Zoom: Web Conferencing Basics & Beyond the Basics
Topics

- Sign In
- Changing Settings
- Joining a Meeting
- Viewing Scheduled Meetings
- Scheduling a Meeting
- Recording a Meeting
- Sharing, Polling, Breakout Rooms
- Blackboard Integration
Sign In

- Zoom Desktop
- Zoom Web
Sign In: Desktop

Part 1
Sign In: Desktop

Part 2
Changing Settings

- Zoom Desktop
- Zoom Web
Desktop Settings
Desktop Settings
Limited compared to Zoom Web
Web Settings
Joining a Meeting

- Zoom Desktop
- Zoom Web
- Via a Link
- Audio Options
Joining a Meeting: Desktop
Joining a Meeting: Web Part 1
Joining a Meeting: Web Part 2

Enter Meeting ID or Personal Link Name
Joining a Meeting: Via a Link

Kristin White is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting:
https://odu.zoom.us/j/407620623

One tap mobile
+16465588656,407620623# US (New York)
+19699006833,407620623# US (San Jose)

Dial by your location
+1 646 558 8656 US (New York)
+1 969 900 6833 US (San Jose)
Meeting ID: 407 020 623
Find your local number: https://zoom.us/u/aemyIrVWeg

Join by SIP
407620623@zoomcrc.com

Join by H.323
162.255.37.11 (US West)
Joining a Meeting:
Selecting Audio Option
Viewing Scheduled Meetings

- Zoom Desktop
- Zoom Web
Viewing Scheduled Meetings: Desktop
Viewing Scheduled Meetings: Web
Part 1
Viewing Scheduled Meetings:
Web
Part 2
Scheduling a Meeting

- Zoom Desktop
- Zoom Web
Scheduling a Meeting: Desktop
Schedule a Meeting

**Topic:** Kristin White's Zoom Meeting

- **Start:** Mon, August 26, 2019 at 02:00 PM
- **Duration:** 1 Hr, 0 Min
- **Time Zone:** GMT-04:00 Eastern Time (US and Canada)

- **Video:** Host: On, Participants: Off
- **Audio:** Telephone and Computer Audio
- **Options:** Require meeting password
- **Calendar:** Outlook

[Schedule] [Cancel]
Scheduling a Meeting: Web
Schedule a Meeting Page
Recording a Meeting

- Cloud Recording Settings
- Local Recording Settings
- Recording After Meeting has Started
- Accessing/Managing your Recordings
### Recording a Meeting

#### Cloud Recording

**Settings Web**

<table>
<thead>
<tr>
<th>Recording Layout Resource</th>
</tr>
</thead>
</table>

**Meeting**

- **Recording**
- **Telephone**

#### Recording

**Local recording**
- Allow hosts and participants to record the meeting to a local file

**Cloud recording**
- Allow hosts to record and save the meeting / webinar in the cloud
  - 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**
- 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**
- Record meetings automatically as they start

**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 provide access to cloud recordings.
Recording a Meeting
Local Recording Settings Desktop
Recording a Meeting

After meeting has started
Recording a Meeting

Access/Manage Recordings
Sharing in a Meeting

- Basic Sharing Options
- Advanced Sharing Options
- Files Sharing Options
Sharing

Basic Sharing Options
1. Screen
2. Window/App
3. Whiteboard
4. iPhone/iPad

Screen Sharing Resources
Sharing

Advanced Sharing Options
1. Portion of Screen
2. Computer Sound Only
3. Content from 2nd Camera

Screen Sharing Resources
Sharing
Files Sharing Option

Screen Sharing Resources
Polling in a Meeting

- Polling Setting
- Creating a Poll
- Using Polls in Meeting
Polling
Enable Setting - Web

Polling for Meetings Resource
### Polling

Create before meeting - Web

<table>
<thead>
<tr>
<th>Topic</th>
<th>Zoom: Web Conferencing Basics Workshop Meeting 10/17/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Oct 17, 2019 01:30 PM Eastern Time (US and Canada)</td>
</tr>
</tbody>
</table>

Meeting ID: 766-578-199

Invite Attendees: Jobs URL: [https://edu.zoom.us/j/766578199](https://edu.zoom.us/j/766578199)

Video: Host On, Participant On

Audio: Telephone and Computer Audio

Meeting Options:
- Require meeting password
- Enable join before host
- Mute participants upon entry
- Enable waiting room
- Record the meeting automatically

Delete this Meeting: Edit this Meeting, Start this Meeting

You have not created any poll yet.

Add poll
Create Poll Questions

1. Add Title
2. Enter Question and Choices
3. Select “Add a Question” to add additional questions to same poll
4. Select “Save” after last question
Launching Poll

1. Select “Polling” option in menu bar
2. Select the poll you would like to launch
3. Select “Launch Poll”
Select "End Poll" to close poll.
### Polling 1: Polling Questions

<table>
<thead>
<tr>
<th>Poll</th>
<th>Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poll closed</td>
<td>1 voted</td>
</tr>
</tbody>
</table>

1. What is your favorite color?

- Red: 0 votes (0%)
- Green: 0 votes (0%)
- Blue: 1 vote (100%)

[Share Results](#)  [Re-Launch Polling 1](#)
1. Select “Share Results” to allow attendees to view results
2. Select “Stop Sharing” when ready

Host View While Sharing Results

Sharing Poll Results

Attendees are now viewing poll results

1. What is your favorite color?
   - Red: (0) 0%
   - Green: (0) 0%
   - Blue: (1) 100%

Stop Sharing
Breakout Rooms

- Breakout Rooms Setting
- Pre-assign/Create Rooms Option
- Video Overview
Breakout Rooms
Enable Setting - Web
Breakout Rooms
Pre-assign/Create Rooms Option - Web
Blackboard Integration

- Creating Zoom Tool Link
- Viewing/Scheduling Meetings within Blackboard
- Creating Media Gallery Tool Link
- Publishing Recordings in Multiple Courses
- Publishing Recordings in Individual Course
- Adding Captions from Zoom Audio Transcript
1. Select the “+” symbol
2. Select the “Tool Link”
3. Select “Zoom” from drop down menu
4. Enter “Name” you’d prefer to call link (i.e. Zoom Meetings)
5. Select the check box to make it “Available to Users”
6. Select “Submit” (behind Add Tool Link pop up) and link will be added to bottom of your course menu list
Navigate to your Zoom Tool Link within Navigation Pane.
List of upcoming Course Meetings (Only for current course) is displayed. Need a new course meeting? Select “Schedule a New Meeting”
Select “All My Zoom Meetings/Recordings” link to view more than course specific meetings and recordings.

Blackboard Integration
View All Zoom Meetings/Recordings within Zoom Tool
Blackboard Integration

Creating Media

Gallery Recordings

Tool Link

Part 1

1. Select the “+” symbol
2. Select the “Tool Link”
3. Select “Media Gallery” from drop down menu
4. Enter “Name” you’d prefer to call link (i.e. Meeting Recordings)
5. Select the check box to make it “Available to Users”
6. Select “Submit” (behind Add Tool Link pop up) and link will be added to bottom of your course menu list
1. Select “Tools” from Blackboard Menu
2. Select “My-Media” on Blackboard Tools page
3. Select the checkbox to the left of any video you wish to publish.
4. Select “Publish” from the “Actions” drop down menu.
5. Select the “Published” radio button
6. Select the checkbox to the left of any course you wish to publish the video(s) to
7. Select “Save”
Navigate to your Media Gallery Link
1. Select “+ Add Media”
Blackboard Integration

Publishing Recordings within Individual Blackboard Course

Part 3

2. Select the checkbox to the left of any video you wish to add/publish
3. Select “Publish”
Adding Captions
Enable Audio Transcript
Recording Setting - Web
Adding Captions
Select Cloud Recording

![Zoom Cloud Recordings](image)

<table>
<thead>
<tr>
<th>Topic</th>
<th>ID</th>
<th>Start Time</th>
<th>File Size</th>
<th>Auto Delete In</th>
</tr>
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<tbody>
<tr>
<td>Kristin White's Personal Meeting Room</td>
<td>757-683-6109</td>
<td>Oct 2, 2019 02:44 PM</td>
<td>3 Files (89 MB)</td>
<td>29 days</td>
</tr>
<tr>
<td>Kristin White's Personal Meeting Room</td>
<td>757-683-6109</td>
<td>Oct 2, 2019 10:58 AM</td>
<td>3 Files (71 MB)</td>
<td>28 days</td>
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<tr>
<td>Jennings - COMM2005 Group Test Availability</td>
<td>757-683-6109</td>
<td>Sep 4, 2019 01:59 PM</td>
<td>3 Files (3 MB)</td>
<td>1 day</td>
</tr>
<tr>
<td>Kristin White's Personal Meeting Room</td>
<td>757-683-6109</td>
<td>Sep 3, 2019 01:33 PM</td>
<td>3 Files (4 MB)</td>
<td>1 day</td>
</tr>
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</table>
Adding Captions

Convert VTT file to SRT file for Blackboard

Navigate to ToolSlick Converter
1. Select Upload (use VTT file from Downloads folder)
2. Select Convert
3. Select Download icon to obtain SRT file (saved to Downloads folder)
Adding Captions

Locate Zoom Recording in Blackboard

Select pencil icon to edit the video.
Adding Captions
Select Captions Tab
Adding Captions
Select Upload Captions File Button
1. Select Browse and select SRT file for video (Downloads folder)
2. Select Language - English (American)
3. Select Save