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

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

Sign Up

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

or

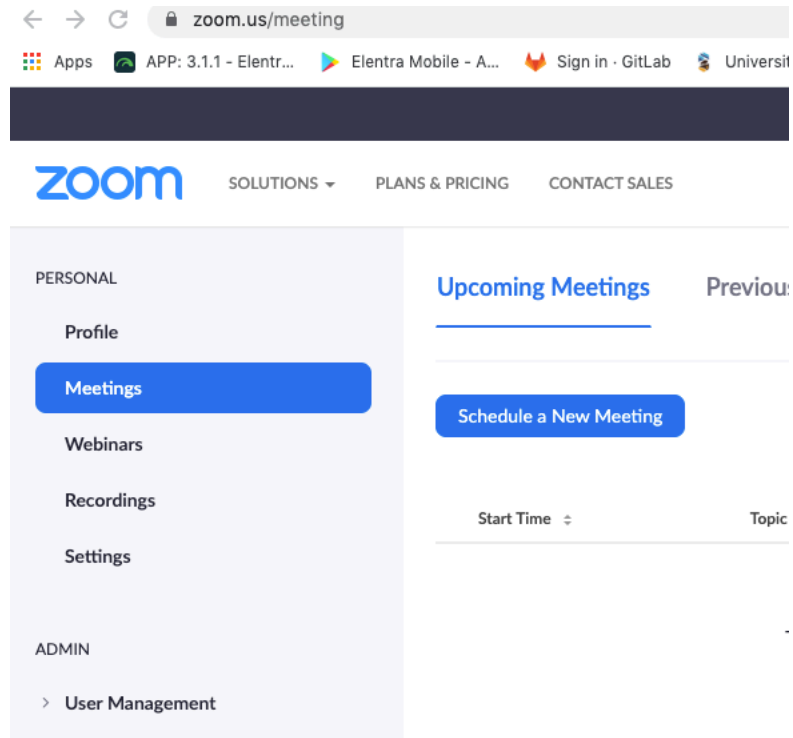G   Sign in with Google

f   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.
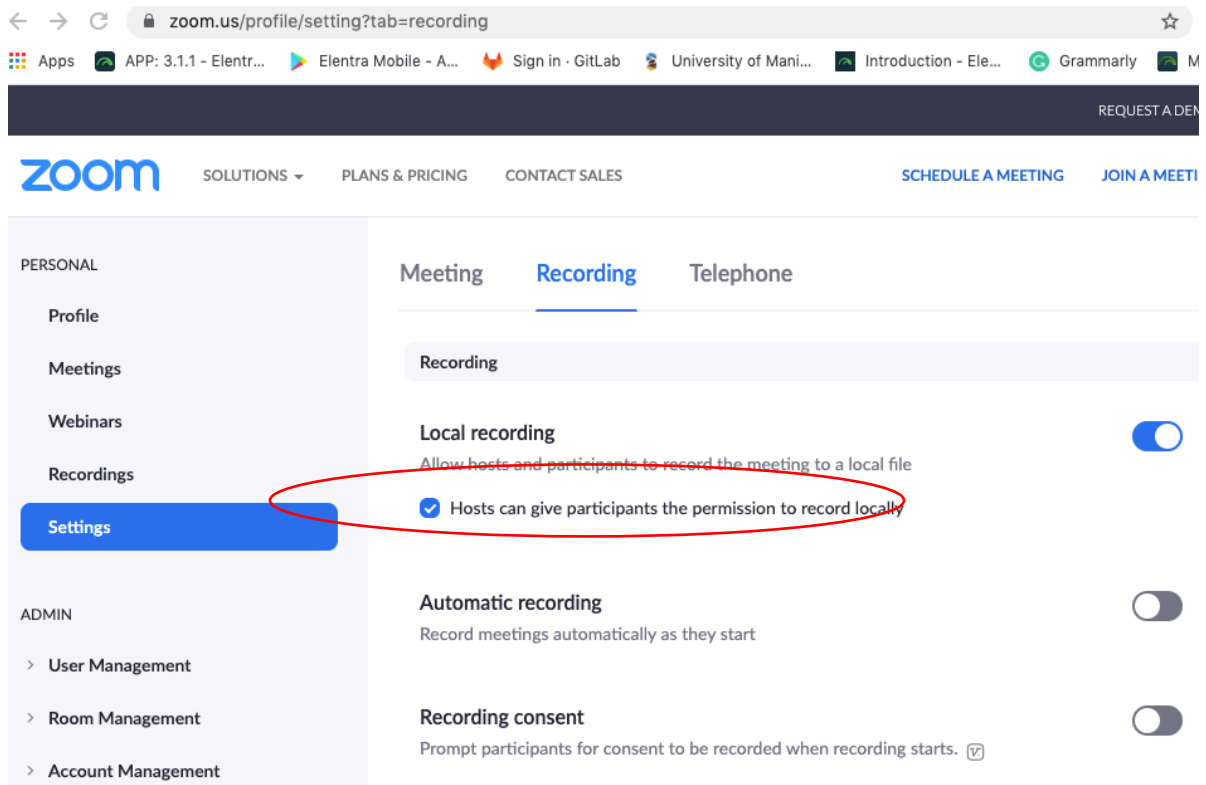
6. Share the invitation with all participants

Meeting ID	593-643-560
Meeting Password	✕ Require meeting password
Join URL:	https://zoom.us/j/593643560	⎘ Copy the invitation

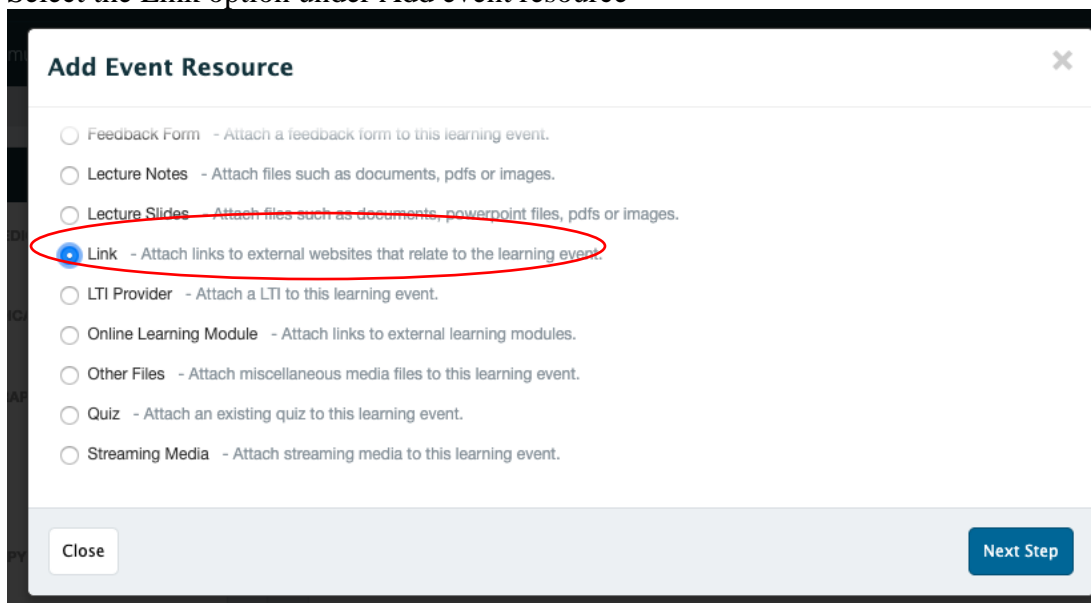7. Zoom allows you to record the session or allow someone to record it locally.
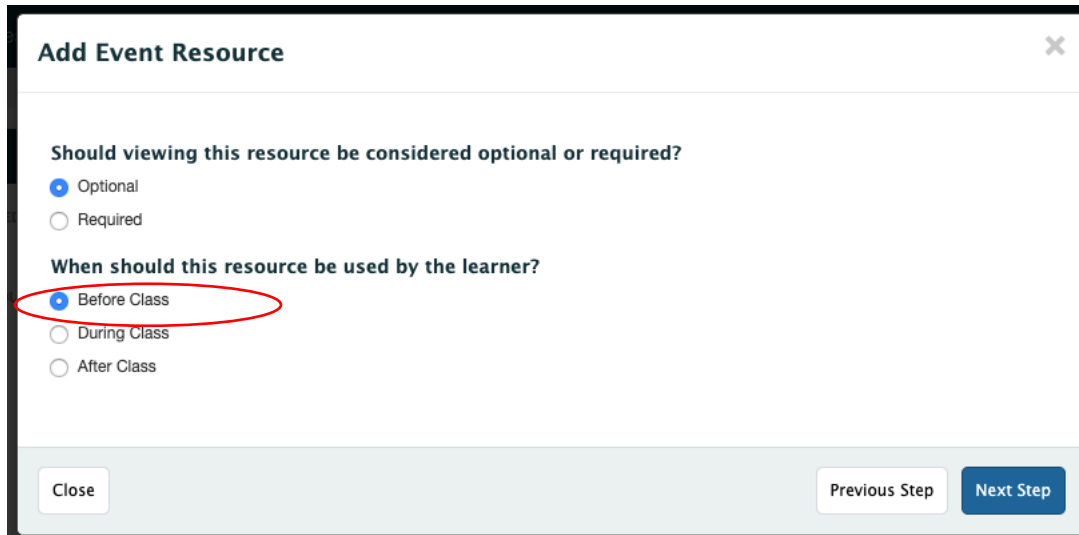
8. Post the **Join URL** in Entrada:

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

Event Resources

You can drag and drop files into this area to upload.

Browse   No file selected

Add a Resource
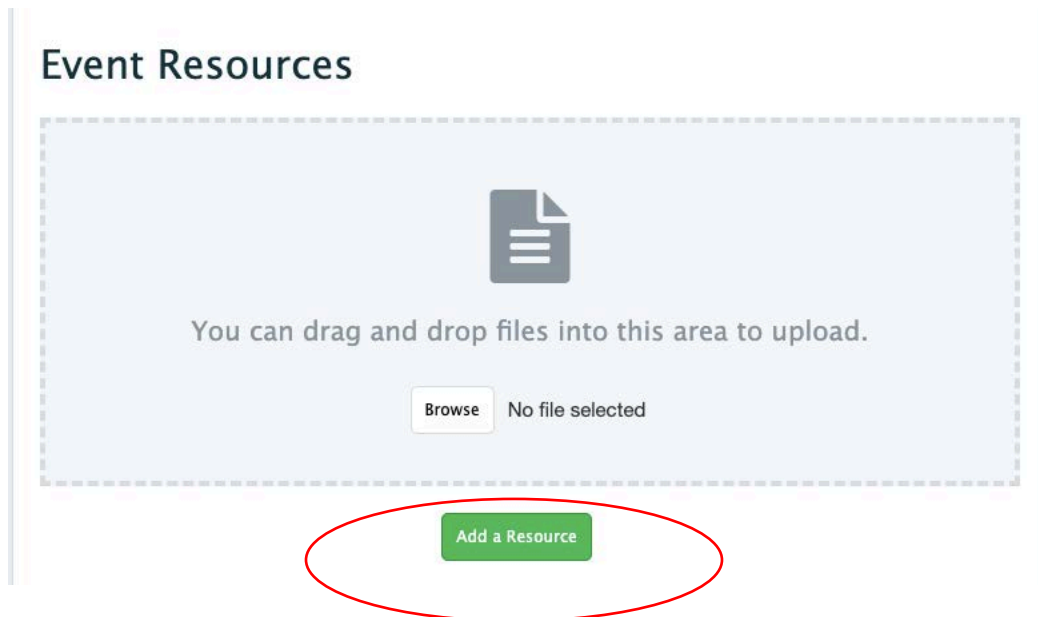
➢ Select the Link option under Add event resource

Add Event Resource ✕

- ○ Feedback Form - Attach a feedback form to this learning event.
- ○ Lecture Notes - Attach files such as documents, pdfs or images.
- ○ Lecture Slides - Attach files such as documents, powerpoint files, pdfs or images.
- ● Link - Attach links to external websites that relate to the learning event.
- ○ LTI Provider - Attach a LTI to this learning event.
- ○ Online Learning Module - Attach links to external learning modules.
- ○ Other Files - Attach miscellaneous media files to this learning event.
- ○ Quiz - Attach an existing quiz to this learning event.
- ○ Streaming Media - Attach streaming media to this learning event.

Close   Next Step

➢ Please select the **Before Class** option
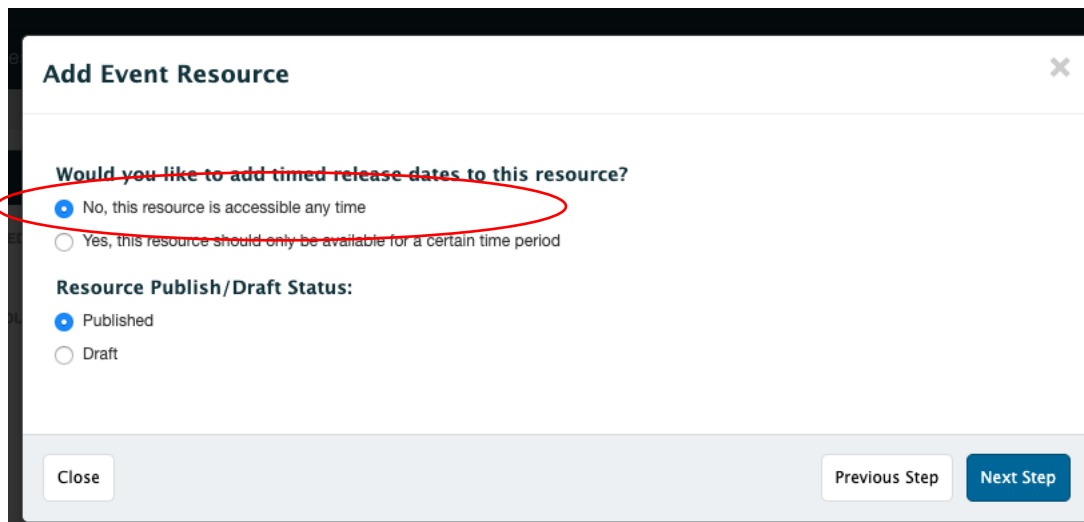
➢ Please select option **NO,** to the time release dates
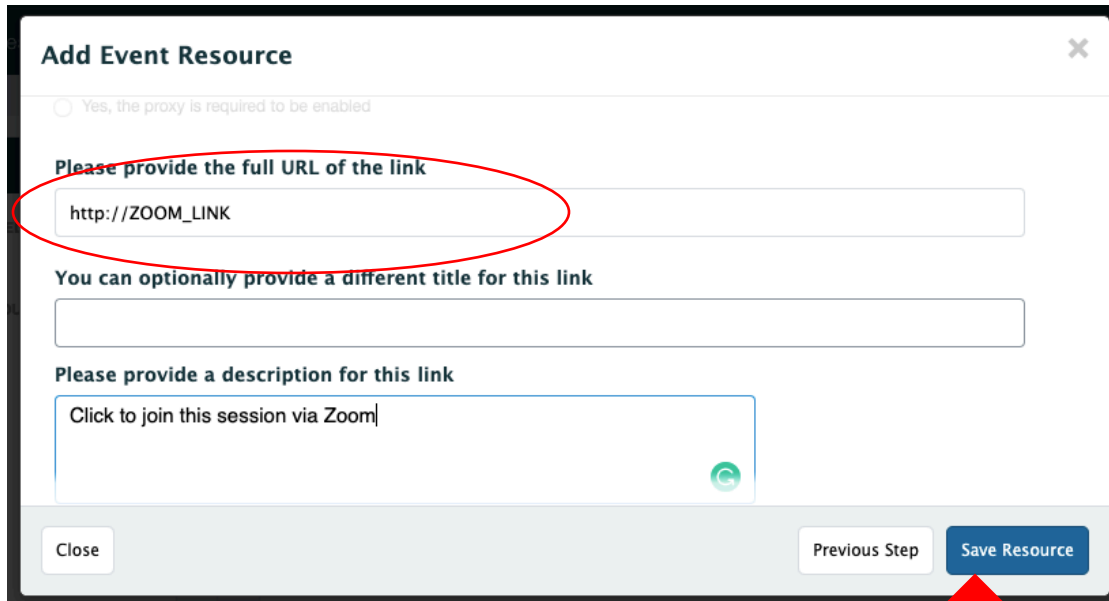
➢ Paste the **Zoom Link under URL of the link**
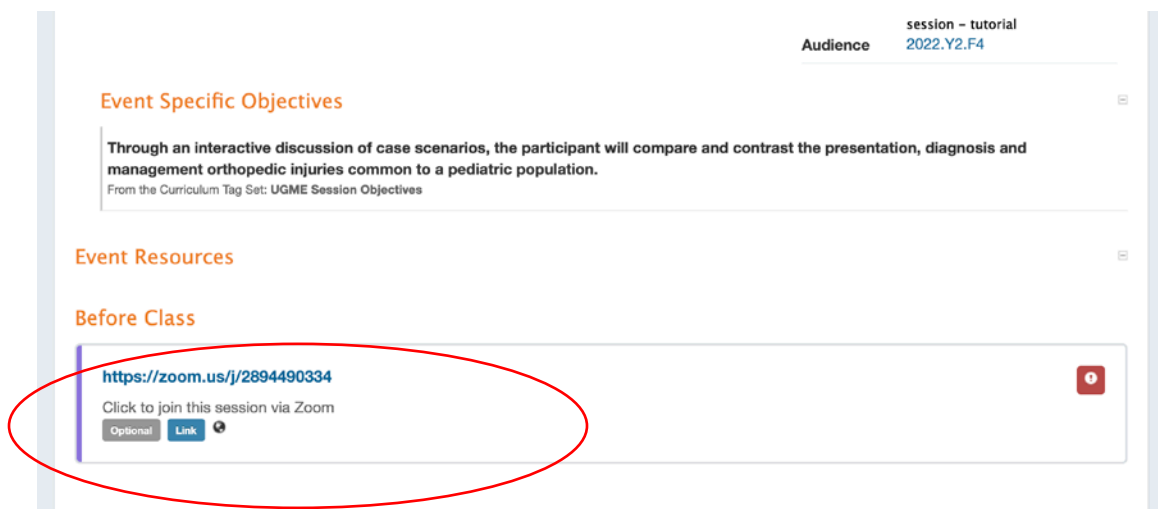
➢ Please clike the save resource and it will be avaliable to learners

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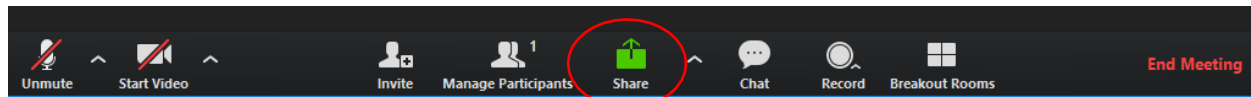
1. Click the **Share** button at the bottom of the call.
2. Choose which screen or application you want to share.
3. Use annotations when sharing the screen. There are many tools available to you when sharing the screen including a draw tool and laser pointer. This allows you to direct the viewers' attention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

➢ By email:

By phone: