

Title IX Advanced Zoom Training

Monday, August 24, 2020

Time: 2:10 pm - 2:40 pm

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Create a Zoom Meeting Using Google Calendar

1. To integrate Zoom with your Google Calendar, follow these steps: [Zoom - Google Calendar Integration Setup](#).
2. You can then make a Google Meet or a Zoom Meeting from within your Google Calendar using the "add video conferencing" option. "Google Meet" is already in the dropdown list. These steps add "Zoom Meeting" to that dropdown. While there are many steps, it only takes a few minutes to set up.
3. Add participants through your Google Calendar or email them the Zoom Meeting information
4. Visit luther.zoom.us and edit the meeting to add alternate hosts and ensure it's set the way you want it (recommend to have at least one alternate host for each meeting)

Breakout Rooms

1. Enable in your Settings
 - a. [Luther.zoom.us](https://luther.zoom.us)
 - b. Meetings > Settings > Breakout room
2. Create breakout rooms during the session
 - a. Automatically
 - b. Manually - most likely option for hearings
3. Pre-assign breakout rooms
 - a. Limitations - need to be authenticated, need to be signed in, need to use desktop app
 - b. Once rooms opened, attendees who join late need to be manually placed into their breakout room
4. Manage breakout rooms
 - a. Only the host can manage the rooms
 - b. Host can move between rooms
 - c. Co-hosts can move between rooms once they are assigned a room, but they have to use their assigned room as the doorway to other rooms
 - d. Chats within the breakout rooms are only seen by those in that breakout room
 - e. Message can be broadcast to all those in the breakout rooms
 - f. Host can close the breakout rooms
5. Hearings
 - a. Manual assign during the meeting
 - b. Two rooms - one for each set (student/employee, advisor, support)
 - c. 5 minutes in the breakout rooms and then host/co-host to check on them
 - d. Chairs will be hosts and most likely to go into the breakout rooms

Technology Logistics

- Headsets with mics (have 22 at Circ, 16 available last we knew)
- Webcams (those we have for classroom use, use the laptop webcam)
- Background noise

- Lighting
- Second screens (will have 17" and 19" available for checkout)
- Using a second device (phone, iPad with stylus)
- Closed captioning
 - Possible now if someone is appointed to type during the session as another talks
 - Live automated captioning is coming to zoom this fall
- Can be in the same room on your own computer, as long as you have headsets

Start a Zoom Meeting

1. Short answer
 - a. Click the Zoom Meeting link
2. Better answer to ensure that you're using Luther's Zoom
 - a. Visit <https://luther.zoom.us> and sign in
 - b. Open the Zoom desktop client, click "Sign In with SSO", then click "Continue"
 - c. Click the Zoom link for the meeting
3. Advantages of Luther's Zoom
 - a. Your name displays to the meeting hosts (you / your students don't have to rename)
 - b. You will be recognized as a host/co-host when applicable
 - c. You will not appear as a guest
 - d. Allows use of pre-assigned breakout rooms

Run a Zoom Meeting

1. Check settings upon starting the meeting
 - a. Audio
 - b. Video
 - c. Security
 - d. Participants
 - e. Chat
 - f. Share Screen
 - g. Record
 - h. Closed Caption (need to first enable)
 - i. Breakout Rooms (need to first enable)
 - j. Note: Meeting information is located in the top left corner
2. Set expectations for participants (in advance communication, verbally, using an [opening slide](#))
 - a. Video on/off?
 - b. Mute on/off?
 - c. Use of chat?
 - d. Use of Raise Hand?
3. Consider having an alternate host for larger lectures or when more than one faculty/staff member presenting
 - a. Admit participants from the waiting room
 - b. Monitor the chat
 - c. Backup
 - d. Note - when using alternate hosts, the first one in will be the host; if someone else joins before you, have them pass you host controls
 - e. Note - alternate host must have a licensed Luther Zoom account
4. Participants

- a. Can hover over a participant to make them a co-host/host
- b. Other options available as well

End a Zoom Meeting

1. End Meeting for All
2. Leave Meeting
 - a. If you have a co-host, when you select this option you can pass host controls

Check your Settings

1. Waiting Rooms and Passcodes
 - a. Starting September 27, Zoom Meetings must have either Passcodes or Waiting Rooms or both.
 - b. If you already have meetings scheduled beyond that date, double check their settings
2. Only authenticated users can join meetings
 - a. Used for the May and August Virtual Town Hall Meetings
 - b. Attendees must sign in through Luther's Zoom
3. Personal Meeting ID (PMI)
 - a. Recommend turn this off for both of the following:
 - i. Use Personal Meeting ID (PMI) when scheduling a meeting
 - ii. Use Personal Meeting ID (PMI) when starting an instant meeting
 - b. This is like giving out your phone number
4. Chat
 - a. Chat
 - b. Private Chat
 - c. Auto saving chats - enable

Whiteboard

1. Enable in your Settings (on by default)
 - a. Luther.zoom.us
 - b. Meetings > Whiteboard
2. Share Screen > Whiteboard > Share
3. Use the toolbar available
4. Save when finished
5. The whiteboard feature will allow you to share a whiteboard that you and other participants (if allowed) can annotate on.
6. The annotation tools will appear automatically, but you can press the Whiteboard option in the meeting controls to show and hide them.
7. Use the page controls in the bottom-right corner of the whiteboard to create new pages and switch between pages.
8. Note: Only the participant or host that started sharing the whiteboard has access to create and switch pages.
9. <https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard>

Annotation

1. Enable in your Settings (off by default)
 - a. Luther.zoom.us
 - b. Meetings > Annotation
2. Share Screen
3. Use the toolbar available
4. <https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-whiteboard>

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3. Screen sharing
 - a. Show Zoom windows during screen share
 - b. Screen sharing
4. Additional Features
 - a. Annotation
 - b. Whiteboard
 - c. Join different meetings simultaneously on desktop (must use desktop client)
 - d. Breakout room - enable in order to use
 - e. Closed captioning
 - f. Save Captions
 - g. Language Interpretation
 - h. Virtual background
 - i. Identify guest participants in the meeting/webinar
 - j. Notifications
 - k. Schedule Privilege

Website Update

<https://www.luther.edu/helpdesk/software/videoconferencing/zoom/>

Changes to consider:

- Add calendar integration
- Passcode and waiting room requirement
- Ensure polling, whiteboard, annotation links on page
- Review virtual backgrounds information in light of recent changes
- Ensure all links are viable