

Zoom Training Resources for Faculty

Zoom is now available for use in your courses through the Learning Management System (LMS) you are using; either Canvas or ELearning.

Downloading Zoom

If you have not yet accessed Zoom on your personal computer and/or device, please do so at: <https://zoom.us> and use your MMU email and password.

If you are using Zoom from a campus computer, you will need to install the Zoom client from the Software Center on the computer first. IT Services is working on making this available, and expect to have it deployed to the campus shortly. They will send an message to faculty once it is available.

Accessing Zoom

To begin using Zoom, enter your course and click the Zoom link in the course menu to the left. The training below will get you started based on the LMS you're using of either Canvas or ELearning. Note: If you have used Zoom, the only main difference in using it through the LMS is in the scheduling of your sessions. After that, using Zoom in your sessions is essentially the same.

Note: As you begin the training below, you will see content related to recording sessions. You will want to use Cloud Recordings because you cannot upload video files to ELearning, and because the captioning is available only through Cloud Recordings.

Getting Started as a Canvas Instructor

Accessing and Using Zoom Through Canvas: <https://youtu.be/L5nUT19Erk>

Getting Started as an ELearning Instructor

Start with---Accessing Zoom in E-Learning:

<https://mtmary.mediasite.com/Mediasite/Play/5944832e38e34d218556fe0d1a237a941d>

Meeting Controls

Using Meeting Controls to Host your meeting:

https://www.youtube.com/watch?v=ygZ96J_z4AY&feature=emb_rel_pause

MMU Settings for Security

Due to the "Zoom bombing" in which hackers invade Zoom sessions, you will be required to use a password and the waiting room for your sessions. The use of these will be described in the training videos below. Note: Before the Zoom bombing, users had flexibility in sharing their screen, but Zoom now requires the host to allow someone to share his or her screen.

This link is a video of how to make your sessions more secure. Note that some of these settings have been made default here at MMU:

https://www.youtube.com/watch?v=p1IMmOujc9c&feature=emb_rel_pause

This link has a great article from Zoom that shares ways to keep your Zoom sessions more secure. It is part of Zoom's Blog, in case you want to sign up to their Blog for many of the resources and communication they share. https://blog.zoom.us/wordpress/2020/03/20/keep-uninvited-guests-out-of-your-zoom-event/?_ga=2.29737855.1984864439.1585749970-40201662.1565631291

Other Zoom Features

Testing your computer or device audio: <https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>. This is an in-depth tutorial to ensure your audio is working on your computer or device.

Meeting Controls:

https://www.youtube.com/embed/ygZ96J_z4AY?rel=0&autoplay=1&cc_load_policy=1

Manage Participants: https://www.youtube.com/watch?v=ozJS9bvdVp8&feature=emb_rel_pause

Comprehensive (45 minute) training for those using Zoom in Higher Ed (will be somewhat repetitive of the above videos): https://mtmary.zoom.us/rec/play/vJR5d-j5q283HNGcsgSDV_5wW9Tpe_qs0CVM_PIEmknkVnAAYVGIzuMaZ7NAORKJB_fFeWJ9L4d5ilrn?continueMode=true

Breakout Rooms: <https://www.youtube.com/embed/jbPpdyn16sY?rel=0&autoplay=1>

Virtual Backgrounds: https://www.youtube.com/watch?v=3Zq-b51A3dA&feature=emb_rel_pause