




Quick Reference Guide: ZOOM – LearningHub – Basic Account



<p>❑ What is ZOOM</p>	<p>Information:</p> <ul style="list-style-type: none">• A video conferencing tool
<p>❑ How do I create a Zoom account</p>	<p>How to:</p> <ul style="list-style-type: none">• Go to https://zoom.us• Click on SIGN UP, IT'S FREE• Put in your Andrews University email address – this is to ensure that you will show up in the Andrews University listing. You will need this if at any time you purchase a pro account through the Department of Digital Learning and Instructional Technology (DLiT) <p style="text-align: center;">Sign Up Free</p> <p style="text-align: center;">Your work email address</p> <div style="border: 1px solid #ccc; width: 250px; height: 25px; margin: 0 auto;"></div> 
<p>❑ How do I activate my account</p>	<p>How to:</p> <ol style="list-style-type: none">1. Go to your email2. Click on the link from Zoom3. Follow the activation instructions
<p>❑ How do I create a Zoom Meeting</p>	<p>How to:</p> <ol style="list-style-type: none">1. Go into https://zoom.us2. Click sign in3. Use your Andrews email as the username. The password is what you originally set up in zoom.4. Click on meeting, from the left side <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 10px; margin: 10px 0;"><p>PERSONAL</p><p>Profile</p><div style="background-color: #0070c0; color: white; padding: 5px; text-align: center; margin: 5px 0;">Meetings</div></div>  <ol style="list-style-type: none">5. Click on Schedule a meeting <div style="background-color: #0070c0; color: white; padding: 10px; text-align: center; margin: 10px 0;">Schedule a New Meeting</div> 

6. Fill out the new meeting schedule form

Course acronym, number and semester (COMM320 SP2020)

Enter your meeting description

Suggested naming structure for meetings is: Course acronym, course number and the semester information

Recurring meeting

Recurrence

- No Fixed Time
- Daily
- Weekly
- Monthly
- No Fixed Time

Generate Automatically

Require meeting password

Host on off

Participant on off

Under video options change for both Host and Participant to automatically be on when they enter a meeting space

Audio Telephone Computer Audio Both

Meeting Options Enable join before host

Mute participants upon entry

Enable waiting room

Only authenticated users can join

Record the meeting automatically

- a. Make sure that Audio is set to Both
- b. Select Enable join before host – This makes for a seamless process for both the teacher and students.
- c. Select Mute participants upon entry – helps with problematic noise.
- d. Click Save

Alternative Hosts Example: mary@company.com, peter@school.edu

Save Cancel

7. The page will refresh – an overview of the meeting with all the settings will show.

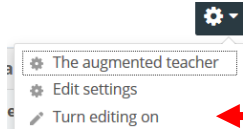
8. Copy the meeting URL


Join URL: <https://andrews.zoom.us/j/461703420>

□ How do I put the meeting link and phone-in instructions into Learninghub

How to:

1. Go to your course in LearningHub
2. Click Sign In
3. Click on the course that needs the meeting link
4. Turn editing on



5. Click on add a resource or activity 
6. Scroll to the bottom and click on Add URL




7. Put in the name – i.e. Class Meeting Link and the copied URL

Name *

External URL *

8. Go back to Zoom meeting set
9. Copy the meeting invitation

Invite Attendees Join URL: <https://andrews.zoom.us/j/753557822>  Copy the invitation

10. Paste the copied invitation into the description box

Description

Phone Instructions (use only if you do not have video access)

+16465588656,,753557822# US (New York)

+16699006833,,753557822# US (San Jose)

Dial by your location

+1 646 558 8656 US (New York)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

+1 301 715 8592 US

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

Meeting ID: 753 557 822

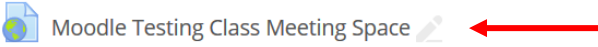
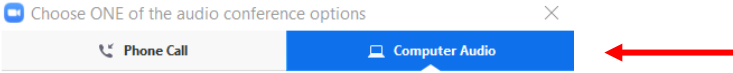
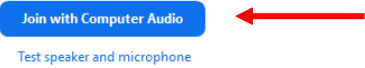
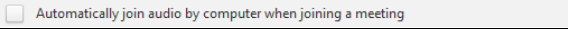
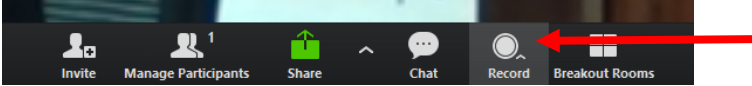
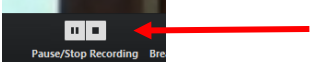

11. Click on Display description on course page

Display description on course page

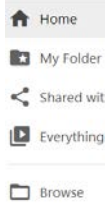
12. Click Save and return to course

Notes:

- Once this is done, anytime you and the students need to have a meeting, just go into Learninghub and click on the link for the meeting.
- Students should only use the phone-in function when they do not have web camera and/or computer access

<p>□ How do I start the meeting.</p>	<p>How to:</p> <ol style="list-style-type: none"> Go to the course in LearningHub Click on the meeting link  <ol style="list-style-type: none"> The meeting space will open <ol style="list-style-type: none"> Click in the box to Automatically join audio by computer when joining a meeting Click Join with Computer Audio   
<p>□ How do I record my meeting</p>	<p>How to:</p> <ol style="list-style-type: none"> Once you have started the meeting, click on Record in the bottom of the meeting space  <ol style="list-style-type: none"> When you are done with the meeting click on Stop Click on end meeting – Lower right side Click End meeting for all The recording will be saved to your computer. 
<p>□ How do post my recording in LearningHub</p>	<p>Information:</p> <ul style="list-style-type: none"> The meeting video is save as an MP4 The video will be saved on your computer <p>How to:</p> <ol style="list-style-type: none"> Look for the Zoom folder – generally found in the Document Folder The recordings are all listed in the folder <ul style="list-style-type: none"> 2019-09-10 10.25.28 Online Course Devel... 9/1 2019-10-17 10.27.39 Marsha Beal's Perso... 10/ 2019-10-30 10.26.30 Marsha Beal's Perso... 10/ Click on the folder with the date of the recording The recording is the file labeled zoom_0_mp4 Rename the recording – use the date and name of the meeting Go to http://andrews.hosted.panopto.com/ Click on Sign in 

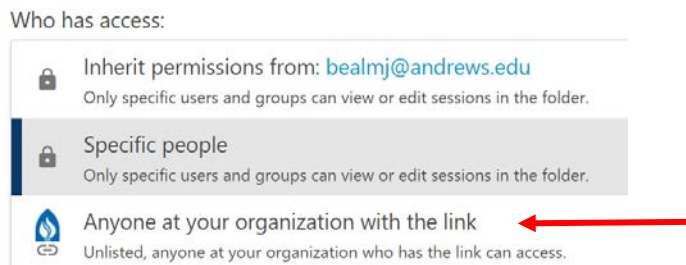
8. Click on My Folder – left side

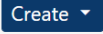


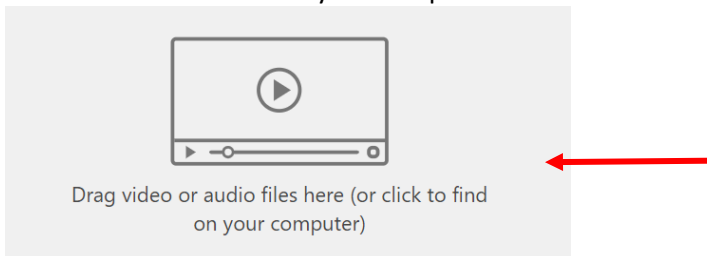
9. Add a class folder within My Folder

A form for creating a folder. It has fields for 'Name' (containing 'Class Name' with a red arrow), 'Parent folder' (containing 'My Folder'), and 'Description'. Below the description is a note: 'Viewers can see the folder description when browse web-based viewer. Folder searches include this field when finding resources'. Under 'Options', there is a checkbox 'Inherit permissions from the parent folder' and a checked checkbox 'Add this folder to your My Folders list' (with a red arrow). At the bottom is a 'Create Folder' button (with a red arrow).

10. Change the settings on the folder to Anyone in your organization with the link



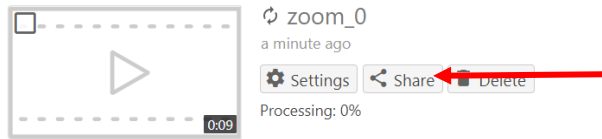
- 11. Click Save Changes
- 12. Click on the X to close this box
- 13. Click on Create 
- 14. Select Upload Media
- 15. Click on Click to find from your computer



16. Locate the video in the Zoom folder

17. Double click on the MP4 file  zoom_0.mp4

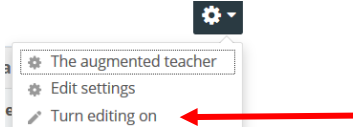
18. Once the video has uploaded and is processing you can click the X to close this box
19. As soon as the Share button – click on it



20. Click on the link
21. Copy the link to the video
22. Go to the course in LearningHub
23. Make sure your edit settings are on

Link | Embed

<https://andrews.hosted.panopto.com/Panopto/Pages>



24. Click on Add activity or resource

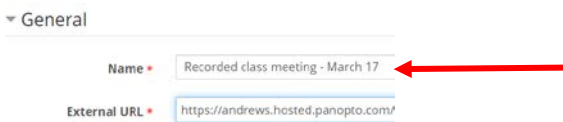


25. Click on URL



26. Click Add

27. Put in the name of the meeting and paste in the URL that you copied from Panopto
Adding a new URL to Help Guic



28. Click Save and return to course