Zoom, a Mental Map
More concepts, fewer clicks
SAS Information Technology
Who we are:

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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
  - teachinglearning@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)
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.
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
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!
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.