



הבית של הלמידה

ZOOM USER GUIDE

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What is Zoom?

Zoom is a platform that provides user-friendly online video conferencing services.

Allowing access via computer or mobile device, Zoom meetings enable people to engage actively in lessons. Instructors can share their screen (including presentations and other teaching aids) or record the lesson in advance and upload it onto the Moodle site.

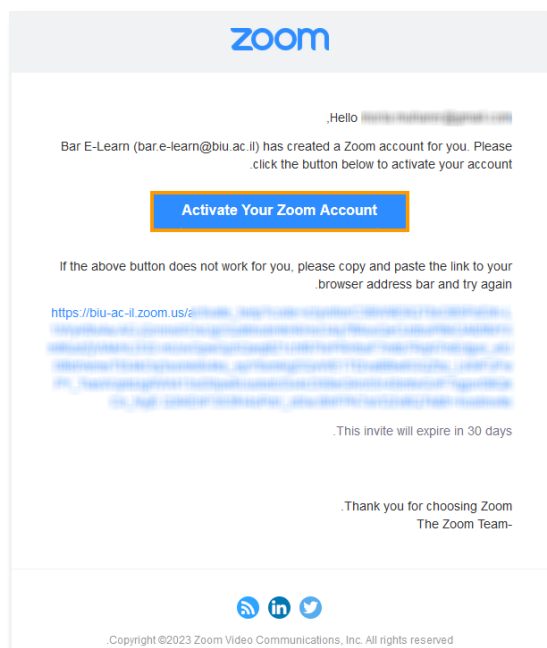


01 | Activating a Zoom account

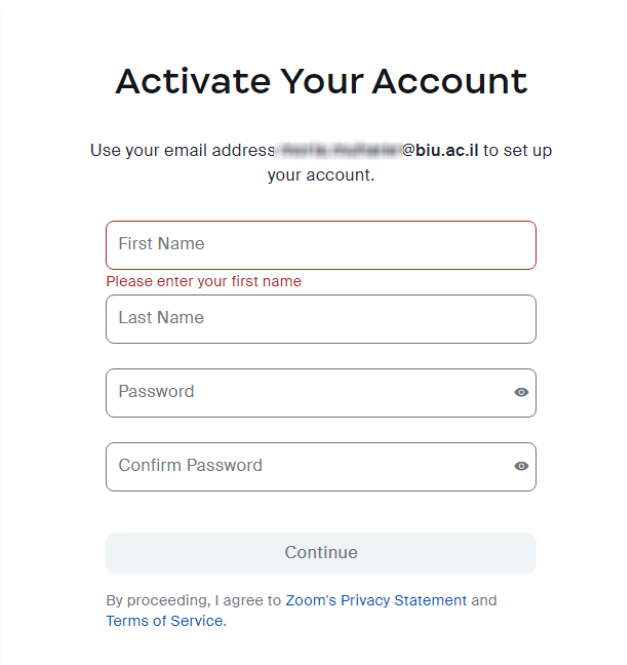
All lecturers are invited to join the university's Zoom account to conduct synchronous classes and record lessons. The invitation is sent to the current email address in the Moodle system. If lecturers wish it to be sent to a different email, they must update their email address in the Inbar system. The departmental IT consultant offers help with this. Updated in Moodle during the nightly synchronization, an invitation will then be sent to the new address.

The subject line of the email is: "Zoom account invitation."

1. Click on the blue link in the email



2. Fill out the personal-details form. Enter your first name, last name, and a new password of at least eight characters that contains numbers and lowercase and uppercase letters.



Activate Your Account

Use your email address [redacted]@biu.ac.il to set up your account.

First Name

Please enter your first name

Last Name

Password

Confirm Password

Continue

By proceeding, I agree to [Zoom's Privacy Statement](#) and [Terms of Service](#).

3. Click "Continue"

NB

- Do not log in through Google if the updated email in the system is the university email
- Only log in through Google if the updated email is gmail and matches the email you are logging in with

- Only set up the account with a username and password if the email does not match the Google email
- The link in the email expires after the account has been set up
- Do not use the same email address for different institutions
- On occasion, you may receive a message to transfer your account affiliation to the university. You should do so

By accepting this invitation, you are switching to a new Zoom account

Before you switch, be aware of the following:

- After you switch, you can still access your own data, such as your meetings and recordings.
- Your role in the new account will be "member". This role might have fewer privileges than your role in your current account.
- Your new account might not provide access to all of the features you have in your current account.

I Acknowledge and Switch Sign into Your Current Account

In this case, the password for the Zoom account will be that of the university account.

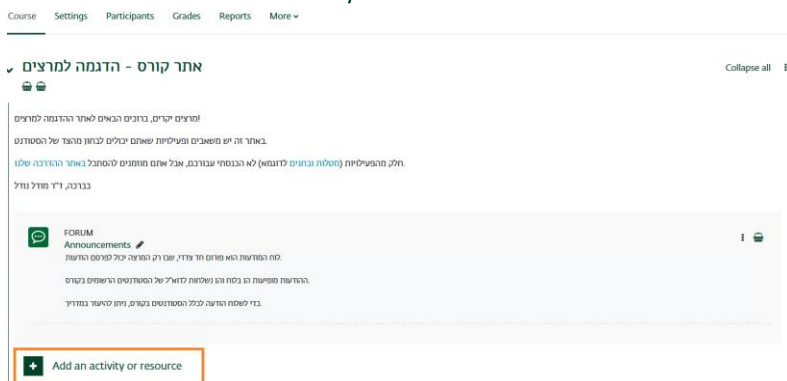


02 | Setting up a Zoom meeting

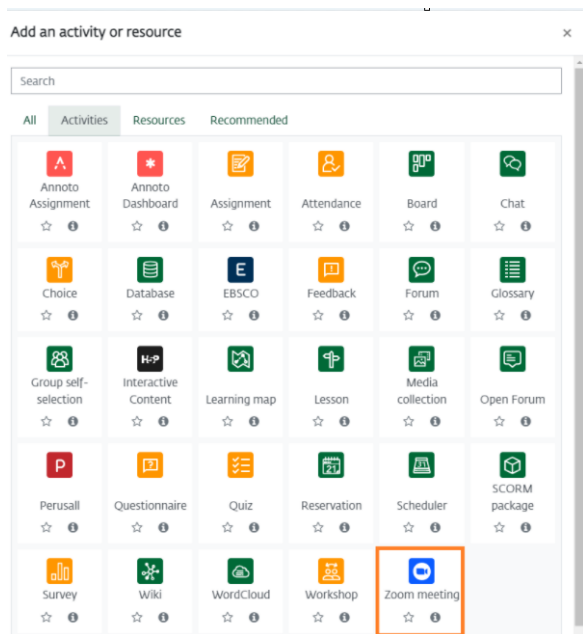
1. Click the "Edit Mode" button at the top left of the screen



2. Click "Add an Activity or Resource" at the bottom of the Topic.



3. Select "Activities" tab in the window that opens and choose "Zoom Meeting"



4. In the General section, enter a meeting name or subject in the Topic field.

If you like, provide a longer-form description in the Description field. In this field, you may use formatted text, links, images, and so on

Course Settings Participants Grades Reports More ▾

◉ Adding a new Zoom meeting ◉ Expand all

▾ General

Title

Description

B I T A L

Display description on course page

5. The system allows you to set a date and duration for the meeting

▾ Schedule

When

Duration (minutes)

Recurring meeting This is a recurring meeting

Recurrence

- Daily
- Weekly
- Monthly
- No Fixed Time

Repeat Every

End date By After occurrences

Webinar This is a webinar

Show Schedule section Show Schedule section on meeting page

a) When (date and hour)

b) Duration (minutes)

c) Recurring meetings: Select this so that the link remains available whenever the instructor chooses to activate it.



NB Enter “No Fixed Time” in the “Recurrence” field.

If you assign an alternative host for a meeting with no fixed time, the alternative host will have access to your personal meeting room at any time.

6. Media settings: The system allows automatic cloud recordings to be configured

Media

Host video	<input checked="" type="radio"/> On <input type="radio"/> Off
Participants video	<input checked="" type="radio"/> On <input type="radio"/> Off
Audio options	<input type="radio"/> Telephone only <input type="radio"/> Computer audio only <input checked="" type="radio"/> Computer audio and Telephone
Audio default	<input checked="" type="checkbox"/> Mute participants upon entry
Automatic recording	<input type="checkbox"/> None <input type="checkbox"/> Local <input checked="" type="checkbox"/> Cloud
Show Media section	<input type="checkbox"/> Show media section on meeting page

The other settings can (and should) be left on the default option

Save and return to course

7. Click on the **Save and return to course** button.



03 | Starting a Zoom meeting

1. Enter the meeting on the course homepage by clicking its name

Course Settings Participants Grades Reports More ▾

▼ General Collapse all

Announcements
הודעות כלליות והודעות

link to zoom meeting Mark as done

2. A screen will open displaying a table with the meeting details. To start the meeting, click “Start Meeting”

link to zoom meeting

Zoom meeting Settings More ▾

Mark as done

Start Meeting

3. Confirm activation of the Zoom software in the window that opens. If the software is not already on your computer, it will be installed at this point

zoom

Open Zoom Meetings?

https://biu-ac-il.zoom.us wants to open this application.

Always allow biu-ac-il.zoom.us to open links of this type in the associated app

Open Zoom Meetings Cancel

Click **Open Zoom Meetings** on the dialog shown by your browser
If you don't see a dialog, click **Launch Meeting** below

By joining a meeting, you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting

Don't have Zoom Client installed? [Download Now](#)

©2023 Zoom Video Communications, Inc. All rights reserved.
[Privacy & Legal Policies](#) | [Do Not Sell My Personal Information](#) | [Cookie Preferences](#)

4. Click “Join with Computer Audio.” If you have a camera, confirm its use as well.

5. You are now connected to the Zoom meeting



04 | Getting to know the Zoom interface

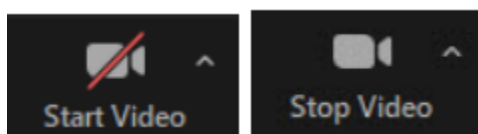


1. Various options appear in the toolbar when the meeting is activated

a) The “Mute/Unmute” button allows you to mute or unmute your microphone



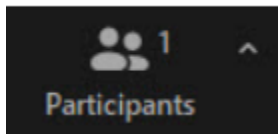
b) The “Start video/Stop video” button allows you to start and stop broadcasting from your camera



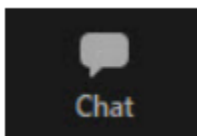
c) The “Security” button displays various options for securing the meeting in relation to external factors



d) The “Participants” button opens a window listing the students participating in the meeting



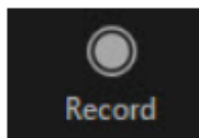
e) The “Chat” button opens a window for sending text messages to all or specific students



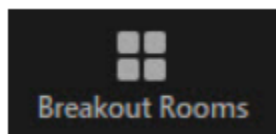
f) The “Share Screen” button enables screen sharing and presentation of slideshows and videos to students



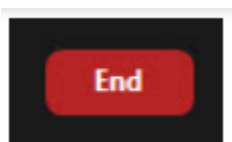
g) The “Record” button allows you to record the meeting to your computer or the Zoom cloud



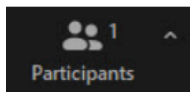
h) The “Breakout Rooms” button allows you to divide students into separate Zoom rooms for group work



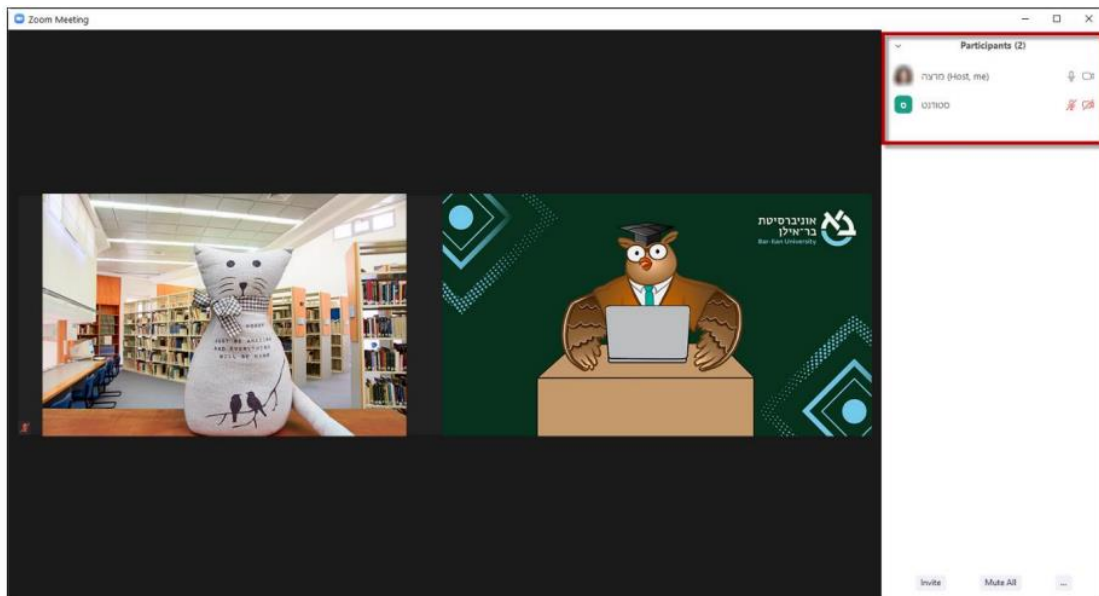
i) The “End” button ends the meeting



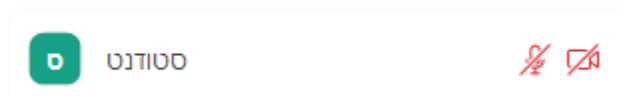
Participants list



1. To view the participants list, click the  button
2. A window will open on the right-hand side with a list of the participants

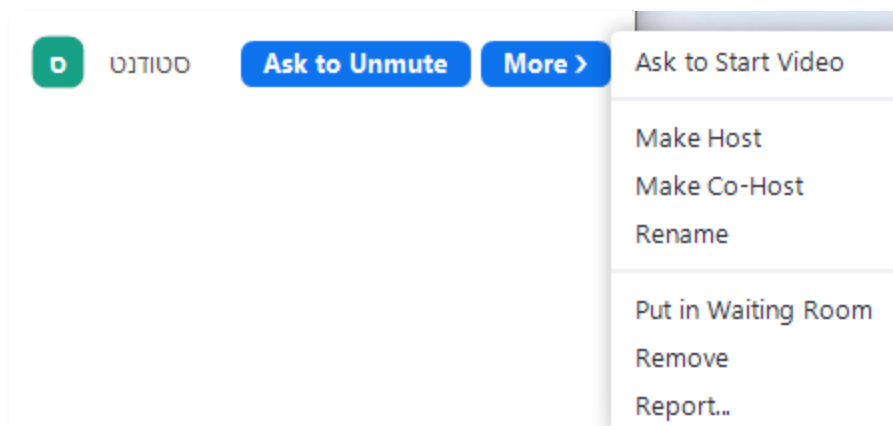


3. The icons next to each participant indicate whether their microphone and camera are active or inactive



4. Hovering over a student's name with the mouse displays additional options. Lecturers can ask students to open their microphone/camera, grant them host

permissions in the meeting, or remove them



5. All the participants can be muted together by clicking on “Mute All” at the end of the participants list. This is useful when a student’s microphone is noisy

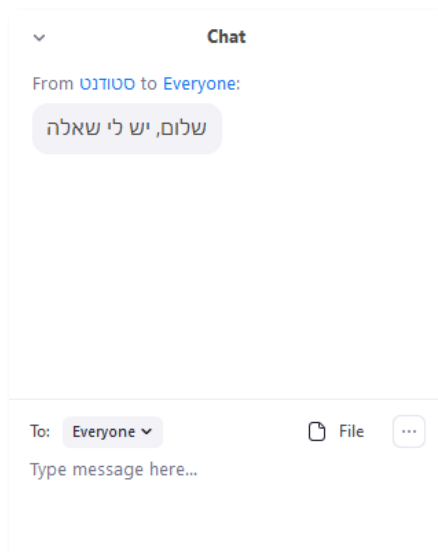


We also recommend you mute all participants during the meeting, designating a specific times for questions to prevent disruptions during the lesson

Chat

1. To view the chat, click the  button

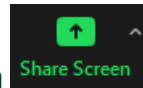
2. This opens the chat window, which displays student messages

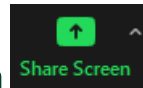


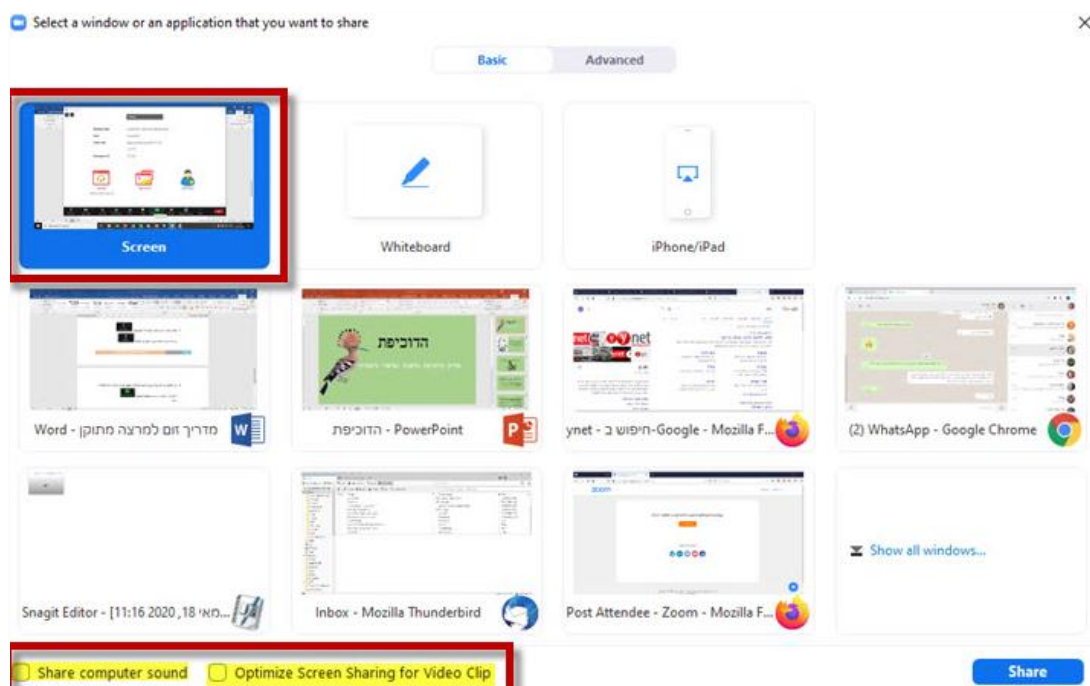
3. Type a message into the box and send by pressing Enter. You can choose whether to send a message to everyone or a private message to a particular participant

Screen sharing

“Share Screen” allows you to present a slideshow, video, or any other material you like during the lesson



1. To share your screen, click the green  button
2. Choose whether to share the whole screen or a particular window
3. We recommend you share the whole screen if you wish to switch between presentations or use additional windows
4. If you want to show a video, select the “Share Computer Sound” and “Optimize Screen Sharing for Video Clip” options



5. To start sharing, click the  button

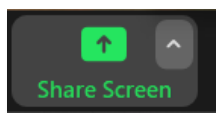
6. When you share your screen, a green notification indicates that “the screen is being shared and students can see it



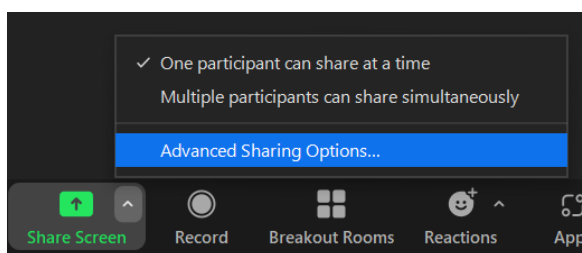
7. To stop sharing your screen, click “Stop Share”



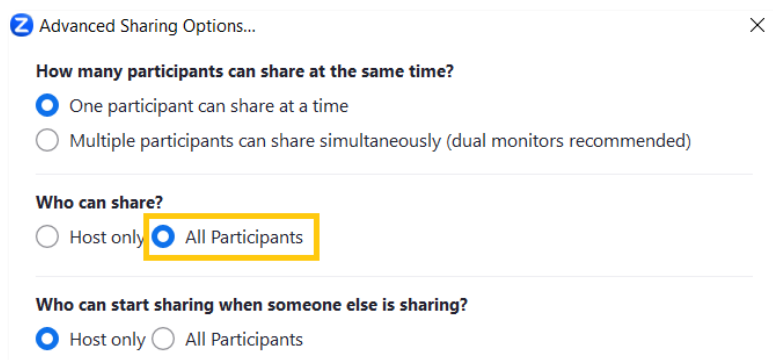
8. To allow students to share their screens, select the small arrow next to the “Share Screen” option



9. Choose “Advanced Sharing Options”



10. Select “All Participants” under “Who Can Share” in the window that opens:




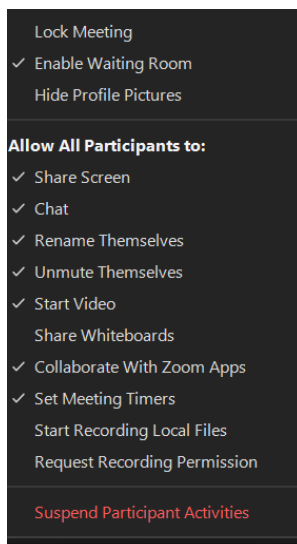
Security settings

The default security settings are as follows:

- Participants can only join after the instructor (host) has joined
- Waiting room is enabled. The instructor must approve each participant's entry and verify their identity
- Participants cannot share or write on the screen
- Participants cannot chat privately in order to maintain the integrity of remote exams

Security settings can be changed manually during the meeting:

1. Click the "Security"  button
2. Click on the setting you wish to enable/disable in the menu that opens. Active options are marked with a tick (✓).



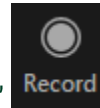
Additional security tips

Ensure that the latest Zoom version is installed on your computer ([global Zoom website](#))

Do not share the meeting link on the web (except for the course website)

Recording a Zoom meeting

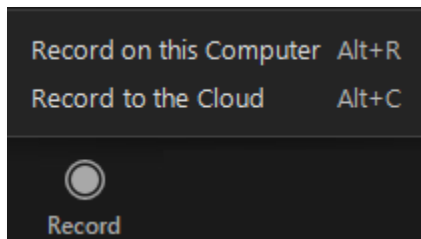
You can record a Zoom meeting and save it on your computer or Zoom cloud



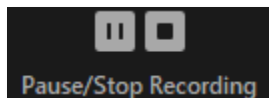
1. To record the meeting, click the "Record" button

2. Choose whether to save the recording on your computer or Zoom cloud

(recommended)



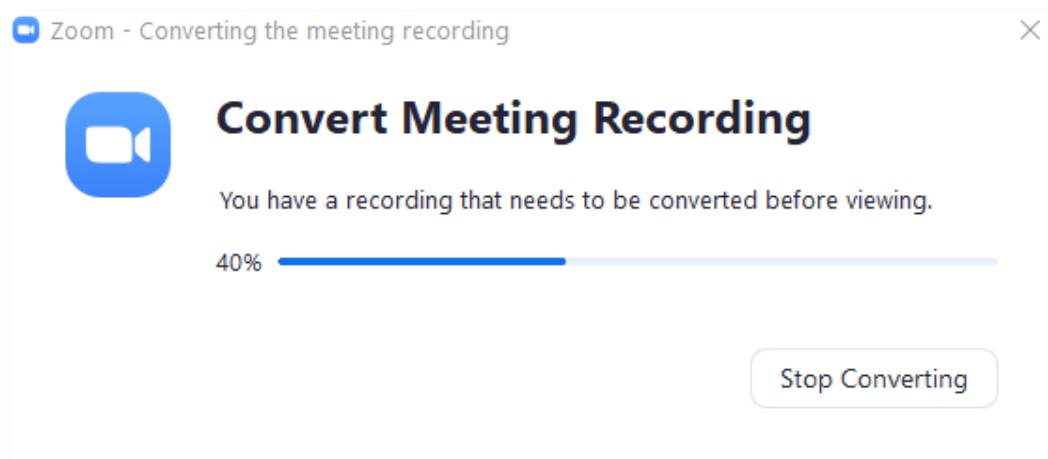
3. You can pause or stop the recording



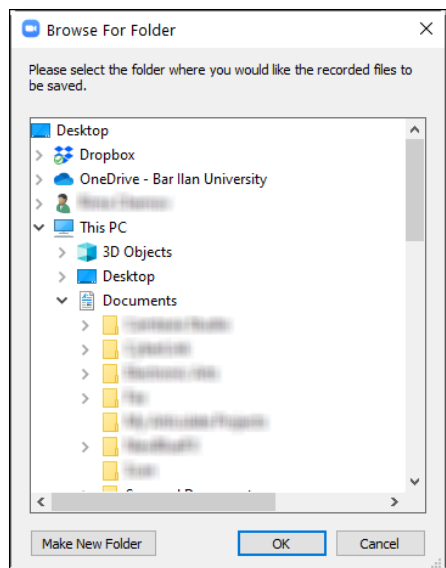
4. The recording will be saved automatically at the end of the meeting

Recording to your computer

1. If you recorded the meeting to your computer, a window for converting the recording opens at the end of the meeting. Depending on the length of the meeting, the conversion may take some time. Do not stop it in the middle



2. A window opens to choose the folder in which you wish to save the video

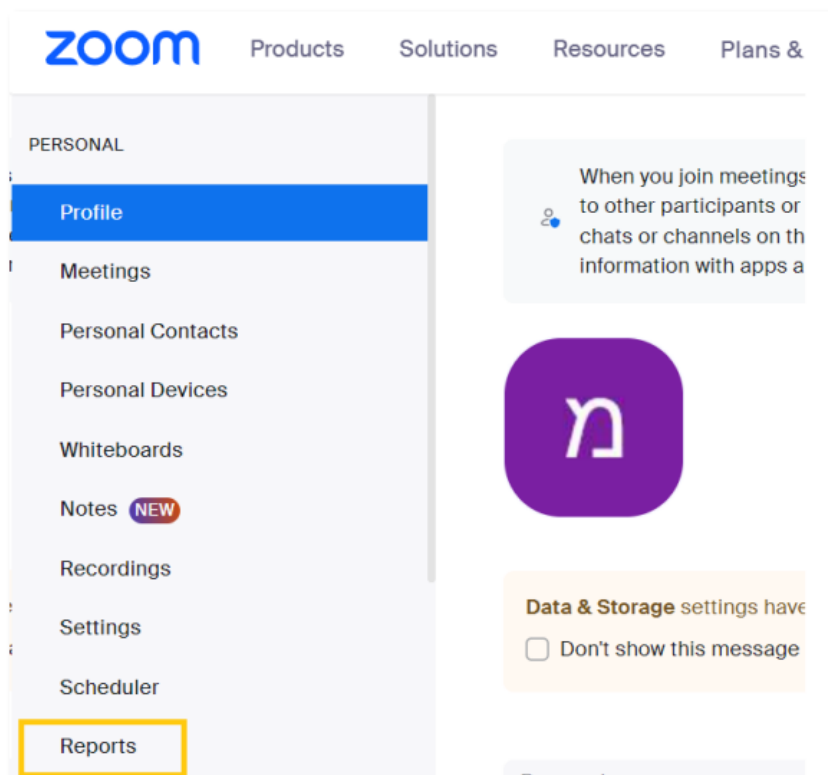


Recording to the cloud

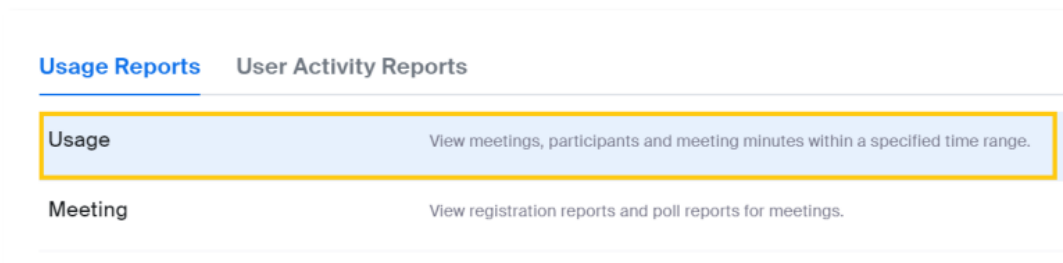
If you record to the cloud, the recording will be synchronized with the model's video server. For the server, see "VIDEO SERVER USER GUIDE"

Attendance report generation

1. Log in to the system at <https://zoom.us/>
2. Select "Reports" from the menu on the left:



3. Select "Usage Reports":



4. The number of participants will appear in the “Participants” column in the list of meetings. Clicking on it opens a window with their names:

Reports > Usage Reports > Usage Document

From: 10/21/2023 To: 10/22/2023

Maximum report duration: 1 Month

[Export as CSV File](#) Toggle columns+

Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
936		@gmail.com	ADMIN	ADMIN	No	04/19/2023 04:05:52 PM	10/22/2023 09:16:36 AM	10/22/2023 09:19:16 AM	3	3	Zoom

5. In the window that opens, mark “Show Unique Users”

Meeting Participants ×

Export with meeting data

Show unique users

Name (Original Name)	User Email	Total Duration (Minutes)	Guest
	@gmail.c...	3	No
Bar E-Learn	bar.e-learn@biu.ac.il	2	No
	@gmail.co...	1	No

6. Click “Export” to export the list of participants to an Excel file