

## Zoom basics FAQ Fall 2020

### 1. **What is zoom?**

- a. If you are new to teaching in Zoom, please watch this 10 min overview video:  
[https://www.youtube.com/watch?v=ygZ96J\\_z4AY](https://www.youtube.com/watch?v=ygZ96J_z4AY)
- b. **Mark will be holding group training sessions every day at 12:00 PM Monday – Friday 8/7- 8/20. Here is the link to join his teaching session:**  
<https://ucdavislaw.zoom.us/j/96976501794>
- c. More training videos on the basics can be found at the following link. Please look at this page in some detail: <https://law.ucdavis.edu/coronavirus/teaching.html>

### 2. **What is different about Zoom for the Fall Semester vs last Spring?**

- a. This semester your classes will be created under your personalized zoom account, authenticated with your UCD credentials - unlike last semester.
- b. Your class links will be available on your assigned course's Canvas page, under Calendar; and in the Zoom webpage (<https://ucdavislaw.zoom.us>) under the "Meetings" tab -- instead of being listed in daily group sections on the Intranet.
- c. **The benefits behind implementing this change:**
  - i. This new design will give you automatic rights as the host for your assigned course, allowing for greater control over the participants and providing enhanced security.
  - ii. Course Zoom meetings will no longer kick participants out after 2 mins beyond the scheduled end time like it did last semester, allowing better flexibility for after class discussions and run over.
  - iii. The classes will begin recording when you join the Zoom meeting and end recording when you leave the session.
  - iv. We will now require all students to authenticate with their assigned UCD username and Kerberos passphrase to access Zoom courses, which will improve security and prevent the possibility of anonymous Zoom bombing.

### 3. **Where can I locate my regularly scheduled class zoom links?**

- a. Zoom links will be located on your courses Canvas Calendar, Zoom web interface and Zoom client. See video here:  
<https://mediasite.ucdavis.edu/Mediasite/Play/77a9bd13168d4f7e8643f7c44a2092d51d>
- b. Students will be able to access your class links in their own Canvas calendar. You do not need to send it to them.

### 4. **What do I need to know about my class recordings?**

- a. By Default, all "Regularly Scheduled" courses will be recorded.
- b. Dissemination of recordings will be determined by you, in the Qualtrics survey we send to you on August 7<sup>th</sup>. Subject line: "Class Recording Publishing Options".
- c. The three handling options available are as follows:
  - i. Classes will be automatically linked to your Canvas page via Mediasite once recorded for student use located in the Mediasite Library.
    1. Only students enrolled in the class can watch the videos.
  - ii. Private links of your course recordings will be sent to you via email, allowing complete control over who you share the videos with.

- iii. Process and provide links only to students with campus-approved accommodations.
    - d. All classes will begin recording when: Either you, the host; or an assigned co-host – enters the zoom meeting. Student cannot enter the class until the instructor enters.
      - i. Recordings will continue until the Host (you) leaves. When the session is left, it will ask if you want to end the meeting for all; or assign another host to keep the session open.
    - e. IT has added a disclaimer (both visual and audio) that notifies participants when being recorded. It will inform them that by continuing into the meeting, they are consenting to being recorded.
    - f. Meetings set up individually by you or IT ***will not be recorded by default***. If you need non-regularly scheduled classes recorded please contact [Lawithelp@law.ucdavis.edu](mailto:Lawithelp@law.ucdavis.edu) and we will assist you.
- 5. When will my videos be available?**
- a. Processing Videos can take up to 72 hours to post and reflect on Canvas, based on volume. This is outside of the IT department’s control, as it largely depends on Zoom’s initial video processing/capabilities.
  - b. They also require manual editing to get rid of unnecessary or unwanted conversations at the beginning and end of class. (So every single class session is manually edited by Faculty Support.)
- 6. How secure will my Zoom classes be?**
- a. By Default, all “Regularly Scheduled” classes require all participants to authenticate. This eliminates the possibility of anonymous Zoom Bombing and greatly improves security.
  - b. If you need non-law school visitors to participate contact [Lawithelp@law.ucdavis.edu](mailto:Lawithelp@law.ucdavis.edu) and we will provide a mechanism to allow visitors to your class. (please provide 48 hours’ notice)
- 7. How do I secure my own individually scheduled zoom sessions/office hours?**
- a. For individually setup zoom sessions, we recommend you watch the video on Host and Cohost to preventing Zoom Bombing: <https://youtu.be/p1IMmOujc9c> 6:35 min:sec
  - b. “How to use Waiting Rooms to Manage Office Hours & Drop-in Visitors times” <https://youtu.be/ntaT7KEcids> 4:28 min:sec
  - c. Or contact [lawithelp@law.ucdavis.edu](mailto:lawithelp@law.ucdavis.edu) for individual help to setup the necessary security settings.
    - i. Remember there is always a tradeoff between accessibility and security – the easier to access, the less secure it is.
- 8. I don’t want to spend hours watching training videos, how do I quickly become a Zoom expert?**
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<https://ucdavislaw.zoom.us/j/96976501794>
  - b. Law IT has made a website with links to training videos ranging from 1 to 10 mins to cover what you need to know. <https://law.ucdavis.edu/coronavirus/teaching.html>
  - c. Schedule a one – on – one session with someone from IT: email [lawithelp@law.ucdavis.edu](mailto:lawithelp@law.ucdavis.edu)