Tech Snacks - Zoom

Zoom is an online video conferencing service that Northern employees have access to. Zoom is similar to Webex in many ways, and proficient users of one can quickly learn how to use the other. MSUN's Zoom license allows you to host up to 300 meeting participants for an unlimited amount of time.

Features in common with Webex

- MSU-Northern has a **group license** for Zoom, and there are no charges for the attendees.
- **Screen sharing** allows others to see the content you are displaying on your computer. Use screen sharing to display PowerPoint slides, websites, and other content with remote students. You can give students access to share their screen if needed.
- **Live polling** lets you easily ask multiple-choice questions of your online students and could be used as a mini-assessment, a discussion starter, or even an attendance sheet.
- The **whiteboard tool** lets you draw on your computer using a mouse or a stylus, and everyone else in your Zoom meeting can watch live. You can use the whiteboard feature to draw diagrams and work through problems, and you can even give students whiteboard access so that they can take a turn drawing.
- **Breakout Rooms.** Zoom and Webex both allow you to break students into separate video chat rooms. Note that you must turn this feature on before starting your meeting.
- **Closed captioning** functionality is available BUT you need a live transcriptionist.
- Zoom also allows you to **record meetings**. A recorded meeting can be saved to the cloud or downloaded as an mp4 file. Note that Zoom only gives you 1GB of space on the cloud.
- If participants have limited internet bandwidth, or if they don't have access to a camera and/or microphone, they can still enable an **audio connection**, join **via telephone**, or participate in the **chat window**.
- Zoom works best with a desktop or laptop computer with a webcam, but there is a **Zoom app** for Android, Blackberry, and iOS smartphones and tablets.

Features that are different from Webex

- **Sharing your "personal room" link.** In Zoom, the Personal Room link is less prominent than in Webex. Go to your "Profile" on the Zoom account portal and "Show" your personal link. On the far right, you can customize it as well. Then click on the "Meetings" tab and click on "Personal Room." You can copy just your link or copy the whole invitation.
- **Default settings.** Many of the default settings in Zoom are different than in Webex, and some features have to be enabled in your account settings area *before* you begin a meeting. For example, Zoom defaults to having the waiting room enabled. A lot of Zoom's other features (breakout rooms, etc.) are disabled by default and you must turn them on. The tools won't even show up for you in the Zoom meeting until you do.
- **Complexity of account settings**. The account settings in Zoom are more complex than in Webex. This means that you have more options, but that you have to sort through all of the options to configure it the way you want.

Equipment

- You will need a webcam and a microphone. Most laptops have a camera and mic built in. ITS has installed webcams (with built-in microphones) on every faculty office computer. If you did not receive one, please email helpdesk@msun.edu. OTLE has additional webcams for checkout if needed.
- If ambient noise is a problem, or if you're a soft speaker, a USB headset microphone might be a good option to consider.
- For mobile devices, the built-in camera and microphone should be sufficient.

Tutorials

There are several video tutorials available on the msun.edu/otle webpage under the "Faculty Resources" > "Instructional Technology". These help explain how to use the various features. These are continually being updated as Zoom changes, so feel free to let us know if you notice any tutorials that are no longer accurate.

How to get started with Zoom

1. Email brittany.garden@msun.edu and ask her to activate your Zoom account. You'll receive an email confirmation.

2. Follow the directions on the additional handout provided ("Instructions for Setting Up Zoom Account").

3. Once your account is set up, go to "My Account" in the top right and go through "Profile" and "Settings" to make sure your settings are configured the way you'd like. For instance, if you plan to use Breakout Rooms, this feature needs to be enabled BEFORE you start the meeting. If you have any questions, contact Jason Geer, Brittany Garden or Lindsey Brandt-Bennett in OTLE.

4. To start a meeting, you have two basic options: "Host a Meeting" and "Schedule a Meeting." These are in the top right corner of your main screen on the account page. "Host a Meeting" allows you to start a meeting with your personal room ID or link. "Schedule a Meeting" allows you to create a specific link for a meeting at a specific time.

One handy feature you might consider: "Schedule a Meeting" lets you create a "recurring meeting" link with no fixed time. This would be handy if you wanted to create different meeting links for your different classes so that people from one can't pop in on a Zoom meeting for a course they're not in.

5.. Once you're in the meeting, make sure you've got your audio and video turned on, and make sure you're ready to admit participants from the waiting room. It's a good idea to get started 5-10 minutes early in case you have any hiccups with the setup.

NOTE: If you plan on using the “Share Screen” option, you may want to turn off email alerts and other notifications so that your students don’t accidentally see sensitive or private information.