

# USE ZOOM

## Office Hours

1. Choose a time for your office hours and share with students by posting to CCLE, emailing the class list via MyUCLA, or other means.
2. Login to Zoom at [ucla.zoom.us](https://ucla.zoom.us) and activate your account if you have not done so.
3. Go to the profile page and grab your Zoom URL.
4. Post the URL to your students.
5. At the time of the office hours, open your Zoom room. You will hear a ding when students arrive. \*If you want to see one at a time, ask them to sign up in 10-15 minutes increments and come back in at their time.

## Record Lecture & Share

1. Login to Zoom and open your Zoom room.
2. Click on the "Record" button on the bottom of your screen to the right.
3. Lecture to the camera OR share screen and run through your PowerPoint slides as you talk.
4. When you are done, end the meeting.
5. Your recording will automatically download to your computer.
6. Locate the recordings from your computer.
7. Drag and Drop the recorded video file to a CCLE page. \*Or, upload to Google Drive, Box, or YouTube, and share the link with students.

## Breakout Rooms

- \*Good for small groups
1. Be the host of your meeting to use the Breakout room function.
  2. In Zoom, click "Breakout Rooms".
  3. Select the number of rooms you want.
  4. Rename rooms
  5. Click "Assign" to add students.
  4. Click "Open All Rooms" to begin group discussion.
  5. Join individual breakout room as needed.
  6. Click "Close All Rooms" when finish.

## Proctor Exams

1. Have TAs \*activate their own licensed Zoom accounts at [ucla.zoom.us](https://ucla.zoom.us). \*See step 1 in Office Hours.
2. Have the TAs open their Zoom rooms, and have students login to their TAs site.
3. Have students take the exam with their cameras on and have the TA watch them while they take the exam.