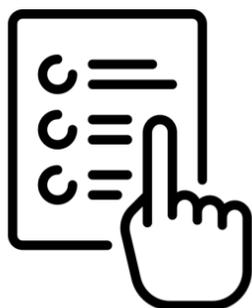# ZOOM SET-UP CHECKLIST

Log In Using: Questrom.zoom.us
Click a Topic to Watch a Video

1 **SET UP MEETING LINK**

Create a link that you can share with your students to invite them to the Zoom meeting.

2 **UNDERSTANDING MEETING CONTROLS**

Learn how to use the different features in Zoom to manage different settings and tools for your meeting.

3 **SCREEN SHARING**

The meeting host can share their screen, ipad/iphone, whiteboard, and additional cameras. Meeting participants can be invited to share their screens

4 **CONFIGURING AUDIO/VIDEO**

Connect and test your camera and mic. Create Default audio/visual settings for meeting attendees.

5 **BREAK OUT ROOMS**

Create spaces for students to have small group dicussions

6 **JOIN A MEETING**

Join a meeting and invite others to join.

PRO TIPS

1. Test your audio and camera and review your controls before the meeting.
2. Have all attendees mute their microphone unless speaking and avoid noisy activities that can be picked up by the microphone.
3. Avoid distractions and private behaviors (everyone can see you).
4. Familiarize yourself with the screen sharing features to make sure you are sharing the right screen
5. Look at the camera, It will create the feeling of eye-contact
6. Troubleshoot using the linked videos above or email **questromhelp@bu.edu**

LINKING ZOOM & QUESTROMTOOLS

We recommend that you create one zoom meeting for each course you teach and keep the meeting link the same through the rest of the semester.

For example, if I teach QM999 A1 and B1, I will have one zoom meeting for A1 and one meeting for B1.

When you create the zoom meeting, make sure it is a recurring meeting.

Post your meeting link to QuestromTools or email the meeting link to your students.

in Zoom -> Meetings -> Schedule a new meeting to create a meeting for your section

Make sure to check "**Recurring Meeting**" and schedule your meeting based on your class schedule

Once you have created your meeting, share the link with your class either on questromtools or email
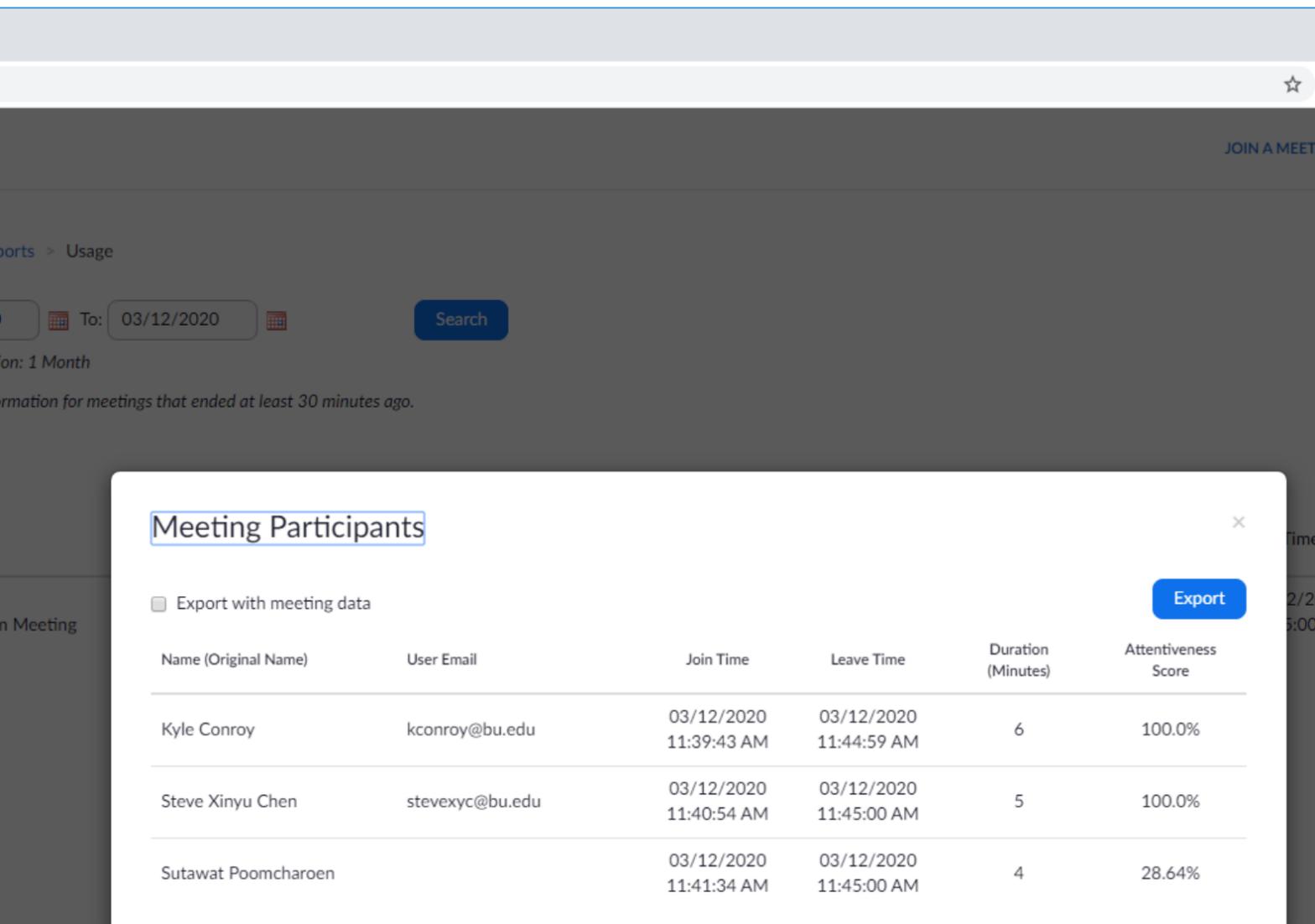
ATTENDANCE ON ZOOM

In Zoom Dashboard, you can go to Reports

Reports will give you a list of attendees for each session of your meeting. You can download that list and use it as attendance.
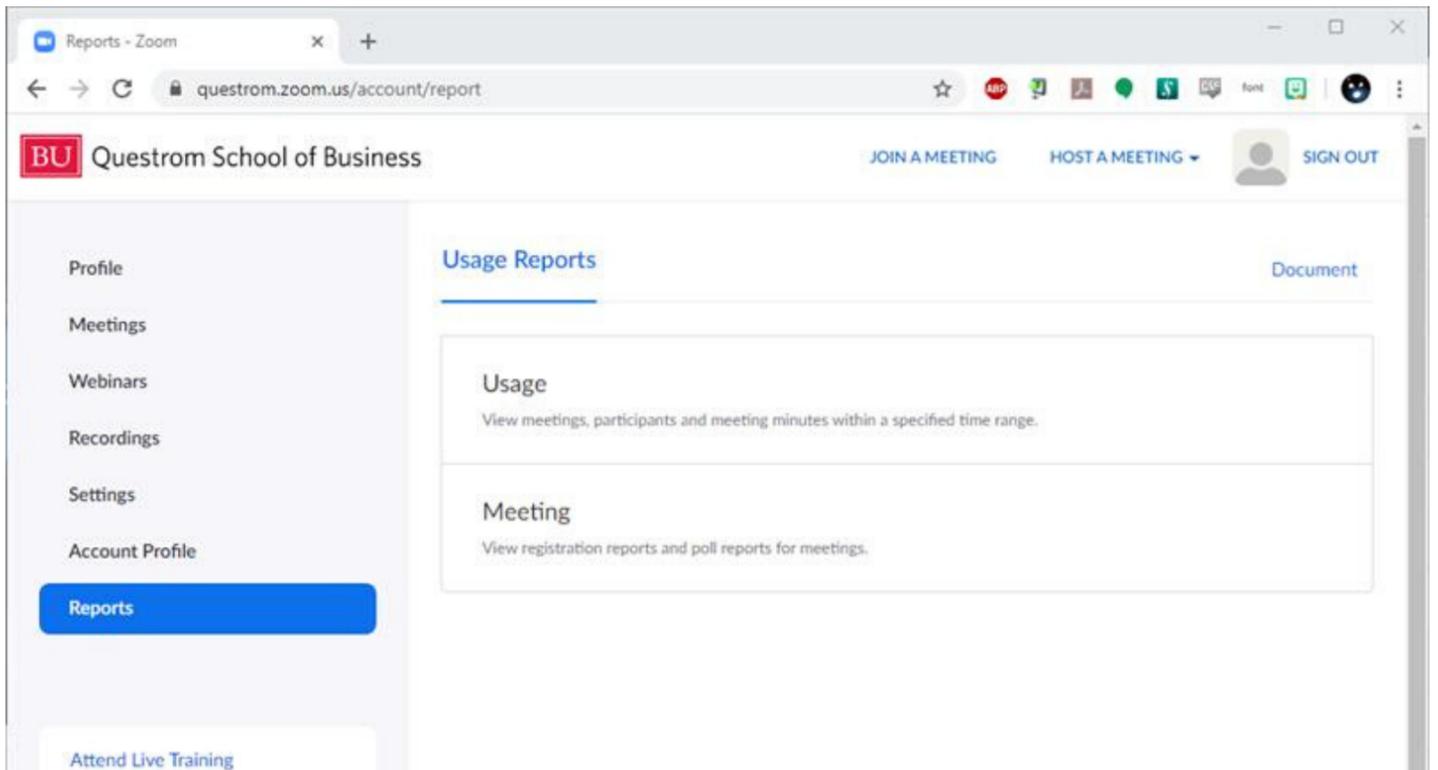
After your class session, it will take some time ~10/20minutes for the report to generate, you can then go to Usage and see the attendees

RECORDING AND SHARING VIDEOS

1 **HOW TO RECORD IN ZOOM**

2 **USE QUESTROMTOOLS MEDIA GALLERY**

- Locate the video your have recorded on your computer
  - Look in **Documents -> Zoom**
- In Questrom Tools, make sure the Media Gallery Tool is enabled
  - Go to Site Info -> Manage Tools, Check Media Gallery and Continue to enable the tool
- In the Media Gallery Tab, click on Add Media and Upload your video

USING DOCUMENT CAMERAS/TABLETS

Click a Topic to Watch a Video

1 **IPEVO V4K DOCUMENT CAMERA**

2 **ONE BY WACOM**