ZOOM AND ONLINE LEARNING
Zoom rooms can serve many purposes in an online or remote learning environment, including delivering synchronous meetings, office hours, group collaboration, etc.

ZOOM ACCOUNT SET UP
Every faculty, staff member, and student at UCI now has access to create a UCI Zoom account.

NEW ACCOUNTS
If you do not already have a Zoom account using your UCI email address, you can create a new account:

1. Visit https://uci.zoom.us
2. Click on Sign in
3. Enter your UCInetID and password

MIGRATING EXISTING ACCOUNTS
If you already have a Zoom account using your UCI email address, you can migrate your account to the UCI Zoom:

Note: Your old Zoom account and data should be migrated.

1. Verify that the email address on your original Zoom account exactly matches the email address in the UCI Directory https://directory.uci.edu
   a. If your email does not exactly match, you will need to first change the email address on your old Zoom account (under Profile)
2. Visit https://uci.zoom.us
3. Click on Sign in
4. Select Switch to the New Account
5. Select Acknowledge and Switch
6. Click Switch to the new account

ACCOUNT SETTINGs AND SECURITY
Review your Profile and Settings. Below are recommended settings for both optimal functionality and account security.

YOUR PROFILE
1. Visit https://uci.zoom.us/profile
2. Note that you have a personal meeting link. This link works well for office hours, since the link can be used across courses and is persistent.
   Do not post this link on public facing websites

YOUR SETTINGS
1. Visit https://uci.zoom.us/profile/setting
2. Review each setting carefully. Below are some recommended settings.

<table>
<thead>
<tr>
<th>Zoom Setting Name</th>
<th>OIT Recommends</th>
<th>RIRT Recommends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host / Participants video</td>
<td>Off</td>
<td>Off</td>
</tr>
<tr>
<td>Audio Type</td>
<td>Telephone &amp; Computer</td>
<td>Telephone &amp; Computer</td>
</tr>
<tr>
<td>Join before host</td>
<td>Off</td>
<td>Off</td>
</tr>
<tr>
<td>Only authenticated users can join</td>
<td>When possible</td>
<td>When possible</td>
</tr>
<tr>
<td>Mute participants upon entry</td>
<td>Enabled</td>
<td>Enabled</td>
</tr>
<tr>
<td>Private chat</td>
<td>Off</td>
<td>Depends on course</td>
</tr>
<tr>
<td>File transfer</td>
<td>Off</td>
<td>Depends on course</td>
</tr>
<tr>
<td>Screen Sharing</td>
<td>Host Only</td>
<td>Depends on course</td>
</tr>
<tr>
<td>Annotation</td>
<td>Off</td>
<td>Depends on course</td>
</tr>
<tr>
<td>Polling</td>
<td>-</td>
<td>Enabled</td>
</tr>
<tr>
<td>Allow host to put attendee on hold</td>
<td></td>
<td>Enabled</td>
</tr>
<tr>
<td>Breakout room</td>
<td>Either</td>
<td>Enabled</td>
</tr>
<tr>
<td>Waiting room</td>
<td>Enabled</td>
<td>Enabled</td>
</tr>
</tbody>
</table>

You can review the full list of OIT recommended settings here: https://techprep.oit.uci.edu/teaching/getting-started-with-zoom-instruction/

Note: The Recording tab Telephone tab offer additional settings.
INTEGRATING ZOOM AND CANVAS

Add Zoom to the course navigation:
1. Open the Canvas course Settings (bottom of the course menu)
2. Select the Navigation tab
3. Drag Zoom from the bottom of the list of items that are currently hidden from students and add it to the course navigation above
4. Click Save

Zoom will now appear in the course navigation for you and your students.

SCHEDULING ZOOM CLASS MEETINGS

1. Click Zoom in the course navigation.
2. Click the blue Schedule a New Meeting button (top-right)
3. Enter a descriptive name for the meeting in the Topic field (E.g., Tuesday Lecture: 10:00–11:30 am)
4. Enter a date of the first meeting in the When field
5. Click the Recurring meeting checkbox and enter how often the meeting should reoccur (E.g., Weekly, every Tuesday)
6. Adjust additional settings as needed and click Save.

Note: If you enable the waiting room, you will need to admit students into the room either individually or using the Admit All option at the top of participants list. If additional participants join after you’ve admitted all, you will need to admit all again.

Begin with step 1 and repeat for your second weekly lecture.
Click **Zoom** in the course navigation to see your 10 weeks of lectures. There will be a **Start** button next to the first meetings that will allow you to begin a class lecture.

Remember to record your Zoom meetings in the cloud. They will be available in the **Cloud Recordings** tab.

### SCHEDULING ZOOM OFFICE HOURS

Your office hours are generally universal for all courses. You want all students to be able to access the same Zoom room regardless of the class they are in. Rather than scheduling meetings within your course, you can share your personal Zoom room link with students for office hours.

1. Visit [http://uci.zoom.us](http://uci.zoom.us) and log in with your UCInetID and password
2. In the left-hand menu, select **Profile**
3. Locate your **Personal Link**. It has this format: [https://uci.zoom.us/my/ucinetid](https://uci.zoom.us/my/ucinetid)
4. Copy your personal link
5. Before leaving the Zoom website to return to Canvas, review the **Settings** in the left-hand menu and make any desired changes
   
   For example, you may want to enable the **Waiting Room** so that you can admit student individually

There are several ways to incorporate your office hours into your Canvas courses.

### OPTION 1 – ADD A LINK TO A CANVAS MODULE

1. Open your **Canvas** course
2. Create or locate the module in Canvas where you will add the link to your office hours
3. Click the ‘+’ at the top-right of the module
4. Select **External URL** from the **Add** dropdown menu
5. In the pop-up menu **URL** field, enter the copied URL for your personal room
6. Enter a **Page Name**, such as “Zoom Office Hours”
7. Click the checkbox to **Load in a new tab**
8. Click **Add Item**.
9. Click the **Publish** icon for the item to make the link available to students
10. Once the publish icon becomes a green check, the link is available to students.

Repeat from step 6 for each of your other courses.

### OPTION 2 – CREATE CANVAS CALENDAR EVENTS

1. Click the **Calendar** icon in the Canvas global navigation
2. In the right-hand panel is a list of calendars, click the checkbox **only** for the course to which the Office Hours apply
   
   *(You will need to set up each course individually)*
3. Click the ‘+’ in the top-right corner to create a new event
4. Enter the title **“Office Hours”**
5. Enter the date and time of the first office hours window
6. Enter ‘Zoom’ as **Location** *(do not paste the Zoom link)*
7. Verify the correct **Calendar** is selected from the dropdown
8. Click on **More Options** at the bottom of the pop-up window
9. Paste the Zoom Personal Meeting link in the description field and click space bar once to make the link live
10. Click the checkbox to **Duplicate**
11. Set the number of occurrences
12. Save the event and repeat for each additional course
**SCHEDULING ZOOM SLOTS**

Canvas Appointment Groups allow you to set up times to meet with individuals or small groups of students in separate slots of time. Time slots can be shared with multiple courses.

1. Click the Calendar icon in the Canvas global navigation
2. In the right-hand panel is a list of calendars, click the checkbox for each of the courses to which you will add time slots *(You will can set these slots up for multiple courses at once)*
3. Click the ‘+’ in the top-right corner to create a new event
4. Open the Appointment Group tab
5. Enter the following:
   a. Name: Enter a name for your time slot group *(such as "Group Check-Ins" or "Office Hours Slots")*
   b. Location: Enter “Zoom” (not the Zoom URL)
   c. Select Calendars
6. (Optional) If you want to schedule with groups that are already created in Canvas courses, check the box to Have students sign up in groups
7. Enter a date and time range during which time you want students to schedule a time slot
8. Enter the duration of each time slot and click Go
   Canvas will auto-create time slots of that duration within the window you specified
9. Configure Options
10. Paste the link to your Zoom room in the Details section and click the spacebar to make the link live
11. Click Publish

**ADDITIONAL ZOOM TIPS FOR ADDED SECURITY**

**REMOVE A PARTICIPANT**
1. Open the Manage Participants controls
2. Next to the person you would like to remove, click More
3. Select Remove

**LOCK A ZOOM MEETING**
1. Open the Manage Participants controls
2. In the Participants panel will be an option to Lock Meeting
   *Note: You may have to click More to view this option.*
   Locking the meeting will prevent new participants from joining the meeting.

**CHANGE SCREENSHARING SETTINGS DURING A MEETING**
1. Click the up arrow next the Share option
2. Under Who can share? adjust the setting

**ENABLE CONSENT TO BE RECORDED WHEN RECORDING ZOOM**
1. Visit [https://uci.zoom.us](https://uci.zoom.us) and click Settings
2. Select the Recordings tab
3. Enable the Recording Disclaimer
4. Ensure that Ask participants for consent when recording starts is checked

**ENABLE A VIRTUAL BACKGROUND**
1. Visit [https://uci.zoom.us](https://uci.zoom.us) and click Settings
2. Enable Virtual Background
3. During a meeting, click on the up arrow next to the video icon and select Choose Virtual Background