

# UCF COM ZOOM GUIDE

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# Getting Started

This guide will walk you through the basics of delivering lectures with Zoom.

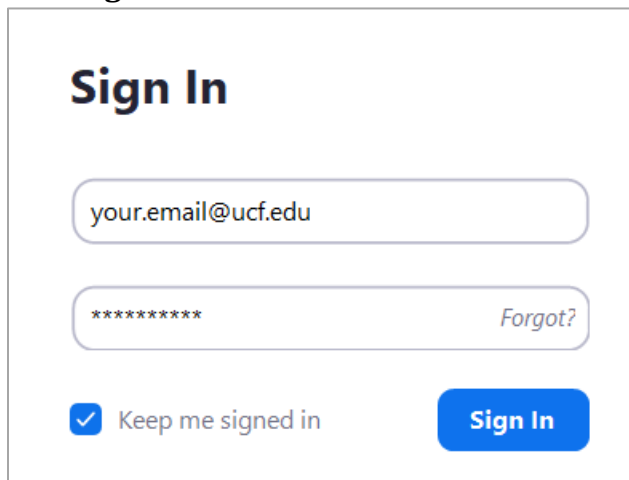
## Install Zoom

Follow these steps if you wish to use Zoom on your personal computer. If you are using a laptop from Ed Tech you can move on to the next section.

1. Browse to <https://zoom.us/support/download>
2. Click **Save File** when prompted to save **ZoomInstaller.exe** to a location of your choosing on your computer.
3. Once the download has completed, double-click **ZoomInstaller.exe** to complete Zoom installation.

## Log In

1. Open Zoom.
2. Click **Sign In**.
3. Enter your email address and Zoom password.
4. Select **Keep me signed in**.
5. Click **Sign In**.

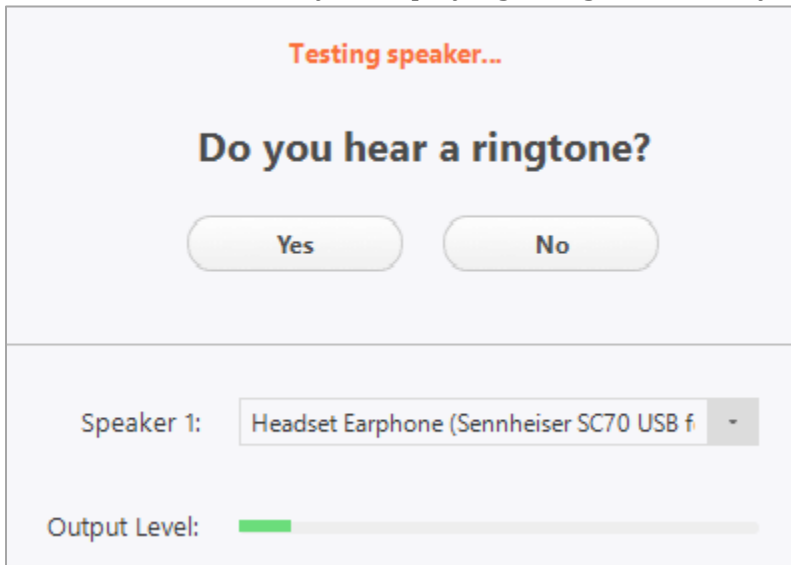


The image shows a screenshot of the Zoom Sign In page. At the top, the text "Sign In" is displayed in a large, bold, dark blue font. Below this, there are two input fields. The first field contains the placeholder text "your.email@ucf.edu". The second field contains a series of asterisks "\*\*\*\*\*" and a "Forgot?" link to its right. Below the input fields, there is a checkbox with a blue checkmark and the text "Keep me signed in". To the right of the checkbox is a blue button with the text "Sign In" in white.

## Test Audio

1. Browse to <http://zoom.us/test> to enter a test meeting.
2. Click the blue **Join** button to initiate the test meeting.
3. Click **Open Zoom** when prompted by your web browser. Please note that some browsers may have slightly different prompts.

- Zoom will automatically start playing a ringtone to test your speakers.



Testing speaker...

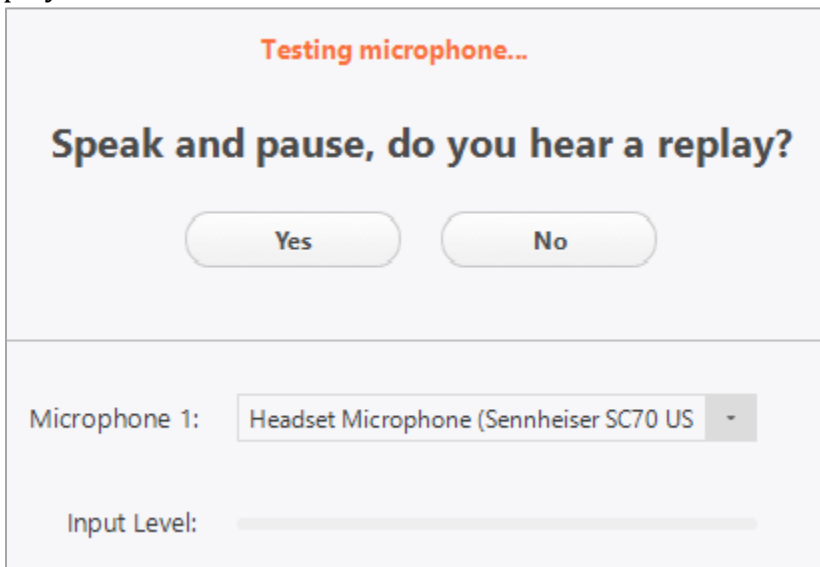
**Do you hear a ringtone?**

Yes No

Speaker 1: Headset Earphone (Sennheiser SC70 USB f)

Output Level:

- Click **Yes** if you can hear the ringtone.
  - Click **No** cycle through other speaker options if you do not hear the ringtone.
- Zoom will test your microphone next: Speak briefly and then pause to listen for playback



Testing microphone...

**Speak and pause, do you hear a replay?**

Yes No

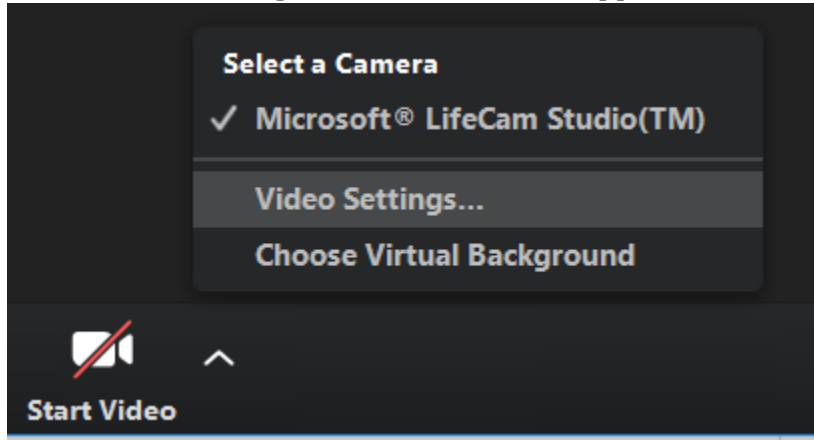
Microphone 1: Headset Microphone (Sennheiser SC70 US)

Input Level:

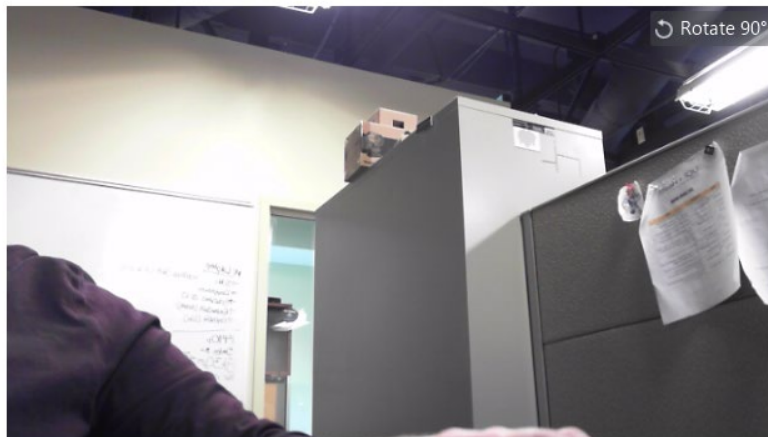
- Click **Yes** if you hear your recorded audio.
  - Click **No** to cycle through other microphone options if you do not hear yourself.
- Click **Join with Computer Audio** once the tests have completed successfully.
  - Click the blue **Join with Computer Audio** button to enter the meeting with audio enabled.
  - Stay in the meeting to test your video.

## Test Video

1. Enter a test meeting if you are not already in one.
2. Click the arrow next to **Start Video/Stop Video**.
3. Select **Video Settings** from the menu that appears.



4. Your camera model and a preview stream will be displayed.



5. Click the **Camera** dropdown menu to select a different camera if the preview is not working.

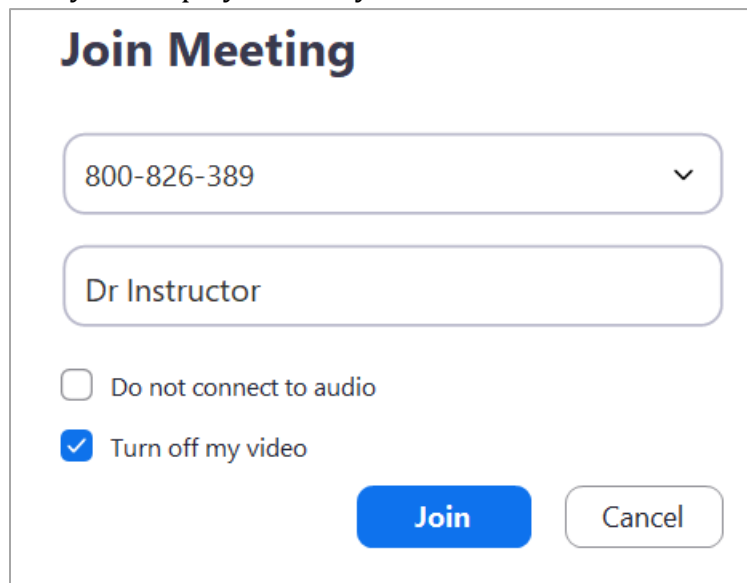
## Starting a Zoom Lecture

The following section covers the basics of getting class started with Zoom. Be aware that it is possible for students to already be present in the meeting when you enter. Make sure you are [logged in to Zoom](#) with your UCF email address.

## Start Meeting

### Quick Start Video: Logging in, starting class, audio and video settings

- **Option 1:** Click the Zoom meeting link in Webcourses.
- **Option 2:** Open the meeting in Zoom
  1. Open Zoom.
  2. [Sign in](#) if you have not already done so
  3. Click **Join**.
  4. Enter the meeting ID or click the dropdown menu to select the appropriate meeting.
  5. Edit your display name if you wish.



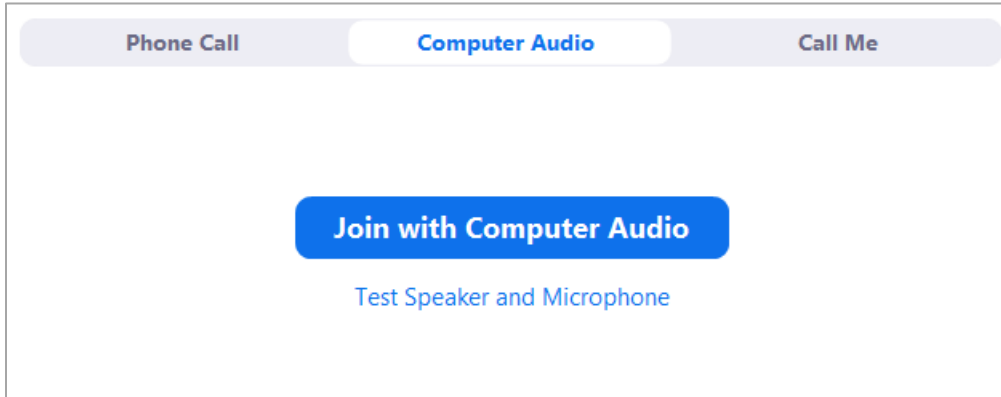
The screenshot shows the 'Join Meeting' dialog box in Zoom. It features a title 'Join Meeting' at the top. Below the title is a dropdown menu with the meeting ID '800-826-389' and a downward arrow. Underneath is a text input field containing the display name 'Dr Instructor'. There are two checkboxes: 'Do not connect to audio' (unchecked) and 'Turn off my video' (checked). At the bottom right, there are two buttons: a blue 'Join' button and a white 'Cancel' button with a grey border.

6. Click **Join**.

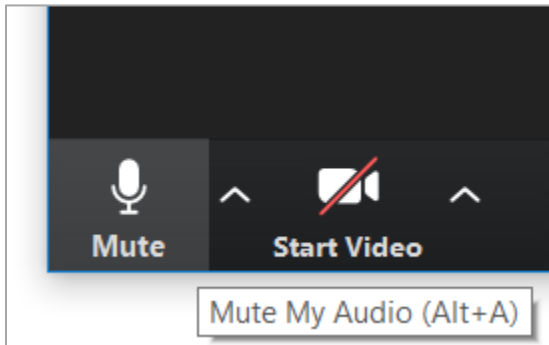
## Audio Controls

1. Start the Zoom Meeting.
  - **Optional:** Click [Test Speaker and Microphone](#) if needed.

2. Click **Join with Computer Audio**.



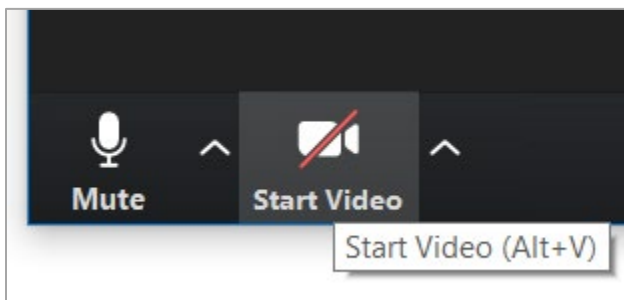
3. Click the microphone icon in the bottom left corner of Zoom to mute and unmute your audio.



## Show/Hide Video

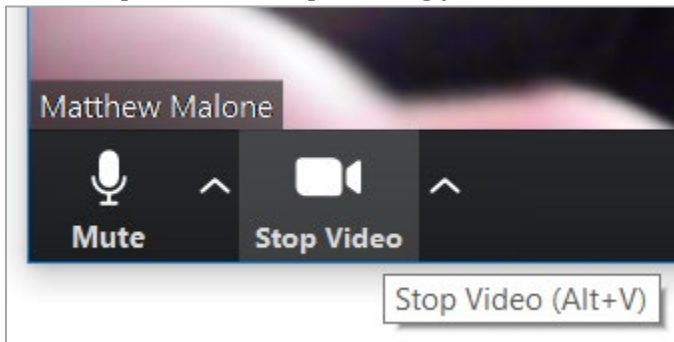
Video will be disabled by default in order to save bandwidth and speed up recording processing. However, it's a good idea to briefly enable video in order to introduce yourself to the class.

1. Click the **Start Video** button in the lower left corner of Zoom to show your camera stream.



- Check your [video settings](#) if no video is displayed.

2. Click Stop Video to stop sharing your camera stream.

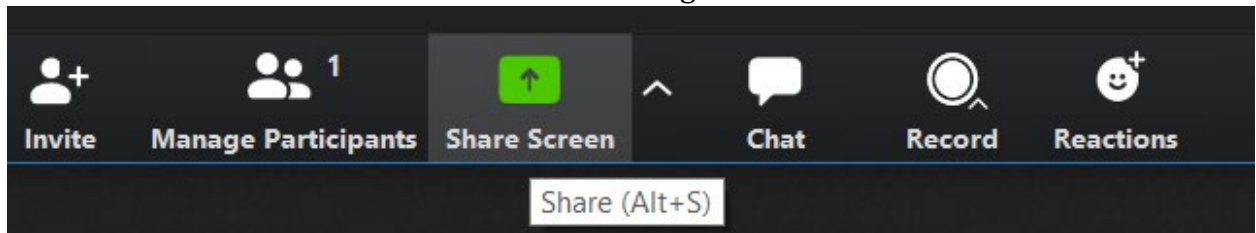


## Share Your Screen

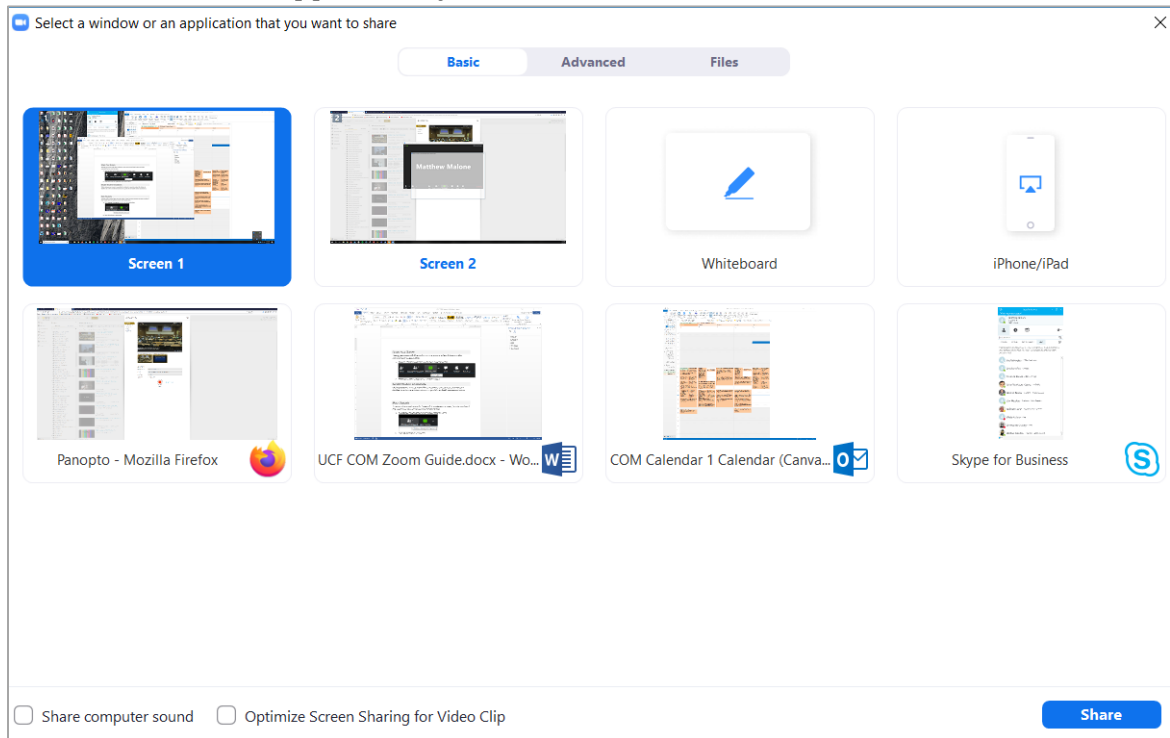
Sharing your screen will allow students to view your PowerPoint lecture and other materials that you wish to share.

### [Quick Start Video: Screen Sharing and Participant Management](#)

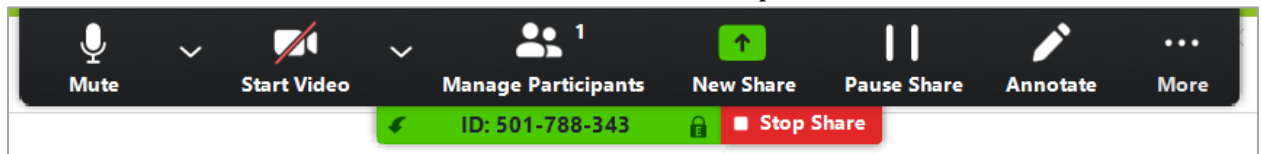
1. Click the Share Screen button in the Zoom meeting toolbar.



2. Select the screen or application you wish to share.



3. Click **Share**.
4. The screen share toolbar will now be available at the top of the shared screen.



5. Click **Stop Share** to end screen sharing.

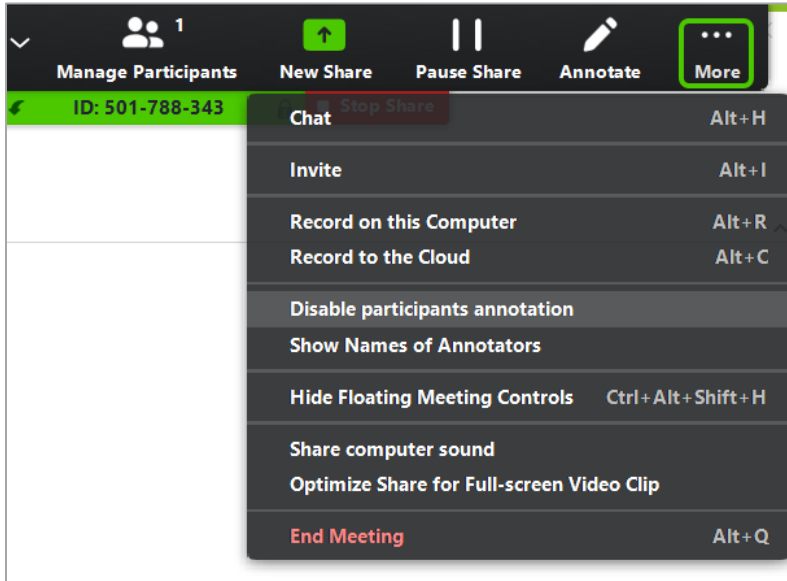
## Disable Student Annotations

While sharing your screen it is possible for students to annotate unless this feature is disabled. In order to avoid distractions it is a good idea to disable student annotations.

1. Share your screen.
2. Hover your cursor over the **More** option on the screen share toolbar.



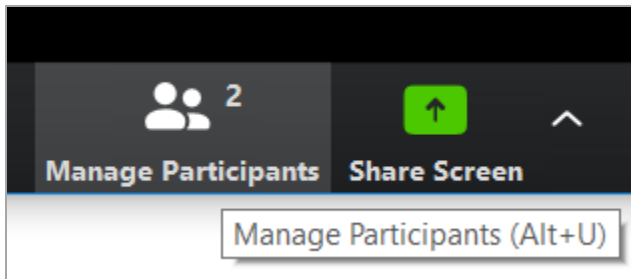
3. Click disable from the menu that appears.



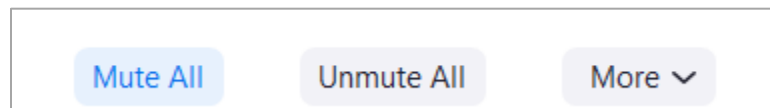
## Mute Students

Students will be muted upon entry by default. It may become necessary to mute a student if they enable their microphone and are interrupting class.

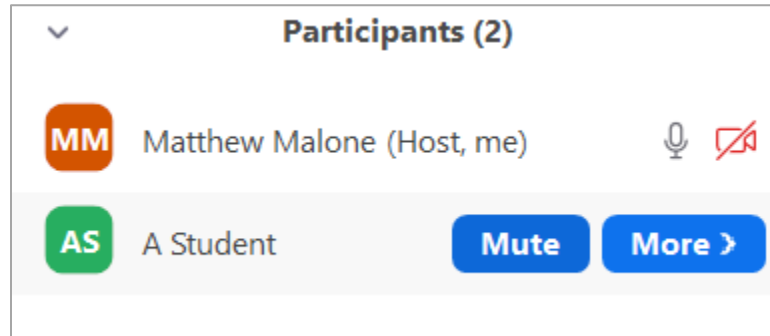
1. Click **Manage Participants** on the Zoom meeting toolbar.



2. Mute All students or Individuals
  - **Mute All:** Click **Mute All**.



- **Mute Individuals:** Hover your cursor over the student and click **Mute**.



## Zoom Lecture Tools

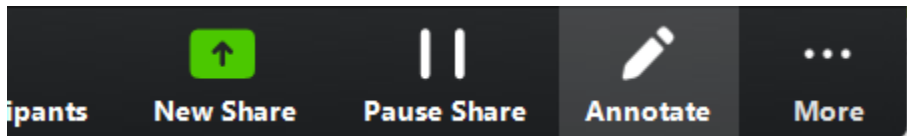
The following tools allow you to recreate some of the activities used in a standard classroom lecture.

### Annotate

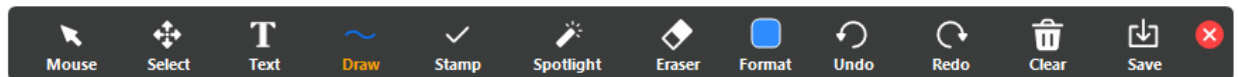
Zoom annotations become available when you begin screen sharing. Annotations can be used to add additional information to your slides. Ed Tech issued laptops include touch screens that can be used for annotations. If you do not have a touch screen you will need to use your mouse to annotate.

#### [Quick Start Video: Annotating](#)

1. Share your screen.
2. Click the **Annotate** button on the screen share toolbar.



3. The Annotate toolbar will now be displayed.



4. Descriptions of the annotation options are available here:  
<https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-whiteboard>

**Note:** Zoom annotations are not tied to a specific slide. You will need to clear Zoom annotations before progressing to a new slide.

## Polling

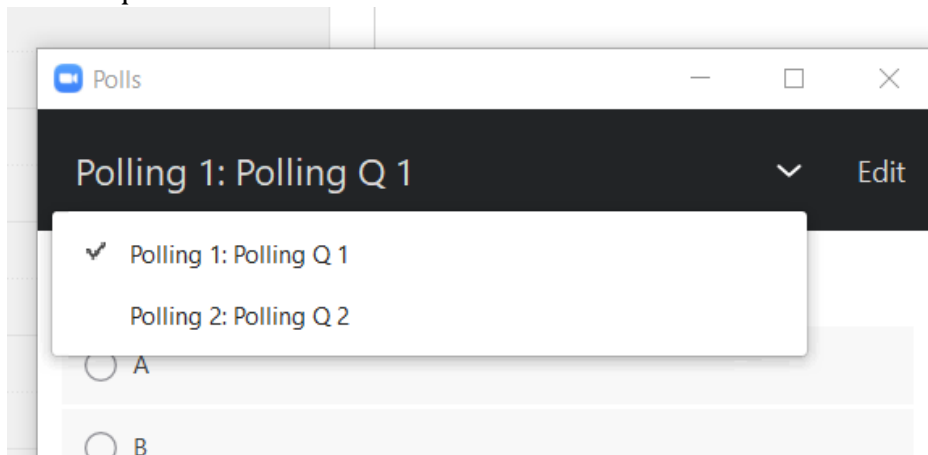
Zoom has integrated polling which can be used to replicate the functionality of TurningPoint. If you would like to use this feature **please contact Ed Tech at least 24 hours before your lecture**. Include your PowerPoint presentation and note which slides have questions.

### [Quick Start Video: Polling](#)

1. When you get to a question slide you will need to launch the Zoom poll for that slide.
2. Click the **Polls** button on the screen share toolbar.



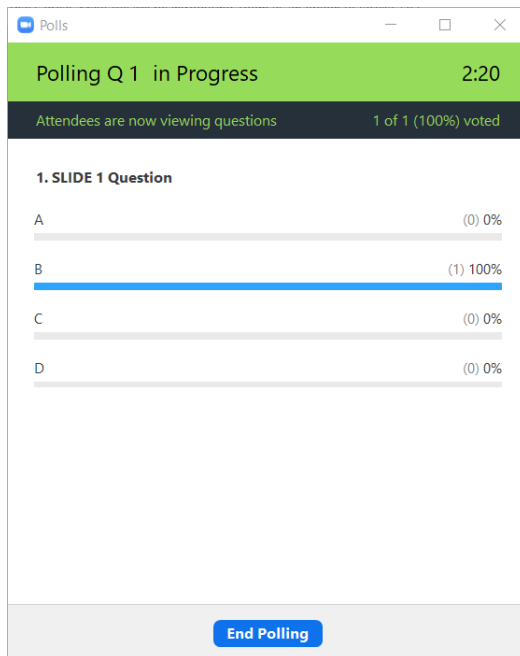
3. Use the question selection dropdown menu on the Polls window to choose the correct question for the slide.



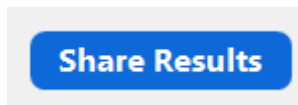
4. Click **Launch Polling**.

**Launch Polling**

- The Polls window will turn green and a timer will start. Results will update in real-time.



- Click **End Polling**.
- Click **Share Results** at the bottom of the polls window if you would like to share the results with students.



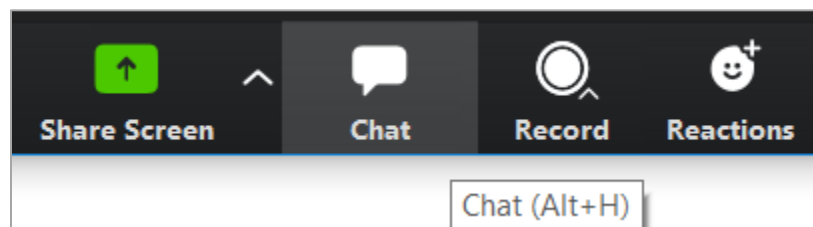
- Click **Stop Share Results** to return to the lecture.
- Select the next question and repeat this process on the next question slide.

## Chat

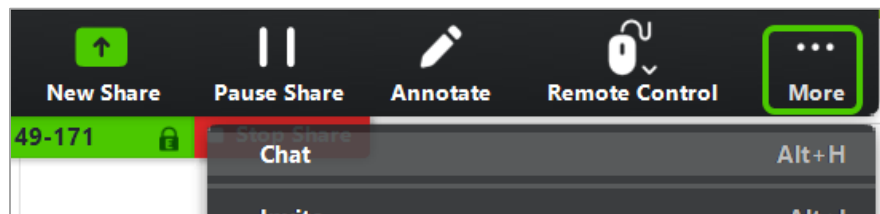
Zoom Chat allows students to ask questions without interrupting the lecture. The module coordinator will be acting as a chat moderator but you may wish to view the chat as well.

### [Quick Start Video: Chat](#)

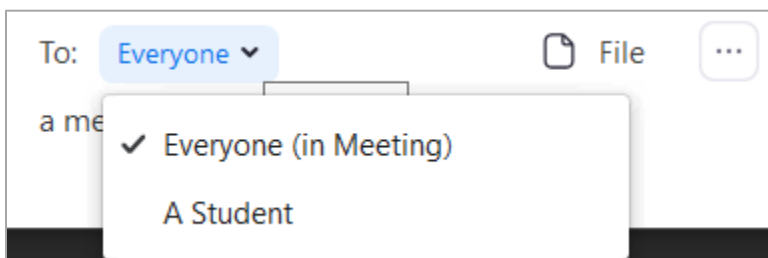
- Open Chat
  - When not sharing screen:** Click the Chat button on the Zoom meeting toolbar.



- **When sharing screen:** Hover your cursor over the **More** button on the screen share toolbar and click **Chat**.



2. Use the **To:** dropdown menu to send your message to the entire class or a specific student.



3. Additional chat options can be found here: <https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat>

## Support

The following tips will help resolve and mitigate technical issues experienced while using Zoom.

### Troubleshooting

- Make sure to [test your computer](#) before using Zoom for the first time.
- Use a physical network connection (Ethernet cable) when possible.
- Avoid using Zoom on public and/or unreliable Wi-Fi connections.
- **If your camera/video aren't working:**
  - Close other programs that use the camera.
  - If the issue persists, restart your computer.
  - If restarting does not work, uninstall Zoom and [reinstall the latest version](#).
  - Additional [troubleshooting information](#).

### Contact

Ed Tech will be available for class support during all scheduled sessions. Module coordinators will be present throughout sessions to help moderate the chat for student questions. The module coordinator can act as your point of contact or you can contact us directly for support.

## **Tier 1 Support – Ed Tech**

- Melissa Cowan | [Melissa.Cowan@ucf.edu](mailto:Melissa.Cowan@ucf.edu) | 847-567-1353
- Matthew Malone | [malone@ucf.edu](mailto:malone@ucf.edu) | 407-308-8089
- Dale Voorhees | [Dale.Voorhees@ucf.edu](mailto:Dale.Voorhees@ucf.edu) | 407-902-5176

## **Tier 2 Support – Systems Engineering**

- Michael Pugh | [Michael.Pugh@ucf.edu](mailto:Michael.Pugh@ucf.edu)
- Michael Reaves | [Michael.Reaves@ucf.edu](mailto:Michael.Reaves@ucf.edu)
- Ryan Retherford | [Ryan.Retherford@ucf.edu](mailto:Ryan.Retherford@ucf.edu)