

## Checklist for Zoom Instructors/Hosts

The procedures for setting up a Zoom meeting from a Canvas Course that are outlined below are shown in a [screencast located on YouTube](https://youtu.be/msUROwrKi2s). (<https://youtu.be/msUROwrKi2s>)

### Preparations before course zoom activities

- Within the MyUSF portal, sign in to Zoom from the Tools menu. Use "Sign In" to enter your USF email address and portal password.
  - If you are prompted to "sign in with SSO," choose that and enter the domain name, "stfrancis-edu" and then sign in with USF email and portal password.
- Within your Zoom portal, choose settings and select options for Meeting or Recording.
  - Enable "cloud recording" and check the options you prefer.
  - Enable "Auto delete cloud recordings after days" to delete the cloud recording after a certain number of days, such as 120 days. This will clear limited storage space.
  - Save your preferences.

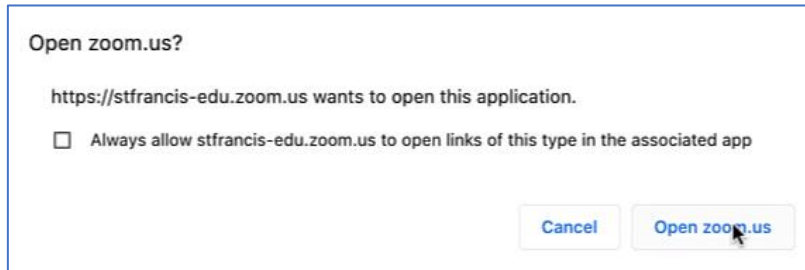
### Course Zoom Preparations

- Select "Zoom" from the course menu.
  - Prior to this, go to course settings / navigation to move the Zoom link to a prominent location in the course menu.
- Put a check in the box to "Show my course meetings only."
- Choose "Schedule a New Meeting"
- Work through the meeting form to complete the meeting settings
  - Determine the date and time
  - Determine the duration of the meeting.
  - Determine whether the meeting is recurring. (daily | weekly | monthly | no fixed time). Also choose an end date for recurring meetings.
  - Change the passcode to something simple; or, select "waiting room" or both.
  - Require authentication to join. This will generate a "clean" attendance report. All students have to do is enter Zoom from the Portal / Tools menu to authenticate. (Download the student checklist, "Cheat Sheet: Zoom for USF Students," from Canvas Commons).
  - Enable both computer and telephone audio.
  - Click "Save"
- Direct the students (in writing) to join the Zoom meeting by selecting Zoom on the course menu and then clicking "join" to attend the scheduled meeting.**

## Checklist for Zoom Instructors/Hosts

### Conduct the Zoom Meeting

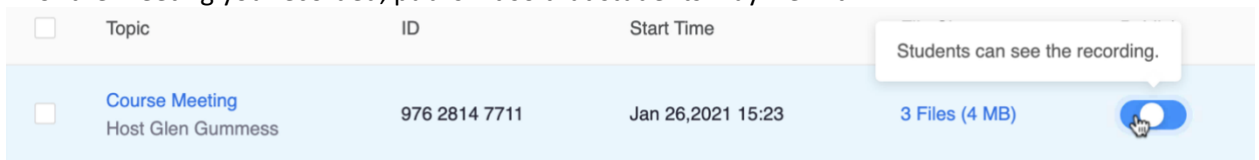
- From within the Canvas Course, click Zoom in the course menu.
- Join or start the scheduled meeting.
- When prompted, open the Zoom client. This is the application that you download, once, to your computer.



- Use the controls to direct your meeting activities (bottom of window).
  - Note the up arrows next to the microphone icon and webcam; these will help you choose options such as selecting devices and confirming settings.
  - Note the up arrow next to "Share Screen" where you can grant users rights to share their screens.
  - Become acquainted with other controls.

### Recording your meeting

- If you are recording the meeting, choose to record to your local computer or "The Cloud."
  - If you wish students to view the recording, choose "cloud."
  - If you choose the computer, make sure the recording is shared on the local drive, **not the "M" drive** or other remote location.
  - Stop the recording at the appointed time. The recording will stop also when you end the meeting. It takes some time for the recording to process and be made available. You should get an email when the recording is ready.
- When the recording is ready, go back to Zoom in your course.
  - Select "Cloud Recordings"
  - For the meeting you recorded, publish it so that students may view it.



- Direct your students (in writing) to go to Zoom**, choose Cloud Recordings, and select the recording (of their choice or a specific recording).
- You also have the option to download the recording and re-upload it into Canvas Studio to possess the capability of creating a video quiz, or a dialogue with students.