Duke SCIENCE & SOCIETY

Prepping for Virtual Classes with Zoom

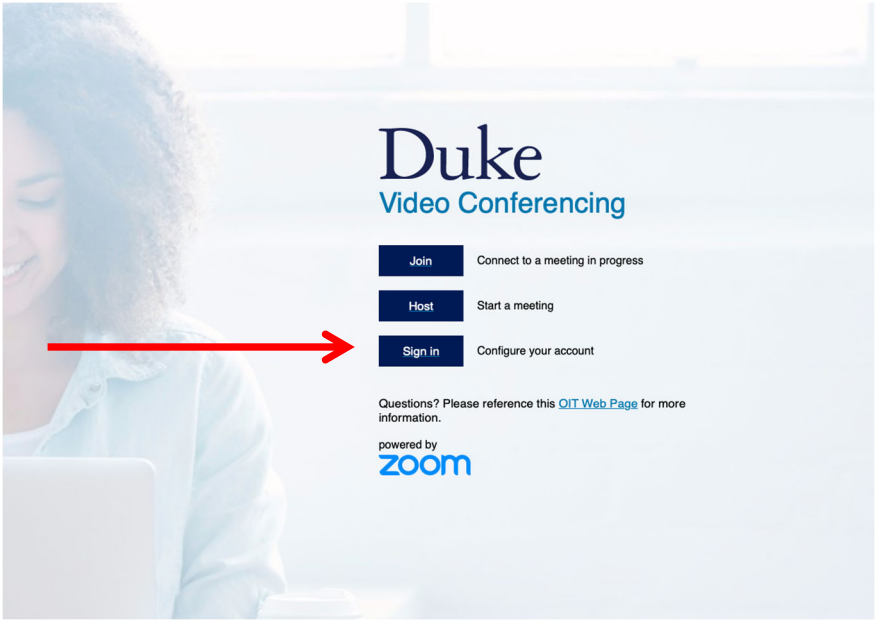
Table of Contents

Logging In to Zoom (With Advanced Features & No Time Limit) 2
Adjusting Global Meeting Settings 3
Essential Recording Settings 3
Essential Meeting Settings 3
Non-essential settings 5
Methods of Starting a Meeting 5
Scheduling Meetings in Advance 6
Scheduling Meetings in Zoom 6
Scheduling Meetings in Advance in Outlook 6
Using your Personal Room for Class (Unscheduled Meetings) 10
Invite Students to a Meeting 11
Sharing Screen, Sharing Files, and Using the Whiteboard 12
Stopping Screen Share 13
Classroom Management 14
The Meeting Toolbar 14
The Participant Window 15
Switching Views: Gallery View & Speaker View 16
Retrieving Recordings 17
Updating Your Zoom App 18
Further Reading and Resources 18
Links 18
Support Contacts 18

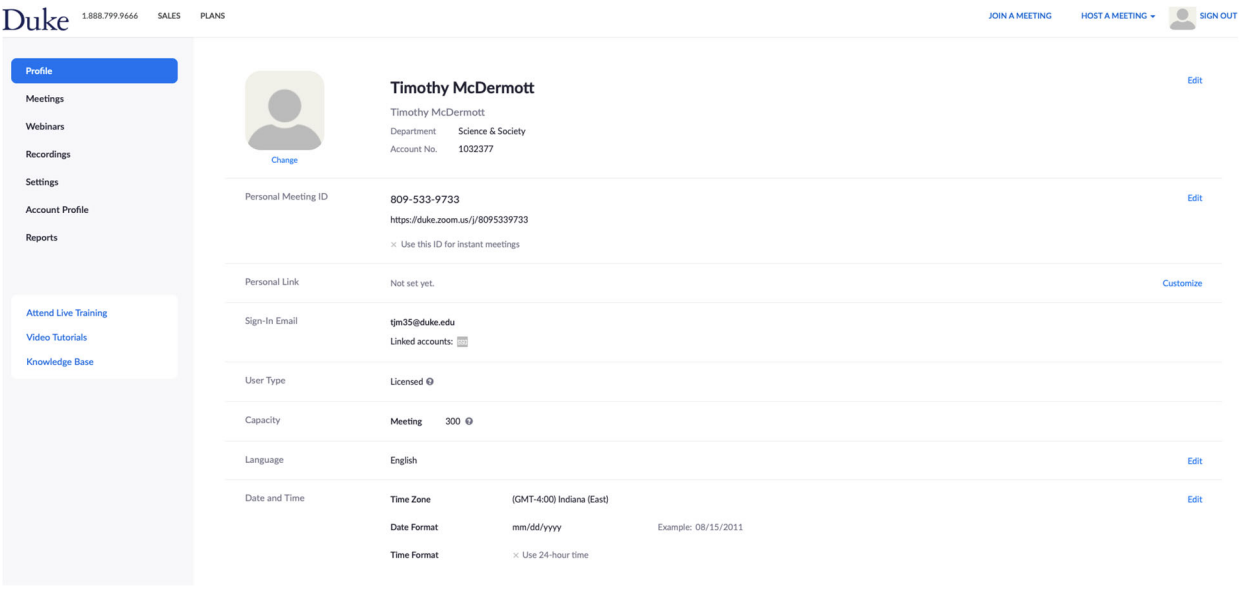
Logging In to Zoom (With Advanced Features & No Time Limit)

It is CRITICAL that you log in to Zoom using Duke's single sign-on process. Otherwise your meetings will be limited to 40m, you will have limited functionality, you will have to restart your meeting when time runs out, and students will have to reconnect every time the timer expires.

1) Navigate to duke.zoom.us in your preferred web browser. Once there click "Sign In" You will be redirected to the familiar Duke Log-In Screen.

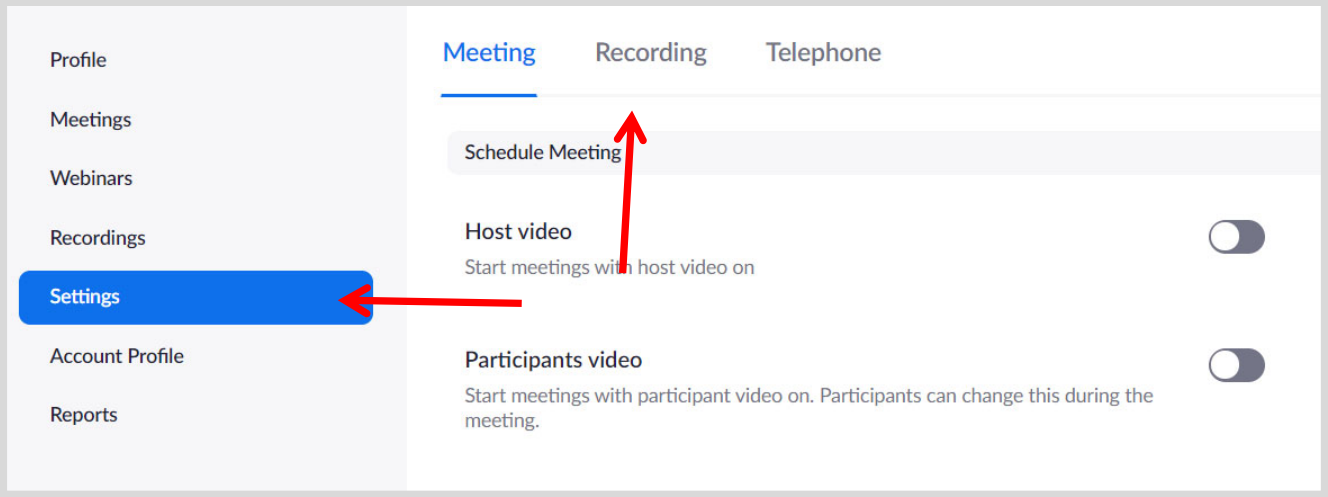


2) Enter your NetID and Password and you will be directed to your Zoom account profile screen and a prompt should appear asking if you want to open the Zoom app. Accept!



Adjusting Global Meeting Settings

From your profile screen click “Settings” on the left-hand menu to adjust your default meeting preferences. Most of these settings are under the “Meeting” tab, but one very important setting is under the “Recording” tab.



Essential Recording Settings

If appropriate, record all your classes as a backup in case students are not able to connect while live. You can set this up to be the default for all meetings you host:

1. Jump to the “Recording” tab at the top the settings page

2. **Automatic recording:** Enable this setting. When you finish class and close your meeting, the app will begin “converting the recording” and/or ask you to save the file locally.

3. Adjust additional settings to your liking.

Essential Meeting Settings

Jump back to the “Meeting” tab to adjust the following settings

1. **Host video:** Enable/disable video by default when starting a meeting

2. **Participant video:** enable or disable if you would like your student’s video to be on by default.

3. **Audio Type:** select “Telephone and Computer Audio” to provide maximum flexibility for your students

4. **Join before host:** If this option is turned off, students will not be able to join your meeting until you or your co-host have started it. You may or may not prefer that. The choice is yours!

5. **Use Personal ID (PMI) when scheduling a meeting or starting an instant meeting:** Every zoom user has a unique permanent URL (web link) that you can bookmark and share on the fly. These settings allow you to make that your default link for scheduled and/or instant meetings. Otherwise, your meetings may use a random string of numbers for each new meeting you create.

   Some faculty have already expressed a desire to use a single URL for all classes. This is fine, just understand anyone who knows this link can click it to join your meeting/class, unless you also require a password. This may not be an issue. Just be aware.

6. **Customizing your PMI:** You can create an alias for your PMI to make it even easier for people to access your class. For instance, instead of having a URL with a random string of numbers, you can set an alias using words or names. For instance: https://duke.zoom.us/my/benshepard

   You'll need to leave the settings page to do this:
   a. Jump back to your profile page by choosing the option from the left-hand menu
   b. Locate the section titled "Personal Link" and choose "Customize" on the right.

7. **Host video:** Enable video by default when starting a meeting

8. **Participant video:** enable or disable if you would like your student's video to be on by default.

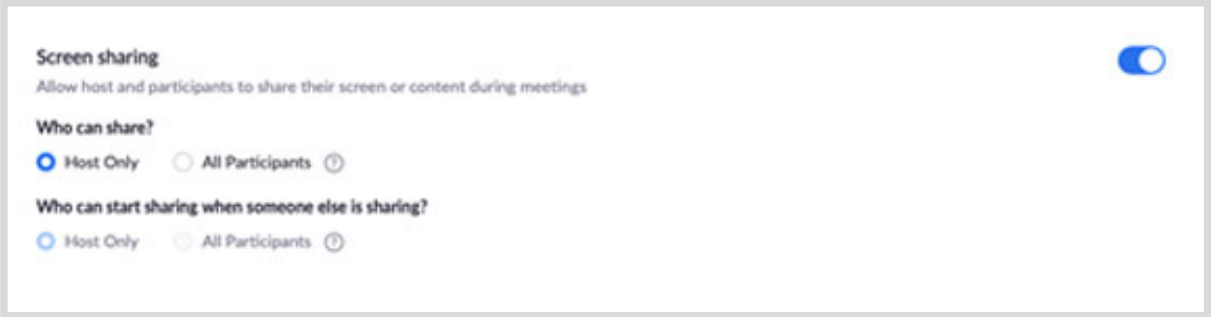
9. **Audio Type:** select "Telephone and Computer Audio" to provide maximum flexibility for your students.

10. **Mute Participants Upon Entry:** Avoid excessive background distractions by muting students when they join. You or they will be able unmute as needed once they've joined.

11. **Chat:** While students can participate with their voice you may want to enable the chat and have the window open while you teach so students can ask questions along the way without interrupting. Ensure chat logs are being recorded. The goal is to document as much as possible to ensure we can get info to students who may not be able to attend.

12. **Co-host:** we recommended that you set a co-host for your class should you need technical help during a presentation. You will be able to input a specific co-host in a later step. Tim should be the default, but feel free to add Ben, or Andrew as well.

13. **Screen Sharing:** You will want to make sure Screen Sharing is turned on. Unless you are going to ask students to share screens with you during class, you want it setup so only the Host can share.



Non-essential settings

If desired, adjust these according to your personal preference.

1. Polling
2. Whiteboard functionality
3. Non-verbal feedback
4. Virtual backgrounds – useful if students are in distracting settings

Methods of Starting a Meeting

You can start a meeting in a variety of ways:

1. From the web
    a. Log in to duke.zoom.us
    b. From your profile page, look in the upper right corner and select “Host a Meeting”
    c. Or, if you’ve scheduled your meetings in advance, select the “Meetings” option from the left-hand menu
2. From the app
    a. Click “Sign in”
    b. Do not input your email and password. Instead, choose “Sign in with SSO” from the three options on the right.
    c. Enter “duke” in the company domain form field and click continue

    d. You will be redirected to the web interface where you'll log in with your Duke NetID & Password
    e. Once submitted, you should receive a prompt to re-launch the app where you'll be logged in.
    f. From the app home screen, choose a new meeting or schedule future meetings.
3. By clicking a scheduled meeting link in your calendar or typing in your Personal Media ID (PMI), if you've set it up.
    a. Doing this should launch the app as well. Just follow the steps above if you are not already logged in.

Scheduling Meetings in Advance

Scheduling Meetings in Zoom

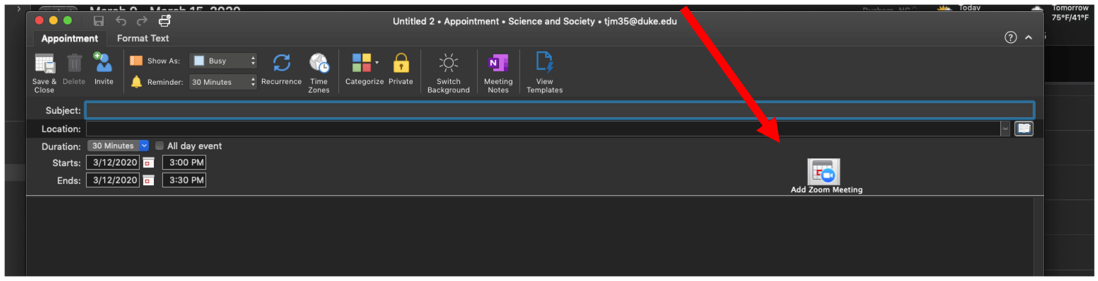
While it is not necessary to set up meetings in advance, you might prefer to have unique reoccurring meetings prepared in advance for each of your classes. Since this should only need to be done once, consider contacting Tim, Ben, or Andrew to help setting things up manually. Otherwise:

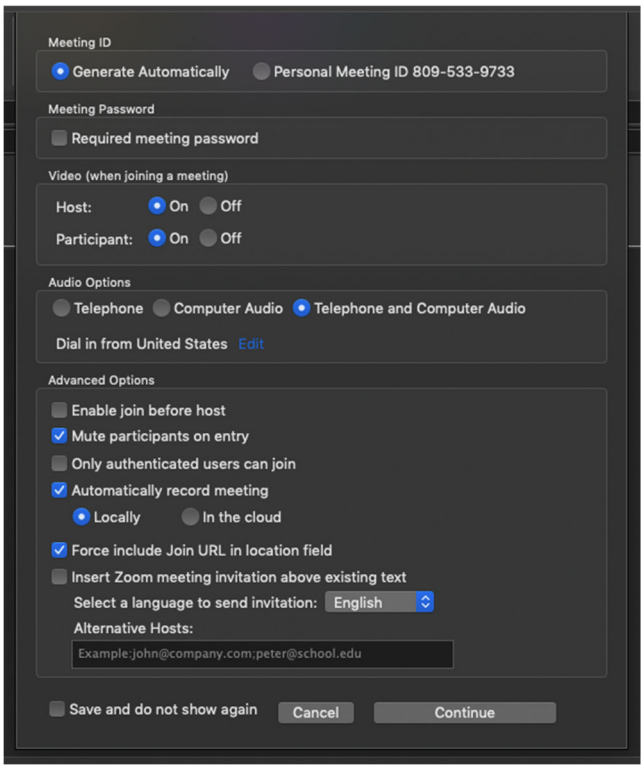
1. Log in to duke.zoom.us
2. From your profile page, navigate to "Meetings" in the left-hand menu
3. Click the blue "Schedule a New Meeting" button
4. Adjust your settings and preferences, including whether you want this meeting to reoccur at regular intervals and whether you want to designate co-hosts.
5. Click the blue "Save" button at the bottom of the page when you're done.
6. You should now see the meeting in your "Upcoming Meetings" list.

Scheduling Meetings in Advance in Outlook

The next easiest way is to schedule meetings in advance is through outlook.
Contact Tim McDermott if you do not have the Outlook Plug-In Installed.

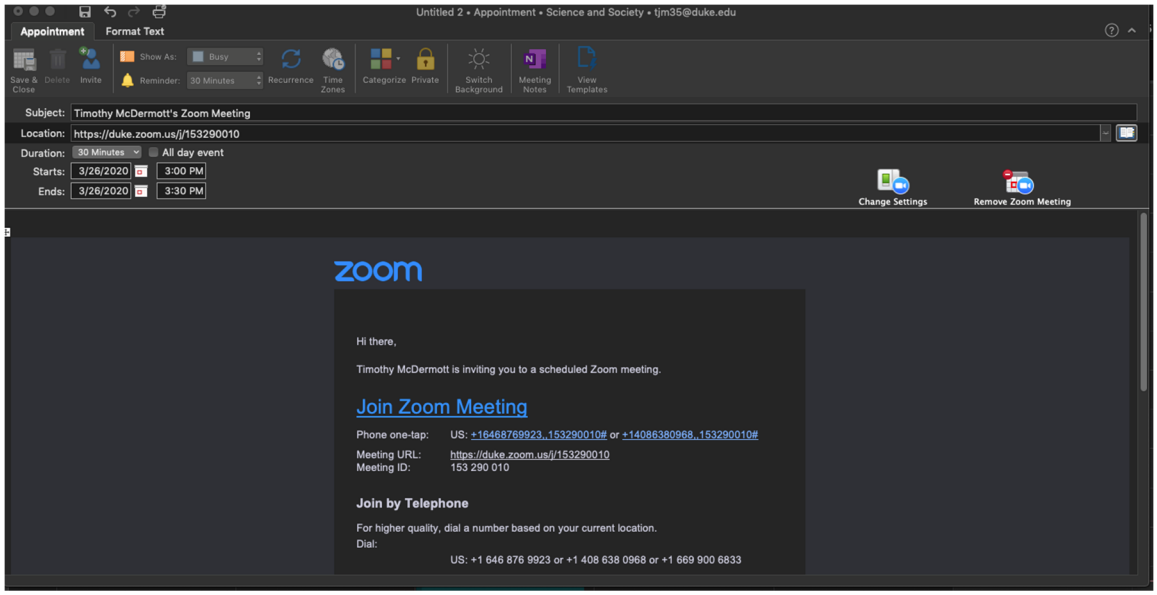
1. In the calendar tab of your Outlook App (not the browser version), select appointment to start scheduling your class or meeting
2. When the new meeting box pops up click the "Add Zoom Meeting" button (see screenshot on next page).

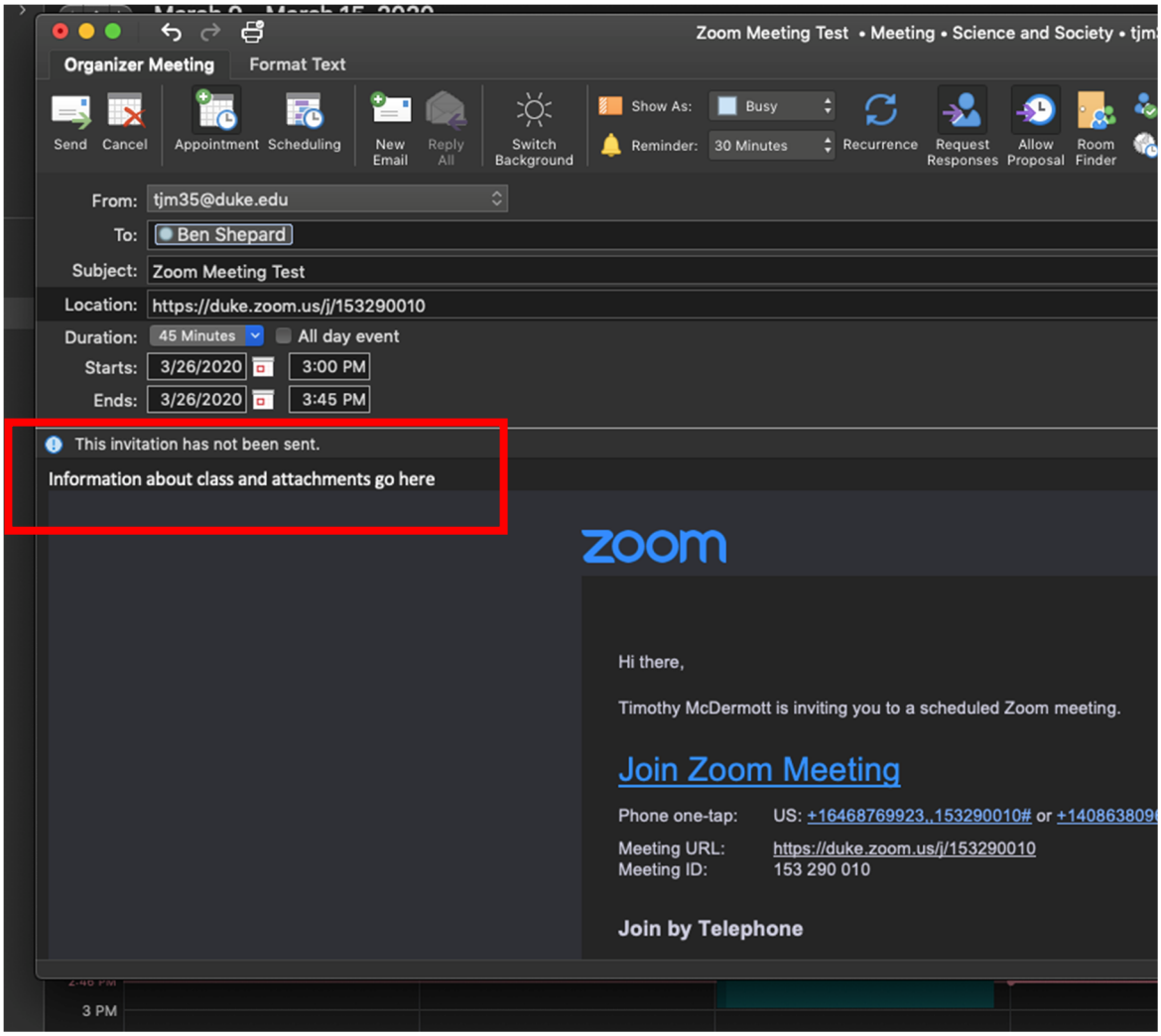




3. Match your settings to what is shown in the screenshot to the left, unless you have a strong personal preference otherwise.

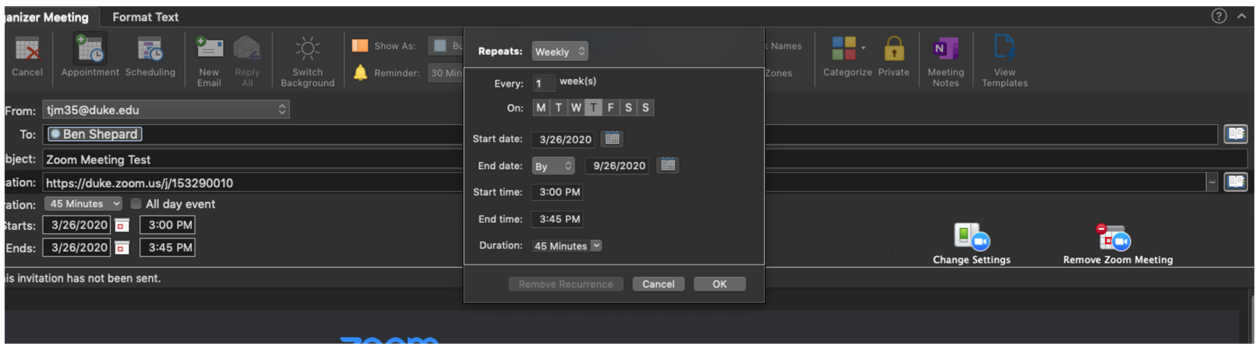
4. You should now see the Zoom info tab in the body of your appointment. Reference the two screenshots on the following page for example. You can add additional information about the class or add attachments by typing in the body of the invite above the zoom info



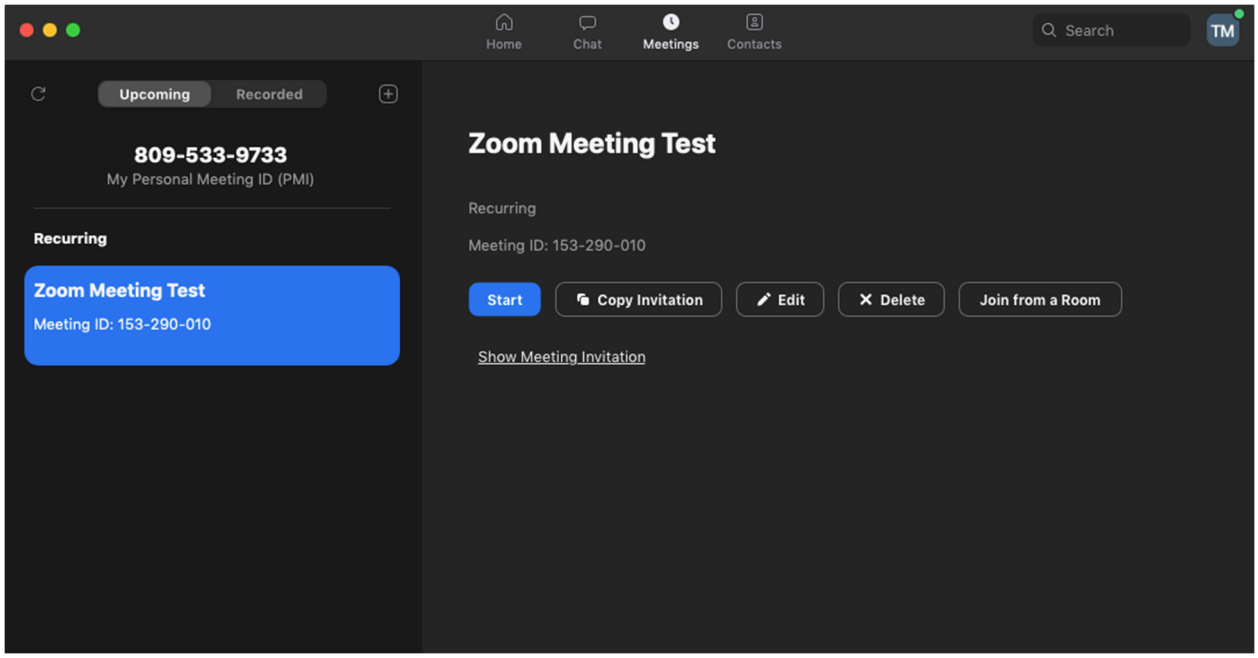


5. Set the date and time of your meeting, name your meeting, and add the email addresses of all attendees (please add Tim McDermott and William Krenzer to class invites so we can help coordinate, if need be).

   Like regular calendar events, you can set up your zoom meeting to reoccur using the outlook "Recurrence" options.



6. Once you have set the date and time, named your meeting, setup recurrence options, added attendees, and added any details or attachments to the meeting invite you can click send.



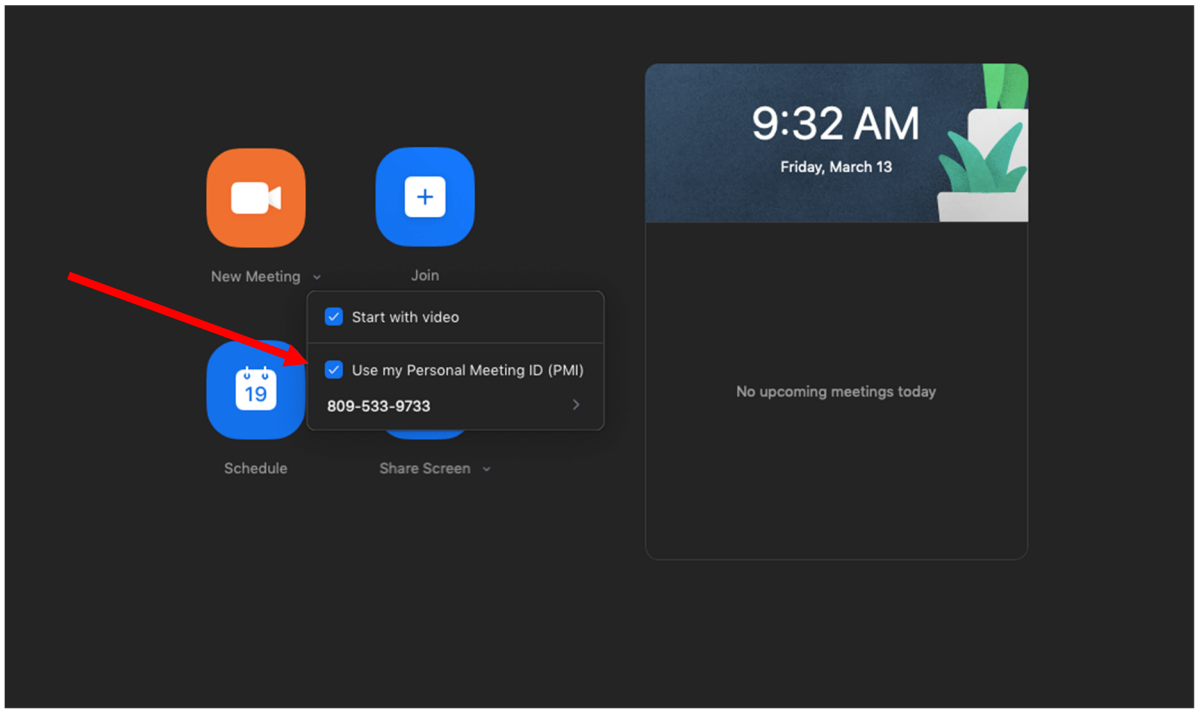
7. You should now see the meeting in your Outlook calendar and in your list of upcoming meetings in Zoom (under the meetings menu option).

Using your Personal Room for Class (Unscheduled Meetings)

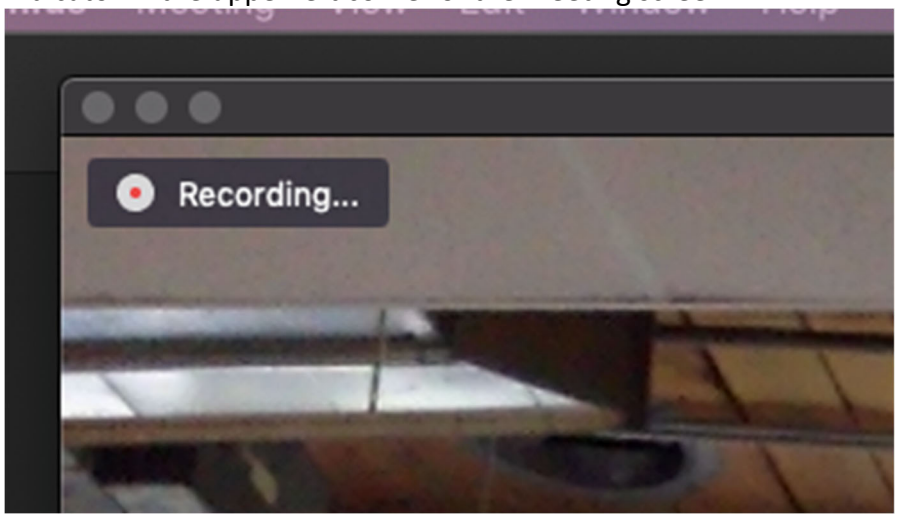
Start an instant meeting on the fly.

1. From the Zoom App, click the small arrow next to the “New Meeting” text under the orange button. A small dropdown menu should appear. Depending on your global settings these options may already be checked. Otherwise, check “Use my Personal Meeting ID”

   To customize your Personal Meeting ID (PIM) see steps 5 and 6 under “Adjusting Global Meeting Settings > Essential Meeting Settings” in this document.



2. Click the orange new meeting button. A new window will open and your meeting will begin. If you have selected the recording option during the settings setup, you will see a recording indicator in the upper left corner of the meeting screen:



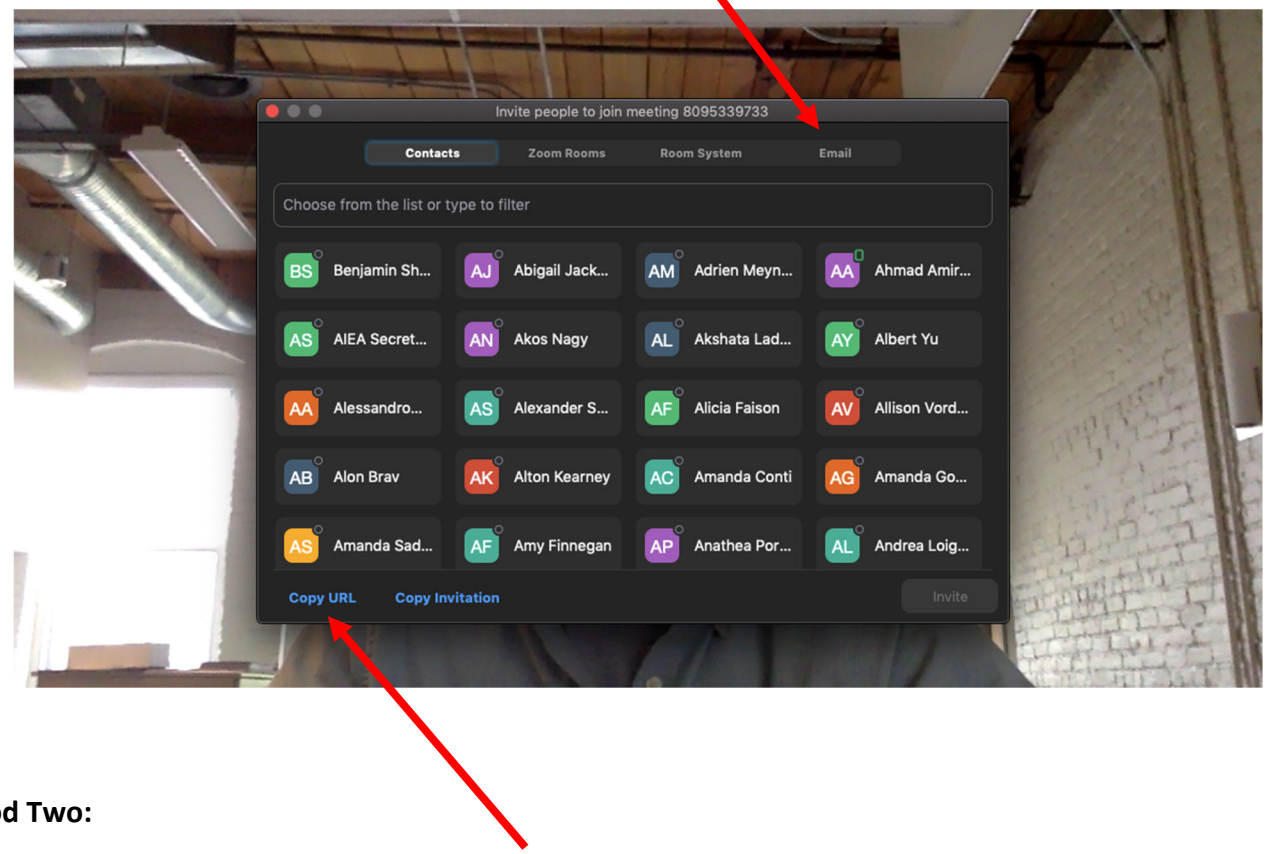
Invite Students to a Meeting

There are two ways to invite your students to enter the personal room:

Method One:

1. While a meeting is in progress, look to the bottom of the meeting window and click “Invite”

2. When this screen pops up click email in the upper right and enter the email addresses of everyone you wish to invite.



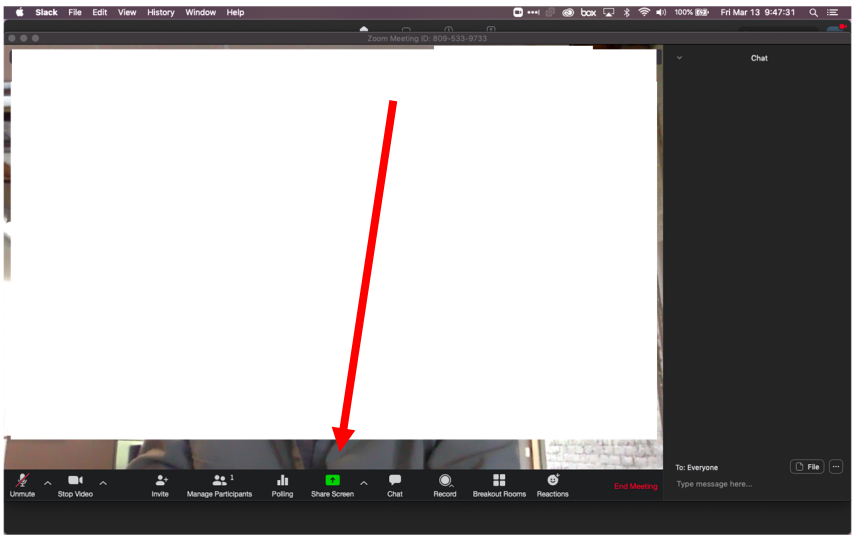
Method Two:

1. While a meeting is in progress, click “Copy URL” in the bottom left of this window and the URL will be copied to your clipboard.

2. Then paste the meeting URL (cmd+v) in an email directly to the students and they can join at the agreed upon time. This link will always remain the same, if you checked the “User My Personal ID” option when launching your meeting or in your global settings. So you only need to share it with them once.

Sharing Screen, Sharing Files, and Using the Whiteboard

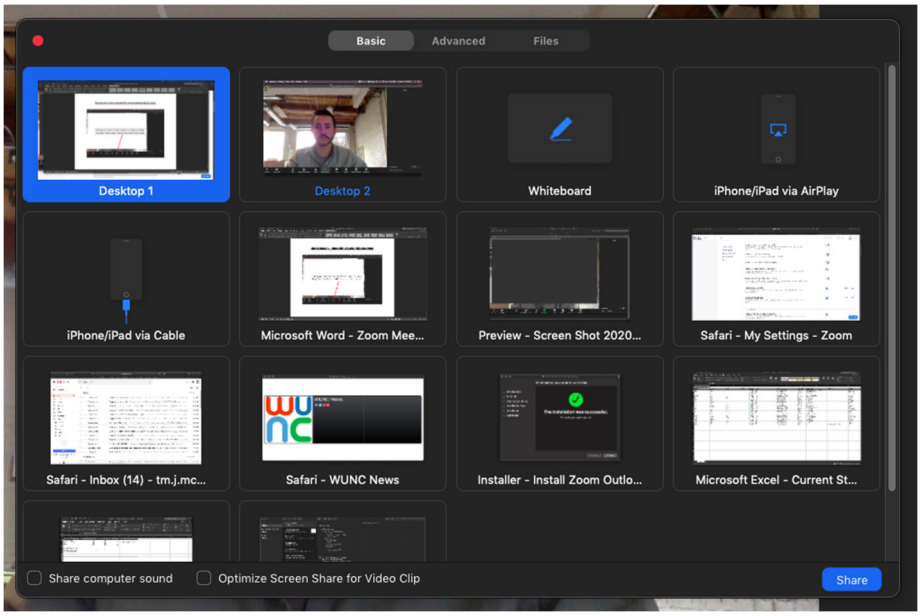
Sharing your screen or other content is as simple as clicking the green “Share Screen” button in the bottom center of the meeting window.



This pop-up window below should appear. You can choose to share your entire screen (or second screen if you have one) by clicking the “Desktop 1” or “Desktop 2” options. Otherwise, you can also choose to share an individual window you have open, such as PowerPoint or Word by choosing from the visible list.

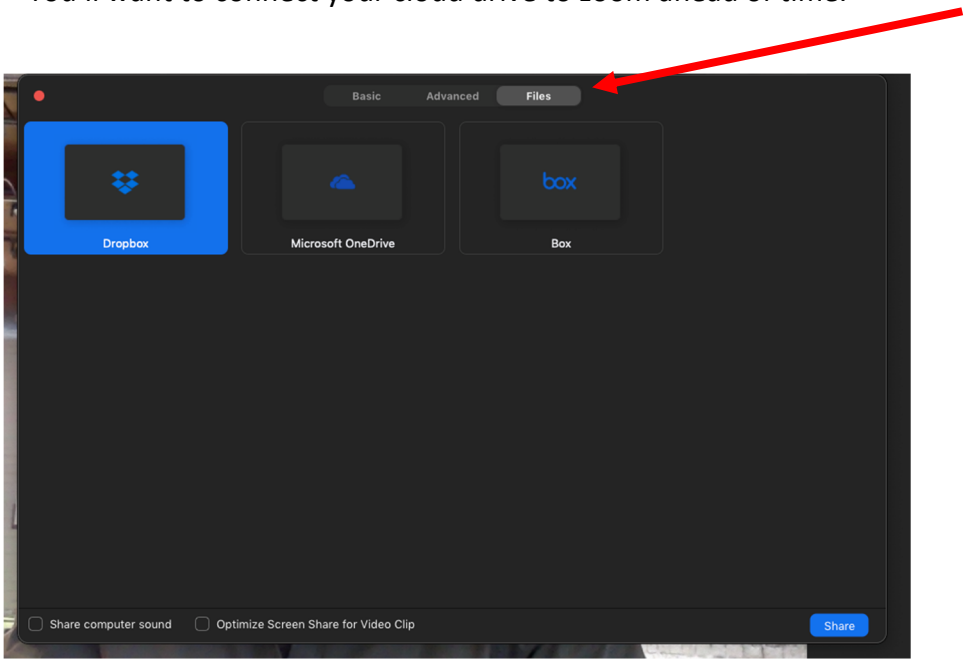
Your shared window will now appear with a bold green border indicating it is visible to the class

You can utilize the digital Whiteboard by clicking the “Whiteboard” option.



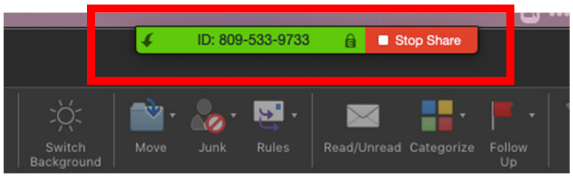
You can also share files from the cloud with the entire class by selecting “Files” from the share popup window. Select your source and navigating to the file you want to share.

* You’ll want to connect your cloud drive to zoom ahead of time.



Stopping Screen Share

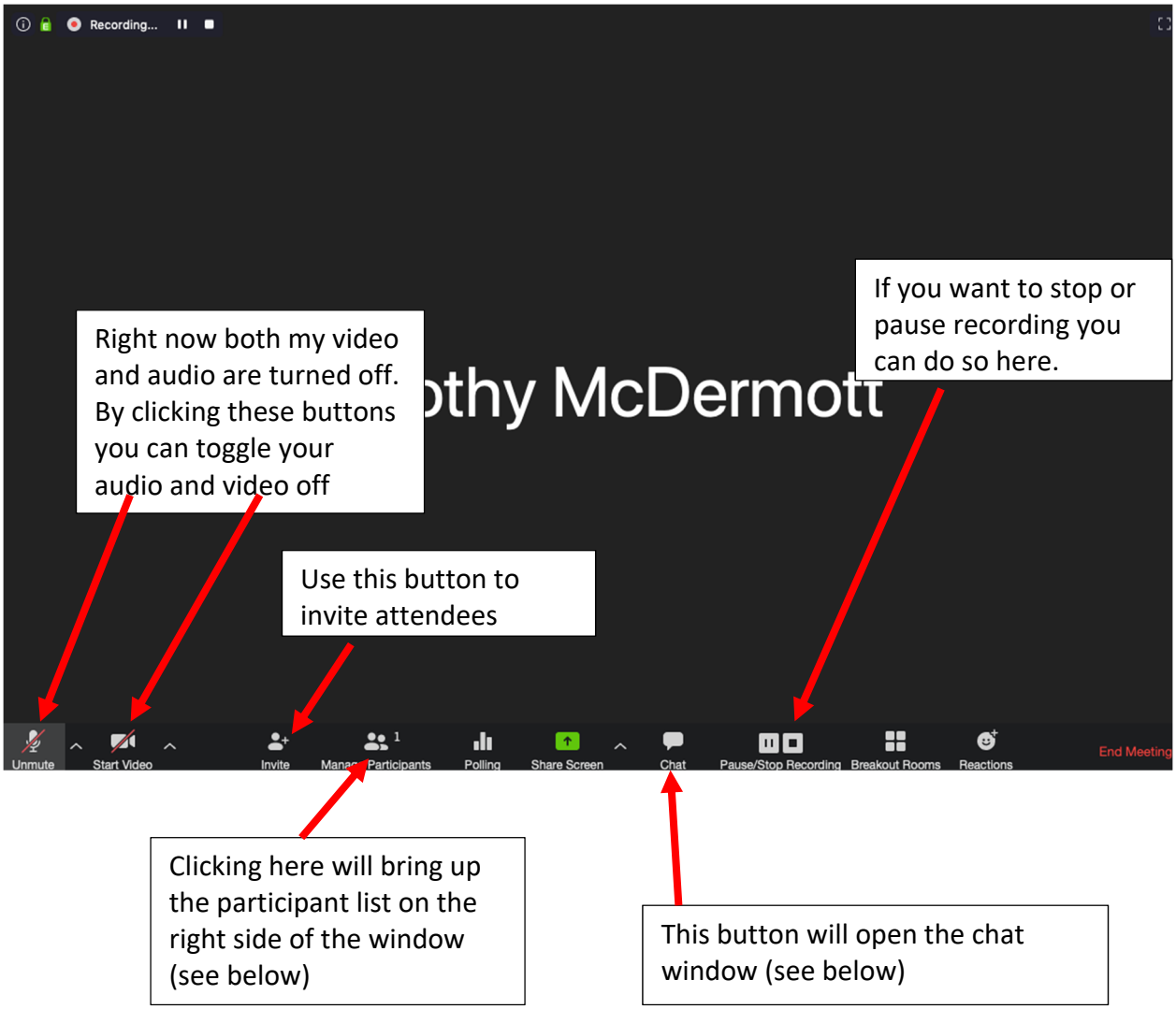
When you’re done screen sharing and want to return to your camera, hover over the shared window and the option to “Stop Sharing” should appear top center. This will return you back to your previous view.



Classroom Management

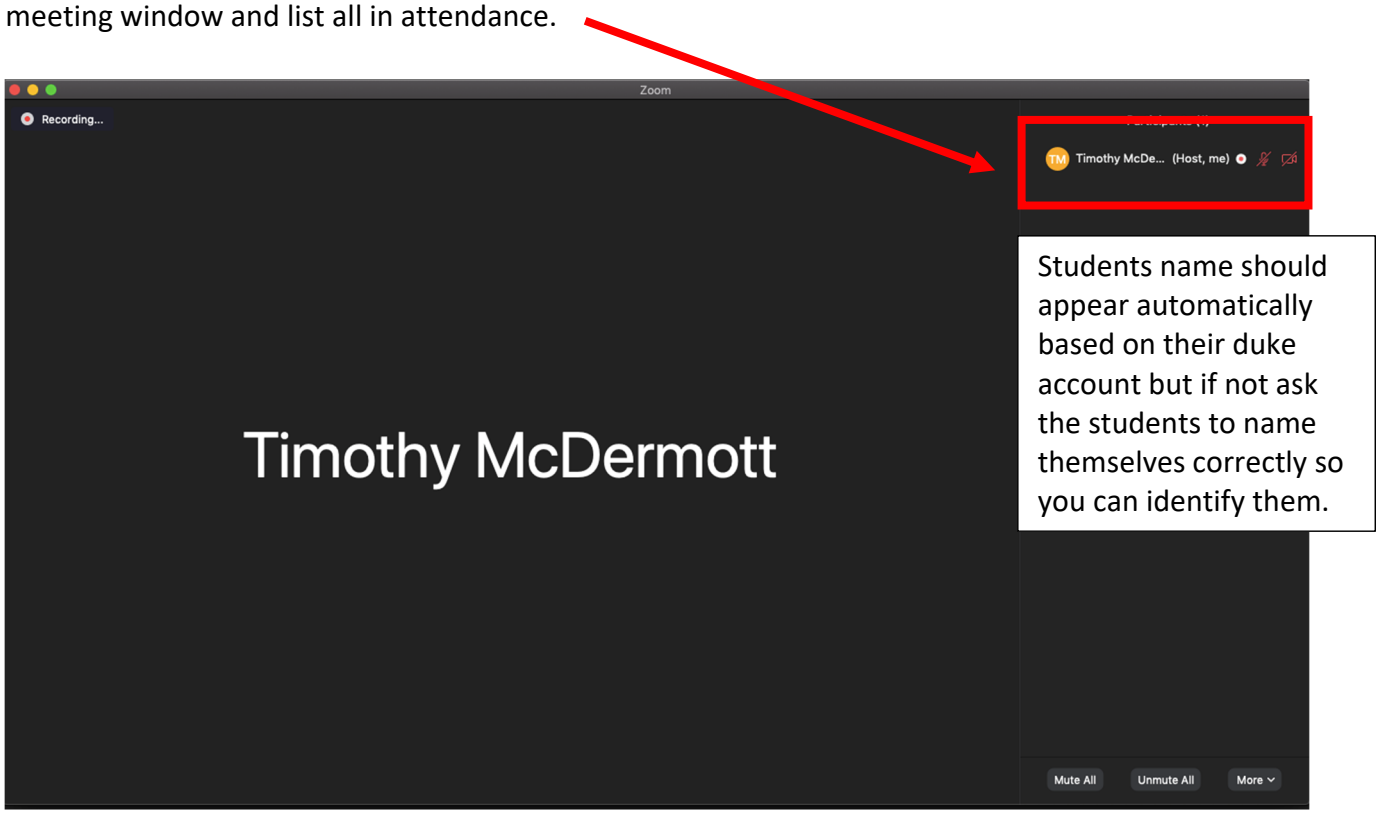
The Meeting Toolbar

Once you are in the room (preferably 10 minutes before class starts) you will use the controls on the bottom of the screen to control the room. If this toolbar is not visible, hover your mouse toward the bottom of your meeting window and it should appear.

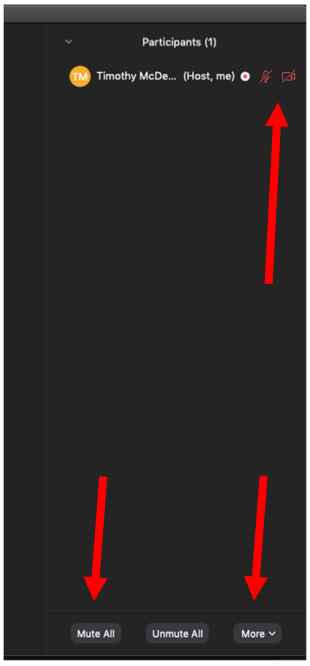


The Participant Window

Clicking the participant button on the bottom of the screen will open a panel to the right of your meeting window and list all in attendance.



Students name should appear automatically based on their duke account but if not ask the students to name themselves correctly so you can identify them.

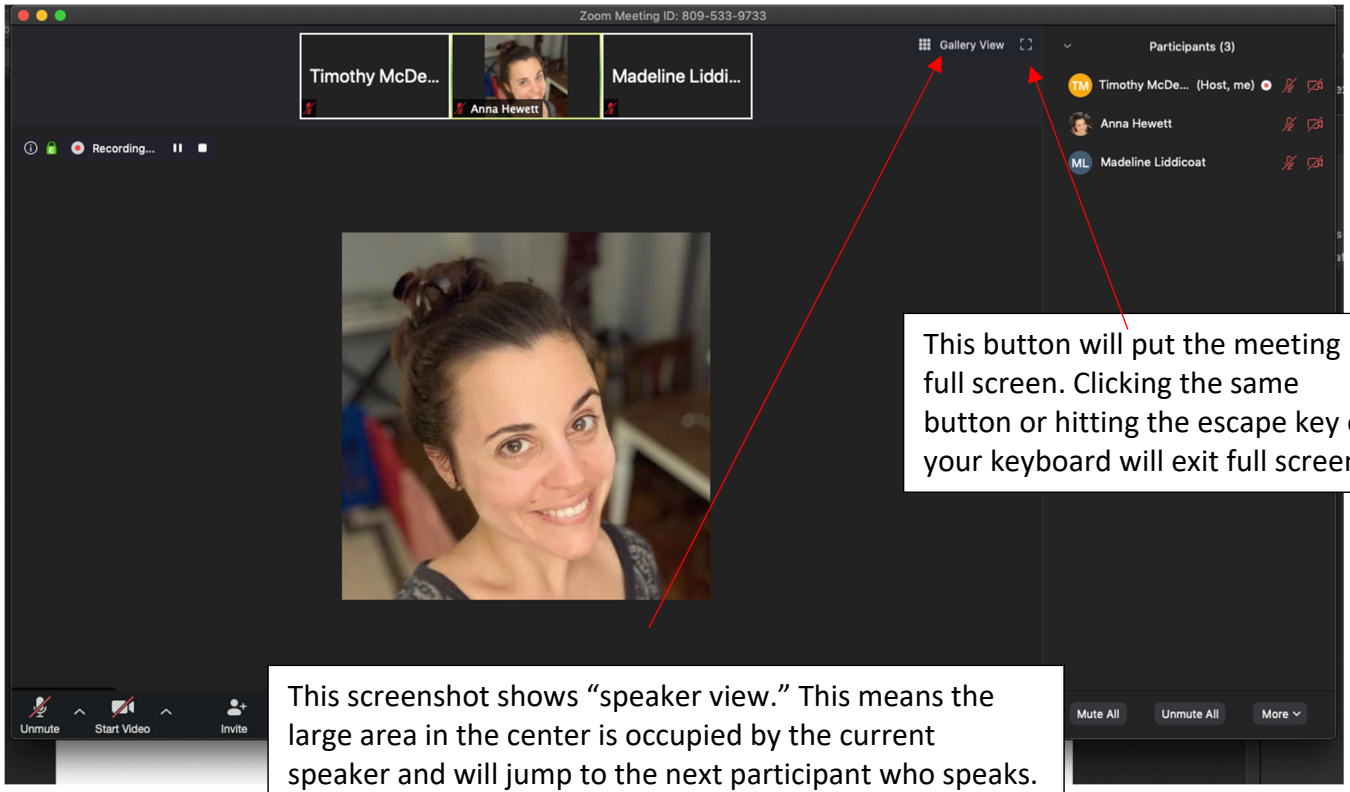


Here you can see I am muted and have my video turned off. Anyone listed as a host can click the microphone symbol and the video symbol next to my name to mute or unmute my audio. You can also turn off someone's video if you need to by clicking the camera symbol next to their name.

You can also mute and unmute all participants at the same time with the buttons at the bottom of the participant panel.

Clicking the "More" drop down will bring up additional settings including granting participants the ability to mute/unmute themselves, rename themselves, play a chime when students exit or enter, etc.

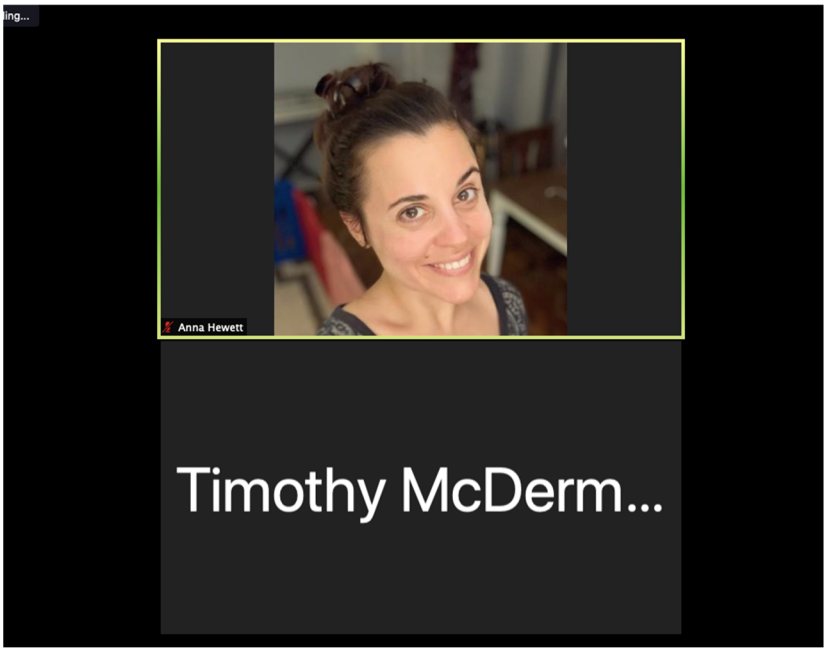
Switching Views: Gallery View & Speaker View



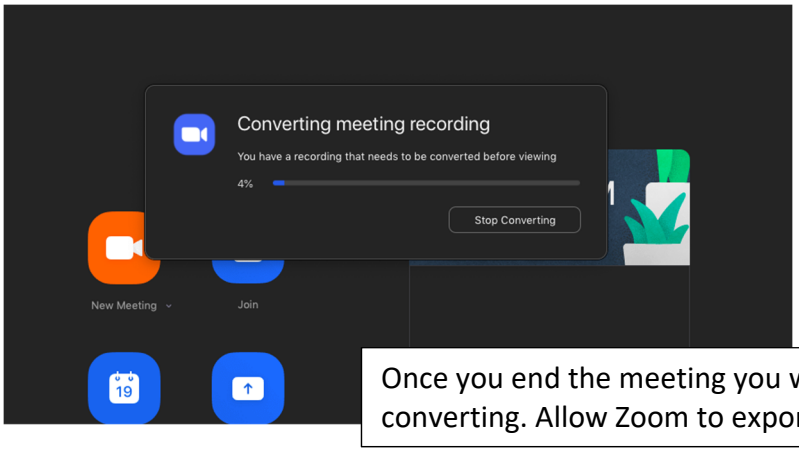
This button will put the meeting full screen. Clicking the same button or hitting the escape key on your keyboard will exit full screen.

This screenshot shows “speaker view.” This means the large area in the center is occupied by the current speaker and will jump to the next participant who speaks.

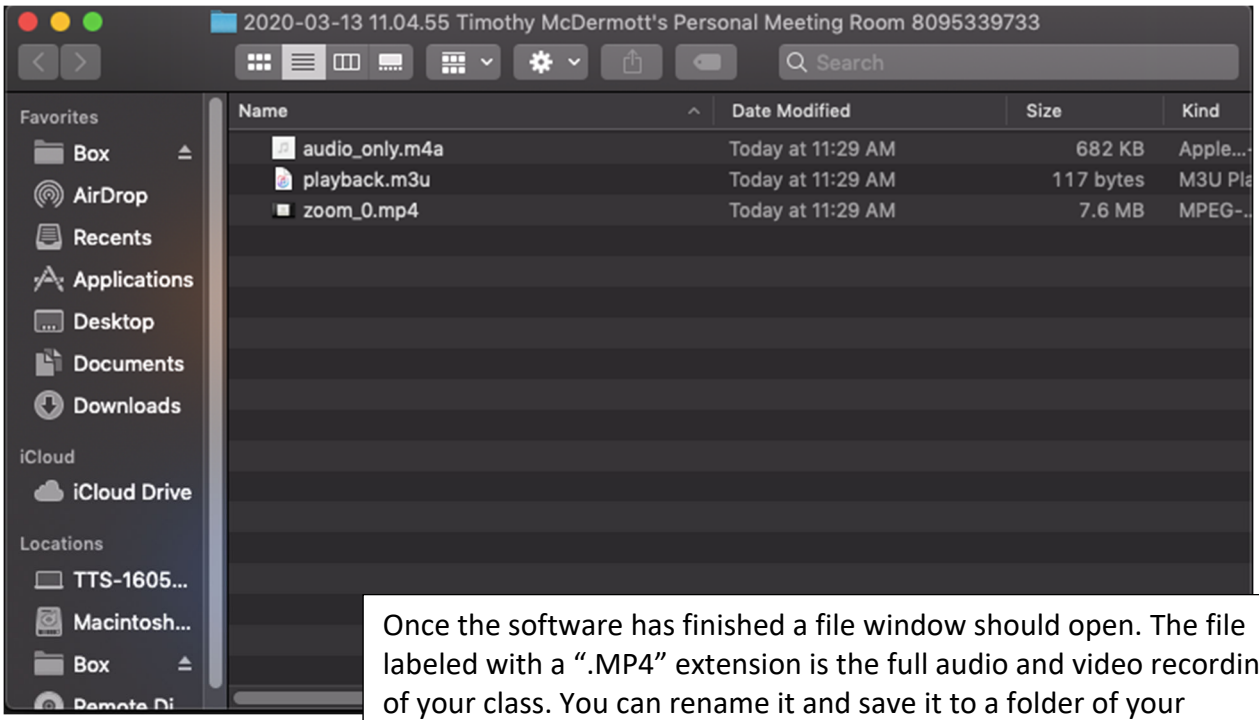
Toggling this button will alternate you to gallery view, where you’ll see a grid of all participants on the call. The current speaker will be shown with a green box around their video.



Retrieving Recordings



Once you end the meeting you will see this pop-up. Do not click stop converting. Allow Zoom to export and convert the file.



Once the software has finished a file window should open. The file labeled with a ".MP4" extension is the full audio and video recording of your class. You can rename it and save it to a folder of your choosing.

Updating Your Zoom App

If the screenshots above do not match your experience, your Zoom app may be out of date. You can update the app from within the app itself.

1. Open the app and log in
2. Click on your profile icon (upper-right corner of the app window when logged in)
3. A drop-down menu should appear. Look toward the bottom and click “Check for Updates”
4. Follow the prompts.

Further Reading and Resources

Links

Duke’s source for online teaching:
https://keepteaching.duke.edu/

Official Zoom Documentation:
Tips & Tricks: Teachers Educating on Zoom

Duke OIT Zoom Documentation:
Zoom Getting Started Guide
Zoom Meetings Pro Tips for Presenters

Duke Learning Innovations Guides:
Online Student Presentations
Online Teaching and Learning

Support Contacts

- Timothy McDermott (919.613.7869), timothy.mcdermott@duke.edu
- Ben Shepard (919.668.0055), ben.shepard@duke.edu
- Andrew Pericak (919.668.0790), Andrew.pericak@duke.edu
- Duke OIT: (919.684.2200) ,Submit a request for help