Teaching Classes with Zoom
(Remote Course Delivery)

1. **STEP ONE — PREPARE FOR THE SEMESTER:**
    Get your University of Toronto Zoom Account

    - Start here: GUIDE — Get Your University of Toronto Zoom Account
    - Additional Faculty of Information Resources:
        o GUIDE — Adding and Sharing Personal Pronouns in Zoom
        o GUIDE — Closed Captions and Transcripts in Zoom
        o GUIDE — Zoom Presentation Set-Ups for Instructors
        o For more guides, please visit our Remote Lecture Delivery module on Quercus

2. **STEP TWO — LOG IN / SWITCH OVER TO UNIVERSITY OF TORONTO ZOOM:**
    Sign into Zoom with your UTORid

    Even if you already have a personal Zoom account, we strongly recommend hosting your classes with the University of Toronto Zoom account. This ensures the safety and privacy of you and your students, and provides other benefits, like useful classroom tools and longer sessions.
        o GUIDE — Switch Zoom account from zoom.us to utoronto.zoom.us
        o GUIDE — Sign into Zoom with SSO (UTORid)

3. **STEP THREE — GET READY TO TEACH (PRE-SEMESTER):**
    Adjust Zoom Settings in your Web Browser

    Adjust your Zoom account settings here, in your web browser. These settings are distinct from those in the Zoom application (where you hold our Zoom meetings), so be sure to review the settings before your class through the webpage. I n the settings, you can enable a passcode, set up a waiting room, schedule regular meetings, select the different kinds of tools(like chat options, screen sharing, meeting polls/quizzes, breakout rooms) that will be enabled on your Zoom application when you are teaching, and select recording options. **Below, we have outlined recommended settings to enable the most secure and most pedagogically-rich instructional experience over Zoom.**

Zoom Browser Settings (https://utoronto.zoom.us/profile/setting):
The following corresponds to the menus found in the Zoom Browser Settings page.

Security:
- **Enable (Recommended)**
  - Require a passcode when scheduling new meetings
  - Require a passcode for instant meetings
  - Require a passcode for Personal Meeting ID (PMI)
  - Require passcode for participants joining by phone
- **Enable (Optional)**
  - Waiting Room
  - Only authenticated users can join meetings from Web client

Schedule Meeting:
- **Enable (Recommended)**
  - Allow participants to join before the host arrives[1]
  - Enable Personal Meeting ID
    - Good for office hours; the link remains the same.
- **Disable (Recommended)**
  - Host video[2]
    - Allows hosts to have the option to choose whether or not they want to join with their camera on.
  - Participants video[3]
    - Allow students to have the option to choose whether or not they want to join with their camera on.

In Meeting (Basic):
- **Enable (Recommended)**
  - Send files via meeting chat
  - Co-host
  - Meeting Polls/Quizzes
  - Screen sharing[4]
  - Allow participants to rename themselves[5]
  - Always show meeting control toolbar

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[1] Allows students to join the room and prepare for class before you join.
[2] Allows hosts to have the option to choose whether or not they want to join with their camera on.
[3] Allow students to have the option to choose whether or not they want to join with their camera on.
[4] Set to "All Participants" or "Host Only" (instructor's discretion).
[5] Can allow participants to add personal pronouns, even without latest version of Zoom.

In Meeting (Advanced):
- **Enable (Recommended)**
  - o Breakout Room
  - o Closed Captioning
  - o Save Captions

Email Notification:
- **Enable (Recommended)**
  - o When a cloud recording is available
  - o When the cloud recording is going to be permanently deleted from trash
- **Enable (Optional)**
  - o Send a copy to the Alternative Hosts
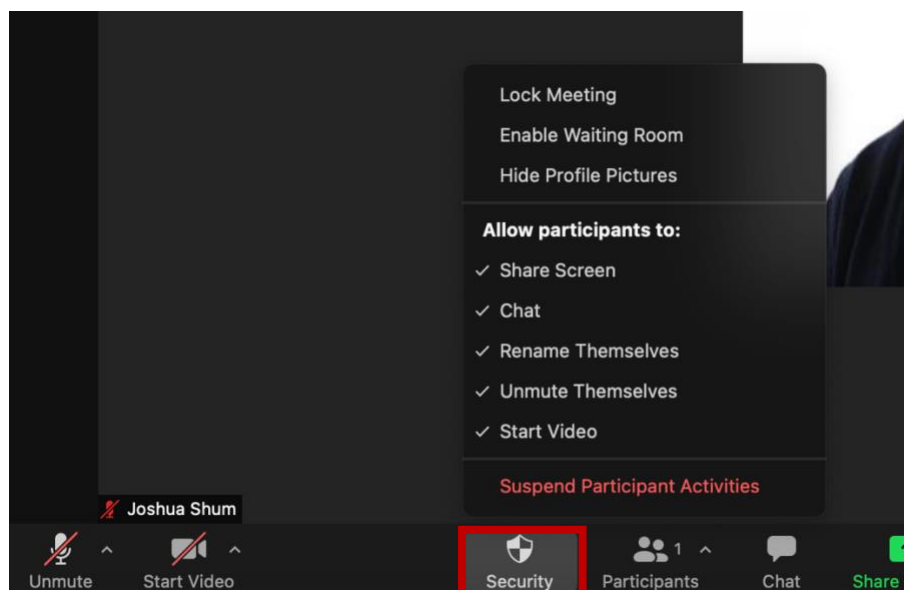
4. STEP FOUR — GETTING READY TO TEACH (PRE-CLASS): Prepare your Zoom Application (In-Meeting)

The following settings are important to ensure the security of your students and the accessibility of your content to all students. These settings are adjusting within the Zoom application on your computer, which you open in order to host or join a meeting.

Please note: Screenshots may differ depending on your device's operating system (OS) or theme settings (dark mode vs. light mode).

Security
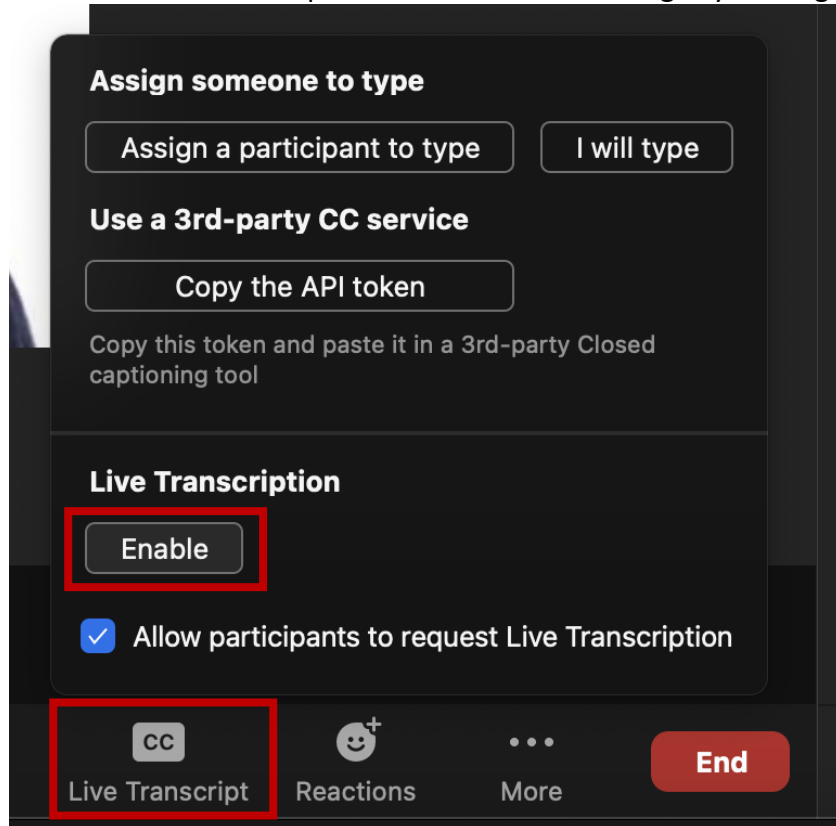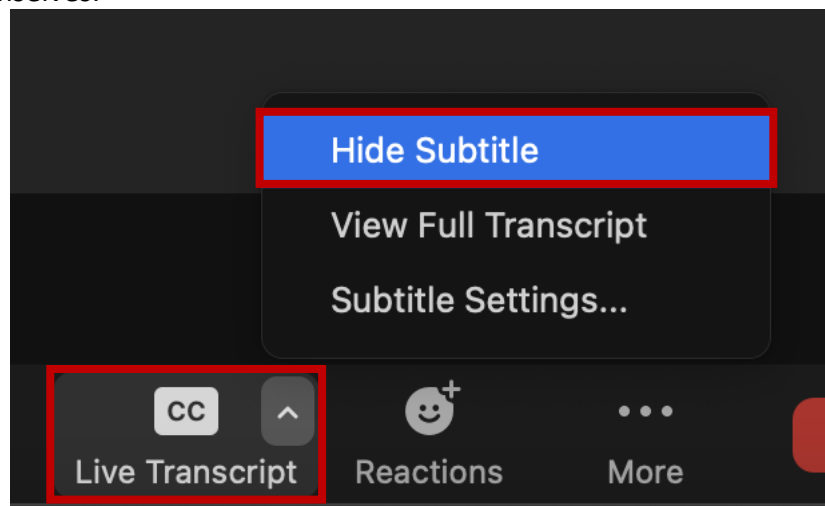Allows hosts to adjust Zoom participant permissions / security settings during the meeting if required.

Live Transcription
Enable (Strongly Recommended)
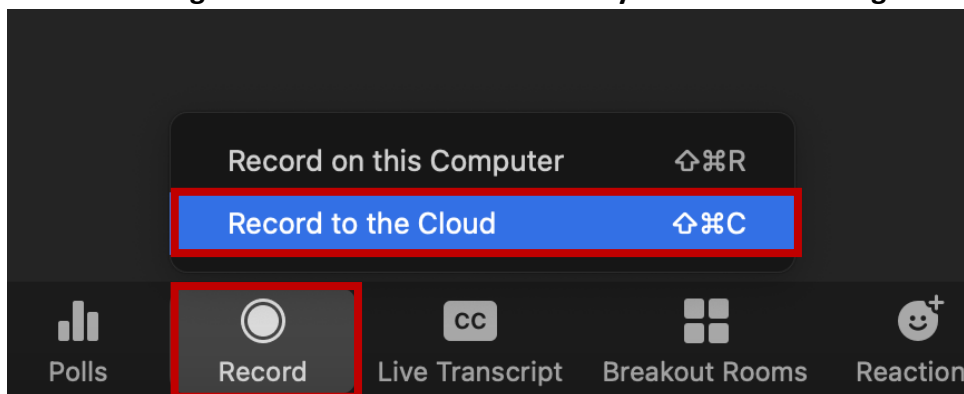- Start automatic live transcription at the start of meetings by clicking *Enable*.

- Participants will then be able to choose whether to *Show* or *Hide Subtitles* for themselves.

5. STEP FIVE — RECORDING YOUR CLASS:

- If you are intending to record your lecture, you have the option of recording to your computer (requires sufficient storage space on your device) or to the Zoom Cloud (only available if you are using your University of Toronto Zoom Educational License).
  - **Recommended:** Record to the Cloud
  - The video, audio, audio transcripts, and chat text are recorded in the Zoom cloud. The recording files can be downloaded to a computer or streamed from a browser.
  - **GUIDE:** How to start a cloud recording
  - **GUIDE:** Managing and sharing cloud recordings
    - Shortly after a meeting ends, your cloud recording will be made available. Here, you can download and share your cloud recording.
    - **IMPORTANT:** By clicking the *Share* button, you can adjust the sharing settings for every recording, including password protection, disabling downloads, link expiry dates, and more.

- **IMPORTANT:**
  - Cloud storage is temporary for Zoom Education Accounts (500 MB). Content will **automatically be removed 120 days after uploading**.
  - Users who wish to retain their recordings for longer that 120 days should **download their recordings from the cloud as soon as they can to avoid losing them**.

6. ONGOING MAINTENANCE — USING THE LATEST VERSION OF ZOOM:

- **Recommended:** Regularly check and update your Zoom software.
  - Zoom regularly provides new versions of the Zoom desktop client and mobile app to release new features and fix bugs. Zoom recommends upgrading to the latest version when it is available to receive the best video and audio experience. You can check which Zoom version number you are currently running for video conferencing here.
  - Follow Zoom's release notes to stay updated on the latest changes.

Have Questions? Contact Us: epedagogy.ischool@utoronto.ca

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