

ZOOM TRAINING FOR SEUSL STAFF

BY

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Zoom Training for SEUSL Staff

- Sign into Zoom
- Schedule a meeting
- Joining a meeting
- Personal Virtual Meeting Room
- Zoom Host or Co-Host controls
- Recording a Zoom Meeting
- Screen Sharing
- Waiting Rooms
- Closed Captioning
- Polling for Meetings
- Zoom Rooms
- Zoom for Moodle (VLE)

Sign into Zoom

1. In order to sign into the Zoom and create a Zoom account for you, first access the <https://learn.zoom.us/> URL from your web browser. You will be directed to the below page. Click on the sign in button.

LEARN Lanka Education and Research Network
National Research and Education Network of Sri Lanka

zoom

Video Conferencing

Join	Connect to a meeting in progress
Host	Start a meeting
Sign in	Configure your account

Made with Zoom

2. Next page displayed is the login page of the LEARN Identity Access Federation (LIAF). If your University/Institute? has joined the LIAF you will be able sign into Zoom with this system. Please enter your University/Institute? name in the search box and select from the drop down list. Then click continue.

LOGIN WITH LIAF

LEARN IDENTITY ACCESS FEDERATION

IDENTITY ACCESS FEDERATION FOR R&E INSTITUTES OF SRI LANKA MAINTAINED BY LANKA EDUCATION AND RESEARCH NETWORK

Use a suggested selection:

LEARN University of Peradeniya

LEARN - Sri Lanka University of Peradeniya

OR ENTER YOUR ORGANIZATION'S NAME

per

University of Peradeniya

University of the Visual and Performing Arts

Allow me to pick from a list Help

3. You will be forwarded to a page for signing into Zoom. Here you should enter your institutional username and password. Once entered your username and password click on the Login button.

Login to Zoom Video Conference

Username

arshadmmm

Password

Don't Remember Login

Clear prior granting of permission for release of your information to this service.

Login

zoom

Zoom Video Conferencing by LEARN

4. Then you will show an information release consent page which is required to send to the Zoom service provider in order to create a zoom account. Accept to send the shown attributes to the service provider.



You are about to access the service:
Zoom Video Conference of Zoom Video

Conference

Description as provided by this service:
Zoom Video Conferencing by LEARN

[Additional information about the service](#)

Information to be Provided to Service	
CommonName	arshadmmm
Affiliation	SEU
eduPersonOrgUnitDN	ou=SEU,ou=SEU,ou=SEU
eduPersonPrincipalName	arshadmmm@seu.lk
Scoped Affiliation	seu.lk
E-Mail	arshadmmm@seu.lk
Name	arshadmmm
Surname	arshadmmm
UserID	arshadmmm

[Data privacy information of the service](#)

The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?

Select an information release consent duration:

- Ask me again at next login
 - I agree to send my information this time.
- Ask me again if information to be provided to this service changes
 - I agree that the same information will be sent automatically to this service in the future.
- Do not ask me again
 - I agree that **all** of my information will be released to **any** service.

This setting can be revoked at any time with the checkbox on the login page.

5. A Zoom account will be created for you and will be redirected to the Zoom account page.

The screenshot shows a Zoom user profile for Muhammad Arshad. The profile includes a profile picture, name, job title (Network Manager), company (SEUSL), location (arshadmmm@seu.ac.jk), and account number (50400379). It also displays various settings and options such as Personal Meeting ID, Personal Link, Sign-In Email, License Type, Meeting details (300 participants), Language, Date and Time settings, Calendar and Contacts Integration, Sign-In Password, and Host Key.

Scheduling a meeting

1. Sign in to the Zoom web portal.
2. Click **Meetings**, and click **Schedule A Meeting**.

The screenshot shows the Zoom Meetings page. The page has a header with "Meetings" and "Get Training". Below the header, there are tabs for "Upcoming", "Previous", "Personal Room", and "Meeting Templates". At the bottom, there is a "Schedule a Meeting" button and a "Start Time to End Time" input field.

3. To create the meeting fill the fields Topic, When (meeting start time), Duration etc and click Save to finish creating the meeting.

Schedule a Meeting

Topic

Description (Optional)

When 

Duration hr min

Time Zone

Recurring meeting

Registration Required

Meeting ID Generate Automatically Personal Meeting ID 775 239 5000

Security Passcode
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Video Host on off

Participant on off

Audio Telephone Computer Audio Both

Dial from Germany [Edit](#)

- Meeting Options
- Allow participants to join anytime
 - Mute participants upon entry 
 - Require authentication to join
 - Automatically record meeting
 - Approve or block entry to users from specific regions/countries

Alternative Hosts

4. Once meeting was created you can add it to calendar, edit or delete the it. We will here just start the meeting.

My Meetings > Manage "My 1st Meeting"

Start this Meeting

Topic My 1st Meeting

Description first test meeting

Time Nov 23, 2020 03:00 PM India

Add to Google Calendar Outlook Calendar (Ics) Yahoo Calendar

Meeting ID 658 5735 8423

Security Passcode ***** [Show](#) Waiting Room

Invite Link <https://learn.zoom.us/j/65857358423?pwd=djQxREtMU3gwVVQ3UWwKenNTWmxJUT09> Copy Invitation

Video Host Off

Participant Off

Audio Telephone and Computer Audio

Dial from Germany

Meeting Options

- Allow participants to join anytime
- Mute participants upon entry
- Require authentication to join
- Automatically record meeting
- Approve or block entry to users from specific regions/countries

Delete this Meeting Save as a Meeting Template Edit this Meeting Start this Meeting

Poll Live Streaming

You have not created any poll yet. [Add](#)

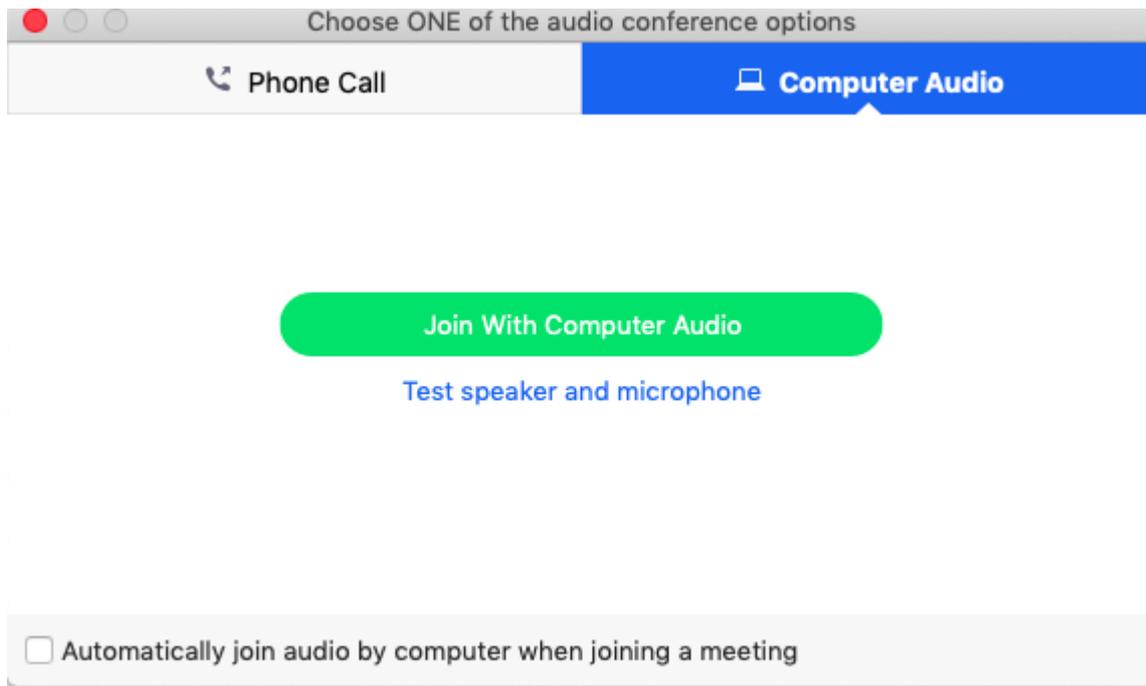
5. If you have not installed the Zoom Desktop client on your computer you will be prompted to download a Zoom installer and then you have to run the installer.

What do you want to do with Zoom_17da1505d64e056e.exe (75.3 KB)?

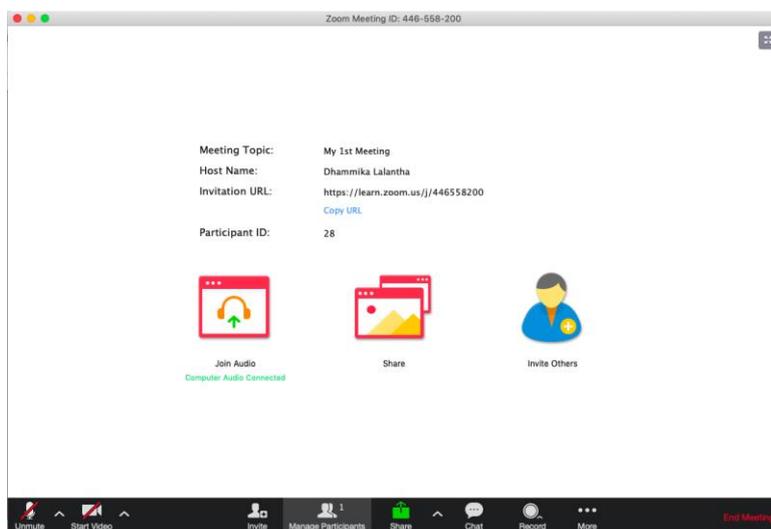
From: launcher.zoom.us

Run Save

6. Once meeting was started you will be asked to select the audio options (Microphone and Speakers) that will be used for the communication. For now we can use inbuilt computer audio and click the Join With Computer Audio.



7. Now you will be put on the zoom desktop client window where there is a set of useful controls to manage a meeting.



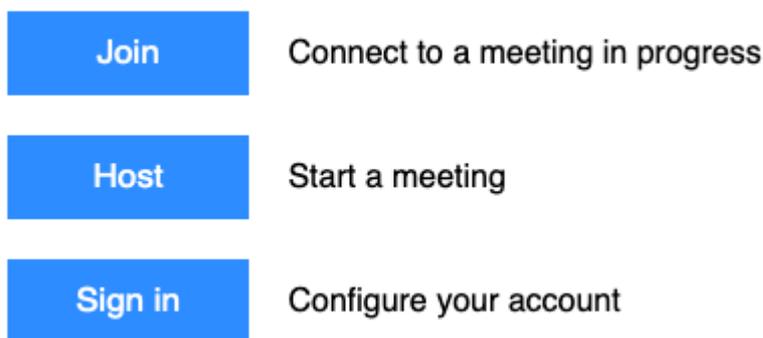
Joining a meeting

You can join a meeting scheduled by someone else using numerous ways. You can use the Zoom desktop client, Web browser, mobile application and with a H.323 or SIP device to join a meeting. Each meeting has a unique 9, 10, or 11-digit number called a **meeting ID** that will be required to join a Zoom meeting. To join a meeting it is not mandatory to have any kind of Zoom account.

Joining a meeting can be done through the web browser or Zoom desktop or mobile application.

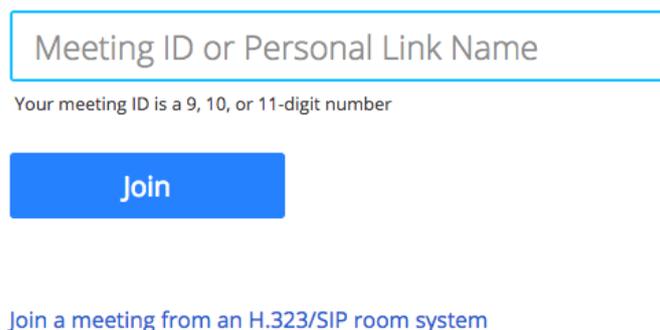
Join a Meeting using web browser:

1. Joining a meeting can be done by accessing <https://learn.zoom.us/> from a web browser.



2. Click on Join and you will be prompted for the Meeting ID as shown below.(you can also use <https://join.zoom.us/> to get the same window)

Join a Meeting



A screenshot of the Zoom 'Join a Meeting' form. It features a text input field with the placeholder text 'Meeting ID or Personal Link Name'. Below the input field is a small note: 'Your meeting ID is a 9, 10, or 11-digit number'. Below the note is a blue button with the text 'Join'. At the bottom of the form, there is a link: 'Join a meeting from an H.323/SIP room system'.

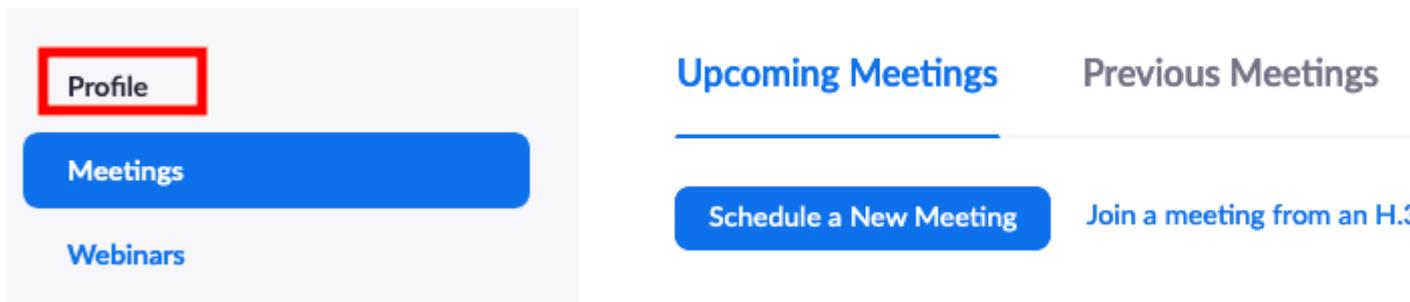
3. When you enter the Meeting ID and click Join, Zoom desktop client will open and join the meeting. If you have not installed Zoom in your computer you will be asked to download the Zoom installer and run the

Using Personal Meeting Room

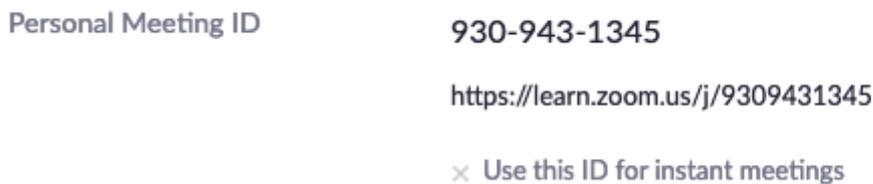
Your Personal Meeting Room is a virtual meeting room permanently reserved for you that you can access with your Personal Meeting ID (PMI) or personal link, if applicable. You can start instant meetings with your PMI, or you can schedule a meeting that uses your PMI. Your Personal Meeting Room is ideal for use with people you meet with regularly. However, because it is always accessible with the same Meeting ID and personal link, it should not be used for back-to-back meetings or people you do not meet with regularly.

Customizing Personal Meeting ID

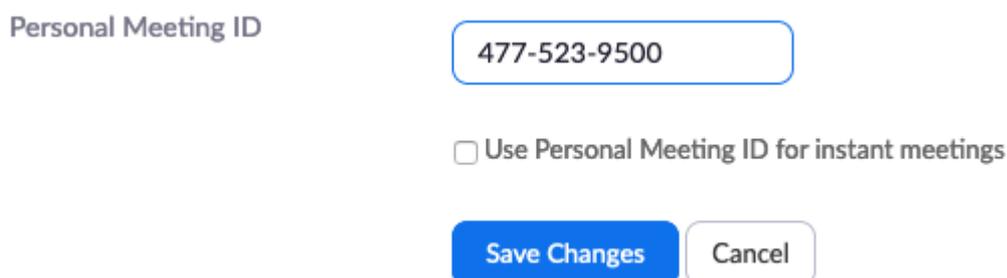
PMI can be customized to a user preferred number which may be easy to remember like mobile number whatever you like but subject to the availability and Zoom provided set of rules. To change the PMI login to the zoom web site and go to the profile menu.



Click on the edit next to the Personal Meeting ID section.



Enter the PMI you desire and click save.



Further your Personal Meeting URL will be <https://learn.zoom.us/j/<PMI>> and you will be able start an instant meeting using this URL.

Personal Link

Your Personal Link is your personal URL that is associated with your Personal Meeting Room. You can customize this as well. Personal Link is an alias of Personal Meeting URL and is another way of accessing your Personal Meeting Room.

To customize the Personal Link access your profile page as above. Click on the edit next to the Personal Link section.

Personal Link

Not set yet.

Enter a string like your name and click save.

Personal Link

https://learn.zoom.us/my/

Personal Link is an alias of your personal meeting URL <https://learn.zoom.us/j/4775239>

It must be 5 to 40 characters.

It must start with a letter and can contain only letters (a-z), numbers (0-9) and periods ("

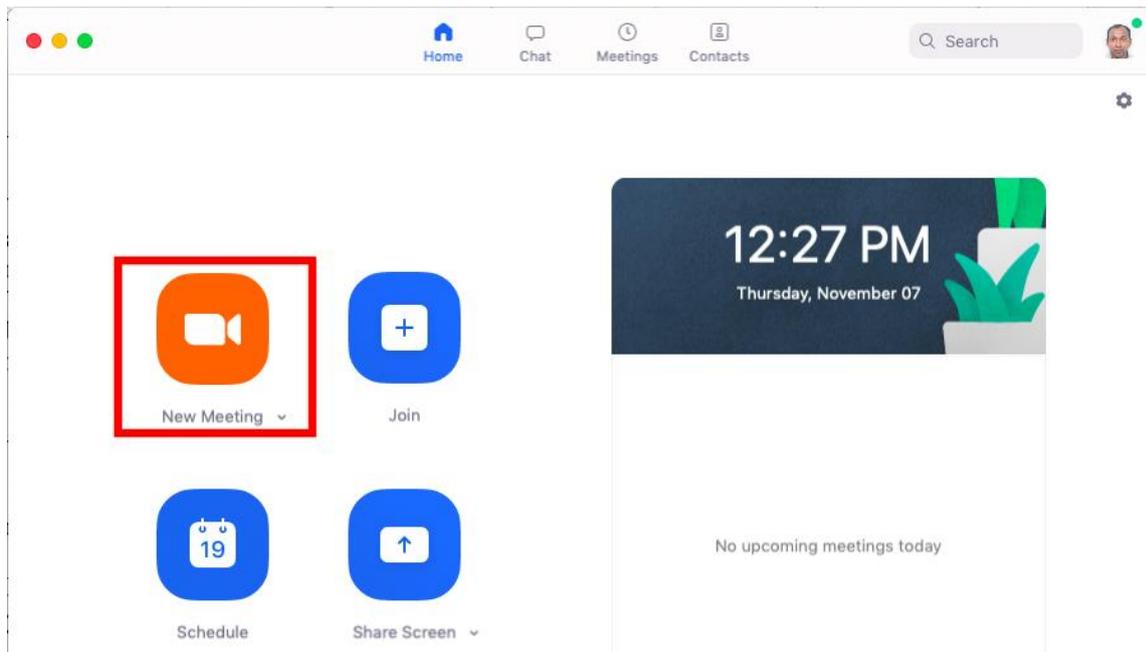
Save Changes

Cancel

Using PMI for Instant Meetings

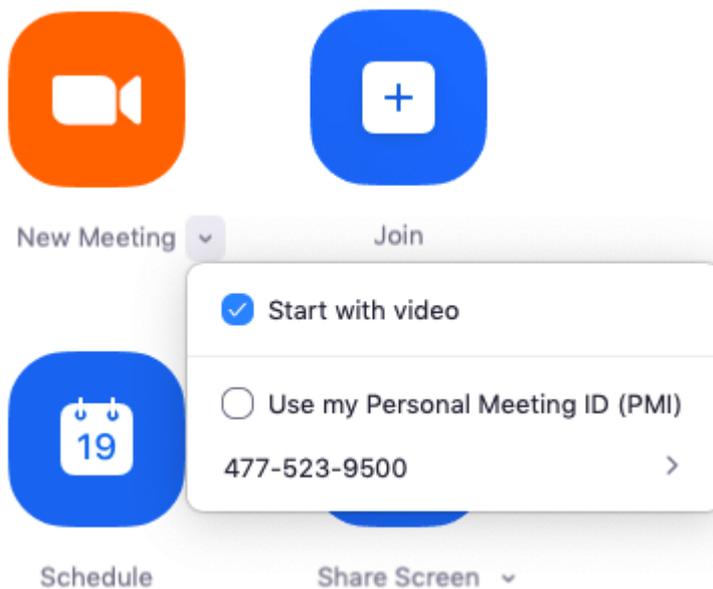
Using PMI for instant meetings with people you meet with regularly is more practical than using normal meeting id which is randomly generated.

Instant meeting can be started by login into Zoom desktop or Mobile app client. Once you logged in you can click on the New Meeting to start an instant meeting.

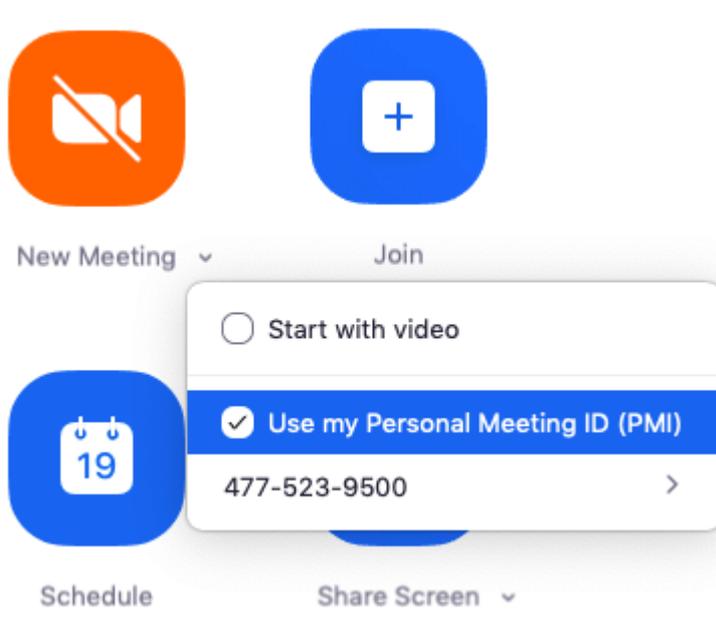


Starting an instant meeting by default will use a normal meeting ID which is not useful. So that we can change Zoom settings to use PMI for instant meetings. This can be done in following ways.

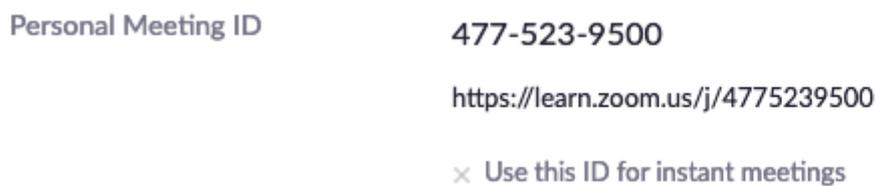
Method 1: Login to the Zoom desktop client and click on the New Meeting drop down.



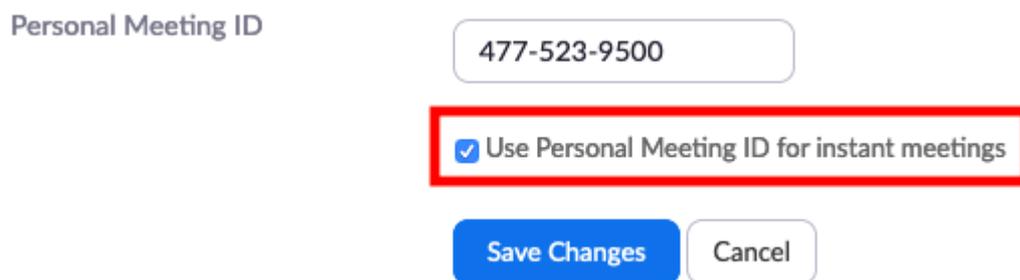
Then select the option Use my Personal Meeting ID (PMI).



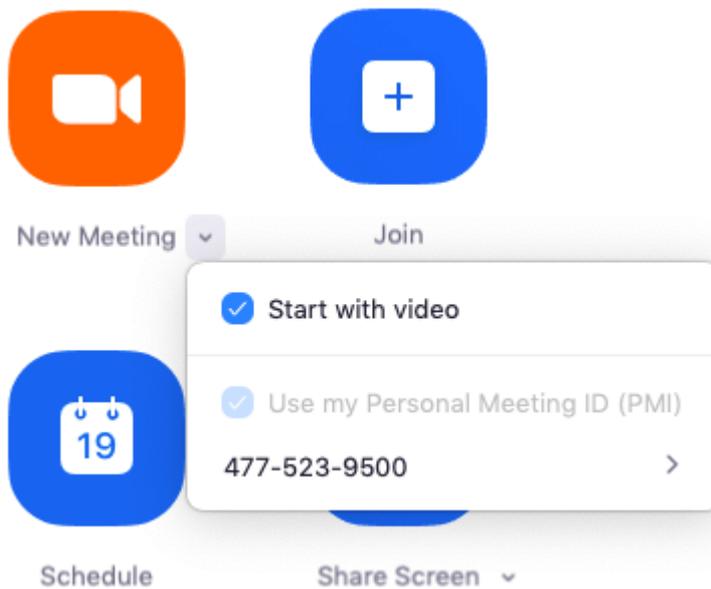
Method 2: Go to Zoom profile page and find the section Personal Meeting ID. Then click on edit.



Choose the option Use Personal Meeting ID for instant meetings.



This can be also verified by clicking on New Meeting drop down and using PMI for Instant meetings option should be enabled by default.



Zoom Host and Co-Host Controls in a Meeting

Host controls allow you as the host to control various aspects of the Zoom Meeting such as managing the participants, recording the meeting, make another participant a co-host, end meeting etc.

The co-host feature allows the host to share hosting privileges with another user, allowing the co-host to manage the administrative side of the meeting, such as managing participants or starting/stopping the recording. The host must assign a co-host. There is no limitation on the number of co-hosts you can have in a meeting or webinar.

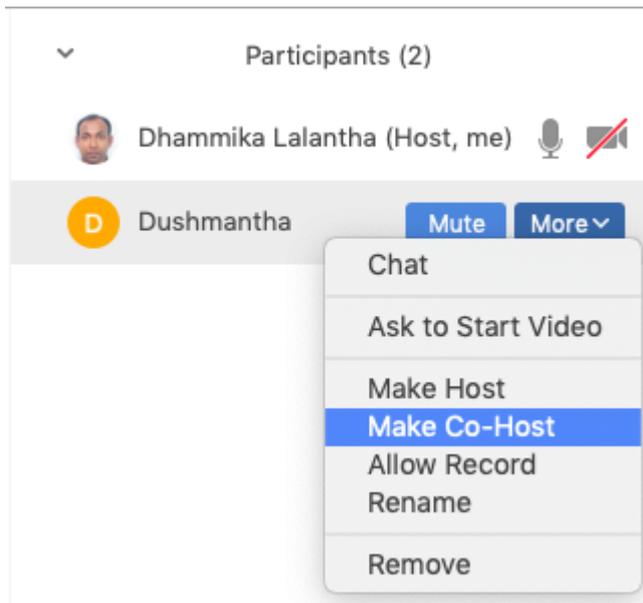
Co-hosts do not have access to the following controls as they are only available as host controls in a meeting:

- Start meeting
- Start closed captioning and assign someone or a third-party to provide closed captioning
- Start live streaming
- End meeting for all participants
- Make another participant a co-host
- Start breakout rooms or move participants from one breakout room to another
- Start waiting room (co-hosts can place participants in waiting room or admit/remove participants from the waiting room)

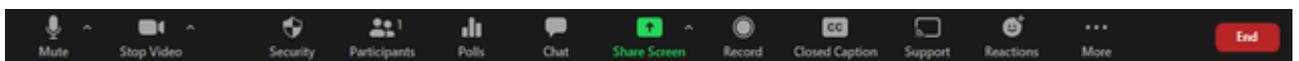
To enable Co-host feature Sign into Zoom web portal. Then go to Settings menu on the left pane. Then find the Co-host option in the Meeting tab and turn on the toggle button.



To appoint a co-host select the participant from participant list and click on drop down menu and select the option Make Co-Host.



Below are the available host controls for the Zoom.



- **Mute/Unmute:** This allows you to mute or unmute your microphone.
 - Audio Controls (click ^ next to **Mute/Unmute**): The audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio options in the Zoom settings.
- **Start/Stop Video:** This allows you to start or stop your own video.
 - Video controls (click ^ next to **Start/Stop Video**): If you have multiple cameras on your computer, you can select which Zoom is using, access the full video controls, and select a Virtual Background.
- **Security:** Access in-meeting security options.
- **Manage Participants:** Opens the Participants window.
- **Polling:** Allows you to create, edit, and launch your polls. The options to create or launch polls will open up the Zoom web portal in your default browser.
- **Share Screen:** Start sharing your screen. You will be able to select the desktop or application you want to share.
- **Screen Share controls** (click ^ next to Share Screen and select advanced sharing options): Select who can share in your meeting and if you want only the host or any participant to be able to start a new share when someone is sharing.

How many participants can share at the same time?

- One participant can share at a time
- Multiple participants can share simultaneously (dual monitors recommended)

Who can share?

- Only Host
- All Participants

Who can start sharing when someone else is sharing?

- Only Host
- All Participants

- **Chat:** Access the chat window to chat with the participants.
- **Record:** Start or stop a cloud or local recording.
- **Closed Caption** (only available to the host): If you have enabled closed captioning for your account, click here to access the closed caption options.
- **Breakout Rooms** (only available to the host): Start breakout rooms.
- **More:** Clicking on More will give you access to additional options.
 - **Live on Workplace by Facebook:** Broadcast your meeting live on Workplace by Facebook.
 - **Live on Custom Live Streaming Service:** Broadcast your meeting live on a custom streaming platform.
- **End Meeting** (only available to the host): This will end the meeting for all participants. If you want to have the meeting continue, you should give another participant host control before leaving the meeting.

Recording a Zoom Meeting

There are two types of recording options available in Zoom. We can record the meeting to the local computer or to the cloud. Local recording is available for both Free and Paid customers while the Cloud recording is only available for Paid users.

Local Recording

1. Please find the record icon below in the menu bar. Choose Record on this Computer for local recording.



2. After the meeting has ended, Zoom will convert the recording so you can access the files. You can view the location of the recorded files by login into your account and navigating to Recordings -> Local Recordings.

Cloud Recordings **Local Recordings**

The Local recordings listed below are accessible only from the computer on which they were recorded.

From To

<input type="checkbox"/>	Topic	ID	Start Time	Computer Name	Location	<input type="button" value="Delete"/>
<input type="checkbox"/>	My 1st Meeting	446-558-200	Jul 8, 2019 12:57 PM	Lanka's MacBook Air	/Users/lalantha/Documents /Zoom/2019-07-08 12.57.47 My 1st Meeting 446558200/	<input type="button" value="Delete"/>

Cloud Recording

1. Similarly Cloud Recording can be done from the controls menu by clicking on the Record -> Record to the Cloud.



2. Once you end the meeting Zoom will convert the recording so you can access the files. You can view and download the recorded files by login into your account and navigating to Recordings -> Cloud Recordings.

Cloud Recordings Local Recordings

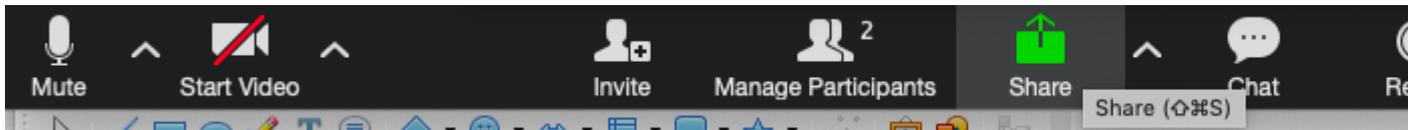
From To

<input type="checkbox"/>	Topic	ID	Start Time	File Size	<input type="button" value="Share..."/>	<input type="button" value="More"/>
<input type="checkbox"/>	My 1st Meeting	446-558-200	Jul 8, 2019 01:11 PM	2 Files (483 KB)	<input type="button" value="Share..."/>	<input type="button" value="More"/>

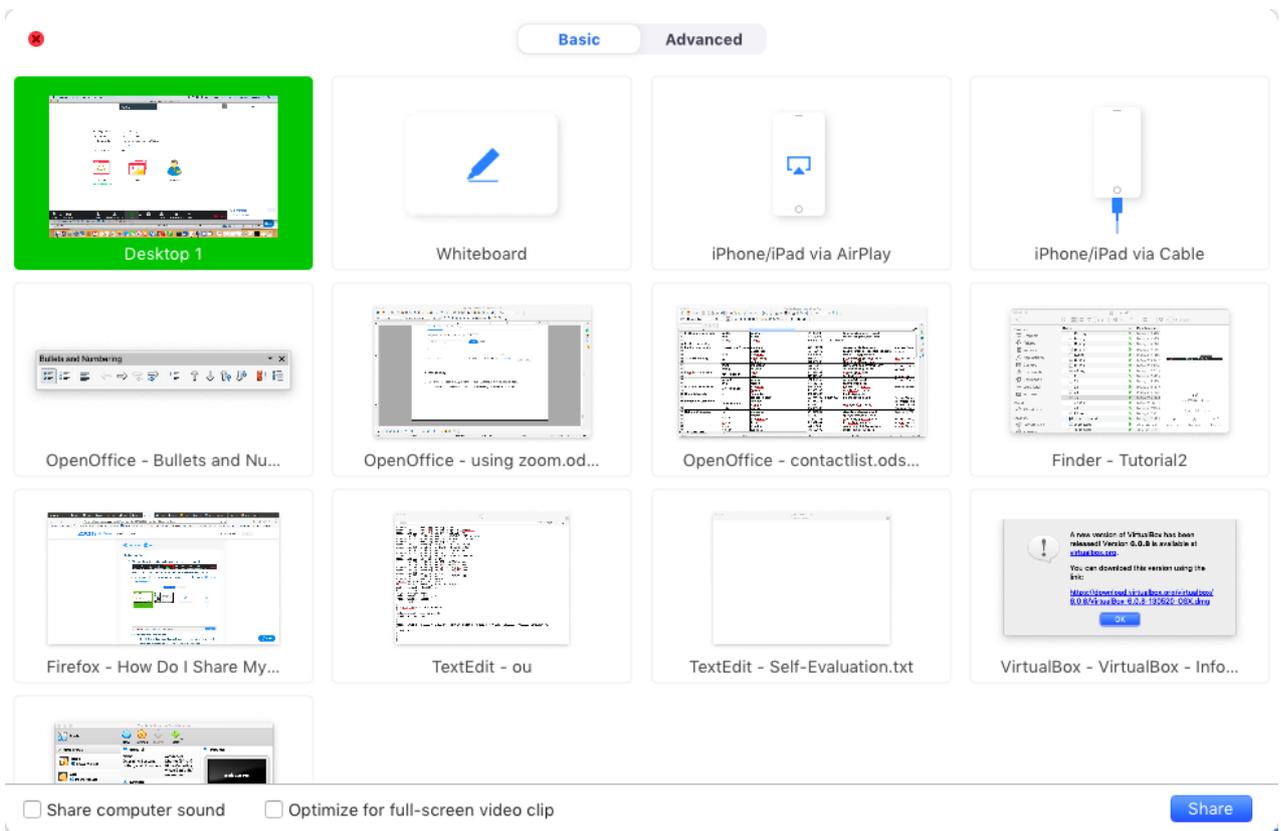
Screen Sharing

Zoom allows for screen sharing on desktop, tablet and mobile devices running Zoom.

1. The host and attendee can screen share by clicking the Share Screen icon



2. You can choose which screen to share from the below list. If you choose the Desktop and any activity visible through the monitor will be displayed to the participants. If you select only single application window, only the application will be shown.

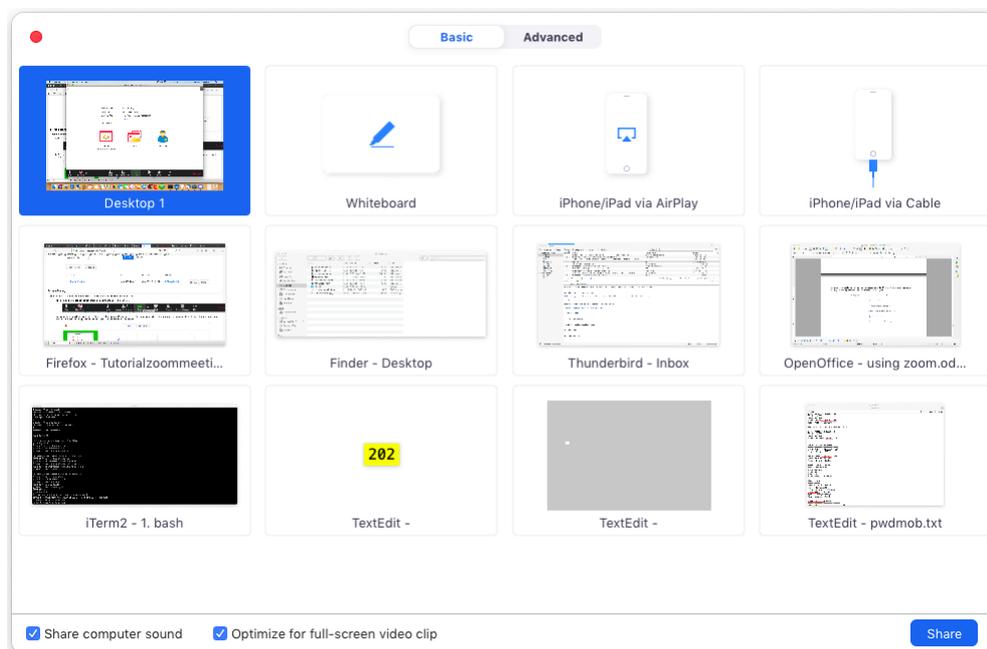


You may find more sharing options by clicking Advanced Sharing Options.



Sharing a Audio/Video?

With the sharing feature you can also share computer Audio/Video? as well as youtube video. To share a Video clip on local computer click share menu and select Desktop. Then select Optimize for full-screen video clip and share computer sound if you want to hear the audio of the clip to attendants. Then open the Audio/Video? clip with your preferred player and play it. You can maximize the player so that attendants will receive a good quality view.



If you want to share a youtube video or any web hosted video same way you can share the Desktop or Web browser window and play the video online.

Waiting Room

The Waiting Room feature allows the host to control when a participant joins the meeting. As the meeting host, you can admit attendees one by one, or hold all attendees in the Waiting Room and admit them all at once. You can send all participants to the Waiting Room when joining your meeting, or you can allow participants from your Zoom account and participants at specified domains to bypass the Waiting Room. To enable Waiting Room for all of your meetings follow the below steps.

1. Login to Zoom web portal. Then click on Settings menu from the left pane. On the Meeting tab, navigate to the Waiting Room option under Security section and turn on the status toggle.

Security

Waiting Room



When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

- ✓ Users not in your account will go in the waiting room
- ✓ Host and co-hosts only can admit participants from the waiting room

[Edit Options](#) [Customize Waiting Room](#)

2. Once enabled you can choose who you want to admit to the waiting room.

Who should go in the waiting room?

Everyone: All participants joining your meeting will be admitted to the Waiting Room.

Users not in your account: Only participants who are not on your Zoom account or are not signed in will be admitted to the Waiting Room. If not signed in, they will have an option to sign in.

Users who are not in your account and not part of the allowed list: Users who are on your account or signed in to a Zoom account at the domains you list will bypass the Waiting Room. After selecting this option, enter the domains, separating multiple domains by a comma.

Users invited during the meeting by the host or co-hosts will bypass the waiting room: Users that the host or co-host invited during the meeting will by pass the Waiting Room. This applies to users invited directly through Zoom during a meeting or users invited by phone.

Note: This setting doesn't apply to inviting a Zoom Room or room system. The invited room will always be placed in the Waiting Room.

Who can admit participants from the waiting room?

Note: If Users not in your account or Users who are not in your account and not part of the allowed list is selected, you can specify who can admit participants that are in the Waiting Room.

Host and co-hosts only: Only the host and co-hosts can admit participants that are in the Waiting Room.

Host, co-hosts, and anyone who bypassed the waiting room (only if host and co-hosts are not present): Only the following people can admit participants that are in the Waiting Room.

1. Host or co-hosts
2. Participants are bypassed the Waiting Room (they can only admit other participants if the host and co-hosts are not in the meeting)

Waiting Room Options

These options will apply to all meetings that have a Waiting Room, including standard meetings, PMI meetings, webinars.

Who should go in the waiting room?

- Everyone
- Users not in your account
- Users who are not in your account and not part of the allowed domains

Use comma to separate multiple domains. You can use wild card here. e.g. company.com, *.company.com, school.edu

- Users invited during the meeting by the host or co-hosts will bypass the waiting room 

Who can admit participants from the waiting room?

- Host and co-hosts only
- Host, co-hosts, and anyone who bypassed the waiting room (only if host and co-hosts are not present)

Continue

Cancel

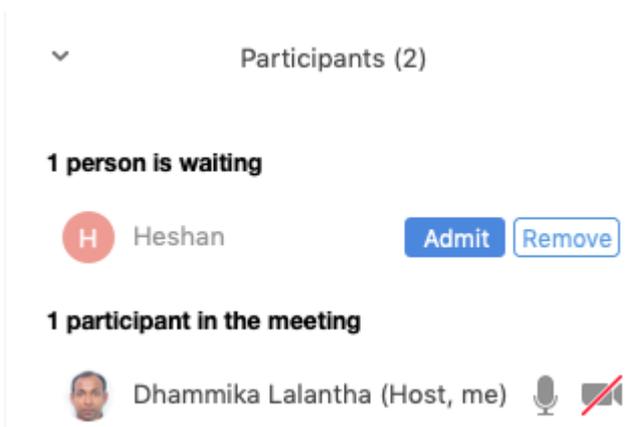
3. If you have been put in a Waiting Room and then when you join a meeting you will see the below.

Please wait, the meeting host will let you in soon.

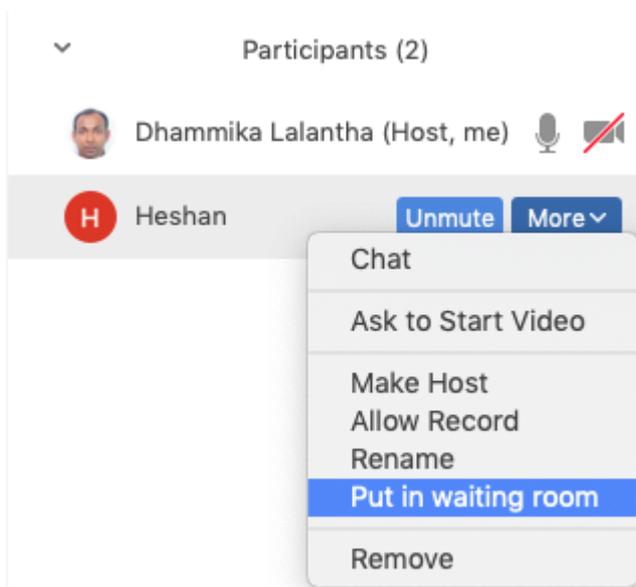
My 1st Meeting

8/3/2019

4. If you are the host of the meeting, Waiting Room people will be shown in the participants list. You can admit participants to the meeting individually.



5. You are also able to put a participant who is joined already to the Waiting Room as well.



To enable Waiting Room just for a single meeting go to the scheduled Meeting and click on Edit this Meeting to edit the meeting. Then Enable waiting room option and save the meeting.

Meeting Options

- Require meeting password
- Enable join before host
- Mute participants upon entry 
- Use Personal Meeting ID 930-943-1345
- Enable waiting room
- Record the meeting automatically

Closed Captioning

Closed captioning allows you or another meeting attendee, assigned by the host, to add closed captioning in a meeting. In a webinar, closed captioning can be typed by the host, co-host, or a panelist assigned by the host. You can type the closed captions directly via Zoom or you can integrate a third party service.

Closed Captioning can be enabled for your own meetings using below steps.

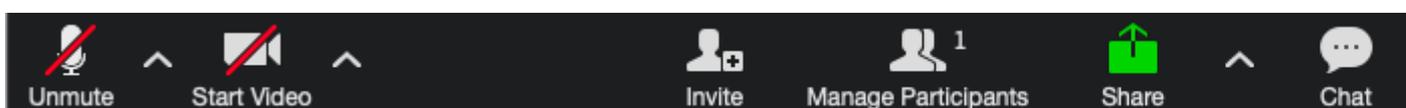
1. Login to Zoom web portal. Then click on Settings menu from the left pane. On the Meeting tab, navigate to the Closed Caption option under In-Meeting (Advanced) and turn on the status toggle.

Closed captioning

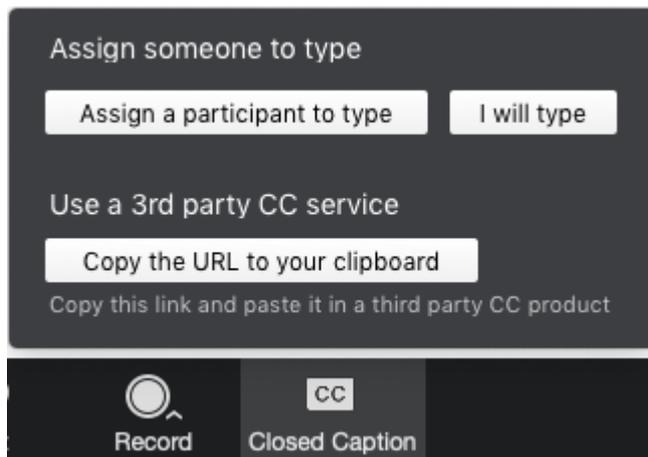
Allow host to type closed captions or assign a participant/third party device to add closed captions 

- Allow participants to save closed captions.

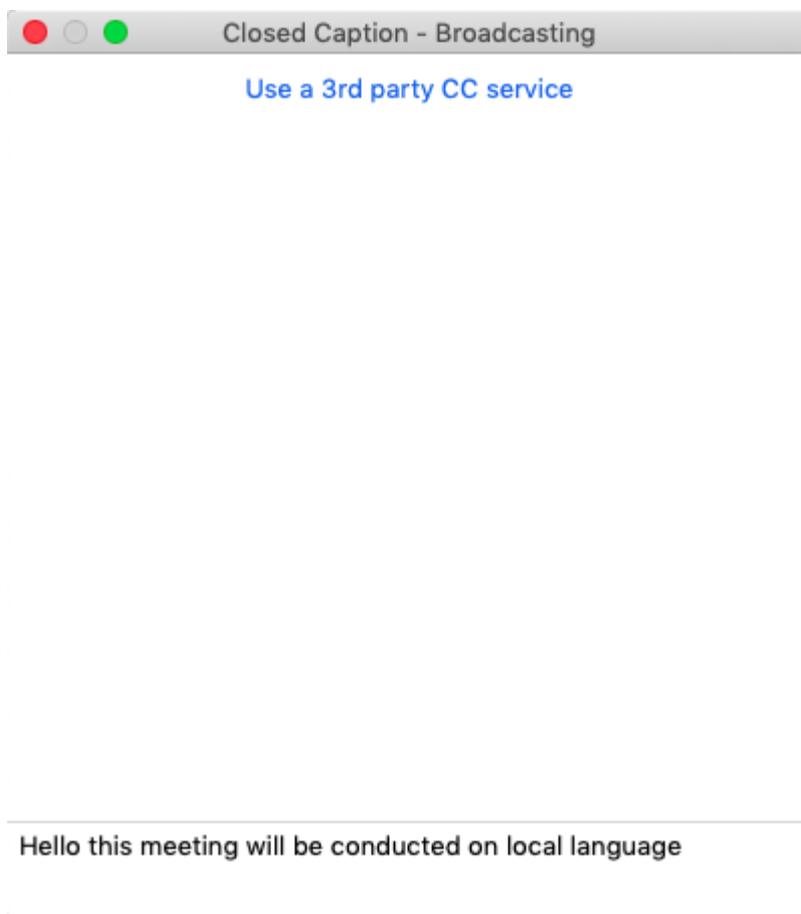
2. Once enabled the above option when you are in the meeting you will be shown Closed Caption option.



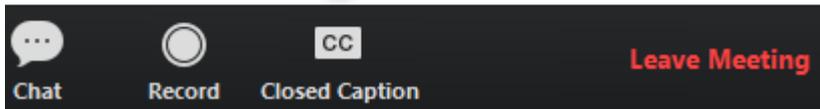
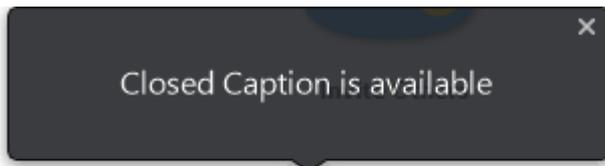
3. Select if you will type the Closed Captions, if you would like to assign someone to type or if you are using a Third Party provider.



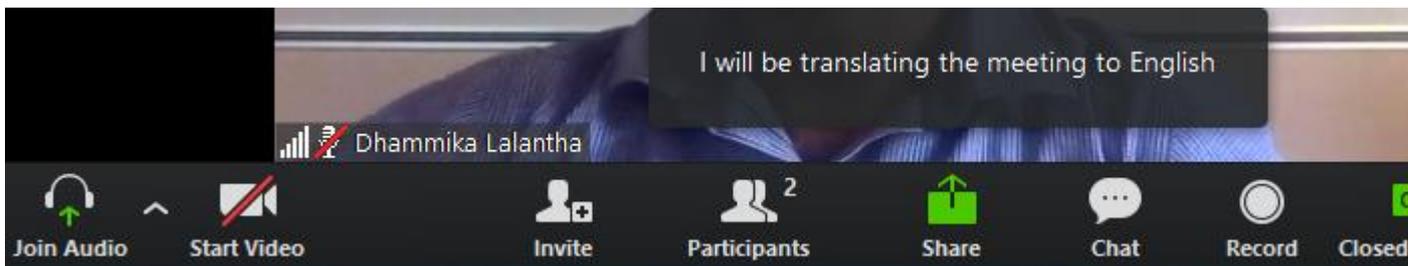
4. For now select the I will type option and pop up window will appear to type Closed Captions.



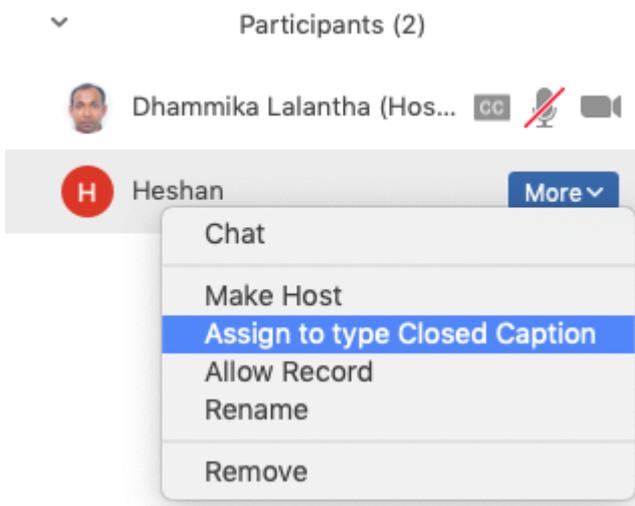
5. Once above window opens a Closed Caption option will appear in the remote attendants application menu too.



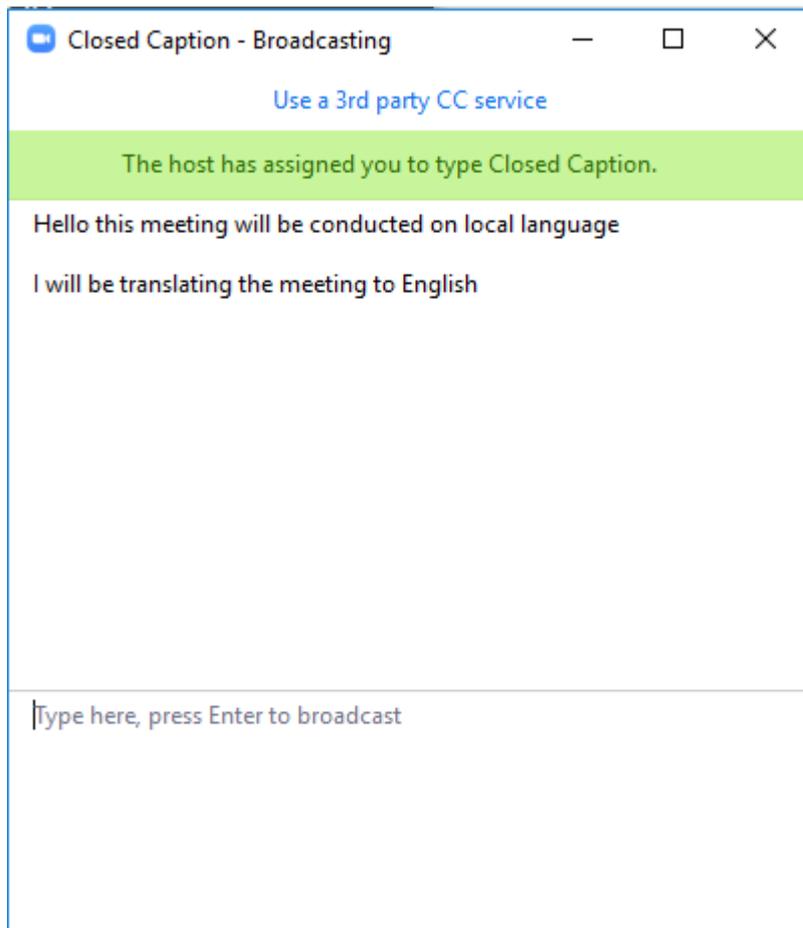
6. Participants may click on the Closed Caption option to view the text typed by the host.



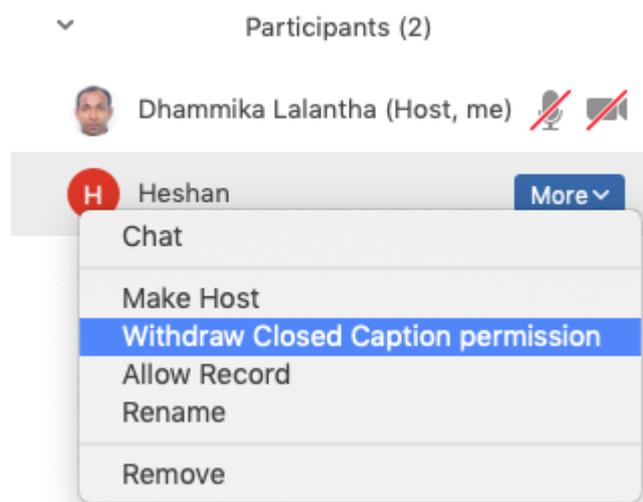
7. Same way Closed Caption can be typed by a participant assigned by the host. To do this open the participant window select the participant and choose Assign to Type Closed Caption.



8. Above will pop up a window as shown below on the Zoom application of the participant.



9. Similar the way host assigned the Closed Caption to a participant, the host can withdraw Closed Caption permission from him/her self.



Polling for Meetings

The polling feature for meetings allows you to create single choice or multiple choice polling questions for your meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees. You also have the ability to

download a report of polling after the meeting. Polls can also be conducted anonymously, if you do not wish to collect participant information with the poll results. Polling can be enabled for your own meetings using below steps.

1. Sign in to Zoom web portal using the instructions given in the tutorial [here](#). Once signed into Zoom click on the Settings menu on the left pane to enable the polling. There will be three tabs and you need to go to the Meeting tab. On the Meeting tab, navigate to the Polling option under In-Meeting (Basic) section and turn on the status toggle to enable the polling.

Polling



Add 'Polls' to the meeting controls. This allows the host to survey the attendees.

2. To create a poll go to the scheduled meeting page and scroll to the bottom to find the Poll option. Click Add to create the poll.

Poll Live Streaming

You have not created any poll yet.

3. Give a poll name and enter the question. You can check the box to make the poll anonymous, which will keep the participant's polling information anonymous in the meeting and in the reports. Then elect whether you want the question to be single choice or multiple choice question. Then type the answers. You can keep adding up to 25 questions.

Add a Poll



Workshop Questions

Anonymous? 

1.

Which among the following is not an internet browser ?

Single Choice Multiple Choice

Netscape Navigator

Chrome

Drupal

Opera

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

Delete

[+ Add a Question](#)

Save

Cancel

- Once you start the meeting, Polling option will be visible on the bottom menu shown as Polls. Click the Polls and Select the poll you would like to launch from the drop down list at top of the window.



- Click on the Launch Polling.

A window titled 'Polls' with a dark header. The header contains 'Poll 1: Workshop Questions' and an 'Edit' link. The main content area has two questions, each with four radio button options. The first question is '1. Which among the following is not an internet browser ?' with options: Netscape Navigator, Chrome, Drupal, and Opera. The second question is '2. Internet's Initial development was supported by ?' with options: ARPANET, IBM, and Microsoft. At the bottom, there is a blue 'Launch Poll' button.

- At the same time attendants will see the poll.

The image shows a window titled "Polls" with a green header "Workshop Questions". It contains two questions:

1. Which among the following is not an internet browser ?

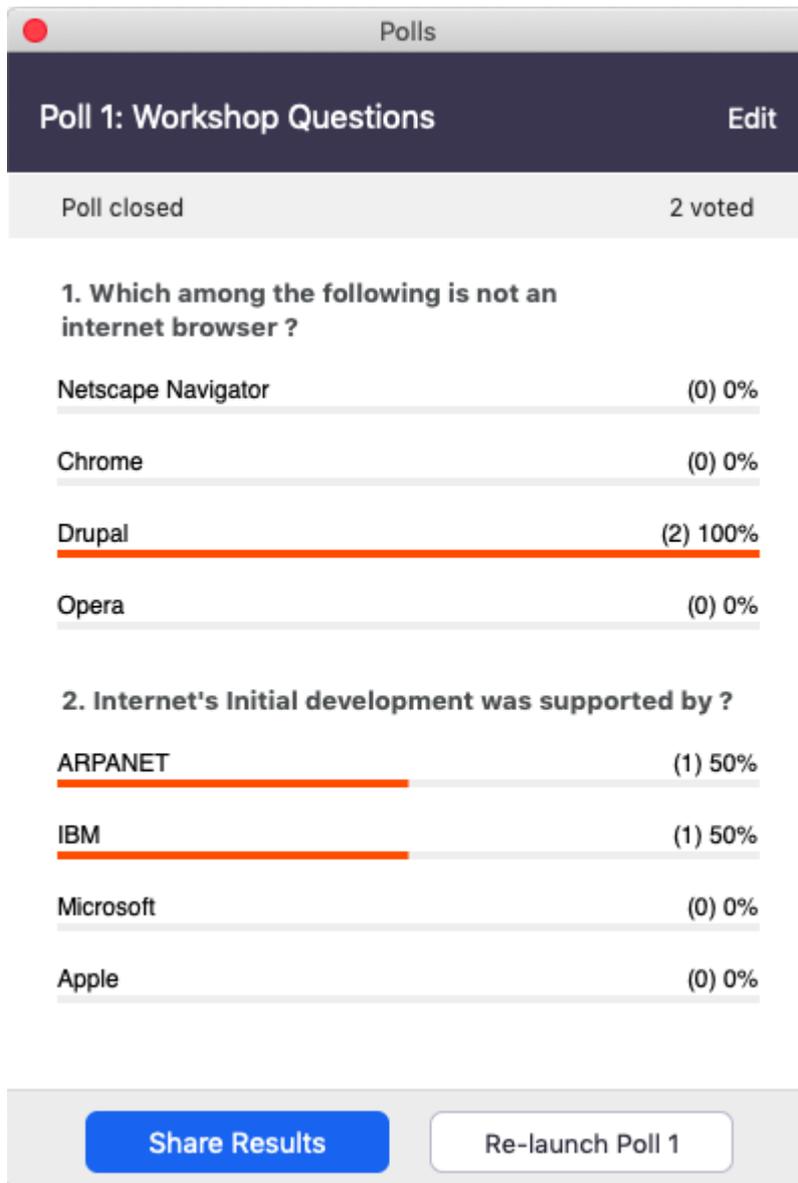
- Netscape Navigator
- Chrome
- Drupal
- Opera

2. Internet's Initial development was supported by ?

- ARPANET
- IBM
- Microsoft
- Apple

A blue "Submit" button is located at the bottom center of the window.

7. While the polling is progress Host can see the live status of the polling in the Polls window. Once the polling is complete if you would like to share the results to the participants in the meeting, click Share Results.



- You can download a report of the poll results after the meeting. Login to Zoom web portal and then go to Reports. There will three types reports of under the Usage Reports and click on the Meeting. There will be two tabs and select the Meeting Report tab. Then choose the option Poll Report as report type. Adjust the date range and click search. Then select the report and click generate to get the report for your poll.

Meeting Report Report Queue

Report Type Registration Report Poll Report

Search by time range ▾

From:

08/03/2019



To:

08/04/2019



Search

Maximum report duration: 1 Month

<input type="checkbox"/>	Scheduled Time	Start Time	Topic
<input type="checkbox"/>	08/04/2019 02:30:00 PM	08/04/2019 03:06:11 PM	My 1st Meeting

- This will take you to the Report Queue page and from there you may download the report in CSV format.

Meeting Report Report Queue

Include reports that failed to generate results

Report Type	Scheduled Time	Start Time	Topic	Meeting ID
Poll Report	Aug 4, 2019 08:00:00 PM	Aug 4, 2019 08:36:11 PM	My 1st Meeting	446-55...

Breakout Rooms

Breakout Rooms allow you to split your Zoom meeting up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time.

- Up to 50 breakout rooms can be created
- Max 200 participants in a breakout room (requires Large Meeting 200 add-on)
- Breakout room participants have full audio, video and screen share capabilities

Breakout Rooms is not enabled by default. To enable the breakout feature,

- Sign in to the Zoom web portal. Then go to the **Settings** menu on the left pane.

2. Navigate to the **Breakout Room** option on the **Meeting** tab and enable it.

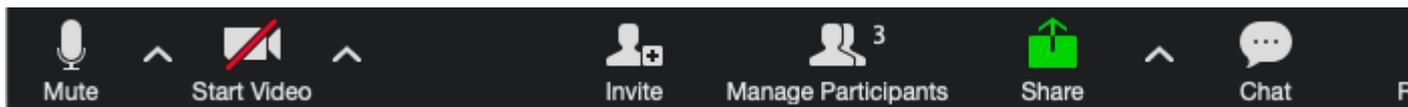
Breakout room



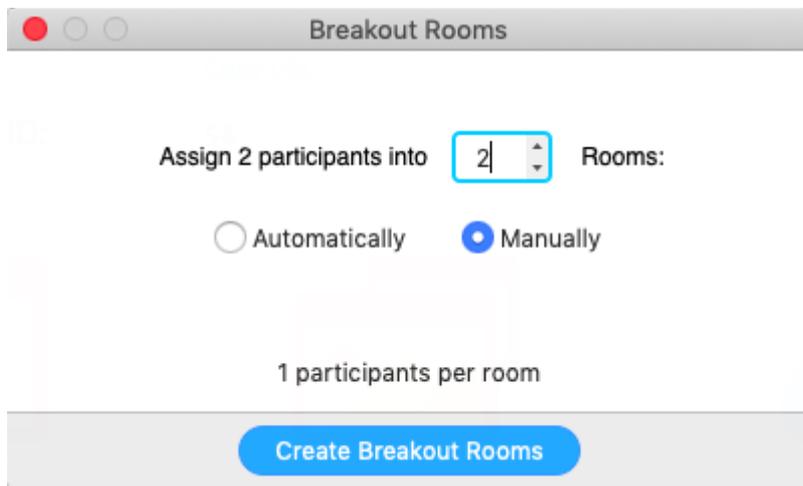
Allow host to split meeting participants into separate, smaller rooms

- Allow host to assign participants to breakout rooms when scheduling 

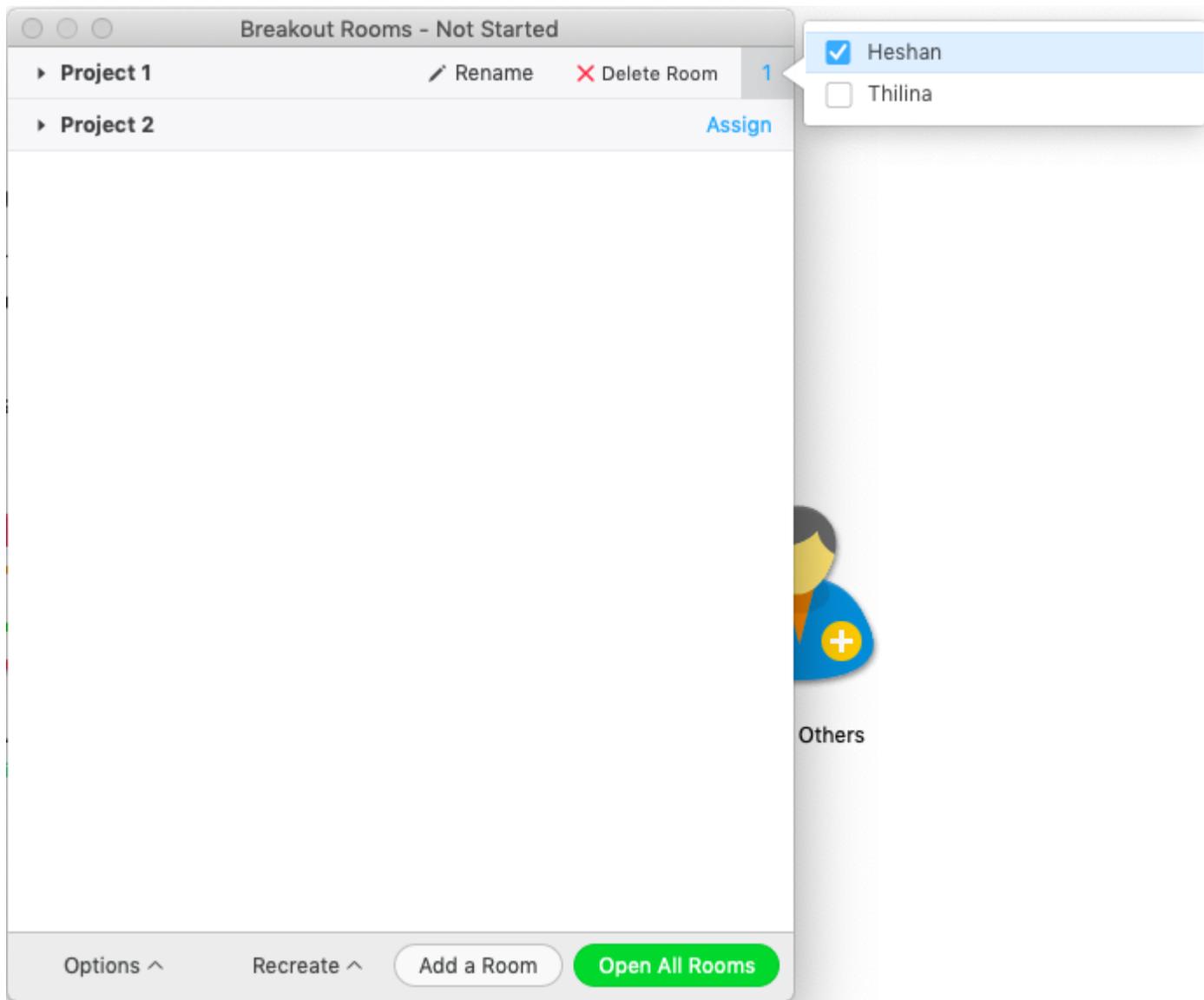
3. When you start the meeting you will see the Breakout Rooms option in the control menu.



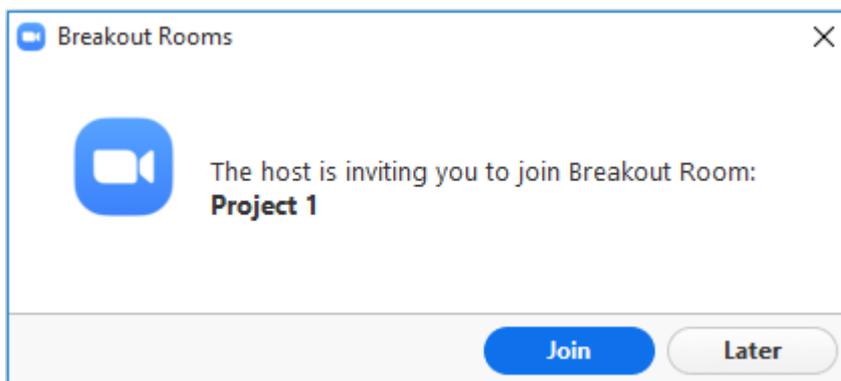
4. You can either automatically or manually partition the users into Breakout Rooms. We will here manually create the Breakout Rooms. Specify the number of rooms as per your requirements (like number of projects).



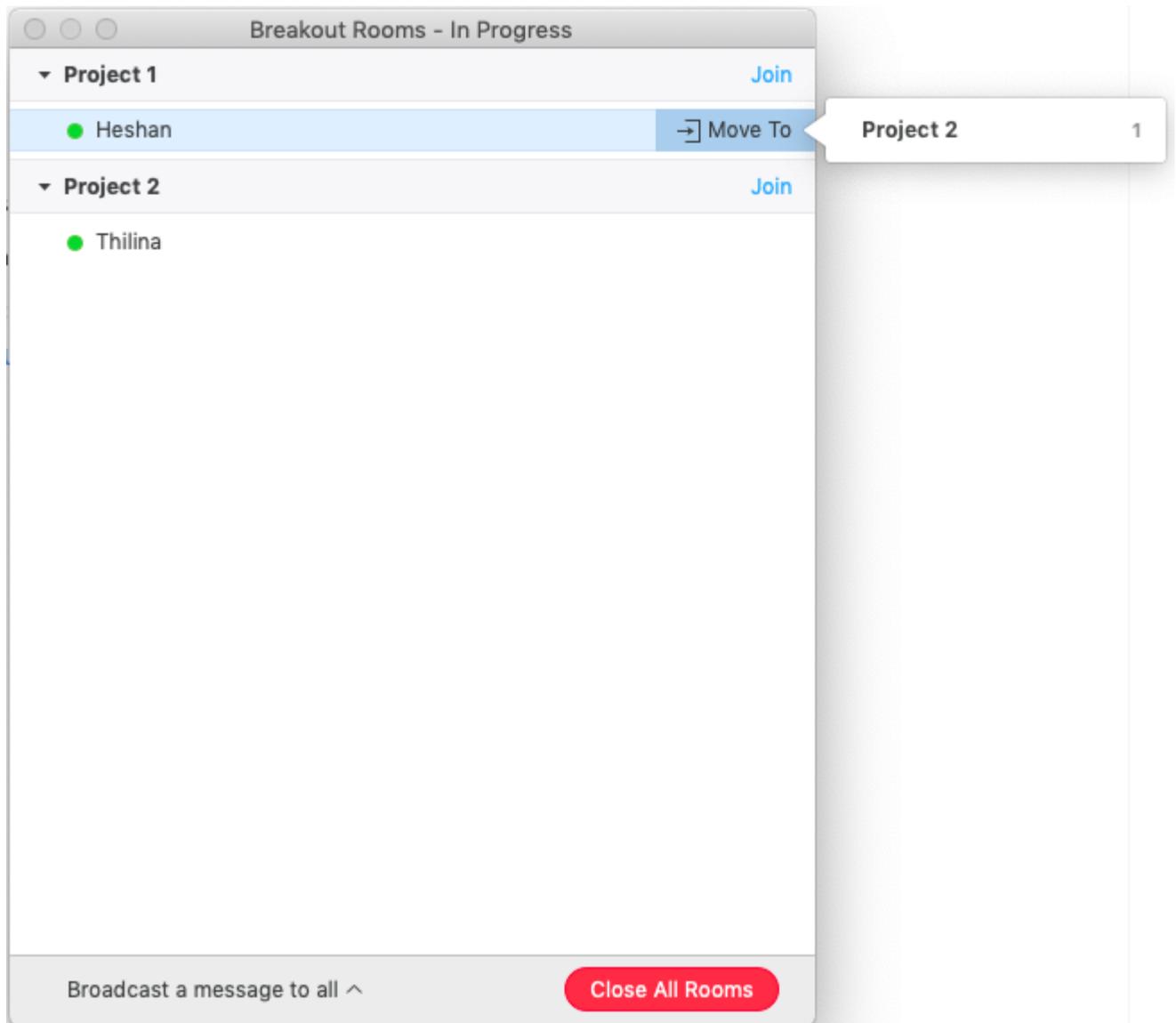
5. Once Breakout Rooms were created you can assign each participant to these these rooms. You can also rename the these rooms or delete them as well. Once your are done with assigning participants click Open All Rooms to separate the participants into Breakout Rooms.



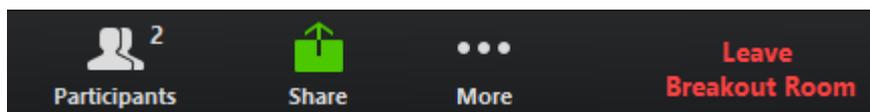
6. Once all Breakout Rooms are open assigned participants will receive a request to join the Breakout room.



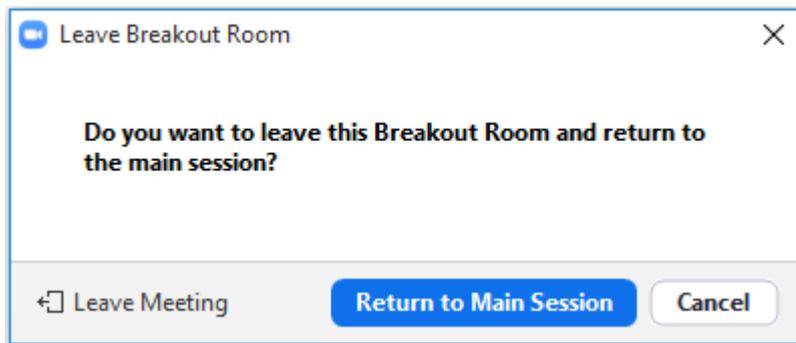
7. Once all Breakout Rooms are open still you can reassign participants to another room.



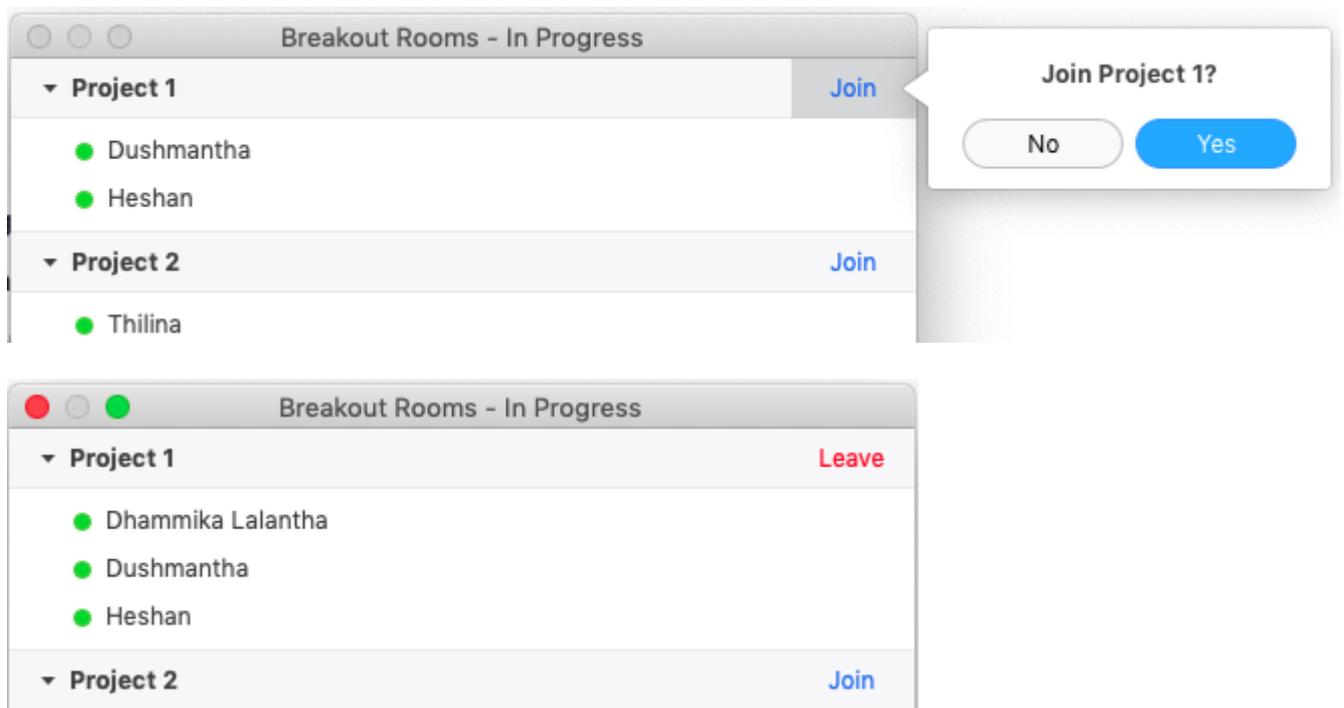
8. The co-host can leave and join any breakout room only after they join a breakout room assigned to them by the host. When the co-host need to leave Breakout room only not the meeting click on the Leave Breakout Room in bottom menu.



This will a warning message and confirm the leaving Breakout room.



9. Meeting host can also join a Breakout room and leave as shown below.



Zoom Rooms

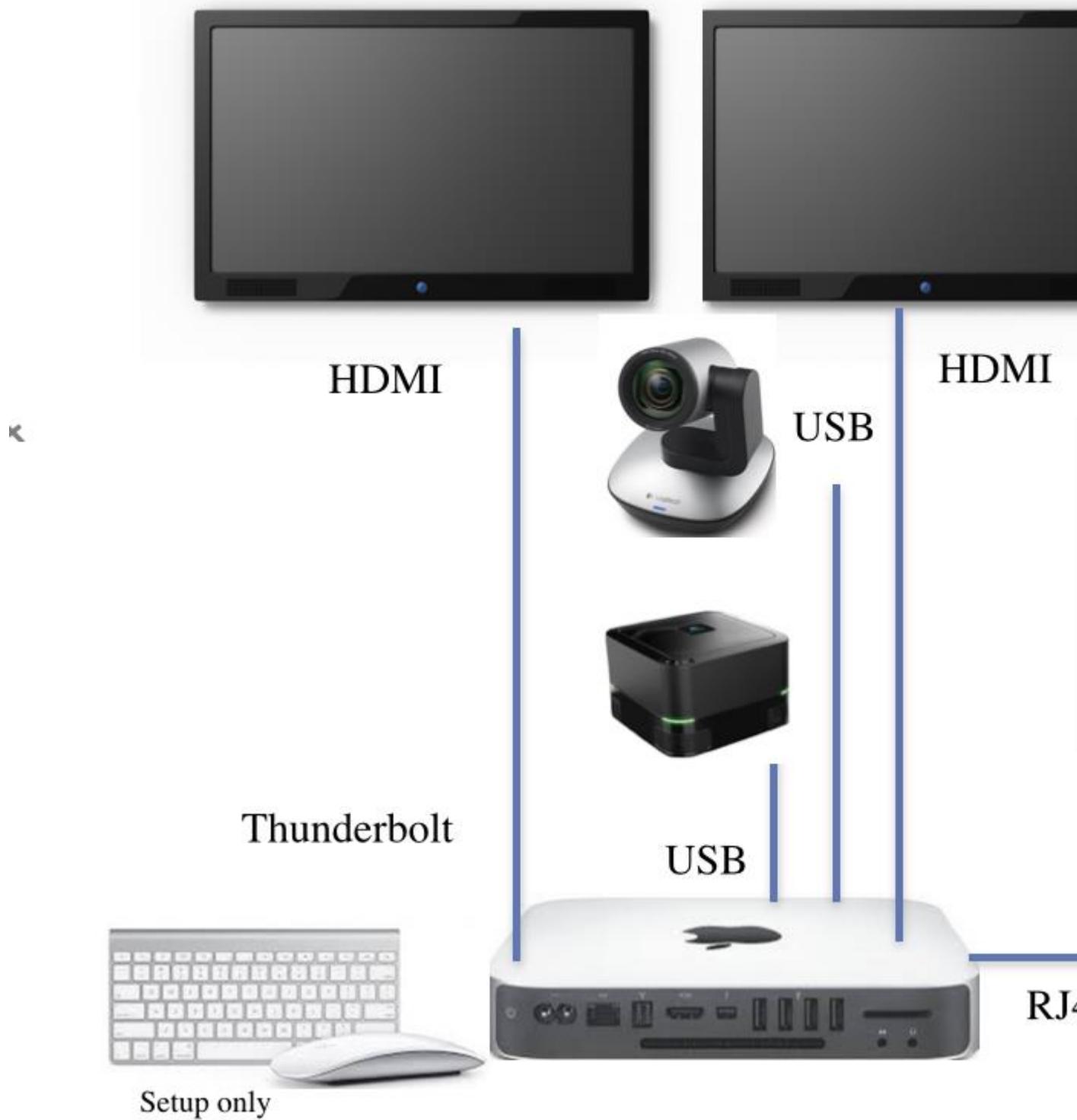
Zoom Rooms is a software-based room system that provides an integrated experience for audio conferencing, wireless screen sharing and video conferencing. Zoom Rooms can be used for room only attendees or remote attendees joining from another room, from their desktop, or from their mobile device. Zoom Room is like a traditional conference room based on Video conference hardware like controllers, cameras, audio and display devices from vendors like Cisco and Polycom. But Zoom Rooms software accompany hardware from third party vendors to create Zoom Rooms and have modern features than legacy conference rooms. Zoom Rooms can be set in different room sizes like Focus rooms, Huddle rooms, Board rooms, Class rooms and Theater and it will require different hardware requirements and arrangement. There are recommended hardware to use from Zoom.

There are many hardware recommended by Zoom for creating a Zoom Room. You can refer to Zoom site for more information. We generally mention the list of hardware here as below.

1. HDTV Monitor.
2. Camera
3. Speaker/Microphone? device
4. Mac Mini computer or PC
5. iPad or Android tablet

Setting up Zoom Rooms

1. Connect above hardware as below.



2. Install the Zoom Rooms software.

There are two Zoom software for Zoom Rooms.

1. Zoom Rooms for conference room.

This is installed Mac Mini or PC. Install this software on your device.

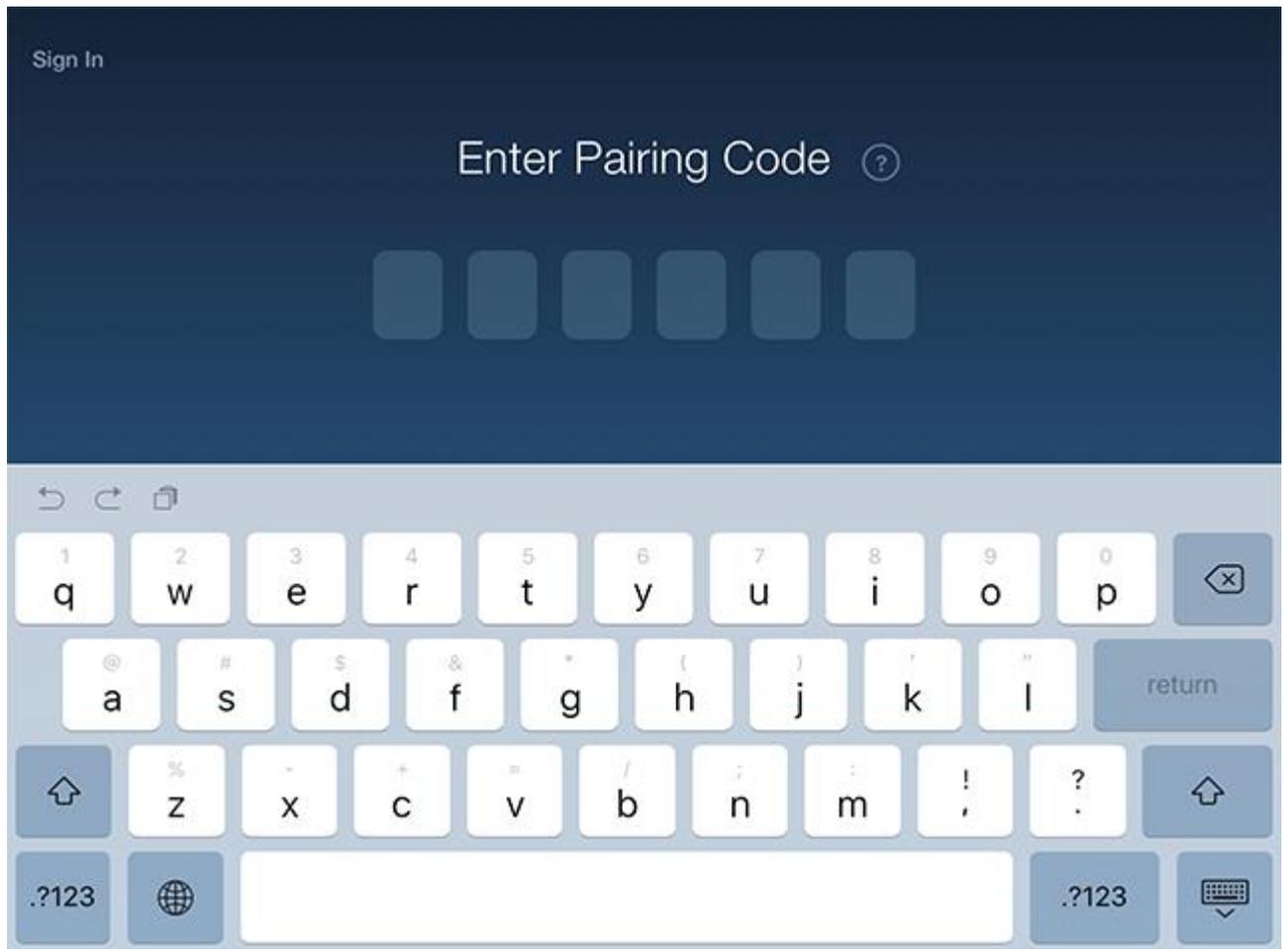
2. Controller for Zoom Rooms.

This is installed on iPad or Android tablet. You can install this from Apple app store or from Google play store if you are using an Android tablet.

3. Open the Zoom Rooms application on the computer.
4. Open the Zoom Rooms app on the controller.
5. The computer will display a pairing code.



6. Enter this code on the controller.



7. Your Zoom Room will now be available to launch a test meeting or join a meeting.

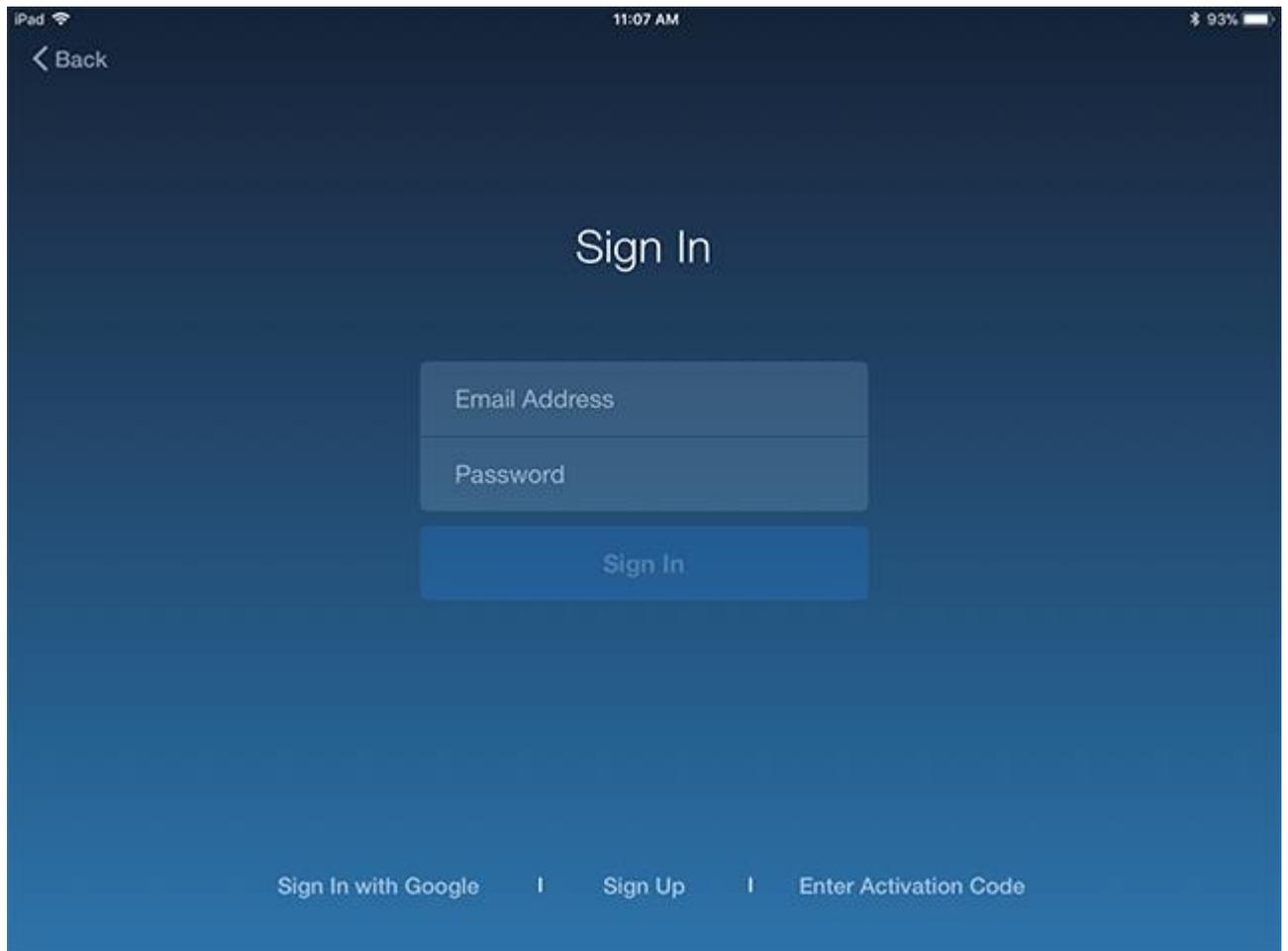
Using Zoom Rooms

Assuming you have a Zoom Room license you can login to zoom room as below.

1. On the Zoom Rooms Controller, tap Sign In



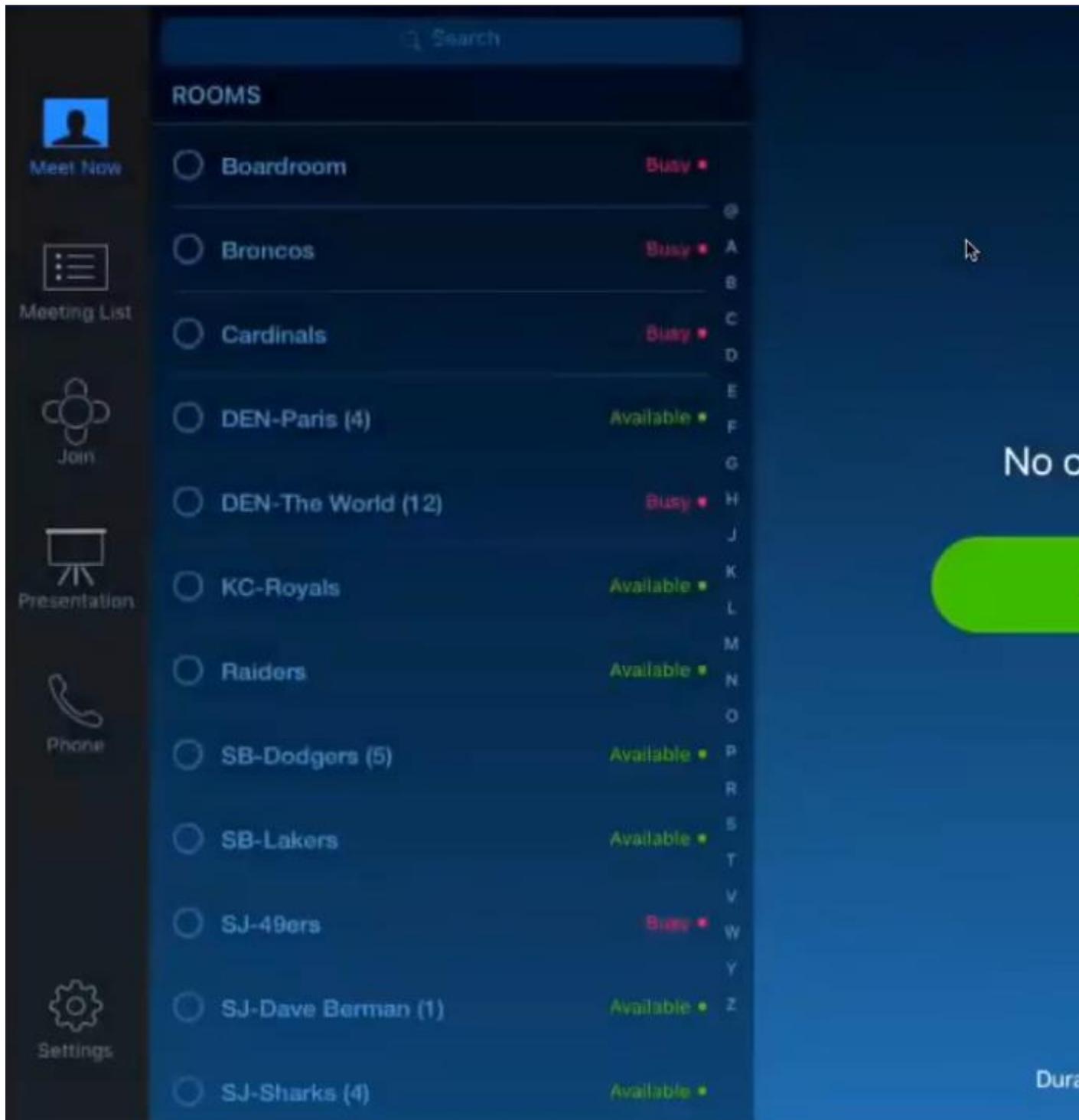
2. Sign in as the account owner, an admin, or a user with the Zoom Rooms role.



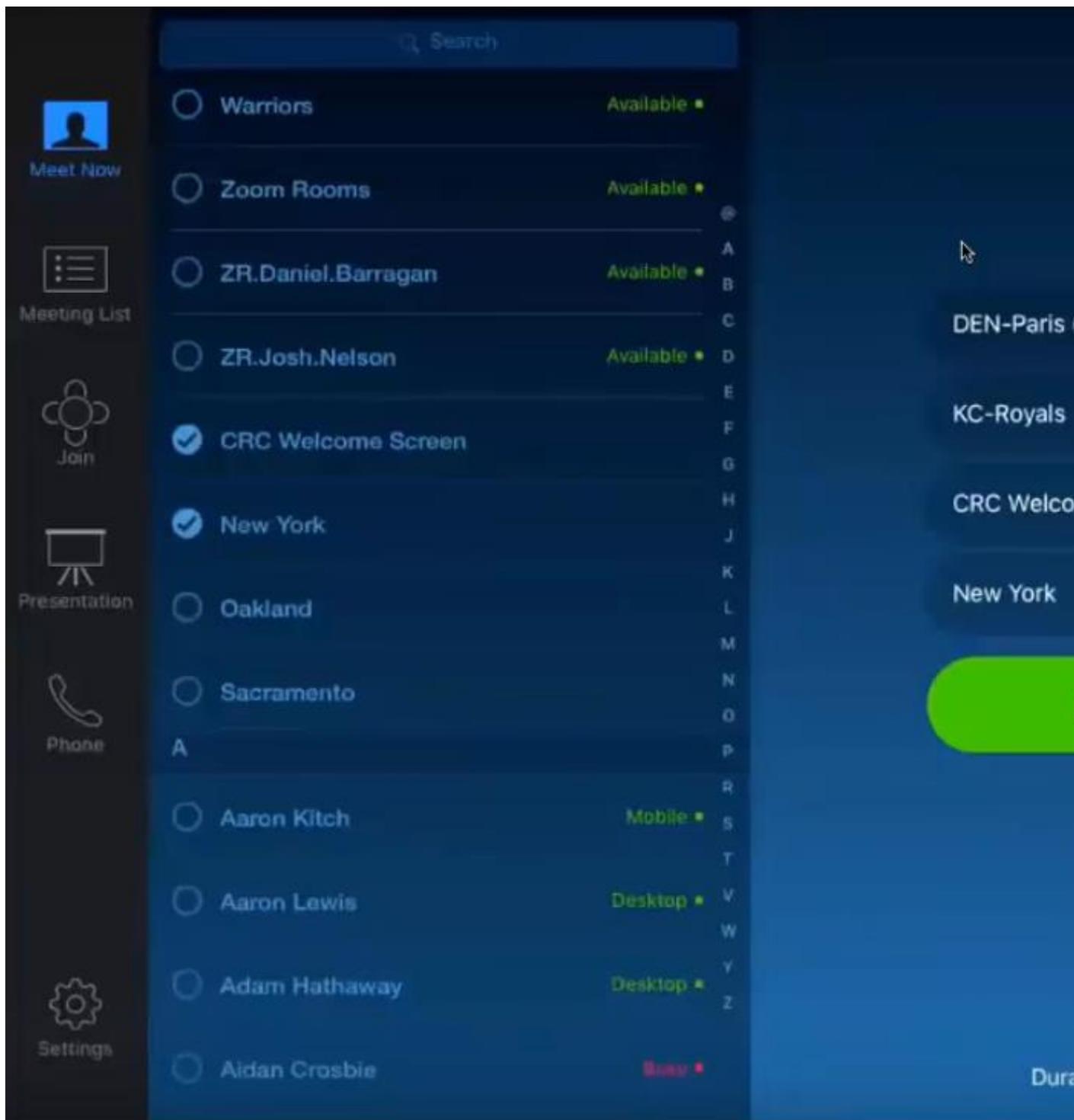
Start Instant Meeting

Once you signed into Zoom Room you will be able to Create and Start a meeting, Join a meeting and share screen or presentation etc.

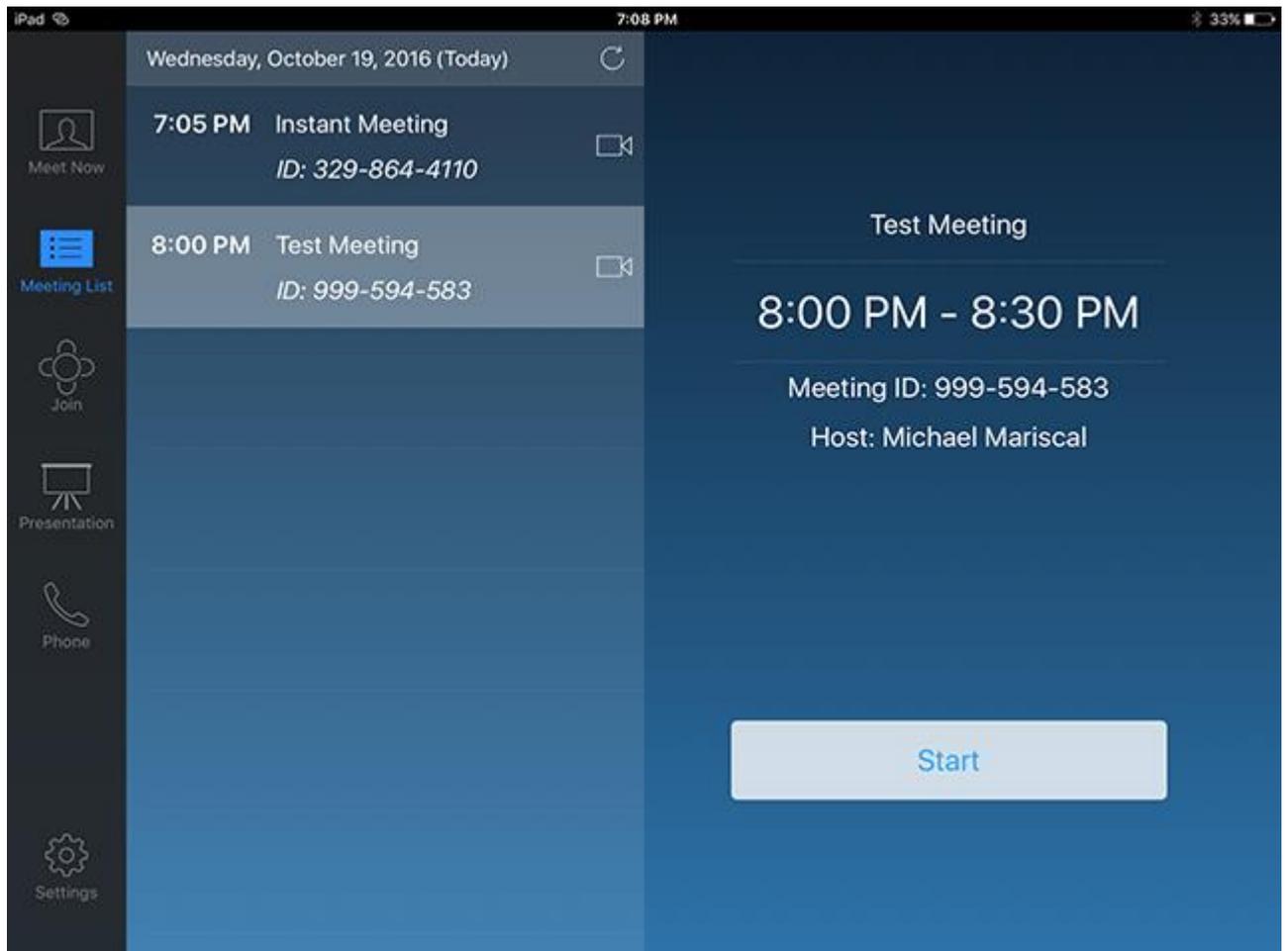
1. To start a meeting select the Rooms, Contacts and H.323/SIP end points to invite.



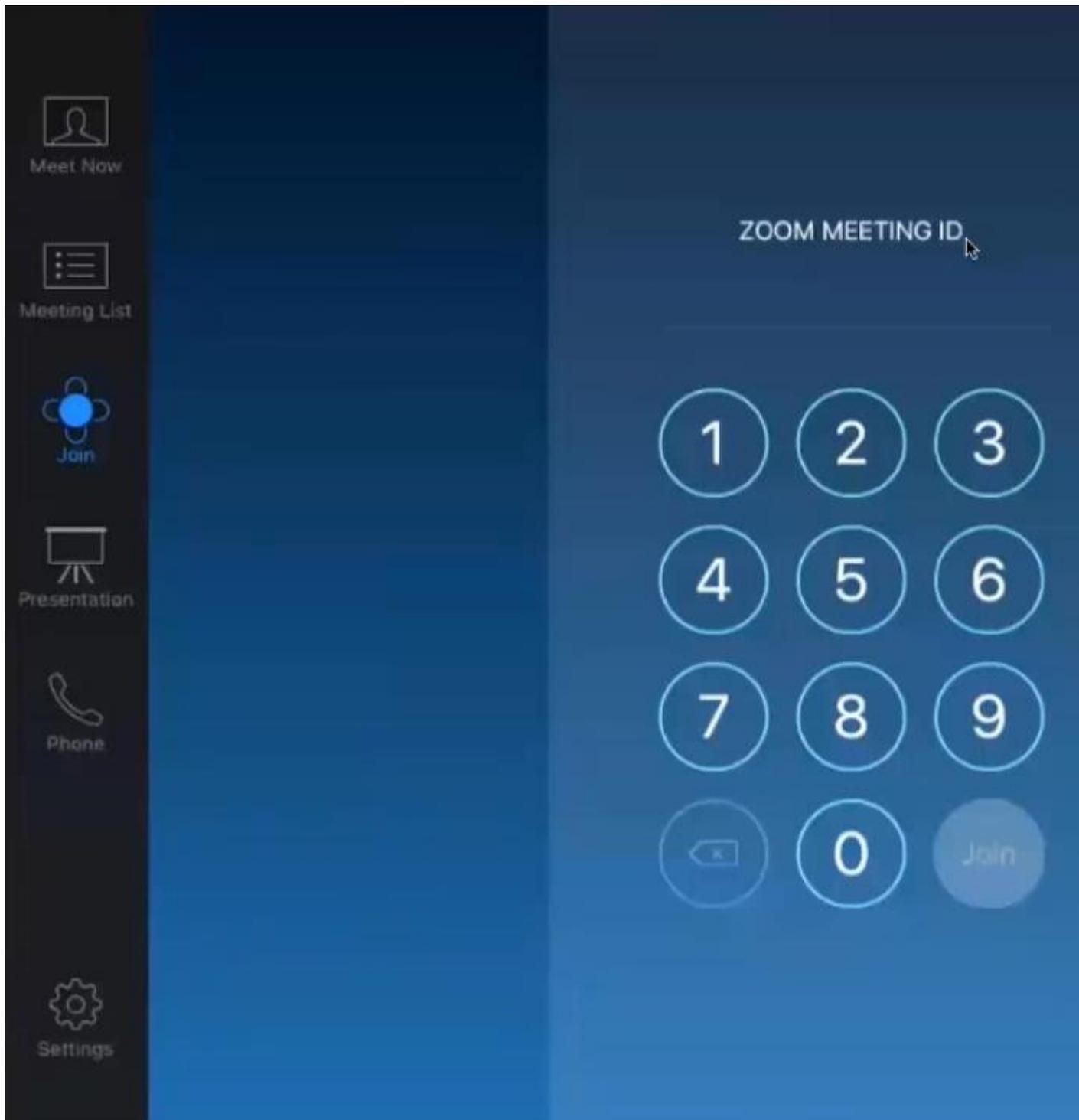
2. Then tap Meet Now to start the instant meeting.



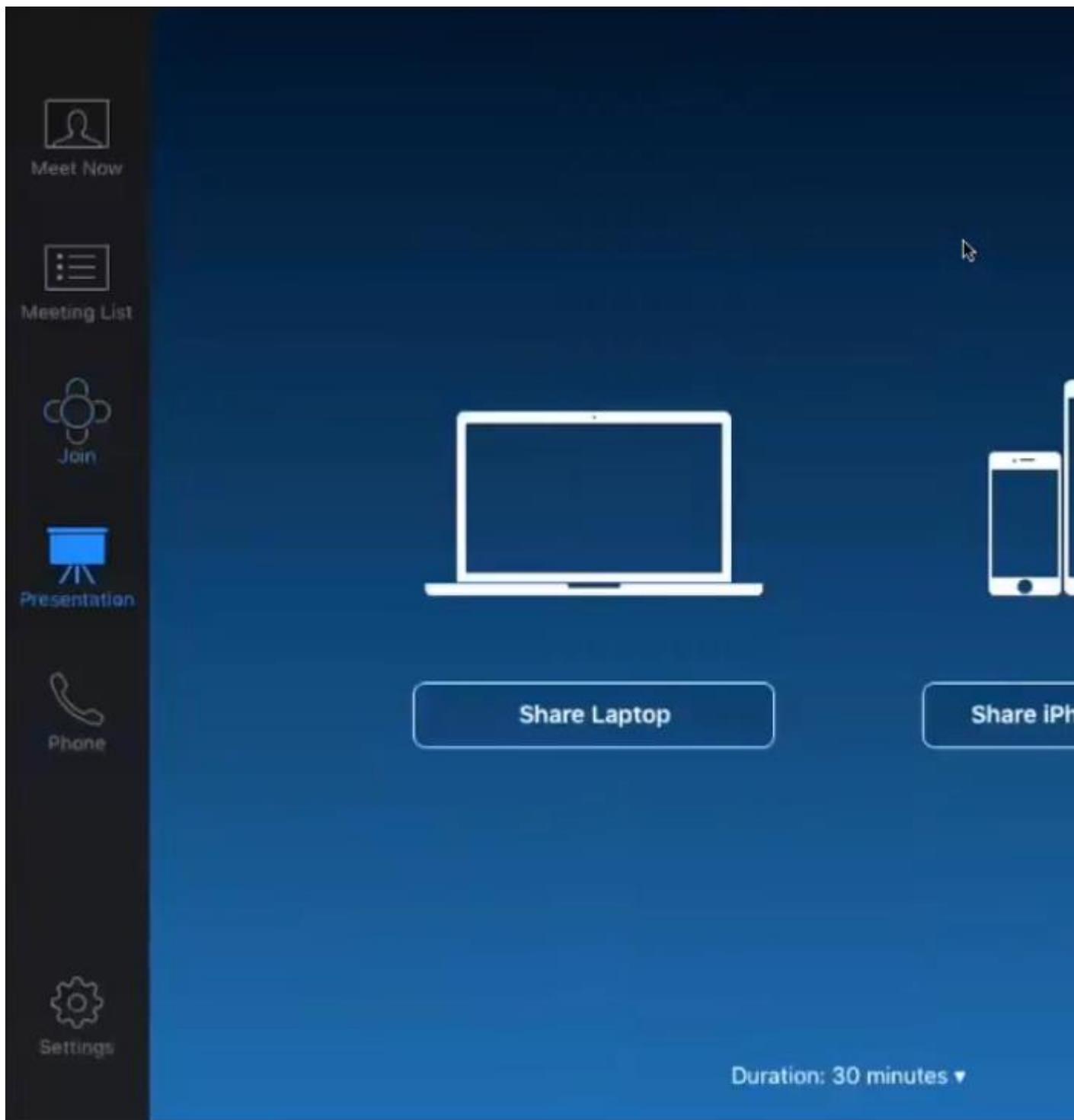
3. To view the scheduled meeting list tap on the Meeting list menu.



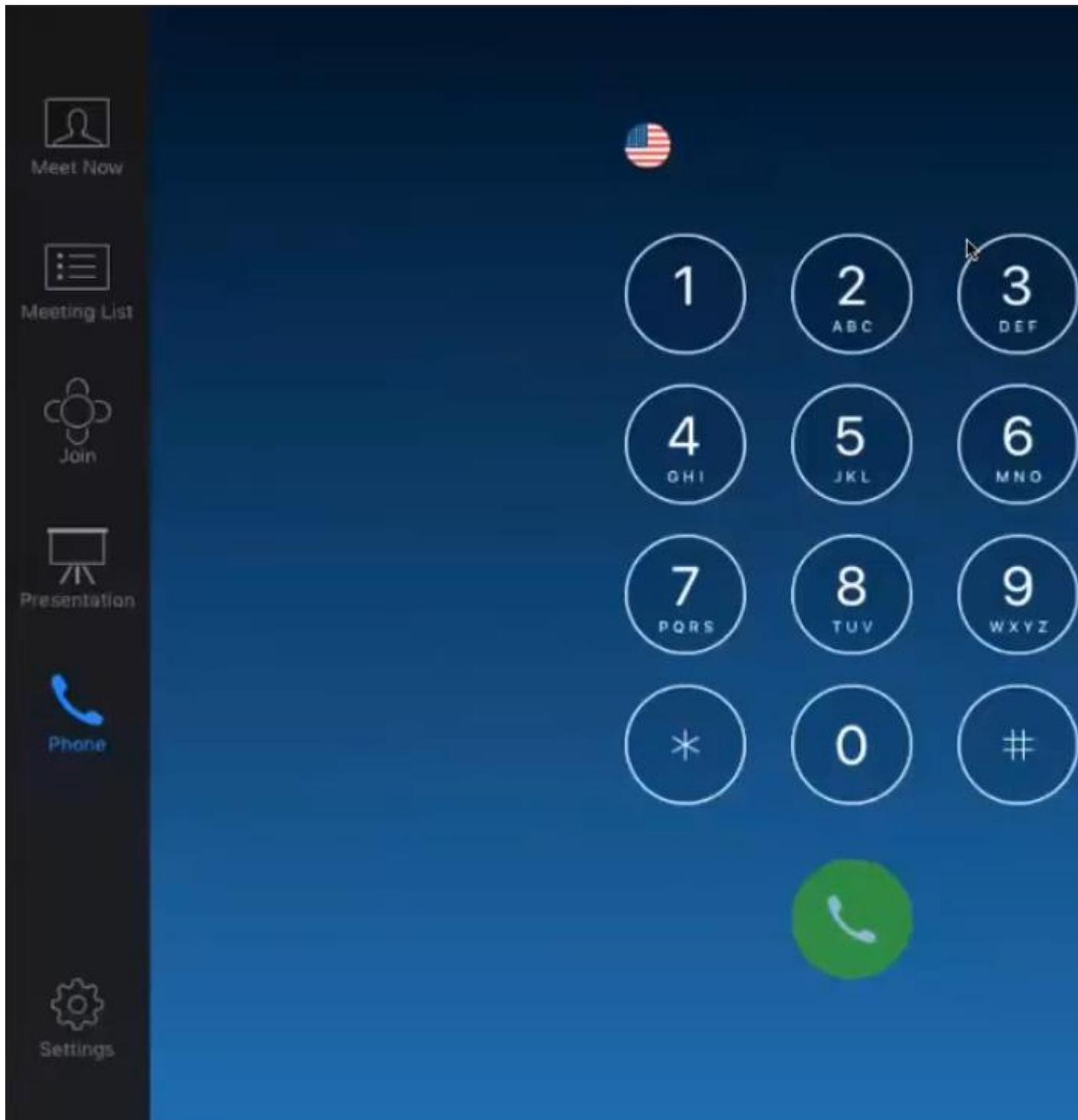
4. To join a existing meeting tap on join menu and enter meeting id.



5. To share a presentation or share a screen on a PC, Tablet or mobile tap presentation menu.



6. To make a voice call to PSTN number tap on Phone menu and dial the number.



Zoom has different packages in which you can choose the right solution for your needs. Below shows those plans and a comparison of them.

	BASIC	PRO
Participant Capacity ⓘ	100	100
License Count ⓘ	1	1-9
Billing Cycle and Terms	N/A	Monthly or A
Unlimited Group Meetings	✓	✓
Unlimited 1-1 Meetings	✓	✓
Group Meeting Duration ⓘ	40 mins	30 hours
Technical Support	Ticket Only	Ticket & Live
Recording ⓘ	Local	Local & 1 GB (per licens
Telephone Dial-In ⓘ	—	Toll-base
Screen Sharing ⓘ	✓	✓
Breakout Rooms ⓘ	✓	✓
Virtual Background	✓	✓
Personal Meeting ID ⓘ	✓	✓
Private & Group Chat ⓘ	✓	✓
Host Controls	✓	✓
Co-Annotation on Screen Share	✓	✓
Remote Keyboard & Mouse Control	✓	✓
Whiteboarding	✓	✓
Multi-Share	✓	✓
TLS Encryption ⓘ	✓	✓

Zoom Webinars ¶

Zoom Video Webinar allows you to broadcast a Zoom meeting to up to 500 view-only attendees. Webinar licenses can be associated with your account upon request from the LEARN.

As the host or a panelist, you can share your screen, video and audio in a webinar and attendees can use the chat or question and answer options to interact with the host and panelists.

Webinars can require preregistration, with the option for the host to add custom registration questions, or registration can be turned off for attendees to join by simply clicking a link at the time of the webinar.

Webinars can be held once, can reoccur in a series, or can be the same session held multiple times.

Configuring a webinar

Zoom Meeting Roles

Webinar participants can be assigned to a role based on their context. Available roles for a webinar: host, cohost, panelist, and attendees. The role that you have in the webinar will be designated by the host.

The **host** of the webinar is the user who the webinar is scheduled under. They have full permissions to manage the webinar, panelists, and attendees. There can only be one host of a webinar. The host can do things like stop and start the webinar, mute panelists, stop panelists' video, remove attendees from the webinar, and more. Host should first contact LEARN for get the webinar feature enabled.

Co-hosts share many of the controls that hosts have, allowing the co-host to manage the administrative side of the webinar, such as managing attendees or starting/stopping the recording. The host must assign a co-host. Co-hosts cannot start a webinar. If a host needs someone else to be able to start the webinar, they can assign an alternative host.

Panelists are full participants in a webinar. They can view and send video, screen share, annotate, etc. You must be assigned panelist permissions by the webinar host. The host can also disable some features for panelists, including starting video, sharing your screen, and recording.

Attendees are view-only participants who can be unmuted if the host chooses. Their view of the webinar is controlled by the host. They can interact with the host and the panelists through the Q&A and the chat.

Scheduling a webinar

- Log in to your Zoom account via web.
- Click **Webinar** from your left side panel
- Click **Schedule a Webinar**

Zoom Meetings plugin for Moodle

This plugin offers tight integration with Moodle, supporting meeting creation, synchronization, grading, and backup/restore.

Installing and Configuring the plugin

Prerequisites

- Pro, Business, Education, or API Partner plan
- You must have access to **Zoom REST API**. To access Zoom REST API you will need a pair of REST API Key and Secret. Please request API Key and Secret as given below
- Moodle admin access
- Moodle version 3.3 or higher

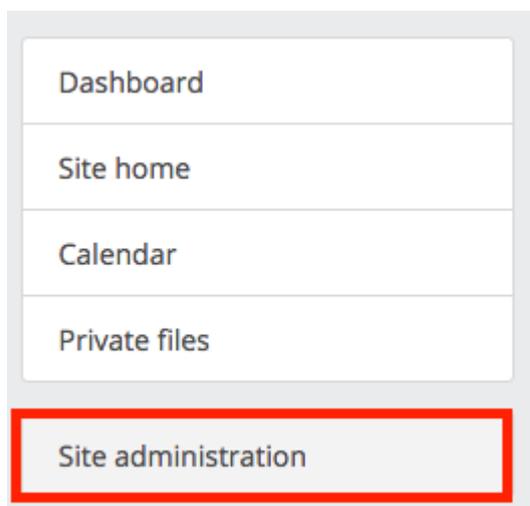
Requesting the REST API Key and Secret

Please send an official request to senevih[at]learn.ac.lk with your moodle instance details including,

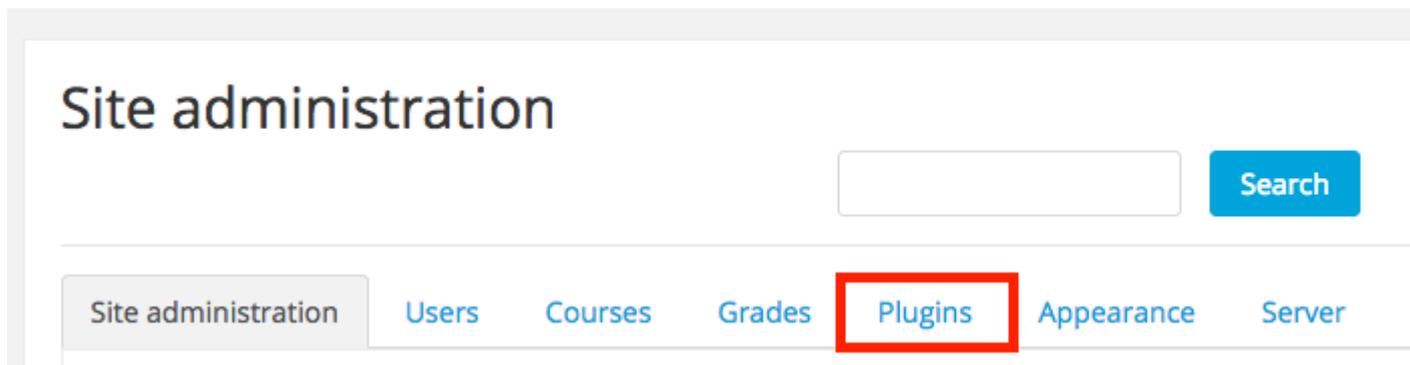
- Moodle server name (DNS/IP):
- Moodle Admin Details:
 - Name:
 - Designation:
 - Mobile:
 - E-mail:

Install the plugin

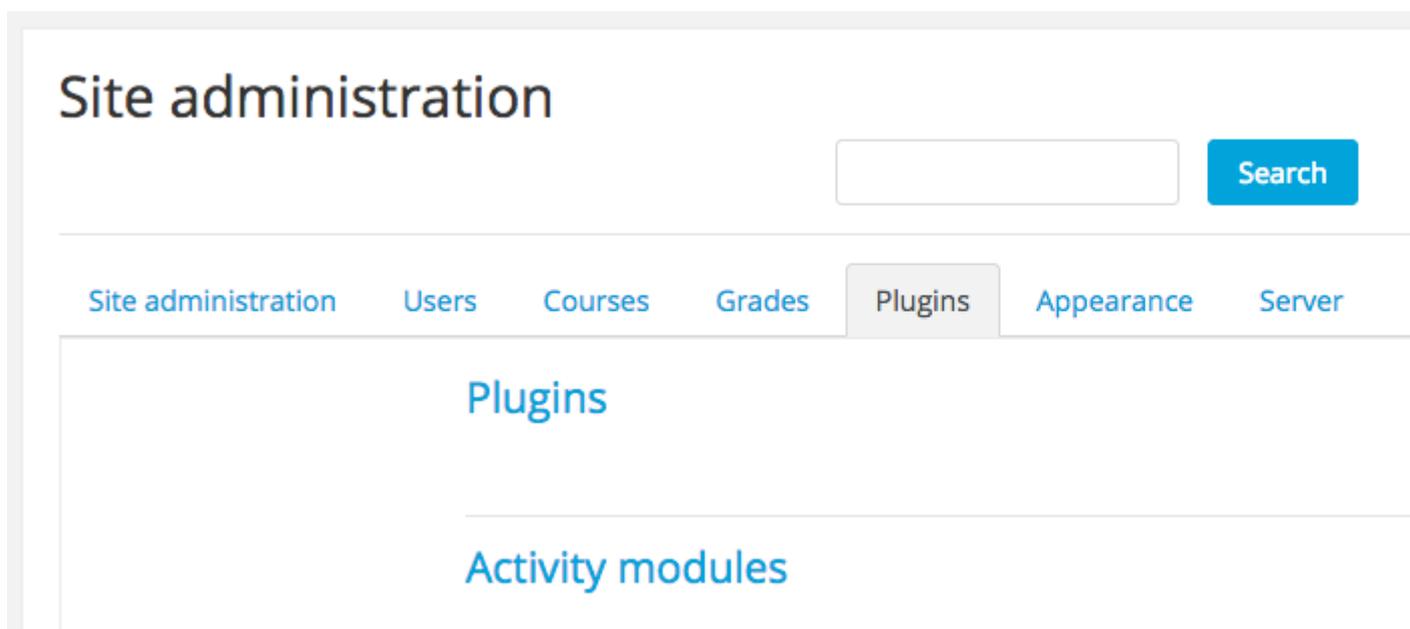
1. Login to moodle as an administrator.
2. Select Site administration on the left.



3. Click the plugins tab.



4. Click install plugins.



5. Install the plugin via ZIP file. The ZIP file can be found [here](#)

- Server files
- Recent files
- Upload a file**
- Private files
- Wikimedia

Attachment

No file selected.

Save as

Author

Choose license

6. Select continue to install the plugin.

Zoom Test

Install plugin from ZIP file

Validating mod_zoom ... OK

Validation successful, installation can continue

7. Click **Upgrade Moodle database** now to install the plugin.

Plugins check

This page displays plugins that may require your attention during the upgrade, such as new plugins. Additional plugins are displayed if there is an available update for them. It is recommended that you check for available updates and update their source code before continuing with this Moodle upgrade.

Check for available updates

Plugins requiring attention

Cancel new installations (1) [Plugins requiring attention](#) 1 [All plugins](#) 403

Plugin name / Directory	Current version	New version	Requires
Activity modules			
 Zoom meeting /mod/zoom		2019053100	• Moodle

 [Reload](#)

Upgrade Moodle database now

8. You will be notified it was installed successfully. Click **Continue**.

Upgrading to new version

mod_zoom

Success

Continue

9. You will be directed to a Zoom plugin configuration page. Please use the above requested Zoom REST API Key and Secret for the configuration.

New settings - Zoom meeting

Zoom API key mod_zoom apikey	<input type="text" value="j[REDACTED]"/>	Default: Empty
Zoom API secret mod_zoom apisecret	<input type="password" value="....."/>	
Zoom home page URL mod_zoom zoomurl	<input type="text" value="https://learn.zoom.us/"/>	Default: Empty
First able to join mod_zoom firstabletojoin	<input type="text" value="15 mins"/> Default: 15 mins	
Number of licenses mod_zoom licensesnumber	<input type="text" value="0"/> Default: 0	
Redefine licenses mod_zoom utmost	<input type="checkbox"/> Default: No	If the number of your licenses exceeds those required, then you can assign a PRO license by lowering the status of another user. The maximum number of licenses is more than 5.
Recycle license upon join mod_zoom recycleonjoin	<input type="checkbox"/> Default: No	Select this option if you would like the host to receive a license when a user joins.
Mask participant data mod_zoom maskparticipantdata	<input type="checkbox"/> Default: No	Prevents participant data from appearing in reports (useful for compliance).
Recurring mod_zoom defaultrecurring	<input type="checkbox"/> Default: No	Has no end date
Host video mod_zoom defaulthostvideo	<input type="checkbox"/> Default: No	
Participants video mod_zoom defaultparticipantsvideo	<input type="checkbox"/> Default: No	
Audio options mod_zoom defaultaudiooption	<input type="text" value="VoIP and Telephony"/> Default: VoIP and Telephony	
Enable join before host mod_zoom defaultjoinbeforehost	<input type="checkbox"/> Default: No	
Use proxy mod_zoom proxyhost	<input type="text"/>	Default: Empty

The proxy set here as '<hostname>:<port>' is used only for connections to the Zoom API. The default proxy settings. You only need to set this if you do not have a proxy.

Enable writing room

You will see the below message if you have entered the above form correctly.

Changes saved

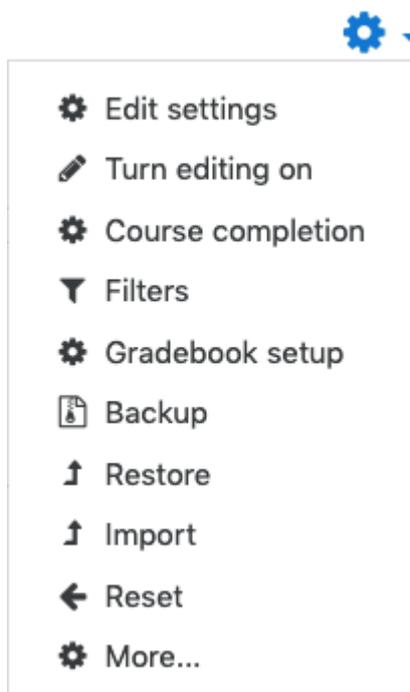
Zoom meeting

Connection status: Connection working.

Create and schedule a Zoom meeting in Moodle

If you are a teacher enrolled to a particular course and want to schedule a Zoom meeting under the course you should have a Zoom Pro account created under domain <https://learn.zoom.us/>. Further the E-mail address used in the Zoom account and Moodle system should be same. Without meeting the above conditions you may not be able to create a Zoom meeting in the Moodle.

1. First login to the Moodle and go to the course page. Then click on the gear wheel icon in the top right corner and click **Turn editing on** to edit the course.



2. Then find the topic or place where you want to add a Zoom meeting and click on **add an activity or resource**.

+  Announcements 

+ IP Addressing and Subnetting 

3. Then from the pop-up window select the zoom meeting radio button and click on **add** to add a zoom meeting.

Add an activity or resource ✕

-  Choice
-  Database
-  External tool
-  Feedback
-  Forum
-  Glossary
-  Lesson
-  Quiz
-  SCORM package
-  Survey
-  Wiki
-  Workshop
-  Zoom meeting

Zoom is a video and web conferencing platform that gives authorized users the ability to host online meetings.

4. Zoom meeting creation form will appear and enter information as appropriate and click on **save and return to course** to schedule a meeting.

Adding a new Zoom meeting

General

Topic



Introduction

Description

Rich text editor toolbar with icons for undo, font size, bold, italic, bulleted list, numbered list, link, unlink, image, document, and microphone.

Introduction to Network Engineering

Display description on course page

When

26 November 2020 15 52

Duration (minutes)

1 hours

Recurring

Webinar

Passcode



A76tR*b@

Passcode may only contain the following characters: [a-z A-Z 0-9] characters.

Host video

On Off

Participants video

On Off

Audio options

Telephony only VoIP only VoIP and Telephony

Mute upon entry

Meeting option



Enable join before host

Enable waiting room

5. Once returned to the course Zoom meeting should appear to everyone enrolled to the course.



IP Addressing and Subnetting



Virtual LANs

6. Click on the scheduled meeting and you can start the meeting by clicking on **Start Meeting**. Please note that only you can start the meeting. Any other administrative users can only join your meeting.

Introduction

Introduction to Network Engineering

[Start Meeting](#)

[Sessions](#)

Add to calendar



[Download iCal](#)

Start Time

Thursday, 26 November 2020, 3:52 PM

Duration (minutes)

1 hour

Passcode Protected

Yes

Passcode

A76tR*b@

Join link

<https://learn.zoom.us/j/69220729983?pwd=QkVZcUNwNzlnO>

Host

Lalantha Lalantha

Join meeting before host

No

Waiting room enabled

Yes

Start video when host joins

No

Start video when participant joins

No

Audio options

VoIP and Telephony

Mute upon entry

Yes

Only authenticated users

Yes

Status

In progress

7. Other users enrolled in the course will see scheduled meeting. When you click on the meeting you will meeting information and **Join Meeting** link.