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!