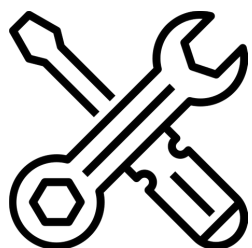


ZOOM SET-UP CHECKLIST

Log In Using: [BostonU.zoom.us](https://bostonu.zoom.us)

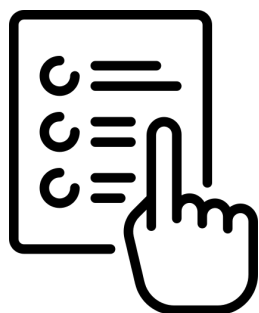
Click a Topic to Watch a Video



1

SET UP MEETING LINK

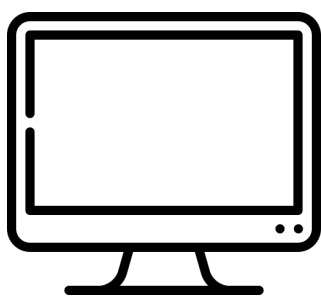
Create a link that you can share with your students to invite them to the Zoom meeting.



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

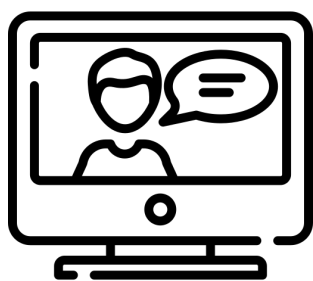
The meeting host can share their screen, ipad/iphone, whiteboard, and additional cameras. Meeting participants can be invited to share their screens



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 discussions



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.

The screenshot shows the Questrom School of Business user interface. On the left is a navigation menu with 'PERSONAL' at the top, followed by 'Profile', 'Meetings' (highlighted in blue), 'Webinars', and 'Recordings'. The main content area has tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Meeting Templates'. Below the 'Upcoming Meetings' tab, there is a 'Schedule a New Meeting' button and a link 'Join a meeting from an H.323/SIP room system'. A table below shows a meeting entry with columns for 'Start Time', 'Topic', and 'Meeting ID'. The entry shows 'Recurring' under Start Time, 'IT Steering Committee' under Topic, and '398-175-960' under Meeting ID.

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

The screenshot shows the 'Schedule a Meeting' form in Zoom. The 'Topic' field contains 'QM999' and the 'Description (Optional)' field contains 'Test Classroom'. The 'When' section shows the date '03/12/2020', time '11:00 AM', and 'AM'. The 'Duration' is set to '1 hr 0 min' and the 'Time Zone' is '(GMT-4:00) Eastern Time (US and Canada)'. The 'Recurring meeting' checkbox is checked, with the recurrence set to 'Weekly' every 1 week, occurring on 'Mon, Wed' until 'May 5, 2020' (15 occurrences). The 'End date' is set to 'By 05/05/2020' (7 occurrences).

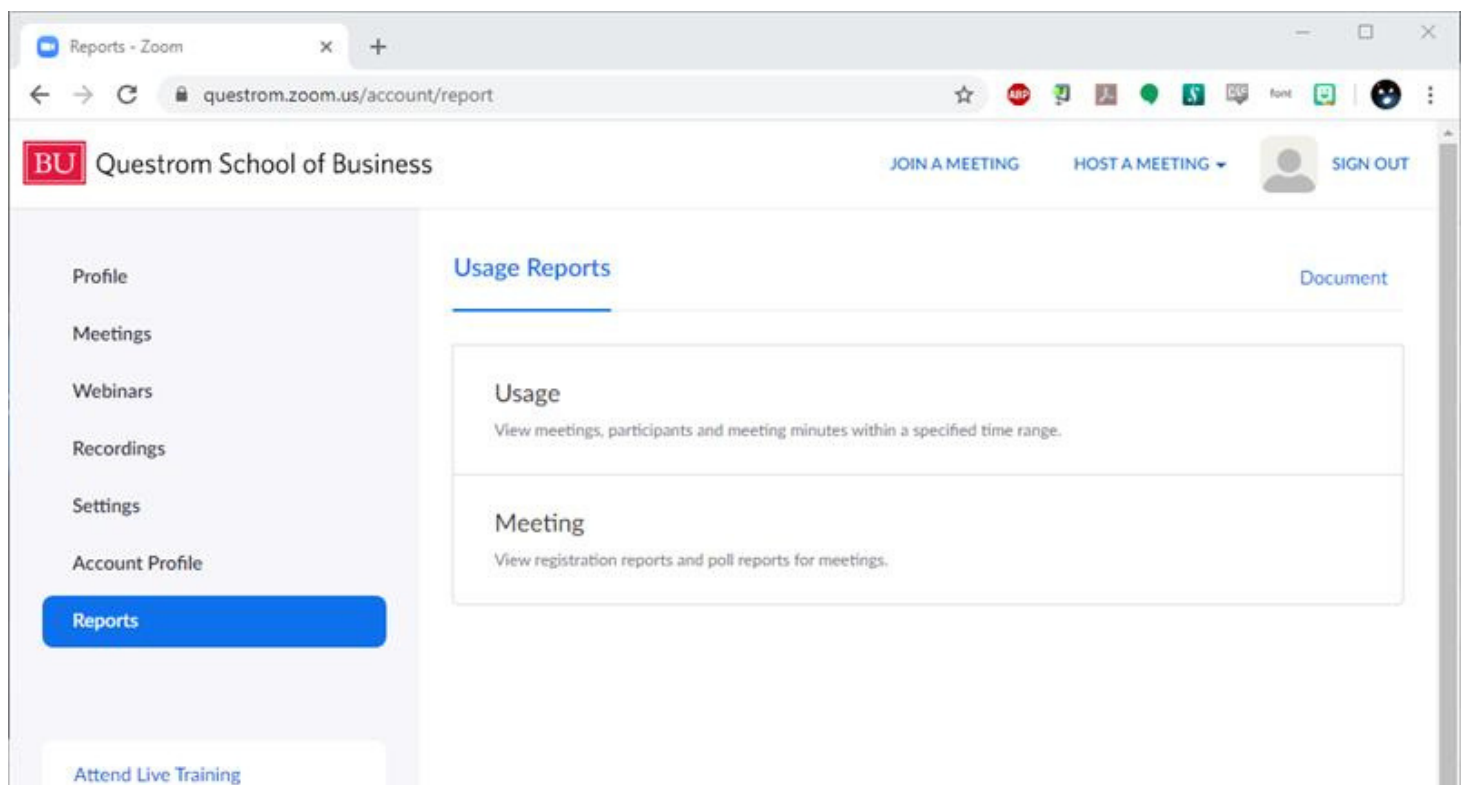
Once you have created your meeting, share the link with your class either on questromtools or email

The screenshot shows the 'Manage' page for a Zoom meeting. The 'Topic' is 'QM999' and the 'Description' is 'Test Classroom'. The 'Time' is 'Mar 16, 2020 11:00 AM Eastern Time (US and Canada)' with a link to 'Show all occurrences'. The 'Add to' section includes buttons for 'Google Calendar', 'Outlook Calendar (.ics)', and 'Yahoo Calendar'. The 'Meeting ID' is '634-166-309'. The 'Meeting Password' section has a checkbox for 'Require meeting password' which is checked. The 'Invite Attendees' section shows the 'Join URL: https://questrom.zoom.us/j/634166309' circled in red. The 'Video' section shows 'Host' and 'Participant' both set to 'On'. The 'Audio' section is set to 'Telephone and Computer Audio'.

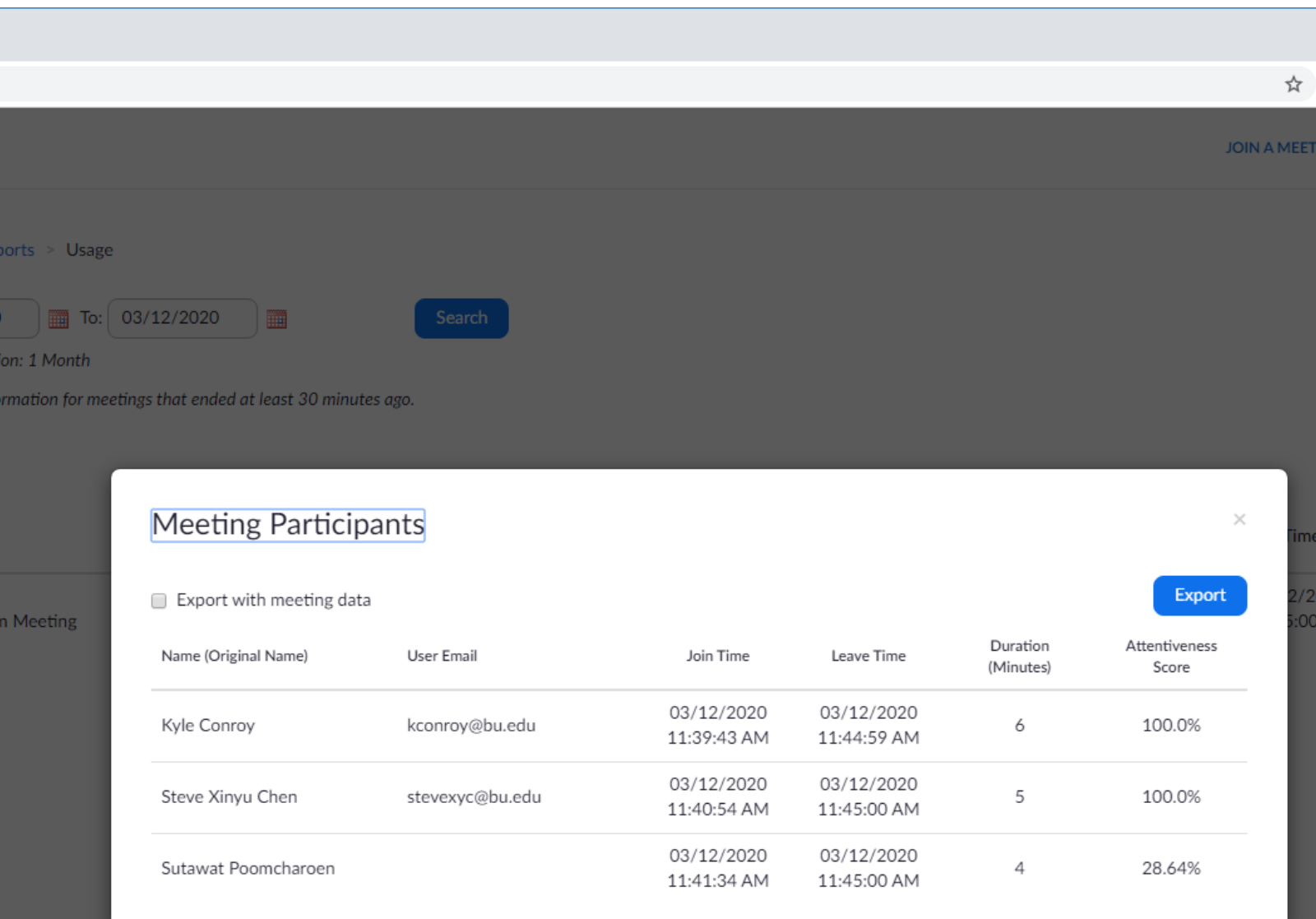
ATTENDANCE ON ZOOM

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 you 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

Boston University Questrom School of Business
Questrom Tools

Home IS454 A1 Spring 20 Administration Workspace IS454 A1 Fall 19 IS454 A1 Spring 19

Overview
Announcements
Calendar
Assignments
Resources
Gradebook
Syllabus
Email
Site Info
Drop Box
Media Gallery
Help

MEDIA GALLERY

Media Gallery

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Select one or more media items to add to the current gallery

My Media ADD NEW

Media Upload
Video Quiz

Search My Media

Filters Search In: All Fields Sort By: Creation Date - Descending

Justin Wolfers: "Gender and Economics Seminar Culture"
Justin Wolfers' (University of Michigan) talk on June 1, 2019 at the WeRISE Conference
on July 11th, 2019

WeRISE Panel and Closing Remarks

USING DOCUMENT CAMERAS/TABLETS

Click a Topic to Watch a Video



1

[IPEVO V4K DOCUMENT CAMERA](#)

2

[ONE BY WACOM](#)

