Training Session

Hi everybody. I'm Chris. Uh, I think we've all met, but, uh, if not, uh, it's good to, good to meet you. And, uh, my colleague Kenzo is here. Kenzo is new to Pomona. He's only been with us for a month or so. Is that about right Kenzo? So, uh, he's going to be here just kind of helping me, uh, helping me out and, um, uh, w we're we can both answer questions, uh, Kenzo, if you wouldn't mind keeping an eye on the chat and folks, if you have questions while I'm going through things, feel free to put them in the chat and we can get to them sort of, uh, as appropriate, uh, or towards the end. Um, for now I'm going to go ahead and share my screen. Uh, as I mentioned, this is, this was intended to be, uh, sort of, uh, uh, very basic, you know, starting, starting, uh, with the, the bare bones, the simple, uh, you know, Zoom overview. Um, let's see. Okay. So, everybody can see my PowerPoint there. Yes? Um, we've got, uh, okay. So, the first thing, uh, that we need to know is how to get to this page. And this page is, uh, zoom.pomona.edu will get you here. We did that to make it easy. This is a, uh, an address we created that actually redirects to a slightly different address, but it'll say Pomona college in there. So, you'll know it's the right thing. And you'll see this picture, uh, of Carnegie in the background, and you'll have a few options here. So, when you go to this page, what you want to do is you want to click sign in. Clicking, join will join a meeting, and that's, that's not where we want to start. All right. Um, so zoom.pomona.edu. This is where you get started. Click sign in. This is where you're going to be scheduling your meetings. This is where you'll be, uh, accessing your account settings.

Um, everything's, everything's through here. So, uh, definitely something to remember: zoom.pomona.edu. Uh, and Yes, Kenzo put in the chat, the URL that redirects to Pomona college.zoom.us. zoom.pomona.edu might be a little easier to remember, which is why we created that. So, you go there, you click sign in, and, uh, from that point, you log in with your CAS credentials. So, your normal, the same Pomona login process that you use to log into, uh, probably Sakai and Workday, and any of those other things. Um, so you'll select Pomona college here. It'll take you to that next page. You put in your username and password, and then it'll log you in. If you're already logged into the CAS system, it should just bypass all of this and you're in. I'm going to back up a little bit here. So, this is for the, uh, the desktop client. So, there's also an application that lives and runs on your computer that is actually processing the zoom call, right? So, your account settings and scheduling meetings, and all of that stuff is, uh, most thoroughly accessible and best done through the web interface, because that's where you have the most control. But the actual mechanics of the video calls are happening with the desktop client, which is the, the name for the application that runs on your computer. Um, and this also applies to the mobile app if you're using an iPad or a, your phone, for example. So, um, what you would do is, uh, when you start, when you join a zoom meeting, uh, this downloads automatically, so it should exist on your computer already. If you're on a PC, you would click, uh, you know, the start button, the

little windows icon, type in zoom, and it should pop up there. Uh, if you're on a Mac, um, you know, same sort of thing. If you go in your applications folder, you should find the zoom client there. And, uh, you'll want to sign into that. If you don't have it, you can download it directly from this address here: zoom.us/download. Um, and that'll get you the latest one.

So, you'll when you sign in, it's very important that we use this sign in with SSO option. Um, if we don't do that, it may, it's not going to log us into our Pomona account. So, you want to make sure that we choose that sign in with SSO option, and it's going to ask us for a company domain, um, and there, we just type in Pomona college. So, this is, this is that, um, uh, that, that URL that we're redirected to: Pomonacollege.zoom.us But, um, just all you have to type in here is Pomona college, hit continue. And then from there, the CAS process, the login process that we're all familiar with takes over. So, I would probably open something up in your web browser, and it may ask you to launch Zoom once you're, once you're signed in, uh, go ahead and click that. And it'll just, it'll, it'll get the, uh, you know, you're logged in through the web and it'll tell the app on your, on your computer that yes, you know, this is the right account, the right person you're logged in. Okay. So that's zoom.pomona.edu, sign in, sign in with SSO, very important. Um, if you don't sign in with SSO, weird things can happen. It can actually create a second account with what you think is the same email address. So always, always, always want to log in with SSO. Um, from here, we're going to sort of go over some of the tools in the tool bar, uh, just to get you familiar with them. So this, uh, down at the bottom of your zoom window, uh, if I weren't screen sharing, it would be down at the bottom since I am, it might be up at the top for you, but, uh, this is what you would normally see, uh, when you're in a zoom call and we're going to just start here on the, uh, left-hand side and we're going to work our way across. And, uh, we'll, we'll do sort of a brief discussion of, of all of these features.

Um, I won't go into too much detail on some of them, but, uh, we're going to go through all of this. And then we'll take a look at scheduling meetings, uh, through the web interface. So, this lives down here at the bottom of your screen and starting on the left, we've got the mute button. So, it's got the shape of an old timey microphone there. Um, and you can click that to mute yourself or with the little, uh, carrot here in the corner. This will bring up this pop-up menu. Uh, and here you've got some of your basic audio settings. So, if you've got multiple microphones, uh, for example, if you've got something, you know, your, your, um, AirPods or the, the microphone that's built into your laptop, you can select between those here. Uh, if you've got different speakers; again, your AirPods or your, uh, your built-in speakers, you can select that here as well. So, this is your audio settings. There's a, an option here to test your speaker and microphone. And this is really handy. It'll play a little ring tone through the speakers. So, you can hear that your speakers are in fact working, um, and the sound from zoom is going where you want it. Uh, and it'll give you the option to, to speak a little bit, and it'll play back your audio to make sure that it's, uh, looking at the correct recording device. So again, if you've got multiple microphones in the mix, multiple sets of speakers, this is how you set up and identify which ones you want. Um, and everything's got a weird name to it, you know, in, in this example, its microphone array, Intel smart sound, whatever. So that's probably the built-in, uh, microphone on this particular laptop that was used when this slide was created.

Um, you'll, you'll get to know which, uh, which items, uh, or which devices are the ones you want. And you'll, you'll know to look for them there. The names won't change, uh, if it's called something once it will be called that again. Um, unless you've got to

have the same thing hooked up, we shouldn't have any issues. And even if you do that, it should distinguish between the same, uh, multiple versions of the same device. Uh, okay. There's also a button down here at the bottom to click audio settings. Um, you can switch to phone audio if for some reason you, your computer audio is not working. You can dial in from a phone, uh, be that a landline or your smart phone, um, and you can listen and speak there. Uh, there are some, uh, key commands you'd need for a meeting and unmuting yourself there, but those, uh, we can look those up, um, on Zoom's website later. Uh, anyway, if we click audio settings, that'll take us to this window, which is in our application, uh, the settings for the desktop client, the zoom application, that's on your computer. Uh, and here we've got some just sort of a more thorough, uh, version of the same thing. We can select our speakers. We can test it there. Uh, we can test our mic and select that there. And then, uh, this automatically adjust volume option. Um, this kind of, uh, I like to leave this on because it lets Zoom, um, sort of manage the volume level in case something gets really, really loud. It doesn't blast it through, uh, for your audience. It's kind of, you know, softens that down. Or if something's a little too quiet, it'll bring it up to try to keep the volume level normalized throughout the, uh, the meeting. So, uh, if you're doing something very specific, I know our music department, uh, they, they would disable this probably and set a specific level. that's good for what they're trying to do.

Um, but for general use, uh, just leave the automatically adjust volume on. There's a few other things here that you probably won't need to use, but feel free to take, take the time to look through this stuff and see if, um, maybe one of these features looks like it might suit a specific need that you have. Uh, but for general conversation, um, leaving everything normal is, is, is probably fine. As long as you've got the correct microphone and speakers set there. All right. So next on the tool bar, we've got the video button. This works sort of like a visual mute also. So, if you click that, it'll put the slash through it and it'll turn your camera off. Uh, if you click it again, it turns it back on. Um, you're probably familiar with this stuff already, but, uh, there, that is, and there's the little carrot there to bring the pop-up window to allow you to select your webcam. Uh, again, if you're using a, an external USB camera, but your laptop has a camera built in, this is where you would make sure you've got the correct one set. If you're using a document camera and you want to switch from your main camera to the document camera, you can do this there, uh, here as well. Excuse me. Uh, you can choose your virtual background from here, or you could go into your video settings, uh, and that'll bring up, again, that window for the settings for the desktop client. Uh, it'll take you to the video tab this time. Before we were in the audio tab here. And this gives you some options to, uh, you know, if for some reason you needed to rotate your camera view, you could do that. Um, you probably don't though.

Uh, you can, again, select, choose your camera here. And then there's some other options that you may or may not need, but that's where they are. Uh, if you want to take a look at those. Uh, virtual backgrounds in there also. Uh, they've added some things; this isn't completely up to date, but, uh, you've got virtual backgrounds and now there's like filters. So, if you want to wear a party hat or, you know, a fake mustache, you can do that in here as well. I'm not critical, but it's there if you want to play around with it. Uh, so the next thing I wanna point your attention to is not in the toolbar, but it's up here, uh, in the upper right corner of your zoom window. Again, if we weren't screen-sharing, you would see this. You can switch between gallery view, uh, which is not what is shown here. This is speaker view. So, speaker view would be, uh, since I'm speaking, I would be large on your screen and everybody else would be small across the top, uh,

or on the side, depending on how you've got that set. Uh, and then gallery view makes everybody the same size. So, I like gallery view, because I can see everybody or as many people as possible at once and just have a, you know, a better idea of the overall gathering. Uh, whereas if somebody is giving a lecture or doing a presentation, speaker view might be more appropriate. Uh, there's also an option to spotlight videos. Uh, I don't have that in my slide here, but if you were to click in the upper corner here of somebody's video, uh, window, it'll give you the option to spotlight them. And what that does is it makes them large for everybody viewing. So that kind of overrides everybody's individual settings and it, it focuses everyone's attention on the spot lit video. And that might be something you'd want to do if you're, if you're lecturing or, uh, you know, if you're giving a presentation or if one of your students is, you can spotlight them. And, uh, you know, that way everybody's focus is in the same place.

Uh, you would want to unspotlight them afterwards, uh, if you were to go into more of a discussion format afterwards, um, but that there's a little, uh, there's some options that pop up when you, when you hover over a video here, there's a little dot, dot ellipsis that brings a dropdown menu. That's kind of our more, uh, icon these days. And in there you'll have the option to spotlight for everyone. Um, or you can pin it just for yourself. If you want to focus on somebody, you can pin somebody's video and that will make their video large just for you, while others still have a control over their viewing options. Uh, okay. So, moving on in the tool bar, we've got the security button. Uh, and some things here have changed a little bit. There is now, uh, oh yeah. So, it's, it's there. The enable waiting room is there. You can also lock the meeting.

Uh, you can hide profile pictures. Um, you can start and stop video. This menu is a little more thorough than it as pictured here. Again, this was made a while ago and Zoom has updated a lot of things that we've had. It's really hard to keep up a hundred percent with Zoom because they keep, they keep adding features.

They keep improving things. So, I don't have the latest version

here, but looking at it on my screen, I can read, we've got lock meeting, which would prevent anybody new from entering. Um, even if they forgot the right link, even if they've got a password, if you've got it set up that way, if you lock the meeting, it prevents anybody new from coming in. And, you know, maybe you'll want to use that feature, uh, for your classes, if your students are, um, are all there and accounted for. Maybe you lock the meeting just to, to prevent any unwanted visitors from, from joining. Uh, Kenzo posted a screenshot there in the chat that you can take a look at, um, the enabled waiting room. I like to use the, the waiting room feature, but, uh, the faculty, uh, did some, some research, uh, amongst themselves and with students, uh, this past semester and have, uh, they're discouraging use of the waiting room for classes, especially, uh, because it requires a bit more attention, um, to, to manage the waiting room and make sure people are coming in, uh, you know, and somebody doesn't get stuck in the waiting room. Cause you're too, you're focused on your, your lecture, the presentation of materials, the discussion, and you're not paying attention to who's in the waiting room. So, if you use that, make sure to pay attention to it.

Um, the, the other thing you can do is you can, you can enable or disable the waiting room. So, um, if you do use the waiting room, sometimes it just makes more sense to just disable it, that way people can all come in and then you can re enable it later. Uh, instead of walking the meeting, it gives you sort of a softer barrier to entry for anyone who might try joining later. Uh, there's also a, you can also, um, in addition to screen-share chat and renaming themselves, there are some other options now, uh, you can, uh, allow or disallow participants to mute or unmute, or rather unmute

themselves. So, if I were to mute somebody and I had it unchecked here, they would not be able to unmute themselves. And for certain situations that's useful. Uh, but again, you want to make sure you, you re-allow that, um, at the appropriate time, if there's to be, you know, Q and A or discussion towards the end. Uh, another option here is to start video. If you wanted to turn somebody's video off and you didn't want them to turn it back on, uh, you can, you can just disallow that here. Uh, and then, uh, there's annotate shared content. Uh, while I'm screen sharing, there's, there's a tool called annotate and it will let me, um, let's see. I could, I could draw on the screen for example, uh, and you can disallow your students from annotating, uh, during the shared content.

You know, if that's, uh, appropriate or not appropriate. Uh, so that's security that that's, you know, we've all heard the stories of Zoom bombing and, uh, you know, we don't want to experience that. So, these tools are there to help us, uh, maintain security and prevent that sort of thing. So, you know, or if, if everybody's in their home, you know, if somebody has got their camera on and we're seeing something in the background that, you know, we don't need everybody to see, we can turn off their camera and prevent them from turning it back on. Uh, you know, there's a lot of options there that, um, uh, have apparently proven to be necessary in certain circumstances. So, familiarize yourself with those and, uh, you know, see what may work best for you. Uh, next we've got the participants view, uh, this will open up either a window that's floating if you're in full screen mode, or a sidebar, if you're in a smaller window. Uh, I like to have the participants window open all the time so I can see who's here. Um, I can see who's muted and un-muted, and I can, uh. So, the, the little microphone and camera icons here next to each person's name will show you, you know, if they've got their camera on, if they're muted. And as the host, I can control those things from here as well. So, if I need to meet somebody, you know, if their dog's barking or, uh, you know, somebody making noise in the background, or they forgot that they aren't muted and are, you know, eating cereal loudly or something, uh, you can, you can mute them here. You can disable their camera here.

Um, and then in the little "dot, dot, dot" here, you've got some of those same options we saw in the security, including disallowing people from unmuting themselves, uh, and turning their camera on. Uh, we've also got the view here. So, if, if we had the waiting room on and somebody was in the waiting room, we would see this. We would see them there in the waiting room. We can send a message to everybody in the waiting room. Uh, we can admit them from the waiting room, or we can remove them. Uh, this is, this is kind of handy. You know, you can see who's in the waiting room. Uh, I typically don't use this stuff too, too much. I usually just admit everybody or, you know, leave them sitting there if it's still too early. Uh, those of you who signed in a few minutes early today, uh, will have been in the waiting room. So that's, that's what that looks like for, uh, the folks joining your meeting. There's also some buttons down here at the bottom.

Invite will give you, uh, it'll, it'll bring up a window with the link to the zoom meeting and all the information to join. Should you need to invite somebody else. Uh, so that's, that's where you find that participants invite. Um, you can mute everybody or unmute everybody all at once from here. Um, so, you know, if you've got a big group. There's also a setting when you schedule meetings to mute everybody on entry and I like that feature. Um, it just helps to keep, uh, keep noise, uh, down and, and limit chaos. Uh, if, if you're working with a large group. And then there's a little dot, dot menu over here on the side. Uh, again, that's just kind of our universal sign for more or additional settings. Uh, and that brings us this little dropdown menu. So mute

participants upon entry, you can, you can toggle that during the meeting here. This is also a checkbox when you're scheduling a meeting. So, uh, be aware of that. Again, you can allow and disallow folks to mute or unmute themselves. Uh, or rename themselves if need be. Um, you can play a sound when folks enter or exit the meeting. I don't like this. I find it really annoying.

Um, but you know, maybe, maybe it's useful to you for one reason or another. Uh, you can also turn the waiting room on or off from here, or lock the meeting. Um, and I'm just going to take a quick look. Uh, it doesn't look like anything new has popped up in there. There is a button, uh, I'm seeing an option to ask all to unmute, uh, rather than unmuting you all, uh, myself, it would ask you, um, I think it's changed that to, uh, improve security a little bit. So even here, uh, instead of unmute all that's that says, asked to unmute all. Um, so that's, that's the one thing that's changed there. Uh, you can also click on somebody's name in the, uh, uh, participants pane, and there's a button that says more. And when you click more, this, uh, dropdown menu comes down and you could chat directly with somebody. You can ask them to start their video. You can change their role, you can make them the host or the co-host, um, with which comes some, you know, some additional control over the meeting and settings, uh, and whatnot. You can rename somebody for whatever reason it's showing an unintelligible username or a screen name from, you know, something. You can, you can type in their, uh, their actual name there. Um, you can put people back in the waiting room if you need to. Uh, or you can remove them from the meeting. And if you remove somebody from the meeting, by default, it will not let them back in.

So, use this with great caution. Uh, if you remove somebody from a meeting that's, you know, uh, no, re-entry. There is a setting for your account, excuse me. Uh, there is a setting at your user level that will, uh, allow people who've been removed to reenter. Uh, but by default, they will not be returning if you remember. Uh, okay. So next, and I'm just going to sort of skip through this, next is polls. Um, and if, if you needed to do some quick feedback, you could create a poll, ask a question with some multiple-choice type answers, uh, and allow your students to select
their responses. And then you can, uh, you know, it would look like this for them. They can choose their responses and, uh, you would show, oops, you would show, uh, the response rates for everything afterwards. Um, this is sort of analogous to the clickers that, you know, if we were in person are used for voting in faculty meetings and, uh, some classes use them for feedback. Also, if you've got stuff that you want to get some, some low stakes, uh, simple feedback on, uh, during a class, you can set that up in advance, uh, and you can run polls. You can create them during a meeting, but it's a bit time consuming. So, uh, wouldn't, wouldn't recommend that too much. Uh, but that's something we'll discuss further in, uh, the, uh, more advanced trainings.

Next is the chat, uh, button and the chat button will bring up the chat window. Uh, again, in a little there'd be a floating window 1or a sidebar on your zoom screen. Uh, and there, you can chat with everybody or just with one person directly. And I want to caution you. It says privately, um, it is not private. Uh, so, uh, it, it, ur, I think it doesn't actually say privately anymore. It now says direct message, uh, which is, is an improvement because it is not private. If you were to save the transcript of the chat, it will show all of those direct messages. So, they've changed the language here, which is good. Uh, I apparently need to update my slide, so apologies for that. Um, but, uh, just keep in mind, if you do message somebody directly that will show in the chat transcript. uh, as hosts, you've got the little dot dot button over here, and that'll bring you the, um, the dropdown menu here where you can choose to save the chat. Uh, you can change

who the participants can chat with. Uh, they can chat with nobody. So, you basically disabled the chat altogether. You can have them chat with just you as the host. Um, pardon me, they can chat, uh, publicly with everybody, or you can have it open to where they can chat with everybody, or direct message one another. Again, they've changed the language here, so it's not privately any longer. Um, but it says publicly and directly, which is a good change that needed to happen because it was, uh, very misleading. Uh, screen-share is next. I'm sharing my screen right now. And to do that, I use this big green button.

Uh, but before going into that, there's a little carrot icon here that brings a pop-up menu. And this has some options. You can go into advanced screen sharing. Uh, this is where you can allow anybody to screen share or leave it to where only the host can screen share. I believe by default only the host can. Uh, so, so if you went into advanced screen sharing, it allows you to change from, ah, from only hosts to all participants, as far as who can share. Um, you can allow multiple people to share simultaneously. I've never done that. I don't know how it behaves. Um, I don't know that, that it would be very useful. Um, but, uh, you can do that if, if, uh, if a divided focus is, is acceptable, or if, uh, you know, the, the format of the class warrants it. Um, so when you click the big green screen share button, a window opens up that allows you to select what you're sharing. So, if you select screen, it'll show everything that you're seeing on your screen. So, if you've got your email open and you're a web browser and your Amazon shopping list and everything, and you click screen, uh, the folks in the zoom meeting are going to see all of that. So, you want to use that sparingly. Uh, I prefer to select this specific application that I'm sharing, uh, in this case, I'm sharing a PowerPoint. So, I would click this button here for the PowerPoint, and then I would click share. Uh, I also want to draw your attention. There's two buttons or two little checkboxes down here at the bottom that say, share computer sound and optimized screen sharing for video clip.

Those are, uh, if you're going to play a video, uh, through zoom screen sharing, which I would caution you against, cause it's not perfect. Uh, it works, but it's, it's not a hundred percent, so just be aware. Uh, but if you are planning to do that, you want to make sure that both of these boxes are checked so that the audio comes through as well. Otherwise, your students will see it, but they won't hear the sound. It doesn't redirect, reroute, the audio through zoom for them. So, you want to make sure those are checked if you use that. Uh, up at the top, there's a couple tabs here. And if you select advanced, it gives you some others features, uh, some other options. You can select just a portion of your screen, uh, and then you could potentially move applications in and out of that little area. Uh, which would be highlighted.

Um, when you, when you share it, when you screen share, it puts a green border around what you are sharing so that you know, what you're sharing. Um, you can share audio only. That would, that would route the audio through without taking over with, without broadcasting, what your, what your screen is showing. So, if you just wanted to play music, for example, or Freddie, if you're doing some, you know, some language clips, audio clips, you could do that, uh, with this setting. Uh, or if you have a second camera and you need to have both cameras available, you can do that here. Uh, so for example, a document camera, um, so they can see you on your webcam and they would also be able to see the document camera. Or if you needed two angles for something you can select that here, too. Uh, so that's, screen-sharing. Next is recording. Uh, you can record to the computer or to the cloud. Recording to the cloud.

Uh, we were recommending you don't use that. Um, or if you do, you need to make sure to save and backup your content elsewhere because we have a limited amount of cloud storage space.

Uh, this semester we magically managed to not exceed it, but we got close. So, we're going to be instituting a, uh, I believe 120-day time limit on zoom recordings. After which point there'll be moved, uh, sorry, cloud recordings, at which point they'll be moved into your, uh, the trash in your cloud recording storage. where they'll sit for 30 days, uh, where they could be recovered, if need be, before they're gone for good. So, if you record to the cloud, you need to back that up someplace else. You can use box. We have a great tool called VidGrid, uh, that's fantastic for hosting and sharing video content. You can also caption and edit and put quizzes on it and everything. Uh, our colleagues are going to be doing some trainings for VidGrid. Um, I highly recommend you look into it. It's a great tool, uh, and that has unlimited storage for video. So, um, you would want to make sure that this goes somewhere else. If you record to your computer, keep in mind, you've got limited storage there too. So, box, uh, VidGrid, you know, make sure it gets someplace where we've got a lot of space for it. Um, and it's accessible and shareable, uh, rather than just sitting on your computer. Breakout rooms: I'm not going to do, but this is sort of, if you want to break up into smaller zoom meetings within your big meeting. Um, if you do it on the fly and you're not concerned with who's in what group, uh, it can go very quickly. You just pick the number of rooms. It'll tell you how many people are in each room. You hit create. Boom, it splits everybody up. Uh, you can pre-assign breakout rooms, but it's very, very layered with complexity. And it does not work a hundred percent in practice for most people.

Um, I'm doing a whole training specifically on that, because it's that complicated. So, uh, if you're interested in that we can, uh, you know, you can come to that training. I'll be happy to, uh, go into a lot more depth on it and try to, uh, walk you through all the potential pitfalls and all the things that need to be set up in order for that to work well for you. Uh, but for now, I'm just gonna kind of skip through this. Um, we've got reactions here, and then there's some other settings here for, uh, um, uh, streaming your Zoom, which you probably wouldn't be doing, but they're there if you need them. And then at the end you can end the meeting or, uh, or leave the meeting and allow it to continue without you there. Uh, before we go to questions, I'm just going to quickly demonstrate scheduling a meeting. Um, if anybody objects to that, if you're all comfortable with scheduling your own meetings, uh, just say so, and we can skip that part and we can go on straight to questions if you like.

So, uh, feel free to unmute yourself or put in the chat if you want me to not go over scheduling a meeting, otherwise I'm going to switch
my screen share to my browser, and we can have a look at that. Forgive me, I forgot to get a glass of water before this meeting. So, um, put that on your list also. Have a glass of water handy, especially if you're gonna be speaking the whole time. Um, okay, so now you should be seeing my browser window here. Um, so I'm already logged into zoom. We discussed this already. I went to zoom.pomona.edu. I clicked sign in and, uh, it went through the CAS login process. And here we are. So, uh, you've on the, uh, in the upper right corner here it shows my icon. Uh, I've added a profile picture. So, if you've done that, you should see yours there. If you don't see your profile picture there, uh, you might be logged into the wrong account. So, you want to log out, go through those sign-in steps again that we discussed. Uh, and make sure you're in the right, uh, the right account. Uh, if you click profile here, you can adjust your, your name as it's displayed for your account, and you can change your profile picture there. I'm not going

to do that. My browser loads really, really slow when I'm screen sharing. So, I'm not going to do too much, uh, unnecessary clicking here. Uh, but if I click meetings, um, this shows me what meetings I have scheduled already.

Uh, here's the meeting that we're in currently. I've got that set up to recur for additional, um, additional times, so that, uh, so, so I don't have 20 in here. I've got one that I can reuse for several, uh, different time slots. And I'll show you how to do that. So, what I'm going to do is I'm going to click, uh, schedule a meeting right here. It's also an option up here at the top, but while I'm in the meetings tab, I can click schedule a meeting right here. And then again, pardon my slow loading here, wifi plus screen sharing plus, uh, not the most powerful computer. Uh, I'm sure you've had similar experiences. Okay. So here we can give our meeting a name. We're going to call it a test meeting, um, because this is a test. If I needed a description, I could enter it here. That's helpful, uh, for others to, you know, if you want to remind them what it's about specifically. Uh, the next little section here is scheduling. So, we would choose our date. I'm going to set something for tomorrow, and we'll set it for 10:00 AM. It's going to be an hour long. We can change this. Uh, and, uh, one thing I want you to be aware of here, um. This, if you use the dropdown menu here, it only gives you 30-minute increments, but if you wanted to schedule a specific time, say, you know, 10:06, you could put it there. You just have to type it in and make sure to press enter or return on a Mac. If you don't hit enter or return, it'll just go back to whatever it was before. So, you can set specific times there.

Um, but to keep you from having an excessively long dropdown menu here, they've only done 30-minute increments. So, uh, you can do specific times there. The duration is not really critical. This is just sort of, um, you know, you can exceed the duration. It's not going to cut it off or anything. So that's just there for your, uh, benefit, your scheduling benefit. Uh, and then you want to make sure your time zone is correct. It should be automatically, but if you're, you know, if you're, if you've traveled for some reason and you're in a different time zone and you want to make sure that, uh, you know, or if all your students are in a different time zone and you want to, if it helps you to organize it, you can specify the time zone there. Uh, right here is a checkbox called recurring meeting. And this, this is very handy. So, you can set something to recur daily, Uh, weekly, monthly, or no fixed time. I'll caution against using the no fixed time option because it's a little too loose. And then there's, you'll have these meetings there that are in your Zoom, and and you might not remember what they're for. So, I like to make sure everything's actually scheduled. Um, and when you do daily, it just puts it on your calendar for every day. You, you set the end date or after, or a specific number of occurrences after which it ends. Um, you can tell it if it's repeating every single day, every other day, every third day, so forth. Um, and if you choose weekly, uh, you know, you can have it repeat every week. You can have it repeat every other week, and you can also specify which days it repeats.

So, you can do, if you've got a Monday, Wednesday class, you can choose that here, have the time set for the appropriate time. Uh, so that meeting is, is standing, you know, until you can put in a date here for the end of the term. Uh, so that every week on Monday and Wednesday at the appropriate time, you've got a zoom meeting scheduled, whether or not you use it every single time. Um, you know, you're, you're, it may not be warranted depending on how you're balancing a synchronous class. Uh, interaction with asynchronous stuff. You may not meet every single time that you would if you were in person. Um, but you can schedule it that way, uh, just to keep it handy for yourself. Uh, so that's, that's an important thing to know. Registration, I haven't used this will limit it to,

uh, folks who register in advance. Um, uh, I don't really know super well how this behaves, but if you want to look into that, we can explore that, and I'll be happy to help you afterwards. Um, schedule for, this one. Uh, this is not there by default, but you can grant somebody else what's called scheduling privileges for your account, for your zoom account.

So, they can create a zoom meeting for your account. So, your, the host, you are running it, it's tied to your account, not to their account, but they can do the scheduling for you. Um, this is handy if you're, uh, academic coordinator, does scheduling on your behalf or scheduling meetings for you. This is a way to do it. You have to grant it to them, and I'll show you how to do that in a minute, or somebody else can grant you scheduling privileges for their account. So, when you're, when you have been granted scheduling privileges, there is a dropdown menu here. So, you can schedule for myself, or I can schedule it for one of these other accounts that I maintain. So, I've, I've got, uh, you know, another account that's not a Zoom administrator, uh, so I can test things there. So, if I need to schedule something for one of these other accounts, I wouldn't have to completely log out, log back in. You don't have to worry about other people's passwords or anything. You just get the scheduling privileges; you can schedule for them. And that's it. Nice and easy. Security, here you can choose a passcode or a waiting room. If you choose passcode, it will generate something automatically, but you can edit this. Uh, and I'm going to use the worst example ever. Don't ever use password as your password. Uh, don't also one, two, three, four, things like that. Um, but if you, if you use a passcode here, make sure you communicate that to those who are going to be in the meeting. Um, if it's your students, make sure they have that. If it's a recurring meeting, the same passcode will work for each recurrence. Uh, just make sure that everybody's got that. Um, you can also enable or disable the waiting room here. If you've got both of these unchecked, it's going to throw up little red exclamation points and try to encourage you to use these features because security is important.

So, um, find the one that works well for you. Again, keep in mind that, uh, the waiting room requires a little bit of active management during a meeting. So, uh, it can be easy to get distracted and forget and leave people lingering in limbo there. Uh, so, um, just, just be aware as you make that choice. So, if I did passcode it, it generates that. Uh, we can make sure that the video is enabled for everybody when we start the meeting, or if we don't want it on by default, um, you know, to respect privacy, uh, and you know, the varying home situations of the folks in our class or our meeting, uh, we can have those off by default and people can elect to turn them on themselves. Uh, so those options are there for the host and participants. Audio, always leave this on both. Um, this, this just gives people the option to do the phone connection for audio, if need be. Uh, it's not super common that it's needed, but just in case, leave it on both. It doesn't, it doesn't affect anything negatively. So always leave that on both.

Uh, and then down here, you've got some meeting options. You can allow participants to join any time. That means they can connect and start the meeting before you have. Um, if you've got the waiting room enabled that doesn't really work. So, keep that in mind. Um, I wouldn't enable that, but, uh, you know, some, some people may find ah, an appropriate use for it. Um, you can mute participants upon entry. Again, we saw this in the participants, uh, window, uh, in the zoom meeting controls. Uh, but you can set it up in advance. So, if you're expecting a large crowd, you can just check that here, uh, that way you make sure everybody's muted to begin with. You have to unmute yourself too, to talk that way you don't get noise building up unnecessarily, uh, you know, cause that can be problematic. Uh, require authentication to join. Uh, this means

they have to be logged into Zoom. Um, that's fairly new and I haven't fully tested that. I don't know if that's limited to Pomona Zoom accounts or if they just have to be logged in to an account. I think it's just logged in with a zoom account.

Uh, but it may be limited to a Pomona zoom account. So, keep that in mind. Breakout room pre-assign, again, we're not going to go into that. It's complicated. I've got a whole training on that tomorrow at 10. If you're interested, come then. I've got another one in January. So, if you can't come tomorrow, don't worry about it. Um, it's, there are layers to that. You need to have things right on your end. Students have to have things right, et cetera, et cetera. So, uh, if you were to do it, that's where you would and there's some additional steps to take there. You can set a meeting to automatically record, and you can specify whether it's recording to your local computer or to the cloud. Again, remember we have limited cloud storage for the whole college. So, uh, you don't want to leave all your recordings there, taking up all that space. And we're going to be instituting that 120-day expiration period. So, after a certain amount of time, they're going to go away anyway. So VidGrid, Box, we've got other storage solutions, other sharing solutions. Uh, so keep that in mind. Uh, approve or block entry for users from specific regions or countries. Uh, I haven't been using this. I haven't been encouraging it. Um, if you know where all your students are, you might take advantage of that. Uh, you know, let's say you're, you're nervous about, uh, you've heard on the news or something about hacking coming from a particular country. You could put that country there, uh, to prevent folks from coming there or, uh, from, from joining. Or if all your students are in the US you could just say approve, only allow users from the US, hit save and you're good to go. Uh, I don't know how that would work with VPNs or whatever, but, you know, it's there.

Alternative hosts, this is handy if you've got somebody who's going to be backing you up, like Kenzo is backing me up here. I could type in, uh, you have to use their email address. Oops, Kenzo.Perkins@pomona.edu You can put somebody there as an alternative host. And if they connect before you do, to the zoom meeting, they will be made hosts and you would join and you would be a cohost. So, keep that in mind. Uh, oops. That was the last thing. And I hit enter so it saved it. Uh, so here's our meeting summary. This is what it takes you to, once you've saved your meeting. It shows us when it's scheduled for. We've got a pass code. If we want to look at the pass code here, we can see that. It says the waiting room is disabled. Kenzo is my alternative host. Uh, so if I'm running a few minutes late, he can get things started without me. Uh, or if I just want to make sure he's a co-host, I can set him there, uh, as the alternative host. That way, I'll start the meeting a few minutes early. Once he joins, he's automatically made a, er, co-host. Uh, we've got our video off for our host and participants. Audio is both telephone and computer. Um, if you wanted to add dial in numbers for other countries, you could select those, but, uh, you know, uh, as needed. And then it shows which of those other boxes we have. If we were going to add polls, we would do that here. Uh, so poll, add, um, and you could put in your questions here.

Uh, again, I'm not going to go into too much detail there, but if you're interested, we're going to do another training. And I think it's called beyond basics or something like that for Zoom. Uh, and I think that's next week or the following week. Um, feel free to join there. Uh, while we're logged in here, I'm going to click settings over here on the left. And, uh, this is where your user settings live. So, we talked about certain things. Like if you remove somebody from a meeting by default, they won't be permitted back in. That setting lives in here. There is a lot of stuff in here. You can scroll and scroll and scroll and scroll. Um, I'm not going to go over everything, but have a look at some of

those settings. Maybe there's something there that looks like it would be beneficial for your classes, uh, or your meetings. I will go down to the very bottom though, because one of the last things, um, if this would finish loading, is scheduled privilege. So, you can grant scheduling privileges to people here. I mentioned that I think that's worth noting even in the basics. Uh, if you want, if you need somebody to be able to schedule meetings on behalf of you and your Zoom account, this is where you would do it. So, you put in their email address there, hit the sign and they're good. Um, okay, I'm going to stop now. I've gone longer than I thought I would. Uh, questions feel free to unmute yourselves. If you want to chat in the chat, that's fine. Uh, but go ahead and hit me with any questions. You've got Kenzo and I are here. We will do our best to, uh, to answer whatever you've got.