UMD Student Guide for Using Zoom

UMD ZOOM portal (HTTPS://UMD.ZOOM.US) is an open conferencing version of tools available for faculty, staff and students to use. Students at the University of Maryland – College Park are assigned a Zoom Pro account that allows them to host an unlimited number of zoom meetings with up to 1000 attendees external to elms. Zoom can be used to meet for group projects, student meetings, and personal get-togethers. It also allows students to participate in elms-canvas course meetings.

Authenticate Your UMD Zoom Account

Before you can configure your UMD Zoom account, it must be authenticated at the UMD Zoom portal, with your directory id and password.

1. Visit https://umd.zoom.us.
2. **Click the first button labelled Sign In.**
3. This takes you to the CAS Authentication screen to **login** with your **Directory ID** and **Password**.
4. You can then schedule or host meetings on the fly through the Zoom web portal.
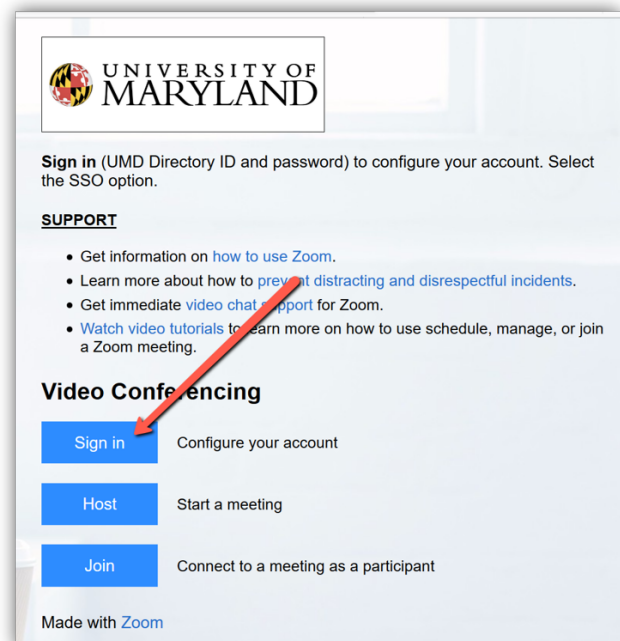

Figure 1: UMD Zoom Portal [umd.zoom.us]

IMPORTANT: If you create a meeting, you are the **Host** of that meeting. If you join a meeting, as in an ELMS-Canvas course, you are the **Participant**. This distinction is important because some Meeting options are not available to you as a Participant.

Collaborating with other students

Students at UMD are assigned a Zoom Pro account that allows them to host an unlimited amount of Zoom meetings with up to 1000 attendees internal and external to ELMS. Students can schedule Zoom meetings to communicate and collaborate with their peers and conduct group work.

1. Go to https://umd.zoom.us/
2. Click **Sign In.**
3. Log in with your UMD account.
4. Click **Meetings**.
5. Click **Schedule a New Meeting** to schedule a meeting.
6. Set up the **meeting options**.

   Recommended settings:

   Set host and participants' video in off the off position when they enter a meeting (can be changed once in the meeting);

   Allow both Audio options (telephone and computer) for participants;

   Do NOT allow participants to join before host as this creates a security vulnerability

7. **For security purposes**, you must either add a passcode or a waiting room or both. If none are selected, a waiting room will be added by default.

Figure 2: Meeting settings

8. Click **Save** once you are done with setting up the meeting.
9. You will see the meeting information listed.
10. The **Join URL** can be shared with any desired attendees. You can copy and paste the invitation to send to your meeting attendees via email.

[Join a Zoom Meeting via Your ELMS-Canvas Course]

Instructors may schedule Zoom meetings within their ELMS-Canvas course spaces. **NOTE:** It is not necessary to authenticate a Zoom account at umd.zoom.us if you only plan to interact with Zoom through an instructor's course space. To access a Zoom meeting room in ELMS:

1. Click on the **Zoom** link on the course navigation.
2. The main Zoom page opens. To join a Zoom meeting that has been set up by your instructor and that is currently running, click on the **Join** button on Upcoming Meeting tab.
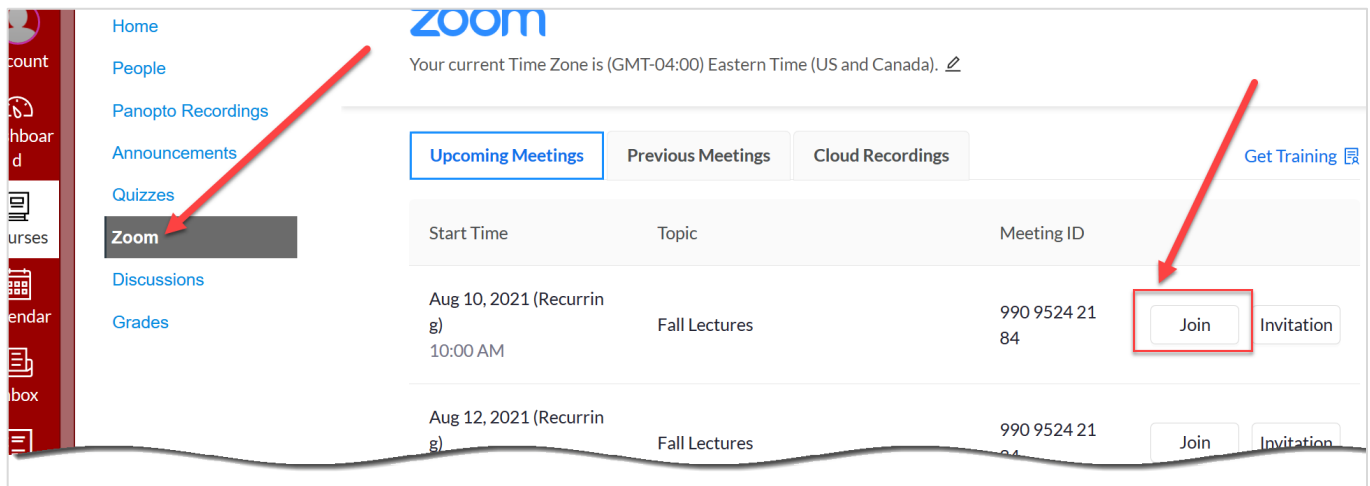

Figure 3: Join a Zoom ELMS-Canvas meeting.

If this is your first time to participate in a Zoom meeting, you will be prompted to install and download the Zoom application. Click **Run** to install the launcher. **Note:** The Zoom mobile app is available for both iOS and Android devices via AppStore and Google Play.
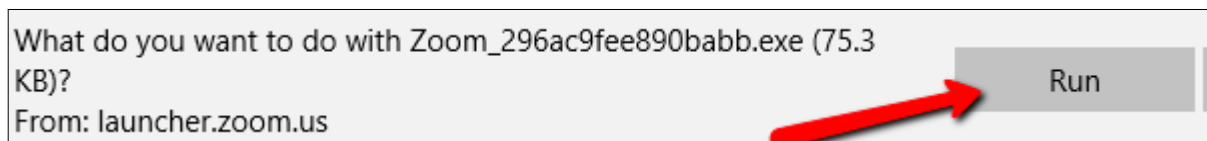

Figure 4: Download Zoom app

3. Click **Join with Computer Audio** to use a for audio. You will have the best audio quality if you use a headset and run the "Test speaker and microphone" wizard; however, this technology is not required.
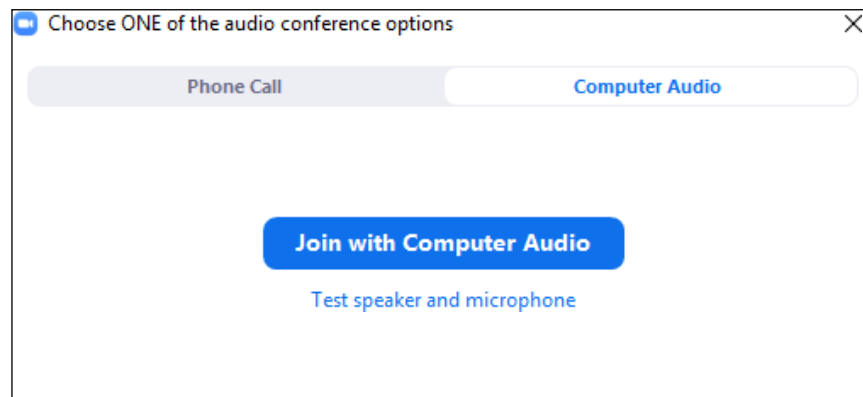

Figure 5: Join Zoom Meeting with Computer Audio box

4. Once the host starts the meeting, the Zoom meeting will appear where you can select the options to join your audio.

Zoom Meeting Basic Features

The Zoom menu bar is at the bottom of the Zoom window. This menu bar displays all basic tools you can use to as part of your meeting experience. If you don't see the menu bar, hover your mouse over the bottom of the Zoom window and the bar will appear. The presence of some of these options will vary depending upon what activities the instructor (host) has enabled. If you are the Host, you will see all options.
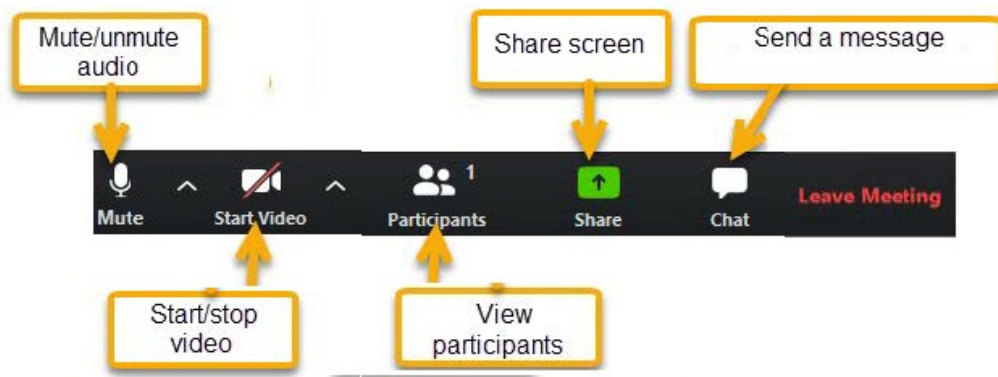

Figure 6: Zoom Participant view

- ☐ **Mute**: Mute your audio when you are not speaking to prevent unintentional background noise.
- ☐ **Share content**: If your instructor enables, you can share your screen your screen including files, applications, websites, or videos. Close all unnecessary applications, or windows before you share. Your instructor has the ability to stop your screen share anytime. See more nformation on Share

Access Zoom Recordings

Your HOST Recordings: If you record cloud meetings as the Host, the are kept in your UMD Zoom portal under Recordings.

Your PARTICIPANT Recordings: You cannot record a Meeting as a Participant. If your instructor has recorded the session via the cloud, the session recordings will be available for viewing under the Cloud Recording tab in the ELMS course. The recording *will not* be available immediately after the session.

1. Click on **Zoom** in the course navigation.
2. Click **Cloud Recordings** tab.
3. There is a **password** attached to the file, that can be viewed using the "**Share**" link. Your instructor may or may not give you the option of downloading the recording as an .mp4 video file or an audio file.

Zoom Classroom Activities
Aug 28,2020 9:54 AM Eastern Time (US and Canada)   ID: 944 8220 5278

Recording-1 (239 MB)   Recording-1 (292 MB)

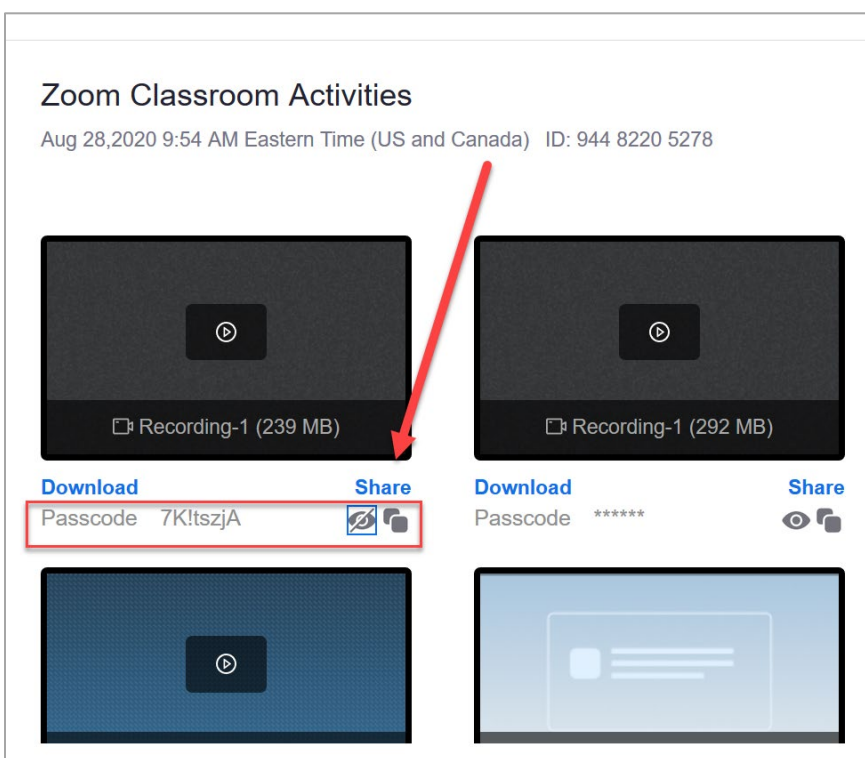Download   Share   Download   Share
Passcode   7K!tszjA   Passcode   ******

Figure 7: ELMS-Canvas Zoom cloud recordings.