



## INSTRUCTORS ZOOM MANUAL

### **Using Zoom: Holding a Meeting (accessing via Zoom website)**

#### **Overview:**

We are asking all instructors to use Lighthouse Zoom accounts rather than their own for their classes. Using our accounts, you have access to longer meetings, larger meetings, and enhanced features like breakout rooms and screen share. Most of the time the account you are using will correspond with the room you would have been teaching at in Lighthouse. For example, you might be using [LHGrotto@lighthousewriters.org](mailto:LHGrotto@lighthousewriters.org) or [LHParlor@lighthousewriters.org](mailto:LHParlor@lighthousewriters.org). Before the start of your class, you'll get an email from Lighthouse staff with your log-in information.

The meeting link and user ID for your class will work for the duration of each of your classes, for all eight meetings of an 8-week class for example.

The "rooms" on Zoom work much like a room in the house. You can go into that room before your meeting to put things on your whiteboard, for example. But, if you do that while another class is in that room, it will kick out that class. So if you'd like to go in outside of class time and 15 minutes before and after, please schedule that with Helen.

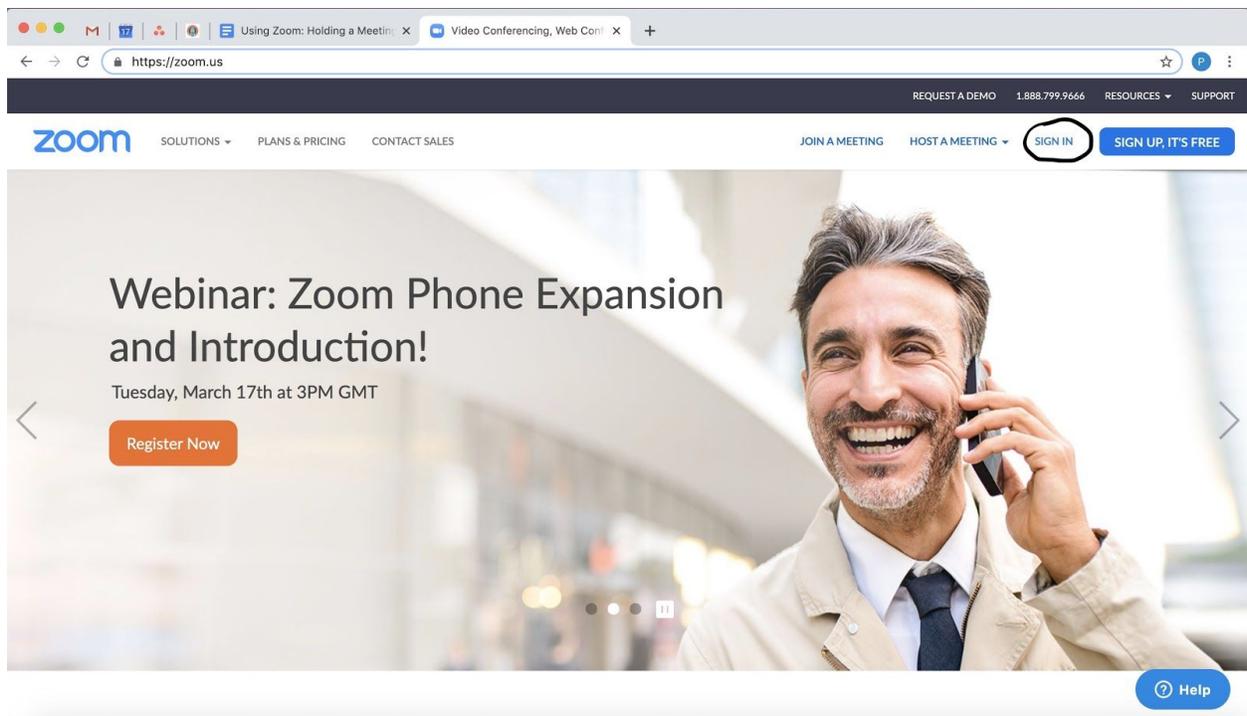
#### **Before starting your class and opening Zoom:**

- I. Instructors will be responsible for sending their meeting link and meeting ID to their students before the start of class. While this link will work for all meetings of that class, we do suggest sending it each week so students don't have to search their emails. We recommend doing this as soon as you have them, since students will email to ask for it pretty far in advance.

- II. If you'd like to do screen share with your students, which is really helpful, be sure your computer is set up to allow Zoom access to your screen. On a mac, this is system preferences->privacy. Instructions for doing so on a PC are [here](#).
- III. We recommend setting yourself up in a quiet space in your house near your router if possible.
- IV. The first week of classes, we'll have classes set up so that students can't join a room until you do. After that week, students will be able to join a classroom before you do.

## Zooming

- I. Starting Your Meeting from the web
  - A. This is the suggested method, as opposed to starting a new meeting with the app, as instructors will be logging in through Lighthouse's account.
  - B. Go to [zoom.us](https://zoom.us) and **click on 'SIGN IN'** in the upper righthand corner of the site.



- C. On the 'Sign In' page, enter the email address and password for your 'room' and then **click 'Sign In'**. Each class will be assigned a room (generally corresponding to the room you were supposed to teach in). You'll sign into Zoom as that "room," the email and password for which will be sent to you before the start of class by Paul, Manuel, Helen, or Genna.

zoom.us/signin

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

## Sign In

Email address

paul@lighthousewriters.org

Password

.....

Sign In

Forgot password?  Stay signed in

or

Sign in with Google

Sign in with Facebook

New to Zoom? Sign Up Free Help

- D. This will take you to a profile page for your room.
- E. **Click on 'Meetings'**, the second choice in the 'Personal' list of options on the left side of the page. (image for this is below)
1. This will take you to an 'Upcoming Meetings' page where all meetings (workshops, in Lighthouse's case) for your room will be

listed. The two workshops (formerly known as meetings) in our example are 'Advanced Novel Writing' and 'Apocalypse 101'.

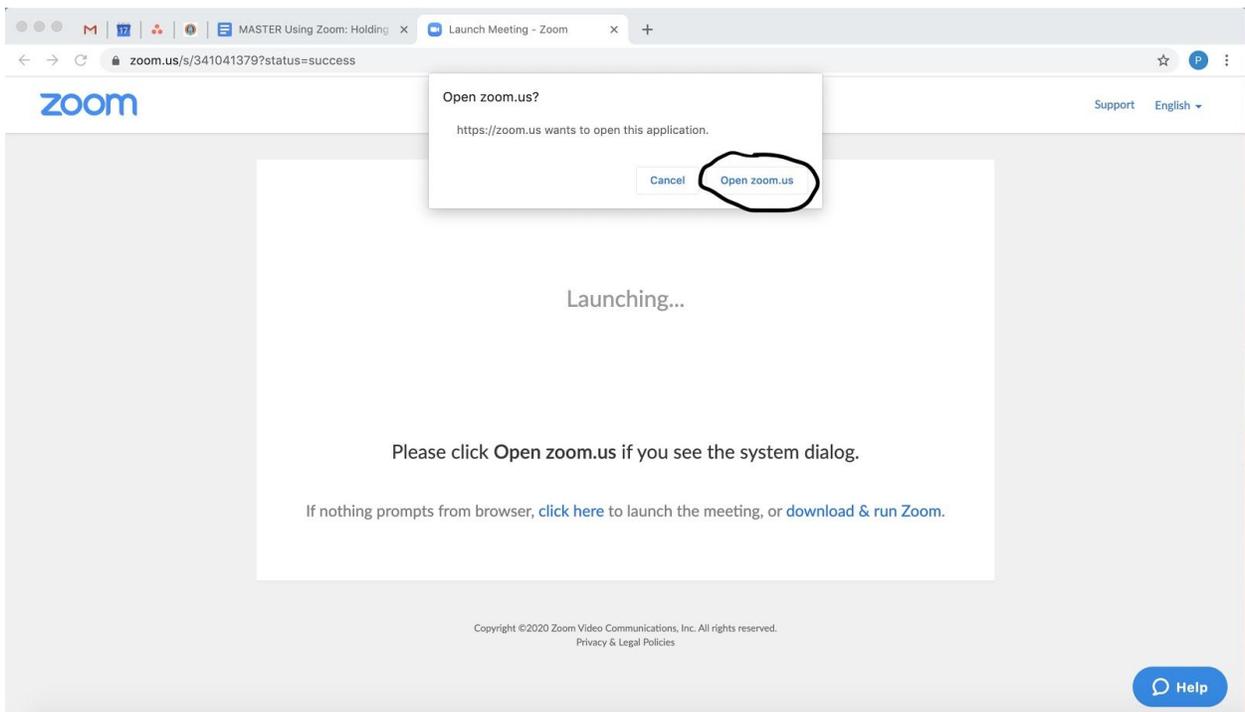
2. To send the link to your students, click on the title of your workshop, and what will open all meeting information, including the link and meeting ID, which is what you should send to your students in advance.

- F. To start your class, scroll through the list of workshops and **click on the 'Start' button** for the workshop that you will be teaching at that time. This will launch the meeting for your workshop. In our example, we are going to launch 'Advanced Novel Writing'.

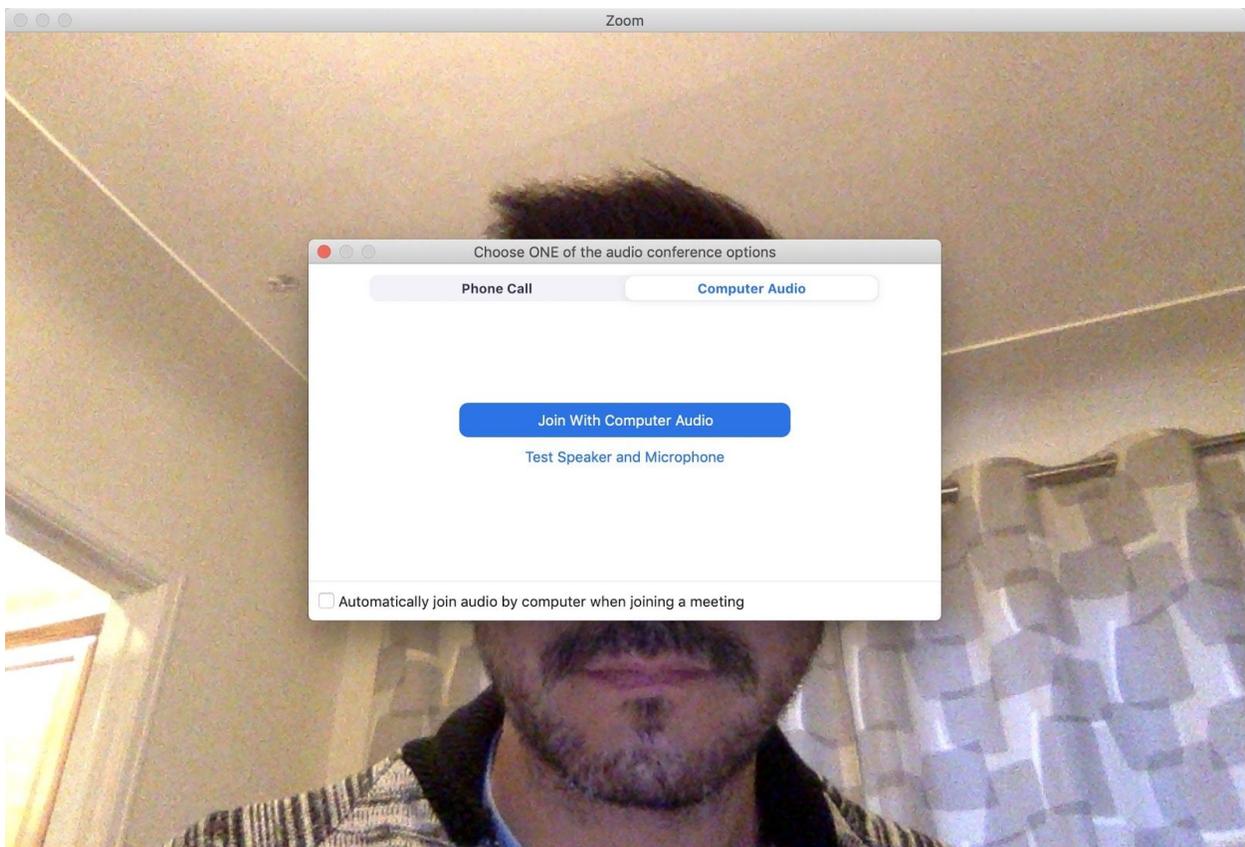
The screenshot shows the Zoom web interface for 'My Meetings'. The browser address bar is 'zoom.us/meeting'. The page has a dark header with navigation links like 'REQUEST A DEMO', '1.888.799.5926', 'RESOURCES', and 'SUPPORT'. Below the header is a navigation bar with 'zoom' logo and links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN OUT'. The main content area is divided into 'PERSONAL' and 'ADMIN' sections. The 'PERSONAL' section includes 'Profile', 'Meetings', 'Webinars', 'Recordings', and 'Settings'. The 'ADMIN' section includes 'User Management', 'Room Management', 'Account Management', and 'Advanced'. The 'Meetings' section is active, showing a 'Schedule a New Meeting' button and a table of upcoming meetings. The table has columns for 'Start Time', 'Topic', and 'Meeting ID'. There are two rows of meetings: one for 'Advanced Novel Writing' with Meeting ID '341-041-379' and one for 'Apocalypse 101' with Meeting ID '315-515-186'. Each row has 'Start' and 'Delete' buttons. The 'Start' button for the 'Advanced Novel Writing' meeting is circled in red. Below the table, there is a section titled 'Save time by scheduling your meetings directly from your calendar.' with links for 'Microsoft Outlook Plugin Add Zoom' and 'Chrome Extension Download'. A 'Help' button is located in the bottom right corner.

Start Time	Topic	Meeting ID	Start	Delete
Recurring	Advanced Novel Writing	341-041-379	Start	Delete
Recurring	Apocalypse 101	315-515-186	Start	Delete

G. Zoom will then ask you if you want to open the Zoom application on your computer. **Click 'Open zoom.us'**. If you haven't already downloaded the Zoom app, it will ask you to do so here.



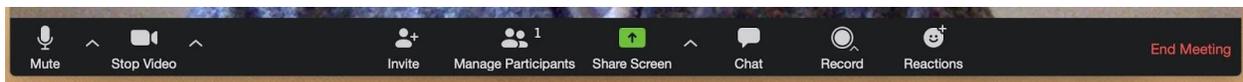
H. This will launch your meeting in a new window that will ask you if you would like to join with computer audio. If you are using your computer's audio system (microphone, speakers, etc.), then **click 'Join With Computer Audio'**. If you are using a microphone and speaker that you plug into your computer, **click 'Test Speaker and Microphone'**.



- I. If you join with computer audio, your meeting will open up in a new window and look like the image below. At the bottom of the Zoom window will be a toolbar where you can control the functionality of your meeting.



J. Looking at the toolbar from left to right, you will have the ability to do the following.



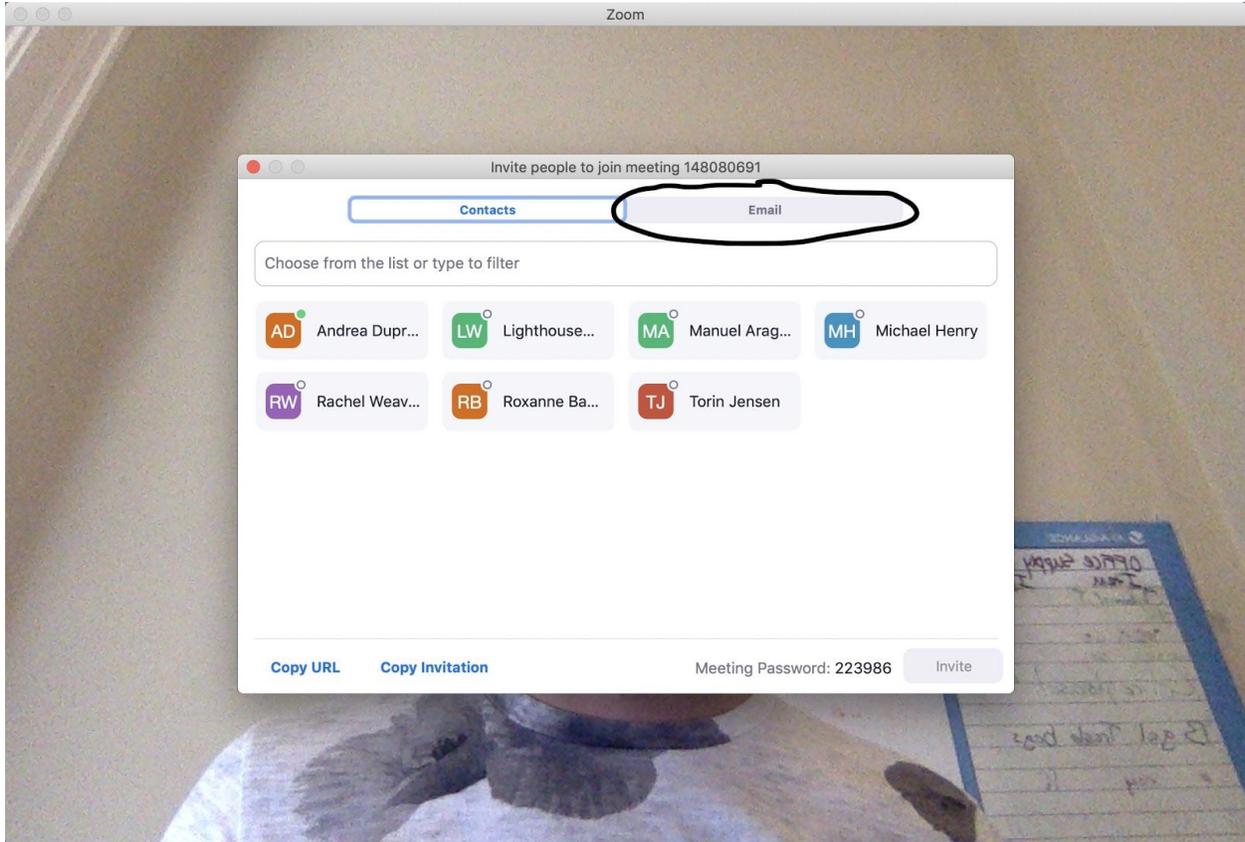
Mute/Unmute Microphone	Allows you to mute your microphone so participants cannot hear you, and then unmute it.
Microphone/Speaker Settings	Clicking on the caret to the right of the Mute/Unmute Microphone allows you to access all audio settings. Can perform an audio test here.
Stop/Start Video	Allows you to start and stop your video feed. You won't need to use this.
Video Options	Clicking on the caret to the right of the Stop/Start Video allows you to switch video inputs, adjust video settings, or add a virtual background.
Invite	Allows you to invite participants to the meeting. You most likely won't need this either, though it is helpful if you have a student that didn't receive the email or aren't tech savvy.
Manage Participants	Opens the participant management panel, where you can manage participant settings such as mute/unmute microphones, start/stop cameras, lock screen sharing, lock the meeting, etc.
Share Screen	Lets you share your screen with your participants. You likely will only need to use this if you are using visual tools such as images that aren't email-able.
Screen Sharing Settings	Lets you set how many people can share at a time, and whether or not participants can share their screens. If you would like participants to be able to share their screens, this is where you can set that up.
Chat	Lets you start a private or group chat. Particularly helpful for connecting with students whose mics aren't working.

Record	Lets you start recording the video and audio of your meeting.
Reactions	Lets you react to things going on in the Zoom meeting.
End Meeting	Lets you end or leave the meeting.

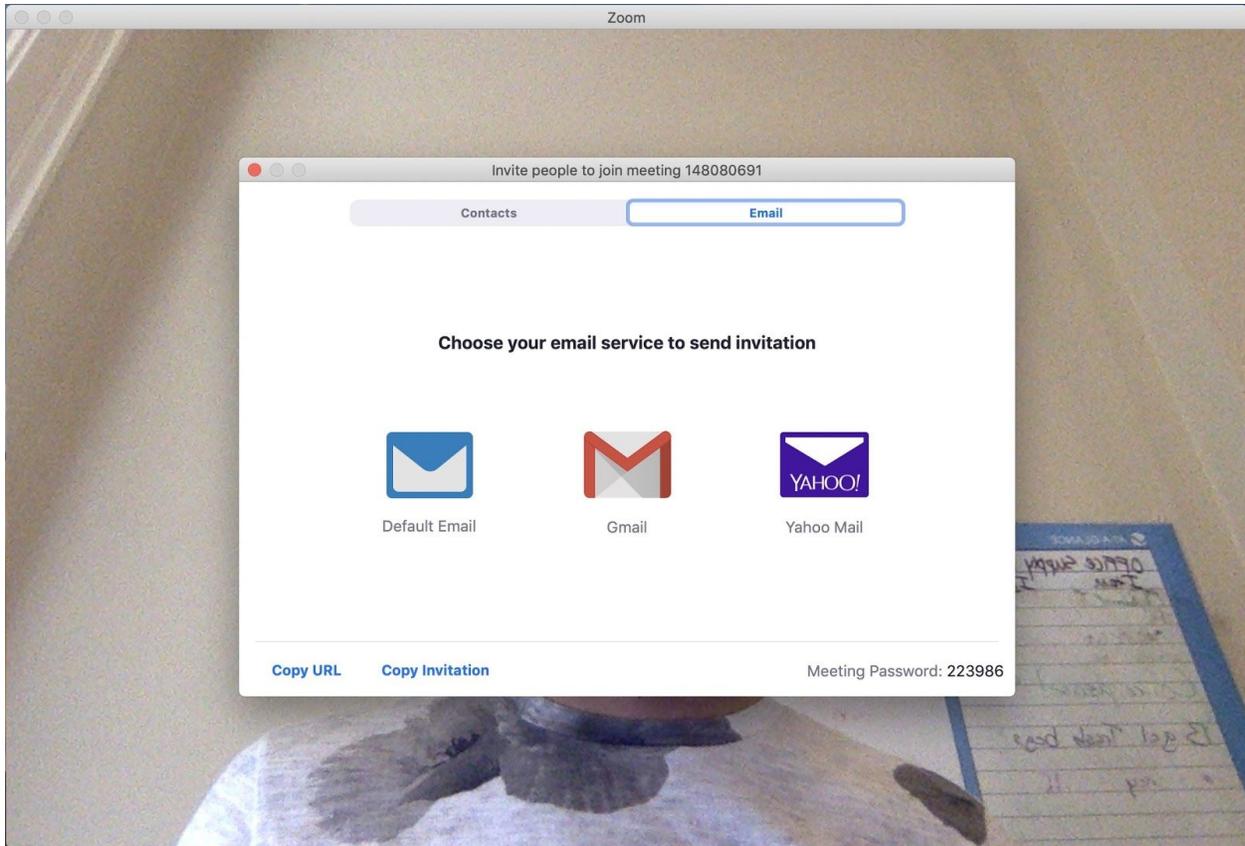
- K. We suggest everyone log-in 15 minutes early to handle any tech or other issues that might arise.
- L. For those individuals who might not have received the workshop link, you can invite them to the meeting directly from that meeting. As mentioned above, the toolbar at the bottom of the Zoom window has an 'Invite' button, which allows you to add participants directly into that session.



- M. When you click on 'Invite', you will see the following screen. **Click on 'Email'** so that you can invite participants using their email addresses.

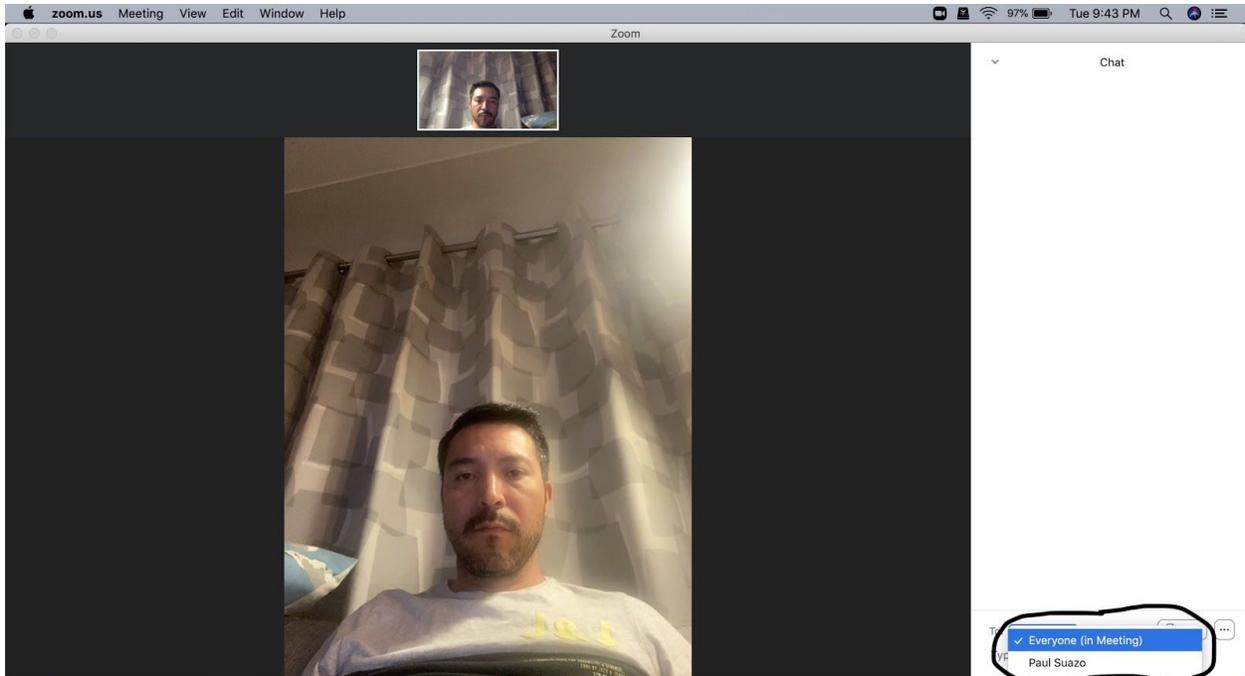


N. This will open a Zoom window where you will have the option of choosing an email service to send your invitation. As you will have to log-in to your own email address to invite specific participants, choose the service that hosts your email address by clicking on it. For example, if Tinky-Winky is inviting the other three Teletubbies to a Zoom meeting, he would click on Yahoo since he would invite them via his own email address, e.g. tinky\_winky1997@yahoo.com. Again, you have to be logged-in to your email in order for Zoom to automatically generate the email invite.

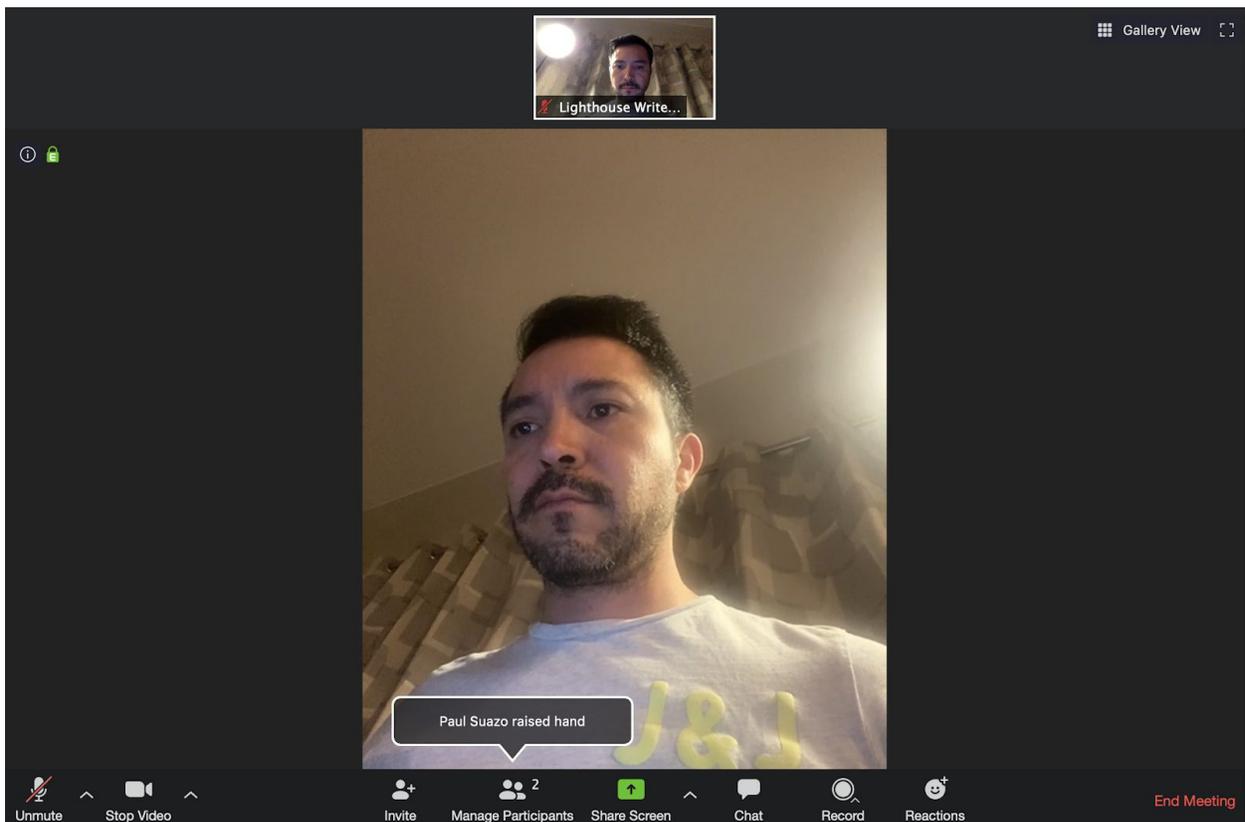


- O. You also have the option to copy the meeting url and send it to students, by clicking on “copy url” and then pasting that url into an email to the student.
  - P. Once the participant receives the invite, they can log-in to the Zoom meeting with the Meeting ID and Password contained in the email invite.
- II. Running Your Zoom Meeting
- A. It is best to start all Zoom meetings at least 15 minutes early to take care of any tech or other issues that might arise. Especially in the first meeting.
  - B. Use the tools in Section I subsection J above to manage your meeting.
    - 1. For instance, you have the ability to chat with participants both publicly and privately. **Click on the chat button** in the toolbar. A chat window will open on the right side of the Zoom window.

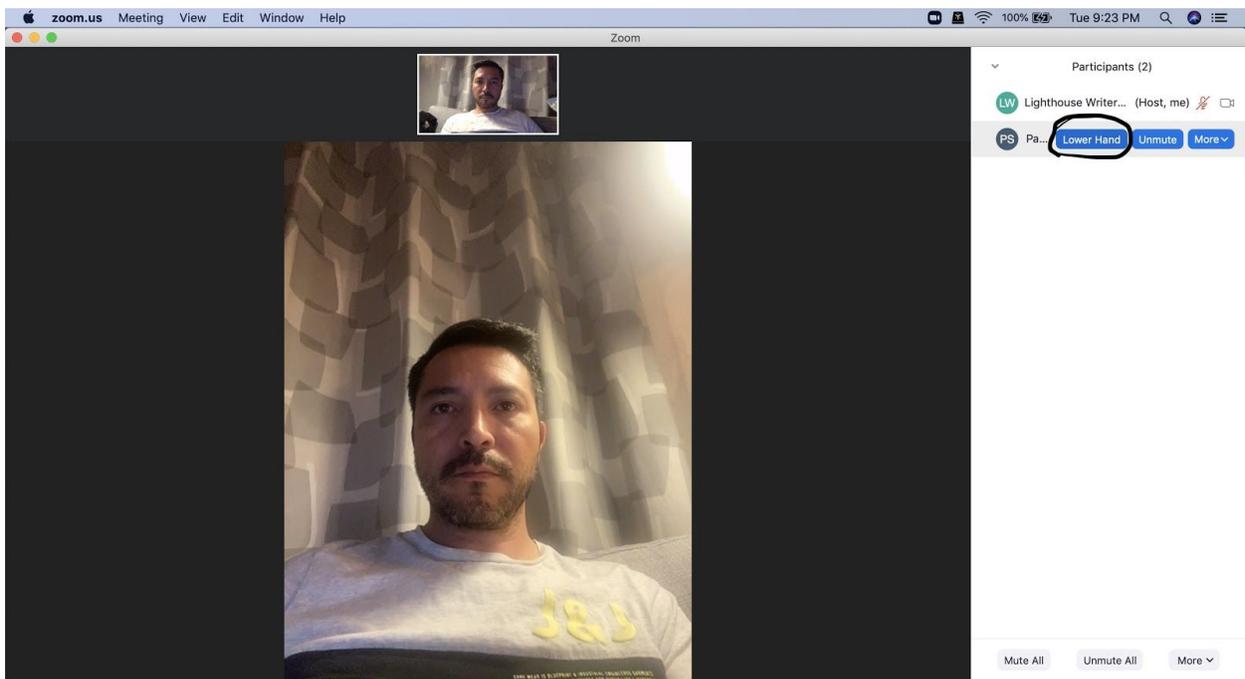
2. You have the option to chat with everyone or with a specific person by clicking on the arrow next to 'Everyone' in the 'To:' field at the bottom of the chat window. This will open a drop-down list where you can choose to chat with 'Everyone' or a specific participant.



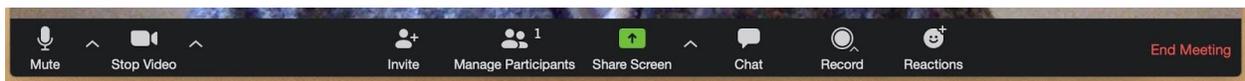
C. Participants also have the ability to do things, such as ‘raising’ their hands, which will be useful in your workshops. When a participant raises their hand, a message will pop up over ‘Manage Participants’ in the toolbar at the bottom of the window. The message will give the name of the participant and say that they raised their hand. See image below. Students can raise their hands by clicking on “participants” and then clicking “raise your hand” at the bottom of the pop up.



1. As the instructor, you can answer a raised hand by **clicking on 'Manage Participants'** and then moving your mouse over the participant's name in the list of the participants that pops up on the right side of the screen. It's important to remember to lower a participant's hand after answering their question by **clicking on 'Lower Hand'**.



- D. Finally, you can end your meeting by clicking on 'End Meeting' (in red) on the right side of the toolbar at the bottom of the window.

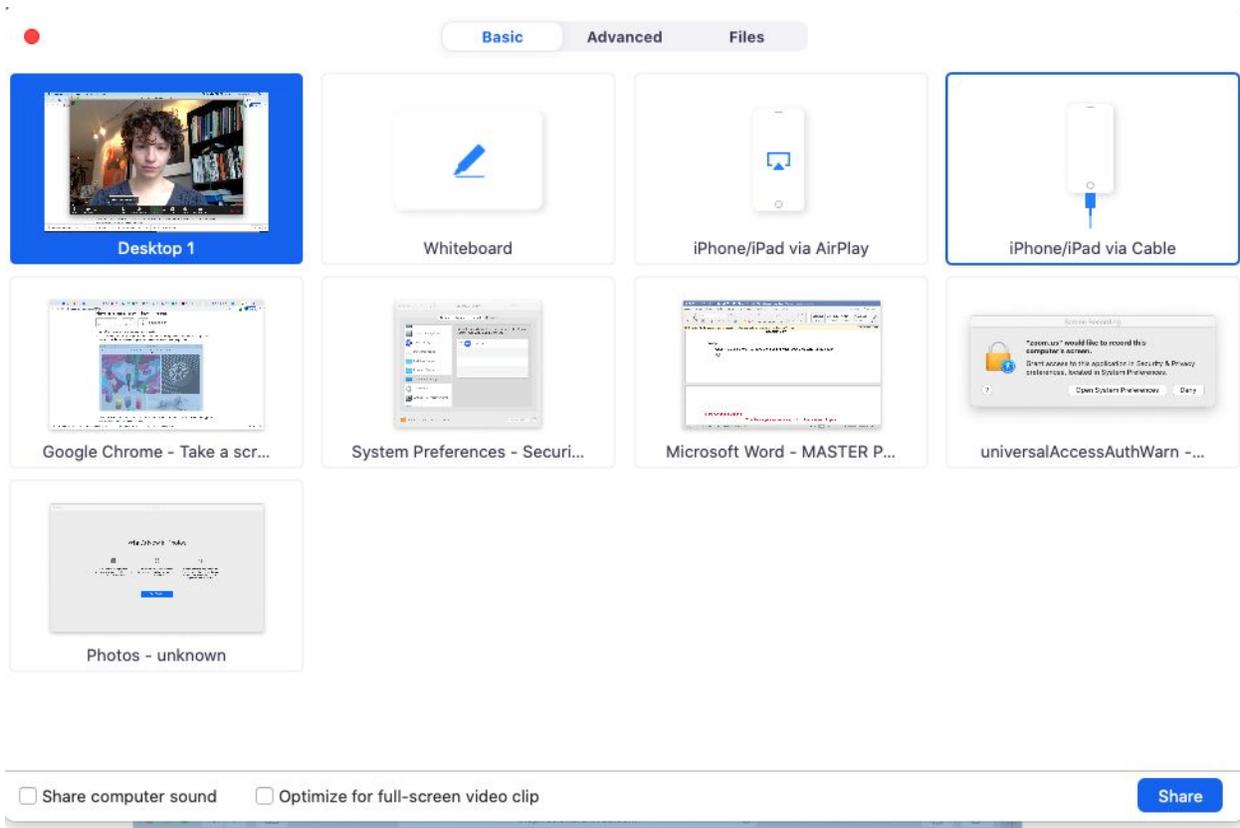


## Advanced Zooming

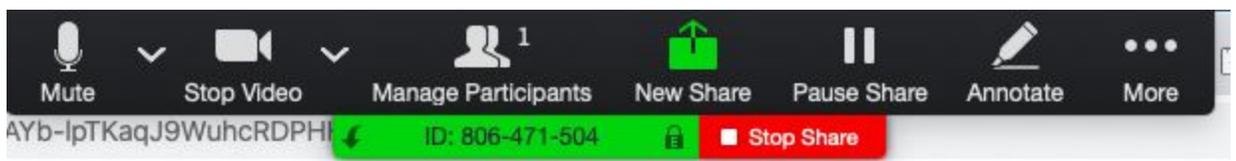
The information above is all you need to run a totally great workshop. But, Zoom has a lot of additional capacities that can enhance a workshop.

## Screen Sharing

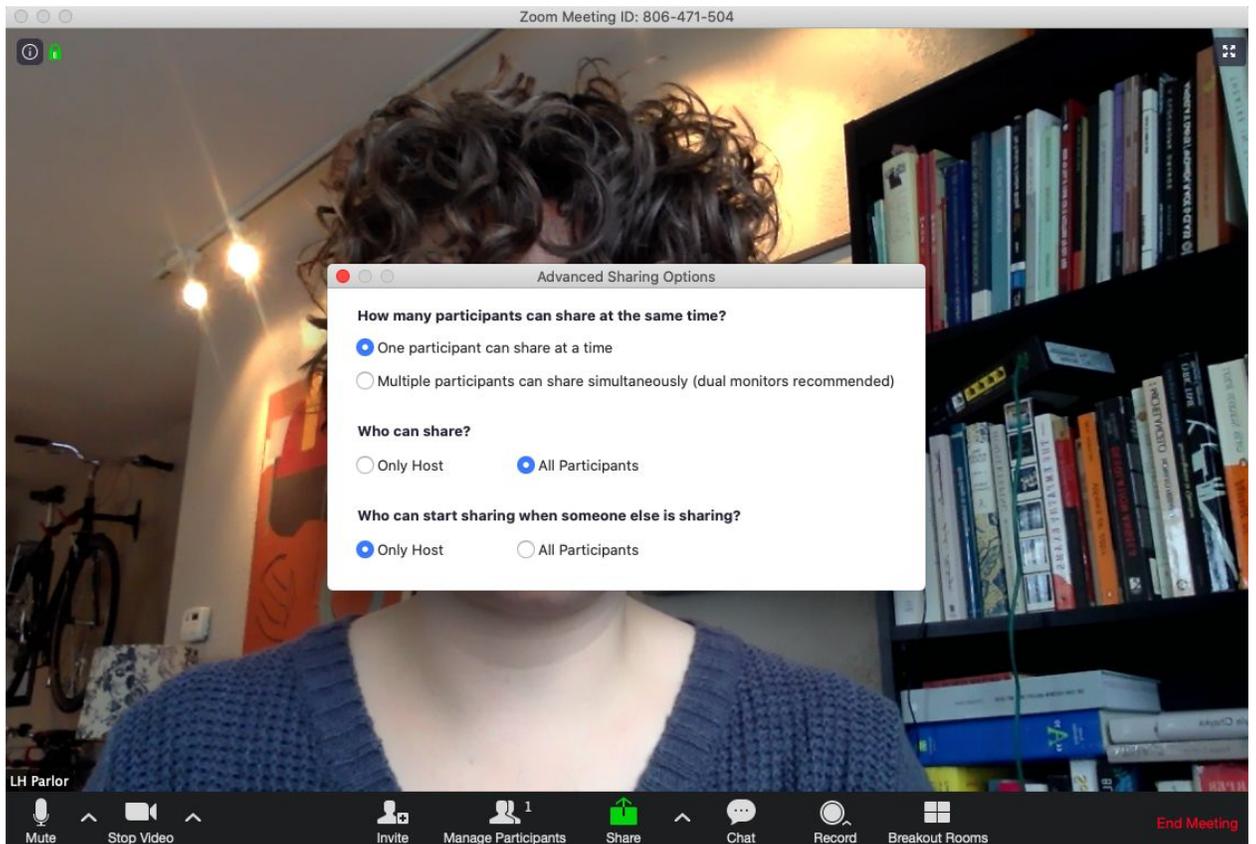
- I. You might choose to share a screen with your students if you are all talking about the same document and you're able to pull it up on a computer. To do this, click on "Share" at the bottom of your screen. A screen will pop up allowing you to choose one the windows open on your computer.



- II. From there, click on the screen you'd like to share and Zoom will transfer to screen share mode and students can see what is on your screen. To exit this and return to just participants just click on "stop share" in red at the top of your screen.

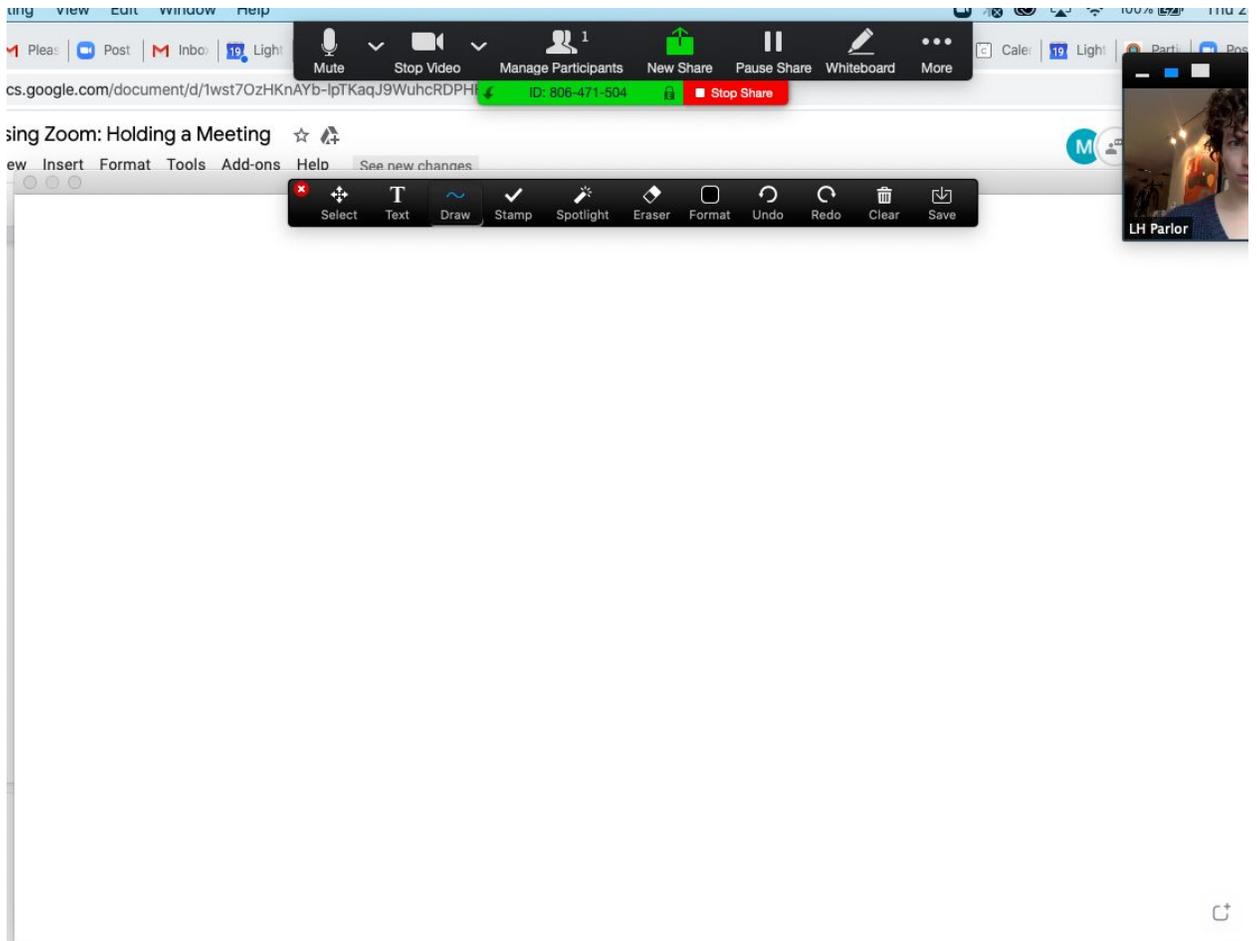


- III. You also have the ability to allow your students to share their screens. To enable this, click on the caret to the right of share. Select “Advanced Sharing Options” and then adjust the settings. This is really helpful if you’d like a student to share something they’ve just written with the class, though you may need to talk them through sharing their screen.



## Whiteboards

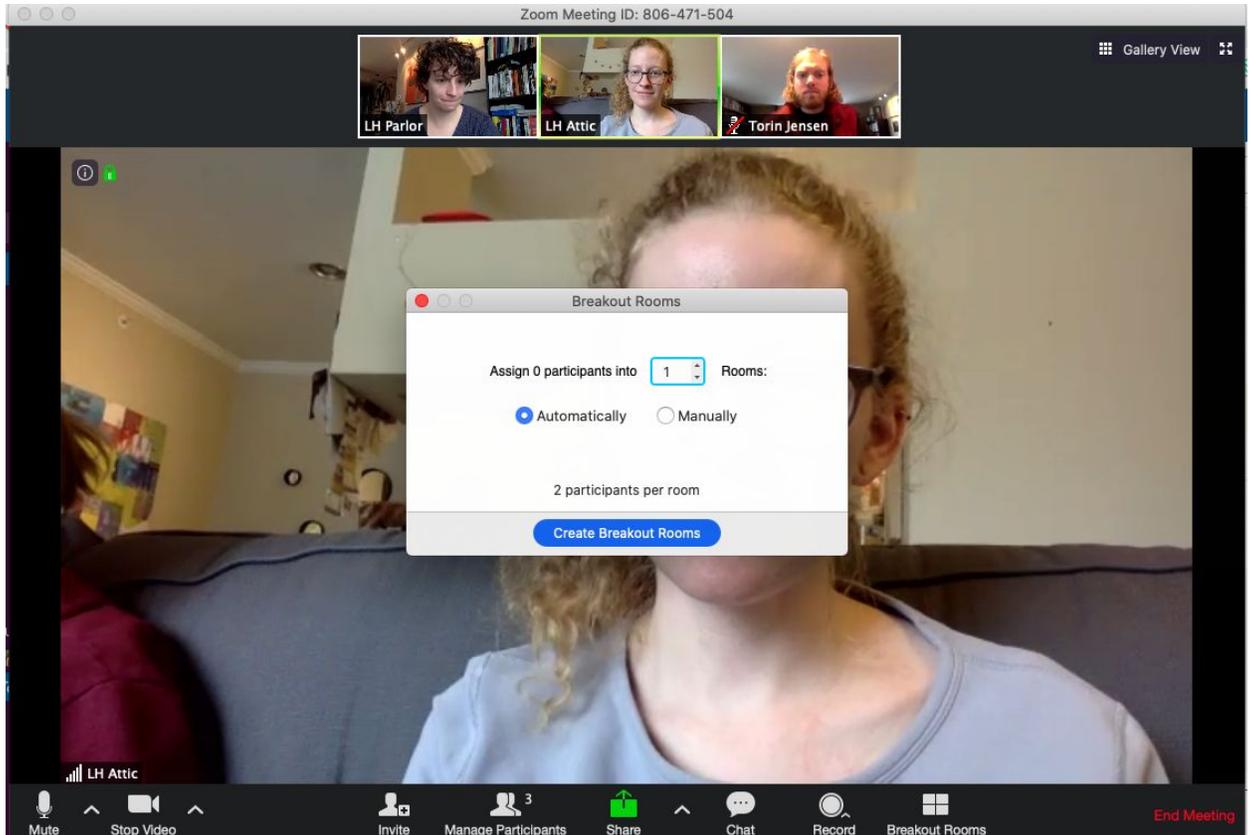
- I. There is also a whiteboard that you can use just like you would a whiteboard in a typical classroom. To open that, follow the same steps you would to share your screen, but instead of selecting one of your open files or programs, select the whiteboard. It will look like this:



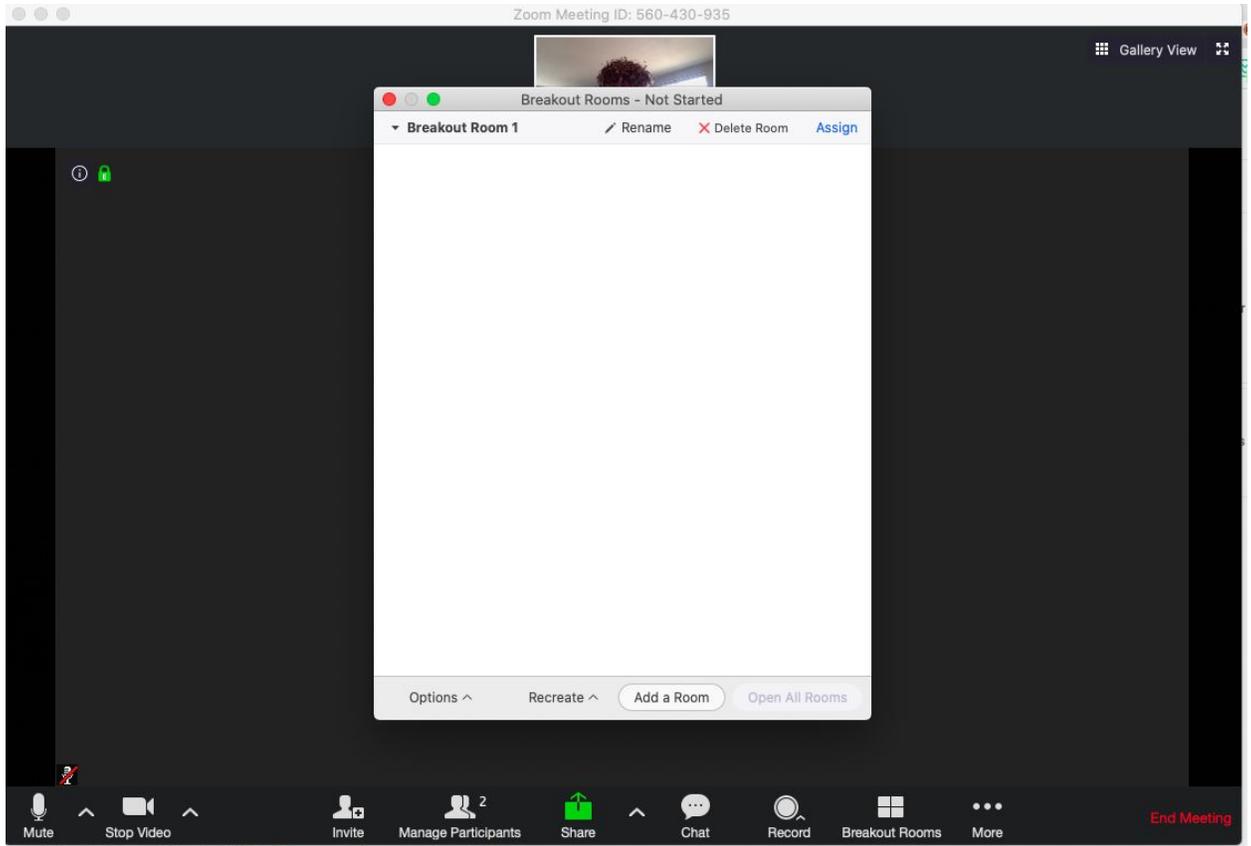
- II. On the whiteboard, you'll be the only one who can use it. But you can type, draw, and point just like you would in a classroom.

#### Breakout Rooms:

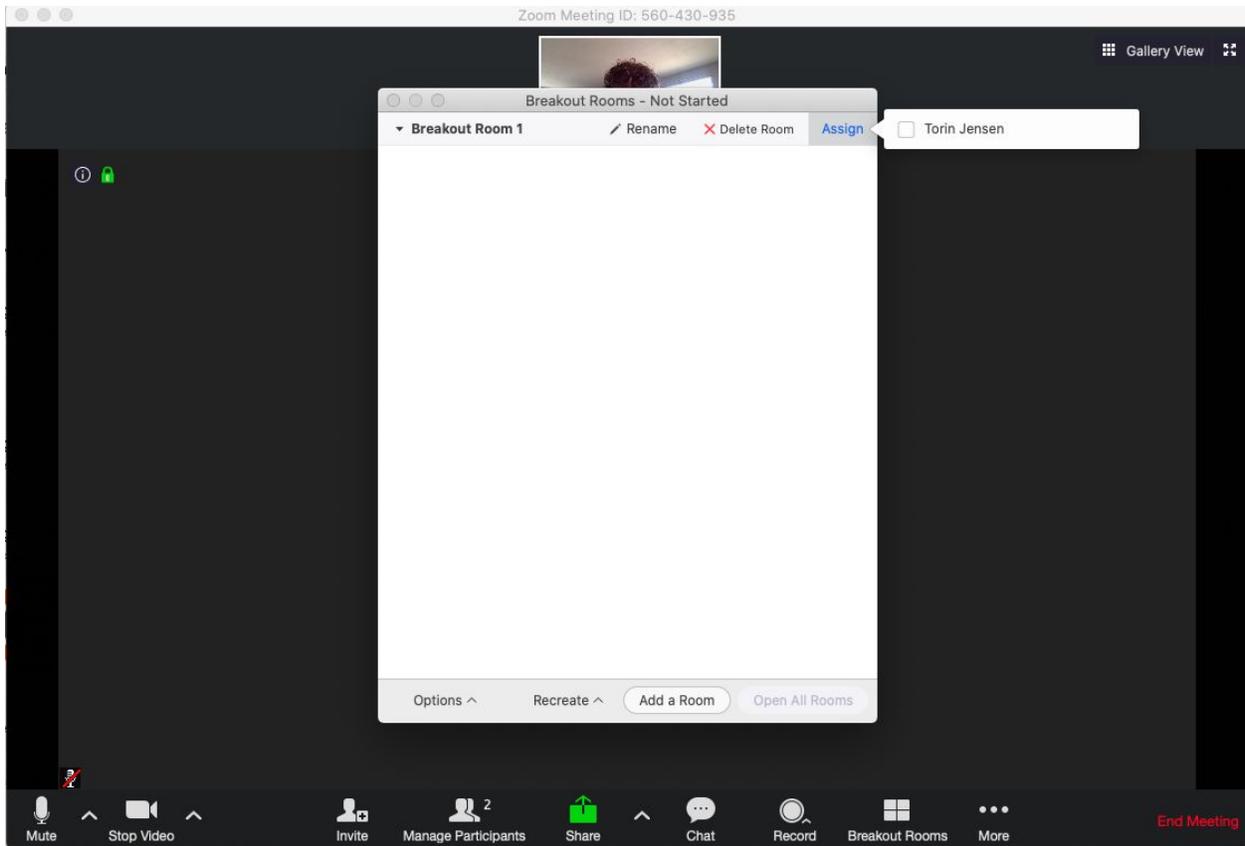
- I. If you would like to have your class meet in smaller groups during that class, you can use breakout rooms, which are on your bottom bar to the right. Click on that and the following screen will pop up. On this screen you can select the number of people you'd like in each group, and either have Zoom assign groups randomly, or you can assign them yourself.



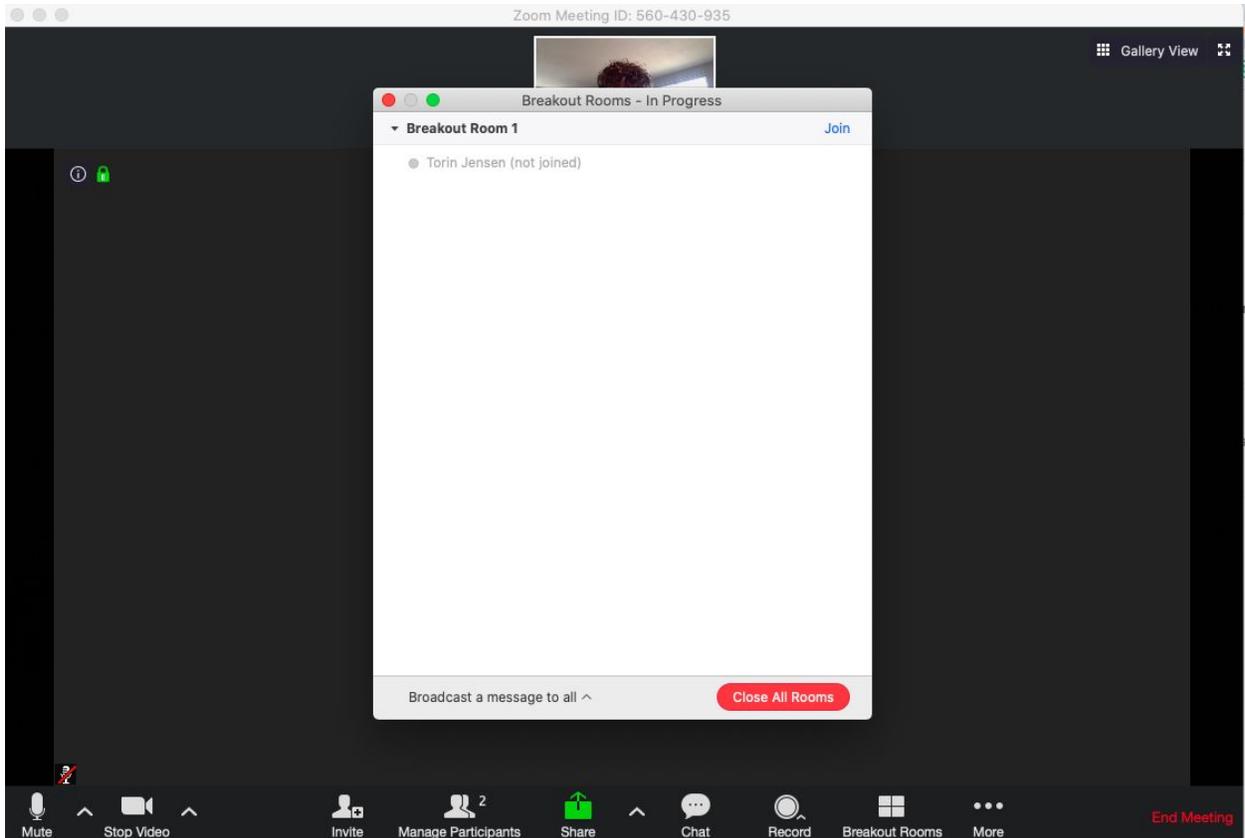
- II. If you click on automatically, Zoom will randomly assign each participant a room, and from there participants will click on something that allows them to join that room. If you select “manually,” your next screen will look like this.



- III. On this screen, you can rename each room and add folks to each breakout session using the “assign button.



III. Once you've clicked on who you would like to assign to your first room, you can click add a room to make the next one, or "Open all Rooms" to get the smaller meetings started.



III. Once break out rooms are started, you can join a particular room (click “join”), or broadcast a message to all, or close all rooms. If you close all rooms, the program will give people 60 seconds to return to the main room.

## TIPS FOR A SUCCESSFUL CLASS

Compiled by Andrea Dupree, with many thanks to our faculty for their contributions

Hey, everyone! This will be a working document as we get to know more about using Zoom effectively as a replacement for live meetings. Feel free to let us know if there are things you've learned that would be helpful for others by emailing [andrea@Lighthousewriters.org](mailto:andrea@Lighthousewriters.org).

Overall, we've this is a good introduction to how to use Zoom:

<https://www.youtube.com/watch?v=6i-NA563Ojk>

1. One of the best things you can do is communicate early with your class, sending them not only the invite e-mail for the class, but a reminder a half hour early. The class will integrate with their calendars so they'll get other reminders as well.
2. As you always do, please send them guidelines for the workshop in advance so that all of you can talk about them in that first meeting, asking if they have questions, additions, etc.
3. It'd be nice to share a quick agenda--here's what we'll do today and how we'll structure future meetings. For me it's always, We'll workshop two pieces first, reading/hearing a passage from the work to be discussed, limiting discussion to 20 minutes, allowing the writer to ask questions after. Then we'll take a quick break, refill drinks, and talk about the published story, etc., and then share exercises. (I limit them to one page, which they can share on the screen and read or ask someone else to read.) I don't go into all of these details right away, just give them a sense of how class will be run.
4. For the first class, maybe ask people to introduce themselves alphabetically by first name. You can call on them (and you can control who gets muted or unmuted, but that might seem too controlling for such a small class).

5. Check in with them--how are they handling this social distancing and how is their creative life being affected? As human as we can be, as much humor and empathy as we can inject--I think that's what people are looking for right now.
6. On day one: give them a quick overview of how they can control their view of the group--either with spotlight speaker (upper right hand selection button) or "gallery view" (Brady Bunch style), with everyone seeing each other on a grid.
7. You can show presentations or clips as you like! It ends up being a lot like having a smart classroom, which we all know we don't have at Lighthouse. The process for this is shown in the tutorial mentioned above, but we can also walk you through it through our own Zoom orientation.
8. One of the biggest challenges, I think, will be making sure there's some understanding of how speaking will go. Yes, they can "chat" during the meeting, but it's also totally possible to chat out loud. Setting up expectations and protocols for that early in the class is helpful. For one-timer classes, maybe they're encouraged to do chat questions instead of speaking during the main presentation. Then, afterwards, everyone can be unmuted/invited in.
9. You're still you; they're still them. It's going to be okay! You can even adjust your background to make it look like you're on a beach. Or outer space.
10. Encourage them to contact you via e-mail or whatever your preferred method is if they're having problems. You can forward them onto Paul or XXX if it's a tech problem, and if it's something about the class itself, reach out to Andrea, Genna, or Paul for ideas about how to mitigate.
11. Please feel free to add to this list--let us know what you've learned!