

Using Zoom – A Pioneer Guide

Zoom (www.zoom.us) is the video conference software that Pioneer uses for online meetings. It can be used to meet, share content, record meetings, and chat. Here we will cover its basic usages and functionality.

Downloading Zoom

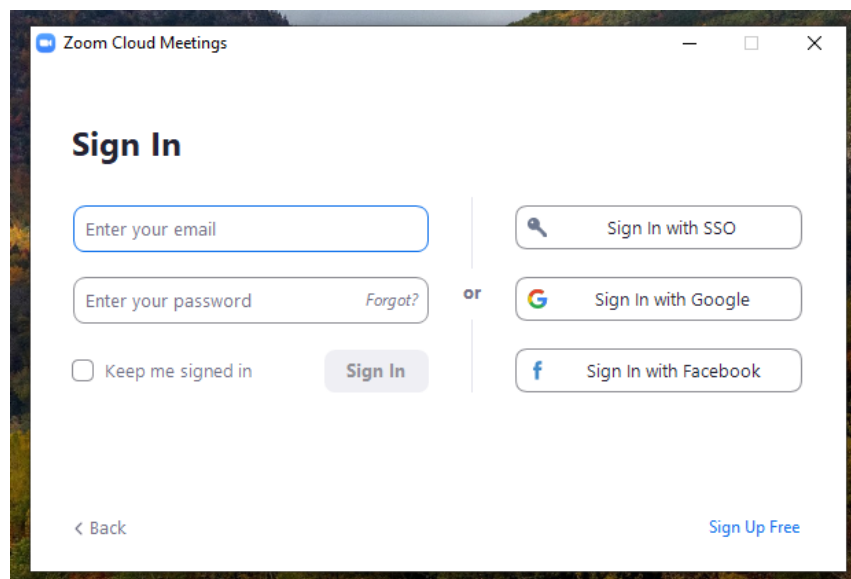
Zoom will automatically download on any device if you click a link to join an online meeting, such as the Session link found in the Pioneer LMS. You can also download the software in advance. How to do so depends on the device you're using.

On a Personal computer: Go to <https://support.zoom.us/hc/en-us/articles/207373866-Zoom-Installers> and choose your operating system (Mac / Windows / Unix)

On a Mobile device (phone or tablet): Search “Zoom” in the Google marketplace or app store.

Signing into Zoom

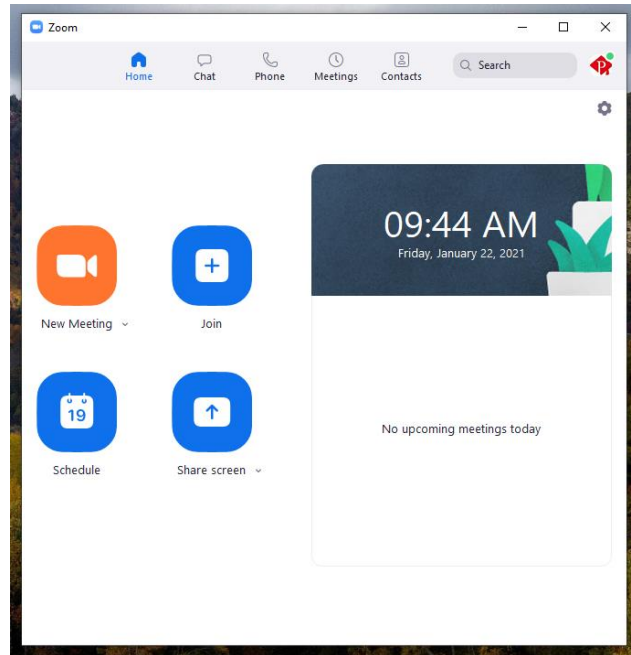
First, find the Zoom icon and open it. You will be greeted with this sign-in screen



When prompted, make sure you sign in with the same email address you registered with Pioneer. If this is the only account you use for Zoom, you can also check the box marked “Keep me signed in”, and you will not have to log in again in the future.

Joining a Meeting

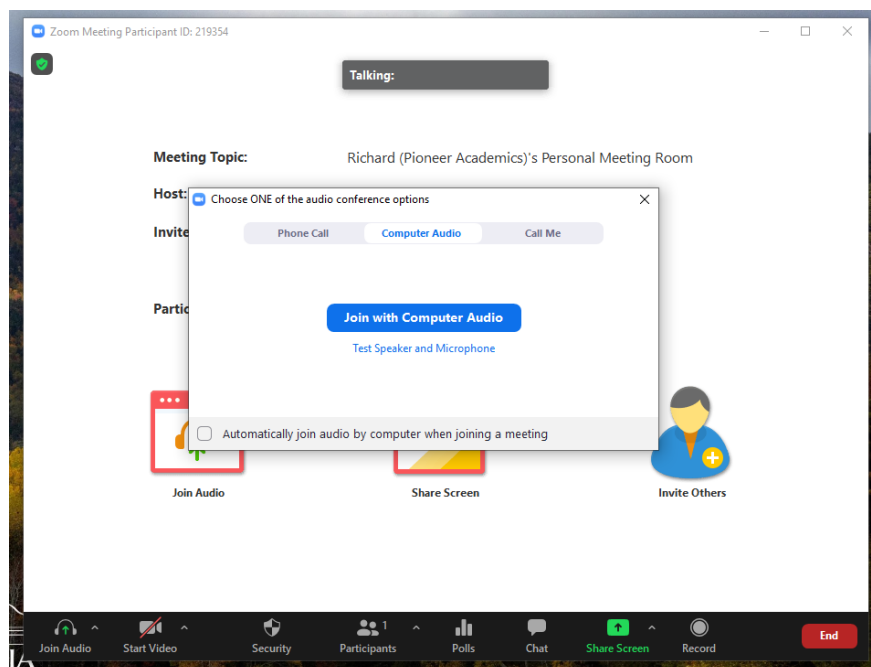
If you clicked on a meeting link, you will be taken immediately to your meeting. If not, you will see the Zoom control panel, which will look something like this:



To Join a meeting, you can click on the Join icon, then enter the meeting number and password. This will take you to the meeting.

Setting Up Audio Options

When you join the meeting, you will be presented with your Audio Options, a pop-up menu that looks like this:



If you are using a computer microphone, you can click computer audio. If you need to call in, select Phone Call, and you will be given a number to call and a code to enter to join the meeting.

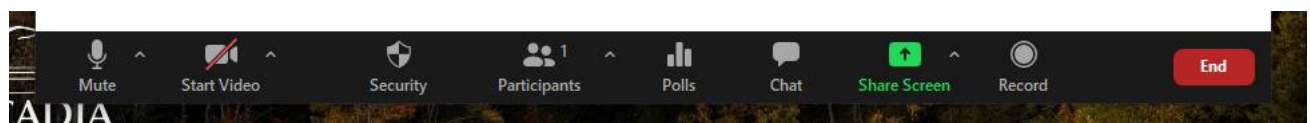
If this is the device you will be using for most of your meetings, you can also check the box at the bottom of the menu to save these settings and use them automatically when you join next time.

Zoom's interface

Once logged into a Zoom meeting, you will see an interface that looks like this:



The central and largest portion of the Zoom interface (on a personal computer) displays the members of the meeting. The meeting options are located on the bottom and top of the screen.



At the bottom of the screen you will see the Audio and Video Options

Clicking on the Microphone icon will mute or unmute your microphone. When a red line crosses the microphone icon, your audio is muted so other meeting members cannot hear you, but you will be able to hear them. This symbol will also be displayed on other members when they are muted.

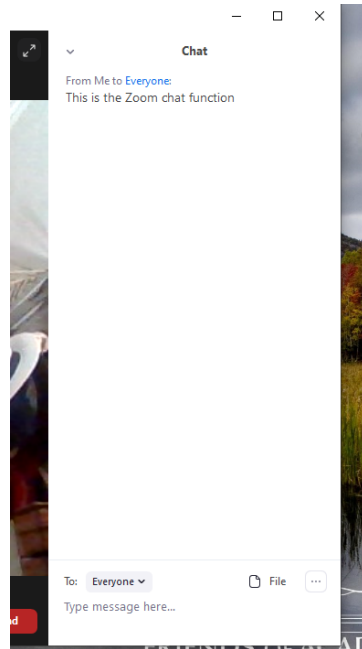
TIP: If you are hearing feedback when others are speaking, try muting your microphone.

Clicking on the Camera icon will turn your camera off or on. When a red line crosses the camera icon, your camera is turned off. Please remember that when your camera is off, your microphone may still be on.

TIP: If your stream of the meeting is choppy or unstable, try turning off your camera. This reduces the data load.

Clicking on the Participants icon will bring up a list of participants in the meeting. If you are the host, it will also give you the option of muting or unmuting individuals, or the entire group.

Clicking on the Chat Icon will bring up a chat panel where the host can share information, or meeting participants can discuss the meeting. The chat panel will look something like this:



In the bottom right hand corner, there is a small File icon. Clicking it will allow the host to share files directly with the meeting participants.

TIP: Please be aware of the size of the file. Sending a large file may briefly degrade the quality of the video feed.

Record

Your meeting room is set up to record automatically any time someone is in the room. You can tell that the meeting is being recorded by the red "Recording" light in the top left of the main screen. **Please do not turn off or disable the recording during a meeting.**

Speaker / Gallery View

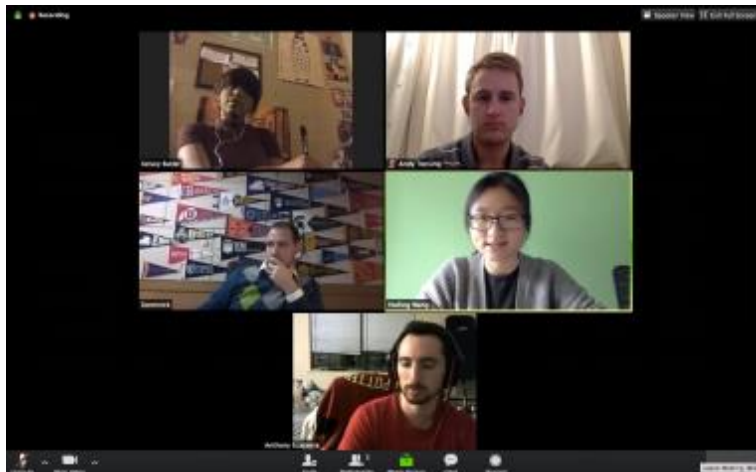
There are two ways to see meeting participants in Zoom. You can toggle between them at the top right of the Zoom window.



In the default view – Speaker View – meeting participants looks like this:



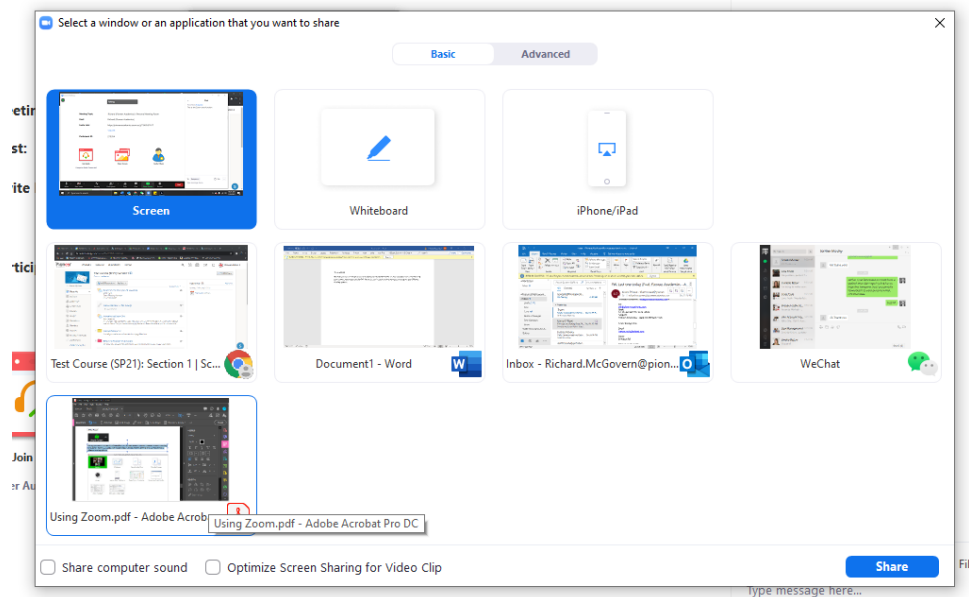
In “Speaker View,” Zoom detects who is speaking and puts that person on the main part of the screen. This works well if you are primarily listening in a Zoom meeting. If you want to see everyone in equally sized windows, click “Gallery View” at the top right. Then meeting participants will look like this:



You can choose to focus on a single participant by double clicking on their image in gallery view. You may also re-arrange the order of the images by clicking and dragging an image to a different location on the screen.

Share Screen

Sharing your screen is a great tool that allows you to show content on your computer screen to meeting participants. When you initially click “Share Screen” a control window pops up that gives you different sharing options.

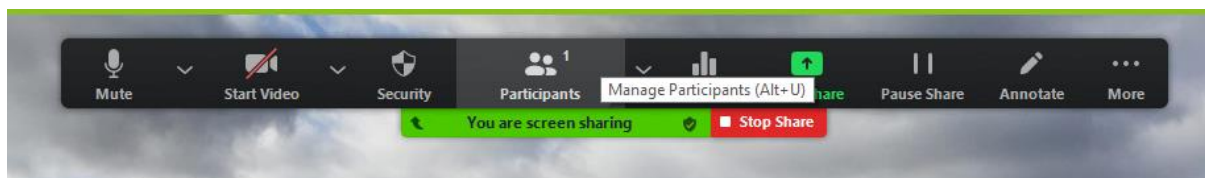


This allows you to choose what you wish to share. “Screen” will share whatever may be seen on your computer screen. “Whiteboard” allows Professors to use the whiteboard functionality. The other options will allow you to share specific applications only, such as a power point presentation, word document, or web page.

If you will be sharing a file with sound, make sure you click on the box marked “Share Computer Sound” so that the participants can hear it clearly. Likewise, if you will be sharing a video clip, click on the box marked “Optimize Screen Sharing for Video” so that the video and sound are both clear to the other participants.

Meeting options in share screen mode

When you share your screen, your control panel will disappear. Don’t worry, all of your options -mute, stop video, participants, chat – are still available, but they have moved to a green ribbon with the meeting ID at the top of the screen.



TIP: The Chat panel can now be found under “...More”

When you are done sharing your screen, click on the red button that says “Stop Share”, and you will be returned to the base meeting screen.

Ending a meeting

When the meeting is over all you have to do is say good bye and close the zoom window. Zoom will automatically withdraw you from the meeting and begin processing the recording, which you can request from your Program Coordinator.