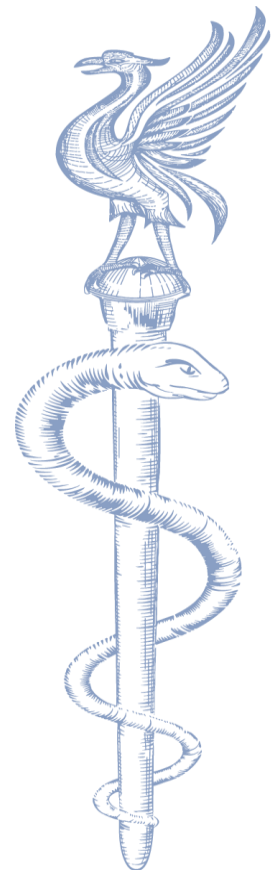




Zoom for Small Group Teaching – Host Guide

School of Medicine

2019-20



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1. Introduction

The School of Medicine will be using Zoom to facilitate online small group teaching (as well as one-to-one meetings with AAs, RS supervisors and Wellbeing staff). This document provides step-by-step guidance highlighting how you can use Zoom to run small group teaching sessions.

With Zoom you can:

- Broadcast a video stream of yourself and allows students to do the same.
- Share your screen with the room. This lets you present, for example, PowerPoint slides that you have open on your desktop directly to students. You could also present documents, webpages, and there is an iPad/iPhone option as further examples.
- Allow students to share their screen or webcam with the room.
- Allow text-based chat and questions during the session.
- Keep a track of students wanting to ask questions through the **Raise Hand** function.
- Create smaller 'breakout rooms' for groups of students to discuss together online.

If you have further questions which are not answered within these pages please contact the dedicated e-mail address: somav@liverpool.ac.uk

2. Zoom Requirements

- You will need a device (pc, laptop or smart mobile device) with microphone and speakers. A headset is recommended if possible. The majority of laptops have built in microphones and speakers. If you are using an external camera and/or microphone be sure to plug them in before opening the Zoom application.
- You will need a broadband connection and the system requirements and supported browsers are listed on these pages linked-to below:

PCs, Macs

<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>

Tablets, Android, iOS

<https://support.zoom.us/hc/en-us/articles/201179966-System-Requirements-for-iOS-iPadOS-and-Android>

3. Download and Install Zoom

Click the appropriate link to download Zoom onto your device. You will need this to run your scheduled Zoom teaching sessions.

Desktop downloads:

Navigate to the download site linked-to below and download the **Zoom Client for Meetings**.

- [Windows & Mac: \[http://zoom.us/download\]](http://zoom.us/download)

Browser advice: The download process is slightly different depending on your browser.

Firefox - a pop-up window **Opening ZoomInstaller.exe** will ask **Would you like to save this file?** Choose **Save File**.

Chrome - this will download automatically, in the bottom left of the browser window click on the **ZoomInstaller.exe** tab and select **Run**.

Mobile downloads:

- **iOS:** [<https://itunes.apple.com/us/app/id546505307>]
- **Android:** [<https://play.google.com/store/apps/details?id=us.zoom.videomeetings>]

4. Test your set-up

This is important. Join this test meeting <https://zoom.us/test> (click the link) to:

- a) test your internet connection, audio and video. It's best to test with the device(s) and in the room/connection you plan to use;
- b) familiarise yourself with the Zoom environment **as a participant:** <https://zoom.us/test>.
You will see some extra functionality as a meeting host which is described below.

(For full instructions on what to do in the test participant meeting click this link: <https://support.zoom.us/hc/en-us/articles/115002262083>).

5. Launch Zoom and log in

For every teaching session you are scheduled to deliver you will be sent an email containing a log-in for the room. Once you have downloaded Zoom and launched the system, sign in with the login details provided by the School of Medicine administrator/s. Each room to be used for small group teaching this academic year has been allocated a Zoom licence. This means that when the teaching session is due to take place we can send students a specific link so that they can attend their session online. The administrators will send the students the link to Zoom. You are

the host of the session. Your students are participants. You have more rights and functionality as a host than the student participants.

- To launch Zoom: click on the following link or copy and paste it into your web browser to access the system [Zoom](http://Zoom.us/signin) [<http://Zoom.us/signin>].
- Enter the login details for the room you are scheduled to be in (sent to you by the SoM administrator) and click '**Sign in**'.

6. Locating and starting your teaching session

- Click **Meetings** on the left hand menu on the screen.
- Locate your teaching session from the list on the screen (these will all be named appropriately, if you have a query about the session name please contact the Year administrator).
- Click the '**Start**' button.

Depending on your browser you may be given a few options on how to launch Zoom. For example you may see a pop-up window **Launch Application** with a button to **Open Link**, which you should click. If nothing happens and you only see the message below we recommend you select '**Click here**' and if this does not work then click '**start from your browser**'.

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [start from your browser](#).

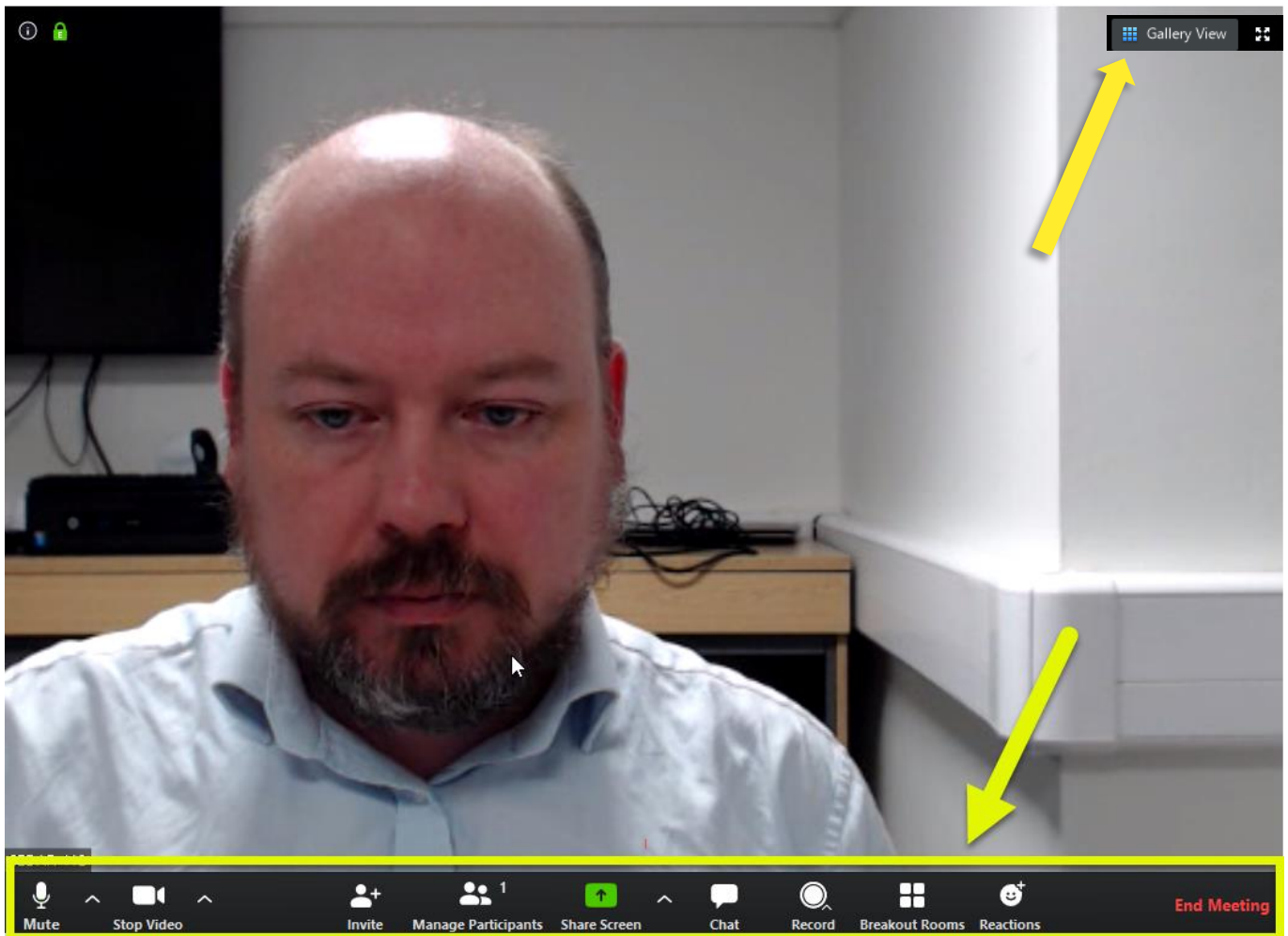
- A pop up should appear which says '**Join with Computer Audio**' if it does simply click this blue button.

7. Zoom User Interface

Once you have started a meeting, you can access the meeting controls located at either the top or the bottom of the meeting window. If you are not sharing your screen the controls will appear at the bottom of the screen. If you start sharing your desktop, to show your PowerPoint for instance, the controls will appear at the top. The tools available also change a little when you are sharing your screen.

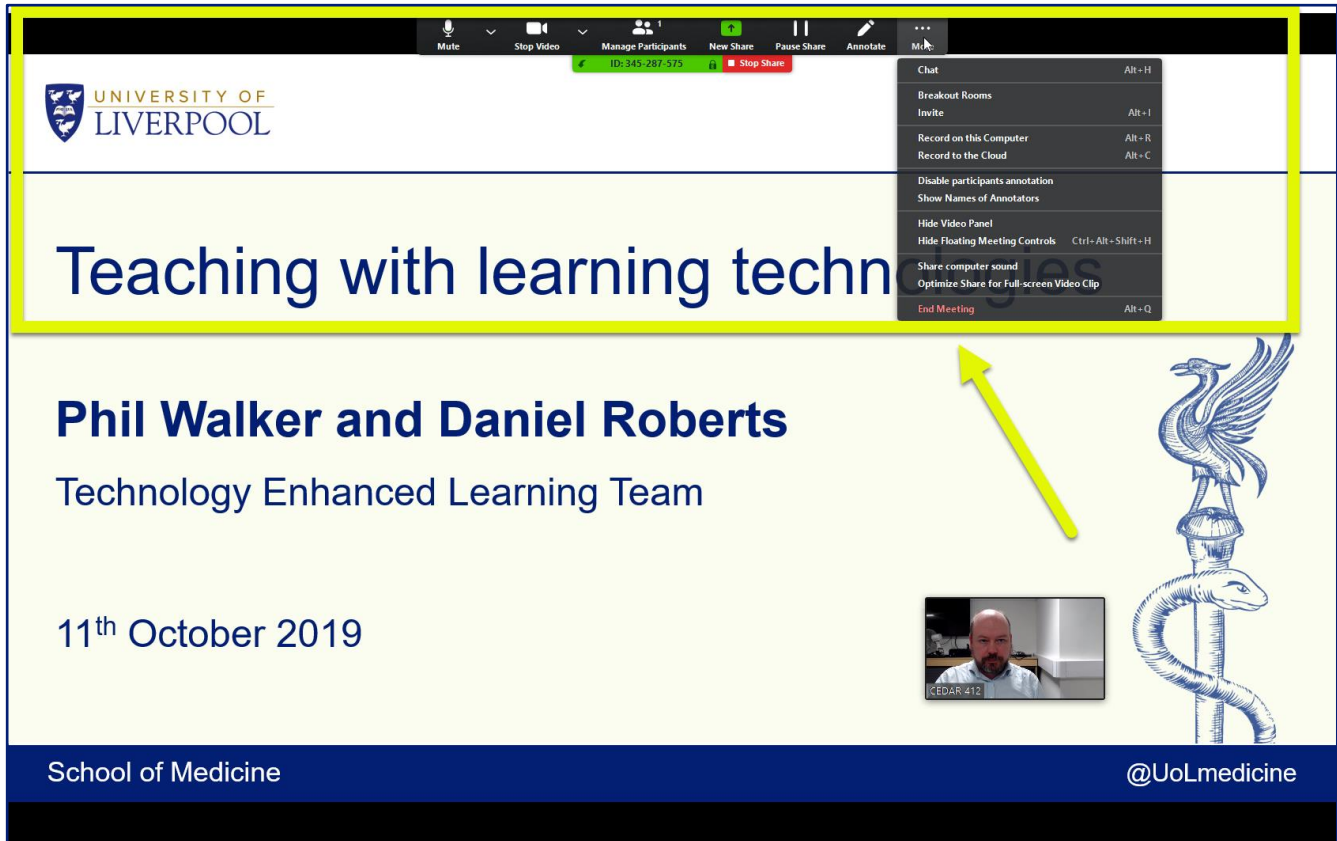
Example – screen-sharing OFF - controls at the bottom

Here you might only be broadcasting a video channel. If your students are also broadcasting theirs you can group your view of them on the page using the **Gallery** button, which appears in the upper-right of the screen.



Example – sharing screen ON – controls at the top

As you can see in the screenshot below, a number of functions in this view are now under the **More...** dropdown menu. You can also drag the control bar to another location. The Gallery view is no longer available. You can choose to pause the share or end it and return to the video stream presenter view.



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Teaching with learning techn

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11th October 2019

School of Medicine @UoLmedicine

NB

1. The controls which you see at the top and the bottom of the page will auto-hide after a few seconds. To see them again, hover the mouse near the top or the bottom of the page.
2. Please be aware that when you choose to share your screen, always ensure there is no personal/confidential information on your desktop or in your sharing screen that you do not want anyone to see. Turn off email accounts and
3. When you share your webcam then please check what is in the background and remember you are always visible to people!

Description of the host controls

- **Mute/Unmute:** This allows you to mute or unmute **your** microphone.
 - Audio Controls (click **^** next to **Mute/Unmute**): The audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio options in the Zoom settings.
- **Start/Stop Video:** This allows you to start or stop your own video.
 - Video controls (click **^** next to **Start/Stop Video**): If you have multiple cameras on your computer, you can select which Zoom is using, access the full video controls, and select a Virtual Background.
- **Manage Participants:** Opens the Participants window. Allows you to mute participants audio and monitor who has **raised a hand**. See below for details of this.

- **Share Screen:** Start sharing your screen. You will be able to select the desktop or application you want to share. See below for details of this.
- **Screen Share controls** (click ^ next to **Share Screen**): Select who else can share in your meeting and if you want only the host or any participant to be able to start a new share when someone is sharing.

How many participants can share at the same time?

One participant can share at a time

Multiple participants can share simultaneously (dual monitors recommended)

Who can share?

Only Host All Participants

Who can start sharing when someone else is sharing?

Only Host All Participants

- **Chat:** Access the chat window to chat with the participants. You can chat to individuals or the whole room.
- **Breakout Rooms** (only available to the host): If you need to break your group into smaller groups for discussion work then you use the Breakout Rooms facility. This Zoom guide explains: (<https://support.zoom.us/hc/en-us/articles/206476313-Managing-Video-Breakout-Rooms>).
- **End Meeting** (only available to the host): This will end the meeting for all participants. If you want to have the meeting continue, you should give another participant host control before leaving the meeting.

8. Sharing your screen

To share your screen (to show a PowerPoint presentation or a pdf to the meeting participants) click on the '**Share Screen**' green icon located on the bottom of the meeting window.

IMPORTANT: Please be aware that when you choose to share your screen, always ensure there is no personal/confidential information on your desktop or open that you do not want anyone to see.

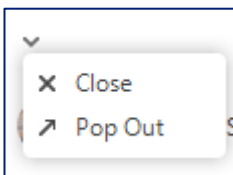
A pop-up box will appear, you can then choose what you'd like to share e.g. entire screen, application window (e.g. PowerPoint open on your desktop), browser tab. There is also an iPad/iPhone sharing option described here: (<https://support.zoom.us/hc/en-us/articles/201379235-iOS-Screen-Sharing-with-the-Zoom-Desktop-Client>) To share your full screen, click on '**Share**' (The default option is to share your full screen).

9. Controlling Participants

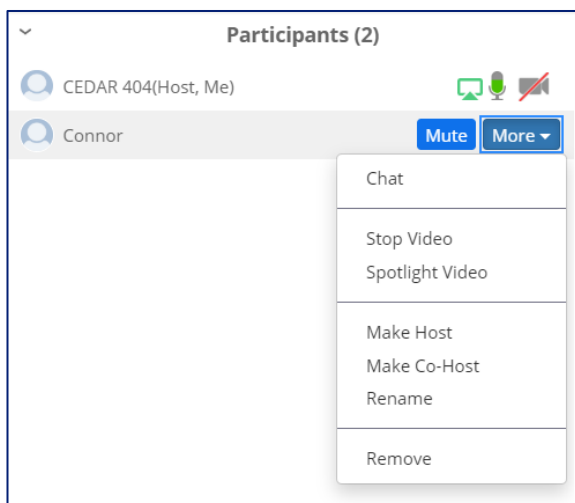
Staff will host the meeting and can manage the participants. By default, any participant in a meeting can share their video, screen, and audio. You can change this to suit your context, for instance you might want to mute all participant audio when they first enter the room. You can control who is allowed to speak or show their video from this area. In Gallery view you can also click on the box for an individual to control their audio and video.

Participants can also use the **Raise Hand** feature to get your attention if they have a question or want to speak. You will see a notification pop up on your screen if they do. You can either use the chat box (slow but useful if they are experiencing audio problems) or if audio is unmuted allow them to ask their question. If muted, unmute that participant and you can have your conversation. You can also make their video stream the main presenter's stream as described below.

- Click **Manage Participants** to display the participants list.
- The list of participants will appear on the right of the screen where you will be able to see who has joined the session.
- To close the participants list click on the top-left corner of the list to close it or click 'Pop Out' to separate the participants list from the meeting window:

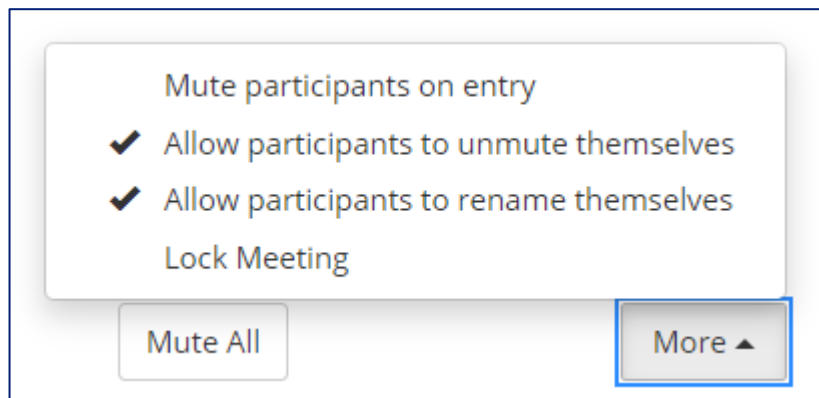


Hover over the participants name and click '**More**' to view the below options:



- **Chat:** Open the chat window to send messages directly to the participant/s.
- **Stop Video:** Stop the participants video stream so they are unable to start their video. If the participant hasn't started their video, you will see the **Ask to Start Video** option.
- **Spotlight Video:** this lets you make a specific student as the main video presenter and all other participants will only see this speaker.
- **Make Host** (only available to the host): Assign the attendee to be the host. There can only be one host so probably best not to use this function generally as it gives over complete control.
- **Make Co-Host** (only available to the host): Assign the attendee to be a co-host. You can have an unlimited number of co-hosts.
- **Rename:** Change the attendee name that is displayed to other participants. This change only applies to the current meeting.
Note: To change your own name that is displayed, hover over your name in the participants list and click **Rename**. You can permanently change your name in your profile.
- **Remove:** Dismiss a participant from the meeting. They won't be able to rejoin unless you allow participants and panellists to re-join.

You have access to enable or disable further options at the bottom of the participants list.



- **Mute All / Unmute All:** Mute or unmute all student/staff currently in the meeting.
- **Mute participants on entry:** Automatically mute participants as they join the meeting.
- **Allow participants to unmute themselves:** Participants can unmute themselves if they want to speak to others in the meeting.
- **Allow participants to rename themselves:** Participants can change their screen name displayed to other participants.
- **Lock meeting:** Don't allow other participants to join the meeting in progress.

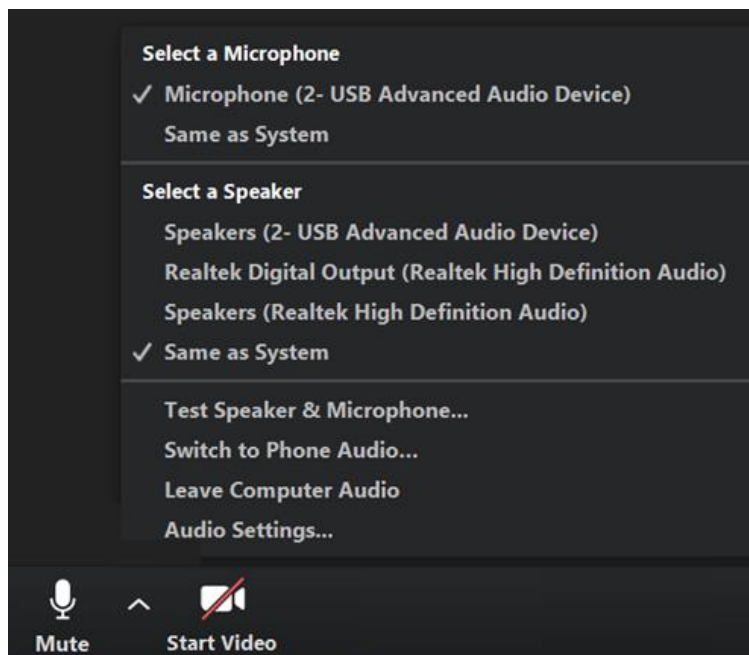
10. Concluding a session

To end a session click '**End Meeting**' on the bottom right of the meeting window, you will then be asked if you want to End the Meeting, click this box to end the session completely or click 'Leave Meeting'. You can then click '**Sign out**'

11. Advice/troubleshooting audio settings

Microphones

If you are using a standalone USB microphone it is recommended that you check the audio settings to ensure that the 'Speaker' selected has not been assigned to the USB microphone device. This is a common problem that happens when using a USB standalone microphone. To check, select the arrow pointing upwards next to the microphone icon. On the pop-up that appears look under **Select a Speaker** and make sure the correct speaker device is ticked.



Audio

Mac: If you want to adjust your audio levels, you can test your microphone and other settings by clicking on the '**Audio Settings...**' option on the menu (see above).

Windows: If you want to adjust your audio levels, you can test your microphone and other settings by clicking on the '**Audio Options**' on the menu (see above).

Webcam

Mac: Should you wish to use a webcam (not compulsory), check your settings, click on the 'Video' option that is located on the left hand side of the settings screen. You will be presented with a number of options that you can change.

Windows: Should you wish to use a webcam (not compulsory), check your settings, click on the 'Start Video' option on the bottom of the screen.

Should you opt to 'Enable HD' this will may incur more data charges for student doctors should they not be using a WiFi connection.

12. Useful Tips

- Do a test before you use the Zoom system to ensure you are familiar with the environment.
- Remember students will be using the Chat feature to ask questions without interrupting you whilst you are speaking.
- Remember you can mute your mic when you are not speaking if you need to.
- If you have your webcam running in the session, give consideration to what is in the background, and also remember during the session that people can see you!
- When sharing your screen make sure there is no confidential or personal information visible. Turn off any open email applications and disable pop-up notifications for example.

Appendix 1 - Student access to teaching sessions

Your students will have been sent a Zoom link by the SoM Administrators to access your online teaching session. Students can also find the link VITAL. If they cannot locate this or need a reminder you can as a last resort find the link to send onto them by following the below guidance:

- Click **Meetings** on the left of the screen
- Locate your teaching session from the list on the screen.
- Click the blue link under the 'Topic ' heading which will open your session details
- You will see the ZOOM link which will look similar to this: <https://zoom.us/j/9028322424>
- Copy and paste this link into an email and send it to the student.

Please contact the dedicated AV email address somav@liverpool.ac.uk if you have any queries. If you find any digital content difficult or impossible to use, either directly or with an assistive technology such as a screen reader please contact the Technology Enhanced Learning Team on tel.mbchb@liverpool.ac.uk

Contact details for all teams and individual staff can be found on the [School website](#).
[www.liverpool.ac.uk/medicine/contact-us/email/].