

Zoom - *Quick Guide* and Tips for IHPME Students

Please Visit the Zoom Help center for Training Videos, Troubleshooting Guides, and Support:

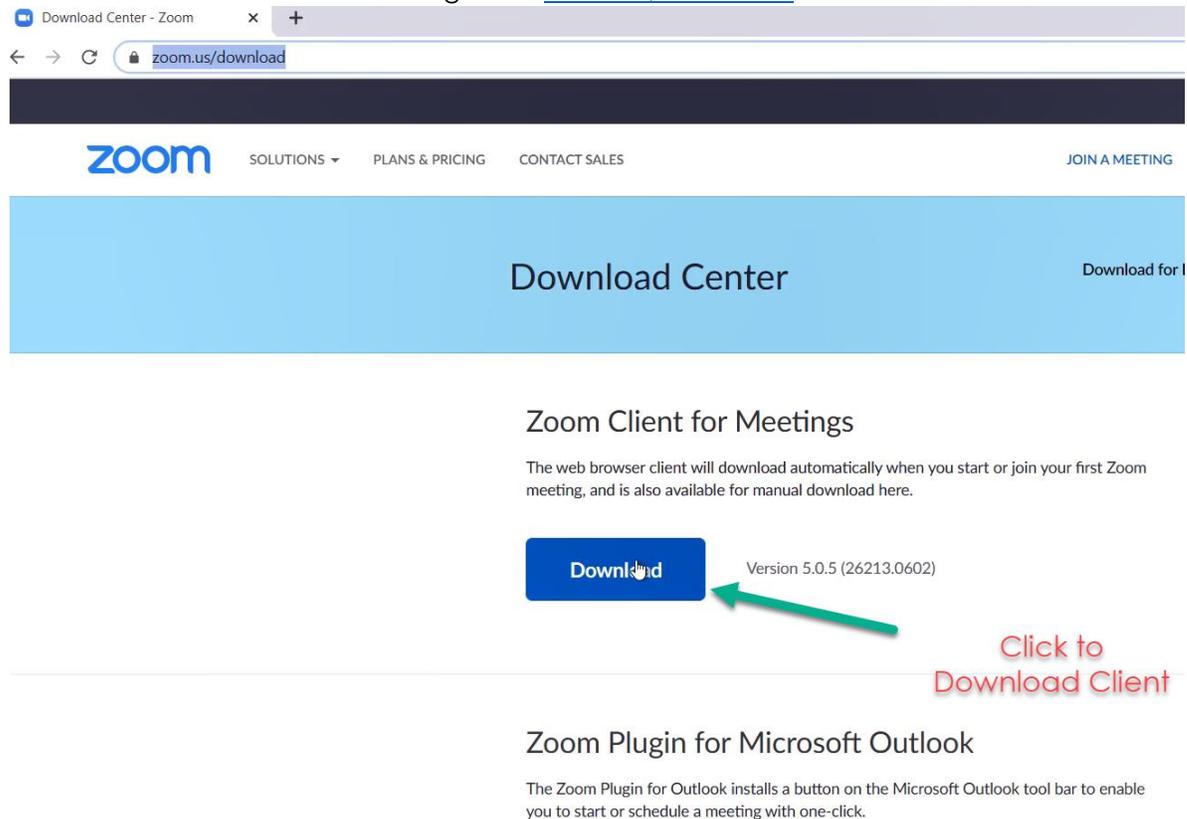
<https://support.zoom.us/hc/en-us>

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Installing Zoom. It is best practice to install and use “Zoom Client for Meetings”.

1. Download Zoom Client for Meetings from zoom.us/download

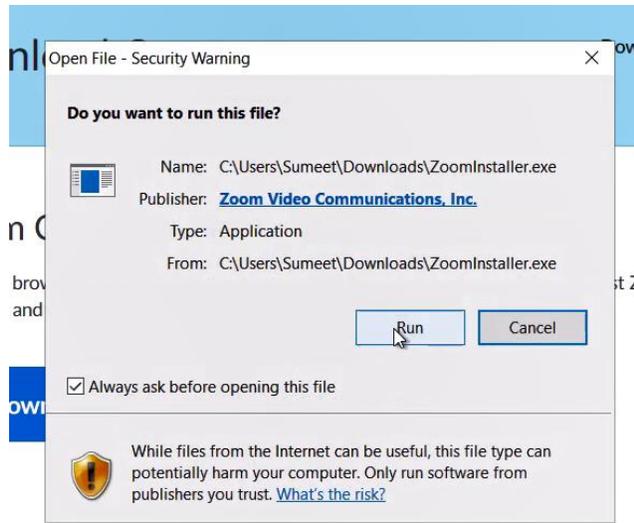


The screenshot shows the Zoom Download Center website. The browser address bar displays 'zoom.us/download'. The page features the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, and JOIN A MEETING. A large blue banner reads 'Download Center'. Below this, the 'Zoom Client for Meetings' section is highlighted. It includes a description: 'The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.' A blue 'Download' button is present, with a green arrow pointing to it from the text 'Click to Download Client'. To the right of the button, the version number 'Version 5.0.5 (26213.0602)' is displayed. Below this, the 'Zoom Plugin for Microsoft Outlook' section is visible, with a description: 'The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.'

2. Run the Zoom Client installer (ZoomInstaller.exe) downloaded above.



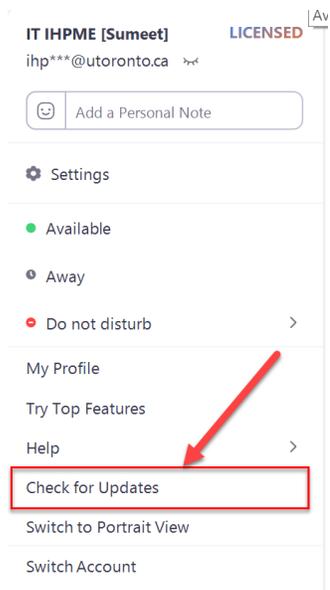
3. A security warning prompt, similar to one shown below, will appear. Click “run” to complete the installation.



Updating Zoom Client

Features in Zoom are updated periodically, including security features. It is important to ensure that you are using the most recent version of the Zoom Client. If you already have the Zoom desktop client installed, you can check for updates:

- Sign in to Zoom desktop client.
- Click your profile picture (Top Right area) then click **Check for Updates**.



If there is a newer version, Zoom will download and install it.

Signing up for a Zoom Account

To sign up for your **own free account**, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click **Activate Account**.

Using Zoom in Your Classes

Your instructors will discuss basic “Rules of Engagement”/guidelines for your courses during your first class.

In-class/session interactions:

- Chat room
- Reactions vs Raise hand (Note: co-host and host do not see raise hand option)
- Sharing your screen for PowerPoint, etc.
- Breakout rooms for small group discussion
- Polls (create, launch, share, and save poll results, close poll)
- Assigning co-hosts
- Transferring hosts
- Whiteboard

Chat room (Alt +H Windows shortcut key).

Please visit : <https://support.zoom.us/hc/en-us/articles/203650445-In-meeting-chat> for more information on Chat management.

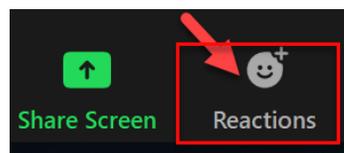
- **Reactions & Raise Hand**
Reactions differs from the Raise Hand feature. The Raise Hand feature is not available to the Host (usually your Instructor), Co-host (other instructors, guest faculty, or students facilitating a session), or Alternative Host; only participants can use the Raise Hand feature and it's viewable only in the Participants Tab/window (Alt + U shortcut key).



The Raise Hand icon appears in the Participants' Panel :  . As a host/cohost they will be able to see if someone has raised their hand by looking at participants panel as well, it will appear as below:



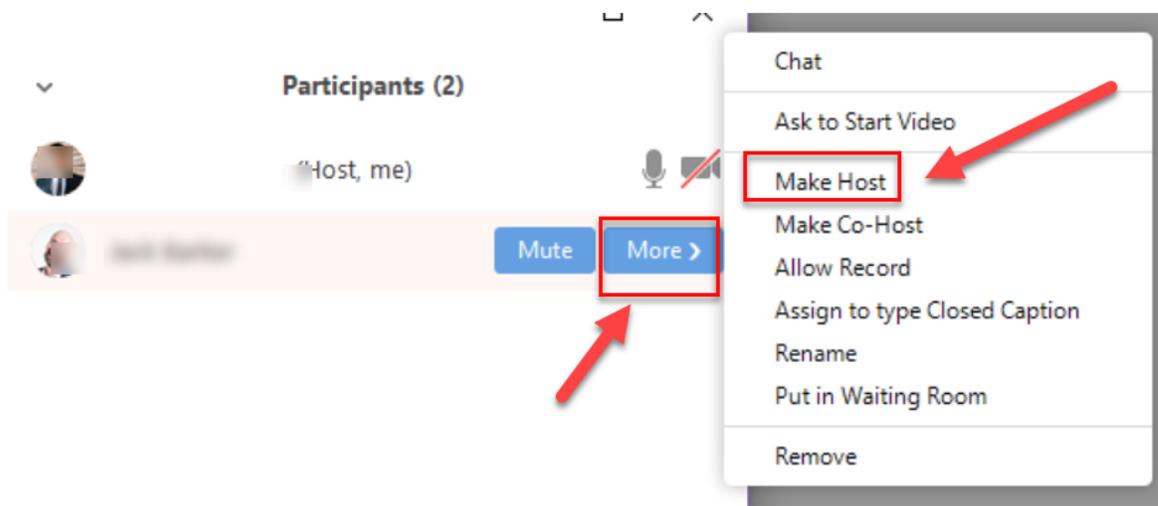
Reactions appears in the main window by the Share icon. There are two types of reactions: Clap and Thumps Up. Reactions differ from the Raise Hand feature, however they can be used as well for non-verbal interruptions. Your instructor will discuss basic "Rules of Engagement/guidelines for your course during your first class.



- **Sharing your screen**
During the meeting, the host (usually your Instructor) can enable and grant participants access to share screen, so request for permissions if you want to share screen or unable to share screen if you are doing a presentation.
Note: Instead of sharing entire Screen, it's best to share only the application.
Note: Ensure that you have your PowerPoint open and ready before hitting the Share Screen button.
- **Sharing your screen for video**
Important Note:
Check **Optimize for full screen video clip (option seen when you click Share Screen at the bottom of the window pop up)**: Check this if you will be sharing a video clip in full screen mode. **Do not check this otherwise, as it will cause the shared screen to be blurry.**
More help is available regarding how to Share Screen here :
<https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>
- **Breakout rooms for small group discussion**
Your course might have breakout rooms. In the breakout room, all participants can share their screen, whiteboard, camera/video as well as audio. Depending upon how the breakout rooms have been configured, you might be moved automatically to your respective breakout room, or you might be asked to join your assigned room manually. A participant can be assigned only one breakout room, and all breakout rooms are isolated from others. As a participant, you can opt to return to main lobby or "Ask for Help" if you require assistance from the Host (usually your Instructor).

- Transferring host controls

There might be times when the host (usually your Instructor) get's disconnected. In the absence of a co-host, a random user/participant will become the "Host", when your Host returns to the "waiting room" please grant them the "Host" permissions to ensure the course session continues. Follow the instructions below: **Hover over a participant and click More for these options:**



For more information on various controls and access available to the Host:
<https://support.zoom.us/hc/en-us/articles/201362603-Host-Controls-in-a-Meeting>

- Whiteboard

Whiteboard is available to anyone who uses the Share Screen feature, or any participant in a breakout room.

Note: in breakout rooms, Whiteboards that are created will not transfer over to the main room. Therefore, please take a screenshot of the Whiteboard if you wish to see share your group's Whiteboard with others after you return to main lobby from the breakout room.

How to use Whiteboard:

<https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard>

Tips & Suggestions

1. Have a Back-up Plan.

- Ensure that you keep a copy of the Zoom meeting details nearby (copy this from the Quercus page for each of your courses), in the event that you encounter technology issues, e.g., internet disruption, crashed computer, etc. this will enable you to rejoin your class by telephone. Make sure that you join the Zoom class using the In the event of a power

disruption, if you have a data plan on your phone, hot spot your phone for internet connectivity to your laptop. Or join the meeting using your phone and its data plan.

2. Steps to Improve Your Connectivity.

- Move closer to the wifi router.
- Purchase/use a wifi-extender.
- Connect via Ethernet cable to your router/modem if feasible.
- Go to <https://speedtest.utoronto.ca/> to test your connection. If the upload speeds are below 1.5 Mbps, consider upgrading your internet plan with your provider. Zoom recommends 1.5 Mbps for video and audio. [REFER to Minimum System Requirements info [here](#)]
- Ensure that there are minimal demands on your internet connection during your classes. Ask family members/house guests not to stream movies, or have video calls at the same time that your class is held.
- Turn off your video camera during class if your video is choppy, or if you experience audio delays. You can turn off camera/videos to help make more bandwidth available for class.
- **Suggestion:** Consider reserving a study space at the Wallace Room in Gerstein Library if you experience persistent WIFI/internet issues at home or at work <https://gerstein.library.utoronto.ca/spaces/wallace-room>

3. When Screen Sharing

Close all unnecessary applications on your computer (Email, MS Teams, Netflix, etc.) if presenting or sharing your screen, e.g., a PowerPoint presentation. This will help prevent unwanted pop-ups or “dings”, and make it easier to locate and quickly share your material with your Instructor and classmates.

4. **Test – Test – Test!!**

Always test prior to a session in which you are presenting or facilitating; you can arrange to test with your Instructor or classmates and/or

<https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>

Join a Test meeting: <https://support.zoom.us/hc/en-us/articles/115002262083>

5. Your Surroundings when the Video/Camera is on.

Be mindful of your surroundings if you have your video on. Turn off the video if you have to step away from your computer, or when unexpected changes happen to your surroundings, e.g., someone enters the video view who not associated with your course. Consider how the environment is managed and how interruptions might be avoided, e.g., closing the door to the room you are in to minimize external noise. Consider using a Virtual Background if your computer supports it. More information about Virtual Backgrounds : <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

6. Rules of Engagement

Before your course begins or at the start of your first class, your Instructors will discuss Rules of Engagement with you and your classmates for each course.

Guidelines/Rules may include:

- a. all participants to mute themselves unless they are asking a question or participating in a discussion
- b. all participants to raise their hands to ask a question using the Zoom raise hand feature and to wait for their turn to speak. Remind them to unmute themselves when it is their turn to speak.
- c. all participants to turn on their video camera when presenting, if feasible and if their connection strength is sufficient.
- d. all participants (including guest lecturers) to display their full name instead of initials or nicknames during class.

7. Some helpful **Zoom Shortcut keys** (Listed are Windows shortcut keys)

More available for Mac and Windows at : [Zoom Site](#)

ALT+ H – opens up chat panel window

ALT + U – opens participants panel.

ALT + Y – raise/lower hands

Alt+V: Start/Stop Video

Alt+A: Mute/unmute audio

Alt+M: Mute/unmute audio for everyone except host **Note:** For the meeting host only

Alt+S: Launch share screen window and stop screen share **Note:** Will only work when meeting control toolbar has focus

This Document Created/Modified by:

Sumeet Sheoran [IHPME - IT Coordinator]

Whitney Berta [IHPME - Graduate Coordinator]

Anita Morehouse [IHPME - HSR/MHSc Program Assistant]

Christine Shea [IHPME - QIPS - Program Director]