

# EML2322L – MAE Design and Manufacturing Laboratory

## Fall 2020 Zoom Host Directions for Weekly Lab Sessions

Tasks to be done for proper lab setup for each lab session:

1. Select Start for the appropriate scheduled lab session under the Meetings tab in Zoom. (You should do this 10-15min prior to the official lab starting time.)
2. Select Join with Computer Audio when the Zoom pop-up appears. (You can remain muted with your camera off until the start of the lab.)
3. Open the *Zoom Lab Instructions for Students* document on your computer and make sure it's full screen.
4. Select Share Screen at the bottom center of the Zoom Meeting and select the window with the *Zoom Lab Instructions for Students* document.
5. Click the Share button on the bottom right hand corner of the pop-up window.
6. Once the document is shared, students will see the document on the screen, and you can do the rest of the steps while the *Zoom Lab Instructions for Students* is minimized. (Minimizing the window will allow the students to still see the document.)
7. In Screen Share mode, the controls will migrate to the top of the screen.
8. Hover over More in the controls bar and select Breakout Rooms.
9. You do not need to change participant number and select Manually.
10. Select Create Rooms and a pop-up window will appear.
11. You can add rooms to the session by selecting Add a Room. (Add two additional rooms so that you see a total of three breakout rooms if your lab has four groups.)
12. Select Rename next to *Breakout Room #* to change the names. Name the breakout rooms so they match the group letters (i.e. if I was the host and I teach group B, I would make the other breakout rooms *A*, *C*, and *D*). Only the host can assign people into rooms and you need to remain in the main session to either move late students or reconnect students to their actual groups if they disconnect and rejoin later. **(Caution: once you select Open All Rooms in Step 16, you cannot add or change the rooms you setup in this step, so take your time here.)**
13. As students and TAs join the session, you assign them into the corresponding breakout room. (The TAs and students will have their letters indicated in their names per the *Zoom Lab Instructions for Students* seen on their screens). This is done by selecting Assign next to the breakout room and selecting the member. Once selected, the names will be populated underneath the breakout rooms.

14. When everyone is in lab, you should see that everyone is assigned to a breakout room other than yourself and your members which will remain unassigned for the duration of lab.

As Lab Starts:

15. You can stop screen sharing the *Zoom Lab Instructions for Students* document by selecting the red Stop Share button in the control bar at the top of your screen. Have your camera and mic turned on to give announcements.
16. Once you are done with announcements, select the Breakout Rooms tab on the bottom of the screen which will reopen the pop-up window and select Open All Rooms. This will send a prompt to everyone to join their respective rooms.
17. Close the pop-up window and resume teaching the left-over students (which are typically the students in Group A).
18. In the event a student shows up late, (s)he will join the main session where you are teaching. Select the Breakout Rooms tab at the bottom of the screen to open the pop-up window again, assign the student to their appropriate group/room, close the pop-up window and resume teaching your students in the main room.
19. **As host, you want to remain in the main session, EVEN IF ALL YOUR STUDENTS ARE DONE, until the other TA's are finished teaching their sections. You can see if the other groups are done by monitoring the pop-up window for the Breakout Rooms Tab.**
20. **When everyone is done, select the red End at button on the bottom right hand corner and select End Meeting for All. IF YOU END MEETING FOR ALL WITHOUT CHECKING, ANY GROUPS AND TAS STILL MEETING WILL BE CUT OFF AND KICKED OUT OF THE ZOOM SESSION!**