ZOOM HANDBOOK
STUDENT VERSION

ACADEMIC YEAR
2020 / 2021

ACADEMY
for **JEWISH**
RELIGION

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1. Introduction

i. What is Zoom?

Zoom is the video conferencing software we use to conduct classes at the Academy for Jewish Religion. It functions similarly to Skype or FaceTime, with a few added features that allow for more in-depth learning opportunities. Through Zoom, students and teachers are able to participate in classes from both on and off site, learning together in real-time.

The Zoom website offers a comprehensive [Getting Started](#) page, which introduces you to all its functionality, as well as information on how to download, install, and run the software. Zoom can be launched through your internet browser in most cases, though it is recommended that you download Zoom onto whatever device you plan on using for classes.
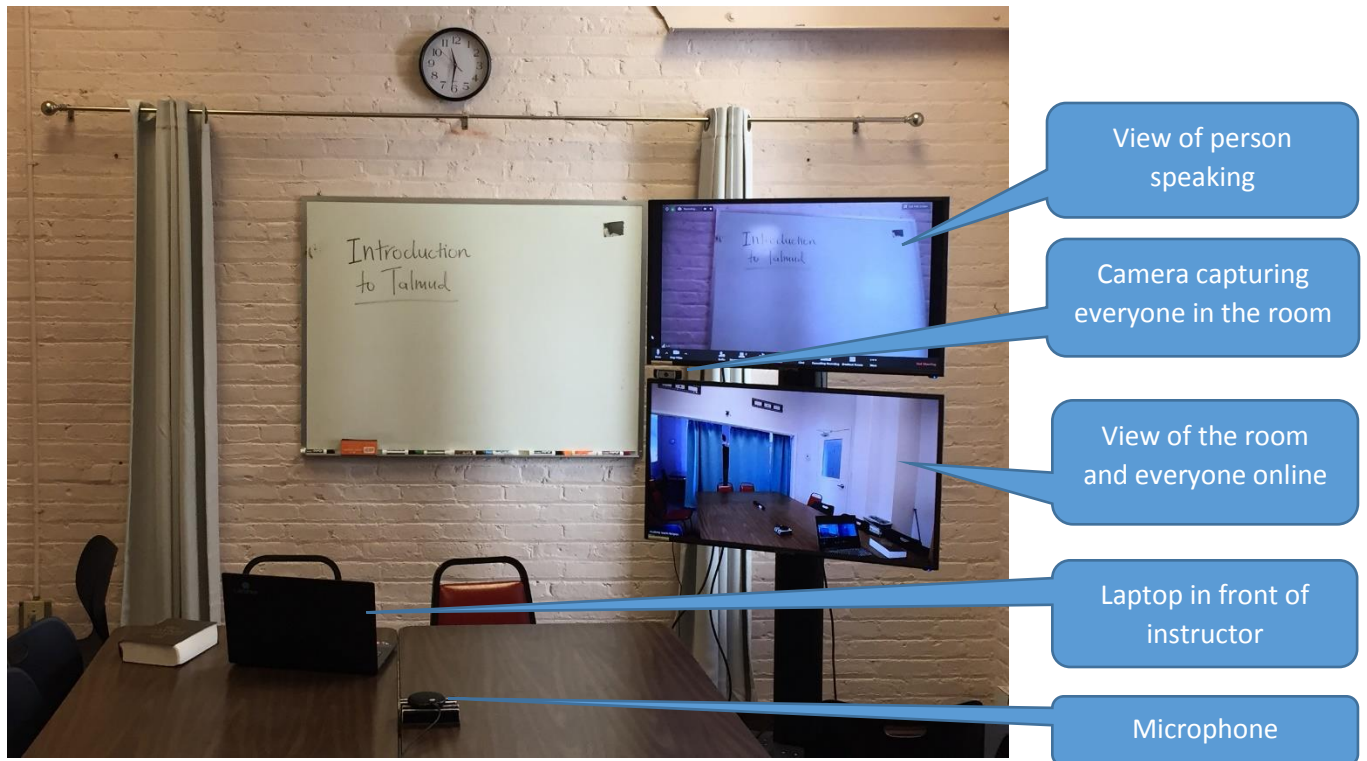
ii. Hybrid Classrooms

At AJR we have three "hybrid classrooms"—that is, classrooms equipped with screens, microphones, cameras, laptops, and everything else necessary to connect students on-site and off in a real-time learning environment.

Structurally, our hybrid classrooms are designed such that *all* students feel like active participants, whether seated opposite the teacher or 100 miles away.

On-site students sit in class as they normally would, facing the teacher and the whiteboard. Behind the teacher are two television screens, mounted vertically: one shows the entire online class and the other shows only the student who most recently spoke. This enables on-site students to always be facing the teacher and television screens at once, and allows for online students to clearly see everyone's face.

A diagram of one Hybrid Classroom is below:

Labels on image:
- View of person speaking
- Camera capturing everyone in the room
- View of the room and everyone online
- Laptop in front of instructor
- Microphone

iii. Online-only Classes

As well as using our Hybrid Classrooms, some classes at AJR are online-only. This means that the teacher and students will all be attending via Zoom.

For students, only a portion of classes can be taken online during the duration of their degree. This portion varies in accordance with the student's physical distance from AJR.*

*This rule does not apply during COVID-19.

2. Using Zoom

Zoom can be run through your internet browser simply by clicking on a meeting link. (Which looks like this, with a string of randomly generated numbers at the end: https://zoom.us/j/xxxxxxxxx)

However, for ease of use, it is highly recommended that you download Zoom and create a free account on their website.

Installing Zoom

To download Zoom, first head to https://zoom.us. Under **Resources** on the top right of the webpage, select **Download Zoom Client.** Underneath the **Zoom Client for Meetings** heading, click the big blue **Download** button (or click here for a direct download link).

This will begin downloading Zoom onto your chosen device. Once **ZoomInstaller.exe** is finished downloading, open the program and allow the installer wizard to complete the installation process.
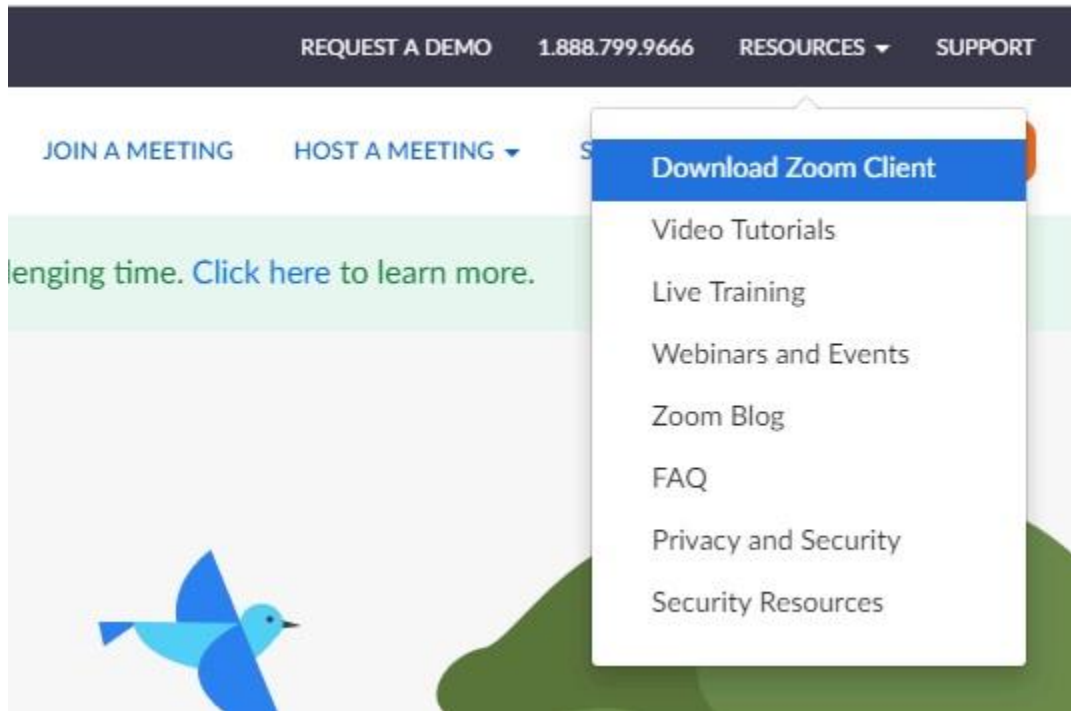
Note: Zoom is available for tablets and phones—via the App Store for Apple devices; using the above instructions for others—though we require that you **do not use** a phone for attending classes via Zoom. [More on this in Section 4]

Running Zoom

To properly run Zoom and participate in AJR classes, you will need the following:

- A device that can run Zoom. (We do not permit the use of phones for classes.)
- A strong internet connection.
- A camera.
- A microphone.

Given that Zoom functionality needs to be near-perfect in order for student learning (both yours and your classmates) to not be compromised, we require the following technological baselines for participation in AJR classes:

- A device (computer or tablet—**not** a phone) with a screen large enough to clearly see all fellow participants as well as the whiteboard.
- If this device does not have built-in audio systems, or if those systems interfere with your ability to be heard clearly, you will need headphones.
- A strong internet connection capable of at least 25Mbps (upload).
- A quality camera capable of at least 720p (standard HD).
- A quality microphone that allows you to be heard clearly at all times. Built-in microphones are often insufficient for this purpose, and an external microphone is therefore preferred.*

*Cantorial students are <u>required</u> to have a high quality microphone for musical purposes. If you need guidance on what kind of microphone to purchase, please contact our [Media Coordinator](#) or [Dean of Cantorial Studies](#).

Please note that if your equipment is not up to par it does not simply impact on your Zoom experience, it can also detract from the experience of others. If you are difficult to see or hear it can negatively affect the learning of other students, and limits the ability of the teacher to conduct class in a cohesive manner—and we will reach out to students who we feel need to improve their technological setup.

<u>Joining a Meeting</u>

Once Zoom is installed on your chosen device the software will launch automatically upon clicking any meeting link. (Your browser may request your permission to open Zoom first.)

Alternatively, you can manually join a Zoom meeting by opening Zoom and then selecting **Join a Meeting**.

Zoom will prompt you to enter the **Meeting ID**, for which you can either copy and paste the entire meeting link or type in the last nine digits of the URL.

Under the Meeting ID box is another box where you can enter your display name for Zoom. It is AJR policy that you use your full name to help students and faculty more easily identify you. This is particularly helpful for newer students trying to learn the names of their peers. Though it's not mandatory, you may also add your pronouns and/or state to this (e.g. James Wham he/him NY).

<u>Using Zoom</u>

Now that you have connected to the Zoom meeting, the following conditions are paramount: Can you clearly see and hear everyone? Can everyone clearly see and hear you?

Both of these—audio and video—are managed via two icons in the bottom left of the Zoom window.
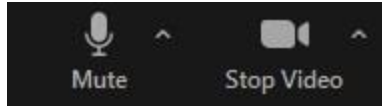
The leftmost of the two, audio, controls how you hear others and how they hear you. When you first join the meeting, Zoom will ask you if you want to **Join with Computer Audio**. If you're using your device's audio systems, the answer is yes. You can then mute/unmute your microphone by clicking on the microphone icon.

Further audio options are available by clicking the small arrow to the icon's right and then selecting **Audio Settings**. This will open a new window that allows you to control the volume for both your speakers (or headphones or whatever sound output you are using) and your microphone. Clicking the dropdown menu for either will allow you to switch which device is being used for each—e.g. if you have multiple microphones installed, you can choose which one Zoom uses.
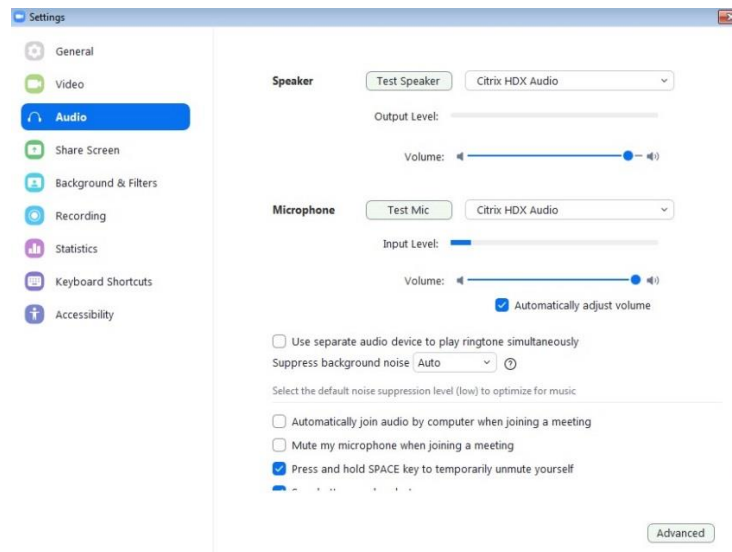
Back in the main Zoom window, to the right of the microphone icon, is the button to turn your camera on and off. As with audio, to the right of the camera icon is a small arrow that gives you the option for further **Video Settings**. This allows you to change some preferences surrounding your presentation (enabling HD, for example), as well as to select which camera you want to use for Zoom (if you have multiple).

Tools for Learning

As a student, some of Zoom's other tools may be of use:

1. One of the most important aspect of a Zoom class is being able to see the whiteboard, your teacher, and your fellow students clearly. To this end, Zoom has

two "views" available, **Speaker View** and **Gallery View**. You can alternate between these by clicking on the button in the top right corner of the Zoom window. Speaker View gives a larger image to the person who most recently spoke (i.e. who is speaking at that moment, and then until someone else speaks). Gallery View allows you to see all Zoom participants at once.

During some classes, you may want to focus solely on the teacher and the whiteboard behind them, in which case Speaker View might not be suitable. For this, you can hover over a participant's portrait (their image) and click the ellipses that appears in the upper right. This will give you the option to **Pin** the video, causing it to stay as the primary view.

2. If you ever need to share some of your work with the class, one useful option is **Share Screen**. Share screen allows you to share whatever is on your device—a slideshow or Word document—with everyone else in the Zoom meeting. (While this creates a new view for others, your face will still be visible.)
To do this, select **Share** from the bottom toolbar. This will open a new window showing you multiple options:

Screen shares everything you do on your device.
Whiteboard allows you to draw or type on a blank screen.
iPhone/iPad allows you to share another device.
Other windows displays everything else you have open at that time, and allows you to share only that window rather than everything you do onscreen.

Select whichever window you want to share (in most cases, **Screen**, which shares everything you're doing, or you can be as specific as a single Word Doc***) and then click **Share** in the bottom right of the window. If you are sharing a video, be sure to tick the box labelled **Share computer sound** before clicking **Share**. Participants will now have a full view of your screen, with other participants' videos relegated to the side of the screen. They can still see your original video, too, so your face will still be visible.

Once sharing your screen, your control panel will be moved to the top of your screen, where you can select the red **Stop Share** button when ready.

You can also Share Screen during a Breakout Room.

3. Lastly, Zoom has a built-in **Chat** function that allows you to send messages either to everyone in the meeting or to specific participants. You can open this window by clicking the **Chat** icon on the bottom of the Zoom window.

The use of the **Chat** function is left up to the teacher responsible for that course. In some cases its use may be encouraged—even integral to the function of the class—and in others, it may be banned outright.

3. Recordings

Unless stated otherwise, AJR's classes are recorded automatically. These recordings are made available to faculty and students via Populi on each course's page (under **Syllabus → Links**), though they may take 24-48 hours to become available. If you are ever in urgent need of a particular recording, you may email the Media Coordinator and request it directly. Audio-only versions of class recordings are also available upon request.

Class recordings may be paused during breaks to allow students to speak more freely. If ever a participant wishes to have some of the recording deleted for personal reasons, they should request that the Media Coordinator either edit the recording or delete it entirely. Recordings are able to be shortened from beginning and end, but cannot have individual sections removed. If a recording is paused at any time, the paused portion of the recording will be omitted.

These recordings are viewable only by the students enrolled in that course, the teacher, and some members of the administration. They will be available for one full trimester after the course ends, and then deleted. Nobody has permission to share these recordings with anyone except AJR's Media Coordinator and some senior members of the administration, unless otherwise stated. Recordings will never be sold or repurposed without the express permission of all parties involved.

4. Policies & Preferences

We expect online students to treat these courses as if they were attending in person. This means dressing according to AJR guidelines and minimizing interruptions. Additionally, all in-class rules apply. Students should not be engaged in other activities during class sessions.

Some policy more specific to Zoom usage is as follows:

- **Zero tolerance policy for driving while using Zoom:** This is fairly self-explanatory. For the sake of your safety, students and faculty will not be permitted to attend

any Zoom meeting—classes or otherwise—while driving. This includes lunchtime programs and other extracurricular events. For any student-led Zoom meetings, we ask that you moderate one another—again, for the sake of safety.

- **Your camera must be on and functioning during class:** If you are attending a class via Zoom this trimester you must be visible to the teacher at all times. Obviously, students may need to take breaks to use the bathroom or whatever else, but there should be no long periods where a student is invisible to the teacher. We need to know that you are engaging in class for it to count as actual attendance, and being able to see you clearly is part of that.
- **Presentability:** Though we already have [policy on presentation in class](see "Etiquette" on Page 6), we have noticed that not all students are adhering to this policy. Please make simple steps to ensure that you are clearly visible during class—point the camera towards your face, do not sit in front of a light source, make sure you are meeting the technological requirements (see again Page 6 of the [Student Handbook](). We will be reaching out to students who we feel are not meeting this standard during the trimester.
- **Please use your full name on Zoom:** As you may know, Zoom prompts you for a "Nickname" when joining a meeting. We only ask that you use your preferred name, though ideally first and last, for the sake of new students and new faculty. It also helps people with vision impairments to more easily identify you during class. You may also add your pronouns and home state if you wish.
- **You may not use a phone to Zoom into classes:** Contrary to previous trimesters, we do not believe that a student using Zoom on their phone can get the full, immersive learning experience we aim for in using Zoom. We also do not believe that Zoom exists to bridge the gap between attendance and absence. If you would otherwise be late to class or absent entirely without haphazardly attending on your phone, you are not properly attending the class, and this will count as an absence. For non-class Zoom meetings, such as Lunchtime Programs, phones are permissible but still not ideal.

5. Passwords

Due to a recent Zoom update, all meetings are required to have either a password or waiting room enabled. For ease of access, all AJR classes will use a password from the Fall 81 trimester onward.

The password for the Fall 81 trimester is: AJR81

6. Faculty Functionality

i. Teaching from On-Site

When teaching a class from AJR you will be using one of our Hybrid Classrooms, which you can familiarize yourself with in <u>Section 1.ii.</u>

<u>Setting Up</u>

The following actions will need to be completed before you can begin teaching. Though faculty are welcome to do these steps on their own, the Media Coordinator is also available to set up classes for you. (A step-by-step guide is available on a laminated sheet in each room, under the main computer's keyboard.)

- Turn on the TVs using the remote and wait for the computer screen to show (you may need to wiggle the mouse).
  → If in Room 5, select HDMI 1.
- Open Zoom by clicking on the desktop icon.
- Click on the **Meetings** tab on the bottom toolbar. (**Do not** click **Start** or **Join**.)
- Navigate to your class on the list. Hover over your class until a set of options appears, then click **Start**.
- Ensure that audio and video are both working (can you see and hear your students; can they see and hear you).
  → If students are saying the mic is low or not working, navigate to the microphone icon in the lower left corner of the Zoom window and click the small arrow beside it. From here, click **Audio Settings**. This will open a new menu where you can adjust the microphone volume via the slider. (Make sure that **Automatically adjust volume** is **not** selected.) The correct microphone to use is **Samson UB1**.
  → Another potential low-tech fix that sometimes works: unplug the microphone

from the table side, wait a few seconds, then plug back in. Zoom will automatically detect the mic when reattached.
- Procure a laptop from the front office, asking **Marie** or **Linda** for help. You will also need a charger.
- Turn on the laptop and log in. The necessary details are written on stickers on the laptops themselves.
- Find the Google Docs icon labelled **Zoom Links** and open it. Navigate to your class and click the appropriate Zoom link. This will launch Zoom on the laptop and automatically connect to the meeting.
- **Do not connect to audio on the laptop!** Doing so has dire consequences. Simply click the **X** on the window that prompts you to join and then **Continue without audio** on the next window. (Joining with audio creates an audio feedback loop that compounds on itself and gets horrifically loud very quickly.)
- You should now have: Two functioning TV screens, one with a view of all online students and one with a view of the person who spoke last; a laptop with a view of all online students; and functional audio.

A note on laptops: AJR will provide you with a laptop which you can use to conduct the class—performing actions such as share screen or breakout rooms—or, more simply, as a camera. (Teachers are welcome to use their own laptop if they prefer, so long as the laptop meets the technological requirements of a Zoom meeting.) The laptop provides online students with a clear view of the teacher and the whiteboard behind them. It is important to be conscious of the fact that this is how off-site students will see you. **When interacting with online students, all speech should be directed toward the laptop camera—*not* the televisions.** The televisions and the cameras fixed to them are meant to facilitate student-student discussion.

ii. Teaching online-only

Zoom classes can be taught from anywhere provided that you have the following resources:

- A device that can run Zoom. (We do not permit the use of phones for classes.)
- A strong internet connection.
- A camera.
- A microphone.

(A technological baseline for these things can be found in [Section 2](#).)

To start your class, you'll first need to locate your Zoom link on Populi. The link can be found on your course page, under **Syllabus → Links**. Click on the link to launch the Zoom meeting.

Once connected to the meeting you can conduct classes as per usual. However, if you wish to have more control over the meeting—creating Breakout Rooms, for example— you'll need to become the meeting Host. There are two ways to do this.

1. You can log in to one of AJR's Zoom accounts to start the meeting as Host. (This is how AJR classes are run from on-site, with the in-classroom computers permanently logged in to 3 different Zoom accounts.) This information will be provided to you if necessary by the Media Coordinator prior to the beginning of each trimester. You will be required to download the Zoom client.
2. You can **Claim Host** while already in the Zoom meeting as a "Guest" (everyone who isn't hosting is a guest). To claim the Host role, click on **Participants** on the bottom of the Zoom meeting window, then click **Claim Host** in the new window that opens. You will be prompted to enter the **Host Key**, which differs for each of our Zoom accounts. The Media Coordinator will make this code available to you should you need it.

Both the Zoom account passwords and the Host Keys are sensitive information that we do not want to make publically available. If you are scheduled to teach a Distance course—that is, always online—this information will be made available prior to the beginning of the trimester. If you are teaching online unexpectedly, you should be in contact with the Media Coordinator.

iii. Zoom Tools for Learning

For most Zoom sessions, connecting the meeting will be enough: as long as everyone can see and hear each other clearly, Zoom has done its job. However, in some cases, you may wish to utilize some of Zoom's other useful tools. These include:

<u>Hosting the Meeting</u>

Being the meeting "host" gives you more control over the meeting and its participants. Naturally, we want our faculty to assume this role by default. For this reason, all of our classes are pre-loaded onto Zoom accounts that correspond to our different classrooms, which means that, upon launching a Zoom meeting from AJR, you will automatically be hosting the meeting.

In our hybrid classrooms, the main computer (connected to the televisions, webcam, and microphone) will be hosting, not the laptop, which exists mainly to provide a front-view of the teacher and whiteboard. This can be swapped for ease of use if the user prefers.

To make the laptop the "host" computer, navigate to the **Participants** tab in the Zoom meeting from the main computer. Locate the AJR Laptop and, after hovering the mouse over its name, select **More** and then **Make Host**. The laptop will now be hosting the meeting.

If you are teaching online, you will need to **Claim Host**. (See Section

Muting/Kicking Off Participants

As the host you are also capable of muting/kicking off people in the meeting if need be. Some students may forget to mute themselves and cause interruption, in which case the teacher should mute them. To do so, hover over their picture and click the **Microphone** icon. You can also unmute people this way. There is rarely occasion for a student to be kicked from the Zoom meeting, but again, if they're causing disruption, you can kick off a student by hovering over their portrait and selecting the **Ellipses (...)** icon. This will offer more options, including **Remove**. (One example of when this would be appropriate is if a student is driving. We have a zero tolerance policy for driving while using Zoom and for the sake of safety you should remove the student from the Zoom meeting.)

Breakout Rooms

Using Breakout Rooms creates smaller, private meetings within the original Zoom meeting—splitting up the participants into groups. This is useful for class discussions and *Havruta*.

To create Breakout Rooms you must be hosting the meeting. On the bottom of the Zoom window, on the toolbar with **Manage Participants**, **Share**, **Chat**, etc., will be a button labelled **Breakout Rooms**. Clicking this opens a new dialogue window asking you how many rooms you wish to create. The total amount of rooms needed can be altered later, but the important step here is to ensure that you are **Manually** assigning participants (rather than **Automatically**)—so be sure to tick that box before clicking **Create Rooms**.

In the next window you will see the number of Breakout Rooms you chose to create, automatically labelled Breakout Room 1, 2, 3, etc. You can add more by selecting **Add a Room** at the bottom of the window. You can also rename the rooms if you see fit.

To add participants into groups, click **Assign** next to the Breakout Room. This will show a list of all current meeting participants. Click the box next to the names of those participants you wish to assign to the group, and repeat the above steps until all participants have been appropriately assigned. Once this is complete, select **Open All Rooms**.

Participants will not be automatically moved to their new Breakout Rooms, and will instead be prompted by Zoom. They will need to click **Join** on the window that pops up in their Zoom meeting. Once they do this, they will be removed from the main Zoom meeting and placed into their new Breakout Room.

As the host, you will remain in the main Zoom meeting. You are able to join individual Breakout Rooms by clicking **Join** next to the corresponding group. To leave, select **Leave Breakout Room** in the bottom right, and then **Return to Main Session**.

From the **Breakout Rooms** window you can also choose to **Broadcast a message to all**, which creates an alert-message more prominent than just using the chat functions. Participants in all Breakout Rooms will be made aware of this message (e.g., "Time to discuss Chapter 3." "Discussions will end in 5 minutes!").

To return participants to the main Zoom meeting, select **Close All Rooms** from the **Breakout Rooms** window. This will prompt those in Breakout Rooms to return to the main session, or will otherwise automatically return them after 60 seconds.

One note on breakout rooms: To help reinforce AJR's sense of community, it is often preferred to group students together in a mix of online and on-site learners. To facilitate this, you can leave some students in the room, using the TVs as usual, or the on-site students will need to join the Zoom meeting with their own laptop, removed from the main classroom. (It is imperative that the student not connect to the meeting by audio while in the classroom, as it will create an echoing effect with microphone feedback.)

You can also use the Share Screen function (see below) in a breakout room.

Share Screen

Zoom's **Share** function allows you to show the other meeting participants what is on your screen, including local files and Youtube videos. It is not required that you be host to use this function, and anyone may share their screen at any time.

To do this, select **Share** from the bottom toolbar. This will open a new window showing you multiple options:

Screen shares everything you do on your device.

Whiteboard allows you to draw or type on a blank screen.

iPhone/iPad allows you to share another device.

Other windows displays everything else you have open at that time, and allows you to share only that window rather than everything you do onscreen.

Select whichever window you want to share (in most cases, **Screen**, which shares everything you're doing, or you can be as specific as a single Word Doc***) and then click **Share** in the bottom right of the window. If you are sharing a video, be sure to tick the box labelled **Share computer sound** before clicking **Share**. Participants will now have a full view of your screen, with other participants' videos relegated to the side of the screen. They can still see your original video, too, so your face will still be visible.

Once sharing your screen, your control panel will be moved to the top of your screen, where you can select the red **Stop Share** button when ready.

One useful tool within the share screen function is **Annotate**, which allows you (and other Zoom participants) to write or draw on the shared screen. Select **Annotate** from the control panel at the top of your screen to be presented with a number of options:

Mouse lets you use the mouse as normal.

Select allows you to select and move your annotations.

Text allows you to write on the screen and **Draw** allows you to draw (**Format** changes the way your brush looks—color, thickness, style).

Stamp lets you place various symbols onscreen, ticks and crosses, hearts and stars.

Spotlight and **Arrow** draw attention to where your mouse is.

Eraser removes any annotations you have made.

Undo and **Redo** revert or re-revert the last changes you made.

Clear removes all annotations you have made.

Save takes a picture of the screen with all its annotations and makes it available to save as a file.

iv. Recordings

Read over [Section 3](#) to familiarize yourself with the basics of Zoom recording.

We also ask that faculty pause the recording during breaks, or when sensitive information is being shared. Pausing—rather than stopping—the recording means that the class recording is not interrupted. You may want to notify your students that you are pausing the recording so that they may speak more freely.

Please remember to restart the recording if you do pause it, otherwise students are unable to view the full recorded session.

To pause, stop, or start a Zoom recording, you have to be the Host of the meeting. (More on this in <u>Section 6.ii</u>.) Once the Zoom meeting is open, the recording options will be available in the top left of the window. Most meetings will be recording automatically, so you will need to click either the ‖ (pause) or ■ (stop) buttons. When ready to restart the recording, click ▶ (start).

For on-site teachers, by default, the main computers in each Hybrid Classroom (connected to the TVs) are hosting the meeting. You can control these via the mouse and keyboard by the TVs—*not* via the laptop.