

Zoom Meetings and Webinars

Feature	Overview	Limitation/s	Considerations	Resources – How to
Latest Zoom Version	<p>Many features of Zoom have been introduced in the past 18 months.</p> <p>Make sure you are using the latest version of the Zoom app.</p>	<p>You can update at any time when you are not in a meeting.</p>	<p>You can update at any time when you are not in a meeting.</p> <ul style="list-style-type: none"> From within the Zoom app (Check for Updates) Via the download URL 	<ul style="list-style-type: none"> Download Zoom
Scheduling / setting up	<p>Schedule a meeting via Zoom desktop client, web portal or mobile app.</p> <p>Set up a recurring meeting for online workshops – by checking ‘recurring meeting’ and filling out the options accordingly.</p> <p>A URL will be generated, which you can then share with your students.</p>	<p>You will need to take an extra step to provide the students with a link to the session. e.g. via vUWS within Groups, a content area, and/or announcement</p>	<p>If you need to set up multiple online workshops, you can use Groups tool to inform students of the Zoom URL to use for their respective workshop/class.</p> <p>Many extra settings for Zoom meetings can only be set via the web portal. Login to https://uws.zoom.us and check your own settings are optimal for your usage.</p>	<ul style="list-style-type: none"> Scheduling meetings Getting Started Scheduling a Zoom webinar

Zoom meetings and webinars

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Recording	<p>Local recording allows users to record meeting video and audio locally to a computer.</p> <p>AARNet cloud recording provides short term (1 month) storage of the recording and access via a URL and passcode. The URL and passcode to access the recording will be e-mailed to the host between 30min and 24 hours after the meeting (depending on duration & load).</p> <p>Recorded files that need to be retained longer than this should be uploaded on to Panopto. (Uploading large recorded videos to the vUWS content repository will go over the vUWS site data limits set by our contract with Blackboard)</p> <p>Inform students that the session will be recorded and if participants do not wish to have their image captured, they should turn off their video</p> <p>Recordings uploaded to Panopto have machine-generated captions.</p>	<p>Uploading to Panopto times may vary depending on Network, Internet bandwidth.</p> <p>Significantly, typical upload speeds at home are 1/10th download speeds, and if other people at home are sharing the connection it can take longer.</p>	<p>Ensure your video/audio set up is equipped to produce quality sound and video.</p> <p>Test recording and listen to yourself before you utilise Zoom from your chosen location with students.</p> <p>Some older laptops and all desktops will benefit from using a better quality external USB microphone or headset.</p>	<ul style="list-style-type: none"> • Recording Zoom • Cloud Recording

Zoom meetings and webinars

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Share screen	<p>Zoom allows for screen sharing on desktop, tablet and mobile devices running Zoom.</p> <p>The host and attendee can screen share by clicking the Share Screen icon found at the bottom toolbar when Zoom is open.</p> <p>Then, select the screen or window you would like to share. The window must be open to be select. For instance, if you would like to share a PowerPoint presentation, you must first open it in PowerPoint. You can also run dual screens for presentations.</p>		<p>Share a ‘welcome’ slide to let learners know that they are in the right session. You can also include instructions on what to do while they wait – e.g. check audio, video, say hi.</p> <p>Note: The host does not need to grant screen share access for another participant to share their screen. However, the host can prevent participants from accessing screen share.</p>	<ul style="list-style-type: none"> • Sharing your screen
Whiteboard	<p>The Whiteboard feature is free-drawing white space with annotation tools available.</p> <p>Similar to ‘sharing your screen’, you can access the whiteboard, by clicking on ‘Share screen’ and selecting ‘Whiteboard’ in the options window.</p> <p>Objects & text placed on a whiteboard can be rearranged via the Select control. A single meeting can have many whiteboards (add extra pages via the ‘+’ icon in the bottom right of a shared whiteboard</p>	<p>You cannot add an image or diagram onto the Zoom whiteboard.</p> <p>If you would like students to annotate over an image or diagram, you must open the image in another application, share it via the ‘Share screen’ function, and then use the Annotation tools (see below).</p> <p>Objects & text placed on a whiteboard can be rearranged via the Select control.</p>	<p>You can invite students to use the Whiteboard to collaboratively work together e.g. Brainstorming session</p> <p>If retaining the whiteboard image is needed, it can be saved as a local file (.jpg).</p> <p>If not saved as an image file before the meeting ends, the whiteboard content is lost when the meeting ends.</p>	<ul style="list-style-type: none"> • Sharing a whiteboard • Using the whiteboard

Zoom meetings and webinars

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Chat	<p>The chat feature can be used to ask questions during the session or provide responses to questions.</p> <p>Inform students that the session will be recorded and if participants do not wish to have their image captured, they should turn off their video</p>		<p>Monitor the chat to ensure you are allowing students two way communication.</p> <p>TIP: When asking questions, it is best to ask open ended questions for multiple responses. Where possible, use a slide with the question to answer.</p>	<ul style="list-style-type: none"> • Chat
Breakout rooms	<p>Breakout Rooms allow you to split your Zoom meeting in up to 50 separate sessions.</p> <p>The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually and can switch between sessions at any time.</p> <p>During a live session, participants can ask for help and the host will be prompted when they do. Hosts can also join sessions at any time. When the host decides to end the sessions, click on ‘Stop All Sessions’ button. The participants will then get a message and a countdown informing them that the session is about to end.</p> <p>Breakout room participants have full audio, video, screen share and recording capabilities.</p>	<p>Downloading recording will depend on students’ Network and Internet bandwidth.</p> <p>Whiteboards and annotated shared content created during breakout sessions will be lost once the group is regathered to the main Zoom meeting.</p> <p>Before the breakout session ends, whiteboard images can be saved as a local image by any participant of that session. That person can then open it on their own PC and share it back in to the main meeting via Share Screen. It will however then be a shared image, not a shared whiteboard.</p>	<p>Use Zoom Breakout Rooms to divide students into smaller groups for a discussion on a certain topic. Assign a scribe/ presenter in each group to report back to the main session.</p>	<ul style="list-style-type: none"> • Getting started with breakout rooms • Managing breakout rooms • Participating in breakout rooms

Zoom meetings and webinars

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Annotation tools	<p>In a Meeting, participants have access to the Annotation tools unless the Host has disabled them. You can access the Annotation tool from the top toolbar, under Annotate while sharing a screen or using the whiteboard.</p> <p>The person sharing the screen can disable and clear annotation for ALL attendees. All participants are able to save the annotated document.</p> <p>Before using annotation, make sure it's enabled in the Zoom web portal (uws.zoom.us).</p>		<p>When sharing a whiteboard, document, screen, or image, you can engage students by using annotation tools to highlight key concepts.</p>	<ul style="list-style-type: none"> • Using annotation tools

Zoom meetings and webinars

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<p>Polling</p>	<p>The polling feature for webinar allows you to create single choice or multiple choice polling questions for your webinars.</p> <p>You will be able to launch the poll during your webinar and gather the responses from your attendees. You also have the ability to download a report of polling after the webinar.</p> <p>Polls can also be conducted anonymously, if you do not wish to collect attendee information with the poll results.</p>	<p>If using Polling, ensure you are using the latest Zoom client (v4.5 or higher). Earlier versions require Polling questions to be fully defined prior to the webinar starting and cannot be changed during. Later versions allow the creation of additional questions on the fly by a host or co-host.</p> <p>The polling response window does NOT appear in the recording. The only way to make it visible in the recording, is to click the 'Share Results' button (this will make it visible to attendees), and then Screen snapshot (using Snagit or similar), and then share the screen snapshot in to the Zoom meeting.</p>	<p>Polling is a student response system that gives each student a discrete way to voice their opinions and comprehension.</p> <p>For instance, you can gauge the understanding of students during a live webinar session. This will give you an indication if they've got something out of the session.</p>	<ul style="list-style-type: none"> • Polling in webinars

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Webinars ONLY – You will need to contact ITDS to enable Webinars (for over 500 students)

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Panellists	<p>Panellists are full participants in the meeting. They can view and send video, screen share, annotate, etc. You can have 100 panellists (including the host) in a Webinar. Please note that panellists will receive a direct email invitation separate from the attendees of the Webinar.</p> <p>Attendees are view-only participants who can be unmuted if the host chooses. 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.</p>	<p>Anyone with the webinar URL will be able to join the session, unless you set up a requirement for pre-registration. For webinars requiring registration, you can set up manual or automatic approval methods.</p>	<p>You are able to promote other participants/ attendees as panelists, in a live session, to give them functions to features such as, audio, video, annotation etc.</p> <p>Attendees can be promoted to panellists:</p> <ul style="list-style-type: none"> • Someone to moderate the Q&A • To conduct presentations • Class management 	<ul style="list-style-type: none"> • Participating in a webinar • Adding panellists to a webinar
Q&A	<p>The Question & Answer (Q&A) feature for webinars allows attendees to ask questions during the webinar and for the panellists, co-hosts and host to answer their questions.</p>		<p>At the present time, Webinar Q&A is NOT saved with the recording for review at a later time.</p> <p>The Chat log however is saved if the webinar is recorded</p>	<ul style="list-style-type: none"> • Getting started with Q&A