IHU DISTANCE LEARNING
ZOOM MANUAL for HOSTS

DISTANCE LEARNING

Dept. of Information &
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Contents

1. General overview

The International Hellenic University has adopted Zoom software solution to provide remote conferencing services to the academic staff and students, who can participate in online meetings and lectures without being physically present in the IHU premises.

Zoom (https://zoom.us) is an online video conferencing software providing numerous features to support online meetings, such as:

- Screen (video & audio) sharing
- Whiteboard
- Online chat
- Meeting recording
- Live Polling
- Participant management

You can see the Zoom system requirements, here:

- https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-and-Mac (for desktop computers)
- https://support.zoom.us/hc/en-us/articles/201179966-System-Requirements-for-iOS-and-Android (for mobile devices)

For detailed Zoom tutorials and guides, you can visit https://support.zoom.us/hc/en-us.

This manual provides detailed instructions to the teaching staff - otherwise *hosts* in Zoom terminology - of the online video lectures (or meetings). The manual is focused on the distant learning scenario, where teachers connect to the online meeting remotely.

2. Zoom client download & installation

Before starting the meeting, download the "Zoom client for meetings". In the following URL: https://zoom.us/download, click **Zoom Client for Meetings - Download**
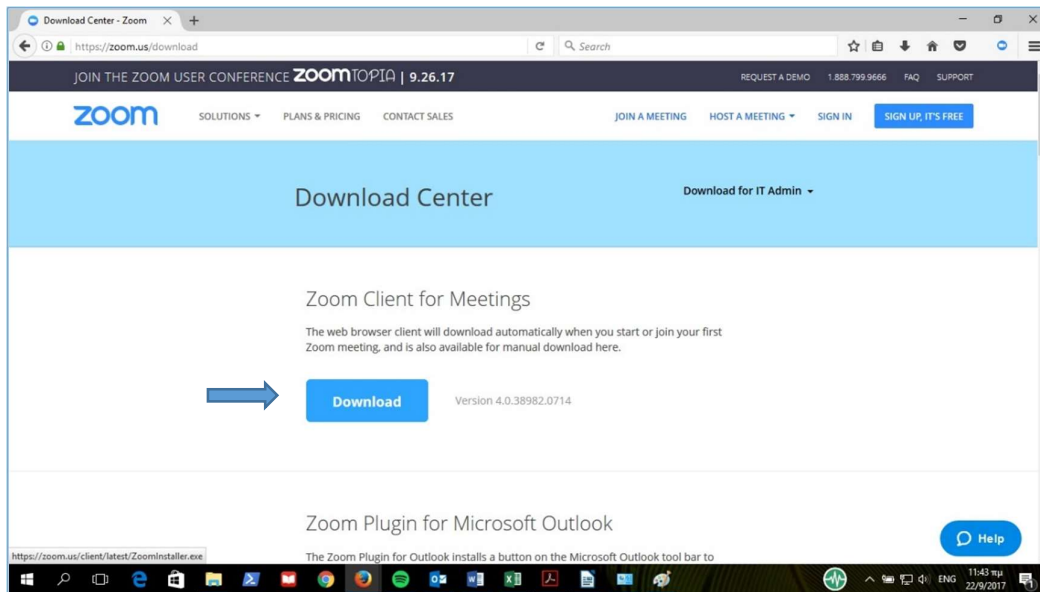

Save **Zoominstaller.exe** file in your PC or laptop and then double-click on it to start Zoom client installation.
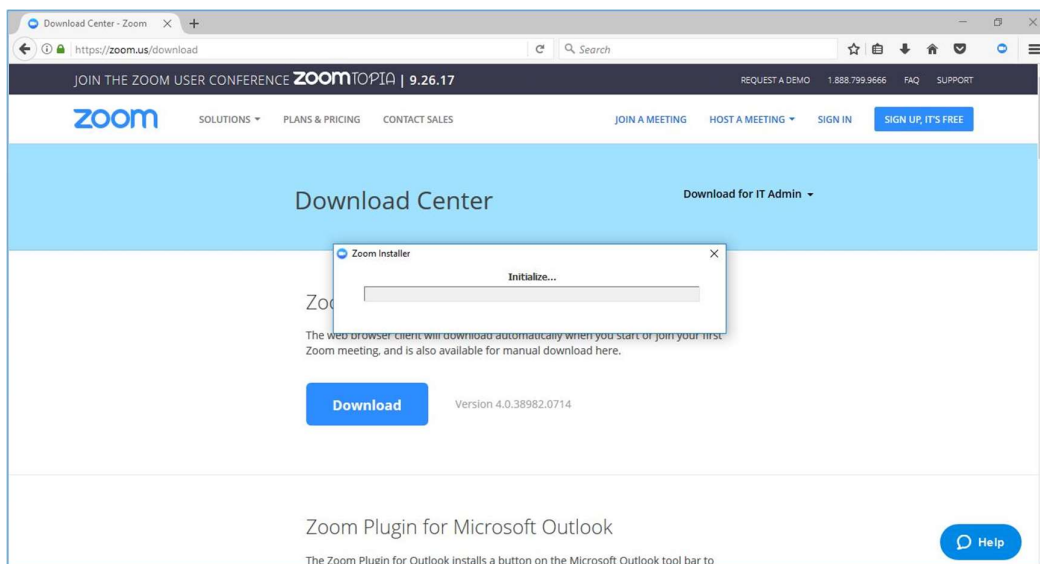
When the installation is completed, Zoom client is automatically launched. You can also start the client from the **Start Menu** of your PC or laptop by selecting ***Zoom-Start Zoom.***

3. Enter the online lecture

At the scheduled date and time of the course, click on the Zoom meeting link, that will be sent to you by the International Hellenic University
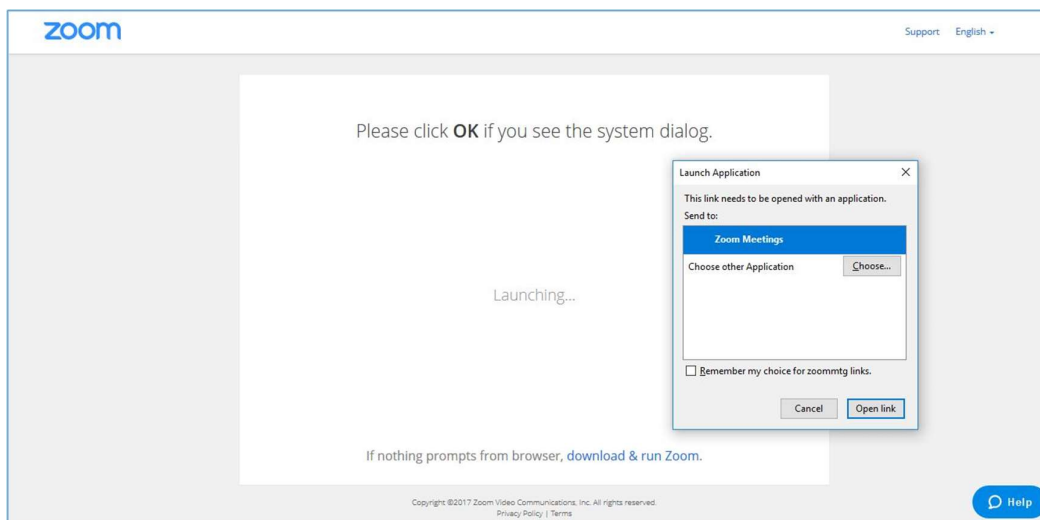
When first entering the online Zoom lecture, do not forget to click on ***Join Audio Conference by Computer.***
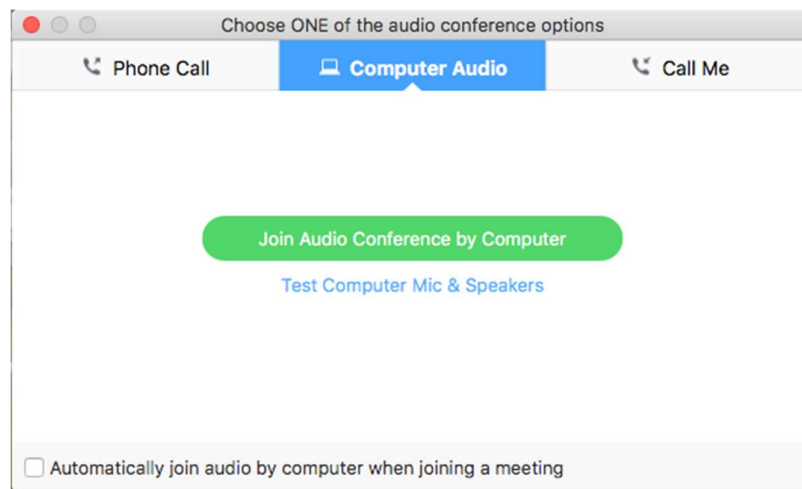
4. During the meeting

4.1 Basic actions

Zoom offers many features that can be used during the meeting. In subchapter 5.1, the features that are most common and essential for a distance learning meeting will be presented.

4.1.1. Video layouts

As a host, you are probably the first to join the meeting, as we have disabled the student's ability to join before their instructor. The following screen is probably the first you see after joining the meeting.
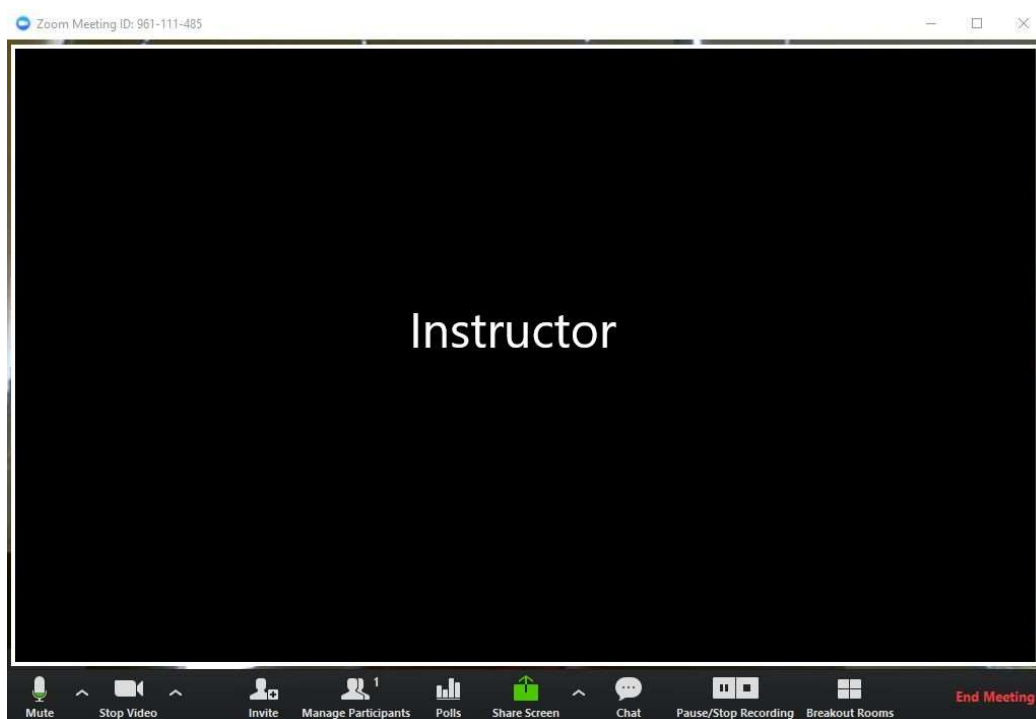

As your students gradually join the meeting, your participants videos appear in the screen. There are two video layouts: **Speaker view and Gallery view**. You can switch between the Gallery and Speaker view by selecting the icon located in the upper-right hand corner of your screen.

When viewing the **Gallery view** you will be able to see all participants (up to 25) in the same window.
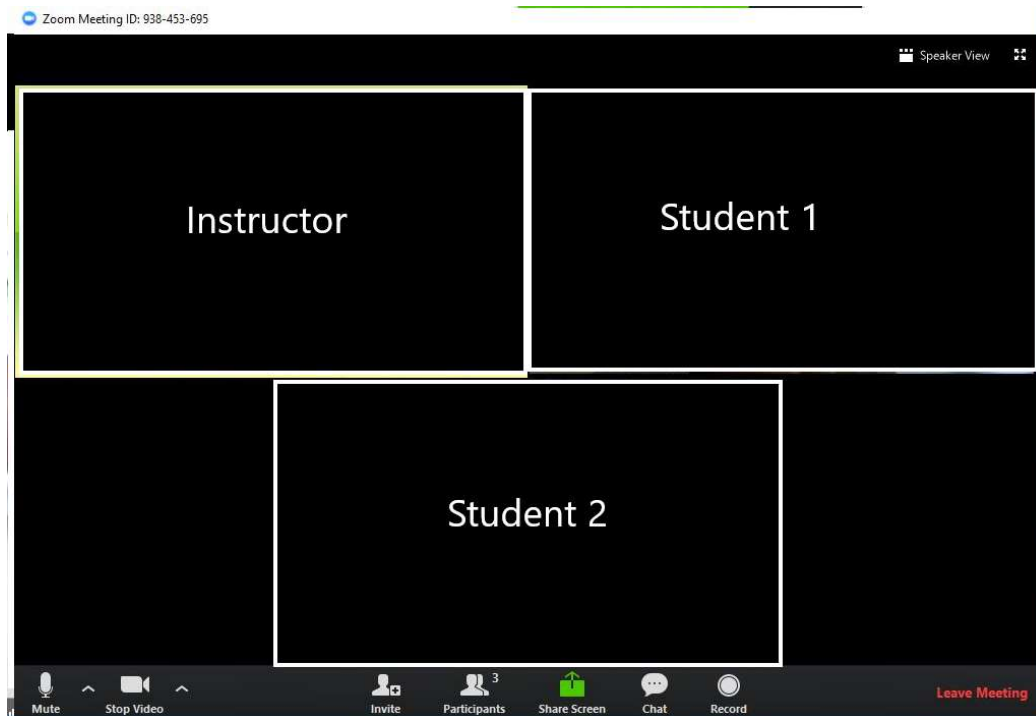
When you switch to the **Speaker view** you, the active speaker's video occupies the greatest part of the screen. You can enter **Full screen** mode for the active speaker, by double-clicking anywhere on his/her video.
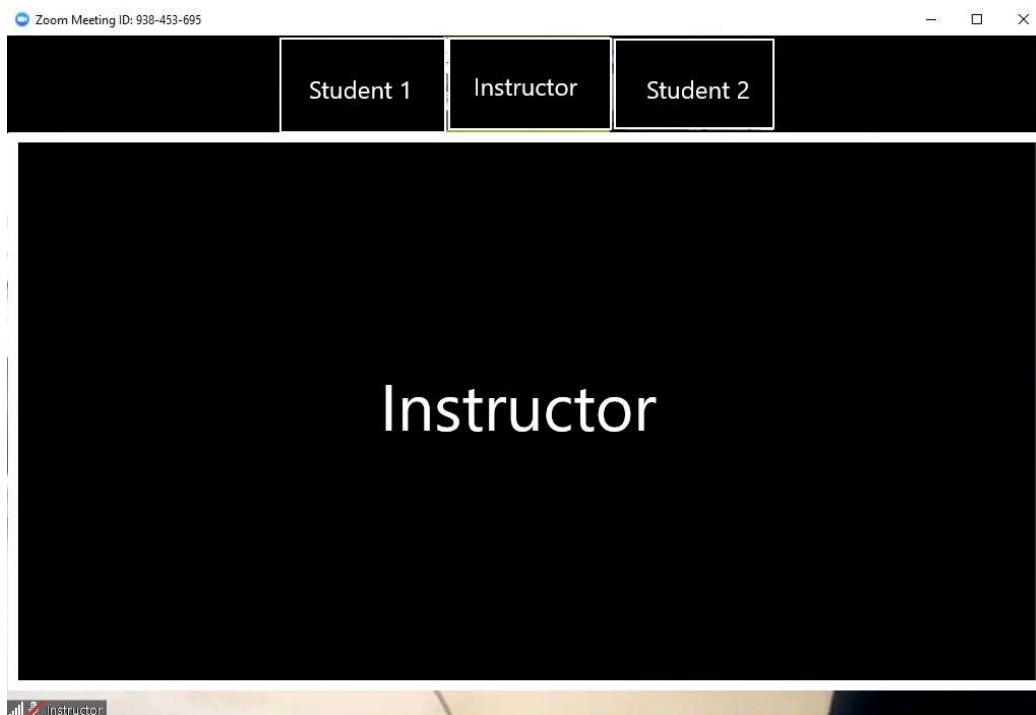
Once you have started the meeting as a host, you can perform various actions from the menu bar located at the bottom of the meeting window (move your mouse to toggle):

Unmute your microphone (if muted) by clicking on the icon on the left side of the menu bar, so that your students can hear you.

Your video can be stopped or started again by clicking the icon in the following picture. **Do not stop your video at any time of your lecture.**


4.1.2 Screen sharing

To start **"Screen Sharing"** select **the "Share Screen"** button located in your meeting tool bar.

After selecting *Share Screen*, a new window emerges from where you can choose to share every application or file opened in your computer.

Your lecture presentation is what you would mainly share. Locate your presentation icon (as shown in the following picture) and double click on it.
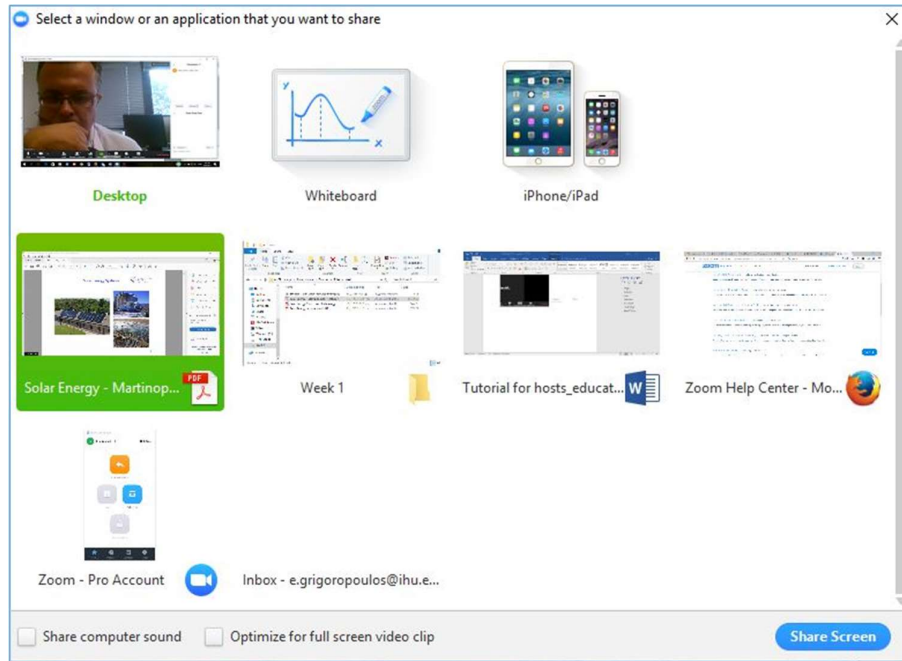
Not only can you share your presentation, but you can also add notes on it. After sharing your presentation, click on *Annotate* button.

The annotation toolbar appears, which you can use to add notes on your presentation during the lecture.
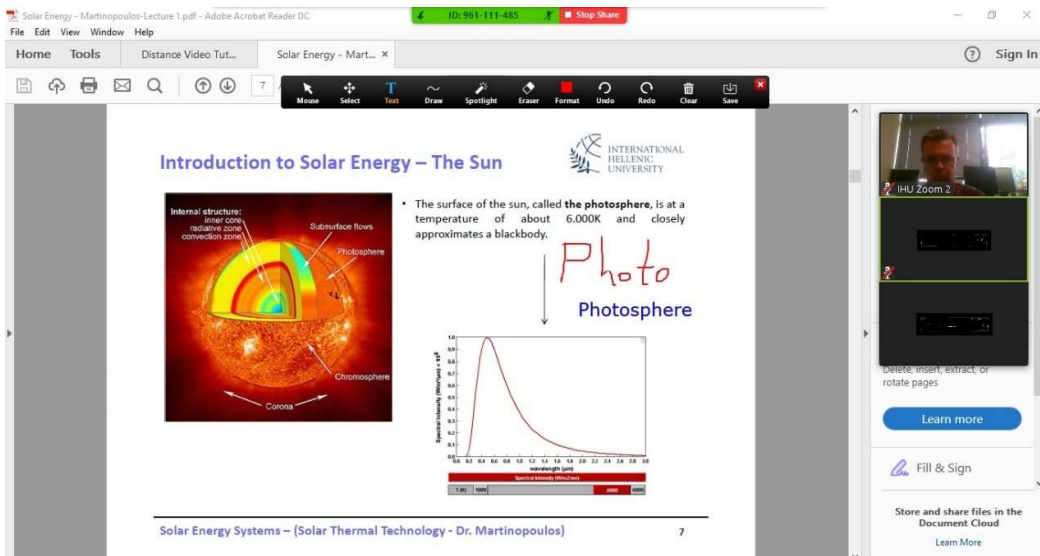
Likewise you might want to share a video (from your PC or Youtube). In this case, don't forget to enable audio sharing by checking **Share computer sound** box at the bottom left corner of the application selection window.
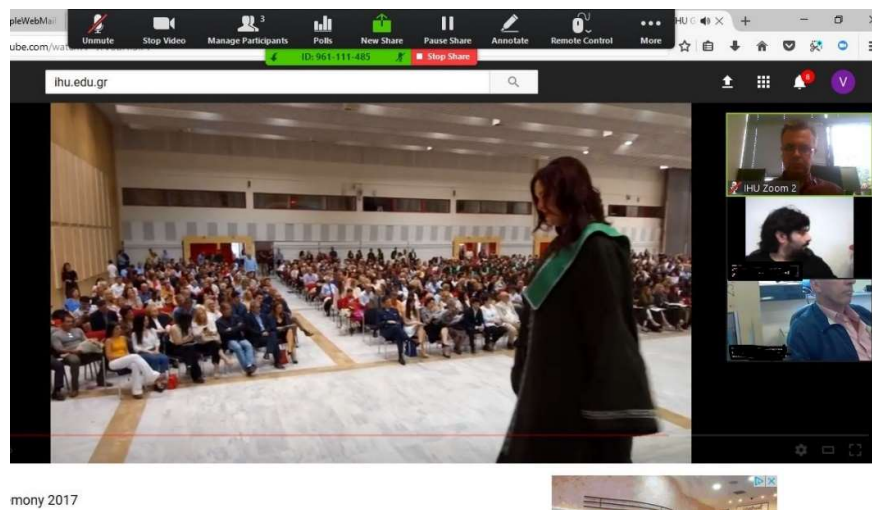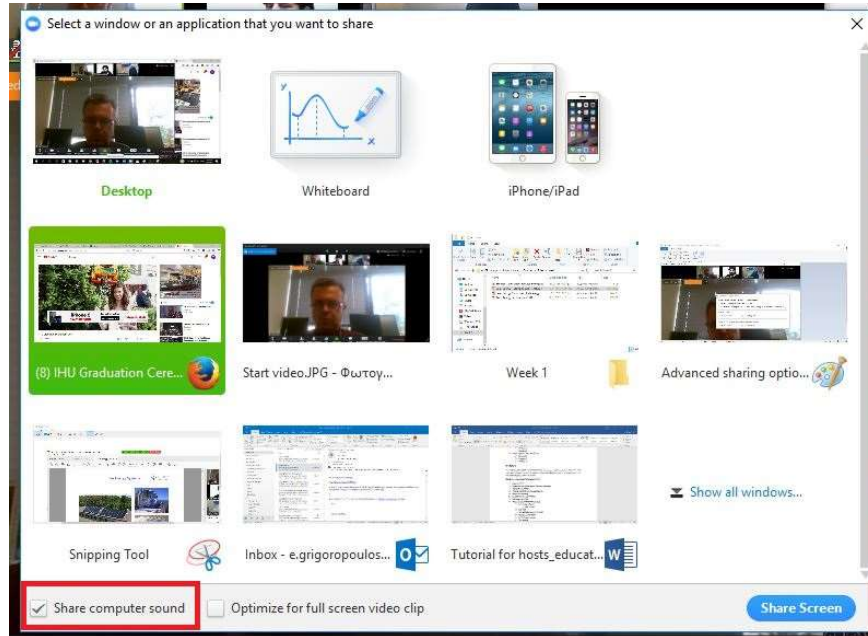
Finally, you can share a whiteboard that you can annotate on. From the application selection window click on **Whiteboard** and then click **Share screen.**
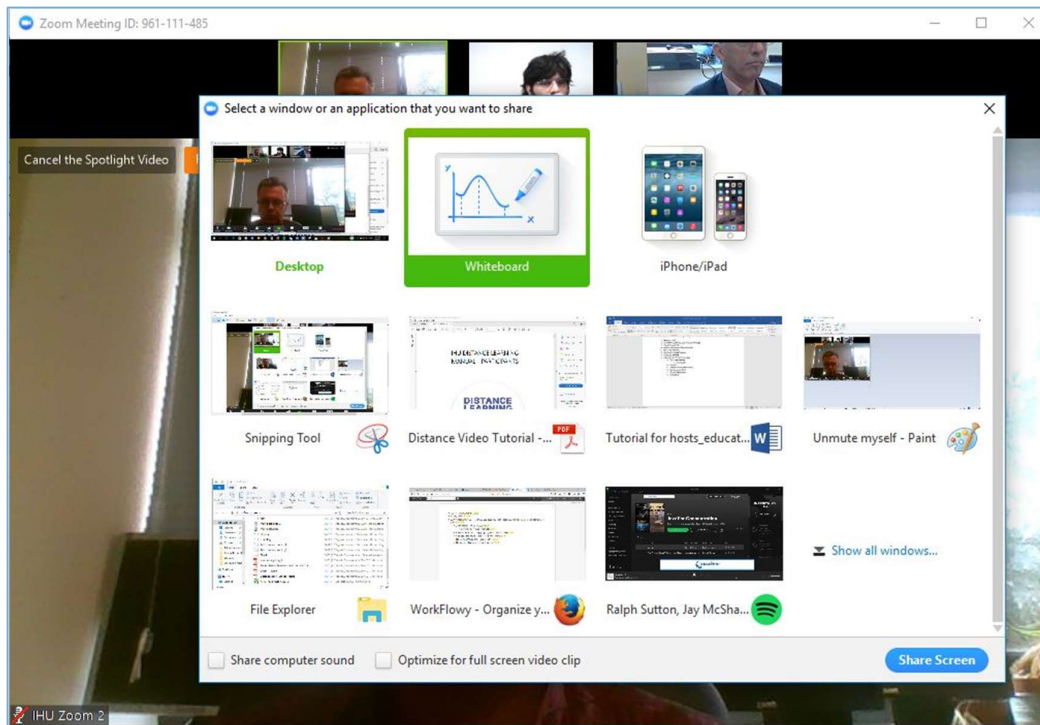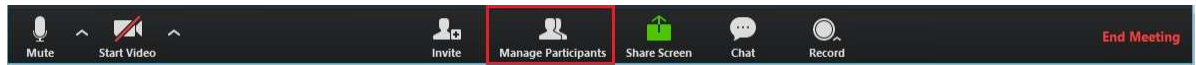

From the menu bar, click on **Whiteboard** icon to show the annotation tools available and write or draw on your shared whiteboard.
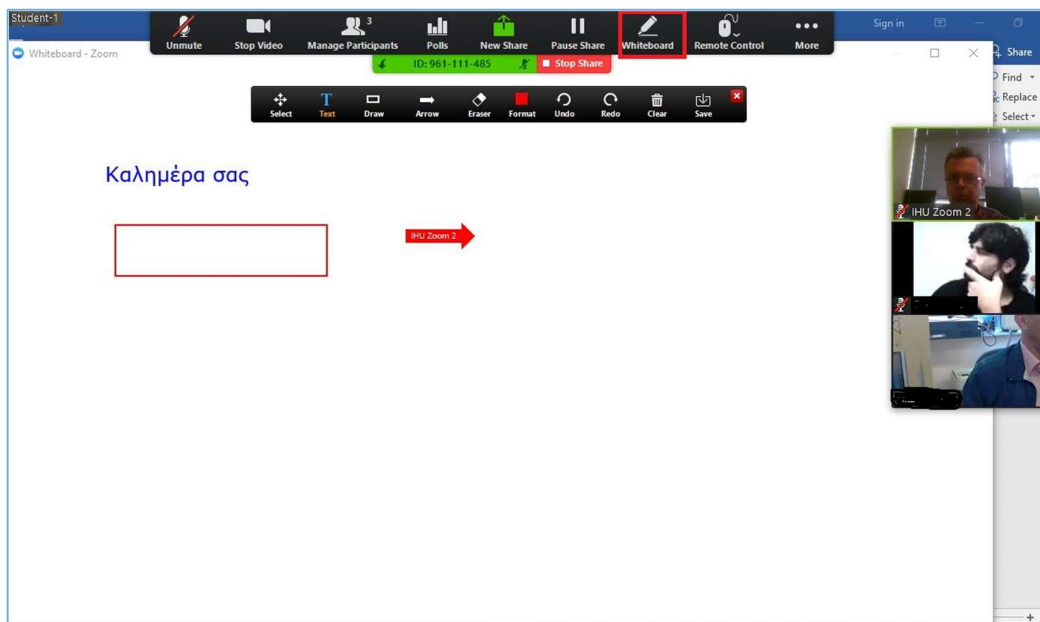
4.1.3 Manage participants

If you want to manage your students, go to the main menu bar again and select **Manage Participants.**

A side window titled **Participant** emerges. By default, all students are muted upon entry. From the **Participant** window, you can **unmute** (not recommended) or **mute** all students.

Students use the participants window on their screen to notify the instructor, that they request to be unmuted, in order to say something or submit a question orally. A hand next to the his/her name in the participant's window indicates that the student asks for the instructor's attention. Notice that a raised hand appears on the Zoom screen, even if the participant's window is closed.

4.2. Other meeting features

In this section, we present some Zoom features which provide further meeting capabilities, but you could optionally use them during your lecture.

4.2.1 Chat

From the menu bar at the bottom of your screen, click **Chat** to enable message exchanging between the host and participants.


A side window titled **Zoom Group Chat** opens. Please enter your message in the box at the bottom of the chat window. In the **To:** drop down menu leave **Everyone** to send your message to all participants or select a participant from the list to send a private message.
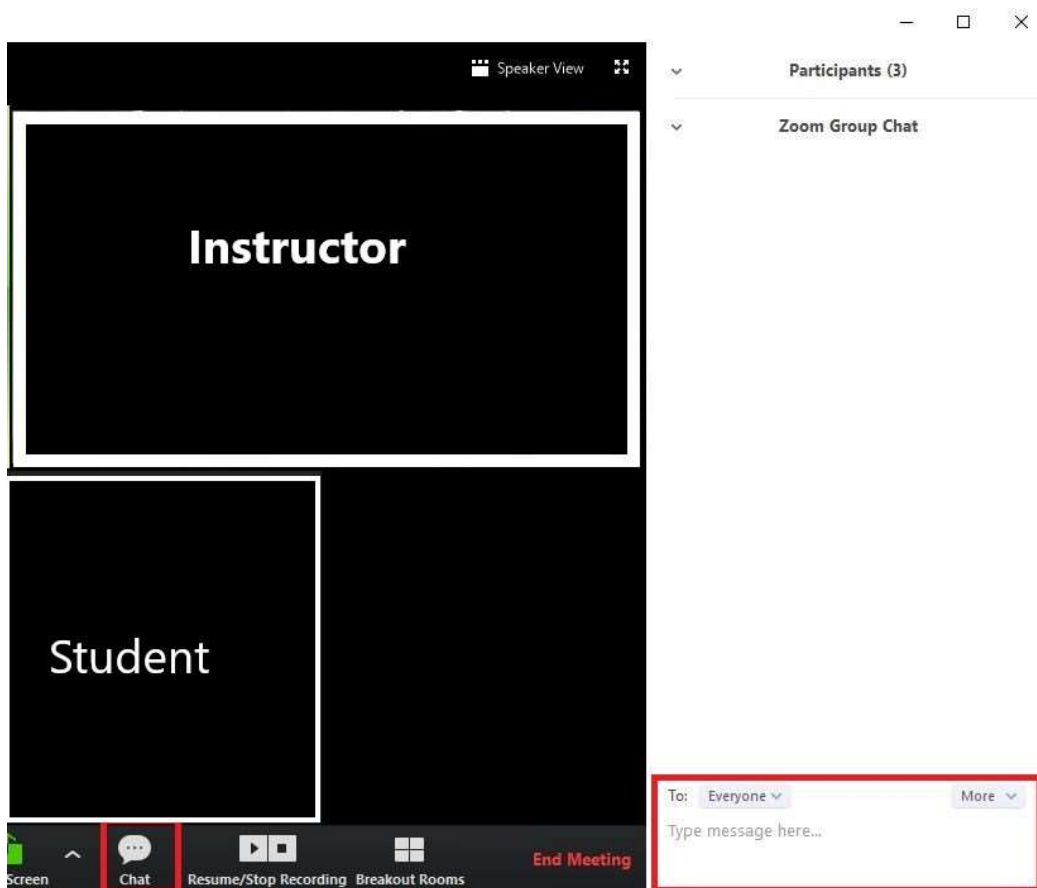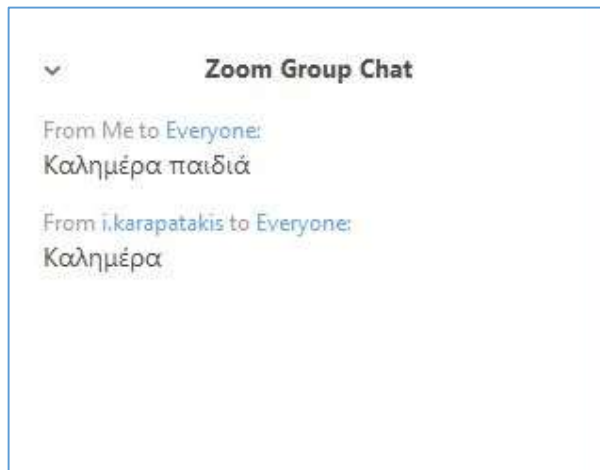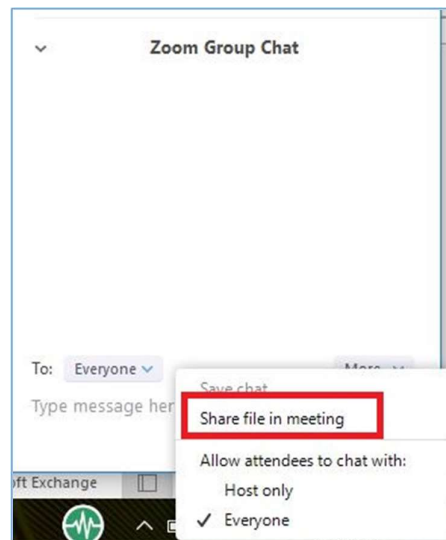
To prevent students from exchanging messages with each other, click on *More* button and ***Allow attendees to chat with: Host only.***
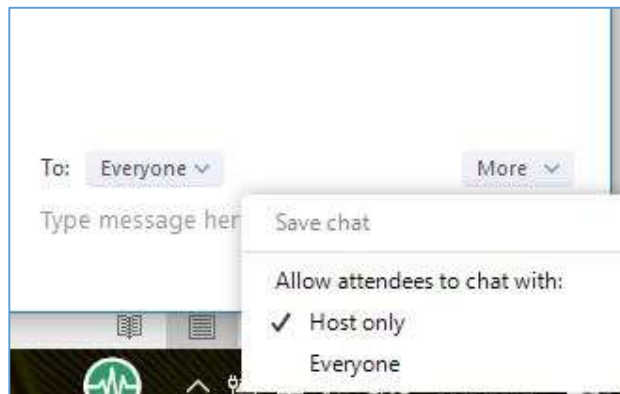
In-Meeting file transfer allows you to send files to your students once in a meeting. While being in ***Chat,*** click on ***More, Share file in Meeting*** and then select the file you want to share.

If you don't want to use the file sharing feature, you can alternatively upload the related files on the e-learning platform and ask your students to download them from there.
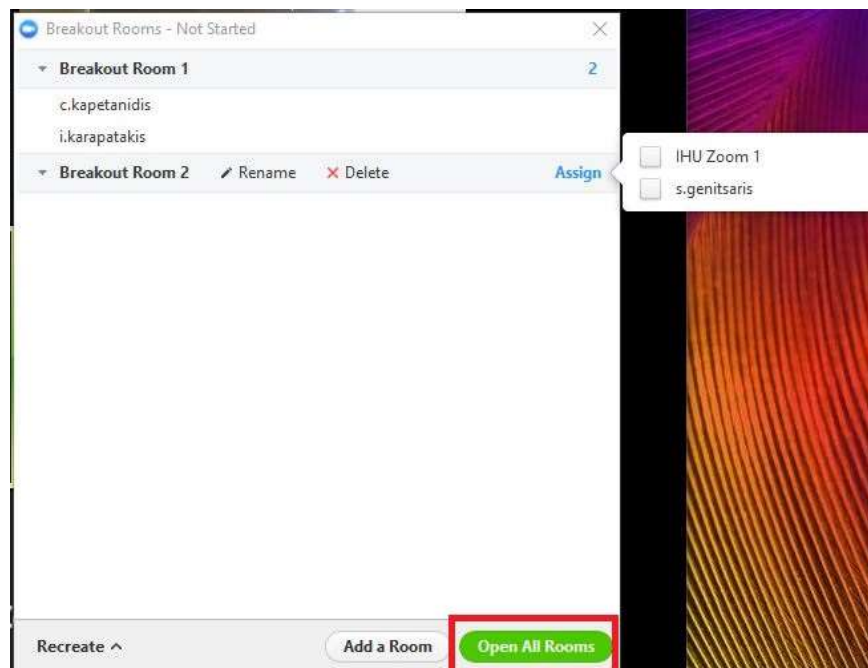
4.2.2 Breakout Rooms

Zoom allows you to assign your students to different workgroups (called *breakout rooms*) so they can work in teams during the lecture. To create your workgroups, click on the ***Breakout Rooms*** icon on the menu bar.

The ***Create Breakout Rooms*** window emerges, as shown in the following figure. Define the number of rooms you would like to create (up to 50) and assign your participants to the created rooms, either automatically or manually.
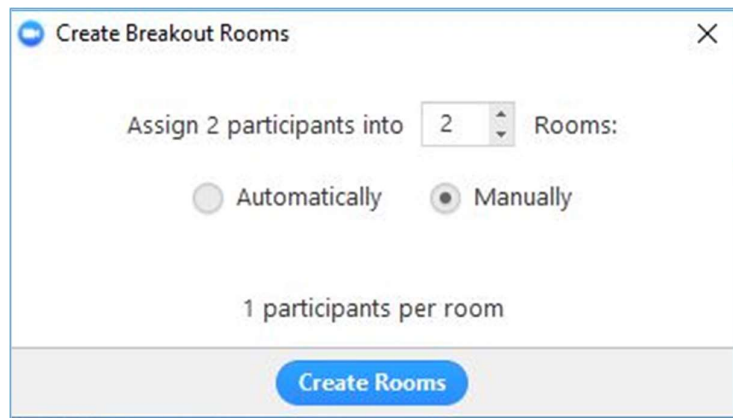
If you select manual assignment, you are led to a new window from where you assign your participants to the created breakout rooms. Click on **Assign** next to the Breakout Room's name and select the participants to be assigned to this room.


You can rename or delete your breakout rooms and reassign your participants to different rooms. When you want your students to join their break rooms click on **Open All Rooms** and an invitation will be sent to them. You as a host can enter a breakout room to work with a specific

team of students. Just click **Join** next to the Breakout room you want to enter.
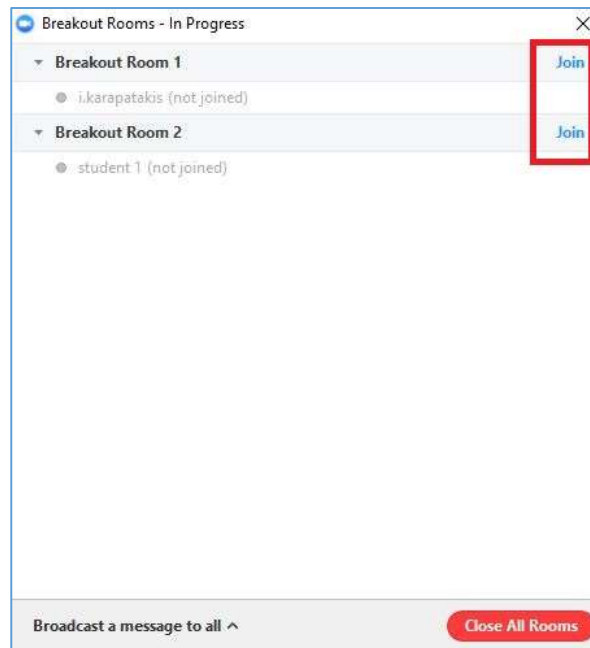
 And you can leave at any time, by clicking on *Leave Breakout Room.*
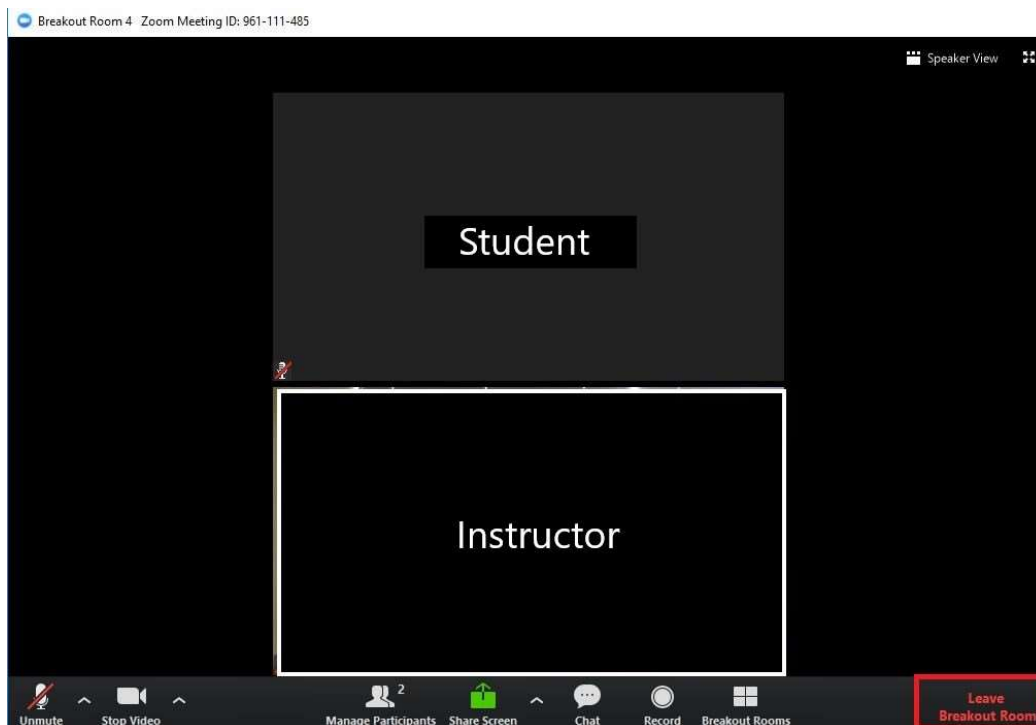
Finally, you can send a message to your students who have already joined their breakout rooms, either to call them back to the main meeting room or to provide guidance or information. Click on **Breakout Rooms –**

Broadcast a message to all and write your message. Click **Broadcast** to send it.
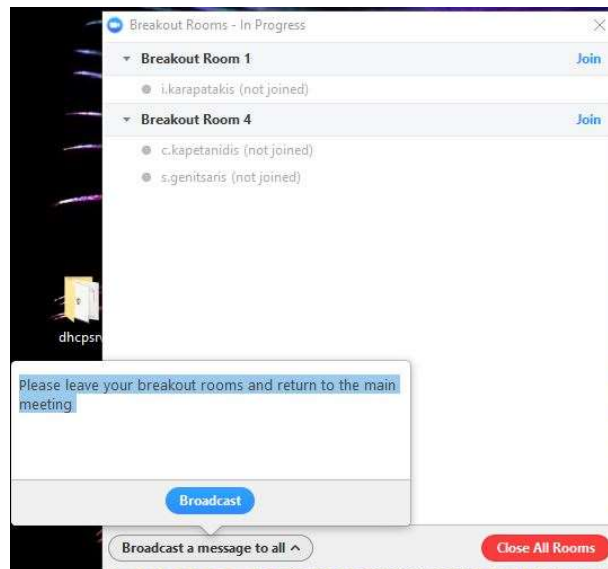
4.2.3 Polling

The polling feature for meetings allows you to create multiple choice polling questions for your meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees. You also have the ability to download a report of polling after the meeting.

To create a poll before the meeting, go to http://zoom.us and sign-in with your host account. Then go to *My meetings- Upcoming meetings* and select your scheduled meeting. At the bottom of the meeting's management page, find the *Poll* tab and click on *Add.*
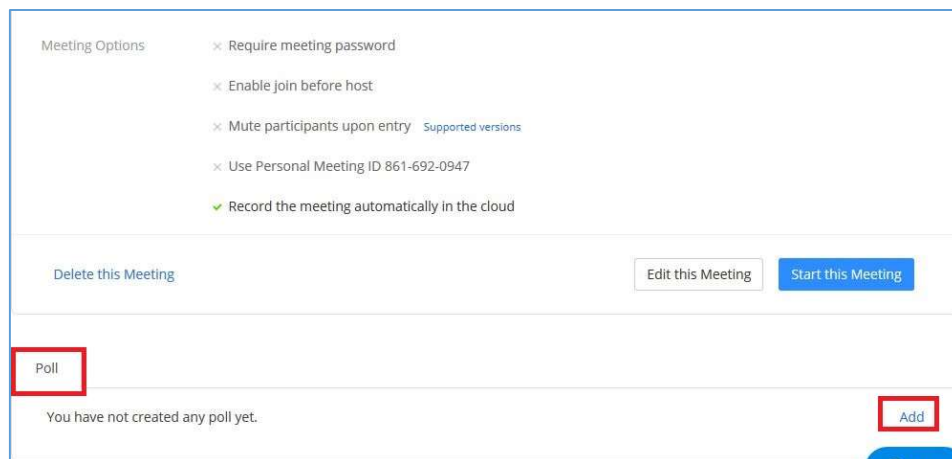
Enter a title for the Poll and Type your question in the below box. Then enter your possible answers.

Click again on **Add a question** to add your next question or click **Save** to finish the poll creation. Any created polls appear under the tab **Poll** in your meeting's management page.
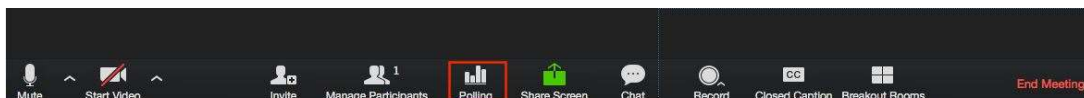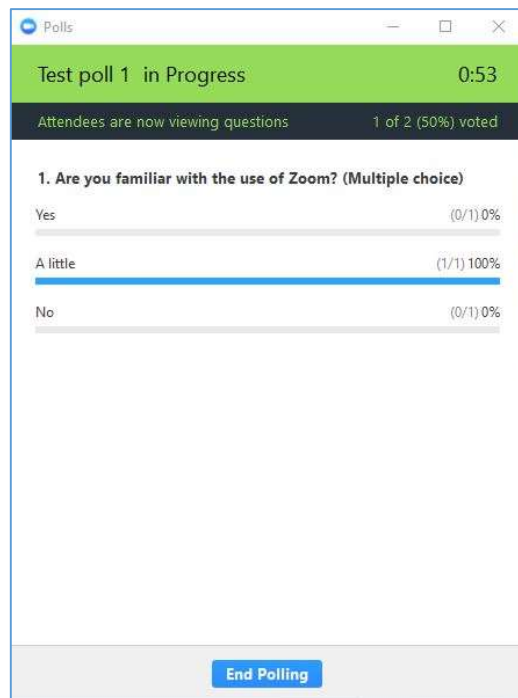

During your lecture select the **Polling** option in the menu bar.

Select the poll you want and then click on **launch polling.**
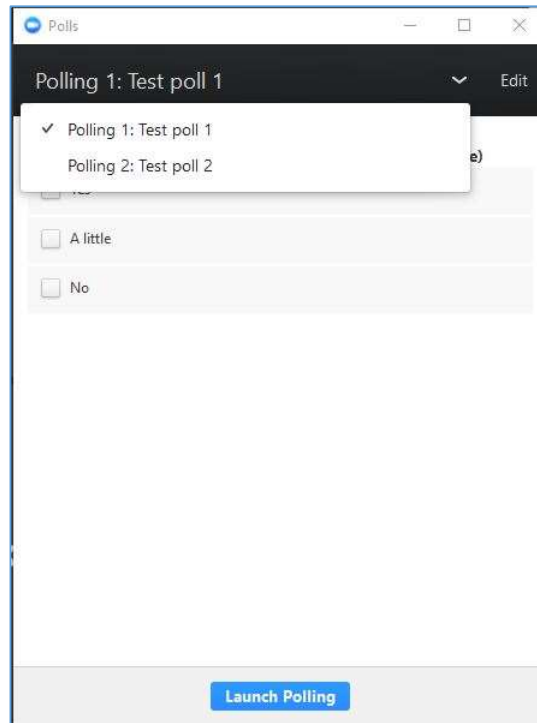
The participants in the meeting will now be prompted to answer the polling questions. The host will be able to see the results live.

If you don't want to use Zoom's embedded polling module, you could alternatively use other quizzing and polling software such as Goconqr.

I.   Appendix – Test your camera and microphone before the online lecture

We recommend that you test the operation of your audio (microphone, speakers) and camera before the online lectures start. Launch your Zoom client from your start menu (**Zoom – Start Zoom)** or double click on the Zoom desktop 📷 icon**.** The following window emerges.
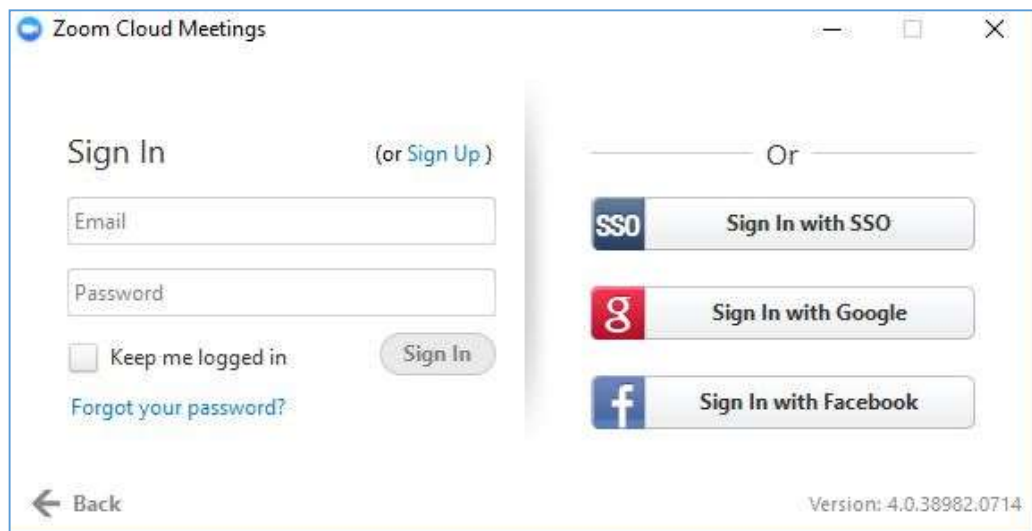

Sign up to create a free Zoom account or sign in (with Google or Facebook) to enter Zoom.

Once you have signed in, the main dialog box appears, as shown below. Click on *Settings.*
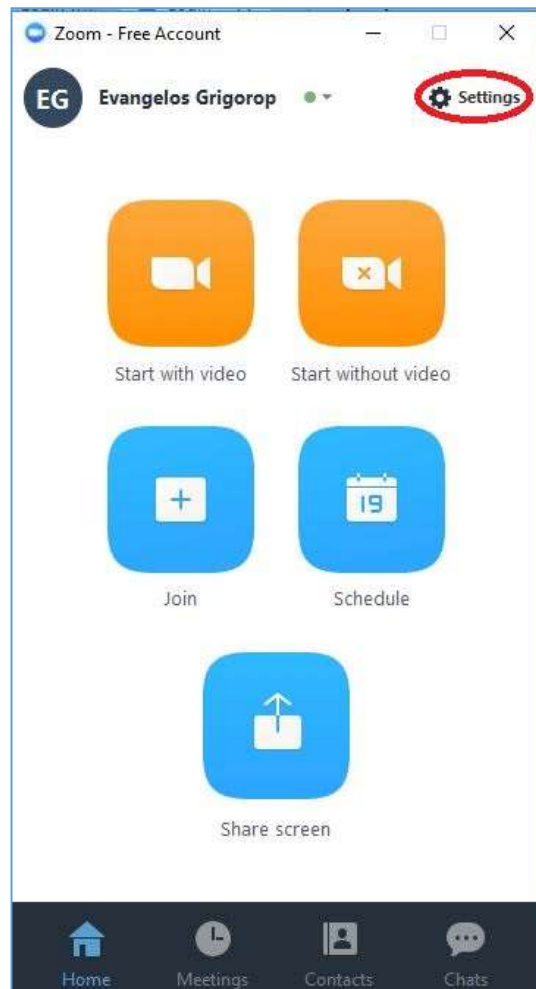
Among the various tabs, firstly click on *Audio* to test your audio setting. Click on *Test Speaker* to make sure that you can hear the sound from your speakers. Then click *Stop* to finish speaker testing. If you cannot hear the test sound, select a different speaker from the drop-down menu or check the volume of your speakers.
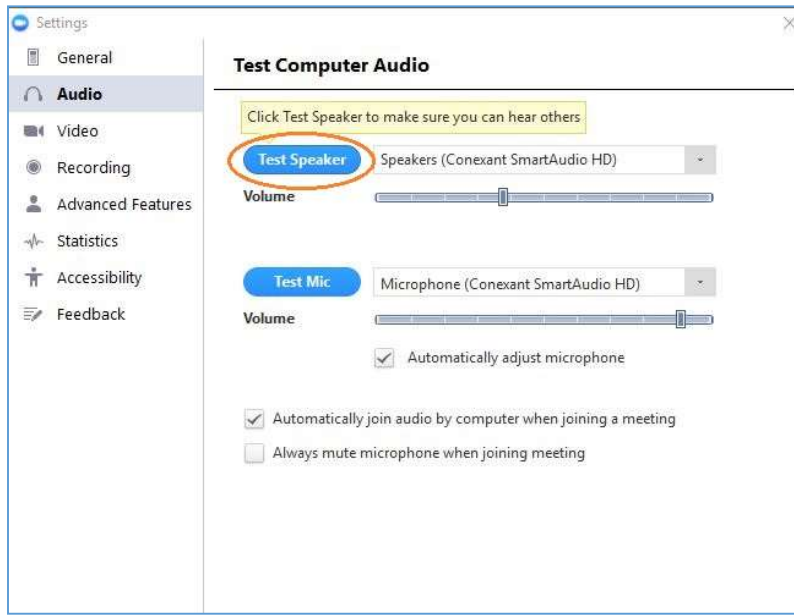
Then click on **_Test Mic_** to test your microphone. When the button is switched to **_Recording,_** record something with your microphone. After a few seconds the same button is switched to **_Playing_** and if your microphone operates properly, you will be able to listen to your recording. Otherwise check your microphone or select a different one from the drop-down menu.
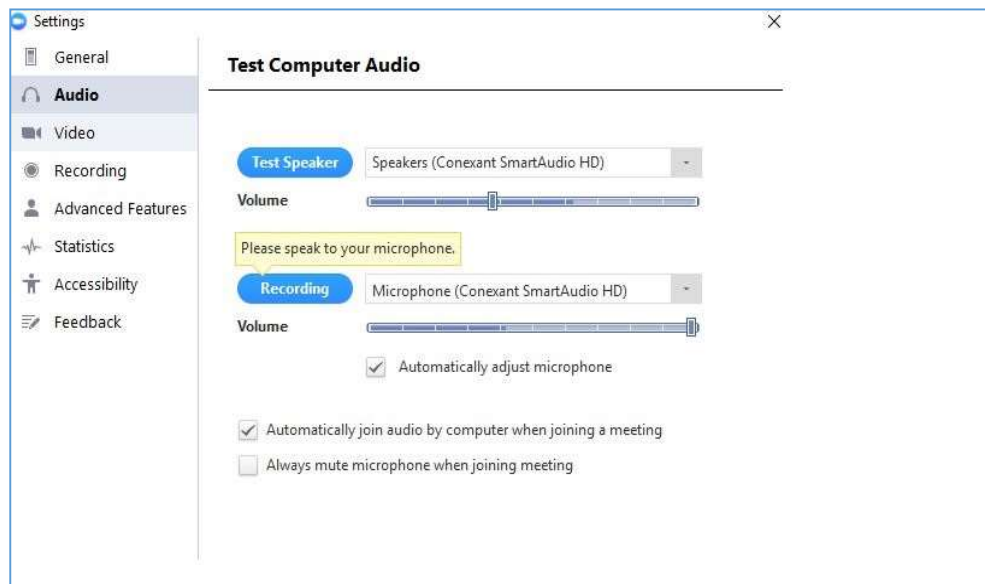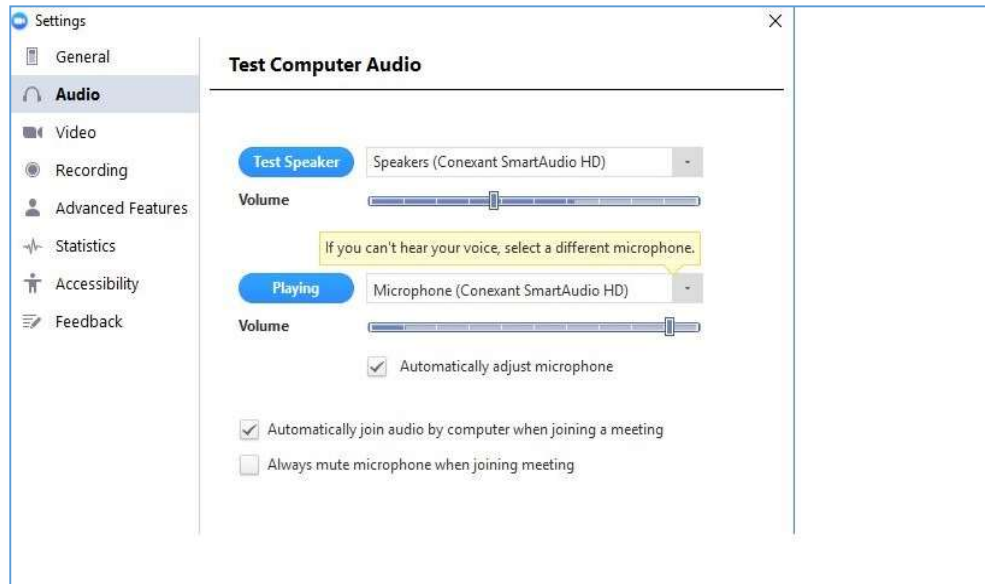
To test your video camera, click on **Video** tab from the settings menu, to see what your camera captures.

After completing the tests, click on the down arrow next to your account name and **Log out.**