



Information Technology Services

Synchronous Instructors Guide

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For technical assistance, contact:

ITS Service Desk

servicedesk@oit.edu

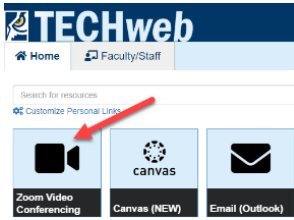
541-885-1470

Scotty Hayes, AV/ED Tech

scotty.hayes@oit.edu

541-885-1331

Creating an Oregon Tech Zoom Account



All faculty and staff now have access to Pro accounts in Zoom. The Zoom Video Conferencing tile can be found on your TECHweb account page.

The site license allows you to have unlimited meetings, without time restrictions, for up to 300 participants. *Participants do not need a Zoom account to participate.*

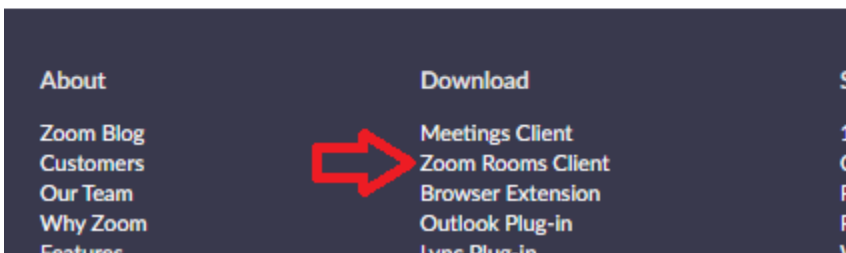
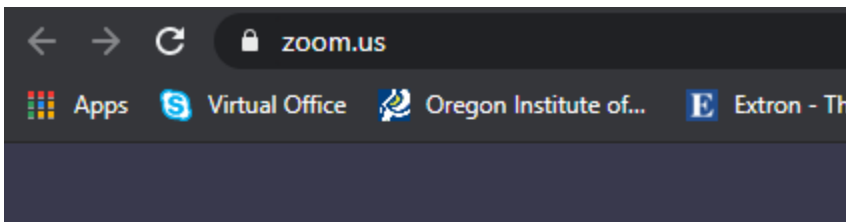
If you already had a basic account through Oregon Tech you will need to ‘deactivate’ it and log out and back into TECHweb to create your new Pro account.

If you have a Zoom account from another institution and are trying to create an Oregon Tech account but it’s showing your other zoom account instead, use one of the options below to give you the option to log into either account as you need to:

1. Try a different browser to log into TECHweb to create a new Zoom account. For example: if you use Chrome for everything try Firefox. You could also create an incognito window (in Chrome or Firefox) and repeat the same process.
2. If you have more than 1 computer (or have access to a different computer) you could try from there as well.

Zoom Setup and Features for Your Personal Computer/Phone

If you do not already have the Zoom client installed on your computer, you can install it from the <http://zoom.com> website. Scroll all the way to the bottom and click on “**Meetings Client**” under the **Download** category.

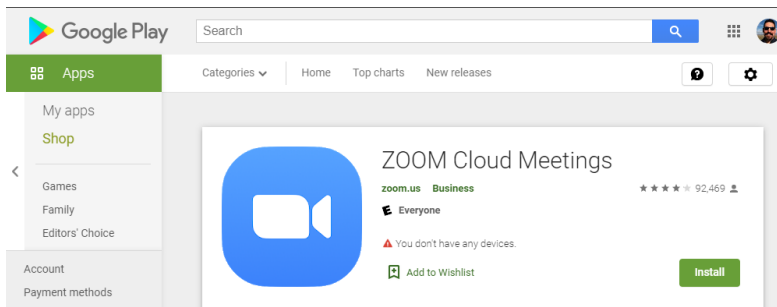


You can also install Zoom on your iOS device from the Apple App Store or on your Android device from the Google Play Store.

Apple App Store:



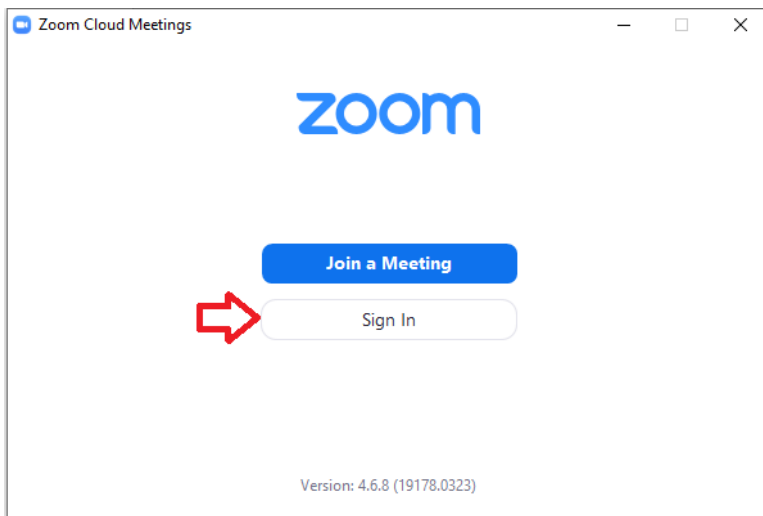
Google Play Store:



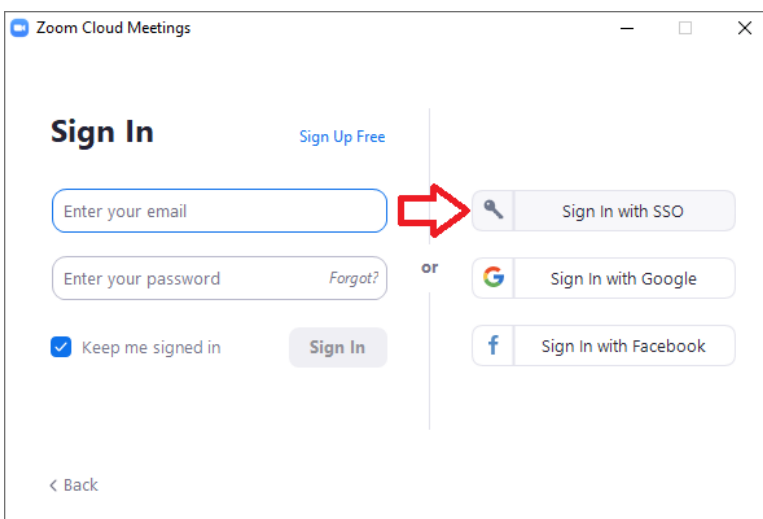
Alternatively, you and the people to whom you send Zoom Meeting Links will be prompted to download and install the appropriate Zoom software for your device when joining a meeting.

Signing into Zoom

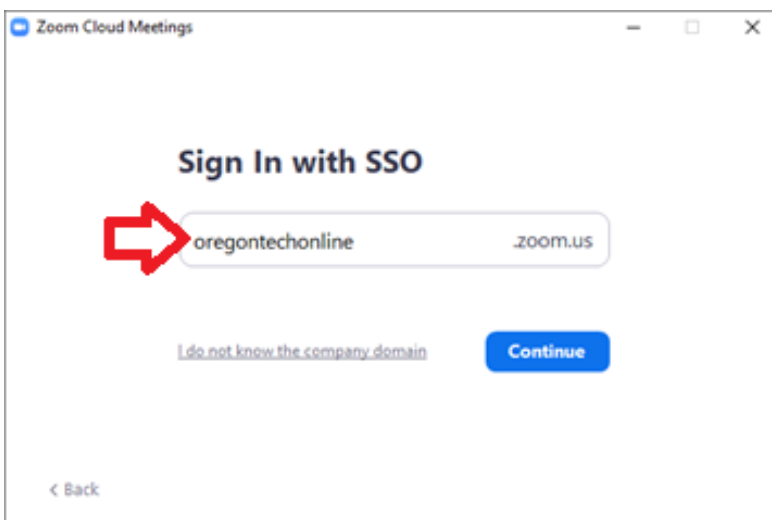
Wherever you sign into Zoom, you will want to use the **Single Sign On** option. Start by signing into the Zoom client on your computer, and click on **Sign In**:



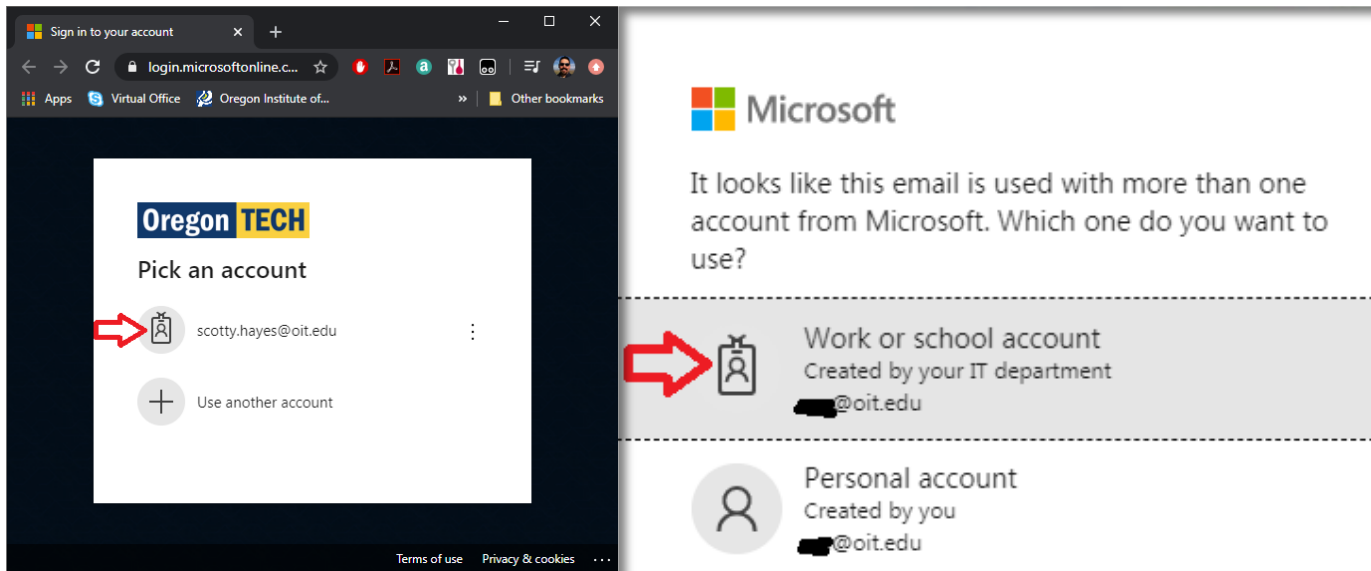
Select **"Sign in with SSO"**:



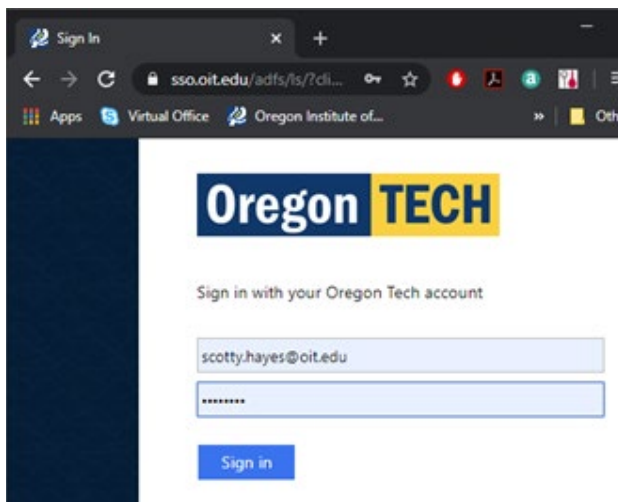
Enter **"oregontechonline"** for Sign In with SSO, and click **Continue**:



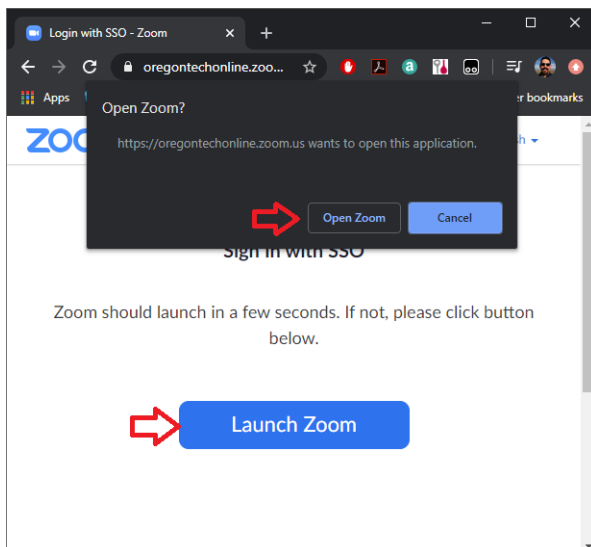
You will be taken to the Oregon Tech sign in. If you have signed in on this computer before, it might remember you. Either way, sign in with your Oregon Tech e-mail. Additionally, if you use your Oregon Tech email for a personal Microsoft account, you may be prompted to select which account you intend to use:



This will link you to the Oregon Tech SSO portal where you will use your Oregon Tech credentials:



Your browser will launch the Zoom application. Either option to allow this is fine:

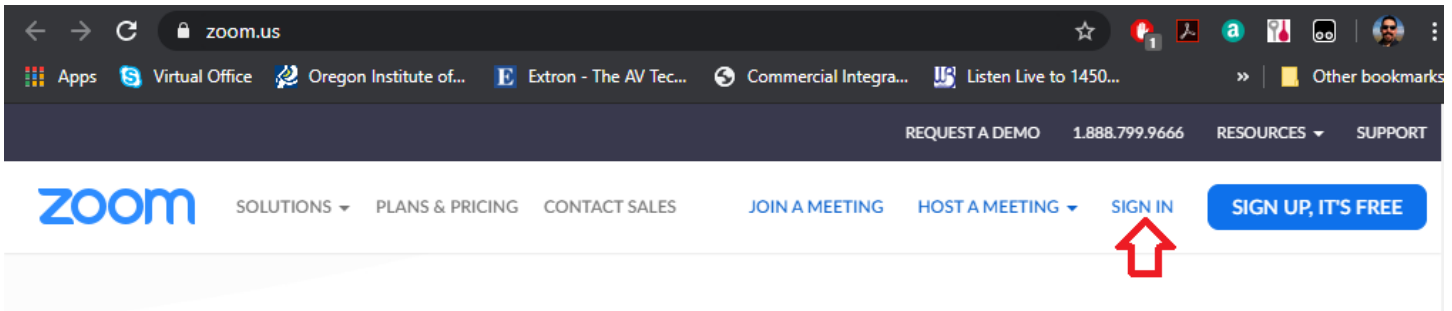


Configure Zoom

There are three areas where you can configure settings for Zoom:

1. On the Zoom Website – These are global settings that affect your Zoom settings everywhere you use Zoom.
2. In the Application – These mostly affect settings on the individual devices you are using Zoom.
3. In the Meeting/Schedule – These are setting for an individual Zoom meeting.

1. Zoom Website settings: Begin on the global settings at the <http://www.zoom.com> website. After you have signed into the Zoom application once with SSO, click SIGN IN in the upper right area of their web page:



At this SIGN IN screen, you can use your Oregon Tech email address and password:

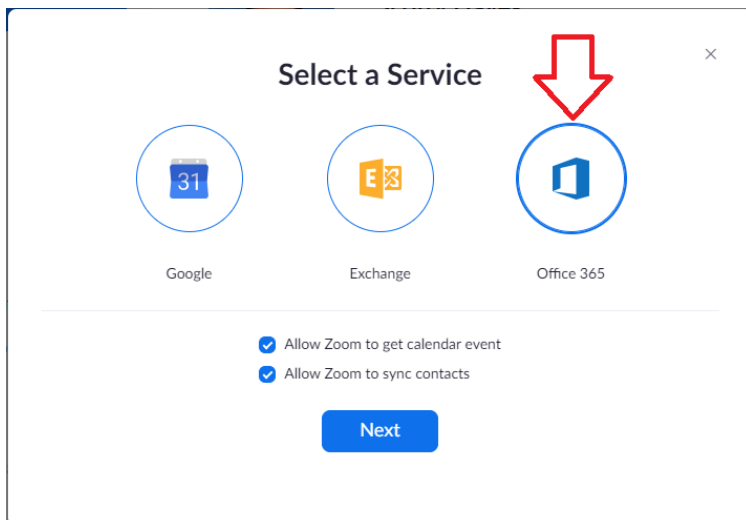
A screenshot of the Zoom Sign In screen. The navigation bar is identical to the previous screenshot, but the 'SIGN IN' link is now highlighted. Below the navigation bar, there are two input fields: 'Email address' with the text 'scotty.hayes@oit.edu' and 'Password' with masked characters. Below these fields is a blue 'Sign In' button.

The first screen is the Profile screen. There are several things here that are nice to change, but not necessary. In this example, I have added my picture instead of the default silhouette icon. I have also changed my Personal Meeting ID to my office phone, and added my first.last name to my Personal Link. You can leave them at default, but personalizing them makes them a bit more self-explanatory for people to whom you send meeting invitations. WARNING: There are a lot of global settings for meeting you can change, but I recommend not doing that here, as it will override individual meeting settings, and you will more than likely desire different settings for different type of meetings you conduct.

The screenshot shows the Zoom web interface. At the top, the Zoom logo is on the left, and navigation links for SOLUTIONS, PLANS & PRICING, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING are on the right. A user profile picture is in the top right corner. The left sidebar contains a 'PERSONAL' section with 'Profile' (highlighted with a red arrow), 'Meetings', 'Webinars', 'Recordings', and 'Settings'. Below this is an 'ADMIN' section with 'Room Management' and 'Account Management'. At the bottom of the sidebar is a box with 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area shows the profile for 'Scotty Hayes' with account number 113989. A red arrow points to the profile picture, with 'Change' and 'Delete' links below it. Below the profile information, there are several settings rows: 'Personal Meeting ID' (541-885-1331) with an 'Edit' link (red arrow), 'Personal Link' (https://oregontechonline.zoom.us/j/5418851331) with a 'Customize' link (red arrow), 'Sign-In Email' (scotty.hayes@oit.edu) with an 'Edit' link, 'User Type' (Licensed), 'Capacity' (Meeting, 300), 'Language' (English) with an 'Edit' link, and 'Date and Time' settings (Time Zone: (GMT-7:00) Pacific Time (US and Canada) with an 'Edit' link; Date Format: mm/dd/yyyy; Time Format: Use 24-hour time). At the bottom, there is a 'Calendar and Contact Integration' section with a description and a 'Connect to Calendar and Contact Service' button (red arrow).

I also like to click on “**Connect to Calendar and Contact Service**” at the bottom, and set it up to connect to my Office 365 calendar so that my meeting I create are automatically entered into my Office 365 Calendar:

After clicking on “**Connect to Calendar and Contact Service**” select **Office 365**, check both options, and click **Next**:



Select a Service

Google Exchange Office 365

☒ Allow Zoom to get calendar event
☒ Allow Zoom to sync contacts

Next

Select “**Authorize with EWS**” and enter your Oregon Tech email address and password if it is not entered for you. The EWS URL should likewise be entered for you. Click **Authorize**:

[Profile](#) > Add a Calendar Service



Office 365

Connect your shared Office 365 resource calendars

Choose a way to authorize the calendar



☒ Authorize with EWS

☐ Authorize with OAuth 2.0

Office 365 account email address

scotty.hayes@oit.edu

Office 365 account email password

••••••••

EWS URL

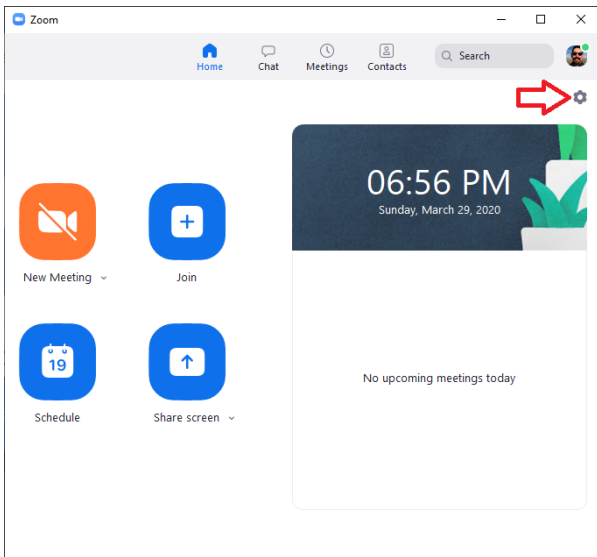
https://outlook.office365.com/EWS/Exchange.asmx

Enter the EWS(Exchange Web Service) URL found in EMC/ECP. Be sure to include the https:// portion of the URL.

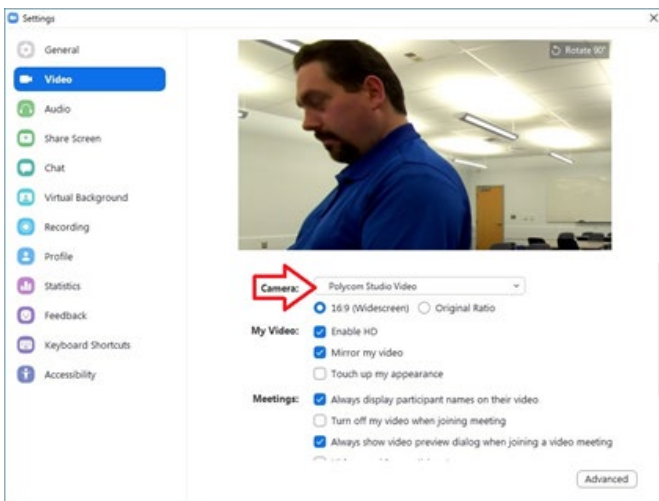
Authorize

Cancel

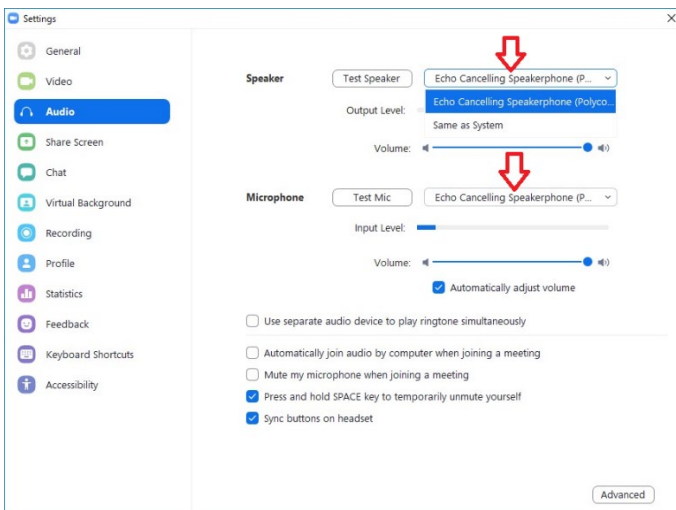
2. Application Settings: The next settings to change are the application settings, and **this must be done on each computer** as these settings are independent to website settings and will override the website settings. Back in the Zoom application, click on the little gear icon in the upper right of the program:



Go to the **Video** tab on the left, and make sure the camera you expect to use is selected. In the classrooms it will be the **Polycom Studio Video**. Also, place a check on **Enable HD** and leave other check marks at their default value:



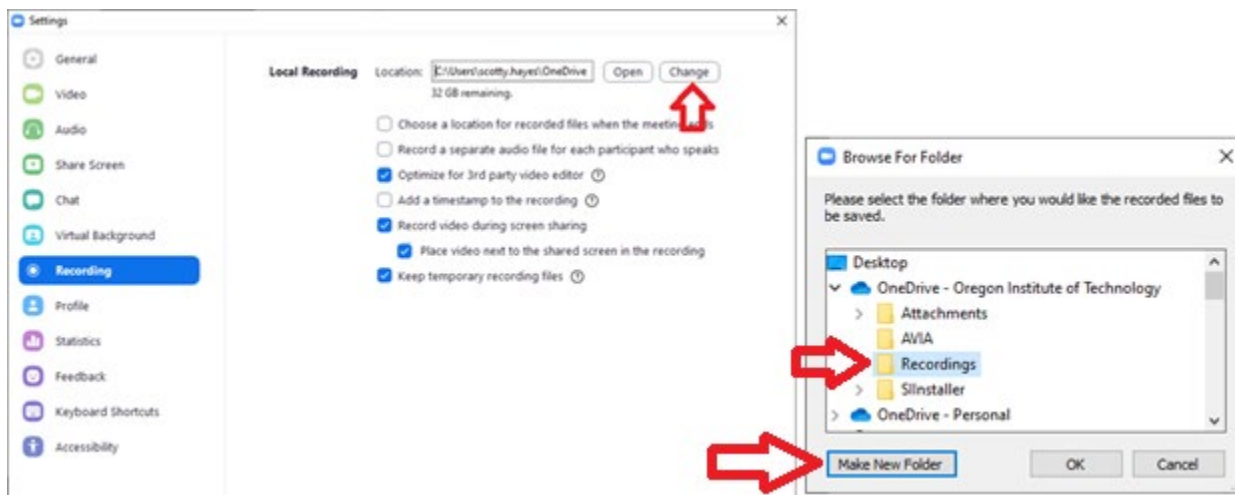
On the Audio tab, select “**Echo Canceling Speakerphone (Polycom Studio)**” for both the Speaker, and the Microphone:



Regarding audio: It is very important that you understand how audio works in video conferencing regardless of the application, Zoom, Skype, Teams, etc. AEC, or Auto Echo Cancelation is when the microphone ignores the sound coming out of the speakers. THIS IS ALWAYS FOR THE BENEFIT OF THE REMOTE LISTENER. If not for this, people speaking to you will hear their own voice coming through your speakers, picked up by your microphone, and transmitted back to them. This is very disrupting in a video conference. Therefore, **IF YOU HEAR AN ECHO OF YOURSELF, IT IS NOT YOUR ROOM. IT IS SOMEONE ELSE ON THE CALL THAT IS NOT CONFIGURED PROPERLY FOR ECHO CANCELATION.**

For how to deal with an echo in your class see the section on **Zoom Etiquette** and **Using Zoom**.

Finally, **MOST IMPORTANTLY**, on the **Recording** tab, set the location for the recordings to your OneDrive. You can create a folder on your one drive while you do this called Recordings to keep it separated from the other items in your OneDrive. Also check “**Optimize for 3rd party video editor**” and “**Place video next to the shared screen in the recording**” and “**Keep temporary recording files**”:

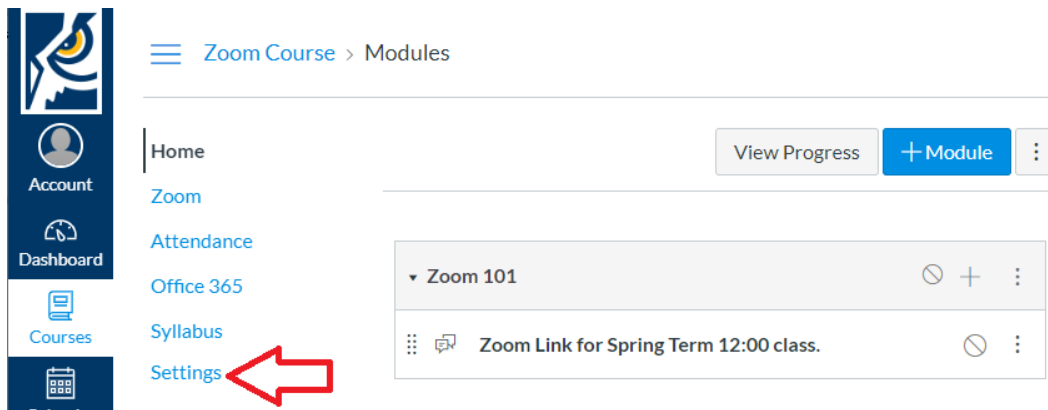


NOTES ON SETTINGS:

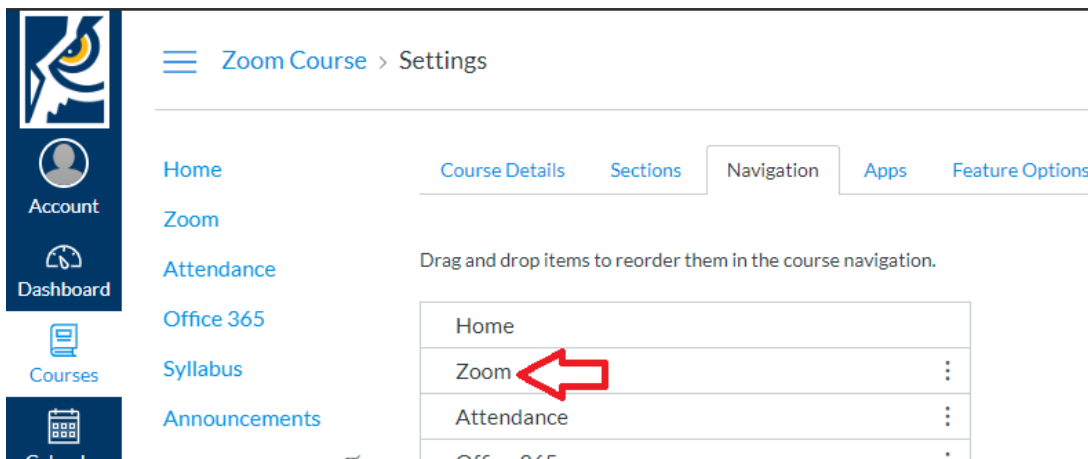
- Setting the location of recording to your OneDrive makes them available to you wherever you go. This is important as you will not be at this computer when uploading your video to make it available to your students.
- Optimize for 3rd part video editor creates a higher quality recording that can be edited later if desired.
- Place a video next to the shared screen in the recording moves the recording of your camera view off the frame of your shared content so that the video does not cover information on the shared content.
- Keep temporary recording files allows you to return and export the video again should there be an issue with the original recording that will be stored to your OneDrive. **These will be purged when the file reaches two weeks old, so you should verify your recording in your OneDrive before that time.**
- The third and final location for settings will be done when scheduling your meeting which is covered in the next section: **Scheduling Zoom Meetings in Canvas.**

Scheduling Zoom Meetings in Canvas.

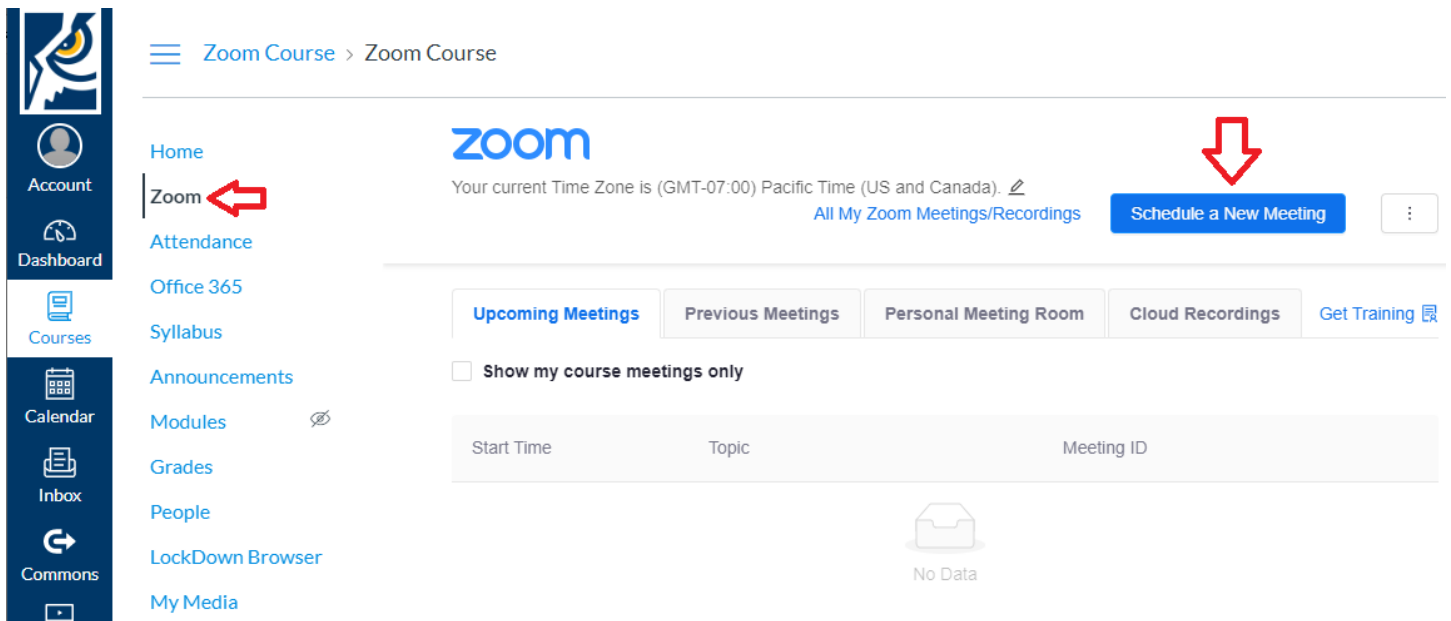
Select the course in Canvas for which you will be creating meetings. In this example, I have a class call Zoom Course for demonstration. In the class Module, add Zoom. Click on **Settings**:



Drag Zoom to the list of items for the course navigation, then scroll to the bottom and click **Save**:



Once it has been added, click on the **Zoom** item in the course navigation. Click on **Schedule a New Meeting**:



The **Topic** will be auto populated with your course name. I suggest adding the CRN to the beginning of the title.

Enter a **Description** that is meaningful to your students. I suggest the class CRN, CLASS NAME, DATES, and HOURS.

When should be the start of the term, first day of the class and the time it will occur. Place a check in **Recurring** meeting. Select **Weekly** and select the days of the week your class will be held. Select the end of the term for the end date.

For **Video**, select **On** for the **Host**, so you do not have to remember to turn your camera on at the start of class, and **off** for the **Participant** (they can turn their cameras on when they want to).

Place a check on **Mute participants upon entry** (This will help keep the noise levels down during your meeting) and **Record the meeting automatically on the local computer**. Finally click **Save** at the bottom.

The screenshot shows the 'Schedule a Meeting' form in the Zoom Course interface. Red arrows highlight the following fields and settings:

- Topic:** CRN - Zoom Course
- Description (Optional):** CRN - Class Name - M, T, W, R, F - 08:00 - 08:50
- When:** 04/06/2020, 8:00 AM
- Duration:** 1 hr, 0 min
- Time Zone:** GMT-07:00 Pacific Time (US and Canada)
- Recurring meeting:** Checked, with recurrence set to 'Weekly' every 1 week, occurring on Mon, Tue, Wed, Thu, Fri, until Jun 12, 2020, 49 occurrence(s).
- End date:** Set to 'By' 06/12/2020.
- Registration:** Not required.
- Video:** Host is 'on', Participant is 'off'.
- Audio:** 'Both' (Telephone and Computer Audio).
- Meeting Options:** 'Mute participants upon entry' and 'Record the meeting automatically on the local computer' are both checked.

A confirmation of your settings will be shown. Go through them and verify you do not need to edit anything.

The Meeting ID and Join URL will be generated here. This will be the same meeting ID and link for all of the Zoom meetings for each of the recurring meetings for this class for the entire term. You may want to copy and paste this into your syllabus for the class. If you are satisfied, click on the Zoom item in the Course Navigation to see the schedule.

Your Zoom Upcoming Meetings now shows a listing for each of the recurrences of the class. You can log into Canvas in the classroom and start your Zoom class from there. When the class is over, you can also delete the meeting to clear it from the list. Note that they all have the same Meeting ID, and the link for each class is actually the same link. This will ensure that no matter which one the students clicks, they will still go to the correct meeting. **It is important that each class generates a unique ID and does not use your Personal Meeting ID, which you might have set to your phone number in previous steps. This ensures that students are not connecting to the wrong class, and they are not connecting to your personal meeting.**

≡ Zoom Course > Zoom Course

Home

Zoom

Attendance

Office 365

Syllabus

Announcements

Modules 

Grades

People

LockDown Browser


My Media

Assignments 

Outcomes 

Collaborations 



Your current Time Zone is (GMT-07:00) Pacific Time (US and Canada). 

[All My Zoom Meetings/Recordings](#)

[Schedule a New Meeting](#)

⋮

Upcoming Meetings



Previous Meetings

Personal Meeting Room

Cloud Recordings

[Get Trainin...](#)

☐ Show my course meetings only

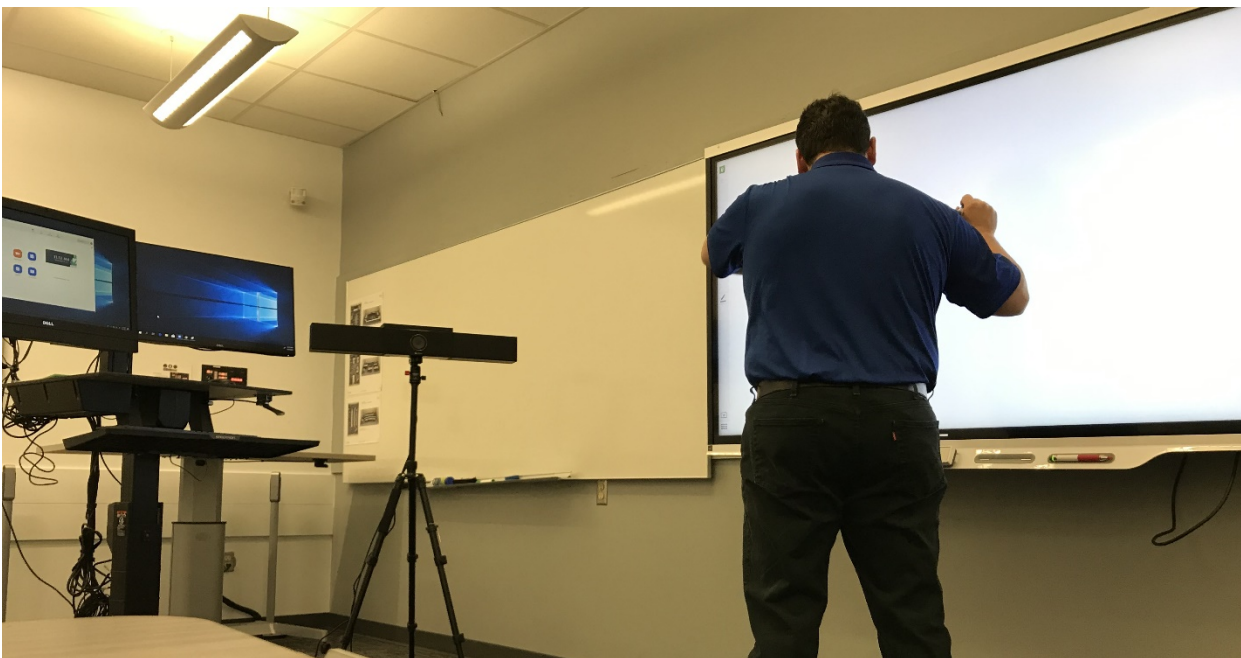
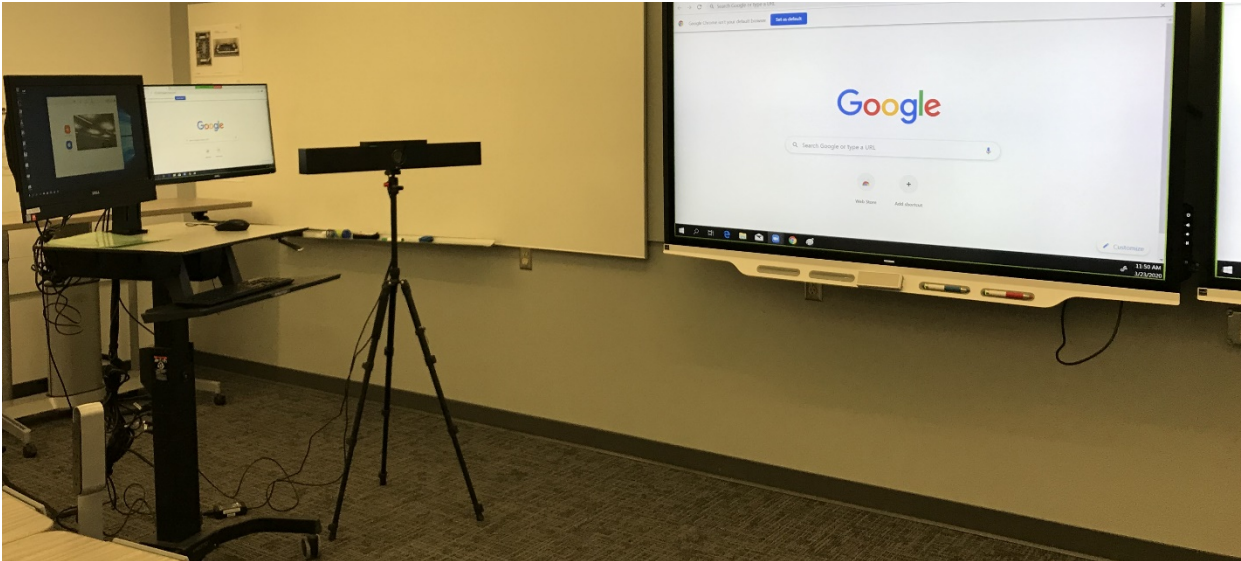
Start Time	Topic	Meeting ID		
Mon, Apr 6 (Recurring) 8:00 AM	CRN - Zoom Course	466-995-966		Start Delete 
Tue, Apr 7 (Recurring) 8:00 AM	CRN - Zoom Course	466-995-966		Delete
Wed, Apr 8 (Recurring) 8:00 AM	CRN - Zoom Course	466-995-966		Delete

Conducting a Zoom Class

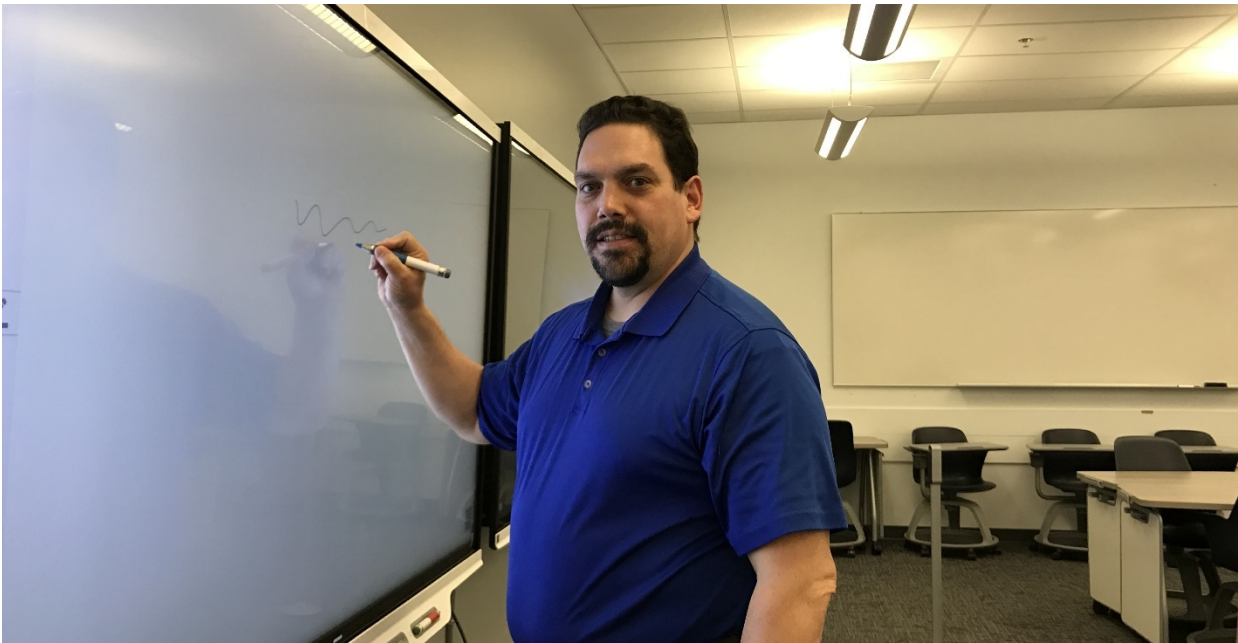
Since you selected to “Automatically record meeting on the local computer” and “Start Host Video” and set your location to store recording to your OneDrive, you only need to start the meeting when the time comes.

Log into Canvas on the instructor computer in the classroom. Navigate to your class and start the appropriate Zoom meeting for the class. Your meeting starts and recording will begin. Each classroom is equipped with a Polycom tracking camera with echo canceling speakerphone. The camera will track/zoom on you based on your voice and only needs to be pointed in the general direction of where you will be presenting. I recommend standing the camera and PC to the side of the computer opposite of your writing hand which will naturally open you up to look at the computer and the camera.

Owens 201 for example:

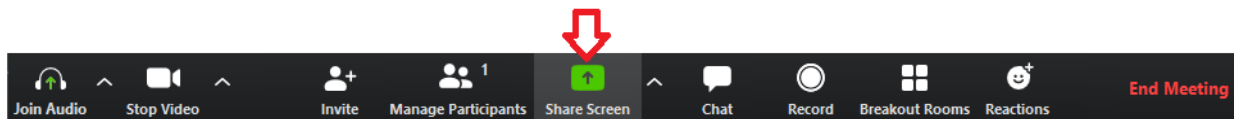


The camera view your students will see:

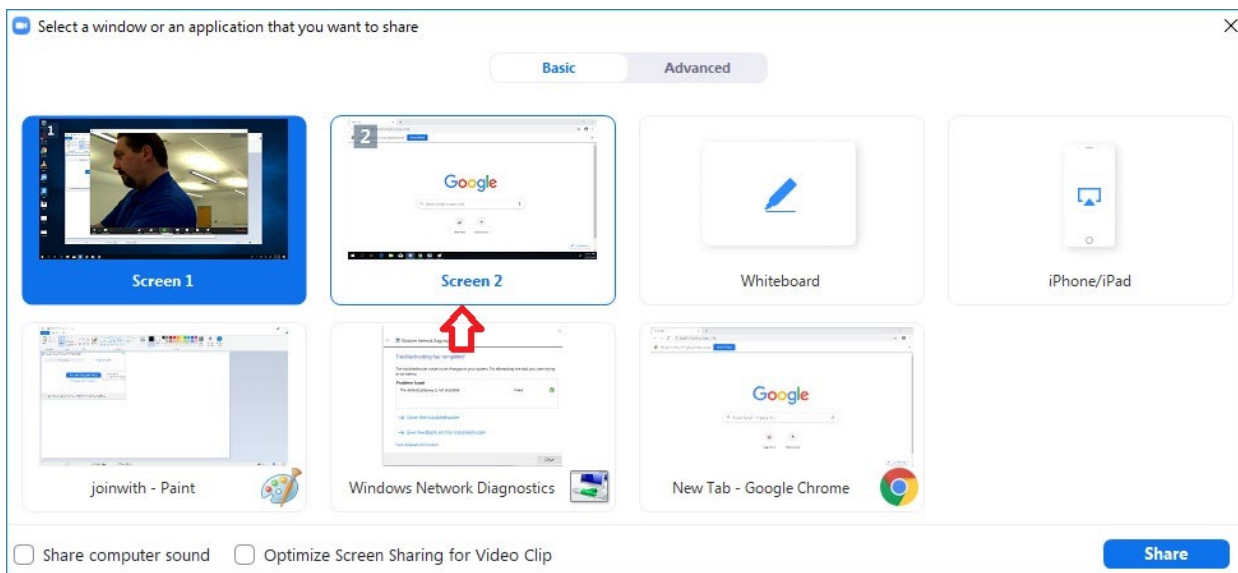


Share the screen on the SmartBoard and use it as you would use it for an in-person class. Your students will see the content, as well as your video and the video of the other participating students.

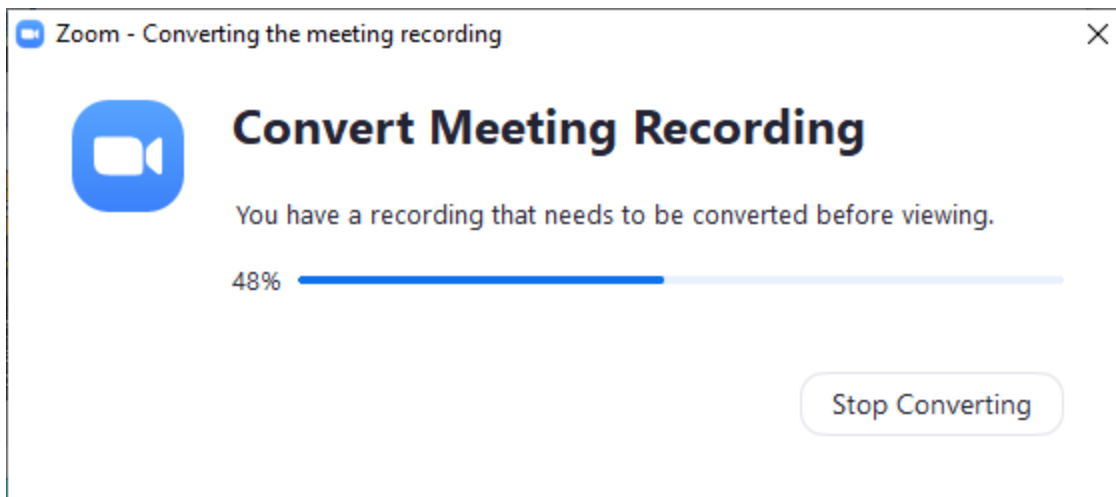
At the bottom of the meeting window are the meeting controls, select Share Screen:



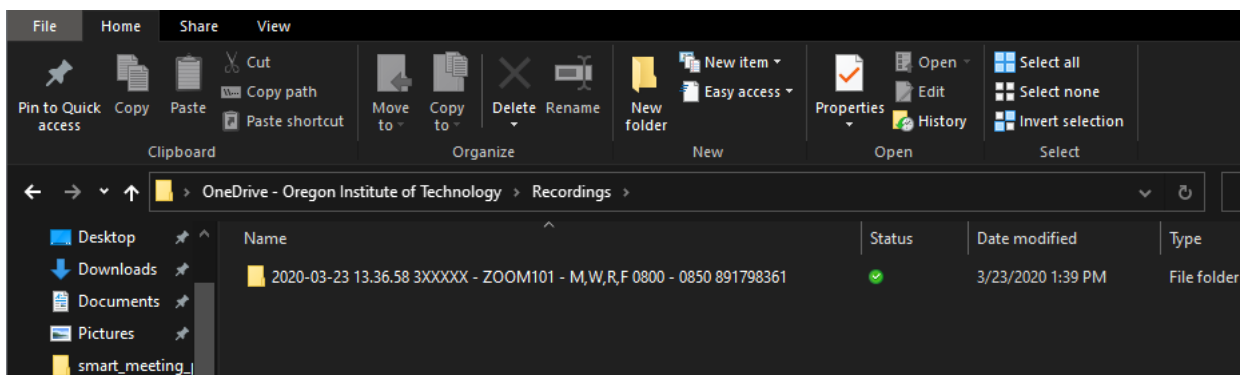
Select Screen Two, or whichever screen is your SmartBoard/Presentation.



When finished, the Zoom Recording Manager will open and show the progress of finalizing the recording to your OneDrive location. **It is very important that you let it finish the process so that the file synchronizes to your OneDrive before you log out of the computer for the next instructor to use!**



In your OneDrive you will find the recording in its own folder with the following naming scheme: DATE, CRN, CLASS NAME, MEETING ID. In my example I also added the DATE/TIME of the meeting, so it is also appended to the folder name.



Inside the folder, you will find three files.

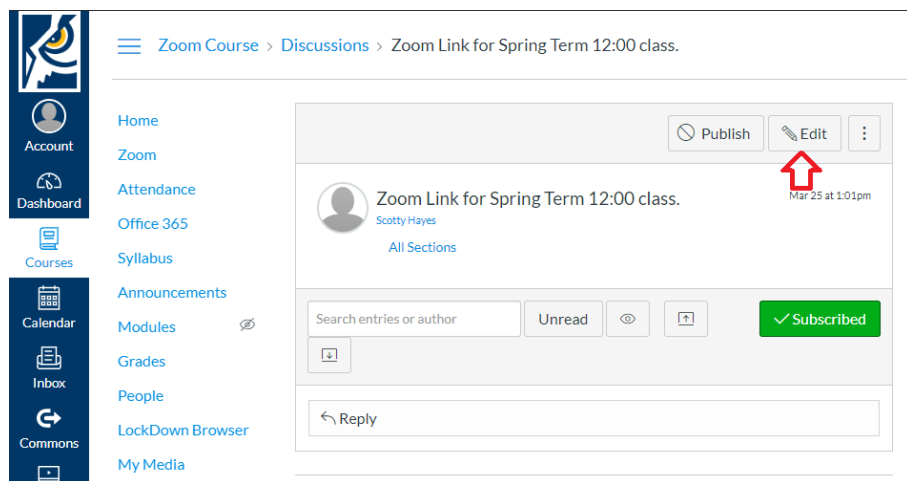
Audio_only.m4a is, as the name suggests, just the audio portion of your recording.

Playback.m3u is playlist file with metadata of the other files.

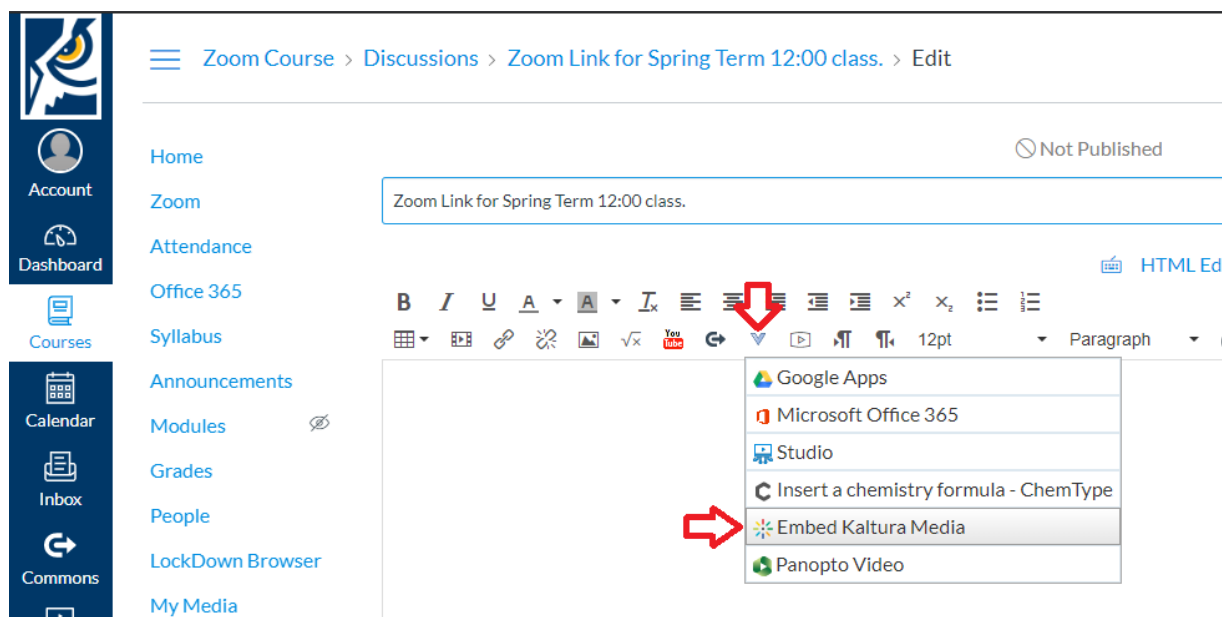
Zoom_0.mp4 is the full recording of your camera view, the content, and the audio. **This is the file you will want to post to your class in Canvas for student review.**

Uploading Your Video Into Kaltura

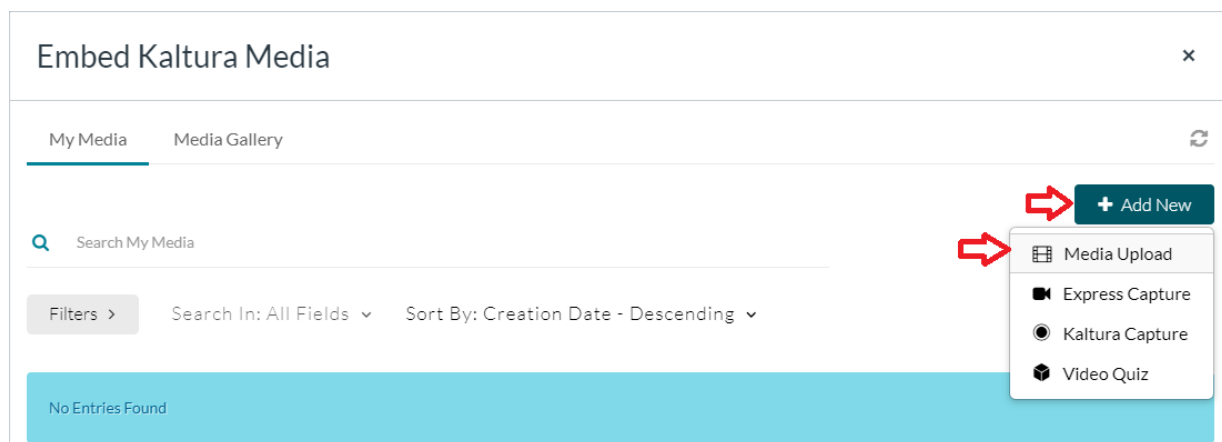
Back at your personal computer, log into Canvas, and go to the class module you wish to post the video. Click on Edit in the upper right:



Click on the drop down for “**More External Tools**” and select “**Embed Kaltura Media**”.



Click on “**+ Add New**” and then “**Media Upload**” to select your recording.




Click on “+ Choose a file to upload”.

Embed Kaltura Media

Back


Save and Embed

Upload Media



Drag & Drop a file here


or

 + Choose a file to upload

Enter a title, description, and then click `</>` **Save and Embed** in the upper right.

Embed Kaltura Media


Back

 `</>` Save and Embed

Upload Completed! Complete the required information for the uploaded media below.

Please fill out these details:

Name:
(Required)

ZOOM101 3-25-202 Week 1 


Description:


Black ▾


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Underline















ZOOM101 3-25-2020 Week 1

Covering the use of cameras and SmartBoard in classrooms. 

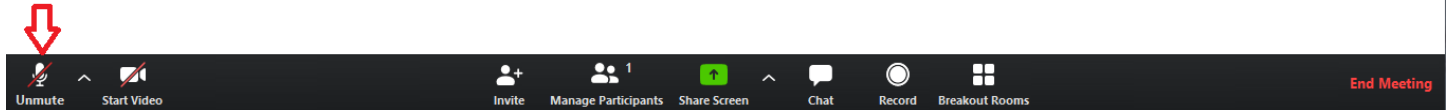
Tags:

[illegible]

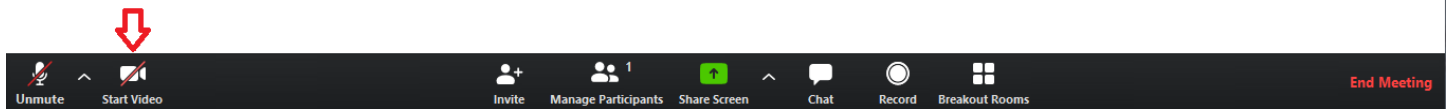
Zoom Etiquette

Obtaining the best experience from any video conferencing software requires more than just the technology. All participants must conduct their online meeting with similar respect to the group as they would in person. As such, here are some points to bring up to your students at the beginning of the term to set expectations:

Everyone in the meeting hears everything. If you are not speaking, you should have your mute on.



By default, student video will be off (as set previously in this guide) and when addressing the instructor or class you should turn your video on.



Location is key to absorbing the content of the meeting. You should be in a quiet, well lit room where you are free of distractions and background noise. Remember, if you can see it and hear it, so can the other participants in the meeting:

- People in the background will be seen.
- Windows behind you will wash out your video.
- TV, music, outside conversations can be heard and are distracting to all.
- Place your camera where you would want to be seen. Try to avoid “up-the-nose-angle”, cutting part of you off, or pointing the camera in the wrong direction.
- Choose Computer audio or dial-in audio, but not both. This is a source of echo that seriously distracts everyone in the meeting, sometimes to the point of audible feedback that can bring a meeting to a standstill.
- Place your mic as close to your mouth as possible and as far away from your speakers as possible. Headsets are the best for a single participant sitting at a computer.
- Joining or leaving the meeting in progress is seen by everyone. Just like in-person classes, be on time and stay through the entire session.
- Close programs you are not using. When sharing your screen ensure that only the relevant content is displayed. No one wants to see the website you are browsing, background pictures, or your Spotify playlist.

Using Zoom

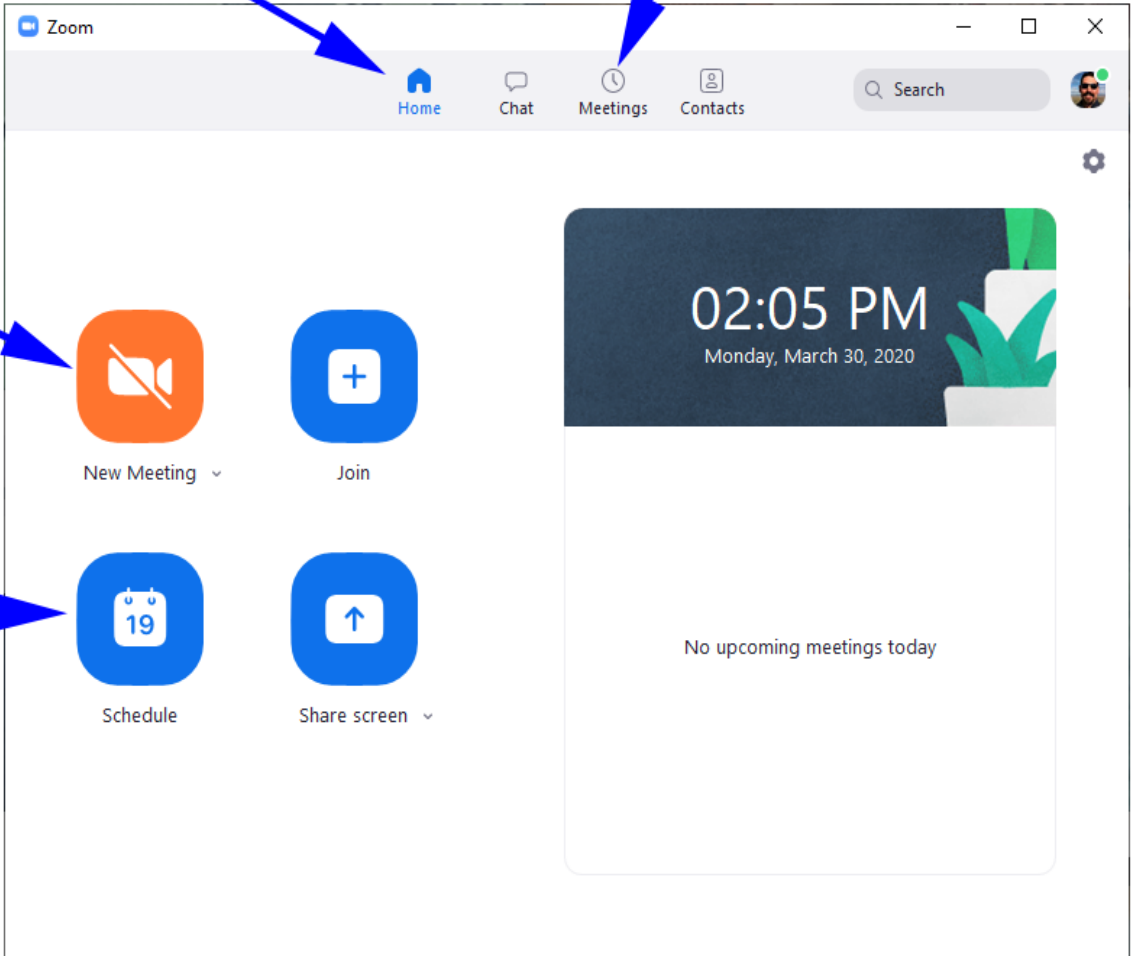
As the meeting organizer, remember that you are in control. Echo, noise, unexpected views can and will occur in your meetings. In order to deal with it quickly, and keep your class flowing, familiarize yourself with the meeting controls.

This is the Home screen. Clicking the Home button will bring you back here.

The Meetings button will take you to the list of upcoming meetings.

New Meeting creates a meeting right now. You will be the only one until you invite someone or they join via your ID number. You can use this to record a session asynchronously for upload to your class.

Schedule allows you to create a meeting in the future, invite attendees, set options for the meeting, and generate a link and ID for that individual meeting.



The screenshot shows the Zoom Home interface. At the top is a navigation bar with icons for Home, Chat, Meetings, and Contacts, along with a search bar and a user profile picture. Below the navigation bar are four large buttons: 'New Meeting' (orange with a video camera icon), 'Join' (blue with a plus icon), 'Schedule' (blue with a calendar icon), and 'Share screen' (blue with an upward arrow icon). To the right of these buttons is a large card displaying the time '02:05 PM' and the date 'Monday, March 30, 2020'. Below the card, it says 'No upcoming meetings today'. Blue arrows point from the text annotations to the corresponding buttons: Home, Meetings, New Meeting, and Schedule.

When a participant raises their hand, an icon will be shown on their video thumbnail, and in the participant frame.

The screenshot shows a Zoom meeting window. At the top, a gallery view displays three participants: Scotty Hayes, Carl Agrifoglio, and Tony Richey. A blue hand icon is visible on Carl Agrifoglio's thumbnail. Below the gallery is a large video feed of Carl Agrifoglio, with a 'Recording...' indicator in the top left corner. On the right side, the 'Participants (6)' list shows the following participants and their status:

Participant	Role	Audio	Video
Scotty Hayes	(Co-host, me)	On	On
Scotty Hayes	(Host)	On	Off
joe.hurlbut		On	On
Carl Agrifoglio		On	On
Tony Richey		On	Off
Wilford		On	Off

At the bottom of the window is a toolbar with buttons for Mute, Stop Video, Invite, Manage Participants, Share Screen, Reactions, and More. A red 'Leave Meeting' button is on the far right. Below the toolbar, three buttons are visible: 'Mute All', 'Unmute All', and 'More'.

Annotations with blue arrows point to the following elements:

- The hand icon on Carl Agrifoglio's thumbnail in the gallery view.
- The 'Manage Participants' button in the bottom toolbar.
- The 'Mute All' button in the bottom right area.

When echo, feedback, or interrupting noises occur, stop it right now with the Mute All button.

Click on Manage Participants to open the Participant frame. From here you can control the participants audio and video.