![Saint Mary's University]

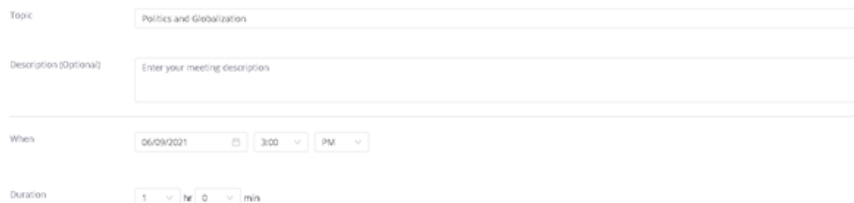# Workflow for Hosting a Synchronous Virtual Class in Zoom

If you have any questions about using Zoom in your course or would like any additional support using the software, please reach out to the Software & Application Support Centre via email at sas@smu.ca.
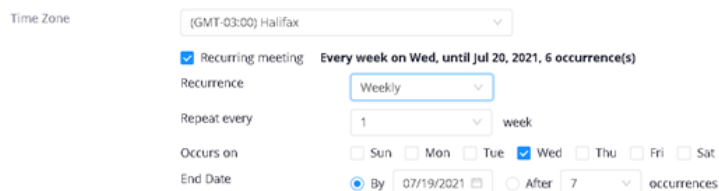
Before Class

1. Open an internet browser and go to https://smu.brightspace.com/d2l/login and log in with your S-Number and password
2. Navigate to your Birghtspace course under **My Courses**
3. Select **Zoom** along the top navigation bar
4. Click on the **Schedule a New Meeting** button

5. Change the topic name, set the date and time and the duration of your class meeting

6. If you wish to set up a weekly class meeting, select the **Recurring meeting** checkbox
   a. Select **Weekly** from the **Recurrence** drop-down menu
   b. Set the **Repeat every** to **1 week** and select the check boxes that correspond with the days of the week your class takes place
   c. Set the **End Date** for a specific date or set the number of weeks the class should repeat

Under the meeting options we would suggest selecting the option **Mute Participants Upon Entry**.

Meeting Options

☐ Enable join before host

☑ Mute participants upon entry 🖉

☐ Record the meeting automatically

☐ Enable additional data center regions for this meeting

7. Once you have finished the setup, click on **Save**
8. Click on the **Zoom** tab again from the navigation bar
9. Select the name of your Zoom meeting under the **Topic** column

Start Time	Topic	Meeting ID		
Today 3:00 PM	Week 5 Lecture: Personal pronouns	978 6410 6339	Start	Delete

10. [Optional] If you want to share the meeting information directly. Copy the meeting link.
11. [Optional] Scroll down to the **Security** section and click on **Show** next to the

Security   ✔ Passcode ******** Show   ✕ Waiting room

✕ Only authenticated users can join meetings

Passcode

12. [Optional] Copy the meeting passcode by highlighting it with your cursor, right clicking, and selecting **Copy** from the drop-down menu
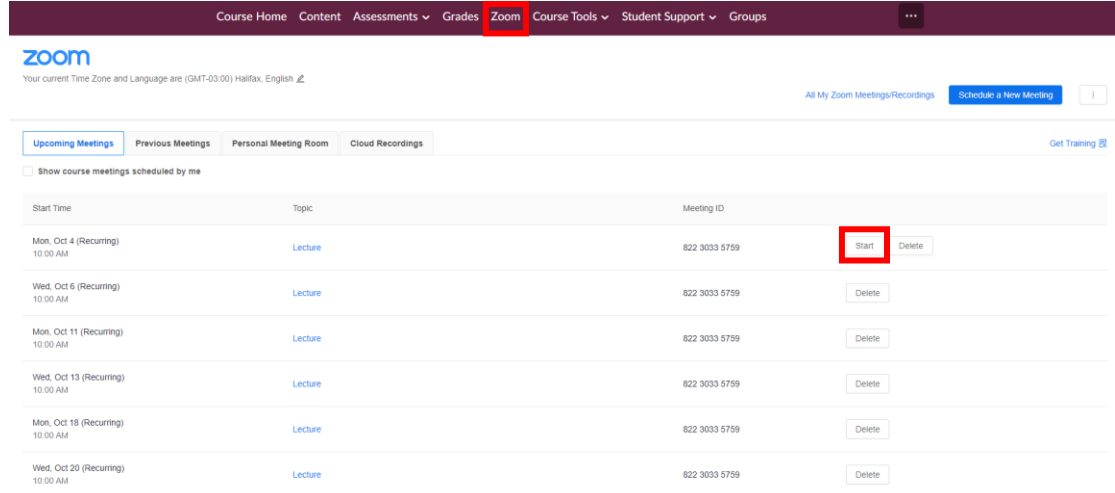
Security   ✔ Passcode WGS201-003 Hide   ✕ Waiting room

✕ Only authenticated users can join meetings

13. Paste the meeting passcode into a News Item, email to your students, or elsewhere in your Brightspace course to let students know the meeting passcode. We recommend that you use the same meeting passcode for each class meeting for the same course during the semester.

During Class

1. Log in to the computer using your S-Number and password
2. Open an internet browser and go to https://smu.brightspace.com/d2l/login and sign in with your S-Number and password
3. Navigate to your course and click on the **Zoom** tab on the navigation bar
4. Locate your class meeting and class meeting and click **Start**

5.A new tab will open, and you will be prompted **Open Zoom Meetings**

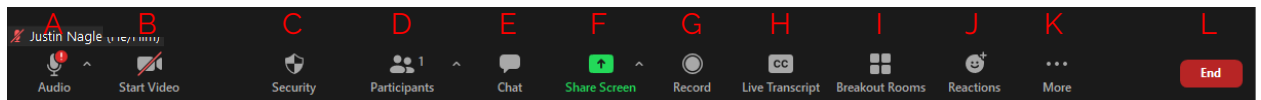Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

By clicking "Launch Meeting", you agree to our Terms of Service and Privacy Statement

Launch Meeting

Then the Zoom application will open and launch your meeting

6.Meeting controls

a. **Join Audio** or **Unmute** / **Mute** : Mute and unmute your microphone. Audio Controls (click the **^** arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

b. **Start Video** / **Stop Video** : Turns your camera on or off. Video Controls (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.

c. **Security** 🛡: Access in-meeting security options.

d. **Participants** 👥: Opens the window to manage students, view aggregate nonverbal feedback, and invite others to join the meeting.

e. **Chat** 💬 : Access the chat window to chat with the students.

f. **Share Screen** ⬆: Start sharing your screen. You will be able to select the desktop or application you want to share. When you are screen sharing, the controls will appear at the top of your screen, but you can drag it to another location.

- Share Screen controls (click **^** next to **Share Screen** ⬆): Select who can share in your meeting and if you want only the Instructor or any student to be able to start a new share when someone is sharing.

How many participants can share at the same time?

🔘 One participant can share at a time

⚪ Multiple participants can share simultaneously (dual monitors recommended)

Who can share?

⚪ Only Host   🔘 All Participants

Who can start sharing when someone else is sharing?

🔘 Only Host   ⚪ All Participants

g. **Record** ⬤: Start or stop a cloud or local recording.

h. **Closed Caption** CC/**Live Transcript** CC : Click the **Live Transcript** button and select **Enable Auto-Transcription** to enable students to turn on captions if you are speaking English.
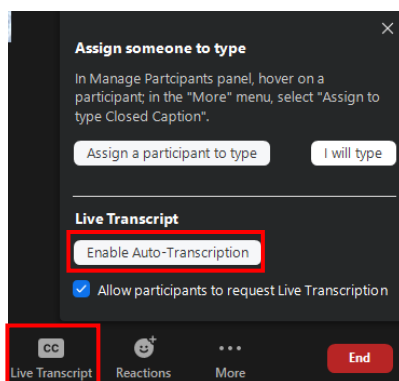
Students can click on the **Live Transcript** button to request that their Instructors enables auto-transcripts. To turn off captions on your individual view, click on the arrow in the corner of the **Live Transcript** button and select **Hide Subtitle** from the drop-down menu.
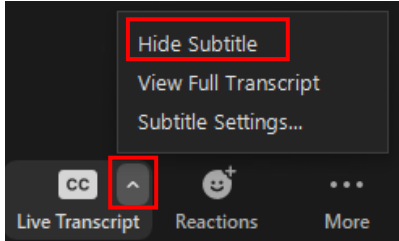
i. **Breakout Rooms** ⬚⬚ : Start breakout rooms.

j. **Reactions** 😊⁺ : Meeting reactions, nonverbal feedback, and Raise Hand allow you to communicate issues or feedback to the Instructor or Student without disrupting the meeting. These reactions are shown on your video panel and next to your name on the participant's panel

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k. **More** ••• : Clicking on **More** will give you access to additional options.

    i. **Live on Facebook**: Broadcast your meeting live on Facebook.

    ii. **Live on Workplace by Facebook**: Broadcast your meeting live on Workplace by Facebook.

    iii. **Live on YouTube**: Broadcast your meeting live on YouTube.

    iv. **Live on Custom Live Streaming Service**: Broadcast your meeting live on a custom streaming platform.

l. **End** (only available to the host): Display the following two options.

    i. **End Meeting for All**: End the meeting for yourself and all students.

    ii. **Leave Meeting**: Leave the meeting. You will be prompted to assign a host so that the meeting can continue.
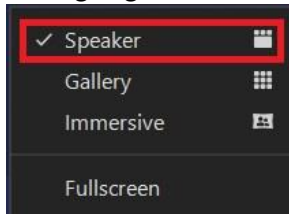
7. We recommended only using Speaker and Gallery views for your meeting for now. To change the view:

    i. Click on the View button on the top right corner of the Zoom meeting.

    ii. Select Speaker view if you want the person who is speaking at any time to be highlighted.

Speaker view will switch the large video window between who is speaking with 3 or more participants in the meeting. If it is just, you and one other participant, your video will be smaller at the top and their video will appear below.

    iii. Select Gallery View if you want to see you see thumbnail displays of participants, in a grid pattern,

Depending on your CPU, the desktop client can display up to 25 or 49 participants in a single screen of the Gallery view. If more attendees than are allowed to be displayed are in the meeting, additional pages are created with your max number of thumbnails on each page.

8. Sharing your Screen

i. You can then share your screen or any individual window. If you are sharing audio from your PowerPoint select the check box **Share Sound**, if you are sharing video also select **Optimize for Video Clip**.
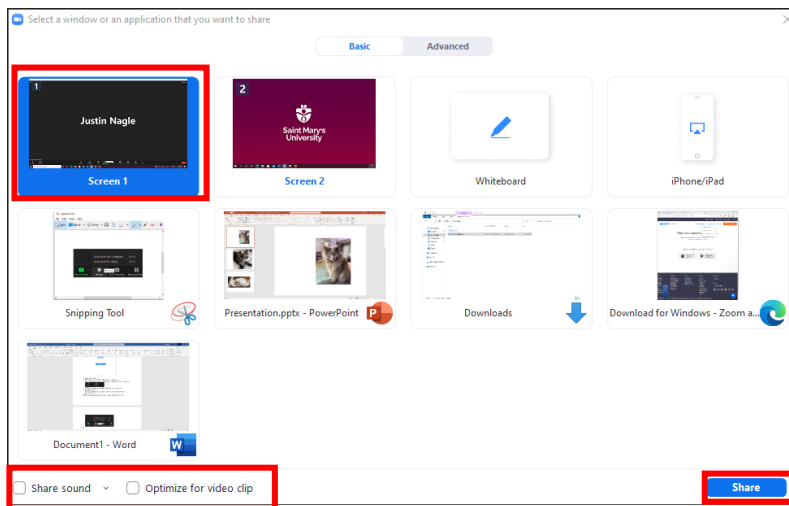
ii. We recommend turning your video off at this point If you have poor internet connection.

iii. Once your presentation is complete, stop sharing the screen in Zoom
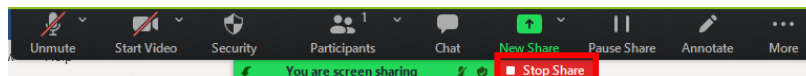
iv. To start sharing a new document while you are sharing your screen, click on **New Share** and select the window(s).
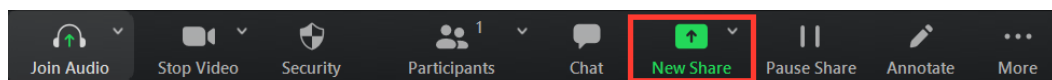
9.**Nonverbal feedback** can be used in Zoom classes for better engagement with the student. These are some of the default Emojis

Raise Hand / Lower Hand ✋
This is the way students can let you know if they have a question.
This icon will stay unless manually removed by the participant/ host

Yes ✅ **No** ❌
For a spontaneous **Yes/No** question in the class, you can ask students to use this to answer. Then in the participant list, you can have a rough estimation of how many people are saying yes or no.

Speed Up ⏩
Student can request you to speed up

Slow Down ⏪
Student can request you to slow down so they can catch up

I'm away* ☕
Can put up this icon if the student went away from the meeting, without leaving the meeting.
All these icons will stay unless manually removed by the participant.

- To send a reaction, click on the **Reaction** button 😃 on the toolbar along the bottom or top of the screen.
- If you are using a phone or tablet your reaction button may be hidden – tap the **More** button and tap on the reaction you would like to send
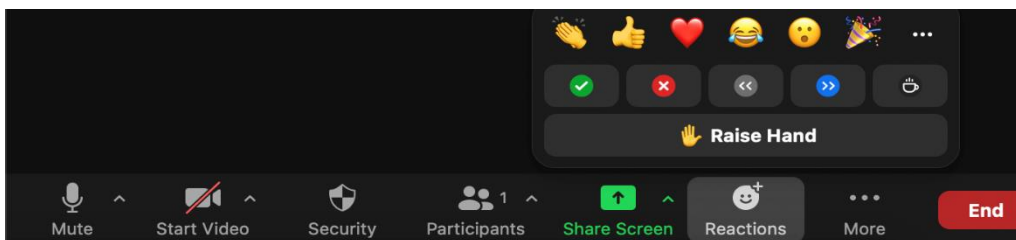
Post-class

Edit or Remove passcode for your recording.

By default, Zoom creates a passcode for a meeting recording which is a different passcode from the meeting invite. When students access the recordings from **Cloud Recording** page of the Zoom tab in Brightspace, they can see the passcode. you can edit or remove the passcode for your recordings. Please follow these steps to do so.

1. Go to https://zoom.us and login with your SMU Zoom account.
2. From the left panel click on **Recordings**.

3. Under **Cloud Recordings** you should see your recorded lectures.
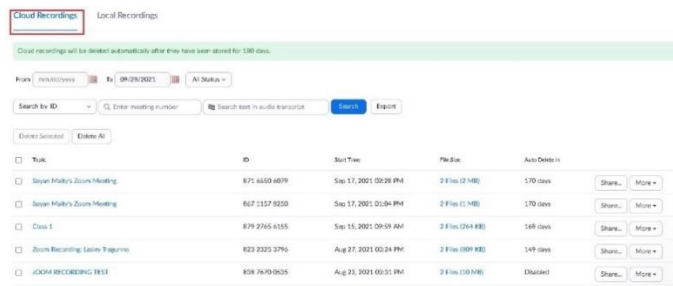
4. Click on **Share** beside the recording.

5. To remove the passcode, toggle the option **Passcode Protection** off.
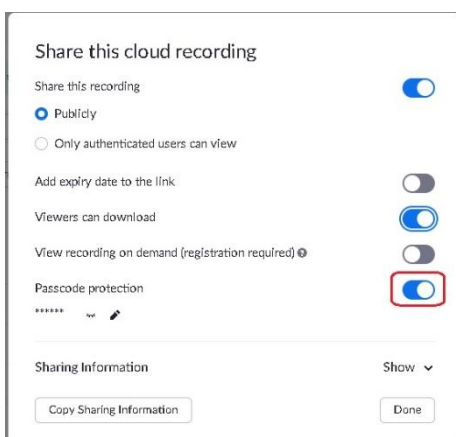
6. To change the passcode. click on the edit Icon beside the passcode.
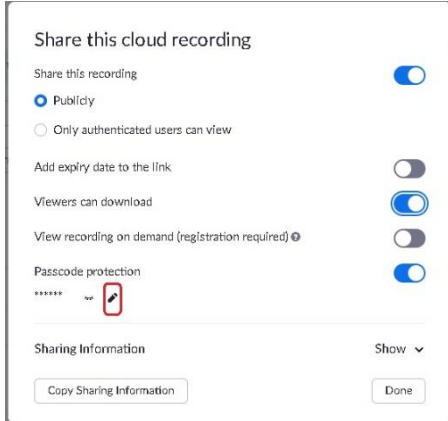
7. To remove the download access toggle off the option **Viewers can Download**
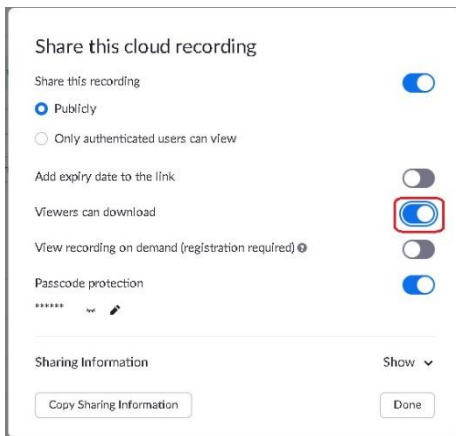
8. After changing the settings, click **Done**. Please repeat that for all your recordings.

   For future, if you want to remove the passcode for all your recordings by default, please follow these steps.

   1. Go to https://zoom.us and login with your SMU Zoom account.
   2. From the left panel click on **Settings**.
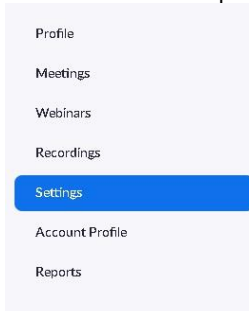
3. From the top panel of the Settings page, go to **Recording**.

| Meeting | Recording | Audio Conferencing | Collaboration Devices | Zoom Apps |
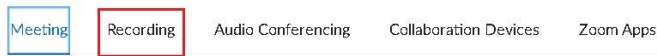
4. On that page scroll down and toggle the option **Require passcode to access shared cloud recordings** off.

Require passcode to access shared cloud recordings

Passcode protection will be enforced for shared cloud recordings. A random passcode will be generated which can be modified by the users. This setting is applicable for newly generated recordings only.

The next step is to publish the recording to the students. Please follow these steps to do so.

1. In Brightspace, Navigate to **Zoom**
2. Open **Cloud Recording**

| Upcoming Meetings | Previous Meetings | Personal Meeting Room | Cloud Recordings |

Show my course meetings only

3. Toggle the option **Publish** beside the recording to publish the recording to the students.

	Topic	ID	Start Time	File Size	Publish	
☐	zOOM RECORDING TEST	838 7670 0535	Aug 23, 2021 3:31 PM	2 Files(10 MB)	○	Delete
☐	Class 1	967 7365 9781	May 11, 2021 3:53 PM	2 Files(399 KB)	●	Delete

Note. The next few steps are for backing up your recording for future use as Zoom will only store your recording for 180 days. If you do not want to backup your recorded lecture, you can can ignore these steps.

1. Go to https://zoom.us and login with your SMU Zoom account.
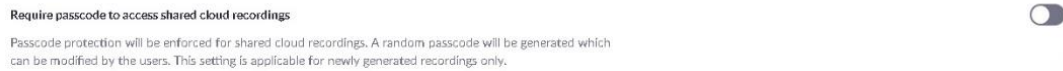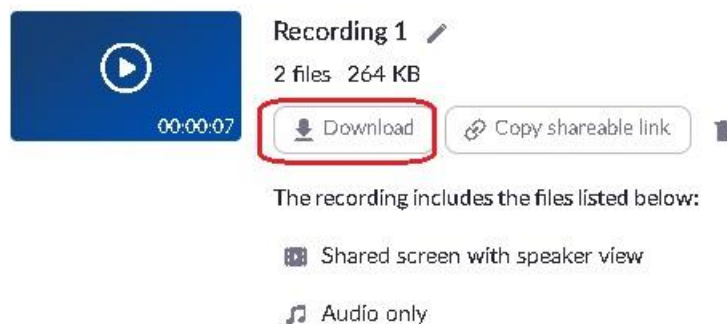2. From the left panel click on **Recordings**. Go to **Cloud Recordings**
3. Click on the Topic of a recording
4. Click on the **Download** button. Your recordings will be downloaded after that.

Recording 1 ✏
2 files 264 KB

[⬇ Download] [🔗 Copy shareable link] 🗑

The recording includes the files listed below:

▦ Shared screen with speaker view

♫ Audio only

Now you can backup your files locally in your computer, However, we recommend backing up using **OneDrive** to save space in your computer.

How to backup your Zoom recordings on OneDrive

Depending on your settings, Zoom may ask you to download multiple files when your download the recordings. This includes, the video recording of the lecture, the audio only file, the chat and transcript. Depending on your needs, you may want to backup all op them.

1. Go to this link and enter your **SMU (Saint Mary s University) Email address**. It redirects you to SMU login page.
2. Enter you **Email/ SMU Port password** and click **Sign In**.
3. Click on **New > Folder** to create a new folder. Name the folder and click **Create**. Then click on the folder to open the folder.
4. Now click on **Upload > Files** and select the recordings files.

   If you already saving the recordings in a folder, you may not need to create a new folder. In that case, you can upload the entire folder by **Upload > Folder**