

GUIDELINES TO CONDUCT ONLINE MEETING / CLASS TEACHING WITH ZOOM

The Zoom application truly is a free video conferencing platform that allows one to conduct Online Class Teaching for a class of 40 minutes duration. The faculty / staff may visit <https://www.zoom.us/> and sign up for free.

1. STEPS FOR CONDUCTING AN ONLINE CLASS ON ZOOM (Free Version):

- I. The faculty may download the Zoom and make an ID on the Zoom using his/her official Email ID. For signing-up, please visit <https://zoom.us/>. This is a one-time process.
- II. Schedule the class as a Scheduled Meeting on the date and time as per your timetable for each course taught by you. Thus, the number of meetings schedules would be equal to the number of courses being taught by the faculty.
- III. After the meeting schedule is successfully saved, a Meeting ID and password is created automatically.
- IV. Click on the invite option in zoom meeting and click on the 'copy the invitation' tab.
- V. Now the invitation has been copied. This invitation contains a link to the meeting, meeting ID and password.
- VI. Create a WhatsApp group or a Google group for all the students of a class and the teacher.
- VII. Ask the students to download and install Zoom client, if not done earlier. Visit Google Play Store to install client for Mobile. Client for laptop/ PC may be downloaded from <https://zoom.us/download>.
- VIII. The meeting invitation, copied in step V, can now be pasted and sent to the students via WhatsApp/mail groups.
- IX. The faculty may now start the Class Teaching on the Zoom for the particular day and time by clicking the “Start” button.
- X. The students can now open the link and enter the meeting ID and password to join the meeting. Alternatively, they can open Zoom, click on ‘Join’ and enter the meeting ID and password.
- XI. In the free version of Zoom, a meeting can be conducted for a maximum of 40 minutes. After 40 minutes, the meeting will end automatically. Hence, plan your Class accordingly.
- XII. The faculty can start a new meeting again by following the above steps.
- XIII. There is also an option of ‘Share Screen’ (green button) in zoom through which the faculty can share the screen with the participants/students. This option is quite useful while running a PowerPoint presentation.
- XIV. Share screen also has an option of Whiteboard which can be used to draw/write for better understanding/explanations.
- XV. The record option in the zoom meeting can be clicked to record the whole meeting for evidence or for any other purposes.
- XVI. Chat option can be used to chat with the whole class or an individual.

2. STEPS FOR CONDUCTING ONLINE MEETINGS ON ZOOM (Licensed Version):

- I. Install Zoom application on PC/laptop and sign up at <https://www.zoom.us/>. Visit Google Play Store to install client for Mobile.
- II. The Host / Convener of the Meeting sends the meeting details i.e. – a) Name of the Meeting; b) Date and time; c) Agenda Items; and d) List of participants with their Email ID to the Director, CIT at dir.cit@manuu.edu.in.
- III. Zoom meeting schedule is created by the CIT. The Meeting Invitation link is sent to the Host/Convener by the CIT along with Meeting ID and Password.
- IV. The Meeting Invitation can then be pasted and sent to the participants via WhatsApp or eMail by the Host.
- V. The Host then logs onto Zoom and starts the meeting by clicking the ‘Start’ button
- VI. To join the meeting, participants can open the meeting-link and enter the meeting ID and password. Alternatively, they can open zoom, click on ‘Join’ and enter the meeting ID and password.
- VII. There is an option ‘Share Screen’ (green button) in the Zoom app through which the Host / participant can share his/ her screen with the participants. This option is quite useful while running PowerPoint presentations.
- VIII. Share Screen has an option of whiteboard also which can be used to draw/write for better understanding/explanations.
- IX. The record option in the zoom meeting can be clicked to record the whole meeting for evidence or other purposes.
- X. Chat option can be used with the whole meeting or individual participant.

For tutorial videos, please visit the following Zoom Support site:

<https://support.zoom.us/hc/en-us/articles/360029527911>

<https://www.weareteachers.com/zoom-for-teachers/>

For any further clarification, the CIT may be contacted at dir.cit@manuu.edu.in.

Director CIT, MANUU
mkamil@manuu.edu.in