Using **zoom** for a Live Class Session

**Prerequisites**

1. You must have a Licensed Zoom account. You can work with your departmental administrator to get one. Free accounts are limited to only 40 minutes and cannot record to the cloud for viewing by students after the session.
2. You must use the **Zoom desktop client**. The in-browser client does not work very well and has very limited functionality.

**Part 1: Creating the Meeting**

1. Sign in to [https://jh.zoom.us/](https://jh.zoom.us/) or your primary School/Division’s Zoom site.
2. Click “Meetings” on the left of the screen, then “Schedule a New Meeting.”
3. Set the meeting topic. It should be your course number and name.
4. Decide if you want to create an individual, single-use meeting URL or a recurring meeting. If someone else (e.g., another faculty team member or TA) might be hosting one or more of the class sessions, opt to set up a “one-time use” Zoom meeting for a class session. But if you will be the only person logging in to start and host every class session, and don’t expect any outside guests, a recurring meeting is suggested. (Recurring meetings are also useful for regularly scheduled office hours as the “one and only” place to go.)
   a. Individual, single-use meeting? Set “When” to the day and time you’ll use the Zoom meeting with your students.
   b. Recurring meeting? Scroll past “When” to check the box for “Recurring meeting” and set the Recurrence drop-down menu item to “No Fixed Time”.
5. Scroll down to the bottom and click “Record the meeting automatically,” then click “In the cloud” (if you have the option).
6. The rest of the defaults can be left as they are. (If you change other meeting options, this affects your students’ joining experience and requires you to manage the meeting accordingly.)
7. Click “Save.”
8. On the screen that comes up, look for the “Invite Link.” It will look something like [https://zoom.us/j/703122830?pwd=RmlieVNPZOJ0TXJIRET3hUQQT09](https://zoom.us/j/703122830?pwd=RmlieVNPZOJ0TXJIRET3hUQQT09)
9. Copy that link and distribute it to your students. Refer to the [CTL Blog Post regarding Zoom links for individual class sessions](http://ctl.jhsph.edu/toolkit) to learn how to share the link for a schedule that uses sessions. For courses using the Schedule Builder tool, it is recommended that the synchronous sessions be included as an item on an [Activity Page](http://ctl.jhsph.edu/toolkit) linked to the schedule, or as their own [Schedule Builder Event](http://ctl.jhsph.edu/toolkit) associated with “other web page”. **NOTE: As a measure toward enhanced security, do not share your link publicly.**
Part 2: Launching Your Live Class Session

1. Plug in your headset microphone before doing anything else.
2. Sign in to https://jh.zoom.us/ (or your primary School/Division’s Zoom site) and make certain your Zoom installation is up-to-date.
3. Click “Meetings” on the left of the screen and find your meeting.
4. Click the “Start” button next to the listing for your meeting.
5. Zoom will launch and the recording will be started.
6. If prompted, select to join using computer audio. Test your speaker and microphone, and unmute yourself to start.
7. If you changed other meeting options, you may have to admit all participants or disable the waiting room.

Part 3: Sharing PowerPoint Slides or Other Files

1. Open your PowerPoint, PDF or other file you want to show. Close any programs with personal information or pop-up notifications (such as Outlook).
2. Click the green “Share Screen” button in the toolbar at the bottom of your Zoom window.
3. Click “Desktop” and “Share” to share your desktop and the files you have open.

Part 4: Ending the Session

1. Click the red “End Meeting” link to end the meeting for everyone.
2. Your recording will automatically stop when the meeting is ended.

Part 5: Sharing Your Recording with Students

1. For cloud recordings, check your email for a message from Zoom. It may take some time, but after the recording is finished processing, you will get a link to “Share recording with viewers.” It will look something like https://jh.zoom.us/rec/share/xuN-Navr-VNOWrP3sxH6QPYwHb-4X6.... And may be followed by an Access Password. e.g., (Access Password: q9.50616).

Local recordings need to first be transferred from your computer to Panopto, OneDrive or other cloud server to get a “share link”. In addition, local recordings will not automatically have a transcript. Students expect video transcripts, so faculty are encouraged to talk to their department or obtain one on their own using a third party service such as otter.ai. If uploading local recordings to a Panopto folder, simply make sure to add ASR (automatic speech recognition) generated captions to the videos inside the folder.
2. Go to the Online Library in your course’s CoursePlus site and Manage the Online Library.
3. Click the Add Weblink tab.
4. Copy the share link (without any password) sent to you by Zoom (or obtained from Panopto, OneDrive, or other cloud server) and paste it into the “Link URL” field.
5. Include the date and time of the session in the “Link Title”. This will help students distinguish one recording from another. If there is an Access Password, paste the Access password in the “Description” field.

6. Click the Add Link button.
   Note: if you aren’t using Zoom nor Panopto’s cloud link for your recording, you’ll need to add the transcript as a separate item in the Online Library.

7. Communicate to students that the video has been posted to the course site.

   For more information about using Zoom, please refer to the Zoom support site.