Zoom & Other Tech Tips Workshop

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Lenny Riley – Instructional Technology Specialist
Ruth Leal – Instructional Production Specialist

zoom

ConferZoom

CP CLASSIFIED PROFESSIONAL DEVELOPMENT

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- What is Zoom?
- What is ConferZoom?
- What are the benefits of using ConferZoom?
- What will Norco College be using it for?

- How do I sign up?
- How do I login?
- How do I get help?
- What are some best practices for Zoom?

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- How do I access my Zoom recordings?
- Why are Microsoft Teams and Zoom compared to each other?
- What is the difference between Microsoft Teams and Zoom?

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What is Zoom?

Zoom is a cloud-based, video conferencing online service. It is also used for audio conferences, online chats, webinars and distance education.

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What is ConferZoom?

ConferZoom is an online conferencing service provided for California Community Colleges (CCC) through **CCC TechConnect**, a grant funded project from the CCC Chancellor's Office.

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What is ConferZoom?

ConferZoom is the CCC version of the commercial Zoom product. Your CCC account will customize the ConferZoom settings provided by the license.

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What is ConferZoom?

ConferZoom allows CCC educators to use the Zoom video conferencing software with their students for free. ConferZoom connects with and integrates Canvas.

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Benefits

- Available for administrators, staff and faculty
- Host up to 300 participants
- Unlimited number of minutes
- Record your meetings in the cloud

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Benefits

- Receive audio transcripts and chat conversations
- Share links to the recordings
- Use the app on your mobile devices
- FREE! FREE! FREE!

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What will Norco College be using it for?

- Department and committee meetings
- Online tutoring
- Webinars and training workshops
- Events

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How do I sign up?

- https://www.conferzoom.org
- Click **Sign Up**
- Use your norcocollege.edu email address to register

How do I login?

- https://www.conferzoom.org
- https://cccconfer.zoom.us/
- https://zoom.us

How do I get help?

- Email: support@ccctechconnect.org
- Call: 760-744-1150 ext. 1537 or 1543
- https://ccctechconnect.zendesk.com/hc/en-us
- https://www.norcocollege.edu/training/Pages/zoom.aspx

What are some best practices for Zoom?

Security icon (for use during meeting)

- Lock Meeting
- Enable Waiting Room
- Uncheck options available for participants
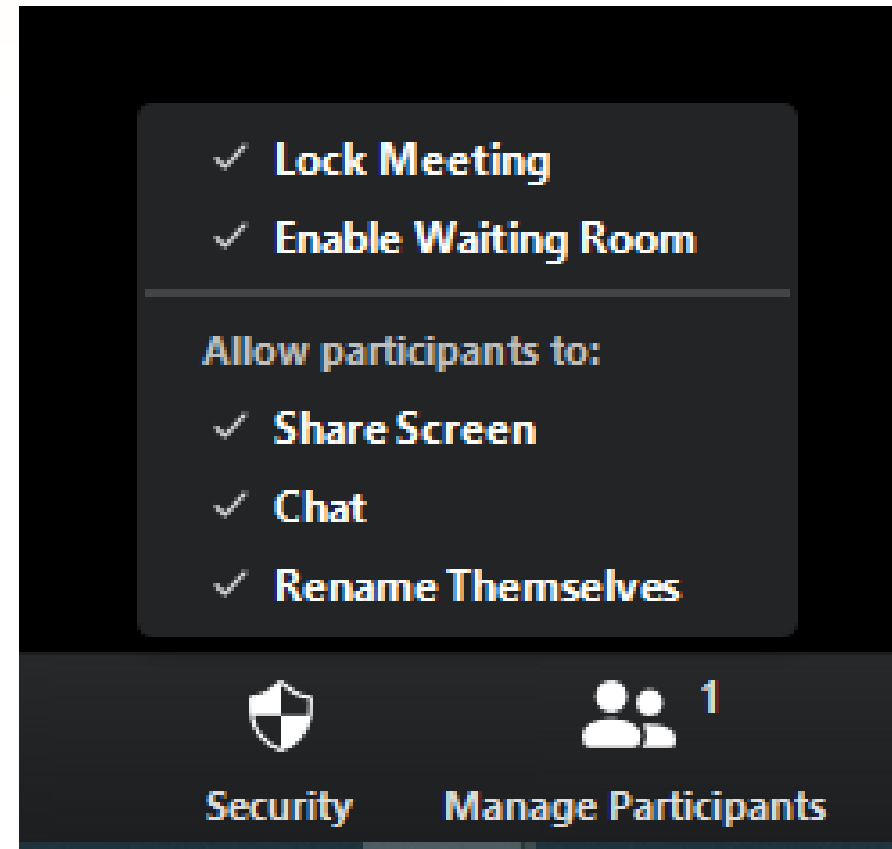
What are some best practices for Zoom?

Establish Default Account Settings

- You can set up your default account settings by logging in and clicking **Settings**
- The settings found online contain more settings than the desktop or mobile apps

What are some best practices for Zoom?

Establish Default Account Settings

- **Schedule Meeting**
  - **Require a password when scheduling new meetings**
    - Turn this option on for meetings not open to the public
    - A password will be generated when scheduling the meeting
    - You will need to give that password to participants prior to the meeting
    - Zoom will prompt participants to enter the password before they can join the meeting

What are some best practices for Zoom?

Establish Default Account Settings

- **Schedule Meeting**
  - **Participants video** – Turn this option off (especially for meetings open to the public); when the participant joins the meeting, all that will display is their name
  - **Mute participants upon entry** – Turn this option on to prevent late participants from disrupting the meeting; this is helpful when you're recording a meeting; you, as the host, can control whether participants can unmute themselves later (by unchecking **Allow Participants to Unmute Themselves**)

What are some best practices for Zoom?

Establish Default Account Settings

- **In Meeting (Basic)**
  - **Auto saving chats** – Turn this option on to review the chat file later when composing committee meeting minutes; this is also helpful if you need to answer questions after the meeting
  - **File transfer** – Turn this option off to prevent files from being sent through the in-meeting chat

What are some best practices for Zoom?

Establish Default Account Settings

- **In Meeting (Basic)**
  - **Co-host** – Turn this option on to allow a designated co-host to have the same in-meeting controls as the host; it is always helpful to have someone be able to take over or help control the meeting
  - This is not the same as an **Alternative Host**, which you can set up when you schedule a specific meeting

What are some best practices for Zoom?

Establish Default Account Settings

- **In Meeting (Basic)**
  - **Screen sharing** – Turn this option to **Host Only** (especially for meetings open to the public) to prevent a participant from sharing the screen
  - For webinars, if you turn this option to **All Participants**, the hosts and panelists can start screen sharing, but not the attendees

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What are some best practices for Zoom?

Establish Default Account Settings

- **In Meeting (Basic)**
  - **Allow removed participants to rejoin** and **Allow participants to rename themselves** – Turn these options off
  - If you were using Zoom for personal use, there are reasons why these options could be useful; for college use, it is recommended to turn these options off

What are some best practices for Zoom?

Establish Default Account Settings

- **In Meeting (Advanced)**
  - **Identify guest participants in the meeting/webinar** – Turn this option on to identify which participants do not belong to your account or did not register for the meeting/webinar
  - **Waiting room** – Turn this option on to review and admit participants into a meeting individually; turning this option on will automatically disable **Join before host**

What are some best practices for Zoom?

Schedule a Meeting

- **Registration** – Check **Required** to verify your participants before a meeting occurs
- **Meeting ID** – Check **Generate Automatically** (instead of **Personal Meeting ID**); it's better practice to have a random Meeting ID generated than use a Personal Meeting ID (PMI) – once you use your PMI for a meeting, you've shared that PMI which can be accessed at any time (regardless of scheduled times), and it could be used by unwanted participants

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What are some best practices for Zoom?

Schedule a Meeting

- **Alternative Hosts** – Enter the email address of another Zoom user who is Licensed on your account to allow them to start the meeting in your absence
  - The alternative host can start the meeting using the join link in the email or calendar invite sent to them by the host. The meeting will not display in the upcoming meetings list in the desktop client or mobile app for alternative hosts.

What are some best practices for Zoom?

Schedule a Meeting

- **Alternative Hosts**
  - Alternative hosts can't schedule on behalf of the host
  - Alternative hosts are different from co-hosts, which are added at the time you start the meeting

How do I access my Zoom recordings?

Accessing Your Zoom Recordings
- Log into ConferZoom
- Click **Recordings** on the left side
- Click on the link of the meeting you want to access
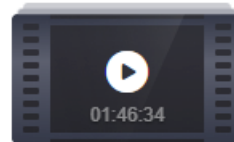
How do I access my Zoom recordings?

Accessing Your Zoom Recordings

- On the next screen, you can play, download, copy a shareable link, or delete any of the files available

Microsoft Teams

Why are Microsoft Teams and Zoom compared to each other?

- Both enable online meetings, chats, calls, screensharing, and file sharing

Microsoft Teams

What is the difference between Microsoft Teams and Zoom?

- **Microsoft Teams** is a collaboration tool designed to improve internal communication; it integrates with the other apps in Office 365
- **Zoom** is a web conferencing software that facilitates high-performance video and audio conferencing both internally and externally

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Lenny Riley
Instructional Technology Specialist

(951) 372-7075