

Article

Zoom User Guide

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1 Brief introduction

Zoom is a user-friendly web conferencing tool that is compatible with both mobiles and desktops. Depending on the subscription plan, it is capable of hosting up to 1000 students over a 24-hour period (see Table 1 below).

Table 1

Zoom Subscription Plans

Plans	Free	Pro	Business	Enterprise / Enterprise Plus
Maximum student size	100	100	300	500 / 1000
Maximum duration	40 mins (group)	24hrs	24hrs	24hrs
Local Recordings	Yes			
Cloud Recordings	0	1GB	1GB	Unlimited

2 Features of Zoom for ELT purposes

Zoom has the following features.

2.1 Chat function

In-meeting chat functions allows the host instructor and the students to send messages to each other privately or publicly. The instructor can control who the students can chat with – e.g. with the host instructor only, with everyone publicly, or with each other privately. The host instructor can also disable the chat function completely.

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2.2 Share screen function & whiteboard

Screen sharing allows the instructor or a student to share the entire desktop/mobile screen, a particular window of a running software/application (e.g. Word, Excel, Powerpoint, Outlook, or AdobePDF) (refer to green squares in Figure 5), a portion of the screen or the whiteboard. The instructor and the students can annotate on the shared screen. The instructor can control who can share screen, and also to allow students to annotate. The share screen function comes with a whiteboard. The whiteboard allows users to write and draw on it. The instructor can control who uses the whiteboard.

2.3 Breakout rooms

This function allows the host instructor to create a maximum of 50 ‘breakout’ rooms for paired or group work. The instructor can manually assign the same number of students to each of the created breakout rooms, or allow Zoom to do it randomly. The instructor can enter a breakout room or remain in the main meeting room (but not both). The instructor can only be in one breakout room at any one time.

2.4 Recording

The meeting session can be recorded to a local disk or Zoom cloud storage (applicable for Pro and above). The instructor can also allow students to do the recording. The recording person (instructor or student) can choose to record:

- a. The active speaker – i.e. only the video of the person who is speaking is recorded.
- b. The gallery view – i.e. all students (up to 25) will be recorded. Students are arranged in tiles.
- c. The shared screen with or without speaker.

This function may be used to record a shared screen with the speaker when there is a need to record student presentations.

However, recording can only be done in the main meeting room, and not in a breakout room.

3 How to use Zoom features

Below are some step-by-step instructions on the use of Zoom features. The steps are meant for the host instructor.

3.1 Chat function

As the name implies, the ‘chat’ function allows participants to send messages to other participants.

Step 1: In a Zoom meeting, the menu is at the bottom of the page. See Figure 1.

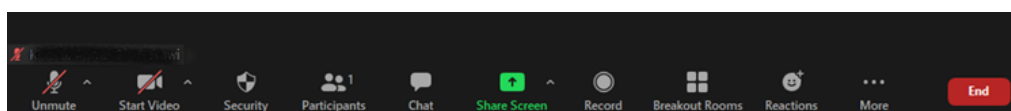


Figure 1. Zoom Menu Bar

Step 2: Click on the Chat icon (Figure 2) and a Chatbox (Figure 3) will appear.

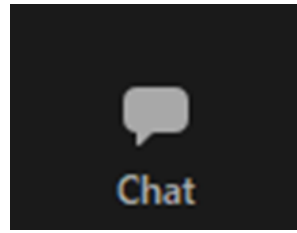


Figure 2. Chat icon on Zoom menu

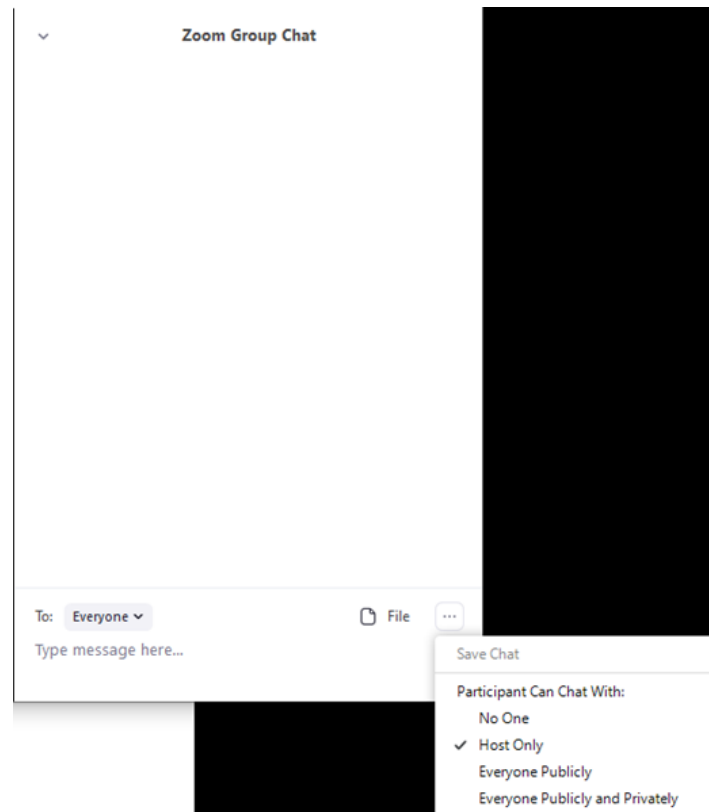


Figure 3. Zoom Chat Window

Notes:

1. “To: Everyone” means a user’s message can be read by everyone. To message someone privately, however, first click on the dropdown name list beside “To:” (see A in Figure 3) and a dropdown list of all participants appears. Then, click on the addressee to send them a private message.
2. In the chat window, the host instructor and the participants (if allowed by the host) can share files. Click on File icon (see B in Figure 3) to select files to share.
3. The host instructor can control who the participant can send a message to: everyone publicly and anyone privately, everyone publicly only, the host privately only, or no one. Click on the ellipsis icon “...” (see C in Figure 3) to open a sub-menu. In the example depicted in Figure 3, the participants can chat with the host privately only.
4. Click on “Everyone Publicly and Privately” to allow participants to message anyone publicly or privately. Click on “Everyone Publicly” to allow all participants to post their messages publicly and send private messages to the host. Click on “No One” to disable the chat function.

3.2 Share screen

The share screen function has three tabs (basic, advanced and files) and the sharer can use this function to present things on this desktop (e.g. the whole desktop or a window of a running software/application) for other participants to view.

Step 1: To share screen, click on Share Screen icon (see Figure 4) on the Zoom menu bar.

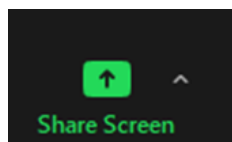


Figure 4. Share Screen Icon

Step 2: A pop up (Figure 5) appears.

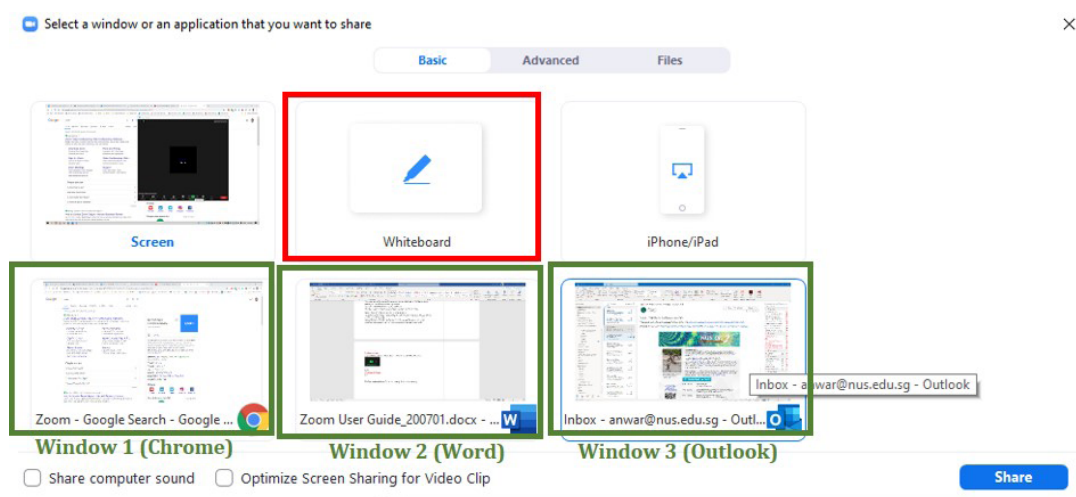


Figure 5. Pop Up after clicking on Share Screen Icon

The user who is sharing screen can choose to share:

Under Basic tab:

- ☐ The whole 'screen': Everything on the desktop will be visible to all participants;
- ☐ The whiteboard: As explained in 2.2. Select Whiteboard (in red square in Figure 5. A "whiteboard" (i.e. a white canvas) will appear, together with the Annotate Menu (Figure 7). Use the icons to create or edit items on the whiteboard.
- ☐ The 'window' of a running software/application (e.g. Word window). Participants can only see this particular window.

Under Advanced tab:

- ☐ A portion of Screen: User select a certain part of the screen that can be shared;
- ☐ Music or computer sounds only: No screen is shared, only the sound is;
- ☐ Content from a 2nd Camera (if there is a secondary video source, i.e. a second webcam or a visualizer connected to the PC).

Under Files tab: users are able to share screen from the following file hosting platforms:

- ☐ Dropbox;
- ☐ Microsoft OneDrive;
- ☐ Google Drive;
- ☐ Box.

When sharing screen, the menu bar will appear at the centre top of the screen (See Figure 6).

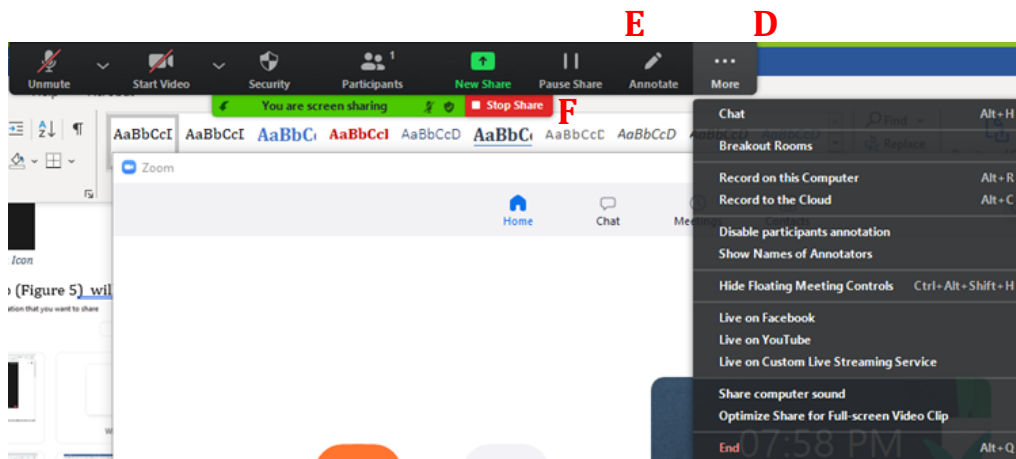


Figure 6. Share Screen Menu

To disallow participants to annotate on shared screen, click on the ellipsis icon “...” (D in Figure 6), and select “Disable participants annotation.”

Click “Annotate” (E in Figure 6) to start annotating on the screen. The annotate menu will pop up (See Figure 7).

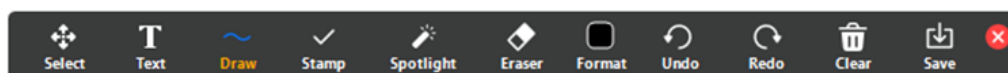


Figure 7. Annotate Menu

Click on:

1. “Select” to choose annotated items on screen to be moved or resized.
2. “Text” to create a text box, in which the user can write.
3. “Draw” to create free hand drawings, lines, shapes, etc. (See Figure 8)

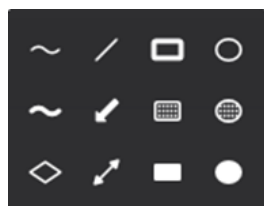


Figure 8. Annotate Draw Menu

4. “Stamp” to input predefined icons.
5. “Spotlight” to highlight the cursor so it is easily visible in the screen share mode.
6. “Eraser” to delete annotated items.
7. “Format” to change format of annotate items like colour and font.
8. “Undo” to undo last action.
9. “Redo” to redo and undone action.
10. “Clear” to gets rid of all annotation on the screen
11. “Save” to save annotations as a screenshot into the local recording storage.

To end the sharing, click on “Stop Share” (F in Figure 6).

3.3 Breakout rooms

The instructor can organise students into small groups and engage in small group discussions by using breakout rooms.

Step 1: Click on “Breakout Rooms” on Zoom bar menu.

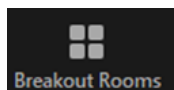


Figure 9. Breakout Rooms Icon

Step 2: In the “Create Breakout Rooms” pop up window (see Figure 10):

- 1) Select the number of breakout rooms to be created;
- 2) Select how the students are to be assigned to their rooms – automatically (i.e. randomly) or manually;
- 3) Click “Create Rooms” to create the rooms. Note that the participants will not be sent into breakout rooms at this point.

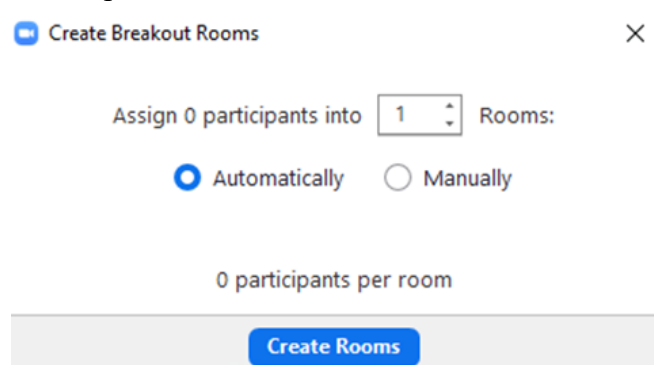


Figure 10. Create Breakout Rooms window

Step 3: To create additional rooms, click on “Add a Room” (G in Figure 11)

To assign students in a breakout room, click on “Assign” (H in Figure 11) and select the participants’ names.

To set advanced options of the Breakout rooms, click on “Options” (I in Figure 11). Advanced options menu will pop up (See Figure 12). After creating the rooms and setting options, the breakout rooms can

be used when “Open All Rooms” is clicked (**J** in Figure 11). The instructor can enter a breakout room by clicking “Join” (**L** in Figure 12). Please note that breakout rooms cannot be recorded. The instructor can only enter one breakout room at any one time.

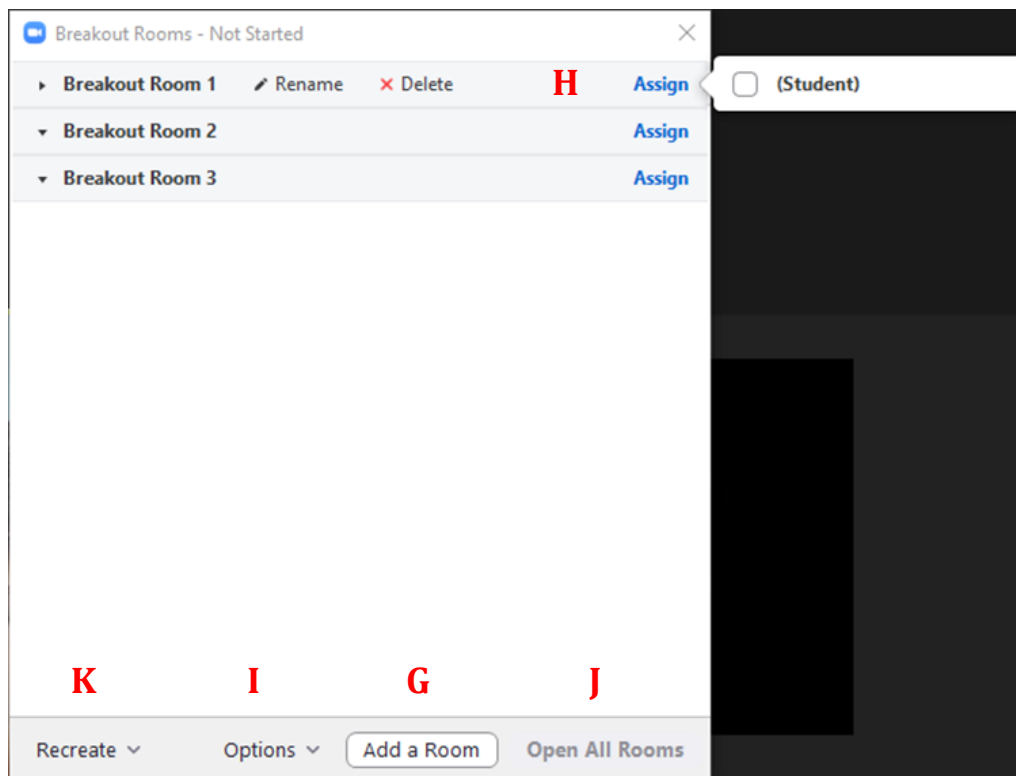


Figure 11. Breakout Rooms - Assign

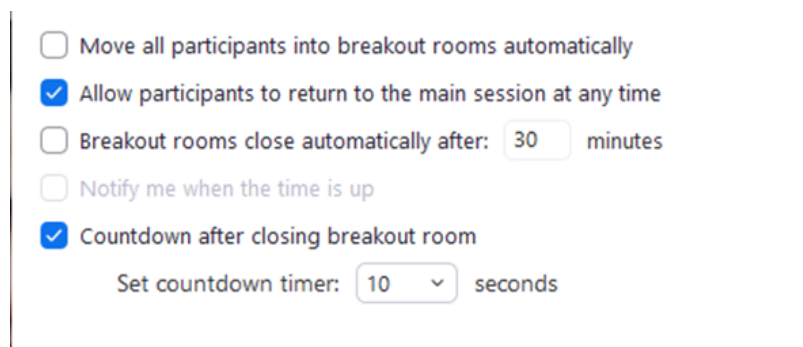


Figure 12. Breakout Room Options

To send messages to all Breakout Rooms, click on “Broadcast message to all” (**M** in Figure 13).

To end the breakout room sessions, click on “Close all Rooms” (**N** in Figure 13).

To re-assign participants or change to automatic assignment of participants, click “Recreate” (**K** in Figure 11).

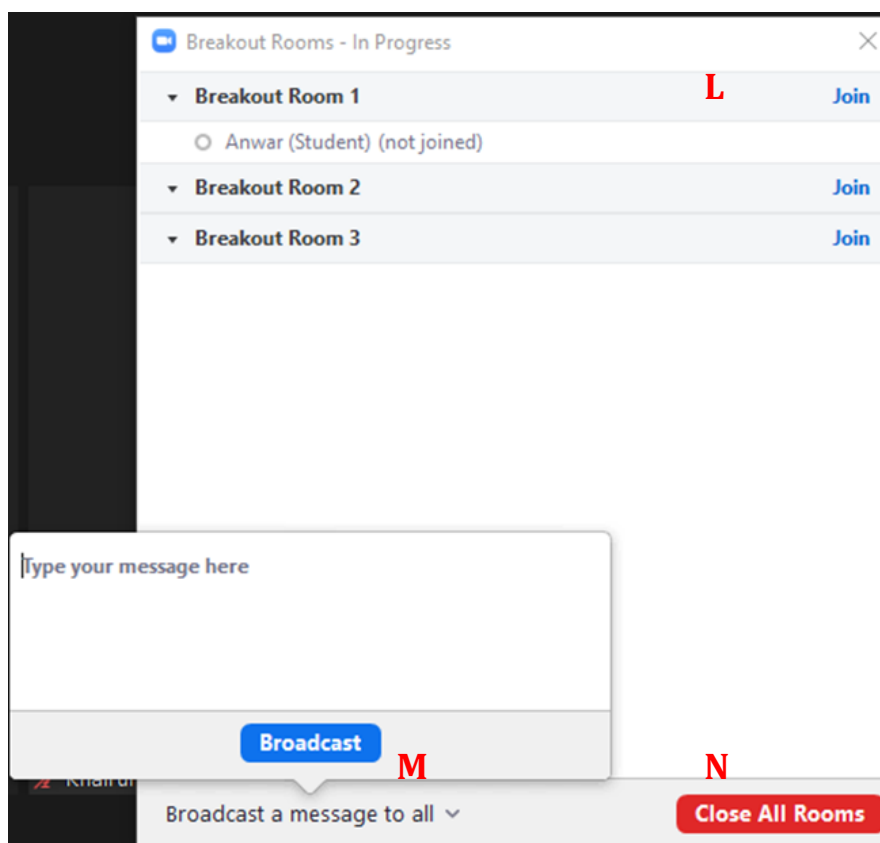


Figure 13. Opened Breakout Rooms

3.4 Recording

The instructor can record the whole or part of the online class.

Step 1: Click on Recording Icon on the Zoom Menu Bar.

Only the host instructor, the co-host(s) and participants who are given recording access rights will see this icon on their menu bar. Only 1 video is recorded for every session.

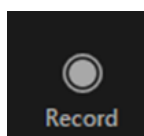


Figure 14. Record Icon on Zoom Menu Bar

Step 2: Select “Record to the Cloud” or “Record on this Computer”.

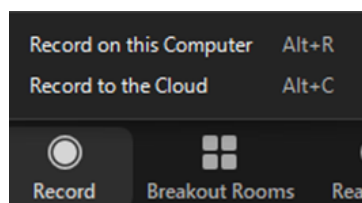


Figure 15. Recording Options

Record to the Cloud: Recordings will be uploaded to Zoom Cloud. The videos can be downloaded from the cloud. A link to the videos in cloud can also be generated to be shared.

Record on this Computer: Recordings will be stored in “C:\Users\<User Name>\Documents\Zoom”

Step 3: Click on “Pause/Stop Recording” on the Zoom Menu Bar.

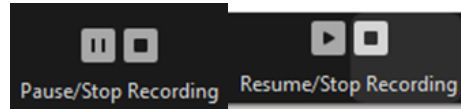


Figure 16. Recording Controls

Pause: Recording is stopped temporarily and resumes when “Resume” is clicked.

Stop: Recording is ended. Video will be created in local disk or uploaded into Cloud after meeting is ended.

As only 1 video is recorded in every meeting, only the latest record and stop set will be created/uploaded.

4. Concluding remarks

First time users will find that Zoom is user-friendly because many of its functions are quite intuitive. The guide here focuses on Zoom functions that the ELT instructor might find useful, and is not meant to be a comprehensive guide to Zoom. Readers can visit the online Zoom guide for more details.

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Guest editor’s note: For citation purposes, the author’s last name is ‘bin Rosawi’.