

# Zoom Instructions for Students

Zoom can assist students in establishing academic continuity for their courses and enables remote learning.

## Zoom is useful for the following tasks:

1. Connecting instructors to their students synchronously and asynchronously. Class meetings can happen at your regularly scheduled class time and video recordings can be posted directly to MyLearningSpace (MyLS) following the session.
2. Hosting up to 300 participants at one time, delivering lecture content via audio and video, and sharing power point and video.
3. Longer class sessions (Zoom meetings do not have a timeout limit or duration).
4. Larger class meetings (Zoom meetings allow a maximum 49 participants to simultaneously share their camera).
5. Allowing students a platform to connect with other students (Zoom meetings can also be set up by students to facilitate group work and study sessions).
6. Polls, chats and screen sharing can be conducted during a meeting. Only a meeting host can initiate a poll, but participants can use both the chat and screen sharing functionality. There is also an option for chat participation to be indicated as private so it is only shared between the host and the individual participants (i.e. not visible to the entire class).
7. Breakout rooms, ideal for Active Learning teaching methods (up to 50 rooms per hosted session for in-class group work).

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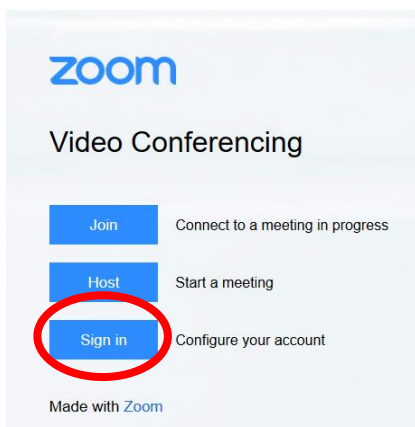
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## Setting up Laurier Zoom Account (No previous Zoom account with mylaurier email exists)

Before using Zoom to set up meetings you must first create your account. Please follow the steps below.

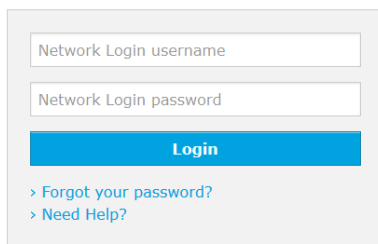
1. Go to Zoom to login via Laurier single sign-on (SSO) to create your account.
2. Click here: <https://zoom.wlu.ca>.
3. Click on **Sign in**



4. Sign in using your Laurier single sign-on (SSO) credentials.



Login to Zoom

The image shows a login form for Zoom. It has two input fields: "Network Login username" and "Network Login password". Below these fields is a blue "Login" button. Under the button, there are two links: "> Forgot your password?" and "> Need Help?".

[Use of Information Technology Policy](#)

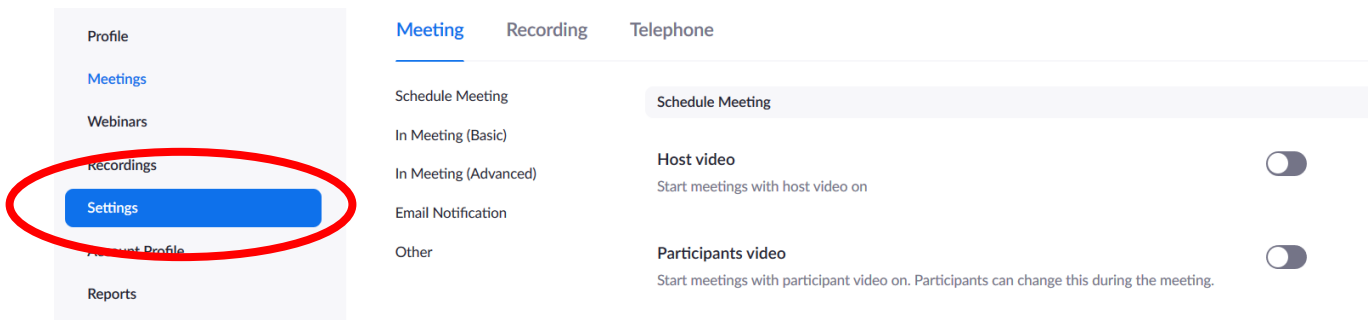
5. Your account has now been created in Zoom.
6. You can set your **Time Zone** under **Date and Time** as Eastern Time.

Date and Time

Time Zone

(GMT-4:00) Eastern Time (US and Canada)

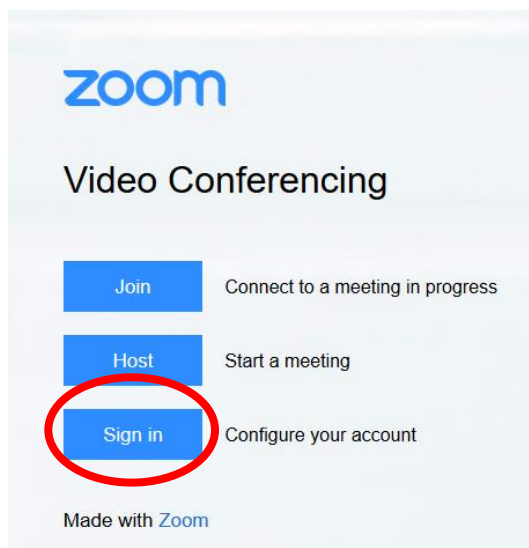
7. Your Laurier Zoom account is now active and set up.
8. You can adjust your default meeting settings by going to **Settings** on the left hand side. This is where you can adjust your default settings for **In Meeting** preferences, basic and advanced. A note that some setting are set by Laurier and cannot be changed.



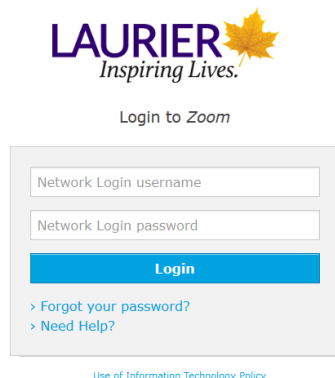
## Setting up Laurier Zoom through Single Sign-on when Zoom Account using Laurier Email Already Exists

If you already have a free or paid Zoom account using your Laurier email (@wlu.ca or @mylaurier.ca) please follow the instructions below to transfer over to the Laurier Zoom license (this transfer will not occur automatically). **Any contacts you have in your existing, personal Zoom account will not carry over to the Laurier Zoom instance when you transfer it.** Please follow the steps below.

1. Go to Zoom to login via Laurier single sign-on (SSO) to create your account.
2. Click here: <https://zoom.wlu.ca>.
3. Click on **Sign in**

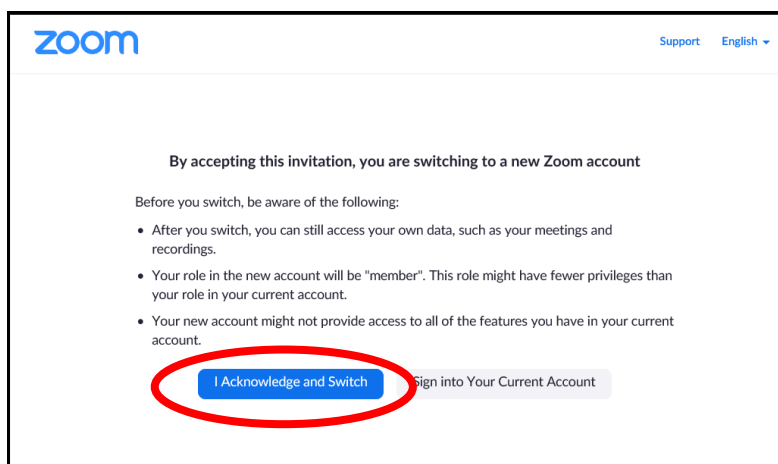


4. Sign in using your Laurier single sign-on (SSO) credentials. Make sure to select **SSO** to log in through Laurier's sign in rather than using the Zoom username/password sign in.



The image shows the Laurier Zoom login interface. At the top is the Laurier logo with the tagline 'Inspiring Lives.' Below it is the text 'Login to Zoom'. There is a form with two input fields: 'Network Login username' and 'Network Login password'. Below these fields is a blue 'Login' button. Under the button are two links: '> Forgot your password?' and '> Need Help?'. At the bottom of the form is a small link for 'Use of Information Technology Policy'.

5. A notification will inform you that your account already exists and you have the option to change your account to the Laurier site license. Click **I Acknowledge and Switch** to confirm the switch to the Laurier Zoom license.

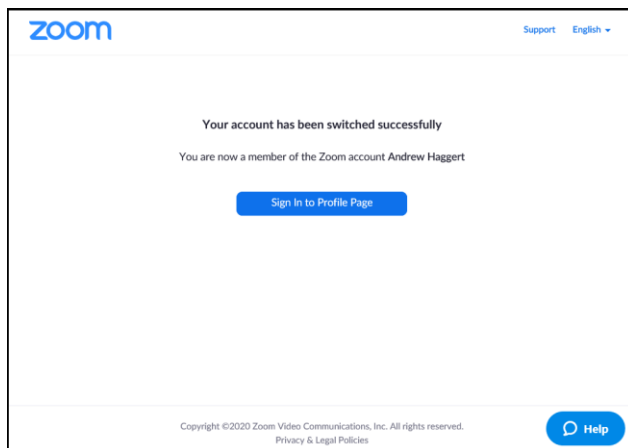


The image shows a Zoom notification page. At the top left is the Zoom logo, and at the top right are links for 'Support' and 'English'. The main text reads: 'By accepting this invitation, you are switching to a new Zoom account'. Below this is a section titled 'Before you switch, be aware of the following:' followed by three bullet points:
 

- After you switch, you can still access your own data, such as your meetings and recordings.
- Your role in the new account will be "member". This role might have fewer privileges than your role in your current account.
- Your new account might not provide access to all of the features you have in your current account.

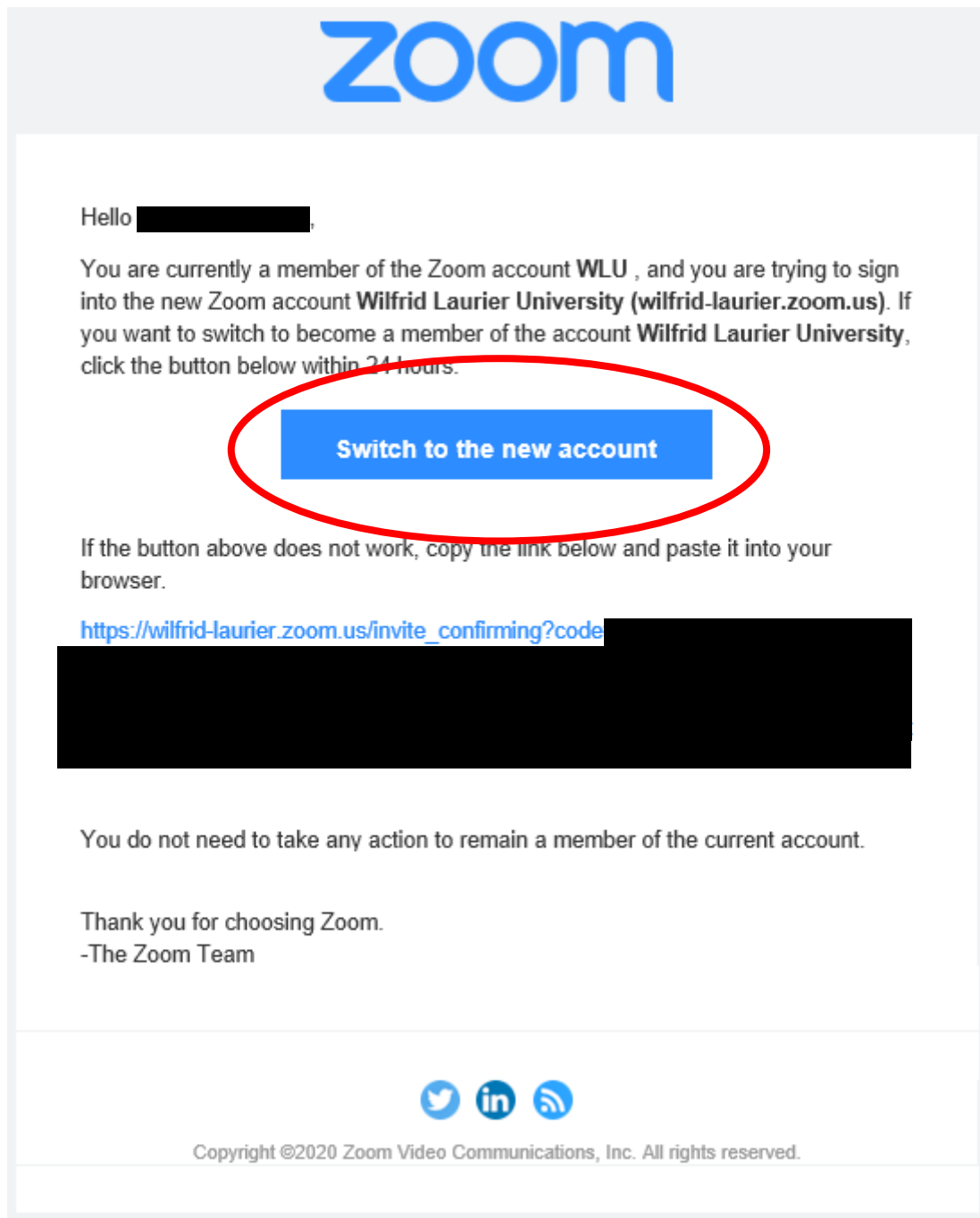
 At the bottom are two buttons: 'I Acknowledge and Switch' (highlighted with a red circle) and 'Sign into Your Current Account'.

6. A confirmation notification will appear to inform you that you are using the Laurier Zoom license.



The image shows a Zoom confirmation page. At the top left is the Zoom logo, and at the top right are links for 'Support' and 'English'. The main text reads: 'Your account has been switched successfully'. Below this is a line of text: 'You are now a member of the Zoom account Andrew Haggert'. At the bottom center is a blue button that says 'Sign In to Profile Page'. At the bottom left is a small copyright notice: 'Copyright ©2020 Zoom Video Communications, Inc. All rights reserved. Privacy & Legal Policies'. At the bottom right is a blue button with a speech bubble icon and the word 'Help'.

7. Click **Sign In to Profile Page** to login to the Laurier Zoom license. You will now be logged into Zoom.
8. You will also receive an email of the switch to your Laurier email account. In order to complete the switch you **must** click on **Switch to the new account** in the body of the email to complete the set up of your Laurier Zoom account. If you do not receive this email in your Inbox check both your Spam and Junk folders.



## Student Instructions for accessing Zoom meetings for Classes

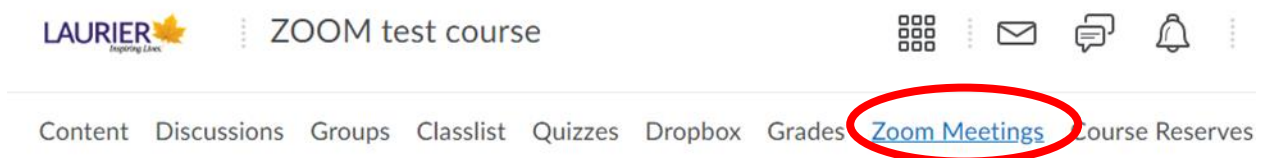
As part of Laurier's commitment to academic continuity your instructor may choose to conduct class meetings via Zoom. Zoom allows class meetings to continue virtually in real time. Your instructor may also choose to post a video of the class meeting to MyLS.

If your instructor has decided to continue the course using Zoom, they will provide you with a meeting invitation via email or MyLearningSpace.

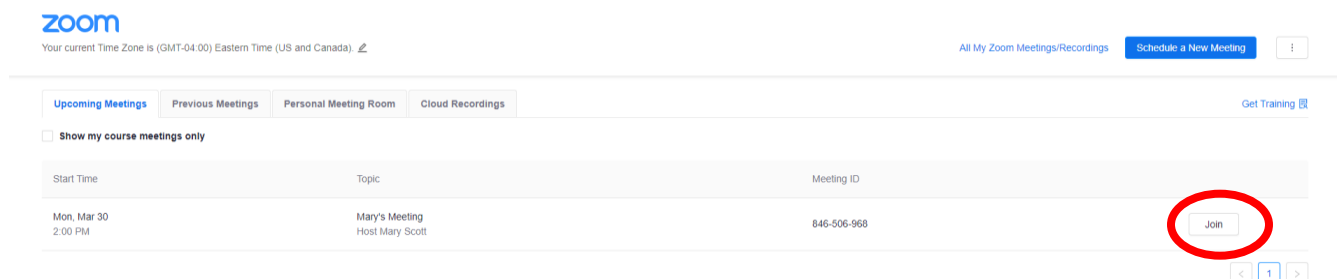
The following instructions will take you through the process of participating in your Zoom class meeting and address common questions you might have about using this technology.

### How to Access Zoom

1. In MyLearningSpace, click on the tab **Zoom Meetings**. If you were sent an email with a link to the meeting, skip to **Step 3**.



2. You will be redirected to a page with a listing of meetings. Find the meeting that you would like to join and then click on the button **Join**.



3. When you click the meeting link or the **Join** button it will start to launch the Zoom meeting. If you do not have the Zoom desktop application installed, you may need to click the link in the window that says **Download and run Zoom**. Additional instructions for installation can be found [here](#).

Launching...

Please click Open Zoom Meetings if you see the system dialog.

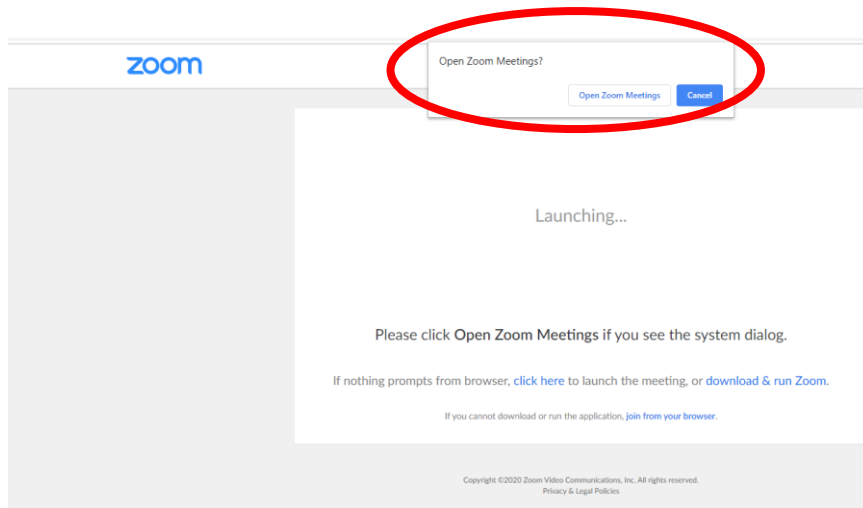
If nothing prompts from browser, [click here](#) to launch the meeting, or **download & run Zoom**.

If you cannot download or run the application, [start from your browser](#).

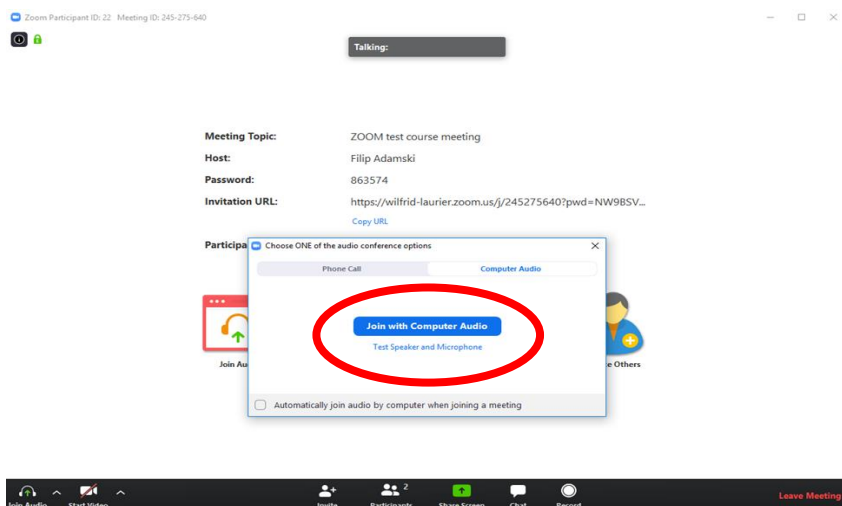
(This will download a Zoom installation file (.exe for Windows or .pkg for Mac). Click to run the installation file to install the Zoom app on your computer.)

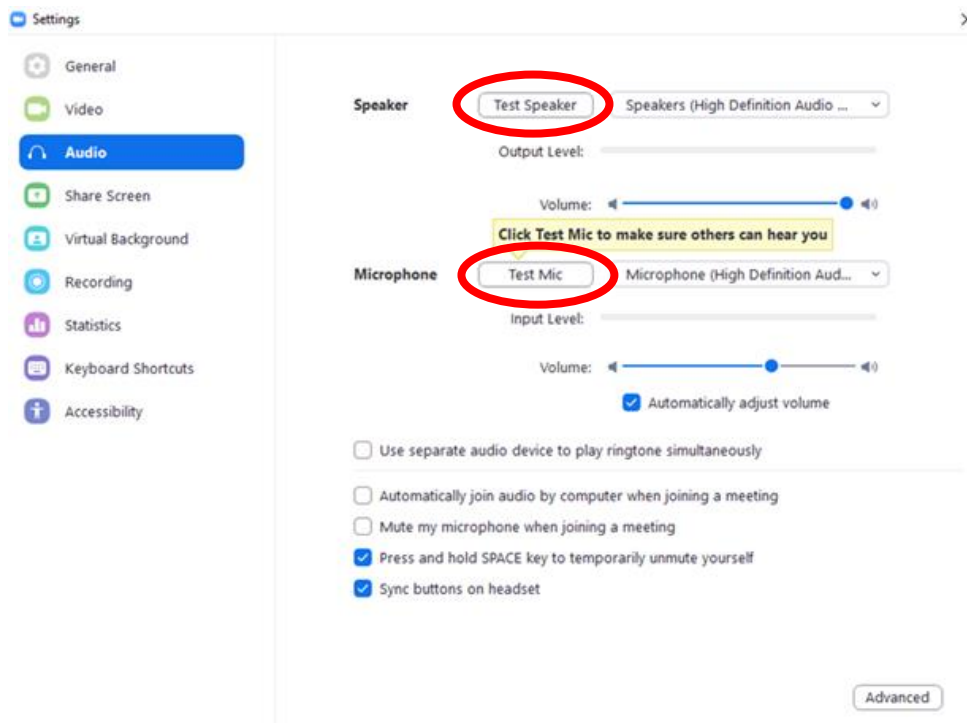


Once you have the application installed, it should automatically launch the meeting.

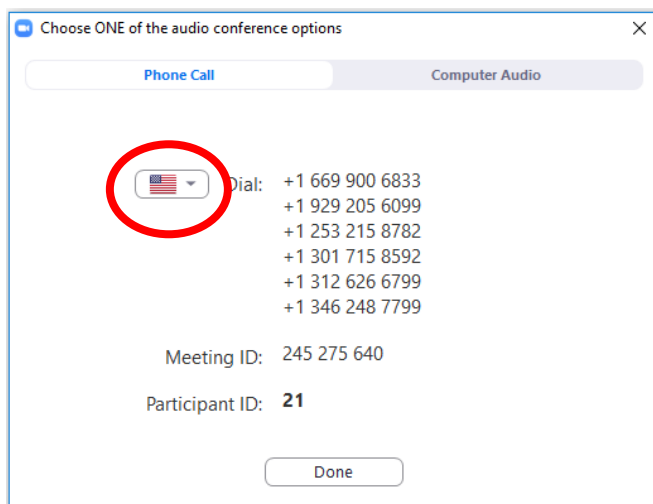


You will be prompted to select an audio option. Computer Audio is the default option to join. This option is always free and can work in the Zoom application on your computer. To use this option, click on the blue button to **Join with Computer Audio**. If you want to test your microphone and speakers, click on the link to **Test Speaker and Microphone**.

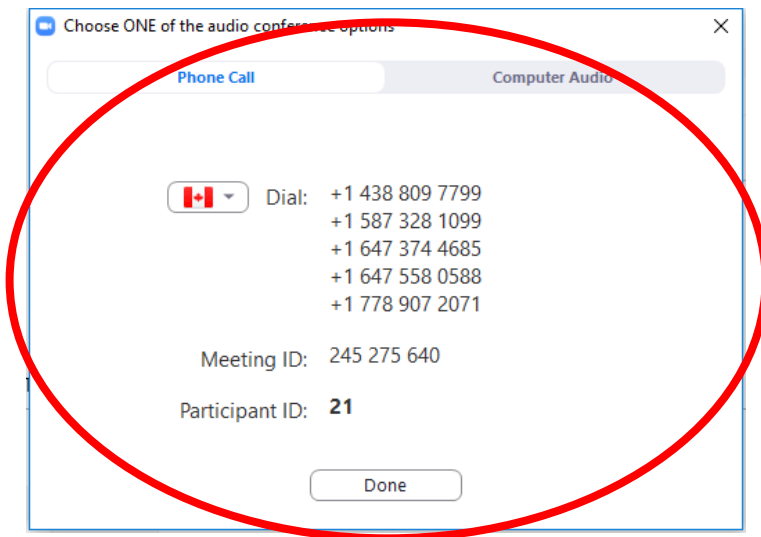




4. If you do not have a microphone or speaker on your computer, or cannot connect via your smartphone, you may instead select to join via Phone Call.
  - a. Click on the arrow beside the flag to choose which country you are calling from. It will provide you with toll numbers that you can dial. **If you dial a toll number, your carrier rates will apply (long distance charges will apply depending on your carrier). There is no toll free option with our subscription.**
  - b. Dial the number from your phone and you will be prompted to enter the Meeting ID provided to you on the same screen followed by #, then your Participant ID also provided on the same screen followed by #.
  - c. Click **Done**.







## What to Expect during a Zoom Class Meeting – Participant Role

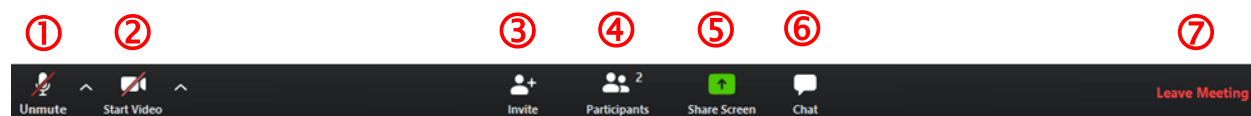
The following describes the way a Zoom class meeting unfolds and what options exist for the participant role.


Once the meeting begins, the instructor/host will be in control, and may choose to speak to the class using the microphone/camera and/or opt to use slides to present material. Once the meeting is in session, the tool bar below can be used by to change settings and/or participate in the meeting.

### Options within the Zoom Toolbar


Below you will learn about the different options you will have within the Zoom. These options are different from those which appear for meeting hosts. You can also find more information about the participant controls within a meeting [here](#).

As a student, you may create your own study group meetings where you would be the host of the meeting. You can find more information about the host control toolbar within a meeting by reviewing [What to Expect during a Zoom Class Meeting – Host Role](#).



1. **Microphone:** This button will Mute and Unmute your microphone. If you click on the arrow  next to the mic icon you will have options to choose which microphone and/or speakers you wish to use. You will also have the option to leave the computer audio if you no longer want to use your computer audio for the meeting. If you do this you can then click the **Join Audio** button in the toolbar and choose to rejoin via **Computer Audio** or you could change to join by **Phone**

**Call.** You can also pull up audio options from here if you want to test your microphone or speakers.

2. **Video:** This will start and stop your video camera feed if you have a video camera connected to your computer or through your smartphone or tablet. If you click the up arrow  next to the video icon you can choose which camera you want to have selected (if you have multiple cameras connected) as well as choose other video settings.
3. **Invite:** Allows you to invite people into your meeting after the meeting has started. You can invite individuals by email. You can also copy the URL of the meeting or **Copy the Invitation** of the meeting to send to someone.
4. **Participants:** Clicking will open and close the participant window that shows you the list of participants who have joined the meeting.
5. **Share Screen:** Use this to share your computer screen with the participants in your meeting. The host must enable participants ability to share their screens before they will be able to do so. If it is enabled you will have the option to share your entire desktop screen, a whiteboard, an iPhone/iPad that you may have connected, or a specific window, document or application that you may have open on your desktop. See the [Sharing Your Screen](#) section for more information.
6. **Chat:** This will open and close the chat window where you can text chat with all participants or specific people.
7. **Leave Meeting:** Clicking this will prompt a message asking if you want to leave the meeting. Click **Leave Meeting** to exit the meeting.

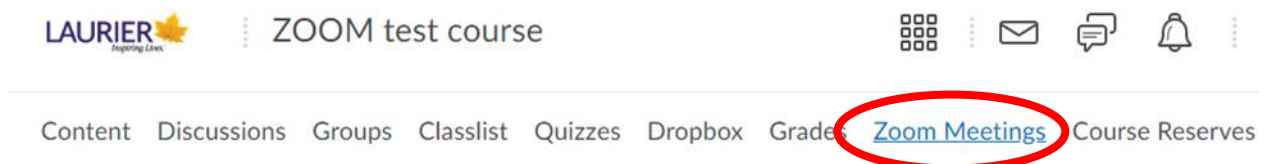
## Sharing Your Screen – Participant Role

For detailed information on how to share your screen, visit Zoom's [Share Your Screen](#) documentation.

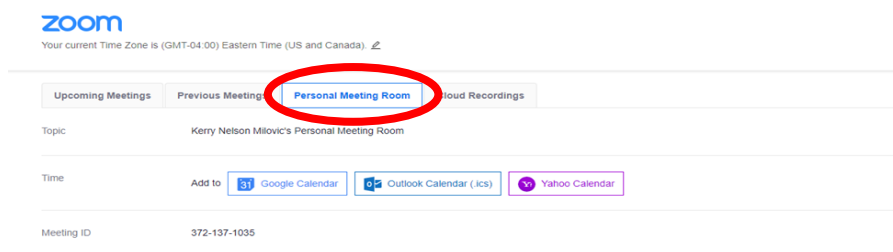
## Creating a Personal Meeting Room – Participant Role

Within Zoom users can schedule their own meetings within their Personal Meeting Rooms. You should generally use this feature when you are meeting with other students so that the list of Meetings on the **Zoom Meeting** page is easier to navigate for students who are looking for the meetings set up by the instructor.

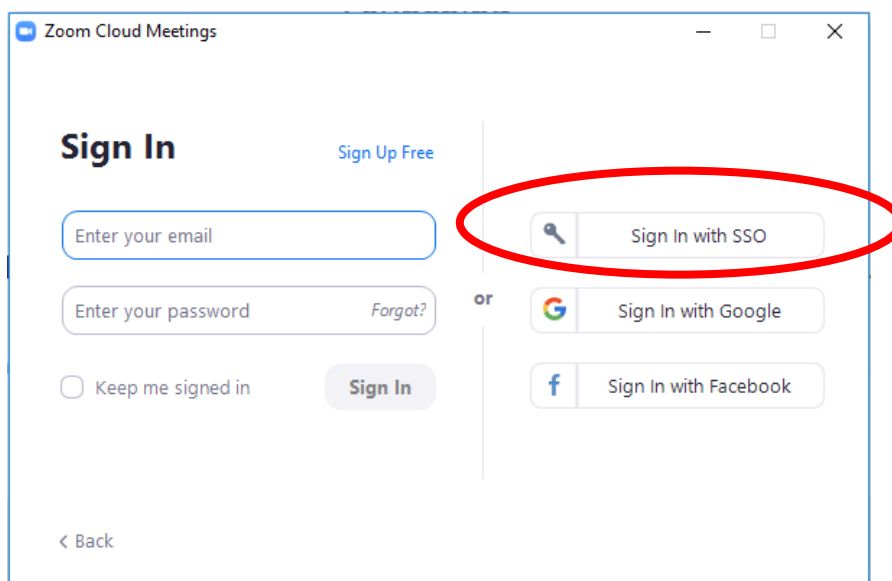
1. In MyLearningSpace, click on the **Zoom Meetings** tab.



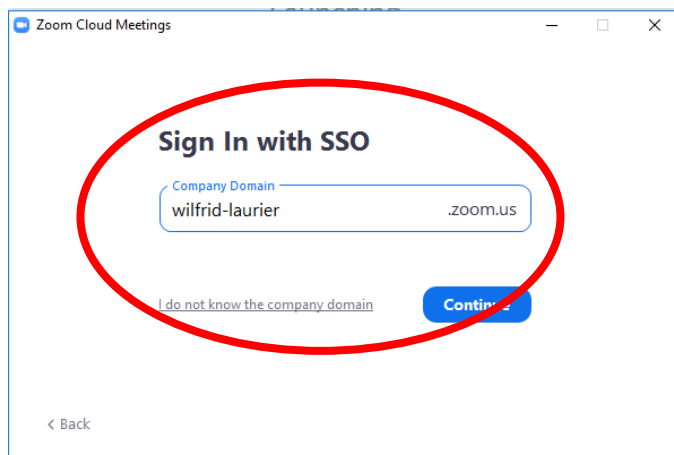
2. You will be redirected to a page with a list of meetings for the course. Click on the **Personal Meeting Room** tab.



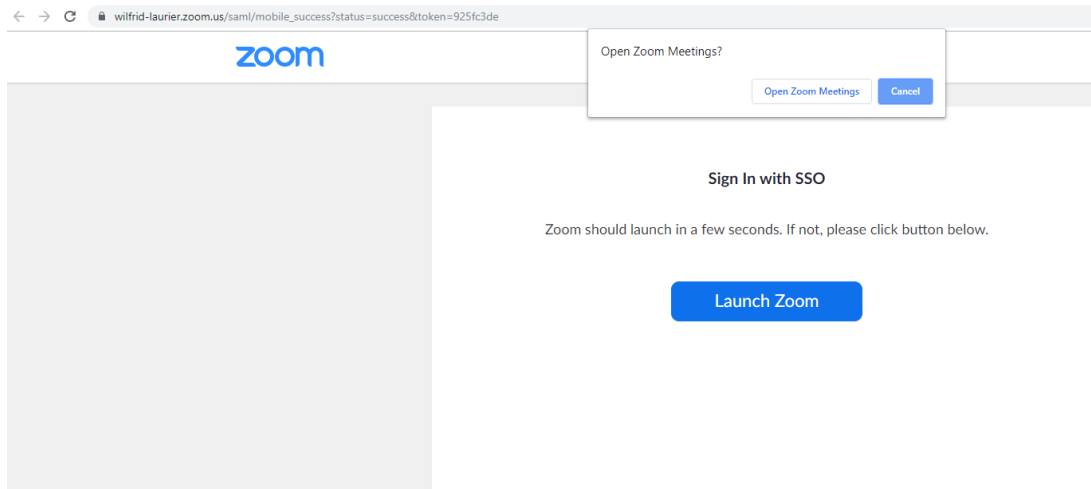
3. You will be prompted to Sign In. Click on **Sign in with SSO**.



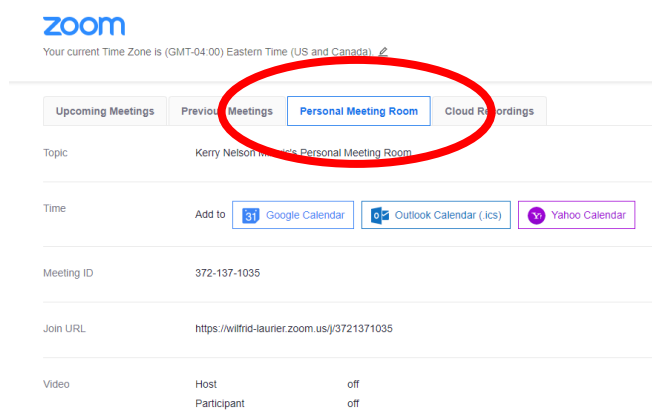
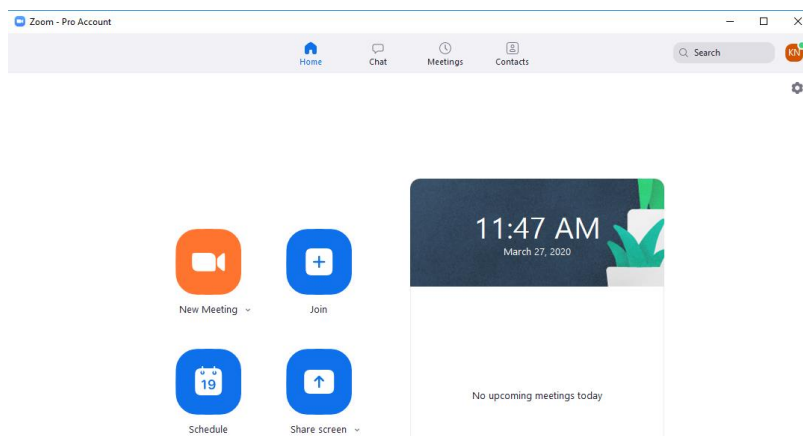
4. You will be prompted to enter the Company Domain. Enter **wilfrid-laurier**. Click **Continue**.



5. You will be prompted to **Open Zoom Meetings**. For more information on accessing Zoom, refer to [How to Access Zoom](#).



6. You will now have created your own personal meeting space. For more information on using your own personal meeting space, refer to Zoom's documentation on [Personal Meeting ID \(PMI\) and personal link](#). You can also go back to MyLearningSpace at anytime and open your Personal Meeting Space using the Personal Meeting Tab.



## What to Expect during a Zoom Meeting – Host Role



The following describes the way a Zoom meeting unfolds and what options exist for the host role.

Once the meeting begins, you, as the host will be in control, and may choose to speak to the class using your microphone/camera and/or opt to use slides to present material. Once the meeting is in session, the tool bar below can be used by to change settings and/or participate in the meeting.

### Options within the Zoom Toolbar

Below you will learn about the different options you will have within the Zoom. These options are different from those which appear for participants. You can also find more information about the host controls within a meeting [here](#).



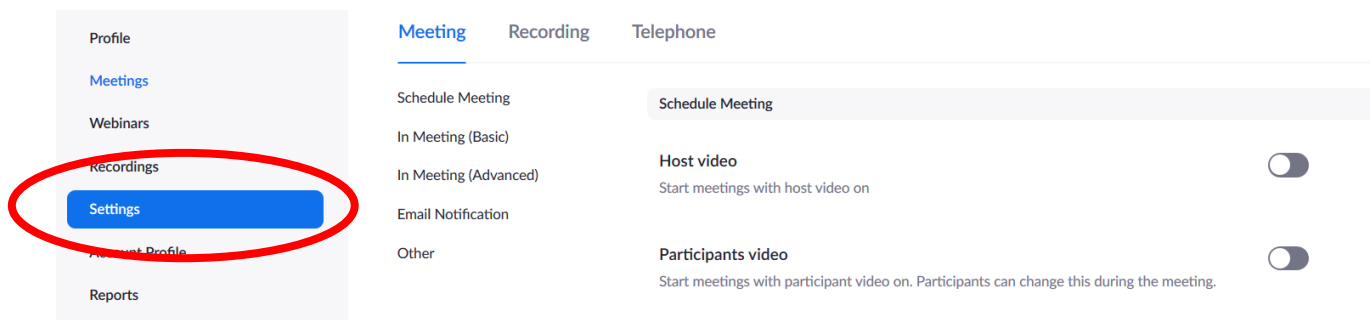
1. **Microphone:** This button will Mute and Unmute your microphone. If you click on the arrow  next to the mic icon you will have options to choose which microphone and or speakers you wish to use. You will also have the option to leave the computer audio if you no longer want to use your computer audio for the meeting. If you do this you can then click the **Join Audio** button in the toolbar and choose to rejoin via **Computer Audio** or you could change to join by **Phone Call**. You can also pull up audio options from here if you want to test your microphone or speakers.
2. **Video:** This will start and stop your video camera feed if you have a video camera connected to your computer or through your smartphone or tablet. If you click the up arrow  next to the video icon you can choose which camera you want to have selected (if you have multiple cameras connected) as well as choose other video settings.
3. **Invite:** Allows you to invite people into your meeting after the meeting has started. You can invite individuals by email. You can also copy the URL of the meeting or copy the invitation of the meeting to send to someone.
4. **Manage Participants:** Clicking will open and close the participant window that shows you the list of participants who have joined your meeting. A number of other options within the participant list exist and more information is available [here](#).
5. **Polls:** Clicking this allows you to create, edit, and launch your polls. The options to create or launch polls will open up the Zoom web portal in your default browser. More information about polling is available [here](#).
6. **Share Screen:** Use this to share your computer screen with the participants in your meeting. You will have the option to share your entire desktop screen, a whiteboard, an iPhone/iPad that you may have connected, or a specific window, document or application that you may have open on your desktop. Click on the up arrow next to the **Share Screen** icon to set it to only "*One participant can share at a time*" or "*Multiple participants can share simultaneously*". Advanced sharing options can allow you to choose who can share (only host or all participants) and who can start sharing when someone else is sharing (only host or all participants). More information about screen sharing is available [here](#).

7. **Chat:** This will open and close the chat window where you can text chat with all participants or specific people.
8. **Record:** Clicking this button will allow you to choose to record the meeting locally to your computer or to the cloud. More information about cloud recording is available [here](#). You must always notify participants before you begin recording a meeting.
9. **Breakout Rooms:** Clicking this button will allow you to create breakout rooms to send your participants for discussion and collaboration in smaller groups. More information about Breakout Rooms is available [here](#).
10. **End Meeting:** Clicking this will prompt options to end the meeting. You'll get an option to "End Meeting for All" or "Leave Meeting" where only you will leave the meeting. Note: If you are the host, you will need to assign someone else as host before you click Leave Meeting.

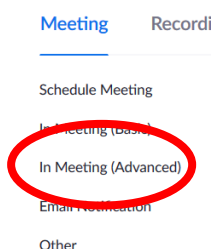
## Closed Captioning in Zoom

Closed captioning allows you or another meeting attendee, assigned by the host, to add closed captioning in a meeting. Closed captioning can be typed by the host, co-host, or a panelist assigned by the host. You can type the closed captions directly via Zoom or you can integrate a third party service (not included in Laurier's Zoom license).

1. To turn on the ability to type closed captioning in a meeting, go to **Settings** on the left hand side.



2. Click on **In Meeting (Advanced)**.



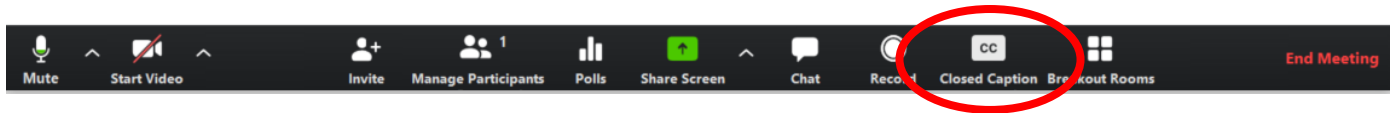
3. Scroll down to **Closed captioning** and toggle on to enable this feature.

### Closed captioning

Allow host to type closed captions or assign a participant/third party device to add closed captions



4. The closed captioning feature will now appear in the meeting toolbar.



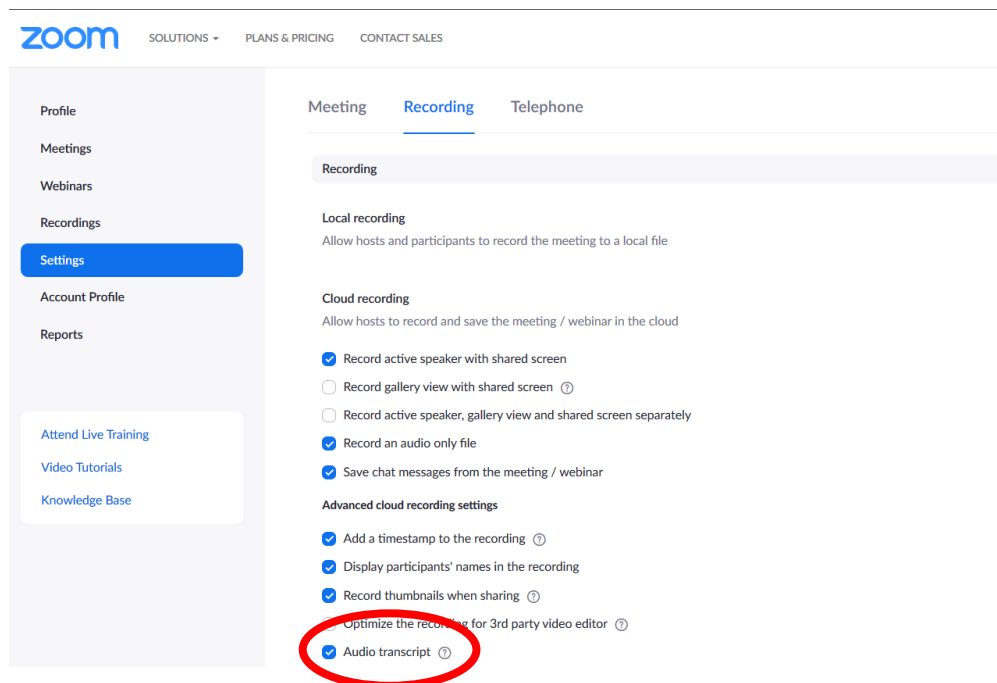
## Audio Transcription from Cloud Recordings

You can use the Audio transcript option (under Cloud Recording) in Zoom to automatically transcribe the audio of a meeting or class session that you record to the cloud. After this transcript is processed, it appears as a separate .vtt text file in the list of recorded meetings. In addition, you have the option to display the transcript text within the video itself, similar to a closed caption display.

### Enabling audio transcription

Audio transcription should be automatically enabled in your Zoom account but it is important to verify this.

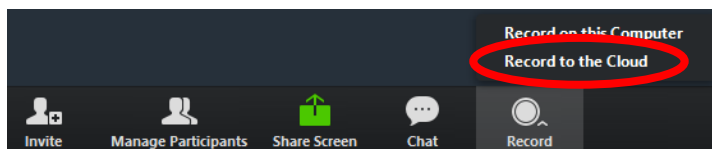
1. Go to Zoom on the web to login via Laurier single sign-on (SSO). Click here: <https://zoom.wlu.ca>. Click on Sign in and enter your credentials.
2. Click on **Settings** in the left hand menu.
3. Click on **Recording** across the top menu.
4. Scroll down and under **Advanced cloud recording settings** ensure that **Audio transcript** is checked.



5. Audio transcription has been enabled for your cloud recorded meetings.

## Generating an Audio Transcript

1. To generate the audio transcript for a meeting, start your selected Zoom meeting.
2. Click the **Record** button in the Zoom host toolbar and choose **Record to the Cloud**.

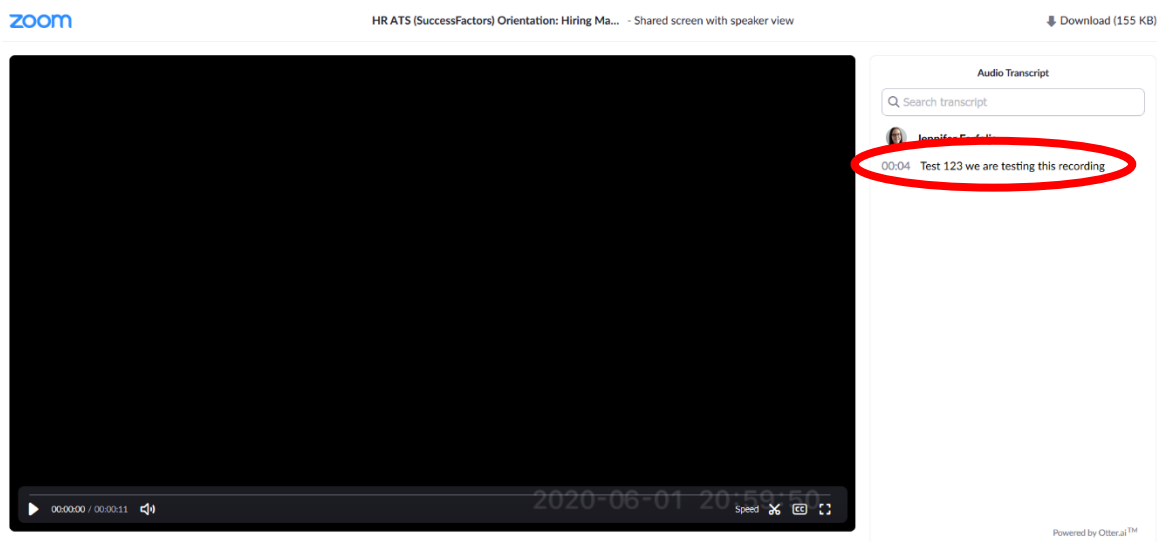


3. If you have already configured your Zoom account to record all meetings in the cloud you will not need to start the recording as per the above step. The meeting will start recording as soon as it is started.
4. After the meeting ends, you will receive an email that lets you know that your cloud recording is available. A short time later, you also receive a separate email letting you know that the audio transcript for the recording is available. These emails include links to view your recordings and transcript.

## Viewing and editing the Audio Transcript.

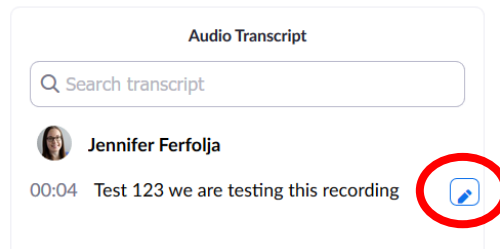
Audio transcripts are saved in VTT format. If you download the VTT file, you can open it with a text editor or word processing application. You can also view or edit transcripts in the web portal:

1. Click the link in the email mentioned in the previous step **OR** in Zoom on the web navigate to **Recordings** page. Click the name of the recorded meeting you would like to access the audio transcript for.
2. This opens the **Recordings Details** page which will include the following files:
  - a. Shared screen with speaker view
  - b. Audio Only (m4a)
  - c. Audio transcript
3. Click the **Audio Only** m4a file, or the Recording or Gallery View mp4 file, if available. The text of the transcript displays on the right-hand side of the file.

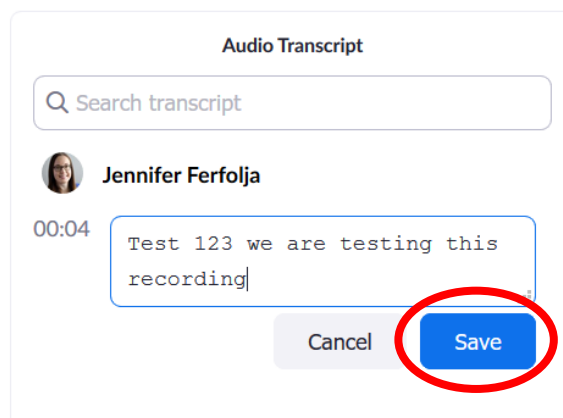




4. To edit a phase in the transcription, navigate to the **Audio Transcript** panel on the right and hover the mouse over the text. Click the pencil icon that appears next to the phrase you want to edit.



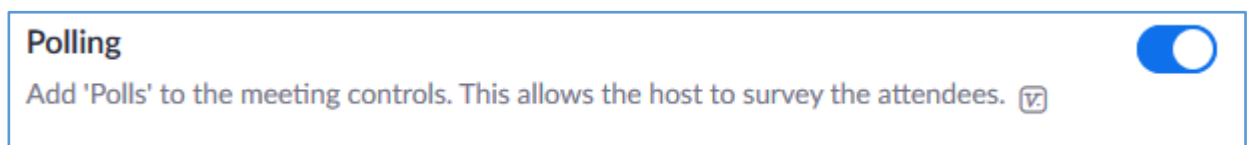
5. Make any changes to the text, then click **Save**. The updated version of the text is displayed when you play the audio or video file.



## How to use Polls in a Zoom Meeting

The polling feature for meetings allows you to create single choice or multiple choice polling questions for your meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees. You also have the ability to download a report of polling after the meeting. Polls can also be conducted anonymously, if you do not wish to collect participant information with the poll results. Polls can be created in advance or during the meeting itself. Please see the information below to first enable polling for your account.

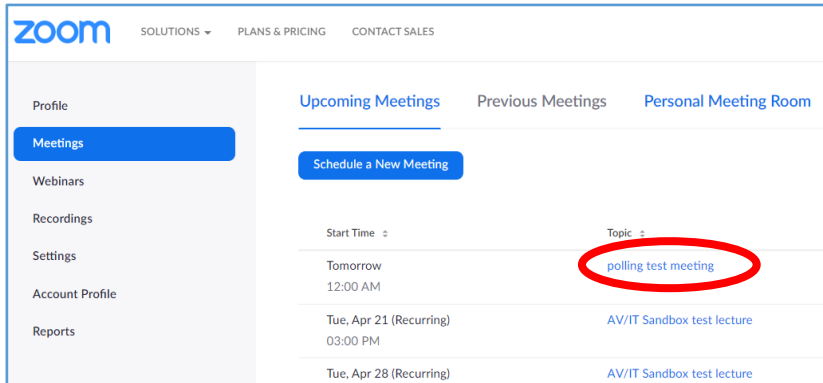
1. Once logged into Zoom, click on **Settings** in the left hand menu. Once the page opens scroll down to the **Polling** heading (Ctrl+f to easily search for the heading). If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.



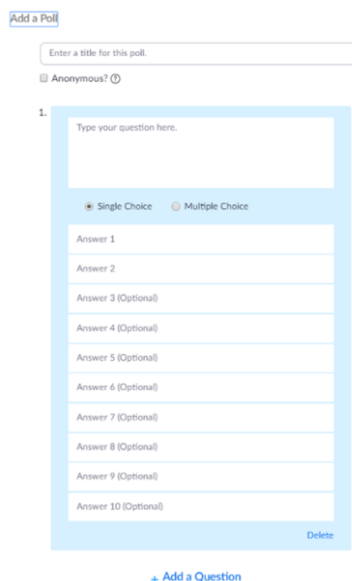
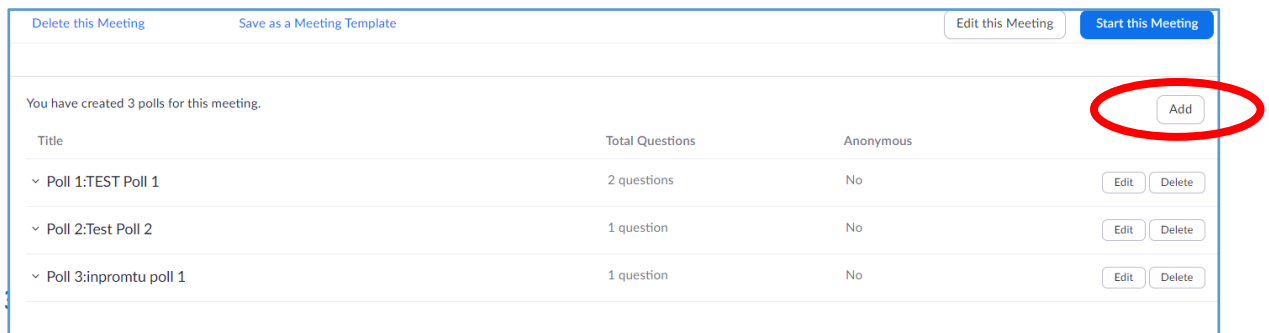
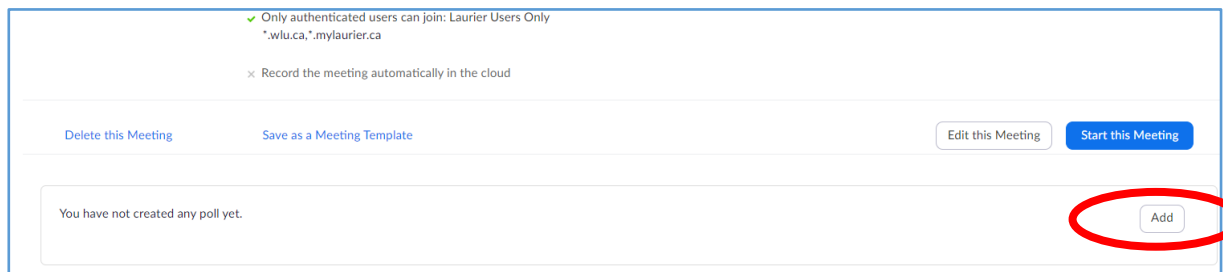
2. Polling is now enabled for your meetings.

## Creating Anonymous Polls for a Scheduled Meeting

1. Locate the scheduled meeting in Zoom you want to add Polls to. Click the meeting topic to view the meeting details.



2. At the very bottom of the meeting details screen you will see the Polls area. You will either have an empty polls area with an **Add Polls** button, or a list of the Polls already added to the meeting and an **Add** button. Below is an example of each.

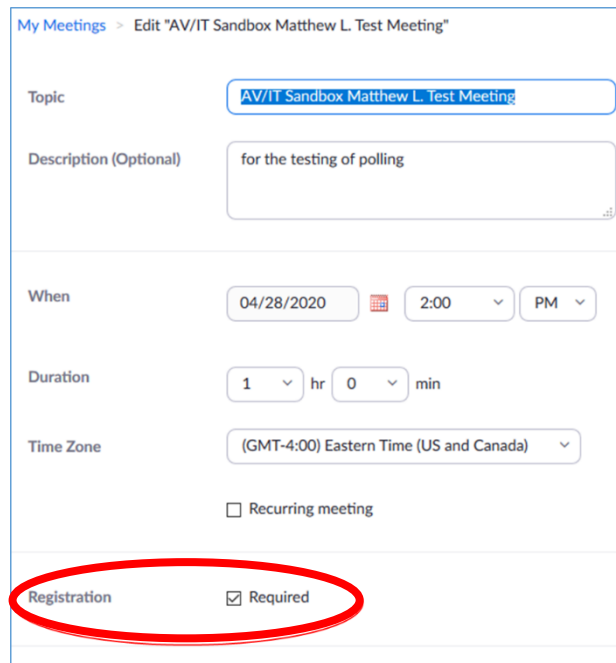


4. Name the poll for the meeting and fill in the form with your question(s). For a True or False questions use those as your first two, and only, answer options.
5. To add more questions, click the **Add a Question** button at the bottom of the **Add a Poll** window. When you have set up the poll click the **Save** button.
6. Once you click **Save** you will be taken back to the details of the Zoom meeting you added the Poll to. You should see the Poll you created added to the **Polls for this Meeting** section. You can now add another Poll, or alternatively, edit or delete an existing poll. For reference see the second illustration for step 2.
7. You can use this method to add, remove or edit meeting polls that you created from within MyLS.

## Creating Polls to Record Individual Responses

To have the polling responses recorded with the participant's details you only have to enable and require Registration for the Zoom meeting. Requiring registration also enables you to generate registration reports (who attended the meeting).

To do this select the checkbox to **Require Registration** when you are set up a meeting. For additional details please refer to <https://support.zoom.us/hc/en-us/articles/211579443>.



The screenshot shows the 'Edit' page for a Zoom meeting titled 'AV/IT Sandbox Matthew L. Test Meeting'. The form includes fields for Topic, Description (Optional), When (date and time), Duration, Time Zone, and a checkbox for 'Recurring meeting'. At the bottom, the 'Registration' checkbox is checked and labeled 'Required'. This section is circled in red in the original image.

## Creating Polls from within MyLS

If you have created Zoom meetings within MyLS and would like to include a Poll, you may create a CSV (comma separated value) file with the details of the poll. A template for this is available at the bottom of

the screen on the **Meeting Details** page that is displayed after creating a meeting. Please follow the steps below to create a poll from within MyLS.

1. From within MyLS create a Zoom meeting and save it (detailed instructions on [page 6](#) of this document).
2. In Zoom, go to the list of your **Upcoming Meetings** and locate the Zoom meeting you would like to add Polling to.
3. Click on the **Topic** of the Zoom meeting to have the details of the meeting displayed.
4. At the bottom of the meeting details page is the Poll section where you can download a template and then import a CSV file with the completed list of polling questions.
5. Click on the **Download a CSV Template** link and save the file. Since the downloaded file is not saved by default with a file extension, go to the download directory where you saved the file and rename the file to “poll.csv”. The addition of this file extension tells the operating system what type of file it is, and makes the remaining steps easier.
6. Double click on the file and it should open in Excel (on a Laurier-managed computer). You will likely have to make the columns wider to clearly see the template.
7. From the illustration below you can see what the template looks like on a PC and opened in Excel.

	A	B	C	D
1	Title	Questions Name	Questions Type	Answers
2	Polling1			
3		How useful was this meeting?	multiple	
4				Extremely useful
5				Somewhat useful
6				Not useful at all
7				
8		How useful was this course?	single	
9				Extremely useful
10				Somewhat useful
11				Not useful at all
12	Polling2			
13		How useful was this meeting?	multiple	
14				Extremely useful
15				Somewhat useful
16				Not useful at all
17				
18		How useful was this course?	single	
19				Extremely useful
20				Somewhat useful
21				Not useful at all
22				
23				

- a. Column A is the name of the Poll. You can have multiple individual polls in your Zoom meeting, but all of them need to be in one CSV file for importing. In this example there are 2 separate polls, Polling 1 and Polling 2.
- b. Column B lists the poll questions.

- c. Column C are the question types, either **multiple** response selection (select all that apply) or **single** response selection (select one answer).
  - d. Column D are the answers that can be chosen for that question. This has been tested to work with 8 response options per question.
  - e. Notice that the Title is on its own row, the question name and type share a row, and the answers are each on a row of their own.
  - f. Although the default template from Zoom shows an empty line between rows 6 - 8, and 16 -18, these empty rows are not required.
8. Below is an example in Excel of 3 Polls (test quizzes) the first two with 2 questions each and the third with only 1 question.

	Name Box A	B	C	D
1	Title	Questions Name	Questions Type	Answers
2	Chapter 1-3 Quiz			
3		Which of these are colours?	multiple	
4				Blue
5				Green
6				Red
7				Black
8		Which is the longest?	single	
9				1 m
10				15dm
11				0.1km
12	Chapter 4-5 Quiz			
13		Which of these has fir?	multiple	
14				Dogs
15				Elephants
16				whales
17				mole rats
18		Which of these is a planet?	single	
19				Jupiter
20				Pluto
21				Kepler 960
22	Chapter 6-9 Quiz			
23		Finish this series. 1 2 3 5 8	Single	
24				9
25				10
26				11
27				12
28				13
29				14
30				15
31				16

9. Enter your Poll information in your template and then ensure you **Save As** the document to save the document as a CSV file. The **Save as Type** on a Windows computer with Excel can be **CSV(ms-dos)**.

File name:

Test Quiz

Save as type:

CSV (MS-DOS)

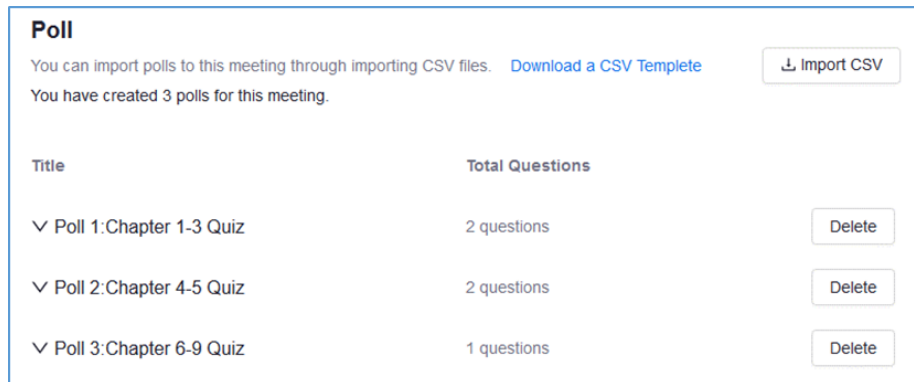
Authors:

user

Tags:

Add a tag

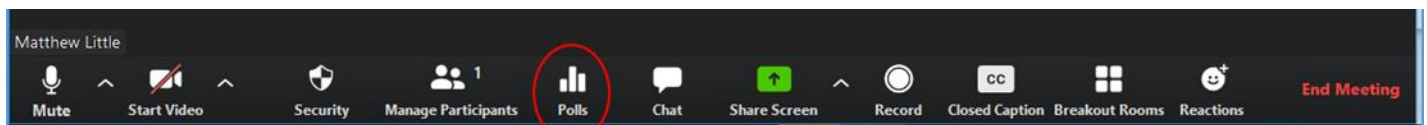
10. In Zoom through MyLS, from the same place you downloaded the Poll template, click the **Import CSV** button. Locate the CSV file you created and click **Open**. Your file should upload and be imported allowing you to see your Polls now listed at the bottom of the webpage.



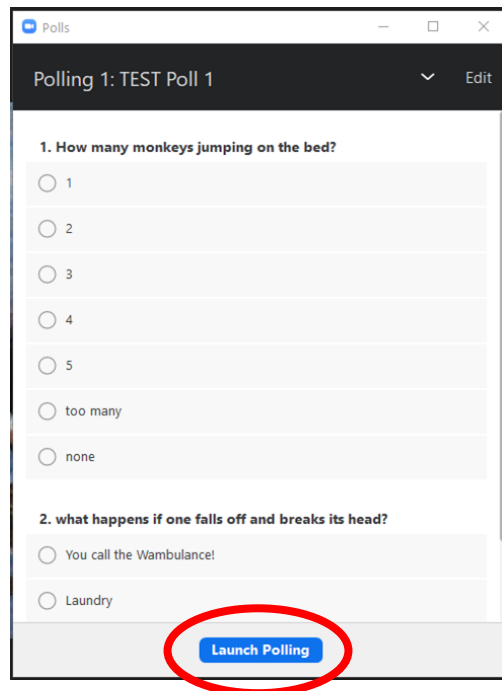
11. Notice how one CSV file was uploaded and it generated 3 individual polls. Each of these polls can be presented during your Zoom meeting at a time and in the order that you choose during the meeting.
12. Finally, you can also edit the Poll template with a simple word processing program like **Notepad**, **WordPad**, or **Word**. If you chose to do it this way keep in mind that you should not change the formatting of the document. The location and number of the commas is important to the file being properly uploaded. When you save the document **Plain text** will work as a file type.

### Launching a Poll from within a Zoom meeting

1. Once you start your Zoom meeting as the host you will see the Zoom toolbar along the bottom of the Zoom screen. You may want to have the screen maximized if some items are hidden.



2. The example (above) shows the Polls option on the toolbar. Clicking on this will open the first Poll you have created for this meeting, but it is visible only to you. You have a few options before you present the Poll to everyone in your meeting.
  - a. On the title bar is a down arrow that allows you to select other Polls created for this meeting.
  - b. On the right an edit button that will open the poll in your browser to allow you to edit it.
  - c. On the far right side is a slider that permits you to scroll through the poll.
  - d. At the bottom is the **Launch Poll** button. Clicking this button will launch the Poll for all participants to see and complete.



**Polling 1: TEST Poll 1** Edit

1. How many monkeys jumping on the bed?

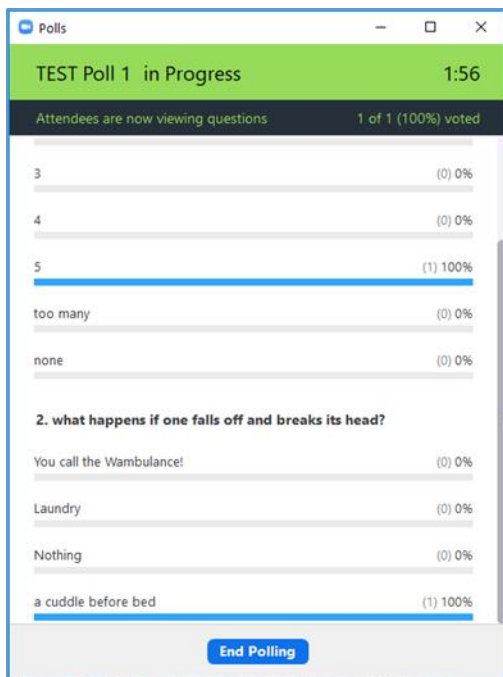
- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ too many
- ☐ none

2. what happens if one falls off and breaks its head?

- ☐ You call the Wambulance!
- ☐ Laundry

**Launch Polling**

3. During an active poll, this is what it looks like for you (left), for the participants to see and complete (right), and the results when you end polling (below).



**TEST Poll 1 in Progress** 1:56

Attendees are now viewing questions 1 of 1 (100%) voted

3 (0) 0%

4 (0) 0%

5 (1) 100%

too many (0) 0%

none (0) 0%

2. what happens if one falls off and breaks its head?

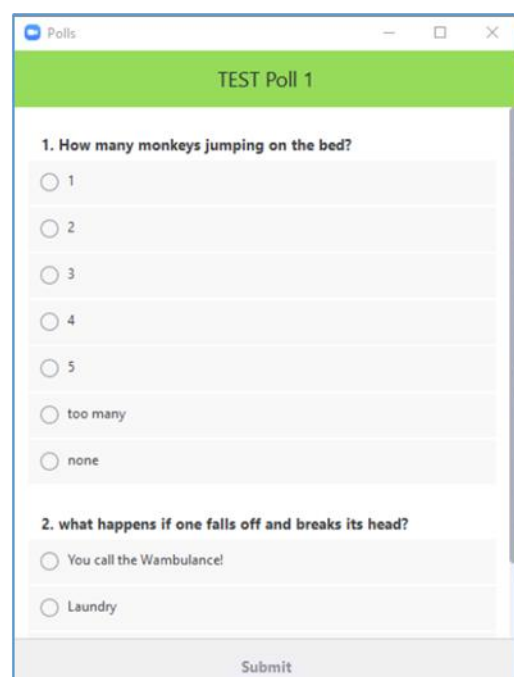
You call the Wambulance! (0) 0%

Laundry (0) 0%

Nothing (0) 0%

a cuddle before bed (1) 100%

**End Polling**



**TEST Poll 1**

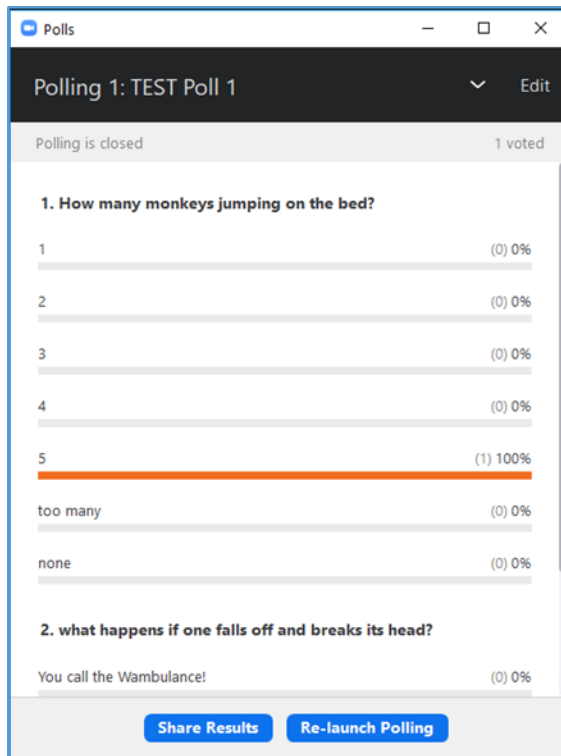
1. How many monkeys jumping on the bed?

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ too many
- ☐ none

2. what happens if one falls off and breaks its head?

- ☐ You call the Wambulance!
- ☐ Laundry

**Submit**



**Polling 1: TEST Poll 1** Edit

Polling is closed 1 voted

**1. How many monkeys jumping on the bed?**

1	(0) 0%
2	(0) 0%
3	(0) 0%
4	(0) 0%
5	(1) 100%
too many	(0) 0%
none	(0) 0%

**2. what happens if one falls off and breaks its head?**

You call the Wambulance!	(0) 0%
--------------------------	--------

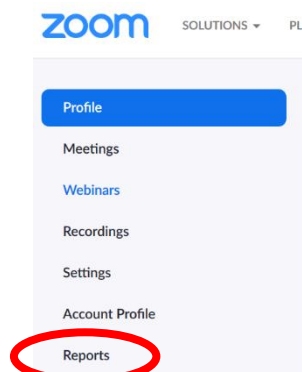
[Share Results](#) [Re-launch Polling](#)

4. When the poll is closed your Zoom event continues on. You choose when to open a Poll and how long to leave it open.
5. When you end your Zoom meeting your Poll results will be available to you within Zoom. Continue to the section **Downloading your Zoom Poll Results**.

## Downloading your Zoom Poll Results

You can download a report of the poll results after the meeting. If registration was turned on and the poll was not anonymous, it will list the participants' names and email addresses. If registration was not on, it will show the results, but list the participants as "Guest". If the poll was anonymous, it will show "anonymous" for the participants' names and email addresses. To access your poll results follow the steps below.

1. Go to Zoom to login via Laurier single sign-on (SSO). Click here: <https://zoom.wlu.ca>. Click on **Sign in** and enter your credentials.
2. From the menu on the left of your screen select **Reports**.





- From the Usage Reports screen that appears select **Meeting**.

Usage Reports

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Usage	View meetings, participants and meeting minutes within a specified time range.
<b>Meeting</b>	View registration reports and poll reports for meetings.

- Select the **Poll Report** radio button, then select the appropriate date range for the Zoom meeting you would like to get polling results from, then click **Search**. In the example below two meetings with poll results are shown for the date range.

Reports > Usage Reports > Meeting Docume

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**Meeting Report** **Report Queue**

Report Type ☐ Registration Report ☒ **Poll Report**

Search by time range ▼ From: 04/20/2020 To: 04/21/2020 Search

Maximum report duration: 1 Month

<input type="checkbox"/>	Scheduled Time	Start Time	Topic	Meeting ID	Attendees	
<input type="checkbox"/>	04/28/2020 02:00:00 PM	04/21/2020 07:47:41 AM	AV/IT Sandbox Matthew L. Test Meeting	932-1446-0113	3	<a href="#">Generate</a>
<input type="checkbox"/>	04/28/2020 02:00:00 PM	04/21/2020 07:29:58 AM	AV/IT Sandbox Matthew L. Test Meeting	932-1446-0113	4	<a href="#">Generate</a>

- To generate the poll report for a specific meeting, click the **Generate** button associated with the related report. It may take a moment to generate. A list of Poll and Registration reports will show up.
- Click on **Download** for the Poll report you would like to download. Only one option is shown below as an example.

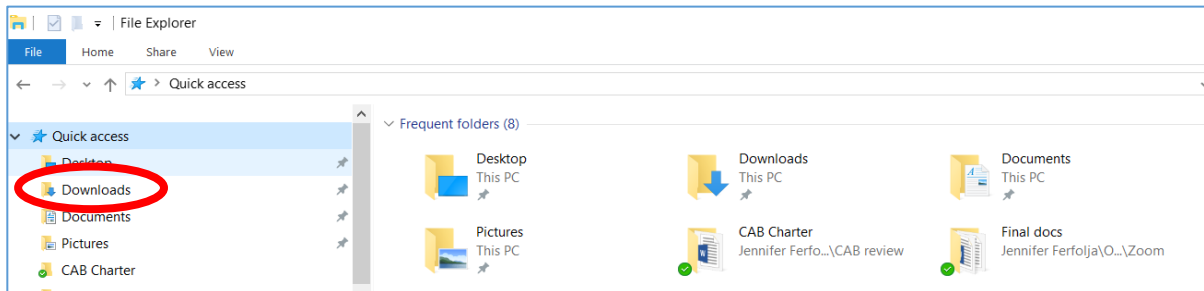
**Meeting Report** **Report Queue**

---

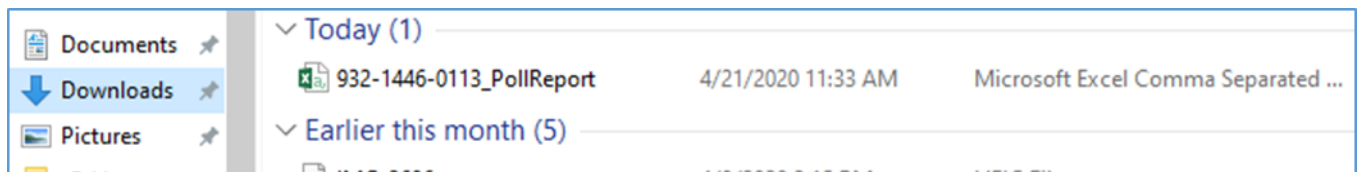
☒ Include reports that failed to generate results

Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time	
Poll Report	Apr 28, 2020 02:00:00 PM	Apr 21, 2020 07:47:41 AM	AV/IT Sandbox Matthew L. Test Meeting	932-1446-0113	Apr 21, 2020 11:28:16 AM	<a href="#">Download</a>

7. You will be presented with the download dialogue box. You can chose to open the file upon download or save it. Saving it will not only enable you to open it anytime, but there are limits to how long Zoom will keep this data. It is recommended to download the poll report as the data will then be available to you until you chose to delete it.
8. When the download is complete, go to your **Downloads** folder located in your File Explorer.



9. Look through the file names in your Downloads folder. You should find a file with a name similar to what is displayed in the screen capture below. The file name is made up of an ID number followed by **PollReport** and it is a CSV file type.



10. In the file example shown above, the computer recognizes that this file should be opened by Excel. You can double click on the file to open it. Excel will open the file. You will likely need to adjust the column spacing to see the information in a useful way.

A	B	C	D	E	F	G	H	I
#	User Nam	User Emal	Submitted Date/Time					
1	Tom Thun	Tom@gm	#####	Finish this	13			
2	Tom Thun	Tom@gm	#####	Which of t Jupiter		Which of t Dogs		
3	Tom Thun	Tom@gm	#####	Which is t 0.1km		Which of t Blue;Green;Red		

11. Below is the data from the poll as shown in Excel. Only Tom was invited to the Zoom meeting and he answered three polls, the first with 1 question and the rest with 2.
  - a. Column A is the Poll number. A Zoom meeting can have many polls and this shows 3.
  - b. Column B and C are the registered user name and email given by Tom when registering to enter the Zoom meeting.
  - c. Column D is the date and time for the poll results.

- d. Note that the column headers for columns E-H were added for clarity, Zoom does not automatically add them in, you will need to do this yourself (i.e. the question asked and the answer given).

A	B	C	D	E	F	G	H	I
#	User Nam	User Email	Submitted	Date/Time				
1	Tom Thun	Tom@gm	#####	Finish this	13			
2	Tom Thun	Tom@gm	#####	Which of 1Jupiter		Which of 1Dogs		
3	Tom Thun	Tom@gm	#####	Which is t 0.1km		Which of 1Blue;Green;Red		

12. In a poll with many participants all their results would be listed with Tom's results as shown in the example above. You can then use the **Data Sort** features of Excel to sort them as needed.
13. It is recommended to save your document using **Save As** at this point in Excel so that the formatting changes that make it readable are saved and you can give the file a meaningful name. In this case the file could be **Saved As Polling Results Test Zoom Meeting 20200421**.

**Note:** The same way you generated the Polling Report you can generate a **Registration Report**, download it and open it. You can do this at step 4 of this section. If you add questions to the registration process (i.e. student number or section), this will result in a useful record of participation/attendance.

## Contacts for Students

### Information and Communication Technologies

ICT Service Desk Email: [support@mylaurier.ca](mailto:support@mylaurier.ca)