

## **ZOOM CONFERENCING TEACHER SETUP**

Zoom has a free basic plan that will allow unlimited meetings of up to 40 minutes with up to 100 people in the room. You do need to set up the free account using your SJCP email address. That will allow you to integrate with Google Calendar and Classroom for sending invitations and putting meeting links in assignments.

### **Account Setup**

- Go to [zoom.us](https://zoom.us)
- In the top bar, click on “Plans & Pricing”
- Choose the Free, Basic account and sign up using your SJCP email.
- Once you are logged in, click on “My Account” in the top toolbar
- On the left side choose “Settings.” Here you can set the defaults for audio/video/muting, students’ ability to share their screen, and chat on or off. The most important settings here to check out are “Mute participants upon entry,” “Chat,” “Private Chat,” and “Screen Sharing”

### **Setting a Meeting**

- Once you are logged in, click on “My Account” in the top toolbar
- On the left side, click on “Meetings” and then choose “Schedule a New Meeting”
- Title the meeting, choose the time, etc.
- Scroll down, and in the “Video” section, you have options to have your video and students’ video turned on or off for the class time. You can choose to be the only one with video by turning on the Host video, and you can enable seeing students by choosing Participant video on
- Under Audio, select “Computer Audio”
- In the “Meeting Options” section, select “Mute participants on entry.” This allows you to have control over audio and who can talk from the start of class. You can also choose to record the class here
- Click the blue “Save” box at the bottom

### **To Add the Meeting to Google Calendar**

- Once you set the meeting, the next screen shows the meeting details, including the link for joining.
- Click “Google Calendar” and choose your SJCP account
- On the next screen, under “Add notification,” your name appears in a drop-down. Click on that drop-down and choose the Google Classroom class that you want to invite.
- Remember that you have a 40-minute limit for each meeting you set, so you do need to set up different meetings for each class.

### **To Add a Link to A Google Classroom Assignment**

- From the “Meetings” menu under “My Account,” click on the meeting title for the meeting you want to share in Google Classroom.
- Copy and paste the “Join URL” for the meeting
- Set up an assignment as you normally would in Google Classroom, add a link, and paste the link for the Zoom meeting

### **To Start a Zoom Class**

- From the zoom.us page, click on “My Account” and go to “Meetings” on the left.
- You will see a list of all of the class meetings you have set. Choose the class that you are ready to start, and click “Start” on the right side
- Zoom will download the first time you use it, and it will take a few minutes.
- When the pop-up appears, click “Join with Computer Audio”

### **Chat Control**

- Hover near the bottom of the screen, and a control bar will appear. Click on “Chat”
- As a default, students can chat with everyone unless you changed this when you set up the meeting. At the bottom of the chat, you can use the more button (the three dots on the right) to pull up a list that allows you to restrict that chat to none, or to allow students to chat with you only.

### **Muting Audio and Video**

- Hover near the bottom of the screen, and a control bar will appear. The microphone control is on the left. You can mute your own microphone by clicking on “Mute” and stop your video by clicking on “Stop Video”
- When you have the control bar at the bottom of the screen, click on “Manage Participants.” This brings up a view of every student and shows you who has audio and video on or off. If you set the default to mute audio when you set the meeting, you can unmute a student to let them speak here. Hover over a student’s name on the right, and click on the “Unmute” button to let them speak. You can mute them again the same way.
- If a student has turned off their video and you want or need to see them, click on “More” in the participant view, and click “Ask to Start Video.” You can also chat with an individual student here if you need to tell them something privately.
- At the bottom of the participant view, click the “More” dropdown. Uncheck “Allow Participants to Unmute Themselves.” If you leave this setting checked, students can take control of the audio in the room and start talking over you, so this is important to uncheck. You can also lock the meeting here, which closes the classroom to new students. You can use this to set a time limit for entering, and to block students from re-entering if you have to drop them from the meeting for being disruptive.

### **Share a Presentation or Document View**

- You can present a PowerPoint and share any other application from your computer.
- Hover at the bottom of the screen to bring up the menu bar and click on “Share Screen”
- In the pop-up box, choose the application that you want to share to students’ screens
- If you have a document camera, connect it to the laptop and share the viewer app
- To use your phone as a document camera, connect it to the laptop and choose “iPhone/iPad” to share
- A green and red bar will show at the top center of your screen. Click “Stop Share” to end sharing and return to the normal view.

### **Ending a Meeting**

- When the class is done, hover at the bottom of the screen to bring up the menu bar and click “End Meeting” in red on the right.