



University
of Idaho

CCTS

Zoom

Title IX Hearing Board Training

https://docs.google.com/presentation/d/1dOFkcXlPkYavJPEoab4CRa6ovkNMgzqHjs_Ib9KOSal/edit?usp=sharing

avhelp@uidaho.edu

Your Profile

Click on your profile in the upper right corner after you log into Zoom at <https://zoom.uidaho.edu/> (all optional):

Add a profile picture

Personal meeting ID

Personal link

Pronouns - [See this article](#) for details



Cassidy Hall

Cassidy Hall

Edit

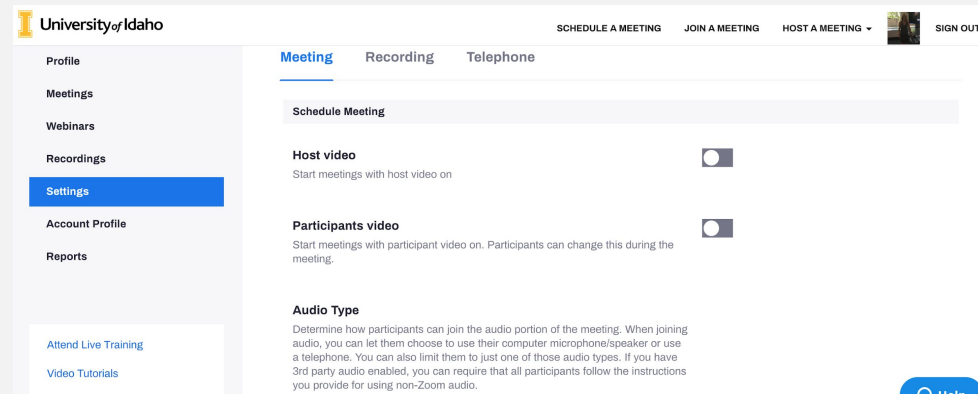
Pronouns	she/her/hers ✓ Always share in meetings and webinars
Department	Collaboration & Classroom Technology Services
Job Title	Manager
Company	University of Idaho
Location	Moscow



Meeting Settings

Access by clicking on your profile in Zoom and then clicking Settings in the left menu. Consider turning on the following:

- File transfer
- Polling
- Nonverbal feedback
- Breakout room





Other Settings

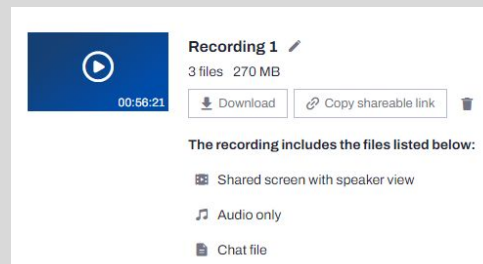
Access by clicking the up arrow next to stop/start video and clicking Video Settings or by clicking Settings from the Zoom App:

- video settings - HD, mirror, touch up, gallery view, #
- audio - suppress background noise
- share screen - show all sharing options
- chat - order of messages
- backgrounds & filters - blur - [See this article](#) for instructions
- recording - preset a location to store all recordings
- keyboard shortcuts - always show meeting controls
- accessibility - caption size, chat display size



Zoom Recording Policy

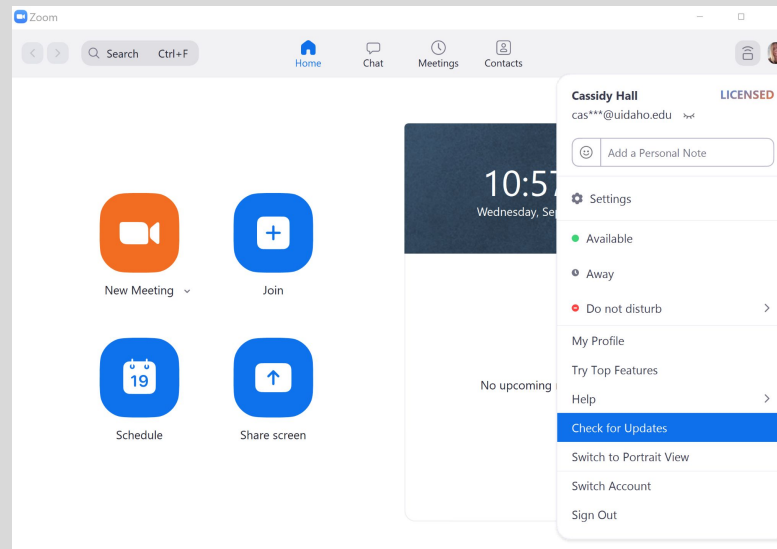
- All Zoom recordings older than 270 days (9 months) are automatically deleted.
- For help on how to manage recording settings, view, delete, download, or where to save these recordings, [see this knowledge base article](#).
- Zoom recordings will soon be saved to OneDrive automatically.





Latest Client Policy

- Will be required to update just prior to each new semester
- Better supports users by making latest tools available
- For how to update on your own, [see this article](#). Current version is 5.8.0.





Group HD Video Enabled

- 1080p
- Will improve user experience of speaker video
- If you need to adjust this setting:
 - log in to Zoom and select the “Settings” tab in the left column
 - Select “Meeting” at the top of the settings page and “In Meeting (Advanced)” to the left
 - Toggle down to the Group HD video option to change or turn off

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Group HD video

Activate higher quality video for host and participants. (This will use more bandwidth.)

Standard HD (720P)

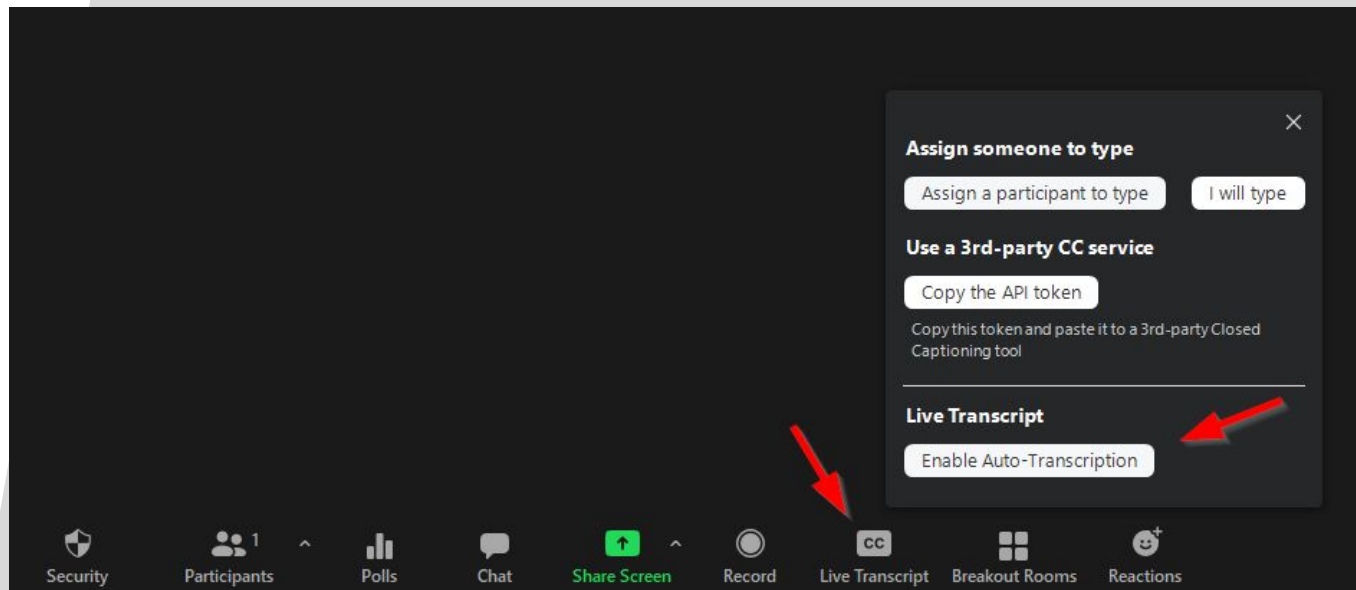
Full HD (1080P)





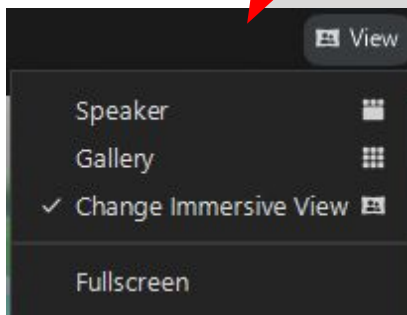
Live Transcription

- Now available for students to request during a meeting
- [View this article](#) on how to enable it for your students



Immersive View

- Initiated by host
- View participants in a single virtual background
- Use the View button in the upper right corner of Zoom to switch between speaker view, gallery view, and immersive view
- [See this article](#) for more information





Self-Select Breakout Rooms

- Now when you create breakout rooms, you have the option to have participants self-select instead of using automatic or manual
- [View this article](#) on how to create and manage self-select breakout rooms

Create Breakout Rooms

Create breakout rooms

Assign automatically

Assign manually

Let participants choose room

Create



Annotation Vanishing Pen

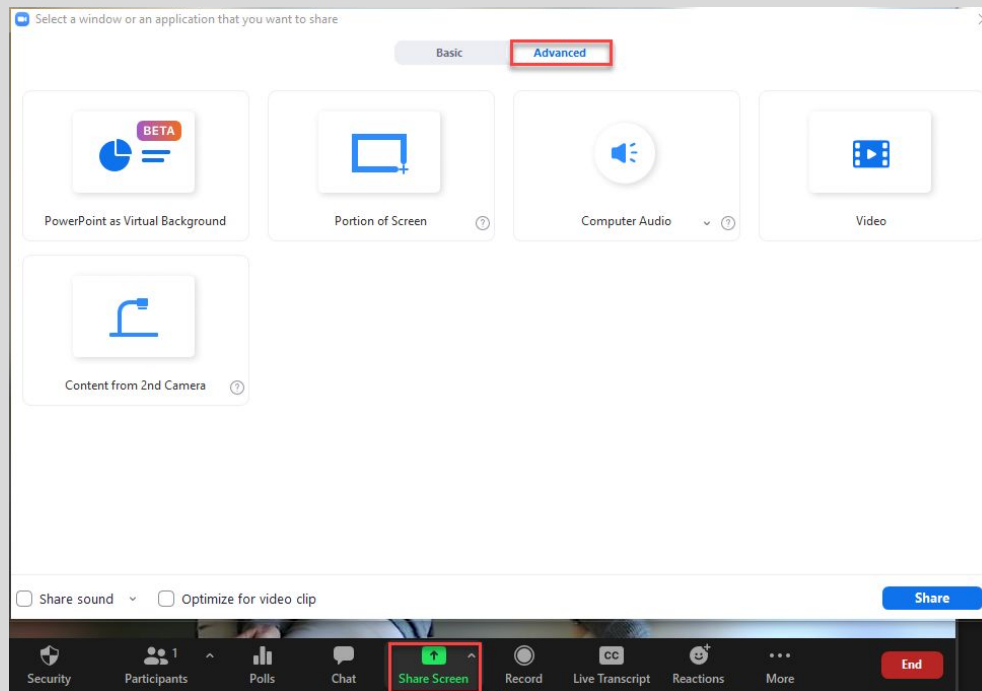
- Write with the vanishing pen to have it fade and disappear automatically
- [See this article](#) for instructions





Exploring the Advanced Share Menu

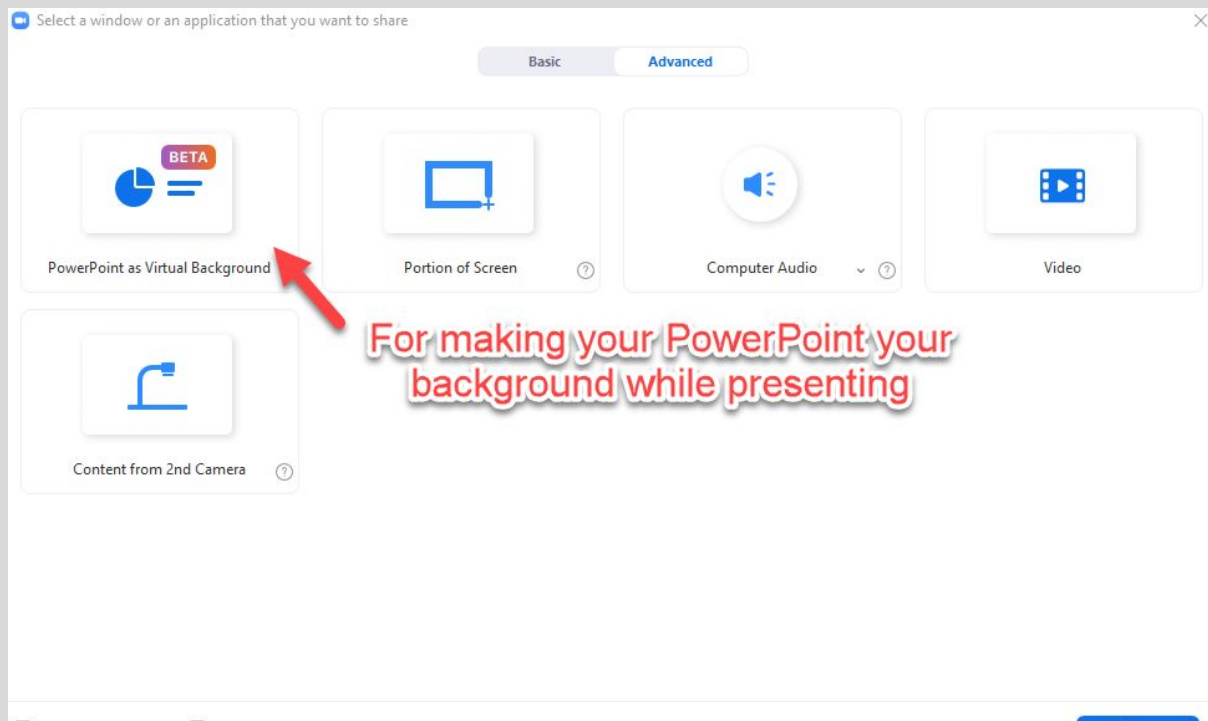
- [See this article](#) for details about advanced share options





Sharing your PowerPoint as your background

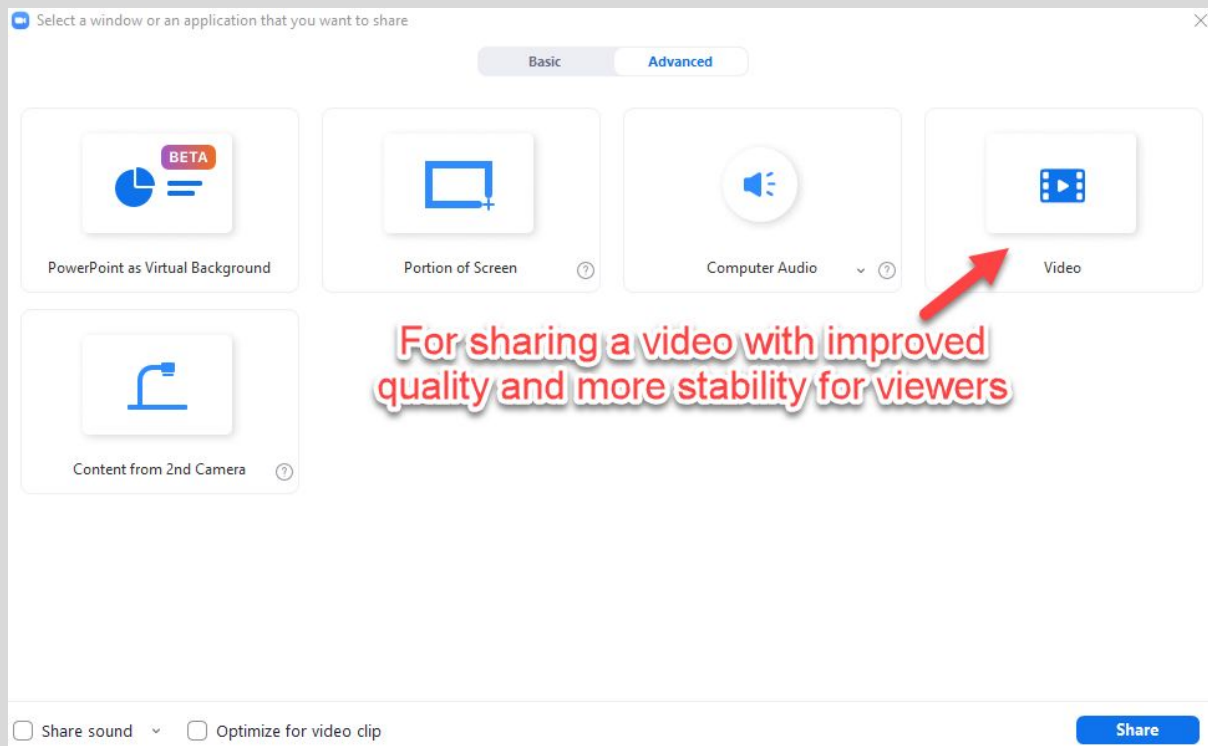
- [See this article](#) for details





Sharing your Video in the advanced menu

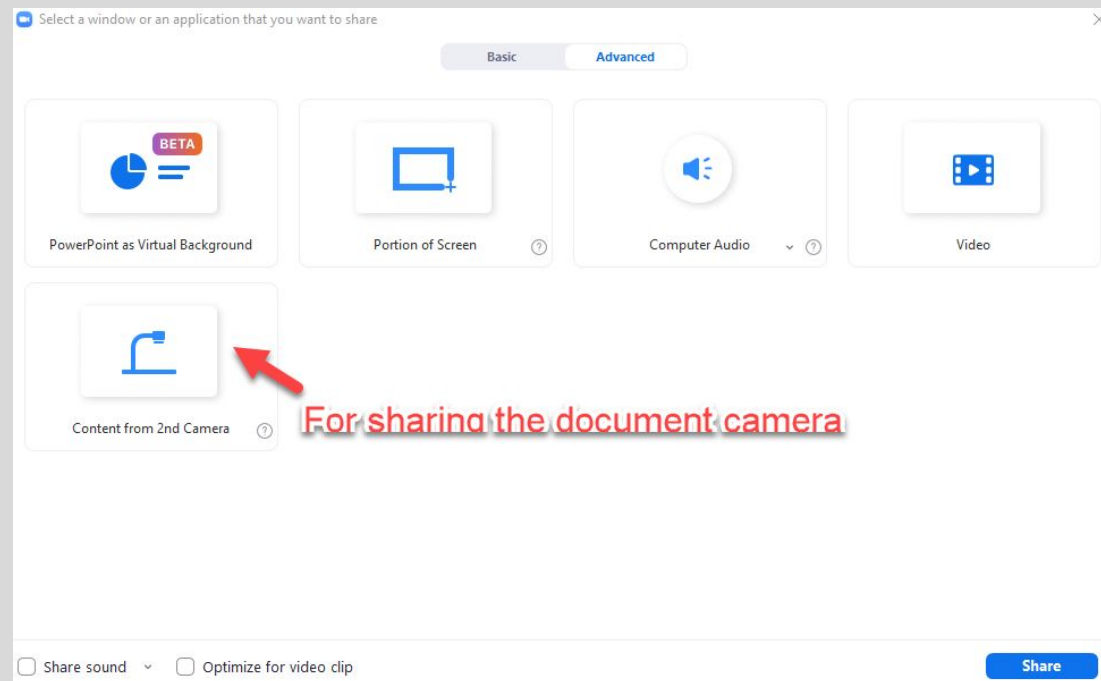
- [See this article](#) for details





Sharing the document camera (or a second camera)

- [See this article](#) for details of how to do this in a classroom





Ask CCTS to turn on a feature

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