Synchronous Instructors Guide

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For technical assistance, contact:

ITS Service Desk
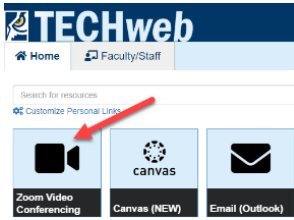
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Creating an Oregon Tech Zoom Account

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 al the way to the bottom and click on "**Meetings Client**" under the **Download** category.
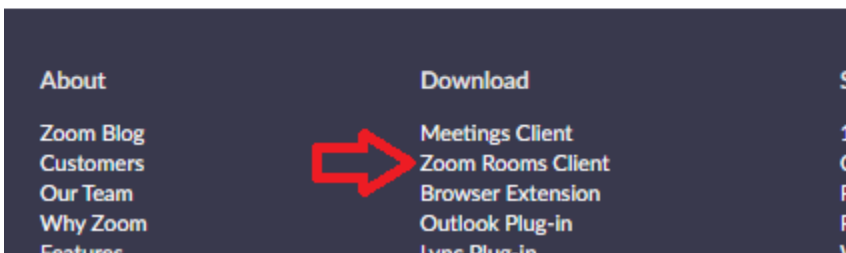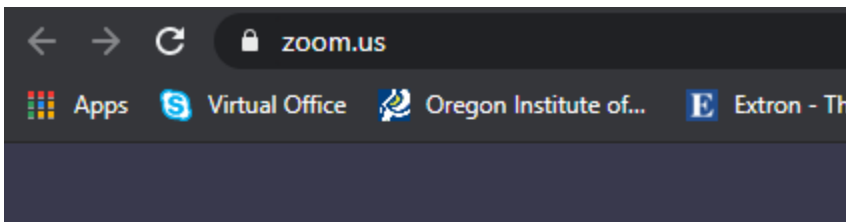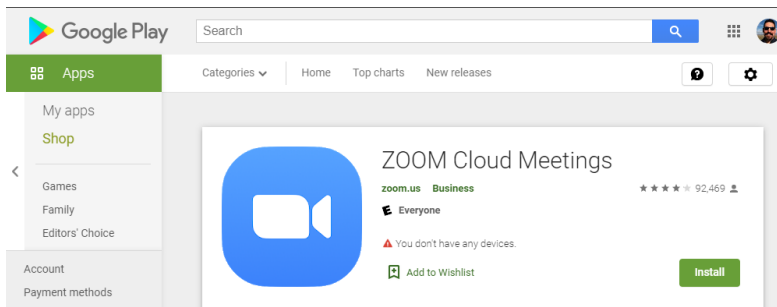

You can also install Zoom on your iOS device from the Apple App Store or on your Android device from the Google Play Store.

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.
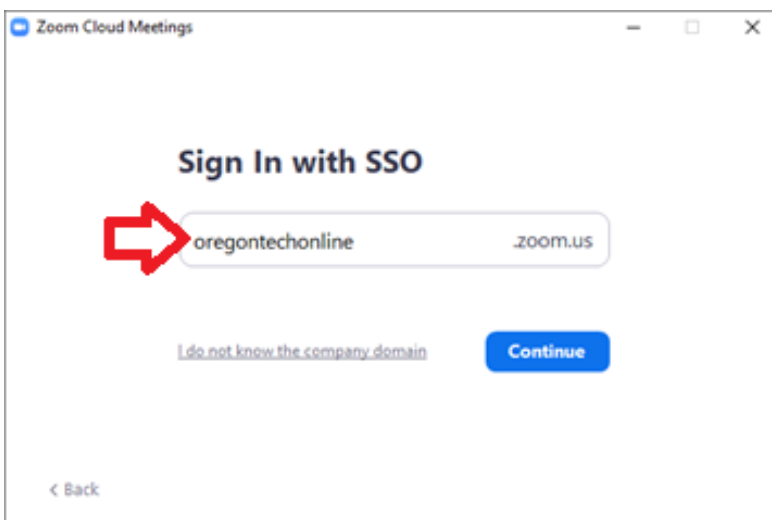
Signing into Zoom

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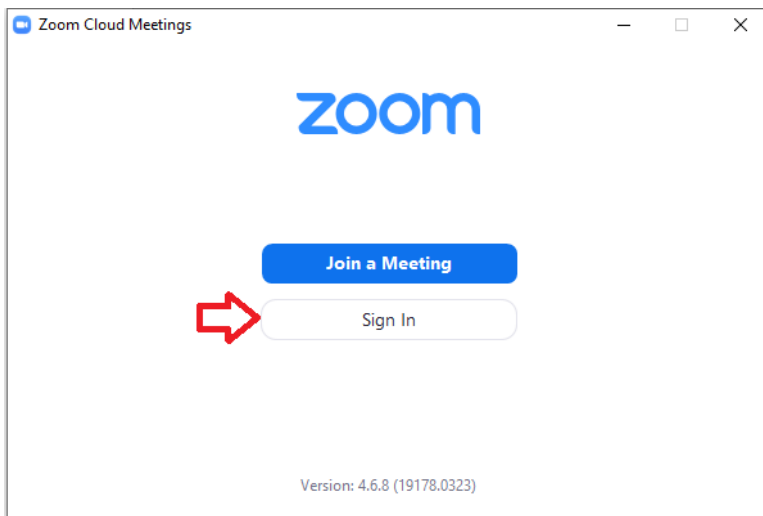

Select "**Sign in with SSO**":
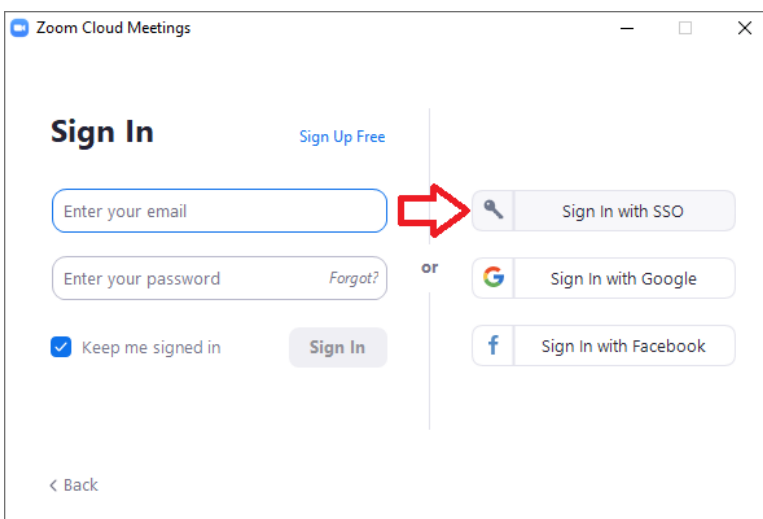
Enter "**oregontechonline**" for Sign In with SSO, and click Continue:

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:
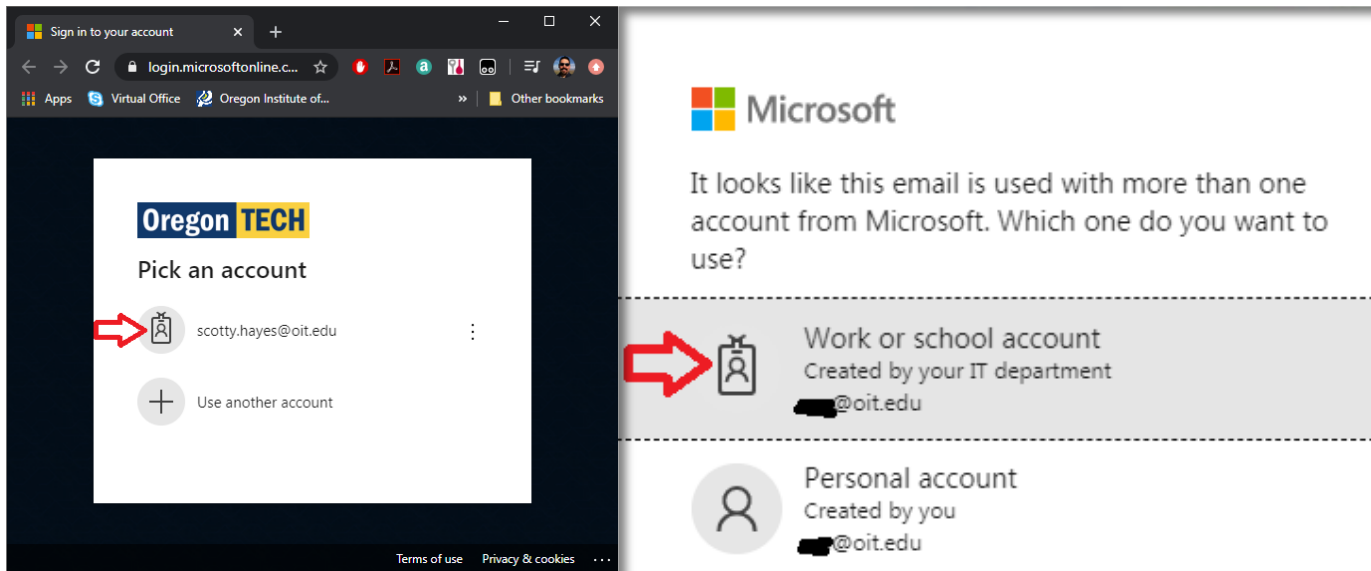
This will link you to the Oregon Tech SSO portal where you will use your Oregon Tech credentials:
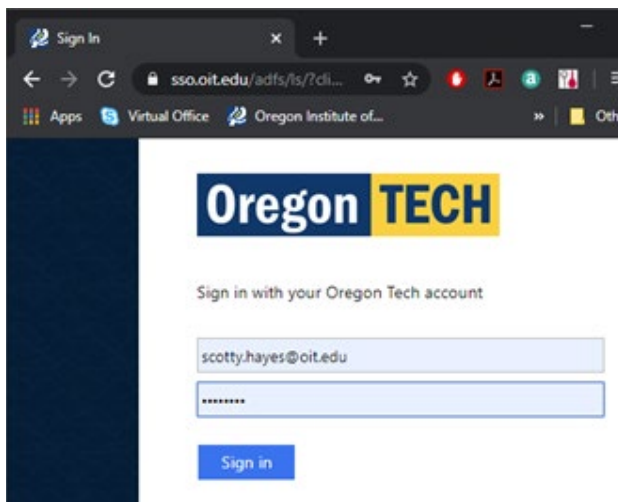
Your browser will launch the Zoom application. Either option to allow this is fine:
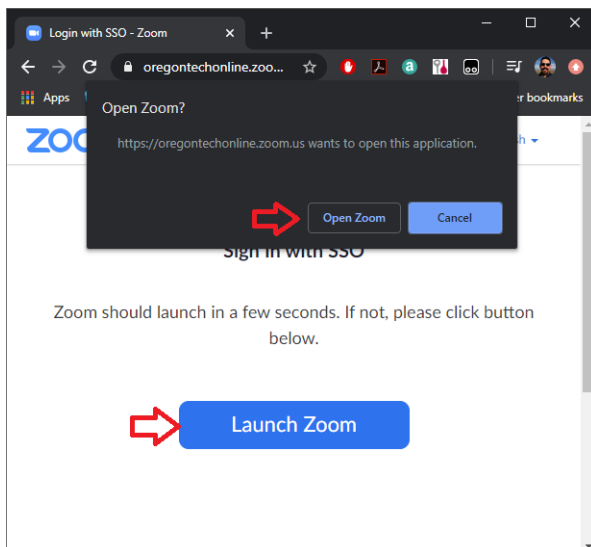
Configure Zoom

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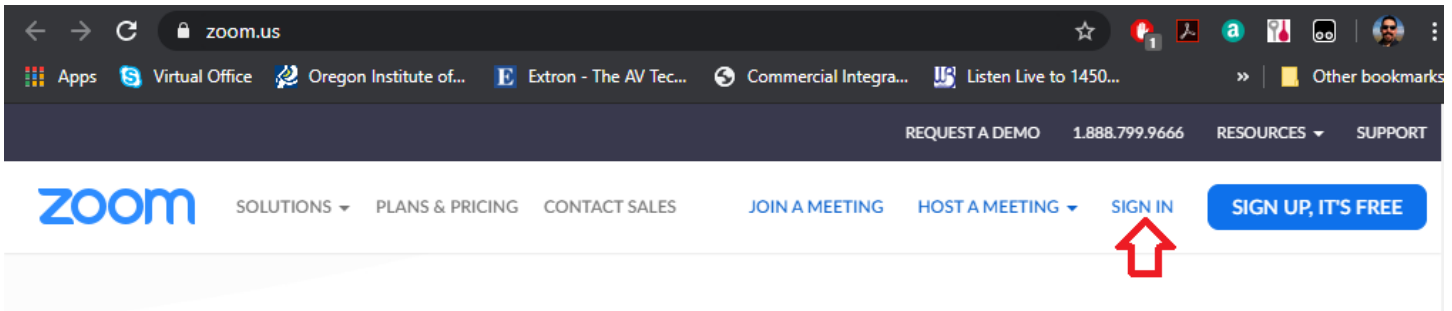
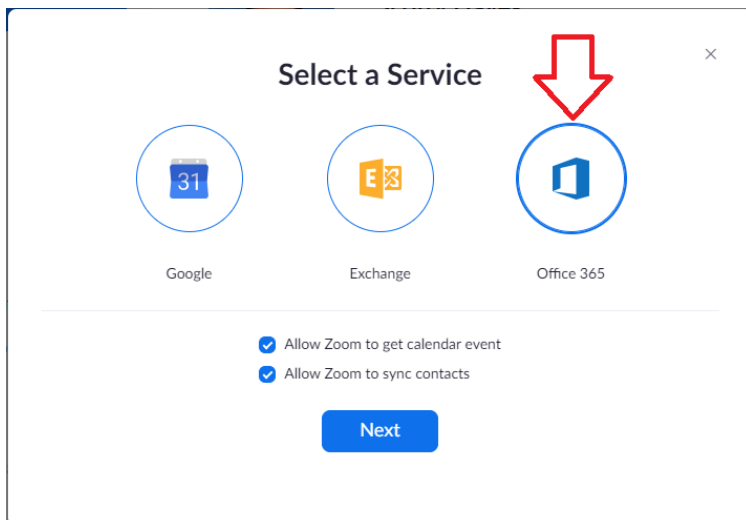At this SIGN IN screen, you can use your Oregon Tech email address and password:

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. <u>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.</u>

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 "**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**:

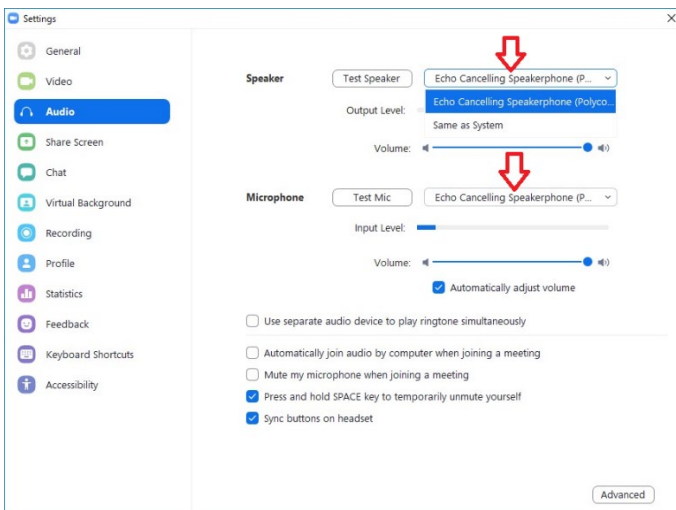2. Application Settings: The next settings to change are the application settings, and **this must be done on each computer** as these settings are independent to website settings and will override the website settings. Back in the Zoom application, click on the little gear icon in the upper right of the program:
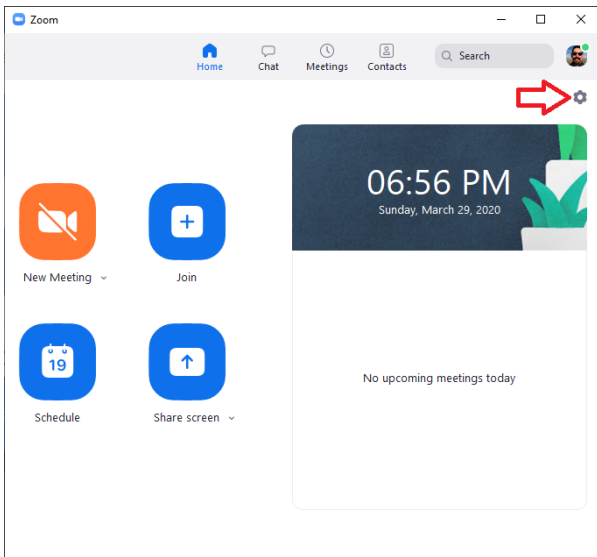
Go to the **Video** tab on the left, and make sure the camera you expect to use is selected. In the classrooms it will be the **Polycom Studio Video**. Also, place a check on **Enable HD** and leave other check marks at their default value:
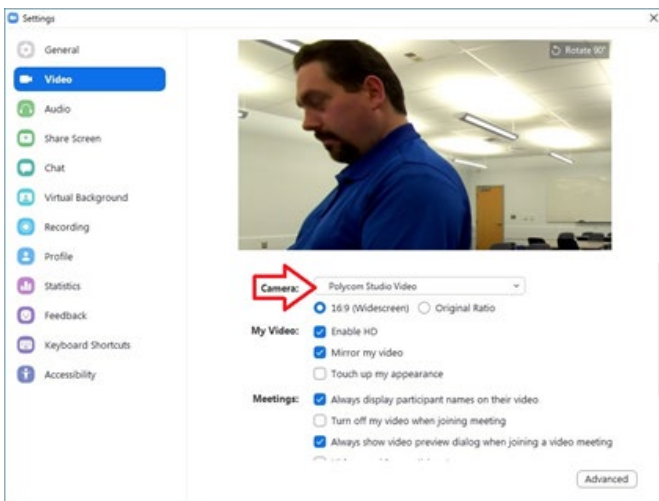

On the Audio tab, select "**Echo Canceling Speakerphone (Polycom Studio)**" for both the Speaker, and the Microphone:

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

Finally, <u>MOST IMPORTANTLY</u>, 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**":
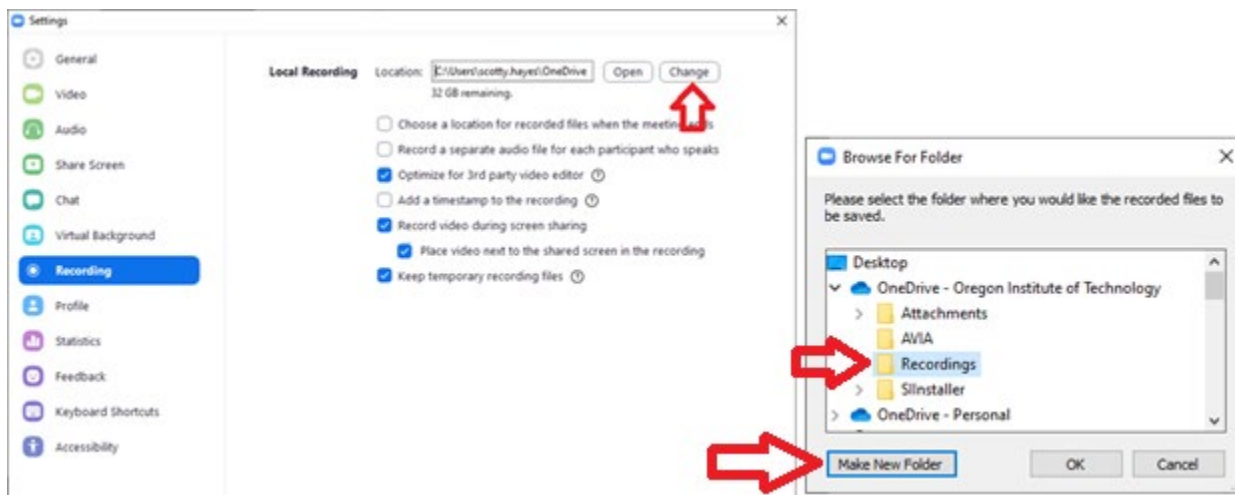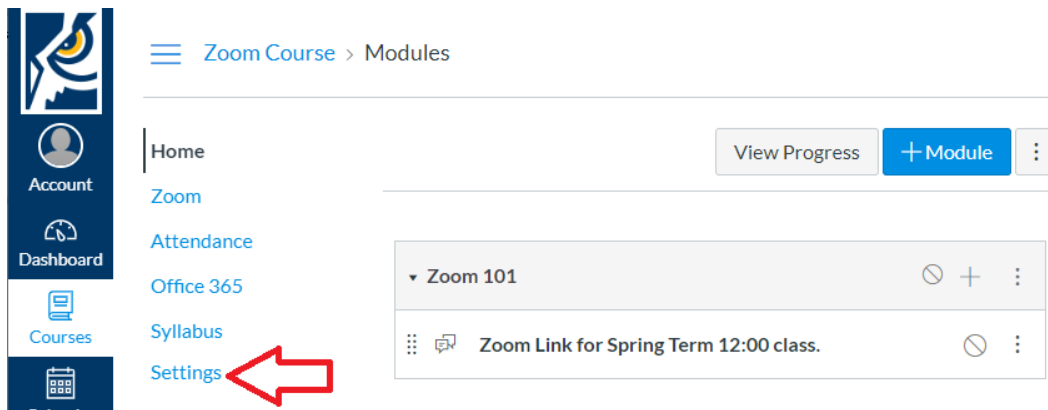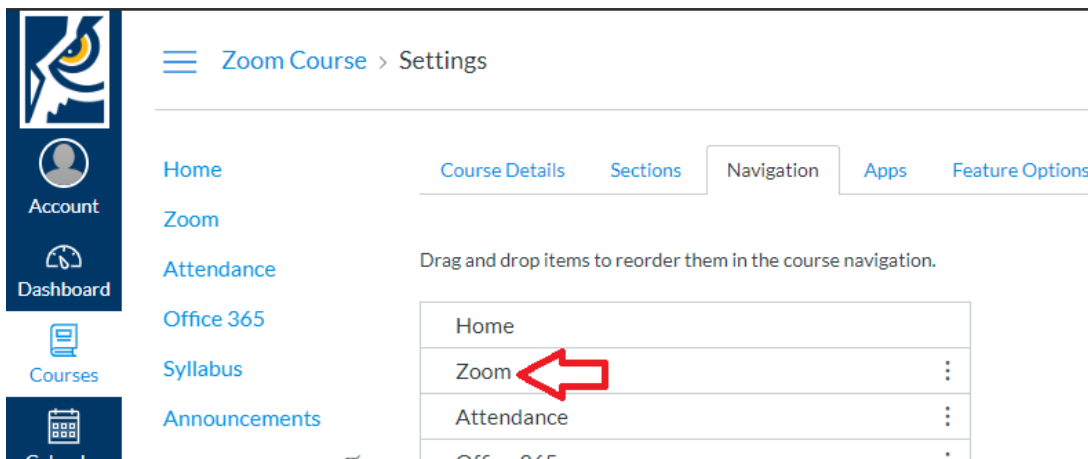

NOTES ON SETTINGS:

- 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.**
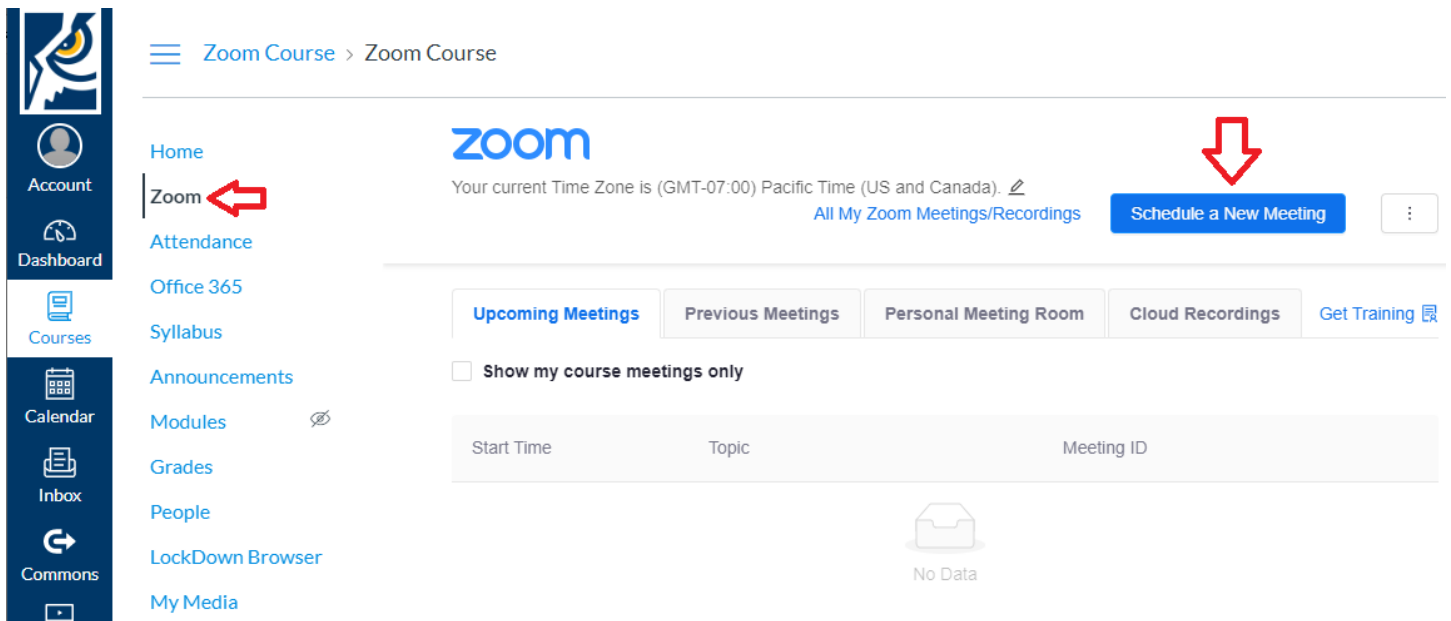
Scheduling Zoom Meetings in Canvas.

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.

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.**

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.
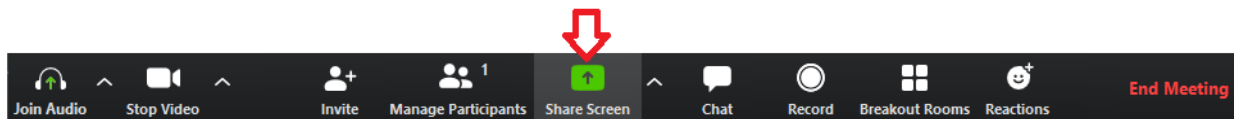
Owens 201 for example:
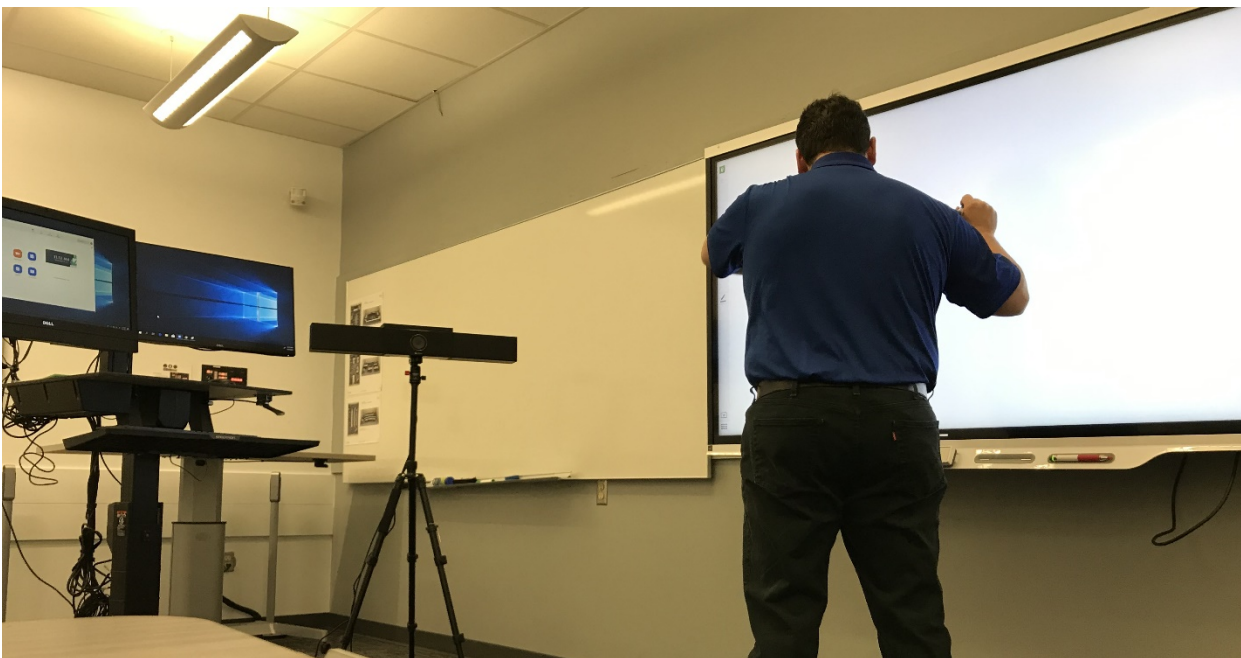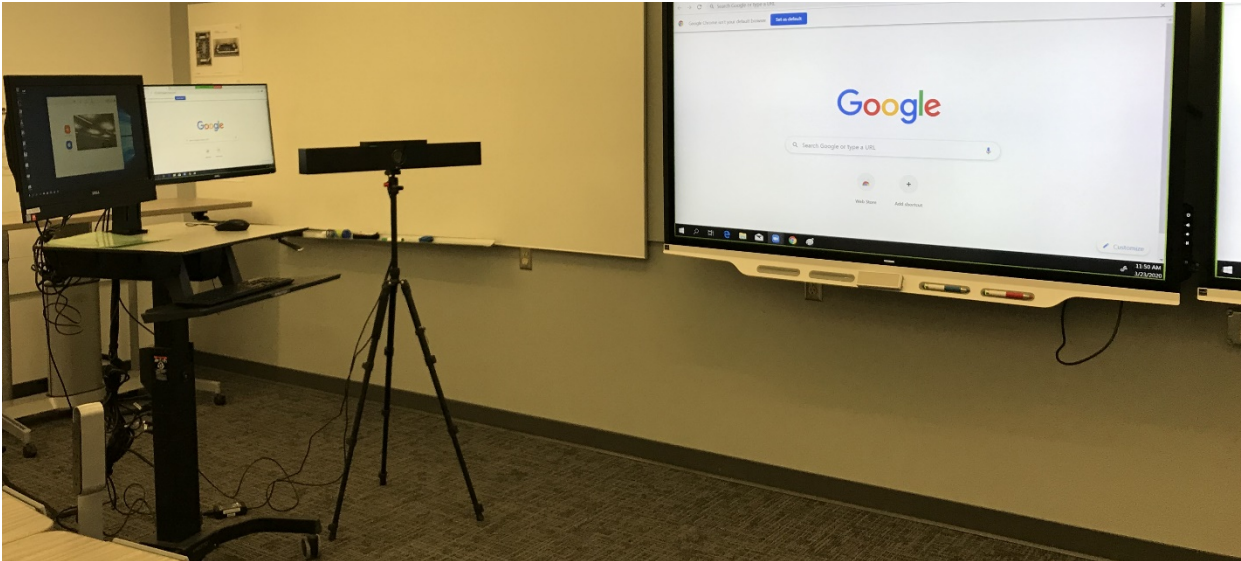
The camera view your students will see:
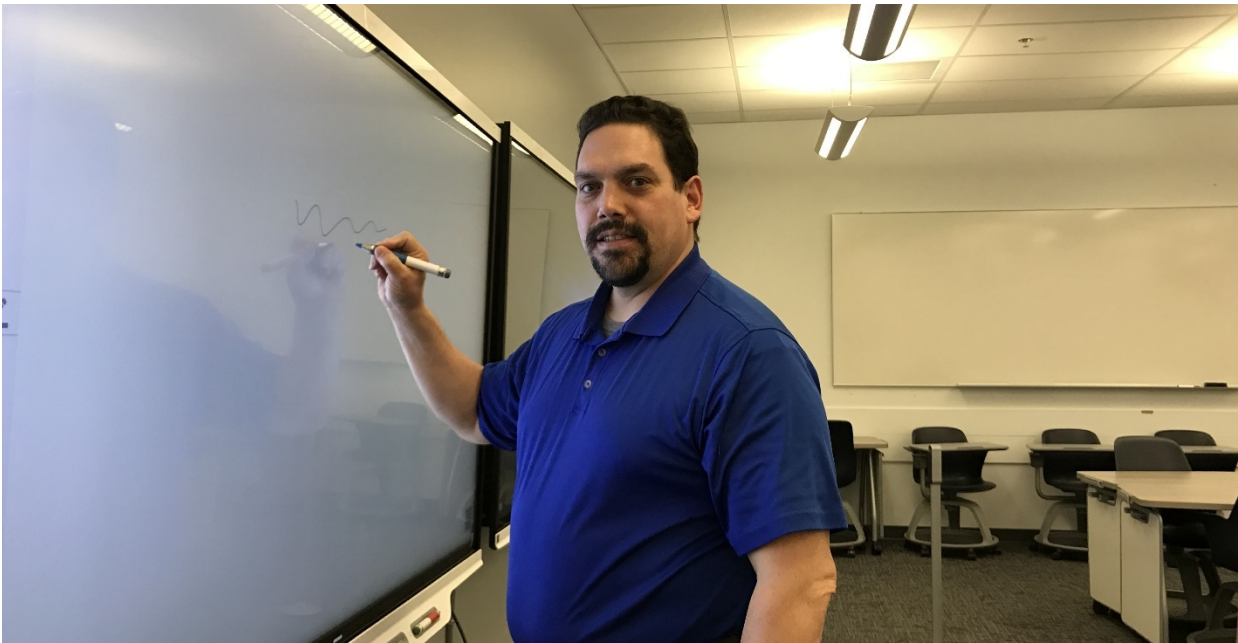
Share the screen on the SmartBoard and use it as you would use it for an in-person class. Your students will see the content, as well as your video and the video of the other participating students.

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


Select Screen Two, or whichever screen is your SmartBoard/Presentation.
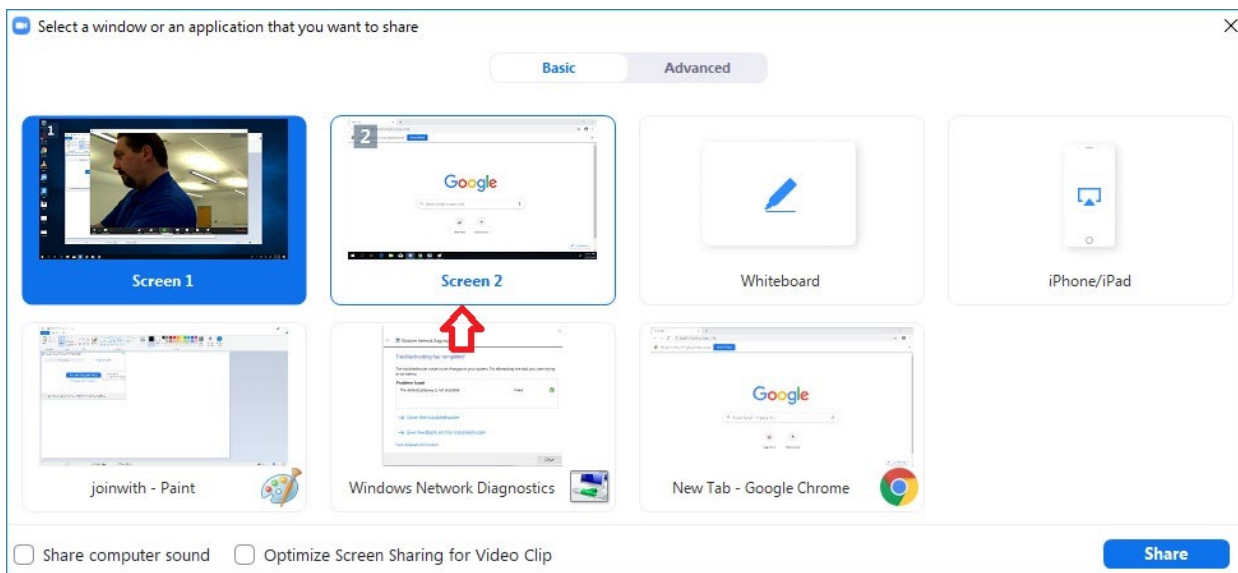
When finished, the Zoom Recording Manager will open and show the progress of finalizing the recording to your OneDrive location. **It is very important that you let it finish the process so that the file synchronizes to your OneDrive before you log out of the computer for the next instructor to use!**
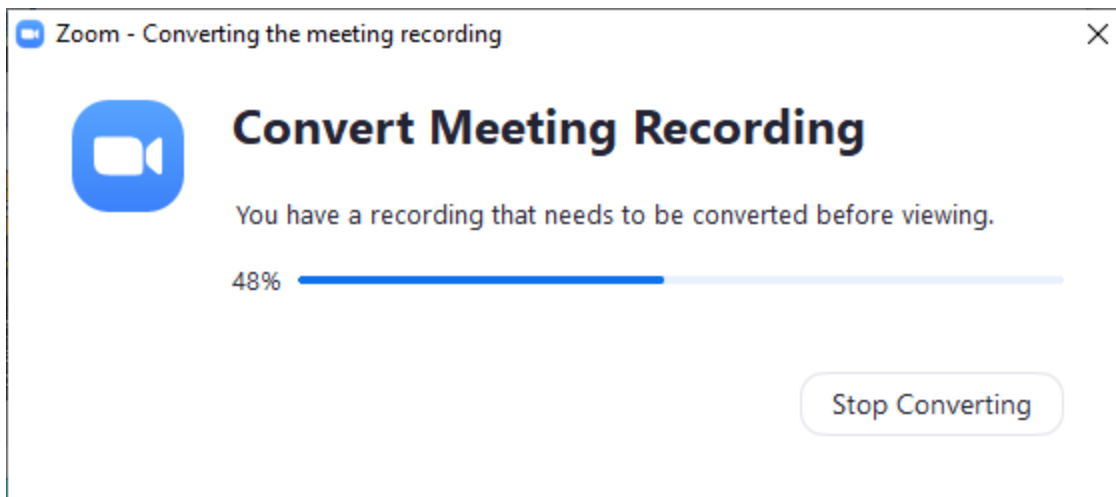
In your OneDrive you will find the recording in its own folder with the following naming scheme: DATE, CRN, CLASS NAME, MEETING ID. In my example I also added the DATE/TIME of the meeting, so it is also appended to the folder name.
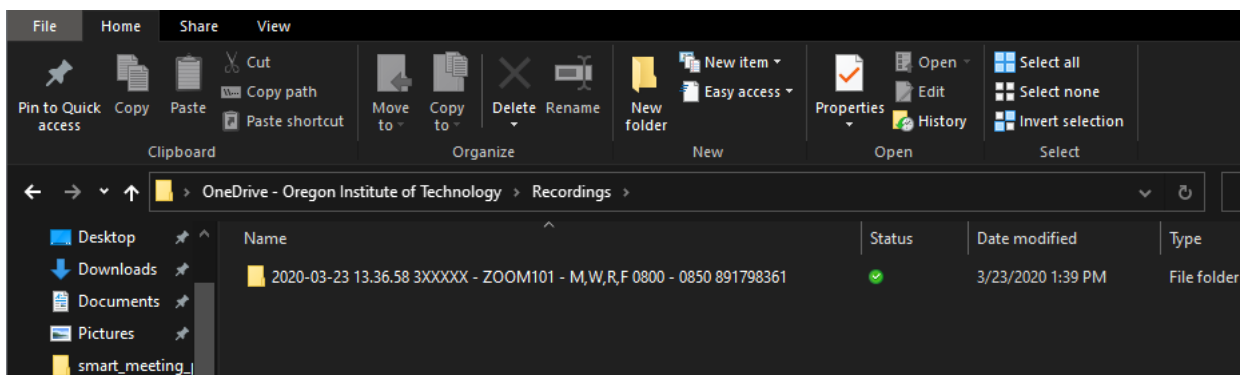
Inside the folder, you will find three files.

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.**
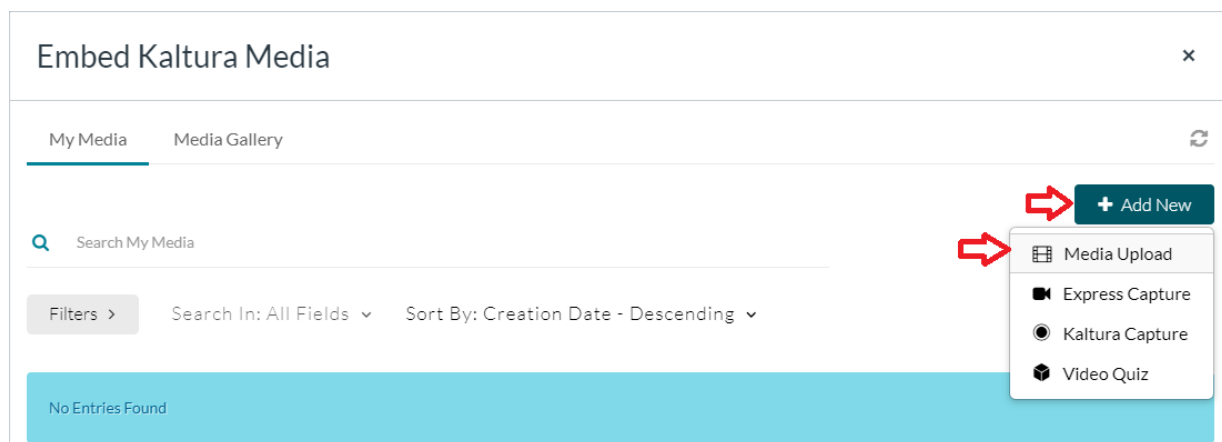
Uploading Your Video Into Kaltura

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:
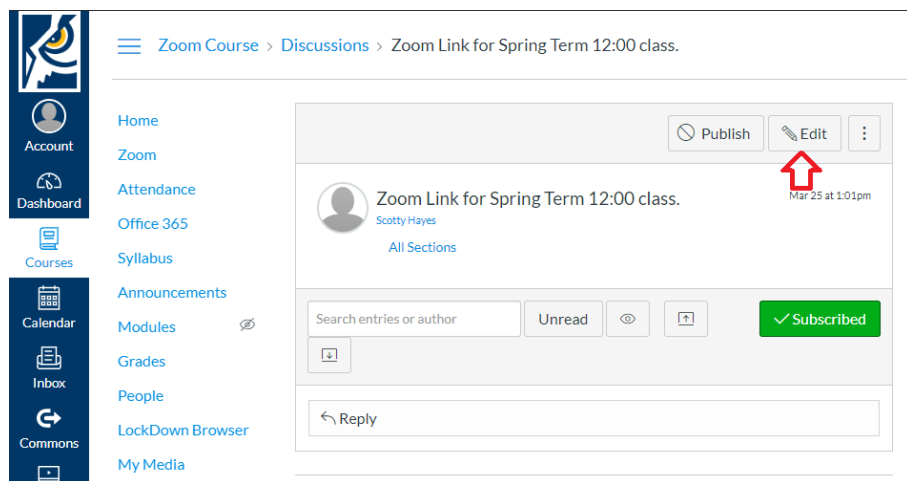
Click on the drop down for "**More External Tools**" and select "**Embed Kaltura Media**".
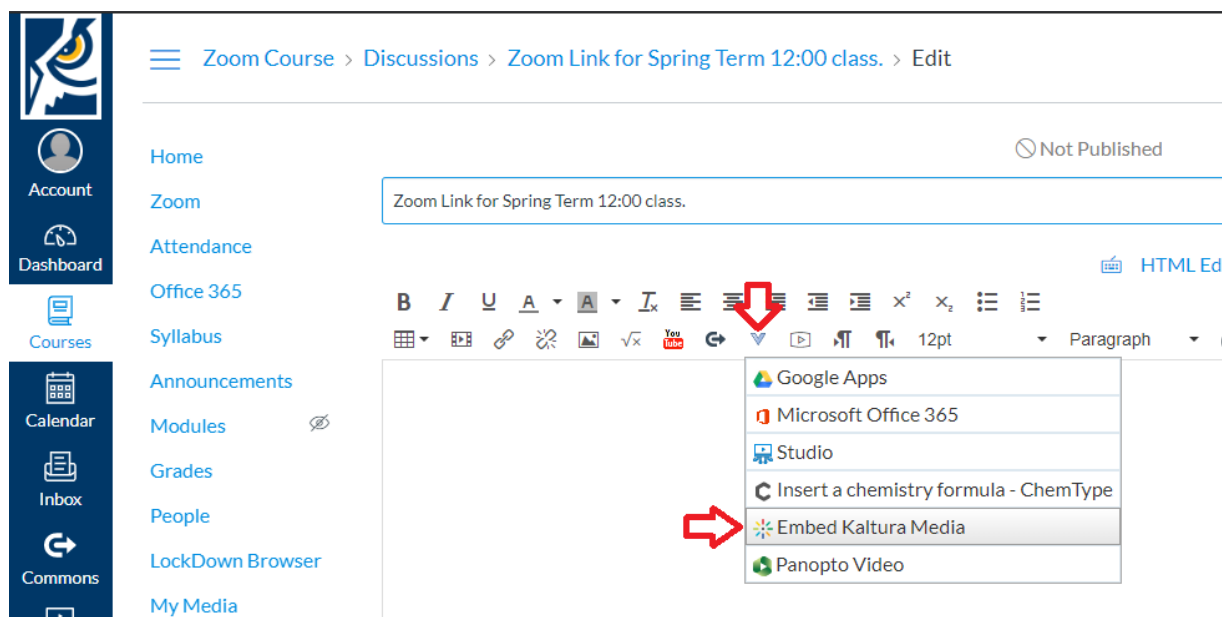
Click on "**+ Add New**" and then "**Media Upload**" to select your recording.

Click on "**+ Choose a file to upload**".

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

Once complete, the video will be embedded in your class module. Make any other changes you would like to make, such as availability or attachment, and click Save or Save & Publish at the bottom. **Only pages that are Saved & Published are viewable by students.**

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.
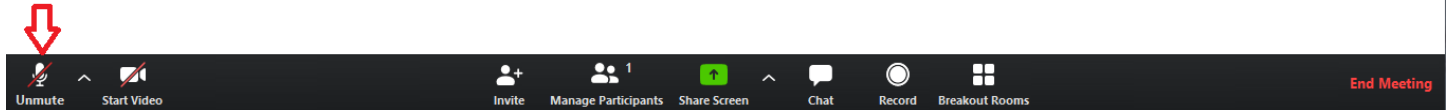
By default, student video will be off (as set previously in this guide) and when addressing the instructor or class you should turn your video on.
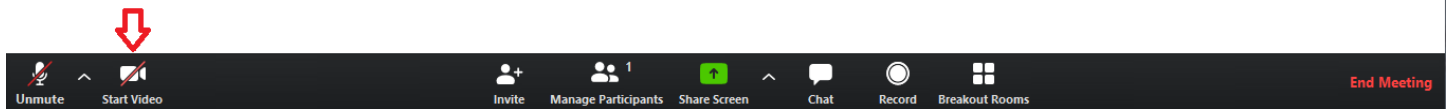
Location is key to absorbing the content of the meeting. You should be in a quiet, well lit room where you are free of distractions and background noise. Remember, if you can see it and hear it, so can the other participants in the meeting:

- 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.
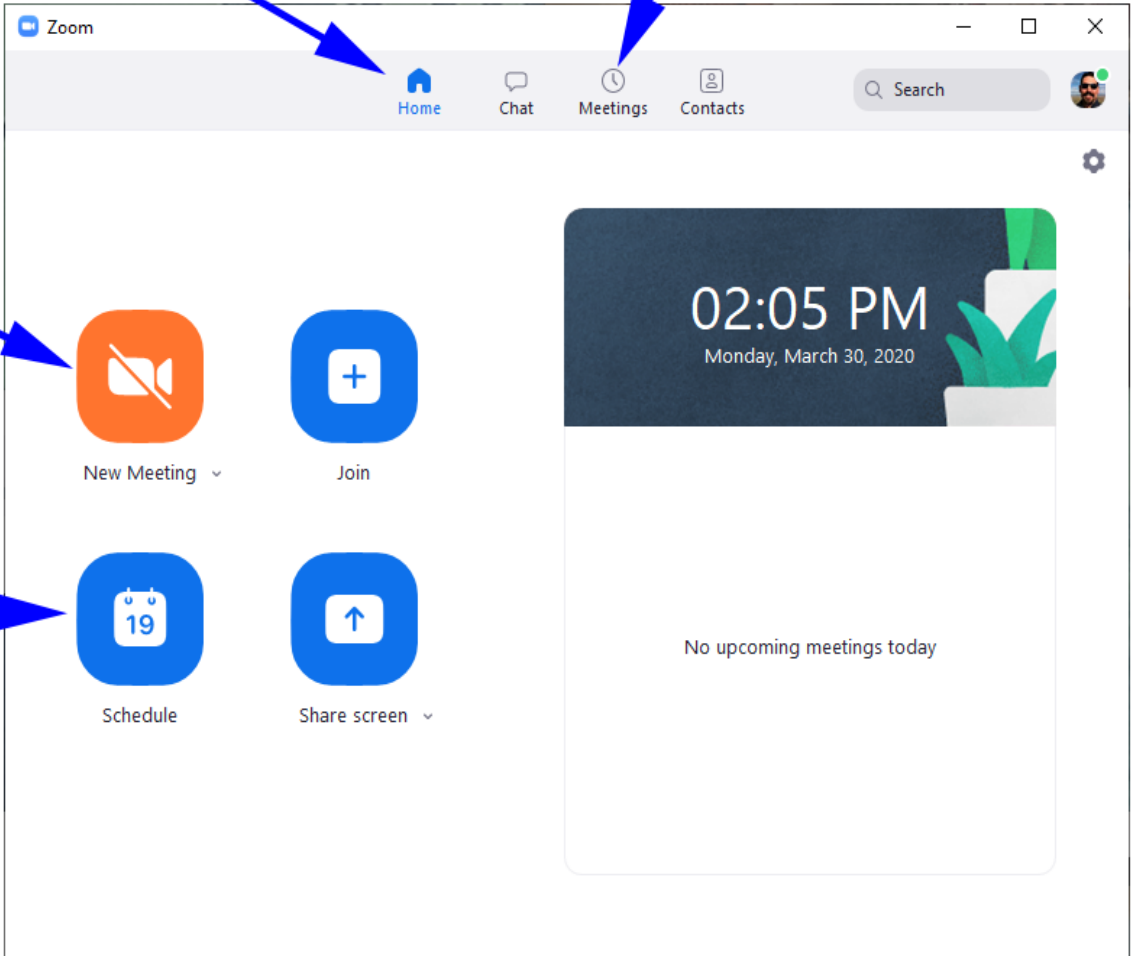
Using Zoom

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 upcomming 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 asynchorously 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.

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

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 partipants audio and video.