

Introduction

Welcome! You've been invited to be a Zoom User within Yale-NUS College.


The administrator of your account will send you an email invitation to create your Zoom login. This guide will help you get started on how to use Zoom for Video Conferencing (Online Meeting) or using Zoom to deliver your lesson through the Canvas Learning Management System. To begin, you will need to activate your Zoom.

Activating Your Zoom account

When your account is activated, you will receive an activation email from Zoom. Activate your Zoom account as soon as you received the automated email:

Note: Your newly created Zoom account will be your Yale-NUS email address.

Zoom account invitation



Zoom <no-reply@zoom.us>
To: Yale-NUS College EdTech

← Reply ← Reply All → Forward ⋮

Sun 01-07-2018 8:05 PM

Follow up. Completed on Tuesday, 3 July, 2018.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hello edtech@yale-nus.edu.sg,

Yale-NUS College ([yale-nus.edu.sg](#)) has created a Zoom account for you, but your email address needs to be verified before your account becomes fully active. Please click the link below to activate your account within 30 days:
[Click here to activate your account](#)

If the link above does not work, paste this into your browser:
https://zoom.us/activate?code=gLBYoIHbOwpS-OfdOtsZ_LEnD9B7q-
[\[Redacted URL\]](#)

By clicking the activation link above, you are indicating you have read and agree to the Zoom [Terms of Service](#).

If you need additional help, please visit our [Support Center](#).

Thank you.
The Zoom Team

Using Zoom Breakout Rooms in Canvas to deliver your lesson

Overview

In Zoom, all Instructors can create “Breakout Rooms” which are essentially private sessions that split off from the main Zoom meeting session. It allows your students to meet in smaller groups for collaboration and discussion, which you could allocate freely.

- You can create up to 50 breakout rooms.
- One breakout room can have a maximum of 200 participants.
- Breakout room participants have full audio, video, and screen share capabilities.

Pre-requisites

- A valid and activated Zoom “Pro” account (under Yale-NUS College).
- Zoom added onto your Canvas module.
- Your module has students already enrolled.

Enable Zoom within your Canvas module

Every Canvas module has Zoom is hidden by default.

If you wish to use Zoom in Canvas, you will first need to navigate to the settings tab on your course page.

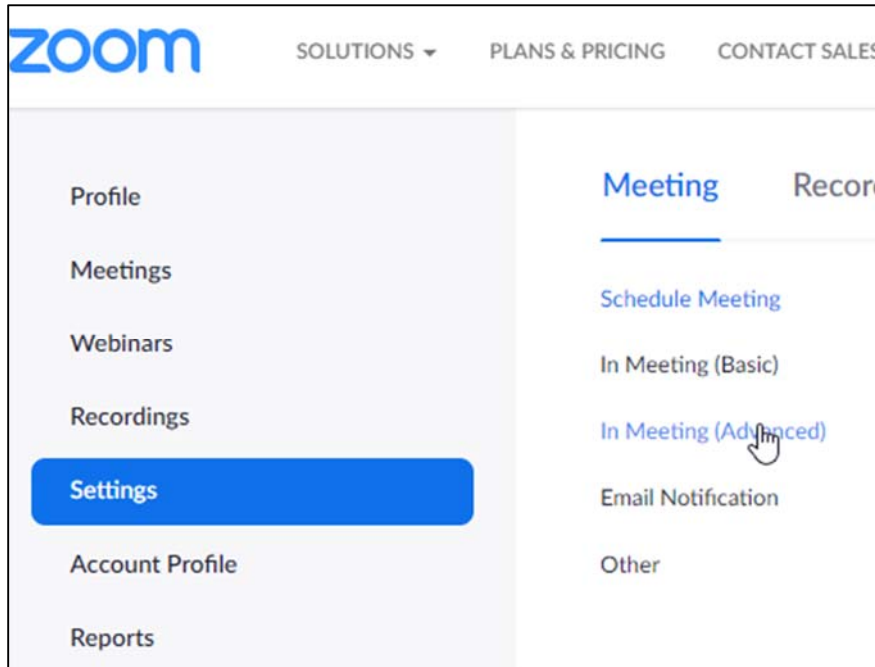
Then navigate to the **Navigation** tab, drag the **Zoom** item from the lower list to the above list of active course menu, and click **Save**.

The screenshot shows the Canvas course settings page for 'YXX9999'. The 'Navigation' tab is selected. On the left, a list of course items includes Home, Announcements, Syllabus, Modules, Assignments, Discussions, Quizzes, Grades, E-Reserve Readings, Pages, Files, Course Roster, Collaborations, People, Outcomes, and Conferences. The 'Settings' tab is highlighted in blue. On the right, a list of items to be displayed in the course navigation is shown, including Home, Announcements, Syllabus, Modules, Assignments, Discussions, Quizzes, Grades, E-Reserve Readings, Pages, Files, Course Roster, and Zoom. The 'Zoom' item is highlighted with a red box. Below this list, there is a section for items to be hidden from students, including Mid-Semester Evaluation, Collaborations, People, WordPress, Outcomes, Chat, Attendance, Conferences, Office 365, Perusall, Panopto Recordings, and Analytics Beta. At the bottom, a blue 'Save' button is visible, with a red arrow pointing to it.

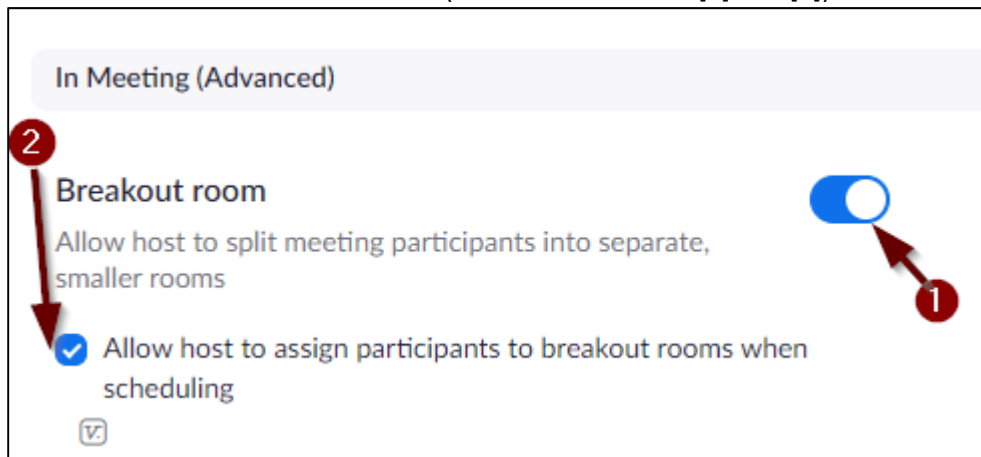
Enable Breakout Room before schedule Zoom session in your Canvas module

Step 1 – Enabling Breakout Room

- i. Login to your Zoom account at <https://zoom.us/>.
- ii. At **My Account > Settings > Under Meeting tab, click In Meeting (Advanced)**



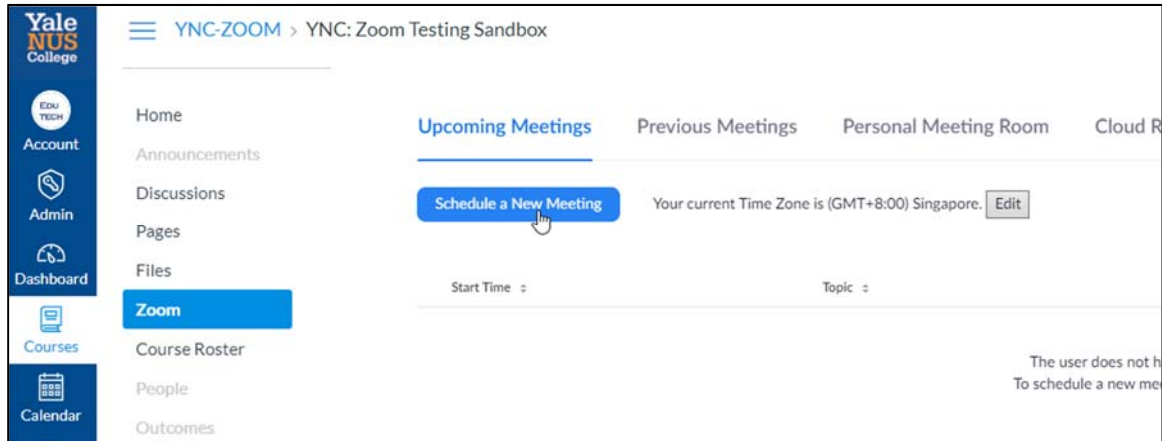
- iii. Enable the Breakout Room function (Click on the buttons [1] and [2]).



- iv. **Note: You only need to do this once.**

Step 2 – Schedule a Zoom Meeting in Canvas

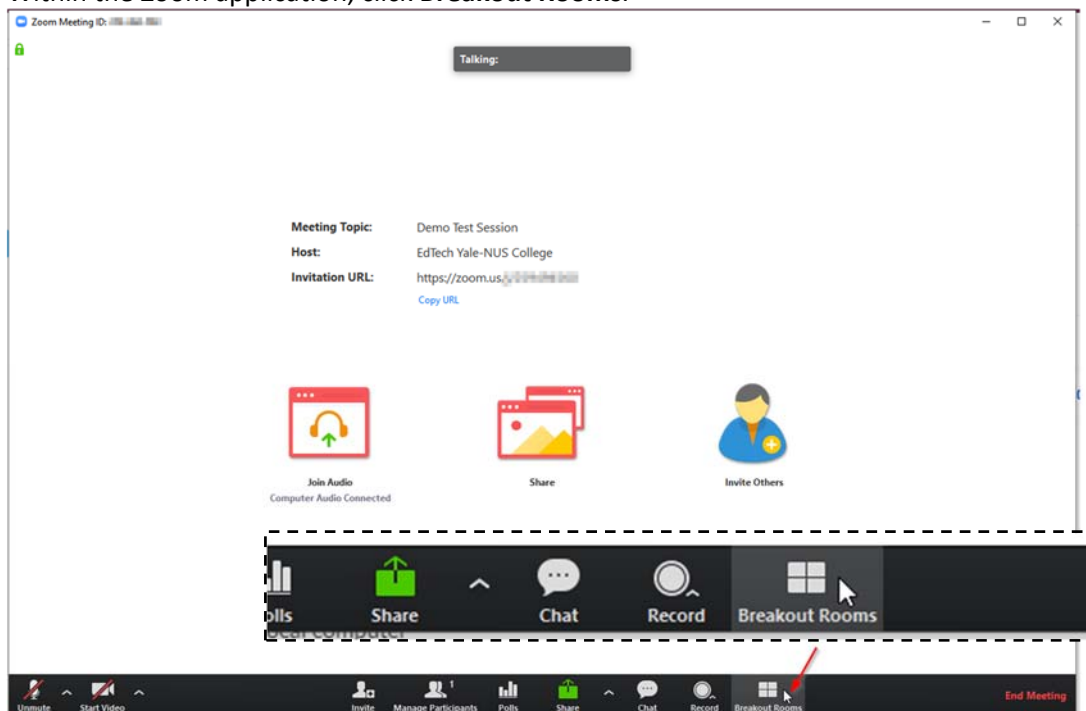
- i. Within your Canvas module navigation, click **Zoom** > under **Upcoming Meetings** tab, select **Schedule a New Meeting**.



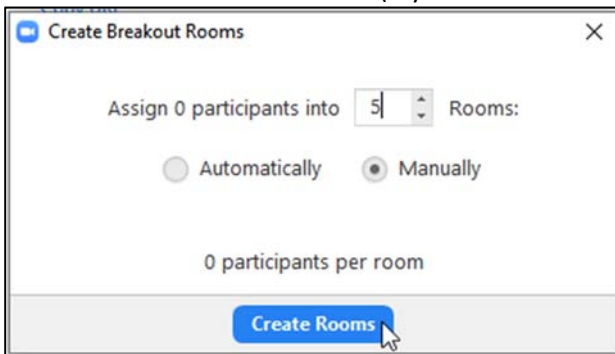
- ii. Enter the relevant details in the required fields and click the **Save** button (It is safe to leave the other options in its default settings).
- iii. Start the meeting when ready (click **Start this Meeting** button).
Important: The host needs to start the Zoom meeting first. This sequence is important as the Breakout Room cannot happen if the meeting has not started.
- iv. The web browser will prompt you to download a file > **Download and launch this Zoom file** > The Zoom desktop application will then launch or install if you do not have the application in your computer.

Step 3 – Creating Breakout Rooms

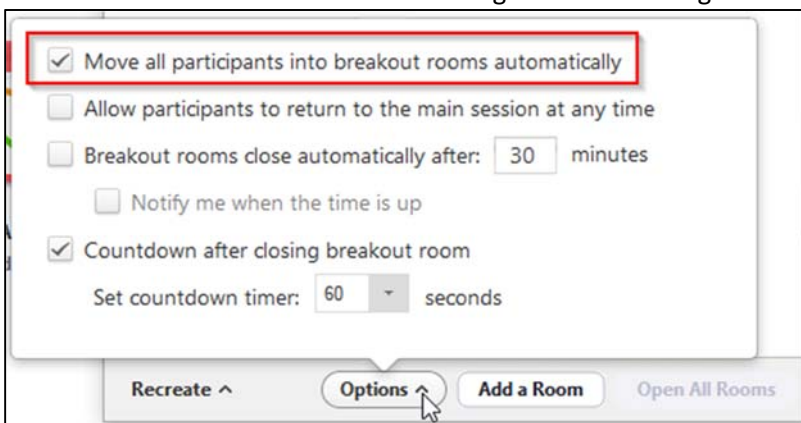
- i. Within the Zoom application, click **Breakout Rooms**.



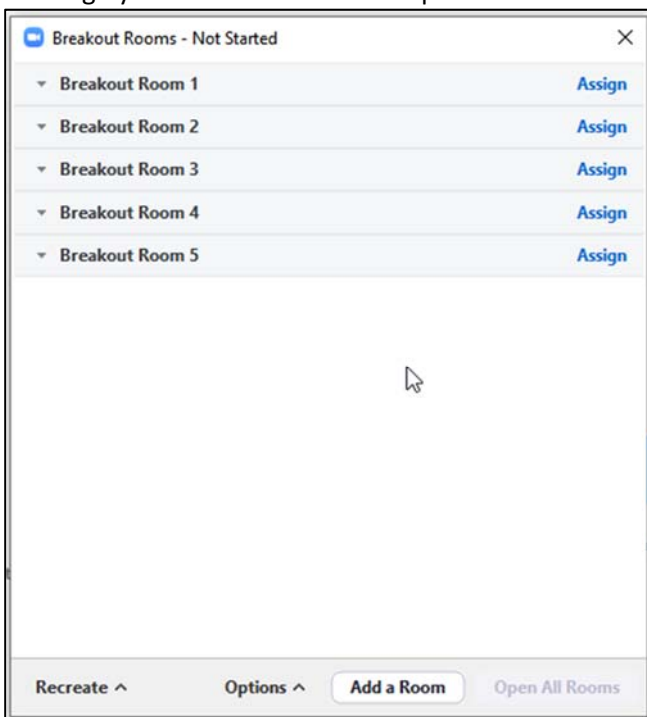
- ii. You will be prompted to create Breakout Rooms > Enter the desired number of rooms to create (e.g., if there are 5 Teams, create 5 Rooms) and you could either choose Automatic allocation or Manual allocation (if you have a fixed list of teams) > Click **Create Rooms**.



- iii. Note: Your rooms will be created but will not start automatically. Click on **Options** > check the box to **Move all participants into breakout rooms automatically**. This way, the students need not click a 'Join' button further when assigned to their assign rooms.



- iv. To assign your students to their respective Breakout Rooms. Click on **Assign**.



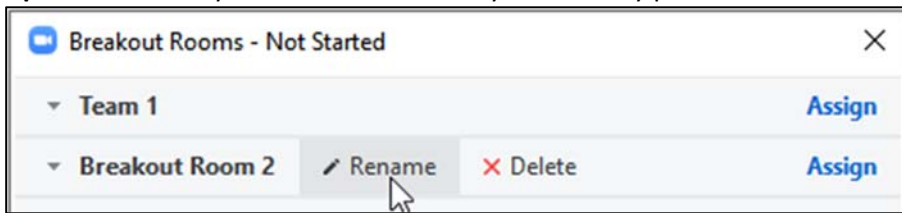
- v. **Select the students** you wish to assign to that particular room > **Repeat this for each room.**



- vi. The assigned room list will populate according to your arrangement. Example:



- vii. **Optional:** You may rename the Rooms if you have any preference.

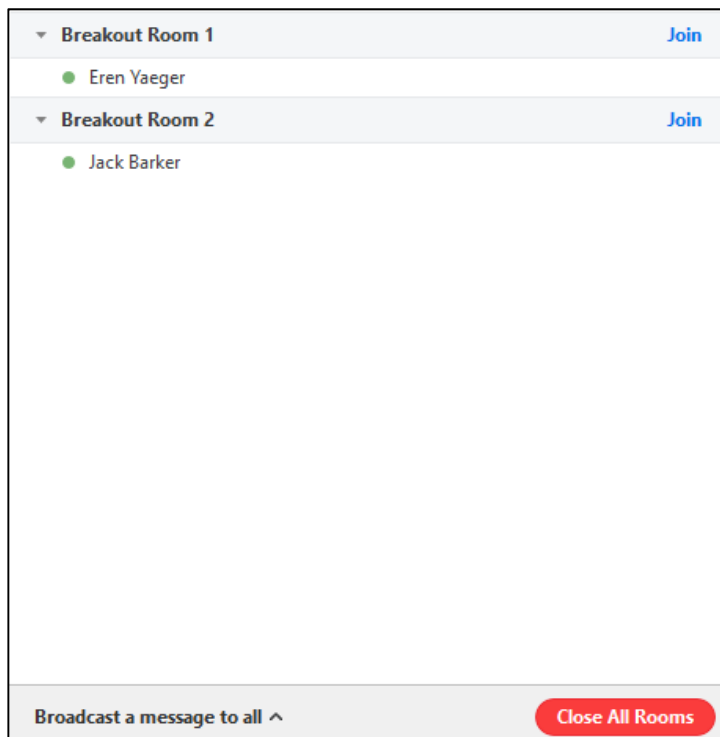


- viii. **Important:** Click **Open All Rooms** button to **activate** the allocation of the students into their respective rooms.

Caution: If any student joins after the Breakout Rooms had started, e.g., came into the Zoom session late, they will not be able to immediately join their specified breakout rooms you that you had pre-assigned at the beginning of the meeting session. You have to close all break out rooms and re-launch the break out rooms, to add the late-joiners.

Step 4 – Managing Breakout Rooms

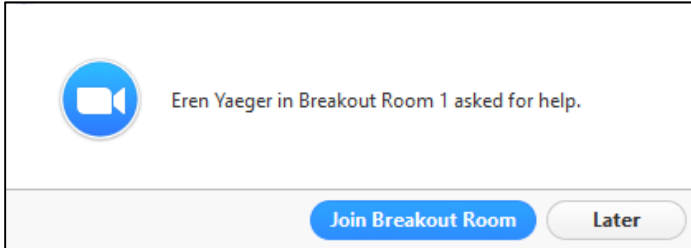
- i. Once the Breakout Rooms had started, the host will remain in the main meeting session. You are free to roam into the respective breakout rooms at any time, e.g., to see how your students are doing or facilitate their discussions. To do this, click **Join** (on the respective breakout room).
- ii. To join another group/ breakout room, click **Leave** > then click **Join** for that particular room.



- iii. At any point in time during the Breakout Room session, your student *may* request for help by clicking on the Ask for Help button. Example:



When he/she clicked on this button, you will receive the following popup:

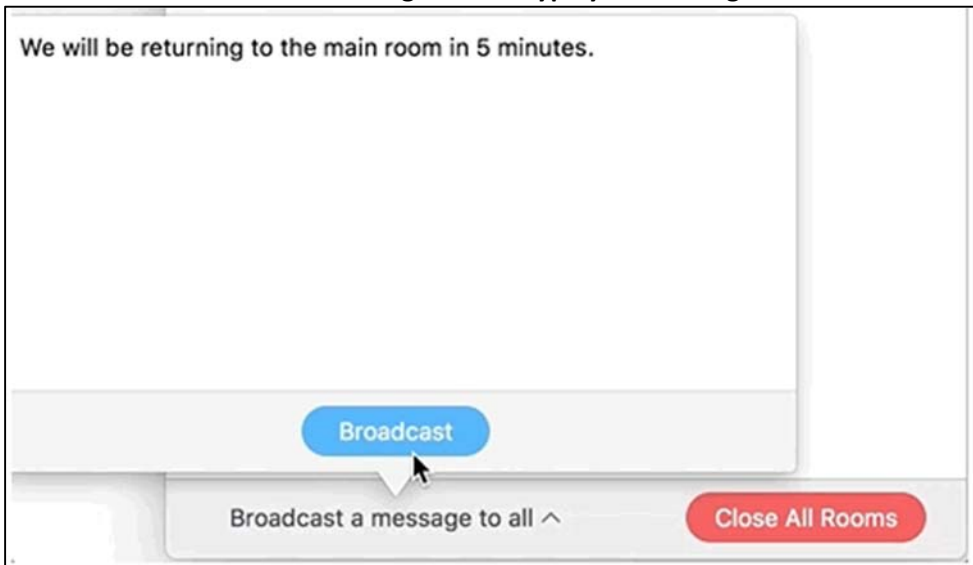


You may choose to join that breakout room or at a later time.

Step 5 – End the Breakout Room session

Once you want to end all the Breakout Room sessions and for all your students to return to the main meeting room/ channel, click **Close All Rooms**.

It is best to broadcast a courtesy message to all your students before you end their breakout room sessions. Click **Broadcast a message to all** > **type your message** > click **Broadcast**.



You may also use this function if you have any other messages to broadcast in mass.

Additional Notes:

If this is your first time using Zoom, we highly recommend that you get familiarised with the basic functions in Zoom. You may also join a “test meeting” in Zoom – please follow the steps here:

<https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-Test-Meeting>