

# Zoom Highlights & Features

July 2020



# Agenda

- Account & Settings
- Meeting Controls and Options
- Interaction and Engagement



# Account & Settings



Zoom.tamu.edu

MEET.  
CONNECT.  
COLLABORATE.

WELCOME TO ZOOM.

SIGN IN

zoom  
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Office for Academic Innovation

JOIN A MEETING

HOST A MEETING

DOWNLOAD ZOOM

# Account & Settings

- [zoom.tamu.edu](https://zoom.tamu.edu)
- Update profile
- Schedule, host, join meetings and view past meetings
- Change meeting and recording settings
- Access reports
- Create breakout rooms





# Account & Settings

- Update profile

- Profile**
- Meetings
- Webinars
- Personal Audio Conference
- Recordings
- Settings
- Account Profile
- Reports

[Attend Live Training](#)



[Change](#) [Delete](#)

## Laura Hammons

Hammons, Laura R

Department     Dean of Veterinary Medicine

Account No.     50393140

Personal Meeting ID

\*\*\* \*\* \*609     [Show](#)

[https://tamu.zoom.us/j/\\*\\*\\*\\*\\*609](https://tamu.zoom.us/j/*****609)     [Show](#)

× Use this ID for instant meetings

Personal Link

Not set yet.

Sign-In Email

lha\*\*\*@tamu.edu     [Show](#)

Linked accounts:



# Account & Settings

- Schedule a Meeting

Topic

My Meeting

Description (Optional)

Enter your meeting description

When

07/28/2020



4:00



PM



Duration

1



hr

0



min

Time Zone

(GMT-5:00) Central Time (US and Canada)



Recurring meeting



# Account & Settings

- Schedule a Meeting

Meeting ID  Generate Automatically  Personal Meeting ID

---

Security  Passcode   Waiting Room

---

Video

Host  on  off

Participant  on  off

---

Audio  Telephone  Computer Audio  Both


Dial from United States of America [Edit](#)



# Account & Settings

- Schedule a Meeting

## Meeting Options

- Enable join before host
- Mute participants upon entry 
- Only authenticated users can join
- Breakout Room pre-assign
- Record the meeting automatically  On the local computer  In the cloud

## Alternative Hosts

Example: mary@company.com, peter@school.edu

Save

Cancel





# Account & Settings

- View Upcoming and Past Meetings

Profile

Meetings

Webinars

Personal Audio Conference

Recordings

Settings

Account Profile

Reports

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Meeting Templates

 Get Training

Schedule a New Meeting

Join a meeting from an H.323/SIP room system

Start Time ↕	Topic ↕	Meeting ID	
Mon, Jul 27 04:00 PM	<a href="#">My Meeting - Testing Polls</a>	965 5132 2864	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Mon, Jul 27 04:00 PM	<a href="#">My Meeting - Testing Polls 2</a>	970 7344 0376	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Fri, Jul 24 09:30 PM	<a href="#">My Meeting</a>	911 317 0609	<input type="button" value="Start"/> <input type="button" value="Delete"/>



# Account & Settings

- Recordings

- Profile
- Meetings
- Webinars
- Personal Audio Conference
- Recordings**
- Settings
- Account Profile
- Reports

Cloud Recordings

Local Recordings

[Settings](#)

Cloud recordings will be deleted automatically after they have been stored for 180 days. If you need to disable auto-delete for a single recording, please contact your administrator.

From  To

<input type="checkbox"/>	Topic	ID	Start Time	File Size	Auto Delete In	
<input type="checkbox"/>	<a href="#">Hammons, Laura R's Zoom Meeting</a>	937 117 340	Mar 17, 2020 03:31 PM	<a href="#">2 Files (778 KB)</a>	47 days	<input type="button" value="Share..."/> <input type="button" value="More"/>



# Account & Settings

- Meeting Settings

- Profile
- Meetings
- Webinars
- Personal Audio Conference
- Recordings
- Settings**
- Account Profile
- Reports

[Attend Live Training](#)

[Video Tutorials](#)

[Knowledge Base](#)

- Meeting**
- Recording
- Telephone

---

- Security
- Schedule Meeting
- In Meeting (Basic)
- In Meeting (Advanced)
- Email Notification
- Other

### Security

#### 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.

#### Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

- ✓ Everyone will go in the waiting room

[Edit Options](#) [Customize Waiting Room](#)

#### 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.



# Account & Settings

- Reports

## Usage Reports

---

Usage

View meetings, participants and meeting minutes within a specified time range.

Meeting

View registration reports and poll reports for meetings.



# Meeting Controls and Options

- Meeting controls
- Record session
- Security features
- Accessibility options
- Waiting room
- Participant window





# Interaction and Engagement

- Participant reactions
- Chat window
- Share screen, annotations, and whiteboard
- Breakout rooms



# Breakout Rooms

- Allow students to collaborate in smaller groups
- Instructor (Zoom Host) can pre-assign, automatically or manually assign students up to 50 groups
- Participants can be moved between groups (reassigned), if needed, by the host
- The host can move between the Breakout Rooms to monitor activity.
- The host can broadcast messages to breakout rooms
- The host can open and close breakout sessions



# Setting Up Breakout Rooms

1. Go to [Zoom.tamu.edu](https://zoom.tamu.edu)
2. Sign-in with NetID
3. Enable breakout rooms and allow hosts to assign participants when scheduling
  - Under Settings, Meeting, In Meeting – Advanced
4. Schedule meeting
5. Upload csv file with group assignments
  - Designate room and TAMU (**not CVM**) email for each student
6. Designate alternate hosts, if desired
7. Save meeting
8. Post link to Moodle



# Zoom.tamu.edu



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SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING ▾



Profile

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Telephone

## In Meeting (Advanced)

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

### 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

Allow host to assign participants to breakout rooms when scheduling





# Zoom.tamu.edu

## Schedule

TEXAS A&M zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Profile  
Meetings  
Webinars  
Personal Audio Conference  
Recordings  
Settings  
Account Profile  
Reports

Attend Live Training  
Video Tutorials  
Knowledge Base

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration  hr  min

Time Zone

Recurring meeting

Registration  Required

Meeting ID  Generate Automatically  Personal Meeting ID 911 317 0609

Security  Passcode   Waiting Room

Video  
Host  on  off  
Participant  on  off


Audio  Telephone  Computer Audio  Both  
Dial from United States of America [Edit](#)

Meeting Options  Enable join before host  
 Mute participants upon entry  
 Only authenticated users can join  
 Breakout Room pre-assign  
[+ Create Rooms](#) [↑ Import from CSV](#)  
 Record the meeting automatically

Alternative Hosts

# Zoom.tamu.edu

Meeting Options

- Require meeting password
- Enable join before host
- Mute participants upon entry 
- Enable waiting room
- Breakout Room pre-assign

[+ Create Rooms](#) [↑ Import from CSV](#)



# Zoom.tamu.edu

## Breakout Room Assignment 0 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

**Rooms** +

**No Groups**  
Add a room by clicking +

[Import from CSV](#)

Cancel

Save

## Breakout Room Assignment 2 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

**Rooms** +

Breakout Room 1	0
Breakout Room 2	0

**Breakout Room 1**

Add participants

No participants yet

[Import from CSV](#)

Cancel

Save



# Zoom.tamu.edu

## Import Rooms and Participants from CSV file

CSV format requirements: Breakout room name, email. Click to [download](#) the template.



Drag & Drop your CSV file

or [browse](#) to choose a file

Tips: You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Cancel



# Zoom.tamu.edu

NetID@tamu.edu

	A	B	C
1	Pre-assign	Email Address	
2	room1	test1@xxx.com	
3	room1	test2@xxx.com	
4	room2	test3@xxx.com	
5	room2	test4@xxx.com	
6	room3	test5@xxx.com	
7	room3	test6@xxx.com	
o			





# Breakout Rooms in the Zoom Meeting

- Students must login with their NetID
- Have all participants begin in the lobby.
- If you did not pre-assign groups, you can create and auto assign groups of designated sizes during the session.
- Adjust breakout rooms options
- When ready Open All Rooms to send students to breakouts
- Students not assigned can be manually moved into a room
- Move instructors into breakout rooms, if needed
- If recording, pause the recording during breakout sessions.
- If a room needs help, students can select the "instructor help" button.
- Close rooms (to bring students back to lobby) when small group time is complete



# Breakout Rooms in the Zoom Meeting

Zoom Meeting



Talking:



Join Audio

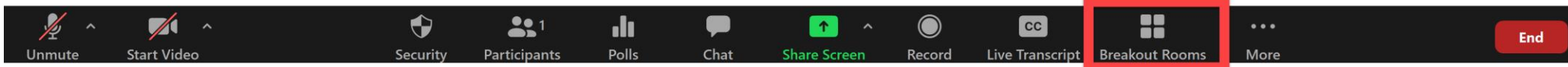
Computer Audio Connected




Share Screen



Invite Others



# Breakout Rooms in the Zoom Meeting

 Create Breakout Rooms ✕

Assign 0 participants into  Rooms:

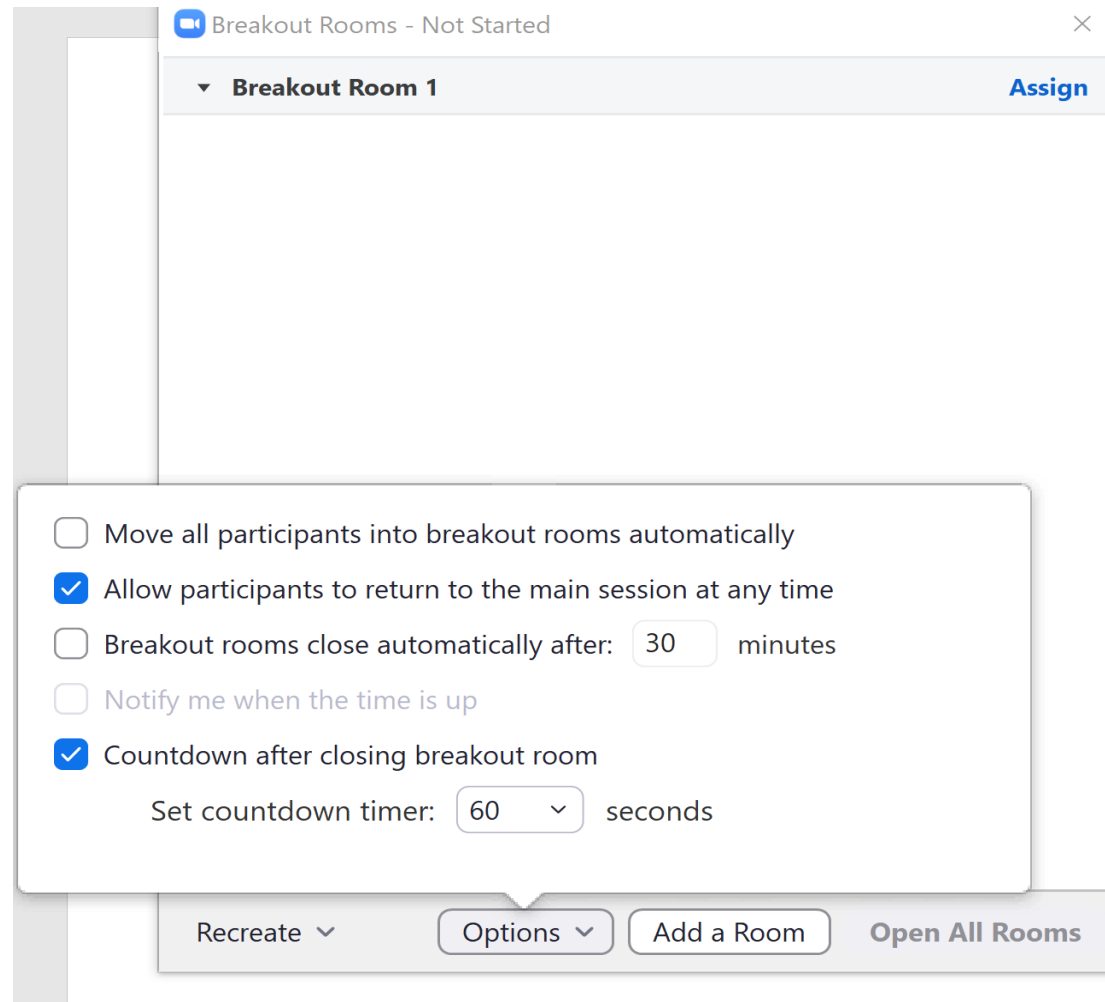
Automatically  Manually

0 participants per room

**Create Rooms**

# Breakout Rooms in the Zoom Meeting

## Options



The screenshot shows the Zoom Breakout Rooms interface. At the top, it says "Breakout Rooms - Not Started" with a close button. Below that, there is a section for "Breakout Room 1" with an "Assign" button. A modal window is open, displaying the following options:

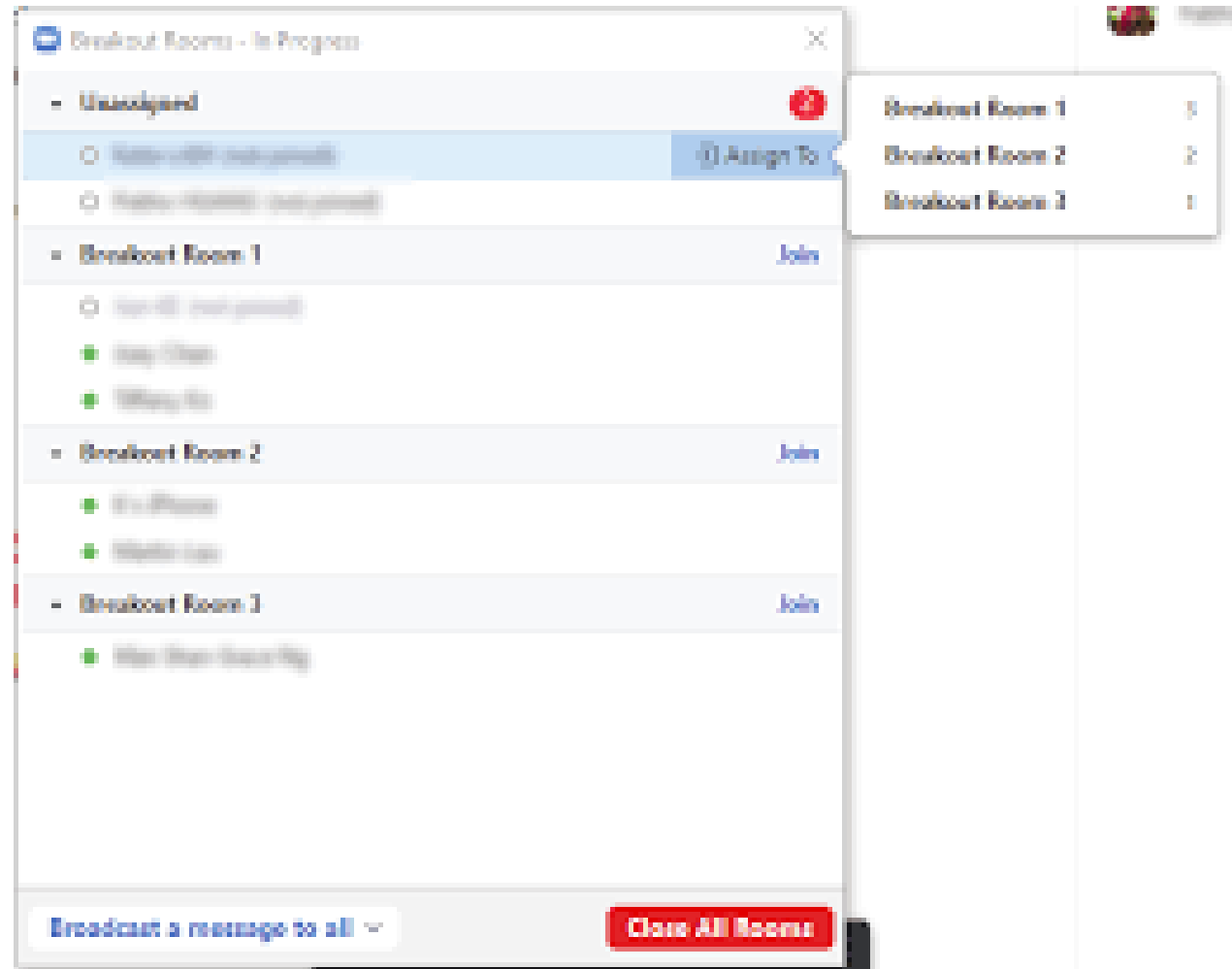
- Move all participants into breakout rooms automatically
- Allow participants to return to the main session at any time
- Breakout rooms close automatically after: 30 minutes
- Notify me when the time is up
- Countdown after closing breakout room

Below the options, there is a "Set countdown timer:" field with a dropdown menu set to "60" and the unit "seconds".

At the bottom of the modal, there are buttons for "Recreate", "Options", "Add a Room", and "Open All Rooms".

# Breakout Rooms in the Zoom Meeting

Assign students  
not in a room

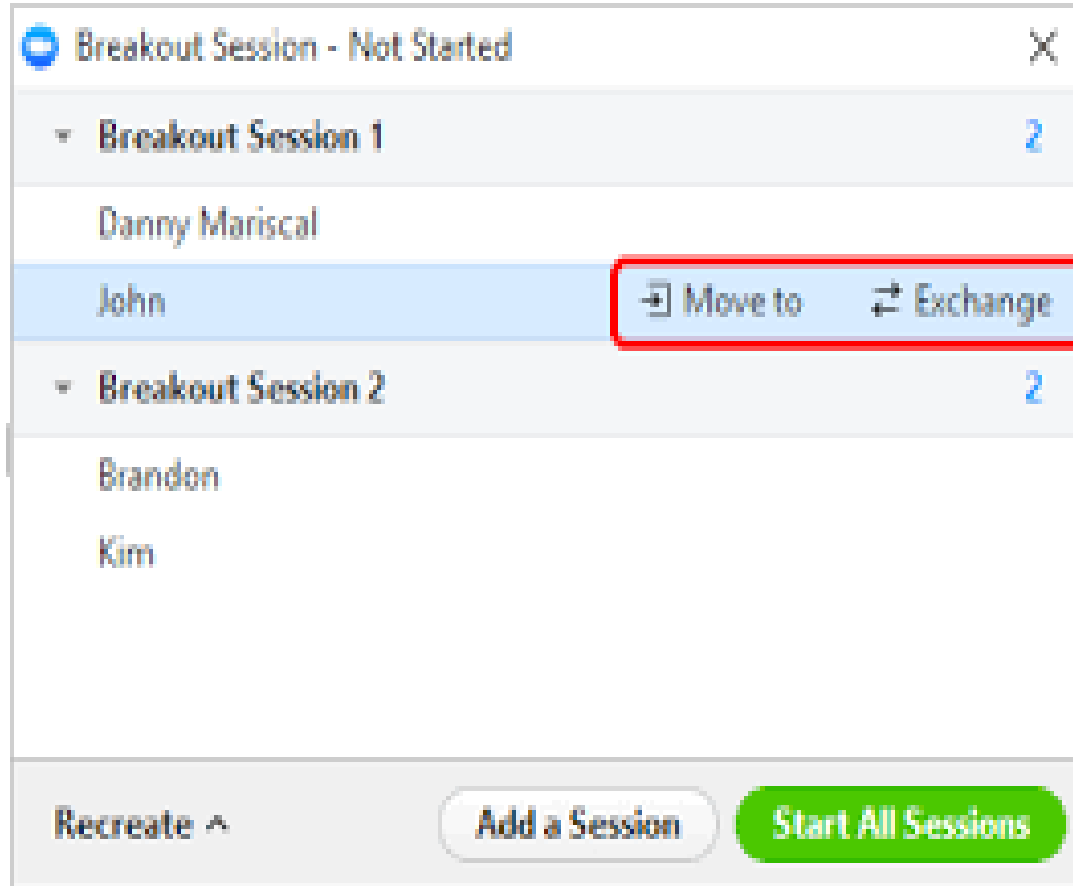


The screenshot displays the Zoom Breakout Rooms interface. The main window is titled "Breakout Rooms - In Progress" and shows a list of rooms. The "Unassigned" section is highlighted, and a dropdown menu is open, showing the "Assign To" option. The dropdown menu lists three breakout rooms: "Breakout Room 1" (3 participants), "Breakout Room 2" (2 participants), and "Breakout Room 3" (1 participant). The main window also shows the "Join" button for each room and a "Close All Rooms" button at the bottom right.

Room Name	Participants
Breakout Room 1	3
Breakout Room 2	2
Breakout Room 3	1

# Breakout Rooms in the Zoom Meeting

Move or exchange students



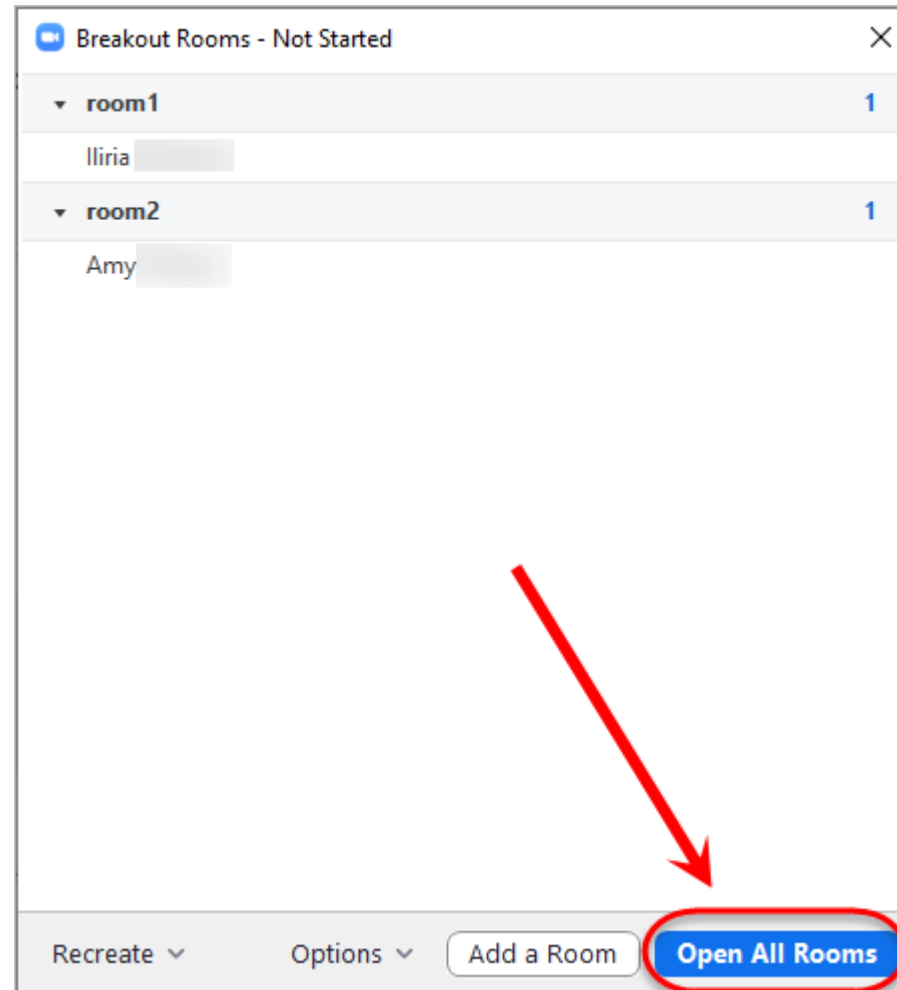
The screenshot displays the Zoom Breakout Rooms interface. At the top, it shows a window titled "Breakout Session - Not Started" with a close button (X). Below this, there are two breakout sessions:

- Breakout Session 1** (2 participants):
  - Danny Mariscal
  - John** (highlighted in blue)
- Breakout Session 2** (2 participants):
  - Brandon
  - Kim

For the highlighted participant "John", the "Move to" and "Exchange" options are highlighted with a red box. At the bottom of the interface, there are three buttons: "Recreate ^", "Add a Session", and "Start All Sessions".

# Breakout Rooms in the Zoom Meeting

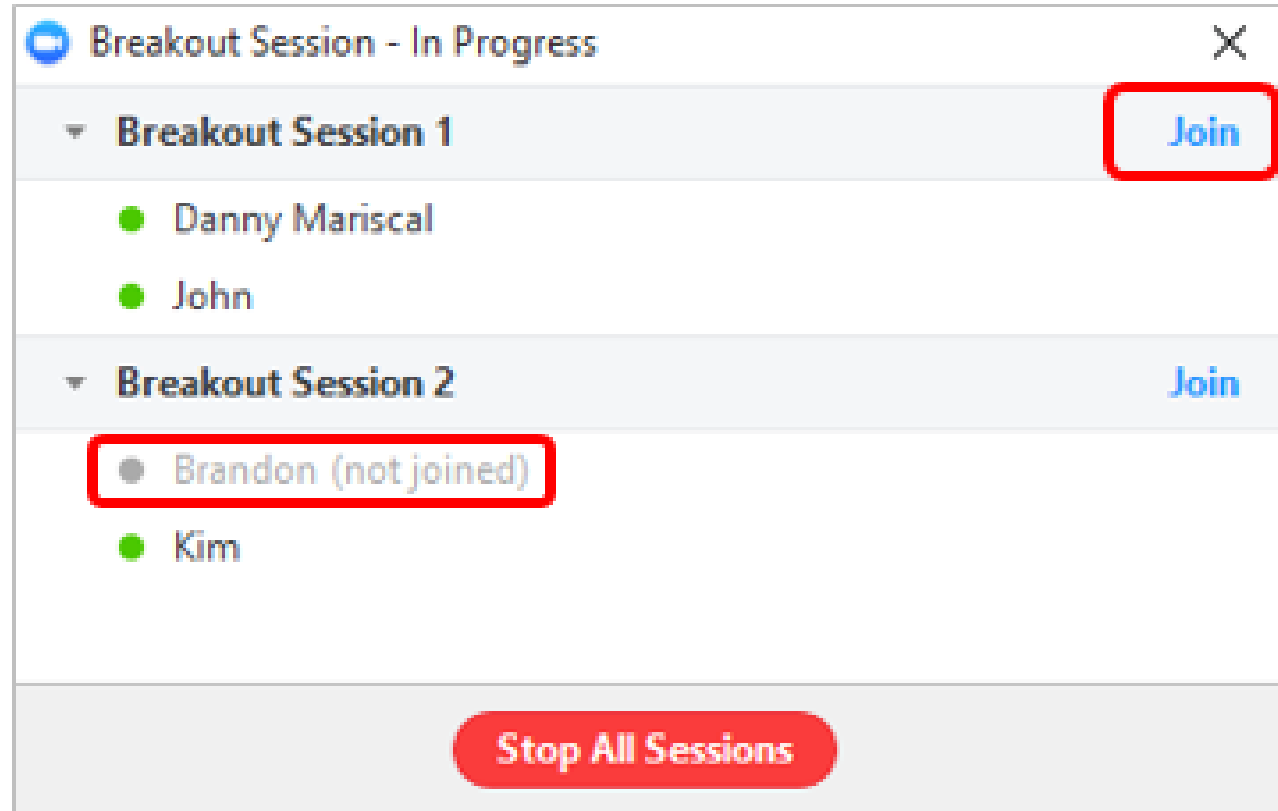
## Open Rooms





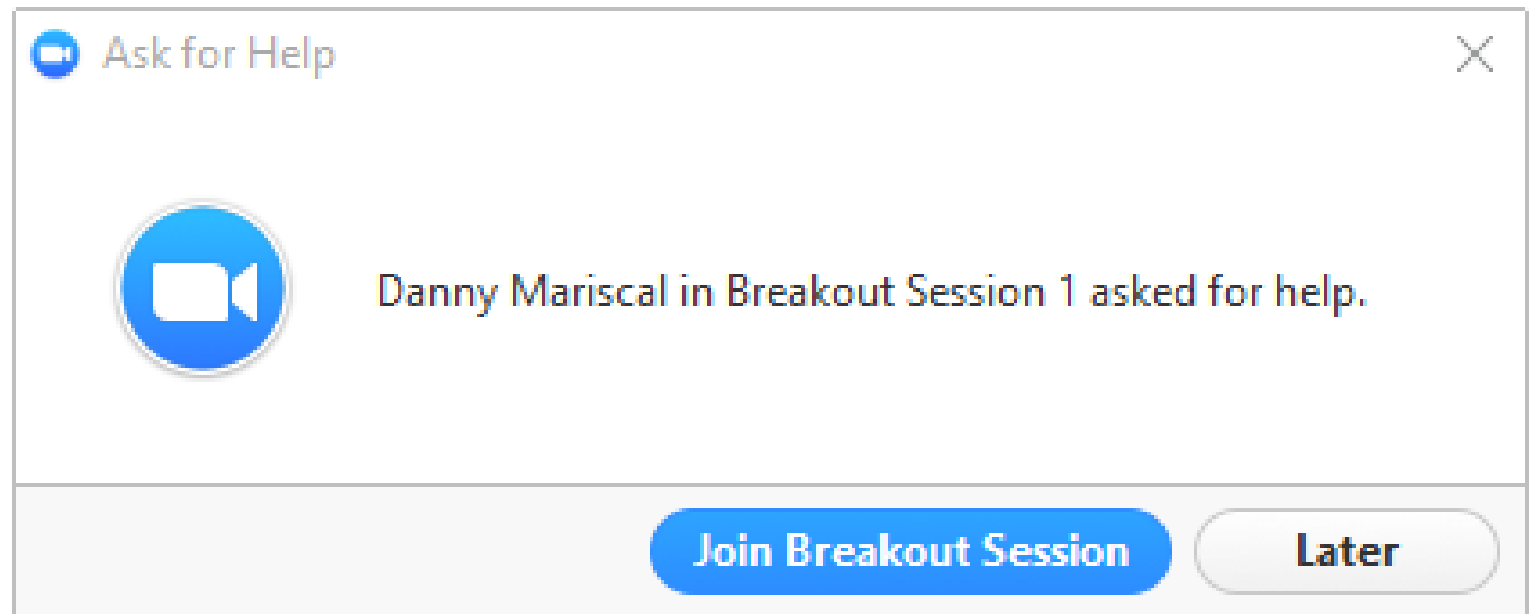
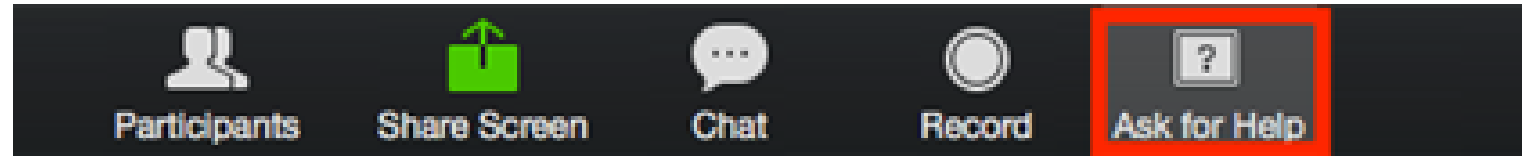
# Breakout Rooms in the Zoom Meeting

- Host Join
- View participants in/out of rooms



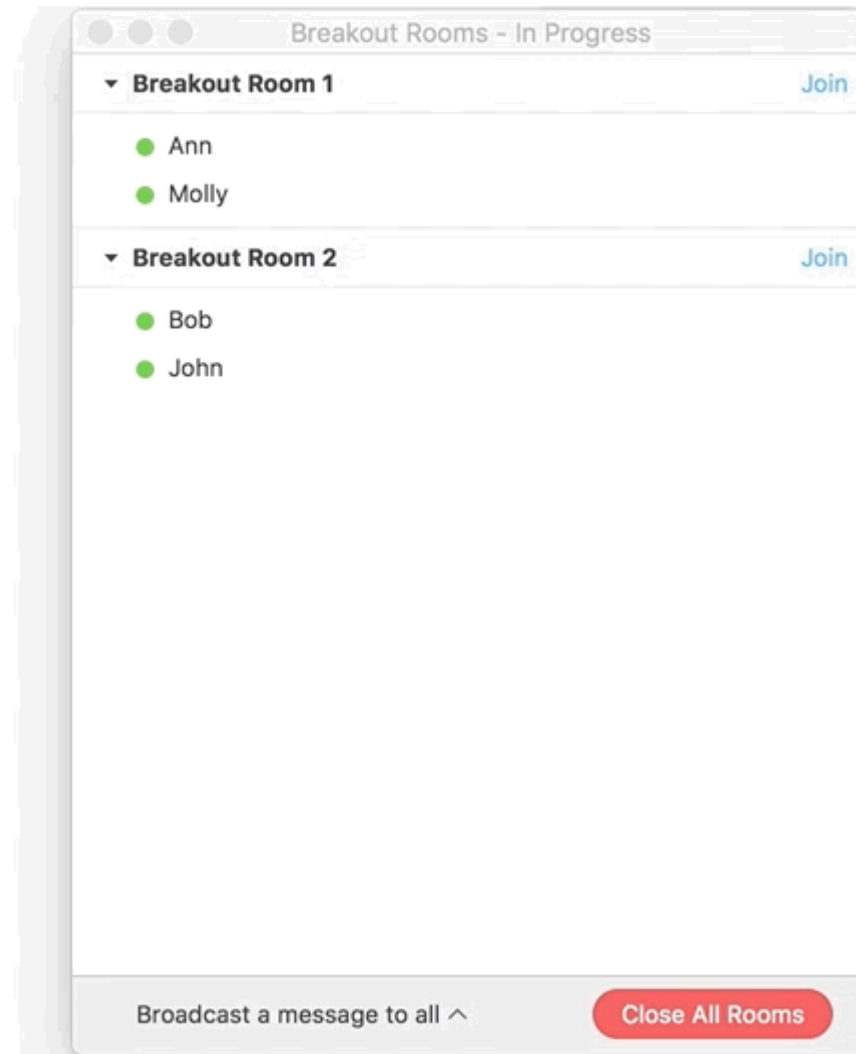
# Breakout Rooms in the Zoom Meeting

- Ask for Help feature in rooms
- Message to Host to join room



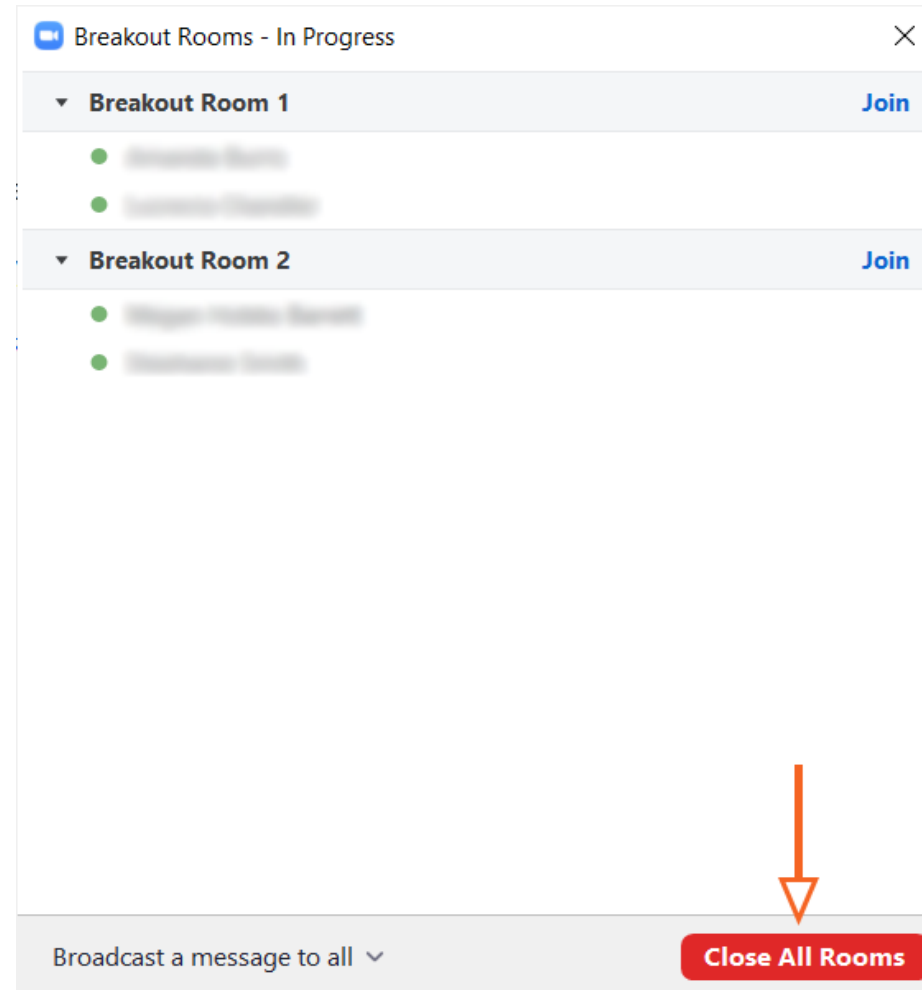
# Breakout Rooms in the Zoom Meeting

Broadcast a message



# Breakout Rooms in the Zoom Meeting

## Close Rooms



# Resources

- [Enabling Breakout Rooms](#)
- [Preassigning Breakout Rooms](#)
- [Manage a Breakout Room](#)
- [Participating in Breakout Rooms](#)

