



Zoom Conducting Class Remotely

Requirements

Windows, Mac OS, or Tablet
Webcam
Microphone
Zoom Client Installation

Overview

<https://csub.zoom.us/>

Zoom is a robust video teleconferencing solution with collaborative learning in mind. Zoom can be used to provide simple face to face video call, share computer content like Power Points, videos, programs, and more.

Additional features include Breakout Rooms for group work, Text Chat, and annotation, and recording.

As an instructor you can have up to 300 students connected to your Zoom session. You can assign an assistant to co-host and help manage your class.

Getting Students Connected with You

The easiest way to connect an entire class to a single Zoom session is to begin by scheduling a meeting.

A meeting invitation can be generated by logging into Zoom, from the client, or directly from BlackBoard

If using the website or the client simply copy the invitation information and email it to your students. The invitation will contain a link that your student can click and them directly to the Zoom meeting.

If using BlackBoard a Zoom meeting invitation can be easily created by navigating to the "Content" section of your course. You will find the Zoom Meeting module under the Tools > More Tools > Zoom Meeting. This will add a content module that you student can click and take them directly to the Zoom session.

Notable features (More features and information can be found on the Zoom Support webpage)

Sharing: While in a zoom session you can share your entire desktop or any single application/window you have open on your device.

Breakout Rooms: Breakout rooms is a useful function for breaking students into groups for temporary conversations. You can create as many breakout rooms as you want and assign as few or as many students to them as you want. Students can be manually placed in breakout rooms or can be automatically assigned to them. This allows smaller groups to have conversations without trying to talk over other groups. You can disband these groups at anytime or leave them open for students to go in and out of at will..

Chat: Zoom features standard direct instant messaging and open chat for all participants during the meeting.

Co-Host: A Co-Host can be assigned to someone to monitor and assist with managing the group. The Co-Host is often used to let the Host know if someone has a hand raised, mute participants who are making distracting noise, and monitor chat.



Recording: You can record your sessions or allow your students to record the session for later review. Zoom can also be used as a webcam and desktop recorder for making videos to be viewed later.

Poling: Quick polls allow you to present a question to the class to get immediate feedback from the group to gauge material understanding or take a simple vote.

Additional Information

In the “Video” section of the meeting settings. Webcams are set to “Off” by the administrator. This means that when anyone first joins the meeting, their webcam will be muted. Each participant must unmute their webcam to be visible to the group.

Be sure to select “Join Using Computer Audio” if prompted.

Large teleconferencing groups can be noisy making it hard to hear. To have a better experience ask all students to mute their microphones unless they are actively talking to the group. If a student does not mute their microphone, as host you can mute them. However, you can not force unmute a student’s microphone.

While conducting your session it is best to have your device plugged in. Video conferencing can drain a battery quickly

Campus Zoom Sign in Page <https://csub.zoom.us/>

The Zoom Knowledge base can be found at <https://support.zoom.us/>

For live assistance with Zoom or CSUB specific Zoom questions please contact the CSUB Service center at (661)654-HELP) or email them at servicecenter@csub.edu.