

zoom

@

MARIST

<https://marist-edu.zoom.us/>

MARIST

Zoom Webinar Agenda:



Getting Started



Scheduling (iLearn or Zoom site)



Screen Sharing



Virtual Backgrounds



Breakout rooms



iLearn & Zoom



Panopto & Zoom

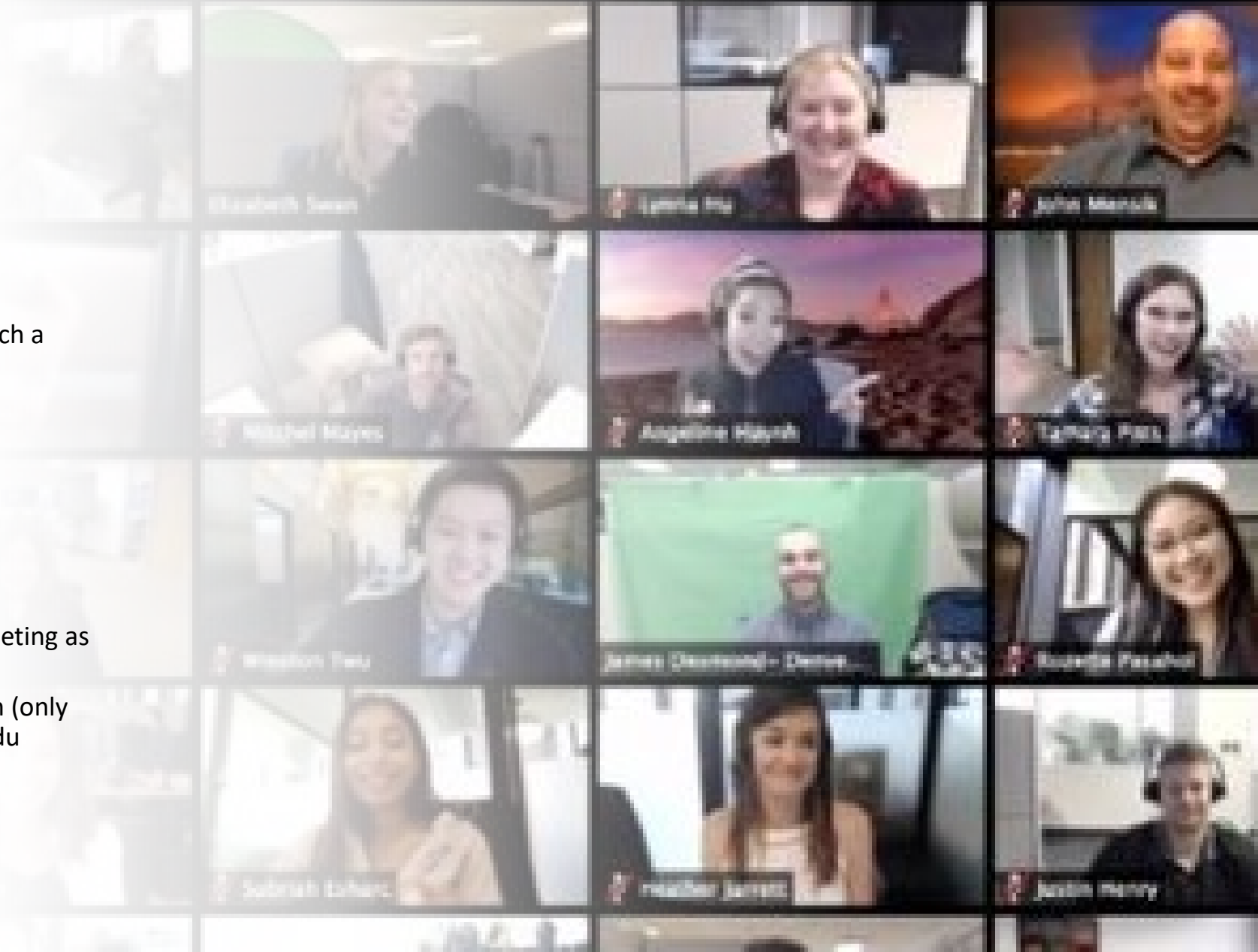


Best Practices

Getting Started

Getting Started: Sign-up

- You'll need to log into a Zoom account in order to launch a meeting.
 - Access your account here:
<https://marist-edu.zoom.us/>
- Meetings can begin on any device
- Personal Room vs Meeting Room
- Unless you are the **host**, you'll want to join a Zoom meeting as a **participant**.
 - While this requires no personal account or log in (only the Meeting ID), it's best to get your @marist.edu account
- Next you will want to configure your
 - Meeting Settings & Recording Settings



Configure Meeting Settings

The screenshot displays the Zoom 'My Settings - Zoom' web interface. The browser address bar shows 'zoom.us/profile/setting'. The page features a navigation menu on the left with options like Profile, Meetings, Webinars, Recordings, Settings (highlighted), Account Profile, and Reports. Below this menu are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area is titled 'Meeting' and includes sub-sections for 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)', 'Email Notification', and 'Other'. The 'Schedule Meeting' section contains several settings: 'Host video' (enabled), 'Participants video' (disabled), 'Audio Type' (set to 'Telephone and Computer Audio'), 'Join before host' (disabled), and 'Enable Personal Meeting ID' (disabled and locked by admin). A yellow warning box at the bottom states: 'The administrator has locked this setting, and you cannot change it. All of your meetings will use this setting.' The top right of the page includes links for 'REQUEST A DEMO', '1.888.799.0125', 'RESOURCES', and 'SUPPORT', along with 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING' buttons.

Recording Settings

My Settings - Zoom

https://go.zoom.us/profile/setting?tab=recording

REQUEST A DEMO 1.888.799.0125 RESOURCES SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

Meeting Recording Telephone

Recording

Features	Status
Local recording Allow hosts and participants to record the meeting to a local file	<input checked="" type="checkbox"/>
Cloud recording Allow hosts to record and save the meeting / webinar in the cloud	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Record active speaker with shared screen	
<input type="checkbox"/> Record gallery view with shared screen ⓘ	
<input type="checkbox"/> Record active speaker, gallery view and shared screen separately	
<input checked="" type="checkbox"/> Record an audio only file	
<input checked="" type="checkbox"/> Save chat messages from the meeting / webinar	
Advanced cloud recording settings	
<input type="checkbox"/> Add a timestamp to the recording ⓘ	
<input checked="" type="checkbox"/> Display participants' names in the recording	
<input checked="" type="checkbox"/> Record thumbnails when sharing ⓘ	
<input type="checkbox"/> Optimize the recording for 3rd party video editor ⓘ	
<input type="checkbox"/> Audio transcript ⓘ	
<input type="checkbox"/> Save panelist chat to the recording ⓘ	
Automatic recording Record meetings automatically as they start	<input type="checkbox"/>
Share cloud recordings only with members of my account Cloud recordings are only accessible to account members. People outside of your organization cannot open links that	<input type="checkbox"/>

Help

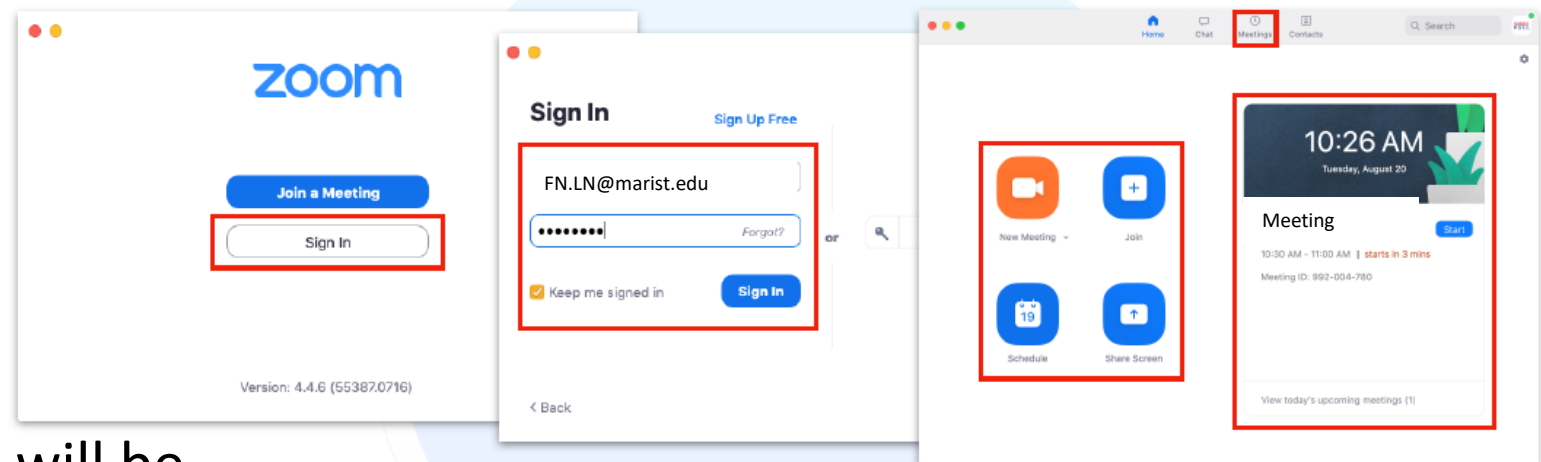
Start/Join a Meeting

The Zoom application is preloaded onto the laptop used in the conference room. Any computer can be used once the Zoom application is downloaded.

Now you can:

- Start a **New Meeting**,
- **Join** another meeting, or
- **Schedule** a meeting.

Previously scheduled meetings will be displayed in the right panel and can be accessed via the **Meetings menu** in the upper navigation bar.



Joining a Zoom Meeting

Launch the Zoom

Sign In using your personal account,

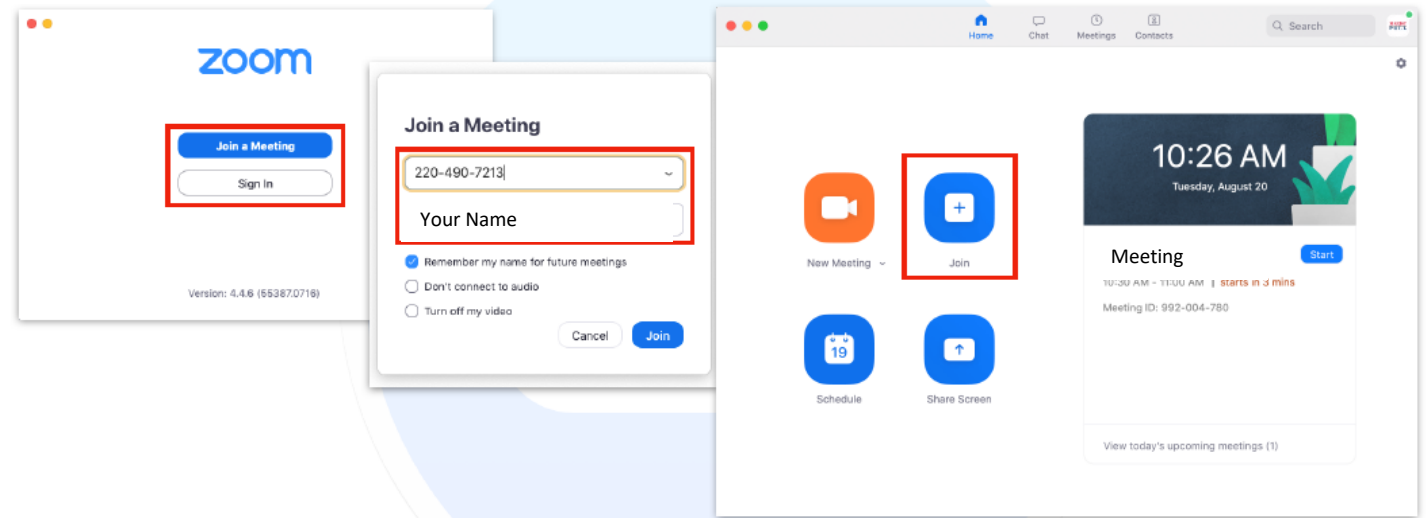
or click **Join a Meeting**

if you don't want to log in

If logged in, click **Join**.

The disclosure triangle in the Meeting ID dropdown will display prior meetings.

Download the Zoom application onto your computer and/or install Chrome, Outlook, or Firefox plug-ins. Join with your personal account, or with no log in at all.



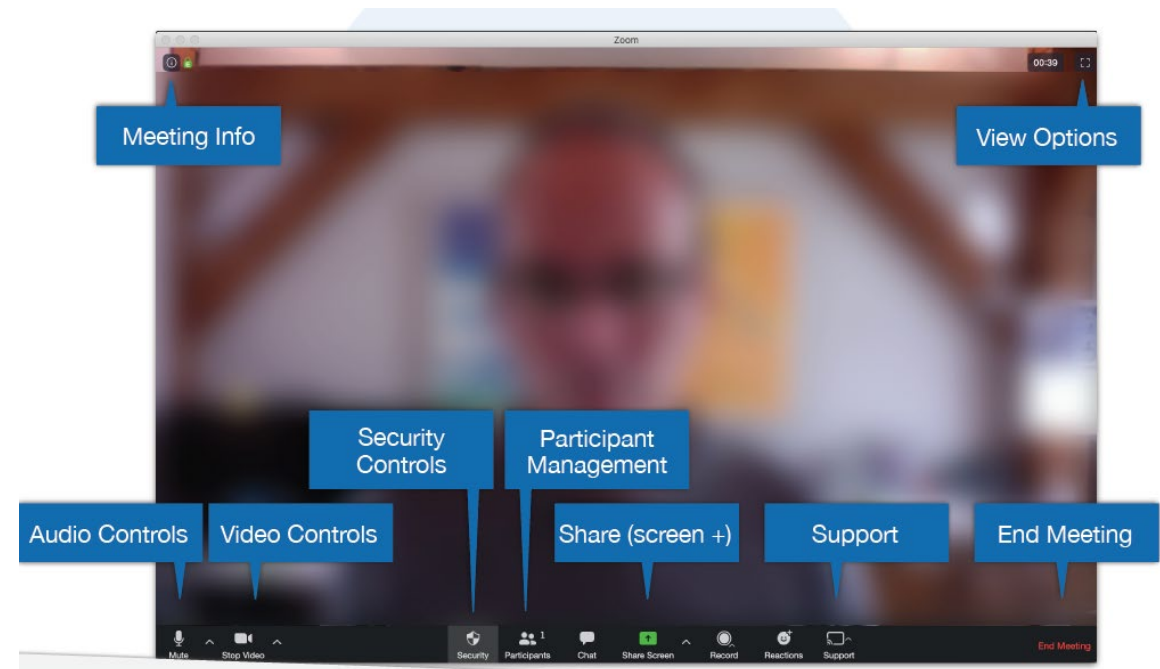
Start/Join a Meeting

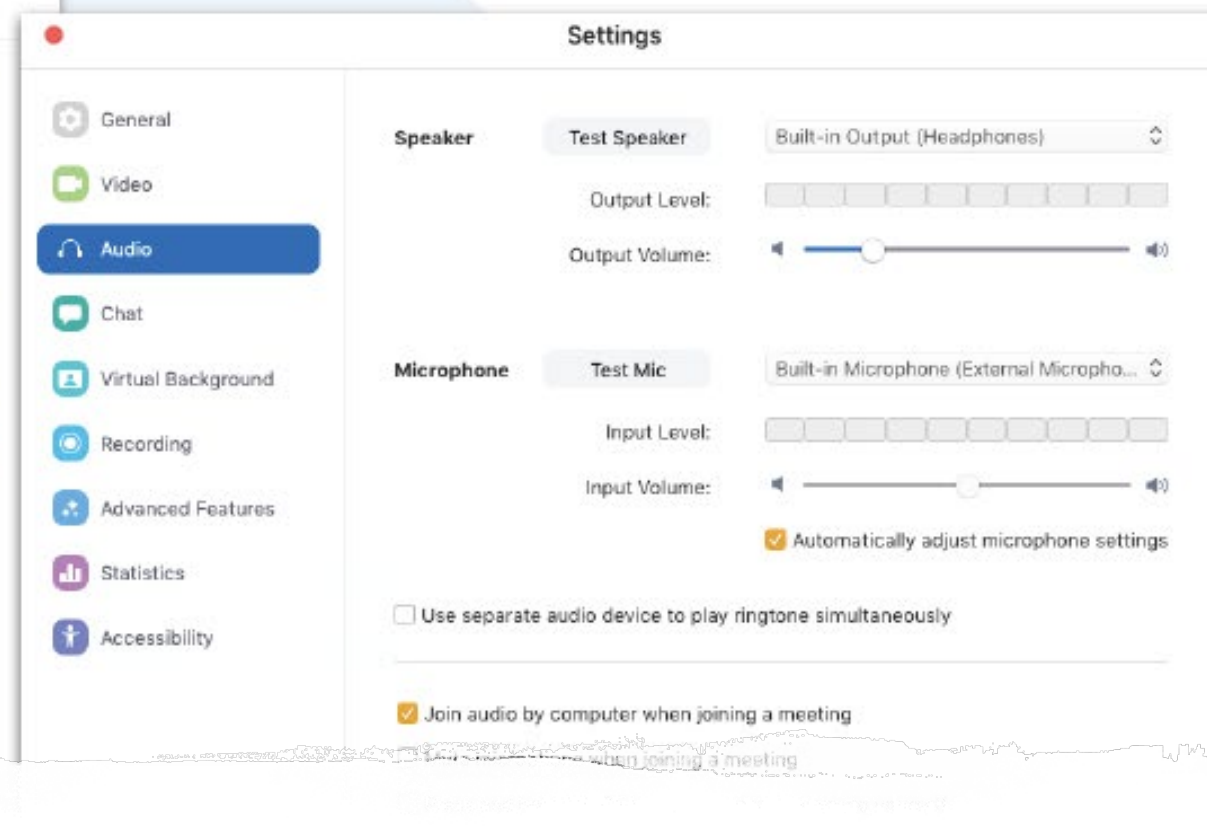
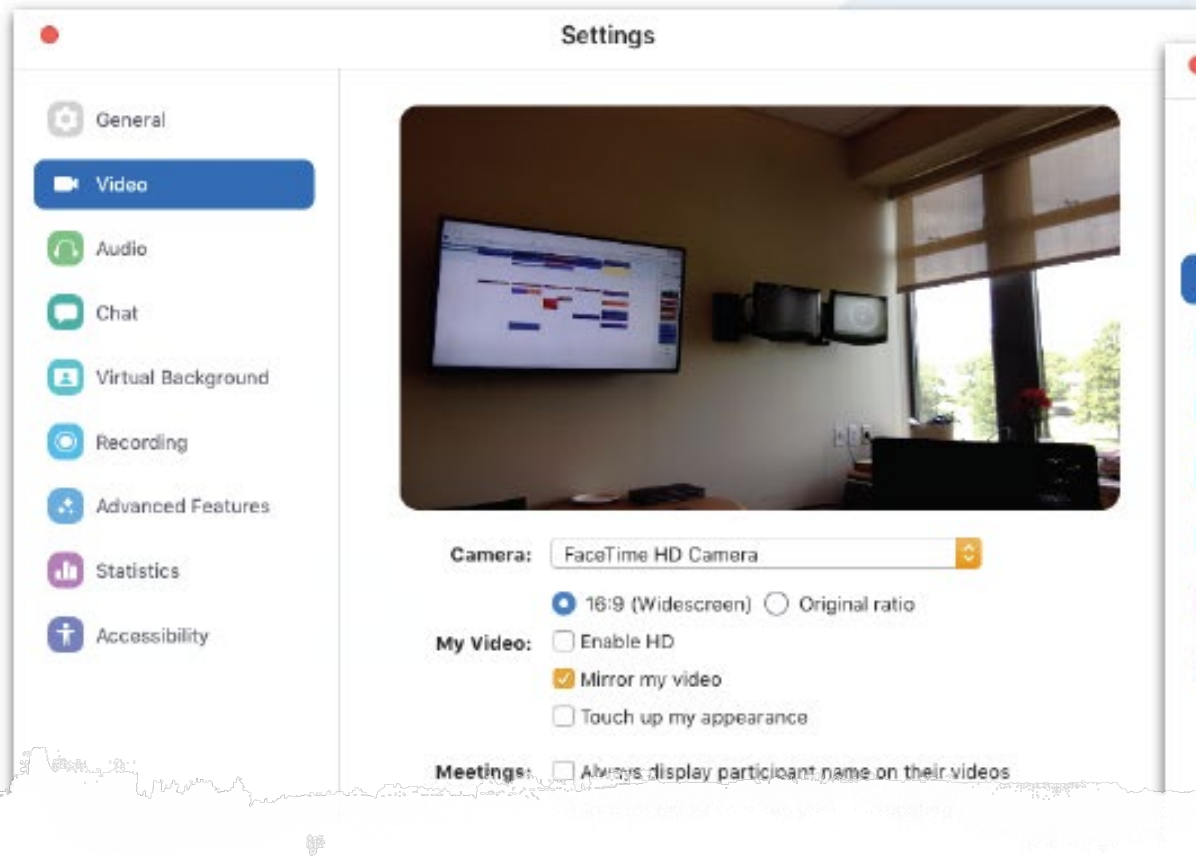
You can also:

- Start a **New Meeting**, **Join** another meeting, or **Schedule** a meeting through:
 - Browser
 - Desktop Application
 - Mobile Device
 - ILearn Course Site.

Zoom Controls

- Whether **hosting or participating** in a meeting, you'll be able to use a variety of controls:
 - **View Options** to select how your meeting displays
 - **Audio** and **Video** Controls to adjust both, and **Share** to share your screen.
- **Hosts** may use the:
 - **Manage Participants:** area to admit, reject, mute, or turn off video any participant,
 - **Security** to quickly manage participant behaviors, and **Support** to assist participants.





There are a wide variety of settings options available to the **host**.

Video settings allow the choice of camera along with other helpful options (like **Touch up my appearance** that can be set by the host)

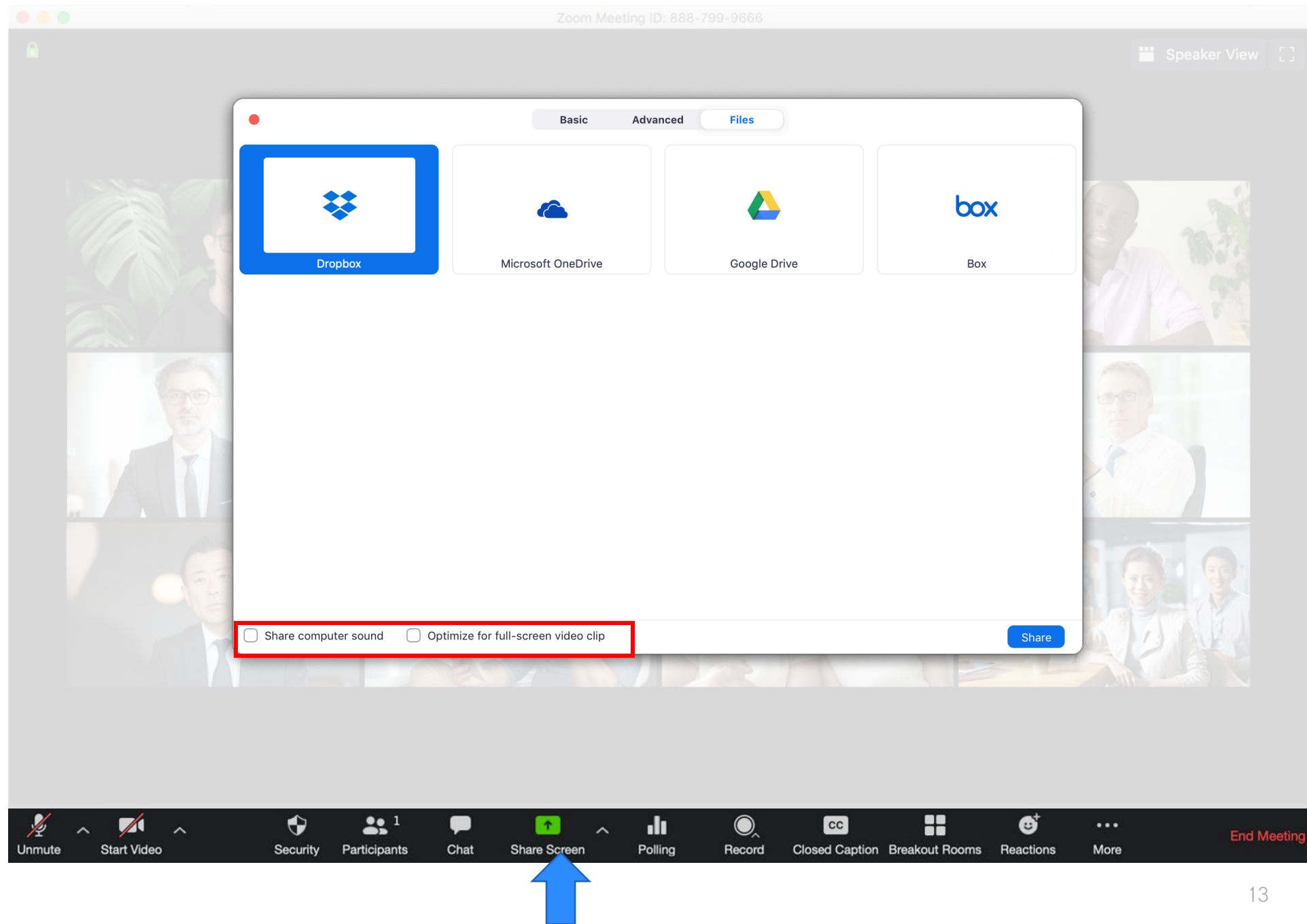
Audio settings allow the choice of speaker and microphone.

Screen Sharing



Share your screen and content

- Host and/or participants can share their desktop, a specific application or even a blank whiteboard
- Any participant can share content
- Hosts can stop a screen share for any participant
- **Sharing video:** you need to **OPTIMIZE** for video





Sharing Controls

- **New Share:** You can click on New Share to start a new screen share without first stopping your current screen share
- **Pause Share:** This will pause your current share and not show any changes to your screen until you choose Resume Share.
- **Annotate:** This will allow you to annotate on your shared screen. It will open up the annotation options.

The screenshot shows the Zoom sharing controls interface. At the top, there is a menu with options: Unmute, Start Video, Manage Participants (1), New Share, Pause Share, Annotate (circled in red), and More. Below this is a green bar with 'ID: 805-946-1828' and a red 'Stop Share' button. A secondary menu is open, showing options: Chat, Breakout Rooms, Invite, Record to the Cloud (with keyboard shortcuts), Disable Attendee Annotation, Show Names of Annotators, Share computer sound, Optimize for full-screen video clip, and End Meeting. Below the sharing controls is a drawing toolbar with options: Mouse, Select, Text, Draw (circled in red), Stamp, Spotlight, Eraser, Format, and Undo. In the center of the screen, there is blue text that reads 'Write on top of shared content or on a blank whiteboard', with a red arrow pointing to it from the left. Below the text is a large red checkmark. At the bottom right, there are two video thumbnails: one for Chris Rinella (Zoom CSM) and one for Dane Houser.

Recording Options

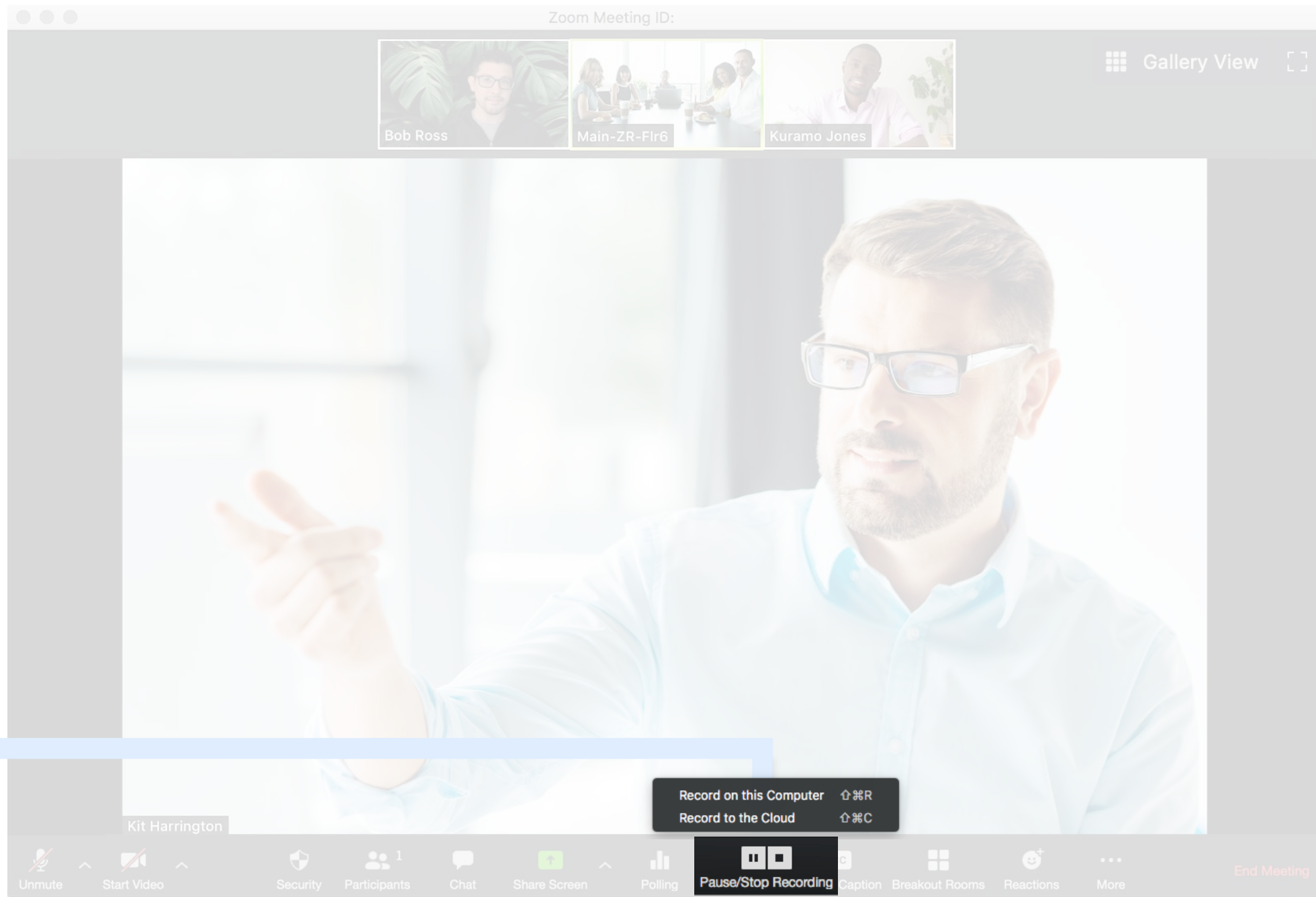
Local Recording



Cloud Recording



Start Recording

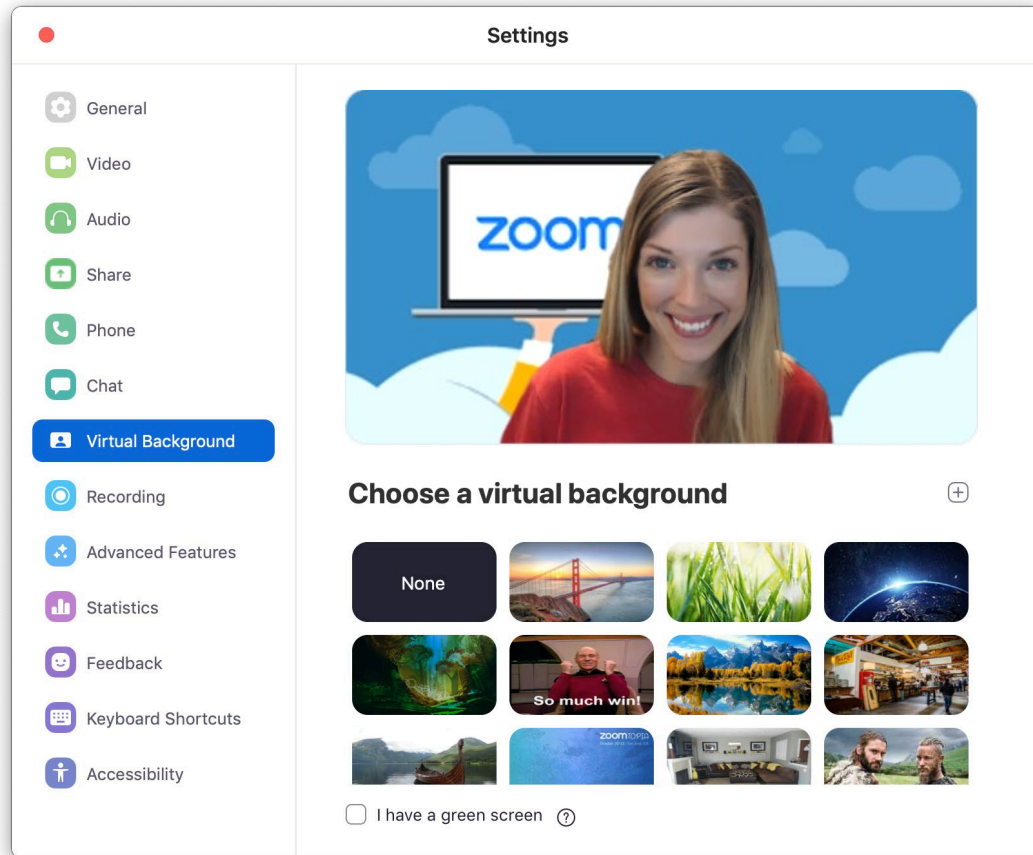


Virtual Backgrounds

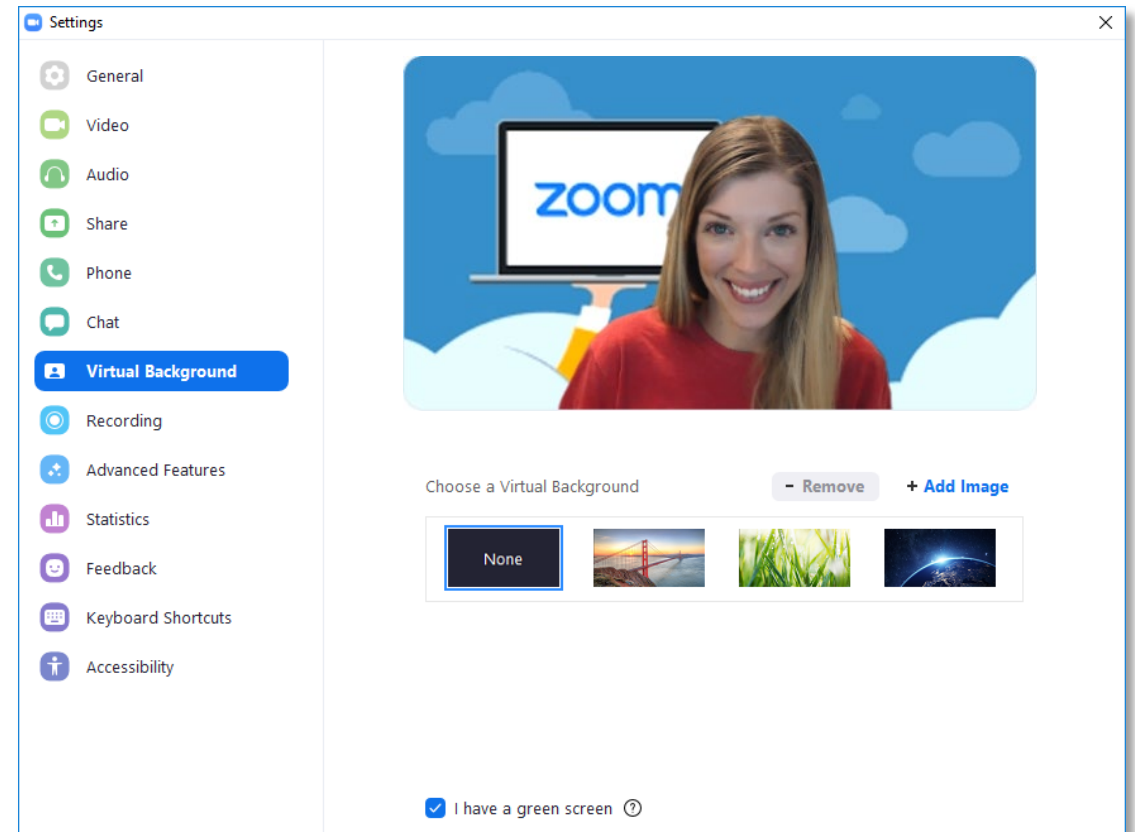
Zoom Desktop Application

Virtual Background

Mac



Windows



Breakout Rooms

Breakout Rooms

The screenshot shows the Zoom profile settings page. The left sidebar contains navigation options: PERSONAL, Profile, Meetings, Webinars, Personal Audio Conference, Phone, Recordings, and Settings (highlighted in blue). The main content area is titled 'In Meeting (Advanced)' and lists several settings:

- Schedule Meeting**
- In Meeting (Basic)**
- In Meeting (Advanced)** (selected)
- Email Notification**
- Other**

The 'Breakout room' setting is highlighted with a green box. It is currently turned on (toggle switch is blue). The description reads: 'Allow host to split meeting participants into separate, smaller rooms'. Below this, the checkbox 'Allow host to assign participants to breakout rooms when scheduling' is checked. To the right of the toggle are links for 'Modified' and 'Reset'.

Other settings visible include:

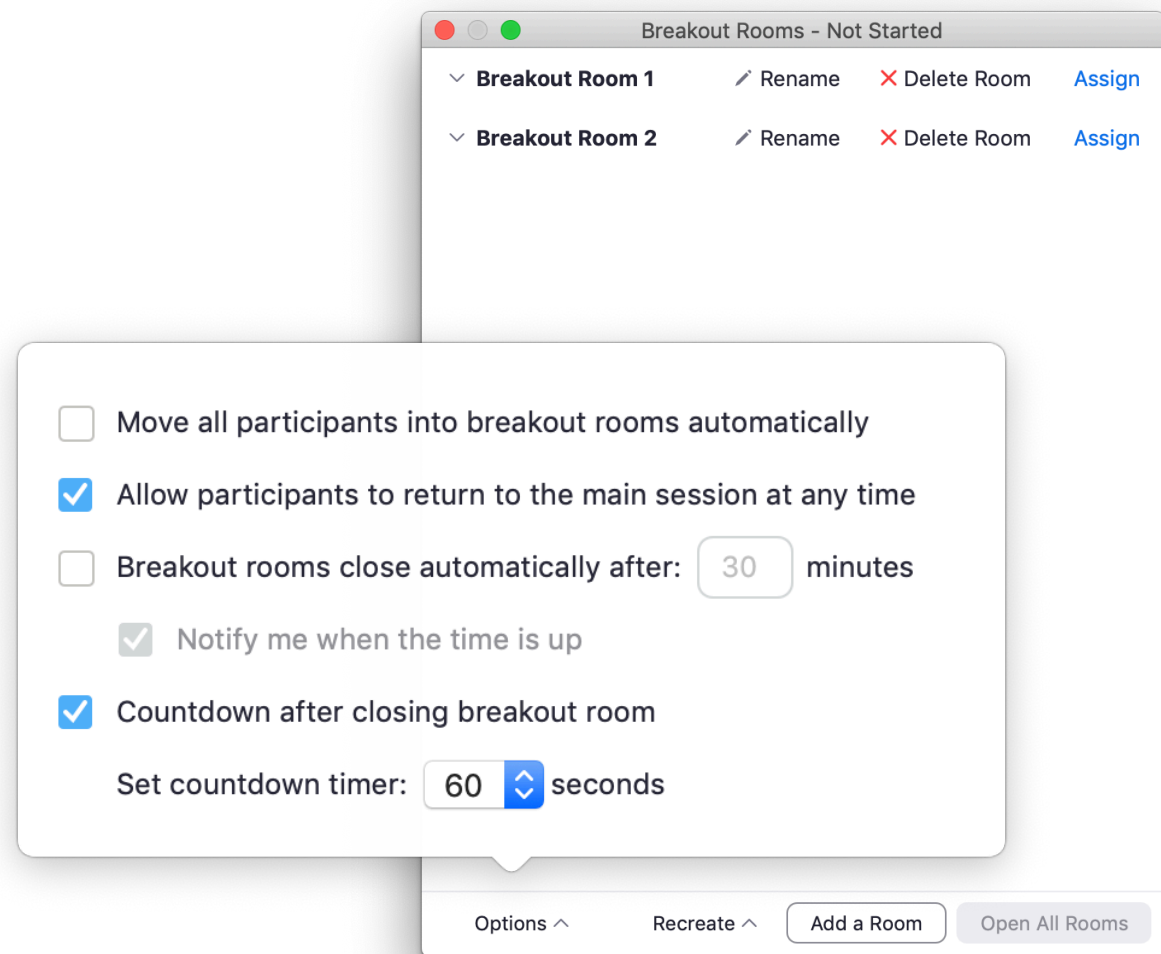
- Report participants to Zoom**: Turned on. Description: 'Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting controls toolbar.' (verified)
- Remote support**: Turned off. Description: 'Allow meeting host to provide 1:1 remote support to another participant'. Modified and Reset links are present.
- Closed captioning**: Turned on. Description: 'Allow host to type closed captions or assign a participant/third party device to add closed captions'. Locked by admin.
- Enable live transcription service to show transcript on the side panel in-meeting**: Unchecked.
- Save Captions**: Turned on.

A blue chat icon is visible in the bottom right corner of the settings area.

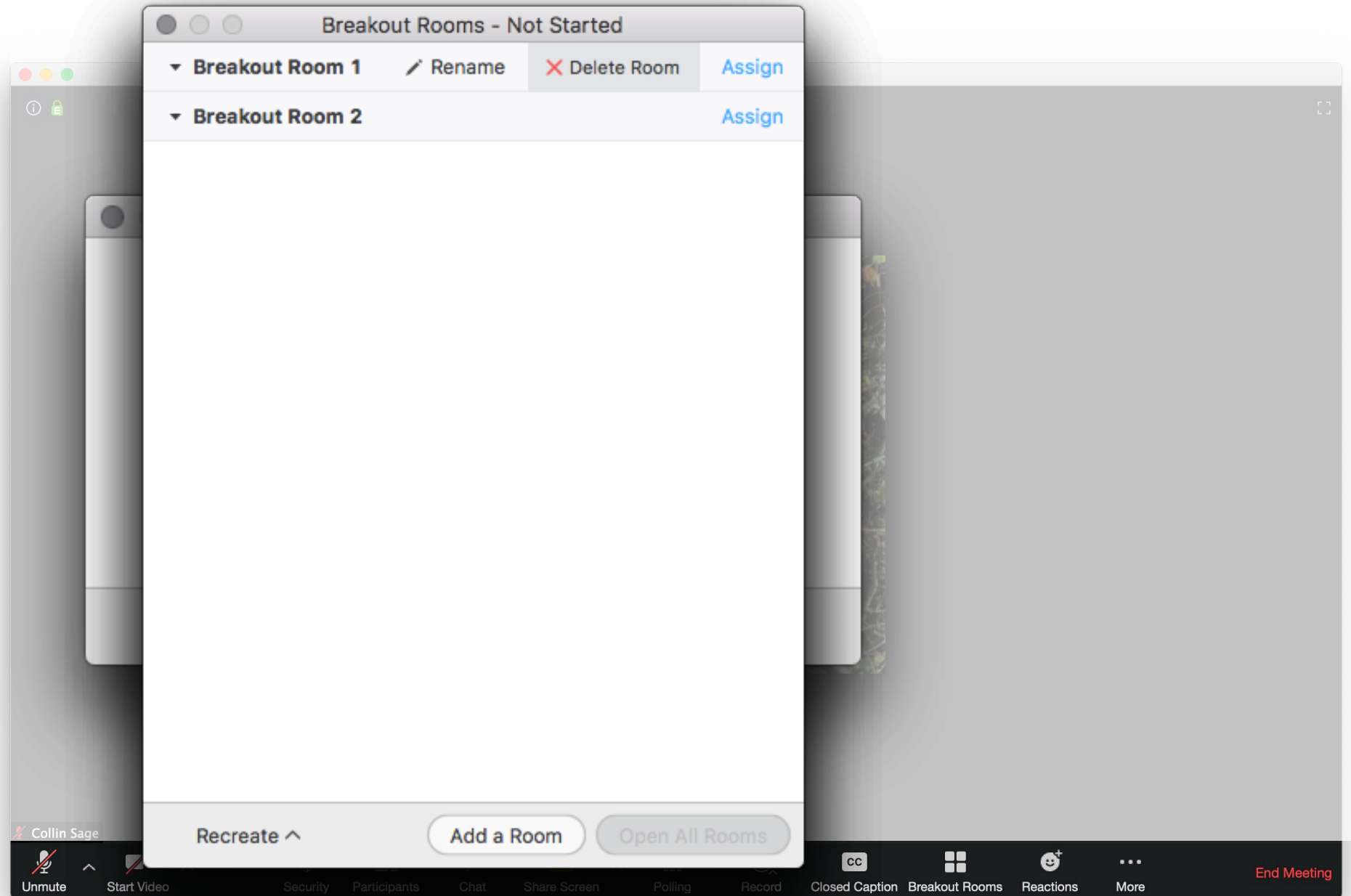
Breakout Rooms

Breakout Rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time

- Up to 50 breakout rooms can be created
- Max 200 participants in a breakout room (requires Large Meeting 200 add-on)
- Breakout room participants have full audio, video and screen share capabilities



Breakout Rooms



Breakout Rooms

The screenshot displays the Zoom breakout room management interface. A dropdown menu is open, showing a list of participants with checkboxes. The 'Open All Rooms' button is highlighted in green.

Participant	Selected
Art Gilbreath	Yes
Calen Lassiter	No
Heather Goold	Yes
Liz Lally	No
Marco Innocenti	Yes
Nitasha Walia	No

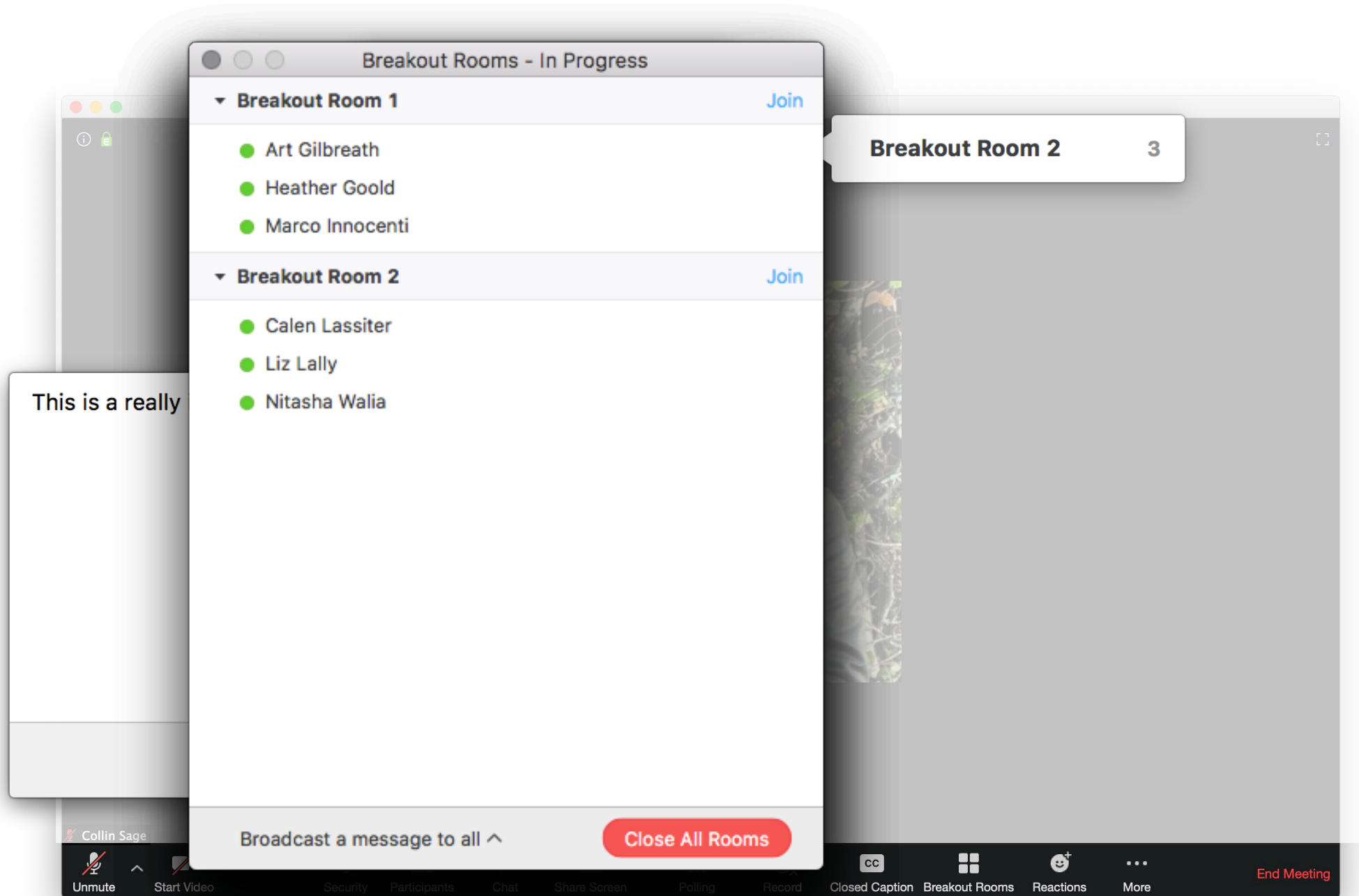
Buttons: **Recreate** (dropdown), **Add a Room**, **Open All Rooms** (highlighted)

Bottom Bar: Unmute, Start Video, Security, Participants, Chat, Share Screen, Polling, Record, Closed Caption, Breakout Rooms, Reactions, More, End Meeting

Breakout Rooms

Hosts can create and move to any breakout room.

Co-hosts cannot create breakout rooms, but can move from room to room.



Breakout Rooms

Breakout Rooms - Not Started

- ▼ **Breakout Room 1** 3
 - Art Gilbreath
 - Heather Goold
 - Marco Innocenti
- ▼ **Breakout Room 2** 3
 - Calen Lassiter

All existing rooms will be replaced.

Assign 0 participants into Rooms:

Automatically Manually

0 participants per room

Recreate All Rooms

Collin Sage

Unmute Start Video Security Participants Chat Share Screen Polling Record Closed Caption Breakout Rooms Reactions More End Meeting

Recreate ^ Add a Room Open All Rooms

iLearn & Zoom



Unpublished Site [Publish Now](#)

[Edit](#) [Link](#) [? Help](#) [✖](#)

zoom

Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada).

[All My Zoom Meetings/Recording](#)

[Schedule a New Meeting](#)

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Cloud Recordings

Show my course meetings only

Start Time

Topic

Meeting ID

ZOOM [Edit](#) [Link](#) [? Help](#) [✖](#)

Account Admin: [View Profile](#)

Description (Optional):

When:

Duration: min

Time Zone:
 Recurring meeting

Registration: Required

Security: Passcode: Waiting Room

Video: Host on off
Participant on off

Audio: Telephone Computer Audio Both

Meeting Options: Enable join before host
 Mute participants upon entry
 Use Personal Meeting ID 55810 0000
 Only authorized users can join
 Record the meeting automatically

Alternative Hosts:

[Save](#) [Cancel](#)

- Schedule a Zoom Meeting within your iLearn Course

Unpublished Site [Publish Now](#)

SITE INFO

Site Information | **Edit Site Information** | Edit Site Tools | Tool Order | Date Manager | Add Participants | Manage Participants | Edit Class Roster(s) | Manage Groups | External Tools | Manage Access | Import from Site | User Audit Log

Edit Site Tools

General	13	Selected tools	Remove
<input type="checkbox"/> Overview () For providing an overview of the site, including the site's description and recent announcements, messages, and events		<input checked="" type="checkbox"/> Announcements	x
<input checked="" type="checkbox"/> Announcements For posting and viewing current, time-critical information		<input checked="" type="checkbox"/> Assignments	x
<input checked="" type="checkbox"/> Assignments For posting, submitting, and grading assignments online		<input checked="" type="checkbox"/> Calendar	x
<input type="checkbox"/> Attendance A simple tool to track student attendance.		<input checked="" type="checkbox"/> Forums	x
<input checked="" type="checkbox"/> Calendar For posting and viewing events, such as due dates, meetings, and other important dates			
<input type="checkbox"/> Chat Room For synchronous, real-time written conversations			
<input type="checkbox"/> Commons For social networking-style posts featuring embedded images and url-to-thumbnail expansion			
<input type="checkbox"/> Drop Box For private file sharing between the instructor and student			
<input checked="" type="checkbox"/> Forums For asynchronous, written conversations organized by topics			
<input checked="" type="checkbox"/> Gradebook For storing, calculating, and viewing grades			
<input type="checkbox"/> Lessons For creating, organizing, and delivering content modules and sequences, such as by week or unit			
<input checked="" type="checkbox"/> Begin Class			
<input checked="" type="checkbox"/> Messages For composing and receiving written messages with other participants in the site			
<input type="checkbox"/> News For viewing content from RSS feeds			
<input type="checkbox"/> Podcasts For delivering and accessing podcasts and podcast feeds			
<input type="checkbox"/> Polls For posting questions, voting anonymously, and gathering results			
<input checked="" type="checkbox"/> Resources For creating, uploading, organizing, and viewing site files, including documents and URLs, to be used throughout the site			
<input checked="" type="checkbox"/> Roster For viewing the site participants list			
<input checked="" type="checkbox"/> Rubrics For creating and managing grading rubrics for use in the Gradebook and in individual assessment tools			
<input type="checkbox"/> Search For searching for content in the site			
<input type="checkbox"/> Sign-up For enabling online registration for meetings and other events			
<input checked="" type="checkbox"/> Site Info For displaying and managing information and settings about the site			

External Tools

2

- Chalk & Wire
This tool is specific to the School of Social and Behavioral Sciences only
- Panopto
Panopto Video Platform - It is recommended you attend a workshop to discuss best practices for using this tool.
- WebEx
Please attend a WebEx workshop or contact the Help Desk prior to using this tool or should you have difficulties accessing your Marist WebEx account.
- WebEx for Students
This is a version of Webex for student use. Contact the Help Desk for technical issues.
- HSP Content Authoring
HSP is a content authoring tool to use to create interactive educational content.
- Perusall
Perusall
- Zoom
Zoom is a web-conferencing tool. Please join us for a training session if you'd like to use Zoom!

[CONTINUE](#) [Cancel](#)

- Enable in your site
Site Info>Edit Site Tools>External Tools>Zoom>Continue>Finish

Unpublished Site [Publish Now](#)[Edit](#) [Link](#) [Help](#) [Share](#)

ZOOM

Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada).

[All My Zoom Meetings/Recordings](#)[Schedule a New Meeting](#)

⋮

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Cloud Recordings

From To Search By Show my course recordings only

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	Zoom Zoom 101 20F	833 8014 6989	Aug 13, 2020 12:31	2 Files (7 MB)	<input type="button" value="Delete"/>

< 1 >

- Course Recordings...

Panopto & Zoom

The screenshot shows the Panopto interface within an iLearn environment. At the top, there is a yellow banner indicating an "Unpublished Site" with a "Publish Now" button. Below this, the Panopto logo is visible along with "Edit", "Link", and "Help" buttons. A search bar is present with the text "Search in folder 'My Folder'...". A notification banner states: "On Saturday, August 15th your site will be upgraded to the latest release. Maintenance will occur from 9:00 pm to 12:00 am EDT. See panop.to/NAstatus94 for more details." The main content area displays a folder tree. A green box highlights the "My Folder" subfolder, which contains a subfolder named "Meeting Recordings in My Folder". Other folders in the tree include "Zoom Zoom 101 20F in Sakai", "Online Faculty Orientation in Sakai", "Panopto Digi hyb 20F in Gamification", "Get Started with Panopto", "Sakai", "Shibboleth", and "Users".

- All meetings that you record to the **cloud** in Zoom (through iLearn or Zoom application):
 - will be automatically added to your Panopto video library.
 - Saved in the "My Folder" and in a subfolder called "**Meeting Recordings**"

The screenshot shows the Panopto interface. At the top left is the MARIST logo and 'Powered by Panopto'. A search bar contains 'Meeting Recordings' and a 'Create' button. The left sidebar has navigation options: Home, My Folder, Shared with Me, Everything, In Progress, and Browse. The main area shows a folder named 'Meeting Recordings' with a green border. Below the folder name are controls for 'Filter by date' and 'Show scheduled recordings'. The recordings are sorted by Name, Duration, Date, and Rating. Two recordings are listed:

- Zoom Zoom 101 20F**
8 hours ago
Zoom Meeting ID: 83380146989 • Host: JaimeLynne Bishop • Meeting Start: 08/13/2020 @ 12:31 PM • Recording Start: 08/13/2020 @ 12:31 PM • Duration: 2...
- JaimeLynne Bishop's Zoom Meeting**
9 hours ago
Zoom Meeting ID: 83945699041 • Host: JaimeLynne Bishop • Meeting Start: 08/13/2020 @ 11:39 AM • Recording Start: 08/13/2020 @ 11:45 AM • Duration: 0...

At the bottom of the screenshot, there is a waveform visualization of audio content.

- Through the "Meeting Recording" Folder:
- You can grab the edit the video
- Share the link, or embed content within your iLearn course

Zoom Resources & Support

Zoom Resources & Support

support.zoom.us

- Zoom Help Center: support.zoom.us
 - Video Tutorials
 - Technical How-to's
- 24/7 Customer Support
 - Chat
 - Call
 - Submit a Request
- When submitting tickets, always include:
 - **Meeting ID**
 - Impacted User(s)
 - Screenshots
 - Details (**date**, **time**, duration, errors)

The screenshot shows the Zoom Help Center website. At the top, there is a navigation bar with the Zoom logo, "Help Center", "SALES", "PLANS", "JOIN A MEETING", "SUBMIT A REQUEST", and a "Sign in" button. Below the navigation bar is a search bar with the text "How can we help you?" and a magnifying glass icon. The main content area is divided into several sections:

- Popular Topics:** A grid of ten icons representing different topics: Getting Started (rocket), Audio, Video, Sharing (play button), Meetings & Webinars (calendar), Billing (credit card), Account & Admin (person), Zoom Rooms (monitor and phone), H.323 & SIP (network diagram), Messaging (speech bubbles), Integration (gears), and On-Premise (globe).
- One Minute Video Introductions:** A section with a "Show All Videos" link and four video thumbnails: "Join A Meeting", "Record a Meeting", "Joining & Configuring Audio & Video", and "Scheduling a Meeting with Zoom Website".
- Get Help:** A button at the bottom left.
- Help:** A blue button at the bottom right.

Questions