

Zoom User Guide

UVic-UCC, Vic Campus



Docència Universitària
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PREAMBLE

The University Teaching and Educational Technology Unit has made this document available to help people use the Zoom video conferencing platform. UVic-UCC seeks to guarantee the protection of personal data and respect rights to honour, personal and family privacy and the image of users. This guide tells you how to use the Zoom platform in accordance with current regulations. This is a practical document, which includes various resources and tips.

ZOOM ACCOUNTS

In November 2020, UVic-UCC acquired a Zoom educational licence for use by members of the Vic Campus (UVic and UMedicina). An important aspect was setting up Zoom user accounts of members of the university community.

User profiles (email addresses) ending in **@uvic.cat** or **@umedicina.cat** are part of the **uvic-cat.zoom.us** community. A single sign-on (SSO) system has been enabled for Zoom via the Virtual Campus authentication mechanism and there is now a Zoom access icon within the Campus.

An educational account for each user profile can be associated with a Basic or Licensed Zoom profile. In terms of benefits, the first broadly corresponds to Zoom's free individual account and the second to a professional individual account.

Both types of accounts allow you to organise Zoom meetings, but the Basic account only allows you to create meetings of up to 40 minutes if more than two people participate.

Basic features of the Licensed UVic-UCC Zoom profile

- ▶ Meetings of up to 300 users
- ▶ Meetings of unlimited duration
- ▶ 1 simultaneous meeting per licence
- ▶ Waiting room
- ▶ Virtual backgrounds
- ▶ Video filters
- ▶ Voting
- ▶ Annotations
- ▶ Chat
- ▶ Reactions
- ▶ Whiteboard
- ▶ Breakout rooms
- ▶ Automatic transcription (in English)
- ▶ Language interpreting
- ▶ Local and cloud recording
- ▶ Creation of meetings with Zoom or UVic-UCC authentication (**@uvic.cat** and **@umedicina.cat**), or without participant authentication

The Licensed UVic-UCC Zoom profile has various groups: teaching staff (PDI), service staff (PAS) and generic, among others.



PDI and PAS profile with a Zoom Licence

- ▶ Using Zoom integrated into Moodle platforms (Aules, Ubiqua and Grups de treball)
- ▶ Configurable cloud recording. By default, recording is limited to screen sharing and a view of the active speaker.
- ▶ Sharing Zoom cloud recordings during the current academic year. For subsequent use, recordings can be downloaded and shared via MS OneDrive or other UVic-UCC platforms.
- ▶ Access to recordings via Moodle courses.
- ▶ Configurable personal meeting rooms.
- ▶ Streaming.

Starting in 2022, all Zoom cloud recordings will be deleted on the last Wednesday in August. Links to published cloud recordings will be inaccessible.

UVic-UCC Zoom Licensed profiles for shared use of units, services, faculties, etc.

- ▶ Use of Zoom without integration in Moodle platforms.
- ▶ Configurable cloud recording. By default, recording is limited to shared screens and the active speaker.
- ▶ Sharing recordings from the Zoom cloud during the same academic year. (Please note that these accounts are generic and used by more than one person. If the meeting includes sensitive information, the person organising the meeting should download the recording and delete it from the Zoom cloud.) Recordings can be downloaded and shared from MS OneDrive or another UVic-UCC platform.
- ▶ Streaming.

From 2022, all recordings in the Zoom cloud will be deleted each year on the last Wednesday in August. Links to published cloud recordings will be inaccessible.

Students and other users with a Basic account

Anyone with @uvic.cat or @umedicina.cat mail can access the uvic-cat.zoom.us community. If you are not using a profile in one of the above groups (teaching and service staff [PAS/PDI] or shared licence) you will be assigned a Basic account. This account has the following features:

- ▶ Limited to 40 minutes per meeting if there are more than 2 participants.
- ▶ Local recording only.
- ▶ Configurable personal meeting room.

If you have a Basic account and need a Licensed account for work, write to <https://bit.ly/uduteurespon>.



Zoom Webinar add-on

UVic-UCC has a Zoom Webinar licence for up to 500 participants to organise institutional events in round table format. Zoom Webinar allows you to open large events to unidentified attendees, with registration and follow-up if required.

See the [comparison](#) between Zoom meetings and webinars.

If you are interested in using this add-on, please contact <https://bit.ly/uduteurespon>.

HOW TO USE ZOOM

Activate your UVic or UMedicina Zoom account

You can activate your UVic or UMedicina profile in the university's corporate Zoom account. See the [How to use Zoom for online sessions](#) article, published by the ICT Unit.

Once your profile is activated, you will be able to use your University Zoom account.

To log in to Zoom, identify yourself as a Virtual Campus user by selecting the Login with SSO option. The UVic domain is **uvic-cat.zoom.us**.

Download and install the Zoom desktop application

To download the Zoom application, go to <https://zoom.us/> and in the Resources section (top right), select Download the Zoom client.

It is best to use the Zoom desktop application and keep it up to date, but if for some reason you do not want to install the application, you can use Zoom in your web browser. At the bottom of the meeting login screen, there is an option in small print to access Zoom via the browser. Browser access does not have all the features of the desktop application and is not available for meetings that require registration.

User guides and good practice with Zoom Meeting and Zoom Webinar

Consult the [UVic Teaching Resources wiki](#) (in Catalan), which includes many resources to help teachers.

The [Online Event Protocol](#) (in Catalan) describes the different scenarios of online events, beyond teaching, and provides guidance on how to prepare them. The aim is to provide a checklist for before, during and after such an activity. There is also an external technician booking form.

Recordings and their management

As a general rule, **recording with cameras and microphones should only be used when essential**, on the basis of academic criteria or in assessment processes, in line with the UVic-UCC regulations.

Teaching and assessment contexts that are suitable for recording by teachers are described in Section 2.3 Recordings of the document [Regulations for the use of digital tools and formats for teaching and assessment](#) (approved by the UVic-UCC Board of Government on 5th May 2021).



Recordings should only be archived, managed and distributed from UVic-UCC platforms or third-party platforms contracted by UVic-UCC.

► **Notice of responsibility for recording**

The recording notice has been activated for all Zoom accounts. If you record, the following warning is activated, requesting consent of participants. This text is shown whether the recording is in the cloud or on-premises:

I know and accept the rights and duties that derive from the Regulations for the use of digital tools and formats for teaching and assessment, and other applicable UVic-UCC regulations.

[Regulations](#)

The message and the link to the rules are the same for everyone, but the options are different. The host must confirm that they want to record the session. Others involved can choose “Got It” or “Leave Meeting”.

The text is available in Catalan, Spanish and English.

When organising activities with external speakers, those responsible for the activity should obtain the **consent of each speaker**:

Campus Virtual > Community > Infrastructure and General Services > Gestió d'espais > Plantilles i normatives > Autorització d'enregistrament, difusió i promoció - català / espanyol / anglès”.

► **Keeping evidence**

It is important to know how long recordings from teaching and assessment should be kept. See Section 3 Conservation of evidence in the document [Regulations for the use of digital tools and formats for teaching and assessment](#) (approved by the UVic-UCC Board of Government on 5th May 2021). Teaching recordings should be made available to students at the same time as other teaching materials; assessment recordings should be kept for the same period as written examinations or other test materials.



Decalogue of Zoom good practice

Always

- ▶ Download the latest version of the Zoom desktop client.
- ▶ Make sure you have a good internet connection. Check your connection at <https://zoom.us/test>.
- ▶ Make sure your face is well lit.
- ▶ Make sure you know about and use the Zoom in-meeting security controls.
- ▶ Do not record by default.
- ▶ With a new group, make time at the beginning of the session and establish an alternative channel to help people get connected.

Before the session

- ▶ Log in to Zoom with SSO.
- ▶ Use an external microphone and headphones.
- ▶ Set up a waiting room.
- ▶ Mute the microphones at the beginning of the session.

At the beginning of the session

- ▶ Turn off private chat.
- ▶ Disable annotations.
- ▶ Encourage orderly use of the chat channel.
- ▶ For teaching, indicate the dynamics of the session.

During the session

- ▶ Use Zoom interactive tools (chat, reactions, voting, breakout rooms, screen sharing, etc.) and other tools available.
- ▶ Control screen sharing.
- ▶ Receive and transfer files securely.
- ▶ End the session for everyone.
- ▶ At the end of a recorded session, leave a few minutes without recording so that participants can speak more freely.

Contact

To find out more about the benefits of Zoom sessions, you can contact <https://bit.ly/uduteurespon> or attend one of our monthly [advice sessions](#).