

Zoom For Hybrid Teaching at Griffith College

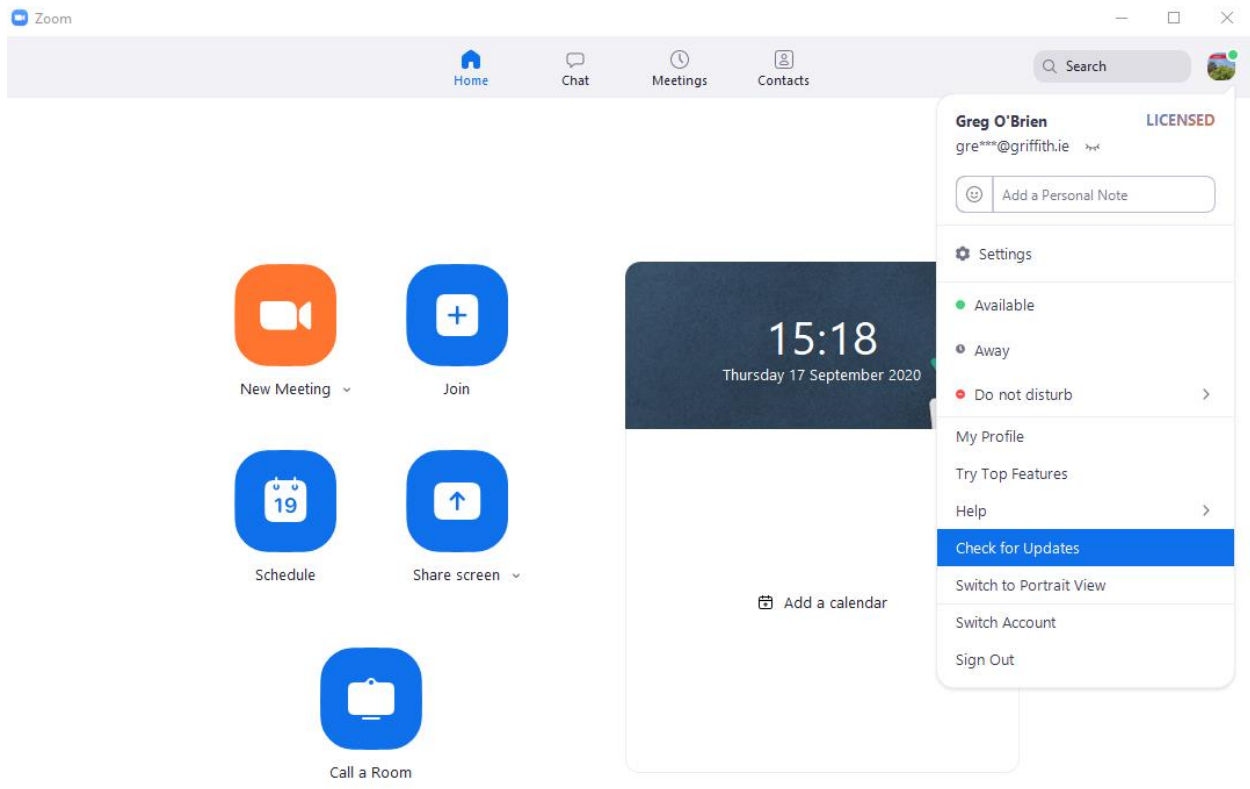
Contents

Scheduling.....	2
Participant Sharing	7
Requesting remote control for lab based work with software	8
Sharing your meetings and recordings on Moodle	9

Scheduling

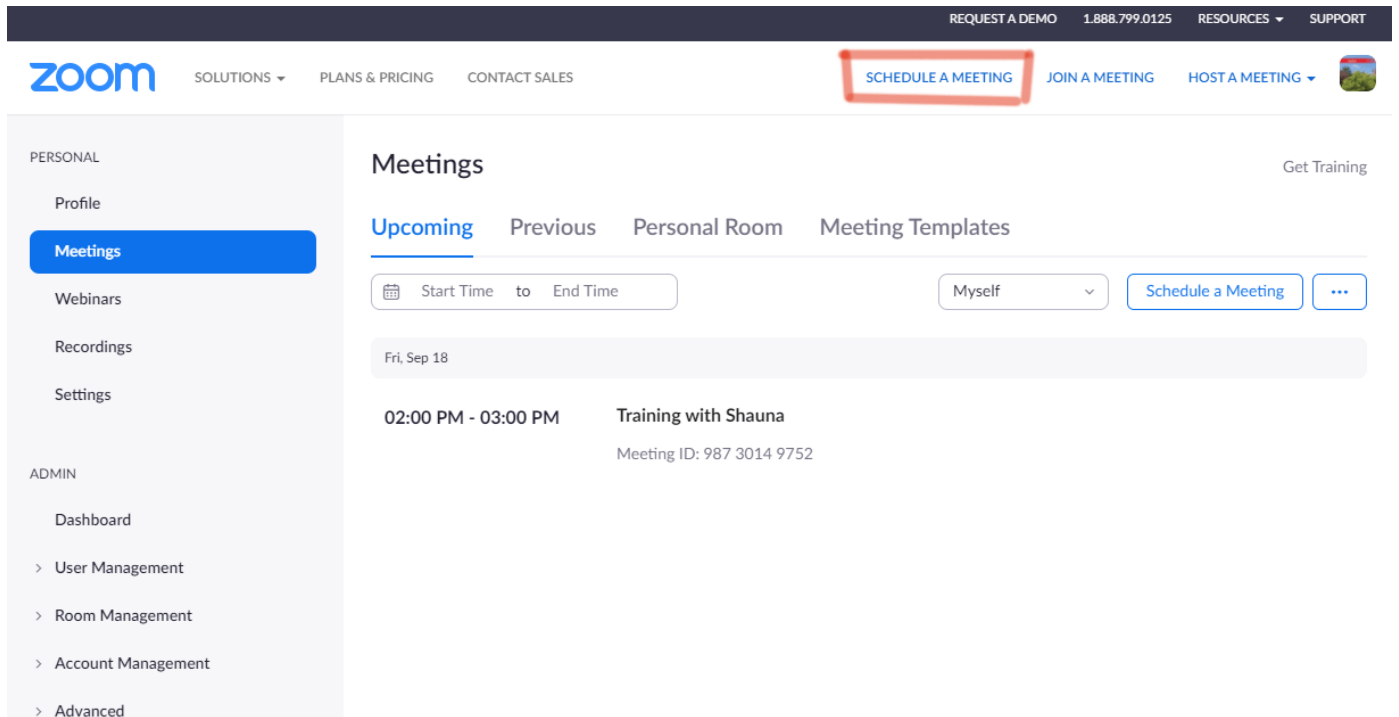
Notes:

- Make sure to check for updates of the latest version of Zoom, found here in the Zoom desktop software. Open the software on your computer, then select your profile, then *check for updates*.



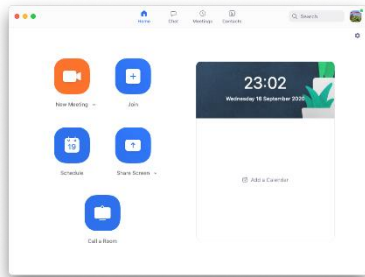
- Before proceeding, check your faculty time table and schedule your classes based on this.

1. Log into <https://griffith.zoom.us> and select **Schedule a Meeting**



The screenshot shows the Zoom web interface. At the top, there is a navigation bar with links for 'REQUEST A DEMO', '1.888.799.0125', 'RESOURCES', and 'SUPPORT'. Below this is the Zoom logo and navigation links for 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. A red box highlights the 'SCHEDULE A MEETING' button in the top right. The main content area is titled 'Meetings' and includes a 'Get Training' link. There are tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. A search bar with 'Start Time to End Time' and a dropdown menu set to 'Myself' is visible. A 'Schedule a Meeting' button is also present. Below this, a date filter for 'Fri, Sep 18' is shown. A meeting is listed: '02:00 PM - 03:00 PM Training with Shauna' with 'Meeting ID: 987 3014 9752'. The left sidebar contains 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (Dashboard, User Management, Room Management, Account Management, Advanced) sections.

Or open the desktop Software and select **Schedule a Meeting**



2. Name the Meeting Something meaningful: “*Maths Revision, Week 2*” for example.

The most important thing to do here is select **Generate Automatically**.


The screenshot shows the Zoom 'Schedule a Meeting' interface. On the left is a navigation sidebar with 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (Dashboard, User Management, Room Management, Account Management, Advanced) sections. The main content area is titled 'My Meetings > Schedule a Meeting'. It includes fields for 'Topic' (My Meeting), 'Description (Optional)', 'When' (09/16/2020, 7:00 PM), 'Duration' (1 hr, 0 min), 'Time Zone' ((GMT+1:00) London), and 'Registration' (Required). The 'Schedule For' dropdown is set to 'Myself'. At the bottom, the 'Meeting ID' section has two radio buttons: 'Generate Automatically' (highlighted with a red box) and 'Personal Meeting ID 351 847 7419'. A blue chat icon is visible in the bottom right corner.

3. Select the **passcode** checkbox. You can provide this to those attending, however the new Zoom updates embed the password in the meeting link.

You can disable **join before host** if you don't want the meeting to record before you arrive.

Select **Automatically record meeting**

REQUEST A DEMO 1.888.799.0125 RESOURCES ▾ SUPPORT

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾ 

Video Tutorials
Knowledge Base


Schedule For


Meeting ID Generate Automatically Personal Meeting ID 351 847 7419

Security Passcode Waiting Room

Video
Host on off
Participant on off

Audio Telephone Computer Audio Both
Dial from Ireland and other 3 countries [Edit](#)

Meeting Options Enable join before host
 Mute participants upon entry 
 Only authenticated users can join
 Breakout Room pre-assign
 Automatically record meeting



Make sure to select **In the Cloud**

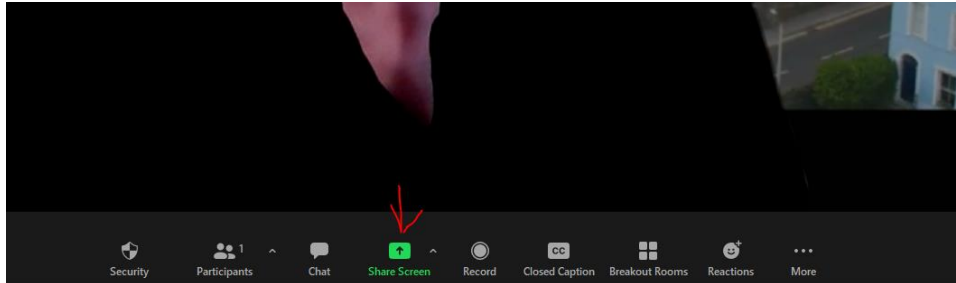
And then select **Save**

The screenshot shows the Zoom meeting settings interface. At the top, there is a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, and Host. On the right side of the navigation bar, there are links for REQUEST A DEMO, 1.888.799.0125, RESOURCES, and SUPPORT. Below the navigation bar, there are buttons for SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. The main content area is divided into several sections: Participant (with radio buttons for 'on' and 'off'), Audio (with radio buttons for 'Telephone', 'Computer Audio', and 'Both', and a link for 'Dial from Ireland and other 3 countries'), Meeting Options (with checkboxes for 'Enable join before host', 'Mute participants upon entry', 'Only authenticated users can join', and 'Breakout Room pre-assign'), and Alternative Hosts (with a text input field containing 'Example: mary@company.com, peter@school.edu'). In the Meeting Options section, the 'Automatically record meeting' checkbox is checked and highlighted with a red box. Below it, there are radio buttons for 'On the local computer' and 'In the cloud', with the 'In the cloud' option selected and highlighted with a red box. At the bottom of the settings area, there are 'Save' and 'Cancel' buttons.

Participant Sharing

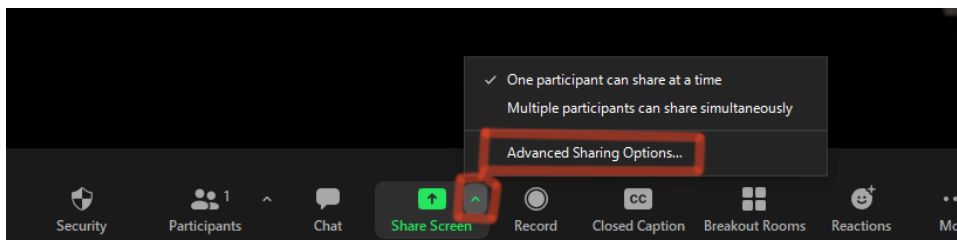
Where a learner can share their computer desktop or second camera with you.

1. Select **Share Screen**, in the meeting.

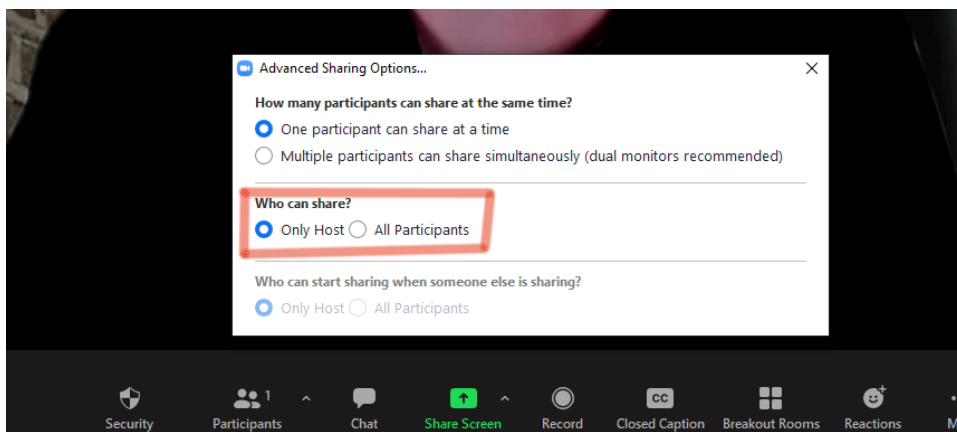


and Limerick.

2. Select the arrow beside Share Screen, and choose **Advanced Sharing Options**



3. Select **All Participants** from the **Who Can Share** menu

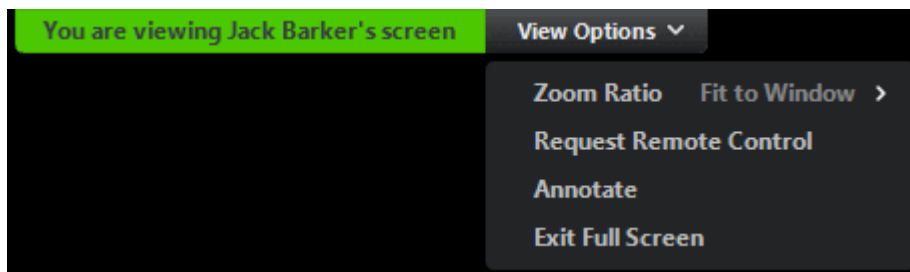


and Limerick.

Requesting remote control for lab based work with software

The remote control feature allows you to take control of another participant's screen in a meeting. You can either request remote control of another participant's screen or the other participant can give control to you.

While viewing another participant's screen share, click the View Options dropdown menu located at the top of your in-meeting window.

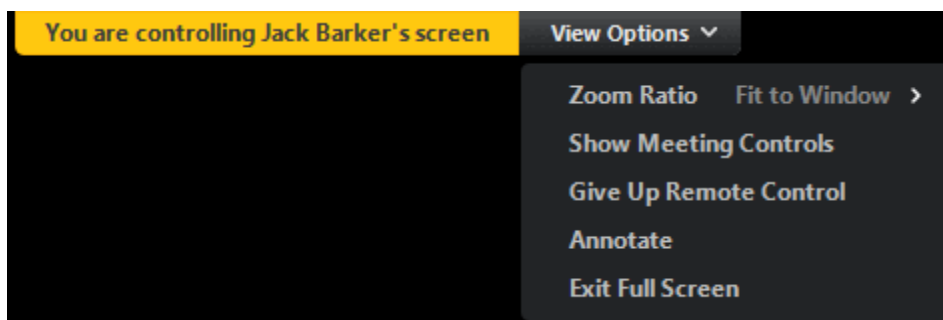


Select **Request Remote Control**, then click **Request** to confirm.

The host or participant will get a notification asking if they want to allow you to control their screen.

Click inside the screen share to start controlling the participant's screen.

To stop remote control, click the **View Options** dropdown and select **Give Up Remote Control**.



Here is [a short video illustrating](#) what remote control looks like.

More information on remote control from [Zoom support page here](#)

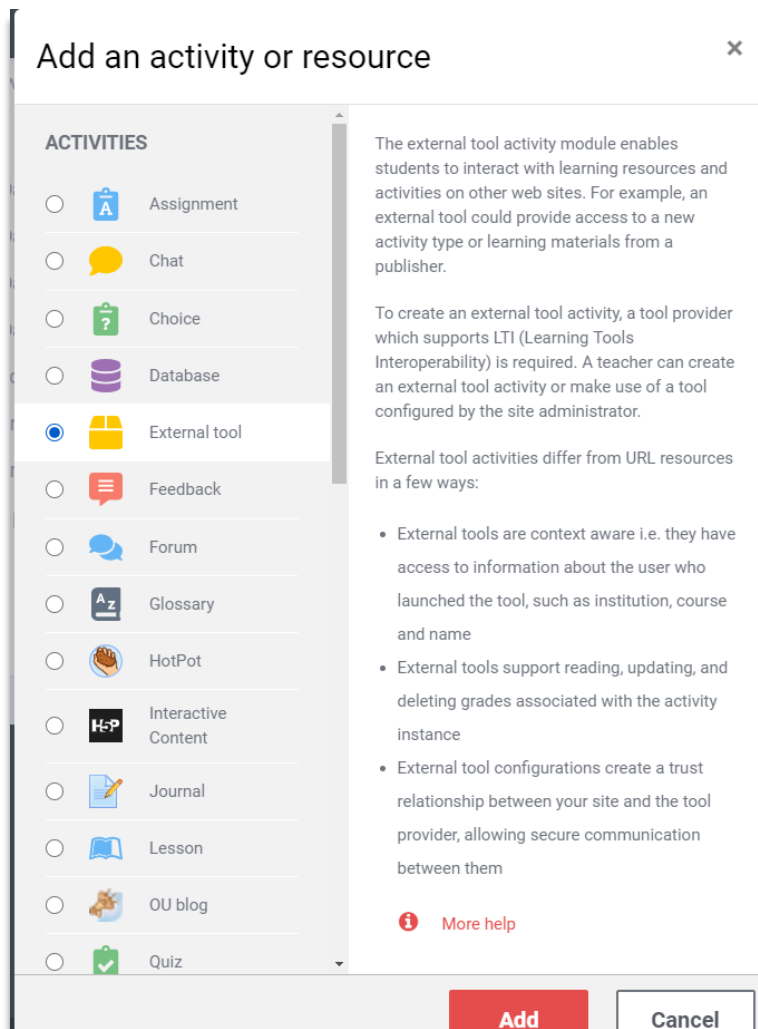
Sharing your meetings and recordings on Moodle

The most secure way to share the recording is to use the **Zoom feature in Moodle: Zoom LTI**. This gives you recording management ability. The learner view is a calendar view of upcoming meetings, and access to the recordings

Step 1. Turn editing on and select **Add an Activity or Resource**



Step 2: Select **External Tool** from the list and Click **Add**



Name the Activity

Strategic Business Reporting [ACCA-E-SBR/Dub-Tara/PT]

Dashboard / Courses / Professional Accountancy / Dublin Tara St / ACCA. Association of Chartered Certified Accountants / Part-Time / Revision videos for December 2018 Exam / Adding a new External tool to Revision videos for December 2018 Exam

Adding a new External tool to Revision videos for December 2018 Exam

General

Activity name !

Preconfigured tool ? + * x

Tool URL ?

[Show more...](#)

Privacy

Grade

Step 4: Choose Zoom Video Conferencing

Adding a new External tool to Revision videos for December 2018 Exam

General

Activity name !

Preconfigured tool ? + * x

Tool URL ?

[Show more...](#)

Privacy

Step 5: Choose Save and return to course

Launch container ! ? Default ▾

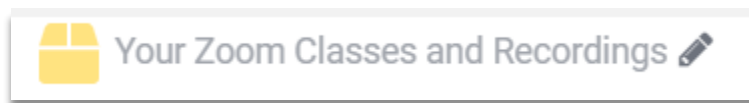
Custom parameters ! ?

Show less...

- ▶ Privacy
- ▶ Grade
- ▶ Common module settings
- ▶ Restrict access
- ▶ Tags
- ▶ Competencies

Save and return to course Save and display Cancel

Great! The Zoom Feature will appear like this on your Moodle page:




When a learner clicks on it they will see all upcoming meetings

Zoom classes ⚙️

zoom
Your current Time Zone is (GMT+01:00) London. [🔗](#) [All My Zoom Meetings/Recordings](#) [Schedule a New Meeting](#) ⋮

[Upcoming Meetings](#) [Previous Meetings](#) [Personal Meeting Room](#) [Cloud Recordings](#) [Get Training](#) 🔗

Show course meetings scheduled by me

Start Time	Topic	Meeting ID
 No Data		

They will see previous meetings.

Zoom classes ⚙️

zoom
Your current Time Zone is (GMT+01:00) London. [🔗](#) [All My Zoom Meetings/Recordings](#) [Schedule a New Meeting](#) ⋮

[Upcoming Meetings](#) [Previous Meetings](#) [Personal Meeting Room](#) [Cloud Recordings](#) [Get Training](#) 🔗

Show course meetings scheduled by me

Start Time	Topic	Meeting ID	
Mon, Sep 14 6:00 PM	Strategic Business Reporting [ACCA-E-SBR/ Dub-Tara/PT] Host Reg Callanan	346 839 5675	Report
Mon, Sep 14	Strategic Business Reporting [ACCA-E-SBR/ Dub-Tara/PT]	346 839 5675	Report

And they can watch the previous recordings directly here.

The screenshot shows the Zoom Cloud Recordings interface. At the top, it says "Zoom classes" and "zoom". Below that, it indicates the current time zone is (GMT+01:00) London. There are links for "All My Zoom Meetings/Recordings" and a "Schedule a New Meeting" button. The interface has tabs for "Upcoming Meetings", "Previous Meetings", "Personal Meeting Room", and "Cloud Recordings". Below the tabs, there are search filters: "From" (Select date), "To" (09/17/2020), "Search By" (ID), and a "Search" button. There is also an "Export" button and a checkbox for "Show my course recordings only". A "Delete All" button is also present. The main content area shows a table with the following data:

<input type="checkbox"/>	Topic	ID	Start Time	File Size
<input type="checkbox"/>	Reg Callanan's Personal Meeting Room Host Reg Callanan	346 839 5675	Sep 2, 2020 18:12	2 Files (143 MB)

At the bottom right, there are navigation buttons: "< 1 >".