

Zooming into 2021!

Virtual Faculty Connection

January 11, 2021

Topics

- ▶ Zoom overview
- ▶ Access - who can access, setting up your account
- ▶ Scheduling meetings/Personal rooms
 - ▶ Meeting settings
- ▶ Navigating the interface
 - ▶ Sharing (screen, whiteboard, video)
 - ▶ Recording
 - ▶ Interaction
- ▶ Blackboard integration
- ▶ Additional Features / Q&A

Tell me about yourselves

- ▶ Topics of interest
- ▶ Tools you're using

Accessing Zoom

- ▶ <https://gwu-edu.zoom.us/>
- ▶ Click “Sign In” to set up your account
- ▶ Currently available to GW Faculty, Staff & Students

Zoom link for today's session

Join Zoom Meeting

- ▶ <https://gwu-edu.zoom.us/j/92793210521?pwd=cjk1RHFDQVNOcEpGcDErd2JyRm9Pdz09>
- ▶ Meeting ID: 927 9321 0521
- ▶ Passcode: 12345

Scheduling Meetings

- ▶ Personal Rooms vs. Scheduled meetings
- ▶ Recurring meetings
- ▶ Settings
 - ▶ Waiting room
 - ▶ Passcode
 - ▶ Alternative Hosts
 - ▶ Mute on entry
 - ▶ Automatically record

In meetings

- ▶ Sharing content
 - ▶ Screen
 - ▶ Application
 - ▶ Whiteboard
 - ▶ Part of screen
- ▶ Allowing others to share
- ▶ Annotation
- ▶ Controlling the chat
- ▶ Non-verbal tools

Blackboard

- ▶ Adding Zoom
- ▶ Scheduling meetings
- ▶ Viewing recordings

Key Resources

▶ Zoom Help

- ▶ Scheduling meetings: <https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings>
- ▶ Roles in a meeting: <https://support.zoom.us/hc/en-us/articles/360040324512-Roles-in-a-meeting>
- ▶ Managing breakout rooms: <https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms>
- ▶ Controlling and disabling in-meeting chat: <https://support.zoom.us/hc/en-us/articles/115004809306-Controlling-and-disabling-in-meeting-chat>

▶ GWU

- ▶ Schedule and Record Zoom meetings in Blackboard: <https://instruction.gwu.edu/sites/default/files/2020-09/BbZoom.pdf>

▶ LinkedIn Learning

- ▶ <https://www.linkedin.com/learning/topics/zoom?u=74651410>

Please fill out the survey!