Teaching with Zoom

Centre for Teaching and Learning
UNIVERSITY OF TORONTO
SCARBOROUGH

Zoom is recommended for teaching purposes only if instructors have a plan in place to admit students from the waiting room. Using Zoom without the waiting room is highly discouraged since it is the main line of defence against Zoom-bombing and the lecture could be accessed by anyone who has the link. A dedicated TA should assist with this in larger classes, where waiting room management will be more challenging. **Please refer to https://dc.med.utoronto.ca/zoom for additional privacy recommendations.**

A) Accessing your Zoom Education License

Go to ACT's Zoom Information page. Read the scenarios carefully, as each person's specific circumstances may vary. Find the scenario that applies to you, and follow the instructions to claim your zoom educational license.

B) Schedule a Recurring Session

1   Log into your Zoom portal.

2   From the left sidebar, select **Meetings.**

Profile
Meetings
Webinars

3   Click the **Schedule a Meeting** button on the right of your screen.

Schedule a Meeting

4   Enter the session title in the **Topic** field.
    You can also enter session **Description**.

Topic: Class101

Description (Optional): This is a recurring session for Fall 2020 Class101

5   Select the date, time, and duration of your class.

Select the Eastern Time Zone.

Check the **Recurring Meeting** checkbox.

Select the recurrence, repeat interval, and day of the week.

Determine when the recurring session should end, either by selecting the date or number of occurences.

When: 09/15/2020   10:00   AM

Duration: 1 hr 0 min

Time Zone: (GMT-4:00) Eastern Time (US and Canada)

☑ Recurring meeting   Every week on Tue, until Dec 1, 2020, 12 occurrence(s)

Recurrence: Weekly

Repeat every: 1 week

Occurs on: ☐ Sun ☐ Mon ☑ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

End date: ● By 12/01/2020   ○ After 12 occurrences

6   Be sure to check "automatically record meeting" and "In the cloud" under meeting options

☑ Automatically record meeting   ● On the local computer

7   A **Passcode** will be generated by Zoom. You can edit the pass code if you wish.
    By default, the **Waiting Room** checkbox will be checked.
    For privacy, we strongly recommend keeping it checked.

Security   ☐ Passcode 🔒 Q5Xwv11   ☑ Waiting Room

For more information, please contact us at av@utsc.utoronto.ca

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8 You **must** assign a co-host (Alternative Host) to admit students from the waiting room. Typically this will be your TA, however they must also first create a Zoom account.

Alternative Hosts | Example: mary@company.com, peter@school.edu

9 Click **Save** to save the meeting settings.

Save | Cancel

10 Click **Copy Invitation** and paste it in your syllabus and in Quercus under modules as an external link.

Invite Link | https://us02web.zoom.us/j/84062513192?pwd=b0lhRG5jTWlacnRLaGovSmlPc05NQT09 | Copy Invitation

C) Hosting the Session

1 Find your zoom meeting. Click **Start** to start the session.

Class101
Meeting ID: 840 6251 3192
Start | Edit

2 To admit students to the Zoom meeting, click **Participants.**

👥 2
Participants

Find students who are waiting, and click **Admit** to admit them to the meeting.

1 Waiting | Message
SN Student Name | Remove | Admit

3 To mute all attendees in a session, click the **Mute All** button at the bottom of the Participants bar.

Invite | Mute All | More ⌄

4 To promote an attendee (such as your TA) to a host, hover over their name, click **More**->**Make Host.**

SN Student Name | More ⌄
Chat
Ask to Start Video
Make Host

5 Your recording should be configured to auto-record. Otherwise, to start recording a session, click the **Record** button.

⦿ Record | Record (⇧⌘R)

To stop recording a session, click the **Pause/Stop Recording** button.

⬆ Share Screen ^ | ⏸ ⏹ Pause/Stop Recording

* When the meeting ends, the recording will be stored to your computer under documents.

D) Sharing a Recording on Quercus

To share the downloaded recording on Quercus, you need to upload the .mp4 file to My Media and then embed it in a Quercus Page. For more details, please refer to the tip-sheet on "**Embedding MyMedia Files in Quercus**".

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