



What is Zoom?

Zoom is an online, collaborative meeting platform where you can share content and promote discussion in real-time. It supports a wide variety of uses, from replacing entire classroom lectures, creating opportunities for small group discussions, and even hosting one-on-one meetings. The system is ideally suited to conducting engaging and interactive class meetings with students who are in remote locations and unable to be on campus. This is a powerful tool for maintaining academic consistency during campus closures or the instructor's inability to teach in person.

Creating and accessing a meeting space

- Log into the [Zoom](#) website with your JHED username and password
- [Customize your profile](#) – you may wish to upload a photo of yourself or change other personal settings
- [Create and schedule](#) a meeting
- [Share your meeting](#) with students
- [Start your meeting](#) and make it available to students

Setting up your Zoom meeting space

- Set up and test [audio](#) and [video](#) – Most commercially available microphones and webcams should work fine, including ones that are built into your computer, but testing both of them prior to the start of a meeting is important
- Choose your preferred [video layout](#) – You have choices when it comes to displaying your students' video windows on your screen, including highlighting the person who is speaking and seeing your entire class at once. You can switch between these layouts over the duration of your meeting

Common tools and functions

- [Record](#) your meeting – Your meeting can be saved and shared later with students
- [Share your screen](#) with students
- [Manage your meeting participants](#) – This includes muting students' microphones and video and granting them screen sharing or other privileges
- Viewing and managing text-only [chat](#)

Best Practices for teaching and building community within Zoom meetings

- Plan ahead and practice using the meeting space so that the technology is not an impediment. You can open your meeting any time you like, so you can practice any time you like.
- At the beginning of your first meeting with students, take a few moments to make sure everyone is connected and can hear and see the presentation.
- If possible, have all the students introduce themselves. This can also serve as a handy test of their microphones and cameras.
- Encourage students to use the hand raise feature and other feedback tools to actively participate in the meeting. If possible, designate a participant to help monitor the chat tool and other interactive elements to ensure that they are brought to your attention.
- Pause periodically in any lecture presentation to make sure any student questions are addressed.

To sign into your account and for general information, visit JHU's Zoom website: <https://jh.zoom.us>
For technical support or specific questions about using Zoom, contact: sais.odl@jhu.edu