# Studio & Zoom Overview & Quick Tips

# Hate the way you look?

We all do! Join the club.



# Issues that arise, and their solutions

## Can I insist they show video?

Not really. No.

For some, it simply won't be possible.

For some, they'll have reasons why they can't or won't. You aren't really able to tell which ones are legitimate.

### Someone is noisy

Right click on their video or 'box' and mute them or kick them out

### Someone's audio is terrible

Ask them to turn off audio, and call in on phone

Know the phone number and meeting id

### Your internet connection is bad

Call in on phone (Turn your computer's audio off)

Use the chat window to let them know; give instructions of what to do while you sort it out.

### Crazy echo or feedback

Someone (possibly you) has 2 instances of zoom going in the same room. Disable all audio on one of them.

If it's a student or guest, right click and mute them.

### Stuff is happening and you're unsure of what you're doing and getting flustered.

Don't panic.

Breathe.

Do one thing at a time.

It's okay to say

"Give me 3 minutes to get sorted out. Johnny, why don't you explain how you approached problem 3" … Or something.
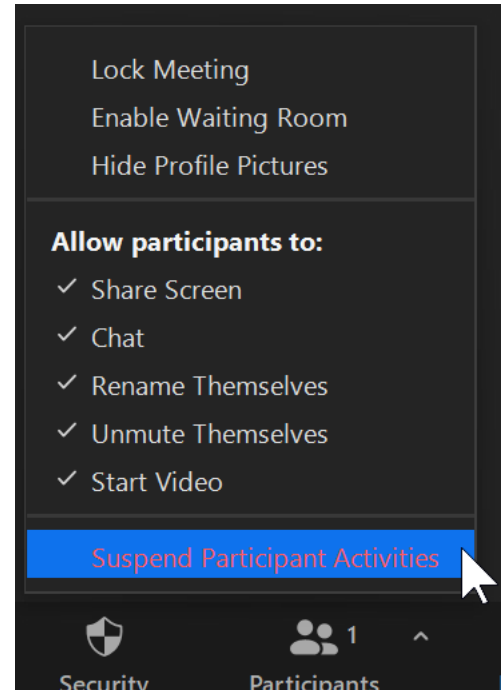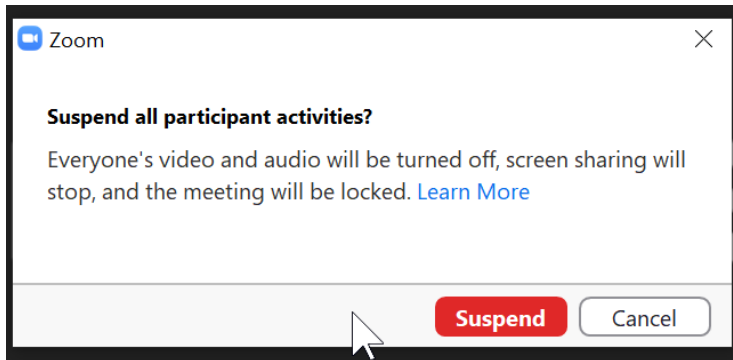
### Internet turns off

Know the phone number, have the process already practiced. Call in.

## Worried about being zoombombed, recorded, harassed, etc

**What to do with zoombomb**. You're going to want to be quick.

Security Icon

Suspend Participant Activities

Now it is completely locked down, and you can take a breath and proceed from here.

- Kick out any suspicious people
- Un-mute the speaker if they were in the middle of talking
- Enable the waiting room and unlock the meeting if you're still expecting more (legitimate) participants to join.

Another way is to just quickly mute everyone via the participants list:
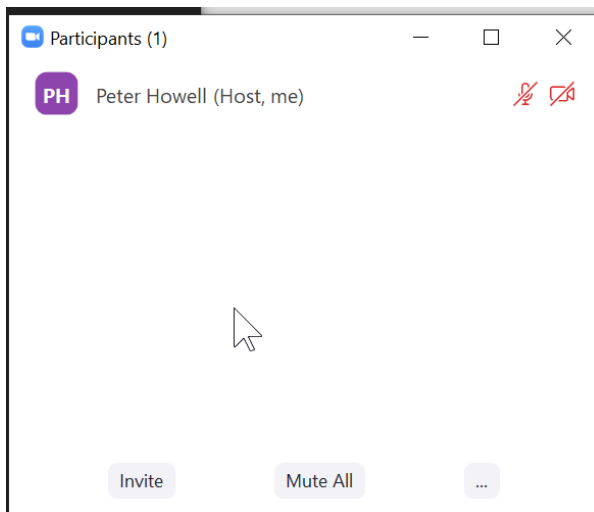
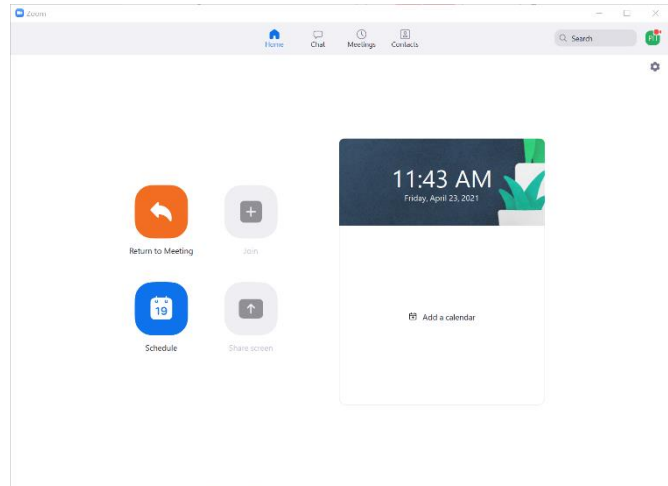*Participants List -> Mute All*

Allow them to Unmute themselves? NO
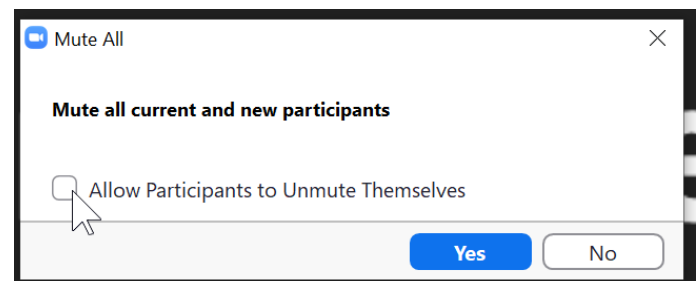
# Know the App and the Website

There's two different ways to get at your Settings, Saved videos, Meetings, etc. Some are only through the "App" and some are only through the website.

The app: Zoom is a program that runs on your computer. It looks like this on a PC:
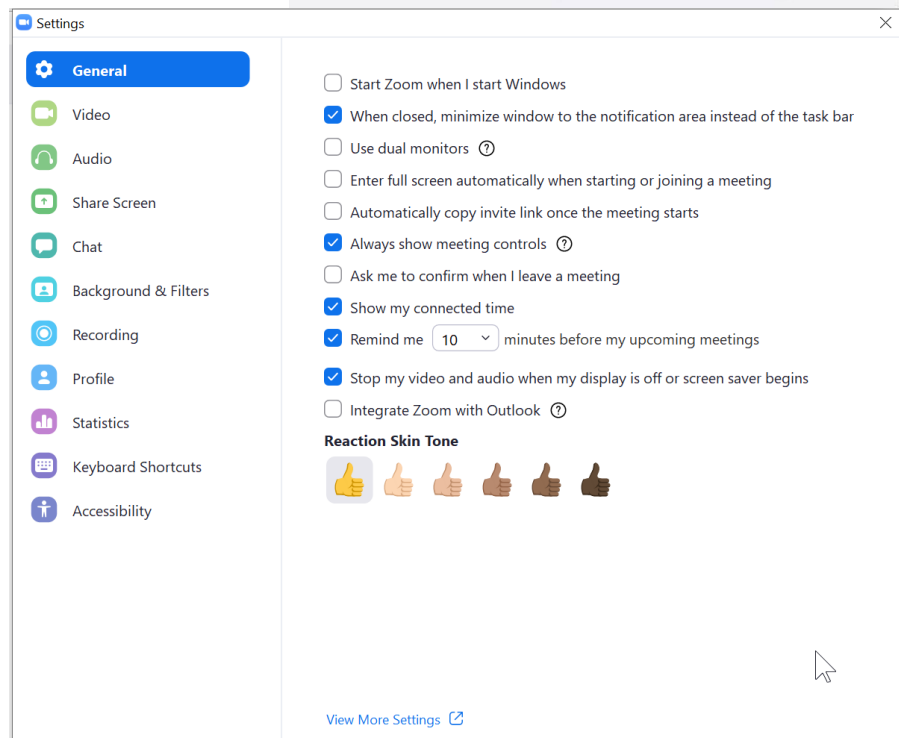
For the settings, click the Gear Icon:

There's quite a bit here. It mostly relates to the details of your actual meeting, video, audio, etc.

Important things you can do here:

- Switch your camera, microphone
- Test the audio
- Change the gallery view to show 49 people (a 7x7 grid)
- Change text sizes for chat or other areas
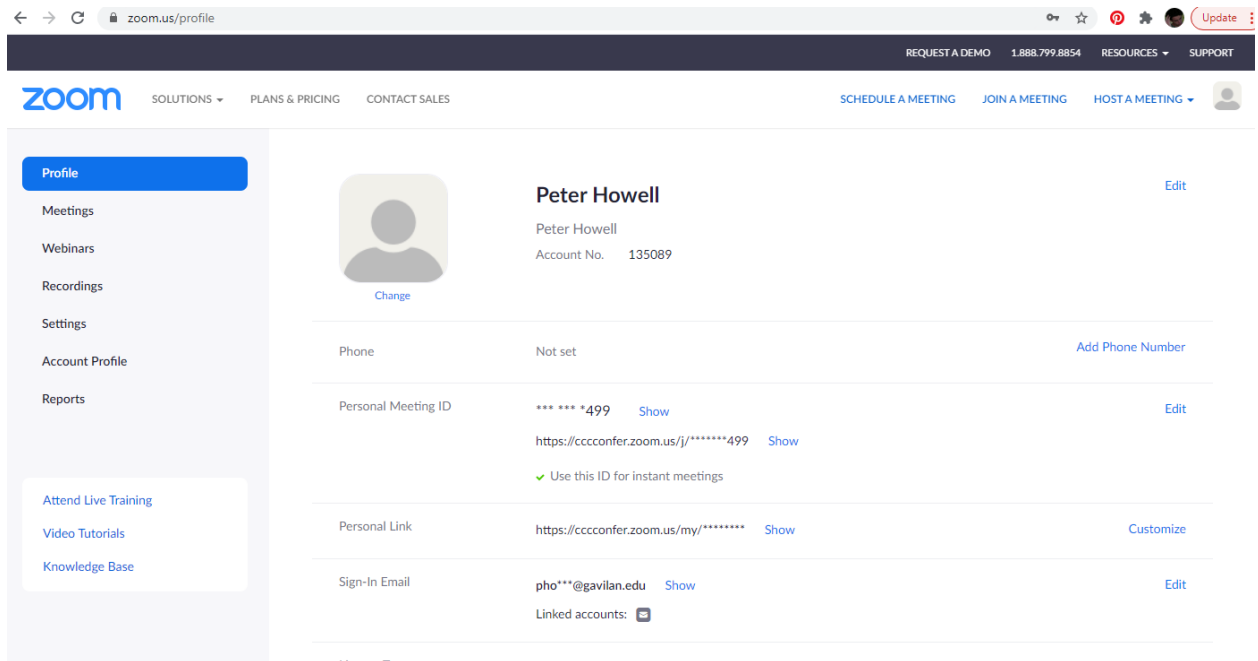- Change your "Virtual Background"

**There is also a web site which you have an account with.** (The same account you use for the App.) It is at *zoom.us*

Things you can change here:

- Default settings for new meetings
- Scheduled meetings
- Your saved / recorded meetings
- Profile picture
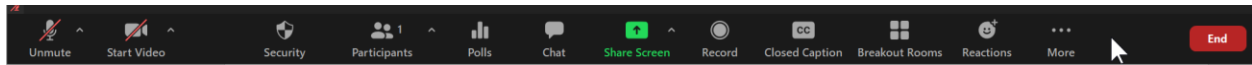- Address of you personal meeting room
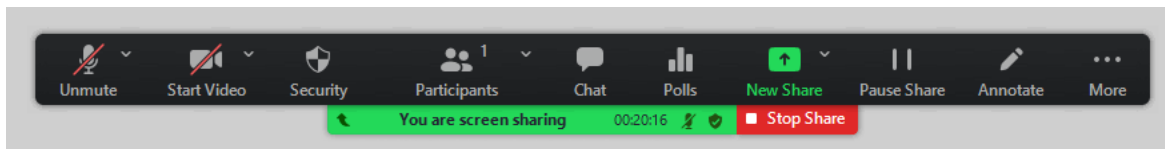
It looks like this:

## The Meeting UI



There's quite a bit packed in to the meeting bar. You should know that it "detaches" and looks a little different if you are screensharing:



## Screensharing

You have options. This seems to confuse people. When you click the green "Share Screen" button, you'll get another window full of options like this:
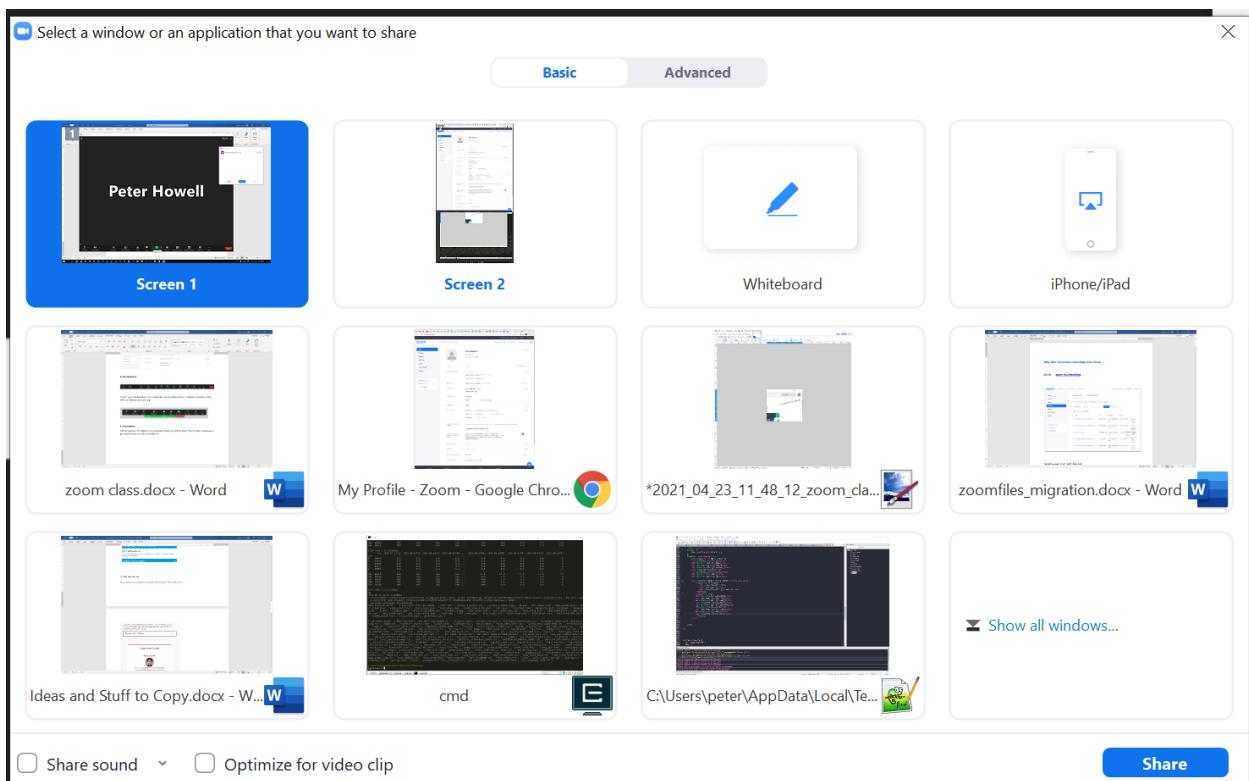
And there's an "Advanced" tab too:
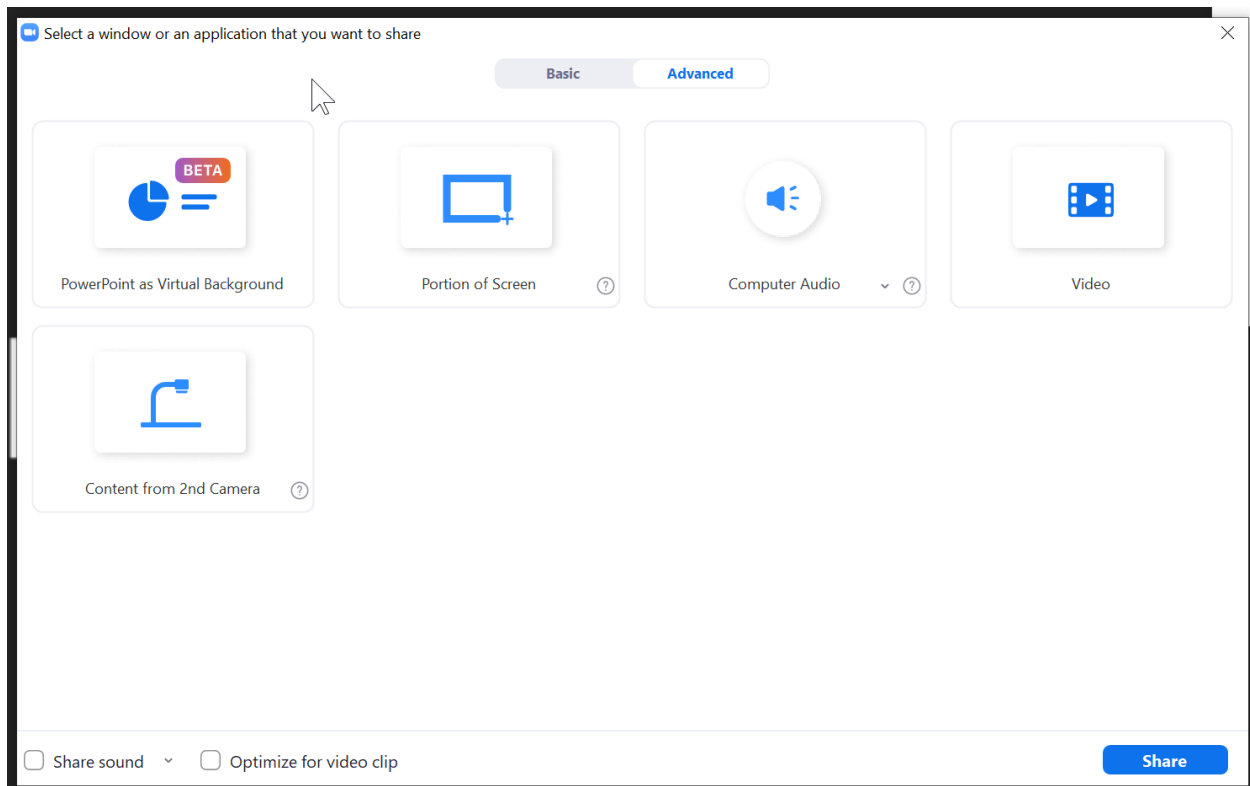


What to know here?

- You can either share the full screen
- Or one program
- But if you choose one program, you have to start over to switch to a different program.
- Those two checkboxes at the bottom: They are critical if you want to play video.

# Your recordings

The easiest thing is that you'll get an email after you stop recording:



**Cloud Recording - Peter Howell's Personal Meeting Room is now available**

Z

Zoom <no-reply@zoom.us>
Fri 4/23/2021 12:43 PM
To: Howell, Peter

Hi Peter Howell,

Your cloud recording is now available.

Topic: Peter Howell's Personal Meeting Room
Date: Apr 23, 2021 11:36 AM Pacific Time (US and Canada)

Click here to view your recording (this link can be used only by the host):
https://cccconfer.zoom.us/recording/detail?meeting_id=KjLjII94Q4exxIIdC6omjQ%3D%3D

Copy the link below to share this recording with viewers:
https://cccconfer.zoom.us/rec/share/GaR5pJDEzn4xob-
TjIPeAW2zsYo6VXrK1yPj_XGAWhg7EUL6U0gpH3FfqSR4TMxZ.bCMH-PQycC0wqGfi

Thank you for choosing Zoom.
-The Zoom Team

Reply | Forward

## More Zoom Tour

Find the settings screen and read through all the options. You don't have to know what each and every item is.

If something looks intriguing, look it up or ask about it.

## Tricky things that students have done

Turn video off, change name to "Connecting…" and tune out

Make a "background video" [loop](#) of themselves appearing to pay attention. Leave it running while playing video games.

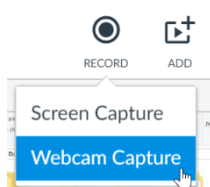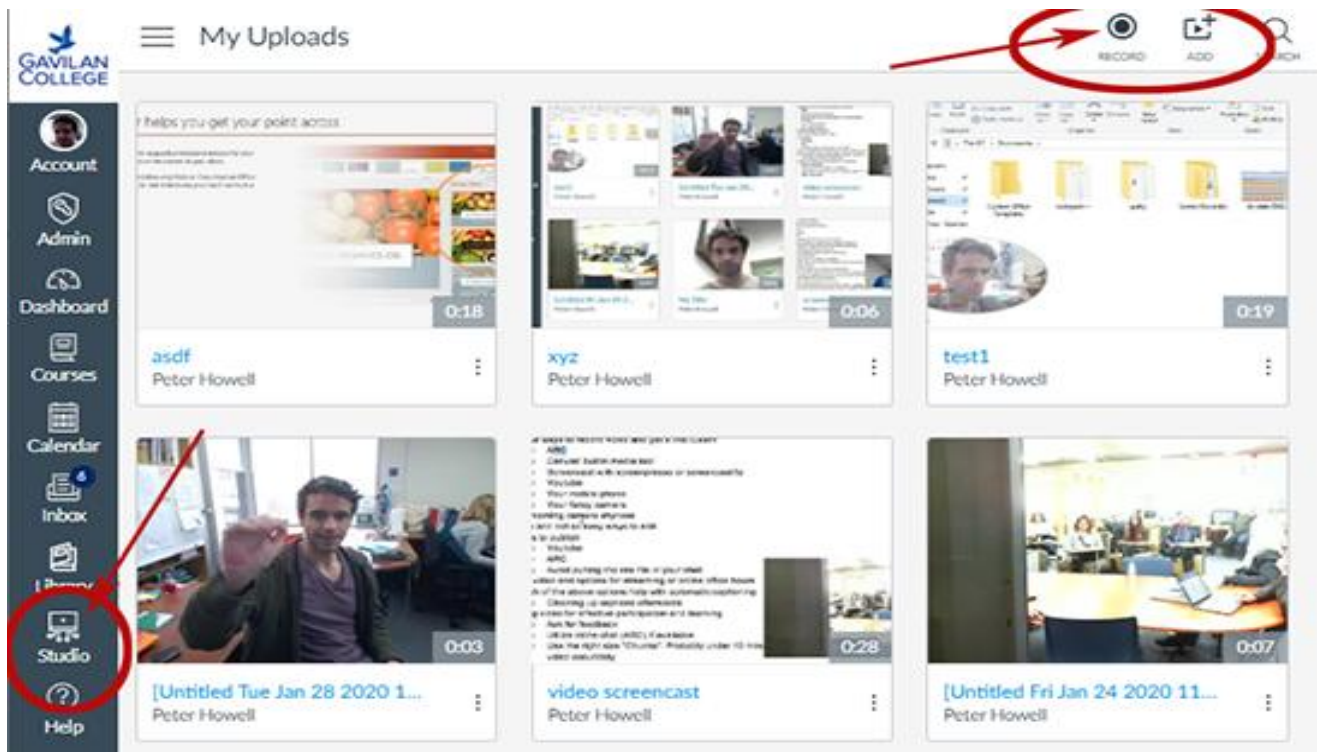Distribute the meeting ID and password to their bad online friends who all come to harass and ruin everything.

# iLearn Studio Quickstart

The link to Studio should always be visible on the left-hand navigation. From here you can:

- See all your videos

- Record a new one

- Upload a video file from your computer.



You can record from the camera, (**Webcam**) or make a video of your computer's

screen (**Screen Capture**)

## Record & Save a (webcam) Video

In general, you can follow the prompts to record and save

your video.

Click the Start Recording button to begin.

When finished, you'll be asked for a name (which is only

visible to you, the teacher,) and it'll upload back to iLearn.
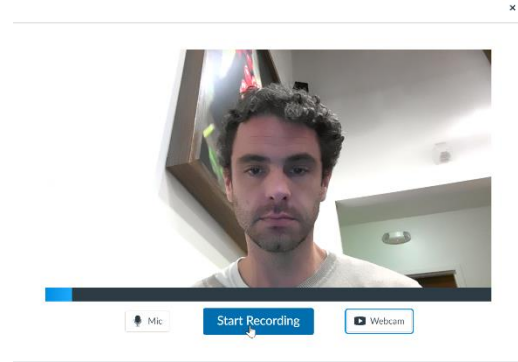


## Screen Capture

Screen Capture will make a recording of your screen.
Use it if you want to, for example, narrate a Powerpoint
presentation.

This is the *Screen Capture*. It will record a portion of your
screen, in any program you wish to run.
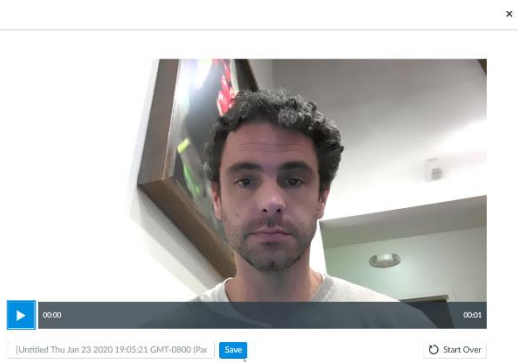


You can adjust the dotted box to the area you want to record.
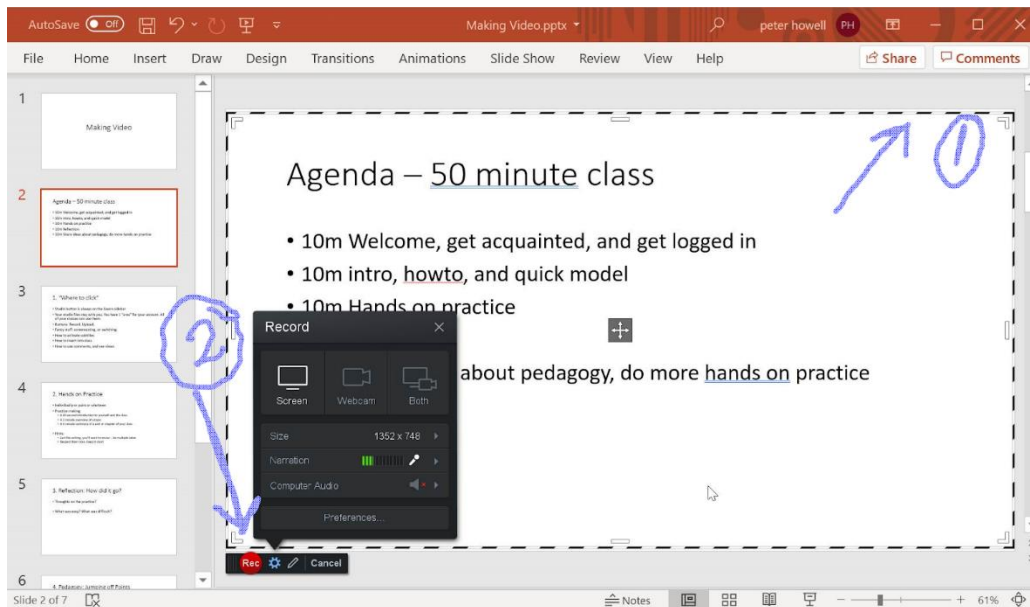
## Making Captions
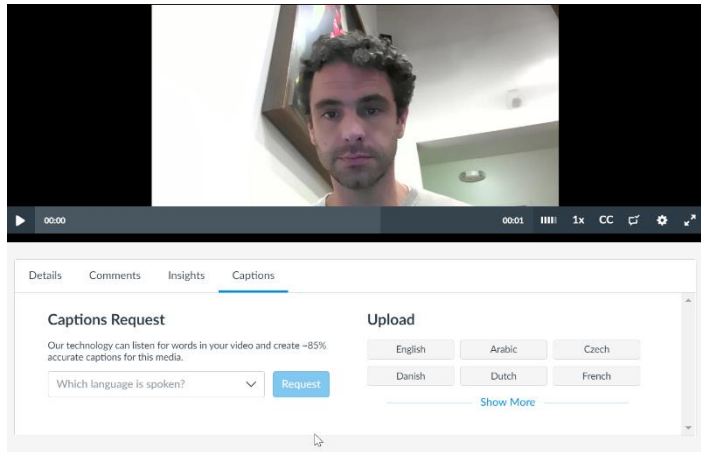


After you've recorded the video, go to its page and the <u>Captions</u> tag. Click the <u>Request</u> button.

Return in 24 hours and edit/post the captions.

## Embed it into a Class

Now you'll leave the "Studio" behind and go to your class. Find the place you want to put it. Often this will be a new **page**. You can embed a video into a page, an assignment, a forum post, an announcement... anywhere you see the standard "text editor" tool in iLearn. Your students can do this as well!

**Step 1:** Click that little blue **V**
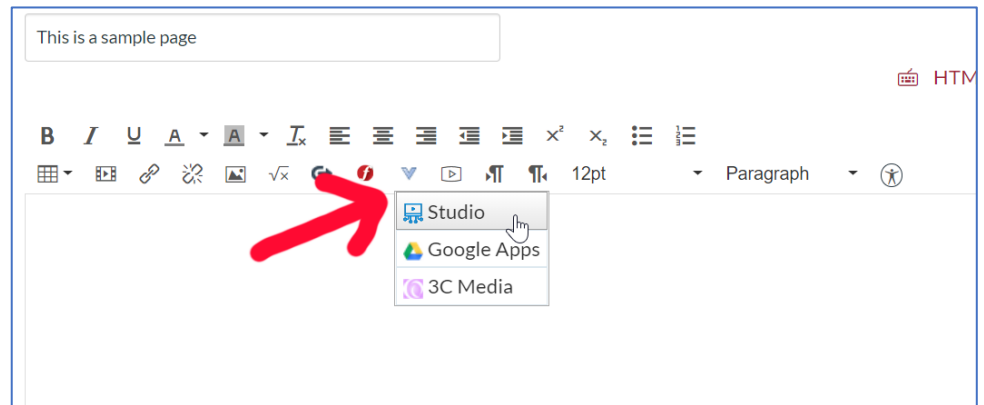


**Step 2**: Pick out a video by clicking on it.
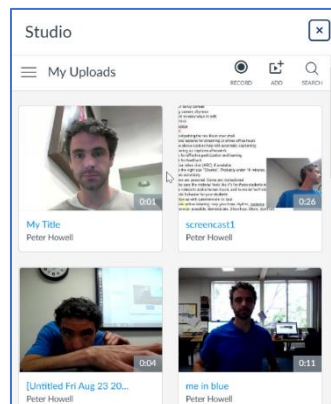


**Step 3**: Choose if you want comments.

## What About *Editing*?

Editing your video means that you'll cut and move parts of the footage around. Remove your mistakes, and re-arrange things. You can also add titles, graphics, and other effects.

While this is powerful, it is also complex and hugely time-consuming. It is worth it, **but it is not necessary** for what we want to do. If you can keep your presentation tight and do it right on camera, you will save yourself hours of time. You'll also benefit from doing the video more than once -- rehearsing it and possibly re-recording it until you like the results.
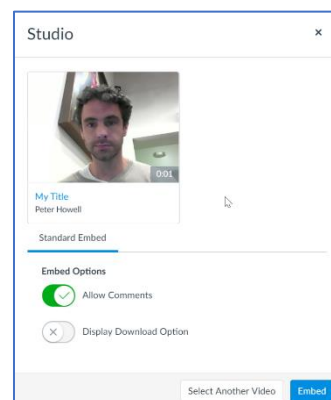
If you're ready to take the plunge into editing, you have options galore, ranging from simple to Hollywood level. Some of the more common ones are:

- iMovie on the Mac, and Windows Movie Maker on Windows. These are provided by your respective computers, are free, and are a good entry-level tool to get started editing and adding titles and graphics.

- An online service. There are many of these, some through the web, and some via an app on your phone. Youtube has a decent tool for doing basic editing.

- Adobe Premier. If you use the Adobe suite, you may already have a copy of premier. It will give you maximum flexibility

**Recommendation for editing:** Skip it. Use your time to outline your presentation, practice, rehearse, and do multiple takes. It will be faster and give better results.

## What about Captions or a Transcript?

They are a requirement. It must be done. Skipping this step opens the school up for some very bad risks:

- A lawsuit, costing tens or hundreds of thousands of dollars. (This is happening right now to some schools)

- Attention from the State and the Accreditation team. This is a Very Bad Thing

The law, and common decency, insists that we provide closed captioning for each video we use in a class. Fortunately, this is much easier to do now.

Both of our most common tools will create a 90% accurate transcript automatically. Youtube and iLearn Studio will generate captions automatically. You do need to find the right button to click to request this. You **will need to go in and correct that last 10%.**