Remote Learning Guide for Faculty and Staff

Zoom is Rady Faculty of Health Sciences’ video conferencing solution, which allows you to participate in online meetings, collaborate and share your screen with others, record sessions, and much more. All current U of M students, staff, and faculty are provided with a Zoom Professional level account.

➢ Request a Zoom License

1. Send an email to MedIT@umanitoba.ca with a title Zoom License Request and include the following:
   - Your name
   - Title
   - Department
   - Contact Information
   - Reason for Request

2. MedIT will get back to you within 24 hours

➢ How to create Zoom Events

1. Log into Zoom
2. Go to https://zoom.us/signin
3. Enter your Login Credentials

Sign Up Free

Your work email address

YOUR_UM_EMAIL@umanitoba.ca

By signing up, I agree to the Privacy Policy and Terms of Service.

or

Sign In with Google

Sign In with Facebook
4. Go to Meetings -> Schedule a New Meeting

5. Create a Meeting
   
a. The Meeting name should matched to the event title listed on Entrada Learning Events if it is a scheduled event.
6. Share the invitation with all participants

Meeting ID: 593-643-560

Meeting Password: [Required meeting password]

Join URL: https://zoom.us/j/593643560

7. Zoom allows you to record the session or allow someone to record it locally.

Local recording: Allow hosts and participants to record the meeting to a local file

Hosts can give participants the permission to record locally

Automatic recording: Record meetings automatically as they start

Recording consent: Prompt participants for consent to be recorded when recording starts.
8. Post the **Join URL** in Entrada:

   a. Find this event in **Entrada** (Admin/Manage Events)
   b. Go to **Administrator View** -> **Content**
   c. Add **Event Resource**

   ![Event Resources](image)

   ➢ Select the Link option under Add event resource

   ![Add Event Resource](image)
Please select the **Before Class** option.

Please select option **NO**, to the time release dates.
➢ Paste the **Zoom Link under URL of the link**

![Add Event Resource](image)

➢ Please click the save resource and it will be available to learners

➢ Once saved:
What to do before joining class?

1. Find a quiet location that is free of distraction where you can remotely participate in class.

2. Test your audio and video before joining the session by clicking the Settings icon in the Zoom application and using both the Video and Audio tabs.
   
   a. Clicking the Video tab should automatically show what your camera is capturing. If you are able to see your face, no other action is needed. If you are unable to see your face,
   
   b. Clicking the Audio tab will allow you to test both your speaker and microphone. Click on both Test Speaker and Test Mic to ensure they work. If one or both do not work, click in the area to the right of them to select a different device. If you are unable to get either your speaker or microphone to work, contact IST.

3. Test sharing your screen and make sure you are comfortable doing so. Click Share Screen in Zoom and select if you want to share your entire screen or a specific application. Other participants are able to see the content on your screen and you have the option of clicking Annotate to make your mouse a laser pointer or drawing on the screen.
What do during the class?

1. Click on Participants and Chat after you join the session. Students will either ask questions in the Chat or “raise their hand” in the Participants screen by using the raise hand icon beside their name. You can click the down arrow in either on the window and click Pop Out to open it in a separate window.

2. Monitor the Participants and Chat windows for questions and ask the instructor during scheduled breaks or call out a few students to unmute their microphones and ask themselves. This will be a short period, so try to reiterate the question if multiple students are asking something similar.

3. Mute any students that are not already and are making noise during instruction. You can do this by hovering over their name in the Participants window and clicking Mute.

4. If the instructor wants students to breakout shortly to into small groups, you can do so by clicking Breakout Rooms. A new window will pop up and you can choose how many groups to set up and assign students either automatically (random) or manually. We’d ask the instructor if they wish to do this before the session because it can take some time to assign students manually.

- Once all the students have been assigned to their breakout rooms, click Open All Rooms. Students will get a prompt to join. When the instructor is ready for everyone to come back together, click Close All Rooms. Students will get a 60 second countdown on their screen before they return or they can click on screen to join back early.
ZOOM Orientation

Profile
You can edit your profile to display your name and photo. Go to Settings, Advanced Features and then Edit My Profile.

Participants
You can view a list of participants by clicking the Participants icon along the bottom. This will open a panel on the right-hand side which lists all participants in the meeting.

Sharing Content
To share content from your computer with all participants:

1. Click the Share button at the bottom of the call.
2. Choose which screen or application you want to share.
3. Use annotations when sharing the screen. There are many tools available to you when sharing the screen including a draw tool and laser pointer. This allows you to direct the viewers’ attention when sharing content.
4. Click on the Annotate button.

***Zoom will prioritize the audio for who it considers the main speaker. This will lower the audio of anyone else who may try to speak at the time and make it difficult to hear them***
Technical Support

**IST Service Desk**
Contact for desktop support using your computer. Specializing in wireless, networking services, telephone, and Zoom.

- Monday through Friday, **8:00 am – 5:00 pm**
- By email: servicedesk@umanitoba.ca
- By phone: **204-474-8600**

**Zoom Specific support:**

- Training Resource: [https://zoom.us/resources](https://zoom.us/resources)
- By email:

By phone: