



A Guide to Zoom at Bradley University

Prepared by: James Salzman, Joe Bohna, & Tim Wheat - Learning Design and Technology

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About Zoom

ZOOM is a highly functional web conferencing tool available to all Bradley faculty, staff, and students.

Features

Zoom (free)

Zoom (Licensed)

Maximum number of active participants	100	300
Screen sharing	✓	✓
Available externally from school network	✓	✓
Schedule meetings via Google Calendar	✓	✓
Time Limits	40 Minutes	24 Hours
Recording Capabilities	Local/Cloud	Local/Cloud (With automatic backup to Panopto)
Automated Closed Captioning	No	Yes*

*Automated closed captioning is turned on for the organization. See the Closed Captioning heading below for more information

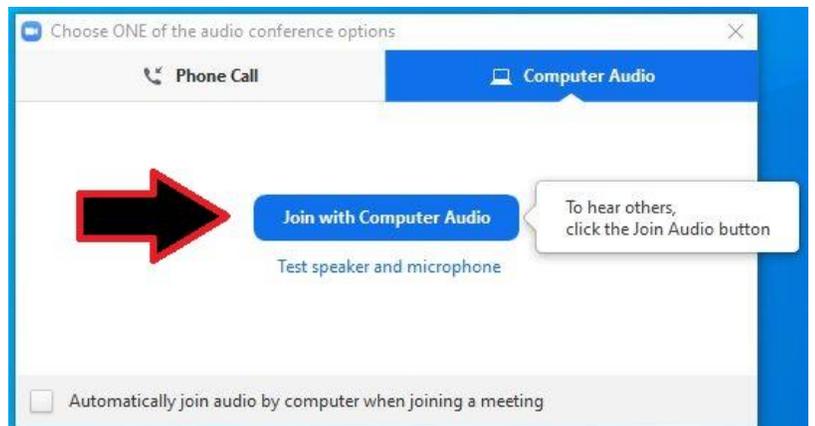
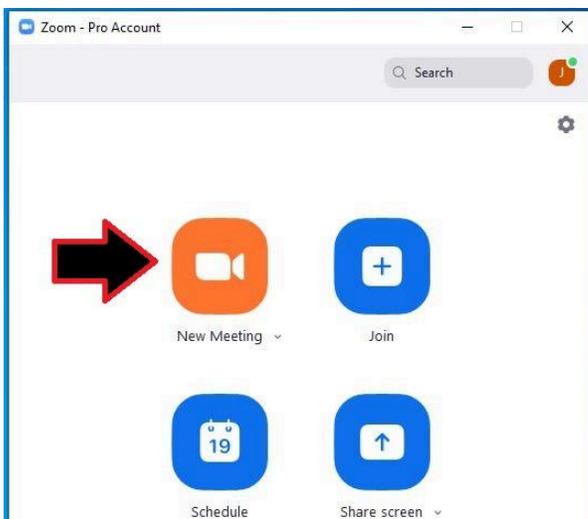
(See [detailed comparison chart](#))

Getting Started

- Visit <https://bradley.zoom.us/download> to download and install the free ZOOM application.
- Once the application has been installed on your computer, run it for the first time
- If you are affiliated with Bradley as either a faculty or staff, - select the button titled “Sign in with SSO” and for the “Company domain” box type in “Bradley” and press continue.
 - There are choices presented for storing login information and “Information to be Provided to Service”. Any choice is acceptable.
- For students - you can sign up with any email address of your choosing
- Click [here](#) to watch the Quick Start Video and review documentation below

Quick Meeting

1	Click on New Meeting
2	Click on Join with Computer Audio



Conducting a Meeting (Presenter)



1.	Meeting ID
2.	Mute / Unmute your microphone
3.	Open or stop your webcam
4.	Invite others to your meeting
5.	View and manage participants of your meeting
6.	Chat feature
7.	Record the meeting (Available in Basic or Licensed, however, Basic will only record to your local machine whereas Licensed will also record to the cloud.)

Google Calendar Integration

1. Using Chrome as your web browser navigate to the three vertical dots in the upper right hand corner.
2. Select "More Tools"
3. Select "Extensions"
4. Search for "Zoom Scheduler"
5. Install the Zoom Scheduler

When signed in you will now be able to start Zoom meetings from Chrome as well as schedule from the Google Calendar.

Closed Captioning

There are two parts to using Live Transcription/Closed Captioning:

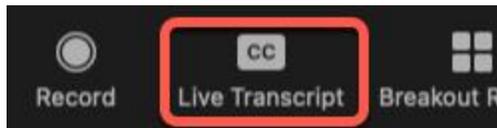
1. **Host** - Enable "**Auto-Transcription**" after you've started your meeting (must complete for each meeting you want to have live auto-transcription available).
2. **Participant** - Click the "**Live Transcript**" button from the in-meeting Zoom toolbar and **select one** of the options from the pop-up menu (must complete for each meeting that has auto-transcription enabled).

Enable and Disable Auto-Transcription (In a Meeting)

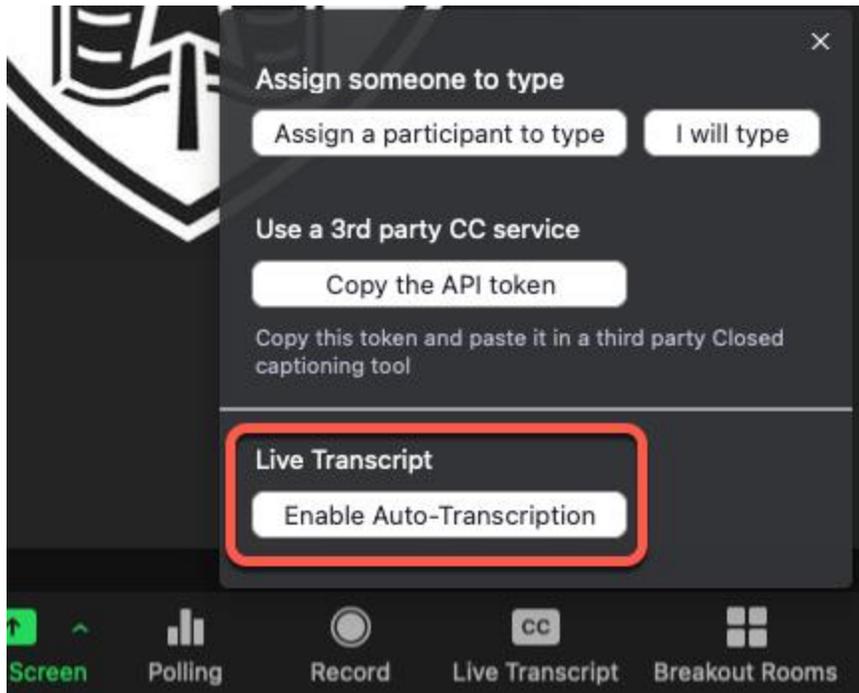
Live-transcription (closed captioning) is not automatically enabled for all of your meetings by default, you must enable them in order for your participants to have the ability to enable/view them.

1. To **enable** live-transcription, first start your meeting
2. Click on the "**CC Live Transcript**" icon in your Zoom meeting controls.

*Note: If you cannot see this button, click on the "**More**" icon.*



3. From the pop-up panel, click the “Enable Auto-Transcription” button

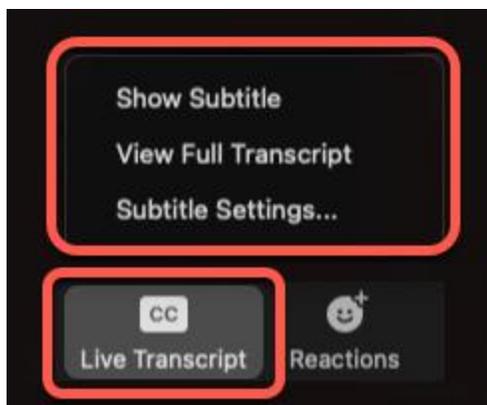


Enable/View Live Transcription (Closed Captions) as a Participant

Participants may see a "Live Transcript is available" message above the "CC Live Transcript" button when a Zoom host has enabled live transcriptions.

Once the host enables live transcription, participants have the option to choose how they want to view the transcription by clicking the "CC Live Transcript" button. As a participant, click on the "CC" (Closed captioning) button to view your options.

1. Click the "CC Live Transcript" button



2. Click one of the following:
 - **Show Subtitles** - Displays captioning on the bottom of the video. You can also select **Hide Subtitle** once subtitles are selected to hide them.
 - **View Full Transcript** - Opens a panel/pop-up and displays captions in real-time with both the speaker's name and time stamp. In that pop-up, participants will also see a button to save the transcript (this button might not be available if the host has disabled this functionality). If enabled, click **Save Transcript**. A copy of the transcript as a .txt file will be downloaded to your machine.

***Note:** Transcripts save up to the moment when you click Save Transcript. If you click*

Save Transcript multiple times throughout the event, it will overwrite/update the existing file. We recommend clicking **Save Transcript** just before the meeting ends to ensure you have the transcript from the entire meeting. There is no option to auto-save these transcripts.

Transcript

Search

Fordham, Ryan

15:03:25
Testing 123.

15:03:30
This is a test.

Save Transcript

Powered by Otter.ai

- **Subtitle Settings** - Opens a window where you can adjust the font size of both the subtitles (captions).

Settings

- General
- Video
- Audio
- Share Screen
- Chat
- Background & Filters
- Recording
- Profile
- Statistics
- Keyboard Shortcuts
- Accessibility**

Closed Captioning

Font Size: (18)

Small Large

Captions will look like this

Chat Display Size (% +/-)

80%

Screen Reader Alerts [Restore Defaults](#)

Description	Enable
Host Privilege Granted/Revoked	<input checked="" type="checkbox"/>
Co-host Privilege Granted/Revoked	<input checked="" type="checkbox"/>
Remote Control Permission Granted/Revoked	<input checked="" type="checkbox"/>
Participant Has Raised/Lowered Hand (Panelist Only)	<input checked="" type="checkbox"/>

Canvas Zoom Tool Workflow

If you are setting up recurring meetings for a course using the Zoom tool within that course there are some best practices to follow.

1. The Zoom tool in Learn only functions properly when navigating to learn.bradley.edu. This applies to both faculty and students.
2. The meetings created in a particular course are only available to the students in that course and will not be viewable to students in another course.

Canvas/Learn Workflow

1. Navigate to your course.
2. Make sure the Zoom tool is installed/visible. (Settings/Navigation, then drag Zoom up to the available list of tools)
3. Set up your meetings for that particular course.
4. Repeat the process for each course for which you wish to hold synchronous meetings.
5. When you are ready to launch the meeting, launch it from your course site's Zoom tool.

This workflow will allow students within that particular course to see their meetings with you and join simply by following the invite within the tool.

Recording

IL state law requires that all recorded meetings obtain consent from all attending members. We recommend adding language to your syllabus stating that you plan on recording class meetings. We also recommend notifying all attendees at the beginning of each recorded session both verbally and in the chat.

There are two ways to save recordings of Zoom Meetings. The first (if you are Zoom Licensed) is to record to the cloud with automated video migration to Panopto.

1. Open your meeting.
2. Select the Record function.
3. Select "Record to Cloud"

If using Learn it is very important that you navigate to learn.bradley.edu in order to sync this recording properly. Once you finish the meeting the recording will then automatically sync to Panopto. You will receive an email when the recording is complete and it will then be available for viewing by navigating to bulectures.hosted.panopto.com, selecting My Folder, and then My Meetings. You can then share or [move the recording to another folder](#). Sometimes this process can take up to an hour or more depending on the length of the meeting.

Pro Tip: Recording not quite where you thought it should be?

1. Navigate to learn.bradley.edu and select "Account" from the left hand navigation.
2. Select "Settings" from the open Account navigation.

3. Select the "+Email Address" in the upper right portion of the screen.
4. Add your bunetid@fsmail.bradley.edu address.
5. Select "Register Email"
6. This will send an email to you. Go to your Bradley email account and select the email.
7. Select "Click here to confirm email address" within that Learn generated email.
8. Navigate back to your settings and select the bunetid@fsmail.bradley.edu star to shade it black.
9. Your recordings should now automatically go to your My Meetings folder within your My Folder in Panopto

Want to send your meetings directly to your course folder? The following steps will allow you to do just that and is most useful for a recurring meeting within a course. **Note:** *In order to do this you must have the Panopto Video tool available in your course and activated by selecting it from the left hand navigation one time.*

1. Navigate to bulectures.hosted.panopto.com
2. Select your name in the upper right corner.
3. Select User Settings
4. Beneath the Zoom Recording Import Settings select "Add New"
5. Paste the Zoom Meeting ID in the proper field and select the folder where you wish your recording to appear.
6. Hit "Save"

Repeat the steps for each meeting you wish to automatically load into a specified Panopto folder.

The second is to save locally, then...

1. Add the Panopto tool in your Sakai/Learn site
2. Go to the Panopto button in your Sakai/Learn site and select Create
3. Select Upload Media
4. Choose the file you would like to upload.

This process can sometimes take time as the tool works to upload large files. Once files have been uploaded and processed, your students will be able to access the Panopto link through Sakai to watch the recording.

Zoom Security Features

Zoom has several security features available to ensure that faculty/staff are able to take charge of their meetings. Below is a comprehensive list of security features and best practices. Orange text is clickable and links to detailed instructions.

There is a balance between having an efficient collaborative workflow and ensuring that disruptions are kept to a minimum. Best practices for holding a collaborative and secure virtual classroom include enabling the waiting room, and turning participant screen sharing off by default. These non-invasive features such as screen sharing can be toggled on/off in meetings. One workflow to help facilitate discussion without interruption is to mute all participants on entry and require students to "Raise Hands" to speak which gives the instructor the ability to manage student discussion. Other measures like disable chat, video

sharing off, required registration, and block annotation can be used as needed but please note that these tools negatively impact the efficiency and collaborative capabilities of a meeting. To learn more, review documentation below and click [here](#) to watch a quick video on securing your meetings.

Reduce bugs and vulnerabilities

Zoom updates their software often to fix bugs and vulnerabilities. When launching Zoom you may notice blue text toward the top of the window that states there is an update available. You can also choose Check for Updates... in the Zoom menu. Please make sure to keep your Zoom software up to date.

Lock your virtual classroom

Did you know you can lock a Zoom session that's already started, so that no one else can join? It's kind of like closing the classroom door after the bell. Give students a few minutes to file in and then click Participants at the bottom of your Zoom window. In the Participants pop-up, click the button that says Lock Meeting.

[How to lock your classroom](#)

Control screen sharing

To give instructors more control over what students are seeing and prevent them from sharing random content, Zoom [recently updated](#) the default screen-sharing settings for our education users. Sharing privileges are now set to "Host Only," so teachers by default are the only ones who can share content in class.

However, if students need to share their work with the group, you can allow screen sharing in the host controls. Click the arrow next to Share Screen and then Advanced Sharing Options. Under "Who can share?" choose "All Participants" and close the window. You can also change the default sharing option to All Participants in your Zoom [settings](#).

[How to manage screen sharing](#)

Enable the Waiting Room

The [Waiting Room](#) feature is one of the best ways to protect your Zoom virtual classroom and keep out those who aren't supposed to be there.

When enabled, you have two options for who hits the Waiting Room before entering a class:

1. All Participants will send everyone to the virtual waiting area, where you can admit them individually or all at once.

2. Guest Participants Only allows known students to skip the Waiting Room and join but sends anyone not signed in/part of your school into the virtual waiting area.

The virtual Waiting Room can be enabled for every class (in your settings) or for individual classes at the scheduling level.

[How to enable the Waiting Room](#)

Lock down the chat

Teachers can restrict the in-class chat so students cannot privately message other students. We'd recommend controlling chat access in your in-meeting toolbar controls (rather than disabling it altogether) so students can still interact with the teacher as needed.

[How to control chat access](#)

Remove a participant

If someone who is not meant to be there somehow manages to join your virtual classroom, you can easily remove them from the Participants menu. Hover over their name, and the Remove option (among other options) will appear. Click to remove them from your virtual classroom, and they won't be allowed back in.

[How to remove a participant](#)

Security options when scheduling a class

The cool thing about Zoom is that you have these and other protection options at your fingertips when [scheduling a class](#) and before you ever have to change anything in front of your students. Here are a few of the most applicable:

- **Require registration:** This shows you every email address of everyone who signed up to join your class and can help you evaluate who is attending.
- **Use a random meeting ID:** It's best practice to generate a random meeting ID for your class, so it can't be shared multiple times. This is the better alternative to using your **Personal Meeting ID**, which is not advised because it's basically an ongoing meeting that's always running.
- **Password-protect the classroom:** Create a password and share with your students via school email or Google Calendar invitation so only those intended to join can access a virtual classroom.
- **Allow only authenticated users to join:** Checking this box means only members of your school who are signed into their Zoom account can access this particular class.
- **Disable join before host:** Students cannot join class before the teacher joins and will see a pop-up that says, "The meeting is waiting for the host to join."

- **Manage annotation:** Teachers should disable participant annotation in the screen sharing controls to prevent students from annotating on a shared screen and disrupting class.

Note: For schools scheduling classes through an LMS, some of these settings might appear a little differently. Visit support.zoom.us if you need assistance.

Additionally, teachers have a couple in-meeting options to control your virtual classroom:

- **Disable video:** Turn off a student's video to block distracting content or inappropriate gestures while class is in session.
- **Mute students:** Mute/unmute individual students or all of them at once. Mute Upon Entry (in your **settings**) is also available to keep the clamor at bay when everyone files in.
- **Attendee on-hold:** An alternative to removing a user, you can momentarily disable their audio/video connections. Click on the attendee's video thumbnail and select Start Attendee On-Hold to activate.

From: [*How To Keep Party Crashers From Crashing Your ZOOM Event*](#)

[ZOOM FAQs for additional questions](#)