

ZOOM

Video conferencing technology for the classroom

Activate your account

1. Request Zoom account from dw.wood@clackamas.edu
2. Look for your Zoom account invitation in your CCC email
3. Select **Click here** to activate your account
4. Complete the **Welcome to Zoom** information and click **Continue**
5. **Skip** this step for *Don't Zoom Alone*
6. Go to **My Account**
7. **Sign Out** (upper right-hand corner)



NOTE: Initially you'll be assigned a BASIC account. A BASIC user can host/record unlimited 1:1 video which is stored locally (on your computer). Meetings/recordings with 3 or more participants have a 40-minute time limit. If you believe you require a PRO account, please let us know.

How can you use Zoom?

Moodle Office Hours

1. Navigate to your Moodle course and **Turn editing on**
2. Go to the section (Week, Topic, or Module) where you want to place your office hours
3. Click **Add an activity or resource**
4. Select the **Zoom** activity and click the **Add** button
5. Complete the following in the **General** section:
 - a. Click the **Show more...** link
 - b. Set the **Activity name**: *Class Office Hours*
 - c. Set the **Activity description**: *During the term, I will hold a weekly virtual office hour here via Zoom. Please check back on [date and time].*
 - d. Check the **Display description on course page** checkbox
 - e. Check the **Display activity name when launched** checkbox
6. Go to the **Grade** section and set the **Grade Type** to *None* if you do not want to grade the Office Hours; otherwise, set the **Maximum grade** as appropriate.
7. Complete the following in the **Restrict access** section:
 - a. Click the **Add restriction...** button and click **Date**
 - b. Enter the date and time you want to *begin* your office hours for the week.
 - c. Click the **Add restriction...** button again and click **Date**

- d. Change the **from** dropdown to **until** and enter the date and time you want to *end* your office hours for the week.
- e. Click the **Save and return to course** button at the bottom of the page

NOTE: You'll want to either create a new Zoom activity or edit this one each week.

Moodle Online Lecture Capture

1. Login to **clackamas.zoom.us**
2. Select **Meetings**
3. Select **Schedule a New Meeting**
4. Complete the following information at minimum:
 - a. **Topic**
 - b. **Description (optional)**
 - c. **When and Duration**
 - d. Under the **Meeting Options** set:
 - i. Check the **Enable join before host** checkbox
 - ii. Check the **Mute participants before entry** checkbox
 - iii. **OPTIONAL:** Check the **Record the meeting automatically** checkbox
5. Click the **Save** button
6. From the **Join URL** line, click the **Copy the invitation** link to save the URL to your clipboard
7. Navigate to your Moodle course and **Turn editing on**
8. Go to the section (Week, Topic, or Module) for your lecture
9. Click **Add an activity or resource**
10. Select the **URL** resource and click the **Add** button
11. Complete the following in the **General** section:
 - a. **Activity name:** [Topic] Live Video Lecture
 - b. **Activity description:** During the term, I will hold lectures here
 - c. Click the **Save and return to course** button

NOTE: Watch this video on Recording a Zoom Meeting: <https://youtu.be/AYzPS28rg7E>

Tips

- **Use shortcuts where possible!** Bookmark <https://clackamas.zoom.us/> to conveniently access our CCC Zoom site and Zoom Support (at the bottom of the page).
- **Use annotation to grab and direct attention!** The Zoom draw menu provides a lot of options for drawing, highlighting, making lines and arrows, and even blocking out areas. Use the spotlight menu to access the arrow pointer, and the red spotlight tool.
- **Use frequent and varied interaction!** Use all of the Zoom tools at your disposal so that the interaction avoids becoming mundane. Zoom Polling is an obvious option, but also consider asking them to type in a response to a question or comment using Q&A or chat. Hand raising is also a quick and easy way to interact with your class.
- **Watch the one-minute video introductions to learn more!** All the resources are available via the Zoom Help Center: <https://support.zoom.us/hc/en-us>