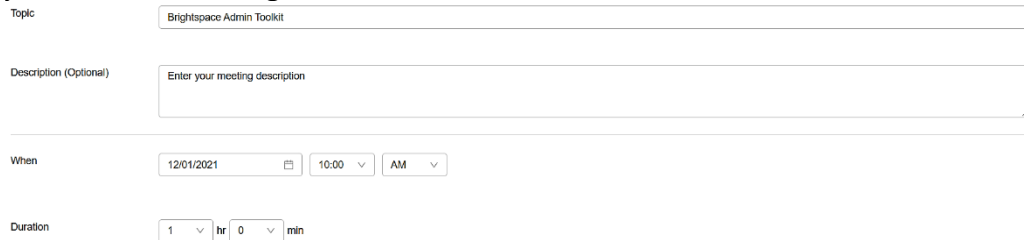**Workflow for Hosting a Synchronous Hybrid Class in Zoom**

If you have any questions about using Zoom in your course or would like any additional support using the software, please reach out to the Software & Application Support Centre via email at sas@smu.ca.

Setting Up Your Class

1. Open an internet browser and go to https://smu.brightspace.com/d2l/login and log in with your S-Number and password
2. Navigate to your desired course under **My Courses**
3. Select **Zoom** along the top navigation bar
4. Click on the **Schedule a New Meeting** button

5. Change the topic name, set the date and time and the duration of your class meeting

6. If you wish to set up a weekly class meeting, select the **Recurring meeting** checkbox
   a. Select **Weekly** from the **Recurrence** drop-down menu
   b. Set the **Repeat every** to **1 week** and select the check boxes that correspond with the days of the week your class takes place
   c. Set the **End Date** for a specific date or set the number of weeks the class should repeat

Time Zone	(GMT-03:00) Halifax

☑ Recurring meeting **Every week on Wed, until Jul 20, 2021, 6 occurrence(s)**

Recurrence	Weekly
Repeat every	1 week
Occurs on	☐ Sun ☐ Mon ☐ Tue ☑ Wed ☐ Thu ☐ Fri ☐ Sat
End Date	⦿ By 07/19/2021 ◯ After 7 occurrences

5. Under the meeting options we would suggest selecting the option **Mute Participants Upon Entry**.

Meeting Options	☐ Enable join before host
	☑ Mute participants upon entry 🖉
	☐ Record the meeting automatically
	☐ Enable additional data center regions for this meeting

6. Once you have finished the setup, click on **Save**

By default the passcode for Zoom meeting is included in the link. So when students join a Zoom meeting through Brightspace, they do not have to input any passcode seperately. However if you need to share the passcode for the meeting, you can do that in the following way.

7. Click on the **Zoom** tab again from the navigation bar
8. Select the name of your Zoom meeting under the **Topic** column

| Start Time	Topic	Meeting ID		
Today 3:00 PM	Week 5 Lecture: Personal pronouns	978 6410 6339	Start	Delete

9. Scroll down to the **Security** section and click on **Show** next to the **Passcode**

| Security	✔ Passcode ******** Show	✕ Waiting room
	✕ Only authenticated users can join meetings	

10. Copy the meeting passcode by highlighing it with your cursor, right clicking, and selecting **Copy** from the drop-down menu

Security   ✔ Passcode WGS201-003   Hide   ✕ Waiting room

                          ✕ Only authenticated users can join meetings
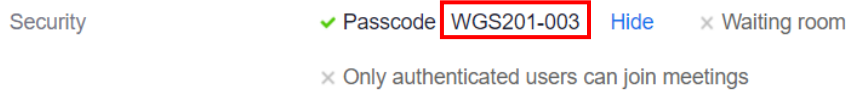
11. Paste the meeting passcode into a News Item, email to your students, or elsewhere in your Brightspace course to let students know the meeting passcode. We recommend that you use the same meeting passcode for each class meeting for the same course during the semester.

In the Classroom

1. Log in to the computer using your S-Number and password
2. Open an internet browser and go to https://smu.brightspace.com/d2l/login and sign in with your S-Number and password
3. Navigate to your course and click on the **Zoom** tab on the navigation bar
4. Locate your class meeting and click **Start**
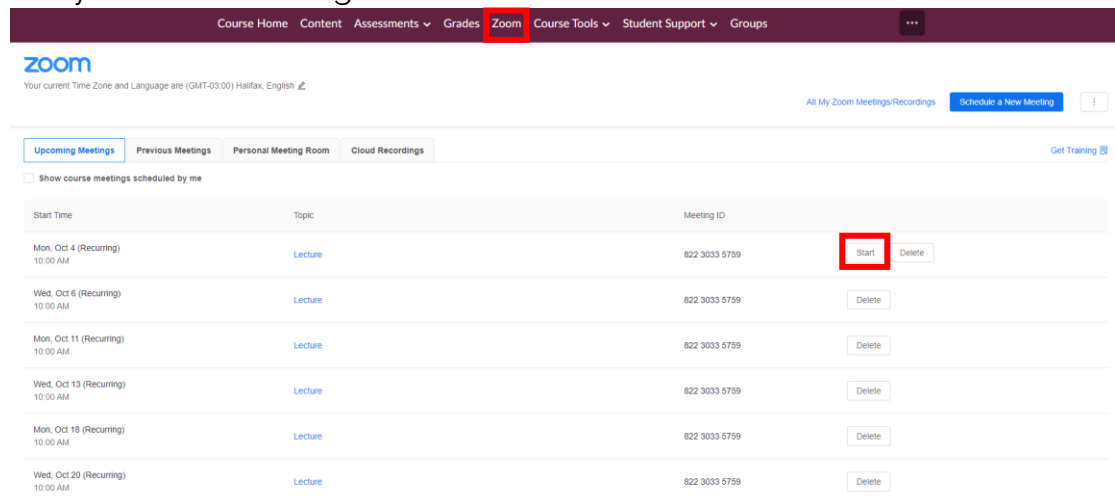
5. A new tab will open and Zoom installation will be automatically downloaded into the computer.

6. Once downloaded, click on the .exe file. It will automatically start installing Zoom (Latest Version 5.8.4 at the time of writing)
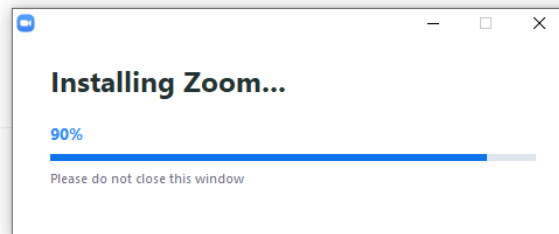
NOTE: The webcam can be physically moved, bent, and angled to capture better video and/or audio. The computer will automatically pick up the webcam's microphone and video feed and connect them to Zoom.
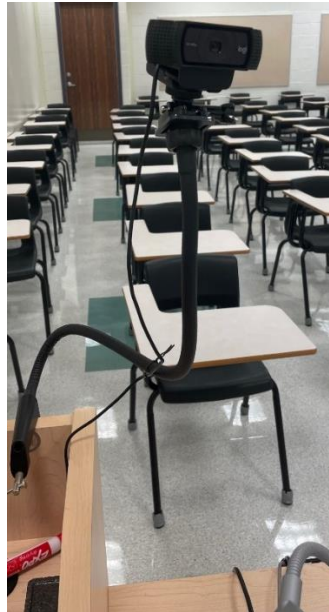
7. You can mute the mic and turn off the video by clicking each button, respectively
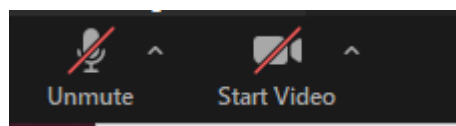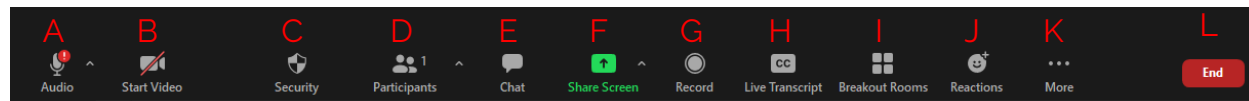
8. To turn on the projector, click **POWER ON** on the media control panel

9. To share the computer screen on the computer, make sure **PC** is selected

10. Meeting controls

a. **Join Audio** or **Unmute** / **Mute** : Mute and unmute your microphone.
   Audio Controls (click the **^** arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

b. **Start Video** / **Stop Video** : Turns your camera on or off.
   Video Controls (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.

c. **Security** : Access in-meeting security options.

d. **Participants** : Opens the window to manage students, view aggregate nonverbal feedback, and invite others to join the meeting.

e. **Chat** : Access the chat window to chat with the students.

f. **Share Screen** : Start sharing your screen. You will be able to select the desktop or application you want to share. When you are screen sharing, the controls will appear at the top of your screen, but you can drag it to another location.

   i. Share Screen controls (click **^** next to **Share Screen**): Select who can share in your meeting and if you want only the instructor or any student to be able to start a new share when

someone is sharing.

g. **Record** : Start or stop a cloud or local recording.

h. **Closed Caption** cc/**Live Transcript** cc : Click the **Live Transcript** button and select **Enable Auto-Transcription** to enable students to turn on captions if you are speaking English.
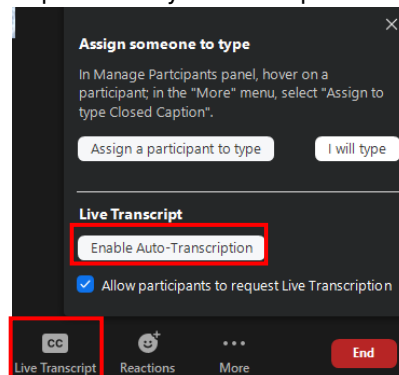
Students can click on the **Live Transcript** button to request that their Instructors enables auto-transcripts. To turn off captions on your individual view, click on the arrow in the corner of the **Live Transcript** button and select **Hide Subtitle** from the drop-down menu.
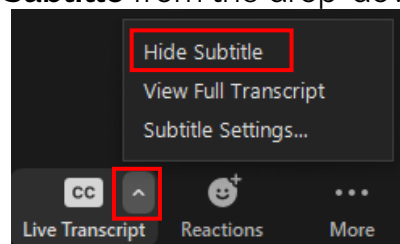
i. **Breakout Rooms** : Start breakout rooms.

j. **Reactions**😊⁺ : Meeting reactions, nonverbal feedback, and Raise Hand allow you to communicate issues or feedback to the Instructor or Student without disrupting the meeting. These reactions are shown on your video panel and next to your name on the participant's panel.

k. **More** ••• : Clicking on **More** will give you access to additional options.

    i. **Live on Facebook**: Broadcast your meeting live on Facebook.

    ii. **Live on Workplace by Facebook**: Broadcast your meeting live on Workplace by Facebook.

    iii. **Live on YouTube**: Broadcast your meeting live on YouTube.

    iv. **Live on Custom Live Streaming Service**: Broadcast your meeting live on a custom streaming platform.

l. **End** (only available to the host): Display the following two options.

    i. **End Meeting for All**: End the meeting for yourself and all students.

    ii. **Leave Meeting**: Leave the meeting. You will be prompted to assign a host so that the meeting can continue.

11. If you wish to record the class, click the **Record** button, and select **Record to the Cloud**
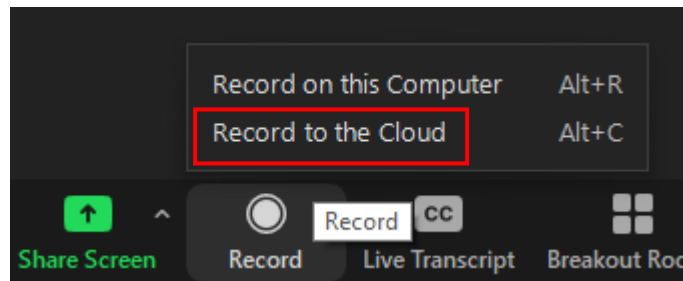

12. You can then share your screen. We recommend sharing **Screen 1** (the entire desktop). If you are sharing audio from your PowerPoint select the check box **Share Sound**, if you are sharing video also select **Optimize for Video Clip**.
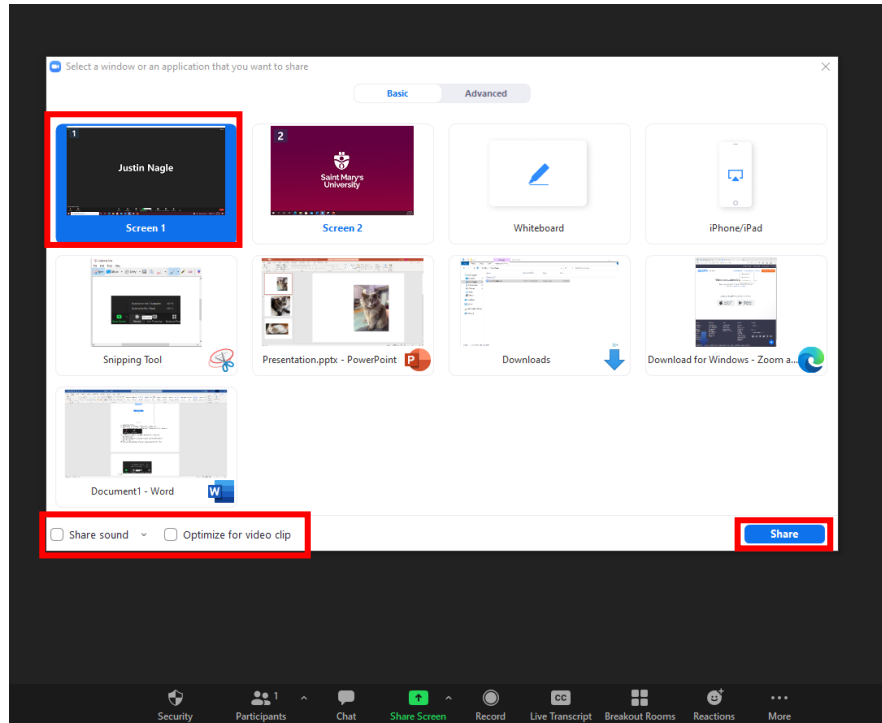
13. As you go through the PowerPoint the students in the classroom can see the presentation on the board and the students attending via Zoom can see the desktop screen and hear you via the microphone. We recommend turning the video off.

14. Once complete with the presentation, stop sharing the screen in Zoom
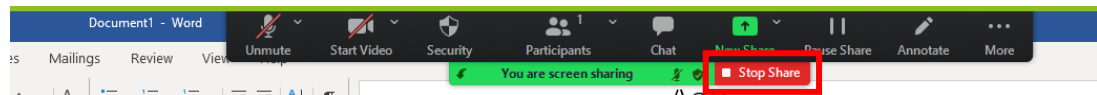
15. Stop the Zoom recording and end the meeting.

16. Turn off the projector by selecting **POWER OFF** and sign out of the SMU computer.
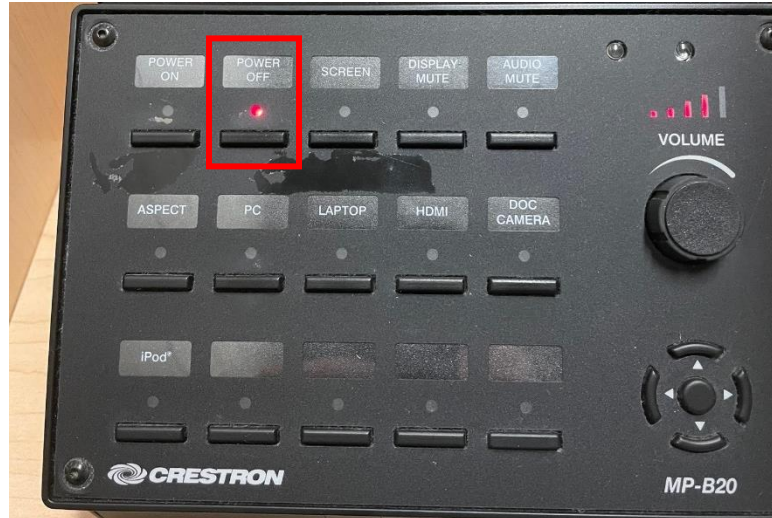
Using the Document Camera

1. Turn on the document camera by holding in the red power button for 1-2 seconds

2. Once the document camera is on, change the projector to **DOC CAMERA.**

To share the DOC CAMERA with the Zoom class,
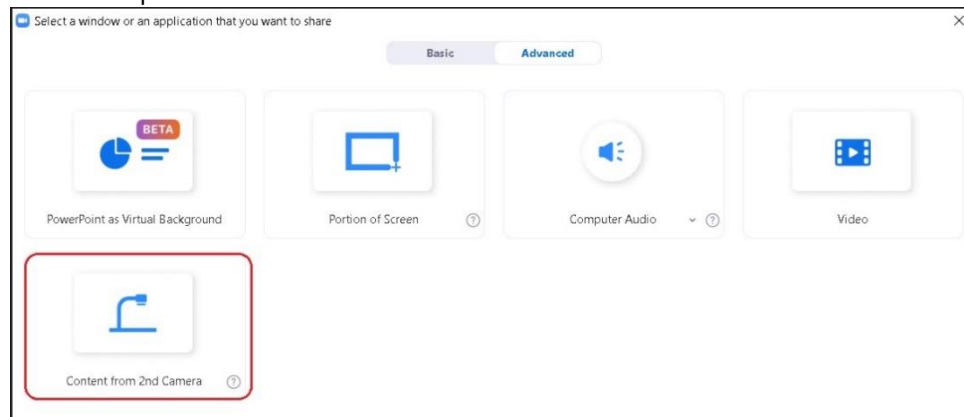
1. Click on Share Screen (if you are not sharing your screen) or New Share (if you are already sharing your screen).
2. Go to **Advanced**

3. Select the option **Content from 2nd Camera**.

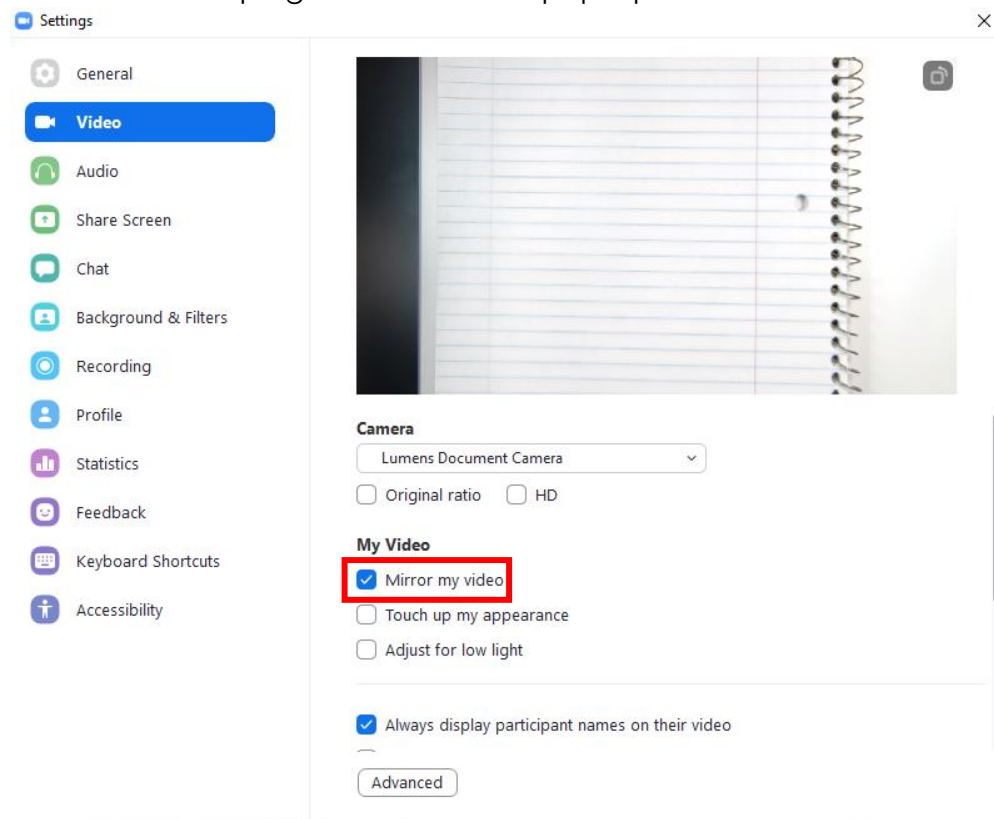If your image is being mirrored on the Document Camera in Zoom and the projector and you would like it to reflect the document normally. Please follow these steps to adjust the view.

1. Click the up arrow next to the **Start Video** button and select **Video Settings...**
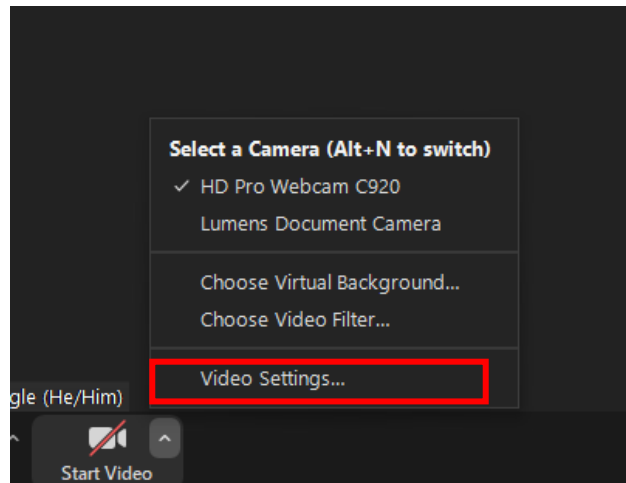
2. Select **Lumens Document Camera**. Uncheck **Mirror my video**, then click the X in the top right corner of the pop-up

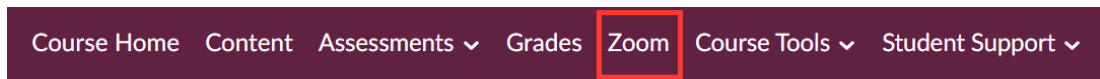3. Once you are done using the document camera, switch the projector back to **PC**

4. Share the screen again in Zoom to continue with the PowerPoint.

17. Microphones (only webcam mic, unless they bring a headset)
18. Recommended views
19. Student Engagement

Post-class

1. In the home page of your Brightspace course, navigate to **Zoom**
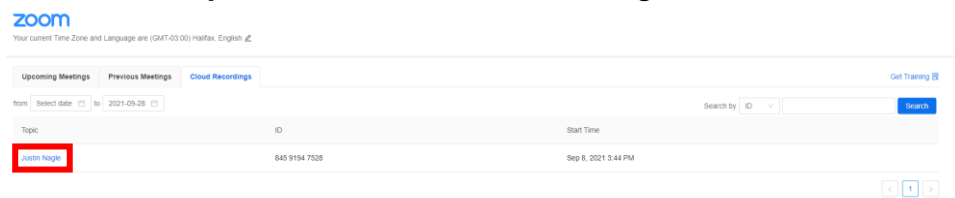

2. Open **Cloud Recording**

3. Toggle the option **Publish** beside the recording to publish the recording to students

4. Once published the students will be able to access the recordings from Brightspace:

   a. Click the **Zoom tab** in the Brightspace course
   b. Click the **Cloud Recordings tab**
   c. Click the blue **Topic** text of the cloud recording of interest

   d. Select the **Play** button in the middle of the recording rectangle
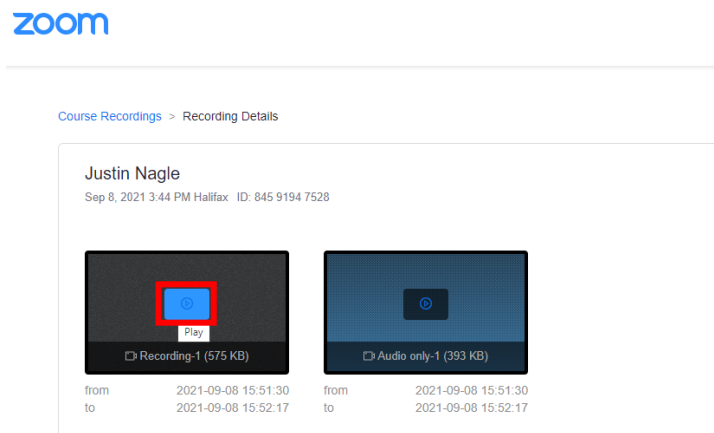
   e. There will be a small message that will pop up saying that the passcode was copied to the clipboard.
   f. Another tab/window that will open where you need to paste the passcode that was copied to your clipboard. Right-click paste or CTRL + V to paste the passcode. Click **Watch Recording**

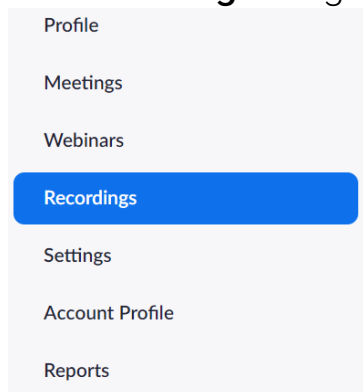**Enter the passcode to watch "Justin Nagle"**
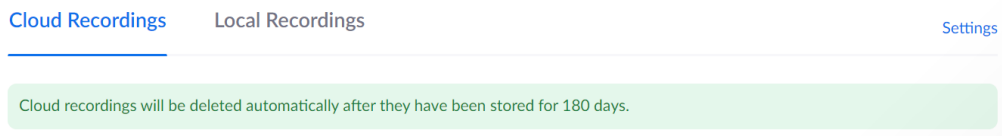
[••••••••]

[**Watch Recording**]

g. The video player will now appear. Click the **play** button in the bottom right corner of the video player to start the video playback.

You can also control your published Brightspace recording through sharing settings in Zoom website.

1. Go to https://www.zoom.us
2. Click on **Sign in** in the top right corner and sign in with your @smu.ca email address and your Zoom password
5. Click on **Recordings** along the left navigation bar

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

6. Select the **Cloud Recordings** tab

Cloud Recordings   Local Recordings   Settings

Cloud recordings will be deleted automatically after they have been stored for 180 days.

7. Locate your desired recording and click on **Share**

☐   Lecture 1: Welcome to the Course   695 413 1278   Aug 17, 2021 11:01 3 Files (5 MB)   139 days   Share...
                                                          AM   More ▾

8. If you wish for students to be able to view the class recording, toggle the **Share this recording** switch to **On** and select the **Publicly** radio button

Share this recording

○ Publicly

○ Only authenticated users can view

    a. If you do not wish for students to be able to view the class recording, toggle the **Share this recording** switch to **Off** and skip this step

9. Click on **Copy Sharing information**

10. Then into the **Content Tab** in Brightspace – add it to a module. If your recording is passcode protected, the passcode will be included in the sharing information.

Edit the Zoom Cloud Recording

You can also do basic editing of your recording file in the Zoom cloud before publishing the document.

1. Go to https://zoom.us and login in your Zoom account. Then go to recordings.
2. Click on the topic of the recording that you want to edit.
3. Click on the play button to play the recording.
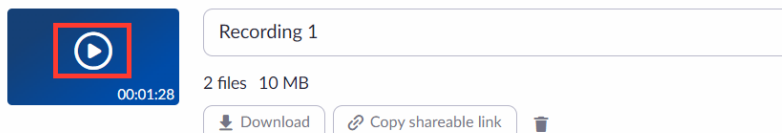
4. Click on **Set Playback range**.

5. Adjust the toggle bars to set the playback range. After that click **Save**.