

## Hosting a Zoom meeting

### Get Zoom Pro from MyLMU

Make sure that you have **Zoom Pro**. To get full access to the 'Pro' version, **you must login via MyLMU**. If you logged in a different way, you might not get all the features of the Pro version. (For instance, your meeting size might be limited to just 3 people!)

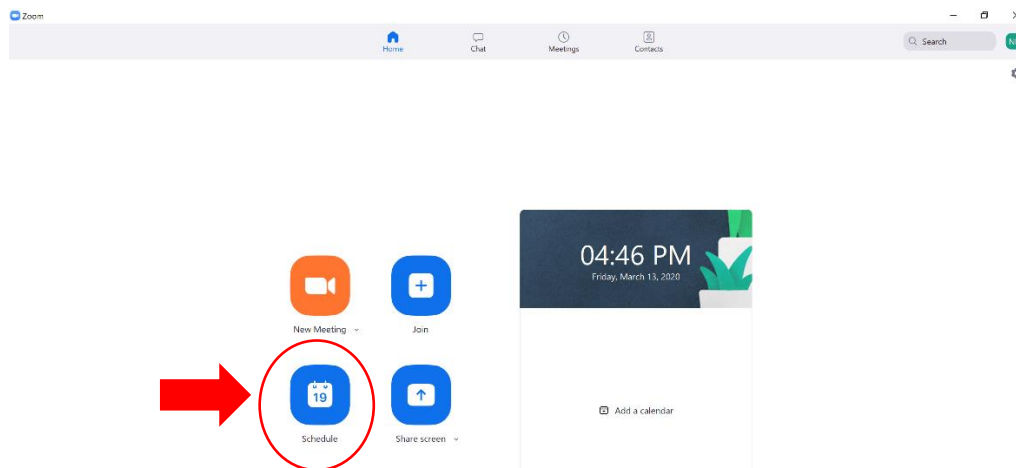
This link gives login instructions:

<https://its.lmu.edu/whatwedo/creativeservices/zoom/>

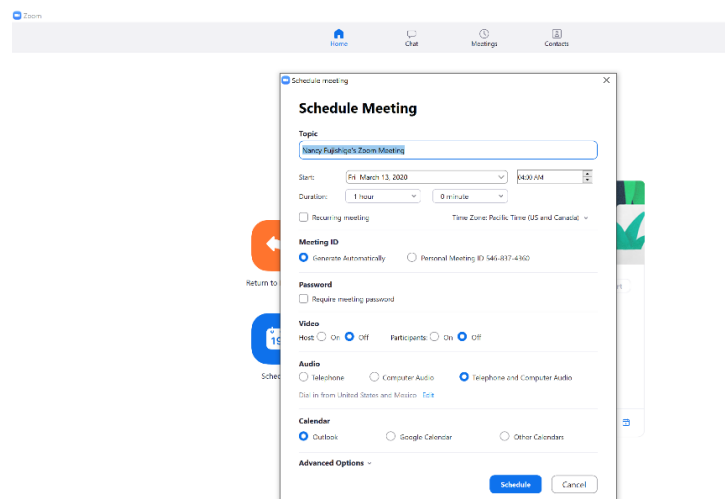
You will be directed to download the Zoom App.

### Schedule your meetings

1. Go to the Zoom home page by clicking on **"Home"** at the top of the screen.
2. Click on **"Schedule."**



3. Fill in the necessary info about the meeting. Then Click on **"Schedule"** at the bottom of the box.



*Note - there are many options here. Here are a few that you might want to pay attention.*

**Meeting ID:** You have the option of generating a unique ID# for the meeting or giving the students your personal meeting ID #. It's probably a good idea to **generate a unique ID #** for your class or office hours so that students don't randomly show up at another meeting in which you are using your personal meeting ID #.

**Audio:** Be sure that the "Telephone and Computer Audio" option is selected. The easiest way to connect is through Computer Audio, so that the student doesn't have to manage another device. It is the default option and students will probably just use Computer Audio automatically. That said, sometimes the Computer Audio fails, so the Telephone serves as a decent back-up.

**Advanced Options:**

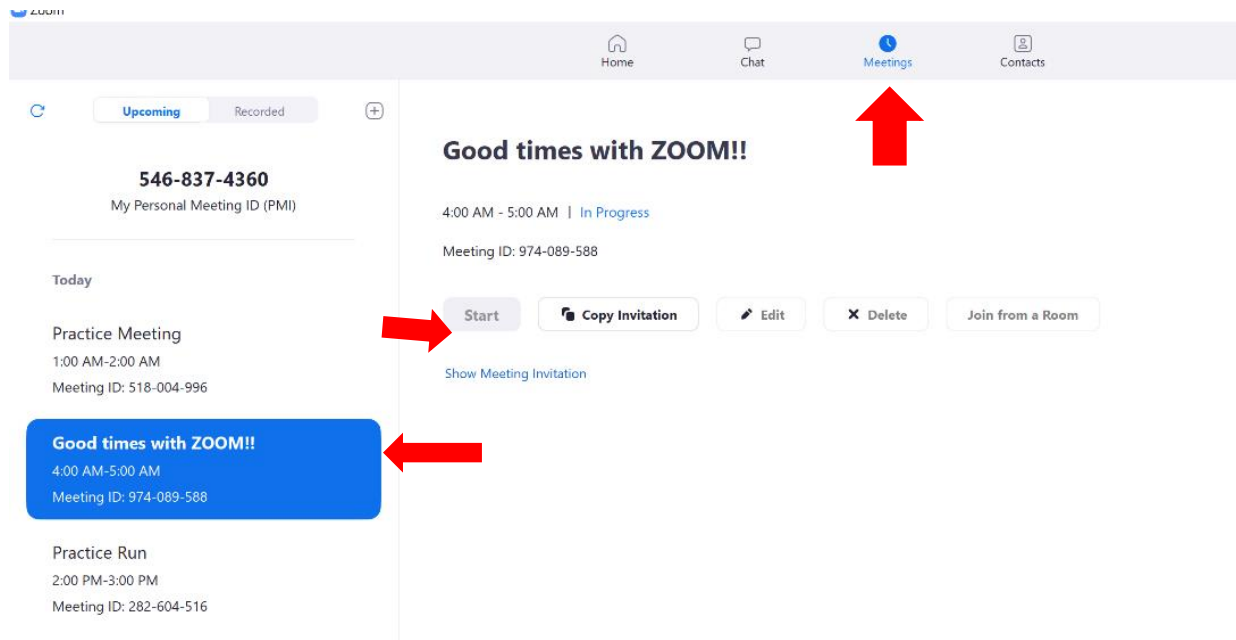
**Enable waiting room:** This is useful for office hours, in case you want to meet with select students at a time. When a student enters the waiting room, you will hear a doorbell ring to let you know that they are there. The waiting room allows you to pick which students can join a meeting. You probably wouldn't want to select this for a class or if you expect a big group where you don't need this function.

**Automatically record meeting:** If you choose to do this, you could either store it locally on your computer OR in the cloud. For now ITS recommends storing in the cloud. Zoom will email a link to your recording after the meeting.

4. Click on **"Meetings"** at the top of your screen.

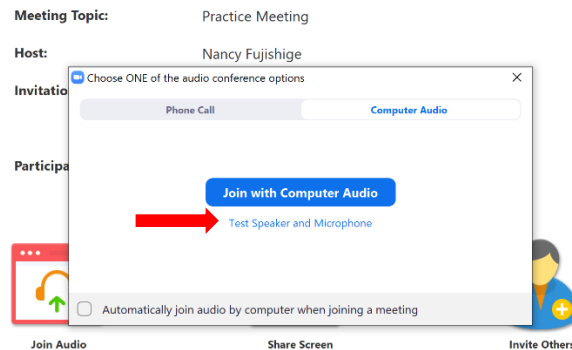
From here you can:

- Make sure that your meeting was scheduled. Today's meetings should be listed on the left panel.
- **Copy the invitation** with meeting info that you can send to your students.
- When you wish to start the meeting, select it and click on **Start**.

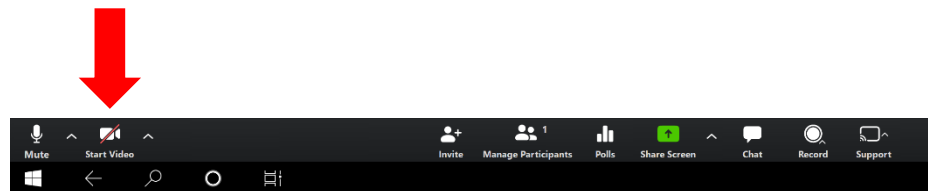
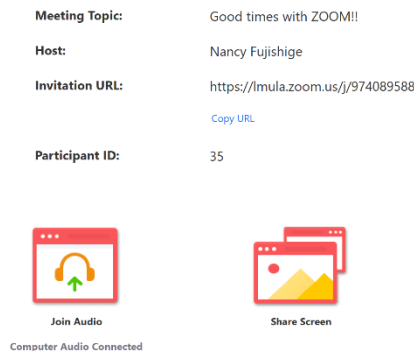


## STARTING YOUR CLASS or OFFICE HOURS

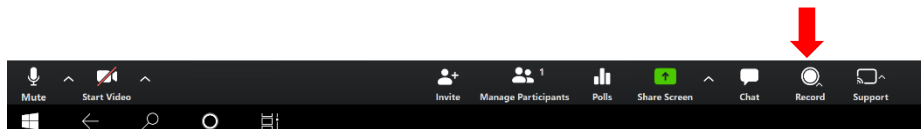
1. Before you open Zoom, you may wish to have your Powerpoint presentation or any other necessary application windows already opened.
2. Open the Zoom app.
3. You will be prompted to **“Choose Audio conference options.”** Generally, Computer Audio is preferred over Phone Call. **FIRST, Test Speaker and Microphone.**



4. After your speakers and microphone are tested, then click **“Join with Computer Audio.”**
5. **If you want your students to see you,** go to the Zoom Menu and click START VIDEO. (optional)

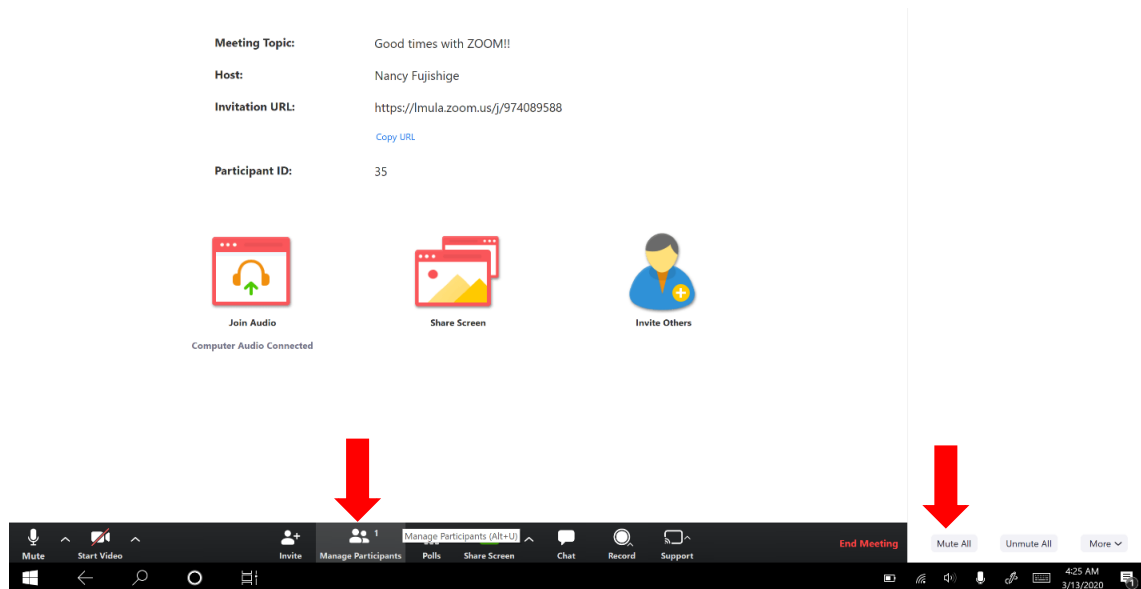


6. **If you want to record your meeting,** just press **RECORD.**



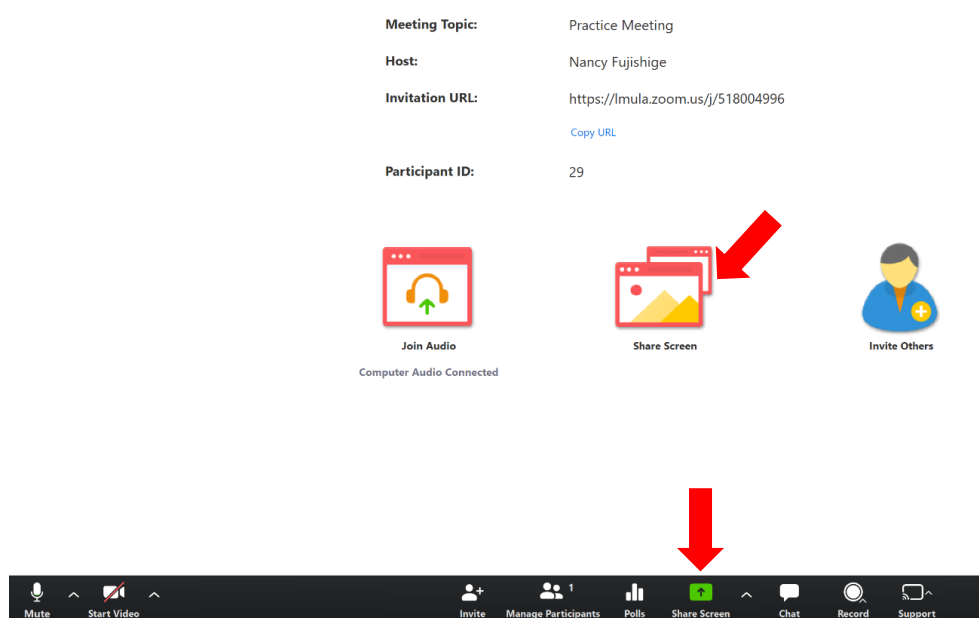
## 7. What if someone is noisy?

Before you start the presentation, you might wish to mute the students so that random background sounds from individuals do not distract the class. You have the power to mute them all. (Mwah ha!) Go to **Manage Participants** (Alt+U) and click on **MUTE ALL**. If they have a question, or would like to contribute to the class discussion, ask them to click on **UNMUTE** from the Zoom menu, on the at the lower left corner (**or Alt+A**). If you just have a couple people in office hours, this probably is not necessary, but if you have large group, then you might consider using this function.



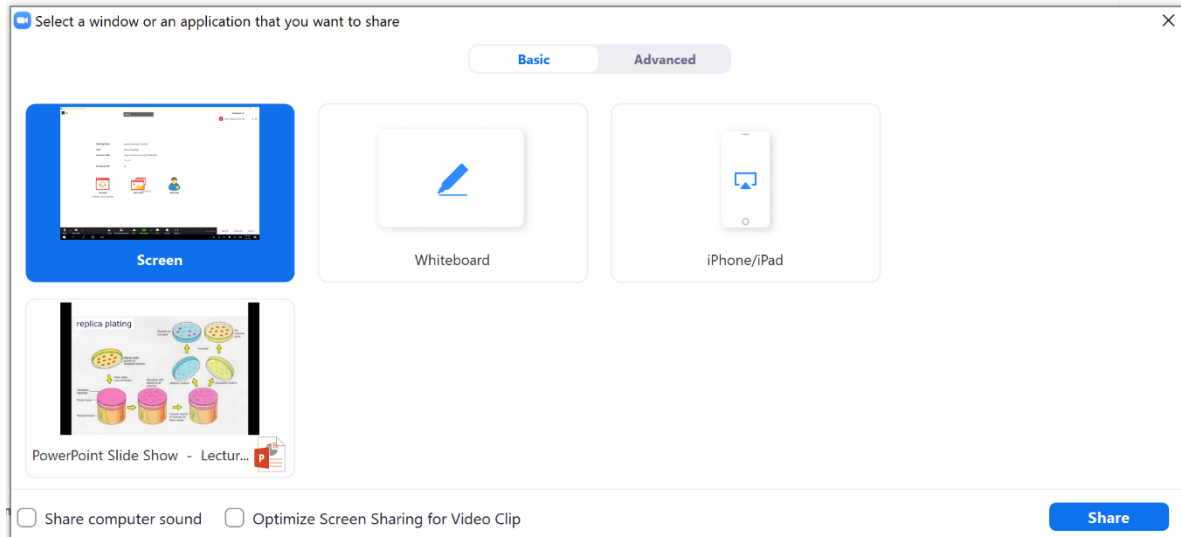
## STARTING YOUR PRESENTATION

Click on **“Share Screen”** (either from the icon in the middle of the screen or the green button from the Zoom menu)



## SELECT YOUR PRESENTATION TYPE

Select Screen (or Desktop), Whiteboard, iPhone/iPad, or any application that you already have open (like Powerpoint)



**NOTE:** If you plan to include multimedia in your presentation, be sure to check the boxes to **“Share computer sound”** and/or **“Optimize Screen Sharing for Video Clip.”**

### The different types of presentations:

#### SCREEN (or DESKTOP)

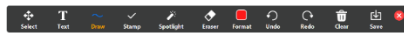
Your entire screen is shown. This might be useful if you are going back and forth between many different applications. Be cautious! EVERYTHING on your screen is visible to the students. If you don't want them to see something personal on the screen don't use this. (e.g. random personal messages that might pop up during the meeting.)

#### APPLICATION

(such as Powerpoint) Only the selected application window (and not your whole screen) is visible to the group. (I personally prefer this over sharing everything on “SCREEN.”)

#### WHITEBOARD

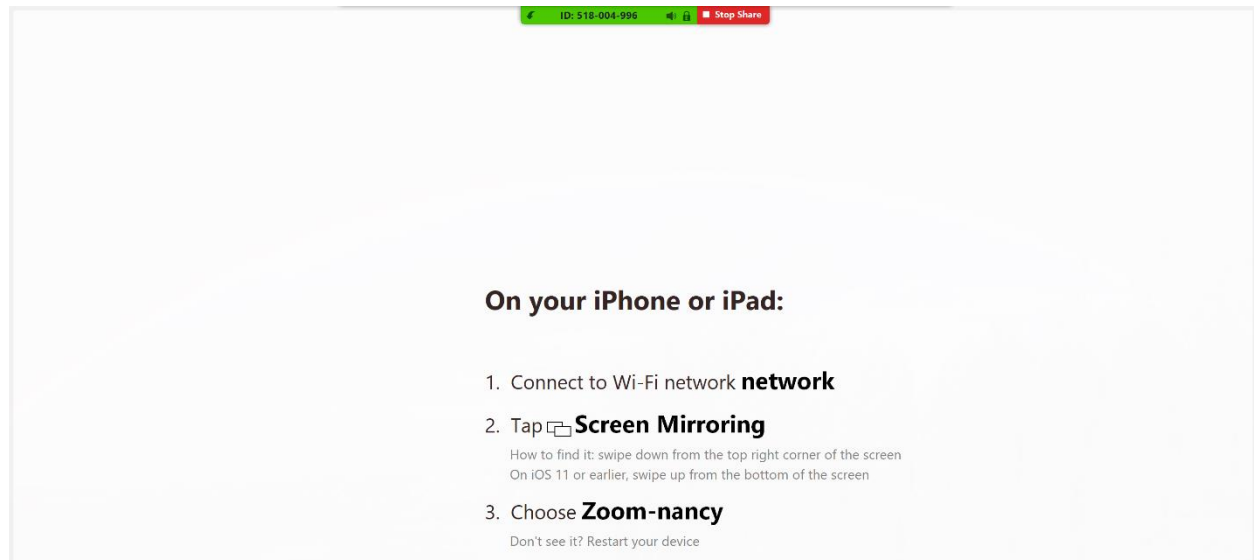
A blank screen appears. Use this as a whiteboard. You can write, draw, type, and etc. on this Whiteboard. This is useful if you are using a tablet or your computer has a touch screen.



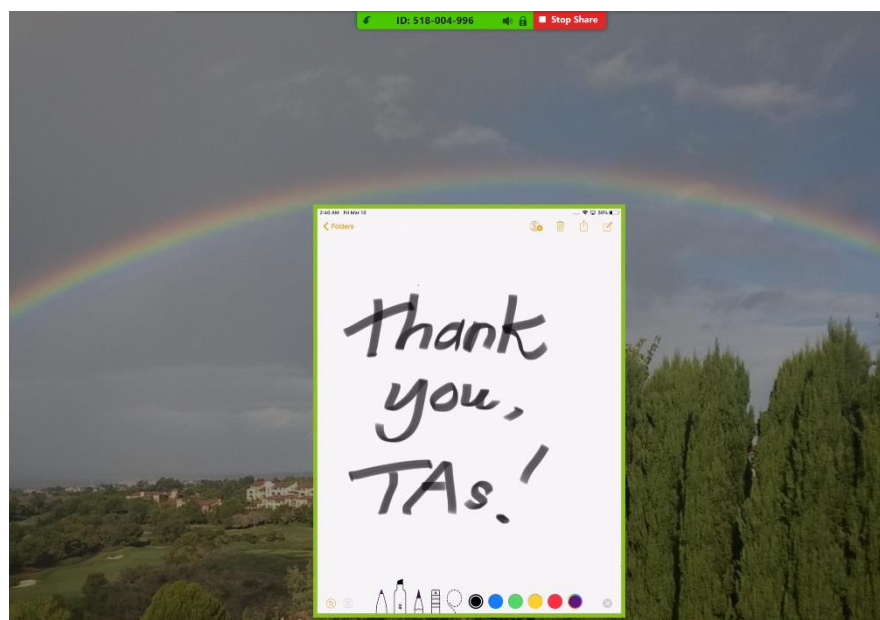
We can do this!

## iPhone or iPad

Allows you to screen share with an iPad or iPhone. This is useful if you want to use the iPad as a tablet. Follow the instructions on the screen to mirror your iPad or iPhone.

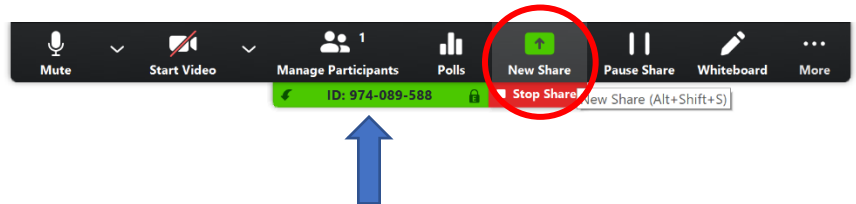


iPad/iPhone screen is mirrored onto the computer.



To go between the various presentation formats (application/screen/whiteboard/ipad or iphone), just go back to the Zoom menu by hovering the mouse over the green meeting ID# at the top of the screen, and select New Share (Alt+Shift+S).

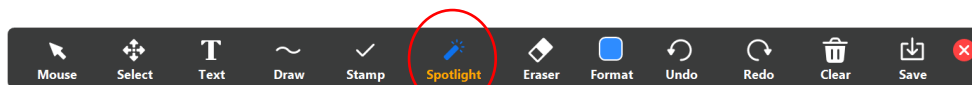
Whiteboard - Zoom



## PRESENTATION TOOLS

If you hover the mouse over the Green ID# at the top of the screen, then the Zoom menu appears. It is useful to select **ANNOTATE (from an Application Window or Screen)** or **WHITEBOARD (when you are in the whiteboard)**. The ANNOTATE and WHITEBOARD menus are the same and are shown below.

If you want to use the mouse like a pointer, then select **SPOTLIGHT**. You can choose between a red spotlight or an arrow to highlight the position of your mouse.

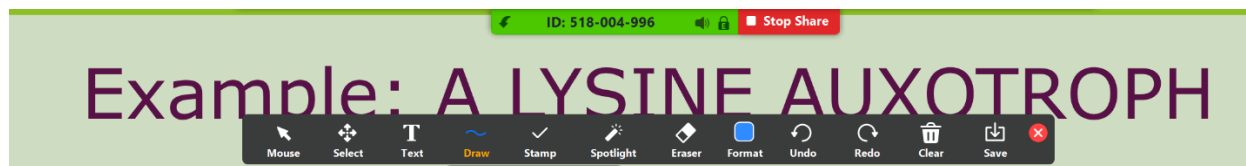


→ synthesis of amino acids,  
vitamins etc occurs in steps

To write on your whiteboard or screen, select **DRAW**. This allows you to write on the screen.

To remove your marks, you could either use

- **ERASER** to remove select portions or
- **CLEAR** to clear your markings from the whole screen.

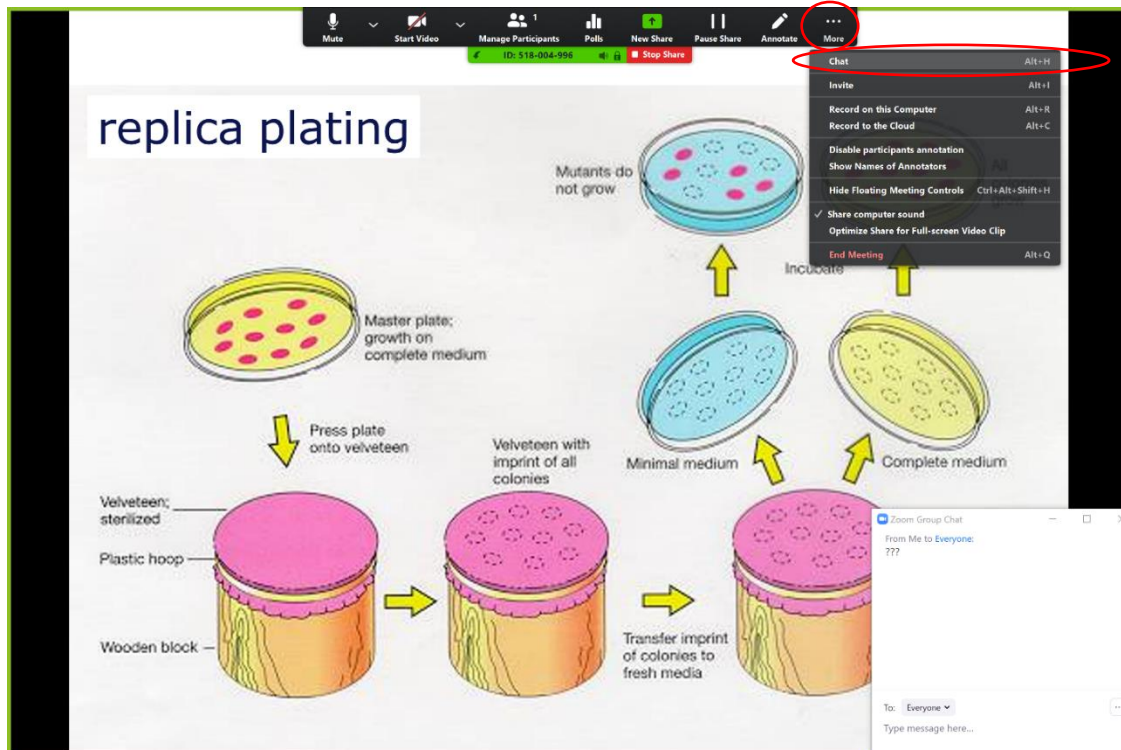


Cannot make its own lysine.

## Add a Chat box

This might allow students to get your attention without having to speak over you or feel like they are disrupting you. To open the chat box, either type **Alt+H** or go to the **zoom menu → More → Chat**.

I have heard that there is an option for students to “raise their hand,” but the icon for this is very small and the host/instructor often misses the raised hand.



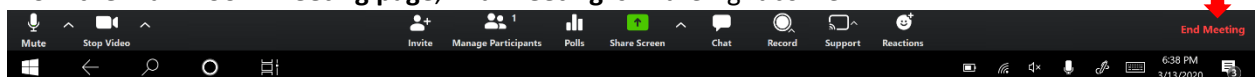
## At the end

When the class or office hours is over, simply click “End Meeting”.

- If you are sharing a screen, go to the Zoom home menu → More → Select **End Meeting** from the bottom of the drop down menu.



- From the main Zoom meeting page, End Meeting is in the right corner.



- Or you could just type **Alt+Q** to END MEETING.