Host and Participate in a Zoom Meeting with D2L

CMU has a Pro Zoom account. Zoom offers **voice and video conferencing**. It is often used for **meetings** and **webinars**. It may be used for **virtual office hours**, **tutoring**, and **group projects**. When appropriate, it may also be used for **live class sessions**. Features include document and desktop sharing. Recordings of meetings are available as cloud recordings or downloadable MP4 files.

This guide will walk you through the steps to **host** (instructors) a meeting and **participate** (students) in a meeting through **D2L**. Guidance is also provided for captioning and teaching resources.

Notes: If you have previously scheduled meetings in Zoom, you can still add them to D2L. Please use our Linking Zoom to a D2L Shell guide.

Contents

Host a D2L Zoom Meeting (Instructors)

You will need to **create** an account if you plan to **host** a meeting. Check out our Zoom Account Set Up guide. If you only need to **participate** in a meeting, you do not need to create an account. If you just need to participate, you may skip to the steps outlined in the Participate in a Zoom Meeting in D2L section of this guide.

If you have previously scheduled meetings in Zoom, you can still add them to D2L. Check out our Linking Zoom to a D2L Shell guide.

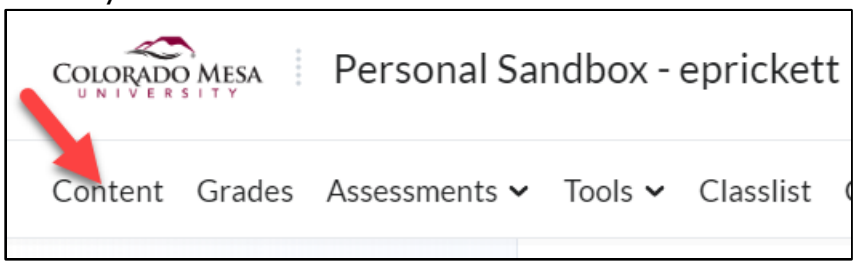
Notes:

- Check out Zoom System Requirements.
- If you need to use keyboard shortcuts, they are available.
- If you can't use the desktop version or just prefer the app experience, there is a Zoom mobile app available.
- If you are using a **Chromebook**, please refer to How to Use Zoom on a Chromebook. Cloud recording may not be available on a Chromebook. While you can still host a Zoom session on this device, you may have to set another user as a co-host or allow others to record. You should be able to join Breakout Rooms from a Chromebook but not on the web client. You will be able to join but not manage from the mobile app.
- If you are unable to install Zoom on any device, you may join a meeting via a web browser. The Zoom web client offers limited functionality. Use the Chrome, Firefox, or Edge web browser for the best functionality.
- Zoom enforces minimum versions, so please check for updates frequently.

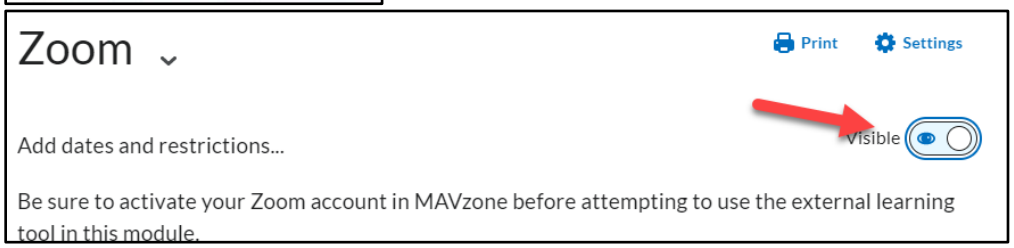
Use this part of the guide to **schedule** and **host** a Zoom meeting in D2L.

Add Zoom to Your D2L Course Shell

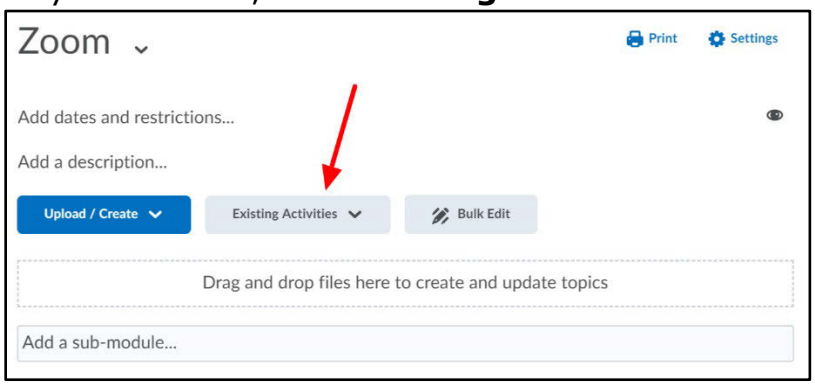
1. Go to your course shell in D2L and click on **Content**.



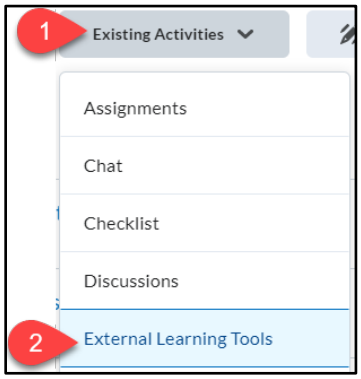
2. Scroll to the bottom of **Content**, **Add a** (new) **module** and title it **Zoom**. (If you're using the course shell template, there is already a Zoom module. Click on it and then skip to the next section. You'll just need to make the module visible to students, since it is hidden by default.)



3. In your module, click **Existing Activities**.

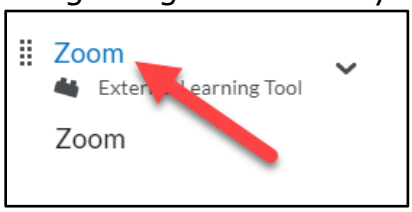


4. Select **External Learning Tools** from the **Existing Activities** dropdown menu.

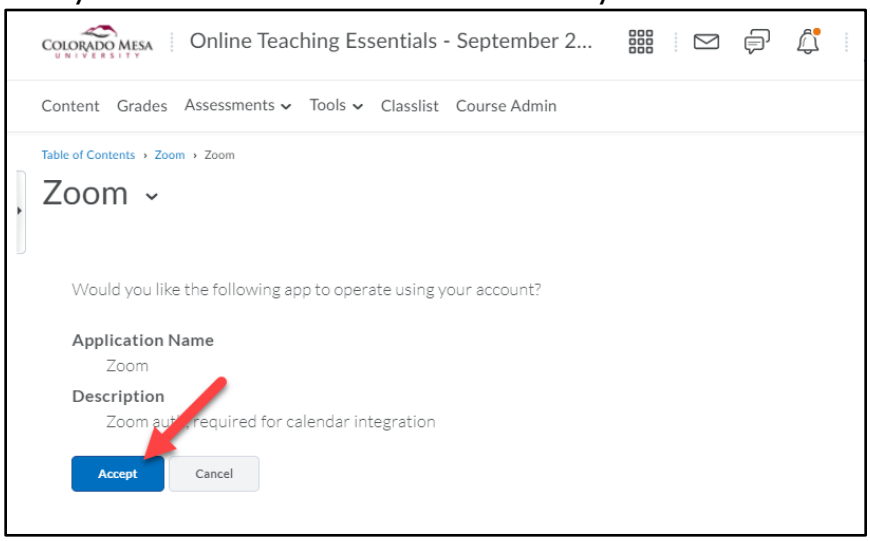


5. In the **Add Activity** dialog, scroll to the bottom of the list and select **Zoom**.

6. This adds **Zoom** to your module in D2L. Click on the **Zoom link** to finish integrating Zoom with your course.

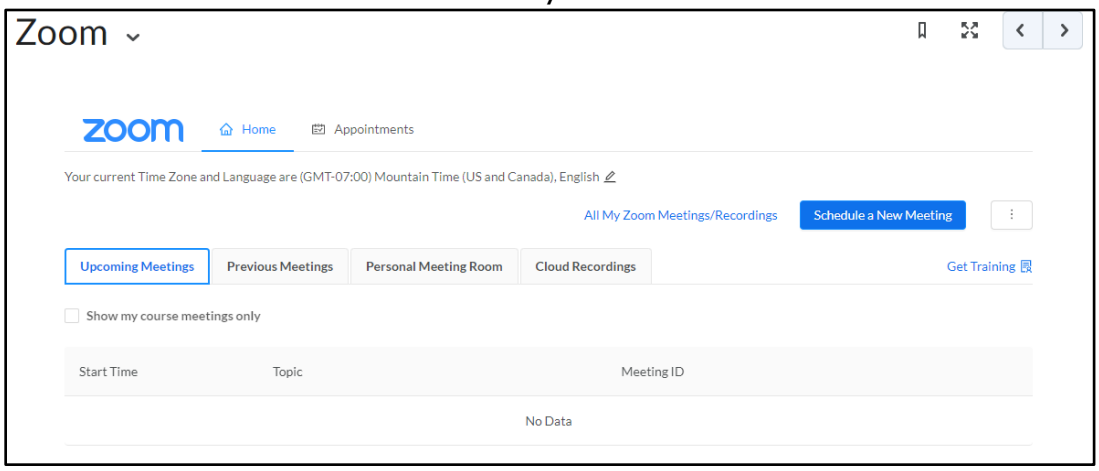


7. Opening this folder brings up the following screen If you have not previously interacted with the Zoom module in the course shell. You may choose **Accept** to link your MAVzone Zoom account to your D2L course shell.



Note: this only permits one linked account per course shell by an instructor. If multiple instructors are assigned to a course, plan ahead which instructor account will manage the Zoom scheduling for the course and link that account. (Once linked, there is not an option to delete and link another account.)

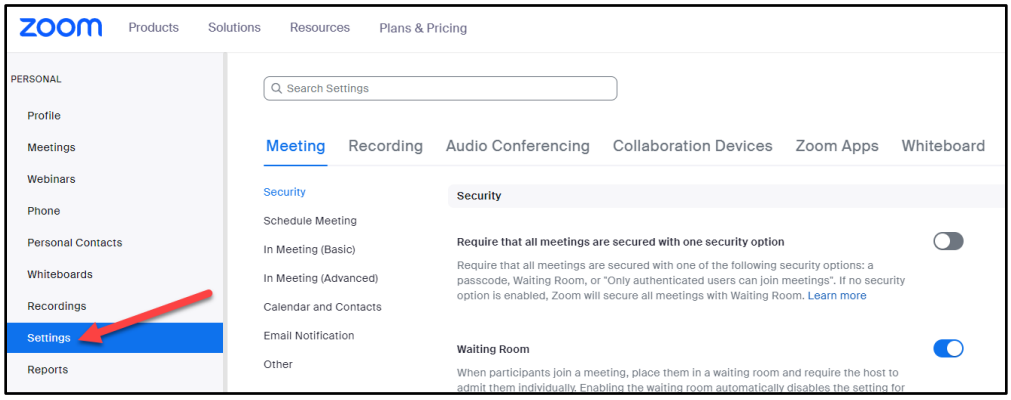
8. You now have access to Zoom in your course.



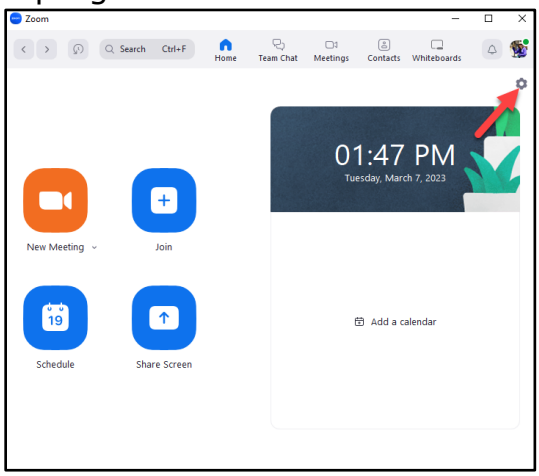
You are able to access your Zoom **Meetings** and **Recordings** from this interface, as well as **Schedule a New Meeting**. If you want to just focus on meetings with this course, check the **Show my course meetings only** checkbox. If you click on the **Get Training** link, you'll be directed to Zoom's Help Center.
Note: Double check that your **Time Zone** is correct. Click the pencil icon to adjust if needed.

Zoom Settings

1. If you need to adjust your settings in Zoom, you'll need to access your Zoom account via:
    a. The **Zoom app** in **MAVzone**.



b. The **Zoom desktop application**. The **Settings** (gear icon) menu is on the top right of the launch window.



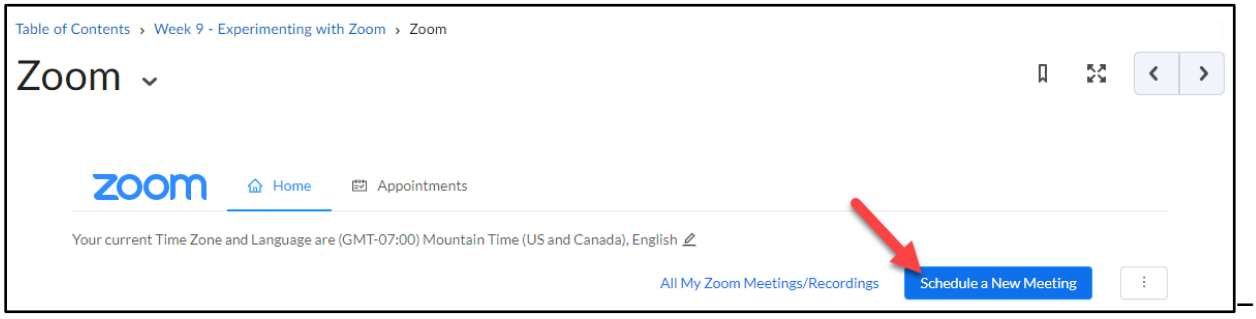
c. Or, if you have the **Zoom mobile app** installed, you may also adjust **Settings** on your device.

Scheduling a Zoom Meeting in D2L

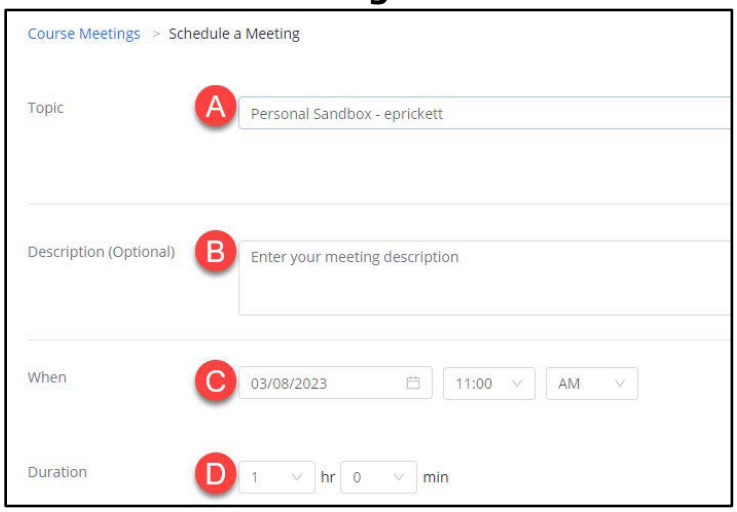
If you plan to use Zoom for hosting your **virtual office hours**, check out our Virtual Office Hours Using Zoom tutorial video.

To schedule other meetings:

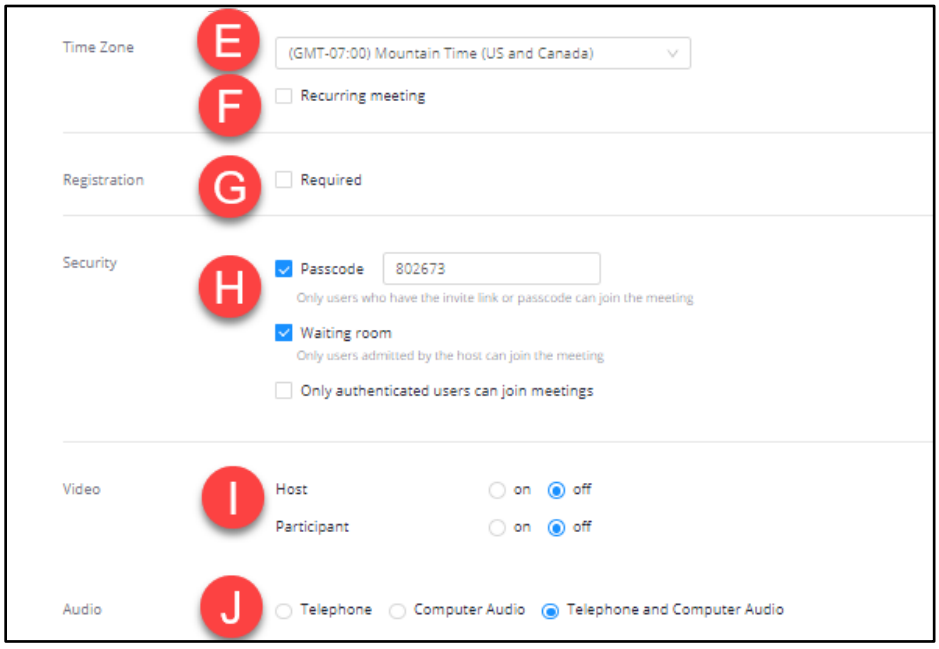
1. From the main menu, click the **Schedule a New Meeting** button.



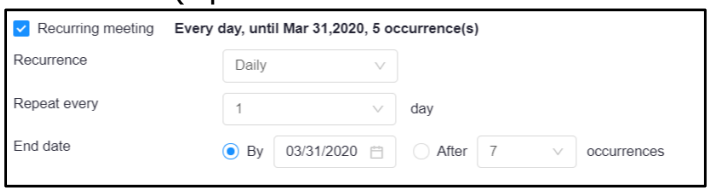
2. In the **Course Meetings** > **Schedule a new meeting** dialog:



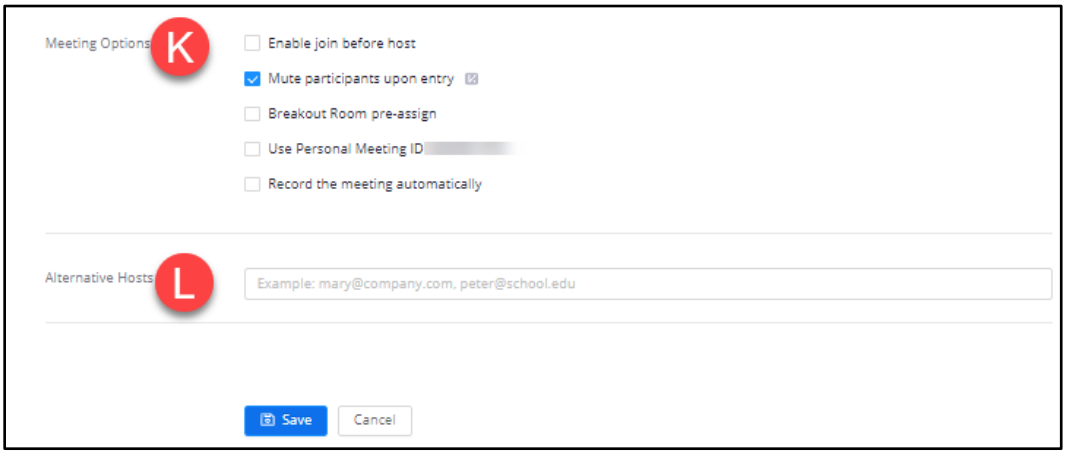
   a. **Topic**: Add the name of your meeting. (Add a succinct yet descriptive name so it will stand out in the D2L **Calendar**.)
   b. **Description**: This is optional, but you can add details here.
   c. **When**: Select the date and time. (You are able to start your meeting at any time before the scheduled time.)
   d. **Duration**: Choose the approximate duration of the meeting. (The default is 1 hour. The meeting will not automatically end after this length of time; it is for scheduling purposes.)



e. **Time Zone**: The default is your device's time zone.
f. **Recurring Meeting**: Check the box if you would like to set up a recurring meeting. (The meeting ID will remain the same for each session.) If checked, you will have additional options to set for **Recurrence** (Daily, Weekly, Monthly, noFixed Time), **Repeat every** (Days/Weeks/Months), and **End date** (Specific date or 1-20 occurrences).



g. **Registration**: Allows you to have your participants register with their e-mail, name, other questions, and custom questions. (Do **not** check the Required box for your course.)
h. **Security:** Use the **Waiting Room** option. (For more information on the Require authentication to join option, check out Only authenticated users can join.)
i. **Video: Host Video**: Choose if you would like your video on or off when joining the meeting. Even if you choose off, you will have the option to start your video after joining the meeting. **Participant Video**: Choose if you would like the participant's video on or off when joining the meeting. Even if you choose off, participants will have the option to start their videos after joining the meeting.
j. Audio: Select **Telephone**, **Computer Audio, or Telephone and Computer Audio**

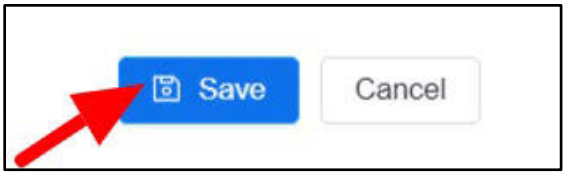


k. **Meeting Options**:

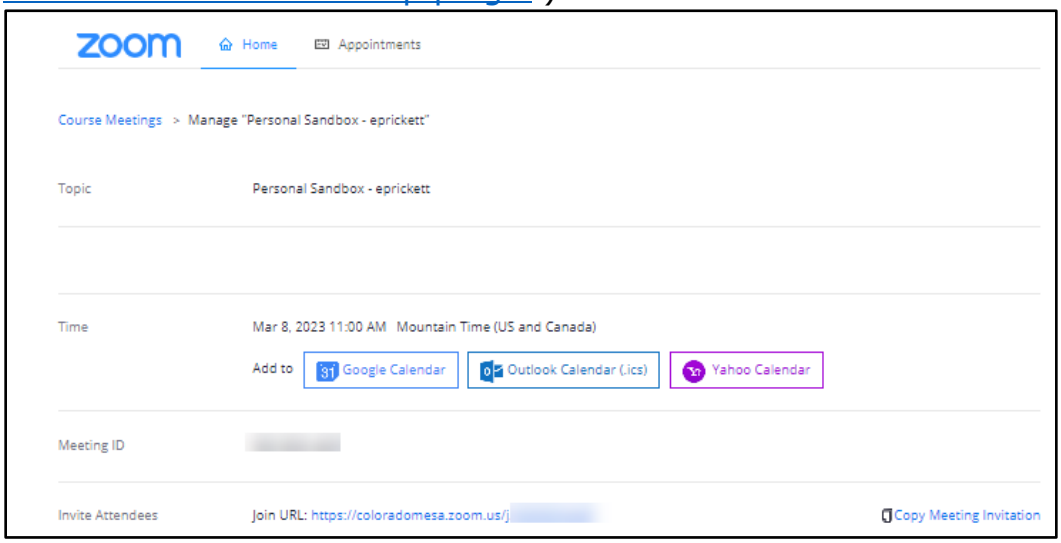
- **Enable Join Before Host:** Allow participants to join the meeting without you (host) or before you (host) join.
- **Mute Participants Upon Entry:** If join before host is not enabled, this will mute all participants as they join the meeting.
- **Use Personal Meeting ID:** Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.
- **Record the meeting automatically:** Check this if you want the meeting to be automatically recorded when you join the meeting as the host. You will have the option to record the meeting locally on your computer or in the cloud.

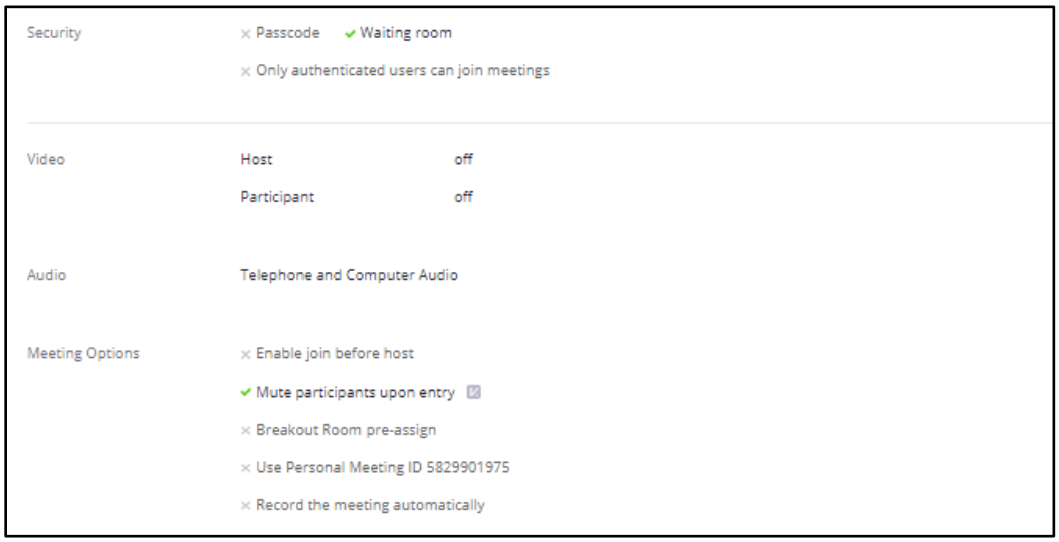
l. **Alternative Hosts:** Enter email if applicable. You may enter the email address of another Zoom user with a Pro license on our CMU account to allow them to start the meeting in your absence.

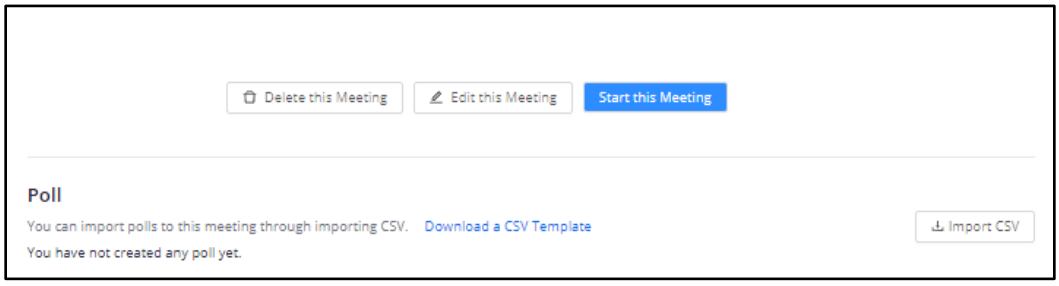
3. Be sure to click the **Save** button once you have finished scheduling your meeting.



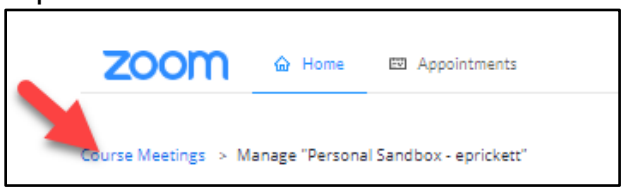
4. You will then see the meeting information page. This page will show you what settings you have applied to the meeting. It will also provide you ways you can invite attendees to your meeting by giving you the **Join URL** or you can **Copy the invitation** of the meeting to email to participants. From this screen is where you can also **delete**, **edit**, or **start** the meeting. **NOTE:** D2L will automatically generate a calendar event for your Zoom meeting and put it in your D2L Course Calendar. (You may add the meeting to your Outlook Calendar as well with the Microsoft Outlook desktop plugin.)



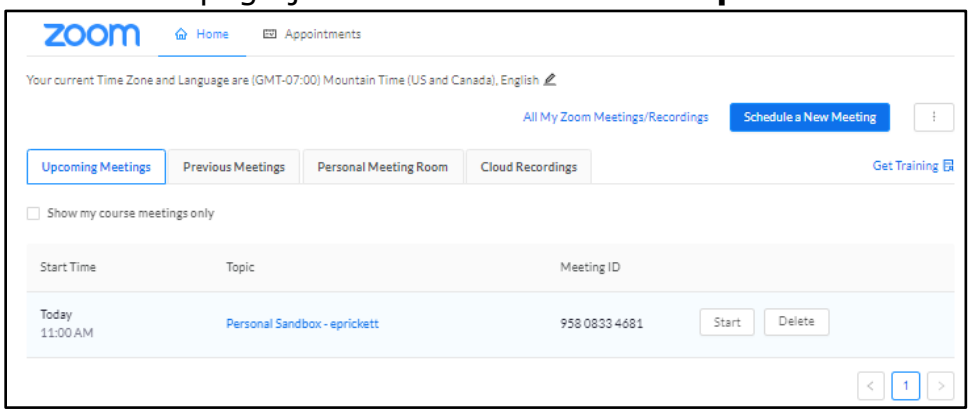




5. To get back to the main D2L Zoom page, click the **Course Meetings** link at the top of the screen.

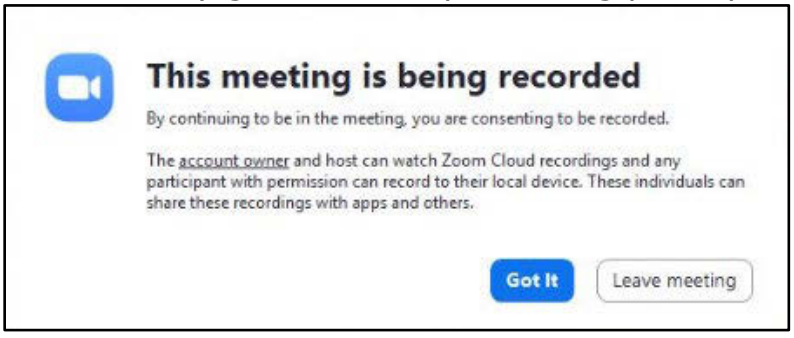


6. You will then see your meeting listed under the **Upcoming Meetings** tab. This is also where you can **Start** or **Delete** the meeting. To go back to the meeting information page just click on the title or **Topic** of the meeting.



Starting and Recording a Zoom Meeting in D2L

While you will not typically record any personal meetings or virtual office hours, we highly recommend recording any **course content** so that students unable to participate in the live meeting may still access content. This may also discourage inappropriate behavior during meetings. Recording is also key for captioning to be provided later as needed. Be sure to inform participants they are being recorded. Zoom also automatically informs participants they are being recorded when recording begins. The application announces "Recording in progress" aloud, and "Recording stopped" aloud when recording stops. Each participant receives a visual prompt where they may either consent to stay in the meeting or leave when this prompt appears. After the meeting, the host may generate a report listing participants who provided consent.



Please note that any class meetings scheduled and hosted from the Zoom integration in D2L which are recorded to the **cloud** will be available to your Classlist automatically.

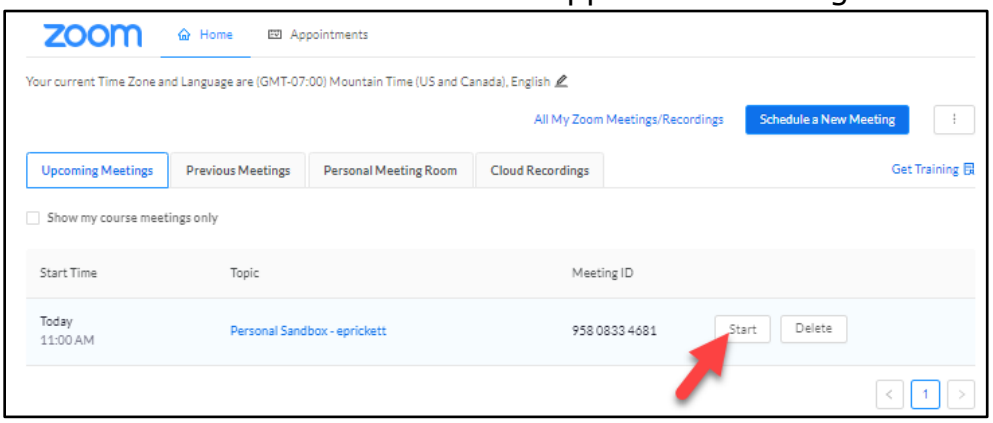
Host Tutorial Videos from Zoom

Note: Since these tutorials are from Zoom, they do not begin in D2L. However, the other steps will be similar.

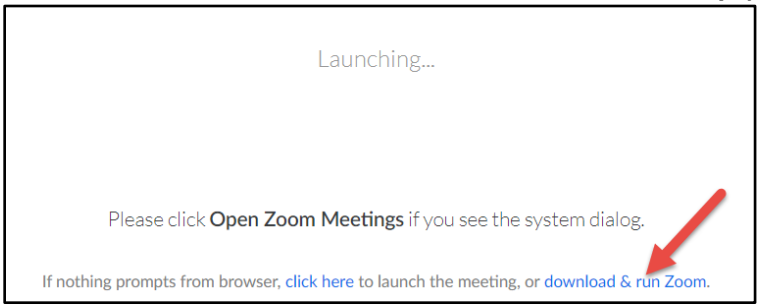
- Watch this quick tutorial on how to join a meeting
- Watch this quick tutorial on joining and configuring audio and video
- Watch this quick tutorial in-meeting navigation
- Test Joining a Zoom Meeting

On the scheduled day and time, you (the host) will start the Zoom meeting.

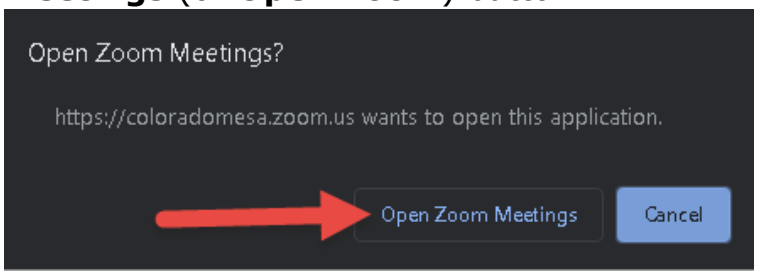
1. Click the **Start** button beside the applicable meeting.



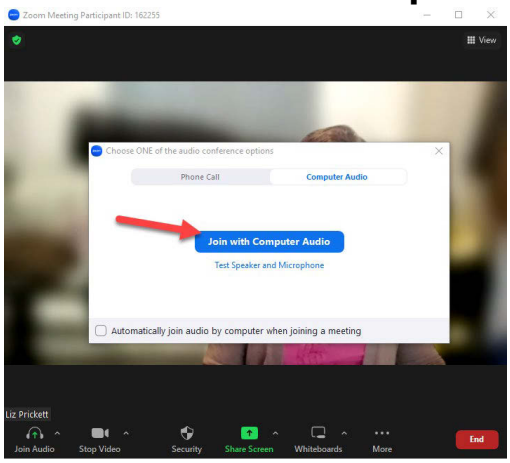
2. If you have never joined a Zoom meeting before, you might need to download and run the Zoom client application. Select **download & run Zoom**. Once downloaded, run the **Zoom_launcher.exe** (application) file.



3. If you have previously downloaded and run Zoom, your web browser will request your permission to open zoom meetings. Click the **Open Zoom Meetings** (or **Open Zoom**) button.

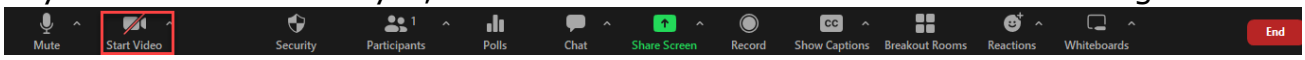


4. Click the **Join with Computer Audio** button.



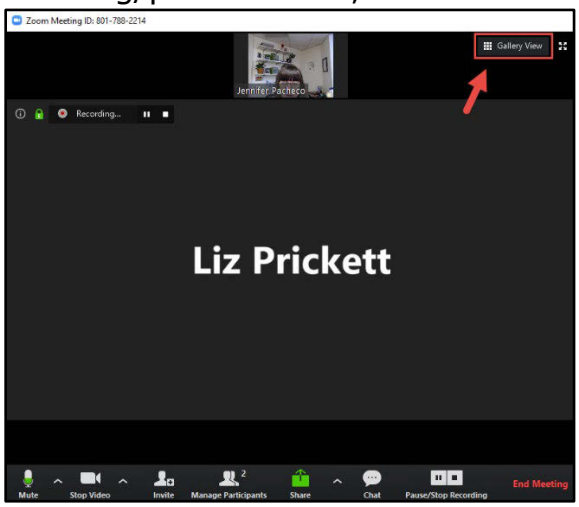
Note: If you've not previously tested your set up, please click the **Test speaker and microphone** link first.

5. If your video is not on yet, click the **Start Video** button in the meeting toolbar.

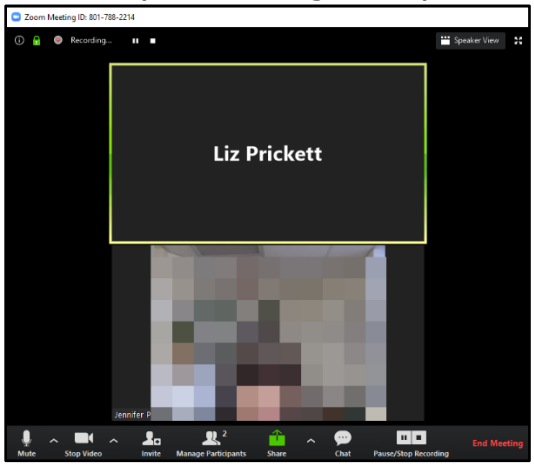


6. Before starting to record, be sure your participants know recording will be taking place. Zoom will also inform them.

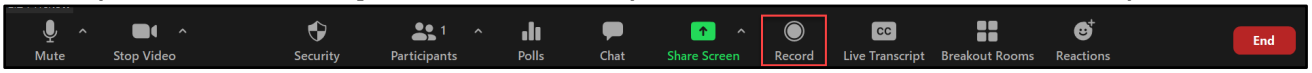
7. If you wish to record in **Gallery View**:
   a. Once all participants join and you're ready to begin the meeting/presentation, switch to **Gallery View**.



   b. In **Gallery View**, you should all have your cameras on and you will see participants equally on the screen. 3-4 participants will be shown in a quadrant view. Depending on your device, you may be able to see up to a 5x5 (25 participant view) or a 7x7 (49 participant view). This view may be managed in your Video Settings.

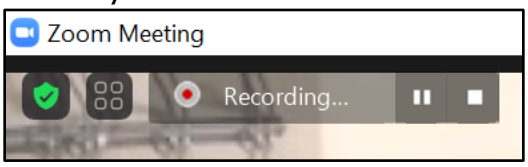


8. Once you're in **Gallery View** and ready to record, click the **Record** option.



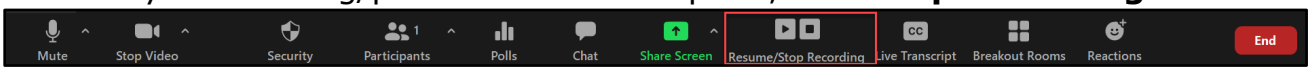
9. You'll be prompted to select **Record on this Computer** (Alt + R) or **Record to the Cloud** (Alt + C).
   Note: If you're recording to the cloud, you'll receive a brief message indicating you are connecting to the cloud server.

10. Once you've started recording, you'll notice a **Recording** notice at the top left of your screen.

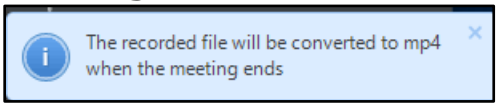


Note: If you need help, refer to Zoom's YouTube tutorial video Recording a Zoom Meeting. You may **Pause Recording** during the meeting if needed.

11. Once your meeting/presentation is complete, click **Stop Recording**.

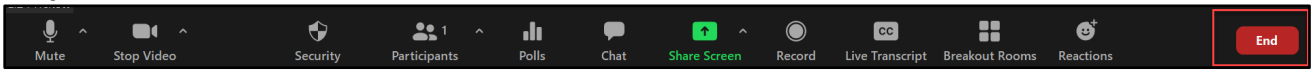


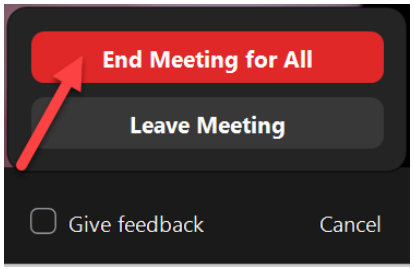
Note: If you selected the option to record to your computer, Zoom will probably provide a prompt: **The recorded file will be converted to mp4 when the meeting ends**.



If you selected the cloud recording option, you'll receive a prompt asking **Do you want to stop cloud recording?** If Yes, you will receive an email notification when the cloud recording is ready. Click the **Yes** button if you're ready to end the recording.

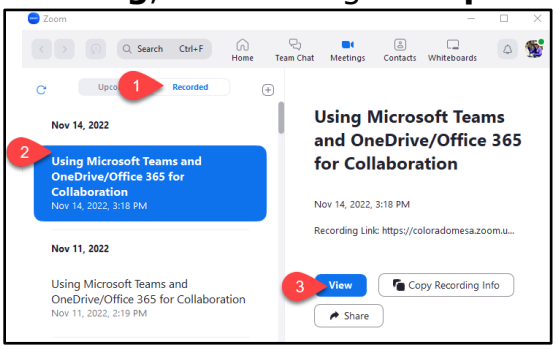
12. After you stop the recording, also click **End** (followed by **End Meeting for All**).



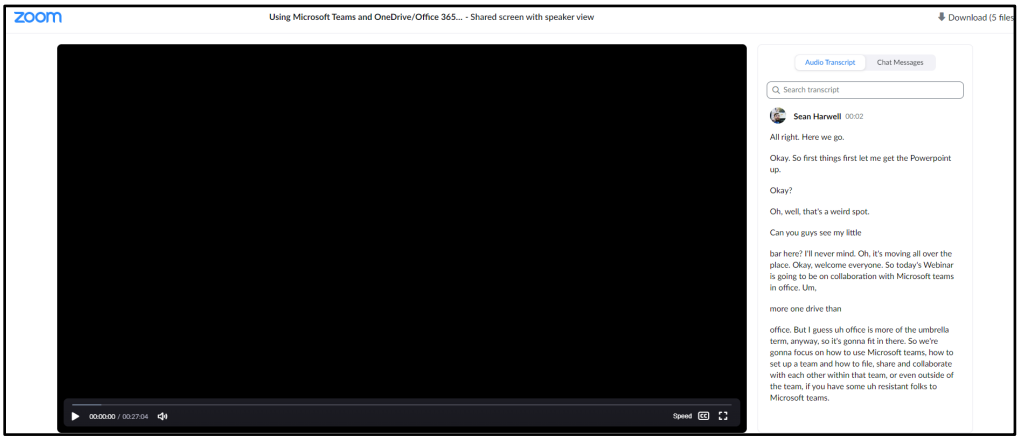


13. Your recording will process and be saved in your preferred recording location. (Refer to Step 4 of Zoom Settings.)

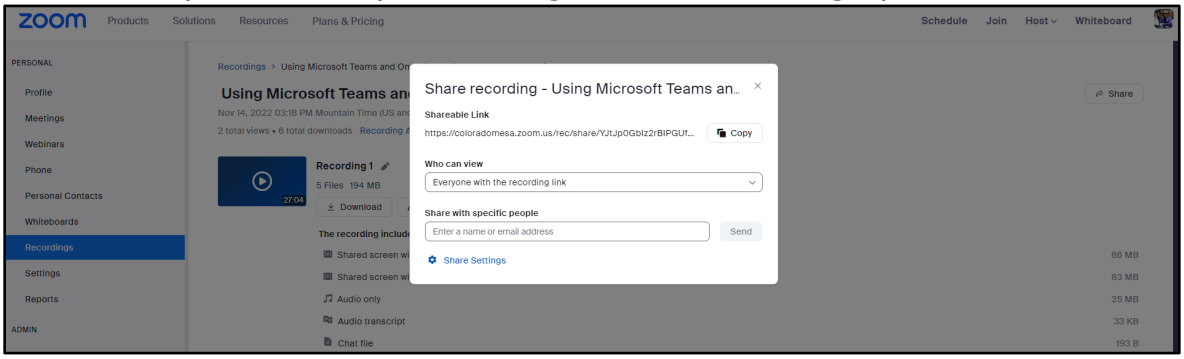
14. You can access your Zoom recordings from the **Meetings** area of the Zoom application by going to the **Recorded** section, selecting the **applicable meeting**, and clicking the **Open** button.



15. This takes you to the video, with captions and transcript. This allows you to download as well.

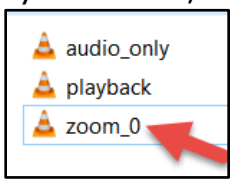


16. If you select the **Copy Recording Info** option, you may share this same URL view with others.
17. If you select the Share option, this takes you to your Zoom **Recordings**. This offers you a variety of sharing and downloading options.



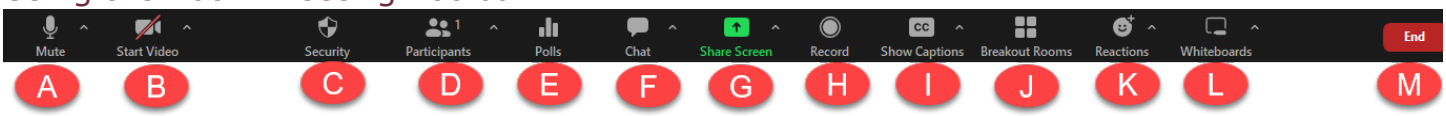
Notes:

- If you recorded to your computer, by default, your recording will be saved as an MP4 file titled "**zoom_0**". (There will also be an "audio_only" file and a "playback" file, but you won't use these.)



- If you recorded to the cloud, you will receive an email from Zoom <no-reply@zoom.us> indicating that your cloud recording is now available. The email will include 2 links, 1 for the host only, and 1 to share the recording with viewers.
- Be sure to abide by any applicable **privacy** (such as FERPA) expectations before sharing videos.

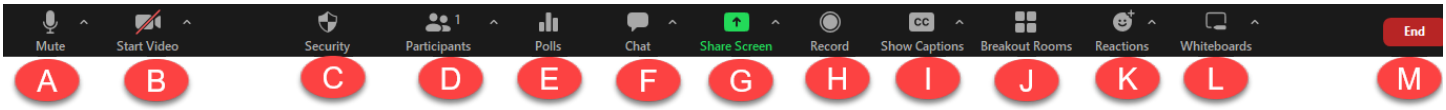
Using the Zoom Meeting Toolbar



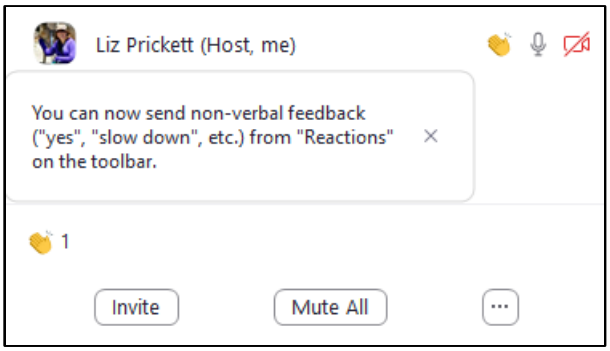
A. **Mute/Unmute**: Mute or unmute your mic. Clicking the **menu** options will also allow you to **Select a Microphone**, **Select a Speaker**, **Test Speaker & Microphone**, **Switch to Phone Audio**, **Leave Computer Audio**, and **Audio Settings**.

B. **Start/Stop Video**: Start or stop your webcam/camera. Clicking the **menu** options will also allow you to **Select a Camera**, **Blur My Background**, **Choose Virtual Background, Choose Video Filter, Choose Avatar**, and **Video Settings**

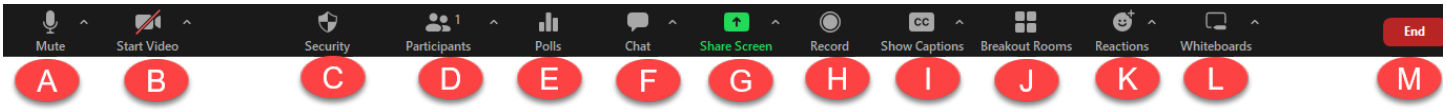
C. Security: (Only available to the meeting **host**) Click the **icon** to select **Lock a Meeting**, **Enable Waiting Room**, Hide Profile Pictures, **Allow Participants to**: **Share Screen**, **Chat**, **Rename Themselves**, **Unmute Themselves, Start Video, Share Whiteboards,** and/or **Suspend Participant Activities**.



D. **Participants**: (Participant management options only available to the meeting **host**) Click the **icon** to see your **participant list**, **mute/unmute participants**, **start/stop video of participants**, and/or **invite other participants**. Clicking on the **3-dot menu** at the bottom right corner of the **Participants** pane will allow you to access additional options, such as **Ask All to Unmute**, **Mute Participants on Entry**, **Allow Participants to Unmute Themselves**, **Allow Participants to Rename Themselves**, **Play sound when someone joins or leaves, Enable Waiting Room, Hide Profile Pictures**, and **Lock Meeting**. The **Participants** area also displays non-verbal feedback options, such as yes, go slower, etc. which are available in **Reactions**.



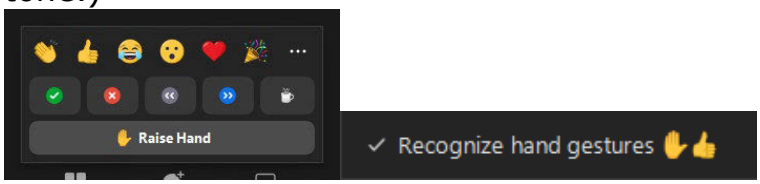
E. **Polls**: You can create a poll during a meeting or start a prepared poll.
F. **Chat**: Click on the **icon** to access the **Chat** pane. Chats may be directed to **Everyone**, **host** or an **individual participant**.
G. **Share Screen**: (Available to meeting host and participants, **if the host allows**) Click on the **icon** to select your window or application you wish to share from the **Basic** options, including a **Whiteboard** and **iPhone/iPad** option. This screen also allows you to check the option to **Share sound** and **Optimize for Video Clip**. The **Advanced** options allow you to share **PowerPoint as Virtual Background**, **Portion of Screen**, **Computer Audio**, **Video**, or **Content from 2nd Camera**. Clicking on the **menu** options (instead of the icon) will allow you to select: **One participant can share at a time**, **Multiple participants can share simultaneously**, and **Advanced Sharing Options** (How many participants can share at the same time, Who can share, and Who can start sharing when someone else is sharing).
H. **Record**: Click on the **icon** to choose where you wish to record: your **device** or the **cloud**.



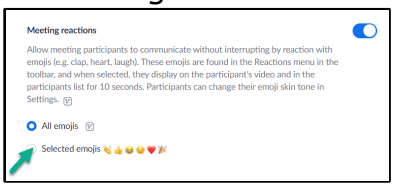
I. **Show Captions**: This option allows participants to view live captioning/transcript during the meeting. You can control settings and host controls. For more information, please review our Zoom Accessibility guide.

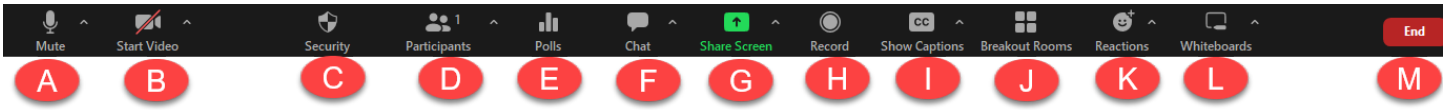
J. **Breakout Rooms**: You can create Breakout Rooms during a meeting or use prepared rooms. You may assign participants automatically, manually, or let participants choose room.

K. **Reactions**: You may use non-verbal reactions such as clap, thumbs up, joy, open mouth, heart, or tada. You also have the option to respond Yes, No, Slower, Faster, or I'm away. Hosts and co-hosts, as well as participants, now have the option to recognize hand gestures, too. (Note: The 3-dot option allows for additional reactions/emojis and allows the participant to change the skin tone.)

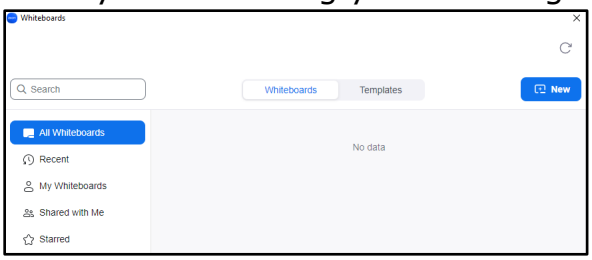


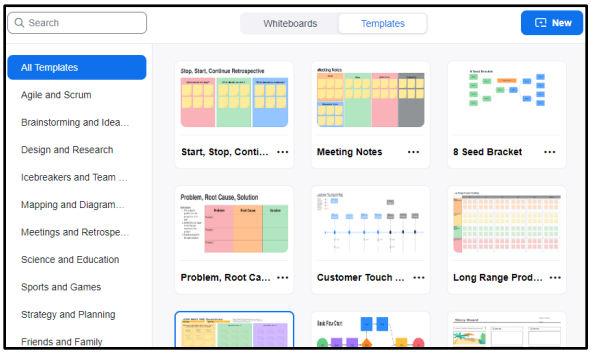
Note: If you prefer your participants only use the standard emojis, you may adjust your Settings. Go to MAVZone > Zoom > Settings > In Meeting (Basic) > Meeting reactions > Checkmark Selected emojis > Click Save.



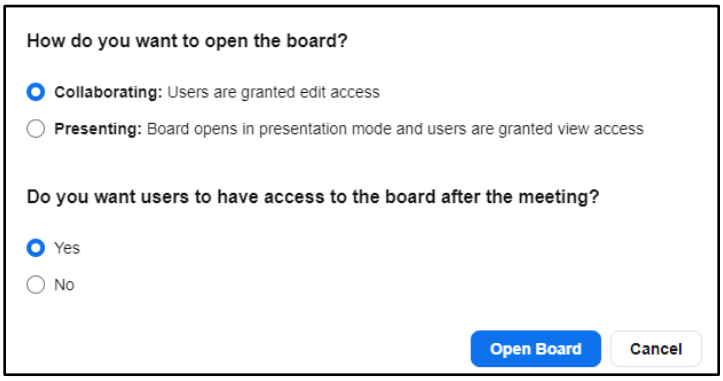


A. **Whiteboard**: Clicking on the icon allows you to access all, recent, shared, etc. and start a **New** whiteboard. If you select the **Templates** option, you have a variety to use during your meeting.





When you open the board, you may use it in Collaborating or Presenting mode. And, you have the option for users to access the board after the meeting or not.



For more info, check out The All-New Whiteboard and Creating and Collaborating with Zoom Whiteboard.

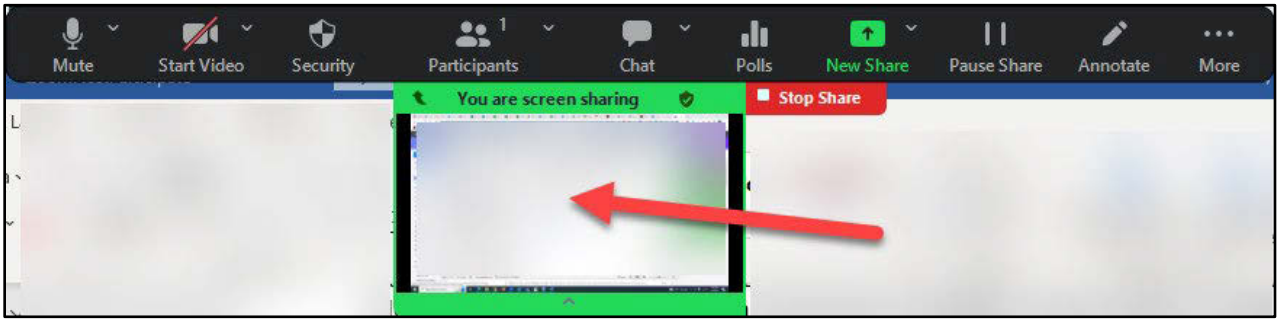
B. **End/Leave Meeting**: Click to End or Leave meeting if you are the host (you may also assign another host if you leave). Click to Leave meeting if you are a participant.

Sharing Your Screen, Audio, or Video During a Zoom Meeting

Once you are in your Zoom meeting, you can share your computer screen and audio.

1. Click on the **Share screen** icon in the tool bar that pops up at the bottom of the meeting when you hoover over with your cursor.
2. You will see a pop-up window where you **Select a window of an application you want to share**. This will show the different screens you have open and you can select the one you want to share. The shared screen will highlight in blue. Note: you may want to close any personal or sensitive screens prior to starting the meeting to make sure you don't accidentally share sensitive information.
3. To enable computer audio in addition to sharing the screen, check the **Share Sound** box in the lower left corner of the share screen pop-up window. You also have the option to select **Optimize for Video Clip** and that is advised as well.
4. After you select the window/application you wish to share, click the **Share** button.
5. Now when you are in screenshare mode it will play **all computer sounds** to the participants.

Note: Zoom now offers a helpful screen share preview for the host.



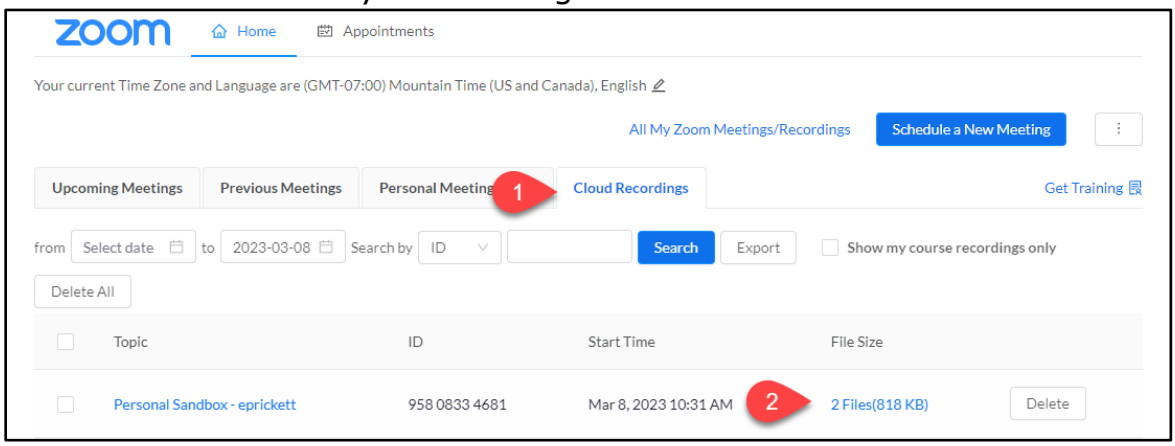
Sharing a Recorded Meeting

Please note once again: Be sure to abide by any applicable **privacy** (such as FERPA) expectations before sharing videos.

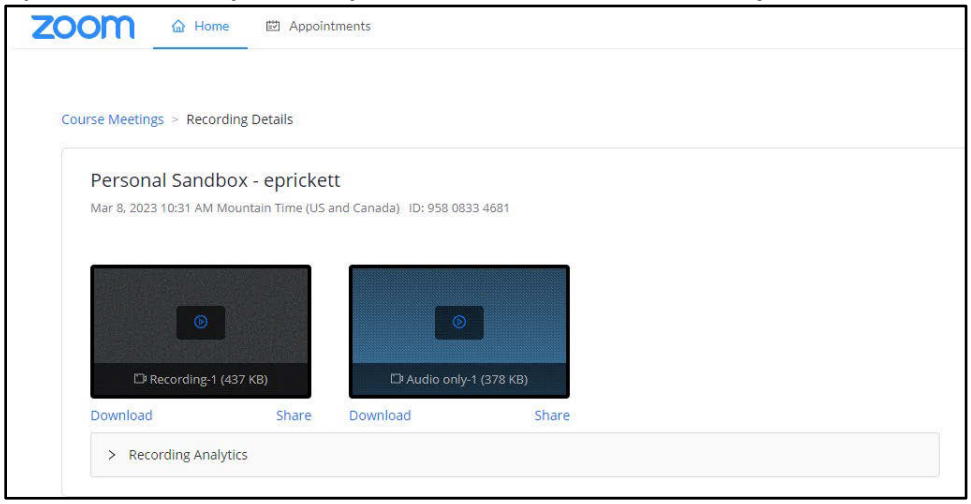
Students in your course will **automatically** have access to the **Cloud Recordings** of class meetings.

You will be able to share a **link** to the recorded meeting elsewhere in D2L.

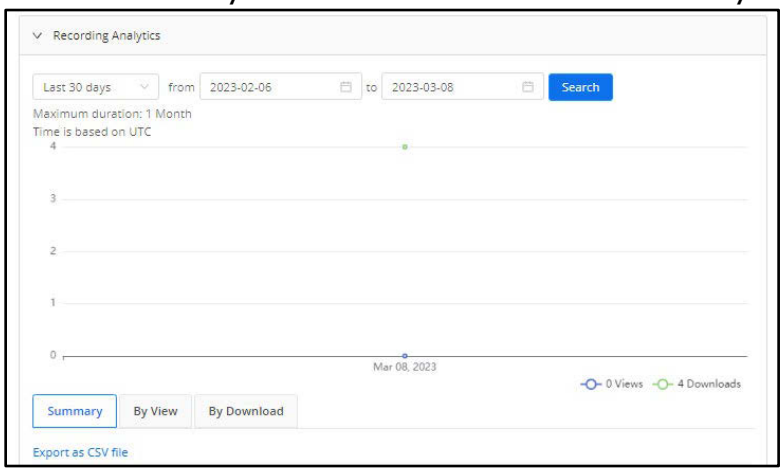
1. In D2L, you may go to your **Cloud Recordings** in the Zoom integration and click on the **Files** link with your meeting.



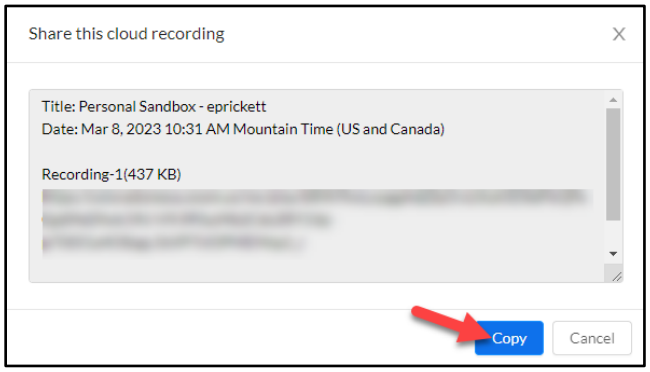
2. In **Recording Details**, you may click **Download** or **Share**. (Use the **Recording** option unless you only want the audio version.)



Note: You may come back later to check out your Recording Analytics.



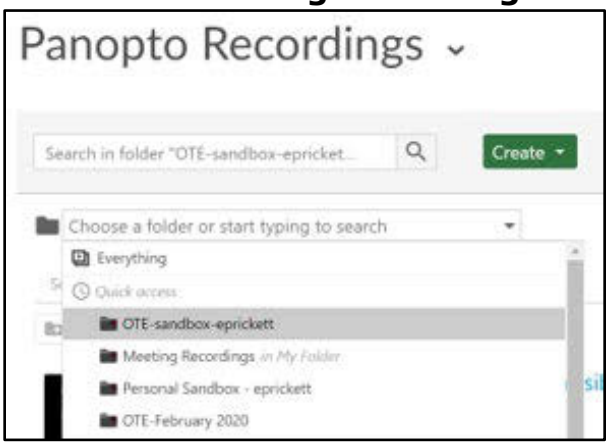
3. Click the **Copy** button. This will copy the text to your clipboard and you may paste it into a file or announcement in D2L or email to your students.



Cloud recordings are automatically captioned. For info on **captions** for your local recordings, please review our Zoom Accessibility guide.

Panopto Meeting Recordings

Since Zoom and Panopto have an integration, Zoom **cloud recordings** will also be added to a **Meeting Recordings** folder in your **My Folder** in Panopto.



You have the option to share the Panopto version by adjusting the **Share** settings and then adding the Panopto video link within D2L, email, etc. For cloud recordings, the captions from Zoom will automatically go to Panopto. If you recorded to your device, you may add **captions** when you upload your video to Panopto by using the **import auto captions** option in the **Edit** > **Captions** area. These auto-captions are editable for accuracy. Check out our Panopto captioning guide for detailed directions.

Participate in a Zoom Meeting in D2L (Students)

Use these steps to **join** and **participate** in a Zoom meeting in D2L.

Notes:

- Check out Zoom System Requirements.
- If you need to use keyboard shortcuts, they are available.
- If you can't use the desktop version or just prefer the app experience, there is a Zoom mobile app available.
- If you are using a **Chromebook**, please refer to How to Use Zoom on a Chromebook and Getting Started on Chrome OS. Cloud recording may not be available on a device using the Chrome OS. While you can still host a Zoom session on this device, you may have to set another user as a co-host or allow others to record.
- You will should be able to join Breakout Rooms from a Chromebook but not on the web client. You will be able to join but not manage from the mobile app.
- If you are unable to install Zoom on any device, you may join a meeting via a web browser. The Zoom web client offers limited functionality. Use the Chrome, Firefox, or Edge (Chromium) web browser for the best functionality.

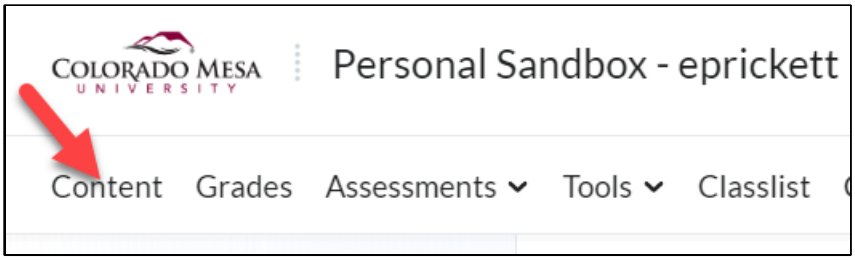
Participant Tutorial Videos from Zoom

Note: Since these tutorials are from Zoom, they do not begin in D2L. However, the other steps will be similar.

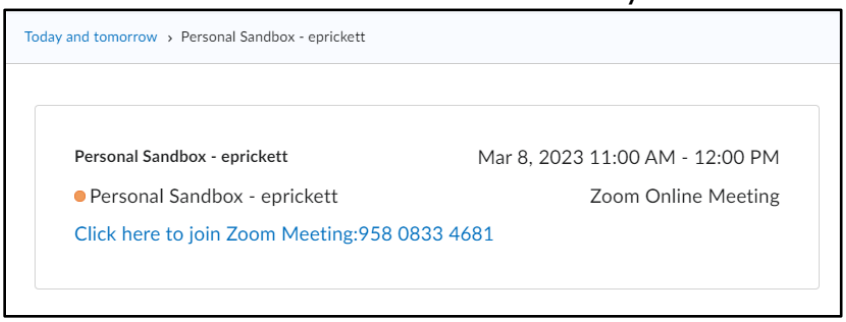
- Join a Meeting
- Meeting Controls
- Sharing Your Screen

Joining a Zoom Meeting

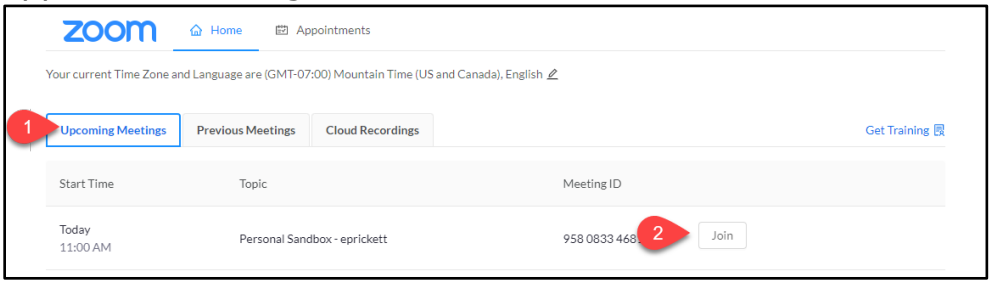
1. Go to your course shell in D2L and click on **Content**.



2. Navigate to the **Zoom module** or **Zoom link** posted by your instructor, or follow the link shared by your instructor (host) on the day and time of your Zoom meeting.
   Note: The link will also be available in your D2L course **Calendar**.

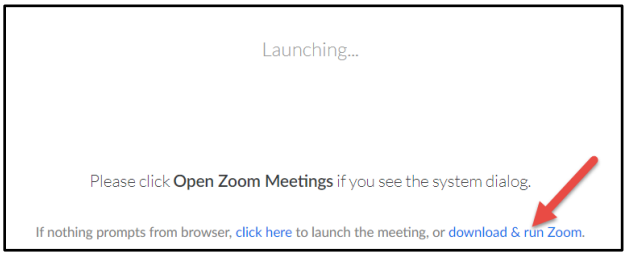


3. Once in the Zoom interface in D2L, go to **Upcoming Meetings**, find the applicable meeting, and click the **Join** button.

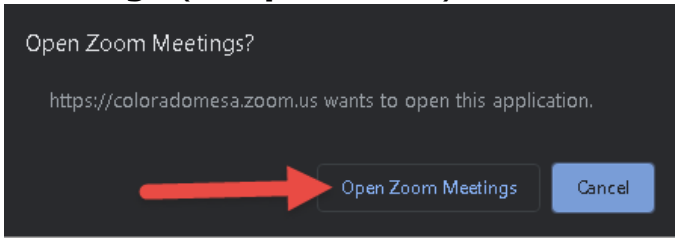


   Note: You may need to enter the "waiting room" until your instructor allows you into the meeting. Zoom will let you know if the meeting has not yet begun.

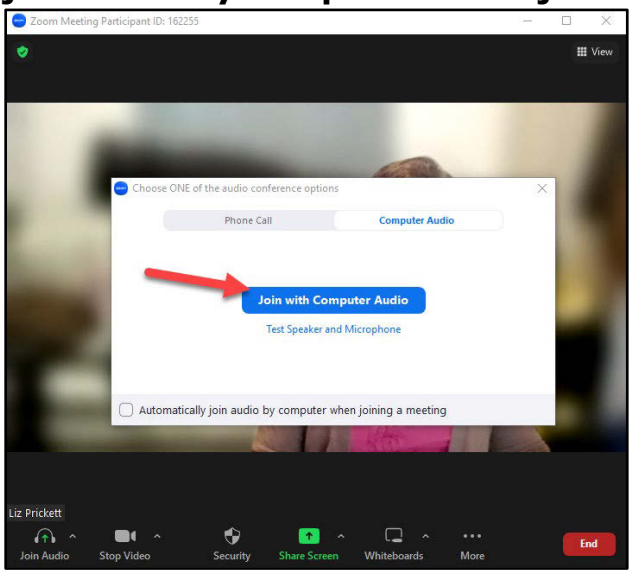
4. If you have never joined a Zoom meeting before, you might need to download and run the Zoom client application. Select **download & run Zoom**. Once downloaded, run the **Zoom_launcher.exe** (application) file.



5. If you have previously downloaded and run Zoom, your web browser will request your permission to open zoom meetings. Click the **Open Zoom Meetings** (or **Open Zoom**) button.

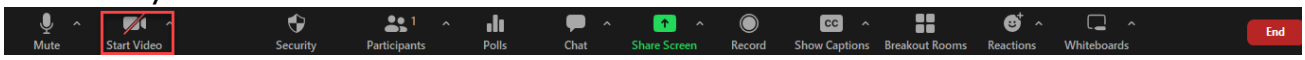


6. Once you connect to the meeting, click the **Join Audio Conference by Computer button** to be able to speak and hear others. You can also select to remember your audio joining preference by selecting the box **Automatically join audio by computer when joining a meeting**.



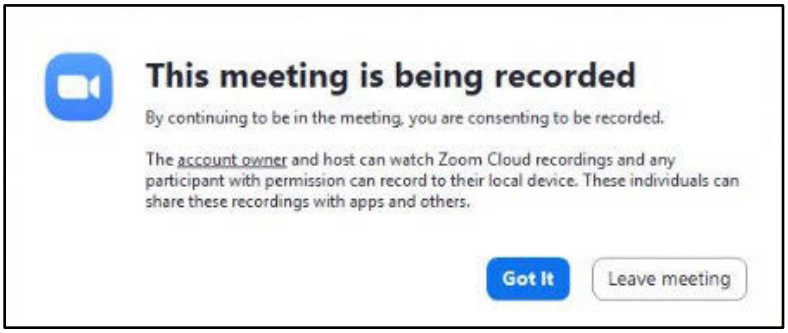
Note: If you do not have a microphone, you can choose to join via **Phone Call**.

7. Once you have joined the audio conference, you may **Start Video** if you wish to share your webcam.

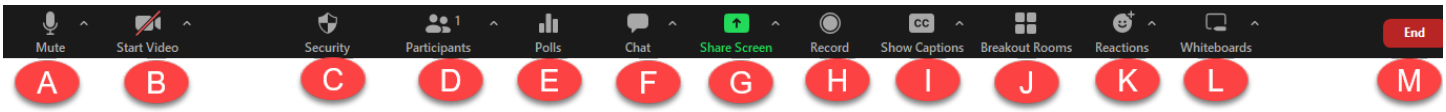


Note: Your instructor (host) may decide to **Record** the meeting. Check with your instructor about the location of recorded class sessions. They may be available as cloud recording links in **Zoom** or a **Panopto** folder, or your instructor may provide **links** to Zoom or Panopto files elsewhere in your D2L course shell.

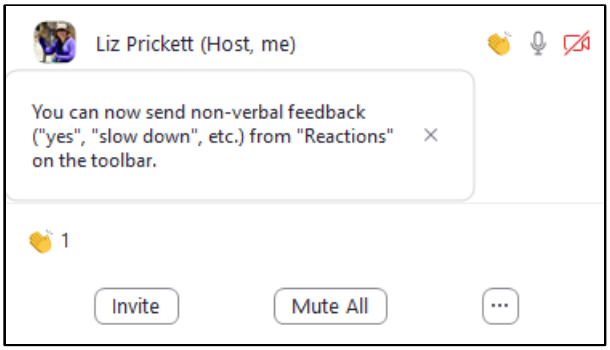
The application announces "Recording in progress" aloud, and "Recording stopped" aloud when recording stops. You will be prompted to consent to recording (**Got It**) or leave the meeting (**Leave meeting**).



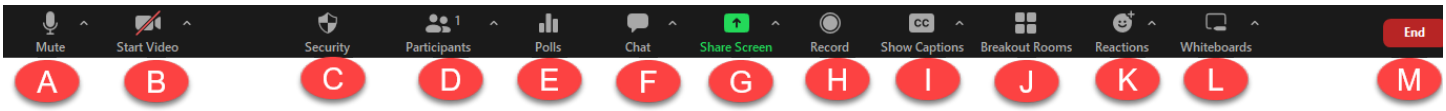
Using the Zoom Meeting Toolbar



A. **Mute/Unmute**: Mute or unmute your mic. Clicking the **menu** options will also allow you to **Select a Microphone**, **Select a Speaker**, **Test Speaker & Microphone**, **Switch to Phone Audio**, **Leave Computer Audio**, and **Audio Settings**.
B. **Start/Stop Video**: Start or stop your webcam/camera. Clicking the **menu** options will also allow you to **Select a Camera**, **Blur My Background**, **Choose Virtual Background, Choose Video Filter, Choose Avatar**, and **Video Settings**
C. **Security**: (Only available to the meeting **host**) Click the **icon** to select **Lock a Meeting**, **Enable Waiting Room**, Hide Profile Pictures, **Allow Participants to**: **Share Screen**, **Chat**, **Rename Themselves**, **Unmute Themselves, Start Video, Share Whiteboards,** and/or **Suspend Participant Activities**.
D. **Participants**: (Participant management options only available to the meeting **host**) Click the **icon** to see your **participant list**. The **Participants** area also displays non-verbal feedback options, such as yes, go slower, etc. which are available in **Reactions**.



E. **Polls**: You can create a poll during a meeting or start a prepared poll.
F. **Chat**: Click on the **icon** to access the **Chat** pane. Chats may be directed to **Everyone**, **host** or an **individual participant**.
G. **Share Screen**: (Available to meeting host and participants, **if the host allows**) Click on the **icon** to select your window or application you wish to share from the **Basic** options, including a **Whiteboard** and **iPhone/iPad** option. This screen also allows you to check the option to **Share sound** and **Optimize for Video Clip**. The **Advanced** options allow you to share **PowerPoint as Virtual Background**, **Portion of Screen**, **Computer Audio**, **Video**, or **Content from 2nd Camera.**

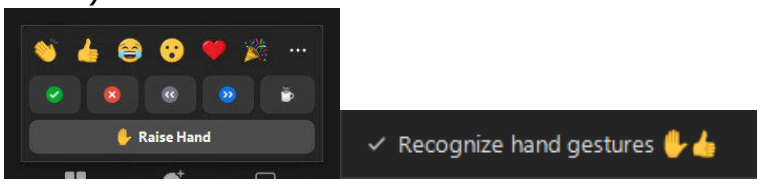


H. **Record**: (Host)

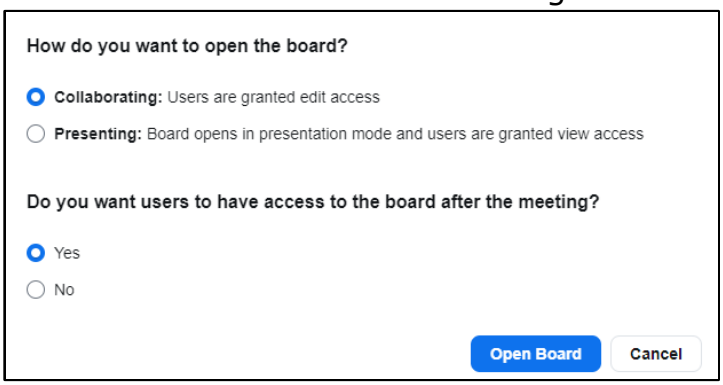
I. **Show Captions**: This option allows participants to view live captioning/transcript during the meeting. You can control settings and host controls. For more information, please review our Zoom Accessibility guide.

J. **Breakout Rooms**: You can participate in Breakout Rooms during a meeting if the host enables them. You may be assigned automatically, manually, or the host may let you choose your room.

K. **Reactions**: You may use non-verbal reactions such as clap, thumbs up, joy, open mouth, heart, or tada. You also have the option to respond Yes, No, Slower, Faster, or I'm away. Hosts and co-hosts, as well as participants, now have the option to recognize hand gestures, too. (Note: The 3-dot option allows for additional reactions/emojis and allows the participant to change the skin tone.)



L. **Whiteboard**: Depending on how your host enables it, the host may use it in Collaborating or Presenting mode. And, the host has the option for users to access the board after the meeting or not.



For more info, check out The All-New Whiteboard and Creating and Collaborating with Zoom Whiteboard.

M. **End/Leave Meeting**: Click to Leave meeting if you are a participant.

Captioning a Zoom Meeting & Other Accessibility Considerations

Check out our Zoom Accessibility guide to learn more about live transcription, captions for recordings, keyboard shortcuts, and more.

Teaching Resources

Virtual Meetings: Use this guide for tips on improving video and audio, screen sharing, scheduling, managing, recording and captioning virtual meetings.

How to Overcome Classroom Zoom Fatigue: Check out this article from Inside Higher Ed for ideas for keeping everyone engaged.

The following are short video guides from Zoom.

- Zoom for EDU YouTube playlist (various videos)
- Zoom 101: Breakout Rooms
- Using Breakout Rooms during a Meeting
- Zoom 101: Polling (In-meeting)
- Polling for Zoom Meetings and Webinars
- Screen Share and Annotation
- How to use Waiting Rooms to Manage Office Hours & Drop-In Visitor Times

The following are guides/blogs from Zoom.

- Testing Computer or Device Audio
- How Do I Test My Video?
- Scheduling Meetings
- How Do I Invite Others to Join a Meeting?
- Roles in a meeting
- Waiting Room
- Host and Co-Host Controls in a Meeting
- Managing Participants in a Meeting
- Sharing Your Screen
- Sharing Multiple Screens Simultaneously
- Sharing a Whiteboard
- Using Annotation Tools for Collaboration
- In-Meeting File Transfer
- Getting Started with Breakout Rooms
- Managing Breakout Rooms
- Participating in Breakout Rooms
- Polling for Meetings
- Controlling and Disabling In-Meeting Chat
- Saving In-Meeting Chat

- Local Recording