Conducting Classes Virtually: How to Use Zoom

Zoom allows you to set up a virtual classroom where you and your students can see and speak with each other in real time. Resources on this page help you Log into Zoom for the first time.

For information on the differences and how to manage **Zoom vs. Zoom HIPAA** please see [this guide.](#)

Setting up your Yale Zoom account

Log into Zoom

To get your Yale-licensed Zoom pro-account, you will need to log into Zoom directly to create your account. This is a required step to get access to pro-account features and to use the Zoom/Canvas integration. Click the link below for full instructions, or watch the video for a demonstration.

Create a Yale Zoom Account and Sign-in

Setting up Zoom sessions in Canvas course

By default, Zoom (or Zoom HIPAA) should already be listed in your course navigation menu. If you do not see Zoom in your menu, click the link below to view instructions on how to enable Zoom in your course site.

> ⚠ NOTE: If you click on the Zoom (or Zoom HIPAA) link in your course navigation menu and receive an error, you may not have created your Yale Zoom account or you may need to use the other Zoom tool (Zoom or Zoom HIPAA). Click the links below for more information:
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> • [Common Zoom Errors (Error 2216 / Error 1001)](#)
> • [Zoom vs Zoom HIPAA](#)

Enable Zoom within a Canvas course

Instructors may need to take a few steps to enable Zoom within a Canvas course site. When Zoom is enabled, you can schedule and display class meetings within your Canvas course pages. Students can view upcoming Zoom sessions and join them directly from your course site. Learn how to enable Zoom within your Canvas course site.

⚠️ *Note: As Zoom releases frequent updates, some of the settings shown in the video below may be slightly different than what you see in your own course.*

Schedule course meetings with Zoom in Canvas

Now that Zoom is enabled in your Canvas course site, learn how to schedule course meetings.

Record your Zoom session

You can use Zoom to record lectures and share recordings on Canvas or use Panopto (known as Media Library) to pre-record lectures. The Poorvu Center recommends that faculty members record class sessions to ensure that students in distant time zones can access course materials asynchronously.

Best Practices for using Zoom

To help everyone get the most out of class sessions in a virtual classroom, we suggest the following practices for instructors and students:

1. Use earbuds or headphones to avoid feedback and echoes.
2. Mute yourself when you are not speaking. "Mute audio" is in the bottom left corner of your Zoom screen.
3. You can turn off your video temporarily using the "Stop video" feature in the bottom left corner of your Zoom screen.
4. Wireless networks can lose signal and result in Zoom temporarily freezing. For a more stable connection, consider using a wired internet connection with an Ethernet cable. This involves plugging an Ethernet cable into your computer - but in many cases an adapter may be required to connect. Please contact the ITS help desk if you need further assistance.

User limit on Zoom

Each of your individual live course sessions in Zoom can handle up to 300 simultaneous viewers. For courses with more than 250 students, we suggest including about half of your students in the live course session and asking the remaining students to view the recording of the session.

Zoom In-Meeting Features

Below are listed the most commonly used Zoom meeting features. Once you have started your session, you can take advantage of several features that are available right within the meeting interface.

💡 NOTE: Some features, like Waiting Rooms, can be both set up when you schedule your meeting and also set up once you have opened your meeting.

Share your screen with Zoom

Instructors can share their computer screen so every student can view the material (slides, documents, etc.). Learn more about screen sharing with Zoom.

Enable the Closed Captions Feature

Enable the Closed Captions feature on your account for any meetings that will require closed captions. Closed captioning CART (Communications Access Realtime Translation) services will be identified based on accommodation requests. In addition, please be familiar with how to assign a participant to type closed captions should a request arise.
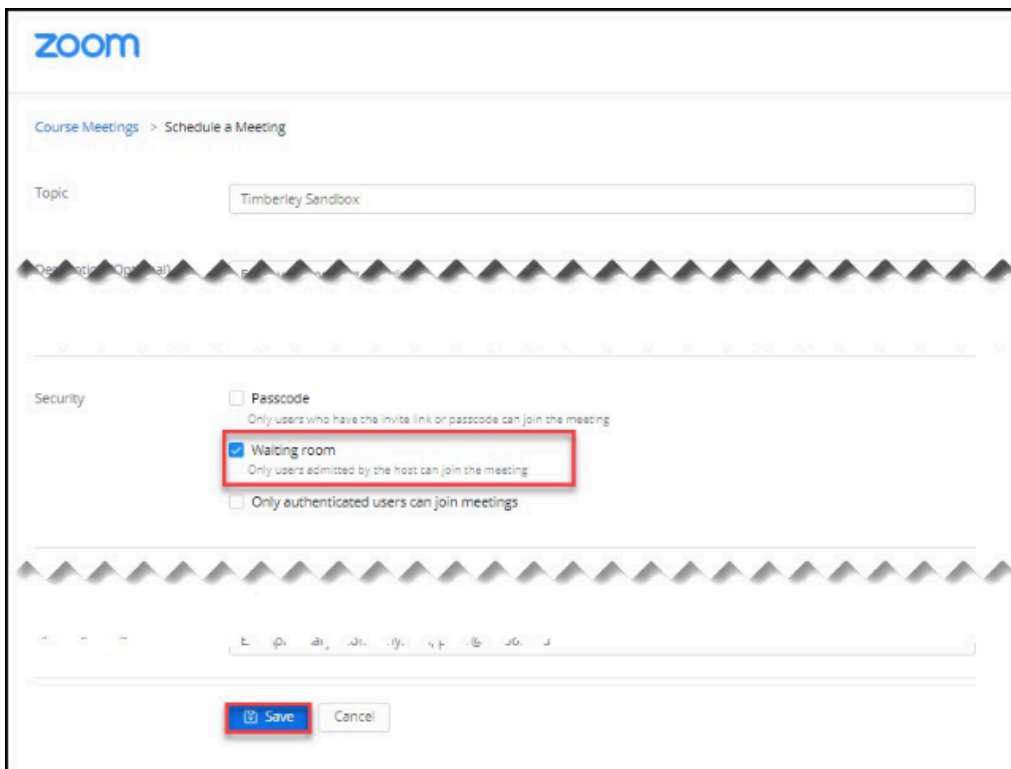
Automatic captions using Artificial Intelligence (AI) are also available in Zoom. These captions should be enabled for your account for use regardless of accommodation requests. Note that automatic captions do not meet ADA standards but are an important accessibility tool more generally. To enable Automatic captions:

1. Log into the zoom web portal (https://yale.zoom.us) and access **Settings** –> **In Meeting (Advanced)** –> **Closed captioning** *(you will need to scroll down to find these options under Settings)*
2. Click the toggle button to enable Closed captioning then check the box next to both **Allow live transcription service to transcribe meeting automatically** and **Allow viewing of full transcript in the in-meeting side panel**.

3. At the start of a meeting, the host can click the Live Transcript button and Enable Auto-Transcription

Use the "Waiting Room" feature in Zoom

When you schedule your meeting through your profile page on https://yale.zoom.us, through the Canvas/Zoom integration or through the Zoom app, you will see an option to under the Security section to enable the waiting room for your meeting session. Fill in the form with all of your settings and then select the checkbox for the waiting list. Once you are finished, click the Save button at the bottom of the form.

If you did not pre-set the waiting room feature, you can also enable the waiting room after you have started a session by selecting the Security button across the bottom of your meeting and selecting Enable Waiting Room.
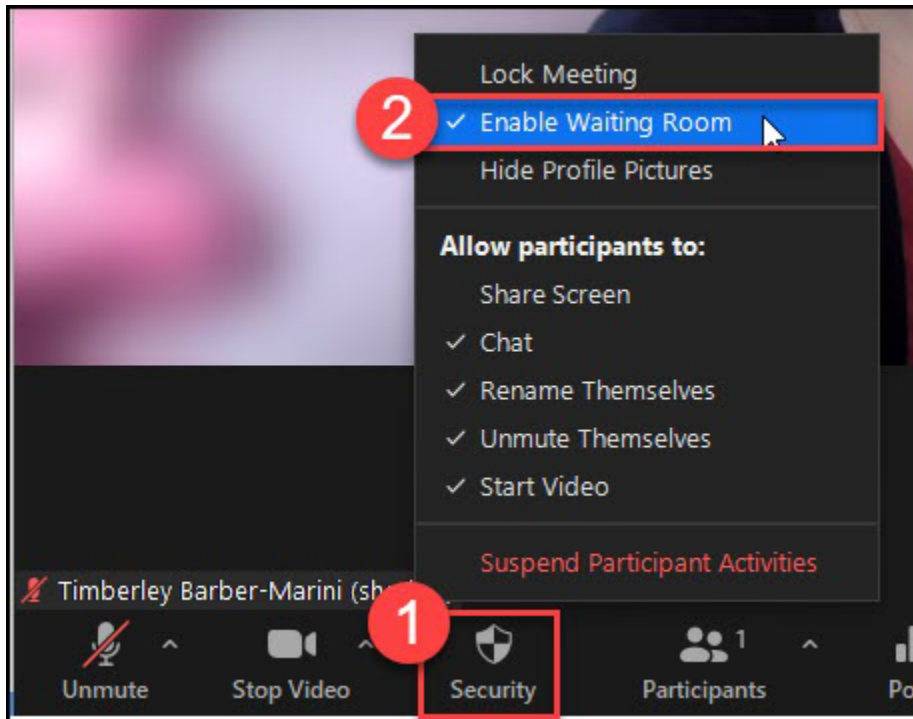
When enabled, users who join your event will be place in the waiting room until the host or co-host of the session admits them. For a demonstration of how to allow users into your session from the waiting room, watch the video below.

Use the "White Board" feature in Zoom

⚠️ NOTE: In the video above, the feature to **disable participant annotations** has moved to the Security tab at the bottom of your Zoom app. From the Security tab, make sure to un-check the option for **Annotate on Shared Content**.
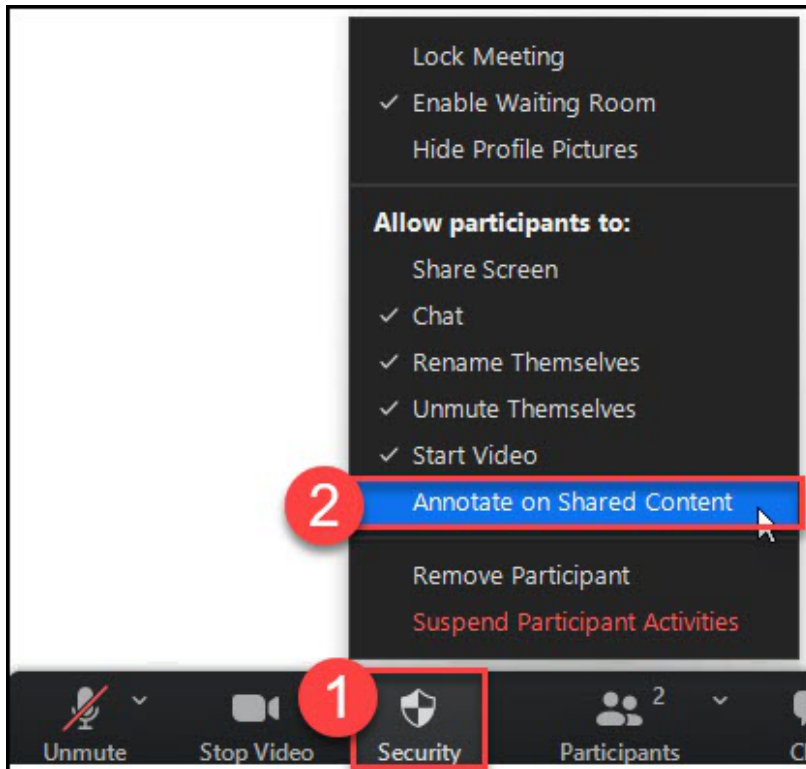
Use the "Breakout Rooms" feature in Zoom

The breakout room feature in Zoom allows you to split your Zoom meeting in to smaller groups, and allows the host and co-host to move between breakout rooms as desired. Breakout rooms can be created automatically (random room assignment), manually, or with the ability for participants to select which room they would like to join. Zoom also provides a feature to pre-assign participants to breakout rooms in advance by adding the breakout room information to your meeting.

Zoom Guides on using Breakout Rooms

Zoom Guide on Managing Breakout Rooms

This guide covers:

- Creating breakout rooms
- Option for breakout room behavior
- Joining breakout rooms as a host or co-host
- Broadcasting messages to breakout rooms
- Responding to requests for help from participants in breakout rooms

Zoom Guide on Participating in Breakout Rooms

This guide covers:

- Joining a breakout room as a participant
- Requesting permission to record in a breakout room
- Leaving a breakout room

[Zoom Guide on Pre-assigning Participants to Breakout Rooms](#)

This guide covers:

- Pre-requisites and limitations for pre-assigning breakout rooms
- Pre-assigning participants using the web portal
- Starting a meeting with pre-assigned breakout rooms
- Recovering to pre-assigned breakout rooms

Getting Support for Zoom

Additional support for students

Students with additional questions about Zoom should [visit the support section on the Zoom website](#).

Faculty support

To ask questions or consult with a Poorvu Center staff member, [please contact us](#). You can submit a [consultation request](#) on the Poorvu Center website.