

Icing on the Zoom cake: Best practice tips and tricks for using Zoom for class facilitation and meetings

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Centre for Teaching and Learning



*Make sure you have updated Zoom.
Click on your profile pic,
Check for Updates*

Acknowledgement of Country



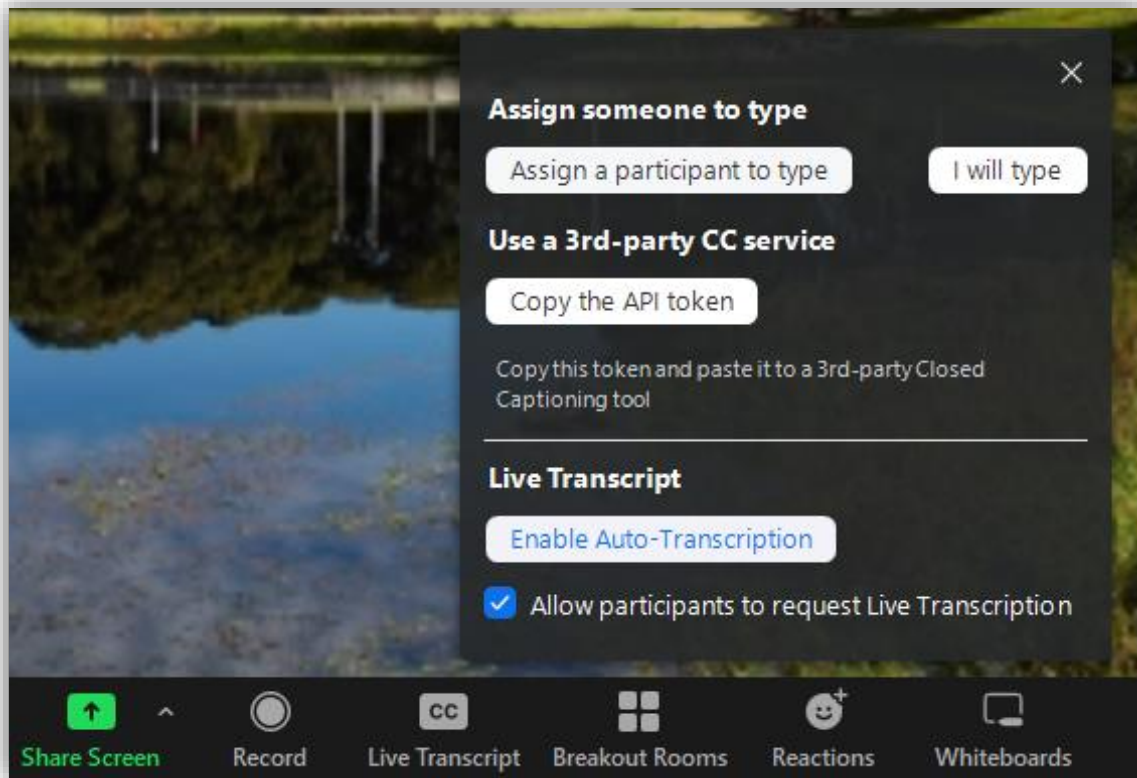
I acknowledge and pay respect to the ancestors and descendants of the Lands upon which we work, meet and study.

I am mindful that within and without the buildings, the Land always was and always will be Aboriginal Land.

Today's Schedule

Time	Content
10 mins	Introduction and Icebreaker – <i>Rename Game</i> (& check for Updates)
5 mins	- Live Transcript & Reactions
5 mins	- Online Best Practice: Scheduling a Meeting
5 mins	- Online Settings: Personal Pronouns; Waiting Room Customisation; Join before Host; Email Notifications; Cloud Recordings; Reports
10 mins	- Scheduling: LTI from Blackboard (<i>do you have a Sandpit site?</i>)
10 mins	- Whiteboard 2.0 (<i>in Zoom and online in Browser</i>)
10 mins	- Polls & Quizzes 2.0 (<i>with the new bank</i>)
5 mins	Q&A, Resources and Contacts

Live Transcript & Reactions



Online Best Practice: Scheduling a Meeting



Registration Required

Meeting ID Generate Automatically Personal Meeting ID 838 688 0315

Template

Security Passcode
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Require authentication to join: Sign in to Zoom

Options

Hide

Allow participants to join before start time

Mute participants upon entry

Allow host to save video order

Breakout Room pre-assign

Request permission to unmute participants

Automatically record meeting On the local computer In the cloud

Enable focus mode when meeting starts

Approve or block entry to users from specific regions/countries

Alternative Hosts

Allow alternative hosts to add or edit polls

<https://scuonline.zoom.us/meeting/schedule>

Online Settings: Personal Pronouns & Cloud Recordings



Profile

Meetings

Webinars


Personal Audio Conference

Personal Contacts

Whiteboards **NEW**

Recordings

When you join meetings and webinars hosted on Zoom, your profile information, including your name and profile picture, may be visible to other participants. Your name and email address will also be visible to the **account owner** and host when you join meetings or webinars on their account while you're signed in. The account owner and others in the meeting can share this information with apps and others.

 **Tim Magoffin** Edit

Tim Magoffin

Pronouns **he/him**
✓ Always share in meetings and webinars

<https://scuonline.zoom.us/profile>

<https://scuonline.zoom.us/recording>

Profile

Meetings

Webinars

Personal Audio Conference

Personal Contacts

Whiteboards **NEW**

Recordings

Settings

Cloud Recordings Local Recordings Document

Search by topic or Meeting ID Search text in audio transcript Advanced Search Export

<input type="checkbox"/>	Topic	ID	Start Time	File Size	Share ...
<input type="checkbox"/>	Tim Magoffin's Zoom Meeting	878 2873 9067	Apr 6, 2022 09:27 AM	2 Files (3 MB)	Share ...
<input type="checkbox"/>	VoiceThread Assessment for WRIT3001	822 0607 9679	Apr 5, 2022 12:59 PM	4 Files (139 MB)	Share ...

Online Settings: Waiting Room Customisation



<https://scuonline.zoom.us/profile/setting>

The screenshot shows the Zoom profile settings page. The left sidebar contains navigation options: Webinars, Personal Audio Conference, Personal Contacts, Whiteboards (NEW), Recordings, Settings (highlighted in blue), Account Profile, Reports, Zoom Learning Center, Attend Live Training, Video Tutorials, and Knowledge Base. The main content area is titled 'Meeting' and includes sections for Security, Schedule Meeting, In Meeting (Basic), In Meeting (Advanced), Email Notification, and Other. The 'Security' section is expanded, showing the 'Require that all meetings are secured with one security option' toggle (turned on) and the 'Waiting Room' toggle (also turned on). The 'Waiting Room' section is highlighted with a red rounded rectangle and contains the following text: 'When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.' Below this, there is a 'Waiting Room Options' section with a checked option 'Everyone will go in the waiting room' and links for 'Edit Options' and 'Customize Waiting Room'.

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Online Settings: Join before Host; Email Notifications



Security

Schedule Meeting

In Meeting (Basic)

Allow participants to join before host 

Allow participants to join the meeting before the host arrives

Participants can join before start time

<https://scuonline.zoom.us/profile/setting>

Security

Schedule Meeting


In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Email Notification


When a cloud recording is available 

Notify host when cloud recording is available


Send a copy to the person who scheduled the meeting/webinar for the host

Send a copy to the Alternative Hosts

Notify when audio transcription is available

When attendees join meeting before host 

Notify host when participants join the meeting before them

When a meeting is cancelled 

Notify host and participants when the meeting is cancelled

Online Settings: Reports



Profile

Meetings

Webinars

Personal Audio Conference

Personal Contacts

Whiteboards **NEW**

Recordings

Settings

Account Profile

Reports

Reports > Usage Reports > Usage

From: 03/05/2022 To: 04/05/2022 Search

Maximum report duration: 1 Month

Reports show information for meetings that ended at least 15 minutes ago.

Export as CSV File

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants
VoiceThread Chat	87673525341	Tim Magoffin	tim.magoffin@scu.edu.au	CTL		No	27/04/2022 03:41:43 PM	03/05/2022 01:56:18 PM	03/05/2022 02:37:34 PM	42	5
Tim Magoffin's Zoom Meeting	85268212511	Tim Magoffin	tim.magoffin@scu.edu.au	CTL		No	04/05/2022 07:12:36 AM	04/05/2022 07:12:37 AM	04/05/2022 07:23:07 AM	11	2

<https://scuonline.zoom.us/account/report#/usageReports>

Usage for Participants (Attendees)

Meeting for Polls (Poll & Quiz Results)

Profile

Meetings

Webinars

Personal Audio Conference

Personal Contacts

Whiteboards **NEW**

Recordings

Settings

Account Profile

Reports

Reports > Usage Reports > Meeting

Meeting Report Report Queue

Report Type Registration Report Poll Report Survey Report


Search by time range From: 01/04/2022 To: 30/04/2022 Search

Maximum report duration: 1 Month

<input type="checkbox"/>	Scheduled Time	Start Time	Topic	Meeting ID	Attendees	
<input type="checkbox"/>		29/04/2022 10:12:04 AM	Tim Magoffin's Zoom Meeting	885 3570 8400	2	Generate
<input type="checkbox"/>		29/04/2022 09:18:21 AM	Tim Magoffin's Zoom Meeting	821 9300 4867	7	Generate
<input type="checkbox"/>		29/04/2022 09:16:44	Tim Magoffin's Zoom Meeting	820 4750 2098	2	Generate

Scheduling: LTI from Blackboard *(do you have a Sandpit site?)*



 **Test Zoom Links LTI** ✓

Build Content ▾ **Assessments** ▾ **Tools**

Create New Page

Item Content Folder

File Blank Page

Image *Mashups*

Web Link Flickr Photo

Learning Module SlideShare Presentation

Site Link YouTube Video

Add H5P Content

Examity

Add VoiceThread

ClickView Video

Create a Zoom Link

Add Mediasite Content

Content Package (SCORM)

All My Zoom Meetings/Recordings **Schedule a New Meeting** ⋮

Upcoming Meetings Previous Meetings Personal Meeting Room Cloud Recordings Get Training

Show my course meetings only

Start Time	Topic	Meeting ID
No Data		

All My Zoom Meetings/Recordings **Schedule a New Meeting** ⋮

Import meeting ✕

Meeting ID

Example: 598-378-174

Import Cancel

Import meeting
Disassociate meeting

Whiteboard 2.0 (in Zoom and online in Browser)



Profile

Meetings

Webinars

Personal Audio Conference

Personal Contacts

Whiteboards NEW

Whiteboards

All Whiteboards My Whiteboards

Q Search Recently Modified

Today's test
modified Apr 29, 20



<https://scuonline.zoom.us/wb#/>

Whiteboards

Q Search

New Whiteboard Today's test The Zoom Whiteboard 2.0 Title

WB Test This is a work in progress

Allow attendees to access after the meeting ?

All Participants can edit **Open and Collaborate**

Participants Polls Chat **Share Screen** Record Live Transcript Breakout Rooms Reactions **Whiteboards** More

Polls & Quizzes 2.0

(with the new bank)



<https://scuonline.zoom.us/meeting#/pollTemplate>

Profile **Meetings** Recently Deleted

Meetings Upcoming Previous Personal Room Meeting Templates **Polls/Quizzes** **NEW**

Upcoming Previous Personal Room Meeting Templates **Polls/Quizzes** **NEW**

Polls or quizzes created here can be used in your meetings. Enable up to 10 for all of your meetings.

+ Create 4 Items All Types

<input type="checkbox"/>	Name	Type	Question(s)	Enable [?]	
<input type="checkbox"/>	Assessment in Zoom	Quiz	1	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	Assessment start?	Polls	1	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	ULOs	Advanced Poll	1	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	Assessment in Zoom Copy	Quiz	1	<input type="checkbox"/>	...

Resources and Contacts

- CTL Knowledge Base:
<https://www.scu.edu.au/staff/teaching-and-learning/i-want-to/>

Teaching technology assistance?

Please email ctl@scu.edu.au to log a job.

Michelle Metanoia, **Shelley** Barfoot, or **Tim** Magoffin will be in contact with you soon to help.

Questions



Image from <https://depositphotos.com/>