Zoom for Participants FAQ

In this FAQ, you will find the following information:

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If you have additional questions or need further assistance, please contact the Help Desk.
Zoom Profile and Settings

Once you sign into your Zoom account at Zoom.us, you will be taken to your Zoom homepage, where you will see and be able to edit your personal profile. You can change your photo or username and see your personal meeting ID (PMI).

You can also use the Meetings tab in the navigation bar to see any scheduled meetings you have been invited to, or to schedule your own meetings.
Finding your Zoom meetings

It is important to remember that Zoom meetings can be scheduled in several ways: within the app, over email, within Canvas, or through some other means of communication. The most important thing to have access to is the Zoom meeting link. As long as you and the host both click the same Zoom link at the scheduled time, you will be able to have a Zoom meeting together.

However you navigate to your Zoom meeting, you should make sure that you are signed into your Zoom account with your Boston College credentials. Otherwise, you may be placed in a waiting room or barred from entering the meeting room.

Finding Meeting Links in Canvas

Many instructors will link to their regularly scheduled class session directly in the class Canvas page. There are several options:

Many instructors place their Zoom link directly in the course menu, which appears at the left hand side of the Canvas course page.
To join your class Zoom session, simply click on the Zoom tab, and follow the link to your professor's Zoom room, which should open in a new window.

You may also find Zoom links embedded on the syllabus page or in the modules section of your Canvas course. As with the Zoom tab, you should click the link and navigate to the Zoom room for your class.
If you are having difficulty locating your course’s Zoom link in Canvas, you should ask your instructor for clarity.
Finding Meeting Invitations in Google

Zoom meetings can also be scheduled through Google Suite using either email or the calendar function. In each case, you will receive an email alert that either includes the relevant meeting details or an email that directs you to RSVP to a Google Calendar invitation.

However your instructor chooses to send the Zoom invitation in Google Suite, you may find information on the meeting date and time as well as a set of instructions on how to connect to the Zoom meeting. This will include the meeting link [1] and Meeting ID [2] and may include options to dial in by phone [3], which can be very helpful if you find yourself with an unstable internet connection.

(she/her) is inviting you to a scheduled Zoom meeting.

Topic: Canvas Consult
Time: This is a recurring meeting Meet anytime

Join Zoom Meeting
https://bccte.zoom.us/

Meeting ID: 

One tap mobile
+ [call number] # US (Germantown)
+ [call number] # US (Chicago)

Dial by your location
+ [call number] US (Germantown)
+ [call number] US (Chicago)
+ [call number] US (New York)
+ [call number] US (Tacoma)
+ [call number] US (Houston)
+ [call number] US (San Jose)

Meeting ID: 

Find your local number: https://bccte.zoom.us/u/abm6AihYsH
Logging into your meeting

Open your Zoom application and sign in to your BC Licensed account. First click “Sign In” and then select “Sign in with SSO.”

The company domain for BC is “bccte” - entering this will bring you to the BC log-in page where you can use your BC credentials to log in.
Once you have logged in, launch the Zoom application again.
You can click on your initials at the top right corner to check you are in the right account. Your BC email (username@bc.edu) should appear.

If you need help installing the application, please contact Help Desk.

What if I can’t login to Zoom on my computer or other device?

You may also dial-in to a Zoom meeting by phone. As mentioned above, dial-in options may be included in your meeting invitation if your instructor sends it via email or Google Calendar. You can also use the meeting ID provided by your instructor when dialing in. For more detailed
information on how to dial-in, please see Zoom’s documentation about [Joining a Meeting by Phone](#).

**Nonverbal Feedback**

The participants icon [3] provides some additional functionality.

As in the chat box, the session participants will be listed at the top of the box. If the host has enabled it, there will also be nonverbal feedback options in addition to the raise hand function. These options include: yes [1], no [2], slow down [3], and speed up [4].

If you select more, you will find options to give a thumbs up [1], thumbs down [2], to clap [3], to ask for a break [4] or to add an away icon [5].
Breakout Rooms

Your instructor or meeting host may use break-out rooms to facilitate group work or smaller group discussions. Once the host opens the breakout rooms, you will get a pop-up alert inviting you to the breakout room you have been placed in.
Once you accept the invite, you will move into the breakout room, where you will be able to have a smaller group discussion. Once in this smaller group, you can use the chat to communicate and share information, or leave the breakout room and return to the main session when you are ready.

You can also use the Ask for Help icon to invite your instructor into the breakout room. This will send an alert to your instructor so that they can easily join you.
Once the instructor ends the breakout session and calls attendees back to the main room, groups will have one minute to finish up their discussion. If you do not return to the main session before the minute is up, you will be pulled back in automatically.

Co-hosting Zoom Meetings

Instructors and meeting hosts may make a TA or certain students co-hosts in a given Zoom session. Co-hosts have access to a few additional functions.

Screen Sharing

Hosts and co-hosts have the ability to share their screens during Zoom sessions. To share slides, videos, webpages, or your entire screen, click on the green share icon in the center of the Zoom Menu bar. (In some cases, professors may enable participants to share without making them a co-host.)
A box will pop up with various options for screen sharing, which will include options to share your open browsers, powerpoint presentations, or the whiteboard. Select the screen you would like to display, and once that screen has been highlighted, you can click the share button on the bottom right-hand-side of the box.
Your shared screen will become the focal point in the Zoom meeting. When you are done sharing, you can click the Stop Share button at the top of the Zoom window.

Whiteboards and Annotations

In addition to sharing a slide or webpage, hosts and co-hosts can share Zoom’s Whiteboard, which allows you to make notes and use annotation tools in real time.

If you need to screen share, ask your professor to give you permission to do so within the app by either changing the sharing settings for all students or making you a co-host for a particular Zoom session.

“What is a first-generation college student?

“Ultimately, the term “first-generation” implies the possibility that a student may lack the critical cultural capital necessary for college success because their parents did not attend college”

Center for First-Generation Student Success