

The background of the slide features a large, faint watermark of the Rutgers University crest, which is a shield with a plow and a sheaf of wheat, topped with a crown and surrounded by a decorative border. The crest is rendered in a light red color that matches the background.

RUTGERS

School of Arts and Sciences

Zoom, a Mental Map

More concepts, fewer clicks

SAS Information Technology

Who we are:

- Dave Motovidlak
 - Associate Director of Information Technology
- Steven DeFeo
 - Unit Computing Manager
- Wade Olsson
 - Unit Computing Manager, Livingston Campus Mgr.

Many Resources!!!

- **SAS-IT** workshops* and video how-to's +++
- **CTAAR** workshops: some good ones: Managing Zoom sessions, Canvas site
- **TLT** workshops
- **OIT** info and FAQs
- Zoom site: Videos, KB
- SAS Pedagogical Support:
 - SAS Ugrad Ed: Keep Teaching
 - teachlearning@sas.rutgers.edu

Agenda Overview

- Why Zoom
- Scheduling*
- How to *think about* settings
- Key Features, Settings, and Security
 - Sharing content (whiteboard+)
 - Recording – auto, on-the-fly, cloud vs local
 - Breakout rooms, recording in breakout rooms
 - Session management: muting, locking, waiting room
 - Polling
 - Reporting features: retrieving poll results, "attendance"
 - Accessing Chat logs and recordings
- **Q&A at end of the session: enter Q's into Chat as we go**

Why Zoom?

- Strong interest from faculty and researchers
- Parity among other institutions
- Complements existing offering at University (Teams, WebEx)
- Clean interface

Key Features for Instructors

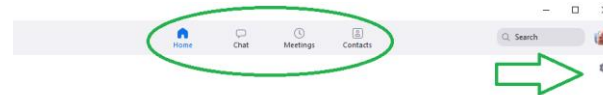
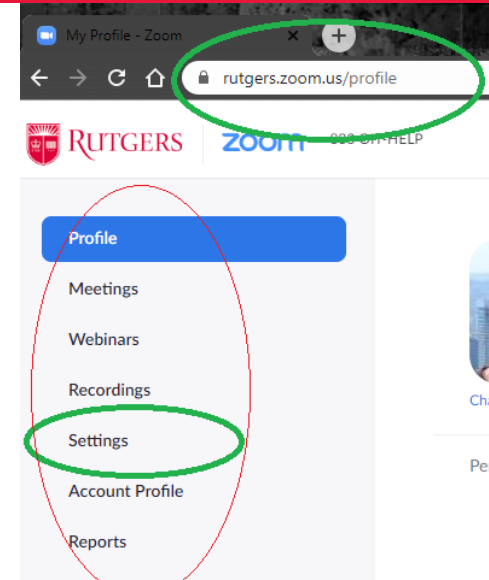
- Breakout Rooms (up to 50 sessions)
- Polling
- More sharing options including interactive Whiteboard
- High quality audio and video for up to 500 participants

Scheduling

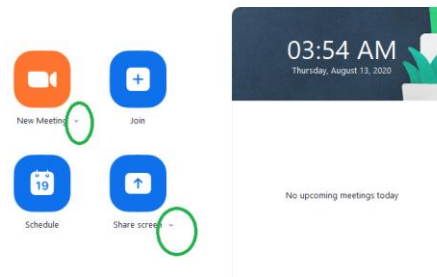
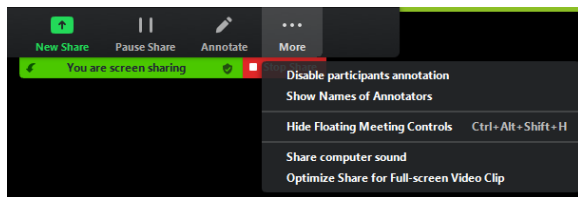
- Canvas integration coming soon!
- Ability to pre-assign breakout room rosters and poll questions for scheduled meetings
- Various avenues to schedule meetings based on need
- Refer to Documentation on SAS-IT page for details

Key Settings

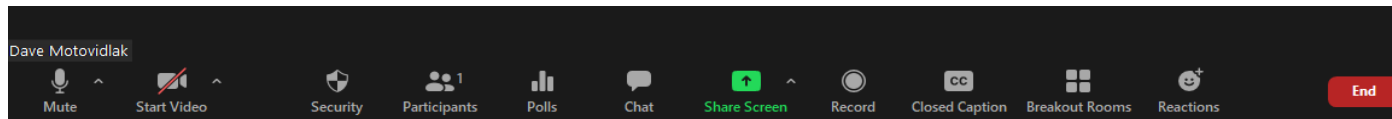
- Three main areas for adjustments
 - In-Web (rutgers.zoom.us)
 - In-App
 - In-Meeting



Top-of-screen toolbar

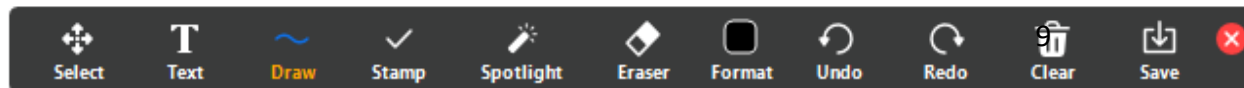
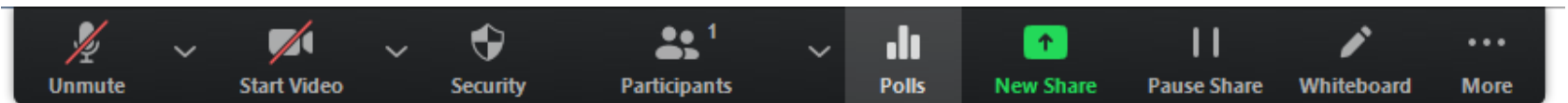
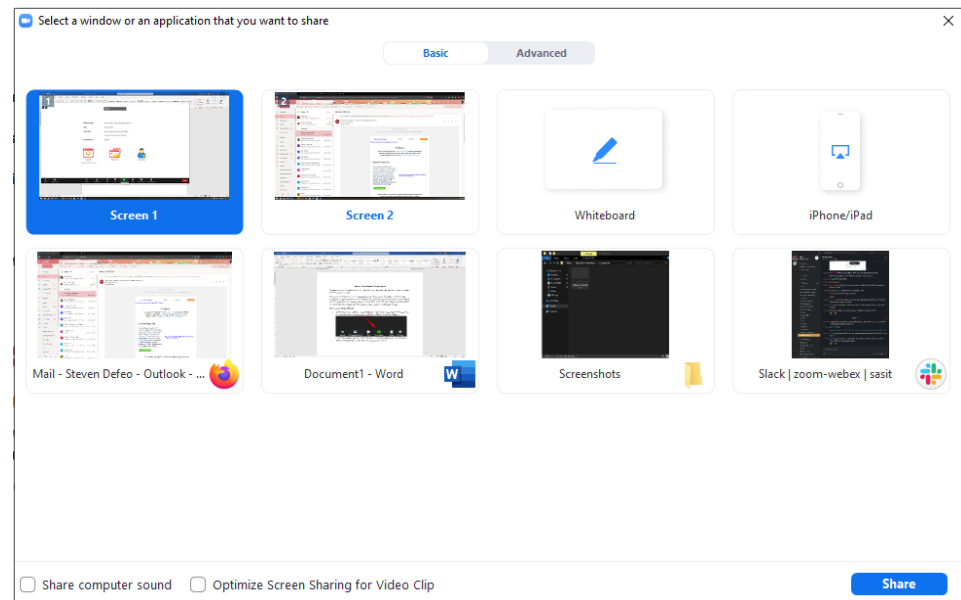


Bottom-of-screen (main) toolbar



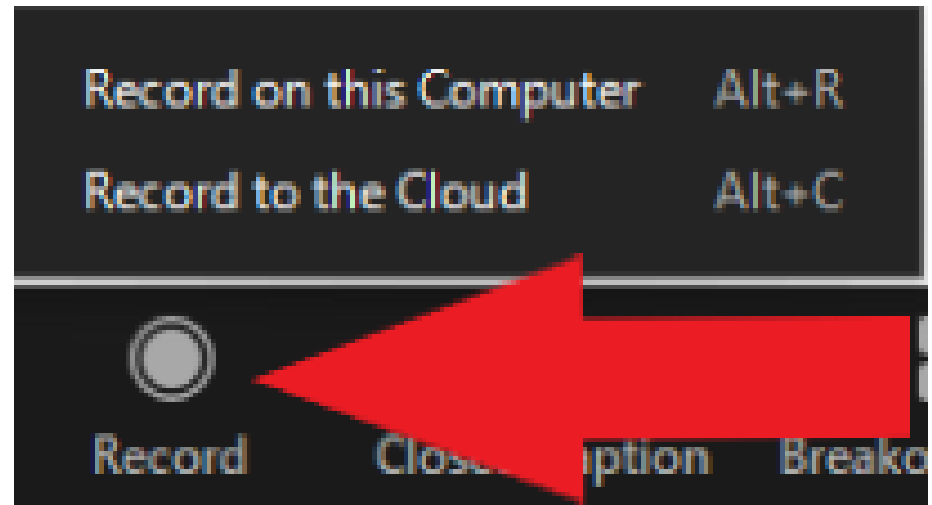
Sharing Content

- Full screen or application specific
- Be aware of refinement options (optimization for audio/video sharing)
- Advanced features to fine tune experience




Recording

- Record via cloud or directly to PC
- Launch recording directly during meeting or set to auto-record during scheduling
- Recording available during breakout room sessions**
- 500mb cloud storage (~2 hours w/ screen sharing)

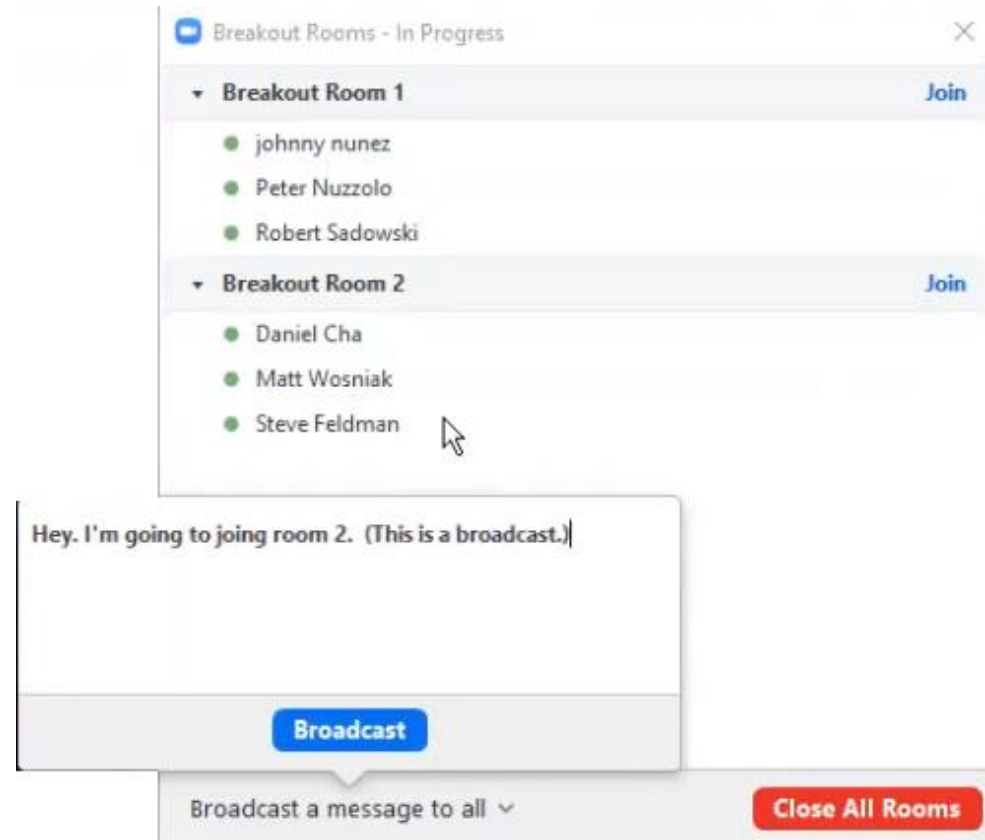


Meeting Options

- Enable join before host
- Mute participants upon entry 
- Only authenticated users can join
- Breakout Room pre-assign
- Record the meeting automatically On the local computer In the cloud

Breakout Rooms

- Max of 50 breakout rooms
- Created pre-meeting or on-the-fly
- Recording available but not started automatically nor synced to host recording
- Understand other caveats like Chat and Polling
- Practice ahead of time!

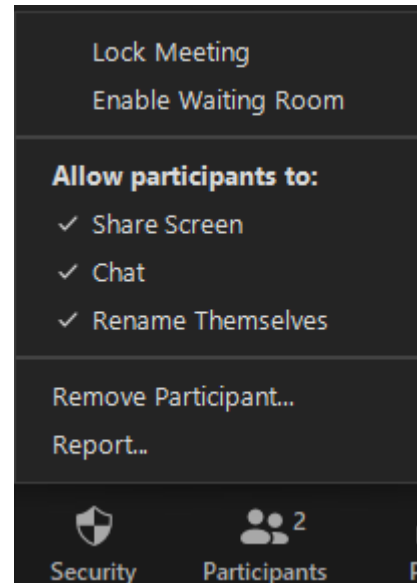


Session (participant) management

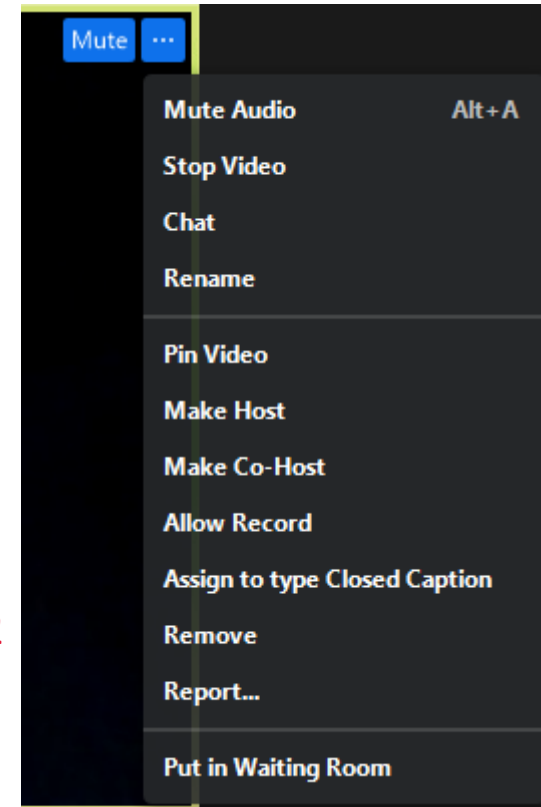
Key controls:

1. Security button, main toolbar
2. Participant *tiles*
3. Participant *panel*, top
4. Participant panel, bottom

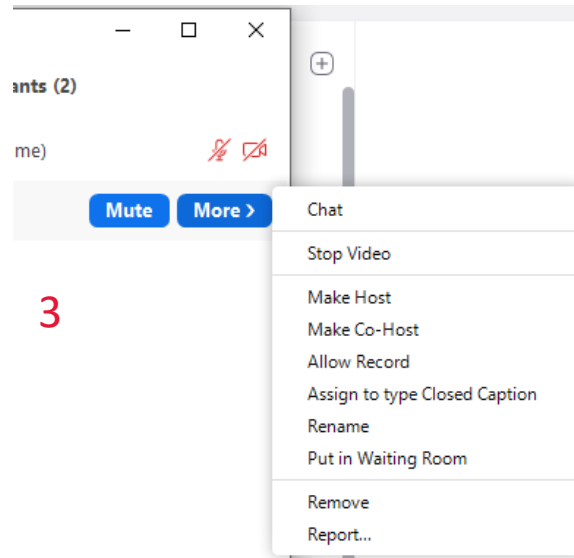
Hint: Your target is people.



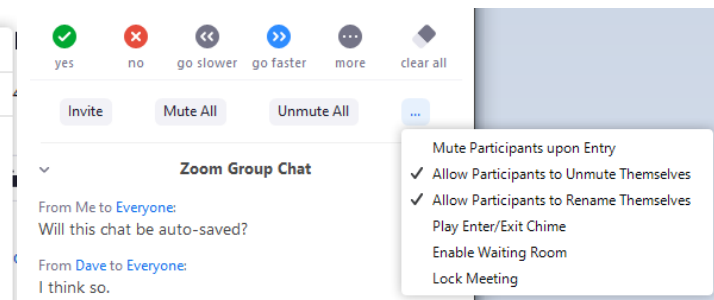
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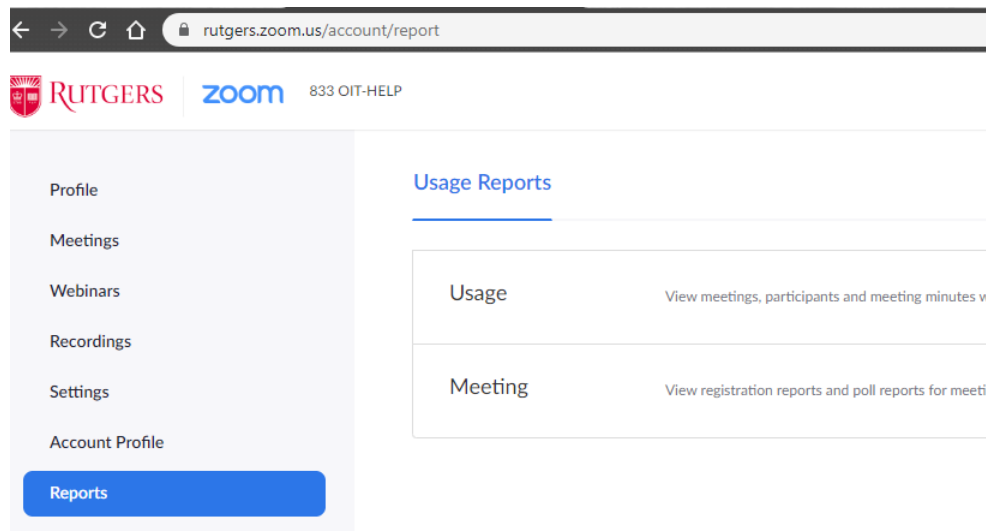
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Polls and Other Artifact Retrieval

- See our website for detailed doc on Poll setup
- Create on-the-fly or click Poll option in meeting's settings on the web ahead of time to Add a poll
- *Hint:* associate "artifacts" with Reports



The screenshot shows a web browser window with the URL `rutgers.zoom.us/account/report`. The page header includes the Rutgers logo, the Zoom logo, and the text "833 OIT-HELP". A left-hand navigation menu contains the following items: Profile, Meetings, Webinars, Recordings, Settings, Account Profile, and Reports (which is highlighted in blue). The main content area is titled "Usage Reports" and contains two report options:

Usage Reports	
Usage	View meetings, participants and meeting minutes w
Meeting	View registration reports and poll reports for meeti

Reports

Usage reports -> attendance

Meeting reports -> registrations
and poll results

Gotchas:

- Meeting dates could be in the future (e.g., registrations)
- Search first, then click Generate!

Reports > Usage Reports > Meeting Document

Meeting Report **Report Queue**

Report Type: Registration Report Poll Report

Search by time range: From: 08/12/2020 To: 08/17/2020 [Search](#)

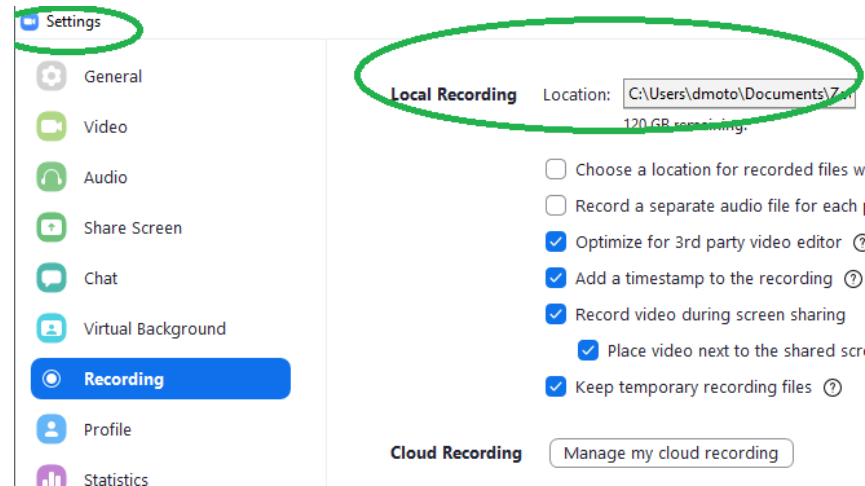
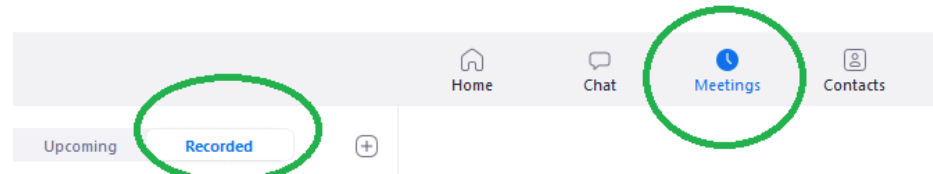
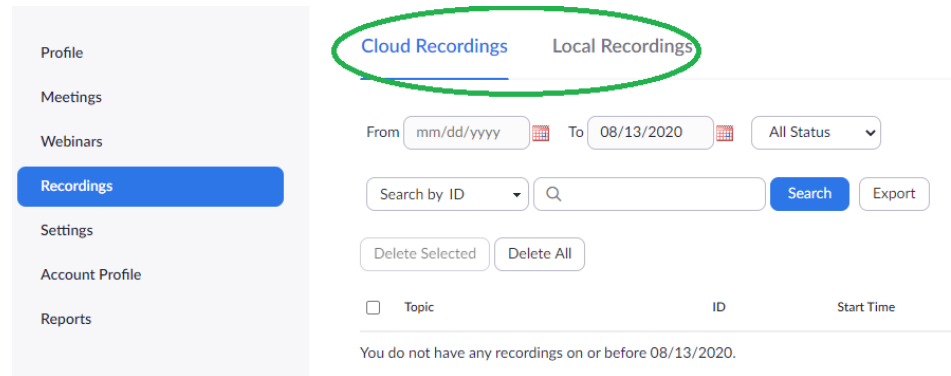
Maximum report duration: 1 Month

That's in the future!

<input type="checkbox"/>	Scheduled Time	Topic	Meeting ID	Generate
<input type="checkbox"/>	08/17/2020 10:00:00 AM	Zoom Mental Map session 2	985 7043 4445	Generate
<input type="checkbox"/>	08/14/2020 09:00:00 AM	Zoom Mental Map	926 6539 1160	Generate

Accessing Recordings

- Similar to Reports but is its own category in the web interface
- Cloud vs Local
- Search by meeting date
- In-App access via Meetings widget, direct folder access
- *Hint:* associate In-App with local recordings, In-Web with cloud recordings*
- * there is overlap but your mileage may vary



Retrieving Saved Chats

- Chats are impromptu, don't really fit the artifact retrieval mindset
- Optional: enable Auto Saving Chats in the web interface or use Save Chat --- if you remember :-)
- May not capture chat in Breakouts, though students can Save if you allow
- Security also "weird": must be set In-Web. In-App Chat settings are not meeting-centric.
- Saved on local computer: My Documents\Zoom
- Mentions of auto-saving chat to cloud don't apply to our license type (Education). More info [here](#).

The screenshot shows the Zoom web interface for a user profile setting page. The URL is `rutgers.zoom.us/profile/setting`. The page title is "zoom 833 OIT-HELP". The left sidebar contains navigation options: Security, Schedule Meeting, In Meeting (Basic), In Meeting (Advanced), Email Notification, and Other. The main content area is titled "In Meeting (Basic)" and contains several settings:

- Require encryption for 3rd party endpoints (SIP/H.323)**: A toggle switch is currently turned off. Description: "By default, Zoom requires encryption for all data transferred between the Zoom cloud, Zoom client, and Zoom Room. Turn on this setting to require encryption for 3rd party endpoints (SIP/H.323) as well."
- Chat**: A toggle switch is currently turned on. Description: "Allow meeting participants to send a message visible to all participants". Below this is a checkbox labeled "Prevent participants from saving chat" which is currently unchecked and circled in green.
- Private chat**: A toggle switch is currently turned on. Description: "Allow meeting participants to send a private 1:1 message to another participant."
- Auto saving chats**: A toggle switch is currently turned on and circled in green. Description: "Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts."



Q & A