

# Villanova Zoom Instructor/Host Guide

## Before You Begin

1. Create your Zoom Account: Goto <https://villanova.zoom.us>. Click Login and enter your Villanova credentials.
2. Ensure that you are connected to stable, strong internet source (wired connection is recommended).
3. Download the latest version of Zoom, [instructions are available here](#).
4. For best experience, use a USB headset with a microphone for meeting audio (one recommendation is the [Koss CS-100 from Amazon.com](#)).
5. Close down all unnecessary background programs and processes running on your computer.
6. Ensure that you are in a quiet location with good lighting if using video.
7. For questions about Zoom system requirements, visit the following Zoom pages ([PC/Mac](#) or [Mobile](#)).

## Creating a Zoom Meeting

1. Villanova Instructor/Host
  - a. If you plan on using Blackboard with your students, it is recommended that you create your Zoom meeting within Blackboard. This way, the Zoom meeting link and any Zoom recordings (if you choose to record), will automatically appear within Blackboard. For instructions on how to create Zoom meeting within Blackboard, review [Creating Meeting within Bb instructions](#). After creating the Zoom meeting, follow instructions below starting with the “Audio/Video Setup” section.
  - b. If you will not be using Blackboard, then create your Zoom meetings by logging into <https://villanova.zoom.us>. Follow the instructions listed below.
2. Open a new browser window and navigate to <https://villanova.zoom.us/>
3. Click “Login” in the upper right-hand corner of the screen, enter your VU username and password and click “Sign in”
4. On the left-hand menu, click “Meetings” then “Schedule a New Meeting”

The image shows two parts of the Zoom web interface. On the left is a vertical navigation menu with the following items: Profile, Meeting Settings, Meetings (highlighted in blue), Recordings, Webinars, Account Management, Account Profile, and Reports. On the right is the 'Upcoming Meetings' page. It has three tabs: 'Upcoming Meetings' (selected), 'Previous Meetings', and 'Personal Meeting Room'. Below the tabs is a blue button labeled 'Schedule a New Meeting'. Underneath is a table with columns for 'Start Time', 'Topic', and 'Meeting ID'. The table is currently empty, and a message in the center reads: 'The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.'

5. Enter a Topic for your meeting and optional description.

Topic	<input type="text" value="My Meeting"/>
Description (Optional)	<input type="text" value="Enter your meeting description"/>

6. Schedule a time and duration for your meeting.

If you will be hosting meetings on a regularly scheduled basis – for example, if you are holding live/synchronous sessions for your online course, it is recommended that you check the option “Recurring meeting”.

Then, select how often the meetings will occur (e.g. Daily, Weekly, Monthly), which specific days of the week (if it is weekly), and when the Zoom meetings will end (e.g. last day of the semester).

When you want to start your Zoom class session, please remember to select “Start” associated with the date/time of your Zoom session.

<input type="text" value="GMT-04:00 Eastern Time (US and Canada)"/>	
<input checked="" type="checkbox"/> Recurring meeting	<b>Every week on Tue, until Aug 19,2020, 6 occurrence(s)</b>
Recurrence	<input type="text" value="Weekly"/>
Repeat every	<input type="text" value="1"/> week
Occurs on	<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat
End date	<input checked="" type="radio"/> By <input type="text" value="08/19/2020"/> <input type="radio"/> After <input type="text" value="7"/> occurrences

7. Additional meeting options:

- **Registration** – requires user register (not recommended for most meetings)
- **Video (when joining meeting)**: default video to on or off for host and/or participants. If set to “off”, user will still have the ability to turn video on manually after joining meeting.
- **Audio** – choose whether to allow call in via telephone, VOIP or both (recommended)
- **Password** – create a password that joining participants will be required to input before joining meeting.
- **Enable join before host** – Allow participants to join your meeting before you.
- **Mute participants upon entry** – Participant mics automatically muted when they enter.
- **Use Personal Meeting ID** – Use personal assigned meeting ID for room (not recommended)
- **Only signed-users with specific domains can join meetings** – Will only allow users with Villanova usernames to enter your room. Anyone who does not have a Villanova account will not be able to enter. If option is left unselected, users will be able to enter room using any name they choose. **Note: if using this option, be sure to instruct users to view the Villanova Zoom Participant guide for information on how to login**
- **Record the meeting automatically** – recording starts automatically when host enters the room.
- **Alternative Hosts** – Enter email addresses of alternative hosts you would like to invite. Hosts must have Villanova Pro accounts.

The screenshot shows the Zoom meeting settings interface. It is organized into several sections:





- Registration**: A checkbox labeled "Required" is currently unchecked.
- Video**: Two radio button options are shown: "Host" (set to "off") and "Participant" (set to "off").
- Audio**: Three radio button options are shown: "Telephony Only", "VoIP Only", and "Both" (set to "Both").
- Meeting Options**: A list of checkboxes:
  - "Require meeting password" is unchecked.
  - "Enable join before host" is checked.
  - "Mute participants upon entry" is checked, with a link to "Supported versions".
  - "Use Personal Meeting ID 219-682-1249" is unchecked.
  - "Only signed-in users with specified domains can join meetings" is unchecked.
  - "Record the meeting automatically on the local computer" is checked.
- Alternative Hosts**: A text input field contains the example text "Example: john@company.com; peter@school.edu".

At the bottom of the form, there are two buttons: a blue "Save" button and a white "Cancel" button with a grey border.

After settings have been made, click “Save” to create the meeting.

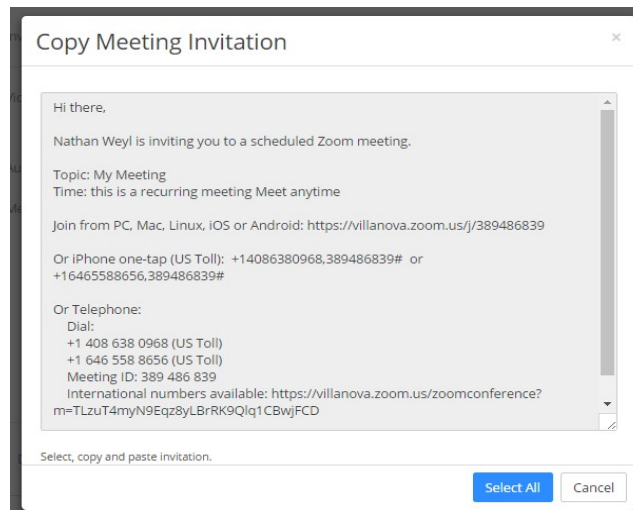
## Sharing a Zoom Meeting

After creating your Zoom meeting, you will be presented with a screen that looks like the one below:

Topic	My Meeting		
Time	May 23, 2017 5:00 PM Eastern Time (US and Canada)		
Add to	 Google Calendar	 Outlook Calendar (.ics)	 Yahoo Calendar
Meeting ID	500-833-797		
Invite Attendees	Join URL: <a href="https://villanova.zoom.us/j/500833797">https://villanova.zoom.us/j/500833797</a>	 Copy the invitation	
Video	Host	Off	
	Participant	Off	
Audio	Both		
Meeting Options	<ul style="list-style-type: none"><li>× Require meeting password</li><li>✓ Enable join before host</li><li>✓ Mute participants upon entry <a href="#">Supported versions</a></li><li>× Use Personal Meeting ID 219-682-1249</li><li>× Only signed-in users with specified domains can join meetings</li><li>✓ Record the meeting automatically on the local computer</li></ul>		
<a href="#">Delete this Meeting</a>		<a href="#">Edit this Meeting</a> <a href="#">Start this Meeting</a>	

To provide access to your participants, copy the Join URL and send out via email. If you created this meeting within Blackboard, you do not need to email the Zoom link to your students. Students can access the meeting link by accessing the VU Zoom or Zoom link that you posted within Blackboard (in Step 1a).

An expanded invitation email that includes both the Join URL and access information for dial-in can be viewed and copied by clicking “Copy the invitation”



## Starting a Zoom Meeting as a Host

The first time you start your Zoom meeting, you can do so through the Zoom website (unless you have pre-installed the Zoom application). If you created the session in Blackboard, you can also start the meeting from within Blackboard, by clicking on the Zoom link in your Bb course. For subsequent meetings, you can start through the Zoom application. Instructions for both methods are below:

### Starting a Zoom meeting through Blackboard

1. Enter your Bb course. Click on VU Zoom or Zoom link on your left-hand course navigation menu
2. Click on Launch
3. On the Upcoming Meetings Tab, click on “Start”. Then, Zoom will open on your computer.

### Starting a Zoom meeting through the Zoom website

1. Open a new browser and navigate to <http://villanova.zoom.us>
2. Click “Sign in”. Enter your Villanova credentials if required.
3. Click “Meetings” on the left side tool bar
4. Find your Zoom meeting from the list of created meetings and click “Start”
5. If this is the first time you have run your Zoom meeting, a new browser tab will open and the Zoom Launcher application will automatically be downloaded to your computer. Click Zoom\_launcher.exe to install the Zoom client on your computer. If the download does not automatically start, you can manually download and install the Zoom Client for Meetings application here: <https://zoom.us/download> (Note: You will only have to do this the first time you use Zoom. For subsequent Zoom meetings, the application will automatically launch from your computer)

### Joining a Zoom meeting through the Zoom Application

1. Run the Zoom application on your computer. If the application is not on your computer, you can download and install it here: <https://zoom.us/download>
2. If you see this screen when you launch the application, click “Sign In”. If the application starts and you are already signed in, jump to step



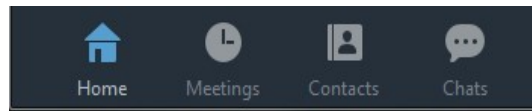
3. Click the option to “Sign in with SSO”



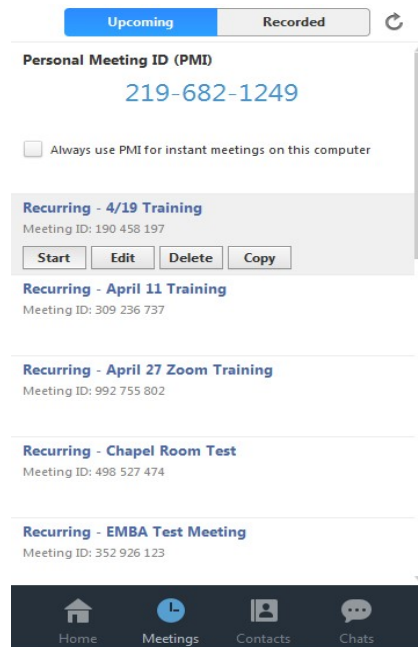
4. Enter the domain as “villanova” and click “Continue”. You will then be taken to the Villanova login page. Enter your VU username and password and click “Sign in.” Your Zoom application will then launch.



5. On the bottom of your Zoom application, clicking the Meetings icon

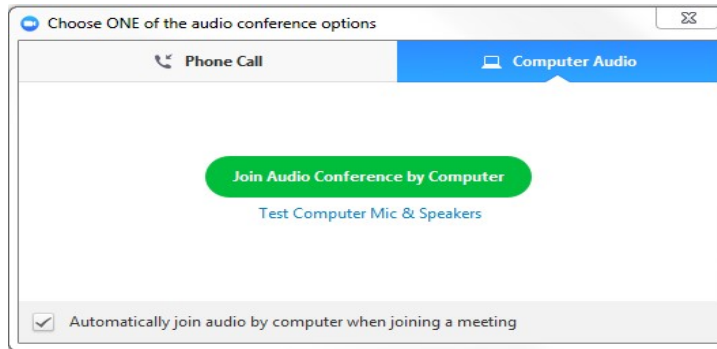


6. Hover your cursor over the meeting you want to launch and click “Start”

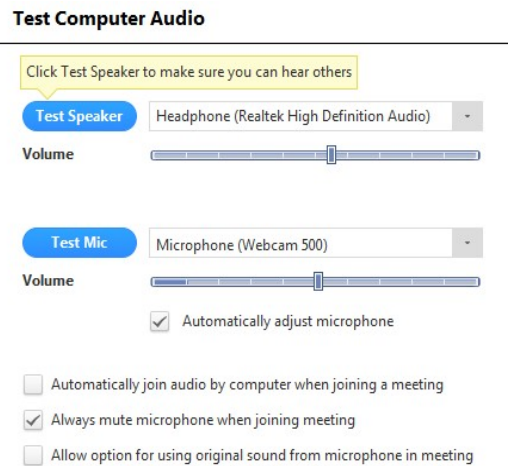


## Audio/Video Setup

1. After joining a meeting, click “Join Audio by Computer” to connect your computer’s speaker and microphone to the Zoom Meeting. Alternatively, you can click “Phone Call” to use your phone to dial in for your meeting audio.



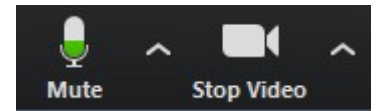
2. It is recommended that that you test your audio connection before joining by clicking the “Test Computer Audio” link. The audio preferences will open.



- You can test the volume and output of your speaker device by selecting "Test Speaker". If you cannot hear any sound, click the dropdown menu to change the output source by selecting a different speaker device.
  - Speak at a normal level and check the Input Level meter to see if your computer is registering your voice. A green bar will raise and lower as you speak if it is working correctly. If the audio is not registering, change the input source by selecting a different microphone from the drop down list. You can also select "Test Mic" to playback your microphone input.
  - You can select “Automatically adjust microphone settings” to adjust the microphone level based on your speech level.
3. If you would like to check your audio connection while already in a meeting, click the up arrow next to the microphone on the left hand side of the meeting toolbar and select “Audio Options”.

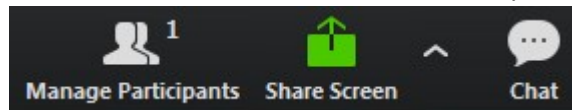


4. To mute/unmute your microphone, simply click the microphone icon on the meeting toolbar. Video can be started/stopped by clicking the webcam icon. To change webcam settings, click the up arrow next to the webcam icon and select "Video Settings."

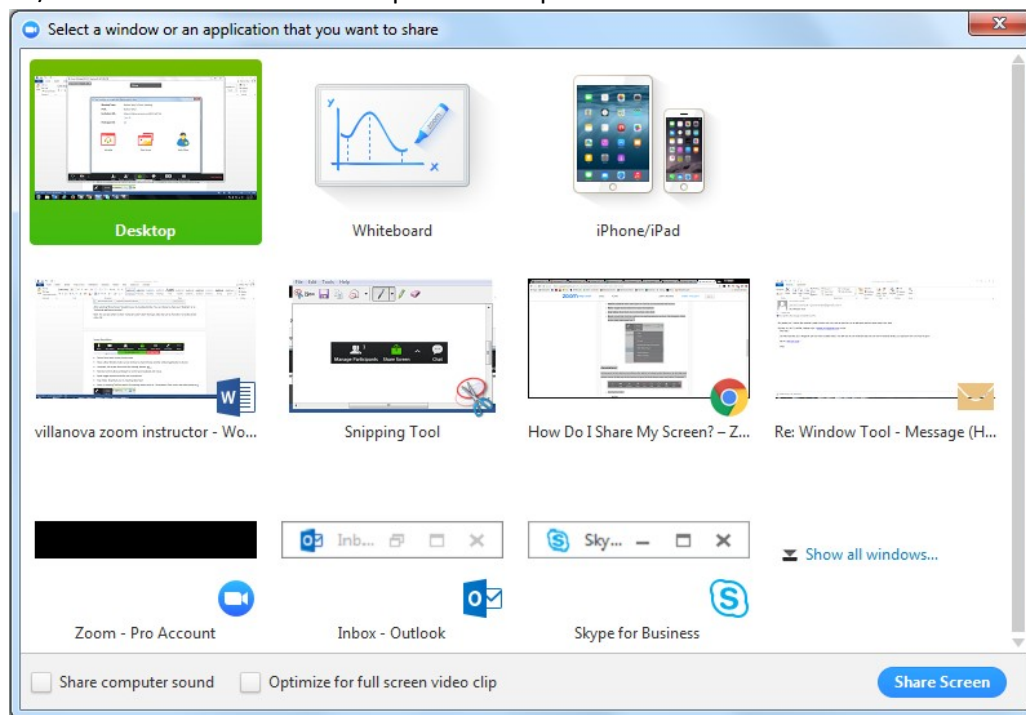


## Screen Sharing with Zoom

1. To start Screen Sharing, click the "Share Screen" button located on your meeting tool bar.



2. A new window will appear with various sharing options. You can choose to share your Desktop or an "individual application/window". For most sharing situations (such as with PowerPoint slides), it is recommended to share an application/window rather than the complete desktop.

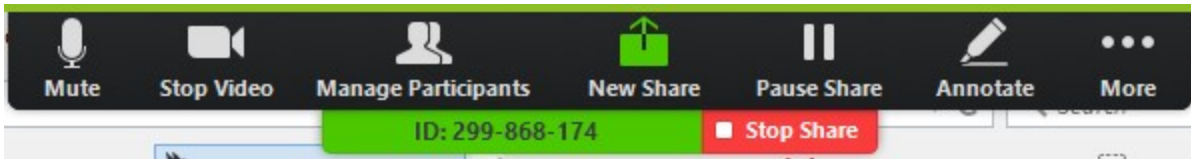


3. Select the application or desktop you wish to share and click "Share Screen". If you are sharing a video clip, be sure to also check the option "Share computer sound".
4. In order to allow your meeting participants/students to share their screen, you must give them permission in Zoom. There are 2 ways to do this:
  - a. Select Security tab within Zoom. Select "Allow Screen Share". Then, all of the participants/students in your meeting will be able to share their screens. You can disable this setting by following the same steps.
  - b. Select Participants tab within Zoom. Hover your mouse over the participant/student name, select "More", and then select co-host. Then, that participant/student will be able to share their screen.

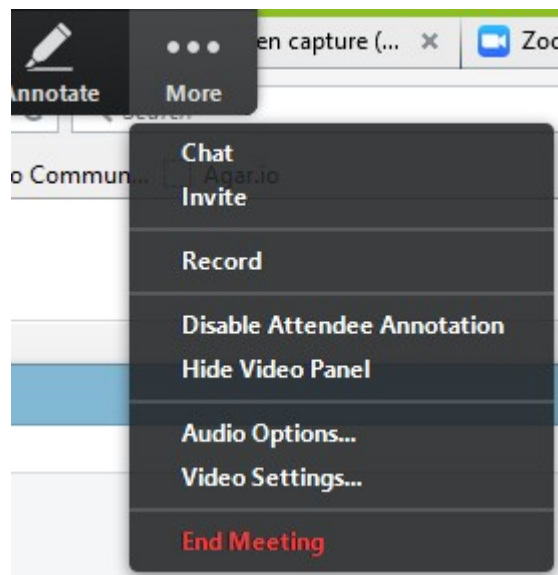


Please note: they will also have elevated host rights within your Zoom meeting, so after they have completed screen sharing, please follow the same steps to disable their co-host rights.

### Screen Share Menu:

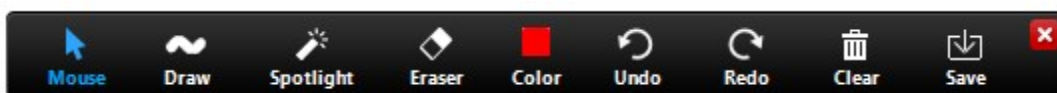


- Pause: Pause your current screen share
- Share a New Window: Select a new window to share (Choose another window/application to share)
- Annotate: Use screen share tools for drawing, pointer, etc ..
- Remote Control: allow participant to control your keyboard and mouse
- Mute: toggle mute/unmute for your microphone
- Stop Video: Stop/Start your in-meeting video feed
- More: In-meeting Tool bar options (*in-meeting options such as - Participants, Chat, Invite, Hide video panel etc..*)



### Annotations:

One of the features of Screen Sharing is the ability to annotate on top of your shared screen. Click the "Annotate" button on the Screen Share tool bar to bring up the annotate tools.



- Annotation tools:
- Mouse

- Draw
- Spotlight
- Eraser
- Color
- Undo
- Redo
- Clear
- Save\*

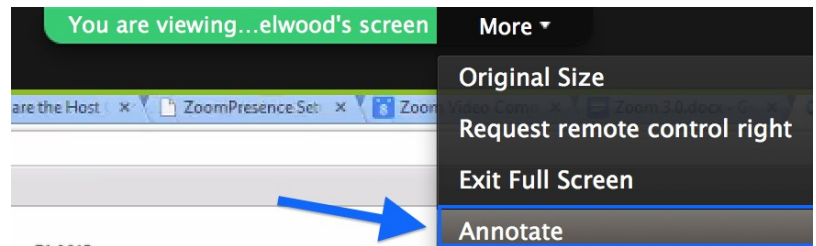
\*Save: This feature allows you to instantly save all annotations on the screen as a screenshot. The screenshot is saved to default meeting folder along with the recording of the meeting.

If you are using a dual monitor set-up. You can turn on the "dual screen for dual monitor feature" to see the screen sharing on one monitor and participants on the second.

### Attendee Side Annotation:

Any Attendee in your meeting can start annotating on a shared screen. The Attendee can access "Annotate" in the upper meeting tool-bar -

*Note: If the Host of the meeting "Locks Annotation," Attendees will not be able to use the feature.*



## Zoom Support

Please contact UNIT if you have any questions.

- Phone: (610) 519-7777
- Email: [support@villanova.edu](mailto:support@villanova.edu)