What is Zoom?

Zoom is an easy-to-use videoconferencing service available to all UF students, faculty, and staff that allows for meetings of up to 100 participants. Zoom is also available in Canvas for instructors to use in their courses.

Start Using Your Zoom Pro Account

1. Go to https://ufl.zoom.us/
2. Choose the correct account for you.
   - Select UFL Sign in.
   - Select UFIL -PHI if you are UF faculty and staff from the Health Science colleges, or those working with Patient Health Information (PHI). Note that sometimes PHHP faculty and staff have a mismatch in the system that causes problems with logging into the PHI Server.
3. Login with your GatorLink credentials

   - If your login doesn’t work, please contact the UF Computing Helpdesk:
     - Available 24 hours a day, 7 days a week
     - (352) 392-HELP (4357)
You will most likely want to hold your **Class Meeting** via the Canvas LTI; however, to schedule a **One-on-One Meeting** with a student, you will want to send the invitation through **My Profile – Zoom** so that it doesn’t go to the entire class. Stay logged in to your account to review the following **Zoom Video Tutorials**:

- Getting Started on Windows and Mac
- Starting the Zoom Desktop Client
- System Requirements for PC, Mac, and Linux
- Zoom Web Client

**Scheduling Meetings**

**Class Sessions in Canvas**

1. Login to your Canvas Course and look for **Zoom Conferences** in the left-hand menu
2. **How do I use the Course Navigation Menu as an instructor?**
3. If you do not see Zoom Conferences in your menu, you will need to manage your course navigation to activate it
4. **How do I manage Course Navigation links?**
4. Click **Zoom Conferences**
5. Click the **Authorize** button to continue

6. Click the **Schedule a New Meeting** button

7. Type in the **Topic**
• You can make a new meeting each time and name that meeting for the date and time, or you can make a recurring meeting, such as “Tuesday Class Sessions” or “Office Hours”

8. Type in a **Description** (optional)

9. Set the date and time of the meeting (or initial meeting, if it will be recurring)
   • Use the calendar and time pickers to change the **When** settings
   • Set the **Duration** (add a little time before and after for set-up and run-over)
   • Set the **Time Zone** if it is not correct
   • Click the **Recurring meeting** checkbox, if appropriate, and adjust the settings
   • **Skip Registration**
   • Leave **Video** settings for Host and Participant checked
   • **Select Both** for Telephone and Computer Audio
   • Select the preferred **Meeting Options** (Note: Better options are **Mute participants upon entry** and **Record the meeting automatically on the local computer**). You cannot record to the cloud on the PHI server.)

*Remember that recording will begin immediately when Zoom launches.*
• If you have a Teaching Assistant or additional faculty, add them as **Alternative Hosts** using their UFL email.
• Click the **Save** button.
10. An email message will automatically be sent to everyone enrolled in the course with the Zoom meeting.
   - There is no way to narrow this group; if you want connect with a smaller group or have a one-on-one meeting, use your stand-alone account via https://ufl.zoom.us/

Scheduling One-on-One Meetings

1. Go to https://ufl.zoom.us/
2. Choose the your proper UF LOGIN Account (see page 1, step 2)
3. Click the Schedule A Meeting tab

4. Type in the Topic
   - You can make a new meeting each time and name that meeting for the date and time, or you can make a recurring meeting, such as “Tuesday Class Sessions” or “Office Hours”
5. Type in a Description (optional)
6. Set the date and time of the meeting (or initial meeting, if it will be recurring)
   - Use the calendar and time pickers to change the When settings
   - Set the Duration (add a little time before and after for set-up and run-over)
   - Set the Time Zone if it is not correct
   - Click the Recurring meeting checkbox, if appropriate, and adjust the settings
   - Skip Registration
   - Leave Video settings for Host and Participant checked
   - Select Both for Telephone and Computer Audio
   - Select the preferred Meeting Options (Note: Better options are Mute participants upon entry and Record the meeting automatically on the local computer*. You cannot record to the cloud on the PHI server.)

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Hosting a Meeting

Class Sessions
1. About 15 minutes before your meeting is scheduled to start, log into Canvas
2. Click the Zoom Conferences tab
3. Select the appropriate meeting from the Upcoming Meetings list
4. Click the Start button

5. Click the Open Link button to Launch Zoom

6. Select Test Speaker and Microphone and click Yes if both are working properly
7. The active **Recording**, **Pause**, and **Stop Recording** icons are shown at the top left of the window
   - The system should also have made an announcement that the session was being recorded when you opened the Zoom “room”.

NOTE: If you chose to automatically record, you are recording your session from the moment you open the session. Place your microphone on mute during set-up so that you don’t have an embarrassing “live mic” moment.
8. Remind students that you are recording before you begin the content
9. Hold your meeting
10. Click the End Meeting and End Meeting for All buttons when you are done

One-on-One Sessions
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   - The system should also have made an announcement that the session was being recorded when you opened the Zoom “room”.

![Image of the computer screen with options to test speaker and microphone]
NOTE: If you chose to automatically record, you are recording your session from the moment you open the session. Place your microphone on mute during set-up so that you don’t have an embarrassing “live mic” moment.

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Technical Support

Zoom has good resources at its site for the most common issues related to hosting a meeting. Here are key ones:

**Audio**

- [Testing Computer or Device Audio](#)
- [USB HID Supported Audio Devices for the Zoom Desktop Client](#)
- [Joining a Meeting by Phone](#)
- [Mute All And Unmute All](#)
- [Audio Echo In A Meeting](#)
- [Audio Quality Issues with certain USB Extenders on Zoom Rooms for Mac](#)

**Video**

- [My Video/Camera Isn’t Working](#)
- [How Do I Test My Video?](#)
- [How Do I Change The Video Layout?](#)
- [Using Dual Monitors with the Zoom Desktop Client](#)
- [Pin Video](#)
- [Active Speaker (Video Layout)](#)
- [Touch Up My Appearance](#)
- [Camera Video is Unavailable on a Mac running 10.7](#)
Screen Sharing

- How Do I Share My Screen?
- Video Layout Options While Screen Sharing
- How Do I Start A Screen Share Meeting?
- Switching Windows During Screen Sharing
- Optimizing a Shared Video Clip in Full Screen
- Sharing Computer Sound During Screen Sharing
- Screen Sharing a PowerPoint Presentation
- Screen Share A Keynote Presentation
- Request or Give Remote Control
- Share a Whiteboard
- Side-by-Side Mode for Screen Sharing
- Sharing Multiple Screens Simultaneously
- Using Annotation Tools
- Full-screen when screen-sharing?
- iOS Screen Sharing
- iOS Screen Sharing with the Zoom Desktop Client
- Share an iOS Device Screen Using a Cable
- Screen Share a Camera Input
- Follow Presenter’s Pointer During Screen Sharing
- Black Screen During Screen Sharing
- Protocols for iOS Airplay Screen Sharing

Settings & Controls

- Pre-assigning Participants to Breakout Rooms
- Managing Participants in a Meeting
- Displaying Participants in Gallery View
- Managing Video Breakout Rooms
- Host and Co-Host Controls in a Meeting
- Enabling and Adding a Co-Host
- In-Meeting Chat
• **Controlling and Disabling In-Meeting Chat**
• **Saving In-Meeting Chat**
• **In-Meeting File Transfer**
• **Waiting Room**
• **Hide or Show My Video in My Own Display**
• **Spotlight Video**
• **End of Meeting Feedback Survey** *(Possible application as attendance tool?)*
• **Nonverbal Feedback During Meetings** *(Raising Hands)*
• **Meeting Statistics**
• **Attendee Attention Tracking**
• **MacBook Pro Touch Bar Controls**
• **Pass Host Controls and Leave the Meeting**
• **Attendee On Hold**
• **Meeting Window Resizing**

This is a wide array of information, but if you want more, check the [Zoom Help Center](https://zoom.us).  

**Finding Your Recording After the Meeting**

- Once you end a session, the recording is downloaded to your local computer.
- When you close the meeting for all, you will see a dialogue box that your recording is processing.
- Once processed, by default, your local recordings are saved inside a Zoom folder located inside the Documents folder on Windows, macOS, and Linux.
- Example File Path:
  
  C:\My Documents\Zoom\2020-02-24 09.32.13 SPA4050 - Online - Clinical Observation Path_Aud 807095298

- Or on the PHHP Server:

  \file.phhp.ufl.edu\home\hardemont\My Documents\Zoom\2020-02-24 09.32.13 SPA4050 - Online - Clinical Observation Path_Aud 807095298

- Example:
Inside the recording folder are several files, but you will be interested in the one named zoom_0.mp4. This is the final recording.

- The system always names the file the same name within the recording folder.
- If you want to move the recording, make a copy and rename it in its new location on your computer.

**Posting your Recording in Canvas**

**Best Choice: Mediasite**

For course purposes, it is highly recommended that you upload your MP4 to Mediasite, so that it can be close captioned as time allows. This is particularly important if you have an open accommodation request in the course and the video must be captioned as soon as possible.

- [How do I embed iFrame videos using the Rich Content Editor as an instructor?](#)

**Alternative: Canvas Itself**

As a stop-gap, you can upload the MP4 directly to Canvas.

- [How do I upload a video using the Rich Content Editor as an instructor?](#)

If you are not already familiar with using “Pages” to organize your materials, use announcements to post your videos via the Rich Content Editor. This will also notify student of new content.

If you are familiar with “Pages” (but don’t have a template in your Canvas site), create a Video Library page and link it to your home page. Use the Video Library as your repository for recordings.

If you have a template, use the correct page for the content to add the videos as normal.