Australian National University

ANU Zoom training for SIS Staff

SIS Skills Development Program

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ANU Library - Digital Literacy Training

Outline: ANU Zoom training for SIS Staff

- ANU corporate licence vs free Zoom account
- Zoom Meeting vs Zoom Webinar
- Schedule a Zoom meeting
- Start a Zoom meeting
- Change Zoom display settings
- Share Screen and Recording
- Breakout rooms
- Preparing participants

ANU corporate licence vs free Zoom account

ANU Educational account

- ANU has 300 participants
- No cap on time
- Record to computer or ANU Cloudstor

Free Zoom Account

- Caps at 100 participants
- Unlimited 1 to 1 meetings
- Cap Meeting at 40 minutes when third person joins
  (Zoom prompts at 10 min before conclusion)
- Records to computer only

ANU Cloudstor is available for cloud storage of large files

Zoom Meeting vs Zoom Webinar

- Meetings are designed to be a interactive session with all participants being able to screen share, turn on their video and audio, and see who else is in attendance.

- Webinars are designed so that the host and any designated panelists can share their video, audio and screen. Webinars allow view-only attendees. They have the ability to interact via Q&A, chat, and answering polling questions. The host can also unmute the attendees.

Schedule a Zoom meeting

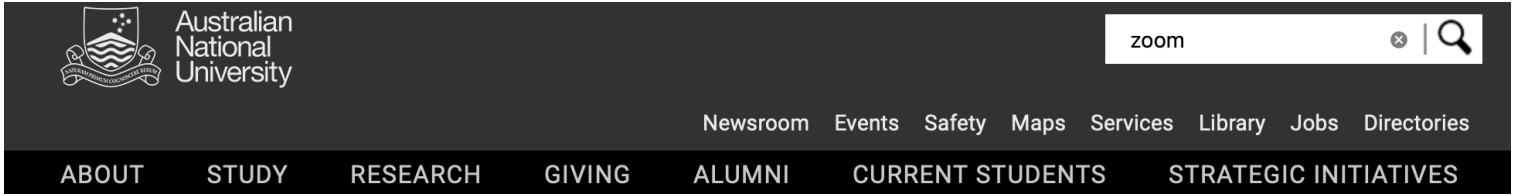
Practical Exercise in Zoom

Full instructions provided in Zoom Guide

http://library-admin.anu.edu.au/intranet/sis-skills-development-program

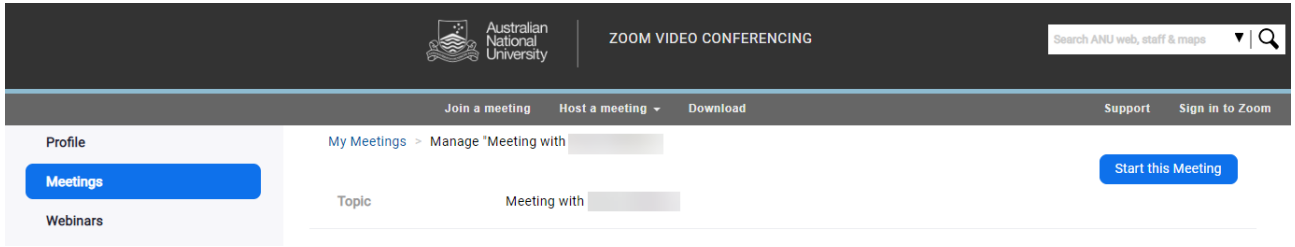
ANU Zoom Portal

services.anu.edu.au/information-technology/software-systems/anu-zoom-client



Start a Zoom meeting

Practical Exercise in Zoom



Select > Start Meeting

Change Zoom display settings

Chat

For meetings, the host can allow attendees to chat with everyone or with the host only

For webinars, the host can allow attendees to chat with no one, with all panelists (including host), or with all panelists and attendees.

Mute/unmute

Video

Video Setting

Advanced Video settings

Zoom – Meeting Controls youtu.be/ygZ96J_z4AY

Zoom breakout rooms

Practical Exercise in Zoom

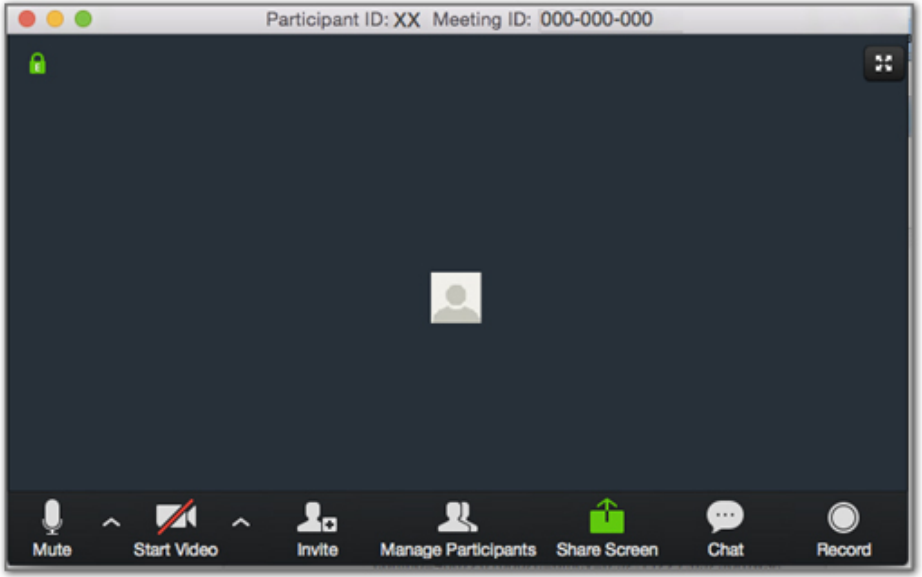
Full instructions provided in Zoom Settings and Breakout Rooms Guide

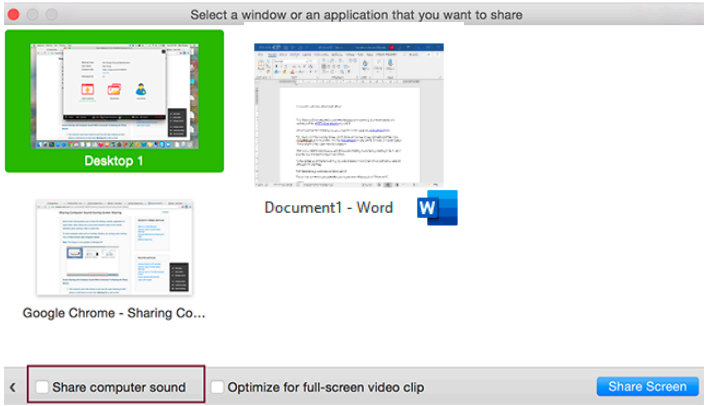
http://library-admin.anu.edu.au/intranet/sis-skills-development-program

Video breakout rooms youtu.be/jbPpdyn16sY

Share Screen

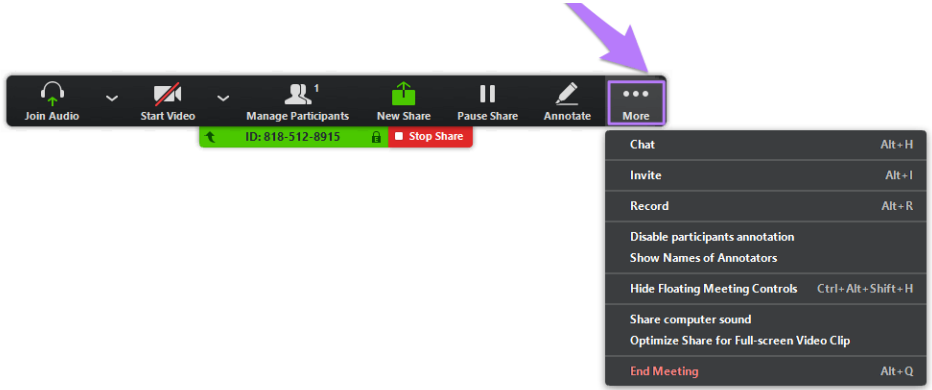
Practical Exercise in Zoom

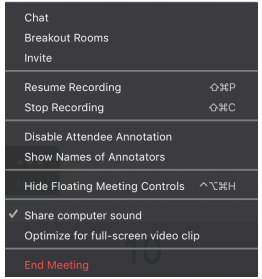




Select Share Screen > select desktop or specific program

Recording





Select > Record and Select >Pause, Resume or Stop

Preparing participants

Recommended to send Zoom Link with additional instructions about installing, testing and using Zoom when Interview or Student Consultation/Meeting is originally arranged to ensure participants have adequate microphone and video equipment. Sample text:

> If you do not already have the Zoom application on your computer, you will need to download it via the anu.zoom.us/download site. You can also use Zoom on mobile devices by downloading it via the Apple or Google app store.
>
> Testing Computer or Device Audio
>
> Join a Test Meeting
>
> Share a screen
>
> Zoom tutorials