

ZOOM guide: How to access and conduct a online meeting

ZOOM is a tool provided by the University to facilitate video-conferences, online classes, and webinars. Here you can work with an inclusive teaching form in an online space, where teacher can give shorter presentations, facilitate group discussions among the students, while using its features to display text, images and video.

How to:

1)

You can access meetings in ZOOM in your courses in Blackboard [1], via links [2] or via the Aarhus University ZOOM website [3]

[1] Blackboard: if you have created your ZOOM meeting room in Blackboard, you can access the space via the course page in Blackboard. You will then be redirected to ZOOM's site, where you can press "Start" or "Join" to access the planned online meeting.

[2] Links: if you have received a link to a ZOOM meeting, you have to attend, then just click the link and you will be directed to the virtual room: the link could look something like this <https://aarhusuniversity.zoom.us/j/00000000>.

[3] AU's Zoom website: You can use AU's ZOOM website to log in: <http://aarhusuniversity.zoom.us/>. Click on "Sign In" on the website, use your WAYF to log in and find "Meetings" in the menu. Here you can access and edit the meetings that you have created.

With all three access points to ZOOM, the online room will open up a new window (ZOOM application) on your computer. (If you are a first time user of ZOOM, you will have to install the application on your computer)

Ved alle tre indgange til ZOOM, vil online-rummet åbne i et nyt vindue (Zoom applikation) på din computer. (Hvis det første gang, du benytter ZOOM, skal du installere applikationen på din computer).

2)

In the online space ZOOM: When you have entered the ZOOM-room, you have some basic options. In the bottom of the window you can find buttons for most of the functions.

1.) Here you will find the settings for audio and webcam, where you can switch both on or off ("**Mute**"). When the audio or camera is tuned off, a red line will cross the symbol.

2.) Here you will find the option to invite others into the online space and to get an overview of the participants of the online meeting

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3.) **"Share"** allows you to share slides, your screen or a whiteboard, while **"chat"** allows the participants to chat with each other during the meeting.

4.) If you want a recording of the meeting press **"Record"**. NB! This is only possible for the teacher ("Host" role) and the video file will be stored locally on your computer.

5.) You can stop the session by pressing **"End Meeting"** ("Leave Meeting" for the participants). When you elect to end the meeting you have two choices, either to "End Meeting for all" just to "Leave meeting", which allows the participants to continue without you.



3)

Expanded menu for Host/Teacher

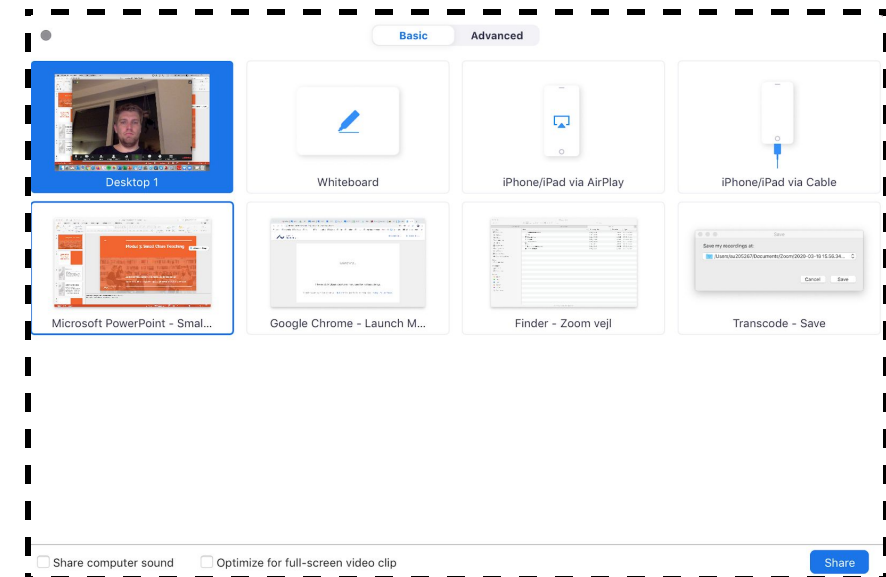
Above, you can see the icons that are available to all ZOOM participants. But as a teacher ("Host") you have even more options, the most important of which is the "Breakout Rooms" (see below):



4)

Sharing Slides, screen and Whiteboard

ZOOM gives you ample possibility to share your powerpoint-slides, brows a website, open a word-document, or what ever you need regarding your teaching or tutoring.



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First, open the document you want to share on your computer, e.g. a PowerPoint presentation, and then select “Share” inside ZOOM (3.).

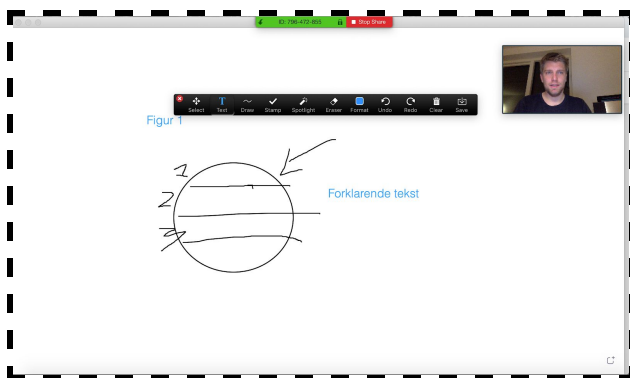
A window will pop up with different options for what you want to share. Here you can choose the window with your PowerPoint slides. Press “**Share**”.

Repeat the same process if you want to share a website or an other program, e.g. word.

Just select the window you want to share. Remember to have specific content ready beforehand, and then it will appear.

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 will pop up, which allows you to draw, create shapes and write explanatory notes.

To stop sharing the content, you a read button with “**Stop Sharing**” can be found in the top of the content sharing window.

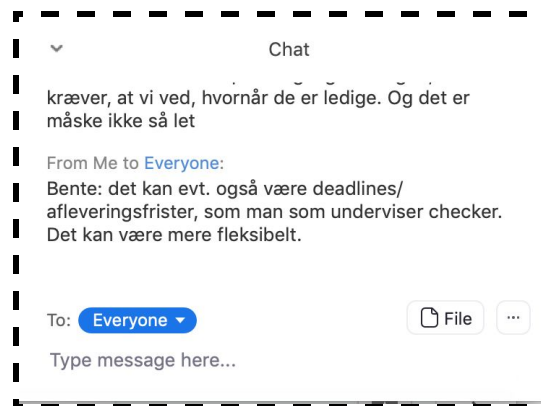


5)

Chat and Hand-raising

At any time all participants in the ZOOM space will have the opportunity to contribute with comments or questions through “**chat**” (3.).

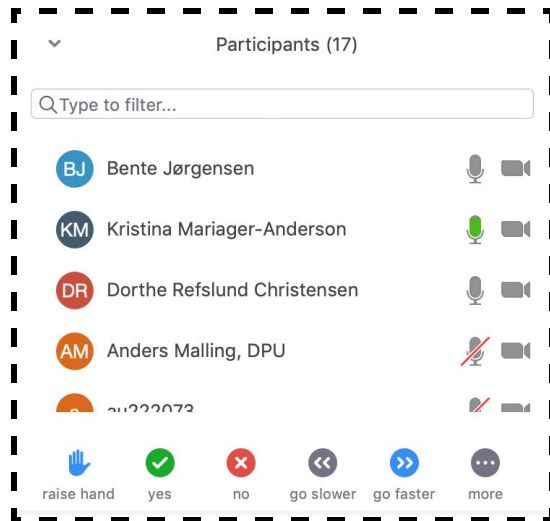
As a standard in “**Chat**” you share with everyone in the online room, but you can choose one specific participant to contact privately. The chat-box is designed to gather ongoing questions and comments, for short exercises, or for clarifying links and references.



When you press “**Participants**” (3.), you will see a list of participants in the Zoom room. From here you as a “**host**” can, among other things, turn participants' microphones on and off.

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The participants themselves can indicate that they want to say something, via the “**raise hand**” function. They can also signal "yes" or "no" via the functions here.



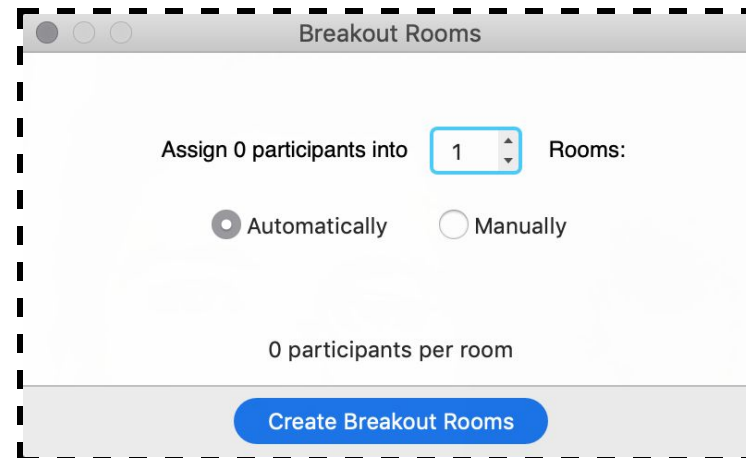
The advantage of encouraging the participants to use all or only a portion of these functions is that, as a teacher, acknowledge the students and make them co-responsible for the success of the meeting.

This can help to engage the students in the teaching and create awareness of the planned structure and activities that will be completed during the lesson.

6)

Breakout Rooms

“**Breakout Rooms**” allows you to the participants into smaller groups in multiple virtual rooms. Here you can choose the number of rooms and if you want to manually assign the individual participants to the certain rooms. Alternatively, the sorting can be done automatically, but might can present some challenges, since it is may be an advantage to use already established reading-groups in a large gathering. Here it may be here you may need a short break sort the different groups. Breakout Rooms are established simultaneously when the button is pressed.



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7)

Recording

As the "Host" ZOOM allows you to record the session, if it makes sense and the students have given their consent. Press "**Record**" to begin recording. Only the "**Host**" can use this function and the recording will be stored locally.

The recording will be stored locally on your computer after the session has ended. You can then share it on Blackboard with the group. Students may benefit from this, if they want to revisit pointers that were not present in class, or want to use the content in preparing for the exams.