

Zoom Checklist-UPDATED

1. Set up your free Zoom Account.

- a. Go to www.zoom.us

SIGN UP, IT'S FREE

- b. Click
- c. Make sure to sign up using your okaloosaschools.com email. This will allow you access to the free education account.
- d. Then register your account for the free education account using this link: <https://zoom.us/docs/ent/school-verification.html>

2. Schedule a meeting.

SCHEDULE A MEETING

- a. Click **SCHEDULE A MEETING** at the top of the webpage or click on the meetings tab on the left hand side of the screen.
- b. Enter the meeting name in the topic section.

Topic

My Meeting

- c. Select the date and time for your meeting. Remember you are not limited to meetings on the hour and half hour, once a meeting is scheduled you can begin it at any time.

When

03/26/2020



12:00



PM



- d. Select the meeting options that work best for your classroom based on your student's needs. Remember, you must check to make sure that each student has a signed media release if their image is recorded. You can check for the release in PAWS.

Video

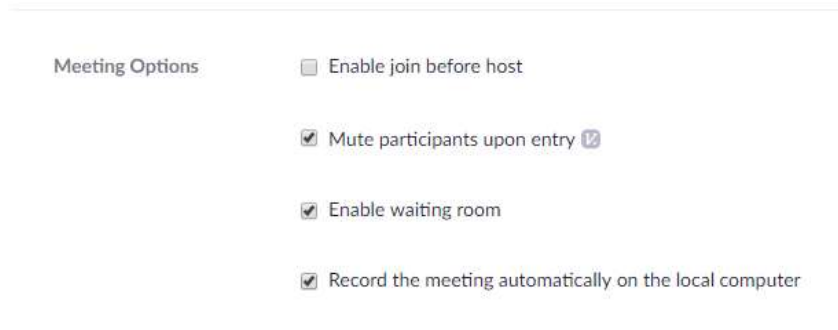
Host

on off

Participant

on off

- e. Other meeting options that are helpful to select include: muting participants upon entry and record this meeting on the local computer. The password and waiting room options should be selected by default through Zoom security settings.



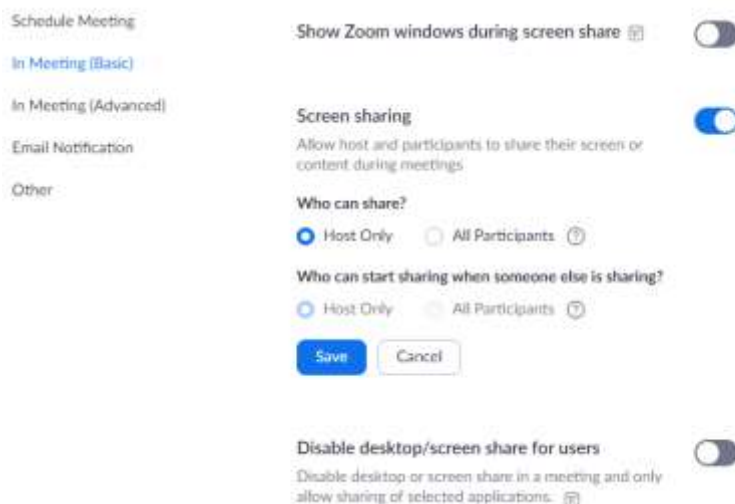
A screenshot of the Zoom Meeting Options settings page. The page has a light gray background with a white sidebar on the left containing the text 'Meeting Options'. The main content area is white and contains four settings, each with a checkbox and a text label:

- Enable join before host
- Mute participants upon entry ⓘ
- Enable waiting room
- Record the meeting automatically on the local computer

****Please note you will need to share the meeting passwords with students who do not use a link to join your meetings. Students who use a link to join meetings will only need to click on the hyperlink. Please do not post invitations on social media pages or open webpages.**

3. Important Zoom Security Settings

- a. Only hosts should screen share. To ensure this feature is enabled:
- Login to your account.
 - Click the Settings tab, this is on the left hand side of the screen.
 - Click on In Meeting (Basic) and scroll down to screen share.
 - Allow only the host to share their screen.



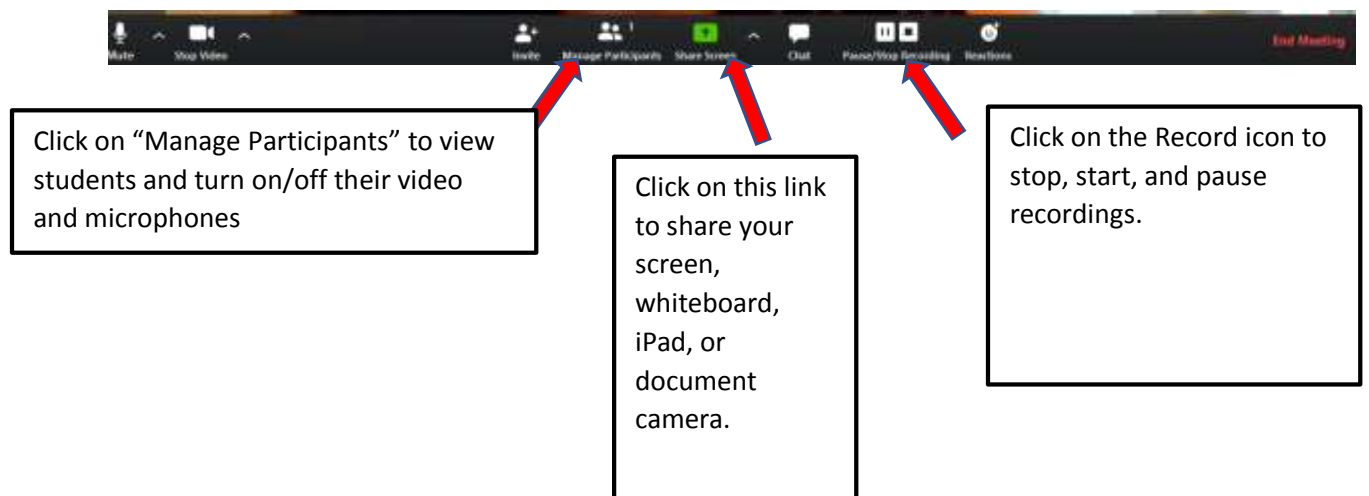
A screenshot of the Zoom 'In Meeting (Basic)' settings page. The left sidebar shows 'In Meeting (Basic)' selected. The main content area is white and contains the following settings:

- Show Zoom windows during screen share** ⓘ
- Screen sharing** ⓘ
Allow host and participants to share their screen or content during meetings
- Who can share?**
 Host Only All Participants ⓘ
- Who can start sharing when someone else is sharing?**
 Host Only All Participants ⓘ
- Save** **Cancel**
- Disable desktop/screen share for users** ⓘ
Disable desktop or screen share in a meeting and only allow sharing of selected applications. ⓘ

- b. In the event that an unwanted visitor joins your classroom, immediately click 'end meeting'. This will end the meeting for all participants.

4. To begin a meeting:

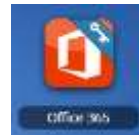
- a. Go to meetings in your app or on www.zoom.us and click “start” or “join now.”
- b. Meeting Features Review



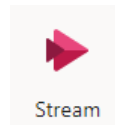
- c. Click “end meeting” to end the meeting.

5. How to post your recording online:

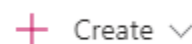
- a. Go to okaloosaschools.com and access the Classlink page.



- b. After entering Classlink, click on the Microsoft 365 icon.

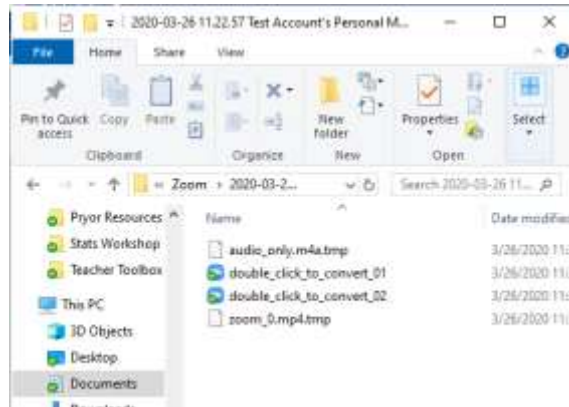


- c. Then look for the Microsoft Stream icon.

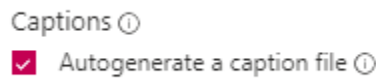


- d. Once you are in Stream, click on the Create button.

- e. Then click upload video. All videos should be found by opening your files, then this pc, then documents, then Zoom, then the video with the correct time stamp. Upload the file called Zoom.



- f. Under Options, make sure to turn on the captions by selecting the following. This a requirement for any video that is posted online.



- g. Finally Click Publish when the it turns pink and the video is uploaded.
 h. Your video will now be available under my videos. If you would like to upload this video on another site, click the three dots by it and click share.
 i. When you click share, a pop up window will appear that provides you with a direct link to your video. This link can be copied and pasted on to websites such as Google Classroom, Remind, and Edmodo.

Start at:

Direct link to video



Share with