

Zoom Quick Start Guide

Overview: How can I use Zoom in my online course?

Zoom is a web-conferencing tool that you can use in your online course to conduct virtual office hours, live lectures with fewer than 100 participants, project meetups, live final presentations, and more. Here are some steps to get started.

Step 1: Get everything set up

- [Log in to Illinois.zoom.us](#) with your Illinois NetID and password and [check your account settings](#). It's important that you connect through Single Sign-On (SSO).
- [Check your account type](#) for Basic or Licensed access. Everyone should have "licensed."
- [Download the Zoom desktop client](#) to your computer. If you're a Mac user with OS Mojave or Catalina, you need to [check your security settings](#) on your computer to enable screen and audio sharing.
- Add the Zoom Tool link (also known as the LTI) to your online course site:
 - [How to add Zoom to your Compass course](#)
 - [How to add Zoom to your Moodle course](#)
- Schedule your sessions in the course by using the Zoom Tool link.
 - [How to schedule a Zoom meeting in Compass](#) (This is a tutorial video for scheduling a recurring meeting with a fixed date and time. You can adjust the date/time settings to suit your needs for the course).
 - [How to schedule a Zoom meeting in Moodle](#)

Step 2: Run your meetings

- Access and start your meetings through the Zoom Tool link in your course site by opening the Zoom desktop client, or by visiting [illinois.zoom.us](#). Select your meeting and click Start.
- [Record](#) your lecture sessions to your local computer as needed. Please avoid recording to the cloud.
- Teach your class by [sharing content](#) and [computer audio](#). You can [manage participants](#) and use additional features like breakout rooms, in-meeting chat, and polls. Visit [Zoom's Tips & Tricks for Teachers Educating in Zoom](#) for information on using these tools.

Step 3: Debrief after the meeting

- Embed the media file in your course site using the [Kaltura Mashup tool](#).
- Track attendance by [downloading the Usage Report](#).

Resources

Need help, or interested in more ways to use Zoom in your course? Here are some helpful resources:

- For general technical issues, visit [support.zoom.us](#). Licensed users can use Zoom Support live chat by signing in to [illinois.zoom.us](#) and clicking the blue "Help" bubble in the lower-right corner.
- For issues logging in through SSO or general questions, [email Tech Services](#) at consult@illinois.edu.
- Search the campus [Knowledge Base for Zoom articles](#) on various topics.
- Review these [Best Practices for Zoom Sessions](#) (PDF).
- Read Zoom's [Tips & Tricks for Teachers Educating in Zoom](#) (PDF).