

**Getting Started with Zoom for SC Faculty and Staff**

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**Creating Your Southwestern College Zoom Account**

Even if you have created a basic or free Zoom account with your college email account as a login previously, you need to follow these procedures to create your Southwestern College Zoom PRO account.

1. Open a web browser and navigate to [sckans.zoom.us](https://sckans.zoom.us/)
2. Click “Sign In”. You will then be redirected to Microsoft’s page to login (if your browser isn’t already signed into your Office 365 account).
3. Enter your full Southwestern College email address and password.
4. Once successfully logged in, you will be redirected back to your profile on Zoom’s website. The PRO account type can be confirmed on this page.
5. Complete setting up your profile.

If you encounter any problems in setting up your Zoom account, please contact the SC Help Desk at [SC.HelpDesk@sckans.edu](mailto:SC.HelpDesk@sckans.edu) or 620.229.6444.

**Faculty and Staff Support:**

* Please contact the SC Help Desk at [SC.HelpDesk@sckans.edu](mailto:SC.HelpDesk@sckans.edu) or 620.229.6444 for technical support.
* For further training and education, please email [pszoom@sckans.edu](mailto:pszoom@sckans.edu).

**Zoom Video Tutorials and Resources**

Zoom has prepared several very helpful video tutorials to help one get started using Zoom effectively. There are several video tutorials on topics related to Zoom meetings and webinars; audio, video, and sharing; and messaging that may be of interest. It is important to note that **only** the Web portal will be used for scheduling live Zoom sessions with learners and that all Zoom recordings must be stored in the Zoom Cloud. Please review these resources at [Zoom Video Resources](https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials). Zoom also offers regular live trainings and records them if one cannot attend. You can register for them via the same link. Other valuable resources are available via the [Zoom Support Site](https://support.zoom.us/hc/en-us/categories/200101697).

**Use of Personal Meeting ID**

Your Personal Meeting ID is reserved for **unscheduled meetings initiated only by you** through the Zoom mobile or desktop clients to **maintain privacy and integrity and ensure FERPA compliance**. The ID should not be published for any other party including on the syllabus. For the syllabus and other documents, the Zoom identifier may be either the full college email address or just the first and last name as each allows one to search any one of the Zoom apps to send a message or make a call.

**Live Zoom Sessions**

Live Zoom Sessions are scheduled through Zoom’s Web portal and recorded to Zoom’s Cloud. Learners gain access to the live sessions and recordings through the Zoom Sessions section in the Blackboard course.

**Scheduling a Live Zoom Session**: The procedure for creating a recurring and individual Live Zoom Session for your class in Blackboard is below. Please note that for scheduling a Live Zoom Session, use of Zoom’s Web application is recommended over the desktop application to accommodate varying mail applications in use. In addition, be sure to avoid using the personal meeting room for live classroom Zoom sessions. **Create a unique meeting link or URL for each meeting to maintain privacy and integrity and ensure FERPA compliance**.

1. To access the Web application, [proceed to the SC Zoom Website](https://sckans.zoom.us/) and sign in.
2. Click on “**Schedule a Meeting**” at the top right of the screen or the blue “**Schedule a New Meeting**” button. Fill in the following fields:
3. Topic: Give the meeting a unique title, for example, “OMGT304 Principles of Operations Management.”
4. Description: Add a description for the meeting, if desired.
5. When:
   1. Type in your date or click the calendar to choose a date on the calendar
   2. Choose a start time (e.g. 7:00 PM)
6. Duration: Choose a length of time for the meeting (e.g. 1 hr. 30 min)
7. Time Zone: Check and adjust if necessary, to reflect the Central Time Zone
8. Recurring meeting (to create one Zoom URL for multiple meeting days):
   1. Click the box next to “Recurring Meeting.” The recurrence options will then open.
      1. Select the drop-down menu next to “Recurrence” and select how often you want the meeting to happen (e.g. daily, weekly, monthly, etc.)
      2. Choose or verify the day(s) of the week on which the meeting will repeat
      3. Set an end date by using the calendar to select a specific date or choose a specific number of occurrences (e.g. six occurrences for a weekly meeting in a six-week course)
9. Registration: This option is typically not used. If you want participants to register in advance, click the box to select “Required.”
10. Meeting ID: It is required that you select Generate Automatically, **reserving your personal meeting ID for unscheduled meetings initiated only by you through the Zoom mobile or desktop clients to maintain privacy and integrity and ensure FERPA compliance**.
11. Meeting Password: It is not recommended that you use a meeting password.
12. Video: To have the host (you) and participants enter the meeting with the video on, select “on” for both in the Video area. Video can be turned on or off by host and participants once the meeting begins.
13. Audio: Should be set to “both” to allow participants to join by computer or phone.
14. Meeting options:
    1. Clicking “Enable join before host” will allow the participants to interact before the host (you) arrives, and it is encouraged that you click this.
    2. Click the box to mute participants upon entry if you desire to do that. Participants can choose to unmute their microphones.
    3. If you desire to control when participants join the meeting, select this option. You can [read about this option at here](https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room).
    4. Zoom allows for the use of breakout rooms during a live session. If you desire to pre-assign breakout rooms, select this option.
    5. It is recommended that you not check “record the meeting automatically” and instead, announce that the meeting is being recorded and then manually start the recording.
15. Alternative Hosts: If someone is joining, like another Southwestern College Instructor, someone who needs to have some privileges, add the person’s @SCKans.edu email address here. This is an optional setting.
16. Finally, **click Save.**
17. To distribute, click the link on the right side of the screen to, “Copy the invitation.” A separate page will open with all the events created. Click on the “Copy Meeting Invitation” button.
18. Go back to your Blackboard course shell.
19. Find and click the “Zoom Sessions” tab in the purple course menu on the left.
20. Click “Build Content” at the top of the screen.
21. Choose, “Web link.”
22. Paste what you copied from the Zoom invitation into the text box by using “Ctrl” + V (“command” + V on a Mac).
23. Go to the line “join from PC, Mac, Linux iOS or Android, and copy the URL that appears at the end of that line by using “Ctrl” + C (“command” + C on a Mac).
24. Scroll back to the top of the screen and find the \*URL field.
25. Paste the URL into that field by using “Ctrl” + V (“command” + V on a Mac).
26. Find the \*Name field and name the session:
    1. Name it “Live Zoom Session Link” for recurring links
    2. Name it “Live Zoom Session Link – and Date/Time of session” for single sessions.
27. Click Submit.

**Recording a Live Zoom Session**: Before beginning any Zoom session that you expect to record, it is important to make sure that you enable the advanced settings desired and particularly the audio feature for ADA purposes. Go to the video settings in your Zoom desktop client that you first visited when you set up Zoom. Click on **Advanced Features** and the **Enable Advanced Features** link. This will take you to the Zoom Web site Meeting page. Carefully consider the meeting features before selecting them and consult the Zoom documentation if you have questions. Then click on the Recording tab at the top. For ADA purposes, be sure that the**Audio transcript feature** has been selected.

To begin the session, click on **Meetings** at the bottom of the Desktop client, find your session, and then click on **Start**. When you are ready to start the session, announce that you will be recording the meeting, click on **Record** on the bottom toolbar, and then click on **Record to the Cloud**. Do not **Record to the Computer**. At the end of the session, you will click at the same spot to stop recording. You will receive an email when the recording is ready to post into Blackboard. Mike Leamy’s video, [Zoom Interface](https://youtu.be/8HxZmSiWXu4) provides a good visual of the recording button and more for your reference.

**Posting a Recording of a Live Zoom Session**: The procedure for posting a recording of a Live Zoom Session offered to your class in Blackboard is below.

1. To access the Web application, [proceed to the SC Zoom Website](https://sckans.zoom.us/) and sign in.
2. On the left side of the screen, click on “Recordings.”
   1. Click on the title of the session to open it. You will see different files here including video, audio only, and a transcript.
   2. Scan the transcript to ensure that there are no significant word errors that need to be corrected. It is not expected that the transcript be 100% accurate, but a change in a significant word or words can completely change the meaning or intention of what is to be communicated.
   3. Click on “Share” under the video file. A new window will open titled “Share this cloud recording.”
   4. Copy the URL under “Recording Link Information” by highlighting and using “Ctrl” + C or on a Mac, “Command” + C.
   5. Close the “Share this cloud recording” window.
3. Go to your Blackboard course shell.
   1. Access the “Zoom Sessions” tab in the purple course menu.
   2. Locate the original link for the live session and edit the item via the dropdown menu next to the title of that link.
      1. Within the text box, locate the date on which that recording took place.
      2. Next to the date, type: - “View the recording via this link.”
      3. Highlight the words “View the recording via this link.”
      4. In the editing tools, locate and click on the “Insert/Edit Link” button, which looks like a chain link. A new window will open.
      5. In the “Link Path” bar, paste the recording link by using “Ctrl” +V or “command” +V
      6. Scroll down to Target and select “Open in New Window” from the dropdown menu.
      7. Give the recording a title (required for ADA accessibility purposes)
      8. Click Insert
   3. Click Submit

**Using Zoom to Prepare a Prerecorded Video**

Zoom is a good tool to use to prepare a prerecorded video as well. The recording process is almost the same as recording a Live Zoom Session. As above, be sure that the**Audio transcriptfeature** has been selected for ADA purposes in Advanced Features. There is one major difference: as you are not recording a scheduled session, you simply start a session from the Zoom desktop client by clicking on **Start with Video** or **Start without Video**. Once in the session, click on **Record** on the bottom toolbar, and then click on **Record to the Cloud**. Do not **Record to the Computer**. At the end of the session, you will click at the same spot to stop recording. You will receive an email when the recording is ready to post into Blackboard. Post the video shared link from the email by following the procedure below:

* **To add a video link as part of a narrative in an Announcement or Discussion Post**
  + Type the narrative along with the name or reference to your video in the announcement or discussion post. This name or reference to your video should be several words in length and descriptive of the video. For example: **View Welcome Video via this link** is good descriptive name and reference for the video.
  + Highlight the **name of or reference to your video** with your mouse or touchpad.
  + Click on the icon that looks like two chain links in the ribbon above (you are making a Web link…). In case you are wondering if you have the right icon, to the right of it you will see a broken chain link.
  + Type or paste the URL for your video in the *Link Path* box.
  + Change the Target to **Open In New Window (\_blank).**
  + Type a short name for your video (e.g., Welcome Video) in the **Title** box (required for ADA accessibility purposes)
  + Click on **Insert** at the bottom right.
  + Test your link to make sure that it opens as expected.
  + Complete your announcement or discussion post and submit
* **To Add a Web Link in one the Course Units**
* Open Blackboard and get into your course, navigate to the Unit in which you would like to add the link to the video
* Steps about how to add a Web link in Blackboard:
  + Click “Build Content”, from the dropdown list select “Web Link”
  + Type the name of the video in the “Name” box then paste the video hyperlink in the “URL” box
  + Type a detailed description if you believe it would assist students
  + You can attach a helpful document if you have one (optional)
  + Click Submit button
  + The Web Link will be at the bottom of the Unit, using the left edge of the module click and drag the Web Link to where you want it

If you have any questions, please contact [SC.Helpdesk@sckans.edu](mailto:SC.Helpdesk@sckans.edu).

**Chat/Instant Messaging with Zoom**

Zoom offers us a viable alternative for connecting with staff, faculty, and learners in and outside of the classroom on a one-on-one basis. Once your Southwestern College Zoom account is established, we are now able to send messages and call one another using multiple mobile devices in addition to notebook and desktop computers.