Training Session

Uh, I will start the captioning. Hello? Okay. So, you, um, I'm going to go ahead and share my screen. And, uh, some of you may have seen a version of this before. Uh, Freddy, you, especially since, uh, since I used a different version of this for, uh, the basics presentation. But we're going to go, oops, we're going to go into it, uh, into a little more depth on different things.

Yeah, no that's good. I can always use reminders, so that's good.

Yeah. Um, and folks, uh, my colleague Kenzo is here. He's going to keep an eye on things in the chat. Uh, and so if, uh, if you've got any questions while we're rolling along, uh, if, if you feel it's, um, appropriate in the moment, go ahead and unmute yourselves and, you know, uh, ask me. Otherwise, just put it in the chat and we'll get to it towards the end. Um, and, uh, yeah. Uh, let me do one other thing to get myself situated here and then... All right. Okay. So hopefully, you've all seen the screen. Uh, when you log in online, we, we set up zoom.pomona.edu to, uh, to bring you to this image. You click sign in, you sign in with SSO CAS takes over, and you're in. Okay. This is how you created your Pomona Zoom account. This is an easy way to, to, uh, to use it.

So, uh, signing into the desktop client. Hopefully, you're all signed in the right way. Uh, you click sign in, you make sure you sign in with SSO. Uh, you go through the CAS system, or, uh, it'll ask you for your company domain and you type in Pomona college. Continue. Go through the CAS system. Hopefully, this is all old news to everybody. If not, we can, we can talk about it later. Um, this is, uh, before we get too far into other things, this is critical. Update your Zoom client. Check for updates all the time. It's not as automated as it should be. There are updates frequently and mismatched versions of the software caused some weird things to happen. So, there's a couple of ways you can check for updates. One is through the Zoom desktop client. Uh, if you click your little user icon up here in the upper right-hand corner, this menu will drop down.

And there's an option there where you can check for updates. Uh, it'll go through a few prompts. If you're up to date, it'll tell you so. If there's a new update, it will download it and then ask you to install it. Uh, um, you know, once it's downloaded. Um, so do that. Or you can go to this website here's zom.us/download. Uh, and then the first thing at the top is the Zoom client for meetings. This is our current version 5.4 0.6. Uh, the date of the releases, the last four digits here, that's December 7th. So that's the most recent one. That was last week. Um, these come out weekly sometimes more frequently than that. Uh, because they are constantly changing things, constantly keeping up, constantly adding and refining features. Um, and, uh, it's come to our attention recently that, that not everybody has been keeping up to date.

And this is very important. So please, please, please, please. As soon as we're done with this check for updates, update your client, make sure you're current. Okay. So, we're gonna, uh, burn through the toolbar here. We're going to talk about, um, you

know, the in-meeting tools, uh, that are available to you, how to, uh, we're going to go into a little more depth on some things, uh, than we otherwise, than we have in other trainings. And then, um, I just want to make a quick note. We are not going to talk about pre-assigned breakout rooms in this training because we have a whole other training just for that. It's complicated. It's worth having its own training. If you're interested, please come to that. Uh, they're, they're uh, they were, they should be in that schedule, that emailed, Susan sent out. Um, and we can, we can talk about that in that training.

So, audio settings. Mute button. You can select your audio, uh, devices, and some more advanced settings. If you click the audio settings thing here. I'm just kind of burning through this. A lot of this should be second nature by now. Um, if, if I'm going too fast, speak up. I'll slow down and we'll, we'll talk a little bit more about stuff. Uh, the video button, same thing. You can turn your camera on and off. Uh, you can select your video device there. Uh, and if you click video settings, you get this window that pops up and you've got some more, uh, advanced features there: backgrounds, filters, all that good stuff. Uh, the view selection and the upper, upper right corner, gallery view, or speaker view. Again, hopefully, this is familiar by now. Um, and you can also hover over somebody's video and spotlight them so that they are, ah, big on screen for everybody who's viewing.

Um, those are some handy things. Uh, yeah, that's uh, okay. The, the security button, uh, this has recently updated. Uh, there's a lot more stuff in here than there used to be. Um, you can lock the meeting, you can toggle the waiting room on and off. Um, I think we got some feedback from students and faculty suggesting that, uh, you lean towards, uh, using a passcode rather than the waiting room for security for your classes. Um, I think there, there was just a little bit of trouble, um, monitoring the waiting room, uh, and it was distracting from content. So, uh, keep that in mind, but if you want to use it as a filter at the beginning of class, you can let everybody in. If everybody's in, you can turn the waiting room back on, uh, it's sort of a softer version of locking the meeting.

Uh, so, you know, it can sort of help filter out any unwanted guests. Uh, but the passcode, when you set up the meeting, um, you know, eliminates the need for that potentially. Here you can allow or disallow participants to share their screen, chat, rename themselves, all this stuff. This is handy. I, I liked that they put all this stuff in the security, uh, button, because it was just kind of spread out everywhere before, as you'll see when we get to other things. Um and another, uh, this big red button down here, suspend participant activities that basically just takes away all the privileges from your audience. Um, so if, if people start acting up or sharing things that are inappropriate or, uh, somebody making too much noise or something, you click that, it unchecks all these boxes. Um, I haven't tested it super thoroughly, so I don't know if it like mutes everybody instantly and shuts their cameras off.

Uh, but it may even go that far. So, uh, let's see, Freddy has got a question. Is there a way to receive an alert from somebody in the waiting room, uh, when someone is there? You should see a little pop-up or, or the participants, uh, icon in the toolbar should blink. Uh, for me, it turns orange on a PC. Um, so when you see that, uh, it, it would let you know that somebody is there. If you were in, um, screen-sharing mode like this, it's at the top of the screen, and there's a little pop-up that, that appears. Um, but, uh, moving on here, I like to keep the participants' pane open all the time, just so I can see who's here. Uh, when you're in, when you've got the participants' pane open, these, these are sort of three versions side-by-side here. Um, you can see the waiting room here and it'll have a list there of all the folks that are in the waiting room.

And you can scroll through that. Uh, if you need to, you can send a message sort of a broadcast to everybody in the waiting room. Um, you can admit everybody, admit just one person at a time, uh, and then, uh, so, so I, like, I usually have the waiting room on, at the beginning of the meeting. Uh, and then when it's time to start, I just from the security button, uh, click that uncheck the enabled waiting room option. And then make sure everybody's been admitted that way you all come in. If somebody else joins us, they come right in and we don't have to worry about, uh, monitoring the waiting room. Uh, so you can mute and unmute folks here. You can see whether they're muted and whether their cameras on. Uh, in this case, um, the, the users in the waiting room are all muted, but, and their cameras, uh, are on. Um, there's a little, uh, dot, dot, dot button, lower, sort of in the chat box.

And if you click that or sorry, in the participants' box, um, when you click that, uh, this, uh, pop-up menu will, will come up. Uh, and you can adjust what, uh, you know, what's turned on and off. You can, you can allow disallowing, uh, people from renaming or unmuting themselves. If that's, ah, useful, which in large groups, it can be. Um, you can ask somebody to go on mute or turn their camera on. You can lock the meeting and toggle the waiting room on and off from here as well. Uh, so there's that little dropdown menu. Um, and then if you were to click on hover over somebody's name, there's a button that pops up here that says more. And if you click on that more button, this window, or this menu drops down and you've got these options. So, you can stop somebody's video, you can spotlight them, uh, you can, you know, or add them.

So, you can spotlight multiple people. Um, you can make them a cohost or a host, uh, you know, giving them control over the meeting. Um, hopefully, you've had some experience with that by now, if not speak up. We can talk more about that. Uh, you can also put somebody back in the waiting room if they need to go away for a little bit or you need a sidebar, uh, you know, with, with somebody else in the meeting. You can, uh, you know, put some folks in the waiting room, continue the discussion without them, and then bring them back at the appropriate time. Report and remove. Uh, I haven't done report. I'm not exactly sure how that behaves, but when you remove somebody by default, it does not let them rejoin the meeting. So, use that with great caution. Uh, because if you kick somebody out, they can't get back in, um, until the meeting's been completely ended and restarted. So, um, that's your, uh, you know, kick, kick them out for good kind of, uh, option there. All right, moving on. Poles is next. You can't do polls in ah, an ad hoc meeting that you've just started via the, um, start meeting button in the, uh, in the Zoom app.

This has to be for a meeting that's been scheduled in advance. Uh, and I think it works for your, uh, uh, personal meeting room too. If you don't have, uh, polls set up in advance, if you haven't set it up, when you scheduled the meeting, uh, you can, you, you'll be presented with this window. There's nothing there. It just says, add a question. And if you click that, it'll take you to the web, to your meeting summary. Uh, so after you've scheduled your meeting. So, so yeah, you can get here two ways either through the add a question button in a live meeting where you hadn't previously set up polls, or once you've scheduled a meeting via the web interface. And you're presented with the meeting summary at the bottom of that page. There's a, uh, you'll see the poll tab here and then the add button over here on the right.

And if you click add, it brings up this little pop-up and you can put in a title for the poll, just for your convenience. Um, and then your question and some answer options there. Uh, you can select between a single choice or multiple choices, uh, you know, whether, whether, whether each respondent can select more than one answer, or if

they're limited to a single response. Uh, you can select that there. The anonymous thing only really makes a difference if you've been using registration for your meetings. We haven't been encouraging that, um, that if it's something we've been exploring, uh, and you want to ensure anonymity, either way, you're welcome to check that button. Um, if you want it to add another question to the same poll, uh, you would just click this, add a question button. Go through the same process. Uh, and you can add multiple questions to one poll.

Now, the distinction there is that, um, a poll can have multiple questions, or you can have multiple polls with a single question. So, uh, so depending on how you want the flow of the questions and responses to go in your Zoom meetings, um, you might approach it differently. So, uh, once you're finished with all your questions there, you hit save, it, saves it to your meeting. If you're in a live meeting, now you would click polls and you'd be presented with a window that looks like this. So, um, in, when it's time to come up and do the poll, you click the polls button, uh, you're presented with your first poll. You hit launch polling. Uh, it allows the participants to respond. You can see their responses tracked here in real-time. You'll see the number of respondents who voted and a percentage. Uh, and then the total, the number, the raw number, and the percentage, uh, for each individual response.

Um, when you're finished, you hit end polling. You can share the results, if you, if, if that's appropriate or you can just, you know, take note of them yourself and move on. Uh, but, uh, if you do share them note that, uh, the participants will not see the raw numbers, they will only see the percentage. Um, sort of, uh, the little thing there. Um, okay. And then one other thing that, that is, uh, you, you, you might miss, if you're not looking for it, if you do have multiple polls for the same meeting, the way that you toggle between them is with this little button here. So, when you click that, it drops down a little menu and it shows you all of the polls that you've created for that meeting available there. And that's where you would switch from poll number one to poll number two.

Um, and so here, I've got my first poll on this side, which has one question, and my second poll over here that has two questions. Um, uh, and so, uh, so yeah, that's how you select between them. This little carrot will appear next to the edit button. Um, it's kind of inconspicuous if you don't know to look for it. So, uh, I made sure to add that in here. Um, and, and this is just a quick little example of, you know, a poll with one question versus a poll with multiple questions. Uh, this is a poll where the students would see all the questions at the same time. They could respond to them all concurrently, and then, uh, you can proceed from there. Whereas this is just one question, and then you would move on to the next. Uh, the chat button is next in the toolbar.

Hopefully, you're fairly familiar with this. Um, you can, uh, select who you're chatting with at the bottom there. Uh, let's see, Denise is asking: Are poll results saved, uh, for review after the meeting? I don't think so. Um, it's worth jotting them down, uh, uh, as, uh, as you go, I will double-check and I'll get back to you on that, Denise. Um, Kenzo, do you want to maybe look into that for me while we're, uh, while we carry on? Uh, polls in breakout rooms? I don't think so. I'm hesitant to say they do. Um, breakout rooms are sort of their own little world, and I, certain things that work in the main meeting do not carry over for breakout rooms. Um, again, this changes regularly, or things change regularly with each update. Uh, and I haven't tested that recently, so I could be wrong there, but I wouldn't count on it.

Um, okay. Uh, so in the chat, you can select who you're chatting with. Um, it's worth noting that it used to say, uh, that you could chat to somebody privately, which

was never, which was bad terminology. It was never private because if you saved the chat transcript, everything showed up there. So now, uh, when, when you do that, it will show that it's, uh, you can chat directly with somebody rather than privately to hopefully minimize that confusion. I'm glad they updated that terminology. Um, but, uh, yeah, just, just keep in mind, if you do chat directly with somebody it lives in the transcript and it will be on record, so act accordingly. Uh, okay. So, we've got the, uh, you can chat with everybody here. If you've got the setting enabled for your, uh, account, you can share files. Um, I don't know how well it integrates with these. In my experience, it was kind of clunky.

Um, but, but, uh, you can share files in the chat if you choose to. Um, you can also, in your settings, limit that to certain file types. For example, if you only want PDFs or Word documents, you can, you can specify that in your set in your advanced user settings through the web interface. Uh, but I don't know that, that's on by default. Um, uh, then there's a little dot, dot, dot menu here. And there we can limit, uh, who the participants can chat with. Um, they can either chat just, uh, with, um, with the host, whoops, uh, pardon me. Uh, they can chat with everybody publicly, uh, or everybody publicly and directly with other individuals if you want. Or if you want to effectively disable the chat altogether, you can just click no one. Um, and then you don't, you don't have to worry about monitoring the chat. Uh, or if you're using Slack or a different tool, um, you can just make sure that, that you don't have stuff going on over here that you're not paying attention to, uh, when, you know, chats going on elsewhere.

And if you need to save the chat, it's there as well. Screen-sharing um, is, uh, yeah, hopefully, you've done some of this by now, but, uh, we'll, we'll go over this. This little carrot here brings a pop-up menu. And in the advanced sharing options here, you can select, you can allow participants to share their screen as well. By default, only the host can. Um, you can change that default for your, uh, you know, at the user level for your account, but for security reasons, this is, ah, wise. Uh, it's probably best to leave it defaulted this way. Um, so when you click the screen share button, you get, you're presented with this window where you get to select what you share. Um, you can, if you select screen, it's going to share everything that you see. So, whatever you see on your monitor on your laptop screen, that's what your students, what your audience is going to see. Um, use with caution.

Uh, there are times where that's appropriate, but you know, if you've got emails open or you left your browser open and there's stuff that's not relevant to the class, uh, or the meeting, you know, maybe that's not the selection you want to make. Uh, there, uh, we recommend selecting just the app. Um, for example, I'm just sharing PowerPoint with you. Uh, you can probably see up here in the corner, PowerPoint slide show. Um, that's, that's typically how I go. Uh, and then if you, once you're in screen-share mode, uh, through the dropdown menu at the top of the screen, you can click a new share and just select something else to just bounce to a different, um, application to share rather than ending the screen-share and starting it again. Uh, which can be a little clunky. Uh, as transitions go. Um, if you plan to share video or audio, um, you want to make sure these two boxes down in the lower left-hand corner are checked.

Uh, if they're not ah, your students, aren't going to hear the audio for the meeting. Um, and, uh, uh, yeah, sorry, they're not going to hear the audio for the video that, that you're sharing. And it might not be the best playback experience. Keep in mind, this is a video call platform and streaming video through it, uh, is never going to be as perfect an experience as watching it, playing it directly on your own computer. Um, so just, just be prepared that it might not be perfect, but checking these boxes, will make sure you get

as close to a, um, an ideal experience as you can. Uh, there are also some tabs up here at the top, and if you select the advanced tab, uh, you can, you'll be presented with these options. You can share just a portion of your screen. You can share only audio from your computer, which is nice for a language class.

For example, if you want to share some audio clips, but you know, you don't, there's no sense shrinking everybody's video down. Uh, you can just select that, and that way you can play audio without taking over everybody's screen. There isn't a visual component to that. Uh, the other one here that I want to draw your attention to is content from a second camera. Um, if you've got a document camera, uh, we, we provided some of those, uh, early on. If you've got one of those, or even if you've got a, another USB camera and you need to get, uh, two angles on something, this is, this is where you do that. So, you can have one large and one small. Sort of like the screen share, but with, uh, you know, two cameras instead. Um, that can be really handy in certain, certain circumstances. Maybe not for your class, but it's useful.

Record is next on toolbar. Um, actually before I move on, I want to talk a little bit about screen-share. Um, when you're in screen-share mode, the toolbar moves down to the, it moves up to the top of the screen. And, uh, you click on it to drop down. And there's, there's an option in there called annotate, which I neglected to get some screenshots of. But if you wanted to use that to, uh, for example, draw on the screen, that's being shared with everybody, or ah type those options are available. So, so, do you all see that, uh, my little squiggle there and the hello? So, um, some folks are using this in place of a whiteboard. Uh, some, some are just using it for, uh, you know, a little bit of extra, um, emphasis here and there. But that's handy. And you can save that, um, you know, for, for note purposes or for future reference. Uh, so that's useful. And, uh, one of the selections here is whiteboard. That's basically the same thing, but just with a blank slate rather than drawing on top of something. So, um, forgive me, I'm a little unrehearsed with this. This has been updated and I apparently forgot a few things I wanted to include. Uh, so next is the, the record button. You can record either locally to your computer or to the cloud.

Um, you're welcome to do either, but if you record to the cloud, beware. Uh, we have a limited amount of storage space in the cloud, and we will be imposing, uh, I believe a 120-day limit on, uh, recordings in the cloud. So, if you have, if you've been storing stuff there, that's important to you, download it, back it up somewhere else. We've got Box, which has a lot of space. You can store things and you can share from Box. We've also got VidGrid, which is a really good tool for, uh, you know, some basic video editing. Uh, we can host unlimited videos there. Uh, and you can share that with your students. You can also add in some quizzing and, and, uh, some view, some basic analytics things there. It's got its own captioning tool. Uh, if you haven't checked out VidGrid yet, please do. We've got some trainings going on with those, uh, there in Susan's emails that you've seen. Um, highly recommend it. VidGrid is fantastic.

Uh, it's also got a little screen recording, uh, tool that is, that will give you a better quality than what you're going to get recording on a one-person Zoom call. So please look into VidGrid. Uh, if you record it onto your computer, you can also upload it to those platforms. No problem. Uh, and then once you hit, once you've started the recording, you've got the options to pause and stop there, uh, as well. Live transcript. This is something that is new as of, you know, maybe a few months ago, uh, for us. Um, Zoom has their own live transcription tool. Uh, and for some technical reasons, it's not called closed captioning, but effectively that's what it is. I'm running it now. You should see subtitles at the bottom of your screen. If you, if, when you're hosting a meeting, if you

click that, all you have to do is click the button at the bottom that says, enable auto transcription.

That's it. You click that and it starts. Um, we've got the background settings locked in place. So, it's enabled. All you have to do is turn it on for each meeting. There is no way to automate that at, at the moment, unfortunately, but it's, it's a two-click process. It couldn't be, uh, you know, couldn't be simpler as, as far as I'm concerned, um, in terms of getting started, especially compared to some of the alternatives we were working with before this was enabled. Uh, has the host, uh, once you've enabled the live transcription, uh, if you click the little pop-up carrot here in the corner, you get this little menu where you can either hide or show the subtitle view. If you click view full transcript, uh, it'll take over your sidebar and it'll show the whole transcript of, of the meeting from when the captioning was started.

Uh, and this is really nice because it actually shows who was speaking for each thing. Um, it's handy for minutes taking. It's handy to, to keep track of it. There is a way to save this transcript. It's currently disabled, though. Um, by default, you can turn it on in your user settings. If you're interested, we can talk more about that a little later, but, uh, this is, this is a handy view. If, if you've shown up late to something and need to catch up and captions are on, uh, you know, go ahead and hit the view full transcript, and you can scroll up and you should be able to see, uh, the whole thing. Uh, and then if you click subtitle settings a little window will pop up. It'll take you into your app settings and you can adjust the size, uh, of the, um, of the subtitles, uh, for your personal view. Uh, I don't, I don't think it changes it for everybody else. This is just, uh, you know, for your, for you.

Uh, breakout rooms is next. Like I said, in the beginning, we're not going to talk about pre-assigned breakout rooms. They're complicated. There are many layers to it, getting it to work well, requires a lot of, um, a lot of things to be in place. And we've got a whole separate training on that. Check the emails from Susan for the schedule. Feel free to join us. I'll be running those as well. Uh, there are other ways though, to create breakout rooms on the fly. You can either assign them automatically, assign them manually, which takes some time, or you can let participants choose their own rooms. And the let participants choose is a fairly new feature, uh, and that can, um, take some of the pressure off of the desire to pre-assign breakout rooms. Um, if you don't want to deal with all this stuff involved with that. Um, assigning automatically, you just select it, you just pick a number of rooms, it will do the quick math and tell you how many participants will be in each room. As you can see here, uh, two participants per room. You hit create. It'll show you the list of rooms and who is in them. Uh, and then when you're ready to, ready to go, hit open all rooms. That will present everybody with a little prompt. They can click a button to join immediately, or they'll be pushed into the room after a short while. Um, anyway, excuse me. Um, if you assign manually, you can, uh, you can just click assign, uh, and, and put people in different rooms, or you'll have a list of folks here that are not assigned, and you can click on each of their names and select the breakout room that you'd like them to be in. Um, when the, the pre-assigned thing doesn't work a hundred percent, sometimes you'll get, you know, an 80 percent success rate and then you've still got five or ten people left over. Um, you know, then you're only manually assigning a few people rather than the whole class. So even if it doesn't work a hundred percent, it can still save some time. So, if you're interested in that, let us know. We will, uh, uh, let's see Kenzo posted the, the, um, the link to the schedule in the chat. So have a look at that. Uh, you've got some options for breakout rooms. You

can, um, you can move, move people into them automatically, so they don't have to click that little button to join.

Uh, you can automatically close them after a specified time. Um, so you, you know, tell everybody, hey, you've got five minutes in your breakout rooms. You know, talk amongst yourselves. They'll close automatically at that time. And then come back here and we'll discuss your, uh, you know, your conclusions or whatever. Um, you can also set a countdown timer. So, when you click the button to close the breakout rooms, uh, they'll be given a little pop-up and they'll have, uh, the opportunity. Uh, it'll, it'll look like, uh, something like this. You, this is what you will see, uh, for the countdown timer as the host, but each user will see, like, you know, the breakout rooms are closing in so many seconds. You can shrink that down. 60 seconds is kind of a lot, I think, but, uh, I mostly use it for testing and demonstration purposes. In your classes it might make sense to leave it that long or even longer, so that folks can wrap up their conversation before rejoining the main group. Something to consider there. Uh, and if you need to leave a breakout room, you can do that. Hosts can bounce to any breakout room they want. I believe co-hosts can as well. That's one of the things that gets weird if people are using outdated versions of the software. So, make sure your co-hosts are updated as well. Uh, and, and, you know, recommend your students like, hey, make sure to check for updates on this. Uh, because things do get a little weird with breakout rooms, particularly, uh, when folks are using outdated versions of the software. Uh, quick, quick question about, before you go on, um, if you have a pre-assigned breakout room and you get that like 80% and you have five or six people leftover, can they then choose their own breakout rooms? Or is it still...

You, you have to do it. Um, okay. The, the choose your own breakout rooms only works, uh, if you've selected that as the breakout room option. Um, okay, cool. Yeah. So, uh, so you would still have to manually assign them, but, ah. All right, great. Cause we had, we had groups, and everybody knew where they needed to go, but, uh, you know, each time it'd be like, I need to go here. I need to go here, and you click through. And if they just knew where they could go, they could just go, you know, there.

Right. So, so this is, that's a, that's a nice feature that they added for that exact reason, right? It takes the pressure off you. It saves time by distributing the labor, uh, to, you know, so everybody does their part to go where they need to go. And then you can get back to discussion much quicker than if you had to manually assign everybody. And that takes, you know, five or ten minutes out of, out of precious, uh, synchronous class time. Right. Cool. Um, so the last thing on here is reactions and more. This. I'm not really going to talk about this. You've got your little icons here to, you know, give somebody a thumbs up if, if you think they're doing a good job or whatever. Uh, and then, uh, there are some streaming options here that you're not, um, you know, if, if you're interested in that we can talk about it, but it's not really part of the, the main thing.

So, um, that's, that's what I've got in my PowerPoint. So that's, uh, that's pretty much everything that you, you know, that's available to you in meeting. Um, there are a lot of settings that you can change to refine and change the behavior on some of these things. I think somebody was asking about automatically saving the chat. Uh, Kenzo I think you put a Zoom article in there about that. Um, there, there's a, there's a lot of stuff you can do in your, uh, in your user-level settings. And I will encourage you to look at those. Uh, let me give me just a moment while I pull that up in my browser and we can take a look at it together. Um, it's a really, really, really long list of things. And, uh, it's, it's easy to, um, whoops, uh, it's easy to be finding it overwhelming, but if you just use your browser's search function or find function rather, which would be, you know, a

control F on a PC or command F on a Mac, uh, if you know what settings you're looking for, if you want to look at chat settings, you just type chat in there, and it'll take you down to that section of your, uh, really long list of settings. So, um, I'm gonna change my share here to my browser, and we'll take a quick look at that.

Um, and, uh, forgive me, my browser loads incredibly slowly while I'm screen sharing. So, this is going to take a minute. Uh, sure. Uh, let me see. Do that. There we go. Okay. So, you should see my browser here. It's just black right now. It's slowly logging me in. Um, uh, yeah. While, while we're waiting for this to load, does anybody have any other questions? Chris, I see you've got your hand raised.

Yeah, so I've got a question about, um, scheduling meetings. I did it through Sakai. Um, okay. I have two questions. First of all, that seems to create, um, a password wall, right? Like I never had any problems with Zoom bombing. It turned off all the waiting rooms and stuff. Is that true? Like they have to be in the class to be able to get into the meeting?

Uh, yeah. So, um, if, if you're scheduling it through Zoom and you're not using the password or the waiting, or sorry through Sakai, and you're not using the password or the waiting room, um, your students can only get to that information through Sakai. Right? Right, okay. So, unless somebody has got a way to get into Sakai for that course site, they're not going to see that. Um, okay. Go ahead.

My second question then was last spring, I thought I did it through Sakai, but I was able to import the meetings into the Zoom app so I could just click on them in the Zoom app to get them. And this semester. I wasn't able to do that. I had to open Sakai every time, start the meeting from there. It's not a problem. I just, is there a way to like, get them into the Sakai app

Into the Zoom app, you mean? Okay. Yes. So that suggests that maybe you're not logged into the desktop client properly, um, because when you schedule things in Sakai that should schedule them for your Zoom account. Um, and, and when you look at those through either the app or the web view, you should see the complete list of those. When you look through Sakai on the course site, you'll only see stuff for that course site, but you should see everything in, uh, either the app or the web browser, um, depending on how you're viewing that. So, what you need to do is log out of the desktop client, go sign in again, make sure to select sign in with SSO. And then it's going to ask you for your company domain. You want to make sure to type in Pomona College. All one word, no spaces, no punctuation, just Pomona college. Hit continue, and then the CAS system will take over and should log you in.

Um, if you're still not seeing it, let me know. I haven't done a lot of testing recently with the Sakai, Zoom, tie-in. Things may have, uh, changed a little bit. The behavior may have changed a bit since we first implemented it. Uh, and with so many updates to Zoom, um, that could be having some effects on, on that behavior as well. So, uh, hopefully, that answers the questions. Um, other folks, if you're interested in the Zoom tool for Sakai, uh, you can simply add it to the course site. It's, it's in the list of tools that are available there. Um, I don't know that that, that it's there by default, but you can add it. Uh, and if you scheduled something in Zoom in the web browser or in, in the app, and you want to import it into your course site, there's a way to do that as well.

Um, so if you're interested, let me know. We can, we can discuss that further. Uh, okay. So, my browser is finally caught up with us. Here is, uh, so we're logged into Zoom. I've clicked settings here, the left-hand side, and I could scroll for a long, long time before I get to the bottom here. There are a lot of settings in here. Um, one of the settings here is waiting room. You can actually, uh, specify who's allowed in the waiting

room or, or you can adjust the way the waiting room behaves. So, for example, if all your students are Pomona students, um, and they're all using their Pomona Zoom account, um, they, if you've got it set to allow people in your account to, to join or to bypass the waiting room, they can come in. And then if somebody else, you know, gets in by mistake or somebody who's not a Pomona Zoom user, uh, will get filtered out and stuck in the waiting room.

So that's, that's something you can do. Do it with caution though. And because if you forget, it's there and then you're doing something where confidentiality is, uh, you know, more critical in a different way than it would be in your classes, then, you know, you've got to, you've got to re-adjust that, and that's not something you can do on the fly. These settings here, uh, need to be set before you start a meeting. If you try to change these while the meeting is ongoing, they won't catch until the meeting has been ended and restarted. Um, so bear that in mind. But if you, if you just did, you know, control F here, and I said, oops, let's chat, chat. So, chat. It shows me all the, you know, if you use the find function in your browser, there's an easy way to navigate this and you can find, here's all the chat settings.

So, if I wanted to turn it off, here it's still called private chat, but that direct one-on-one chat, I could turn that off altogether here. That would stick for all of my meetings. Um, if I wanted to auto-save the chats, that setting is right here. Um, so there's a lot of stuff here. I also want to bring your attention, um, when you're logged into the, the browser, uh, the web interface. In the upper right corner, there's a button that says support. You can also get here by clicking, or by typing in support.zoom.us. Uh, Zoom has a really good, um, support page. They've got a lot of good articles. It's not always a hundred percent up to date on the latest, um, tweaks to every little setting, but there's a lot of good information here. And I'm constantly referring to this when I'm trying to resolve an issue, uh, or find out what's going on when it's behaving oddly for somebody.

Um, so, so don't be afraid to, to have a look here, um, you know, if you wanted to search for something, if I start typing, it comes up with some search options here, and then you can find articles that are related to what you're looking for. I'm going to go ahead and stop sharing. Uh, and folks, uh, let me know if you've got more questions. If there's stuff, I didn't cover that you want to talk about, um, let me know, and I can build that into future versions of this training, uh, or, or other more appropriate trainings. If, um, you know, if you've got more questions or you've had one particular thing bothering you, let me know. Uh, you can also get in touch with us after the fact, and we can, uh, address specifics then too. See you later. See you.