ZOOM

Video conferencing technology for the classroom

Activate your account

1. Go to clackamas.zoom.us
2. Click **Sign in** to configure your Clackamas Zoom account
3. Click **SIGN UP, IT'S FREE** (upper right-hand corner)
4. Enter your CCC email address and click **Sign Up**
5. Locate the Zoom confirmation link in your CCC email, click **Join the Account**
6. Follow the instructions, then click the **Skip this step** link under *Don't Zoom Alone*
7. Click the **Go to My Account** button

NOTE: Initially you'll be assigned a BASIC account with limited privileges. However, your account will be manually converted to a Licensed account which will allow you to save recordings to the Cloud. If you do not have this option available, email dw.wood@clackamas.edu

How can you use Zoom?

Recurring Moodle Office Hours
NOTE: Place office hours in one location, i.e. such as below Announcements.

1. Navigate to your Moodle course and **Turn editing on**
2. Go to the section (Week, Topic, or Module) where you want to place your office hours
3. Click the **Add an activity or resource** link
4. Select the **Zoom meeting** activity and click the **Add** button
5. Complete the following in the **General** section:
   a. Set the **Topic**: *Office Hours: Days and Time*, e.g. Office Hours: Mondays 1:00-2:00 pm
   b. Set the **Activity description**: *During the term, I will hold weekly virtual office hours here via Zoom. Please check back each week on the scheduled day and time.*
   c. Check the **Display description on course page** checkbox
   d. Check the **Recurring** box
   e. Check the **Enable join before host** checkbox
6. Go to the **Grade** section and set the **Grade Type** to *None* if you do not want to grade the Office Hours; otherwise, set the **Maximum grade** as appropriate
7. Click the **Save and return to course** button at the bottom of the page

Weekly Moodle Office Hours

NOTE: Place office hours in every week, topic, or module.

1. Navigate to your Moodle course and **Turn editing on**
2. Go to the section (Week, Topic, or Module) where you want to place your office hours
3. Click the **Add an activity or resource** link
4. Select the **Zoom meeting** activity and click the **Add** button
5. Complete the following in the **General** section:
   a. Set the **Topic**: *Office Hours Week #: Day and Time*, e.g. Office Hours Week #1: Monday 1:00-2:00 pm
   b. Set the **Activity description**: *During the term, I will hold weekly virtual office hours here via Zoom. Please check back on the scheduled day and time.*
   c. Check the **Display description on course page** checkbox
   d. Set the **When** and **Duration** of your office hours
   e. Check the **Enable join before host** checkbox
6. Go to the **Grade** section and set the **Grade Type** to *None* if you do not want to grade the Office Hours; otherwise, set the **Maximum grade** as appropriate
7. Click the **Save and return to course** button at the bottom of the page
8. **Edit** the Zoom meeting to **duplicate** it for each session/week
9. Update the **Topic** and **When** values accordingly and move them into the desired location

Moodle Online Lecture Capture

1. Login to **clackamas.zoom.us**
2. Select **Meetings**
3. Select **Schedule a New Meeting**
4. Complete the following information at minimum:
   a. **Topic**
   b. **Description (optional)**
   c. **When** and **Duration**
   d. Under the **Meeting Options** set:
      i. Check the **Enable join before host** checkbox
      ii. Check the **Mute participants before entry** checkbox
      iii. OPTIONAL: Check the **Record the meeting automatically** checkbox
5. Click the **Save** button
6. From the **Join URL** line, click the **Copy the invitation** link to save the URL to your clipboard
7. Navigate to your Moodle course and **Turn editing on**
8. Go to the section (Week, Topic, or Module) for your lecture
9. Click **Add an activity or resource**
10. Select the **URL** resource and click the **Add** button
11. Complete the following in the **General** section:
   a. **Activity name**: [Topic] Live Video Lecture
   b. **Activity description**: During the term, I will hold lectures here
   c. Click the **Save and return to course** button

NOTE: Watch this video on Recording a Zoom Meeting: youtu.be/AYzPS28rg7E

Tips

- **Use shortcuts where possible!** Bookmark clackamas.zoom.us/ to conveniently access our CCC Zoom site and Zoom Support (at the bottom of the page).
- **Use annotation to grab and direct attention!** The Zoom draw menu provides a lot of options for drawing, highlighting, making lines and arrows, and even blocking out areas. Use the spotlight menu to access the arrow pointer, and the red spotlight tool.
- **Use frequent and varied interaction!** Use all of the Zoom tools at your disposal so that the interaction avoids becoming mundane. Zoom Polling is an obvious option, but also consider asking them to type in a response to a question or comment using Q&A or chat. Hand raising is also a quick and easy way to interact with your class.
- **Watch the one-minute video introductions to learn more!** All the resources are available via the Zoom Help Center: support.zoom.us/hc/en-us

Clackamas
Community College