



zoom

(AND BEYOND)

GETTING STARTED

Version: June 2, 2021

SSI 2021 PREP

1

SIGNING UP FOR ZOOM



During the COVID-19 pandemic, Zoom has been LTCC's most important tool for live classes and meetings. To get started with Zoom, you need to create an account with your **LTCC** e-mail [here](#). If you teach part-time, you may need to use this convention with your email sign-up: @mail.ltcc.edu, as opposed to @ltcc.edu.



WORKING WITH CANVAS

Since you are also using Canvas with your classes, it is good to get proficient with using Canvas. You can log-in to Canvas using the address: <https://laketahoec.instructure.com>

2

Some of the following training videos may help you with the basics of Canvas:

- [Canvas the Basics Prep](#)
- [Using YouTube in Canvas Pages](#)
- [Images and Videos in Canvas Pages](#)
- [Canvas Import](#)
- [New Canvas Features](#)
- [Using Name Coach in Canvas](#)
- [Creating a Canvas Video in Under 5 Minutes](#)
- [Canvas Top 10](#)
- [Managing Attendance in Zoom, Canvas, Passport](#)
- [Canvas Gradebook](#)
- [Canvas Studio](#)
- [Discussions in Canvas](#)
- [Modules and Pages](#)
- [Syllabus and Student Behavior in Canvas](#)
- [Assignments and Announcements in Canvas](#)
- [Groups and DE Teaching](#)
- [A Basic Canvas Shell](#)

You might also consult the handy Canvas instructor's [guide](#).

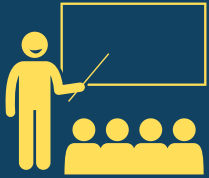


3

SYLLABUS



If you need some ideas about how to create a syllabus for your class, please check out the extensive syllabus [resources](#). When you click on the resources, consider using the Snippets that contain actual syllabus language from other faculty that you can use in your class. As well, you may find class materials of value using this link to [Canvas Commons](#) (or, navigate to the icon in your Canvas menu).



CLASS BASICS

If you would like to learn the basics about teaching, please consult the [Teaching, the Basics](#) Tutorial. [Class Creation: Starting from Scratch](#) also has some useful tips for new faculty.

4

ZOOM TUTORIALS



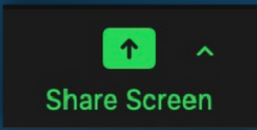
5

Zoom is a powerful tool that allows you to deliver live instruction that includes white boards, screen annotations, group breakouts, screen sharing, immersive view, and more! Below are resources that will guide you through Zoom's main features.

Tutorial Videos

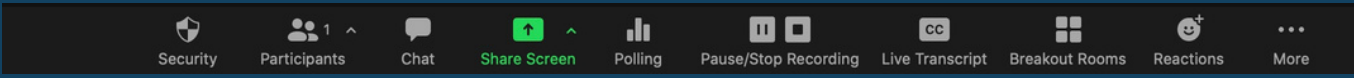
- [Zoom, the Basics](#)
- [Zoom - Top 10 Tips](#)
- [Zoom Advanced:](#) (from ISSI 2020)
- [Zoom Filters](#)
- [Zoom Video Files](#)
- [Zoom Video Deletion](#)
- [Zoom Checkup Workshop](#) (New Features)
- [Zoom Immersive View](#)
- [Zoom Summer 2021 ISSI Guide](#)



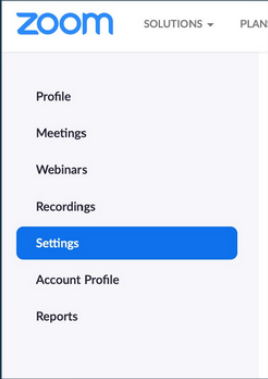
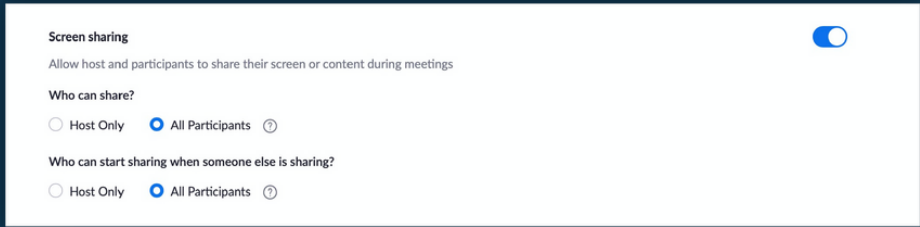


ZOOM SCREEN SHARE

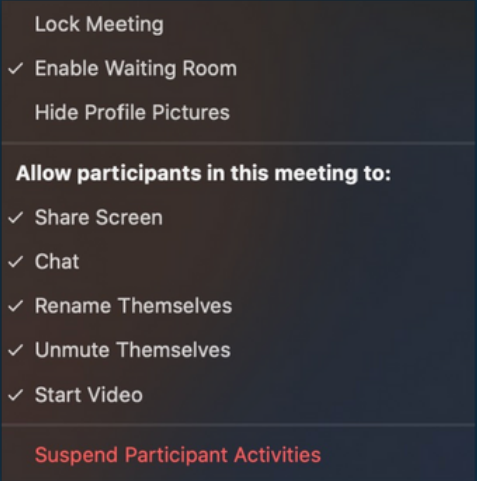
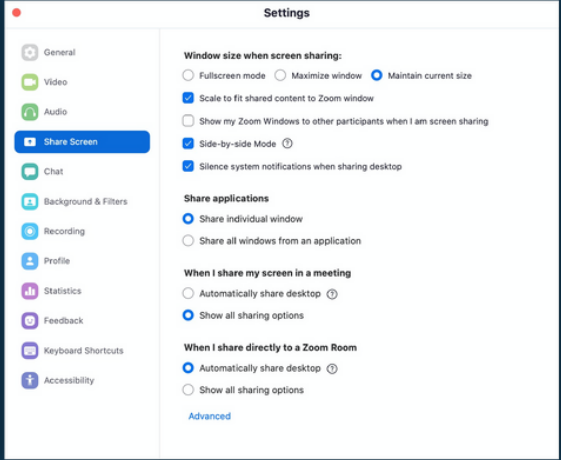
Zoom allows you to share your screen (as well as students' screens). There are many options. To start, click the Screen Share button on the toolbar.



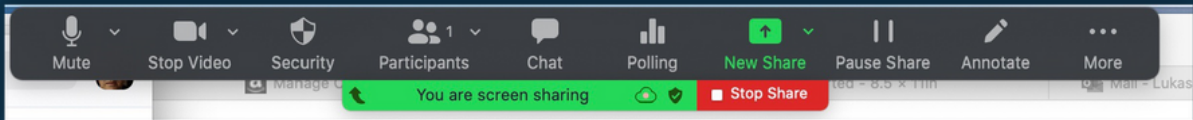
Go to your Zoom settings (found under Zoom.us) and search under Settings for those settings related to screen sharing.

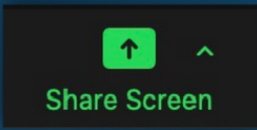


Note that you will also find screen sharing settings in two other places: the Zoom desktop app and the in-meeting screen share menu at the top (pictured below):



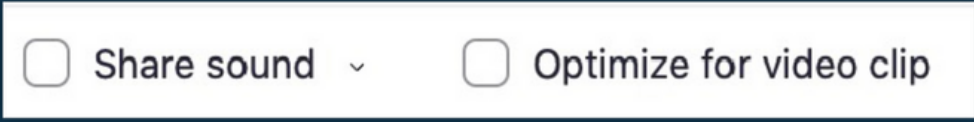
Your controls during a screen share are found in the menu:



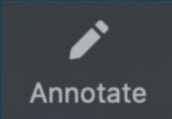
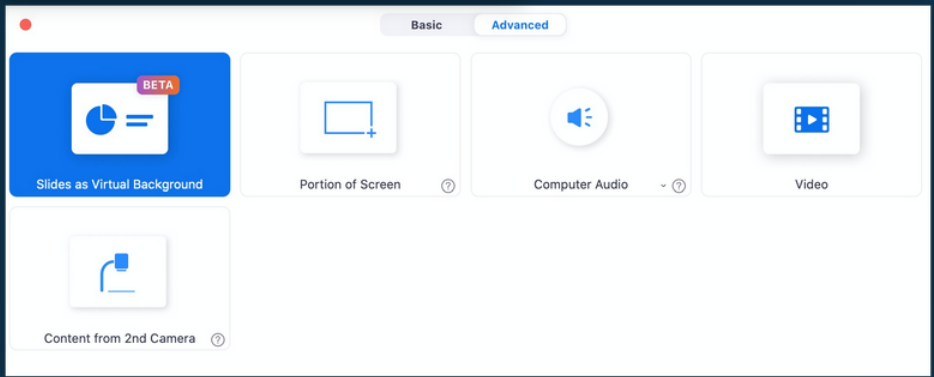
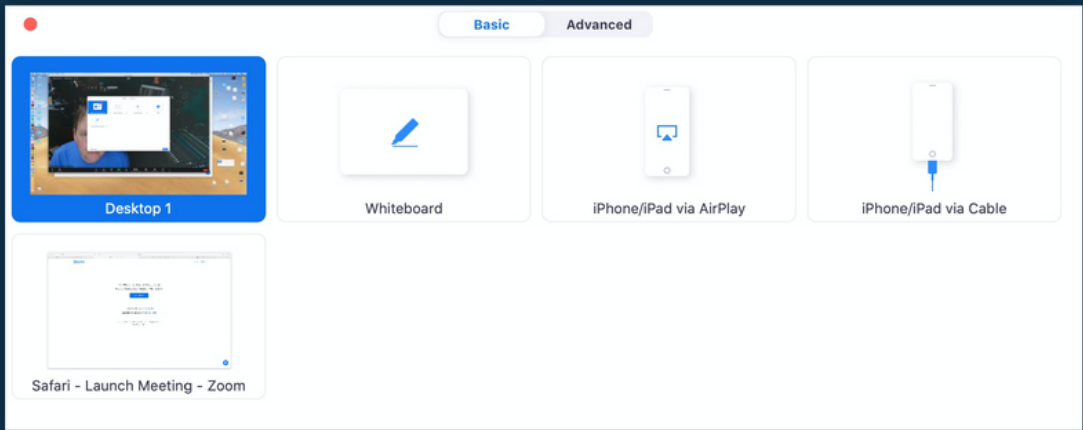


ZOOM SCREEN SHARE

As you begin the screen share, note the many options available. Be sure to click the audio and video options at the bottom if you plan to show a video or play Internet audio.

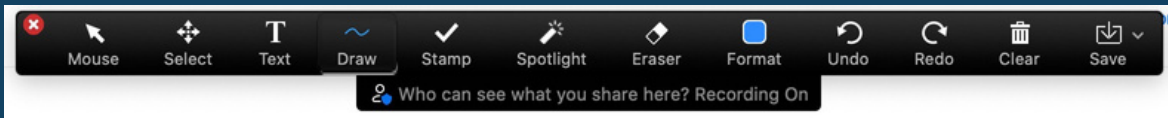


Also, note the many options you have for sharing content (please reach out to discuss these in depth - they are also covered in the Zoom videos listed on page 2).

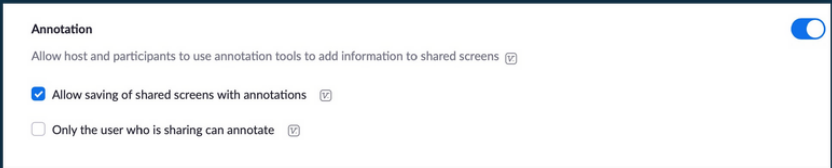


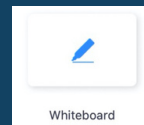
ANNOTATE

Once you have started the screen share, click Annotate to bring up the Annotation tools.



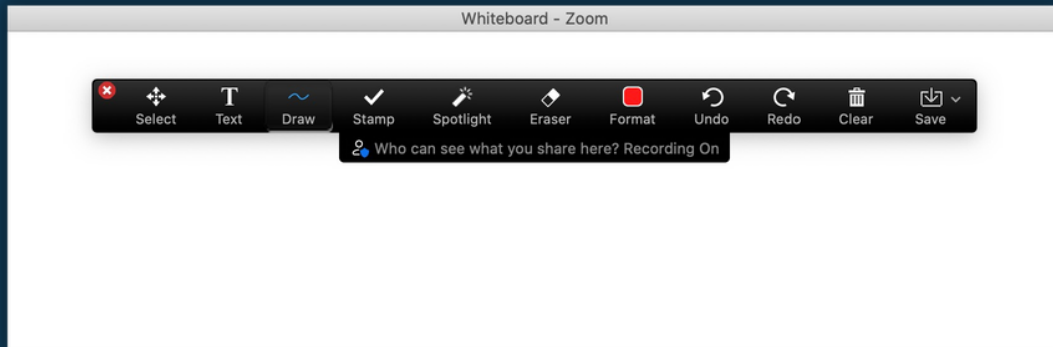
On Zoom.us, be sure to find (under Settings) the Annotation options.



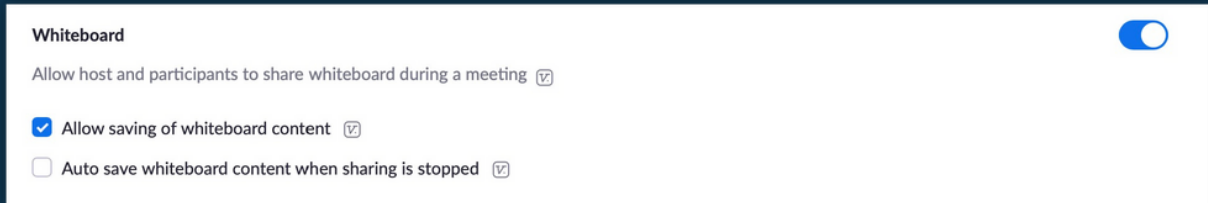
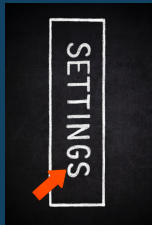


WHITE BOARD

You can also work with your students using a Whiteboard (found as a Screen Share option). It is nearly identical to the Annotate tool.

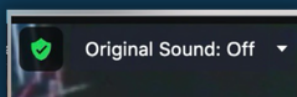
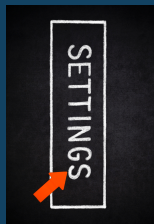
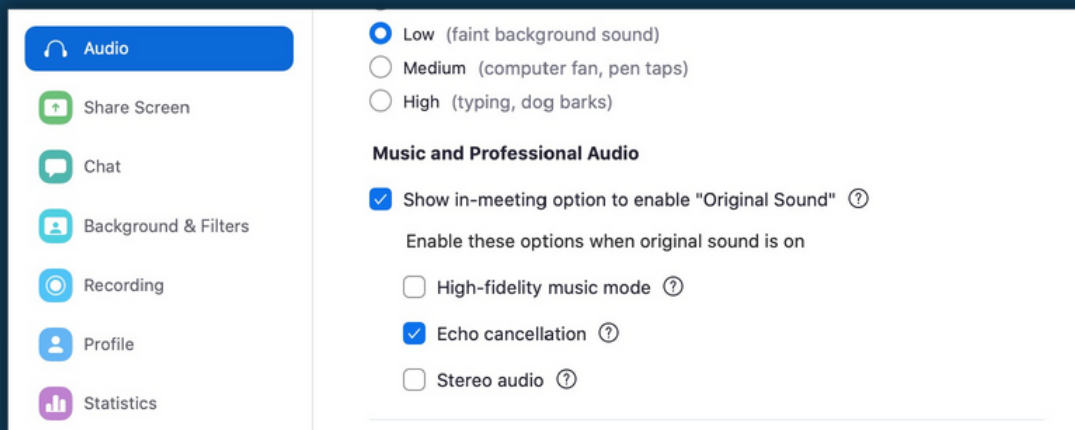


On Zoom.us, be sure to find (under Settings) the Whiteboard options.



HIGH-QUALITY AUDIO

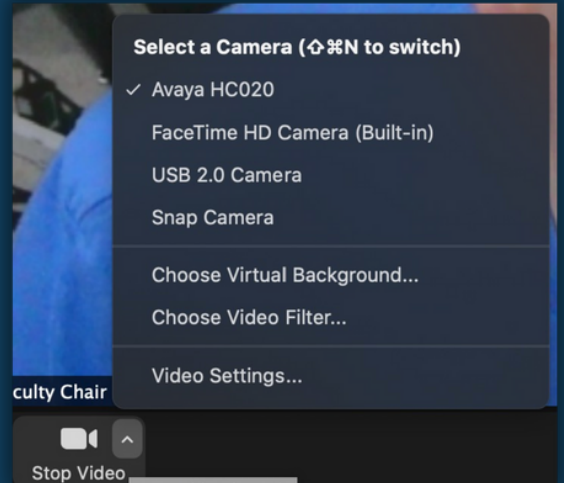
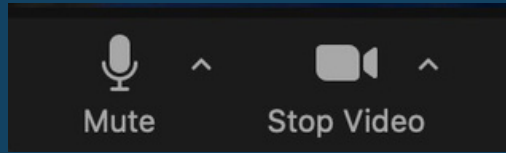
If you are playing music in your class, it's worth the time adjusting your audio settings for higher quality. For this setting, go to the desktop version of Zoom. In meeting, click the setting in the top right corner, known as "Original Sound."



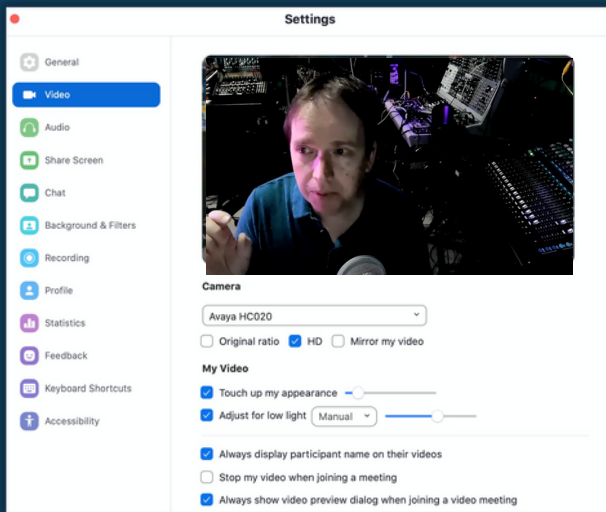
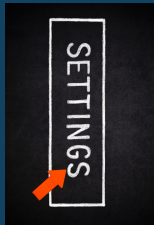


CAMERA/MICROPHONE/BACKGROUND SELECTION

It's easy to adjust your camera and microphone (and your virtual background) in Zoom. Use the main icons for each in the Zoom bar.

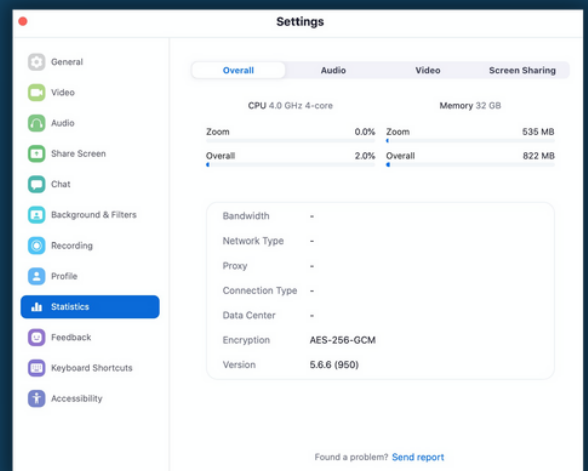


You will note video settings found in your desktop version of Zoom.



COMPUTER PERFORMANCE

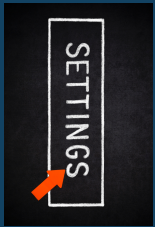
One of the best ways to check your computer performance relative to Zoom is to go to the desktop version of Zoom and click on the Statistics tab.





SECURITY

Since the college has adopted Zoom for its live class delivery, Zoom has improved security efforts. The main concern is Zoom Bombing or the unauthorized access to your Zoom session with the purpose of sharing inappropriate content. A good tip is to not share your Zoom session links on social media. Beyond this, you may visit the Security tab under Settings (Zoom.us version) and also take advantage of the in-meeting security tab, noted below. There, you may adjust security issues on the fly, including "Suspend Participant Activities," which is your nuclear option. The Waiting Room is another option for you.



Meeting Recording Telephone Collaboration Devices

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Security

Require that all meetings are secured with one security option

Require that all meetings are secured with one of the following security options: a passcode, Waiting Room, or "Only authenticated users can join meetings". If no security option is enabled, Zoom will secure all meetings with Waiting Room. [Learn more](#) ⓘ

Waiting Room

When participants join a meeting, place them in a waiting room and require the host to admit them individually.



Lock Meeting

✓ Enable Waiting Room

Hide Profile Pictures

Allow participants in this meeting to:

✓ Share Screen

✓ Chat

✓ Rename Themselves

✓ Unmute Themselves

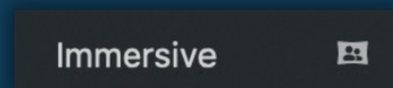
✓ Start Video

Suspend Participant Activities



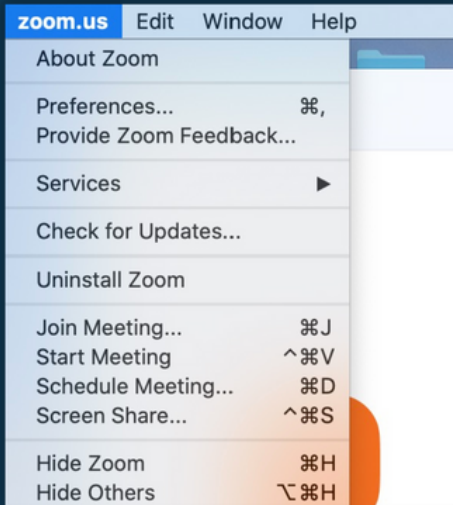
IMMERSIVE VIEW

To use immersive view, you (and students) must have Zoom version 5.6.3 or higher. To use, click on view in the top right corner of your meeting.



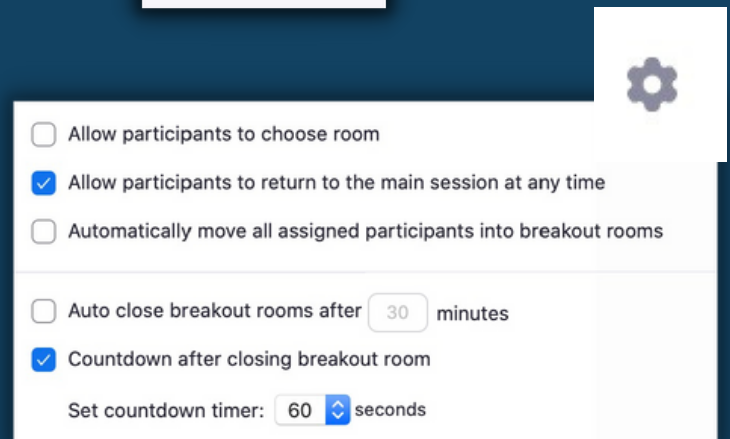
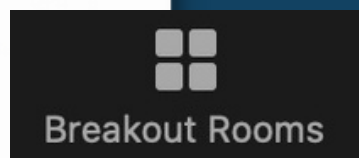
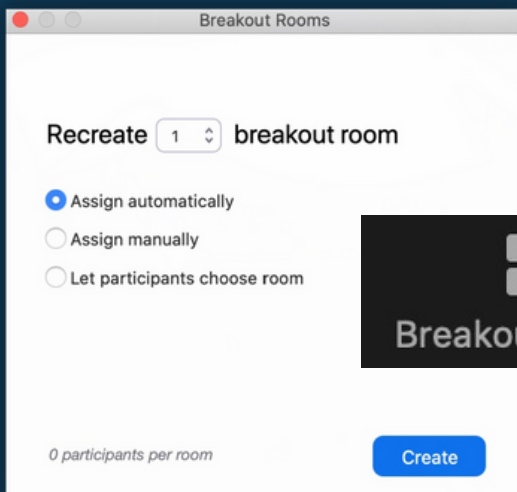
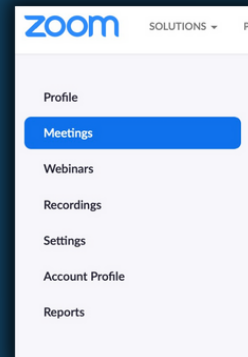
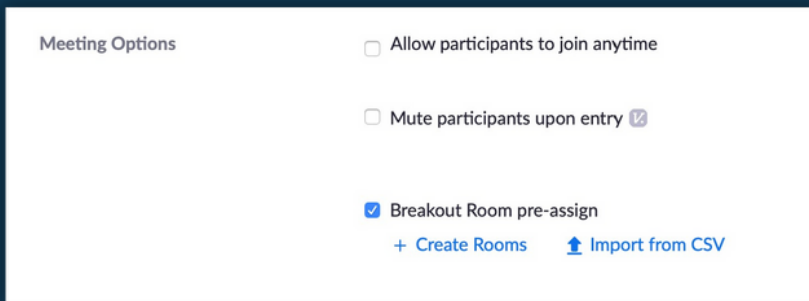


To update to the latest version of Zoom, head to the desktop version and click on "Check for Updates." You will then be able to install any updates at that point.



BREAKOUT ROOMS

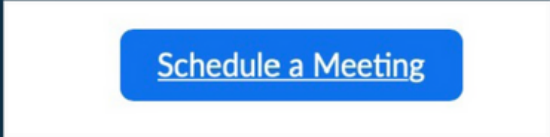
Zoom has great options for creating breakout rooms for smaller groups of students. If you want to pre-assign and create breakout rooms, you will need to go to the Zoom.us version of Zoom, click on the Meetings tab, and then Meeting Options. Otherwise, for an easier experience, just do this live in your Zoom meeting, as noted below. During meeting, click the gear icon for options (pictured below).





SCHEDULE MEETINGS

To schedule a Zoom meeting, go to the Zoom.us version and click the Meetings tab and then "Schedule a Meeting" on the top right. You may then choose the day and time and decide if you want this meeting to recur over the next days or weeks. Go to the Meetings tab to copy the link that you can share in Canvas with your students.



When: 06/02/2021 9:00 PM

Duration: 1 hr 0 min

Time Zone: (GMT-7:00) Pacific Time (US ar)

Recurring meeting Every day, until Jun 8, 2021, 7 occurrence(s)

Security: Passcode Waiting Room

Invite Link: <https://cccconfer.zoom.us/j/96537526619>

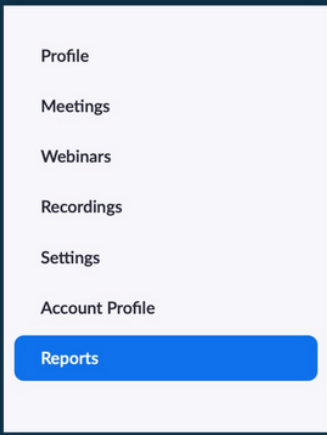
Video: Host Off, Participant On



MEETING REPORTS



Meeting reports are great for tracking attendance or participation. To view reports, after your meeting, head to the Zoom.us version and click the Reports tab and then click on the blue participants # near the right of the screen. You may then view your attendees. Keep in mind the importance of attendees having their proper name reflected in their Zoom accounts.



Meeting Participants

Export with meeting data Export

| Name (Original Name) | User Email | Join Time | Leave Time | Duration (Minutes) | Guest |
|---------------------------------|-------------------|------------------------|------------------------|--------------------|-------|
| Scott Lukas (Faculty Chair o... | lukas@ltcc.edu | 06/02/2021 09:27:01 AM | 06/02/2021 10:18:26 AM | 52 | No |
| Catalina Goralski (ella/she/... | goralski@ltcc.edu | 06/02/2021 09:30:49 AM | 06/02/2021 10:18:26 AM | 48 | No |



GRAPHIC DESIGN AND VIDEO

6

There are many available options for creating graphics and videos for your classes. Here are some of the recent tutorials that you may view on these subjects.

- [Creating Great Graphics with Canva](#)
- [Working With Video](#)
- [Multi-Camera and Livestreaming Setups](#)
- [Streamlabs OBS, Multi-Cam, and Multi-Media Platforms](#)
- [Stream Deck](#)
- [Macros/Key Commands](#)
- [YouTube, the Basics](#)
- [Location Video](#)
- [Archive Video](#)
- [Sound & Audio in Teaching](#)
- [The Value of Video](#)



STUDENT TOPICS



Below are some of the student topics that we have considered in tutorials and workshops. If a topic sounds interesting, have a listen!

- [Teaching in a Service Industry Community](#)
- [Classroom Writing](#)
- [Teaching in an Age of Disinformation](#)
- [All Things Plagiarism](#)
- [Students and Empathy 1](#)
- [Students and Empathy 2](#)
- [FERPA \(Privacy\)](#)
- [Synchronous v. Asynchronous Learning/Technology](#)
- [Teaching Race in Our Classes](#)
- [Student Behavior](#)
- [Creating Community](#)
- [Maintaining Virtual Student Engagement](#)
- [Guided Pathways and Its Impact on the Classroom](#)
- [Teaching in the Age of Mobile and Social Media](#)
- [Differences Between \(and Parallels of\) F2F, DE, and ISP Instruction](#)
- [Students, Passion and Emotions](#)
- [Cultural Values and Teaching](#)
- [Nurturing and Its Limits](#)
- [On the Example](#)



DISABILITY SERVICES

LTCC is known for providing effective services to students with disabilities. If you ever have concerns, please reach out to the Director of the DRC, [Kellie Greiner](#). Here are some videos that may also assist you in working with students with disabilities.

- [DRC Guide Wikthrough with Kellie Greiner](#)
- [Auto Subtitles with PowerPoint](#)
- [Class Surveys](#)
- [Name Badge](#)
- [Student Notetaking and Strategies for Students with Disabilities](#)



8



INTERACTIVE APPROACHES

9

There are many interactive approaches that may be used in a class. Here are some videos that you may watch. If you would like to use Jam Board (mentioned in a video), the link is [here](#).

- [Scribd](#)
- [Demonstrations](#)
- [Prize Wheel](#)
- [Games](#)
- [Quizzes and Trivia](#)
- [Chunking Time](#)
- [Canva Graphics](#)
- [Webcams](#)
- [Card or Prompt Decks](#)
- [Annotation Apps](#)
- [Games & Apps](#)
- [Blogs and Social Media](#)



OTHER TOOLS

The following videos focus on tools and resources that you may or may not need in your teaching career at LTCC. Have a look if any of these relate to your work.

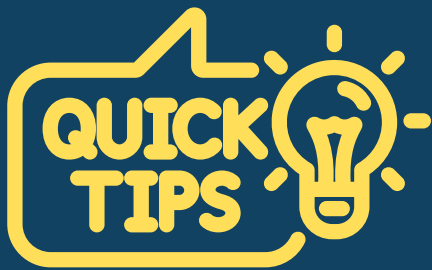
- [Passport Gradebook](#)
- [eLumen](#)
- [Labster](#)
- [Proctorio](#)
- [Melanie Chu: Library, Research Process](#)
- [OER and ZTC](#)

10



It's really important to focus on self care, especially as COVID-19 has impacted so many students, and instructors. Here are a few workshops in which we discussed the topic of self care and related topics.

- [Avoiding Burnout](#)
- [Managing Work \(at Home\)](#)
- [Teaching in a Service Industry Community](#)
- [Students and Empathy 1](#)
- [Students and Empathy 2](#)
- Looking Forward: Post-Pandemic Teaching & Learning



Only use the features that you need in Zoom.



Review and adjust your settings ahead of time in Zoom.

Be aware that managing the many aspects of a live Zoom meeting takes practice and patience.



More



[LTCC Teaching & Learning Site](#)