Accessing and Using Zoom on an iPad
Faculty Guide

What do I need to access Zoom on my iPad?

- A strong internet connection
- An iPad with the free Zoom application installed from the App Store
- The Safari or Google Chrome web browser application (either will work)
- Headphones/earbuds with a built-in microphone
- NetBadge information
- Duo Authentication tools ready for authentication in Collab

How do I access Zoom from Collab on the iPad?

To access Zoom from Collab, open Safari or Google Chrome and navigate to the Collab site for your course.

Once on the site, select “Online Meetings” from the left-hand menu of options. Selecting “Online Meetings” will show the upcoming sessions you have scheduled. Each session will display the Start Time, Topic, Meeting ID, and the Start & Delete buttons. To schedule a new meeting, tap on the “Schedule a New Meeting” button.
When should I “Start” my class session?

If able, it is a good idea to start the session a minimum of 5 minutes before the actual session start time. This will provide the participants with an opportunity to connect and verify their microphone/camera settings before beginning.

What happens after I tap “Start” for my class session?

The Zoom application will attempt to open when you tap “Join.” You will need to tap “Open” when prompted from within the Safari/Chrome app.

The Zoom app will launch automatically once you tap on “Open.”

Zoom should automatically sign into the meeting. If prompted to sign in, follow the “How do I sign in” found on page 6 of this document.
Depending on the session settings used when creating the session, participants may or may not see "waiting on host to begin meeting" if they log in prior to the start. You may receive an email that indicates you have participants waiting. There is no need to do anything further with the information.

**What if I am unable to access Collab? Can I still start the session?**

Yes! Signing in to the Zoom app on your iPad will provide the same options as those in Collab. Once logged in, tap on the “Meetings” option on the left-hand side of the app to show your scheduled meetings. From here, tap on “Start” to begin. Even if you begin the meeting in the Zoom app as opposed to Collab, Students will still join this same meeting.

**How do I prepare my microphone and camera?**

The first time the Zoom app opens on your iPad you will be prompted to “Allow Access” to the microphone and camera. Be sure to select “Allow” when prompted.
If you are not prompted automatically, the prompt will show up when you tap on either the microphone or camera icons to connect the first time to the meeting via Zoom. The default camera and microphone for the Zoom app are the built in microphone and FaceTime camera. If you have headphones connected, sound is directed through the headphones without the need to make any changes.

In case you later need to manage access to the camera or microphone, open the Settings app on your iPad, navigate to Privacy, selected Camera or Microphone, and toggle the switch on/off as desired.

A few tips for microphone and camera use:
- Encourage participants to keep their microphones muted until they are ready to respond to a question or respond to a discussion point. This will prevent any unwanted or unexpected audio being sent to the other participants.
- Attempt to have enough lighting in your space that you are easily viewable for other participants.

Notice how distracting and bothersome this glaring lamp is to have in the background! Do your best to prevent any bright lights appearing behind you in your video.

Once your audio and video are ready to go, you are prepared for the meeting!
The session has begun. What tools are available in the Zoom application for me to use during class?

The Zoom tools for use during a meeting session are along the top right area on the screen. Microphone and Video can be switched on or off by simply tapping on the icon. When the icon is red with a line through it (as shown) the respective tool is turned off. These icons will be white when engaged.

Tapping on the “Share” tool allows you to share your screen with the other participants and include options such as Screen (sharing your entire iPad screen), Photos, Box, etc.

The “Participants” option allows you to see who is in the session. As the Host, you have the ability to mute audio/video for participants if needed. You can also engage in chats between yourself and participants students during the meeting session. Use the “Send to” option to confirm recipient(s).

Tapping “More” reveals further options within the Zoom app, some of which are only accessible to the meeting Host. Prior to recording, remember to review the University class recording guidelines.
How do I sign in to my UVA Zoom Pro account on my iPad?

1. First, tap on the “Sign In” option at the bottom of the app screen. Next, select “SSO” under the Sign in with option.

2. When prompted to enter your company domain, use https://virginia and tap “Go” on the keyboard. You will be redirected to verify your identity via NetBadge in a browser window. Upon completion you will be prompted to Open Zoom again.

Can I use Zoom to create and schedule meetings?

Yes! As an active member of the University of Virginia’s community, you have a Zoom Pro account that can be used to join, create, and schedule meetings. You will need to be signed in before creating a meeting in the app.
What options are available once I am signed in to my account?

What if I still have questions?

If you have further questions or need any other support, please contact Kevin Tressler at kt5n@virginia.edu or Chris Brice at clb6zs@virginia.edu.