



Department of Informatics

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Conducting online thesis supervision using Email and Zoom

Online thesis supervision can be conducted in many ways using one, or a combination of several technologies. This document will deal with a combination of email and Zoom and will suggest ways of using these tools for accomplishing the following tasks:

1. Installing Zoom.
2. Communicate important information regarding e.g. online supervision meetings to students under supervision.
3. Facilitating submissions of thesis work-in-progress from students.
4. Conducting online audio/video meetings with groups of student and/or single students for providing feedback and supervision.

Zoom is available as an app on both Android and iOS. If you wish you can download it on your phone. Go to App Store or Google Play depending on your operating system and search for *Zoom Cloud Meetings*.

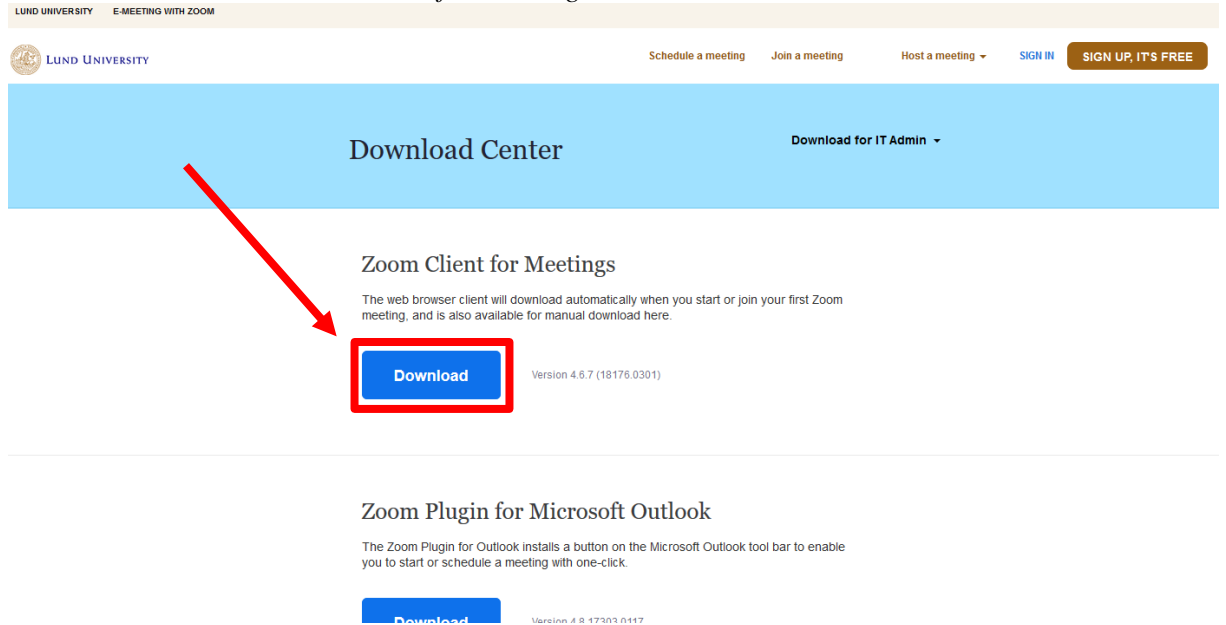


1 Installing Zoom

To install Zoom you must navigate to a URL which is specific for Zoom users at Lund University.

From a browser on your computer, go to <https://lu-se.zoom.us/download>

Click to download the *Zoom Client for Meetings*



LUND UNIVERSITY E-MEETING WITH ZOOM

Schedule a meeting Join a meeting Host a meeting SIGN IN SIGN UP, IT'S FREE

Download Center

Download for IT Admin

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

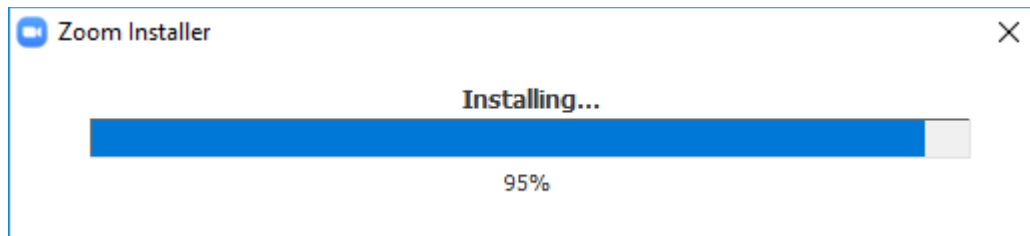
Download Version 4.6.7 (18176.0301)

Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

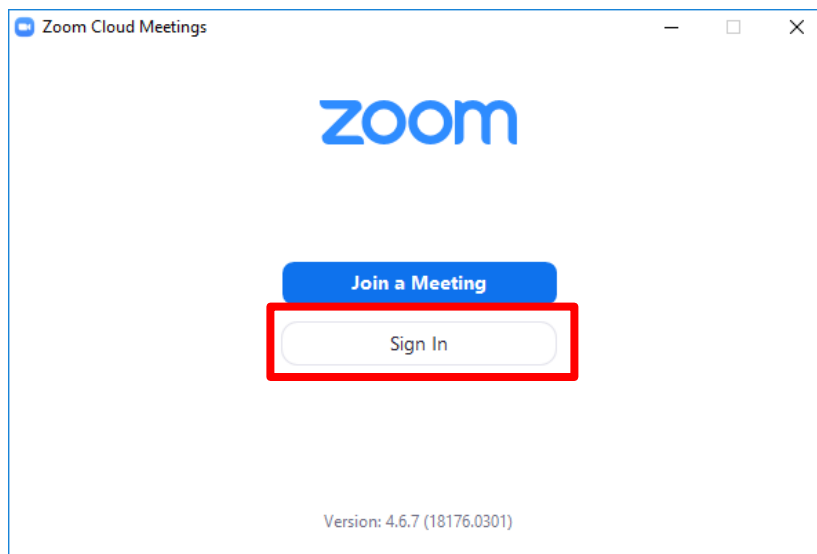
Download Version 4.8.17203.0117

Run the installer file that was downloaded to complete the installation of Zoom. Upon completed download the installer file will be located in your *Downloads* folder.

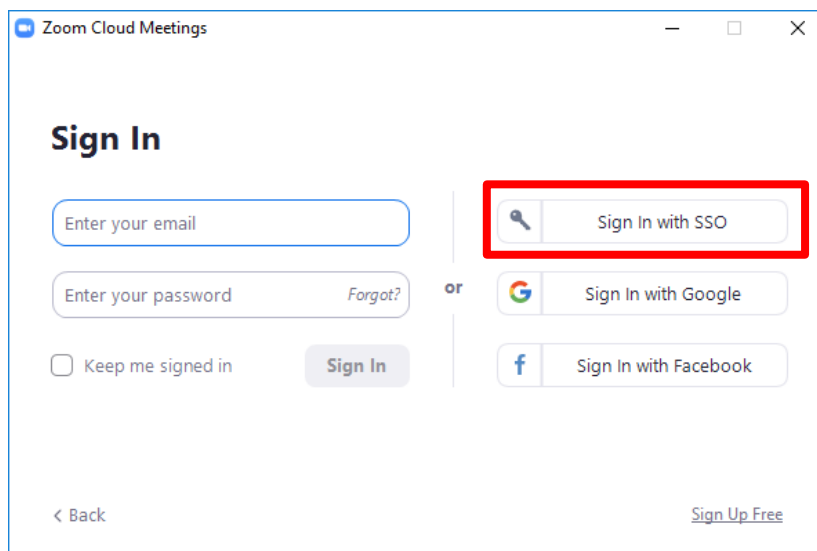


Once completed, you should be seeing this:

Click *Sign In*.



Click



In the field *Enter your company domain* you must enter **lu-se**:

Then click **Continue**

Zoom Cloud Meetings

Sign In with SSO

Company Domain .zoom.us

[I do not know the company domain](#) **Continue**

< Back

If done correctly you should now be looking at a Lund University authentication prompt, enter your LUCAT as shown in the screenshot below (**without @lu.se suffix!**)

Then click **LOGGA IN** (or the English equivalent – Log in)

[IN ENGLISH](#)

LUNDS UNIVERSITET

Du är i färd med att logga in i LU Zoom

För att logga in, ange din användaridentitet ifrån Lucat nedan UTAN "@lu.se" på slutet

Användarnamn:

Lösenord:

LOGGA IN

Detta är Lunds universitets identitetsutgivare (eng. Identity Provider, IdP) och används av de flesta webb-baserade IT-tjänster vid universitetet. Identitetsutgivaren stödjer Single Sign On och du som användare matar endast in användarnamn och lösenord en gång och blir därefter per automatik inloggad i efterföljande IT-tjänster. För att kunna logga in med ett annat konto var vänlig använd webbläsarens funktion för att starta en ny privat webbläsarsession. När du avslutar din inloggning var vänlig att stäng webbläsaren, särskilt om du gjort inloggningen ifrån en publik dator.

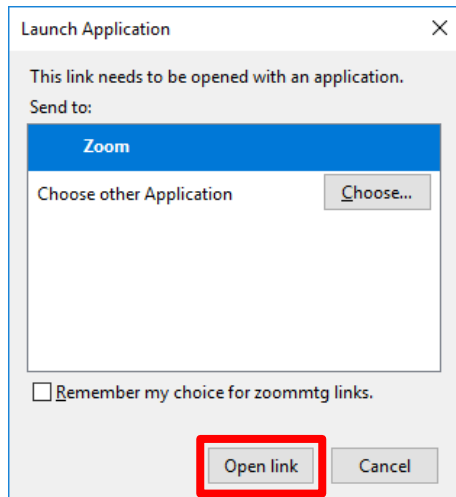
Vid problem med inloggning kontakta LU Serviceesk, +46 46 222 90 00

För regelverk om användande av identitetsutgivaren se nedanstående länkar

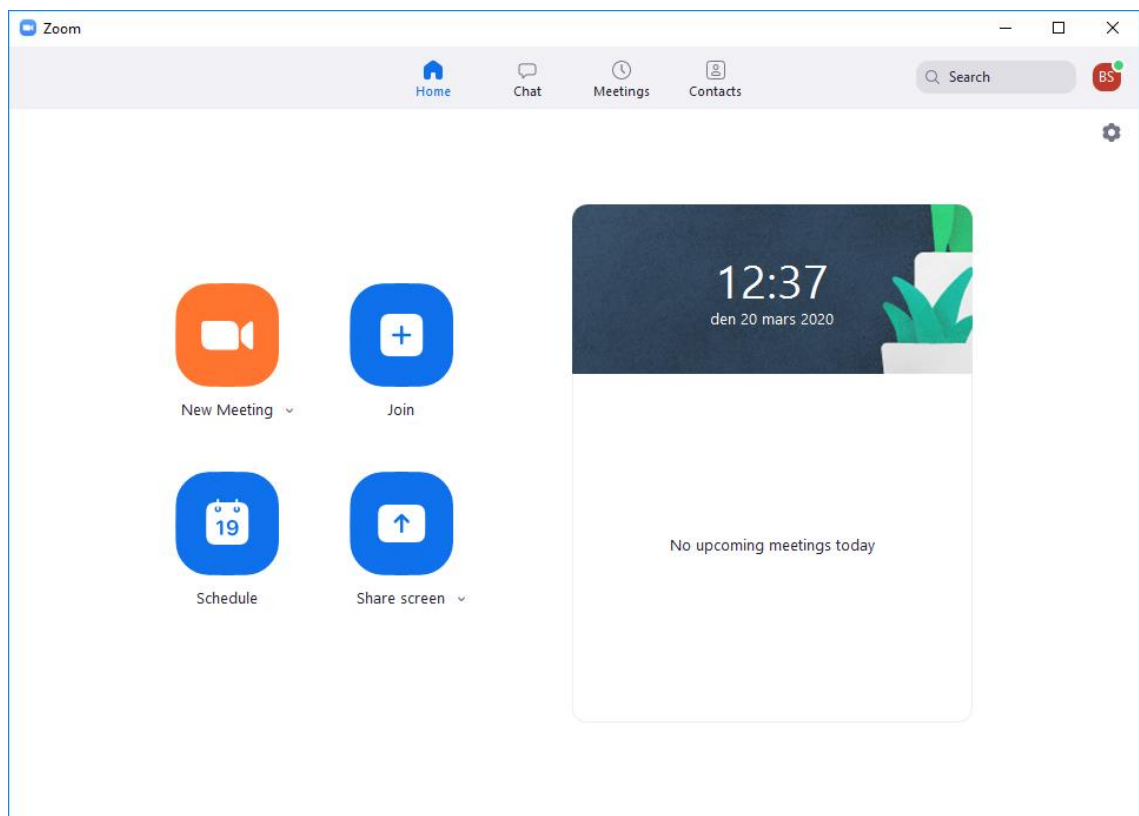
[Användarvillkor](#) [Hantering av personuppgifter](#)

**Example LUCAT -
replace with yours!**

If prompted to launch the application (Windows) click *Open Link*.



If you have done everything correctly you should now be looking at this:



2 Communicate important information regarding e.g. online supervision meetings to students under supervision.

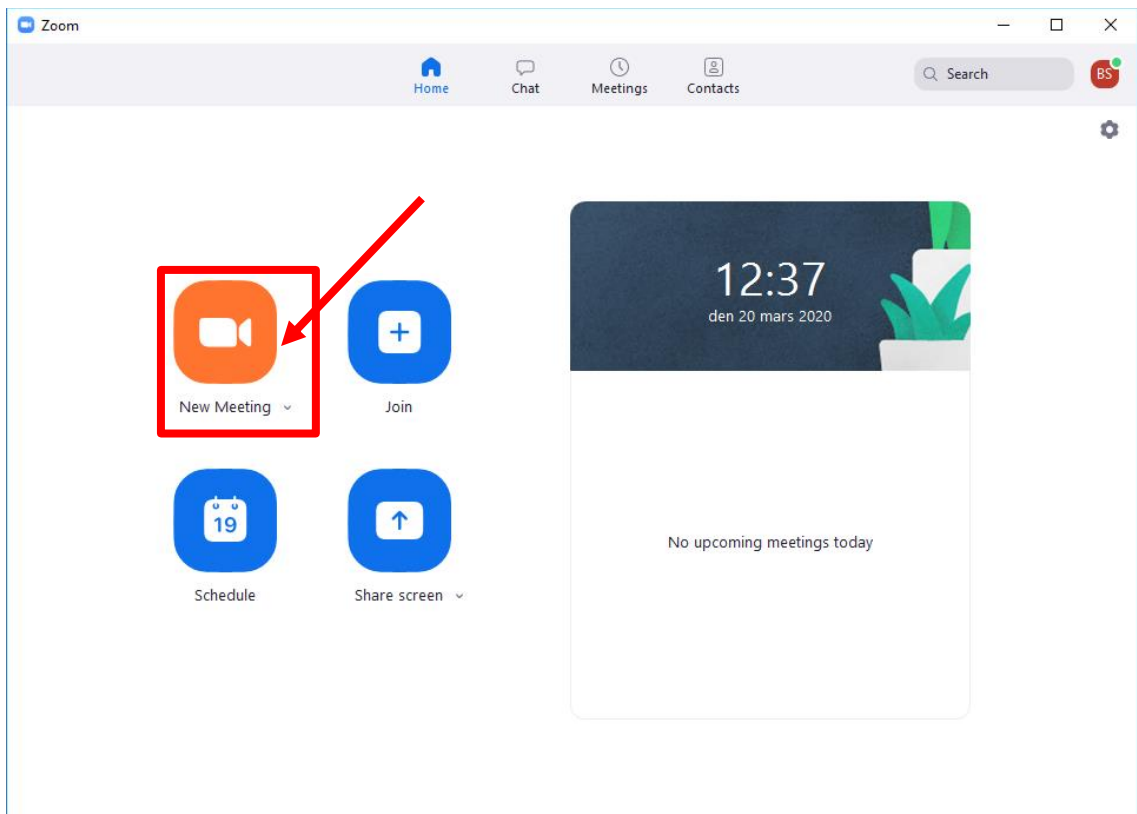
It is recommended that you handle all communication regarding meeting deadlines, submissions of thesis work-in-progress and so forth via email. Invitations to Zoom meetings will also be sent by email – more on that later.

3 Facilitating submissions of thesis work-in-progress from students under.

It is recommended that you instruct students under supervision to email you their thesis work-in-progress.

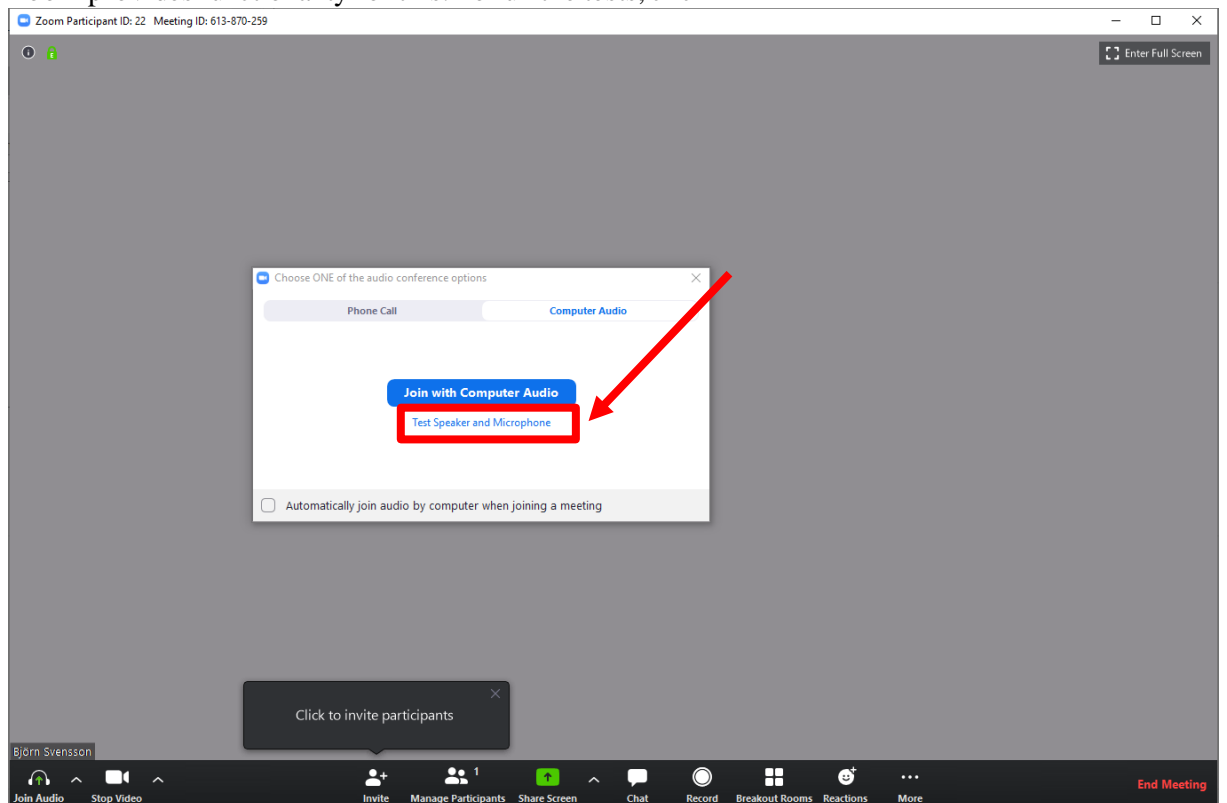
4 Conducting online audio/video meetings with groups of student and/or single students for providing feedback and supervision.

In order to start a new Zoom meeting, click  .

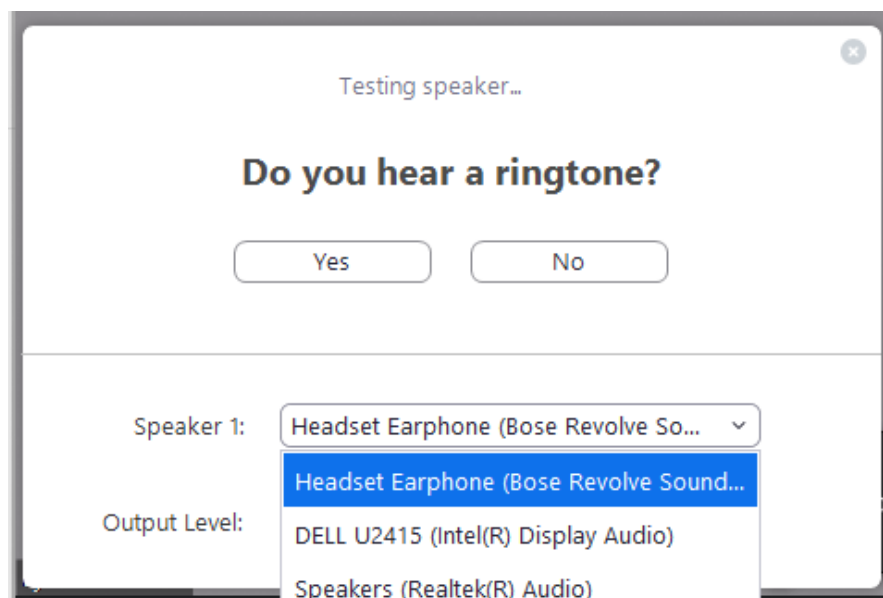


It might be a good idea to test your audio (so that you can hear your students) and your microphone (so that your students can hear you) before starting the call.

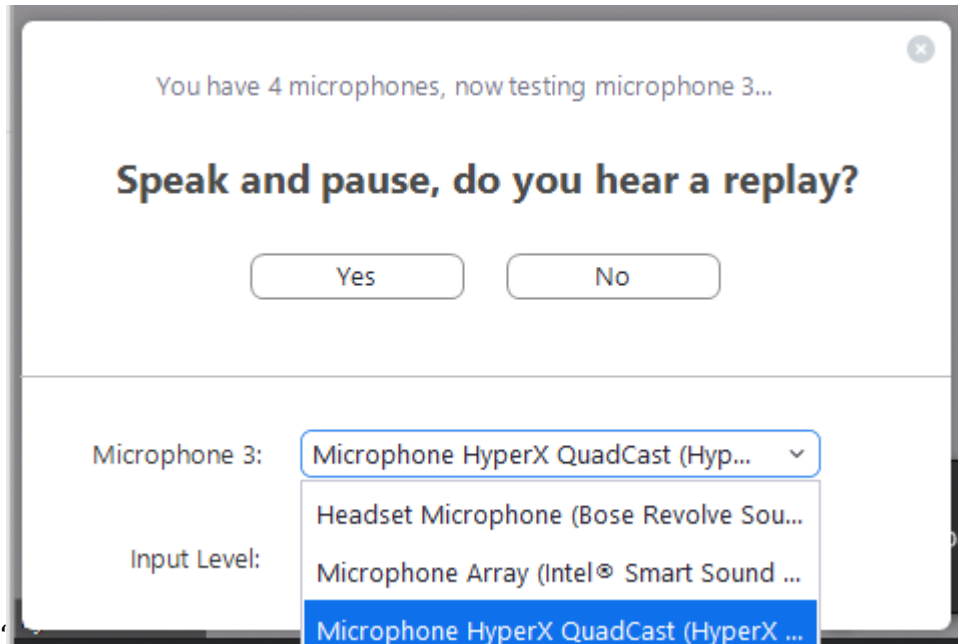
Zoom provides functionality for this. To run the tests, click [Test Speaker and Microphone](#)



Follow the instructions – if you do not hear a sound, try changing options in the dropdown menu until you find the one that works best (your menu items may be different to the ones in this example).

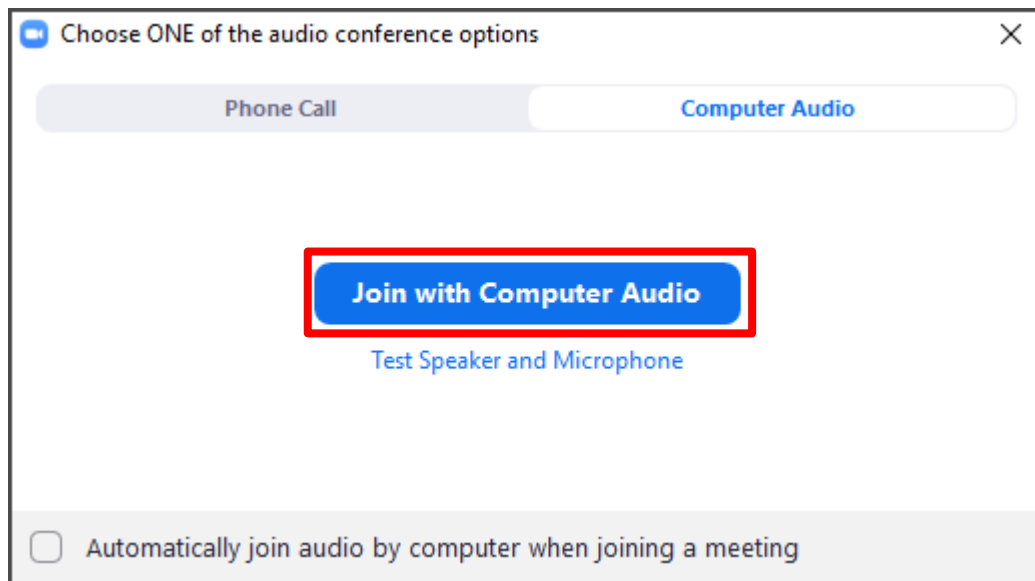



Again, follow the instructions by speaking into your microphone and wait for a replay of what you said. If you hear nothing, try to change the options in the dropdown menu until you find the one that works best (your menu items may be different to the ones in this example).

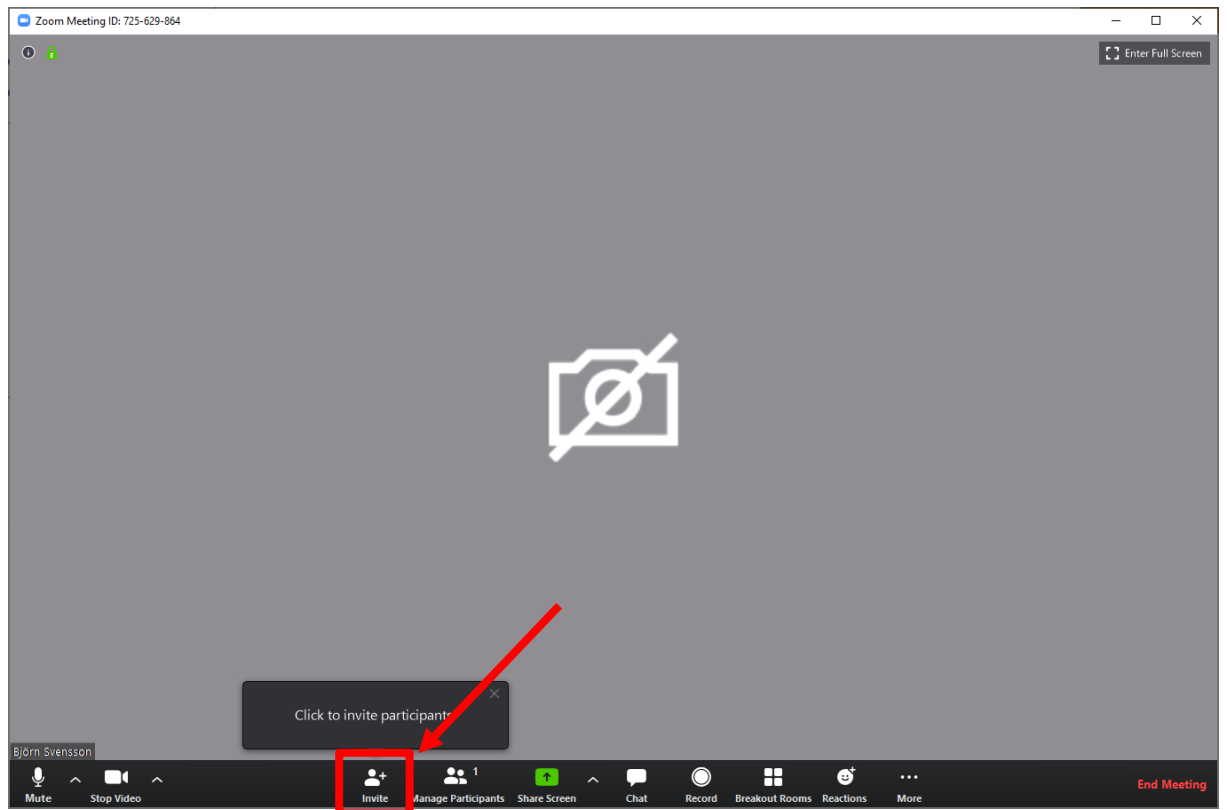


Once you have working sound and microphone, click

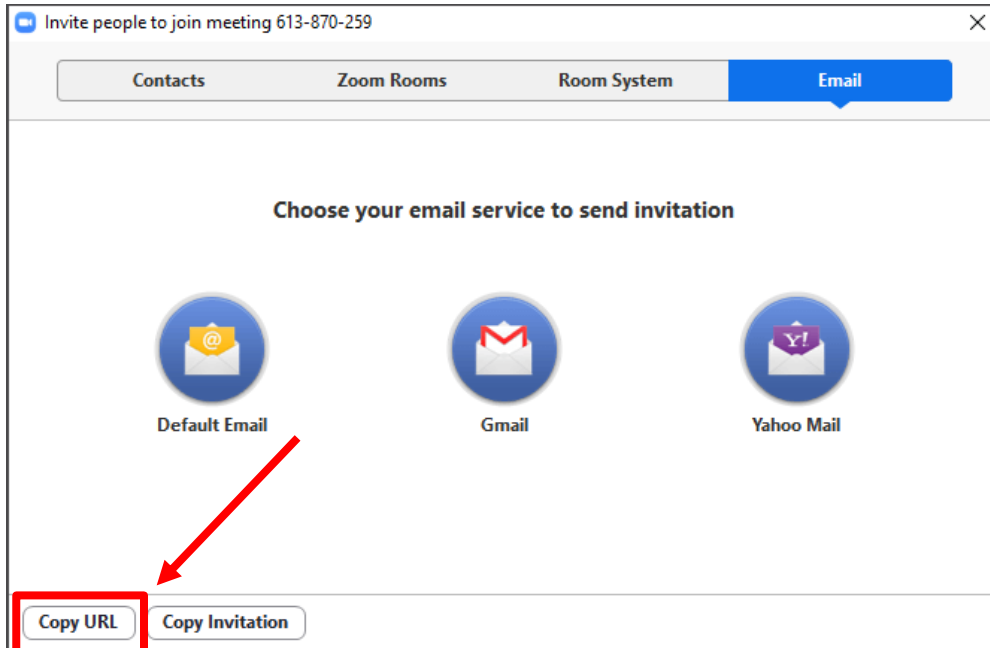
Join with Computer Audio



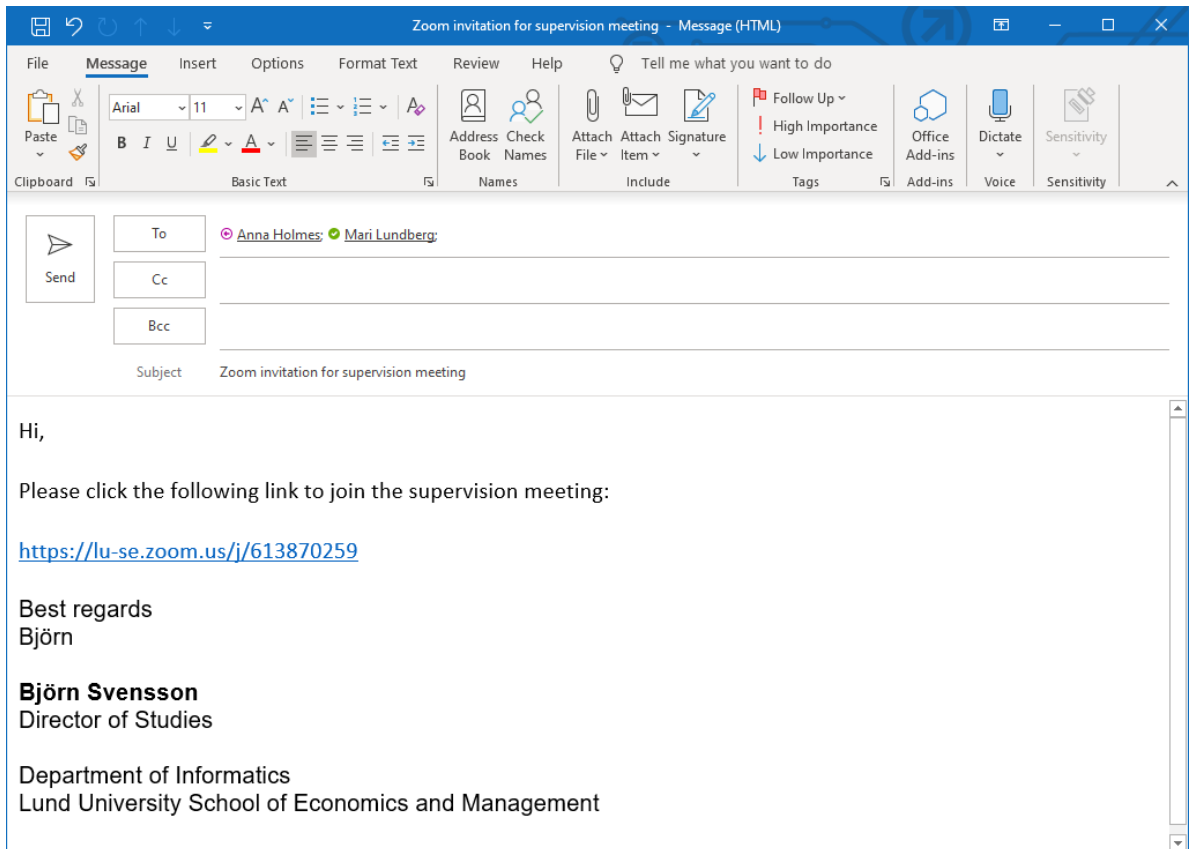
Click  to invite your students to the meeting.



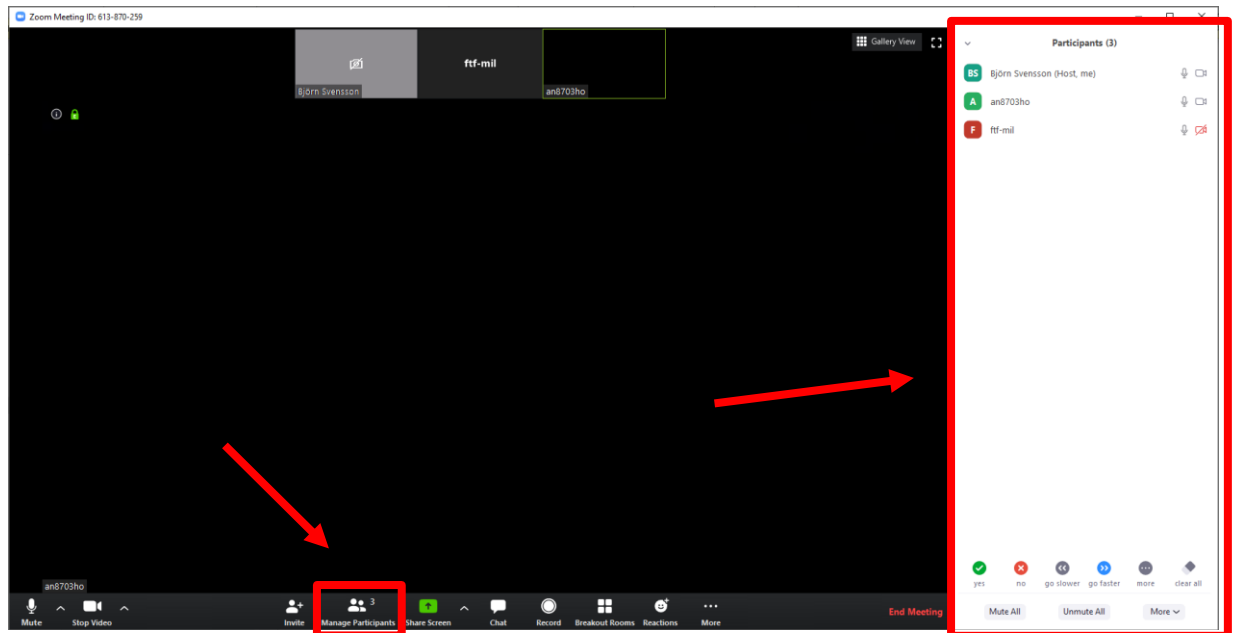
The simplest way of sending out your invitation is to click **Copy URL**. This will copy a special link to your computer's clipboard so that you can then paste it into an email as shown in the next step.



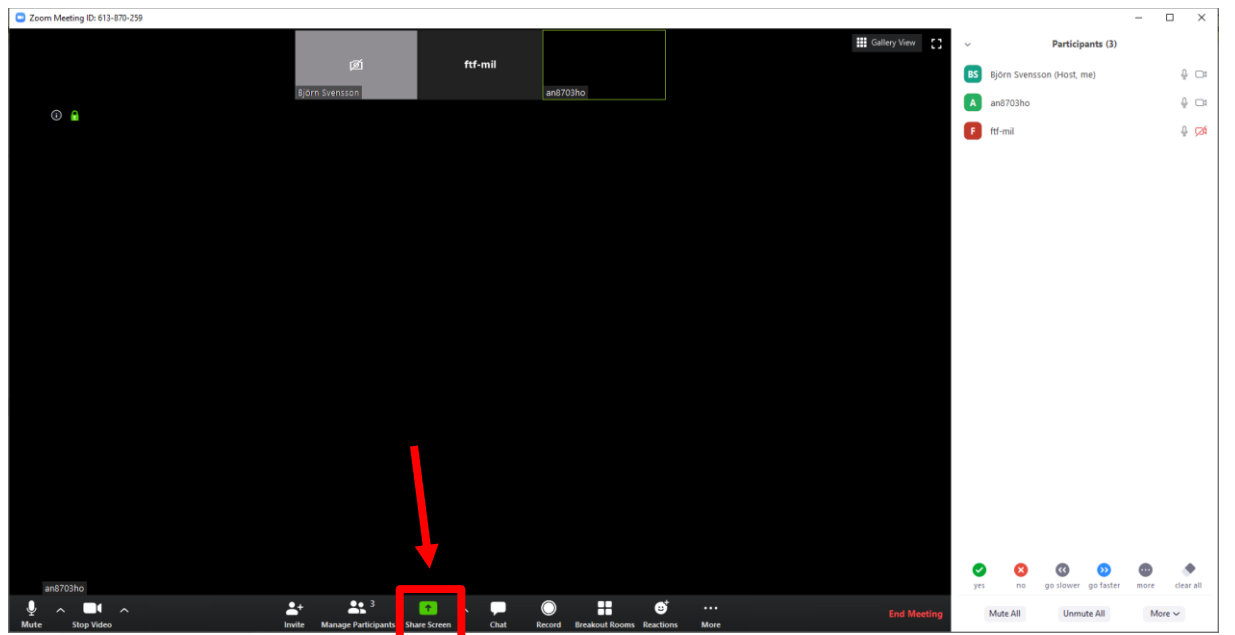
Open your email client and create a new email, then paste the link (Ctrl + V or Cmd + V on Mac) into the email:



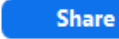
To see who is currently in your meeting, click **Manage Participants** at the bottom of your screen. A view will show on the right hand side listing all participants in the meeting and their video / microphone status.

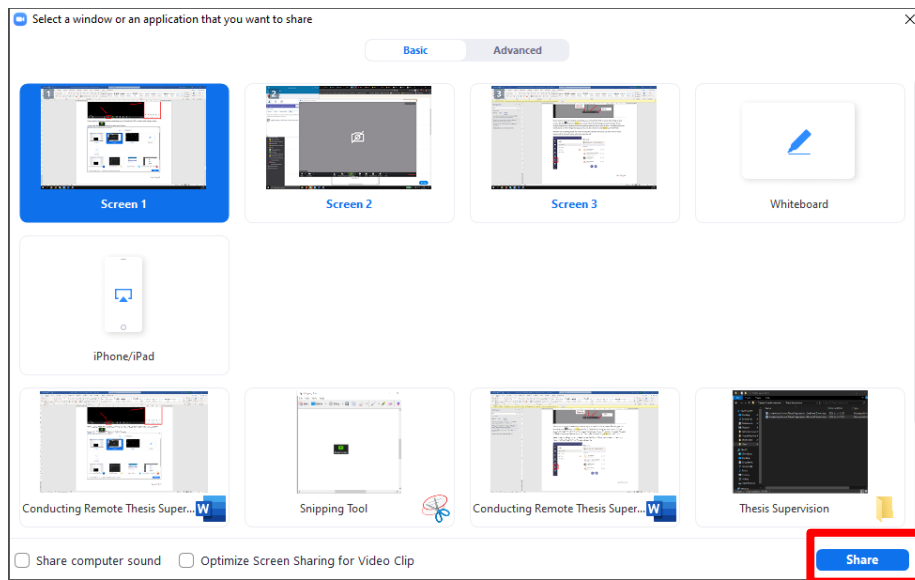


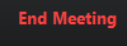
If you need to show the students something, e.g. a PowerPoint, PDF or some other thing on your screen click the **Share Screen** button to share your screen.

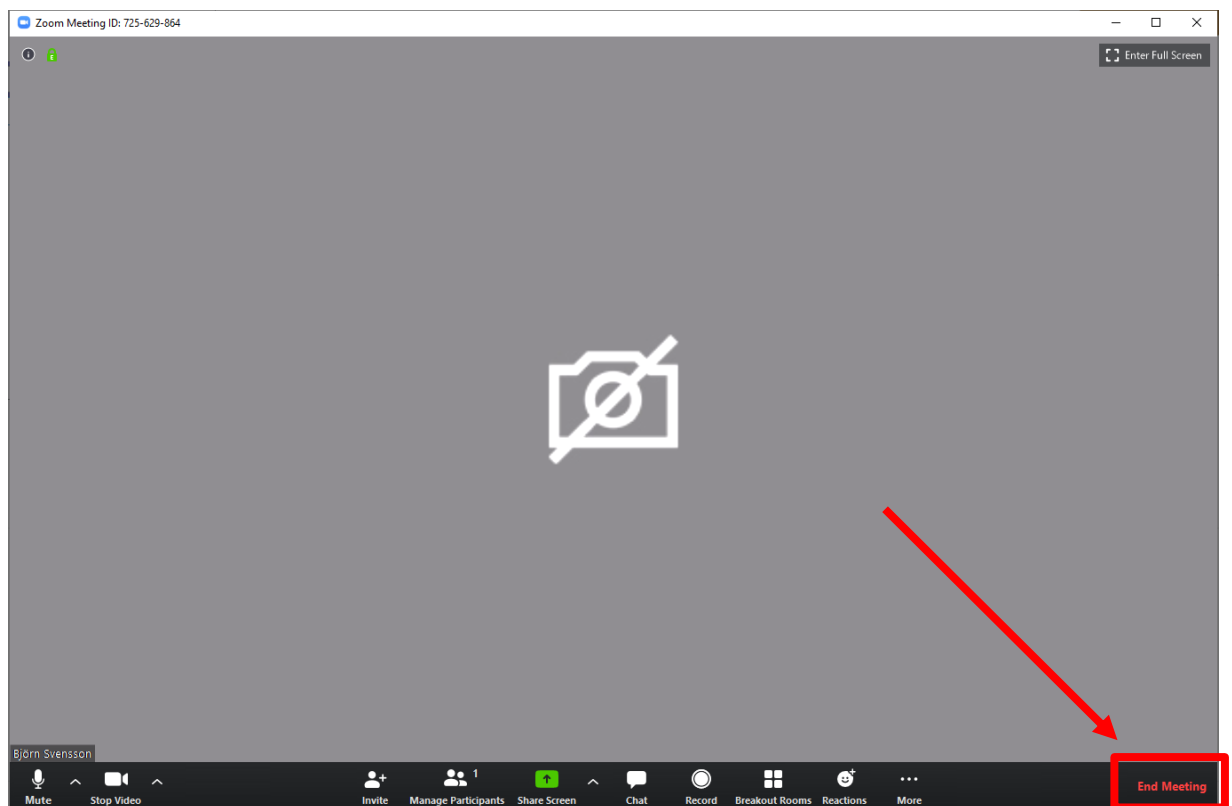


If you choose *Screen 1* your students will see everything that you see on your screen – including any email notifications or other things that pop up. You can also choose to only share a single application e.g. PowerPoint (note that your options of applications to share may differ to the ones shown in the example depending on which applications you have open at the time of the meeting).

Once you have decided, click  .



Finally, once done, click  in the lower right corner of Zoom to end the meeting.



Clicking **End Meeting for All** will remove you and all students from the meeting.

