



## How to Zoom

We are pleased to announce that the Assiniboine College Zoom account is ready for faculty and staff to use. To use Zoom for remote instruction, log in with your normal ACC login here: <https://Assiniboine.zoom.us>.

If you have previously signed in to Zoom on a free account, you may be asked to move your login to the ACC account. With the ACC account, you get unlimited Zoom time, more participants, and other great features.

### Getting Set Up:

- [Signing up and downloading the software](#)
- [In meeting controls](#)
- [Educators tips and tricks for using Zoom](#)

### Tips on Creating a Zoom Invitation:

1. When sending a Zoom invitation, enter the date and time of your planned meeting. Send the Zoom link to your students through Moodle or ACC email.  
*\*Pro tip: Do not include a Meeting ID. This might confuse your students while everyone is learning to use the software. The simple link option is best.*
2. Set the default status for video for the host and participants. Turning on video helps with engagement and connection between instructor and students. That said, turning off video helps with internet connection. You and your students will have the option to turn off video if needed. Do what makes sense in your context.
3. Enable participants to join before you, the host. This is helpful so students don't feel frustrated if they try to sign in before you get signed in.
4. Check "start recording automatically" so you do not have to remember to start the recording during your class. Making recordings and having them available will be very helpful to students who are unable to 'attend' class synchronously due to childcare, caring for family members, etc.

### Tips on Using Zoom to Create a Video:

Zoom can also be used to create videos for students to watch at a later time. These files can be uploaded to Moodle.

To create a video recording using Zoom:

1. Open Zoom.
2. Click start meeting.
3. Click record.
4. You can now create a video of you talking including just your face, a whiteboard, or whatever you have on screen.
5. This file will be saved to your computer after the meeting is over.
6. These saved files can then be shared with students.

#### **Extra Tutorials**

- [Downloading and Setting Up Zoom](#)
- [Teaching With Zoom](#)

Thanks, and we hope you enjoy using Zoom!