Zoom Quick Start Guide in Isidore

For Instructors

This guide will walk you through setting up and joining a Zoom meeting in Isidore for your entire class.

For additional assistance with Zoom, including best practices advice, please contact the Office of eLearning at elearning@udayton.edu or 937-229-5039.

You may also refer to eLearning's Zoom documentation or Zoom's own help documentation.

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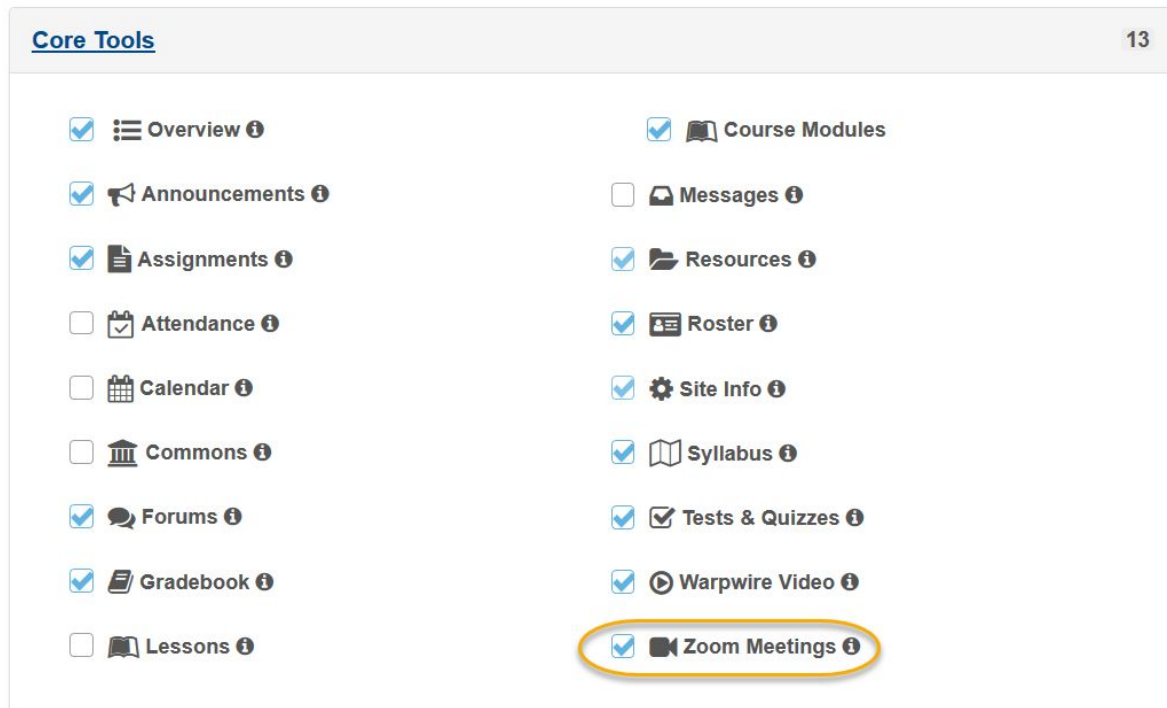
Add Zoom to your Isidore Site

Zoom can be added to your Isidore site just like any other tool. To add it to your Isidore course site:

1. Click **Add Tool** from the tool menu.
2. In the **Core Tools** section, click the checkbox next to **Zoom Meetings.**
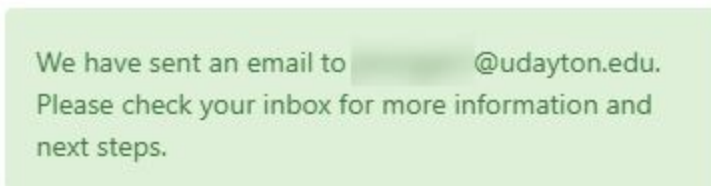
3. Click the **Continue** button.
4. Click **Finish.**
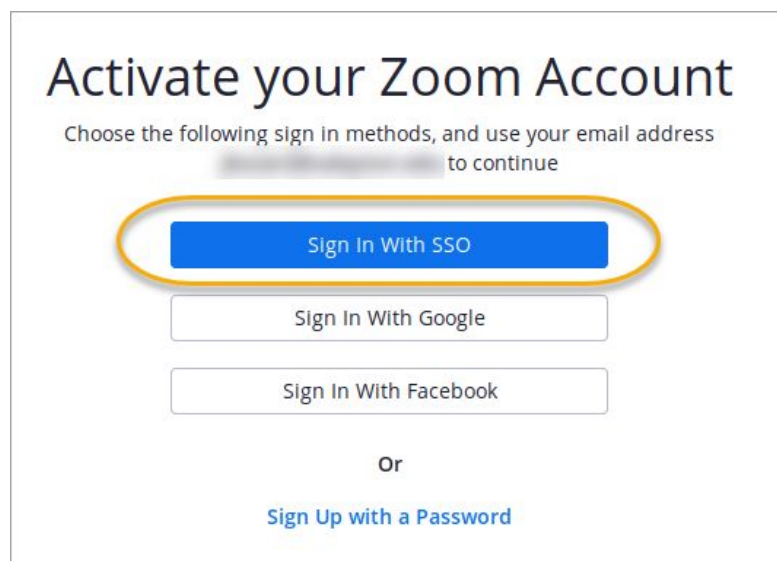5. **Zoom** will be added to your tool menu.

Activate your Zoom Account

If you have never used Zoom before, you may need to activate your Zoom account in order to host a meeting.

1. Click on the **Zoom** tool from the tool menu in an Isidore site.
2. You will see the following message:

> We have sent an email to ▮▮▮▮▮ @udayton.edu. Please check your inbox for more information and next steps.

3. Check your UD email account.
4. Click the button in the email to **Activate Your Zoom Account.**
5. On the page that opens, click on the **Sign In With SSO** option.

Activate your Zoom Account

Choose the following sign in methods, and use your email address ▮▮▮▮▮▮▮ to continue

Sign In With SSO

Sign In With Google

Sign In With Facebook

Or

Sign Up with a Password

6. Sign in with your UD credentials.
7. Your account will be activated. If you return to Isidore and refresh the tool, you will be able to begin scheduling meetings.

ZOOM MEETINGS

zoom   Show Course Meetings

Set Up your Zoom Profile

There are a few items you might want to adjust in your Zoom profile for a better experience.

1. Navigate to go.udayton.edu/zoom.
2. Click on the **Sign In** button.
3. Type in your UD credentials.
4. On your **My Profile** page, click on **Change** underneath the avatar picture to add a picture to your account. This picture will display with your name whenever you choose not to share a webcam video.

5. On your **My Profile** page, click on **Edit** next to the **Time Zone** menu option to adjust to your desired Time Zone.

Schedule a Zoom Meeting

Zoom is designed so that it's very easy to schedule a meeting for your entire class. Zoom meetings are set by default so that everyone who has access to your Isidore site has access to a default Zoom meeting.
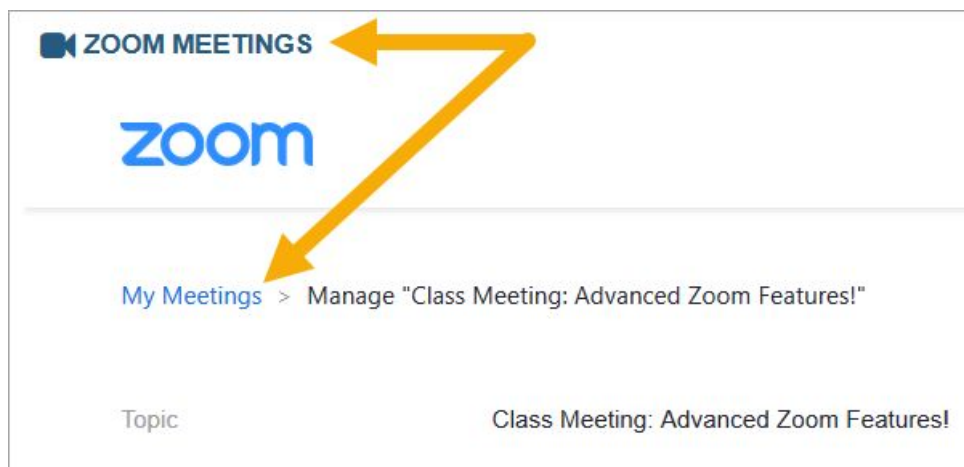
1. Click on the **Zoom** tool from the tool menu in the Isidore site where you'd like to host a meeting.
2. Click the **Schedule a New Meeting** button.
3. The **Topic** is the title of your meeting room. It will inherit your Isidore site's title by default.
4. In the **When** section, choose the time and date when the meeting should happen, as well as the meeting duration.

   Note: Make sure your time zone is set correctly.

   Note: If the meeting is scheduled in the future, you will be able to start your meeting at any time. When you start the meeting, participants will be able to join it, even if it is scheduled for the future.

   Note: The meeting will persist past the duration you set so long as the host is present in the room.

5. All other settings can be customized as you desire. Please see our additional documentation to see more information about these settings.
6. Press **Save.**
7. Your meeting is scheduled. You will see an overview of your meeting's settings.
8. Click the **My Meetings** link or the refresh button to return to the main page of Zoom.
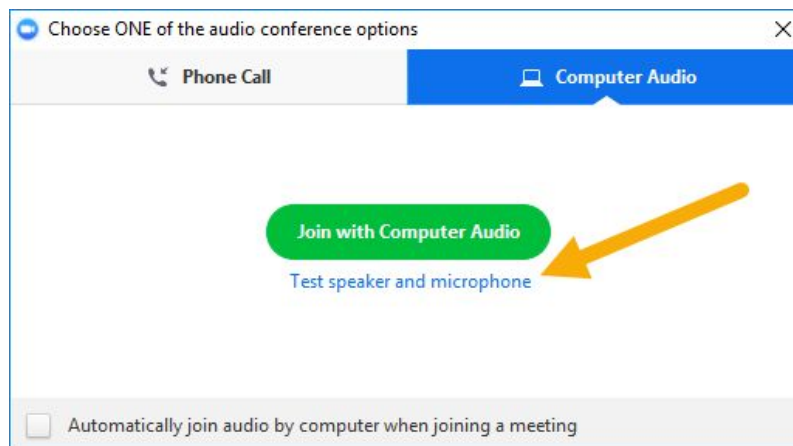
Join a Zoom Meeting

Once you have added a meeting, as the host of the meeting, you can join it at any time.

1. Click on the **Zoom** tool from the tool menu in the Isidore site where you'd like to host a meeting.
2. Click on the **Upcoming Meetings** tab.
3. Click on the **Start** button next to your meeting.
4. You will be prompted to install a Zoom plugin if this is your first time using Zoom on the device or browser.
5. Once the Zoom plugin is installed, you will see a popup asking to open Zoom in Zoom Meetings. Click the checkbox next to, "Always open these types of links in the associated app", and click the **Open Zoom Meetings** button.
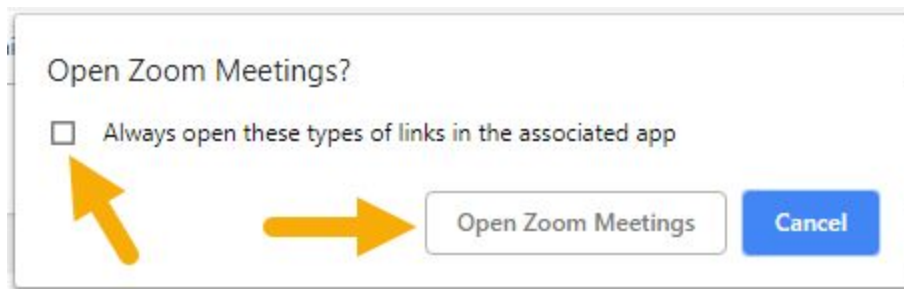
If you do not see a popup or the room does not launch, check your browser's popup settings.

6. You will then be prompted to select your audio type and given an opportunity to test your speaker and microphone. If this is your first time using Zoom on the device or browser, we recommend testing your speaker and microphone. The Zoom Test Meeting is also a good way to test your audio devices.

7. Once you have tested your speaker and microphone, press **Join with Computer Audio.**
8. The meeting room will be visible.

Hosting a Zoom Meeting

Every Zoom meeting must have a host. There can only be one host per meeting. If you were the person who set up the meeting within Isidore, you are the host, which means you have control over the meeting's settings. For more detailed information about all of the host controls, please see Zoom's help documentation.
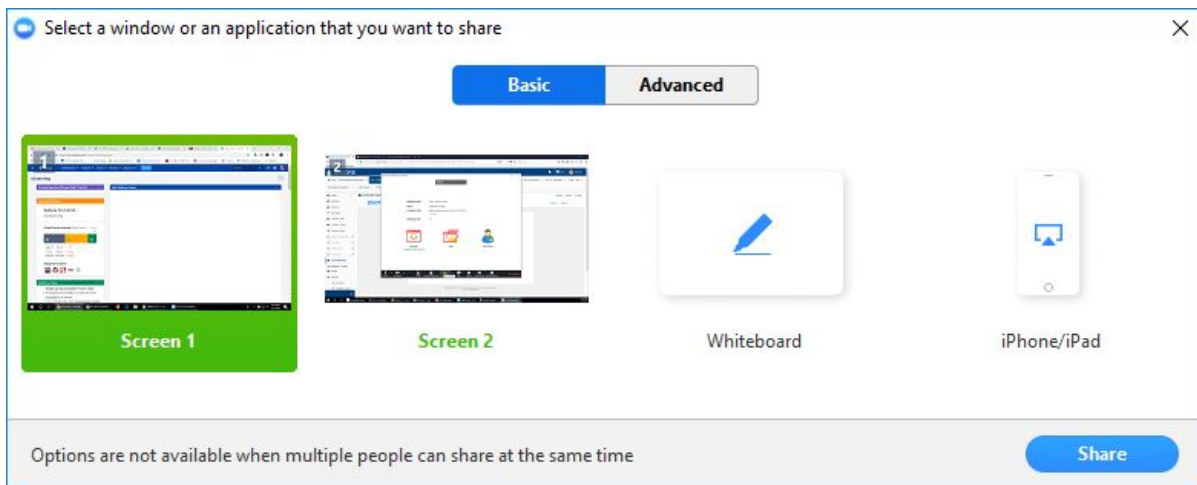
1. The host controls will appear at the bottom of the screen when you first join the room.
2. Click the microphone icon to mute or unmute yourself.

3. Click the video camera icon to start or stop your webcam.
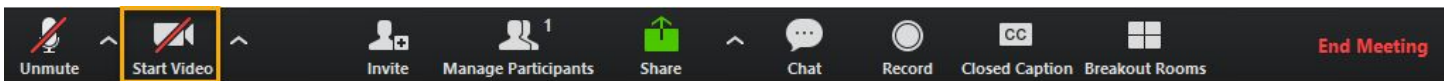
4. Click the "Share" button to share your desktop, an application on your computer, or a whiteboard. Below is an example of Share selection screen looks like. Select what you would like to share, then press the **Share** button.

While sharing, the host controls will disappear from your view. Hover over the top of your screen or the bottom of the screen for the host controls to re-appear. If you look for the green meeting ID and "Stop Share" button, that will help you know where to hover for the host controls:

Press the red "Stop Share" button to stop sharing your desktop.
If your students are muted while you are sharing an application, we recommend that you open the chat window or advise students to use the "raise hand" feature to get your attention.

5. Click the "Record" button to begin, pause, or stop recording.
6. Click the "End Meeting" button to end the meeting.

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