Create and do online meetings using Zoom

ZOOM is an AU tool for video conferencing, online teaching and webinars. Here you can work with an inclusive form of teaching in an online space, where the teacher can give short presentations, facilitate discussions in plenary and among the students, and use tools to show slides, pictures, videos, etc. during the presentation.

Here's how:

1)

You can access meetings in ZOOM via your courses in Blackboard [1], via links [2] and via AU's ZOOM website [3]

[1] Blackboard: If you have created a ZOOM meeting in Blackboard, access the virtual room via the course page in Blackboard. You will be redirected to the ZOOM page, where you can press "Start" or "Join" at your scheduled online meeting.

[2] Link: If you have received a link to a ZOOM meeting that you need to attend, simply enter via the link, e.g. https://aarhusuniversity.zoom.us/j/0000000.

[3] AU's Zoom website: You access the virtual space via the following link: http://aarhusuniversity.zoom.us/. First, press the "Sign In" button on the page, use WAYF to log in and find "Meetings" the menu. Here you can access and edit your scheduled meetings.

At all three access points to ZOOM, the online space will open in a new window (the Zoom app) on your computer. (If this is your first time using ZOOM, install the application on your computer).

2)

In the virtual space ZOOM: Once you have entered your Zoom space, you have a number of basic options. At the bottom of the window you will find the buttons for most functions:

1.) Here you will find your audio and camera settings, allowing you to turn both channels on and off (**"Mute"**). When audio or camera is off, there will be a red line above the camera or mic icon.

2.) Here you can **"Invite"** others into the online space and to get an overview of the **"Participants"** who are in the space.

3.) Here you have the option to "**Share**" slides, you screen or a whiteboard. You will also find "**Chat**" function, which will allow you and all of the participants to communicate throughout the session.

4.) Pressing the **"Record"** button will allow you to save the entire meeting. NB! This is only possible for the **"Host"** of the meeting. the video file will be saved locally on your computer.

5.) You can exit by pressing **"End Meeting"** ("**Leave Meeting**" for the participants). When you click here, you will be presented with two options: "End Meeting for all" or "Leave meeting".

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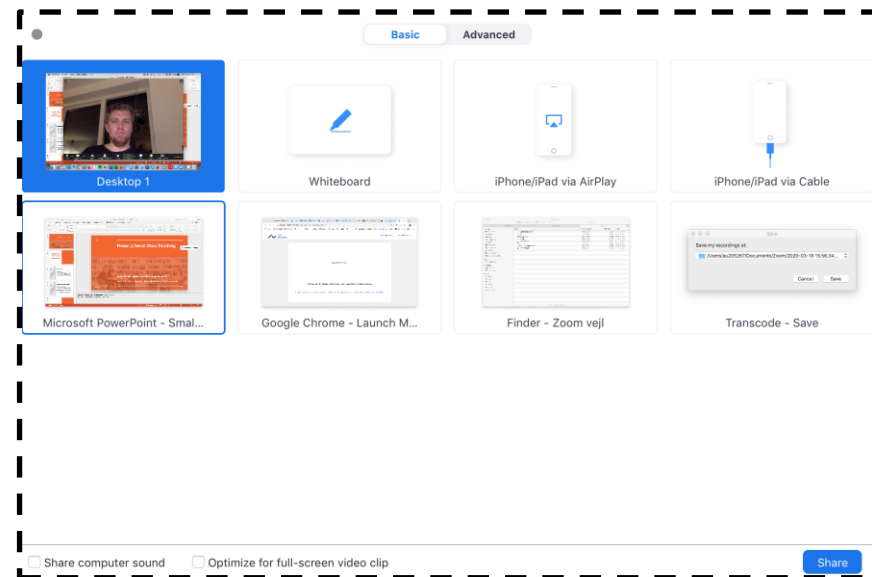
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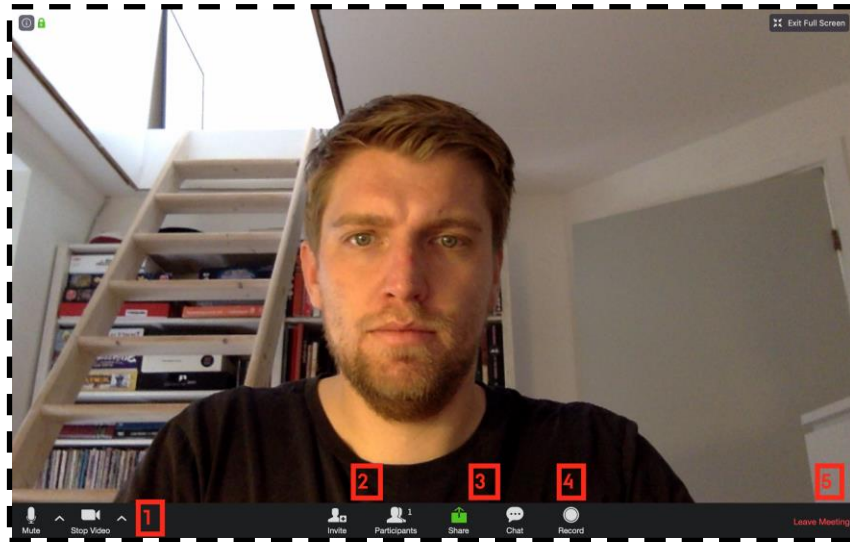
3)

Extended menu for Host / teacher: Above you can see the are the buttons available for all participants in ZOOM. But as a teacher ("Host") you have access to more buttons, most important the **"Breakout Rooms"** (see below):

4)
Sharing slides, screen and whiteboard:

In Zoom you have plenty of options to share your PowerPoint slides or a web browser, open a Word file or app on the computer, or whatever else you need in relation to your teaching or tutoring.

First open what you want to share on the computer, e.g. your PowerPoint presentation, and then click on **"Share"** inside Zoom (3.).

A window will pop up showing you the different options for what you can share at the moment. Here you can click and select the window with your PowerPoint presentation. Press "Share".

If you want to share a website or another program, such as Word, follow the same steps. Simply click on the window you want to

share. Remember that the content will only appear in the "**Share**" window if you have opened it beforehand.

After pressing "Share", you also have the option to select the **"Whiteboard"** function. If you press Whiteboard, a white surface and an additional menu bar appear, allowing you to draw shapes, and write explanatory text.

When you want to stop sharing content find the red button labelled **"Stop Sharing"** button located in the top of the window.
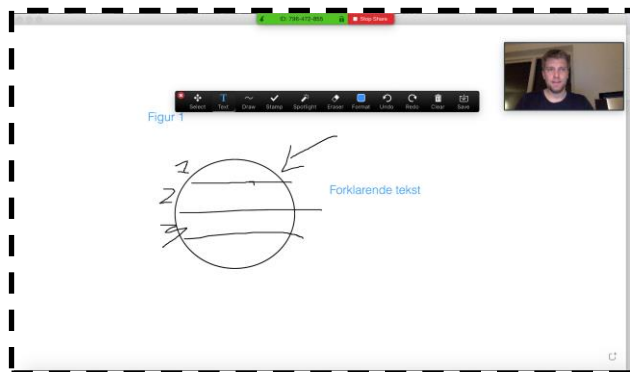
5)

Chat and show of hands:
All participants in the Zoom Room have the opportunity to contribute with comments or questions via **"Chat"** (3.) at any time.

In **"Chat"** you can write and share links etc. with everyone in the online space, but you can also choose one specific participant and

write privately to them. The chat is ideal for ongoing questions and comments, or for small exercises or clarifying links and references.


When you press **"Participants"** (3.), you see a list of all participants in the Zoom room. From here, you as a teacher have several options, among other things the possibility of turning the participants' microphones on and off.

The participants themselves have the option to "**raise hand**" indicating that they want to comment. They can also signal "yes" / "no" via the functions here.

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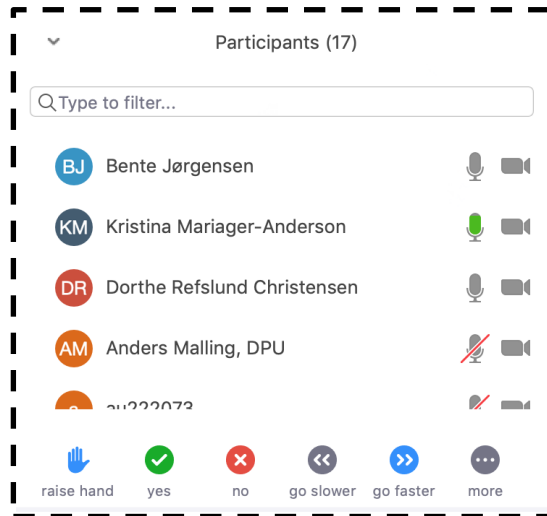
The advantage of encouraging the participants to use all or a selection of these functions is that the teacher acknowledges and involves the students as co-responsible for the session.

This helps to engage the students in the teaching, and involves them in the class activities.

6)

Breakout Rooms
Zoom offers you the opportunity to incorporate group work during the lesson. The feature is called "Breakout Rooms". Here you can select the number of rooms and whether you want to place the participants in the rooms manually or let Zoom sort the students randomly. The latter may present some challenges if there is some benefit in using already established reading groups in a large team for an assignment or exercise - to manually sort the participants it may be necessary to take a short break to allow you to arrange the breakout rooms. Immediately after pressing the button the participants are sorted into the groups.

7) Recording
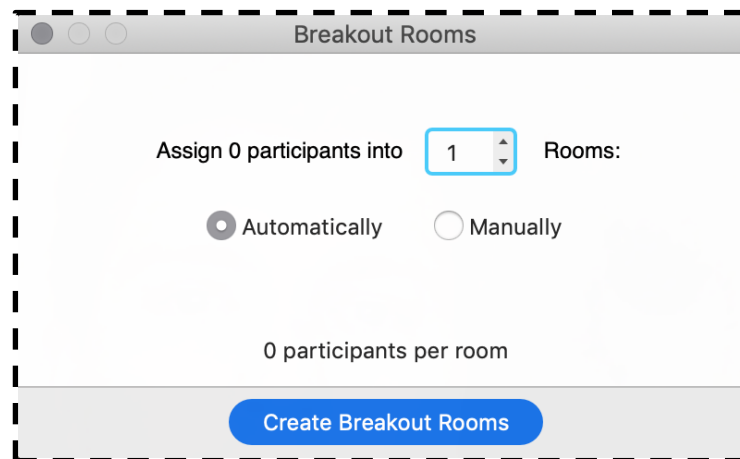
As a "Host" / teacher, you have the option to record the session if it makes sense and the students agree to it. Press **"Record"** to save the session - this is only possible for the teacher ("**Host**") and the file will be saved locally.

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The recording is saved locally on your computer when the session is over, after which you can share it in Blackboard with the team. This can be an advantage for students who want to revisit points that were not present in class or who want to use the content in connection with preparing for the exam.

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