

Zoom Remote Class Guide

Ver 1.1

Center for Innovative Teaching and Learning



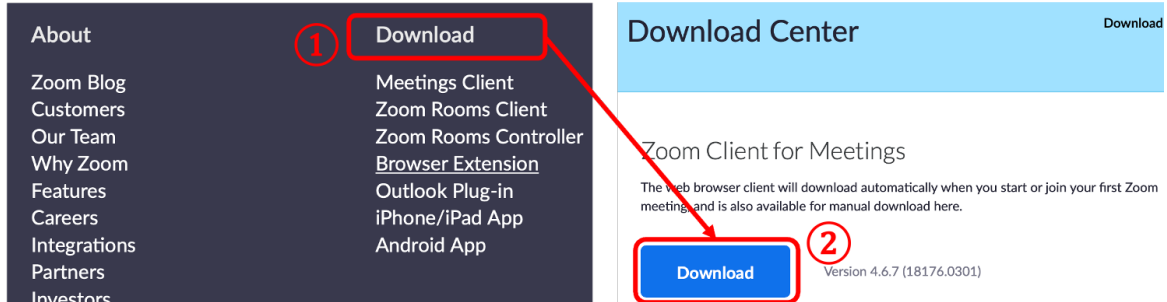
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1. Setting up Zoom

1.1. Installing the Zoom application

- 1) Click [Download] at the bottom of the Zoom official website (<https://zoom.us/>).
- 2) Click the second [Download] button and install the Zoom application.



1.2. Testing audio-visual devices

- 1) Go to the test meeting page (<https://zoom.us/test>) and click [Join]. (Note that it is called a “meeting” in Zoom, but that Tokyo Tech will be using it to conduct online lectures.)
- 2)

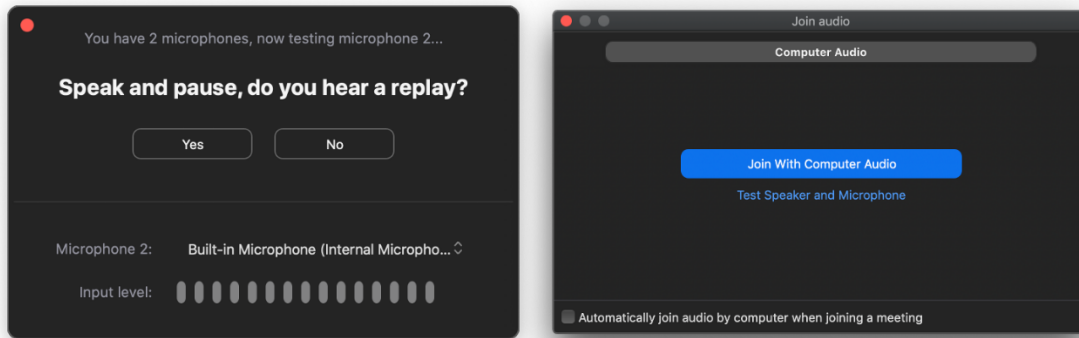
Join Meeting Test

Test your internet connection by joining a test meeting.



If you are unable to join the meeting, visit [Zoom Support Center](#) for useful information.

- 3) Follow the instructions to check all connected devices, such as cameras and microphones, to test that they are functioning correctly. (If the devices are not recognized by Zoom or if the test fails, inspect and fix the problem manually until it is solved.)



Note: Built-in microphones on computers are often of low quality and do not cut noise when recording. We recommend the use of external microphones, such as unidirectional microphones.

1.3. Activating Zoom accounts registered with a Tokyo Tech email

Note: This step is only for those who do not have a paid Zoom account registered with a Tokyo Tech email address. If you already have a paid account (Pro, Business, Enterprise) please ignore the Zoom invitation mail.

Every faculty member in charge of a course during 1Q (except for faculties in charge of only seminars during 1Q) has been sent an invitation to Zoom to their Tokyo Tech email address (xxx@m.titech.ac.jp) with the subject line, “Zoom account invitation”. Please proceed with the following steps:

Different cases:

- 1) For those without a Zoom account registered with a Tokyo Tech email address, go to step **1.3.1.**
- 2) For those with a free Zoom account registered with a Tokyo Tech email address, go to step **1.3.2.**
- 3) For those with a paid Zoom account registered with a Tokyo Tech email address, DO NOT do anything and disregard the invitation email. Otherwise, all data relating to your contract up to this point will be permanently removed. Please skip all of step 1.3.

1.3.1. For those without a Zoom account registered with a Tokyo Tech email

- i) Please open the Zoom invitation email received in your Tokyo Tech email address

(xxx@m.titech.ac.jp) and click [Activate Your Zoom Account]. Then, click [Sign Up with a Password].

ii) Enter your name, surname, and password. Select [Continue].

Welcome to Zoom

Hi, [redacted]@m.titech.ac.jp. Your account has been successfully created. Please list your name and create a password to continue.

Taro

Titech

.....

Password must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper case and Lower case characters

Password must NOT:

- Contain only one character (11111111 or aaaaaaaa)
- Contain only consecutive characters (12345678 or abcdefgh)

.....

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

iii) Click [Go to My Account] and your profile will be displayed. Check that the [User Type] field reads [Licensed]. After this, activation will be completed.

Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:
[https://zoom.us/j/\[redacted\]](https://zoom.us/j/[redacted])

Start Meeting Now

Go to My Account

Taro Titech
Account No. [redacted]

Personal Meeting ID [redacted]
[https://zoom.us/j/\[redacted\]](https://zoom.us/j/[redacted])
× Use this ID for instant meetings

Personal Link Not set yet.

Sign-In Email [redacted]@titech.ac.jp
Linked accounts: [redacted]

User Type **Licensed**

Capacity Meeting 100

Language English

1

2

1.3.2. For those with a free Zoom account registered with a Tokyo Tech email

i) Please open the Zoom invitation email received in your Tokyo Tech email address (xxx@m.titech.ac.jp) and click [Approve the Request].

ii) Then click [I Acknowledge and Switch].

By accepting this invitation, you are switching to a new Zoom account

Before you switch, be aware of the following:

- After you switch, you can still access your own data, such as your meetings and recordings.
- Your role in the new account will be "member". This role might have fewer privileges than your role in your current account.
- Your new account might not provide access to all of the features you have in your current account.

I Acknowledge and Switch

Sign into Your Current Account


- iii) You will see the message, “Your account has been switched successfully. You are now a member of the Zoom account Tokyo Institute of Technology”. Click [Sign in to Your Profile Page]. If you see the message, “Your account will be switched soon,” please go to the Profile Page later and check the step iv.

Your account has been switched successfully

You are now a member of the Zoom account Tokyo Institute of Technology

Sign In to Profile Page

- iv) Check your profile page and make sure that the [User Type] field reads [Licensed]. After this, activation will be completed.

	Taro Titech Account No. [REDACTED]
Change	
Personal Meeting ID	[REDACTED] https://zoom.us/j/[REDACTED] × Use this ID for instant meetings
Personal Link	Not set yet.
Sign-In Email	[REDACTED]@m.titech.ac.jp Linked accounts: [REDACTED]
User Type	Licensed ⓘ
Capacity	Meeting 100 ⓘ
Language	English

- 1.3.3. For those with a paid Zoom account registered with a Tokyo Tech email DO NOT do anything. Please ignore the invitation email. Otherwise, all data relating to your contract will be permanently removed.**

2. Setting up online lectures using Zoom

Please note that all uses of “meeting” in Zoom refer to Tokyo Tech’s online lectures. Please schedule one “meeting” for every lecture.

2.1. Scheduling lectures with Zoom

Click [SCHEDULE A MEETING] near the top of the page to schedule an online lecture. Fill in the required fields to schedule a lecture and click [Save].

Main fields:

Field	Input
Topic	Course name
When	Lecture date and starting time
Duration	Set the lecture duration (1hr 45min) (the system does not allow 1hr 40min)
Meeting Password	Uncheck (to speed up the student participation process)

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting

Registration Required

Meeting ID Generate Automatically Personal Meeting ID 892-886-7792

Meeting Password Require meeting password

2.2. Notifying students of online lectures

After saving the above info, copy and save the link in the [Join URL] field.

Inform the students of the lecture date and starting time along with the link using the OCW-i [Notification (e-mail) delivery] function.

Join URL: <https://us04web.zoom.us/j/██████████>

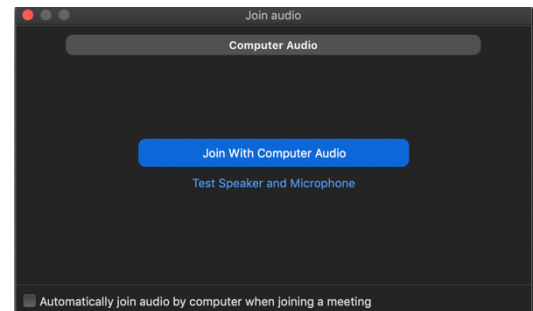
By clicking [Join URL], the user will automatically initiate the Zoom application and join the lecture.

Note: If Zoom is not installed, installation will start automatically.

3. Giving online lectures using Zoom

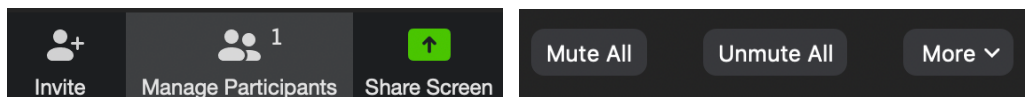
3.1. Initiating scheduled Zoom “meetings”

- 1) Before the lecture starts, join the “meeting” by going to the website displayed in [Join URL] obtained in step 2.2.
- 2) Select [Join With Computer Audio] and start the lecture.



3.2. Checking student attendance

You can check students’ attendance by clicking [Manage Participants] at the bottom of the screen. A list of participants will be displayed on the right.



Note: Selecting [Mute All] at the bottom right will mute all of the microphones except for that of the host lecturer.

3.3. Starting lectures

As the lecture time approaches, check to make sure that your microphone is ON and start the lecture at the start time.



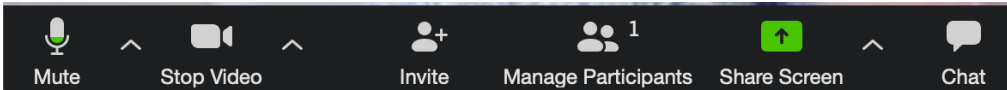
Note: The above screenshots show when microphones and videos are OFF (left) and ON (right).

3.4. Sharing desktop screens with students

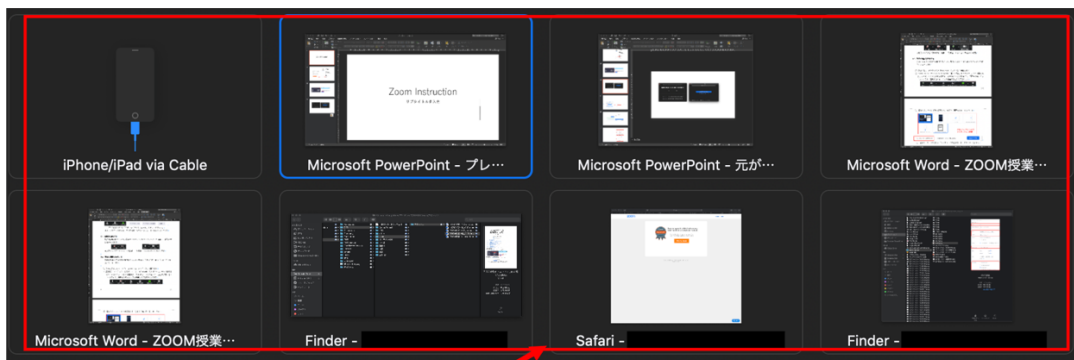
Follow the steps below to show and share documents in real time, such as PowerPoint slides, with the students.

1) Open the file (Ex. PowerPoint slides, etc.) you wish to share. **Please open the file BEFORE you go to the step 2.**

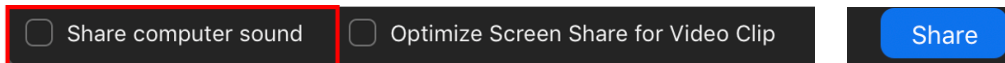
2) Click [Share Screen] at the bottom of the menu.



3) Select the window that displays the file you wish to share and click the [Share] button. The selected window will appear on students' screens.



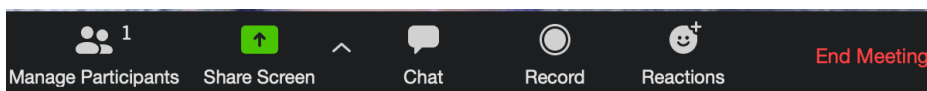
Click the window you wish to share



Note: If you wish to share all the audio of your computer, place a tick in the [Share computer sound] option.

3.5. Ending lectures

Click [End Meeting] at the bottom right-hand corner and select [End Meeting for All].



4. Miscellaneous: Other options and the Zoom online help center

Apart from the above-described method, Zoom offers more options as explained below. We will continue updating the guide to include new details and possible options as they arise.

- Chat option: By clicking the [Chat] option at the bottom of the menu, sending text messages will be possible among all participants or selected ones.
- Whiteboard option: By connecting a web camera or document camera, hand-written notes can be included in lectures.
- Group discussion: By using the “Zoom Breakout Rooms” option, students can be split into small groups in different rooms to have separate group discussions. The host lecturer can enter and leave any of the rooms.
- Recording option: Video and audio from the lecture can be saved on computers.

For any other inquiries, check the Zoom online help center. (<https://support.zoom.us/hc/en-us>)