Comprehensive Guide to Educating Through Zoom

Ways of teaching and learning are evolving rapidly. Virtual and hybrid classrooms offer engaging student experiences and new opportunities for learning, while video-enabled communications help keep parents, faculty, and staff connected.

This comprehensive guide offers tips, guidance, and resources for implementing Zoom in your school or district. From getting started with Zoom to keeping meetings secure and using collaboration features, find everything you need to connect and engage your educational community over Zoom.

Questions? Please reach out to **support@zoom.us** or visit **support.zoom.us** for tutorials, guides, and support articles.

Zoom for K-12/Primary and Secondary Schools Privacy Statement

Review our **K-12/Primary and Secondary Schools Privacy Statement**, which reflects Zoom's compliance with the Children's Online Privacy Protection Act ("COPPA"), the California Consumer Privacy Act ("CCPA"), the Family Educational Rights and Privacy Act ("FERPA"), the California Student Online Personal Information Protection Act ("SOPIPA"), the EU's General Data Protection Regulation ("GDPR"), and other applicable laws.
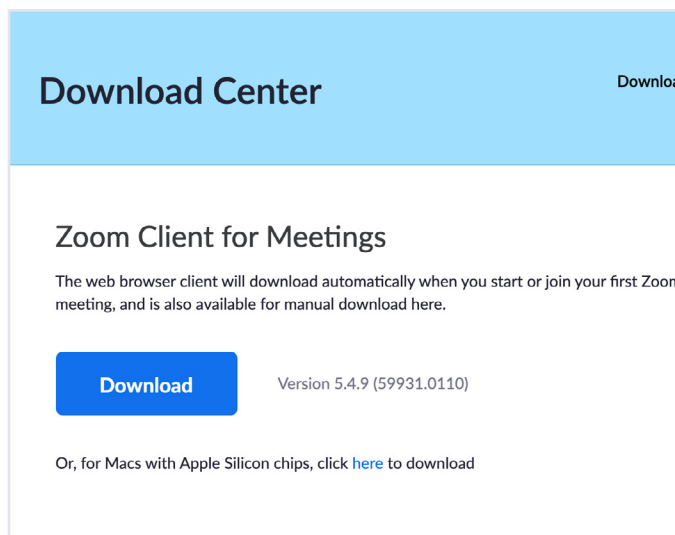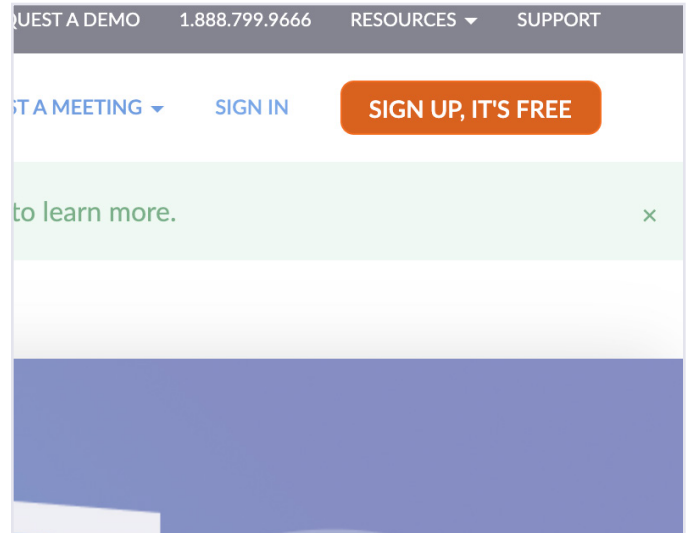
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Getting Started on Zoom

A. How to Sign Up for the First Time

1. Start by going to **zoom.us**.

2. In the top right corner, click on the Sign Up, It's Free button.

3. Enter your school email address and click Sign Up.

4. You'll receive an email from Zoom to activate. Go to your email and click Activate Account.

5. You'll be redirected to fill in your first name, last name, and create a password.

6. If you'd like to invite other administrators or staff members to sign up for their own Zoom accounts, you can enter their email addresses and select the "I am not a robot" checkbox. Otherwise, select "Skip this step."

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ST A MEETING ▾   SIGN IN   **SIGN UP, IT'S FREE**

to learn more.   ✕

Download Center   Downloa

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download   Version 5.4.9 (59931.0110)

Or, for Macs with Apple Silicon chips, click here to download

B. How to Download the Zoom Client

1. Start by going to **https://zoom.us/download**.

2. Click the Download button under Zoom Client for Meetings to access the installer.

3. Open the Zoom installer from your Downloads folder and follow the on-screen steps to set up your Zoom desktop client.

4. If joining via a Chromebook, download the Zoom app through the **Chrome Web Store** to join a meeting.

zoom

C. How to Schedule a Meeting

Option 1: Scheduling through the desktop app

1. Open the Zoom desktop client.
2. Click on the Home button at the top left corner of the screen.
3. Press the Schedule button.
4. Enter in Topic, Date, and other related details and press Schedule.

Pro tip: Secure your virtual classroom by enabling the Waiting Room, requiring a passcode to join the meeting, and allowing only authenticated users (users with your school email address) to join. **Learn more best practices for securing your virtual classroom.**
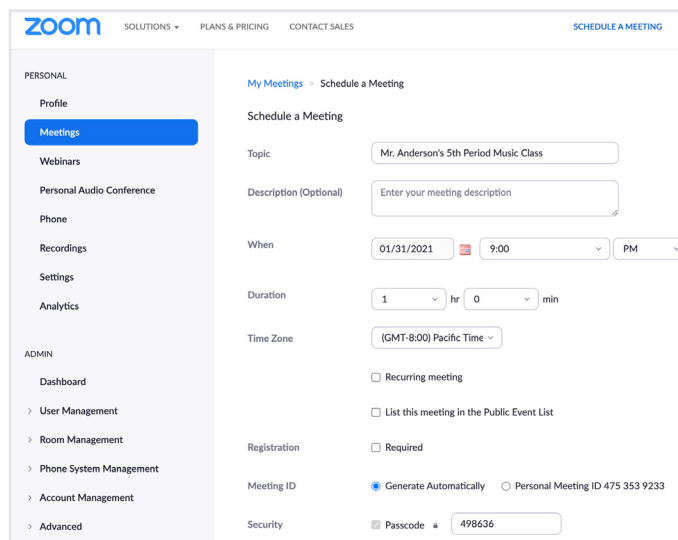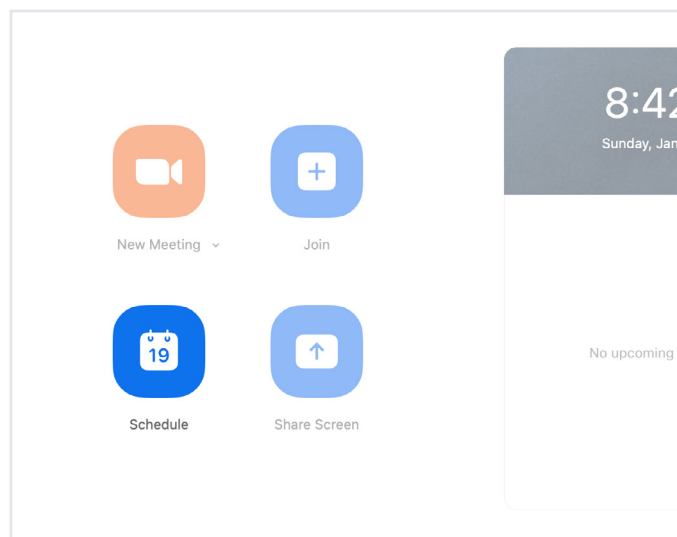
Option 2: Scheduling online

1. Go to **zoom.us/meeting** (You may be prompted to sign in but will be redirected to the page after).
2. Click Schedule a New Meeting in the top right corner.
3. Enter in Topic, Date, and other related details and press Schedule. When scheduling a meeting in the web portal, you can **require registration**, which shows you every email address of attendees signed up to join your class.

Pro tip: When scheduling a meeting in the web portal, you can **save meetings as templates**. Schedule a meeting with all the settings you want enabled and use that as a template for future meetings with the same class.

Option 3: Scheduling in your LMS

If you have a learning management system (LMS), Zoom's LTI Pro integration allows you to connect Zoom with your LMS and includes an extended feature set of what is offered in the basic LTI. **Learn more about LTI Pro.**

1. Log in to your LMS and go to the Zoom external tool link.
2. Click on the Schedule a Meeting button.
3. Enter in Topic, Date, and other related details and press Schedule.

D. How to join a Class/Meeting

Option 1: Join via meeting URL
Open the email, newsletter, calendar invite, or other communication that contains a link to the pre-scheduled meeting and click the URL to join.

Option 2: Join through the Zoom desktop client using the meeting ID
1. Open the Zoom desktop app.
2. Click on the Home Button.
3. Click Join and type in the provided meeting ID and your name.

Option 3: Join using the Web client/browser.
By default, users will now need to sign in to their Zoom account or create a Zoom account when joining a meeting with the web client. This can be disabled by the Admin or the User from their settings page.

1. Go to **zoom.us**.
2. Click Join a Meeting in the top right corner, and select Join by Meeting ID in the drop-down menu.
3. Type in the provided meeting ID and click Join.

Once you're in the meeting, you may choose to connect audio in three different ways:

*   Using computer audio (recommended).
*   Dialing into a conference bridge from your phone (paid account).
*   Have Zoom call you — enter your phone number and your meeting will call your phone to connect (paid account).

Best practices for participating in a class/meeting

*   Sign in to the Zoom desktop client and stay signed in.
*   Check your internet speed. If you're on free wifi you may need to keep your camera off to improve quality.
*   Turn your camera on and have your camera at eye level.
*   Reduce background noise by staying muted unless it's your turn to talk. Select the Suppress background noise feature in your Audio Settings if you're in a noisy environment.
*   Sit in a well-lit and quiet place.
*   Be mindful of what's going on behind you. Think about having a solid wall behind you or using a virtual background.

Administrators Guide to Managing Zoom

Schools and institutions around the world use Zoom to maintain educational continuity, enhance teaching and learning in virtual and hybrid environments, and connect their educational community. As an administrator, you have the ability to manage how faculty, staff, students, and others in your organization use Zoom. Here are some best practices to help you create and maintain a safe, secure virtual environment for learning, teaching, and collaborating.

Rolling out Zoom

Obtain parental consent

Please remember that the obligation to obtain parental consent when required, as it pertains to students and their data, rests with our educational customers. Zoom relies on you to obtain consent from parents for their children to use Zoom's services. Your organization should be able to demonstrate compliance with the parental consent requirements contained in the Children's Online Privacy Protection Act ("COPPA") and other applicable laws.

Student accounts

Students under the age of 16 cannot create a Zoom account per Zoom's Terms of Service, but they can join Zoom meeting sessions as participants (not separate account holders) through the School Subscriber's account. The School Subscriber's account administrator (e.g., teachers) should securely and confidentially provide meeting information and meeting passcodes to student users to ensure the school can maintain supervision and control over students' meeting experiences.

Add users to your account

Upload CSV file: You can add or update Zoom users by uploading a CSV file. You can also add users one at a time with user management. **Learn about batch importing and updating users**.

Managed domains: You can set up your account to add existing users using your school's email address domain. Once set up, users with your specific domain will be prompted to join your account when they sign into Zoom. **Learn about associated domains**.

Single sign-on (SSO): If your school uses SSO, this allows you to login using your company credentials. **Learn more about single sign-on**.

MSI option

Account administrators can use this tool to mass configure the Zoom desktop client with the appropriate user settings and ensure those settings apply to each download with your school's account. Learn more about **mass installation and configuration for Windows** or **mass deployment with preconfigured settings for Mac**.

Integrate Zoom with your LMS

If using an LMS, you can set up your Zoom class meetings ahead of time and allow students and teachers to start and join Zoom meetings via a join link that is displayed on the LMS course. You can also share cloud recording links to the course and auto-provision Zoom users when they first access Zoom via your LMS. **Get started integrating Zoom into your LMS with LTI Pro**.

Enabling secure meetings & classes

Limit attendees to your organization

If you issue student devices, you can lock down the Zoom desktop client to only allow users to join meetings from within your school's account. Enabling this feature means Zoom can only be used for school-related purposes on school-issued devices.

Require sign in to attend meetings

This setting requires users to log in securely to participate in a meeting hosted by your school so each meeting participant can be monitored and identified. **Learn more about authentication profiles**.

Require meeting registration

Enable registration when scheduling meetings to allow only registered and approved participants to join a meeting.

In-meeting security & controls

Meeting hosts have a variety of controls they can use to secure their meeting. **Learn more about managing participants in your meeting**.

Screen sharing

By default, only hosts are able to screen share to prevent disruptions. If you choose to allow others to share, the host can click the arrow next to **Share Screen** and click Advanced Sharing Options. Under "Who can share?" choose "All Participants" and close the window.

Waiting Room

The **Waiting Room** feature is enabled by default, allowing hosts to control when a participant joins a meeting. When in a meeting, click the Participants icon and click Admit to allow participants into your meeting.

Meeting passcode

All meetings on a Zoom for Education license require a **meeting passcode** by default. When creating a meeting, the passcode is embedded into the meeting/webinar link. When manually entering a meeting ID, the user will always be prompted to enter the passcode.

Lock the meeting

When you're in the meeting, click the Security icon at the bottom of your Zoom window, then select **Lock Meeting**. When you lock the meeting, no new participants can join, even if they have the meeting ID and passcode.

Remove a participant

You can remove a participant by clicking the Security icon or Participants icon. In the Participants list, mouse over the participant's name to see several options, including Remove. Removed participants cannot rejoin unless "**Allow removed participants to rejoin**" is enabled in your meeting settings.

Attendee on hold

If you need a private moment, you can put select attendees on hold. The attendee's video and audio connections will be disabled momentarily. Click the Participants icon, hover over the participant's name and select **Put on Hold** to activate this feature.

Disabling video

Click the Participants icon, hover over the participant's name, and select Stop Video to turn the participant's video off. This will allow instructors to block unwanted, distracting or inappropriate gestures on video. **Learn more about managing participants' videos**.

Mute participants or mute all

Click the Participants icon, then hover over a participant's name to mute that participant, or click **Mute All** at the bottom of the Participants panel. This will allow instructors to block unwanted, distracting or inappropriate noise from the meeting.

Suspend participant activities

Click the Security icon and select **Suspend Participant Activities** to turn off all participants' video, audio, and ability to share their screen. This also locks the meeting to prevent participants from joining.

Disable private chat

Meeting hosts can limit students' ability to chat privately to one another during a meeting or **disable in-meeting chat** in its entirety.

Tips for administrators & staff

Schoolwide announcements

- Utilize communication methods such as email, e-newsletter, chat, or other online documents to send teachers, students, and parents/guardians links to recorded or live classes with instructions for the day's lessons.

- Conduct virtual morning announcements/ assemblies to share the latest news and information about your school.

- Host virtual staff meetings to check in with your staff and ensure they have the necessary resources and support.

IT support

- Help teachers or staff with software or hardware-related issues by having them share their screen and **requesting remote control**.

- Host IT support hours, or open Zoom Meetings where faculty and staff can drop in to ask questions or get help. Use **Breakout Rooms** so

support staff can help individual users without disruption.

Counseling services

- Offer school counseling services to support students, teachers, and staff emotionally through difficult and stressful times.

- College and career counselors can hold open office hours, schedule discussions, or host guest speakers from colleges and companies to engage graduating students.

Professional development

- Host training sessions with teachers to cover online learning strategies and to collaborate with their peers on best practices.

Teacher's Guide to Educating With Zoom

How to host an ad-hoc meeting

1. Open your Zoom desktop client and click the Home button.
2. Press the New Meeting button.
3. Once in the meeting, click the Participants icon on the bottom of the screen to invite additional users.

Recording a meeting

1. When in a meeting, click the Record button.
2. To access recording links, go to **zoom.us/recording** in your browser. You will be prompted to enter your login credentials if you are not logged into your Zoom account.
3. Press the Share button next to the recording you'd like to distribute. You can update the sharing settings and distribute them using the provided link.

Delivering virtual instruction

Teaching live with Zoom (synchronous)

- Teachers can schedule Zoom meetings and post the meeting links in either their LMS classroom or a shared online document.
- Teachers and students click on the meeting link at the scheduled class time and conduct class as usual.

Learn more about how to use Zoom in a virtual learning environment.

Get tips for teaching in a hybrid classroom.

Recording Classes Via Zoom (Asynchronous)

1. Start a Zoom meeting.
2. Press the record button and record yourself teaching your lesson.
3. End the meeting and send the recording link with detailed expectations including assignments. When you share the meeting, click the box that says "Require registration." This will allow you to see who has viewed the video.

Commonly used features & controls

Security icon

Visible only to hosts and co-hosts of Zoom Meetings, the **Security icon** provides easy access to Zoom security features in the meeting toolbar. This button allows you to remove participants, lock your meeting, and decide if you want to allow your participants to screen share, chat, rename themselves, and annotate on shared content.

Participants icon

As the host of a class/meeting, you can manage participants' access to features such as renaming, muting, stopping video, and other controls for participants. Click the Participants icon for options. **Learn more about managing participants**.

Start/stop video

In a meeting, you can turn your video on by clicking the "Start Video" icon on the bottom left of your screen. To turn it off, click the "Stop Video" icon. **Learn more about accessing video settings**.

Virtual background

You can select a virtual background in a meeting by clicking the arrow to the right of the Start Video icon. **Learn more about virtual backgrounds**.

Muting/unmuting participants

Hosts and co-hosts can mute select participants or mute all during a meeting. Click on the Participants icon at the bottom of your screen to bring up the Participants panel, then click Mute All at the bottom of the panel. For privacy reasons, you cannot unmute other participants without their consent. You can use the Ask All to Unmute option in the Participants panel, or schedule your meeting with "Request permission to unmute participants" enabled to obtain pre-approval to unmute participants. **Learn more about muting and unmuting**.

In-meeting chat

Send chat messages during a meeting by clicking the "Chat" icon on the bottom right of your screen. You can choose whether you want to send messages to everyone in the meeting or to individual participants. Private chats between participants will not be visible to the host. You

can also **disable chat entirely, or control the chat** so students can only send messages to the group or the host, not other students.

Screen sharing

Click the **Share Screen** icon at the bottom of your screen to share your desktop, specific applications, portions of your screen, digital whiteboard, or content from a second camera or device. Choose which window or content you want to share in the dialog box.

Tips for student engagement

- For your first class, set aside some time to introduce your students to Zoom and ensure that they're able to connect their audio and video.

- Share your screen at the beginning of class showing your schedule or agenda for the day. This gives students a clear idea of how the class will progress, what will be covered, and the activities they'll engage in.

- Discuss online etiquette and student expectations, like staying on mute unless actively speaking and turning cameras on during class.

- Utilize the whiteboard and/or annotation tools so students can engage with the lesson. Try whiteboarding math problems or have a student use annotation to highlight items such as grammar mistakes in a paper you're sharing.

- Encourage students to use nonverbal feedback and reactions, write their questions in chat, or unmute themselves to ask their questions live.

- Use Breakout Rooms to divide into smaller groups for discussion. You can pre-assign or randomly assign students into Breakout Rooms, or set up rooms with different topics of discussion and have students choose their room.

Tips for delivering your lesson

- Pre-set your meeting to mute participant's microphones upon entry. This helps to reduce distraction and allows your students to focus on your lesson.

- Look at the camera to make eye contact with your students. This helps to create a more personal connection while teaching over video.

- Use in-meeting chat to check in with students individually and get feedback from the class.

- For the best audio experience, use an external mic or headset that reduces background noise and speak at a normal volume.

- When delivering a presentation, sharing images, files, or video, give your students a moment to open the file or take in what you've shared and respond via chat or nonverbal feedback. Don't rush on to the next slide or lesson.

Resources

Polling

Breakout Rooms

Nonverbal Feedback

Virtual backgrounds

Screen sharing

Whiteboard

Annotation

Meeting transcripts

In-meeting chat

Generating meeting reports for registration and polling

Recording