**Transitioning to Online Classes with Zoom**

If you are using Zoom to host your online, synchronous class meetings, please know that Zoom is not automatically integrated with Canvas. As the instructor, **you will be responsible for setting up your own Zoom Meetings and communicating the Join URL Link to your students prior to your first meeting**. You can use the **Canvas Announcement** feature to reach your students 2 days prior to the start of your class. If you need help getting the word out to your students, contact your Program Representative.

UCLA Extension technical support is only able to offer limited support and liability protection for Zoom meetings since it is outside of our Canvas system. Please be aware that this places more responsibility on you as the instructor if you choose to use Zoom instead of Adobe Connect.

**Zoom Resources and Support**

Zoom has a robust set of tutorials for their software. Here are a few of the most helpful pages:

* [Zoom Meetings Help Site](https://support.zoom.us/hc/en-us/categories/201146643-Meetings-Webinars)
* [One Minute Tutorial Videos](https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials)
* [Diagnostic Test Meeting for Zoom](https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-Test-Meeting)

Some videos of note:

* [Scheduling a Meeting](https://www.youtube.com/embed/XhZW3iyXV9U?rel=0&autoplay=1&cc_load_policy=1)
* [Host Meeting Controls](https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls-)
* [Configuring Audio](https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Audio-)
* [Configuring Video](https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video-)
* [Sharing Your Screen](https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-)

You can also contact Zoom Support directly here: <https://zoom.us/contact>

In Addition to the above, we in the Writers’ Program have put together a mini-tutorial here with the basic steps for setting up a meeting.

**Scheduling + Joining a Meeting**

You should create and schedule a meeting specifically for your class. This will generate a unique **Join URL** which you can use to invite students to the meeting. We recommend using the same **Join URL** each week. You can set this up by selecting a **Recurring Meeting** and entering in all of your course times.

At UCLA Extension, instructors should **Require a Meeting Password** and distribute that password via **Canvas Announcements** to your students and UCLA Extension staff. This is to prevent any possible “Zoom Bombing” disruptions during your class. Here’s a tutorial page on how to [Require a Password for Meetings](https://support.zoom.us/hc/en-us/articles/360033559832-Meeting-and-Webinar-Passwords-). Essentially, under the **Meeting Options**, check **Require a Meeting Password** and a numerical entry code will appear. That code is your password. You can also edit this code.

To join the meeting, click on the **Join URL link** and you will be redirected to a Zoom meeting page. Click **Join**, and you will be prompted to enter the **Meeting Password**. The first time you connect on any device you will need to give Zoom **permission** to access the **microphone** and **webcam** on your computer. These will appear as pop ups. If you are using a cell phone, you will also need to **Install the Zoom App**.

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On Zoom, there are different meeting settings for whether participants are automatically joining with audio or video. By default, most accounts are set up to have participants join meetings with audio and video enabled, but you can edit these settings for each individual meeting on the **Meetings** page.

Participants and the Host can also control their audio and video participation during the meeting. Hosts can also mute all participants at once.

1. **Audio:** On the lower navigation bar, click the **microphone icon** to enable your own microphone. The icon will appear green once enabled. You can also mute yourself, and the icon will appear with a slash through it.
2. **Video:** Also on the lower navigation bar, click the **video icon** to enable your web cam.
3. **Muting Students**: If there is a loud background noise or feedback happening, as the host, you can mute students. Click on the student name and select **Mute**. Students will be able to unmute themselves when they’re ready to speak again. If you or a student are muted, you can quickly press the space bar to unmute yourself when you speak. Encouraging students to mute their audio when they’re not speaking will greatly help to reduce the background noise and feedback. Students can mute their own audio on the lower navigation bar. Headphones also help reduce background noise.

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**More Advanced Meeting Tools**

1. **Sharing Documents and/or Your Screen**: on the lower navigation bar, there is an option to **Share Your Screen.** When you click this, you will have options to share your whole screen or just a particular window. We recommend only sharing the window that contains your class information, not your whole screen. If you share your entire screen, whatever is visible on your entire screen will be shared with students. Students can also share their screen – you can enable this by clicking on the **down arrow next** to **Share Your Screen.**
2. **White Board Function**: One of the share screen options is a **White Board**. This will share with all participants a clean, white drawing space which you can use like a traditional whiteboard or chalkboard. From there you can draw, type, erase, highlight, and save any drawings.
3. **To Record a Meeting**: On the lower navigation bar, select **Record**. On the upper left, you will see a “Recording” memo appear. You can **pause** or **stop** recording here. Recorded sessions will be saved to your local computer when the meeting ends and will need to be uploaded to Canvas in order for your students to view them.
4. **Breakout Rooms**: Breakout Rooms are a neat feature in Zoom where you can virtually divide the class into smaller groups. Watch this [tutorial video here](https://www.youtube.com/embed/jbPpdyn16sY?rel=0&autoplay=1) to see how.
5. **Virtual Backgrounds**: Virtual backgrounds are a great way to add some fun into a meeting. Check out this [tutorial on Virtual Backgrounds](https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background). Please note that not all computers are capable of virtual backgrounds, and due to video streaming constraints for some people, it may be better to have participants use still images as opposed to videos in a large meeting.
6. **Removing a Participant from the Meeting**: if you find an unwanted guest has made their way into your Zoom meeting who is not a member of your class, as the host, you can remove them from the room. Click **Manage Participants** at the bottom of the Zoom window. Next to **the person you want to remove**, click **More**. From the list that appears, click **Remove**. This will remove the individual from the meeting. To prevent anyone else from joining, on the **Participants pane**l again, click **More**. From the list that appears, click **Lock Meeting**. This will prevent anyone from joining the meeting for the remainder of your session.

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**Communicating Ahead of Time with Students**

We will be sending out a general email to all students just before the spring quarter begins letting them know that even onsite courses will be held online and to check their Canvas Course Page for announcements. But **students will not receive notification for your Zoom Meeting or the Join URL. You will need to contact your students ahead of the quarter through a Canvas Announcement** withthe **Join URL link** and any important meeting details. We’ve also written up a template message you can send out ahead of time below in the section titled Student Tips and Tricks for Zoom.

We also recommend un-publishing the Conference Room feature on Canvas so your students do not head to the wrong meeting location.

**Zoom Course Module Note (Canvas)**

In addition, for all of our classes using Zoom, please post the **Join URL link to your course modules in Canvas.** Please also add the note below.

**PLEASE NOTE:** Your instructor has opted to use Zoom which is a different platform than the licensed app (Adobe Connect) for UCLA Extension to conduct your live meetings during this course. Please click the provided link to connect to your session as planned by your instructor. Since this app is not the official platform for Canvas, we will not be able to provide much technical support should you need troubleshooting. In most cases, you can simply log in by clicking the link provided by your instructor. We recommend you browse Zoom’s support link (https://support.zoom.us/hc/en-us (Links to an external site.)) to get familiar with the platform. There are also many tutorials online that can be of help should you simply Google it. If you have any issues, please contact your instructor for support. Thank you.

**Student Tips and Tricks for Zoom**

Our class will be meeting via Zoom on **[Date]** and **[Time]**. Here is the class **Join URL:**

At our regularly scheduled class meeting time, click the above link. If this is your first Zoom meeting, check out the [**Zoom Meeting Join Instructions**](https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-) here: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-> You will be prompted to enter a **Meeting Password** which is **[Meeting Password]**.

Logging into the Zoom Meeting will be hardest for our first online meeting. There are a few things we can all do to ensure the meeting goes smoothly. First, **test your system** by completing the set up and diagnostic test here: <https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-Test-Meeting>

**It is strongly recommended that you test your systems well in advance of the first meeting** and contact Zoom support if you need help troubleshooting. You can contact Zoom Support directly here: <https://zoom.us/contact>

**Plan to arrive to your first meeting at least 15 minutes early.** Click on the above **Join URL Link** for your course. On the meeting page, click the button that says **Join**. You will be prompted via pop ups to give Zoom **permission** to access the **microphone** and **webcam** on your computer. If you are using a cell phone, you will also need to **Install the Zoom App**.

When you join the room, you may need to enable your audio and video. Use the **microphone icon** for audio and a **video icon** for your webcam. Click these to change your settings. Throughout the meeting, it is recommended that you **Mute** your audio when you’re not speaking. This will reduce the feedback and background noise so the speaker can be heard. Headphones also help reduce feedback, and if you have headphones, it’s recommended that you use them for this meeting.

Additional Zoom Resources (including set up video tutorials) can be found here at the [Zoom Meetings Help Site](https://support.zoom.us/hc/en-us/categories/201146643-Meetings-Webinars): <https://support.zoom.us/hc/en-us/categories/201146643-Meetings-Webinars>