Zoom Quickstart Guide

With Zoom you can hold virtual class sessions, virtual office hours, and you can make screen recording with voice over audio on topics of your choosing that you can share with your students.

Zoom is the University of California’s choice for authorized users to host audio, web and video conferencing. You can Login to your Zoom account by visiting https://berkeley.zoom.us/ and using your CalNet ID to sign-in.

Zoom How-Tos:

How to Schedule a Virtual Zoom Meeting

1. Sign into berkeley.zoom.us using your CalNet credentials.
2. Click “Meetings” in left navigation menu, and then click the “Schedule a New Meeting” button.

3. Enter your meeting topic (which is just your meeting title), and input the date, time, and duration of your meeting.
4. You can leave the next 5 scheduling options as is. We don’t recommend requiring registration for your meeting, but if you’d like to you can read about that option here. We also recommend leaving both Hosts and Participants Video option to “on”, and we recommend leaving the Audio option as “Both” to allow your students to
both connect to the virtual session with computer or by phone.

5. Scroll further down the page to the final “Meeting Options” section. Selecting the “Enable join before host” option will allow your students to enter the Zoom session before you officially start the session (this is your preference). We recommend you select the “Mute participants upon entry” and “Record the meeting automatically” for your meetings to facilitate a smoother experience. Recordings saved on your local computer will be made available to you after your session completes, and recording saved to the cloud will be downloadable from your Zoom account for 30 days after your sessions ends.
6. To complete the scheduling process, simply click the “Save” button at the bottom of the screen.

![Save button](image)

7. The next page displays the URL for your live lecture. This is the link that you and your students will use to access the meeting. To share the link with students, copy and paste the meeting invitation into a bCourses announcement or email. From this page you can also click the “Add to Google Calendar” button to add the session to your bCal.

![Meeting details](image)

8. At the time of the meeting, you can log back into berkeley.zoom.us and click the “Start” button to the right of your scheduled meeting (pictured below), or you can simply navigate to the URL for your live lecture (which you acquired in step #7). If needed, you can find the URL for your scheduled meeting by clicking on the topic title of your meeting.
Inviting your Students

The join URL (described in step #7 above) is the link that you and your students will use to access the meeting. To share the link with students, copy and paste the URL into a bCourses announcement or email and send it to them, or you can also click the “Add to Google Calendar” button to add the session to your bCal and invite your students to the calendar event.

Student Best Practices

- Students do not need an account to join a Zoom meeting.
- Students will need to download the Zoom app before joining a Zoom meeting on a computer or mobile device.
- They will be prompted to download and install the Zoom app when they click a ZOOM meeting URL.
- Step-by-step instructions and a video tutorials that you can send to your students are available here: [Joining a Meeting Zoom - Help Center](https://zoom.hk).

We always advise students to plan to connect to their scheduled Zoom sessions from a quiet location with a stable internet connection (we do not recommend connecting from public free wi-fi like Starbucks or hotels as these types of connections are typically slow and unreliable).
Starting Your Zoom Session

At the time of the meeting, you can log back into berkeley.zoom.us and click the “Start” button to the right of your scheduled meeting (pictured in step #8 above), or you can simply navigate to the URL for your live lecture (which you acquired in step #7). If needed, you can find the URL for your scheduled meeting by clicking on the topic title of your meeting.

When joining a Zoom Room all users, hosts and participants, will have to click the ‘Join With Computer Audio” button to enable their computer’s microphone.

We recommend that you also click the Test speaker and microphone link and follow the on-screen prompts to ensure that your microphone and speaker are functioning properly before you begin the meeting.

Once you've joined the meeting a Zoom window should appear showing the video that your webcam is broadcasting as well as the video that all of your students are broadcasting.
If your video is not displaying you can click the “Start Video” button in the left corner to turn your webcam on, and conversely you can click the “Stop Video” button to turn your webcam off. You can also mute and unmute your microphone by clicking the microphone button in the bottom left corner. Your microphone is muted if the microphone button has a red slash through it.

Sharing Your Screen

Once you’ve entered your Zoom conference, you will most likely wish to broadcast a PowerPoint slide deck, or other instructional materials, to your students. To do this you simply need to click the “Share Screen” button at the bottom of the window:

Once you’ve clicked the “Share” button you will be asked what content you’d like to share. You can choose to share a program you have open, or you can choose you share your entire desktop (it is probably best to select to share your entire desktop so you can move from Slides, to a website, and still broadcast it all to your students).
If you wish to not share any documents, but would like a blank whiteboard for you to draw and annotate on you can select the “Whiteboard” option. You can read more about this [here](#).

### Managing Your Zoom Session

There are a few options you have to manage class participation while in your Zoom Session:

a. **Manage Participants**: Click this button will show you a list of all students present in the session. Your students use icons to raise a hand or answer yes/no, which appear in this Participants panel. As the host, you can also mute/unmute participants from this panel.

b. **Chat**: Students’ typed questions appear in the Chat panel.

c. **Breakout Rooms**: you can divide the session into breakout rooms for small group discussions.
Recording Your Zoom Session

If you selected to automatically record your Zoom meeting (as described in step #5 of the “How to Schedule a Virtual Zoom Meeting”) your meeting will already be recording and you will not need to click any button to start the recording.

If your meeting isn’t set to automatically record, you can follow the steps below to start a recording.

1. Click the “Record,” button at the bottom of the window. Selecting “Record on this computer” will save a video file of the Zoom meeting on your computer, while selecting the “Record to the Cloud” will save a video file to your Zoom account that you can access by logging into berkeley.zoom.us and clicking the “Recordings” tab. Recordings saved on your local computer will be made available to you after your session completes, and recording saved to the cloud will be downloadable from your Zoom account for 30 days after your sessions ends.

2. While your session is recording you will see additional button appear in the bottom of the window allowing you to pause and stop the recording:

And you will also see additional pause and stop recording controls in the top left corner of the window:
You will know your Zoom session is recording if the red dot pictured above is flashing in the top left corner of the Zoom window.

Ending your Zoom Session

To end your Zoom session simply press the “End Meeting” link in the bottom right corner of your meeting window.

A pop-up window will appear, in which you can click the “End Meeting For All” button to end the session for everyone.

Managing Your Recording

Once you've ended your Zoom session you'll have to share any recordings you made of it with your students.

Local Recording

If you chose to record your session locally on your computer, ending the meeting will begin the process of converting your recording.
Once Zoom finishes processing the video the file will display and become available for you on view and share.

If you chose to record your session to the cloud, ending the meeting will begin the process of converting your recording, which you will then have to login into berkeley.zoom.us to download or share.

To view your cloud recording login to berkeley.zoom.us and click the ‘Recordings” button from the navigation menu on the left to view all cloud recordings you've made.
To view or download a cloud recording simply click the session you wish and click the download button. To share this recording with your students, you will need to upload the .mp4 video file to your bCourses, or you can upload it to your bmail Google Drive and share it with your students from there.

**NOTE:** By default cloud recordings will auto-delete after 30 days. If you do not download your cloud recording within 30 days of your session it will become unretrievable.

**Recording a Screencast**

You can also use Zoom to record a screencast with a voice over. With a screencast you can record a lecture of your choosing and share it with your students to cover a topic you may not have had time to cover in class, or to make up an in-person class session that may have been cancelled due to power outages.

To record a screencast simply follow steps #1 through #6 above to schedule a Zoom Session, and then follow step #8 to start your session (you can skip step #7, as you won’t need to invite students to this session).

Once your Zoom Session is started, you can test to ensure your microphone is working and share any PowerPoint slides or instructional content you want to discuss. When ready click record and then you can simply record your lecture in the comfort of your own home.

Once you’re done you can share the screencast recording with your students via bCourses or Google Drive.
Zoom Accessibility Considerations

Student Accomodations: If a student has a Letter of Accommodation (LOA) for captioning or captioned media accommodation, our UC Berkeley Disabled Students’ Program (DSP) will caption the lectures. After uploading recording to bCourses, you can email (sp-captioning@berkeley.edu) a link to the recording and they will take care of the captioning, usually within 24 hours.

Zoom Platform Accessibility:

- Automatically Transcribe Cloud Recordings
- Accessibility Features
- Hot Keys and Keyboard Shortcuts

Disabled Student’s Program (DSP):

- DSP Website
- UC Berkeley Disabled Students’ Program (DSP) Alt Media Service