

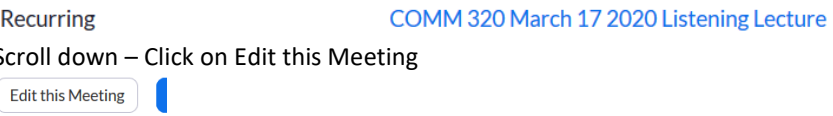
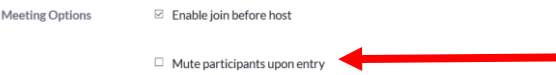




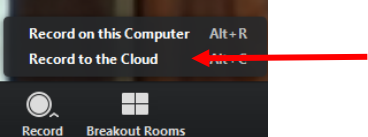
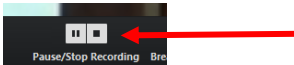
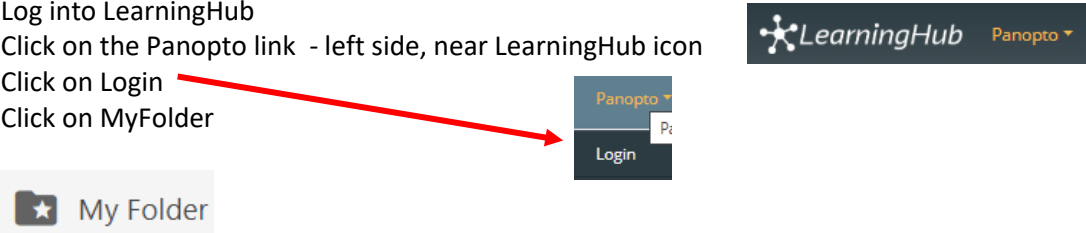
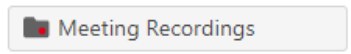

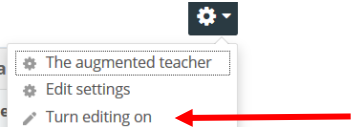
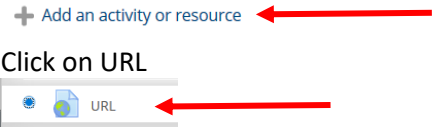
Quick Reference Guide: Zoom – Pro/Licensed Accounts



<p>❑ What is ZOOM</p>	<p>Information:</p> <ul style="list-style-type: none"> • A video conferencing tool
<p>❑ What is the difference between the old set up and the new embedded?</p>	<p>Information:</p> <ul style="list-style-type: none"> • The Pro/licensed zoom the meetings are set up directly in LearningHub • Use the Zoom Meeting Tool • Allows for points to be given for attending • You need to have signed up for Zoom – see the next block • Do not need to use the Zoom website or app to create a meeting • Do not need to worry about putting in a link to the meeting • Does not work with a shared account; this is for a one person account usage
<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="text-align: center;"> <input type="text"/> </div>
<p>❑ How do I activate my account</p>	<p>How to:</p> <ol style="list-style-type: none"> 1. Go to your email 2. Click on the link from Zoom 3. 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 LearningHub 2. Click on the Gear Icon in the upper right corner 3. Click Turn editing on <div style="text-align: center;"> </div> <ol style="list-style-type: none"> 4. Go to the week/topic area where you want the meeting added 5. Click on Add an activity or resource + Add an activity or resource 6. Click Zoom Meeting <div style="text-align: center;"> </div> <ol style="list-style-type: none"> 7. Click Add 8. Complete the settings for the meeting space <ol style="list-style-type: none"> a. Topic (name of the meeting) To keep everything organized, it is recommended that the name of the course, semester/date (put in the actual date if this is a one time meeting. For

	<p>recurring meetings just put in the semester), and content be part of the naming structure. (Example: COMM320 SP 2020 Listening Lecture)</p> <ol style="list-style-type: none"> Select the correct date and time for the meeting Put in the expected time of the meeting Check recurring, if this is a meeting that will happen more than once. Meeting option – selection to Enable join before host Put in the grade information, if the students will be receiving a grade for being in the meeting. <ol style="list-style-type: none"> Change the type to points In Maximum grade put in the top point value for attending Click Save and return to course <p>*Note: If you want to set the meeting up so that everyone is muted when they enter the meeting – see How do I change the setting to make everyone muted as they enter the meeting</p>
<p><input type="checkbox"/> How do I make everyone muted when they enter the meeting space</p>	<p>How to:</p> <ol style="list-style-type: none"> Go to https://zoom.us/  <ol style="list-style-type: none"> Click Sign In Log in with your AU email address and use the password that you have set up in Zoom  <ol style="list-style-type: none"> Click Sign in Click on Meetings – located in left column Click on the name of the meeting you created through Zoom Meeting in LearningHub  <ol style="list-style-type: none"> Scroll down – Click on Edit this Meeting Under Meeting Options, click in the box next to Mute participants upon entry  <ol style="list-style-type: none"> Click Save
<p><input type="checkbox"/> How do I put the meeting link and phone-in instructions into Learninghub</p>	<p>How to:</p> <ol style="list-style-type: none"> Go to https://zoom.us/  <ol style="list-style-type: none"> Click Sign In Log in with your AU email address and use the password that you have set up in Zoom  <ol style="list-style-type: none"> Click Sign in Click on Meetings – located in left column Click on the name of the meeting you created through Zoom Meeting in LearningHub

	<p>Recurring COMM 320 March 17 2020 Listening Lecture</p> <p>7. Scroll down – Click on the meeting</p> <p>8. Copy the meeting invitation</p> <p style="text-align: right;">Invite Attendees Join URL: https://andrews.zoom.us/j/753557822 Copy the invitation ←</p> <p>9. Paste the copied invitation into the description box</p> <p>Description</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Phone Instructions (use only if you do not have video access)</p> <p>+16465588656,,753557822# US (New York)</p> <p>+16699006833,,753557822# US (San Jose)</p> <p>Dial by your location</p> <p>+1 646 558 8656 US (New York)</p> <p>+1 669 900 6833 US (San Jose)</p> <p>+1 253 215 8782 US</p> <p>+1 301 715 8592 US</p> <p>+1 312 626 6799 US (Chicago)</p> <p>+1 346 248 7799 US (Houston)</p> <p>Meeting ID: 753 557 822</p> </div> <p>10. Click on Display description on course page</p> <p style="text-align: center;">Display description on <input checked="" type="checkbox"/> course page ←</p> <p>11. Click Save and return to course</p> <p>Notes:</p> <ul style="list-style-type: none"> 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 COMM 320 March 17 2020 Listening Lecture ← Click Start Meeting Start Meeting ← Click Join with Computer Audio <p>Choose ONE of the audio conference options</p> <p>Phone Call <input type="radio"/> Computer Audio <input checked="" type="radio"/></p> <p>Join with Computer Audio ←</p> <p>Test speaker and microphone</p> <p><input type="checkbox"/> Automatically join audio by computer when joining a meeting</p>
<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 <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Invite Manage Participants Share Chat Record Breakout Rooms ←</p> </div> <ol style="list-style-type: none"> Select Record to the cloud

	 <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 
<p>□ How do post my recording in LearningHub</p>	<p>How to:</p> <ol style="list-style-type: none"> Log into LearningHub Click on the Panopto link - left side, near LearningHub icon Click on Login Click on MyFolder  <ol style="list-style-type: none"> Click on Meeting Recordings  <ol style="list-style-type: none"> Put your cursor over the video – the video options will show <p>10:04 AM • Recording Start: 04/05/2020 @ 10:04 AM • Duratic</p>  <ol style="list-style-type: none"> Select Share Change the folder access <p>Who has access:</p> <p>This session inherits permissions from its folder: Zoom Recordings</p> <ul style="list-style-type: none"> Specific people Only specific users and groups can view. Anyone at your organization with the link Unlisted, anyone at your organization who has the link can view. <ol style="list-style-type: none"> Click Save changes Click on the link Copy the link to the video Go to the course in LearningHub Make sure your edit settings are on  <ol style="list-style-type: none"> Click on Add activity or resource Click on URL Click Add  <p>Link Embed</p> <p>https://andrews.hosted.panopto.com/Panopto/Pages</p>

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

▼ General

Name * Recorded class meeting - March 17 ←

External URL * https://andrews.hosted.panopto.com/ ←

18. Click Save and return to course

19.

⚙

The augmented teacher

Edit settings ←

Turn editing on ←

20. Click on Add activity or resource

+ Add an activity or resource ←

21. Click on URL

URL ←

22. Click Add

23. Put in the name of the meeting and paste in the URL that you copied from Panopto

Name * March 17 Meeting/Lecture ←

External URL * https://andrews.hosted.panopto.com/Panopt ←

24. Click Save and return to course