

Kokladas, Jody

From: Kokladas, Jody
Sent: Wednesday, January 6, 2021 10:48 AM
To: EntireFourSchoolsFaculty; BayardStaff
Subject: Zoom Update & tips

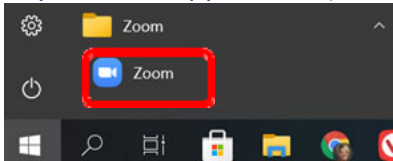
Hi all!

Zoom has launched an update.

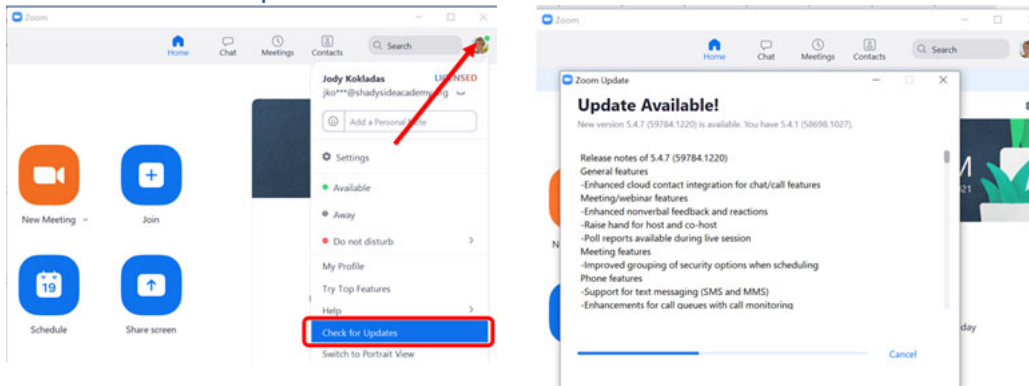
If you're computer hasn't prompted you to update, I would strongly recommend checking for the update.

**My Zoom crashed 3 times this morning. Once I ran this update, it's been fine. 😊

In you Zoom application (not the web)...



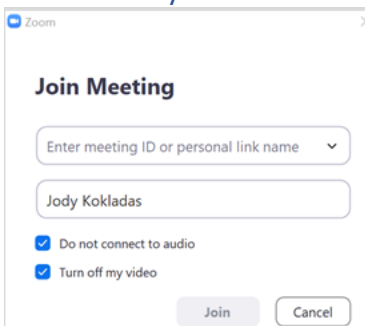
1. Click your profile icon (will either be an image or your initials)
2. Click 'check for updates'
3. Click to install the update once it downloads.



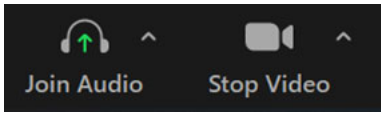
As we reconnect after the nice long break.... Just a few Zoom Tips/Reminders:

Joining a Meeting/Webinar

When you first join a meeting/webinar, you can choose whether you want your video an microphone to be on automatically.



*These can be changed at any time during the meeting with the video and audio buttons.



Running a Meeting/Webinar (host/cohost)

Your Zoom has many setting options, including allowing/disallowing participants to annotate on your screen, allowing/disallowing participants to share your screen, muting participants upon entry, etc. <https://zoom.us/profile/setting> *If you change these settings, you often have to schedule a fake meeting so they apply.

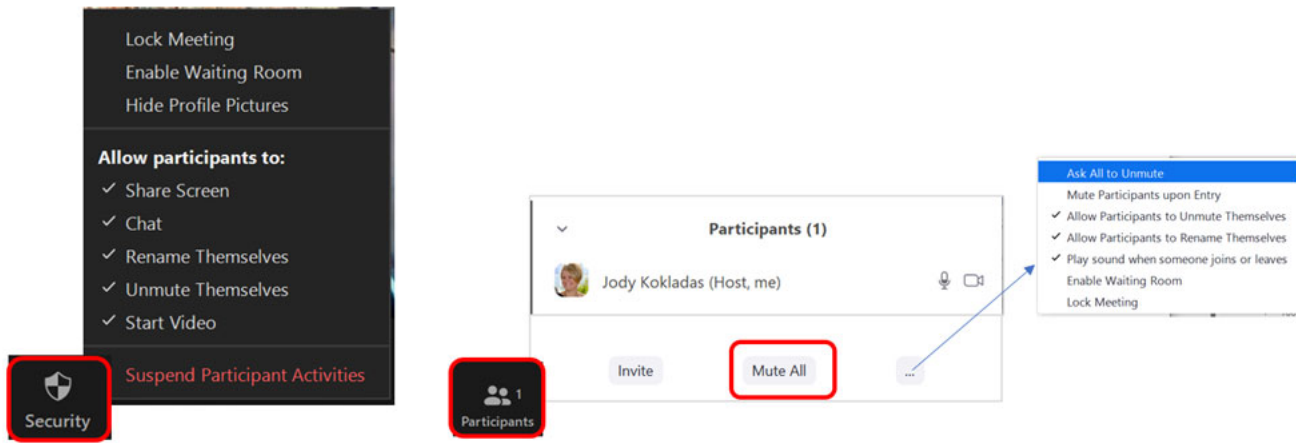
When you schedule a meeting, the choices you make become your default for future meetings.

Scheduling a meeting is the best way to check that your settings are how you want them.

<https://zoom.us/meeting#/upcoming> (on this page you will also see the option to install an Outlook Plugin to make scheduling easier...it is great)

A screenshot of the Zoom meeting settings panel. The panel is titled 'Meeting ID' and has several sections: 'Meeting ID' with radio buttons for 'Generate Automatically' and 'Personal Meeting ID 412 968 3050'; 'Security' with checkboxes for 'Passcode' (unchecked) and 'Waiting Room' (checked); 'Video' with radio buttons for 'Host' (On) and 'Participants' (On); 'Audio' with radio buttons for 'Telephone', 'Computer Audio', and 'Telephone and Computer Audio' (selected); 'Advanced Options' with checkboxes for 'Allow participants to join anytime', 'Mute participants upon entry', 'Only authenticated users can join: Sign in to Zoom', 'Automatically record meeting' (checked), 'Include invite link in location field' (checked), and 'Insert Zoom meeting invitation above existing text'; a language dropdown set to 'English'; an 'Alternative hosts' text input field containing 'Examplejohn@company.com;peter@school.edu'; and a 'Do not show me again' checkbox. At the bottom are 'Save' and 'Cancel' buttons.

While the meeting is live, you can update security settings & participant settings under the security & participant buttons at the bottom.



***You also have settings for each participant under the 3 dots in the top right of their video box.

Additional Tips and Reminders

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