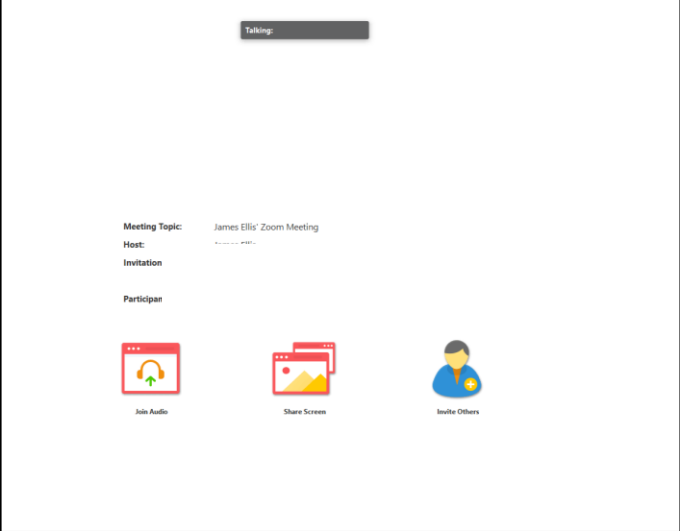

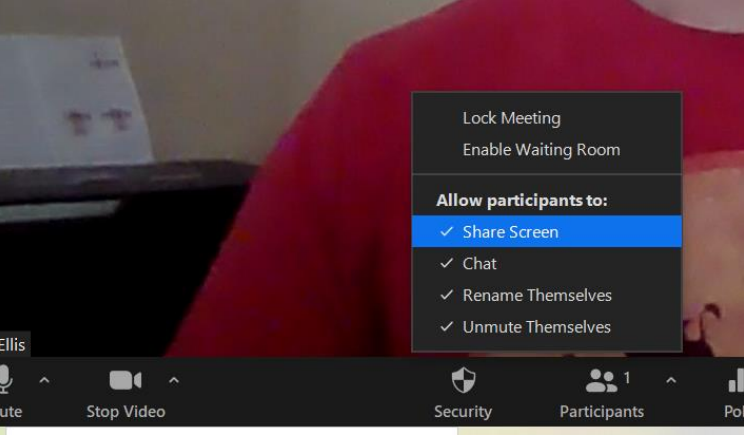
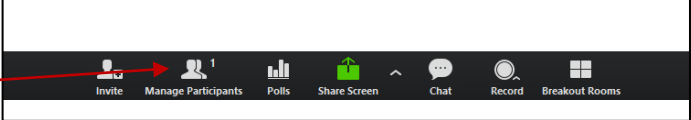


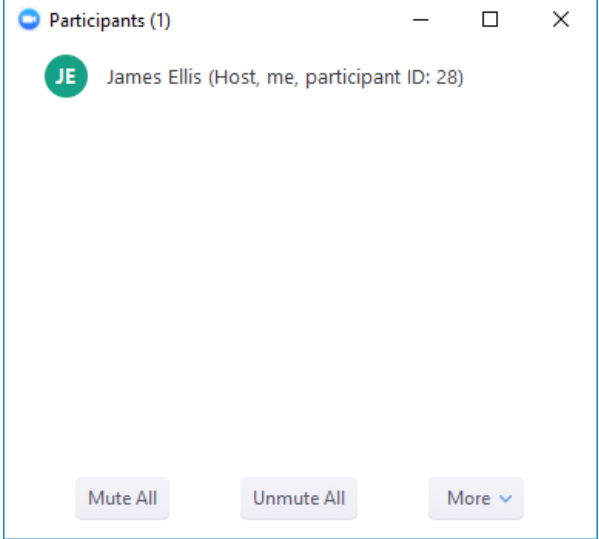
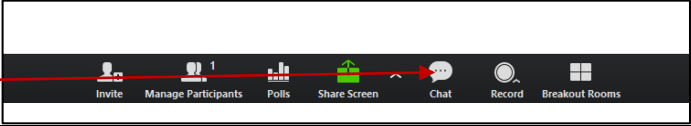
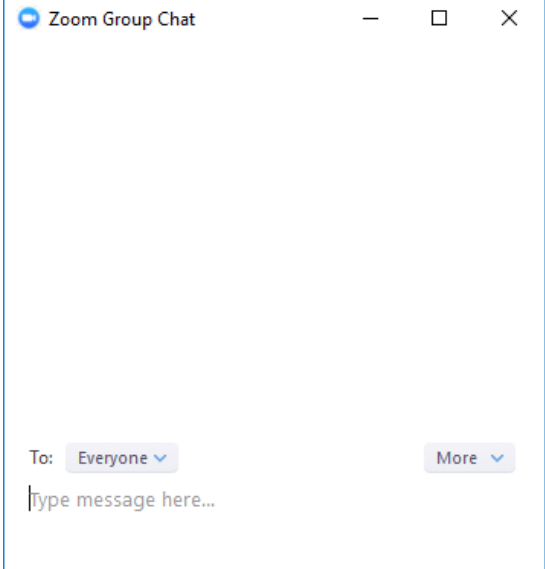
## Using Zoom as a Lecture Host

This is a short guide to setting up your Zoom interface as the host of a lecture.

This guide is applicable if you are a TA, as you will be 'managing' the lecture and participants.

These guidelines show how to set up your screen upon entering the meeting, how to administer the waiting room, and also option controls for creating breakout rooms and using annotations / whiteboard tools.

<b>Step 1: Initial Screen Setup</b>	
<ul style="list-style-type: none"><li>- When you connect to the meeting, you will probably be the first person (seeing as you have host permissions).</li><li>- In this case, you will see the screen to your right.</li></ul>	
<ul style="list-style-type: none"><li>- Use the Security Icon on your control toolbar for quick access to the main security features</li><li>- NOTE: If you do not have the Security Icon, you are either not the host of this meeting, or you have not updated your Zoom client to Version 5.0 or higher</li></ul>	
<ul style="list-style-type: none"><li>- Enable Screen Sharing via the Security menu</li></ul>	
<ul style="list-style-type: none"><li>- Activate the participants list. To enable this, select 'Manage Participants' from the Zoom menu bar</li></ul>	

<ul style="list-style-type: none"> <li>- The participants list will pop up. This can be moved and expanded</li> <li>- You can mute / unmute other participants from here, as well as rename them if their name is not explanatory enough</li> <li>- The 'More' drop down also gives you some other options you may wish to turn on</li> </ul>	
<ul style="list-style-type: none"> <li>- To enable the chat window, select 'chat' from the Zoom menu bar</li> </ul>	
<ul style="list-style-type: none"> <li>- As host, you have extra options (in the 'More' drop down)</li> <li>- These include allowing participants to chat with everyone or just the host (useful if meeting etiquette is not being observed)</li> </ul>	

**Notes on Monitoring participation and the chat window:**

1. Teaching Assistants will be responsible for monitoring the Chat and the Participant windows in Zoom. Their primary functions will be to monitor Participants entry to the session, Raised Hands and Mute state.
2. The TA should independently monitor participation of individuals in the discussion and record their participation.
3. The TA should give priority to acknowledging and Unmuting Participants when it is appropriate for them to contribute to the discussion. If a participant who has not contributed has a Raised Hand, priority should be given to that individual. If more than one such individual has a raised hand, the individual closest to the top of the participant list should be acknowledged and Unmuted.
4. Participants should be Muted after the discussion in which they are participating is completed.
5. The secondary role is to address any questions or concerns raised in the Chat function via at Chat response.

**When screen sharing is discontinued:**

- The Participants and Chat windows are automatically pinned to the gallery of participants.
- The pinned windows can be unpinned from the Gallery by selecting the small downward pointing arrow at the top left of each window and selecting Pop Out.
- The windows can also be individually toggled on and off by selecting the Participants or Chat options on the Zoom menu bar.

**When screen sharing begins again:**

Re-enable the participants list and chat pop-up windows as these will not automatically reappear.

**Zoom Menu Bar Appearance:**

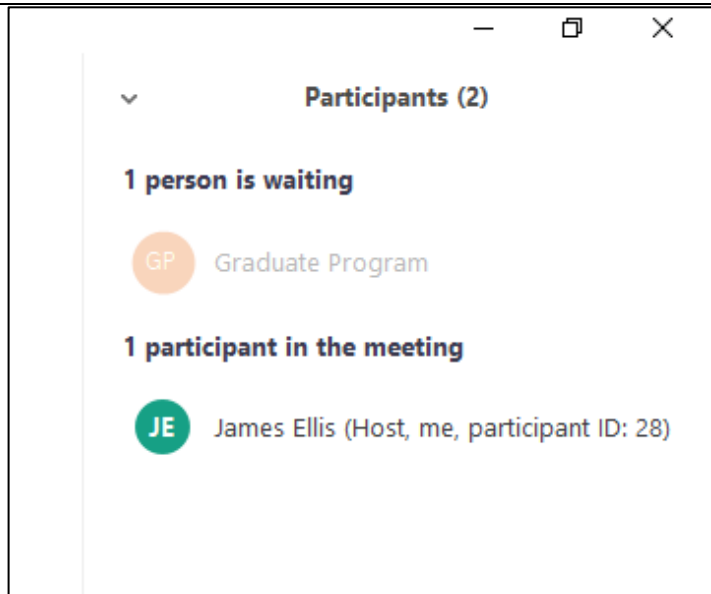
The Zoom menu bar may minimize itself during a meeting. Move your mouse to make it reappear.

**Participant Screen Sharing:**

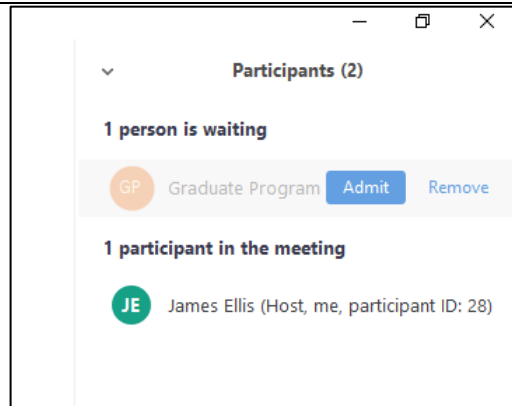
Under rare circumstances, a Participant may wish to share their screen to illustrate a point. On these occasions, the TA can decide whether to allow multiple screen shares or whether to stop the current share.

**Optional – When using the Waiting Room: Admitting new participants and giving Co-Host permissions**

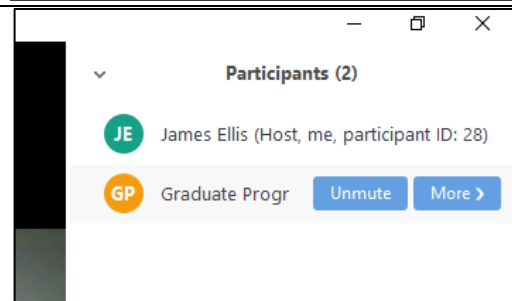
- As more participants call into the conference, they will appear in the participants list.
- If the Waiting Room is switched on, you will be able to choose whether to admit them or not at this point in time
- The waiting room feature allows you to coordinate with the moderator and student presenters before the meeting officially starts. This helps to iron out any potential setup issues in a more private space



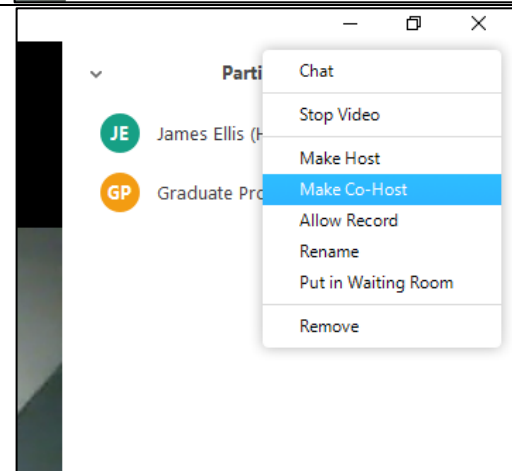
- To admit a participant, hover over their name in the Participants List
- The [Admit] button will show. Click on it to admit them



- Once the participant is in the meeting, you can give co-host permissions
- Hover again over their name in the Participants list

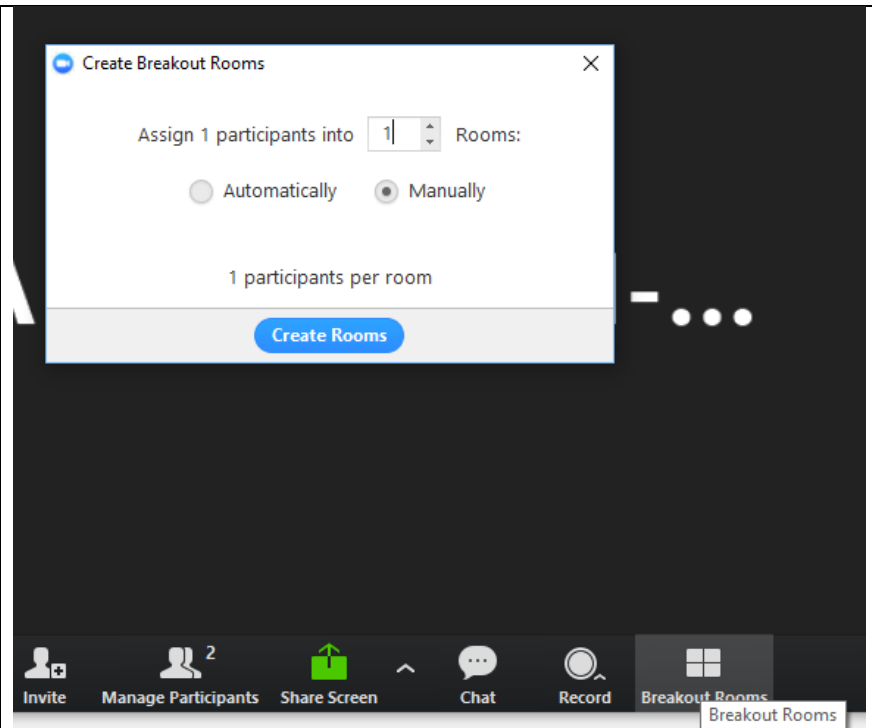


- Select [More] and then select 'Make Co-Host'
- This is used to give hosting privileges to the presenters and also moderator

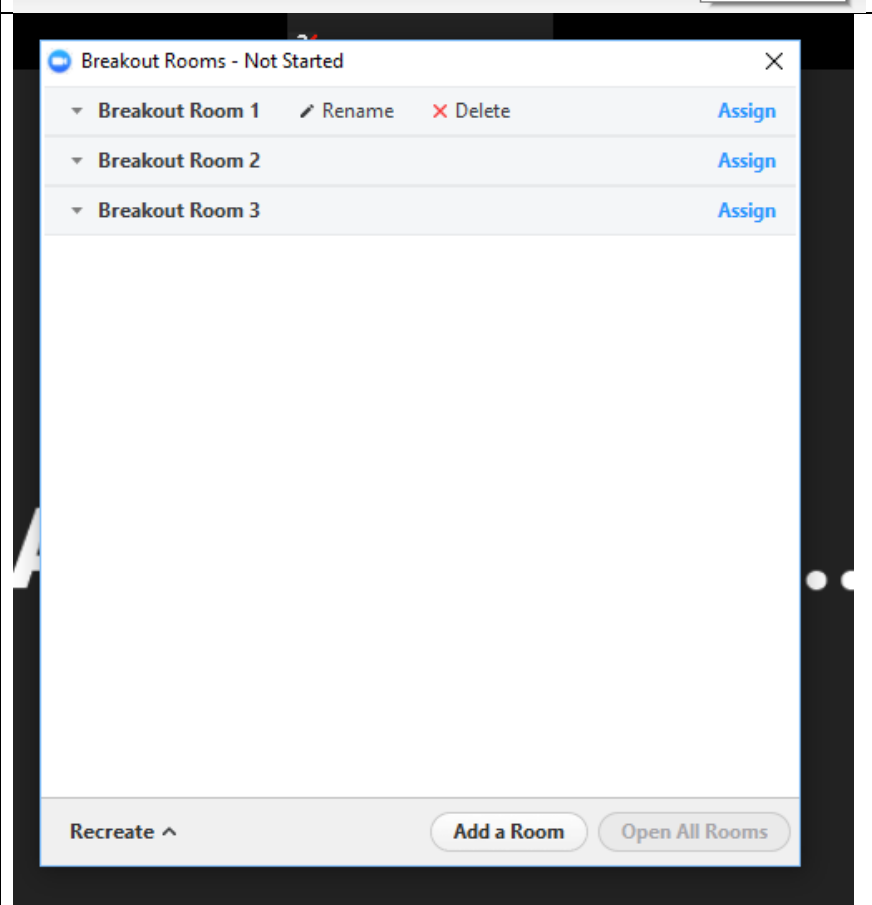


## Optional: Creating Breakout Rooms

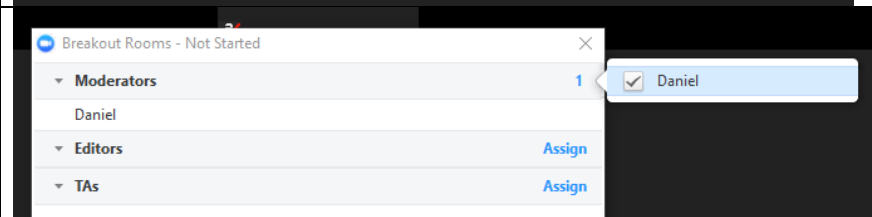
- Hosts can create breakout rooms. This option is available from your Zoom Menu Bar
- When you select the option, a new window will pop up asking you to create the breakout rooms
- When creating breakout rooms, you can decide how many rooms to make and also whether to assign participants automatically or manually. Manual assignment gives better control when the time comes to activate the room
- Select the number of rooms, and automatic or manual assignment, then [Create Rooms]


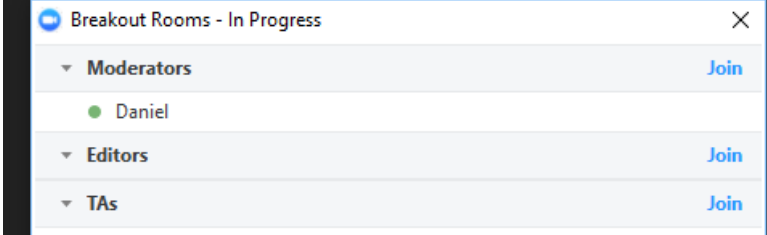


- A new window will pop up
- Hover your mouse over a room name to rename it (or delete it)
- NOTE: in this screen, you also have the ability to 'Recreate', i.e, make changes to the amount of rooms and auto / manual assignment. You can also 'Add a Room' here. You will not be able to make changes to this aspect of the rooms once they are open.
- If you are creating the rooms before the meeting starts, you can use the 'X' in the top right corner of this window to close it and return to the meeting.
- To re-open this window and finish assigning participants / open all rooms, click on 'Breakout Rooms' in the Zoom Menu Bar once again



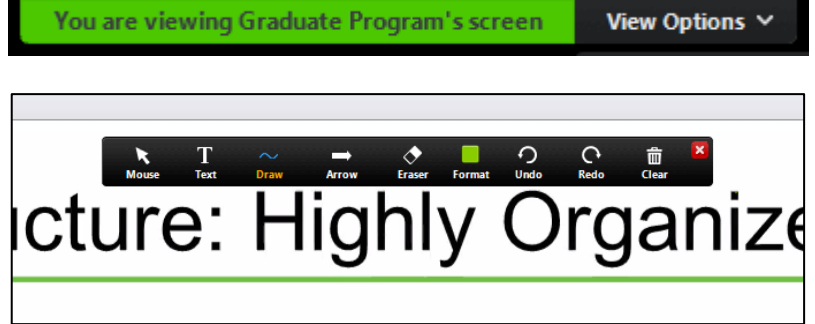
- To assign a participant to a room, click on the 'Assign' option that corresponds with the room you want them in. Then select them from the list.



<ul style="list-style-type: none"> <li>- Once you are ready to open the rooms, select [Open All Rooms]</li> <li>- Participants will get a pop-up message, asking them to join their room</li> </ul>	
<ul style="list-style-type: none"> <li>- As the host, you can join any room once they are in session</li> </ul>	
<ul style="list-style-type: none"> <li>- When you join the breakout room, your screen only shows those participants in that room</li> <li>- To leave the room, select 'Leave Breakout Room' on the Zoom Menu Bar (NOTE: Participants can also leave the room)</li> <li>- To join another room once you are back in the main window, select 'Breakout Rooms' and then select the room you wish to join</li> <li>- To end the breakout rooms, select [Close All Rooms] in the Breakout Rooms window</li> <li>- When you are closing the rooms, participants are given 60 seconds to leave and return to the main meeting. You will see the 60-second countdown.</li> </ul>	
<p><b>Some Notes on Breakout Rooms:</b></p> <p>As the process to create and assign the rooms can take a little time, it is advised that you plan ahead:</p> <ul style="list-style-type: none"> <li>- Create the rooms just before the meeting starts</li> <li>- If assigning manually, assign participants at the start of the meeting (once everyone has joined)</li> <li>- If this is done, opening the rooms should go a lot quicker</li> </ul>	

## Optional: Using Annotations and Whiteboard

- Participants may be invited to annotate the screen.
- To activate annotations, select View Options > Annotate. These options may be at the top of your screen.
- Select the desired tool on the Tool Bar that pops up.
- Close the annotations toolbar by using the red 'X'



- Participants can also use the whiteboard feature
- To activate this, Select 'Share Screen' from the menu bar
- Select the Whiteboard
- The Whiteboard has the annotations tools as well



### Some notes on annotations:

- Erase annotations before changing slides as the annotation will persist.
  - o This can be done with the Clear button or selectively with the Eraser tool.
- Viewer annotation can be turned on and off by the host under 'More' on the Zoom menu bar.