ZOOM PROCEDURES FOR UCR TEACHING ASSISTANTS

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BASIC INSTRUCTIONS FOR ZOOM

- Use a reliable computer and an internet connection.
- Visit https://ucr.zoom.us/ to login to Zoom with your UCR NetID and/or download the Zoom client.
- Before you start your presentation, close the apps you do not need on your computer and pause/stop any downloads or uploads to free up the network traffic.
- Before your presentation, open the Zoom client on your computer and test audio and video settings.
- Find a suitable and quiet space in your home for the meeting. Some things to consider:
  - Make sure you have a light source coming either from the top of your desk or the front. Do not sit with your back against a light source or a window.
  - Pay attention to what is in the background in the room. Make sure your space is tidy and free of clutter, laundry, etc.
  - Wear what you normally wear to work on the days when you have a class to teach.
  - Set the angle of your camera either directly facing you or a little above your eyes. Do not look down on your camera. You may think about putting a few books under your screen/laptop to raise the camera.
  - Make sure you will not be interrupted during your presentation. Close your room door; silence your phone; turn off notifications on your computer, and so on.

TROUBLESHOOTING

- If you are having connection problems, try to turn off your Wi-Fi off and on. Restart your computer if needed.
- If you are experiencing audio/video problems, try leaving the meeting and re-joining.
- If you continue to have audio/video problems, such as your audio breaking, video freezing, etc, turn off your video and continue only with audio. This will not affect screen sharing function in Zoom.
- Check in your home to make sure there is no heavy internet use during your workshop presentation (for example, a family member watching Netflix, playing an online computer game, and so on.)

SECURITY SETTINGS IN ZOOM

- Security settings can be implemented at three levels in Zoom:
  1. General settings in your Zoom account
  2. Meeting settings during scheduling
  3. In-meeting settings

1. General settings in your Zoom account

These can be accessed from the *Settings* menu in your Zoom account (lefthand-side menu). The settings you select here will apply to all Zoom meetings you will host. However, you may still change them during the meetings as you see fit. If you think all your meetings can be held with the same default security measures, it is easier to set them up at this level.
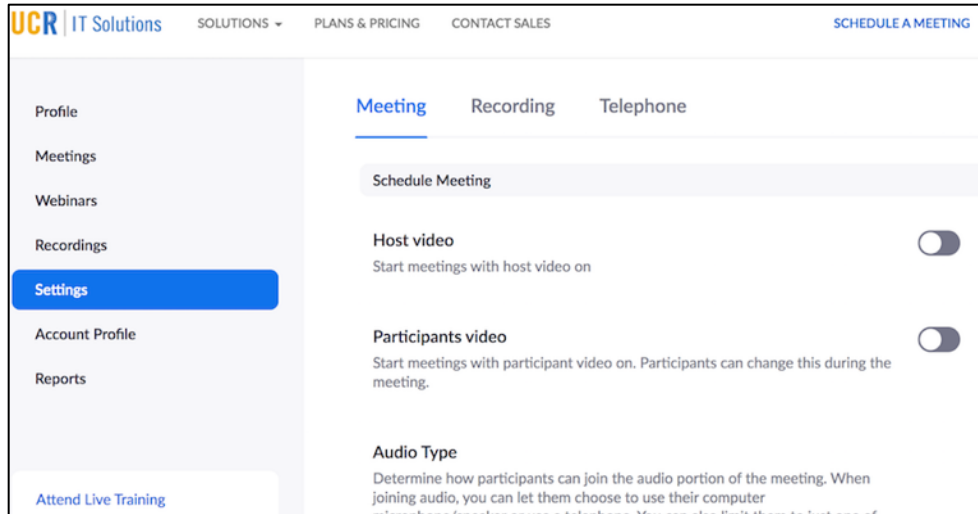
You should review all of the settings here to set up a system that works for you. Here are some general recommendations on basic and advanced settings that would be useful to keep your meetings secured at the account-level:

- Turn off *Participant Video*. Keep in mind that this can be changed during the meeting.
- Disable *Join before host* so participants cannot join before you are present.
- Enable *Mute participants upon entry*. Keep in mind that this can be changed during the meeting, but you may prevent users to unmute themselves using the in-meeting settings. Please see *During the Meeting* section of this document below for further instructions.
- Enable *co-hosts*. Co-hosts will have some control over meeting security settings during the meeting.
- Disable autosaving chats.
- Disable file transfer.
- Disable screen sharing for non-hosts.
- Disable remote control.
- Disable annotations.
- Use per-meeting ID, not your Zoom personal ID.
- Turn off *Allow live streaming meetings*.

2. Meeting settings during scheduling

These are the settings available when you schedule a new meeting. The settings you choose here will be the default settings for only that particular meeting. You will still have the option to modify some of these settings during the meeting. Here are some examples:
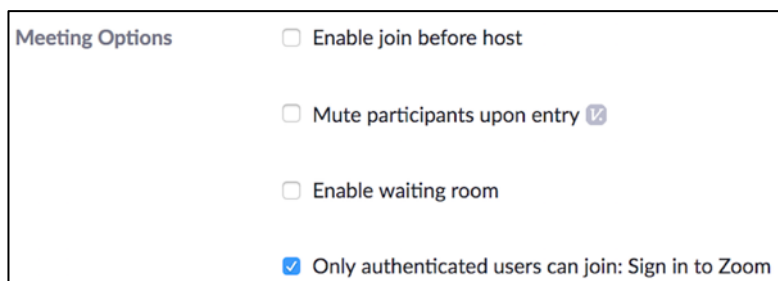
3. In-meeting settings

These settings may be applied during the meeting by accessing options in the ribbon on the bottom of the screen. While some of these settings are only available to the host, most can also be accessed by the co-host(s). It is strongly recommended that you get familiar with what settings are available for you to adjust during the meeting before you start it.
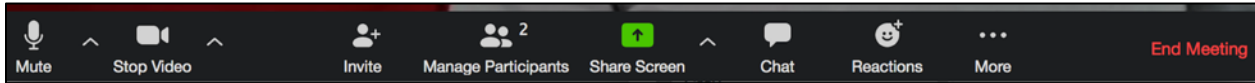

During the meeting, you can still adjust certain security settings, such as muting/unmuting participants, making someone you trust the co-host, putting participants back to the waiting room, or removing them from the meeting. Please see *During the Meeting* section of this document below for further instructions.

SETTING UP A SECURE MEETING IN ZOOM

- Share your Zoom meeting link in a secure platform, such as iLearn or R'Mail, rather than placing it on an open platform, such as your website or in social media.
- Consider requiring registration by attendees. If you set this up when you are scheduling a Zoom meeting, you will have the opportunity to confirm those registrations before your meeting. To enable this confirmation option, follow the steps below:

  - o After you create your meeting and require registration, you will see that a new section appeared on the bottom of your meeting summary. Click on *Edit*.
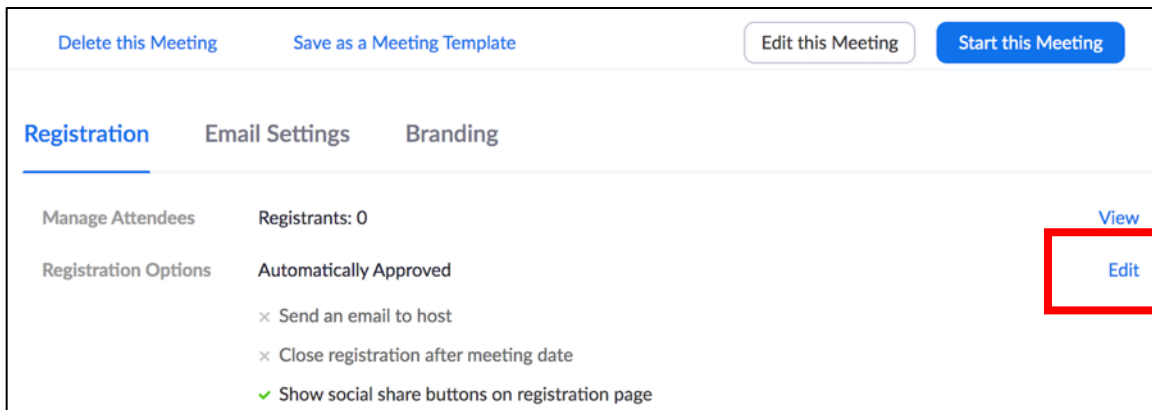
  - o Select *Manually Approve* under *Registration*. Adjust other settings, change questions, add custom questions to the registration form as you see fit. Click *Save All*.

- Set a meeting password if you have a small group of attendees with whom you can easily share the password.

- Un-select *Enable join before host* to make sure others would not be able to join your meeting before you start it yourself.

- Select *Mute participants upon entry*. However, this is still not a very secure measure as the participants may still unmute themselves after they join the meeting unless you turn off their ability to unmute themselves. Please see *During the Meeting* section of this document below for further instructions.

- E*nable waiting room* during scheduling a meeting. If you enable the waiting room, after you start the meeting, you need to check the list of attendees under *Manage Participants* and admit them before they can join the meeting. When new participants join the waiting room, you will get a notification/hear a sound above *Manage Participants* and have the choice to admit or remove them. If you have a co-host in your meeting, they can also admit or remove participants.

  - If you enable the waiting room, also make sure users who are joining the Zoom meeting without logging into Zoom will be marked as *Guests* in the waiting room. To do this, go to *Settings* and scroll down to *In Meeting (Advanced)*, and turn on the *Identify guest participants in the meeting/webinar* setting. If you do this, users logging into Zoom using a non-UCR email will be marked as guests.
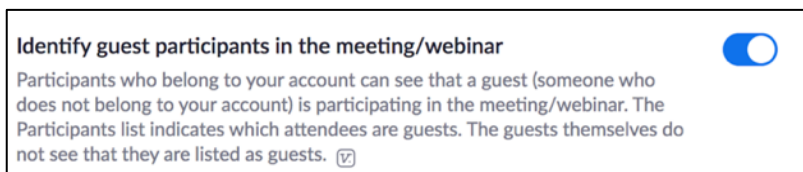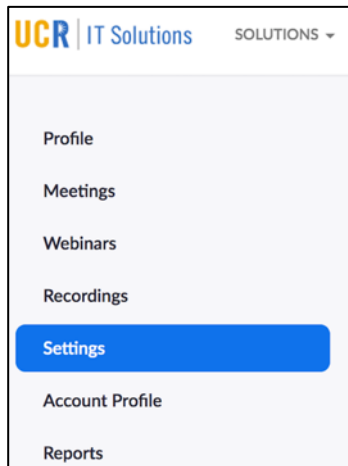
- Check *Only authenticated users can join* when you are scheduling a Zoom meeting so that attendees would be asked to login to Zoom to join the meeting.
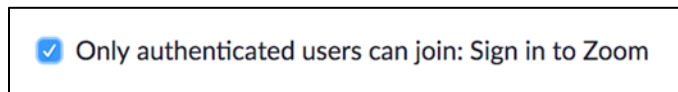
- As much as possible, try to share the meeting URL in secure platforms to which only UCR graduate students have access, such as iLearn, or R'Mail. If you have to share it on the website, social media, etc, make sure to set up strong security measures to prevent trolling.

HOW TO SET UP RECORDING IN ZOOM

- There are two ways to set up recording Zoom presentations:
    1. When you set up a meeting in Zoom, you may select to record the meeting automatically. If you choose this option, select *In the cloud* feature. If you record your meeting automatically this way, the recording starts as soon as you start the meeting. However, there are pause and stop options that give you control over the automatic recording after you start the Zoom meeting.
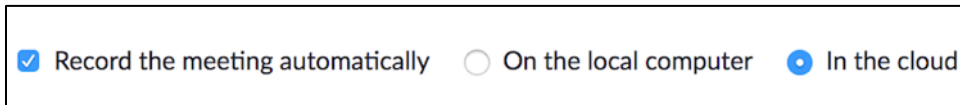

    2. You may start your meeting and click on *Record* and then *Record to the Cloud* on the bottom ribbon to start recording your meeting. If you choose this option, recording start when you click on the *Record* button, but if you forget to click *Record*, no recording will be saved. There is also an option to save your recording on your computer, but you will then need to upload the recording to another platform to be able to share with students. It is easier to use the *In the Cloud* option to record your presentations.
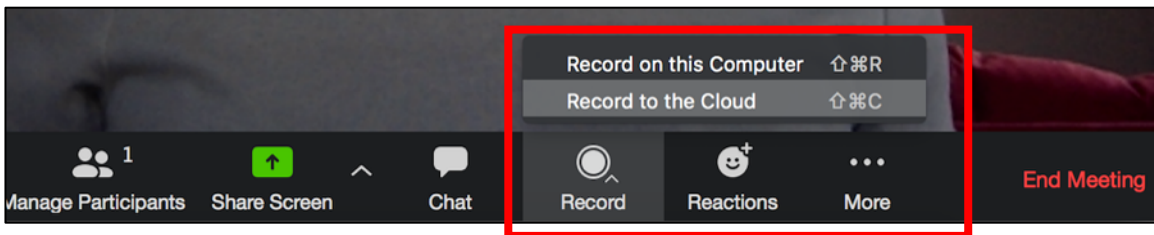
Note: If you plan to use recording in the Cloud option, you also need to determine which screen(s) you want to record in Zoom before you plan your meeting. Zoom gives the following options:

- Record active speaker with shared screen
- Record gallery view with shared screen
- Record active speaker, gallery view and shared screen separately. You can pick from the following three options what combination you want to record:
    o Active speaker
    o Gallery view
    o Shared screen
- Record an audio only file

To make these selections, go to *Settings* on the left menu and click on the *Recording* tab.
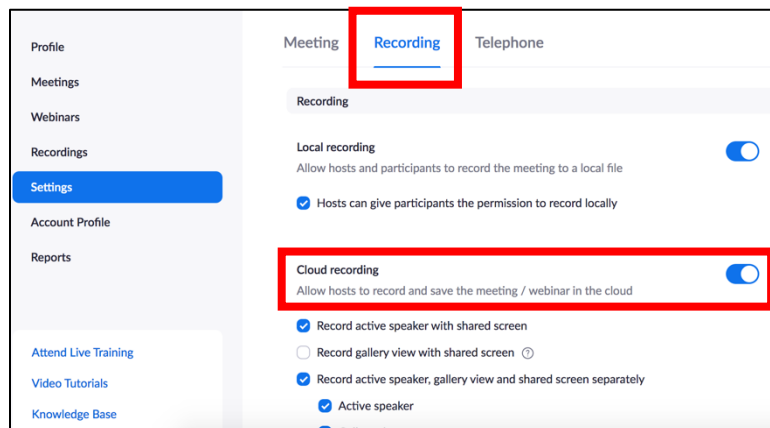
DURING THE PRESENTATION

- If you are recording your presentation, tell the attendees and write in the *Chat* window that you are recording.
- Tell the attendees where they can find the recording (the same way you shared your recordings before).
- If they have not already done so, ask the attendees to mute their audio so that there would not be any echo or distracting sounds during your presentation. You can also mute them yourself if needed. To mute/unmute participants, go to *Manage Participants*, and then hover the cursor over the participant you want to mute/unmute, click on the *Mute/Unmute* button.
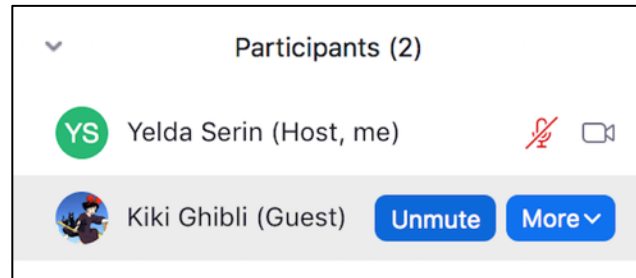
  - You may also apply mute/unmute settings to all participants in the *Manage Participants* panel, using
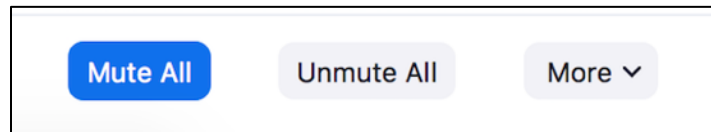
  the buttons on the bottom of the panel.
  - If you want to completely turn off the participants' ability to unmute themselves, please see below.
- If you click on the *More* buttons inside the *Manage Participants* panel, you will see additional settings at the user level or at the level of all participants. In the user settings (below, left), you can start a private chat with a user, make them a host/co-host, put them back into the waiting room, or even remove them from the meeting. At the meeting level settings (below, right) you may change the settings of your meeting, for example muting participants on entry, allowing/disallowing them to unmute themselves, putting participants in the waiting room, or locking the meeting, which you can do after everyone in your group joins the meeting.
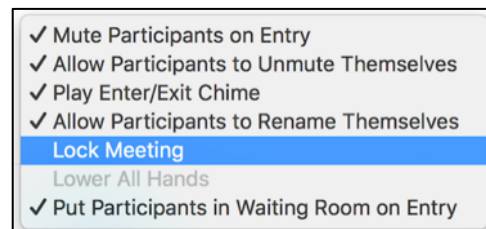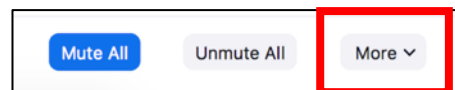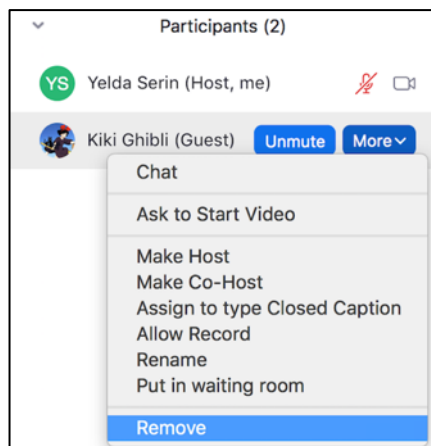
- If you are not expecting or experiencing any problems with disrupting participants, encourage attendees to turn their videos on as this would provide a more personable experience, especially for the presenter.
- Change the screen sharing setting to allow only the host (you) to share their screen.
  - Click on the arrow next to *Share Screen* and select *Advanced Sharing Options*.
  - Then select *Only Host* under *Who can share?*
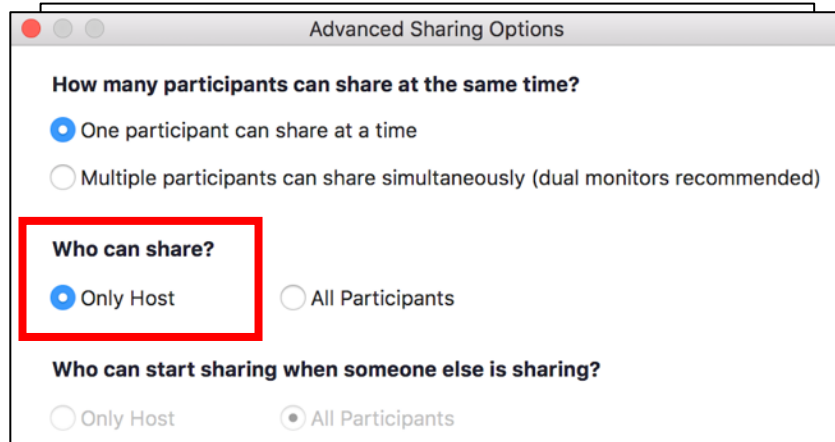
- Ask the attendees to either write their questions in the *Chat* window or to raise their hands under *Participants/Raise Hand* function in the ribbon on the bottom to ask their questions. When participants raise their hands, you will get a notification pop up.
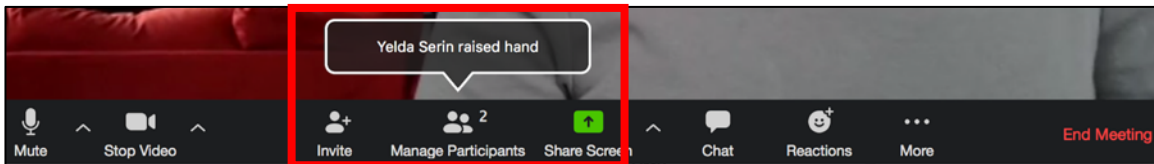
- Use the *Chat* window or private chat option to communicate with users, but please keep in mind that if you record your meetings, these windows may be visible to viewers. Private chats may also be visible in the chat log of the meeting.

PUBLISHING YOUR RECORDING

- To access your recording, follow these steps:
  - After you finish your presentation, go back to https://ucr.zoom.us/, and select *Recordings* on the lefthand-side menu.

o Click on the meeting title.

o Click on *Copy sharable link* to copy the URL of the recording in the cloud and share with your students.

o You may also download your recording to your computer for future use.
o After you share your recording and you download it to your computer, go back to https://ucr.zoom.us/, and delete your recording as there is limited Cloud space in Zoom for all UCR users. This is important because a heavy use of Zoom recording service is anticipated in upcoming quarters due to the University switching to online instruction.

DOWNLOADING THE MEETING ATTENDANCE INFORMATION

- To download a list of attendees for your Zoom meeting, go to *Reports* on the lefthand-side menu, and click on *Usage*.

- Change the date range to include your meeting date.

- Slide the screen to the right so that you could see the columns all the way on the right. Click on the participant number for your meeting.

- Click on *Show Unique Users* on the new window that opens. Then click *Export* to download your attendance data as a CSV file.
- Save the file in your computer.