zoom

This is a step-by-step guide on hosting an online class, to be done at least 1 day before the start time. After following this guide, you are strongly encouraged to do explore the capabilities of Zoom, such as sharing your screen and webcam.

This guide is broken down into 4 sections:

1. Setting up to host classes – *to be done once*
2. Scheduling a class – *TBD DAYS before each class start time*
3. Running a class – *15 minutes before your class start time*

Setting up to host classes

Prerequisite info:

To utilize this solution, you will require:

A computer with a webcam & mic

An internet connection

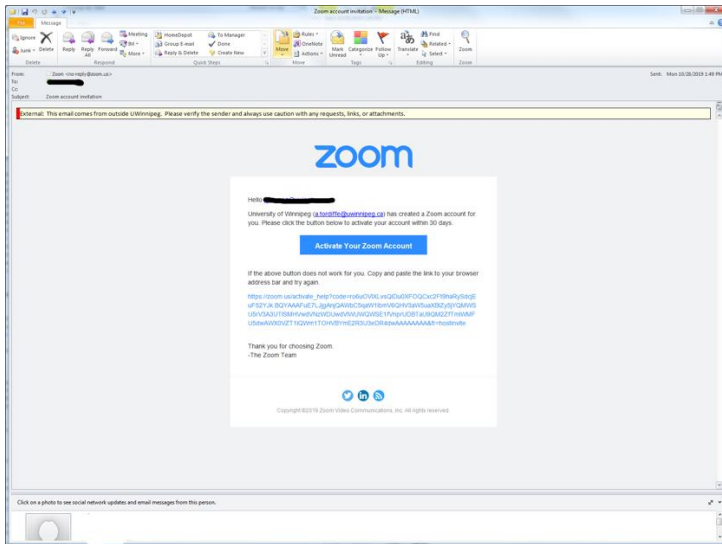Minimum specifications: https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux

Email addresses for all attendees

Request a license from Media Services.

remoteteaching@uwinnipeg.ca

Media Services support: 204-786-9827

You will receive an email with instructions on how to set up your account

Follow instructions to set up your account:
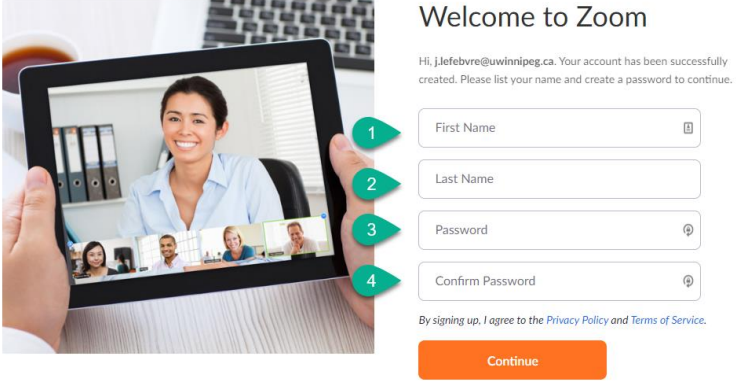
On the page that appears, click **Sign Up with a Password**

On the next Page enter your **First Name, Last Name, Password** and **Confirm Password**, then press **Continue.**
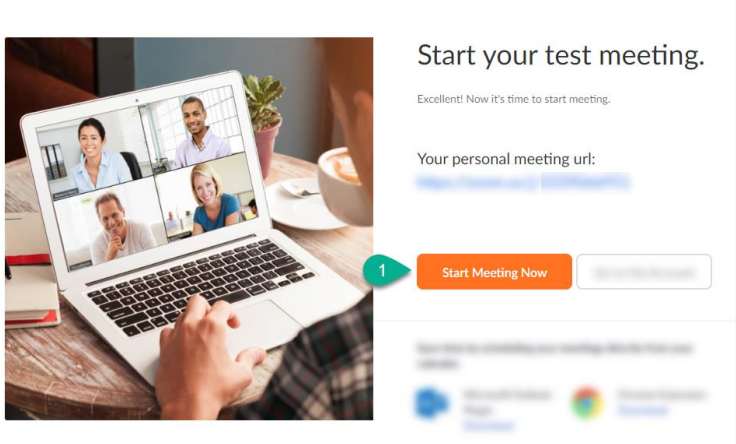
On the following page click **Start Meeting Now**:
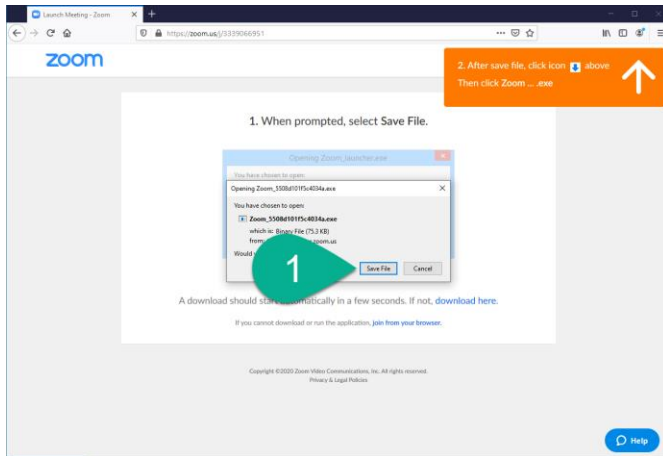

Click on the download that appears, based on your browser
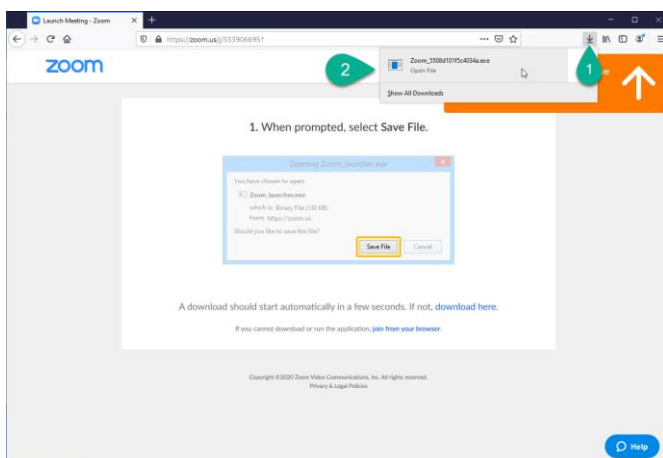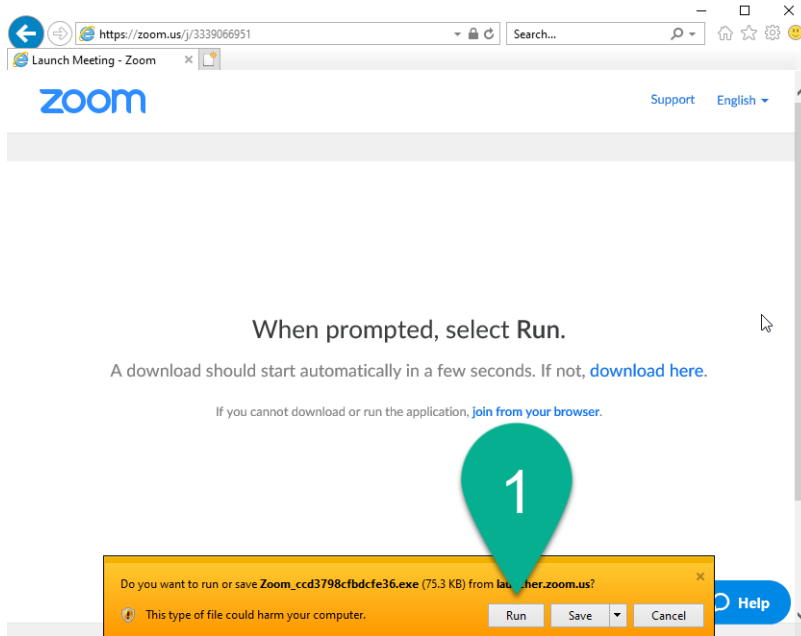
Chrome:
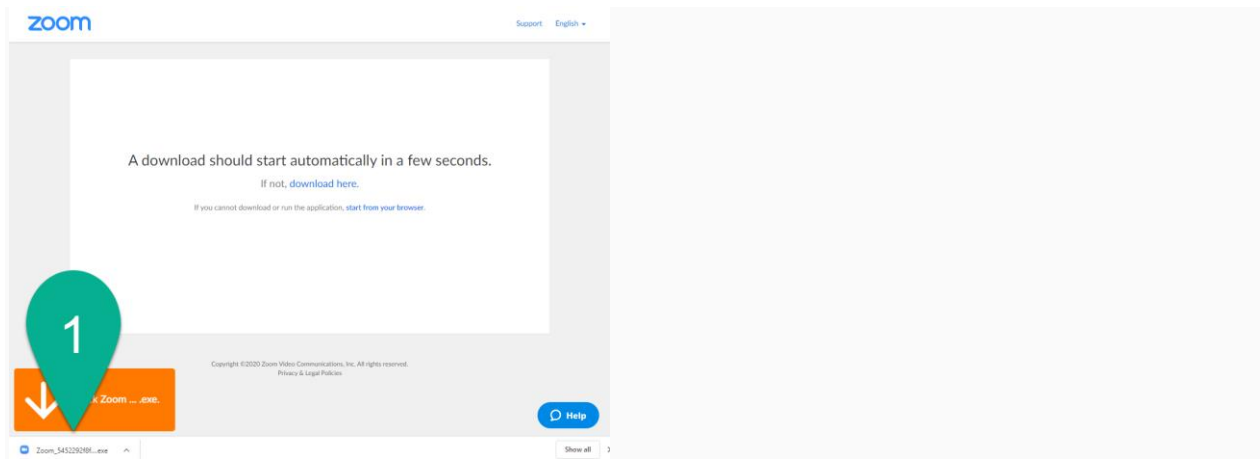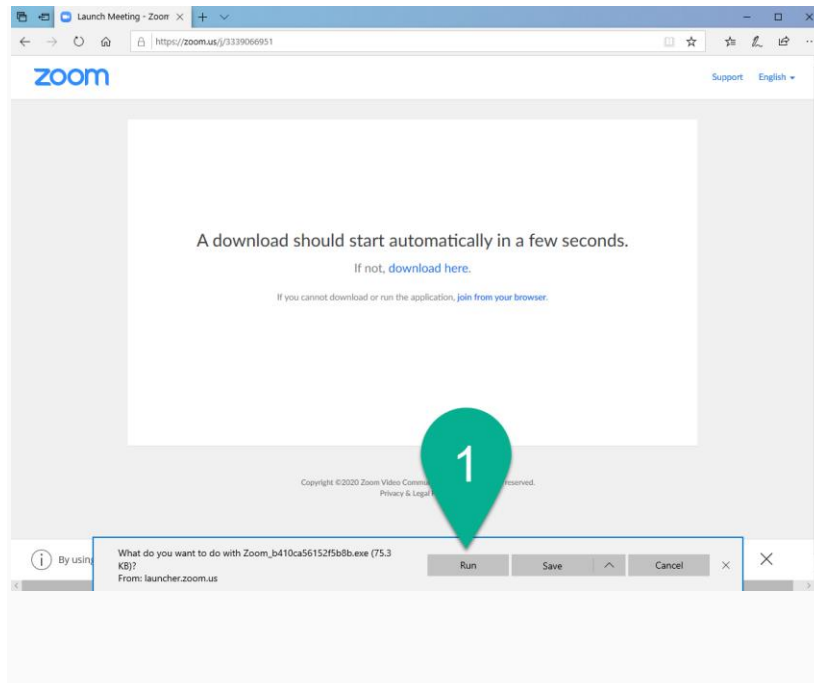
Open and run the application

Firefox:

Once the download is complete, click the downloads button in the top right, and click the Zoom download
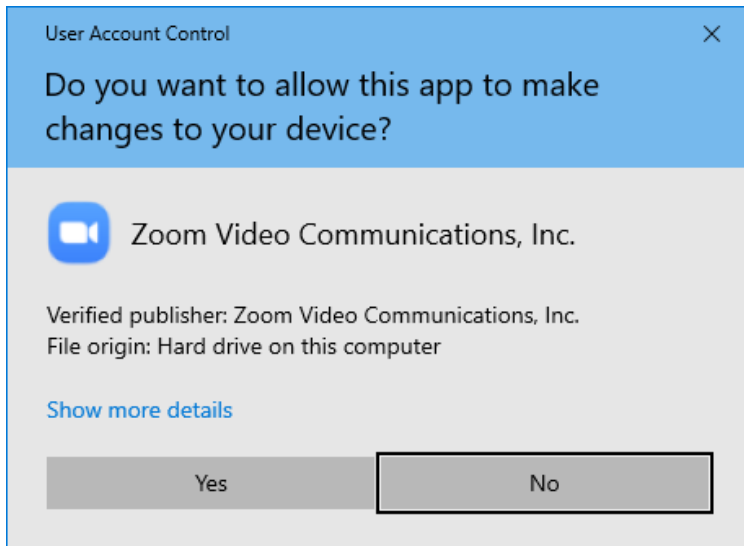

Internet Explorer:

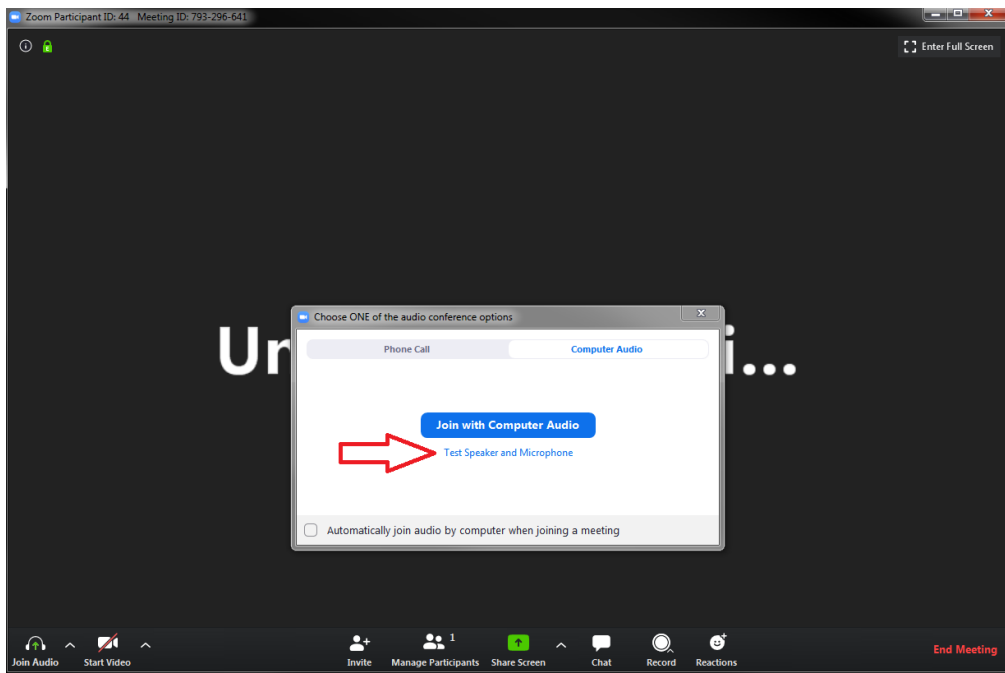**Internet Explorer Edge:**

Press **Yes** in the following dialog.

Audio Setup

When you start or join your first meeting, you will be presented with some audio conference options. To set up your audio, click "Test Speaker and Microphone".


If you can hear a ringtone playing, your speakers are set up properly. If not, click the drop-down menu titled "Speaker 1".
Choose the appropriate sound device for your computer. Once you can hear a ringtone, click "Yes".
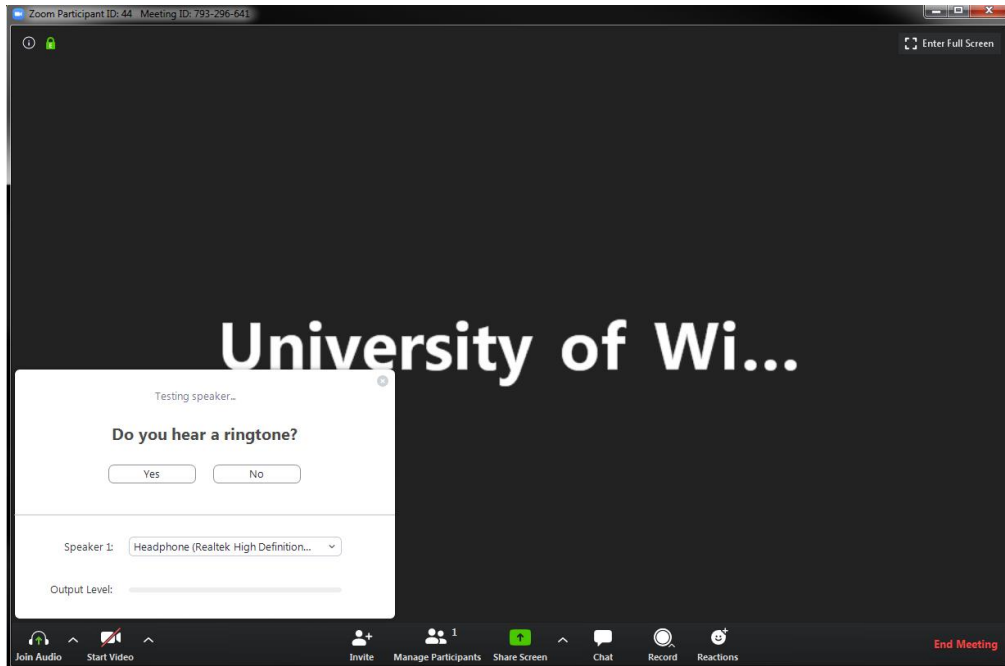
Speak and then wait a moment. If you can hear your voice played back to you, your microphone is set up properly. If not, choose the appropriate microphone device from the drop-down menu titled "Microphone 1". Once you are able to hear your voice played back to you, you have selected the right device. Click "Yes".
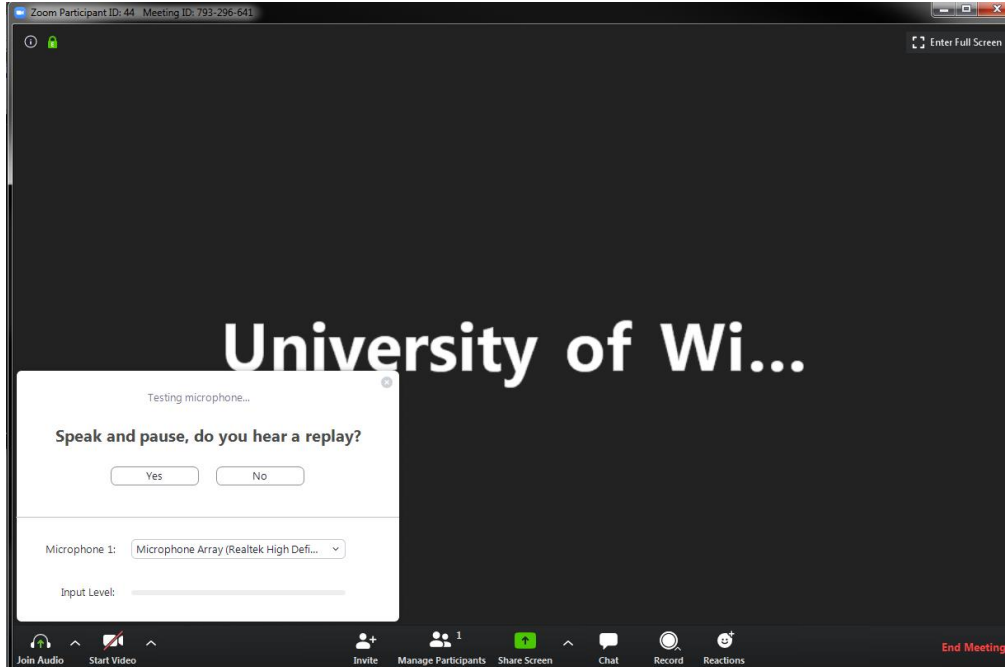
Once both of these devices are set up, you're ready to join your meeting. Click "Join with Computer Audio".
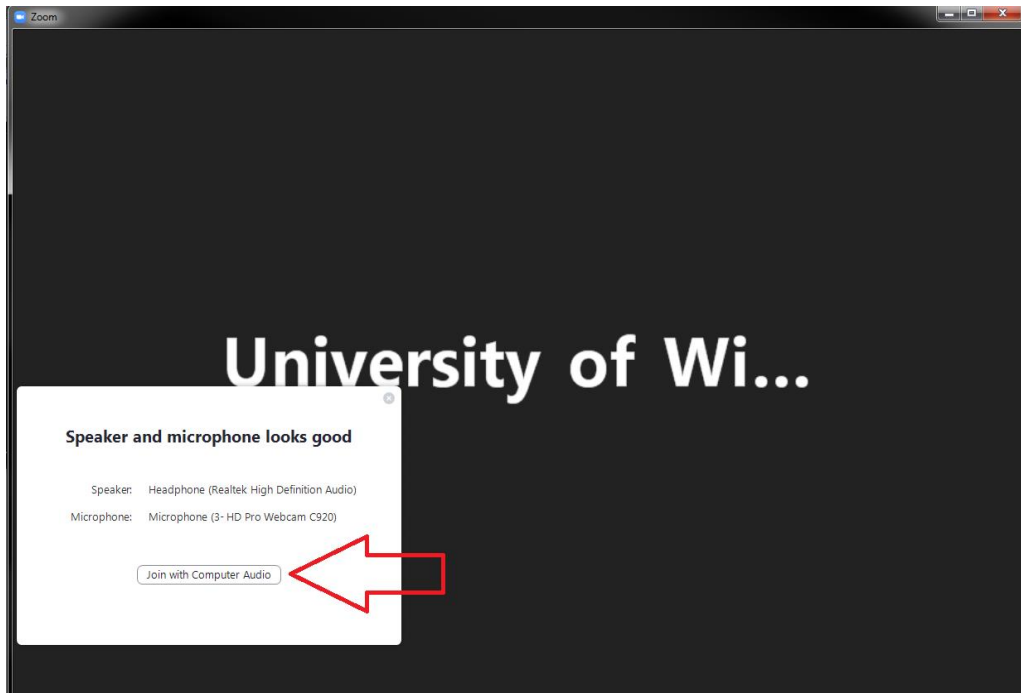
You can now join your meeting with computer audio. Once again, click on "Join With computer
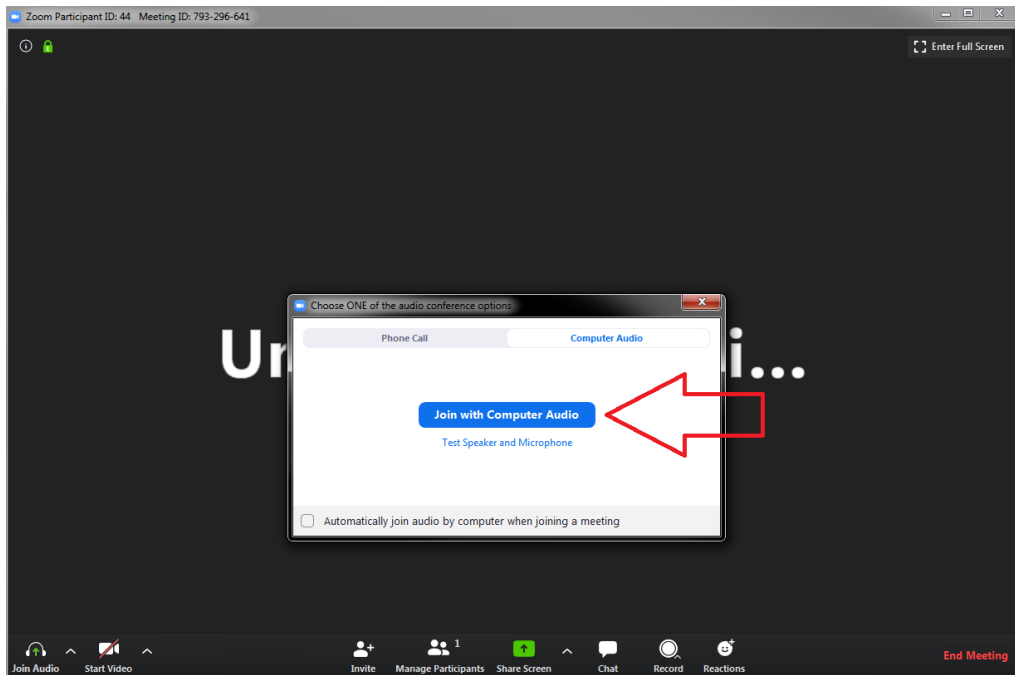

Your audio will now be connected to the meeting.

Webcam Setup

If you have enabled video for the host when scheduling your Zoom meeting, you should see yourself as soon as you log in. If you haven't enabled video for the host, you'll need to enable your webcam. To do this, move your mouse around the Zoom window. A control menu will appear at the bottom of the window. Click on "Start Video".
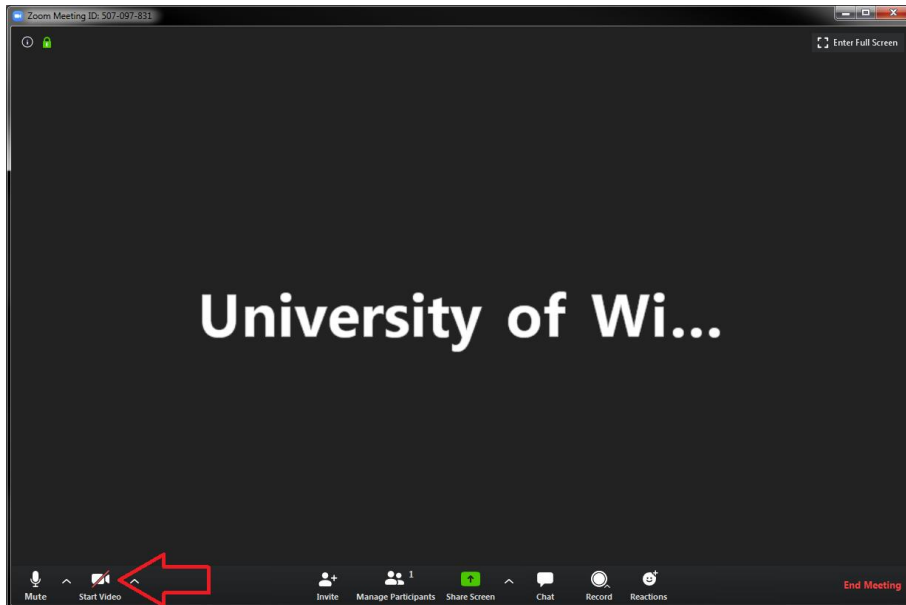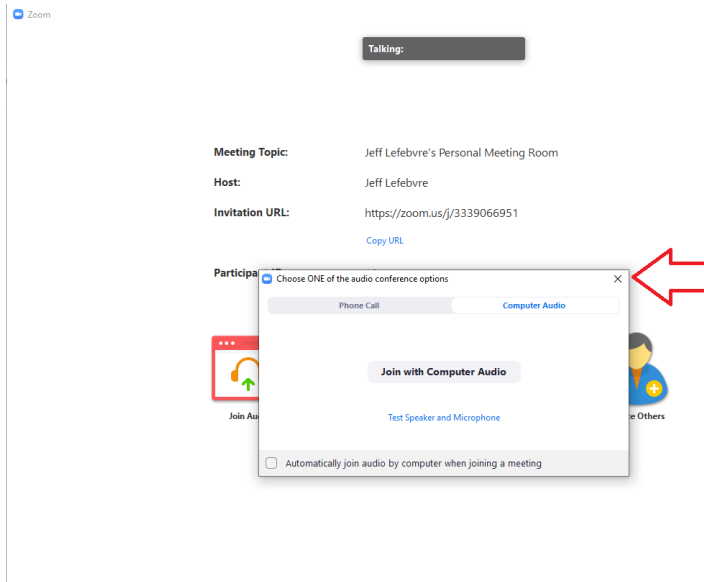

If you still don't see yourself, you may need to select a different camera device. To do this, click the arrow next to "Stop Video".
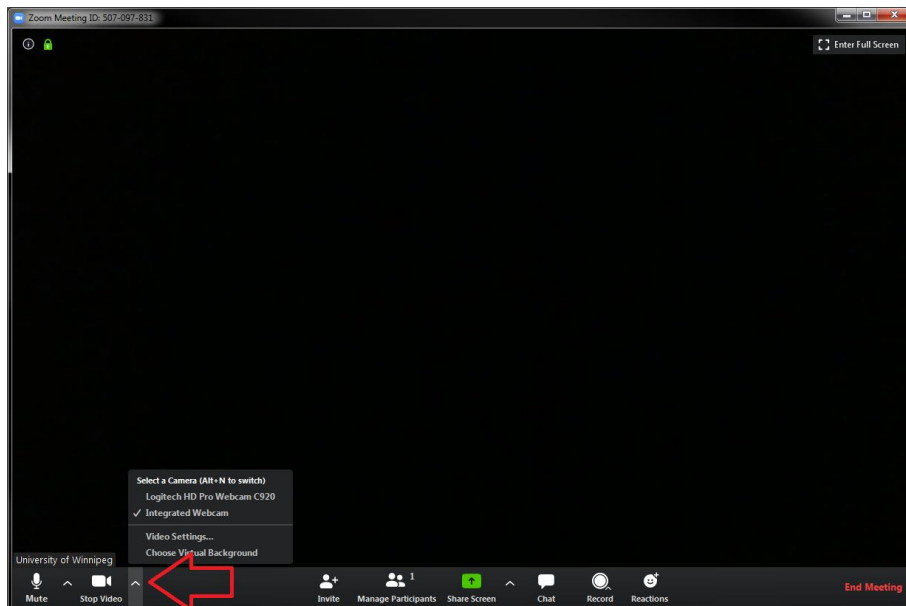
Choose the appropriate camera device from the list. Once you see yourself, your webcam is connected to the Zoom meeting.

To complete the setup, once you see the following screen click the 'x' to close out of all windows.

Scheduling a Class

After launching Zoom, click **Sign In**.

In the Sign In screen, enter your @UWinnipeg.ca email address and Zoom Password on the left side. Click **Keep me signed in** and finally click "Sign In"

If you have a Zoom account but cannot remember your password, click **Forgot**.

After signing in, you will see the **Home** tab, where you can click these options:
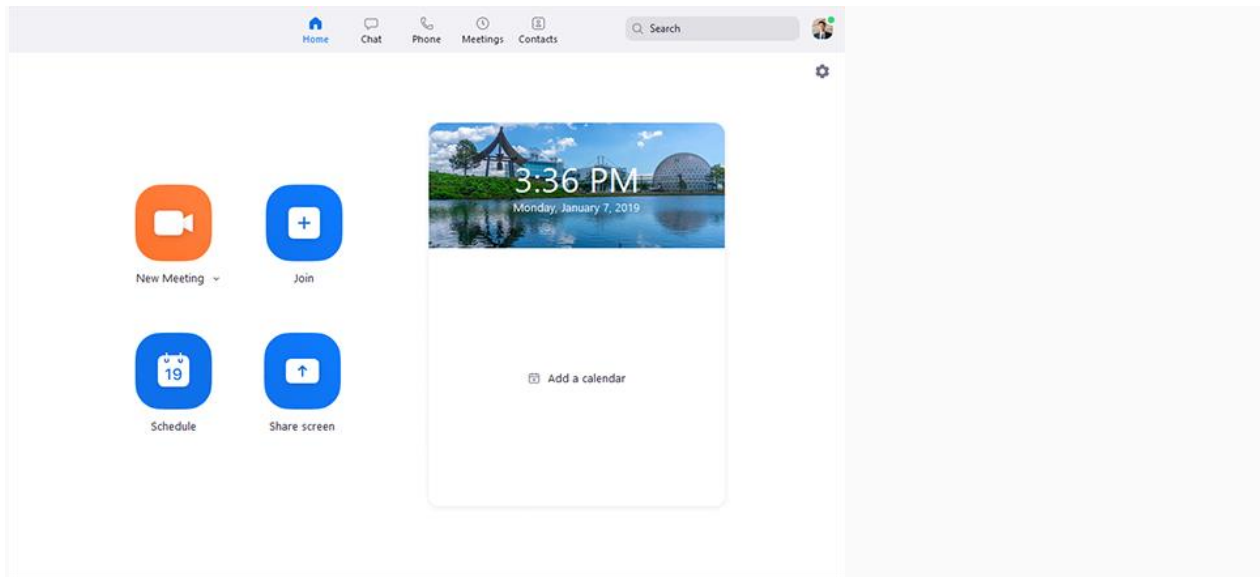
To ensure that all students are able to join the class, please perform the below steps at least 3 days in advance.

Select: Schedule and it will open a new window to set the meeting parameters.

Enter Topic: Start date and duration.

Meeting ID: Select Generate Automatically

Password: Leave empty

Video Host: ON Participants: Off
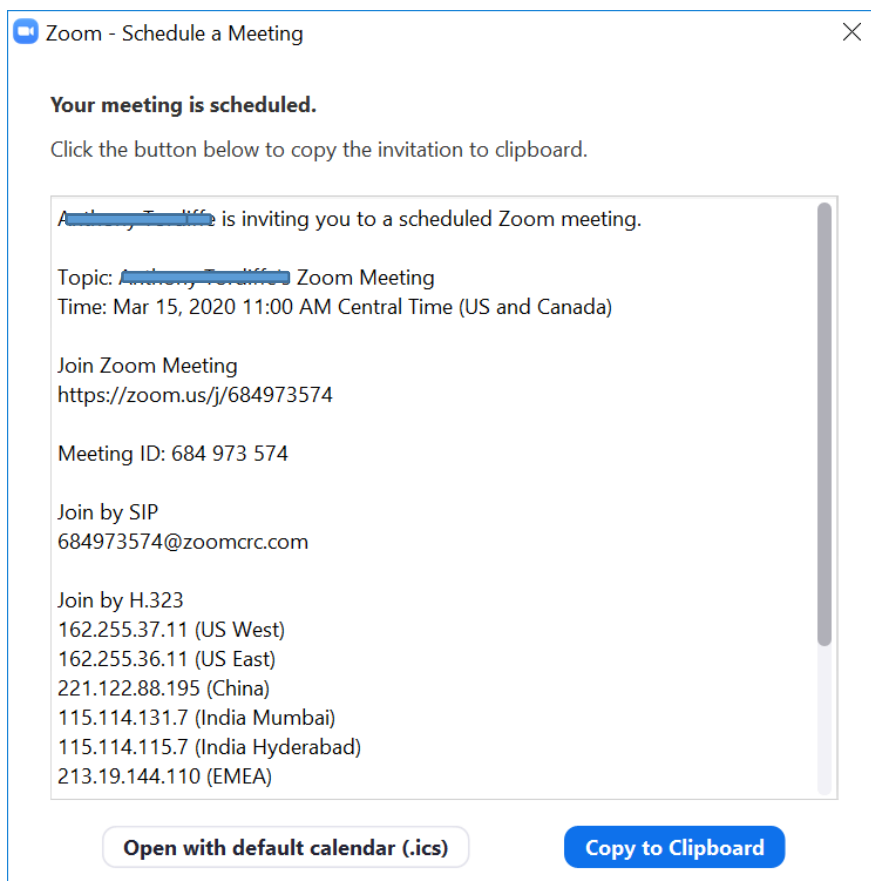
Audio: Computer Audio
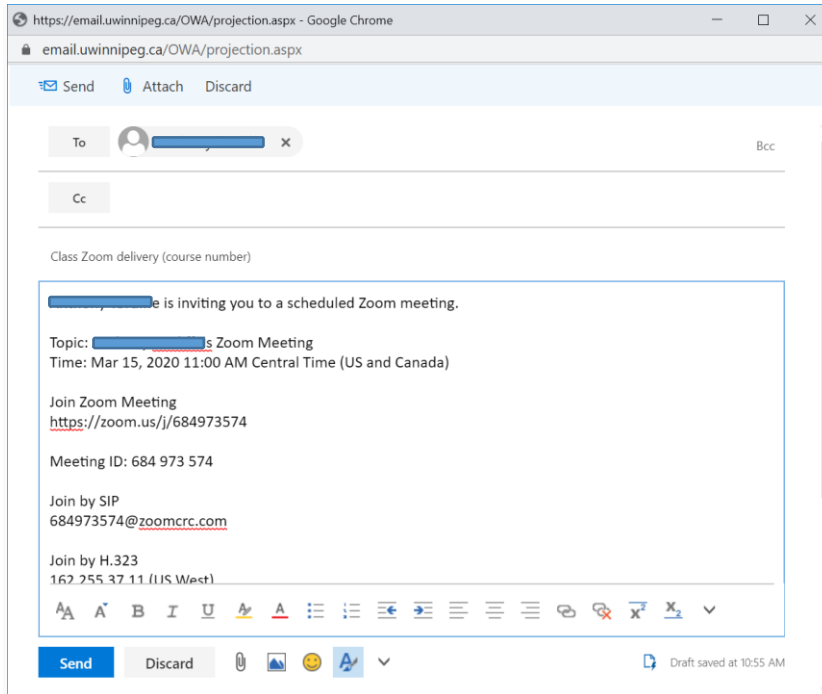
Calendar: Other Calendars

Select: Advanced Options drop down menu: Select > Mute participants on entry

Press: Schedule

A dialog will appear that gives you the text to send to your students. Click **Copy to Clipboard**

Create a new email in UWinnipeg Email Web Access (link) and paste the text (Ctrl-V) into the body of the message.
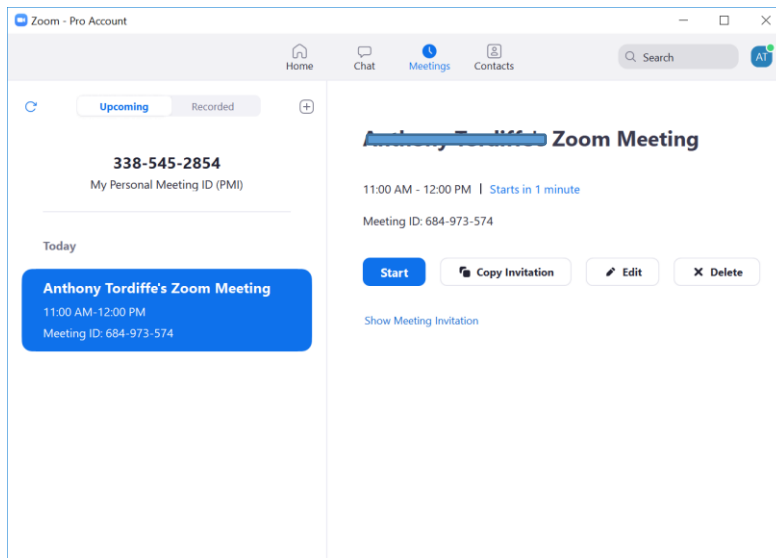
Paste the student emails in the **To** field, enter a **Subject**, and press **Send**.

Students will receive an email to join the meeting. They just need to click on the first link under Join Zoom Meeting and follow a few simple prompts.

Running the Class

Select the **Meetings** tab and click **Upcoming** to view, start, edit, and delete scheduled meetings.

To start the class, click on the scheduled class on the left, then click the **blue highlighted Start button** on the right. **It is recommended that you do this at least 15 minutes early.**
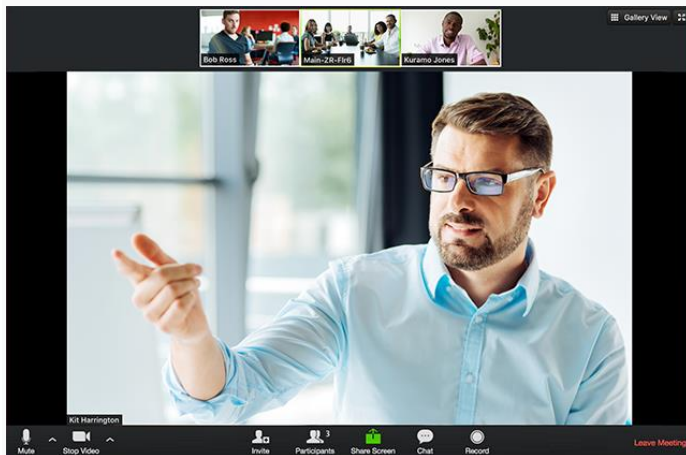
In-Meeting Controls

Once you have started or joined a meeting, you can access the meeting controls located at the bottom of the meeting window (move your mouse in the Zoom window to display meeting controls).

Learn more about meeting controls for hosts, co-hosts, and attendees. You can also join a test meeting to familiarize yourself with meeting controls before joining a scheduled meeting.

Record the Meeting – for upload to Nexus

Meetings can be recorded to your local computer and then uploaded to your Nexus class space.

Please see the additional outline for recording and uploading to Nexus.

More online resources available at: https://support.zoom.us/hc/en-us/categories/200101697