

Using Zoom – Quick Start Guide

Faculty Resource

With the introduction of Zoom at the Durham College, this guide provides you with a series of steps to get you started with Zoom. Progress through the steps sequentially, but note that there are many nuances to Zoom; feel free to register for some synchronous Zoom training with the CTL to explore these nuances. If you need assistance with this, please don't hesitate to reach out to dcconnect@durhamcollege.ca

Document Topics

- **Step One** – Access Zoom through the DC-Zoom Portal
 - **Step Two** – Configure Your Zoom Settings
 - **Step Three** – Schedule a Meeting
 - **Step Four** – Share the meeting Invite with your Students
 - **Step Five** – Start a Meeting
 - **Step Six** – Enable Live Captions and Record a Meeting
 - **Step Seven** – Conduct Your Lesson
 - **Step Eight** – Share your Meeting Recording with Your Students
-

ZOOM QUICK START GUIDE

STEP 1

Access Zoom through the DC-Zoom Portal

- Sign into the SSO Sign in option of the [DC-Zoom Portal](#) using your network credentials
- See page 3 for further details



STEP 2

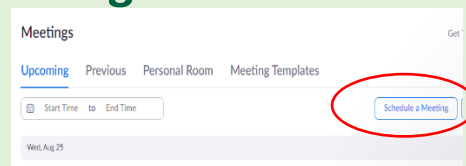
Configure Your Zoom Settings

- Navigate to the **Meeting tab** in **Settings** and enable: waiting room, meeting polls, annotation, remote control, breakout rooms, closed captioning, and save captions.
- Navigate to the **Recording tab** in **Settings** and enable: audio transcript & save closed captions
- See pages 4 – 9 for further details

STEP 3

Schedule a Meeting

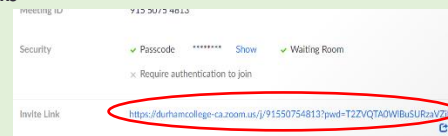
- Navigate to the **Meetings** option in the left-column menu on the Zoom dashboard.
- In the **Upcoming** tab click **Schedule a Meeting** and set meeting details
- See pages 9 – 11 for further details



STEP 4

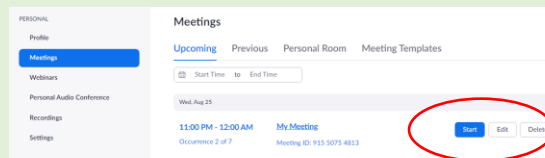
Share the Meeting Invite with Students

- Navigate to the **Meetings** option & into the **Upcoming tab**
- Locate the meeting, click the title, & scroll down to find the **Invite Link** to copy.
- Paste this **Invite Link** on DC Connect
- See page 12 for further details



STEP 5

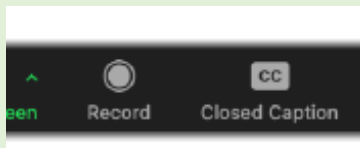
Start a Meeting



- In the **Upcoming** tab, locate the meeting & hover over it
- The **Start** button will appear to the right
- See page 13 for further details

STEP 6

Enable Live Captions & Record a Meeting



- In the **toolbar** during your class, locate the **CC** button and enable “auto transcription”
- Locate the **Record** button and record to local device
- See page 14 for further details

STEP 7

Conduct Your Lesson

- As you plan your lessons and learning experiences throughout the semester, think about integrating the following tools into your practice: [annotations](#), [breakout rooms](#), [polls](#), [multiple screen sharing](#)
- See page 14 for further details

STEP 8

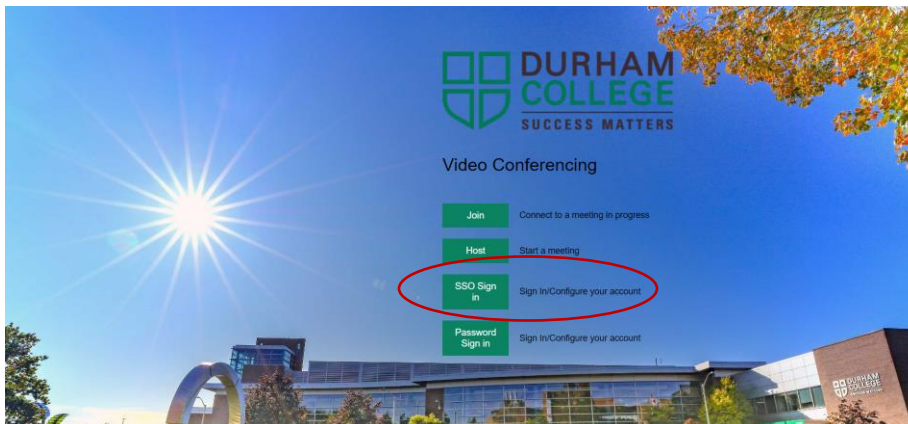
Share Meeting Recording with Students

- Locate the Zoom recording on your hard drive & upload it to OneDrive
- Create a YouTube channel & upload the recording; the link will have auto generated captioning
- Paste the YouTube link into DC Connect
- See pages 15 & 16 for further details

Step One – Access Zoom through the DC-Zoom Portal

Currently, ITS and Zoom are working on building the DC Connect – Zoom integration. In the meantime, we will be using Zoom as an external synchronous tool.

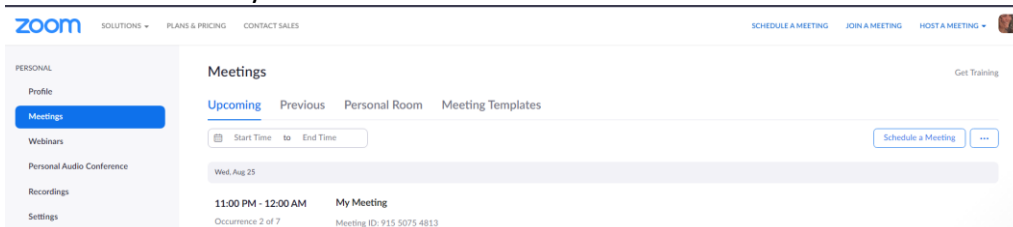
1. Navigate to the [DC-Zoom portal](https://durhamcollege-ca.zoom.us) (durhamcollege-ca.zoom.us). If you are currently logged into Zoom you may need to log out.



2. Sign in using SSO Sign In. Here you would use your 100* number and network password



3. You will now be in your Zoom dashboard

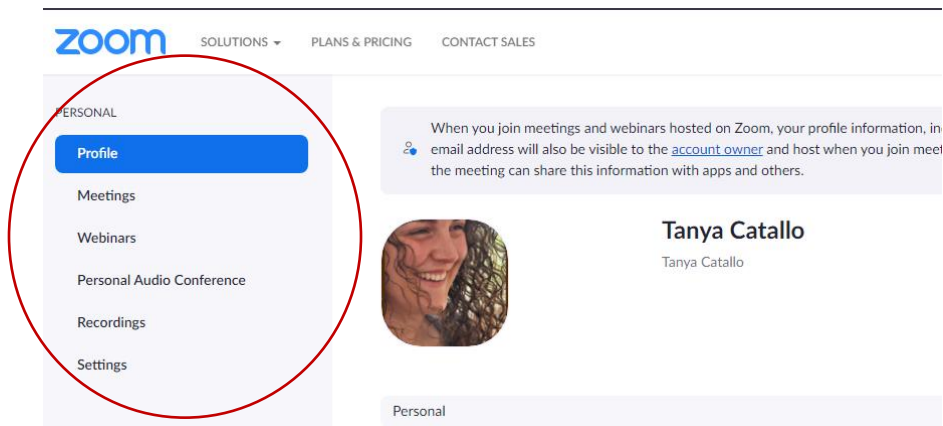


Step Two – Configure Your Zoom Settings

Before scheduling Zoom meetings, it is essential to configure your settings. These settings will dictate how your meetings function. Once you have established your settings you will not need to change them (unless you so desire) as these settings will apply to all future meetings.

PROFILE

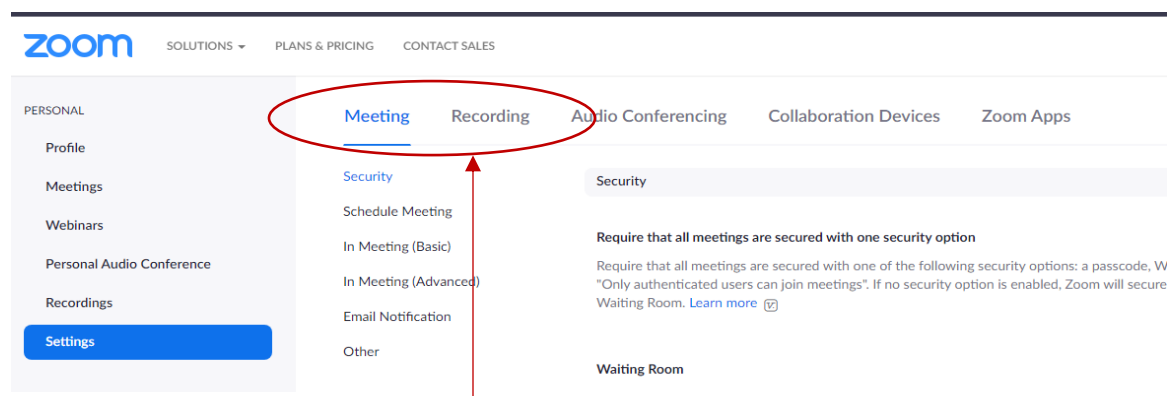
1. In your Zoom dashboard, you will see a menu column on the left-hand side of your screen (the menu options listed will be similar to: profile, meetings, webinars, personal audio conference, recordings, and settings)



2. Begin by clicking the **Profile** menu button
3. Here you can upload an image, set your time zone, date format, time format, as well as other settings.
4. Upload a picture and change any settings to suit your preferences (particularly time zone as this will impact scheduling meetings)

SETTINGS

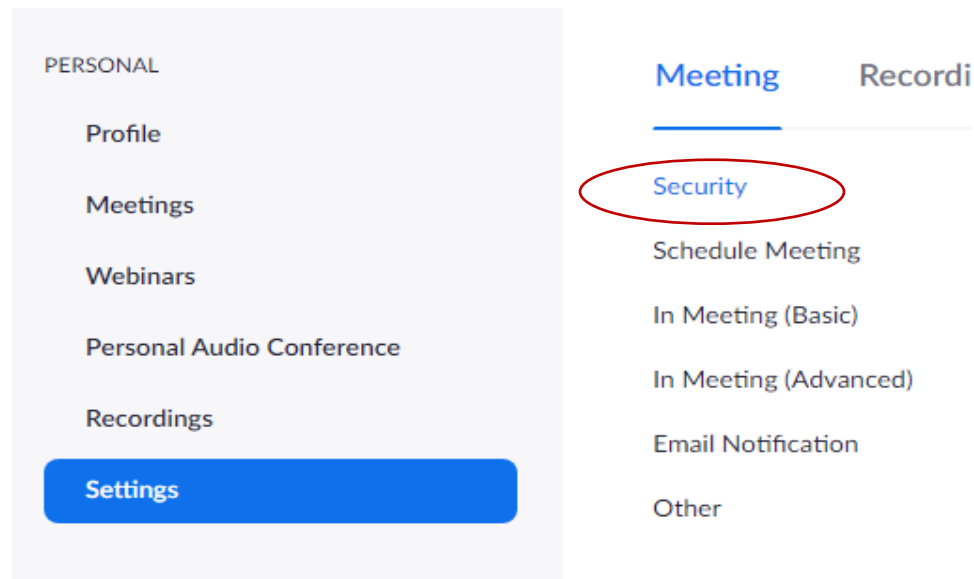
1. Return to the menu column to the left-hand side of your screen
2. Click the **Setting** menu button – there are many options



Within Settings there are menu tabs along the top – we will focus on the **Meeting tab** and the **Recording tab** in this document

MEETING TAB

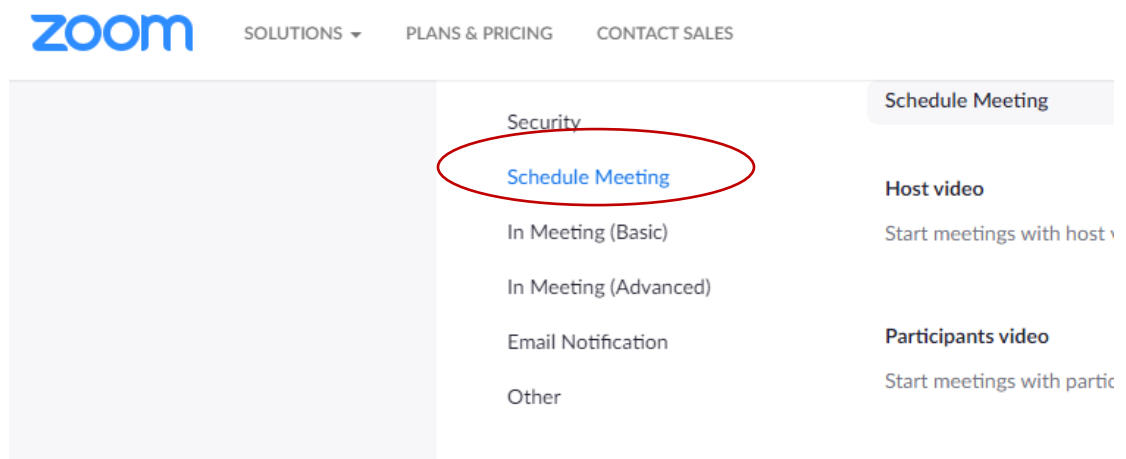
- The **Security** section



Within this section *enable the following*:

1. Waiting room – this will allow you to enter the zoom meeting ahead of your students and admit them either one-by-one as they arrive or in a bulk entry at a specified time.
2. Customize the waiting room – you can upload a video, image, post your agenda for the session, list reminders, etc. This is a great way to set the tone for your class.

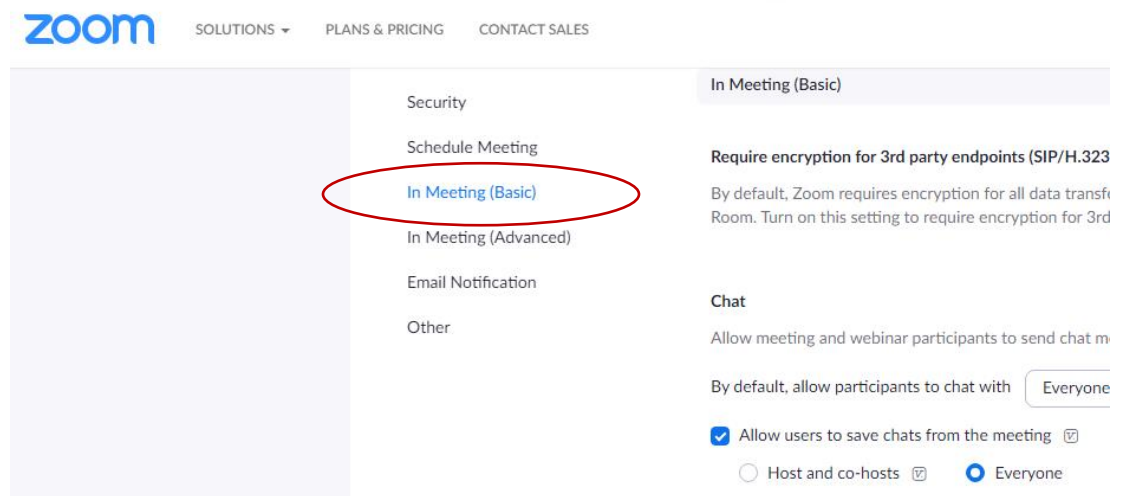
- The **Schedule a Meeting** section



Within this section *enable the following*:

1. Audio Type – Select ‘Telephone and Computer Audio’
2. ‘Mute all participants when they join a meeting’

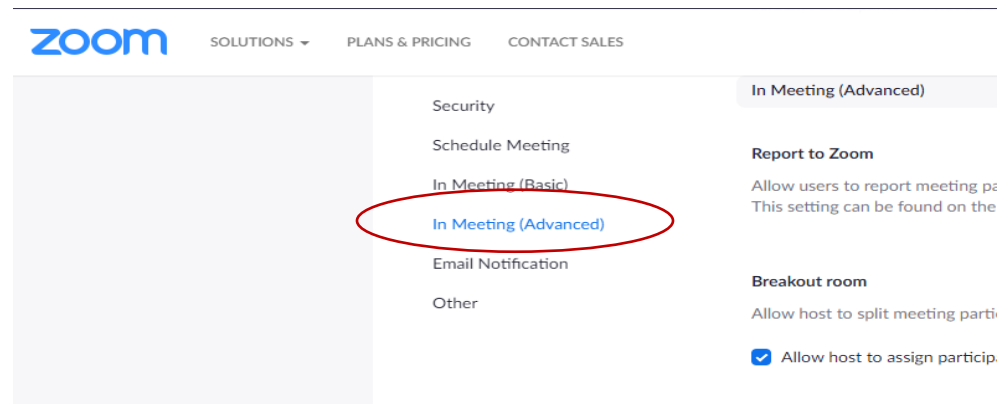
- The **In Meeting (Basic)** section



Within this section *enable the following*:

1. Chat – ‘everyone and anyone directly’ – this will allow your students to chat with the whole class and send individual chat messages to specific people.
2. Select ‘Allow users to save chats from meetings – everyone’
3. Private Chat
4. Auto Saving Chats
5. Send Files via Meeting Chat
6. Co-host (if you so desire) – this will allow you to assign a person to have the same controls as you (e.g. a TA, Co-Teacher, Guest, etc.)
7. Meeting Polls/Quizzes
8. Screen sharing – either all participants or you alone
9. Annotations – ‘allow saving of shared screens with annotations’
10. Whiteboard – ‘allow saving of content and auto save when sharing is stopped’ as PDF
11. Remote control – this will give you the ability to allow others to share content
12. Non-verbal feedback
13. Meeting Reactions

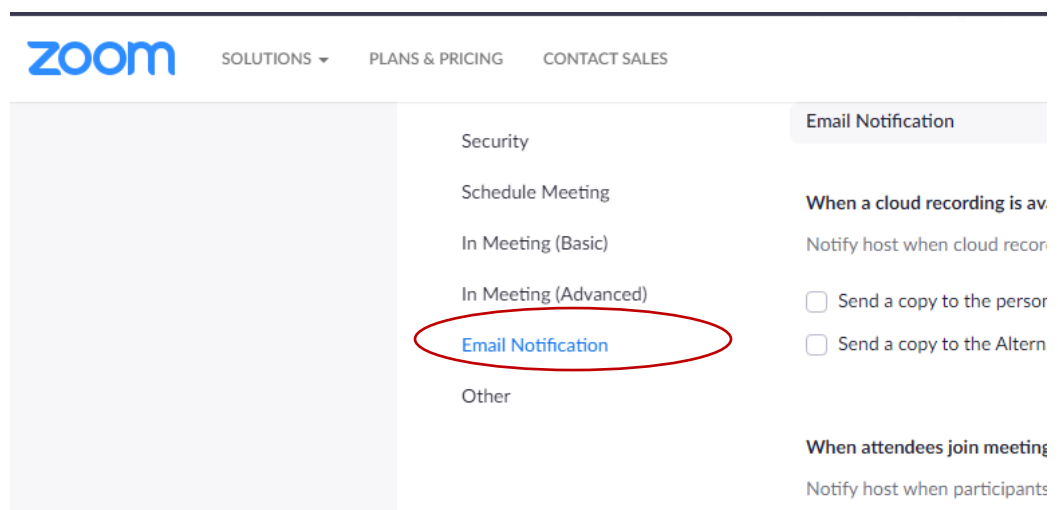
- The **In Meeting (Advanced)** section



Within this section *enable the following*:

1. Breakout Rooms
2. Closed Caption – select all three options
3. Save Captions
4. Language Translation (if needed)
5. Virtual Background
6. Immersive view (if you so desire)
7. Focus Mode

- The **Email Notification** section



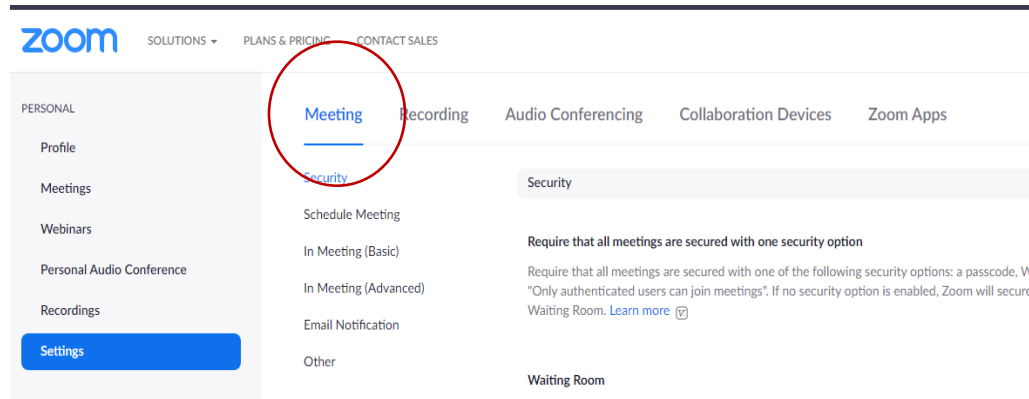
Within this section *enable the following*:

1. When a cloud recording is available – you will get notified by email

2. When a cloud recording is going to be permanently deleted – **our recording retention on the cloud has been set to 14 days. All recordings will be deleted from the cloud after 14 days. It is recommended that you record to your local device (steps for this will be explained below).**

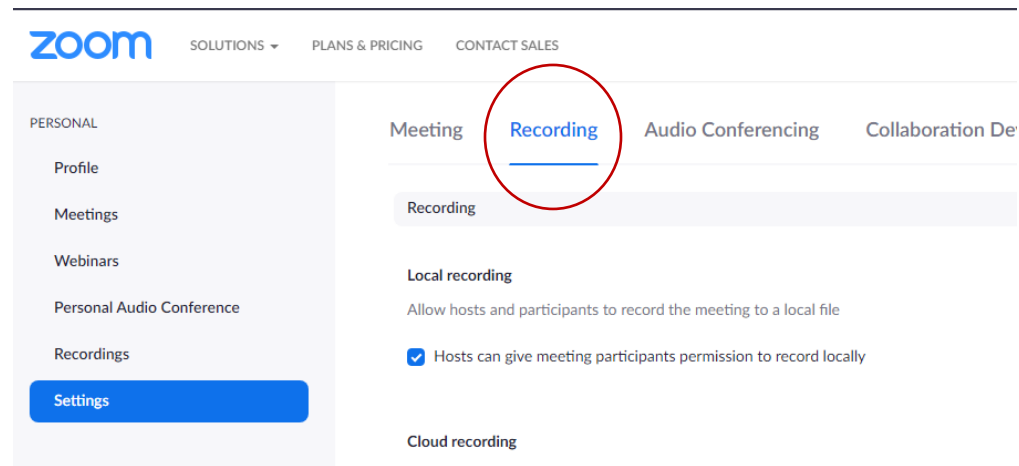
RECORDING TAB

Scroll back to the top of the page. You will see the tab options horizontally along the top of the screen



You are still within Settings. However, we will now focus on the Recordings tab (as opposed to the meeting tab). Select the Recording Tab

- The **Recordings** section



Within this section *enable the following*:

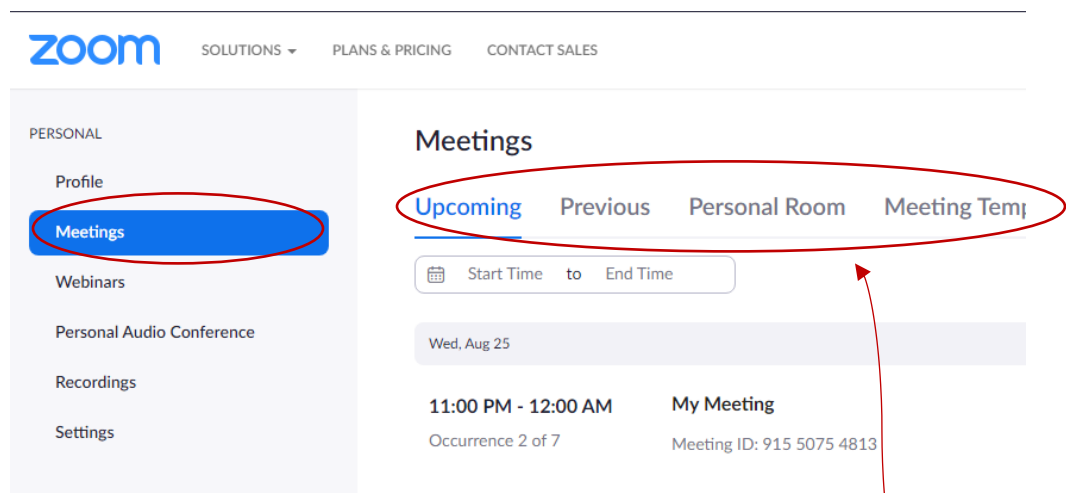
1. Local recording – ‘hosts can give meeting participants permission to record locally’ – **it is recommended that you choose this option when you record**
2. Cloud recording
 - a. ‘record active speaker with shared screen’ – only selecting this option will reduce the size of your recording
 - b. ‘save chat messages from the meeting’

- c. 'Audio transcript'
- d. 'Save closed caption as a VTT file'
- e. Press Save
3. Allow cloud recording sharing
4. Require passcode to access shared cloud recordings
5. Viewers can see the transcript

Step Three – Schedule a Meeting

Once you have configured your settings, these settings will apply to all future meetings. Now you are ready to begin scheduling meetings.

1. When you access your Zoom account on the left-hand side of the screen there is the menu column (where you located both Profile and Settings).
2. Within this column there is a **Meetings** option



3. Click the **Meetings** button
4. In the **Meetings** section you will see four menu options across the top of the screen (just below the title Meetings). They are upcoming, previous, personal room, and meeting templates

UPCOMING

1. Click the **Upcoming** tab
2. You will see a **Schedule a Meeting** option on the right-hand side of the screen

Meetings

Recently Deleted Get Traini

[Upcoming](#) [Previous](#) [Personal Room](#) [Meeting Templates](#)

Start Time to End Time

[Schedule a Meeting](#) [...](#)

Wed, Aug 25

11:00 PM - 12:00 AM My Meeting

3. Click the **Schedule a Meeting** button
4. In the next screen that appears you will create the details for the meeting you would like to schedule:

[My Meetings](#) > [Schedule a Meeting](#)

| | |
|------------------------|---|
| Topic | <input type="text" value="My Meeting"/> |
| Description (Optional) | <input type="text" value="Enter your meeting description"/> |
| When | <input type="text" value="08/19/2021"/> <input type="text" value="10:00"/> <input type="text" value="AM"/> |
| Duration | <input type="text" value="1"/> hr <input type="text" value="0"/> min |
| Time Zone | <input type="text" value="(GMT-4:00) Eastern Time (L..."/> |
| | <input type="checkbox"/> Recurring meeting |
| Registration | <input type="checkbox"/> Required |
| Meeting ID | <input checked="" type="radio"/> Generate Automatically <input type="radio"/> Personal Meeting ID 472 316 0596 |
| Security | <input checked="" type="checkbox"/> Passcode <input type="text" value="296665"/> <small>Only users who have the invite link or passcode can join the meeting</small> |
| | <input checked="" type="checkbox"/> Waiting Room <small>Only users admitted by the host can join the meeting</small> |
| | <input type="checkbox"/> Require authentication to join |
| Video | Host <input type="radio"/> on <input checked="" type="radio"/> off Participant <input type="radio"/> on <input checked="" type="radio"/> off |
| Audio | <input type="radio"/> Telephone <input type="radio"/> Computer Audio <input checked="" type="radio"/> Telephone and Computer Audio <input type="radio"/> 3rd Party Audio <small>Dial from The United States Edit</small> |
| Meeting Options | <input type="checkbox"/> Allow participants to join anytime <input type="checkbox"/> Mute participants upon entry ? <input type="checkbox"/> Breakout Room pre-assign <input type="checkbox"/> Automatically record meeting <input type="checkbox"/> Approve or block entry for users from specific countries/regions |
| Alternative Hosts | <input type="text" value="Enter user name or email addresses"/> |
| Interpretation | <input type="checkbox"/> Enable language interpretation ? |
| | <input type="button" value="Save"/> <input type="button" value="Cancel"/> |

- Create a Topic for your meeting – the more descriptive, the easier it will be to locate later (e.g. *EDU1354 – Leadership in Education: Week 1 Synchronous Lesson - September 8th*).
- Enter the description of the meeting – this would be a wonderful place to identify your learning outcomes for the lesson or lesson goals
- Indicate the date and time for the meeting
- Indicate the duration of the meeting
- Choose the correct time zone - if you set the correct time zone in the setting section this should reflect that.
- Click recurring if this meeting recurs
 - i. You can indicate a daily, weekly, or monthly recurrence
 - ii. For a weekly recurrence you can choose if it repeats every week (1), every two weeks (2), and so on. In addition, you can choose the day of the week on which it occurs (e.g. Monday, Tuesday, and Friday). Finally, you can indicate an end date to these recurrences (e.g. December 20th, 2021)
- Scroll down to Meeting Options – here you can pre-assign breakout rooms and set recording to automatic
- Click Save

The next screen will show you the details of the meeting. If you scroll to the bottom of that screen you will see the option to create polls or surveys for the meeting (if you so choose).

[My Meetings](#) > [Manage "My Meeting"](#)

| Topic | My Meeting |
|--|--|
| Time | Aug 25, 2021 11:00 PM Eastern Time (US & Canada) Every week on Wed, until Sep 29, 2021, 6:00 PM Eastern Time (US & Canada) Add to Google Calendar Outlook |
| Meeting ID | 915 5075 4813 |
| Security | ✓ Passcode ***** Show ✓ ✗ Require authentication to join |
| Invite Link | https://durhamcollege-ca.zoom.us/j/91550754813 |
| Video | Host Participant |
| Audio | Telephone and Computer Audio Dial from The United States |
| Meeting Options | ✗ Allow participants to join anytime ✗ Mute participants upon entry ? ✗ Automatically record meeting ✗ Approve or block entry for users from specific countries ✗ Enable language interpretation ? |
| Start Edit Delete Save as Template | |
| Polls Survey | |
| No polls created + Create | |

Step Four – Share a Meeting Invite with your Students

Once you have scheduled a meeting, it is very simple to share a meeting invite with students.

1. When you enter your zoom account, in the Meeting menu – under the Upcoming tab – you will see all the meetings you have upcoming.
2. Locate the meeting that you will need to share with your students
3. Click the title of the meeting
4. Scroll down in the new screen until you see the **Invite Link**

My Meetings > Manage "My Meeting"

Start this Meeting

| | |
|-------------|---|
| Topic | My Meeting |
| Time | Aug 25, 2021 11:00 PM Eastern Time (US and Canada) Every week on Wed, until Sep 29, 2021, 6 occurrence(s) Show all occurrences |
| Add to | Google Calendar Outlook Calendar (.ics) Yahoo Calendar |
| Meeting ID | 915 5075 4813 |
| Security | ✓ Passcode ***** Show ✓ Waiting Room ✗ Require authentication to join |
| Invite Link | https://durhamcollege-ca.zoom.us/j/91550754813?pwd=T2ZVQTA0WIBuSURzaVZiK1ZUVnZudz09 Copy Invitation |

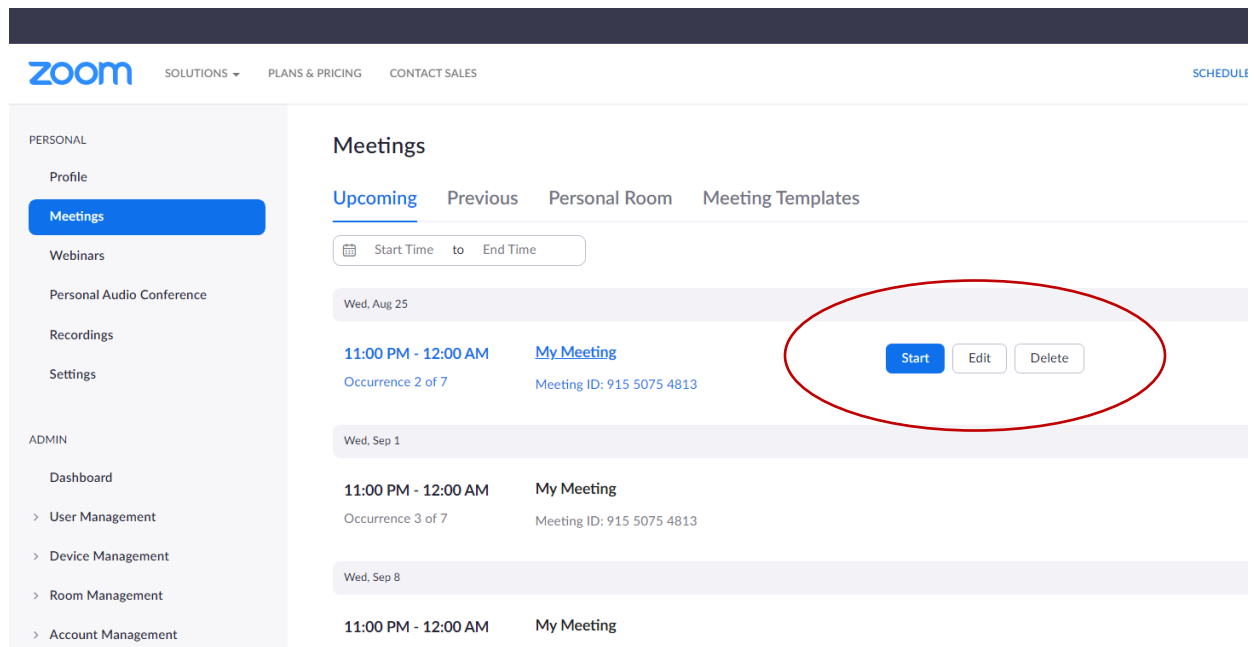
5. Select **Copy this Invitation** or simply highlight and copy the link
6. Go to your DC Connect course and share this link with your students
7. You can do this in several ways
 - Paste the link in the calendar as an event
 - Create a Zoom Widget – if you have set the meeting as recurring you will not need to update the link every week. The link will remain the same for all recurring meetings so students will just need to click the widget
 - Paste it in a weekly announcement
 - Paste it in a weekly module

Whichever way you decide on including this link in DC Connect, ensure that your students know where to find it. Discuss it in class, navigate to it to visually display where to find it during class, remind them through announcements, etc.

Step Five – Start a Meeting

On the day of the class, at the appointed time, enter your zoom account and click the Meeting menu button.

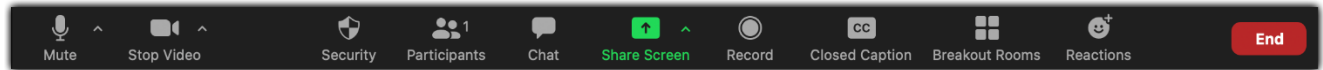
1. In the **Upcoming** tab, locate the class you would like to start
2. Hover over the meeting title and three buttons to the right will appear – Start, Edit, Delete



3. Click the **Start** button
4. You can now begin admitting students who might be waiting in the waiting room

Step Six – Enable Live Captions and Record a Meeting

Once you have begun your meeting, you will see a tool bar at the bottom of your Zoom window. From left to right you will see the following icons:



- Microphone – for muting, unmuting, and audio settings
- Camera – camera on, camera off, and video settings
- Shield – security to lock a meeting, hide profile pictures, participant permissions, and suspend participant activities
- People – Participant list and invite capability
- Bar Graph (this does not appear in the image above) – Launch Polls (either previously created polls or on the spot polls)
- Speech Bubble – Open the chat window
- Screen with Arrow – share screen (desktop, 1 or 2 applications, Ppt, phone, etc)
- Circled Circle – Record button (record to the cloud or to your local device)
- CC – Closed Caption (enable auto transcription)
- Four Squares – Breakout Rooms
- Happy Face – Reactions allow participants to respond yes, no, raise hand, slow down, speed up, I'm away, laugh reaction, shocked emoji, etc.
- Three Dots (More)– Any function that might not fit on the bar itself (e.g. enable focus mode)

1. Enable 'live transcript' - enable auto transcription so that participants can see CC icon and utilize the closed captioning feature
2. Click record to local device – remember that Durham College has set the cloud retention storage time limit to 14 days

Step Seven – Conduct Your Lesson

Now that you have set up your recording and enabled live transcription, you are ready to teach your class. We will leave this to your imagination, but remember there are some wonderful interactive tools in Zoom to help building engagement and support learning. Think about exploring some of these tools

- [Annotations](#)
- [Breakout Rooms](#)
- [Polls](#)
- [Multiple screen sharing](#)

Step Eight – Share Your Recording with Students

You have conducted your lesson on Zoom and recorded your meeting. It is time to share that recording with your students. The most important thing to remember is that, according to AODA Section 14, all recorded videos that include audio must have captions “except when the media is a media alternative for text and is clearly labeled as such” (How to Meet WCAG, 2020). Live video does not require captions. Keep in mind - live video that is recorded must have captions available on the recorded version.

Since you have recorded your meeting on your local device you will need to following the steps below to ensure that the link you share with your students has recorded captioning:

1. Upload your recording to OneDrive – Create a folder labeled with your course code and year followed by ‘Recordings’
2. Locate your Zoom recording on your hard drive
3. Upload it to OneDrive

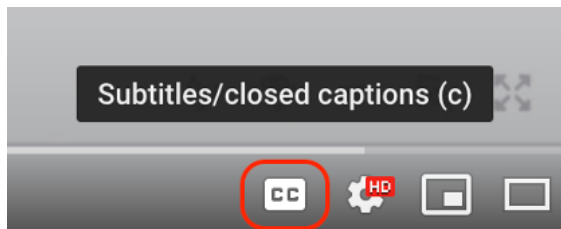
HOST YOUR VIDEO ON YOUTUBE

1. Upload your Video to YouTube
 - *Create a YouTube channel*
 - If you already have a Google account (used to access Gmail, Google Docs, etc), the same login information can be used to log into YouTube. Or you can choose to create a new account directly in YouTube. You do not need to use a Gmail address when creating the account - you can use your Durham College email or another email address.
 - Tip: If there is a chance that other faculty might use your YouTube channel in the future, it’s a good idea to set up a generic account so you can share login details that aren’t tied to any of your personal information.
 - [Watch this video](#)
 - *Verify your account*
 - In order to upload videos longer than 15 minutes, you will need to verify your account by going to [YouTube.com/verify](https://www.youtube.com/verify)
 - For additional information on verifying your account visit this [YouTube resource](#).
 - *Upload your Video*
 - Go to [YouTube.com](https://www.youtube.com)
 - In the top-right corner, click the Create icon represented by a camera with a plus.
 - Select a file to upload
 - Details: Enter a title. You can also choose to add a description and select a different thumbnail image. Select if the content is made for kids. Then click Next.
 - Video elements: These can be skipped. Click Next.
 - Checks: Copyright issues will be flagged on this screen. Click Next.

- Visibility: Set your video to Unlisted (visible only to those with the link) or Public (visible to everyone, including search engines). Click Save.

2. Ensure Your Video Has Captions

- YouTube should automatically create captions for your video without needing to do anything additional.
- Allow time for captions to be generated. Generally, this can take 1-2 times the length of the video, however, this timeframe can be longer depending on the audio complexity and also how busy YouTube is.
- Check to see if your video has captions by looking for a CC button on the player. Select it to display the captions. If captions are present, you're all set and can share the video with your students.



- If your video does not have captions after waiting a day, visit the Automatic Captions on Videos-on-demand section of this [YouTube resource](#). Or [contact the CTL](#) for assistance.

3. If Your Captions Need Edits

- Depending on the clarity and complexity of the dialogue in the video, some manual editing of the autogenerated captions might be needed. Learn how to edit auto captions: [read](#) or [watch](#).
- If autogenerated captions are not sufficient, please complete the [Captioning Request Form](#) to submit your video for professional captioning through the CTL.

Set your video to "Unlisted" if you do not want to share your video with the world. "Unlisted" will keep your video hidden from search engines and YouTube's search feature. Only people with the link will have access to your video. Learn how to [change video privacy settings](#).

POST YOUR YOUTUBE LINK ON DCONNECT

1. Access the YouTube link, copy it, and navigate to DC Connect
2. Paste this link into DC Connect. There are a number of ways to accomplish this:
 - Paste the link in the calendar as an event – attached to the lesson event
 - Paste it in a weekly announcement
 - Paste in a weekly module
 - Paste it in a special folder called "Class Recording" you create as the first "module" of your class so that it is easy for students to access.

Be sure to label your recordings as specifically and accurately as possible so they will be easy to reference and find. Much like sharing the meeting invite links with students, provide students with specific direction on how to find class recordings (discuss this in class, show students visually, mention it in announcements and reminders, etc.)