

# Faculty Guide for Conducting Live Lectures Using Zoom

Use this guide to schedule, run and record Zoom meetings for large, synchronous groups and to send meeting information. In this use case, participants (students) will not use video and will be muted by the host. Students will be prompted to type in Chat for questions and comments. Chat is actively moderated.

## DETERMINING ROLES

- Facilitator role - usually faculty, manages flow of session, does most of the talking, possibly all of the presenting of content
- Zoom moderator role - manages participants' audio and video, records the lecture and saves to local computer, posts Chat log and final Zoom video file to Box
- Chat moderator role -- manages comments and questions in Chat

## SCHEDULING THE MEETING

1. Open your browser window and go to [ucsf.zoom.us](https://ucsf.zoom.us)  
Note: You can also use your ZOOM app to schedule meetings, but you will have more options if you use your browser.
2. Click the **LOGIN** button in the upper-right, then enter your username and password in the MyAccess login page
3. Click **Meetings** in the left navigation menu, then click the blue **Schedule a New Meeting** button
4. Enter the meeting details and select these settings:
  - a. Select **Recurring meeting** if you want the convenience of the same URL for multiple sessions
    - i. Select **Required** next to **Registration** if you want a participant list (Note: You cannot use both Recurring and Registration in the same Zoom meeting)
  - b. Select **Off** for Participant under **Video**
  - c. Select **Enable to join before host**
  - d. Only select **Mute participants upon entry** if you are hosting remotely from home or elsewhere; if you are hosting from a room with video conferencing, this will mute the room
5. In the **Alternative Hosts** text box near the bottom, enter the UCSF email address(es) of the faculty who will host the small group meeting (separated by a comma)
  - a. Note: Faculty who don't have a UCSF email address can only join as participants. As the host, you can start the meeting and make them co-host if needed.
6. After you click **Save** at the bottom, you will see the meeting details you entered; you can click the **Edit this Meeting** button on the bottom if needed
7. In the **Invite Attendees** section, click the **Copy the invitation** link on the right
8. On the **Copy Meeting Invitation** window, you'll find the meeting link and meeting ID you can send; click the "X" in the upper right to close the window  
Note: To copy all invitation information, click the **Copy Meeting Invitation** button at the bottom

## DURING THE MEETING

1. Arrive in the Zoom meeting well in advance. **Do not use VPN in conjunction with Zoom.**
2. Click on the **Participant** list in the black Zoom toolbar:
  - a. Note the role that appears to the right of each name
  - b. Make sure appropriate people are the host or co-host (the first person to join the meeting that is designated in a host role will automatically be "Host" and any with host roles that join after will be "Co-Host")
    - i. The "Host" can transfer "Host" roles to another "Co-Host" as needed by clicking the dropdown next to their name

- ii. If the meeting is scheduled from your Zoom account, you can select **Claim Host** at the bottom of the Participants list. A pop-up will display allowing you to claim the host role. Enter the Host Key code from your Zoom Profile page (near the bottom)
- c. Make sure your Zoom and/or Chat moderator(s) are co-hosts.
  - i. If not, as host you can go to the right of their name, select **Make Co-Host** from the dropdown menu
  - ii. Select **Mute All** at the bottom of the Participant list and decide if you want to disable participants from being able to unmute themselves or not (co-hosts can always unmute themselves if needed)
  - iii. To make sure the correct video is seen by all participants:
    - 1. At the top of the Zoom meeting window, hover over the video of the participant to spotlight and click. From the menu, choose **Spotlight Video**
- 3. Click on the **Chat** option in the black Zoom toolbar
  - a. Communicate to students that questions will be moderated using Chat. Consider doing this in many ways: verbally, in a PowerPoint slide and in Chat
  - b. Let them know:
    - i. they will not be speaking or showing their videos in the session
    - ii. **they should NOT use VPN in conjunction with Zoom**
    - iii. they can ask questions privately in Chat by selecting only the Moderator name in the participant window
- 4. Click on **More** and select **Record** in the black Zoom toolbar
- 5. Start and run the meeting
- 6. End the meeting: Click on **Stop Recording** when done, go to the black Zoom toolbar, select **End Meeting**, then **End Meeting for All**; the Zoom window will close and disappear

## AFTER THE MEETING

1. A **Converting Meeting Recording** notice will appear showing it's being saved to your computer (cloud hosting not available at UCSF):
  - a. We recommend waiting (not doing other things) while the recording is "converting;" it can take a long time for a longer recording
  - b. Click **Save** when done
2. Find your recording file
  - a. Search for your Zoom folder on your computer (Macs: Use Finder, PCs: Use Search tool)
    - i. File name will read: "date + time + Title of Zoom Meeting + 9-digit Zoom mtg ID" (e.g., "2020-03-12 14.01.18 UCSF SOM Town Hall 657710644")
  - b. Open the folder and identify the .mp4 file
  - c. Move this .mp4 file to UCSF Box in this folder within your course/block:
 

<https://ucsf.box.com/s/129c08t59gxjy83nm6zvm49r53zvns3>
  - d. Rename the file to describe the lecture (the title/topic)
    - i. Guide: FacultyNames\_LectureTitle\_Date (e.g., Rutherford\_PublicHealth\_20.03.23)
  - e. The course coordinator and [iROCKET@ucsf.edu](mailto:iROCKET@ucsf.edu) will be notified that the file is available

## FOR INFORMATION AND SUPPORT

For 24-hour technical support, contact Information Technology (IT) Service Desk [online](#) or by phone at 415-514-4100.

To learn more about ZOOM, contact Educational Technology Services (ETS) at [edtech@ucsf.edu](mailto:edtech@ucsf.edu) or 415-476-4310.

For consultations on using ZOOM in educational projects and for complex meetings, contact iROCKET at [iROCKET@ucsf.edu](mailto:iROCKET@ucsf.edu) or 415-502-2800 to learn more.