



QUICK TIPS

TIPS FOR USE OF ZOOM TECHNOLOGY FOR DIGITAL LEARNING

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Quick tips:

Tips for Use of Zoom Technology for Digital Learning

Organizations are progressively relying on videoconferencing platforms such as Zoom to connect teams and host meetings. Zoom is recognized as one of the primary options to host both small and large groups online, without forgoing the benefits of in-person meetings such as collaboration, content sharing, and audio/visual.

As a result of current events, many Zoom users are first-time users. The following guide will help these individuals become more familiar with the several features the tool offers, as well as become aware of the security precautions and necessary steps to mitigate potential risks.

SETTING UP YOUR MEETING

As a host, it is necessary to have the Zoom software downloaded on your computer. Start by going to the [Zoom Download Center](#) and download "Zoom Client for Meetings". Once your download is complete, you can sign up for an account and be on your way to creating your first meeting! Here are the next few steps that will help you set up a meeting invite:

- 1 Click "Schedule a Meeting" in the top navigation bar.
- 2 Enter required meeting details.
- 3 Share the meeting URL by either copying "Join URL" or clicking "Copy the invitation" and send to participants through either an email communication or calendar invite.

Tips to ensure your meeting is secure are listed later in this document.

Video and audio testing are aspects that should be done ahead of time to ensure the meeting runs smoothly.

Quick tips:**Video Testing**

- ✓ Navigate to the settings menu in the Zoom application, and click on "Video" to get a preview of what your camera sees.
- ✓ To optimize your look, you may choose to click on "Enable HD" option.
- ✓ If you're technically savvy and have a solid coloured wall or green screen and uniform lighting, mask the appearance of your background using the virtual background feature found in the Settings menu.

Audio Testing

If you are using a desktop or laptop with a built-in speaker or microphone, you may not need to make any adjustments. However, if you have connected a microphone headset to your computer, you may want to customize your audio setup.

- ✓ In the settings menu, select your preferred device for microphone and speaker prior to starting your call.
- ✓ If your computer audio is experiencing issues during the call, you have the option of dialing in from your phone instead. Simply, click the upward arrow next to the "Mute" button at the bottom of the meeting screen and select "Switch to Phone Audio."

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ENSURE YOUR MEETING IS SECURE

There have been recent concerns around the security of Zoom with the surge in what is referred to as “Zoombombing”. This is when uninvited guests gain access to your meeting and cause disruptions by sharing their screens displaying inappropriate content. Most of these disturbances are carried out through publicly available Zoom links. A list of recommendations are presented below to assist you in optimizing the security of your meeting.

Create a Secure Meeting Invite

When scheduling the meeting, take the following into consideration:

- ✓ Ensure your meeting titles do not unintentionally express confidential or sensitive information.
- ✓ Generate a new Meeting ID for every meeting.
- ✓ Require a password for meetings.
- ✓ Ensure meeting sharing options are appropriate for your meeting. This feature is set by default to only allow the host to share the invite.
- ✓ Remind all participants the Zoom meeting invite link is for their individual use only.
- ✓ Share the meeting link directly with participants to an institutionally provided email address – not a personal email address (gmail, yahoo, hotmail, etc.). The link is not meant to be shared on unrestricted public platforms such as social media.

Request all participants to log in using only their first name and last initial to minimize any personal information exposure.

Screen Sharing

You may need to share your screen with participants on the call. We strongly recommend that this feature is restricted to the host only. This is a best practice to prevent the sharing of unwanted content with your group by participants or uninvited guests. It also helps avert interruptions during your meeting, allowing participants to focus on the intended presentation of content.

- ✓ Make host screen sharing a default setting prior to your meeting in the Settings menu under “Screen Share”.
- ✓ Or, during the call, in the host control bar, click on “Advanced Sharing Options” located under the upwards pointing arrow next to the Screen Share button at the bottom of the screen. Select “Only Host” under “Who can share?”

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ADDITIONAL FEATURES AND TIPS

Zoom goes beyond a traditional videoconferencing tool by offering several features to help users enhance their meeting experience.

Record a Meeting

If you are looking to share or repurpose the content presented, you will benefit from Zoom's recording option. However, as the host of the meeting, several settings must be reviewed prior to the call:

- ✓ Ensure all participants have provided consent to being recorded. This is turned on by default.
- ✓ Save the recorded file in a secure location:
Zoom automatically creates and saves the mp4 file in a Documents folder on your computer. You can change this location by clicking the drop-down menu if you wish. You may choose to record the meeting to the cloud (i.e. on Zoom's servers), with storage space limited to 1 GB and available for up to 30 days.
- ✓ If you would like to edit the video using a software application afterwards, select "Optimize for 3rd party video editor" in the settings menu.
- ✓ Settings are restricted to the meeting host to download and delete cloud recordings.

Breakout Rooms

A neat feature of Zoom is the ability to separate participants into smaller groups where more focused conversations can take place, with the ability to easily switch back to the larger meeting at any time. Only the meeting host is able to facilitate breakout rooms.

- ✓ Ensure you enable "Breakout Rooms" in the Settings menu and thereafter launch the feature from the host controls during the meeting.
- ✓ Participants can only join Breakout Rooms if they have joined the meeting via the Zoom app, not a web browser client.
- ✓ If you are recording the meeting, note that only the main room will be recorded, not each of the Breakout Rooms. A workaround is to allow one person in each room to record locally and share that file with the host after the meeting.
- ✓ We recommend planning ahead:
 - Number of Breakout Rooms desired
 - Number of participants per room
 - Manual assignment of rooms or automatic random assigning by Zoom

Quick tips:**Other Tips and Tricks**

- ✓ Encourage participants to switch their audio and video off during the call unless they are speaking to the group.
- ✓ Easily unmute by holding down the space bar on your keyboard, and release when you're done.
- ✓ By default, Zoom's settings only show the active speaker's video. Switch to see up to 49 participants per page regardless of who is speaking by selecting the "Gallery View" located in the upper-right hand corner of the screen.
- ✓ When editing your profile, take a few moments to upload a photograph of yourself. This gives others on the call a visual to look at when your video is disabled.
- ✓ Although you can join a Zoom meeting through a web browser client, we recommend using and encouraging participants to join via the desktop app for best results and a prompt meeting start.

In addition to Zoom, the University of Toronto offers a number of alternative solutions for online meetings available at little to no cost, and vetted by the University for privacy and security. These include:

- MS Team Meetings
- Collaborate Ultra default
- Collaborate Ultra special
- MS Live Events

For more details, visit the [Enterprise Video-conferencing & Video Meeting Resources webpage](#).

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Hinal Pithia

Marketing Content Specialist
Continuing Professional Development,
PostMD Education, Faculty of Medicine,
University of Toronto

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**This quicktip is part of the quicktips for program design series.
Review all of the tips to help you create your best prpgram.**

PROGRAM DESIGN

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