

**Getting Started with Zoom PRO for SC Students**

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# Using Zoom at Southwestern College

Zoom is a tool that students use to create videos. Each student can sign up for a free Zoom PRO account provided by Southwestern College. These school provided Zoom PRO accounts allow for videos to be saved to the Zoom Cloud. Links to these videos can be used as part of the assignment when an assignment requires presentations in video format.

Why does Southwestern College ask students to create video assignments?

The answer is easy. Employers are interested in employees that possess skills that allow them to communicate ideas to others via presentations. For this simple reason, some assignments will specifically require using video to convey your message. This document will help you start to create and submit videos in your courses. Use of a webcam is encouraged, this emulates skills needed for a live presentation.

Zoom is the tool Southwestern College requires to use in order to create a video and it is at no extra cost to you.

## 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. Your PRO account type can be confirmed on this page.
5. Complete setting up your profile. You may see a pop-up window asking if you want to join a Live Demo – we highly recommend attending a Zoom live demo or watching recordings, this will help you learn the power of Zoom.

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

## Student Support

* **Zoom technical or functional concerns**: Contact Zoom directly at 888-799-9666 (option 2) or if the matter is less urgent, fill out a Support Request here: <https://support.zoom.us/hc/en-us/requests/new>. Zoom provides 24x7 support for its product and services. Southwestern College staff can only refer you to Zoom for technical or functional concerns, so it is best to contact Zoom directly.
* **Zoom training and development (how-to**): Consult the Zoom resources offered below.
* **All other concerns**: Contact the SC Help Desk at SC.HelpDesk@sckans.edu or 620.229.6444.

## Getting Started with Zoom

Please [review this Zoom Support site](https://support.zoom.us/hc/en-us/categories/200101697) for important information regarding getting started with Zoom on computers and mobile devices with multiple types of operating systems. Reviewing this site is strongly encouraged.

## 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 recordings must be stored in the Zoom Cloud.** Storing in the Zoom Cloud enables features such as transcription services which are necessary for those that may need such assistance. 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).

# Using Zoom for assignments at Southwestern College

**Special note before we start talking about recording Zoom videos:** It is important to use transcription in videos that are to be viewed by your peers and instructors. Zoom has a special audio feature called Audio Transcript that complies with the Americans with Disabilities Act (ADA). To make sure this important feature is turned on, go to the Settings in your Zoom desktop client that you first visited when you set up Zoom. Click on **Settings**on the left menu. This will take you to the Zoom Website 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 transcriptfeature** has been selected. This will ensure that any video recorded to the Zoom cloud, will have the appropriate transcript. **Note** that videos recorded to your desktop will not have the required audio transcript, therefore **submitted assignments should always be recorded to the Zoom Cloud.** You will submit a link to the cloud recording in Blackboard.

# Using Zoom to Prepare a Recorded Video

To record your video with associated audio transcript, you simply start a meeting from the Zoom desktop client by clicking on **New Meeting**. Once in the meeting, you need to turn on your webcam unless special permission has been approved by your instructor. Simply position your cursor near the bottom of the window to display the menu and click on Start Video (unless it is already turned on). A webcam video is required unless otherwise mentioned in the assignment requirements. The purpose of recording yourself in a video is to simulate you giving a presentation in a live environment. Sharing your computer’s screen is optional in most assignments, be sure to follow each assignment’s requirements.

If you will be displaying the computer screen, for example if you also want to share a PowerPoint presentation or Web page, you will need to share the screen or window. Look for the Share icon in the tool bar. Click **Share** and select the screen or specific window that you want to share, then click the Share button. If you plan to share from multiple windows, it is recommended that you select to share the screen, otherwise you must stop sharing and share again for each window.

To record the video, click**Record** on the bottom toolbar, and then click on **Record to the Cloud** (or use Alt-C). Do not **Record to the Computer**because a video recorded to the computer does not have the audio transcript. When you are ready to end the recording, click on the Stop icon in the bottom tool bar to stop recording. A prompt will display asking if you are sure that you want to stop the recording, click **Yes**. Then click **End Meeting**. You will receive an email when the recording is ready. To post the video link to Blackboard use the shared link from the email by following the procedure below:

* **To add a video link as part of a narrative in a discussion post or assignment**
	+ Type the required narrative along with the name or reference to your video in discussion post or assignment. This name or reference to your video should be a few words in length and be descriptive of the video. For example: **[Discussion Topic]** or **[Title of Group Assignment and date]** – such as: *“*Unit 2 Discussion My thoughts about pollution” or “Unit 4 Creating a Communications Plan Group B”.
	+ 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., Communication Plan) in the *Title* box.
	+ Click on **Insert** at the bottom right.
	+ Test your link to make sure that it opens as expected.
	+ Complete your discussion post or assignment and submit it

If you have any questions, please contact SC.HelpDesk@sckans.edu.

# Live Zoom Meetings

Live Zoom Meetings are online meetings that are scheduled through Zoom’s Web portal and could be recorded to Zoom’s Cloud. The reason you may want to have a Live Zoom Meeting is if you are working on a group (team) assignment and want to have a virtual meeting. This can be very useful for a group (team) assignment as the meeting can be recorded and submitted as your group assignment.

**Scheduling a Live Zoom Meeting**: The procedure for creating a Live Zoom Meeting is explained below.

Please note that for scheduling a Live Zoom Meeting, use of Zoom’s Web application is recommended over the desktop application to accommodate varying mail applications in use.

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**” link found near the top. Fill in the following fields:
3. Topic: Give the meeting a unique title, for example, “OMGT304 Team Meeting.”
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): Choose the Recurrence, Repeat Every and End date or number of occurrences.
9. Registration: (this feature is typically not used)
10. Meeting ID: Zoom can create a unique ID for each meeting, or you can use your Personal Meeting ID (a number that can be defined in Settings)
11. Password: (this feature is typically not used)
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. 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. Finally, **click Save.**
16. If distributing via email, use the email invitation that Zoom created for you.
17. To distribute some other way, using the Zoom Website or Zoom app, click the link for Meetings, locate the meeting and copy the invitation link.
18. If distributing via your Blackboard Group Forum, retrieve the meeting link using the process in the previous step then:
	1. Go to your Blackboard Group Forum.
	2. Open a new discussion forum post.
		1. Paste Zoom invitation content into the text box by using “Ctrl” + V (“command” + V on a Mac).
		2. Click Submit.
	3. Or you can open a new Word document.
		1. Paste the Zoom invitation content into the body of the document and save it with descriptive name relevant to its purpose.
		2. Post the Word document in the group file exchange.

Recording a Live Zoom Meeting:

As previously mentioned, prior to beginning any Zoom meeting that you expect to record, it is important to make sure that you enable the advanced settings desired, particularly the audio feature for ADA purposes.

To begin the meeting, click on **New Meeting** in the Desktop client, or find your scheduled meeting by clicking on Meetings, and then click on **Start**. When you are ready to start recording the meeting, **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 meeting, you will click at the same spot to stop recording and then end the meeting. An email will be sent to you with the link to the cloud recording and the audio transcript.

Posting a Recording of a Live Zoom Meeting: The procedure for posting a recording of a Live Zoom Meeting in Blackboard using the Zoom Website is below. Remember you can also post the link from the email sent by Zoom; the advantage of this option is that you can edit the transcript file and give the recording a unique name.

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 meeting 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. **Assign a unique name to your recording:** Click on the pencil icon to the right of the generic video title. Change the title to a meaningful name that includes the CourseID, Unit # and brief description. Then click Save
		1. Example: CPT423 Unit 3 Communication Plan Explained
	4. Click on “Copy Sharable Link”. A pop-up message will inform you that the link has been copied into the clipboard.
3. Go to your Blackboard course shell.
	1. Open the discussion post or assignment where you want the link to be posted.
	2. Type the narrative along with the name or reference to your video in discussion post or grade item comment box. This name or reference to your video should be at least a few words in length and descriptive of the video. It could be the title that you just created in Zoom. For example: **[Title of CPT423 Unit 4 Group Assignment and date].**
	3. Highlight the **name of or reference to your video** with your mouse or touchpad.
	4. 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.
	5. Type or paste the URL for your video in the **Link Path** box.
	6. Change the Target to **Open In New Window (\_blank)***.*
	7. Type a short name for your video (e.g., Team Assignment) in the **Title** box.
	8. Click on **Insert** at the bottom right.
	9. Test your link to make sure that it opens as expected.
	10. Review your complete discussion post or assignment, when you are sure that all criteria have been met, click to submit.

# Chat/Instant Messaging with Zoom

Zoom offers us a viable alternative for connecting with staff, faculty, and students 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.