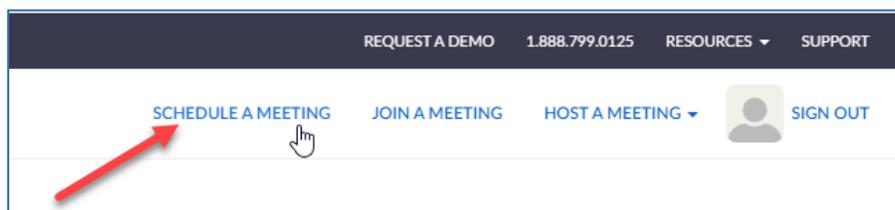


Delivering Live Lectures Using Zoom

Schedule Your Lectures in Zoom

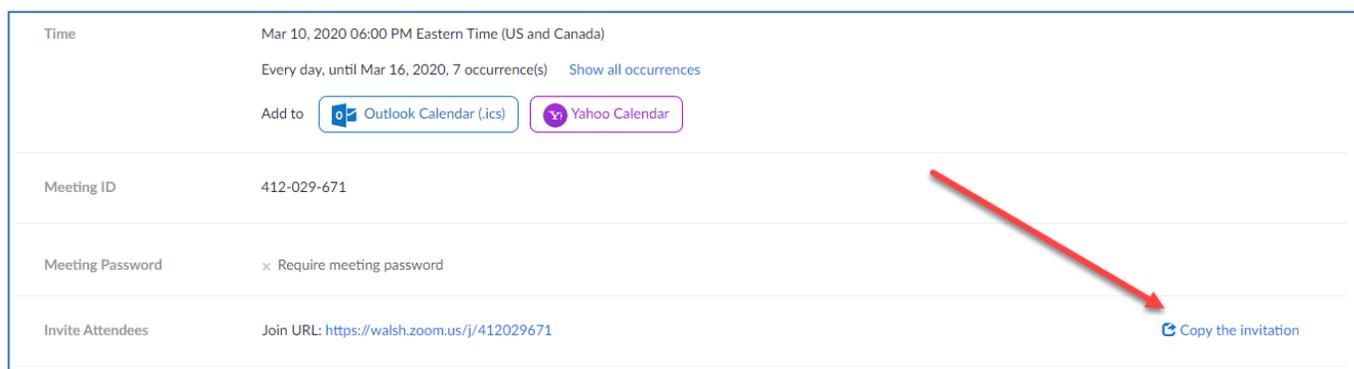
1. Access Zoom by going to <https://walsh.zoom.us/> and clicking "Sign In."
2. After signing in, click on Schedule a Meeting on the top right corner of the screen.



3. Enter information for your class lectures. See suggested items below.
 - a. Topic: Include name of course and date of meeting (Example: SOC 101: March 16, 2020)
 - b. When: Enter date and time (Make sure you select AM or PM appropriately)
 - c. Duration: If you have a basic Zoom account, you are limited to 40 minutes at a time. Please note your meeting will end at the 40 minute mark.
 - d. If you intend to hold your live lectures at your usual class time, you may wish to check the box next to recurring meeting – you will not have to set multiple meetings this way.
 - e. Registration: Do not check the required box.
 - f. Meeting ID: Generate Automatically
 - g. Meeting Password: Uncheck the Require meeting password box
 - h. Video: Select on for both host and participant
 - i. Audio: Select Both
 - j. Meeting Options: Select Enable join before host. You may want to mute participants upon entry. (You will have the ability to mute everyone once the meeting starts if you choose to leave this unchecked.)

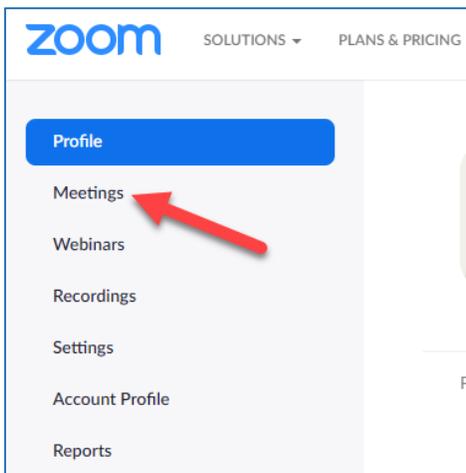
Tip: Schedule your live lectures for the same days/times your face-to-face class would meet.

4. Click the Save button.
5. The next screen will include your meeting information. If you need to make changes, you can scroll down and click the Edit This Meeting button.
6. Once you have scheduled the meeting, you need to share the meeting information with your students. Click the Copy the Invitation link to copy the meeting information. You can then share this with your students in ECN (see page 3).



View Your Scheduled Zoom Meetings

1. Access Zoom by going to <https://walsh.zoom.us/> and clicking “Sign In.”
2. After signing in, click on the Meetings link on the left side of the screen.



3. Upcoming meetings will be listed. To access information for a meeting, such as the meeting invitation, click the appropriate meeting link in the “Topic” column.

Start Time	Topic	Meeting ID	
Today (Recurring) 06:00 PM	Faculty Office Hours	412-029-671	Start Delete
Tomorrow (Recurring) 06:00 PM	Faculty Office Hours	412-029-671	Delete
Thu, Mar 12 (Recurring) 06:00 PM	Faculty Office Hours	412-029-671	Delete

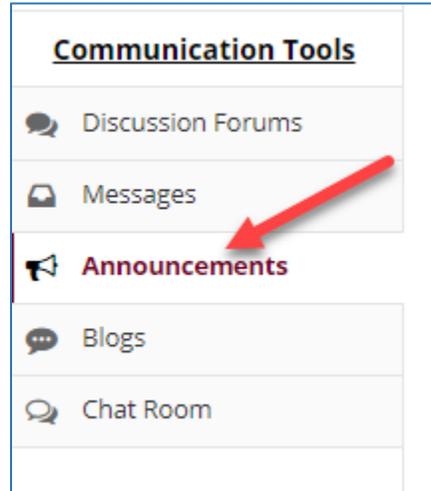
4. Click the Copy the Invitation link to copy the meeting information. You can then share this with your students in ECN (see page 3).

Time	Mar 10, 2020 06:00 PM Eastern Time (US and Canada) Every day, until Mar 16, 2020, 7 occurrence(s) Show all occurrences Add to Outlook Calendar (.ics) Yahoo Calendar
Meeting ID	412-029-671
Meeting Password	× Require meeting password
Invite Attendees	Join URL: https://walsh.zoom.us/j/412029671 Copy the invitation

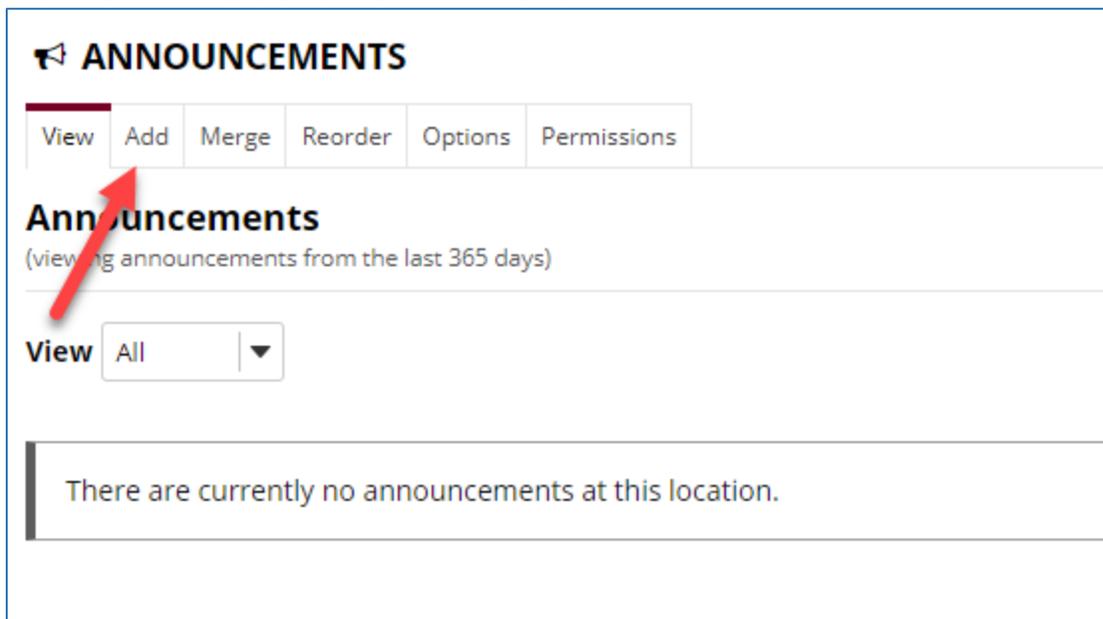
Notify Students of Your Upcoming Lecture via ECN Announcement

Contacting your students using the Announcements tool in ECN is a fast way to share meeting information for an upcoming lecture. An added benefit of posting an Announcement in ECN is the same message will be sent to your students' email addresses.

1. Click on the Announcements tool link under Communication Tools in the left hand navigation in ECN.



2. Click on the Add tab to create a new announcement.



3. Enter an Announcement title, such as "Online Lectures" or "Virtual Class Meeting."
4. In the Body of the message, describe what students can expect:
 - a. Indicate you will be using Zoom for an online class session.
 - b. Share when this will take place and that students may access Zoom via a computer or a mobile app.
 - c. Paste the meeting information you copied from Zoom (see page 2).

Note: A sample message is included on the next page.

Sample:

Greetings, ENG 101 students!

While we may not be meeting face-to-face for the time being, we will continue our class meetings at the same day and time (Tuesdays at 10 a.m.) over the next few weeks using Zoom. Zoom can be accessed online or using a mobile app and will allow us to communicate virtually. Our meetings will be approximately 30 minutes, and will give us an opportunity to continue our work. It will be wonderful if you have a webcam or camera on your phone and choose to participate on video; however, it is not a requirement for these sessions. You are able to participate via computer/phone audio if you choose. Please see the link below to access our session.

Mary Beth Messner is inviting you to a scheduled Zoom meeting.

Topic: Faculty Office Hours

Time: Mar 10, 2020 06:00 PM Eastern Time (US and Canada)

Every day, until Mar 16, 2020, 7 occurrence(s)

Mar 10, 2020 06:00 PM

Mar 11, 2020 06:00 PM

Mar 12, 2020 06:00 PM

Mar 13, 2020 06:00 PM

Mar 14, 2020 06:00 PM

Mar 15, 2020 06:00 PM

Mar 16, 2020 06:00 PM

Join Zoom Meeting

<https://walsh.zoom.us/j/412029671>

Meeting ID: 412 029 671

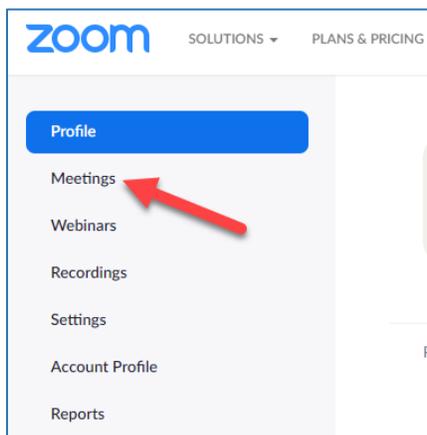
5. Select the desired option under Availability.
6. Select High- all participants for Email notification.
7. Click the Post Announcement button.

Delivering a Lecture Using Zoom

Before you begin your lecture, make sure you have a microphone/and or webcam connected to your computer. You may also choose to use the mobile app and use the camera/audio on your mobile device. The directions below describe the process for using a computer.

Please note that if you are using a basic Zoom account, you are limited to 25 participants and 40 minutes for your meetings.

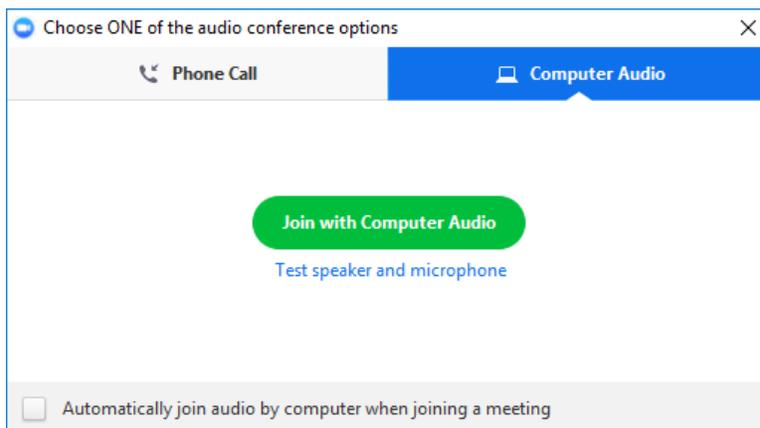
1. Access Zoom by going to <https://walsh.zoom.us/> and clicking “Sign In.”
2. After signing in, click on the Meetings link on the left side of the screen.



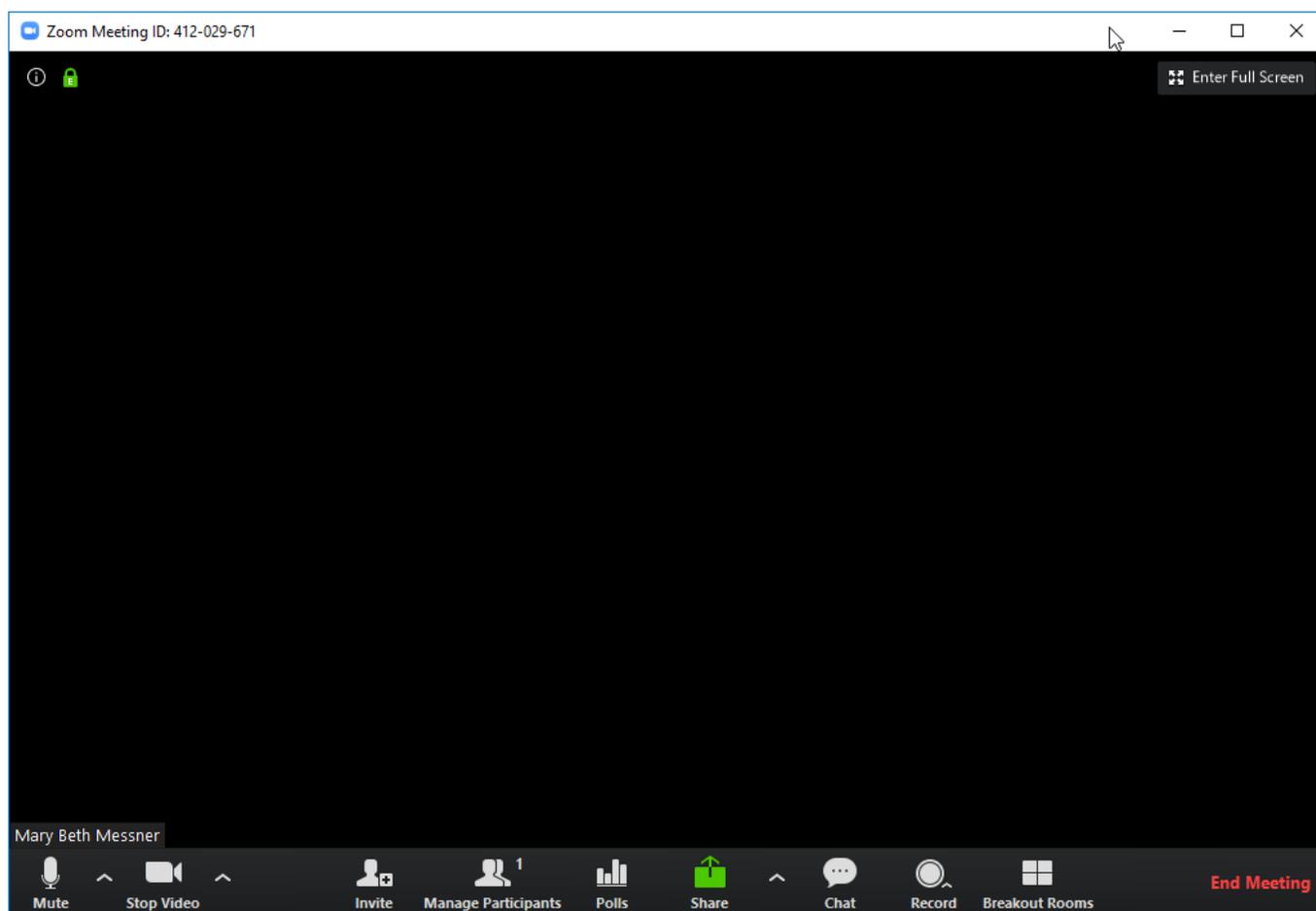
3. Upcoming meetings will be listed. Click the Start button next to your meeting to begin your session.

Start Time	Topic	Meeting ID	
Today (Recurring) 06:00 PM	Faculty Office Hours	412-029-671	Start Delete
Tomorrow (Recurring) 06:00 PM	Faculty Office Hours	412-029-671	Delete
Thu, Mar 12 (Recurring) 06:00 PM	Faculty Office Hours	412-029-671	Delete

4. If prompted, select “Open Zoom Meetings.”
5. You will be prompted to choose your audio option. Click the “Test speaker and microphone” link to check audio settings or click the “Join with Computer Audio” button.



The Zoom application will open in a new window:



You can manage your meeting using the settings at the bottom of the Zoom window:

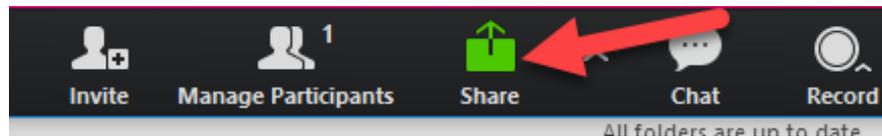
- Mute: This allows you to mute your microphone if someone else is talking.
- Stop Video: This allows you to toggle your video on and off.
- Manage Participants: When other people are participating in your Zoom meeting, you can use this option to mute participants as needed. (If students are not muted, background noise and/or feedback can cause audio complications.)
- Chat: This will display the chat between participants.
- Record: Clicking this button will allow you to record your Zoom meeting. For detailed instructions on how to record your Zoom meeting, [please visit the Zoom Knowledge Base and view information on Local Recording](#).

Accessibility Note: *If you have students with accommodations, you may need to record your session so a transcript/closed caption version may be made available to students afterwards. Please consult Meredith Sodik, the Director of Academic Support Services, at 330-490-7529 or msoduk@walsh.edu if you have questions or concerns about making content available to your students.*

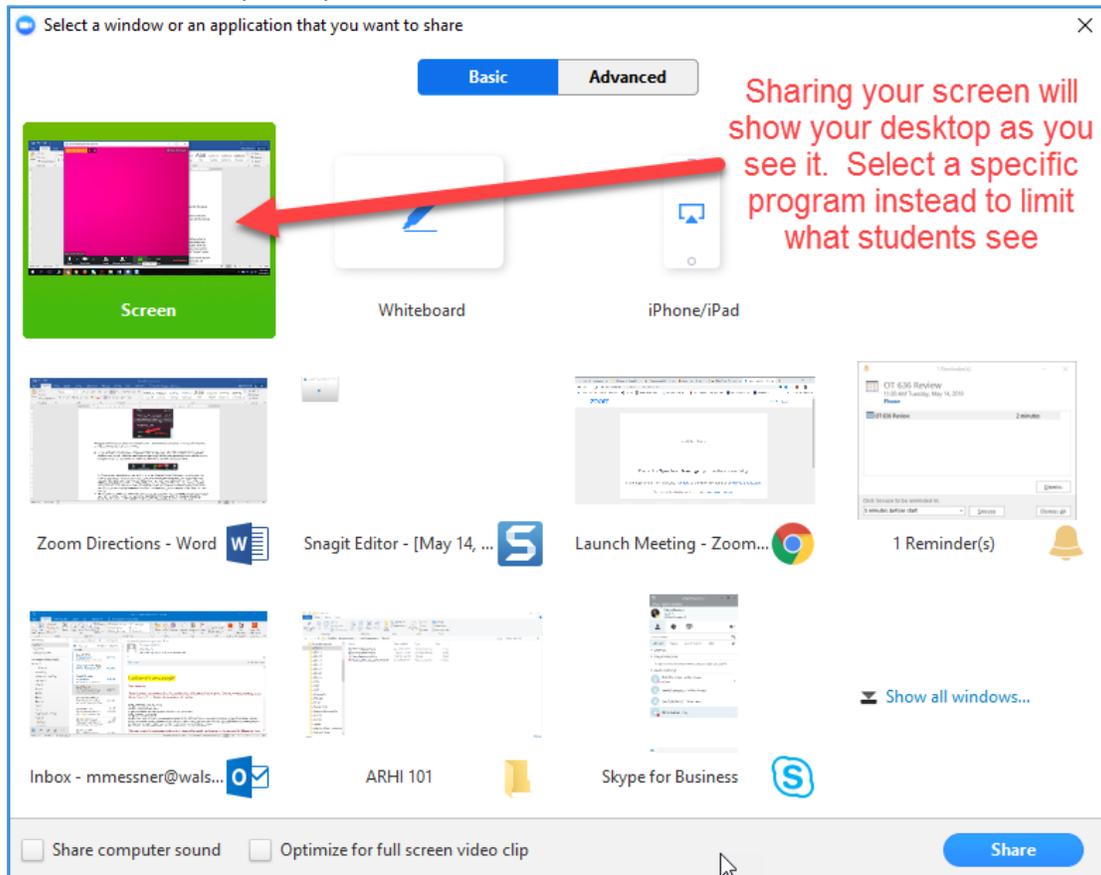
Privacy Note: *If you are choosing to record a session, you must notify students you intend to do so before you begin recording. This can be as straightforward as announcing, "I will be recording our lecture today. Please be aware that your audio/video/chat will be included as part of this recording."*

Sharing Your Screen/Displaying a Visual During a Zoom Meeting

1. Open any files, sites, etc. you plan to use during your lecture.
2. To share your screen, click the “Share” button in the Zoom player.



3. You'll see a menu of options you can click on to share.



4. Clicking “Screen” will share everything which is open on your screen. If you prefer to share only your PowerPoint, for example, you would select that option instead of screen. (Note: Be aware that if you select “Screen” and have Outlook open, email alerts may also show up in your recording!) If you are only sharing one program, you may want to select it. If you are toggling between a PowerPoint and websites, you may want to select “Screen” when sharing.
5. Click the Share button again to stop sharing.