

Zoom Instructors Script

Platform Choice

Windows PC or Mac, produced in the last 5 years, Intel I5 or better CPU, 8gb or better memory

Windows 10 or MacOS 10 or greater

Note: consider using dual monitors to simplify

Free or Paid version of Zoom

For instructors, the paid version ([\\$15/mth](#)) makes the most sense to avoid interruptions during a class length greater than 40 min, and it simplifies participant management for larger class sizes

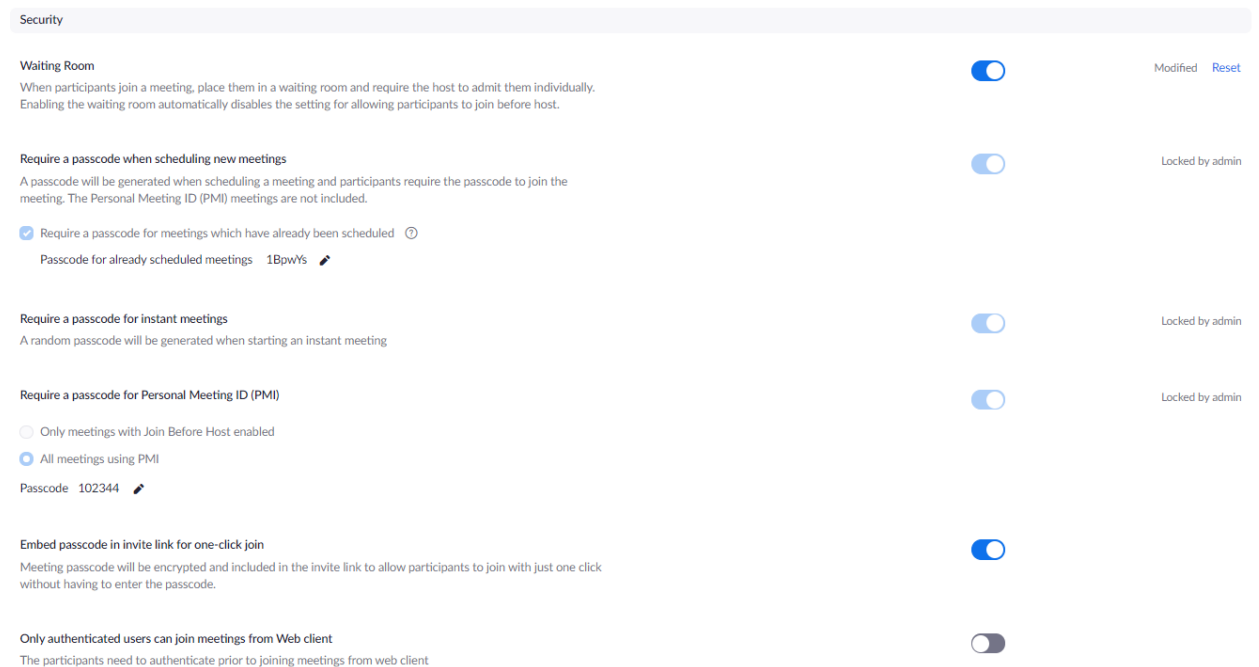
Note: even with the paid version, you still might want to use the 'waiting room' feature to 'greet' students as they arrive. It's your choice, but be sure to monitor the waiting room after the class starts to make sure late arrivals don't get stuck there

Settings

So, you now have a login to Zoom (I log in using my Google credentials)

Go to ZOOM.US, and log in, then select Settings

Following are settings I recommend using for your Zoom instruction:



The screenshot shows the 'Security' settings page in Zoom. It lists several settings with their descriptions, current status (toggle), and administrative status.

Setting Name	Description	Status	Admin Status
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.	On	Modified Reset
Require a passcode when scheduling new meetings	A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are not included.	On	Locked by admin
Require a passcode for meetings which have already been scheduled	Passcode for already scheduled meetings: 1BpwYs	On	
Require a passcode for instant meetings	A random passcode will be generated when starting an instant meeting	On	Locked by admin
Require a passcode for Personal Meeting ID (PMI)	Options: Only meetings with Join Before Host enabled, All meetings using PMI. Passcode: 102344	On	Locked by admin
Embed passcode in invite link for one-click join	Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.	On	
Only authenticated users can join meetings from Web client	The participants need to authenticate prior to joining meetings from web client	Off	

Schedule Meeting

Host video

Start meetings with host video on



Modified [Reset](#)

Participants video

Start meetings with participant video on. Participants can change this during the meeting.



Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

Computer Audio

Join before host

Allow participants to join the meeting before the host arrives



Enable Personal Meeting ID

A Personal Meeting ID (PMI) is a 9 to 11 digit number that is assigned to your account. You can visit [Personal Meeting Room](#) to change your personal meeting settings. [Learn more](#)



Use Personal Meeting ID (PMI) when scheduling a meeting

You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.



Use Personal Meeting ID (PMI) when starting an instant meeting



Mute participants upon entry

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.



Upcoming meeting reminder

Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client.



In Meeting (Basic)

Require encryption for 3rd party endpoints (SIP/H.323)

By default, Zoom requires encryption for all data transferred between the Zoom cloud, Zoom client, and Zoom Room. Turn on this setting to require encryption for 3rd party endpoints (SIP/H.323) as well.



Chat

Allow meeting participants to send a message visible to all participants



Prevent participants from saving chat

Private chat

Allow meeting participants to send a private 1:1 message to another participant.



Auto saving chats

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.



Sound notification when someone joins or leaves



File transfer

Hosts and participants can send files through the in-meeting chat.



Only allow specified file types

Feedback to Zoom

Add a Feedback tab to the Windows Settings or Mac Preferences dialog, and also enable users to provide feedback to Zoom at the end of the meeting



Display end-of-meeting experience feedback survey

Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong.



Always show meeting control toolbar

Always show meeting controls during a meeting



Show Zoom windows during screen share



Screen sharing
 Allow host and participants to share their screen or content during meetings Modified [Reset](#)

Who can share?
 Host Only All Participants [?](#)

Who can start sharing when someone else is sharing?
 Host Only All Participants [?](#)

Disable desktop/screen share for users
 Disable desktop or screen share in a meeting and only allow sharing of selected applications. [?](#)

Annotation
 Allow host and participants to use annotation tools to add information to shared screens [?](#)

Allow saving of shared screens with annotations [?](#)

Only the user who is sharing can annotate [?](#)

Whiteboard
 Allow host and participants to share whiteboard during a meeting [?](#)

Allow saving of whiteboard content [?](#)

Auto save whiteboard content when sharing is stopped [?](#)

Remote control
 During screen sharing, the person who is sharing can allow others to control the shared content

Nonverbal feedback
 Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. [?](#)

Meeting reactions
 Allow meeting participants to communicate without interrupting by reacting with an emoji that shows on their video. Reactions disappear after 10 seconds. Participants can change their reaction skin tone in Settings. [?](#)

Allow removed participants to rejoin
 Allows previously removed meeting participants and webinar panelists to rejoin [?](#)

Allow participants to rename themselves
 Allow meeting participants and webinar panelists to rename themselves. [?](#)

Hide participant profile pictures in a meeting
 All participant profile pictures will be hidden and only the names of participants will be displayed on the video screen. Participants will not be able to update their profile pictures in the meeting. [?](#)

In Meeting (Advanced)

Report participants to Zoom
 Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting controls toolbar. [?](#)

Breakout room
 Allow host to split meeting participants into separate, smaller rooms Modified [Reset](#)

Allow host to assign participants to breakout rooms when scheduling [?](#)

Remote support
 Allow meeting host to provide 1:1 remote support to another participant

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

Save Captions
 Allow participants to save fully closed captions or transcripts

Far end camera control
 Allow another user to take control of your camera during a meeting. Both users (the one requesting control and the one giving control) must have this option turned on.

Virtual background
 Customize your background to keep your environment private from others in a meeting. This can be used with or without a green screen.

Allow use of videos for virtual backgrounds [?](#)

Identify guest participants in the meeting/webinar
 Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests. The guests themselves do not see that they are listed as guests. [?](#)

Auto-answer group in chat
 Enable users to see and add contacts to 'auto-answer group' in the contact list on chat. Any call from members of this group will be automatically answered.

Only show default email when sending email invites
 Allow users to invite participants by email only by using the default email program selected on their computer.

Use HTML format email for Outlook plugin
 Use HTML formatting instead of plain text for meeting invitations scheduled with the Outlook plugin.

Allow users to select stereo audio in their client settings
 Allow users to select stereo audio during a meeting.

Allow users to select original sound in their client settings
 Allow users to select original sound during a meeting.

Show a 'Join from your browser' link
 Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited.

Request permission to unmute
 Select this option in the scheduler to request permission to unmute meeting participants and webinar panelists. Permissions, once given, will apply in all meetings scheduled by the same person.

Email Notification

When attendees join meeting before host
 Notify host when participants join the meeting before them.

When a meeting is cancelled
 Notify host and participants when the meeting is cancelled.

Other

Blur snapshot on iOS task switcher
 Enable this option to hide potentially sensitive information from the snapshot of the Zoom main window. This snapshot display as the preview screen in the iOS tasks switcher when multiple apps are open.

Invitation Email
 Your meeting attendees will receive emails in language based upon their browser/profile settings. Choose languages which your expected attendees will receive content in to edit.

Choose email in language to edit:

[Send me a preview email](#)

Schedule Privilege
 You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.

Assign scheduling privilege to:
 No one

I can schedule for:
 No one

Integration Authentication
 key: kLjyKwhRJa4Na8Zeq8cRA
 Secret: jBUlalu55Mu67mohAMlc8l1NQupW3EgqX33

Recording

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 disclaimer
 Show a customizable disclaimer to participants before a recording starts.

Multiple audio notifications of recorded meeting
 Play notification messages to participants who join the meeting audio. These messages play each time the recording starts or restarts, informing participants that the meeting is being recorded. If participants join the audio from telephone, even if this option is disabled, users will hear one notification message per meeting.

Most of the settings shown above are enabled by default, but settings which enable One-Click Join, the Waiting Room feature, Chat and Private Chat, File Transfer, Breakout Rooms, Virtual Backgrounds, and Recording Permissions may be useful to your instruction style as they are to mine.

Now let's talk about instruction workflow management. As many instructors familiar with the Zoom interface know, things can get busy, and it's easy to forget certain steps which can interrupt the flow of your delivery. So, starting out, try to keep things simple and routine. Here's what I mean:

Assume my presentation includes 3 primary elements

- PowerPoint slides
- Videos, either downloaded and available locally, or linked on the Web, and
- Student discussion

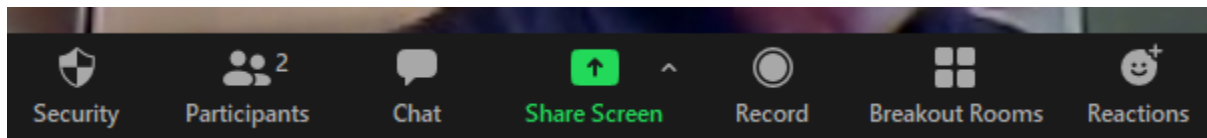
First, and before I start my Zoom session, I'm going to open the application(s) I'll be using during the session. In this case I'll open PowerPoint, a Web browser (to start my Zoom session and to link to Web pages in my presentation and/or show videos on the Web), and then start your Zoom session from the same link you provided to your students.

Second, if you enabled the waiting room, then students will start showing up there. As the host, you'll be notified in the participants window that students are waiting to be admitted and you'll need to admit them one at a time.

Third, once all your students are admitted and settled, it's usually good form to 'Mute All' so you have the floor. I would also keep the option for 'Participants to Unmute Themselves' checked.

Fourth, now it's time to sort out how you want your presentation to go and what items you'll be sharing. In this example, I'm going to start with a conversation about the topic and solicit input about the kinds of things my students are particularly interested in or have questions about. This can help direct the flow of the presentation.

Fifth, I'll go into screen sharing mode (assumes all the applications you'll be sharing are already open).



Next, you'll need to choose the application you're going to share (I'll be using PowerPoint).

Select a window or an application that you want to share

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The screenshot displays the Zoom sharing selection window. At the top, there are three tabs: 'Basic', 'Advanced', and 'Files'. Below the tabs is a grid of application windows. The first row includes 'Screen' (a video call window), 'Whiteboard' (a whiteboard icon), and 'iPhone/iPad' (an iPhone icon). The second row includes 'Car OS.pptx - PowerPoint' (a PowerPoint slide), 'Zoom Instructors Script.docx - W...' (a Word document), 'Snip_Sketch' (a screenshot tool), and 'Post Attendee - Zoom - Google ...' (a Zoom meeting page). The third row includes 'Zoom Cloud Meetings' (a Zoom meeting page). At the bottom, there are two checkboxes: 'Share computer sound' and 'Optimize Screen Sharing for Video Clip'. A blue 'Share' button is located on the right side.

And since there are no videos embedded in this presentation, I'll not check the sound and video optimization check boxes (yet). Click 'Share'. This takes your PowerPoint presentation into full screen mode on the participants' screens. Participant and chat windows can be activated on the host's screen and they will not interfere with what the participant's see. This again, is because only the PowerPoint application is being shared. If I had shared my whole desktop, then participants would see everything I'm doing on my PC.

Note that in this PowerPoint slide there's an embedded Web link. If I click on this link, participants will see nothing, again because I'm only sharing the PowerPoint application with them. Consider this behavior when your deciding how you want your presentation to flow.

Sixth, stop share to go back to the 'grid view' where you can see and interact with participants. At this point you can mute and unmute participants, or they can mute and unmute themselves (your choice). You can monitor chat to see what, if any, questions appear there. I encourage people to use chat, and I'll make a point to check the chat window when I'm not in presentation mode.

Seventh, starting a video (let's assume we're running a video from the Web for this example). Share the Web browser window with the tab selected where the video is going to be accessed. I'll use YouTube as the example. Share screen – select the Web browser interface and check the 'Share computer sound' and 'Optimize Screen for Video Clip' options for better sound and video performance.

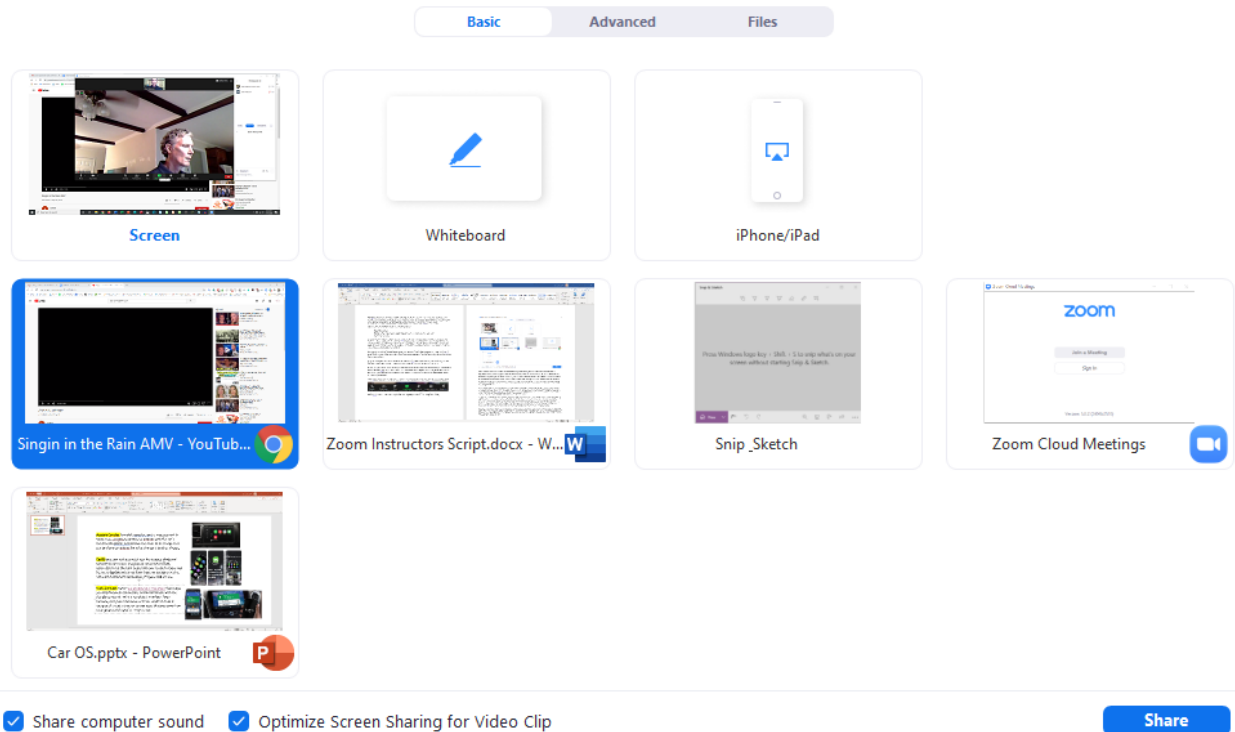
Note: Remember to do this EVERY TIME you're playing a video or the video performance will be awful. And the trouble is, you, as the presenter, might not even notice, but your participants sure will!

Also note that what you see on your screen is always going to be a little better than what they see. Zoom reduces the video quality and frame rate. It's still watchable, but it's nothing like the real thing.

Select a window or an application that you want to share

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Basic Advanced Files



The screenshot shows the Zoom window sharing selection interface. At the top, there are three tabs: 'Basic', 'Advanced', and 'Files'. Below the tabs, there are several thumbnails representing different sharing options: 'Screen' (a video call window), 'Whiteboard' (a whiteboard icon), 'iPhone/iPad' (a smartphone icon), 'Singin in the Rain AMV - YouTub...' (a YouTube video player), 'Zoom Instructors Script.docx - W...' (a Word document), 'Snip_Sketch' (a screenshot tool), and 'Zoom Cloud Meetings' (the Zoom logo). At the bottom, there are two checked checkboxes: 'Share computer sound' and 'Optimize Screen Sharing for Video Clip'. A blue 'Share' button is located in the bottom right corner.

Eighth, so now we have PowerPoint slides and videos behind us. Next is managing your transitions as you move from different media types and to and from participant interaction. As in the physical classroom, you want these transitions to be planned and smooth. You also want to engage with your participants so there's the feeling of real human interaction, listening, responding, holding their interest and attention, or at least knowing when you're not. I encourage participants to keep their video on so I can see them when we're in discussion mode. You also have some choices to make about how you want people to let you know they have something to say. In larger class sizes this can be a challenge, but it's something you'll have to deal with. Setting the ground rules with your students at the beginning of the session will go a long way to making this work well.

Ninth, timekeeping is important! Respect your students' time and their commitments, and either set a timer or designate a timekeeper, but start on time and end on time whenever possible. In my real-life classes I come to the room early (15 to 30 minutes early). Depending on the type of account, paid versus free, and your decision to use the waiting room or not, consider starting early. My CLR class starts at 9:25, so there are no classes before mine. I'll plan to be online (using a paid account) well before class starts for those that have specific interests or general questions. Class then will start and end on time...

Tenth, and final, let's talk about Zoom etiquette. Here are some things I came up with:

For Instructors – my list

Set up an inviting, non-distracting space for your Zoom instruction (no bathrooms in the background)

Provide the best audio and video experience you can for your students (lighting is important)

Practice looking AT the camera (this equates to good eye contact with your participants), and avoid looking away from the camera too often – I’m working on this...

Be prepared. Have your presentation materials open and queued. Practice transitions and write checklists if you have to so your transitions work the same every time.

Send out class reminders to your students before each session and include the Zoom link so they don’t have to go back in their old emails to dig it out.

Start on time, end on time, and reinforce punctuality with your students.

Share your session notes/slides/supporting items with your students via the ‘File Sharing’ capability built into Zoom.

Have fun! Zoom is different, but it’s still a great way to share your passion with others...

For students – not my list ([source](#))

Think of a Zoom Meeting as a face-to-face meeting and conduct yourself as you would if you were all present in the same room. In addition there are some additional useful tips below to observe to help ensure the meeting goes smoothly for all involved:

- Join early – up to 5 minutes before the meeting start time
- If you haven’t used Zoom before click the link to download Zoom prior to the day of the meeting and familiarize yourself with any features you may need to use on the day – mute/unmute microphone, stop/start video, screenshare, etc.
- Have your video on unless you are experiencing connection issues
- Find a quiet space without interruptions / background noise
- Have a plain background – avoid backlight from bright windows
- Have good lighting on your face so you can be seen clearly
- Adjust your camera to be at around eye level if possible – especially take note of the angle of your laptop screen if using the built-in camera.
- Mute your microphone when not talking
- Try to avoid talking over / at the same time as other participants
- Be aware you are on camera and try to avoid doing other tasks, checking emails, looking at your phone, etc.

PS – Instructors – It might be a good idea to share some of these Zoom etiquette ideas with your students during your first session. Zoom might be new to some and they just don’t know. And it can’t hurt as a reminder to others. You’re in charge and need to let them know what’s expected.

Thanks!

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