Zoom Faculty Remote Teaching Guide

To schedule a remote class meeting in Zoom follow the scheduling instructions here:

https://www.uidaho.edu/law/lawtech/self-help/zoom

If campus is still open send the Zoom invitation to lawtech@uidaho.edu. If campus is closed send the invitation to your students so they can connect from home.

When it is time to start the class login to zoom.uidaho.edu or open the Zoom app and hit the start button next to your meeting. More instructions here: https://support.zoom.us/hc/en-us/articles/201362423-How-do-I-Start-or-Join-a-Scheduled-Meeting-as-the-Host-

Once you are joined in you have a handful of meeting controls. This video walks you through meeting controls: https://youtu.be/4w_pRMBEALE and an in depth article can be found here: https://support.zoom.us/hc/en-us/articles/201362603-Host-and-Co-Host-Controls-in-a-Meeting

Here are some other features you might use during a call:

Screen sharing: To share your screen click the green share button while you are connected to the call. Here is a short video on screen sharing: https://youtu.be/9wsWpnqE6Hw and an depth article: https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-

Breakout Rooms: If you would like to be able to breakout students into separate calls (e.g. small group work) you can turn on breakout rooms before starting the class. Instructions on using breakout rooms are here: https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms

Recording: Zoom can record calls but recordings of classes are FERPA protected and must be immediately moved to OneDrive or Microsoft Stream once the class is completed and then promptly deleted from your computer and your Zoom account: https://www.youtube.com/watch?v=AYzPS28rg7E