

## USING ZOOM FOR WEB CONFERENCING IN WTCLASS

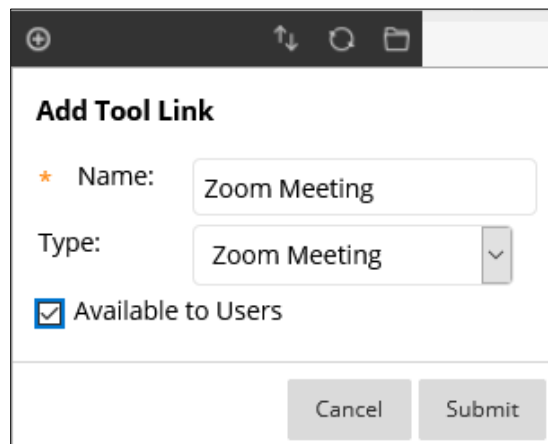
### ADDING ZOOM TO A COURSE

By default students do not have access to Zoom Meetings. You will need to add a link into your course menu or content area, such as Lessons, for them to access.

#### ADDING TO COURSE MENU:

Log in to WTClass and open the course where you would like to add Zoom.

1. In the Course Menu, hover over +
2. From the pop-up window, choose **Tool Link**.
3. Complete the Tool Link options.
  - o **Name:** Enter the title you would like displayed for the Zoom link in your course navigation.
  - o **Type:** Select the option that matches the label you designed during the initial setup, e.g. Zoom Meeting.
  - o **Available to users:** Check this option so that students can see the link to the Zoom meetings as well.



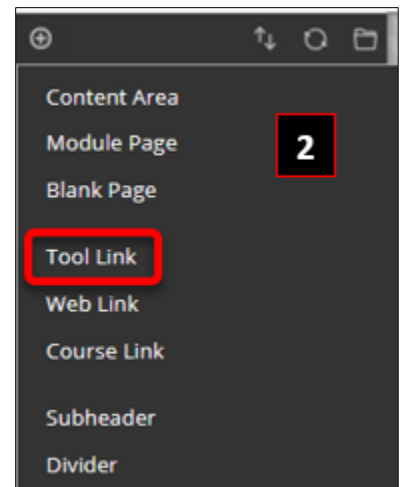
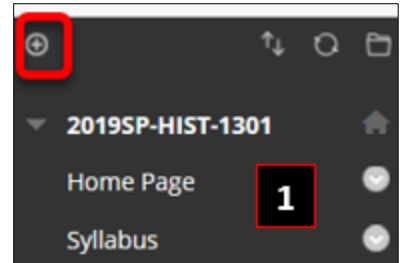
**Add Tool Link**

\* Name:

Type:  ▼

Available to Users

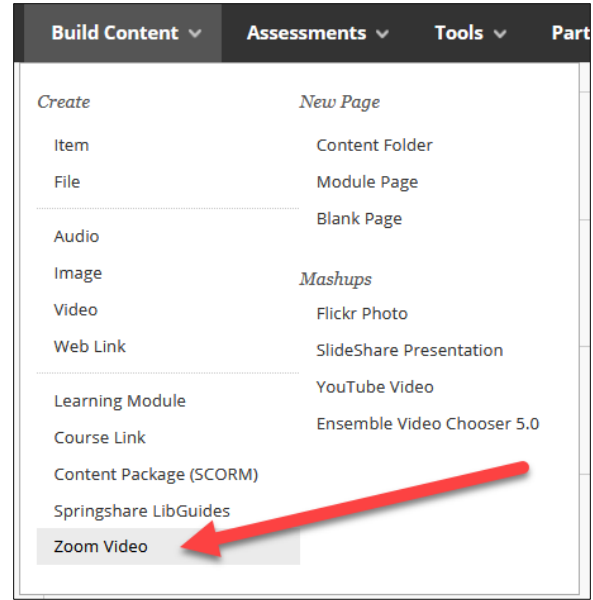
4. Click **Submit**.



## ADDING TO CONTENT AREA (SUCH AS LESSONS)

Log in to WTClass and Open the course where you would like to add Zoom.

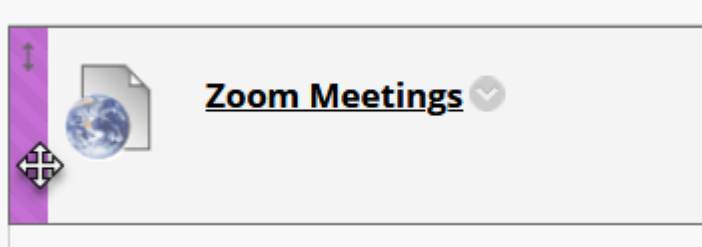
1. Access the **Lessons** area (or other content area you would like Zoom to be placed).
2. From the menu bar, choose **Build Content** and select **Zoom Video**.
3. Enter a **Name** such as Zoom Meetings. While there are additional settings on this page, only the Name is required.
4. Click **Submit**.



We suggest moving this link to the top of your content area for easy access for your students.

How to move your Zoom link:

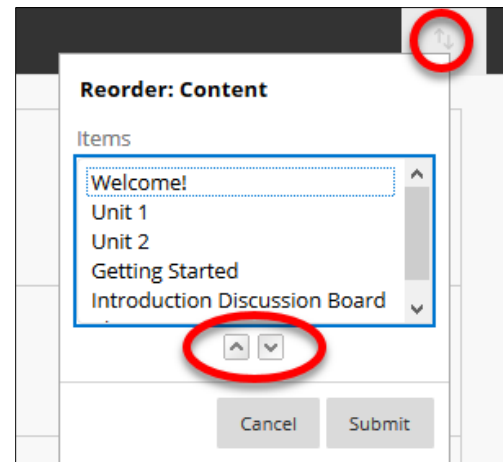
1. Locate the link within the content area (typically at the bottom of the page). Move your mouse over the left of the item, until your mouse changes to the 4 arrows.



2. Click and drag this item to the top of the page.

Alternatively, you can use an accessible tool to reorder items.

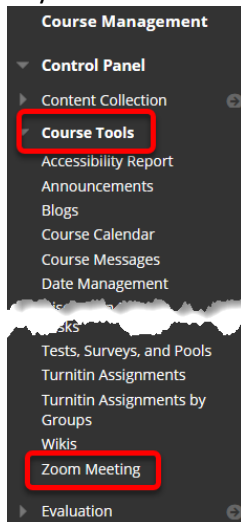
1. In the content area, click the keyboard accessible reordering tool on the action bar. (up/down arrows)
2. In the Reorder: Content box, click an item in the list to select it.
3. Use the up and down arrows following the title box to adjust the order.
4. Click **Submit**. A pop-up box states: Items have been reordered.
5. Click **OK**.



## ACCESSING ZOOM

You may click on the Zoom Meetings link you previously created in the course menu or you may go through the Control Panel.

1. In your **Control Panel**, click on **Course Tools** and select **Zoom Meeting**.



2. Zoom will open within WTClass.

## SCHEDULING A MEETING

1. Click the Zoom Meeting link in your course menu or Course Tools, if you are not already there.
2. Click **Schedule a New Meeting**.
3. Select the desired settings for the meeting.
  - **Topic:** Choose a topic/name for your meeting. By default the course name will be added.
  - **Description:** Enter in an optional meeting description.
  - **When:** Select a date and time for your meeting.
  - **Duration:** Choose the approximate duration of the meeting. Note that this is only for scheduling purposes. The meeting will not end once this length of time has passed.
  - **Time Zone:** By default, Zoom should use Central Time. Click on the drop down to select a different time zone.
  - **Recurring meeting:** Check if you would like a recurring meeting, i.e. the meeting ID will remain the same for each session. This will open up additional recurrence options.
    - **Recurrence:** Select how often you need the meeting to recur: Daily, Weekly, Monthly, or No Fixed Time. It can recur up to 50 times. If you need more than 50 recurrences, use the **No Fixed Time** option.
    - The other recurrence options will depend on how often the meeting recurs. You can configure the meeting to end after a set amount of occurrences or have the recurring meeting end on a specific date.
  - **Registration:** Check this option if your meeting will require registration. Instead of a join link for your participants, you will be provided a registration link. [Read more about meeting registration.](#) (**Not Recommended**)
  - **Host Video:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.

- **Participant Video:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you choose off, the participants will have the option to start their video.
- **Audio Options:** choose whether to allow users to call in via Telephone only, Computer Audio only, or Telephone and Computer Audio (both).
- **Require Meeting Password: Passwords are required.** Input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting – so be sure to give the password to students if one is required. Consider making this password simple, such as “apple” for ease of access.
- **Enable join before host:** Allow participants to join the meeting without you or before you join. The meeting will end after 40-minutes for Basic (free) subscribers.
- **Mute Participants Upon Entry:** If join before host is not enabled, this will mute all participants as they join the meeting.
- **Enable Waiting Room:** Check this if you want to enable Waiting Room for your meeting to manually admit attendees. [Learn more about Waiting Room.](#)
- **Record the meeting automatically:** Check this if you want the meeting to be automatically recorded. **Always select “video to be recorded locally - to your computer”.** Video will be in mp4 format and located in a folder titled “Zoom” on your computer. On a PC or Mac these will be found the Documents folder. Video can then be uploaded into your Ensemble library and added to your course in WTClass. (See [Ensemble Video Uploading Instructions](#) below.)
- **Alternative Hosts:** Enter the email address of another Zoom user with a license on your account to allow them to start the meeting in your absence. [Read more about Alternative Host.](#)

4. Click **Save**.

## VIEWING SCHEDULED MEETINGS VIA WTCLASS

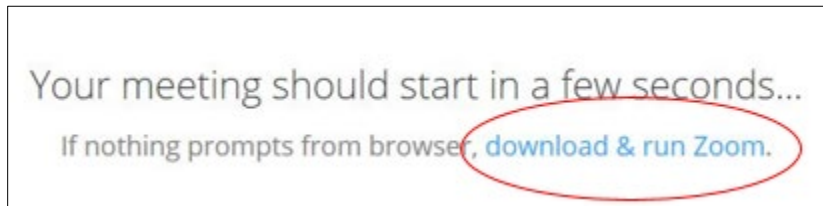
When instructors access Zoom via WTClass, they will see any meetings that they have scheduled regardless of course, but not any meetings for that course scheduled under any other instructors. When students access Zoom via Blackboard, they will view any meetings scheduled for that course regardless of instructor.

## STARTING OR JOINING A MEETING

When it is time for the scheduled meeting, students and instructors can access the Zoom meeting similarly.

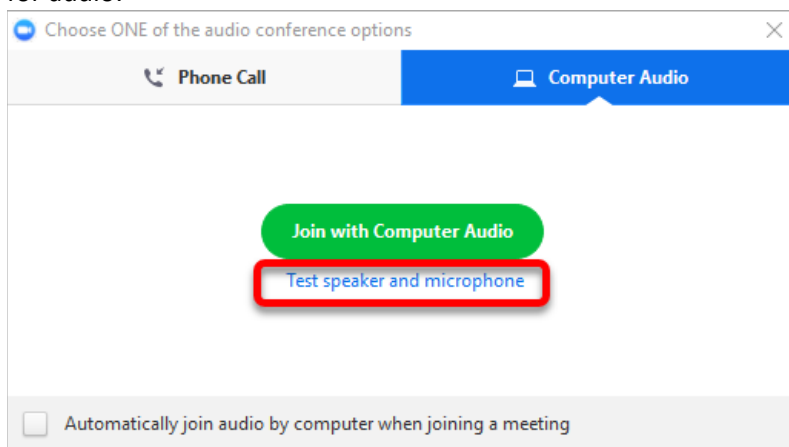
1. In the WTClass course, click the Zoom link in your content area.
2. Next to the scheduled meeting, the **instructor** can click **Start** to launch Zoom and begin the meeting.
3. Next to the scheduled meeting, the **students** can click **Join** to launch Zoom and join the meeting.
4. The first time you start or attend a meeting in Zoom you may be prompted to download and install the Zoom Installer.

You will see this message:

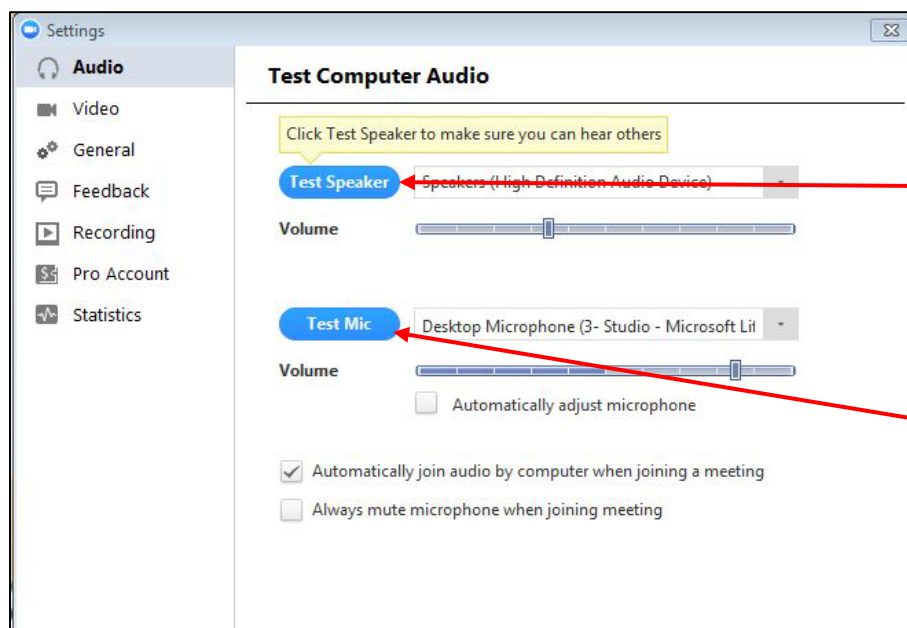


If this is your first time using Zoom, you will need to click “download & run Zoom.” You may need to instruct your meeting participants/students to do this as well. This will take approximately 1-2 minutes to download and run.

Once the program has downloaded, you will be connected and see a dialog box to choose your source for audio:



It is a good idea to always check your computer’s audio to ensure that your meeting participants/students can hear you and you can hear them. Click “Test Computer Audio.” You’ll then see this box:



Click Test Speaker to check your computer’s speakers to ensure that you can hear your participants. Adjust the slider as needed.

Click Test Mic to check your computer’s microphone to ensure that your participants can hear you. Adjust the slider as needed.

After testing and adjusting the audio, click the X to close this box, then click the green button “Join Audio by Computer.”

You should then see whatever your webcam is pointing to. If the screen is black and you have an external webcam, check to see if the lens cap is on. If so, please remove the cap.

**When your meeting participants/students join the session:**

- You will hear the sound of a doorbell ring
- You will see a box with their face or whatever their webcam is pointing to, if their webcam is on. If their webcam is off, you will see a black box with their name at the bottom.
- If you cannot hear them, have them check their computer audio (as shown above) or by clicking the icon of a microphone at the bottom or top of their computer screen.

**To end your session:**

At the bottom of your webinar window you will see several buttons (Mute, Stop Video, Invite, Manage Participants, etc.). If you do not see these buttons, move your mouse to the bottom of the webinar window and they will appear. Click “**End Meeting.**”

**ACCESSING RECORDING FILES SAVED ON YOUR COMPUTER:**

By default, all recordings will be placed in a Zoom folder found in the following file path on these devices:

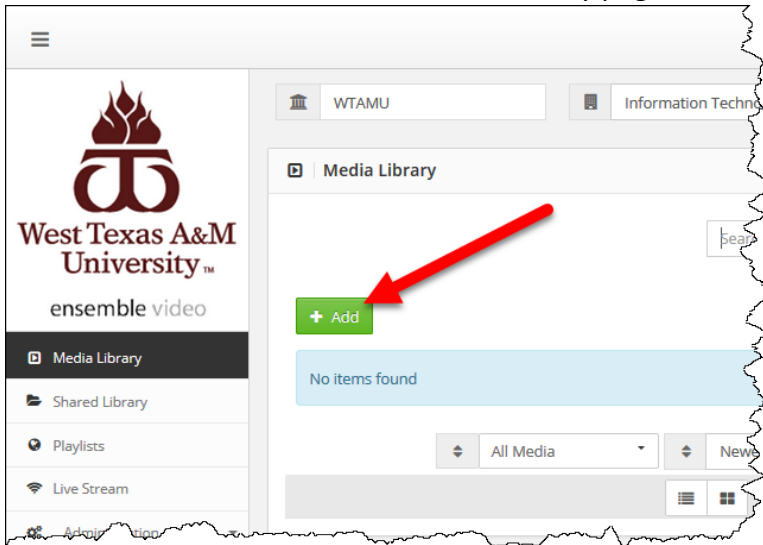
PC: C:\Users\User Name\Documents\Zoom

Mac: /Users/User Name/Documents/Zoom

## ADDING ZOOM RECORDING TO ENSEMBLE VIDEO:

### STEP 1: UPLOADING YOUR VIDEO INTO THE ENSEMBLE WEB INTERFACE

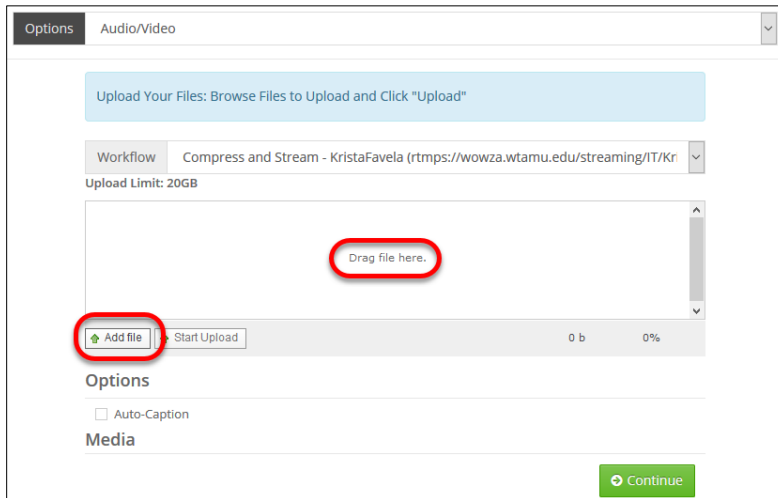
- A. Access the WT Ensemble Video web interface at <https://ensemble.wtamu.edu/>
- B. Click on the **Add button** on the Media Library page.



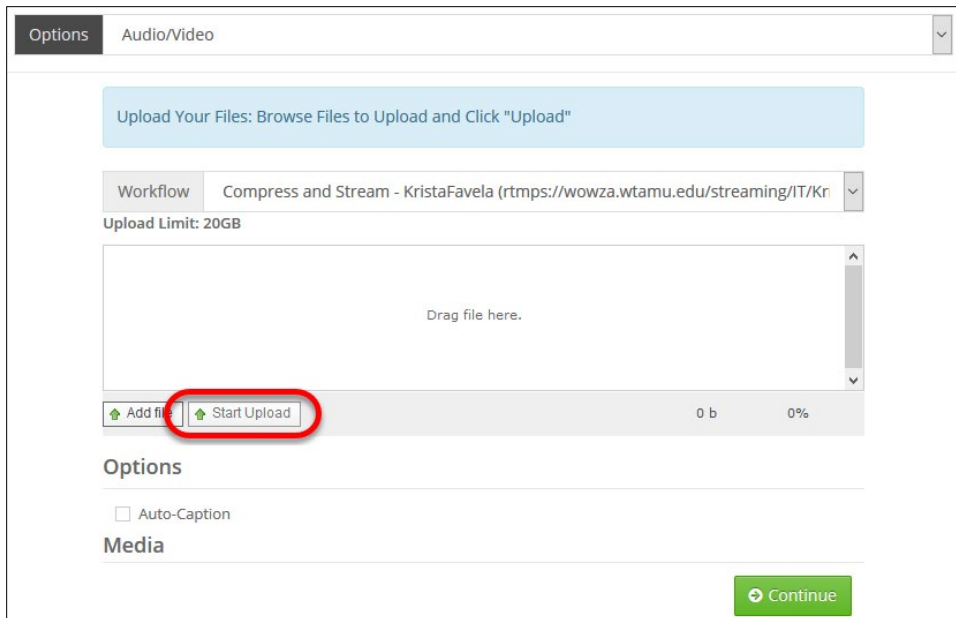
- C. Enter a **title** for the video (required), and add a description, keywords, and credits if desired.

Enter Description	
* Title:	<input type="text"/>
	Required
Copyright:	<input type="text"/>
Genre:	-- Please Select --
Date Produced:	11/06/2017
Description:	<input type="text"/>

- D. Click on the **Add file** button and locate your video file on your computer or drag your video file into the **Drag file here** area from your computer.



- E. Select Start Upload



- F. Check the box for Auto-Caption (closed captioning)
- G. Click **Continue** until you reach the final screen for publishing your video to Ensemble.

## STEP 2: ADD THE VIDEO TO WTCLASS

After you have logged in to WTClass, go to your course and go to the Content Area where you will be adding the video. You will have three options for how to add a video into your course:

- [Using the Ensemble Video Mashup](#)
- [Adding in the VTBE Text Editor](#) (for adding to discussions, announcements, items, etc.)

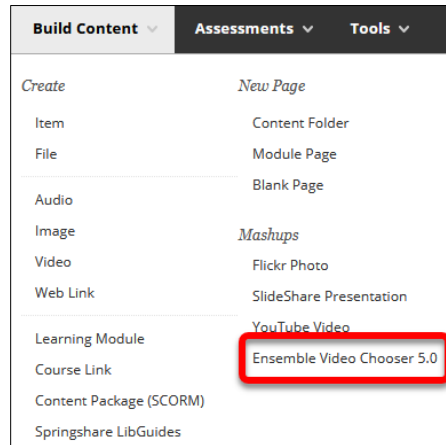


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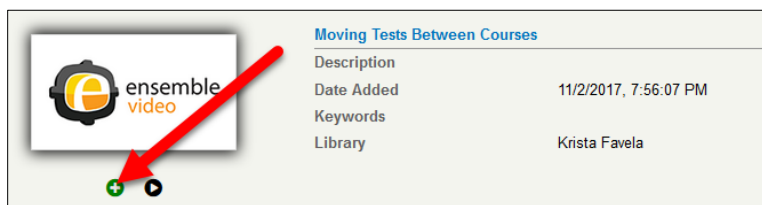
## USING THE ENSEMBLE VIDEO MASHUP

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Go to the Lessons area (or other content area) in WTClass, click on the **Build Content** button and select **Ensemble Video**.

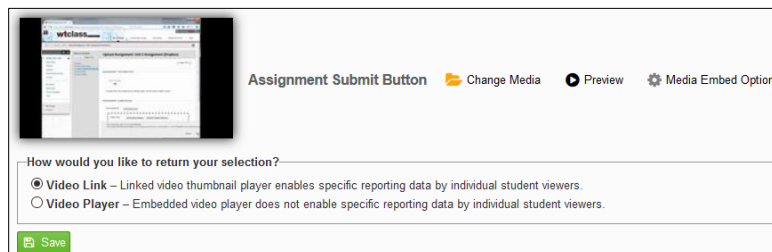


Locate the video within the Choose Media list. Click on the **Plus** button (Insert).



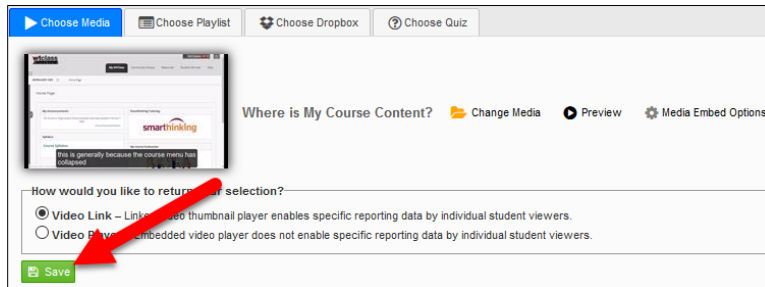
Select the desired option for how the video will display to students:

- **Video Link** – students click on a link and the video will open full-screen in a new window. Setting up this option allows for the video to track who watches this video, how long they watch it, and if they watch it more than once. (**Recommended**)
- **Video Player** – students see the video embedded in WTClass. Setting up this option does NOT allow for the video to track individual student access. It will only track number of views and average watch length.



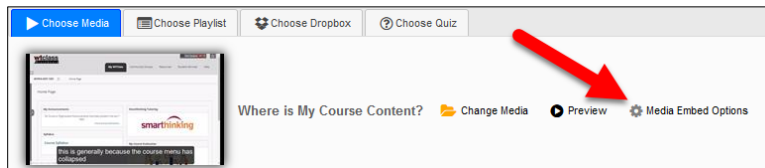
## If using Video Link:

Click on the Save button.

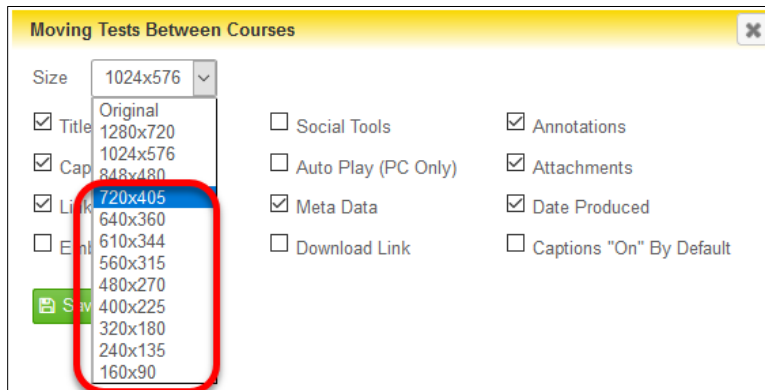


## If use Video Player:

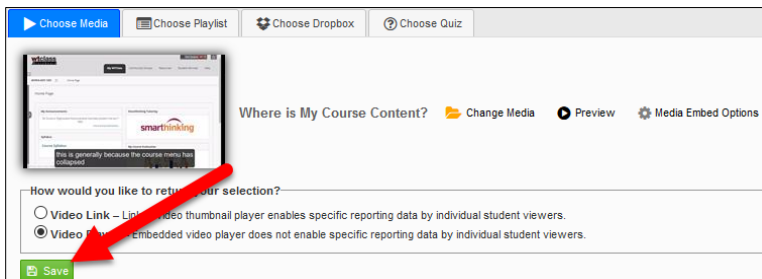
Click on the **Media Embed Options** button.



In the Options window, change the size to a size 720x[X] or smaller to allow for the video to fit on multiple browser sizes, and then click **Save**.



Click **Save** to insert the video.



The video has been inserted into the WTClass content item, you and your students can now view the video.

**For Instructions on Adding an Ensemble Playlist in WTClass – access the Ensemble help page at:**  
<http://faculty.wtamu.edu/ensemble/index.html>