HOW DO I OFFER LIVE LECTURES?

TIPS AND TRICKS

Mute all participants when you begin class.
Use a microphone to minimize surrounding noise.
Use your webcam and encourage students to use webcams.
Explore breakout rooms for smaller class discussions.
Encourage Chat for short, quick interactions.
Record your session and share with the class.

GET STARTED

Get a Zoom account, if you do not already have one.
Web: https://tech.rochester.edu/services/zoom

CREATE A MEETING INSTANCE

Log on to Zoom and create a scheduled Zoom session.
http://rochester.zoom.us

Go to My Meetings and Schedule a New Meeting
Fill in the date, time, and details and settings. You may not need to
change any of the default settings. Click Save.

This will generate a meeting instance.
Save the URL and/or meeting ID.

SHARE THE MEETING INSTANCE

Copy the URL or full invitation. You can retrieve this anytime by
logging into your Zoom account.

Meeting ID	241-452-742
Meeting Password	Require meeting password
Invite Attendees	Join URL: https://rochester.zoom.us/j/241452742	Copy the invitation

Share this information with your students.

START THE MEETING

On the day and time of the meeting, use the URL to start the meeting.
Be sure that you are logged into Zoom or you will not be the host of the
meeting.

Join with computer audio if you have a microphone. Otherwise choose
to call in by phone. If calling in by phone, be sure to include your
Participant ID to link your identity to your voice.