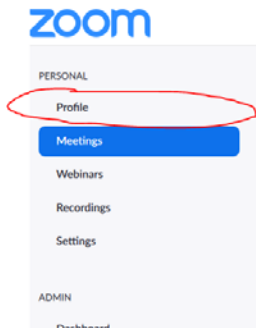


College of Allied Health – Faculty Online Course Delivery Instructions

If you will be having live classroom sessions with your students follow these instructions.

Step 1: Setup your Zoom account by configuring a few important settings by following these instructions.

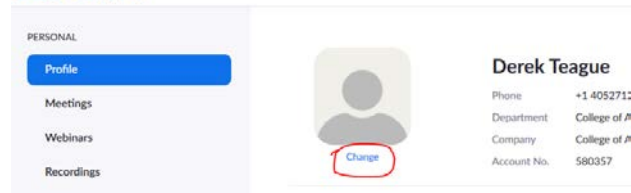
1. Open your web browser and browse to: <https://ouhsc.zoom.us>
2. Click Sign In.
3. If a web page from “fed.ouhsc.edu” asks for your username and password. Enter your username in this format: “ouhsc\yourusername”.



4. Once logged in to Zoom, click the “Profile” button on the left side of the screen.
5. On the profile page, scroll down to the “host key” field and click edit.
6. Change the Host Key to something you will remember!
 - a. The host key is **ONLY** used when you start a Zoom meeting in one of our polycom DE rooms. This number must be typed before the DE room meeting will start. This host key is not used any other time.
7. Verify your “User Type” says “Licensed”.
 - a. If you are full time faculty and your User Type does not say “Licensed” please let COAH IT know.

8. We recommend faculty to upload a profile picture for your account. During a meeting if your webcam is disabled your students will see this picture instead of just a grey/black box with your name. Do that by click the “Change” button under the blank profile picture and uploading a picture file.
9. DO NOT CHANGE YOUR ACCOUNT PASSWORD. It is linked already with your university credentials.

zoom



Step 2: Install the Zoom application on your computer and Sign in.

1. [Follow the “Student – step 1: How to install and sign in to Zoom” instructions.](#)
 - a. Choose Installation Instructions for Mac OS or Windows OS.
 - i. iOS and Android devices not recommended for teaching a class from.

Step 3: Schedule the class meeting links within Zoom.

[Video Instructions](#) – This is covered in the first 3 mins of the video instructions.

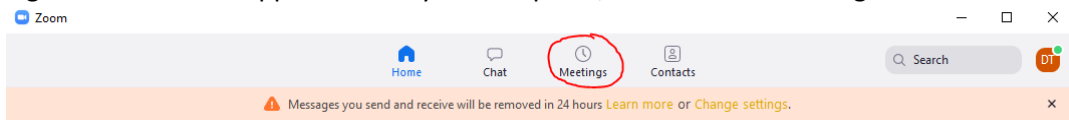
1. Sign in to the Zoom application on your computer, click on the “Schedule” button.
2. Set the name as your class name and number, and make sure “Outlook” is selected at the bottom (Must have Outlook Open Already). Or choose “Other Calendars” if you don’t want to save it to your own outlook calendar.
3. Select “Recurring meeting”.
4. Click advanced options.
5. Select “Mute participants upon entry”
6. Add as alternative hosts COAH IT by email: joey-rodriquez@ouhsc.edu; derek-teague@ouhsc.edu;
7. Click schedule. An Outlook event invitation opens if you selected that option.
8. Please post your zoom meeting information into each of your D2L course(s). You will post as an announcement.
 - Go to your Course Home.

- Click on arrow to the right of the Announcement heading.
- Choose New Announcement.
- Give your announcement the Headline: Join the Live Zoom Meeting Here.
- Provide your zoom course invitation link in the Content area.
- The Start Date should default to current date/time. No need to change this area.
- Publish.

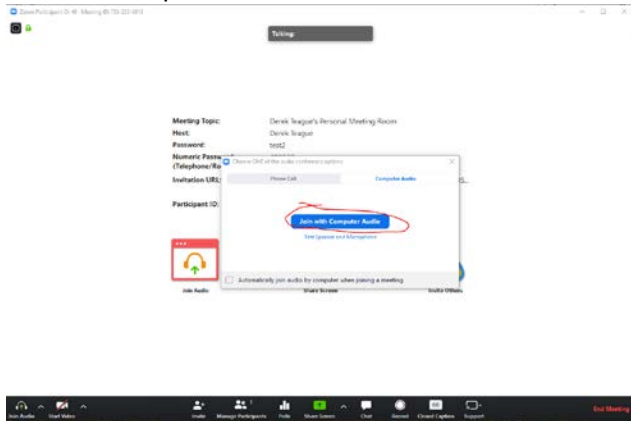
Step 4: Starting and running a recurring class session on Zoom.

[Video Instructions](#) – These steps are covered in this training video starting at the 3:00 minute mark.

1. Sign in to the Zoom application on your computer, click on the “Meetings”.



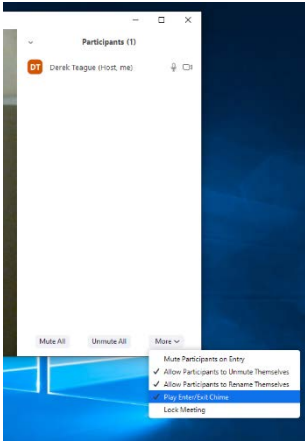
2. On the left-hand side of that screen. Under “Recurring Meetings” select the class meeting you want to start and then click the blue “Start” button.
3. The meeting then starts and two windows open. The Zoom meeting window and the “Choose ONE of the audio conference options” window. Click the “Join with Computer Audio” button.



4. Basic Controls.

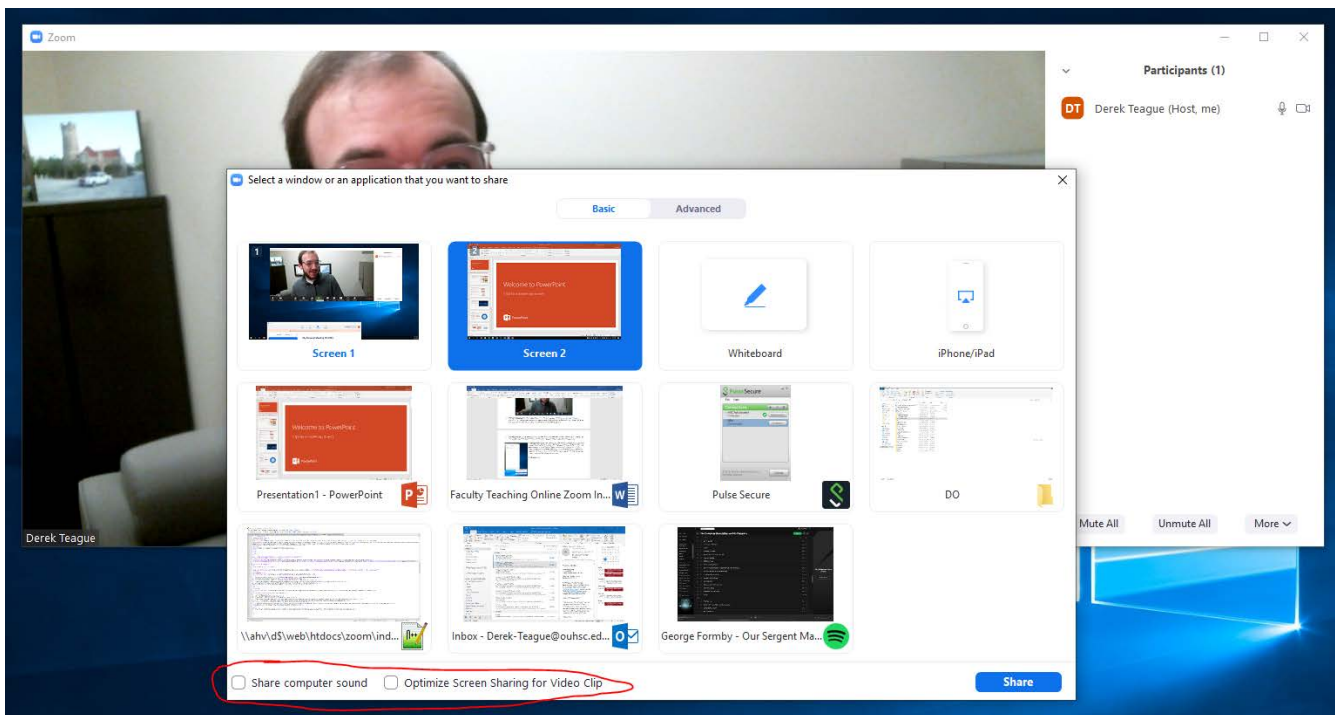


1. **The Microphone Button.** Click to Mute/Unmute. It fills with a green color when you talk indicating your microphone is working. If your microphone doesn't seem to be working... click the little “Up” arrow next to the icon and make sure the correct microphone device is selected and being used.
2. **The Video Button.** Click to Stop/Start your webcam. If your webcam doesn't seem to be working... click the little “Up” arrow next to the icon and make sure the correct webcam device is selected and being used.



3. Manage Participants. Here you can see who is all connected to the meeting and manage the participants. Possibly the most important is the ability to mute all of your students, stop participants from turning on their microphones with the “Allow Participants to Unmute Themselves” and the ability turn of the “Chime” that dings when a participant enter/exits the meeting. You can do all of that by clicking the “More” button at the bottom of the section.

4. Share Screen Button.



Sharing your screen: You can either share your entire screen by clicking “Screen X” and clicking the share button or by sharing individual applications. If you are wanting to share video or audio... make sure to click the options “Share computer sound” and “Optimize Screen Sharing for Video Clip” circled in red in the screenshot.



Once you share your screen the zoom meeting then changes its look. The Zoom main meeting window disappears and you are left with a green border around the screen and application being shared and a new sharing toolbar that has all the familiar controls plus some additional. You have to hover over the Green/Red tab to show the full control bar. **Stop** your screen sharing by clicking the red “Stop” sharing button.

Annotations: While sharing your screen you can annotate by using the annotate features of zoom. Click the pencil icon on the sharing screen toolbar to get started with that.

Participant Video: You can change the position and sizing of floating video window. When a participant asks a question, you will hear their audio and see their video.

5. Chat Button

In the chat window you can send chats to everyone in the meeting as well as see all chats.

6. Recording Button

[Video Instructions](#) – Recording tutorial at the 8:40 minute mark and about the 10:00 minute mark.

Recording Process Overview:

If you click this button a recording of the class session starts and saves to a mp4 file on your local computer. The Zoom recording will capture the video and audio of the whoever is talking and the screen shared content. You can start/pause/stop the recording by clicking the button. Once your lecture is complete end the meeting (You do not have to hit stop recording before ending the meeting). You will then see a Zoom Conversion Box pop up indicating that your recording is being converted into its .mp4 format, this conversion process may take some time. Once completed, a file browser window with a Time Stamp Zoom folder opens. You will see 3 files; your video file is the one named “Zoom_0.mp4”. Rename this file to your dept and class number with a date. (Ex: MIRS 1234_03162020). You will then transfer that file to a folder on the “L” drive or the “Cahshare” called “2020 – Zoom Recording Dropbox” ([\\ah\cahshare\\$\2020 - Zoom Recording Dropbox](#)).

The default location of these recording files on windows is: C:\users\yourusername\documents\Zoom\

If you can't find your recordings go to that location. You can also go into the Zoom application settings and click the “recording” tab to see where your default location is.

Step by step recording lecture instructions:

1. Click the record button to start recording.
2. Complete lecture
3. End meeting.
4. Wait for Conversion process to finish.
5. Rename the “Zoom_0” recording file to your dept and class number (Ex MIRS 1234_03162020).
6. Connect to the VPN. Transfer the video file to the CahShare folder named “2020 – Zoom Recording Dropbox”.
7. Email ISS (pam-farmer@ouhsc.edu and gina-vile@ouhsc.edu) - please email both.
8. ISS will provide a link to post into your D2L course.
9. Posting the link into your D2L course.
 - o Go to the location in your Table of Contents that want the link to be located.
 - o Click Upload/Create (in blue).
 - o Choose Create a Link.
 - o Title the link as desired in the Title field.
 - o Paste the provided video link in the URL field.
 - o Click Open as External Resource.
 - o Create.

10. Ending the class meeting.

1. Click the “End Meeting Button” or the “X” button in the top right-hand corner (or left on mac).
2. Choose to “End Meeting for all”.