



2. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms (Automatically or Manually).
3. Click **Create Breakout Rooms**.

You can also pre-assign participants to breakout rooms when you schedule the meeting instead of managing them during the meeting. To find out how, you can consult the [Zoom Documentation](#).

5.5. Polling in Zoom

The polling feature for meetings allows you to create single choice or multiple-choice polling questions for your meeting.

5.5.1 Creating a Poll

1. Go to the **Meetings** page and click on your scheduled meeting.

2. From the meeting management page, scroll to the bottom to find the **Poll** option. Click **Add** to create the poll.
3. Enter a title and your first question. You can select if you want the question to be single choice or multiple choice.
3. Type in the answers to your question and click **Save** at the bottom.
4. If you would like to add a new question, click **Add a Question** to create a new question for that particular poll.

You can add more polls by repeating Step 2. You can also create a poll by clicking **Polling** during the meeting. This will open up your default web browser where you can add additional polls or questions.

5.5.2 Launching a Poll

1. Start the scheduled Zoom meeting that has polling enabled.



3. Select the poll you would like to launch.
4. Click **Launch Poll**.
5. The participants in the meeting will now be prompted to answer the polling questions. The host will be able to see the results live.
6. Once you would like to stop the poll, click **End Poll**.
7. If you would like to share the results to the participants in the meeting, click **Share Results**.

You can download a report of the polls result in the Zoom Web Portal under **Account Management > Reports**.

5.6. Recording the Zoom Meeting

As a host, you have the ability to record the meeting. You can also grant this ability to a participant.



Please remember to inform the students that you are going to start recording the meeting and that they have the right to turn off their cameras. Note that Zoom will also broadcast an audio message to the participants about the meeting being recorded. A similar message will be broadcasted again when the recording has stopped.

Recordings can be paused and resumed, which is a handy feature if a break is included in the lecture that you want to exclude from the recording. Remember to pause and resume the recording at the start and finish of your break.

After the meeting has ended a window will pop up that shows the progress of the converting of the recording, which will be locally saved on your computer after the conversion. This recording can be uploaded to the Media Gallery in Canvas or Kaltura (video.uva.nl).

More information on Kaltura [here](#).

5.7. Chat and Attendee Report

5.7.1 Saving the chat manually

You can save your in-meeting chat manually during the meeting. This will save it locally on your computer.

1. When in a meeting, click on **Chat**.
2. At the bottom of the chat window, click **...**, then **Save Chat**.
3. This will save your chat to your local recording location.

5.7.2 Auto-saving the chat

1. Sign in to the UvA Zoom web portal (uva-live.zoom.us).
2. Click **Settings**.
3. Go to the **In Meeting (Basic)** section and click the toggle switch to enable the autosaving of chats.

5.7.3 Monitor Zoom Attendance

To monitor attendance, make sure that the following meeting settings are enabled:

- Registration - Required
- Only authenticated users can join

After the meeting, to generate the report go to uva-live.zoom.us and sign in, then:

1. Click **Reports** on the left menu.
2. Click on **Meeting**
3. Look for the Zoom meeting of your interest in the list of past meetings and Click on **Generate**.
4. Choose if you want to download the report about 'All Registrants', 'Approved Registrants' or 'Denied Registrants' and then click on **Continue**.
5. Click **Download** and a CSV document with the list of participants will be generated.

5.8. Zoom Etiquette

We have prepared a [Zoom Etiquette in Online Classes](#) document to be shared with your students.

5.8.1 Remove a student from a meeting

If a student is behaving inappropriately, you might decide to remove him/her from the meeting. To do so:

1. Click **Manage Participants** in the host controls to display the participants' list.
2. Hover over a participant name and when a new option appears click **More**.
3. Click **Remove** to remove the participant from your Zoom meeting.

 Please note that once a participant is removed from a recurring session, he/she will not be able to rejoin the next session! To enable him/her to join the following sessions sign in at uva-live.zoom.us, click **Account Management > Settings**. Then navigate to the **Meeting** tab. At **In-Meeting (Basic)**, switch on the **Allow removed participants toggle**.

5.9. End Your Meeting

Once you are finished teaching, it is very easy to end the meeting. Simply select the **End Meeting** option in the bottom right corner. You will then be asked to either **Leave Meeting** or **End Meeting for All**.

If you wish to leave, but have someone else in charge (e.g., a teaching assistant) you must make them a host first. You can do this by hovering over their name in the participant list, then clicking on **More > Make Host**.

For any questions please contact: icto-feb@uva.nl