

zoom

@

MARIST

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

MARIST

Zoom Webinar Agenda:



Getting Started



Scheduling (Zoom site)



Screen Sharing



Virtual Backgrounds



Breakout rooms



Panopto & Zoom



Best Practices

Getting Started

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



Configure Meeting Settings

The screenshot shows the Zoom 'My Settings' page in a web browser. The browser's address bar shows 'zoom.us/profile/setting'. The page has a dark blue header with the Zoom logo and navigation links like 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. On the right side of the header, there are links for 'REQUEST A DEMO', '1.888.799.0125', 'RESOURCES', and 'SUPPORT'. Below the header, there are buttons for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. The main content area is divided into three tabs: 'Meeting' (selected), 'Recording', and 'Telephone'. Under the 'Meeting' tab, there are sections for 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)', 'Email Notification', and 'Other'. The 'Other' section contains several settings: 'Host video' (toggle on), 'Participants video' (toggle off), 'Audio Type' (radio buttons for 'Telephone and Computer Audio', 'Telephone', and 'Computer Audio'), 'Join before host' (toggle off), and 'Enable Personal Meeting ID' (toggle off). 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 left sidebar contains a menu with 'Profile', 'Meetings', 'Webinars', 'Recordings', 'Settings' (highlighted), 'Account Profile', and 'Reports'. Below the menu are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'.

Recording Settings

The screenshot displays the Zoom 'My Settings' page for a user, with the 'Recording' tab selected. The interface includes a navigation sidebar on the left with options like Profile, Meetings, Webinars, Recordings, Settings (highlighted), Account Profile, and Reports. Below these are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area is titled 'Recording' and has three sub-tabs: Meeting, Recording, and Telephone. Under the 'Recording' sub-tab, there are several settings sections:

- Local recording:** A toggle switch is turned on. Description: 'Allow hosts and participants to record the meeting to a local file'.
- Cloud recording:** A toggle switch is turned on. Description: 'Allow hosts to record and save the meeting / webinar in the cloud'.
- Recording options (checkboxes):**
 - Record active speaker with shared screen
 - Record gallery view with shared screen
 - Record active speaker, gallery view and shared screen separately
 - Record an audio only file
 - Save chat messages from the meeting / webinar
- Advanced cloud recording settings (checkboxes):**
 - Add a timestamp to the recording
 - Display participants' names in the recording
 - Record thumbnails when sharing
 - Optimize the recording for 3rd party video editor
 - Audio transcript
 - Save panelist chat to the recording
- Automatic recording:** A toggle switch is turned off. Description: 'Record meetings automatically as they start'.
- Share cloud recordings only with members of my account:** A toggle switch is turned off. Description: 'Cloud recordings are only accessible to account members. People outside of your organization cannot open links that'.

The top of the page features the Zoom logo, navigation links (SOLUTIONS, PLANS & PRICING, CONTACT SALES), and user actions (SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, SIGN OUT). The browser address bar shows 'https://go.zoom.us/profile/setting?tab=recording'.

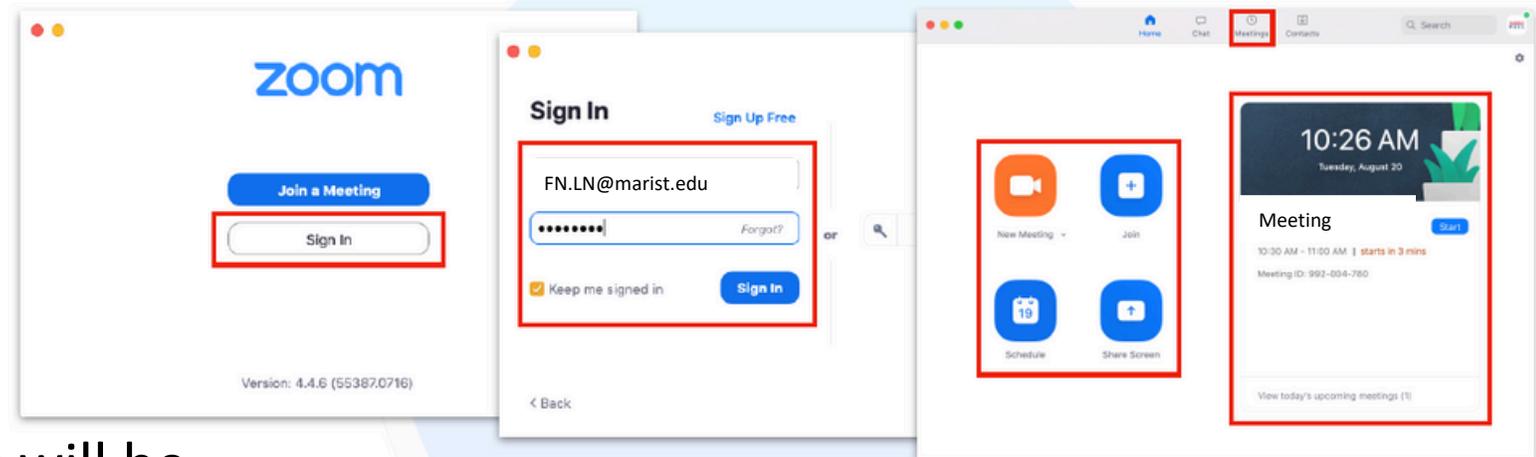
Start/Join a Meeting

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.

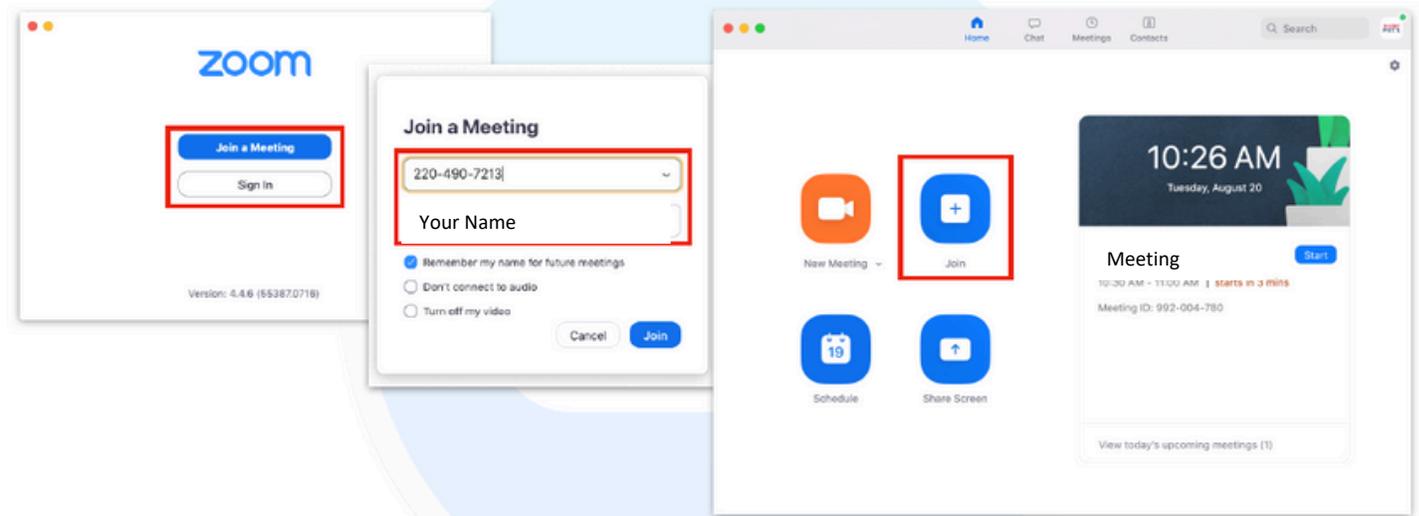


Joining a Zoom Meeting

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.



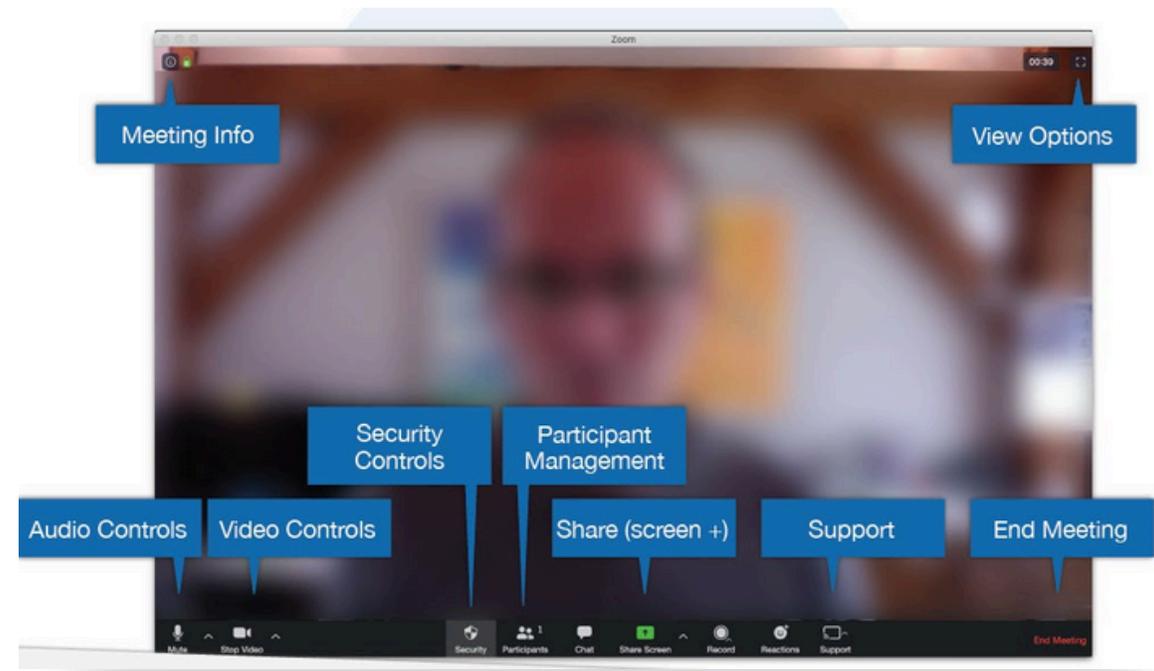
Start/Join a Meeting

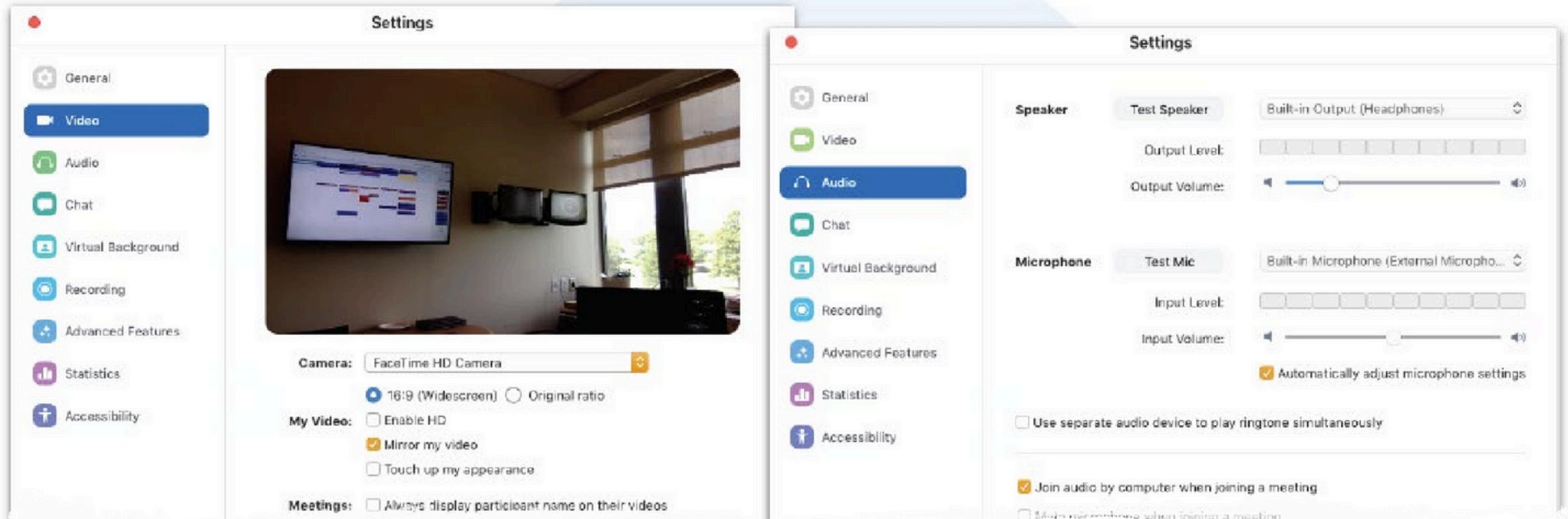
You can also:

- Start a **New Meeting**, **Join** another meeting, or **Schedule** a meeting through:
 - Browser Desktop
 - Application Mobile
 - Device Brightspace
 - 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)

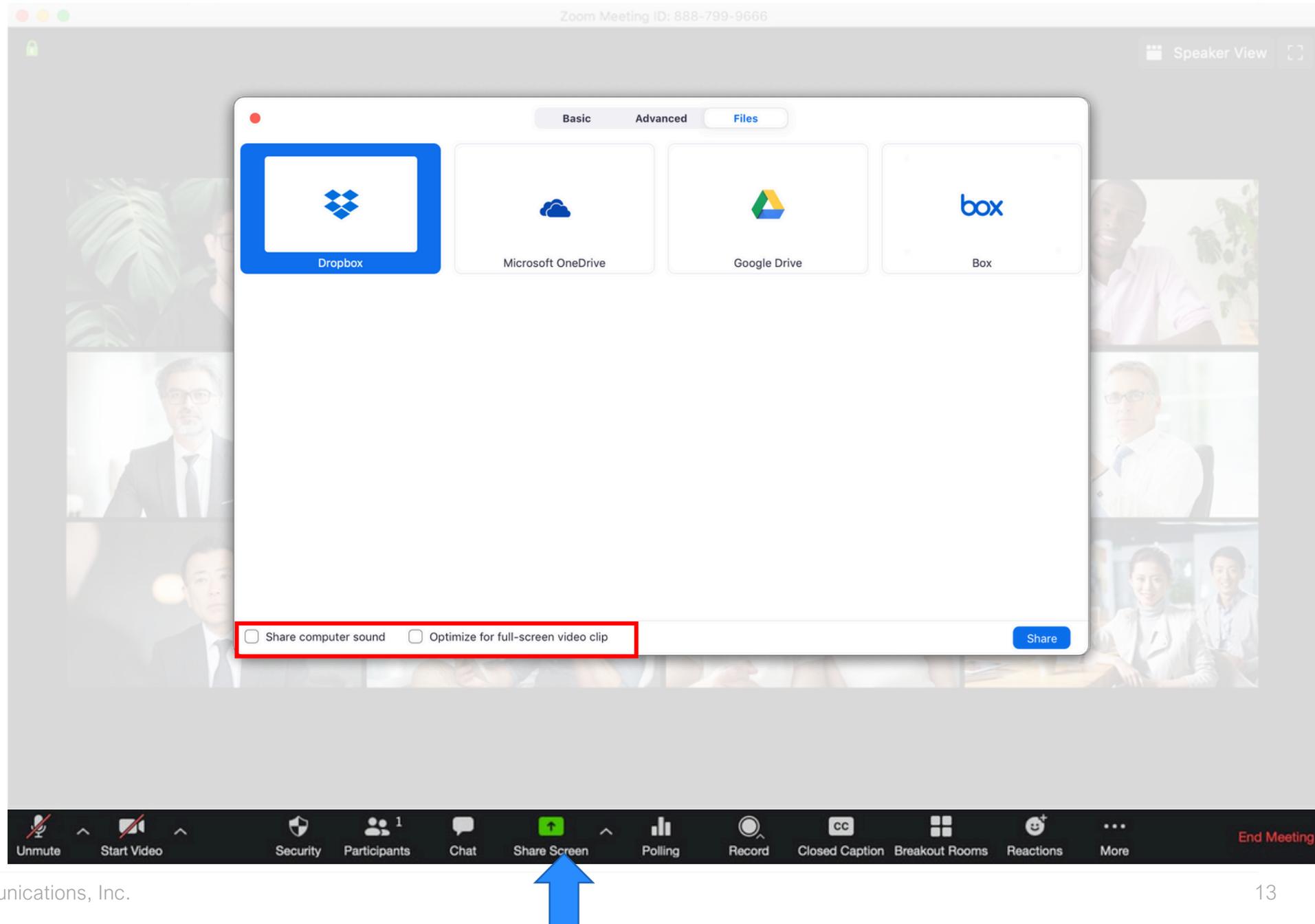
Audio settings allow the choice of speaker and microphone.

Screen Sharing



Share your screen and content

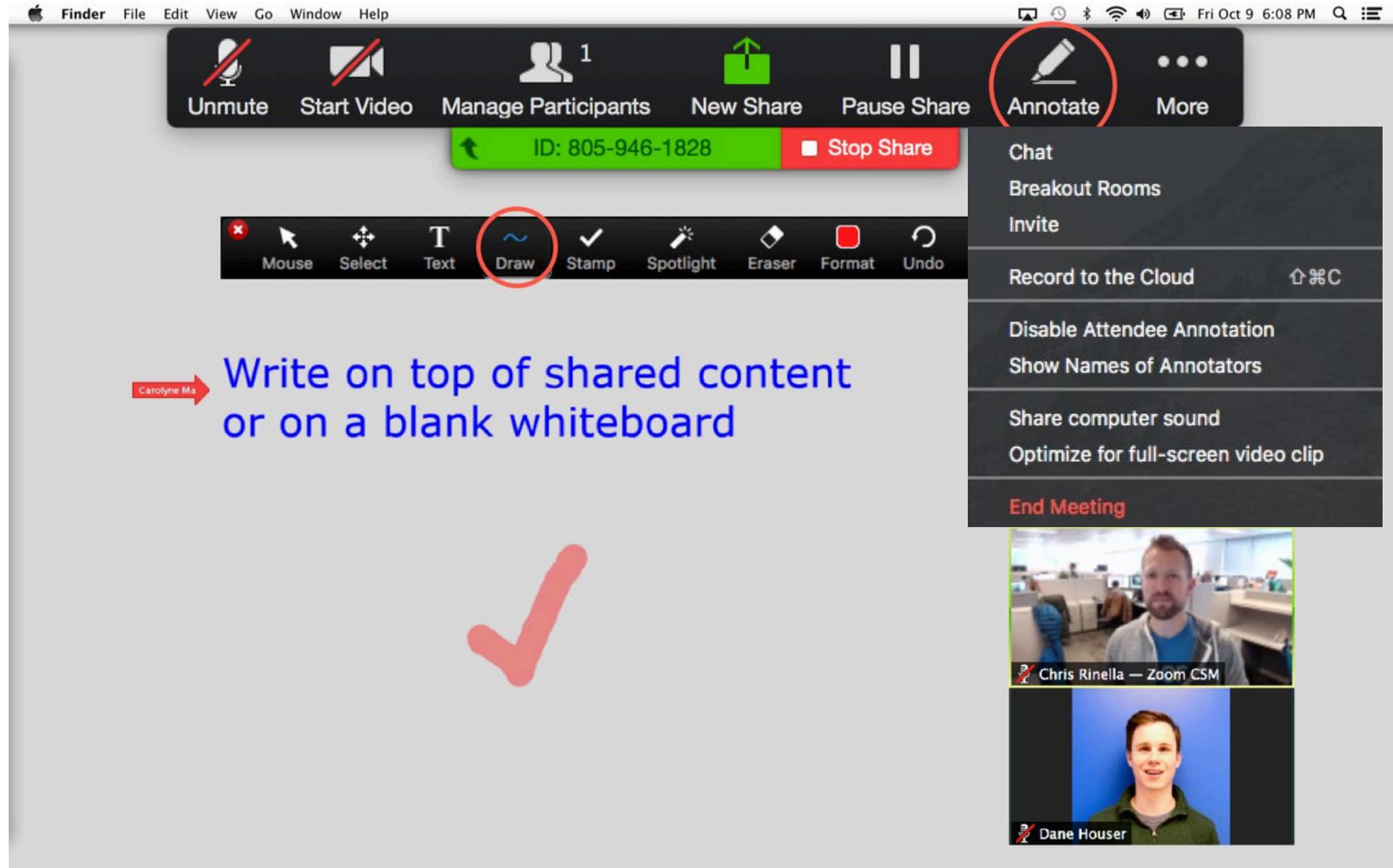
- Host and/or participants can share their desktop, a specific application or even a blank whiteboard
- Any participant can share content
- Hosts can stop a screen share for any participant
- Sharing video: you need to OPTIMIZE for video
-





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.

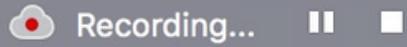


Recording Options

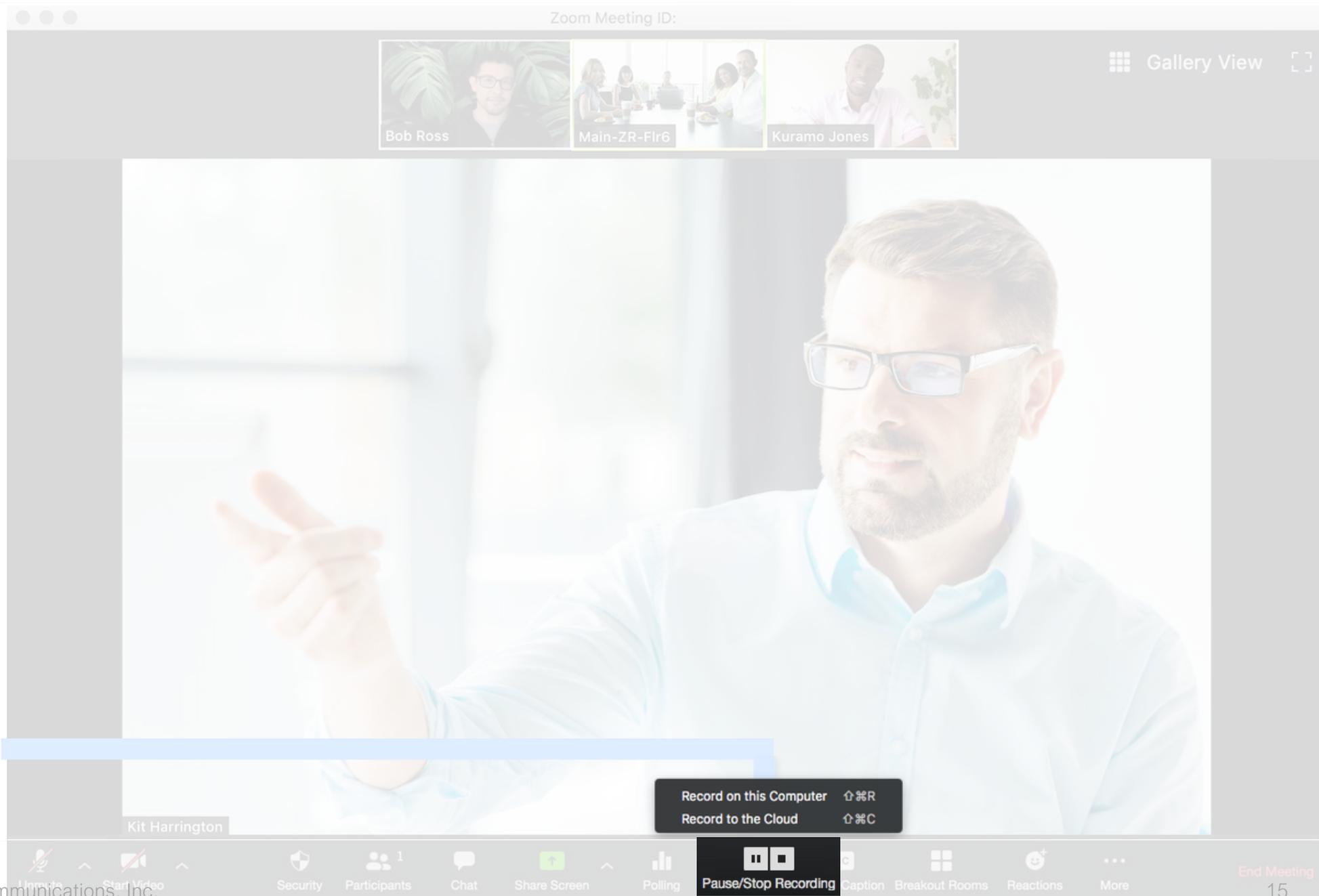
Local Recording



Cloud Recording



Start Recording

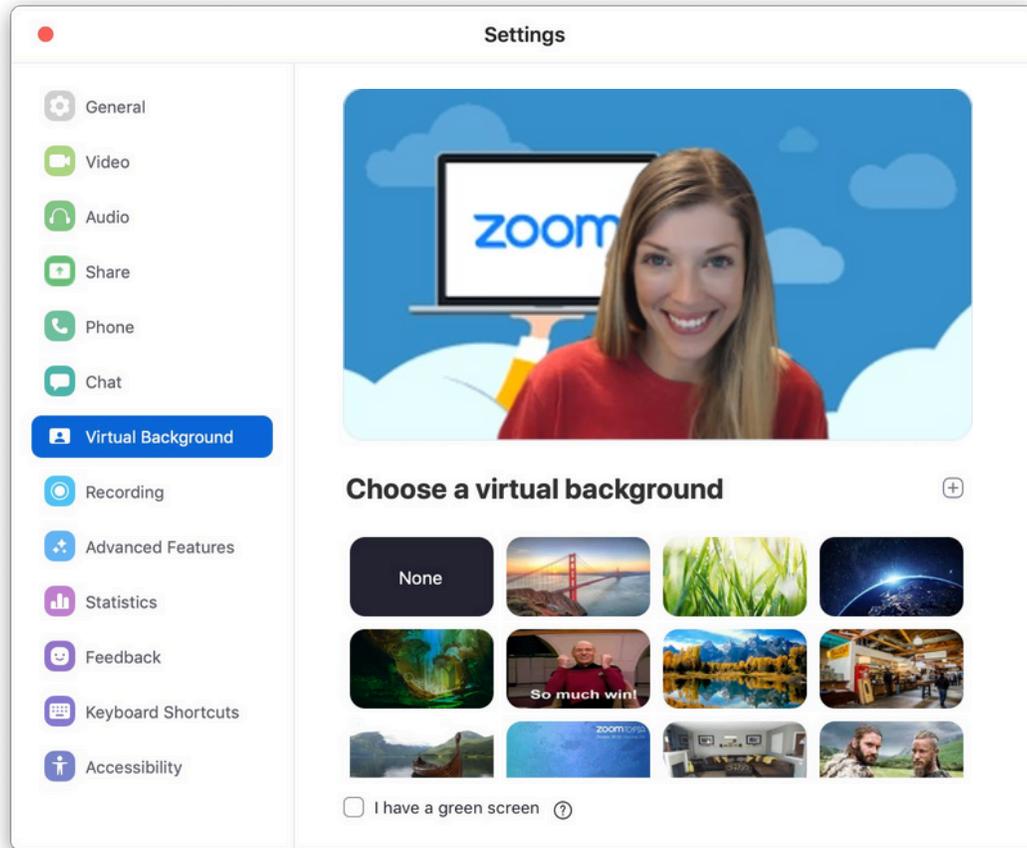


Virtual Backgrounds

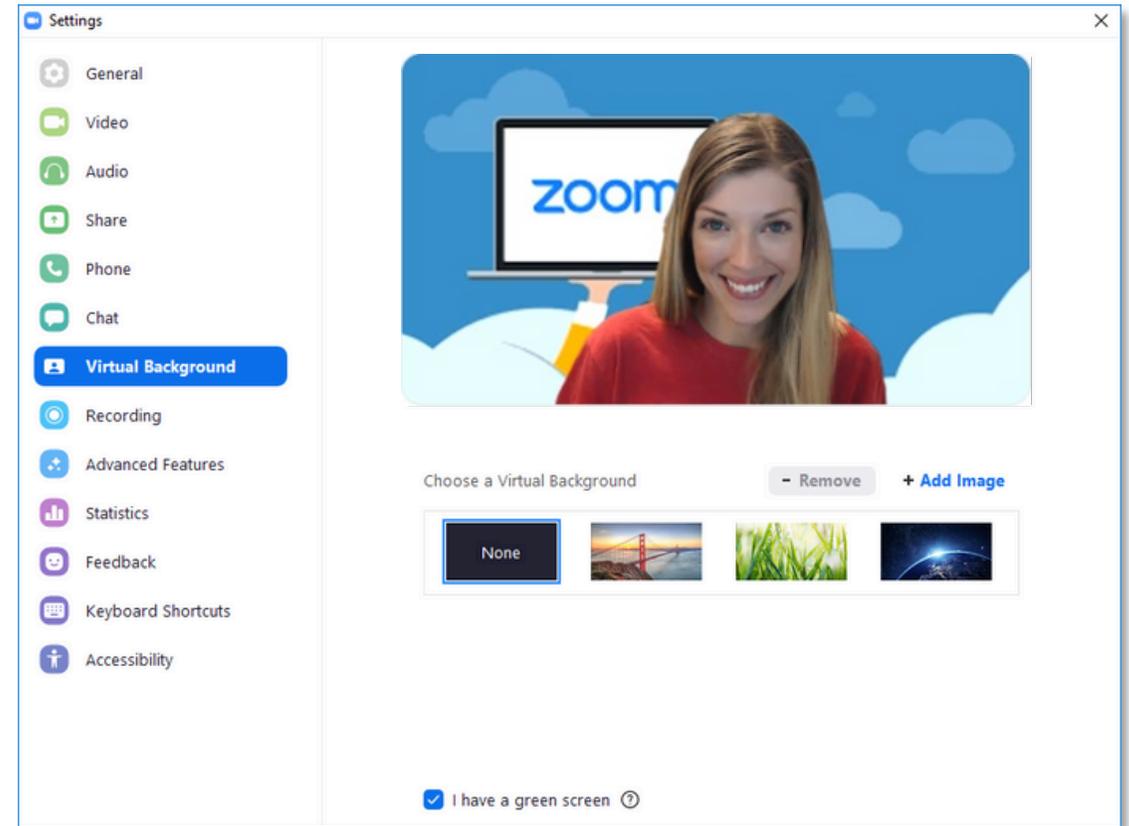
Zoom Desktop Application

Virtual Background

Mac



Windows



Breakout Rooms

Breakout Rooms

The screenshot shows the Zoom profile settings page at success.zoom.us/profile/setting. The left sidebar contains navigation options: PERSONAL, Profile, Meetings, Webinars, Personal Audio Conference, Phone, Recordings, and Settings (highlighted). The main content area is titled 'In Meeting (Advanced)' and includes the following settings:

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

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

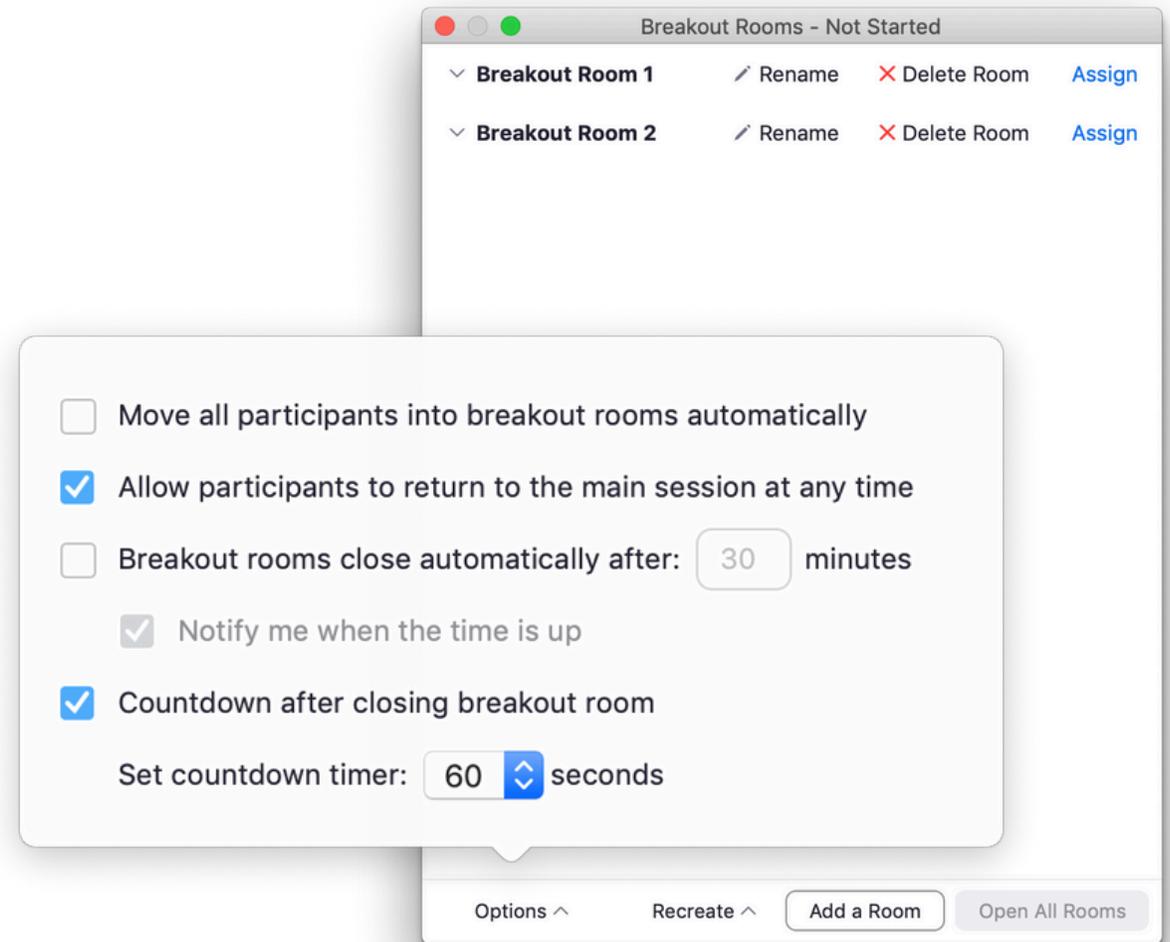
Other visible settings include:

- Report participants to Zoom**: Toggle is 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. [v]'
- Remote support**: Toggle is off. Description: 'Allow meeting host to provide 1:1 remote support to another participant'. Links: 'Modified', 'Reset'.
- Closed captioning**: Toggle is on. Description: 'Allow host to type closed captions or assign a participant/third party device to add closed captions'. Status: 'Locked by admin'.
- Enable live transcription service to show transcript on the side panel in-meeting**: Unchecked.
- Save Captions**: Toggle is on.

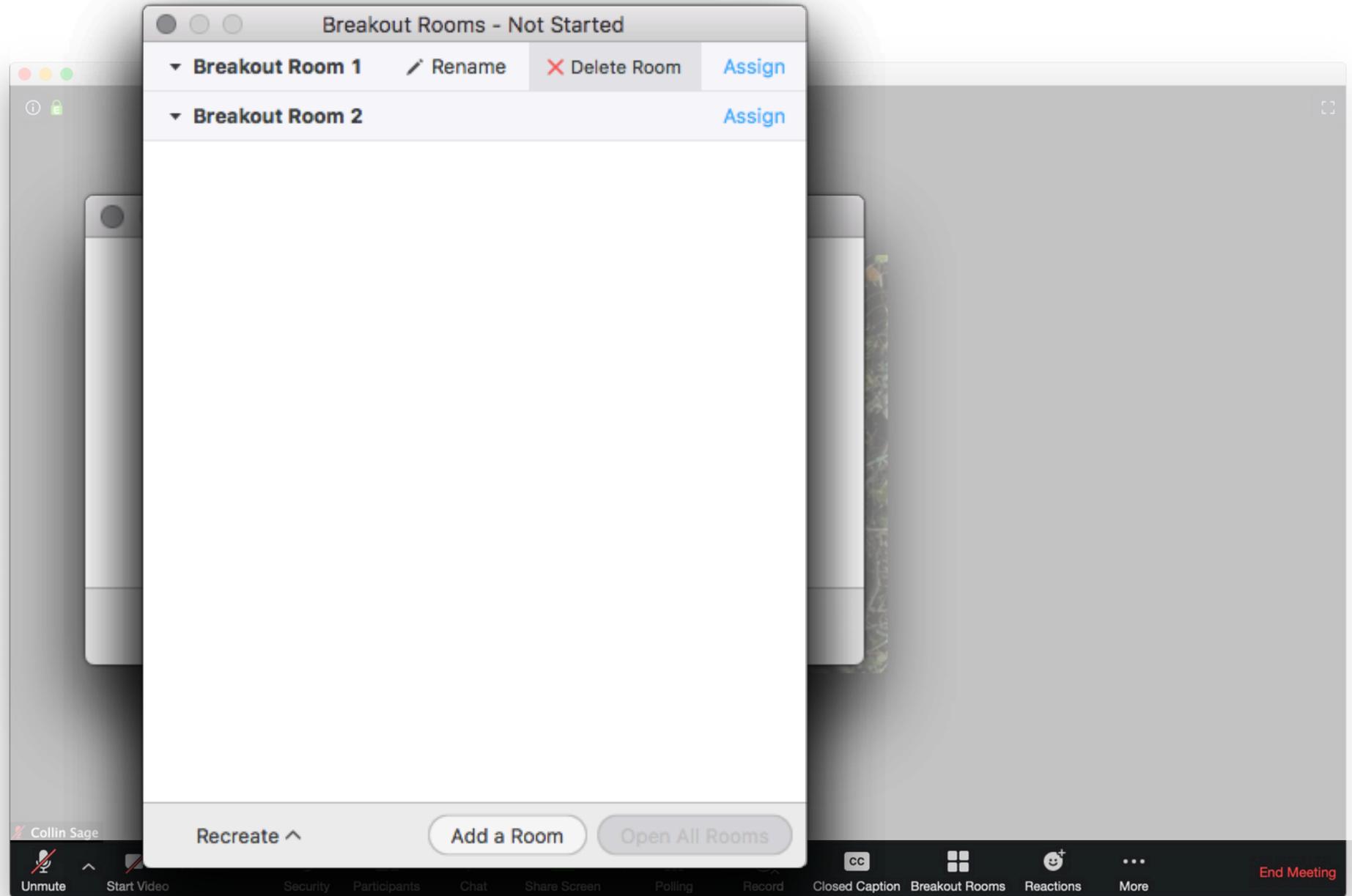
Breakout Rooms

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

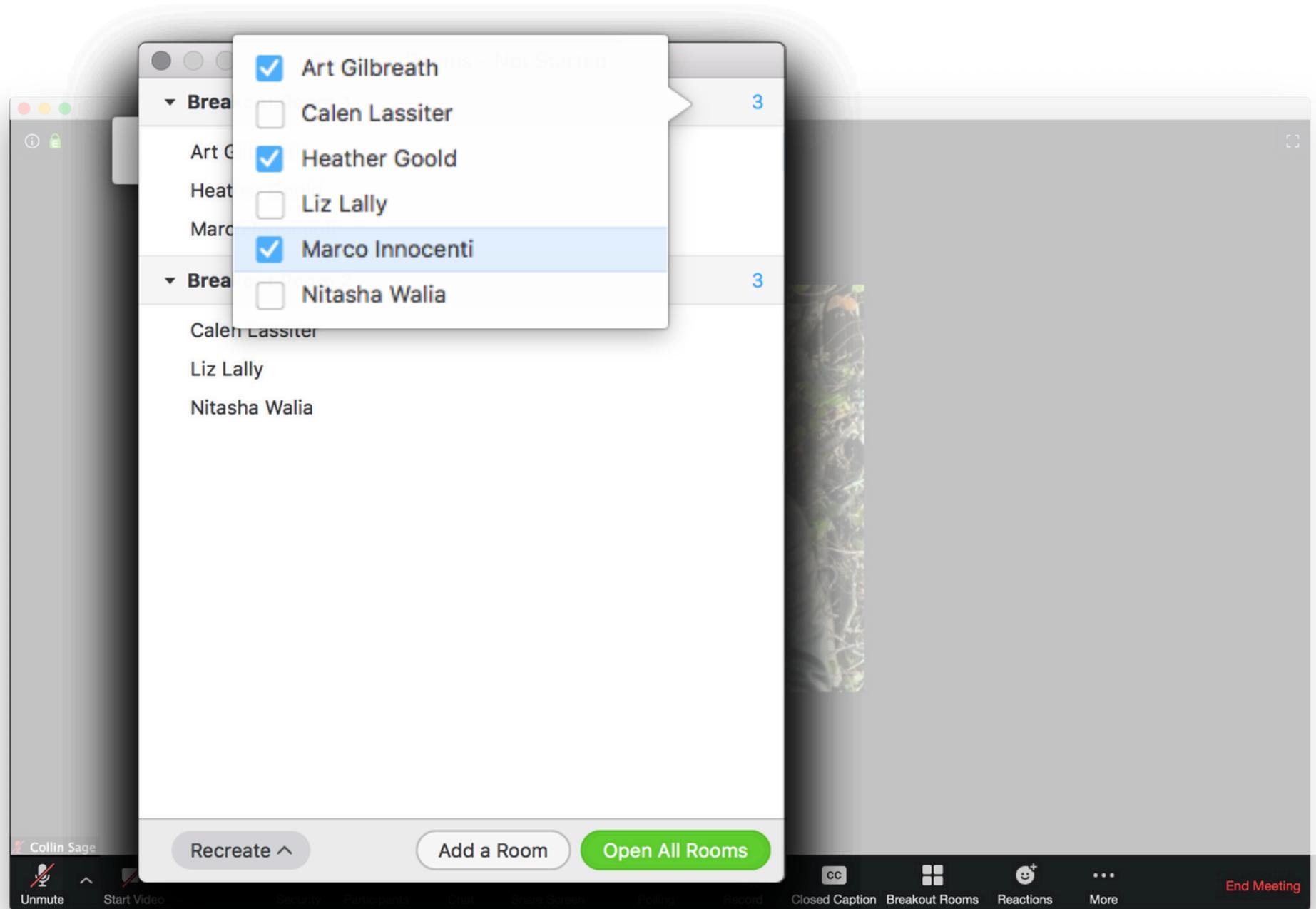
- Up to 50 breakout rooms can be created
- Max 200 participants in a breakout room (requires Large Meeting 200 add-on)
- Breakout room participants have full audio, video and screen share capabilities



Breakout Rooms



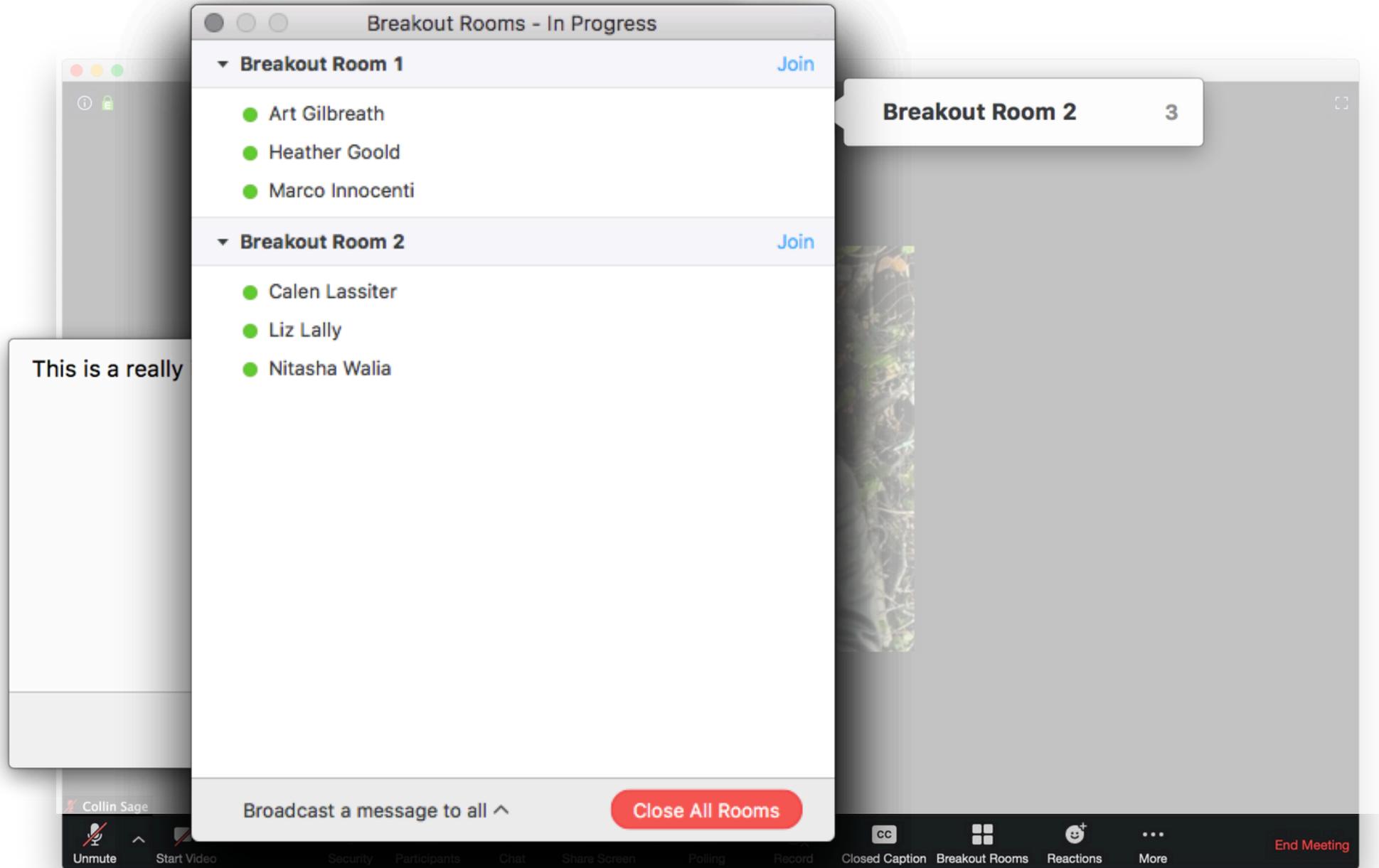
Breakout Rooms



Breakout Rooms

Hosts can create and move to any breakout room.

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



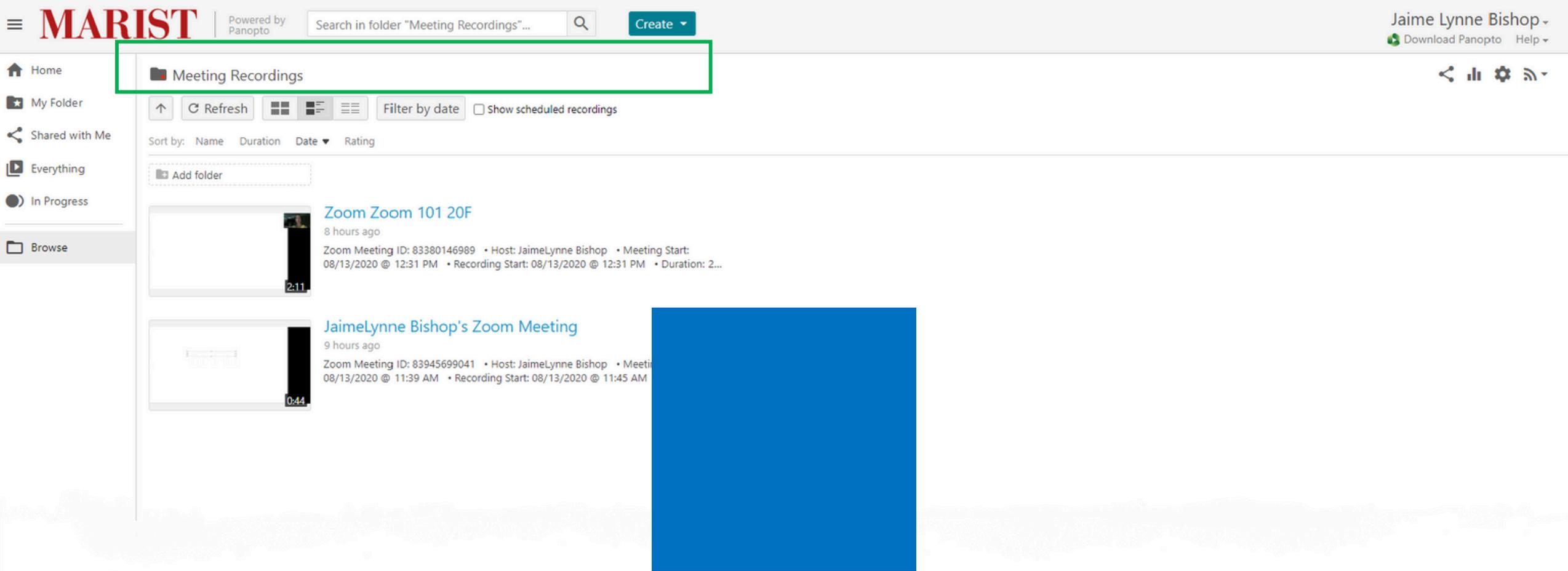
Breakout Rooms

The screenshot displays the Zoom Breakout Rooms interface. At the top, a window titled "Breakout Rooms - Not Started" lists two rooms: "Breakout Room 1" with 3 participants (Art Gilbreath, Heather Goold, Marco Innocenti) and "Breakout Room 2" with 3 participants (Calen Lassiter). A dialog box is overlaid in the center, containing a red warning message: "All existing rooms will be replaced." Below this, it shows "Assign 0 participants into 2 Rooms:" with a dropdown menu set to "2". There are two radio button options: "Automatically" (selected) and "Manually". Below these options, it states "0 participants per room". A blue button labeled "Recreate All Rooms" is at the bottom of the dialog. In the background, the Zoom meeting toolbar is visible, showing buttons for "Unmute", "Start Video", "Security", "Participants", "Chat", "Share Screen", "Polling", "Record", "Closed Caption", "Breakout Rooms", "Reactions", "More", and "End Meeting". The "Breakout Rooms" button is highlighted in green.

Panopto & Zoom

The screenshot shows the Panopto interface. At the top, there is a yellow banner that says "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 dropdown menu is open, showing a list of folders. The "My Folder" folder is expanded, and a subfolder named "Meeting Recordings in My Folder" is highlighted with a green box. Other folders in the list include "Zoom Zoom 101 20F in Sakai", "Online Faculty Orientation in Sakai", and "Panopto Digi hyb 20F in Gamification".

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



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

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 placeholder 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 support 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 right of the page.

Questions