



הבית הדיגיטלי ללמידה

Zoom User Guide

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What is Zoom?

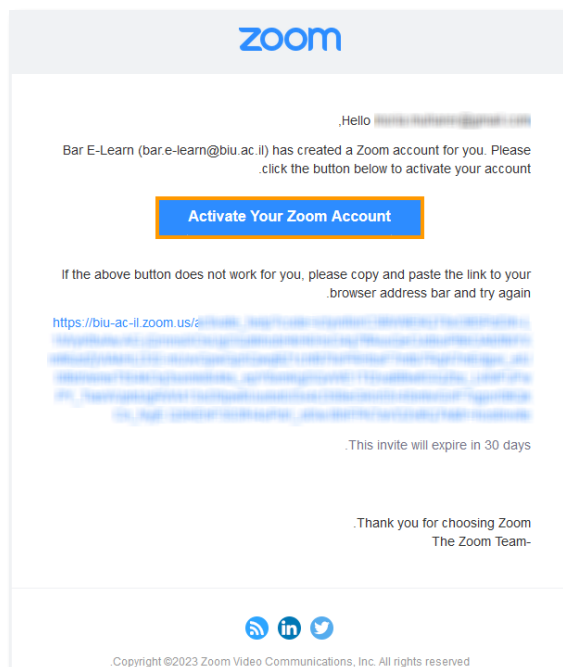
Zoom is a platform that provides user-friendly online video conferencing services.

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: "Activate Your Zoom Account".



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.

Please enter your first name

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

Password must include at least:

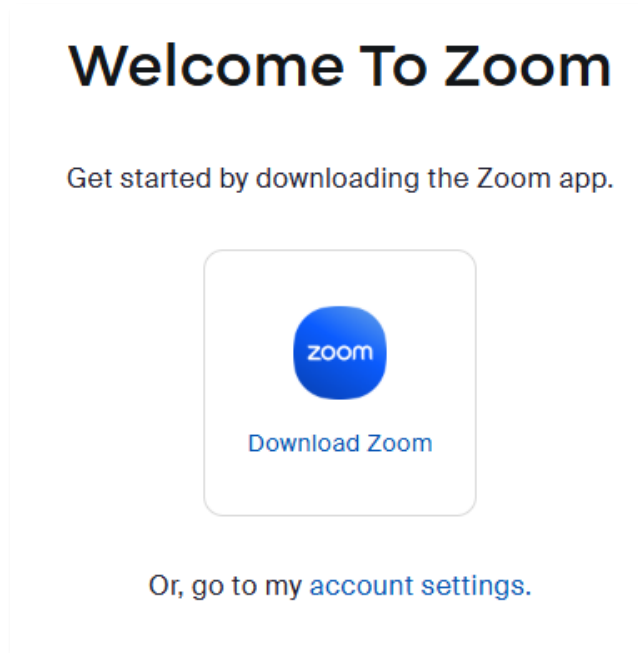
- 8 characters
- 1 number
- 1 uppercase letter
- 1 lowercase letter

Password must not include:

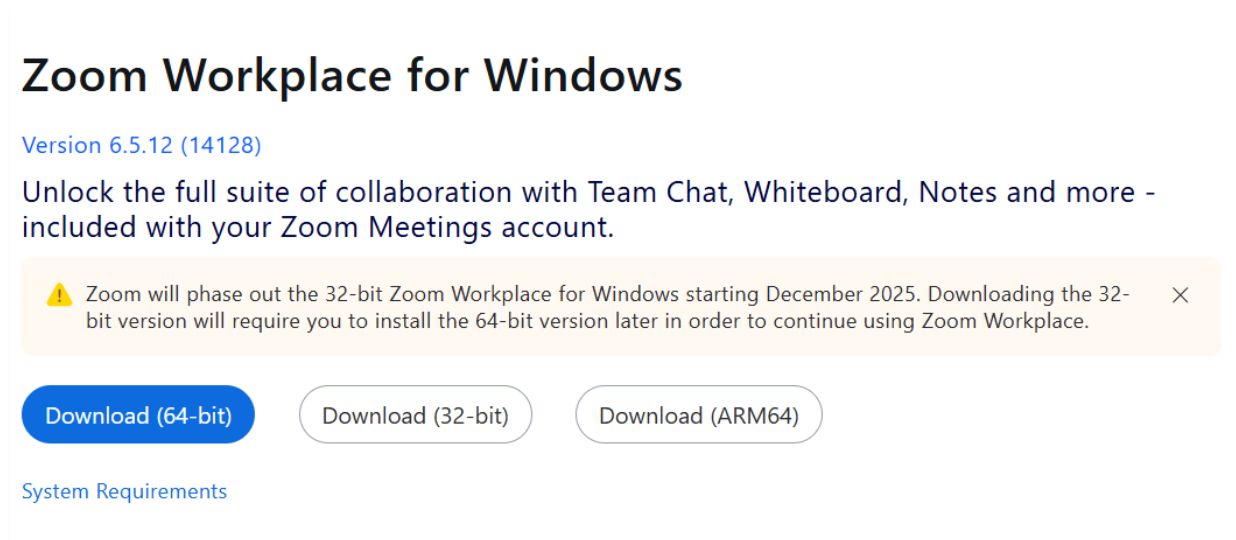
- 4 or more consecutive characters (e.g. "11111", "12345", "abcde", or "qwerty")

3. Click "Continue".

4. To download the Zoom software to your computer, click "Download Zoom."

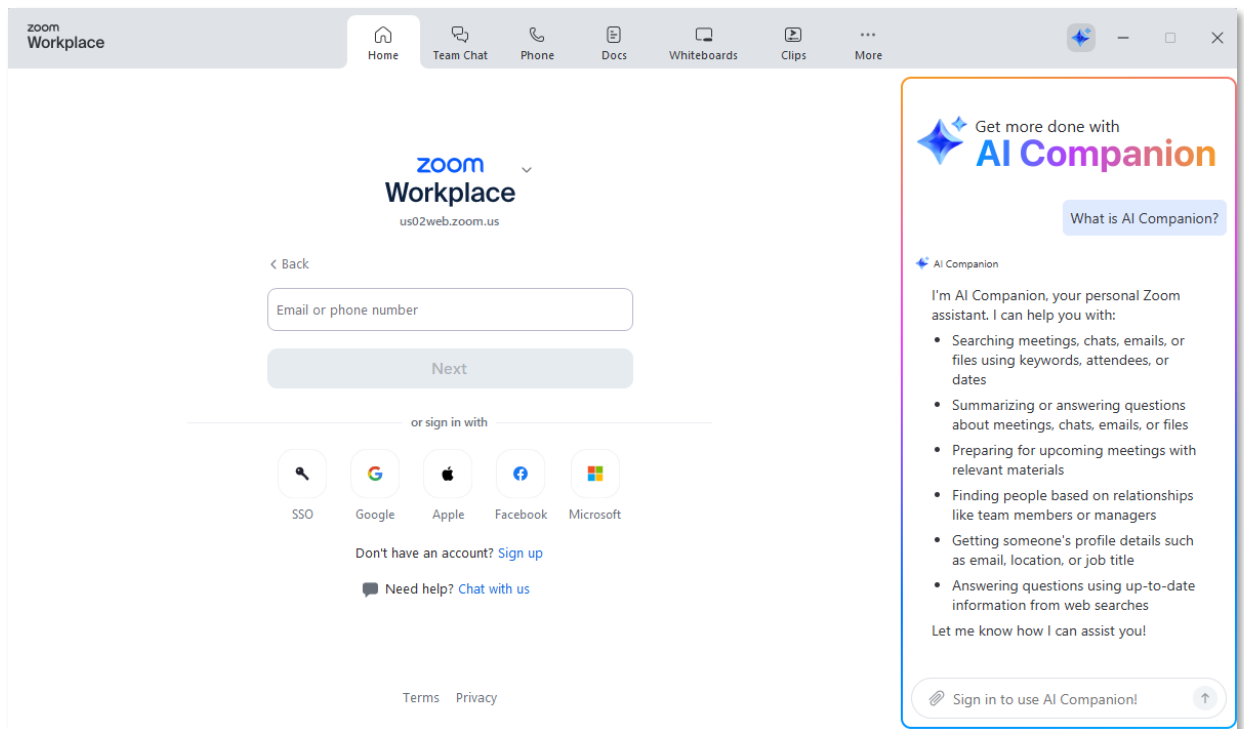


5. On the next screen, click on "Download (64-bit)".

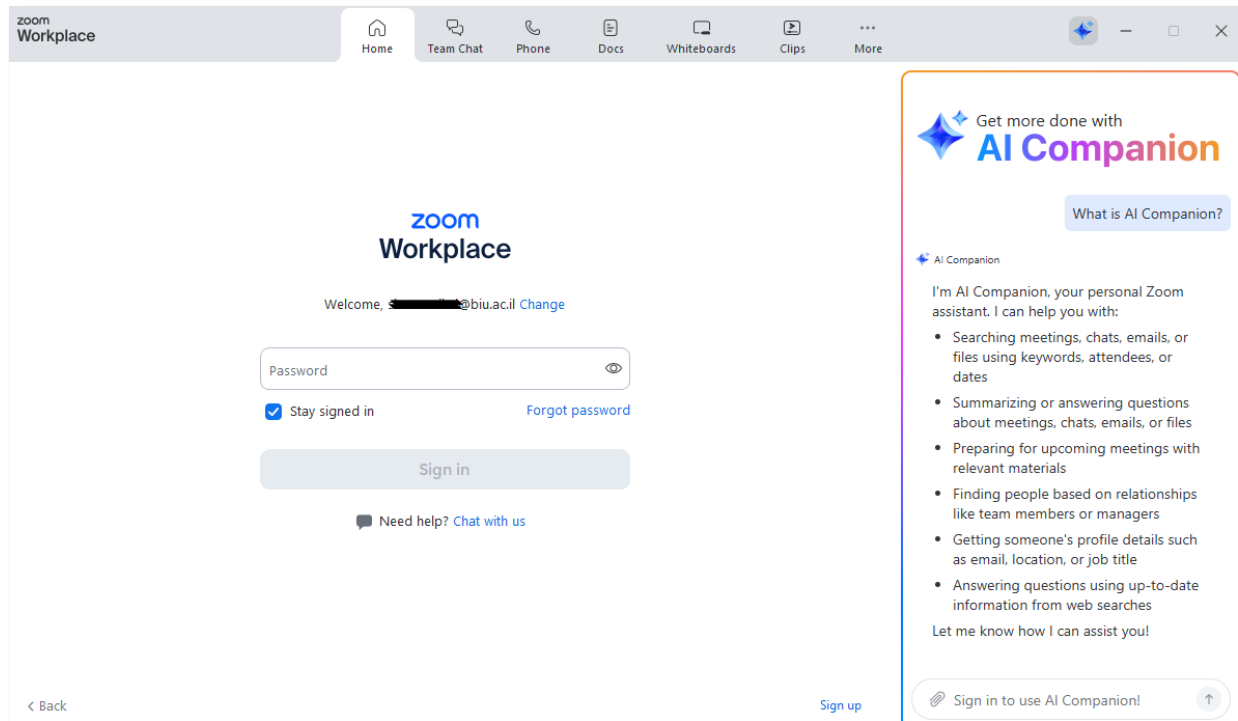


Connecting to Zoom on the computer

1. Enter the email address to which the Zoom account invitation was sent and then click on "Next".



2. Enter the password for the Zoom account you set earlier. Click on "Sign in".



3. To reset your password, click on [Forgot password](#).

NB

Do not log in through Google if the updated email in the system is the university email

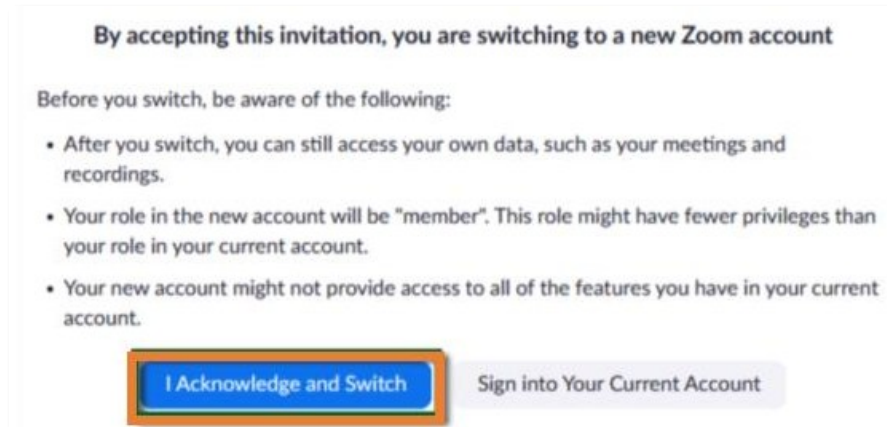
Only log in through Google if the updated email is gmail and matches the email you are logging in with

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

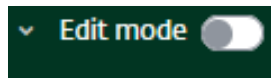
Do not use the same email address for different institutions

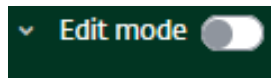
On occasion, you may receive a message to transfer your account affiliation to the university. You should do so.

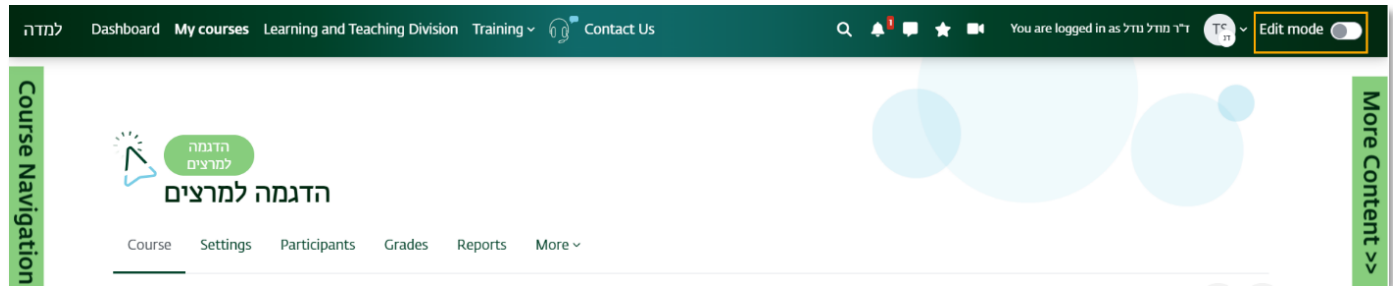


In this case, the password for the Zoom account will be that of the university account.

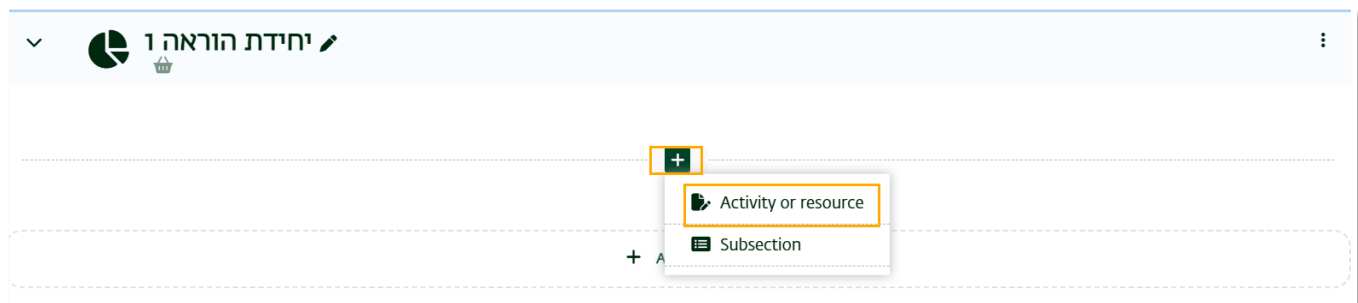
o2 | Setting up a Zoom meeting



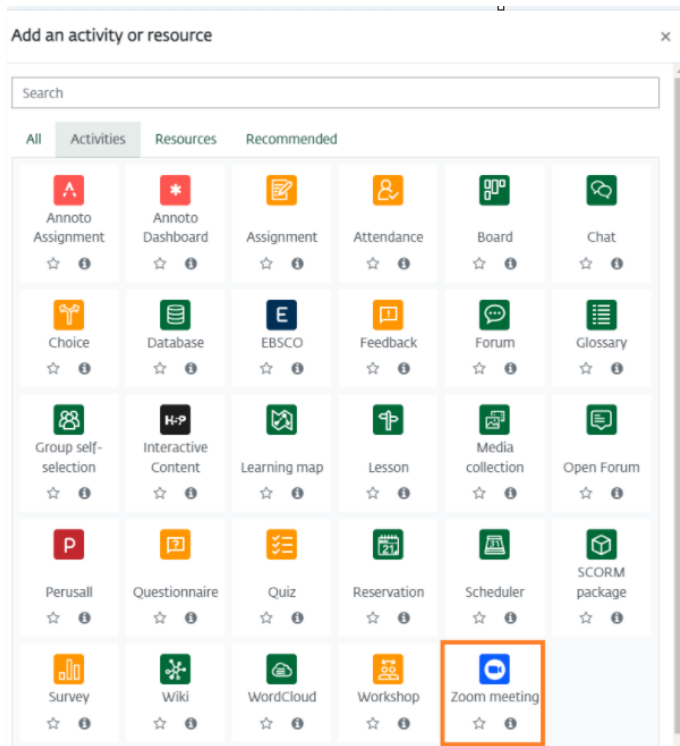
1. Click the  button at the top left of the screen.



2. Click the "Add content" button at the bottom of the Topic unit. And click on "Activity or resource".



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



4. On the meeting setup page, enter a title for the meeting and optionally add a description with any additional information you'd like students to see.

הדגמה למרצים

Course Settings Participants Grades Reports More ▾

New Zoom meeting

Expand all

▼ General

Title ❗

Description

Edit View Insert Format Tools Table Help

↶ ↷ B I A ▾ ▾ T: ▾ ...

0 words Build with tinyMCE

☐ Display description on course page ?

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

Schedule

When: 30, September, 2025, 13, 35

Duration: 1 hours

Recurring meeting: ☒ This is a recurring meeting

Recurrence: No Fixed Time (selected), Daily, Weekly, Monthly

Webinar: ☐

Show Schedule section: ☐

a) When

b) Duration (minutes)

c) Recurring meetings: Select this so that the link remains available whenever the instructor chooses to activate it. Enter "No Fixed Time" in the "Recurrence" field.

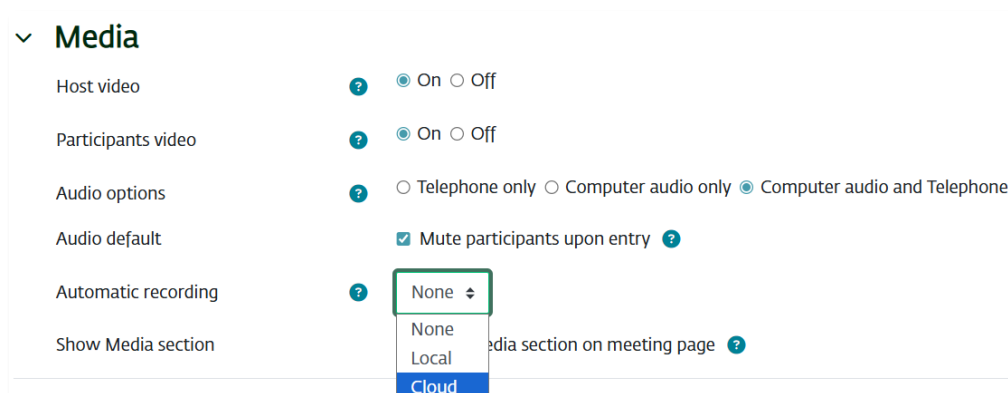


Please Note:

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.

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

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



The screenshot shows the 'Media' settings panel in Zoom. It includes the following options:

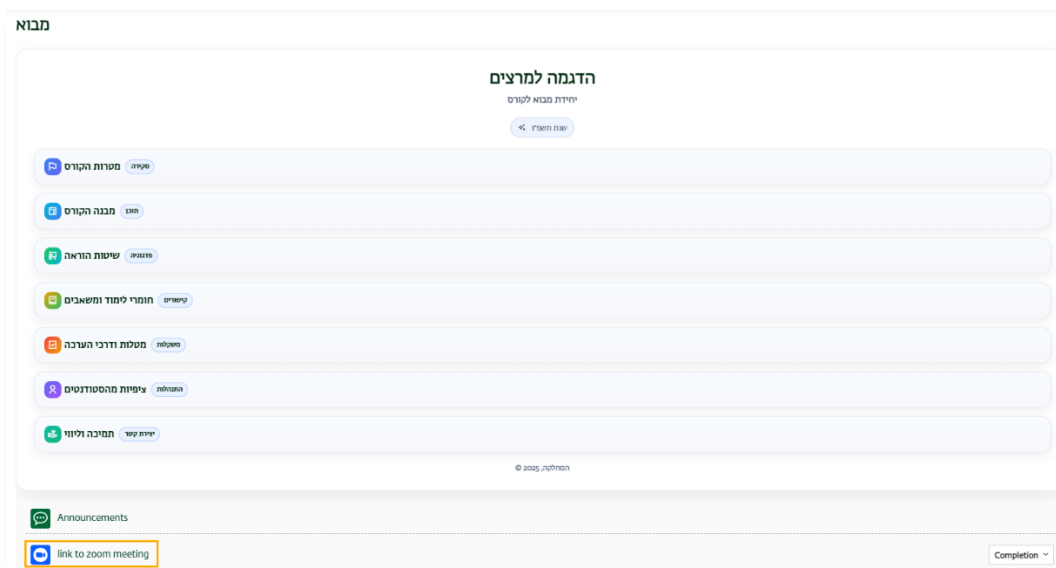
- Host video:** Radio buttons for 'On' (selected) and 'Off'.
- Participants video:** Radio buttons for 'On' (selected) and 'Off'.
- Audio options:** Radio buttons for 'Telephone only', 'Computer audio only', and 'Computer audio and Telephone' (selected).
- Audio default:** A checkbox for 'Mute participants upon entry' which is checked.
- Automatic recording:** A dropdown menu currently showing 'None', with 'Local' and 'Cloud' as visible options.
- Show Media section:** A checkbox for 'Show media section on meeting page' which is checked.

Save and return to course

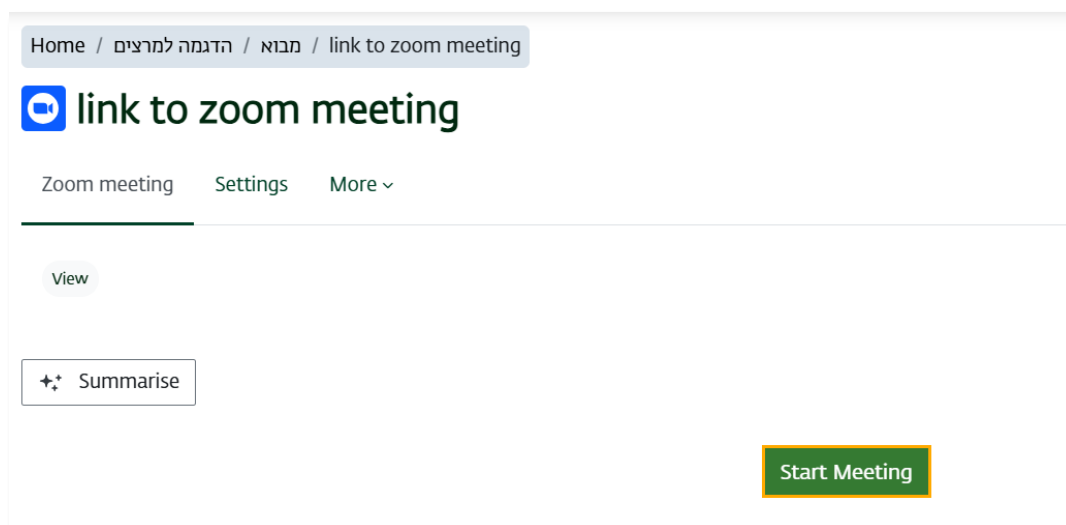
6. Click "Save and Return to Course" button.

03 | Starting a Zoom meeting

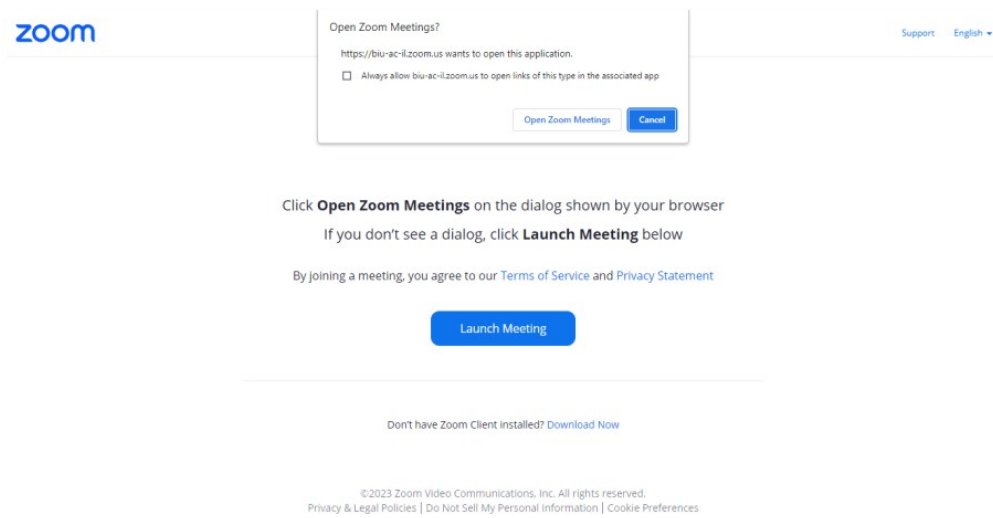
1. Enter the meeting on the course homepage by clicking its name.



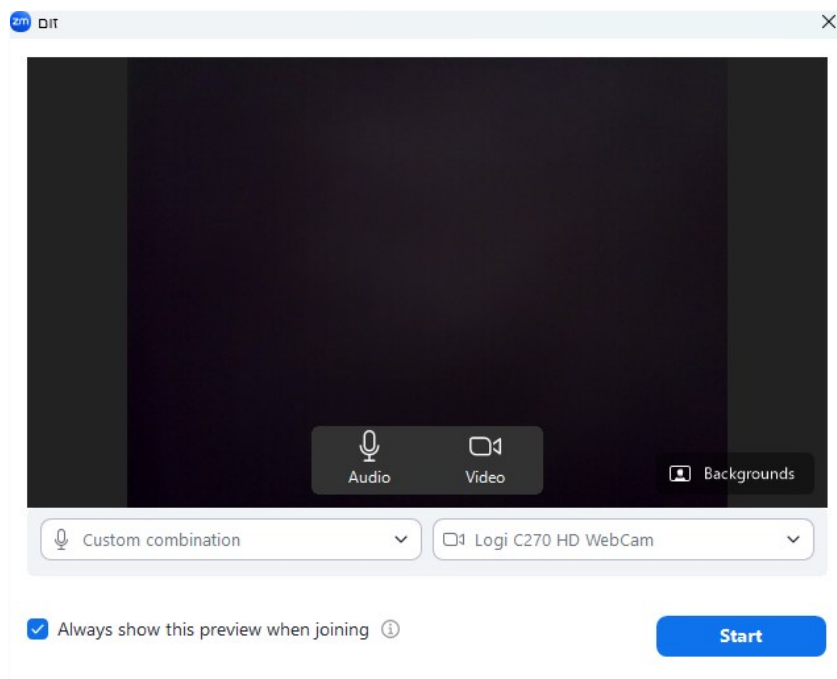
2. A screen will open displaying a table with the meeting details. To start the meeting, click "Start Meeting".



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.



4. In this screen, click on "Start" button.

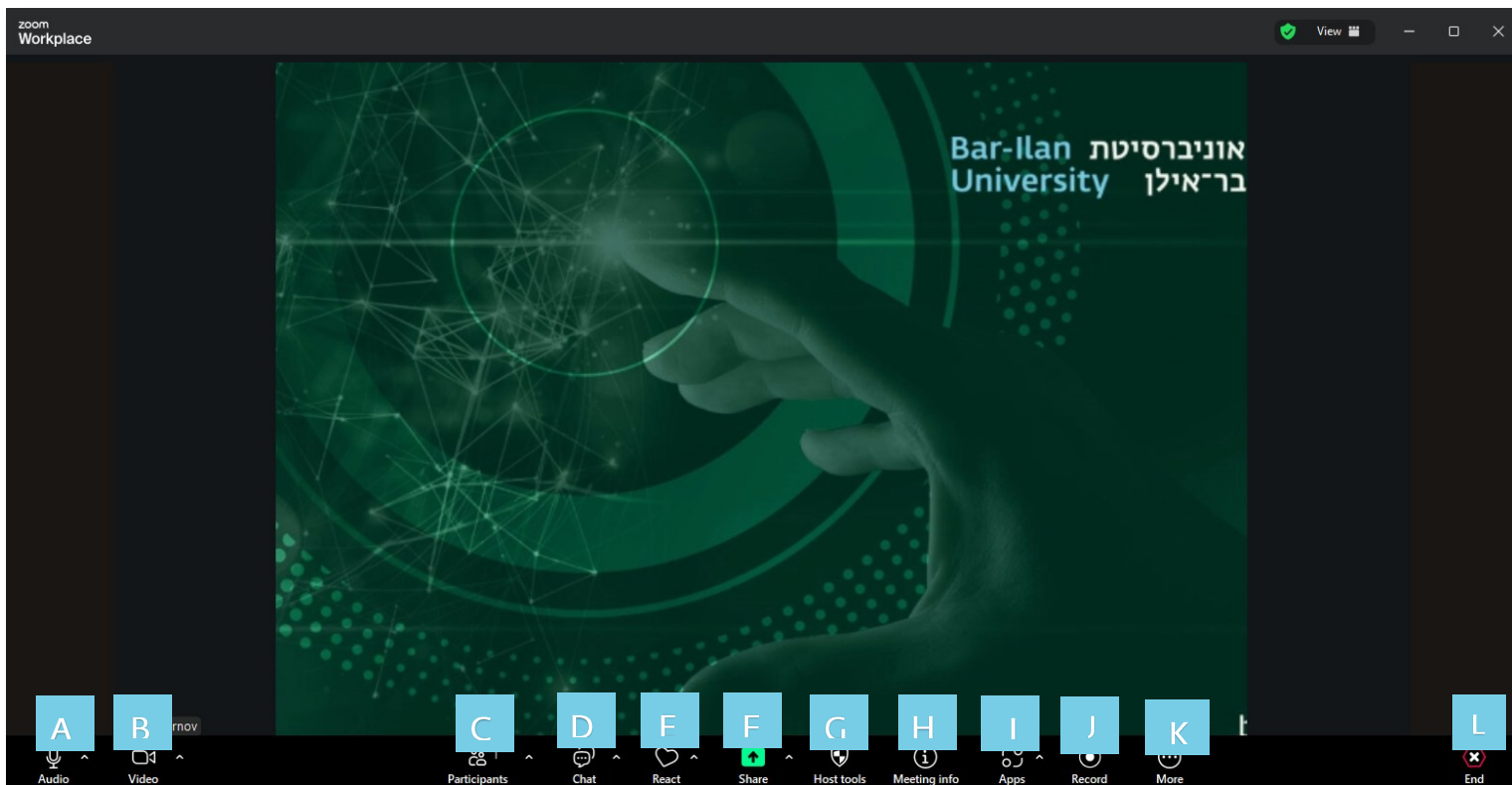


5. Click "Join with Computer Audio". If you have a camera, confirm its use as well.

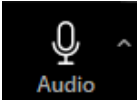
6. You are now connected to the Zoom meeting.



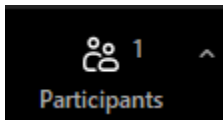
04 | Getting to know the Zoom interface



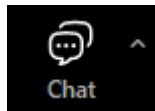
1. Various options appear in the toolbar when the meeting is activated.

A)   - The "Mute /Unmute" button allows you to mute or unmute your microphone.

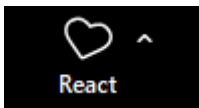
B)   -The "Start video/Stop video" button allows you to start and stop broadcasting from your camera.



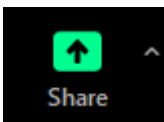
- C) -The "Participants" button opens a window listing the students participating in the meeting.



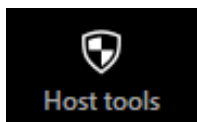
- D) -The "Chat" button opens a window for sending text messages to all or specific students.



- E) - The "React" button allows participants to use icons to communicate non-verbally without interrupting the meeting.



- F) -The "Share Screen" button enables screen sharing and presentation of slideshows and videos to students.



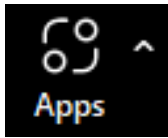
- G) -The "Host Tools" button displays various options for securing our meeting from external parties.



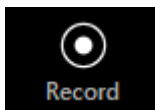
- H) -The "Meeting info" button will open a window that displays important information about the current meeting.

- **Meeting ID:** The unique number of the meeting.
- **Passcode:** The password required to join the meeting, if one has been set.

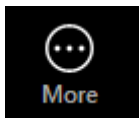
- **Invite link:** A direct link that you can copy and send to other participants so they can easily join.



- I) -The "**Apps**" button allows you to open and use external apps directly within the meeting.



- J) -The "**Record**" button allows you to record the meeting to your computer or the Zoom cloud.

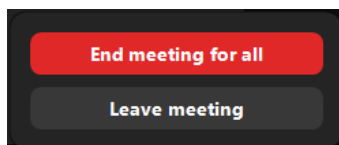


- K) -The "**More**" button displays additional options such as surveys, Breakout rooms. If one of the above buttons does not appear in the bar, it will appear in the menu after clicking this button. You can change the order of the menu by dragging the desired option to the desired position in the bar.



- L) -The "**End**" button ends the meeting.

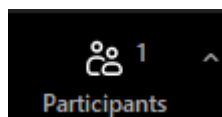
Clicking this button will open two options:



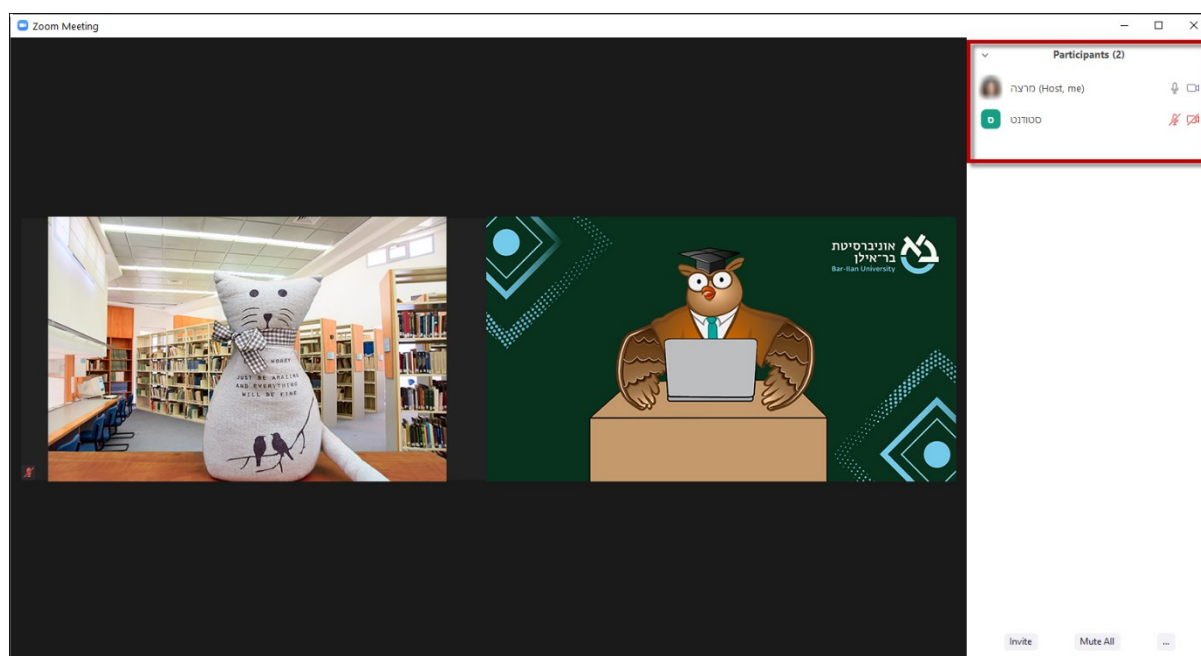
End meeting for all – ends the meeting for all participants (recommended).

Leave meeting – leaves the meeting while the other participants remain in it.

Participants list



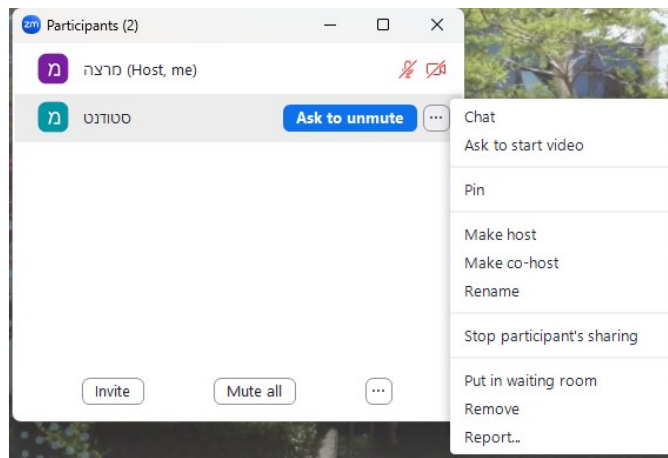
1. To view the participants list, click the button.
2. A window will open on the right-hand side with a list of the participants.



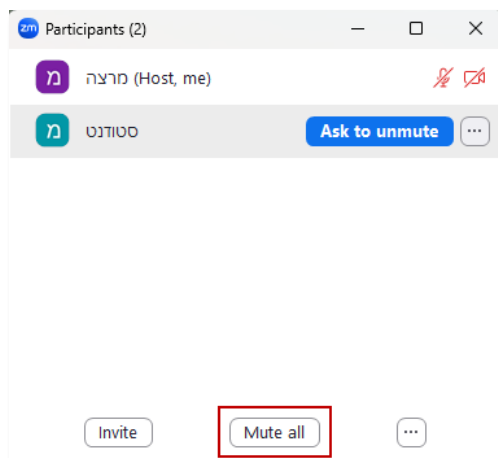
3. The icons next to each participant indicate whether their microphone and camera are active or inactive.



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.

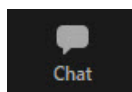


5. All the participants can be muted together by clicking on "Mute All" at the end of the participants list. This is useful when a student's microphone is noisy.

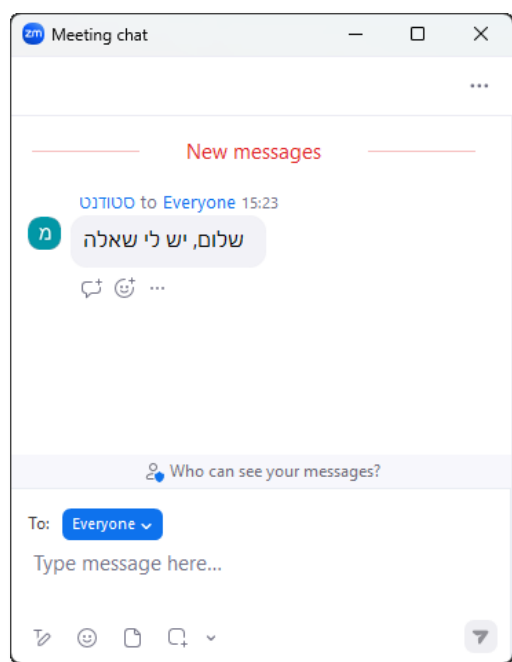


We also recommend you mute all participants during the meeting, designating a specific times for questions to prevent disruptions during the lesson.

Chat



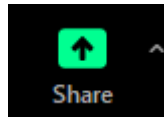
1. To view the chat, click the button.
2. This opens the chat window, which displays student messages.

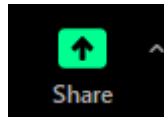


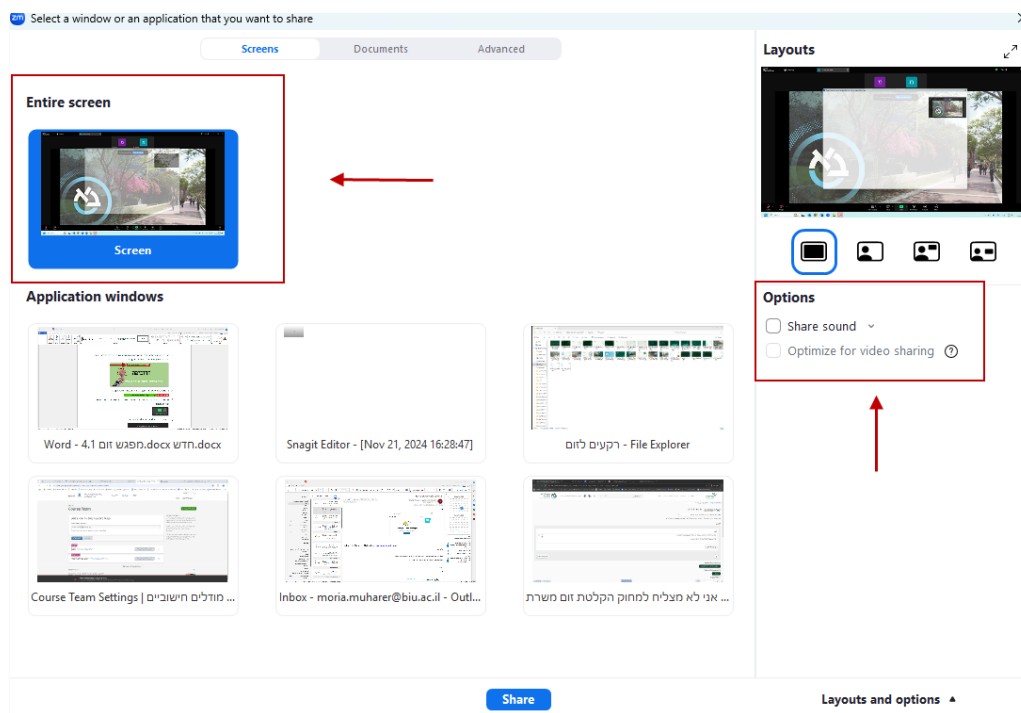
3. Type a message into the box and send by pressing Enter. You can choose whether to send a message to everyone or a private message to a particular participant.

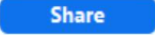
Screen sharing

“Share” 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.

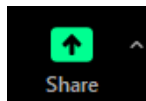
6. When you share your screen, a green notification indicates that “the screen is being shared and students can see it.



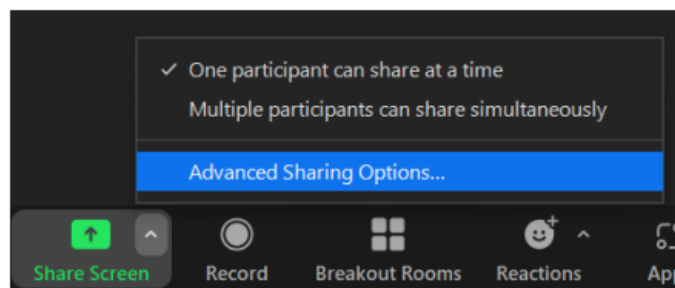
7. To stop sharing your screen, click “Stop Share”.



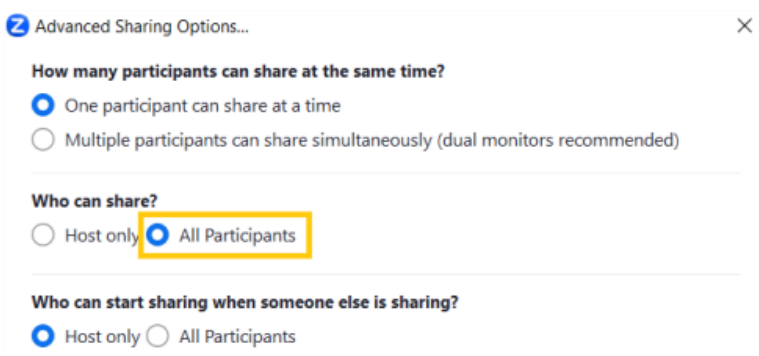
8. To allow students to share their screens, select the small arrow next to the “Share” option.



9. Choose “Advanced Sharing Options”.



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

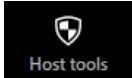


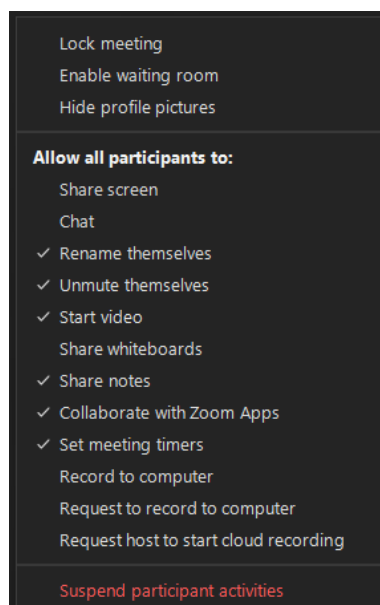
Security settings

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



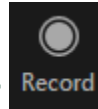
Additional security tips

Ensure that the latest Zoom version is installed on your computer

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

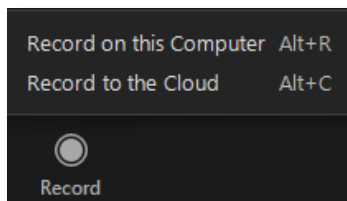
Recording a Zoom meeting

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

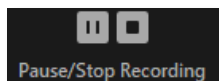


1. To record the meeting, click the "Record" button.

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.

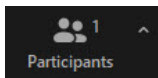


27

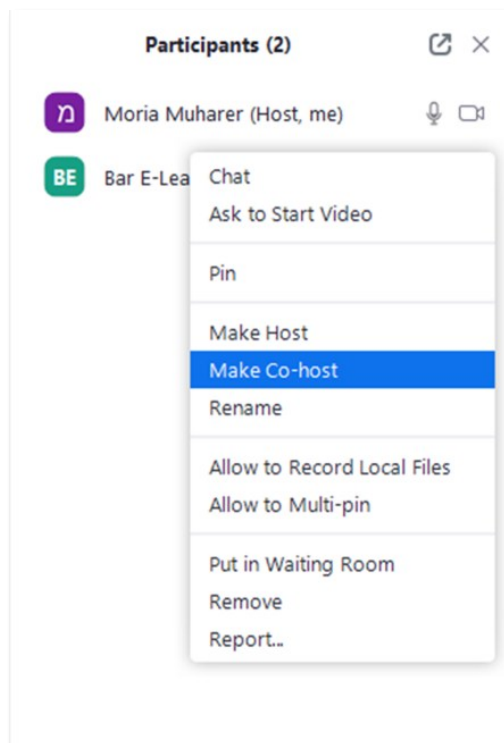
Adding a Co-host

Start the meeting as the host.

1. In the meeting controls toolbar, click the Participants icon.

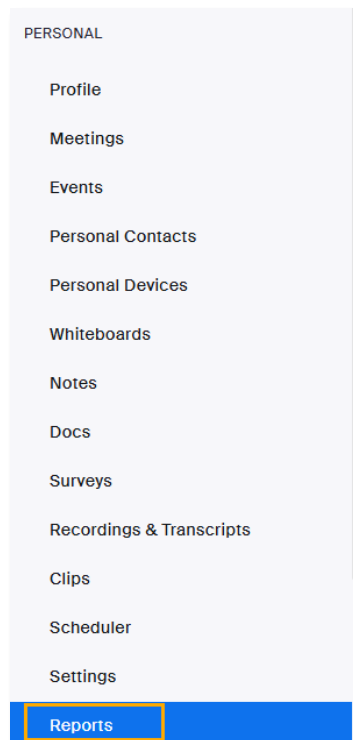


2. The Participants panel will open on the right side of the meeting window.
3. Hover over participant's name who will be a co-host, then click More.
4. Click Make co-host.

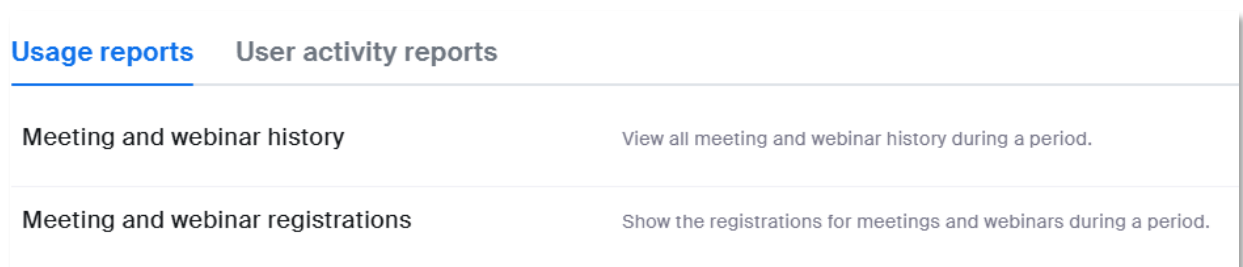


Attendance report generation

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



3. In the “Usage Reports” tab, select “Meeting and webinar history”:



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
c	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.