



## **Short introduction to basic functionalities of Zoom with Q&A session – Script**

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**Note:** Please check for Zoom updates regularly, as they may also change the functions and displays. The illustrated instructions on how to update Zoom depending on which operating system you are using can be found here:

[https://www.leuphana.de/fileadmin/user\\_upload/portale/lehre/02\\_Lehrprofil/02\\_Digital/01\\_Dokumente/20201106\\_Zoom\\_Update\\_Lehrservice.pdf](https://www.leuphana.de/fileadmin/user_upload/portale/lehre/02_Lehrprofil/02_Digital/01_Dokumente/20201106_Zoom_Update_Lehrservice.pdf)

Be sure to remind your participants to update Zoom regularly.

This script has been created/updated to Zoom versions 5.5.4 (MacOS) and 5.5.5 (MS Windows). Labels, functions and displays may differ depending on the client or browser version used and due to updates. The screenshots represent the views in different operating systems (MacOS and MS Windows) in German language.

Information by Zoom on how to access the contents of the different update versions can be found here, among other places: <https://support.zoom.us/hc/en-us/articles/201361953-New-Updates-for-Windows>

Please note that the functions effectively available in the meeting always depend on the system settings made by the host on the Zoom website up to the start of the meeting. For example, the ability to share the entire screen is not available by default. However, you can enable this feature permanently in your system settings on the Zoom website.



# 1. Meeting room setup and configuration

There are basically four ways to set up a Zoom meeting:

- via the desktop client
- via the browser
- via myStudy
- via Moodle

## *Zoom plugin in myStudy and Moodle*

You can use the Zoom plugin to create recurring Zoom meetings for your courses both from myStudy and from Moodle. This means that you do not have to send an e-mail with the dial-in data to your students every week.

A quick guide on how to create meetings from myStudy can be found here:

[https://www.leuphana.de/fileadmin/user\\_upload/portale/lehre/09\\_Support\\_und\\_Tools/12\\_Digitale\\_Plattformen\\_und\\_Tools/Integration\\_myStudy\\_ZoomEN.pdf](https://www.leuphana.de/fileadmin/user_upload/portale/lehre/09_Support_und_Tools/12_Digitale_Plattformen_und_Tools/Integration_myStudy_ZoomEN.pdf)

A quick guide on how to create meetings from within Moodle can be found here:

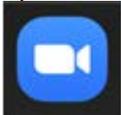
[https://www.leuphana.de/fileadmin/user\\_upload/portale/lehre/ZOOM-Meetingraum\\_Moodle.pdf](https://www.leuphana.de/fileadmin/user_upload/portale/lehre/ZOOM-Meetingraum_Moodle.pdf)

## *Zoom management via desktop client vs. browser*

Desktop-Client	Browser
small application (app) on your computer, which you can download here: <a href="http://www.leuphana.de/intranet/zoom">www.leuphana.de/intranet/zoom</a> (Leuphana account + VPN required)	Control Zoom via the Internet: Login on <a href="http://www.zoom.us">www.zoom.us</a>
<b>Pro:</b> No data tracking possible, comfortable operation, better functionality in the meeting	<b>Pro:</b> Significantly more setting and configuration options (e.g. create survey, save as template)

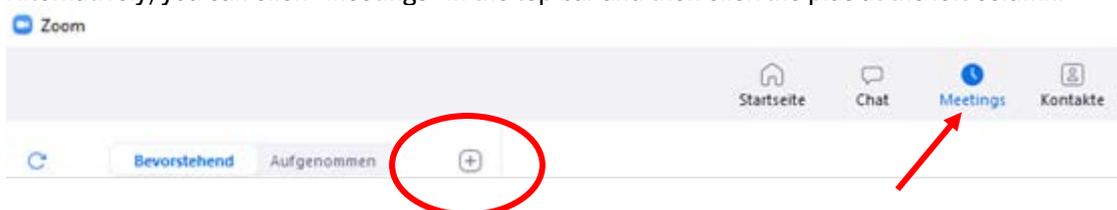
## *Schedule a new meeting via the Zoom desktop client*

Open the Zoom desktop client (click on the icon with the blue camera).



Select "Home" in the top bar and then click "Schedule a new meeting".

Alternatively, you can click "Meetings" in the top bar and then click the plus at the left column.



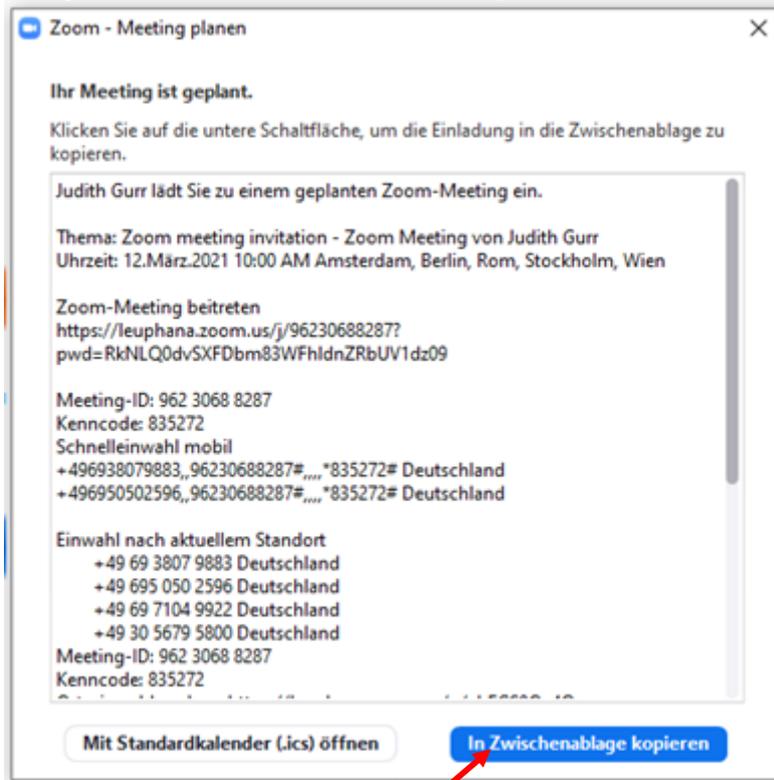


In both cases, this will open a window where you can configure meeting settings.

Scroll down in and click on the small arrow next to "Advanced options" at the bottom of the window. Now this area will pop up and you can make further settings for the meeting according to your wishes.



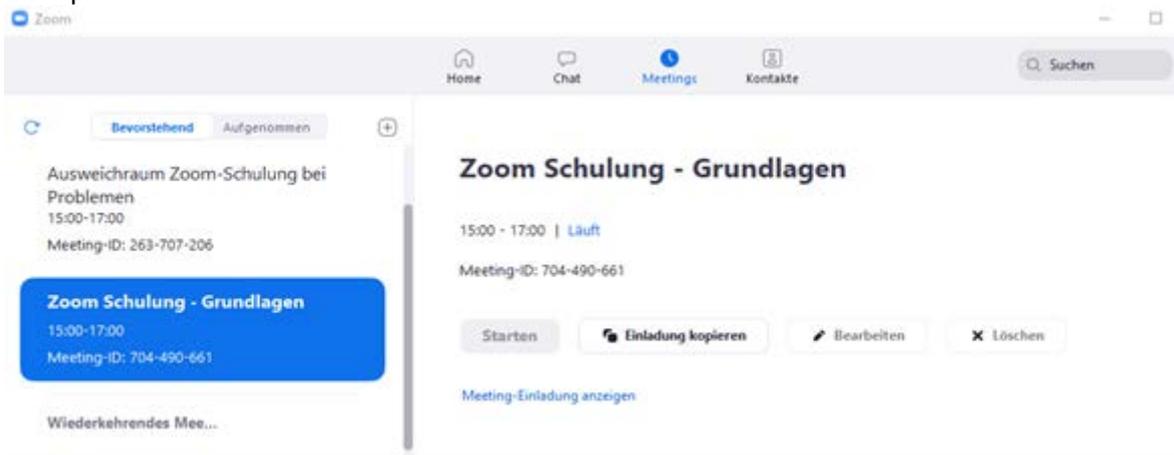
Finally, click on "Save". A new window will open:



Click on the blue field "Copy to clipboard". With right mouse button/paste or Ctrl + V you can copy the copied access data e.g. into an email or your myStudy course description.

**Note:** To invite participants to your meeting, inform them only about the meeting ID and password and NOT the invitation link, according to the recommendations for data-sensitive use of Zoom (see <https://www.leuphana.de/en/universitaet/entwicklung/lehre/support-tools/digitale-plattformen-und-tools/videoconferencing/zoom.html> ).

In the Zoom desktop client, participants can enter ID and password to start a meeting or join a meeting. Through the desktop client, you can view all the meetings you have created and edit or start them at any time. Click on the blue camera icon and log in with your user\*in data. Then click on the "Meetings" button in the top bar:





## Schedule a new meeting via the browser

You can also use the browser ([www.zoom.us](http://www.zoom.us)) to view your meetings, schedule a meeting and edit the settings after logging in with your user data.

The screenshot shows the Zoom web interface. On the left is a navigation menu with options like 'Profil', 'Meetings', 'Webinare', etc. The main area is titled 'Meetings' and has tabs for 'Bevorstehend', 'Vorheriges', 'Privater Raum', and 'Meetingvorlagen'. Below the tabs, there are filters for 'Start Time to End Time' and a date filter for 'Di, 9. März'. A list of meetings is shown, including one from '11:00 AM - 12:00 PM' with the title 'AB SHK'. The 'Ein Meeting planen' button is circled in red.

When you click on a planned meeting, a new window opens with various options to create a poll or to copy all the settings from this meeting, except for alternative hosts and time, and save them as a template:

This screenshot shows a settings window for a meeting. At the top, there are buttons for 'Starten', 'Bearbeiten', 'Löschen', and 'Vorlage speichern'. Below these, there is a question: 'Möchten Sie anstelle eines Meetings einen Webinar durchführen? Dieses Meeting in ein Webinar umwandeln'. At the bottom, there is a message 'Sie haben noch keine Umfrage erstellt.' and a 'Hinzufügen' button, which is highlighted with a red arrow.

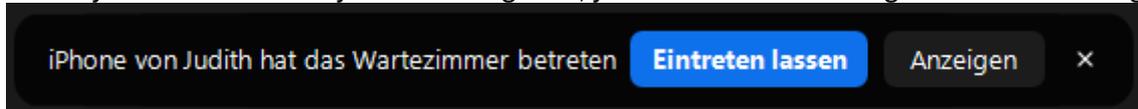
This screenshot shows a dialog box titled 'Als Meetingvorlage speichern'. It contains the text: 'Mit dieser Vorlage werden alle Einstellungen aus dem ursprünglichen Meeting übernommen, mit Ausnahme von alternativen Hosts und Uhrzeit.' Below this, there is a text input field for 'Vorlagenname' containing 'Zoom meeting invitation - Zoom Meeting von Judith G'. At the bottom, there are two buttons: 'Als Vorlage speichern' (circled in red) and 'Abbrechen'.



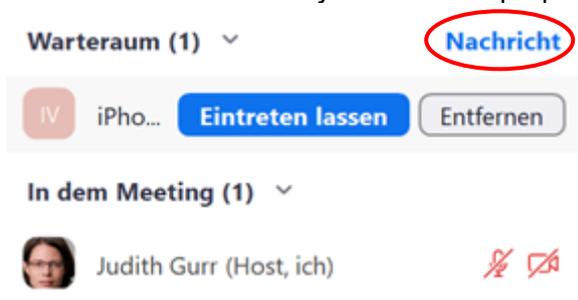
## 2. Access/participation in the meeting and security settings

### *Waiting room function*

If you select "Waiting room" under "Security" while planning a meeting, participants will not be able to enter the main meeting room immediately and will first be informed that the moderator is about to let them enter. In case you as host are already in the meeting room, you will receive the message who is in the waiting room:

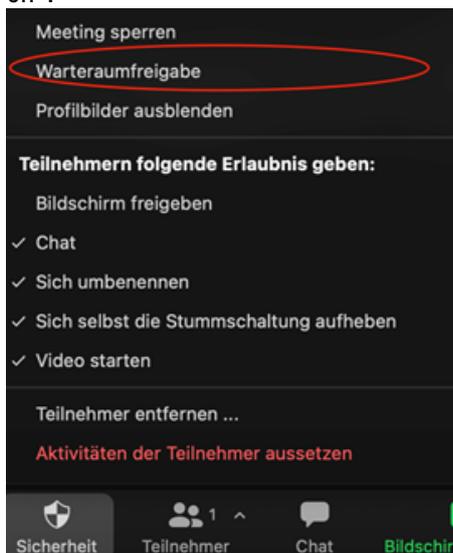


By clicking the "Manage Participants button" in the menu bar, the list of participants will open on the right, where you can see how many people are in the waiting room. You have the possibility to send a message to people in the waiting room. You can also choose who can enter the meeting. You can let people enter one by one or all at once as well as you can remove people from the waiting room:



**Note:** If you have activated "Waiting room" in the settings, people who join the meeting too late will initially always end up in the waiting room. Even if a person leaves the meeting for a short time, e.g. for technical reasons, and wants to dial in again later, they will first only be placed in the waiting room.

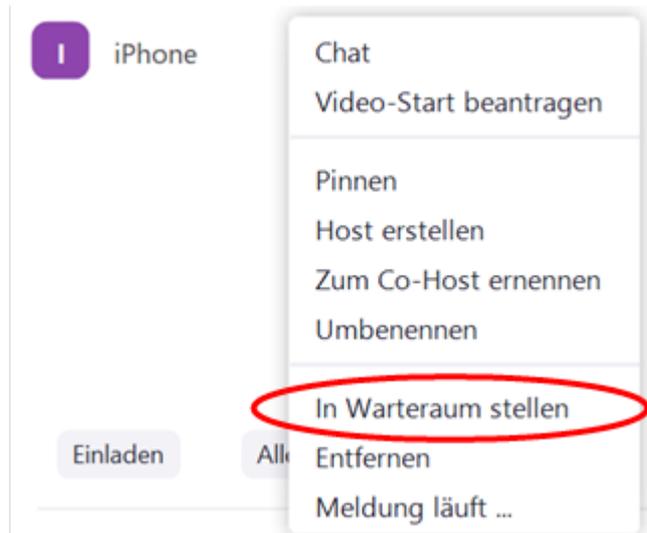
You can also use the "Security" button to enable the waiting room during the meeting so that new participants can then enter the meeting directly. To do this, remove the checkmark from "Waiting room activation".



You can also temporarily send participants to a waiting room during the meeting and then bring them back to the meeting room (e.g. if the examiners want to discuss after the exam and the candidate should "leave the discussion" for a short time):



Click on the three dots in the upper right corner of a person's tile and select "Put in waiting room". The person is then automatically in the waiting room.



You can get the person back into the main room by moving the cursor over his/her name in the list of participants and then clicking on the blue field "Allow to enter".



**Note:** You can write a message to a person in the waiting room, but the waiting person cannot send a message to you. Therefore, make sure that you do not forget people in the waiting room, otherwise they will not be able to return to the main room on their own.

### *Security settings*

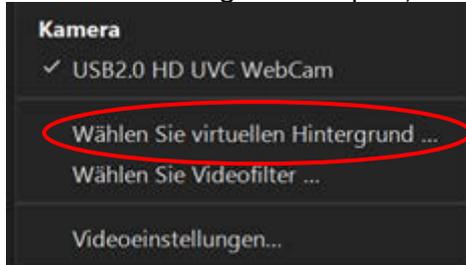
Via the button "Security" in the bottom of the screen you have further possibilities to control participation in and/or exclusion from the meeting as well as the rights of participants. This can be particularly relevant if there are unauthorized persons in the room and/or inappropriate behavior is displayed:



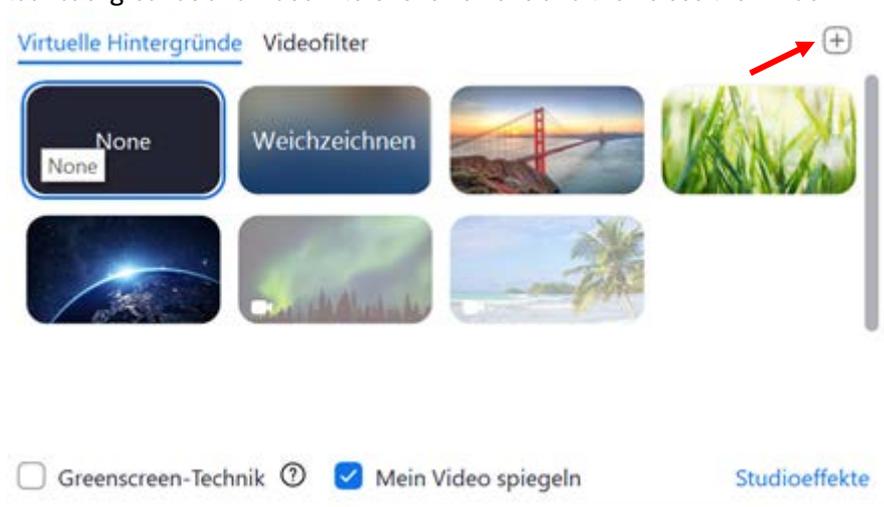


### 3. Virtual backgrounds, profile pictures, view, micro/camera

You have started your meeting via the desktop client as described above. Click the small arrow next to "Start Video". In the dialog box that opens, click on "Choose virtual background"



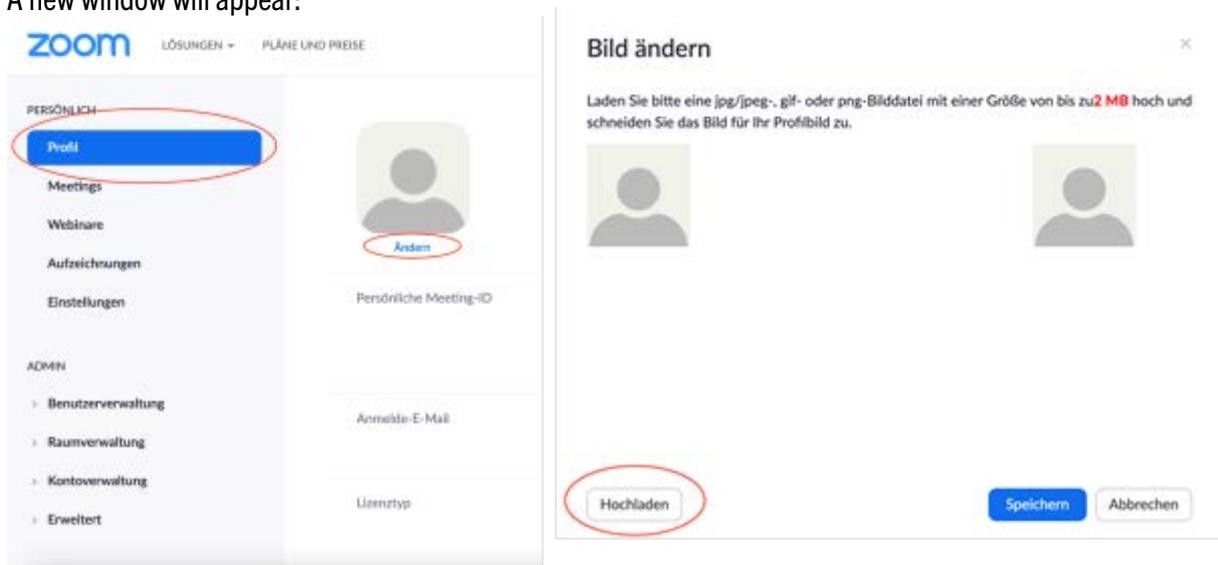
If the capacity of your computer is high enough, now you will be able to choose from several options for virtual backgrounds and video filters. Click on one and then close the window.



You can also upload your own background images by clicking the small "+" sign on the right side of the window. It is recommended to use a monochrome (preferably green) real background for the virtual backgrounds, so that the computer can recognize the difference between the background and your face.



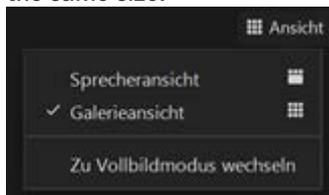
If you want the other participants to see a photo of you instead of your initials when the camera is switched off, you must upload a profile picture of yourself in the browser version ([www.zoom.us](http://www.zoom.us)). Log in with your access data and click on "Profile" in the left column and "Change" under the profile picture. A new window will appear:



If you click there on "Upload", you can select a picture from your computer. This picture will then automatically appear in the meeting room when the camera is switched off.

### ***Gallery view ↔ Speaker view***

During a meeting you can choose between two views in the upper right corner of the window: A) "Speaker": person speaking is large, all others are small B) "Gallery": all participants are arranged next to each other in the same size.



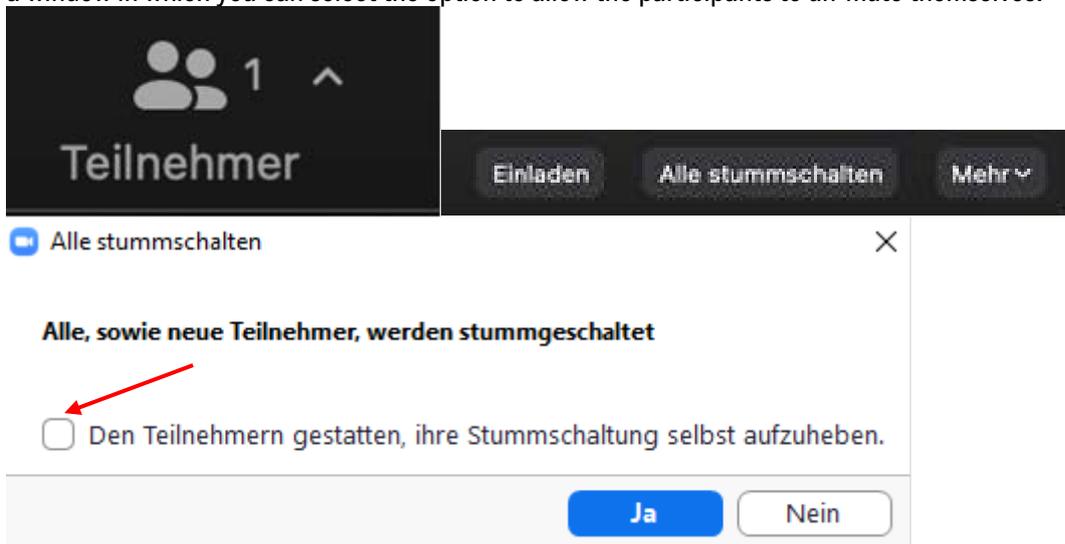
### ***Video and sound control***

If you move the cursor down in the image, a new row of buttons will open. On the left side you can use the buttons for audio and video to switch sound and image on and off:





When you are the host, you can use the "Participants" button to open a window for managing the participants. Among other things, you have the option to mute all participants. Clicking on "Mute all" opens a window in which you can select the option to allow the participants to un-mute themselves:



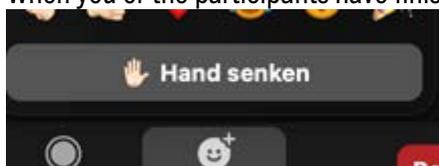
#### 4. "Nonverbal reactions" (e.g., raise hand, slow down/fast up, chat)

In the meeting, you will find the "Reactions" button in the menu bar at the bottom of the screen. When you click on one of the icons, it appears in the list of participants next to your name and in the top left of your tile. The icon will disappear on its own after a few seconds. For example, you can applaud or express agreement. The reaction "Raise your hand" is especially useful. When you click on it, you will signal that you want to say something. The participants in the list are also listed in the order in which they raise their hands:



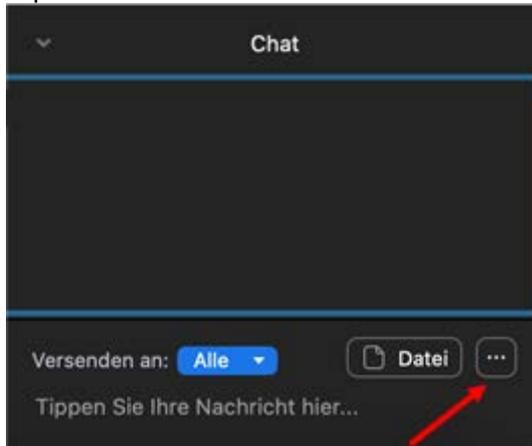
By clicking on it, you signal that you want to say something. The participants in the list are also displayed in the order in which they raised their hands. In addition, the symbol of a raised hand appears at the top left of the tile and in the list of participants by their name. You as the host then have a list of speakers and can give the floor to the participants one after the other.

When you or the participants have finished speaking, you or they can lower their hands again.

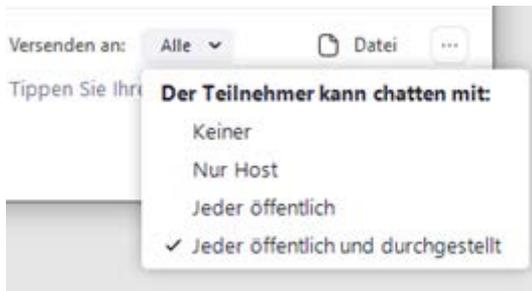




By clicking on the " Chat " button, you open the chat window. At the bottom of the window, you as the host as well as the participants have the option to enter a message and/or upload files and send them to individual persons or to all in the chat.



If you click on the three dots in the chat window, a dialog box with further setting options will open.



The content of the chat is visible to a person only for the time window in which he/she participated in the meeting. For example, if you join the chat 15 minutes later, you will not see the chat of the first 15 minutes. If you want to prevent participants from sending private messages, you should use the three small dots at the bottom of the chat message window to set the setting so that only messages to the whole group (= public) are possible.

**Note:** For data protection reasons, the administrator has blocked the chat from being saved in the browser under "Settings". I.e. also you as host can not save the chat.

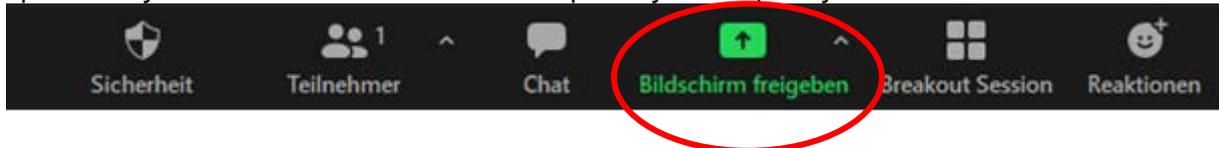


## 5. Share screen and watch videos together

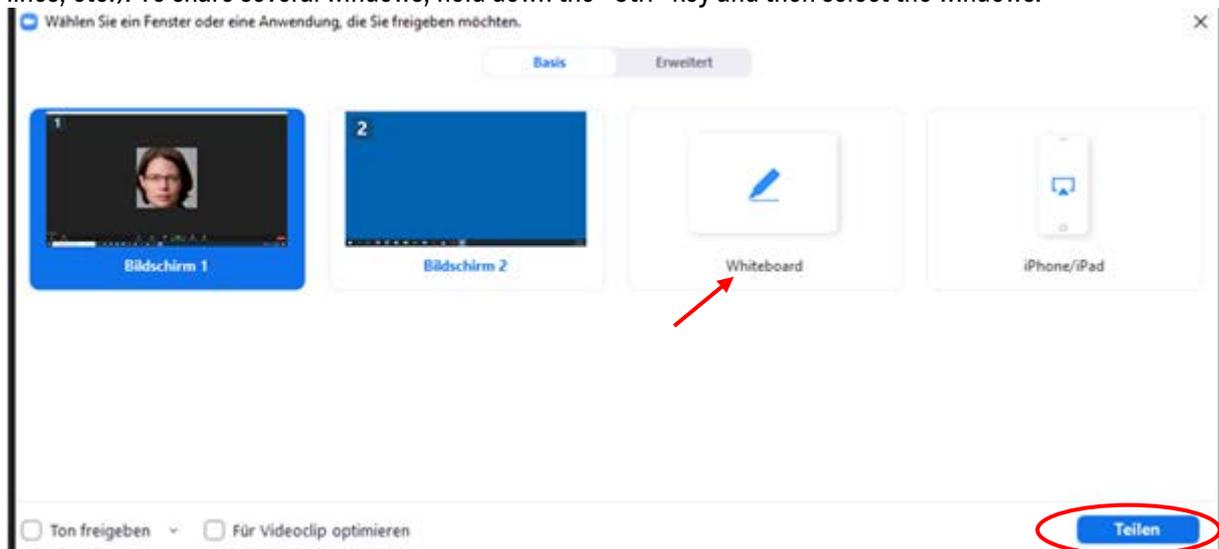
### *Share screen*

Both, the host and participants, can share their screen with the other participants, e.g. to watch a Power-Point presentation or a video together.

To share your screen, click the green "Share screen" button in the menu bar at the bottom. A window will open where you can select which of the windows open on your computer you want to share with the others.



Select the desired window and then click "Share". In this window you can also select the "Whiteboard" option. If you share a whiteboard, all participants can work on it collectively (write, paint, mark, draw arrows and lines, etc.). To share several windows, hold down the "Ctrl" key and then select the windows.



As soon as you share your screen, the menu bar is moved to the top of the screen; if needed, it may be hidden; then move the cursor up to unhide the bar. To share a different window on your computer than the shown one, click the green "New Share" button at the top of the menu bar and select the desired window.

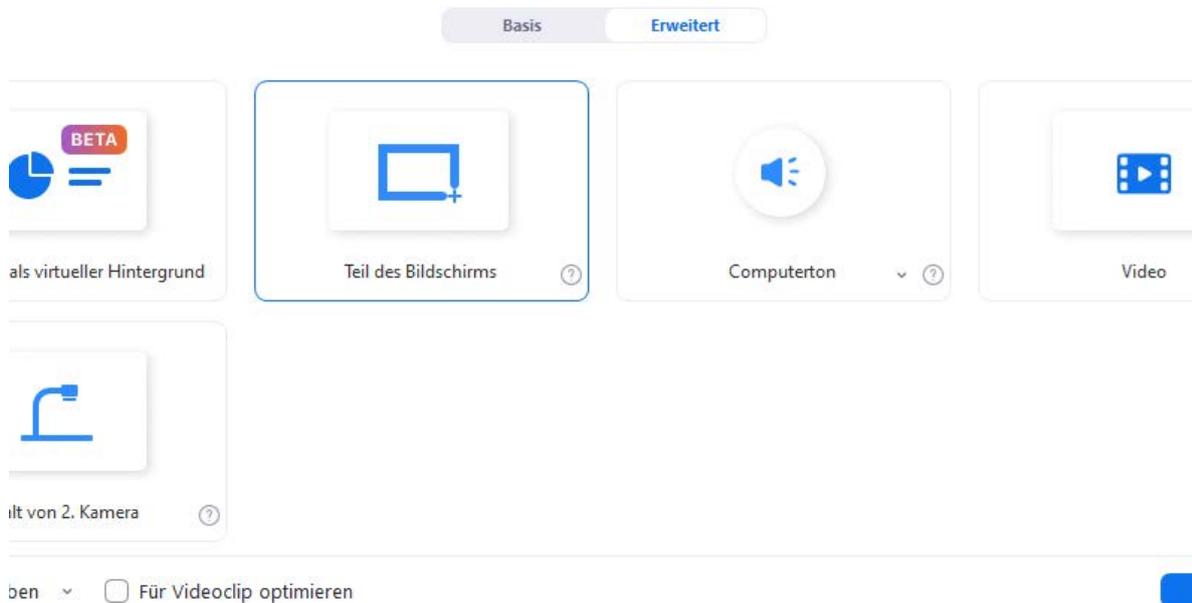
**Note:** The default setting in the "In Meeting (Basics)" system settings is configured to enable you to share only individual applications or files. If you deactivate this setting, you can also share the entire screen (see above).



You also have the option to share a part of the screen that you define. This can be useful, for example, if you want to share a PowerPoint presentation in "Speaker View" without the meeting participants seeing your notes on the slides.

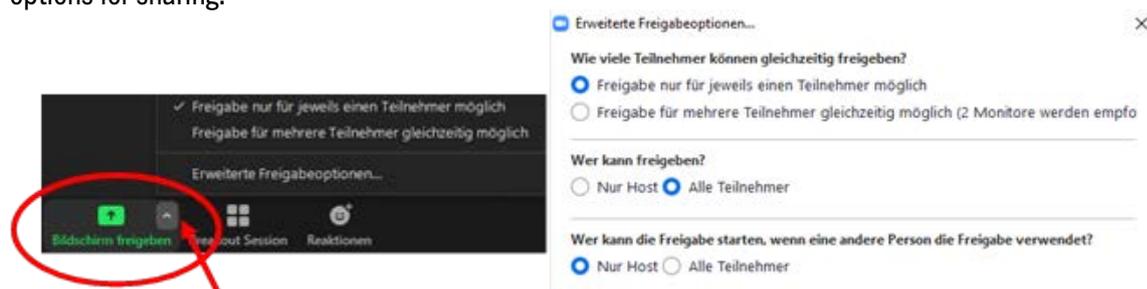
To do this, open the PowerPoint presentation in Speaker View. In the Zoom meeting, select "Share screen" and the PowerPoint window. Then, in the same view, select "Part of Screen" under "Advanced" and click "Share Screen" at the bottom. A green square will appear defining the area that meeting participants can see. You can drag this anywhere on your screen and resize it.

in Fenster oder eine Anwendung, die Sie freigeben möchten.



You can stop screen sharing by clicking the red "Stop" button at the top of the menu bar.

Using the small arrow next to the green "Share screen" button, you as the host can specify various setting options for sharing.

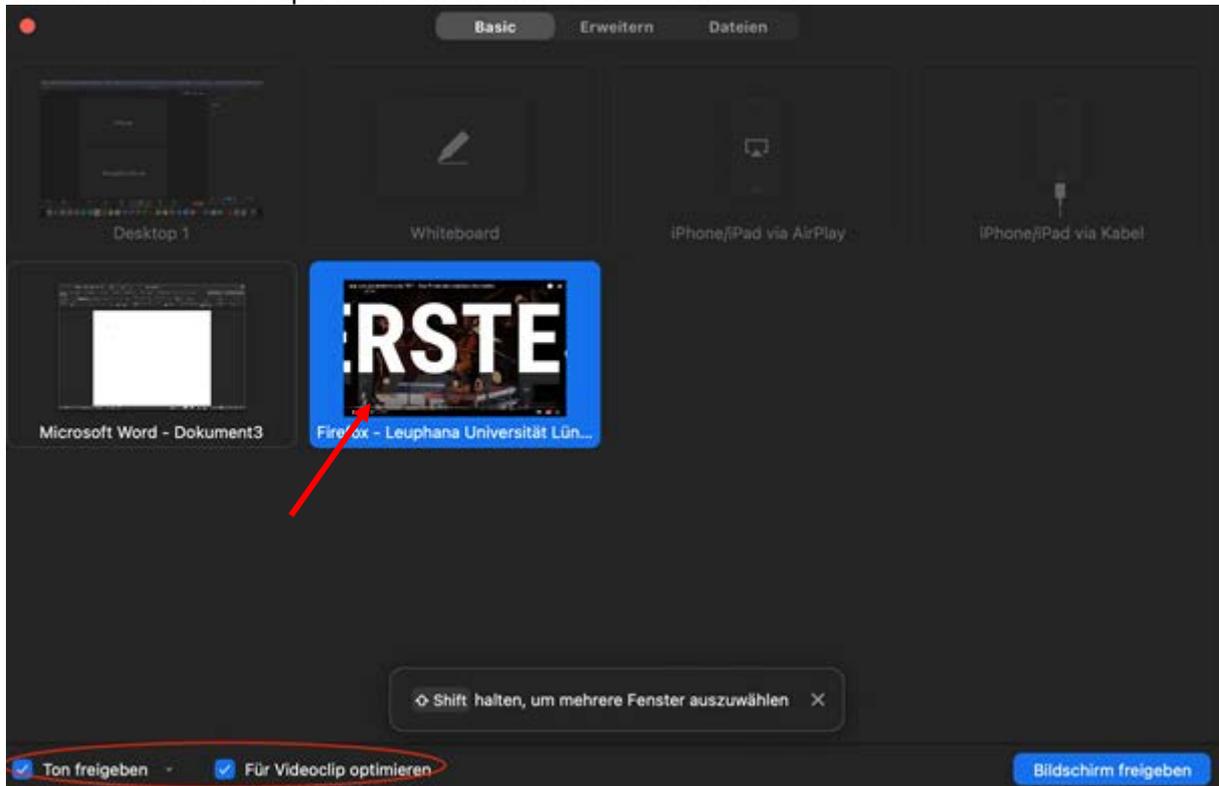




## Watch videos together

You can also use screen sharing to watch videos together. First open the video in a window on your computer. Then click the green "Share screen" button in the open Zoom Meeting window.

Select the window with the video AND also activate the two buttons "Share computer sound" and "Optimize Screen Share for video clip". Then click on "Share" and start the video.



## Share second camera

If you have a second (mobile) camera connected to your computer, you can also share what this second camera is recording. In this way, for example, it becomes possible to broadcast the execution of an experiment, handwritten notes or the environment live in parallel to the meeting.

To share the recording of a second camera, select the "Advanced" option in the "Share screen" window (after clicking the green "Share screen" button) and then select the "Content from 2nd camera" application.





## 6. Group work in breakout rooms

Breakout rooms are an essential function, especially for group work. Depending on which form of group work you are planning, it makes sense to use the various options of the breakout rooms. In the following, we will give you an overview of the options you have for creating breakout rooms and the other settings you can make as a host.

### *Create breakout rooms*

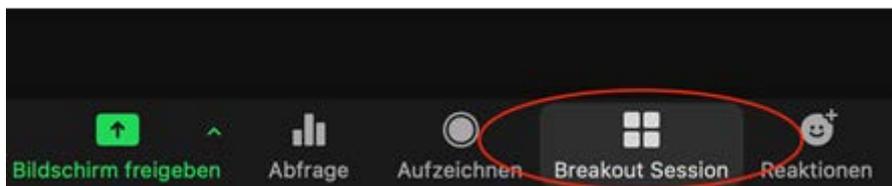
The goals you associate with the group work, have an impact on how you should arrange the groups. The grouping can be done automatically or manually.

Automatische Zuteilung	Manuelle Zuteilung
All groups deal with the same question or discuss the same topic	Selection of groups according to focus of interest
Informal exchange rounds	Permanent groups over a longer period of time
	Groups with different tasks / roles

### **Option 1: Automatic assignment by the host**

This option is especially useful when it is not relevant which students are in which rooms. For example, if you are planning an informal exchange session or a similar activity, you can let Zoom do the assignment to the different rooms.

Click the "Breakout Session" button in the menu bar at the bottom.





This will open a dialog box where you first specify how many breakout rooms ("sessions") should be created and with how many people per room. If you then select "Auto-assign", Zoom will divide the participants evenly between the rooms you specify. Then click "Create" at the bottom right.

Breakout-Sessions erstellen

1 **Konferenzräume erst...**

Automatisch zuweisen

Manuell zuweisen

Teilnehmern die Auswahl eines Raums gestatten

2 Teilnehmer pro Session

**Erstellen**

When the overview of the various group rooms appears, you still have the option of relocating individual participants to other rooms. To do this, move the cursor over the name of the person. The option "Move to" will then appear on the right.

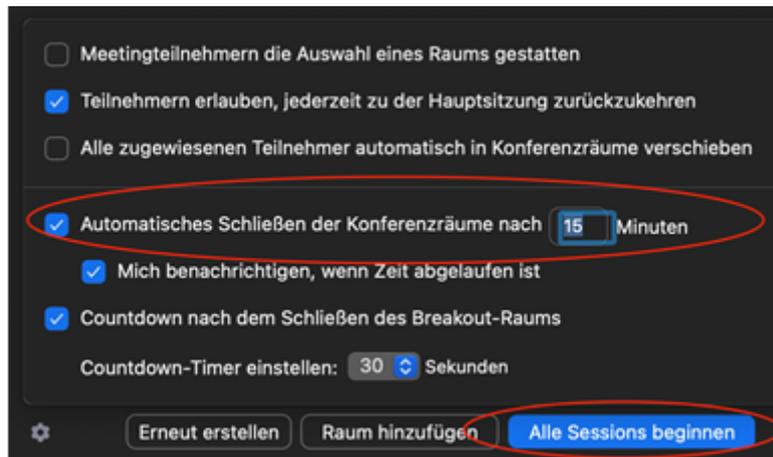
Breakout Session - Nicht begonnen	
▼ Raum 1	1
iPhone von Judith	→ Verschieben nach ↔ Austausch
▼ Raum 2	1



If you click on the small wheel or "Options" in the overview window at the bottom left, a new window opens for further setting options.



Here you can define, among other things, the duration of the breakout sessions.



When you click "Create Breakout Rooms", the group rooms are created with the selected participants. For large groups this can take a few minutes, for small groups it takes a few seconds.



## Option 2: Manual assignment

Sometimes it is also necessary that students should work in certain, predetermined groups: For example, if they are always in the same groups for a project or if the groups should deal with different topics.

In this case, manual assignment is necessary, for which there are two options:

(a) Manual assignment by the host.

Here the procedure is the same as in the previous option, only instead of "Automatic" click "Manual". Now you can send all participants to specific groups one by one.

This is quite an effort, especially for larger groups, so we would rather recommend option b.

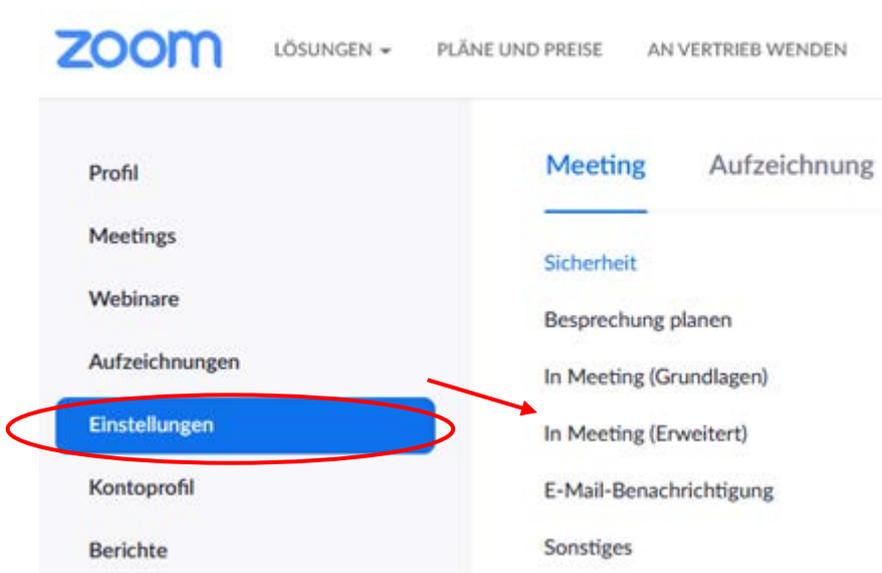
b) Manual self-assignment of students

If you select "Allow meeting participants to select a room" in "Options" after selecting the number of breakout rooms, participants can decide for themselves which room they want to join once the sessions have started.

However, both you and the students need the current Zoom version to do this. Sometimes there are difficulties with the self-selection. This is not a significant problem, as you can still send participants to rooms yourself.

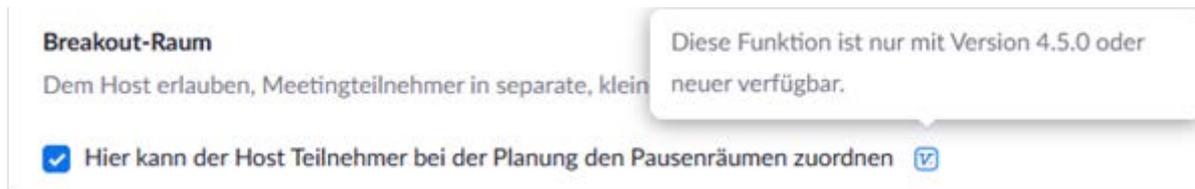
## Option 3: Create group workspaces before the meeting

Zoom also offers the option to create group breakout rooms in advance of the meeting and pre-assign participants to rooms. For this, you need to log in via the browser and click "Settings" in the left column and then select „Meeting (Advanced)“.



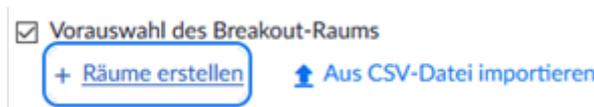


If you have activated the "Breakout room" option, the following window will appear - the check mark for "Here the host can assign participants to breakout rooms during scheduling" is automatically set:



To be on the safe side, log out and log back in - this step is sometimes necessary so that the change is applied in the settings.

Click on "Schedule a meeting" and check "Pre-select breakout room" under "Meeting options". You can create up to 50 meeting rooms and pre-assign up to 200 participants.



**Note:** Please note that the option to assign participants to rooms in advance is not available. This option will only work if students have registered with Zoom once. However, due to data-sensitive use of Zoom, students must not be asked by you to register with Zoom. Leuphana Zoom licenses for all students cannot be provided at this time. However, you as a host can create rooms in advance of your event and designate them, which will save you time in the event



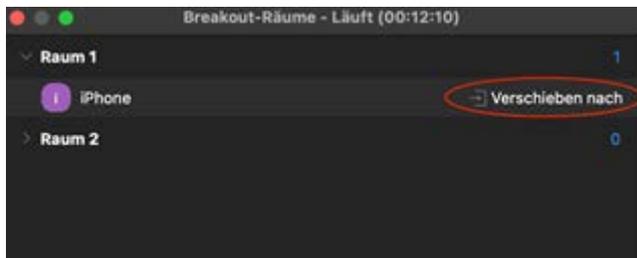
## *Options during the group work phase in breakout rooms*

### 1. Moving individual participants

If you want to move individual participants one more time, click the "Breakout Session" in the bar at the bottom.



A new window will open. Move the cursor over the name of the corresponding person and the "Move to" options will open.



### 2. Ask for help

When students are in the breakout rooms, they can ask you for help if they have any questions by clicking the appropriate button. Then this window will appear in the middle of your screen:



You can then join the group room immediately or select the "Later" option, about which the participants in the group room will then also be informed. You will then receive the message: "The host is currently helping others. Please try again later."

### 3. Join the rooms

You can also join the rooms yourself at any time. This is especially useful during longer group work periods or discussions when you want to hear what students are discussing. This feature is also particularly useful if you

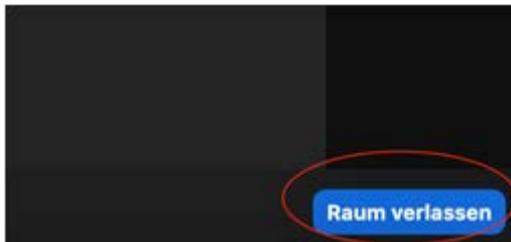


want to get a sense of how much more time students need in the groups. You can extend or shorten the time accordingly.

To enter a breakout room, open again click on "Breakout Session" in the bar at the bottom. In the window that opens, click Join behind the corresponding room. You must confirm that you want to join the room by clicking on "Yes".



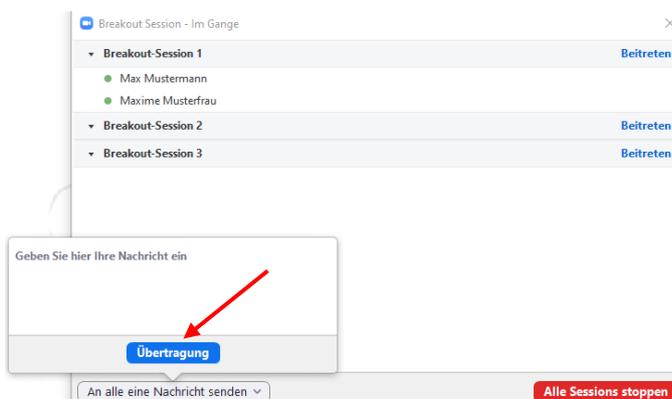
If you want to return to the main session from the breakout room, click "Leave room" in the lower right corner of the bar.



#### 4. Broadcasting a message to all rooms

As the host, you can also send a message to the participants in the group rooms, for example, if the group work phase is coming to an end or if the group should move on to a second task part.

To do this, click on "Breakout Session" in the menu bar. In the window that opens, click "Broadcast Message to All" at the bottom. Write your message and click on " Send ".





Your message will then appear - please note: Only for a short time! - in a blue field at the top of the breakout room:



Von Julia Webersik an alle: Hinweis: Die Gruppenarbeitsphase wird in 5 min beendet. Bitte gemeinsame Dokumente JETZT lokal speichern. Bis gleich im Hauptraum!

#### 5. Send students back to the same breakout groups.

If you want to send students back to the same breakout rooms for further group work after a phase in the plenary, click on the "Breakout Sessions" button again and then select the "Create Breakout Rooms" option.

#### 6. Send students to newly mixed groups

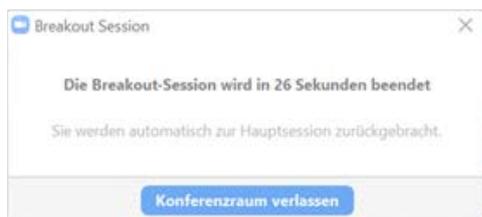
To send students to reshuffled groups, simply click the "Reshuffle All Sessions" function under the "Breakout Sessions" → "Re-create" button. This will completely discard the existing selection and allow a new creation of sessions and a new assignment of participants.

#### 7. Closing breakout sessions

If you want to bring all participants back into the main room, click on "Breakout Session" in the bar at the bottom and then click on the red "Close All Sessions" button in the window that opens.



A clock then runs backwards with the indication of the expiration of the time:



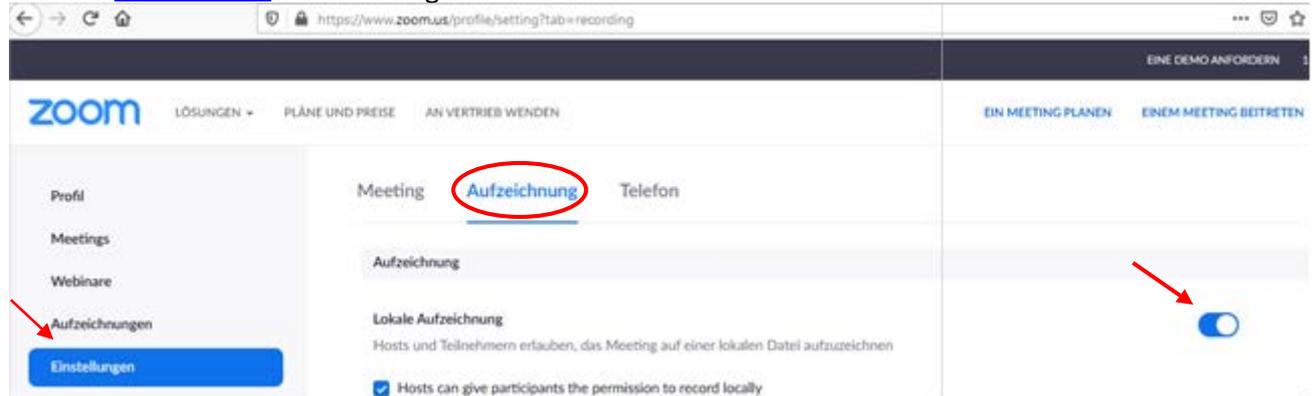
**Note:** If you want to end the group phase or leave a room again yourself as a host, make sure that you only select "Leave breakout room" or "Close breakout session" and not "Close session for all". In this case, the entire Zoom session would be stopped. The participants have the same functionalities in the breakout rooms as in the main room (e.g. screen sharing etc.). If the participants have worked together on a whiteboard in the small group, they must save it locally on their computer before leaving the room again, e.g. in order to have work results from the group phase available later.



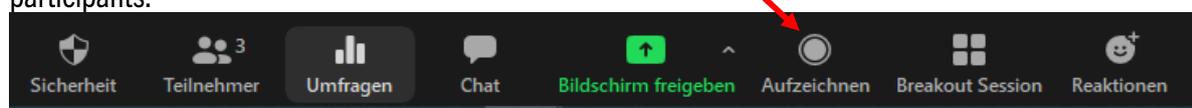
## 7. Video recording with zoom

**Note:** For data protection and copyright reasons, it is NOT allowed to record seminar sessions - even if the participants have given their consent. However, you can use the recording function for yourself, for example, to record a lecture for MyVideo without any other participants.

For privacy reasons, the "Record" option is disabled by default, so the "Record" button is not visible in meetings that you create as a host. To change this, you must first enable the "Record" option via the browser ([www.zoom.us](https://www.zoom.us)) in the settings:

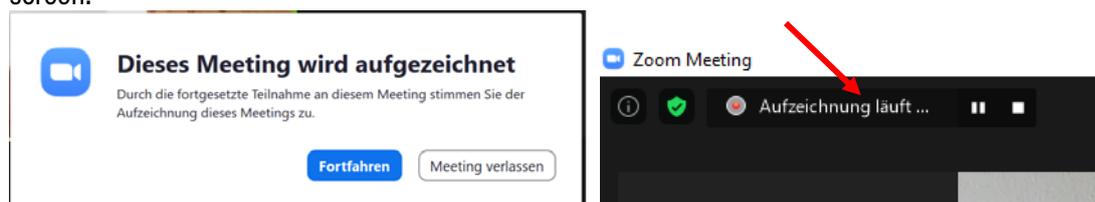


After you activate this option, the "Record" button will appear at the bottom of the menu bar for you and all participants:



### *Video recording by host:*

When you click the "Record" button, a voice tells you that the meeting is being recorded. All participants will then receive the following message. In addition, a red dot "Recording in progress" appears at the top of the screen:



You can temporarily pause the recording by clicking the "Pause" sign at the top and stop it by clicking the "Stop" sign.

When you end the meeting, Zoom automatically creates an audio and a video file (mp4) and asks in a window in which folder on the computer the files should be saved.



## Further links and contact

- **Website of Leuphana Teaching Service on Zoom:**  
This website provides information on Zoom (including configuration and privacy information, functions and settings) as well as instructions and further links:  
<https://www.leuphana.de/en/universitaet/entwicklung/lehre/support-tools/digitale-plattformen-und-tools/videoconferencing/zoom.html>  
You can also find an illustrated introduction to Zoom for students.
- On the **Zoom website** you can find video tutorials on many topics:  
<https://support.zoom.us/hc/de/articles/206618765-Zoom-Video-Tutorials>
- In order to make collaborative teaching and learning in digital or hybrid settings as productive, transparent, and fair as possible, students, teachers, and employees of existing advising institutions at Leuphana University of Lüneburg developed [recommendations for an open and fair digital teaching and learning culture](#) in a joint design process. They are not legally binding, but are rather intended to serve as a guideline for good cooperation between teachers and students, although they still need to be specified in the respective courses. Also, the contents are only to be understood as a snapshot and are to be subject to constant, reflected further development.

For all questions regarding digital teaching, Leuphana teachers can contact the support team via the following functional address: [digi-support@leuphana.de](mailto:digi-support@leuphana.de)

For students, a student support team is available for inquiries and needs, which can be reached via the following functional address: [stud.digi-support@leuphana.de](mailto:stud.digi-support@leuphana.de)