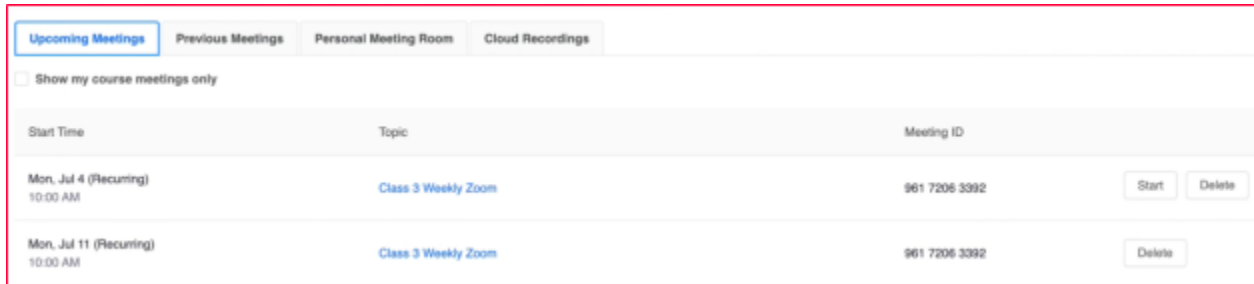## How to Use Zoom

VIDEO CONFERENCING - FACULTY

1. Zoom allows classes to meet across locations and time zones. To start, make a link to your Zoom on Brightspace so that students can easily find their way to classes, lectures, or office hours. Click "Content" in the toolbar, then create a new unit called "Zoom Meetings." Within this unit click "Add Existing," then "External Learning Tools," then select Zoom.
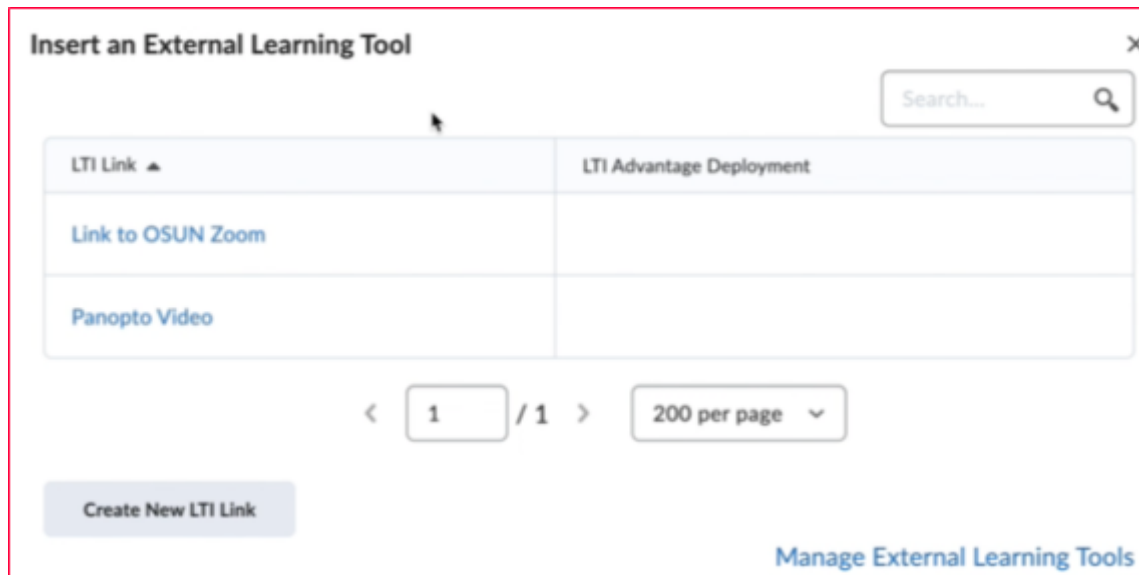
2. Now your students have a link to Zoom. Click the link, and it will bring you to your OSUN Zoom account. Next, you can click the blue box "Schedule a New Meeting." Fill out the information to match when this meeting will take place, and if it is regular meeting, make sure to click "Recurring Meeting," so that you only have to schedule it once.


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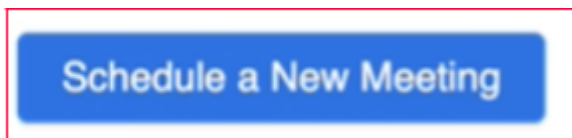
3. When you are ready to meet on Zoom, click the Zoom link you made, then click "Start," next to your meeting time and it will open your Zoom meeting automatically.

|				
Upcoming Meetings	Previous Meetings	Personal Meeting Room	Cloud Recordings	
☐ Show my course meetings only				
Start Time	Topic		Meeting ID	
Mon, Jul 4 (Recurring) 10:00 AM	Class 3 Weekly Zoom		961 7206 3392	Start Delete
Mon, Jul 11 (Recurring) 10:00 AM	Class 3 Weekly Zoom		961 7206 3392	Delete

4. Make sure your face is towards the light and the camera faces you. If you want to blur your background, click the arrow next to the video button on Zoom, then "Video Settings" and "Background and Filters," then select the "Blur" option.

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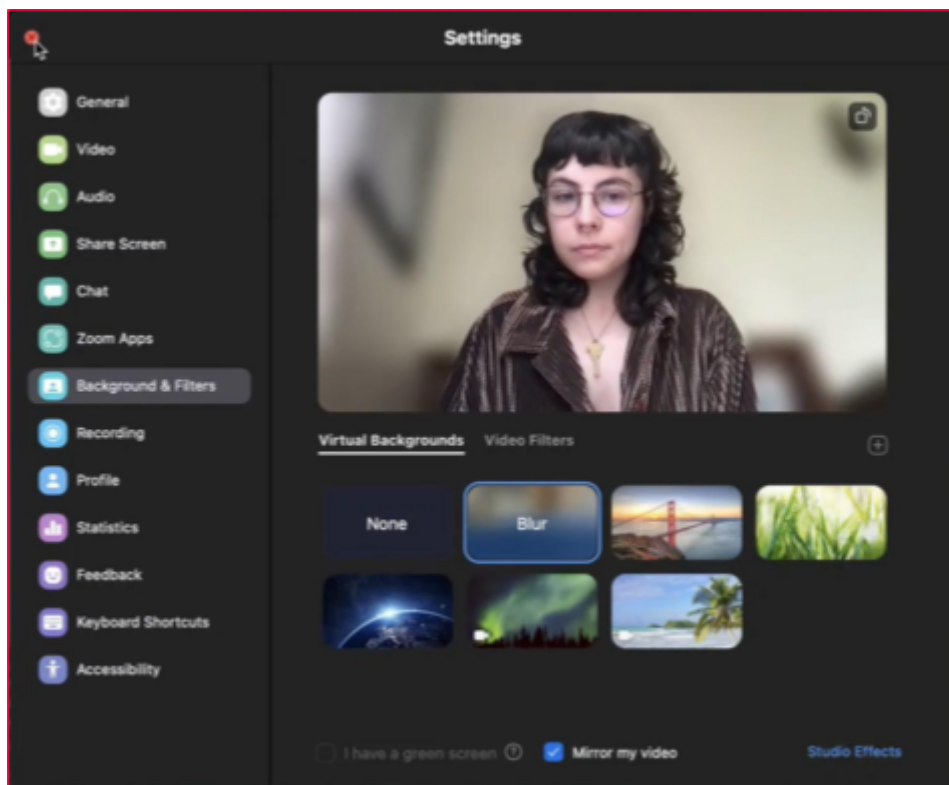
5. To mute yourself, click the microphone icon in the bottom left-corner next to the video icon. If the microphone icon has a slash through it, you are muted, if the video icon has a slash through it, your video is off.
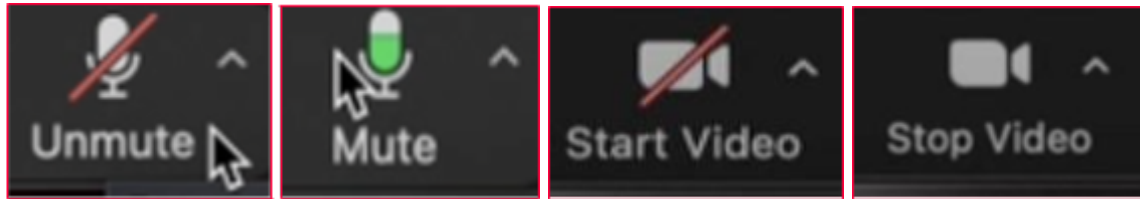

6. You can also rename yourself by clicking your name in the "Participants List" or by opening a drop-down menu by clicking "More" and then clicking "Rename."
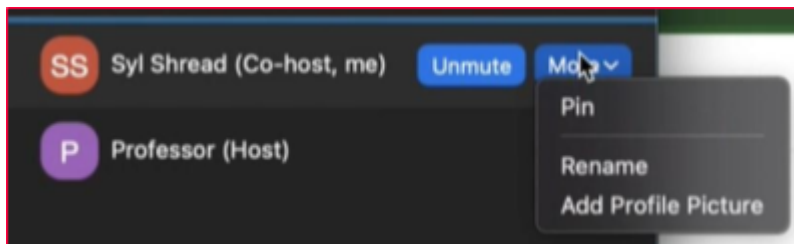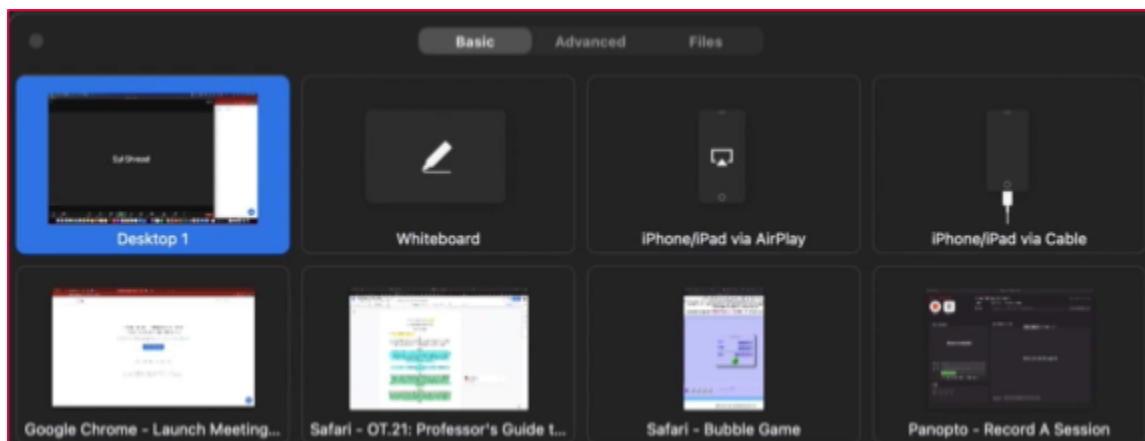

7. Click the "Chat" icon on the bottom of your screen to open the chat. Here you can message the whole group or select certain students to message separately.

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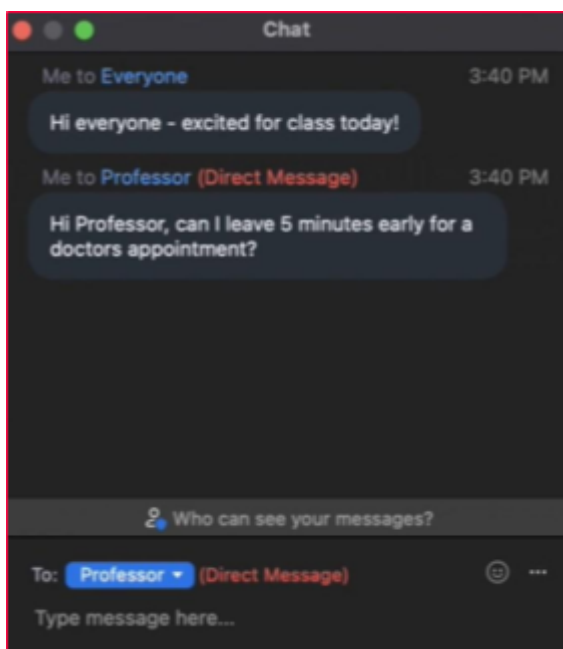
8. Your students can also use the reactions to engage with class, by reacting to questions, using the "Yes" or "No" buttons or by using the "Raise Hand" functionality to let you know they would like to speak soon.
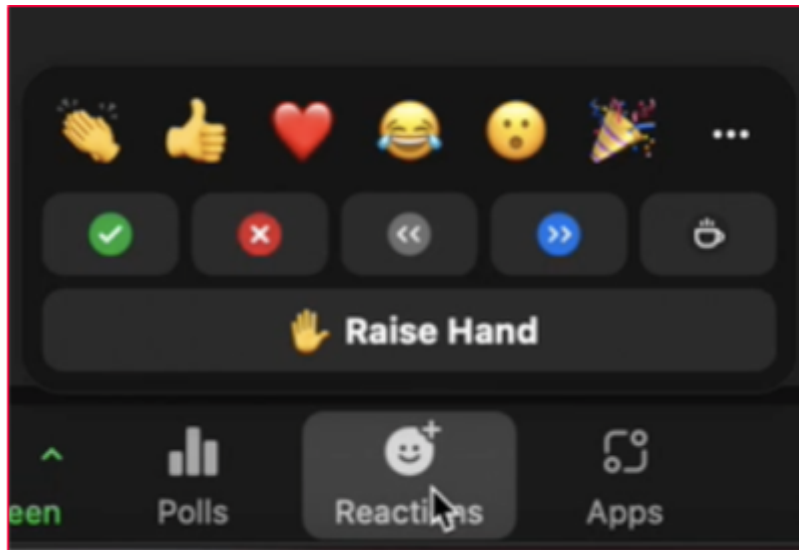
9. To display a presentation, video, or other material from your laptop, click the green "Share Screen" button at the bottom of your screen. Select what you want to share: you can share either all of your screen or just a specific tab. When you are done, click "Stop Share" at the top of your screen.

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10. If you want to break the class into groups, you can make breakout rooms. At the bottom of your screen you will see a "Breakout Room" icon, click on it and select what settings work for your class. Now your students can join the breakout rooms and proceed with their discussions. When done, you can end the breakout rooms or message the students in the chat box to return to the main session.

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