# Scheduling & Reporting in Zoom Meetings

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Renaissance Society's Online Learning Resource page has additional guides:

Online Learning Resources | Sacramento State (csus.edu)

Basic Steps for Conducting Zoom Meeting Part 1

RS Online Learning Basic Part 1.

Basic Steps for Conduction Zoom Meeting Part 2

RS Online Learning Basic Part 2

Navigating the Zoom Learning Center

Navigating the Zoom Learning Center (csus.edu)

Recommended Courses for the Zoom Learning Center

Recommended Courses ZLC (csus.edu)

Access and use the Program Registration System for enrollees' data

manageprogramdata.pdf (csus.edu)

Setup Classroom On Campus for Hybrid instructions

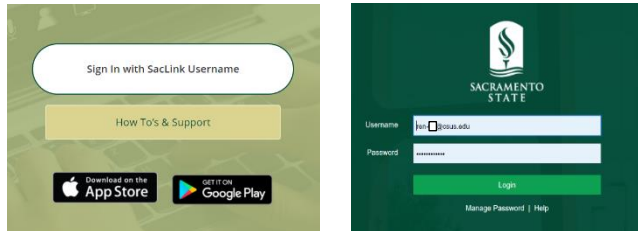Setup Classroom for Hybrid Instruction (csus.edu)

And more . . .

# Contents

# Setting up a CSUS Zoom Account

## Getting Started

After you get your Renaissance Society account number and password.
Go to https://csus.zoom.us/ (portal)
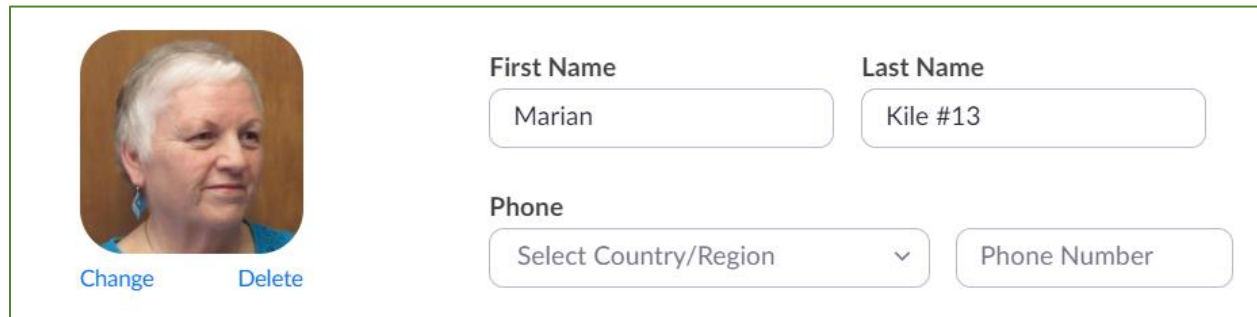Click on Sign in with SacLink Username



Type in your Ren Soc account number (RSXX@CSUS.edu or just RSXX) and password. (This is a SacLink Account).

Now you can update your Profile, your Settings and Schedule a meeting.

⭐ Keep in mind that you are assigned the use of this account for this semester only.

## Profile

You can upload a picture of yourself and change your name. It is a good idea to include the Renaissance Account number after your last name.



Scroll to the bottom of the screen and to the **Host Key**. Click on **Show**. Make a note of your host key somewhere where you can find it, like a note on your cell phone. (It might not be needed but good to have if you are dropped from a meeting and want to reclaim it as the host.)

If you do need to use it in a meeting to reclaim yourself as host: go to Participants, then click Claim Host at the bottom of the panel.

You might or might want to work with the Calendar Options below.
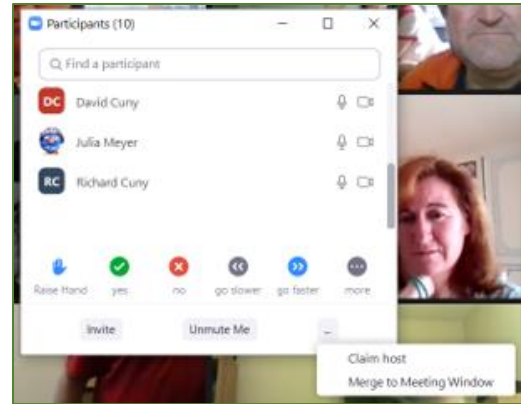
Calendar and Contact Integration

You can integrate with 3rd party services or apps, such as Google, Outlook or Exchange, to sync the calendar and contacts.

Connect to Calendar and Contact Service

I clicked on Google
I allowed everything

Confirm your choices

G mariankile@yahoo.com

You are allowing Zoom to:

☑ Associate you with your personal info on Google

☑ See your personal info, including any personal info you've made publicly available

☑ View your email address

☑ See, edit, download, and permanently delete your contacts

☑ View and edit events on all your calendars

☑ View your calendars

Make sure you trust Zoom

You may be sharing sensitive info with this site or app. Learn about how Zoom will handle your data by reviewing its terms of service and privacy policies. You can always see or remove access in your Google Account.

Learn about the risks

Cancel                    Allow

Select a Service                    ✕

Google          Exchange          Office 365

☑ Allow Zoom to get calendar event
☑ Allow Zoom to sync contacts

Next

## Settings

Zoom and CSUS sets up its own defaults for our meeting settings but we might want to change some of them. The green highlighted settings are the ones that you should consider modifying. The rational for making the modification is indicated in Italics. The ones highlighted in the light yellow you might or might not want to modify.

These are what are recommended for the typical seminar. It might be that not all of these settings will work for your particular seminar.

The numbers are just there in case someone wants to ask about a particular setting. They have no reference to the actual Zoom settings.

**Yes – pulled to left**

**No – pulled to right**
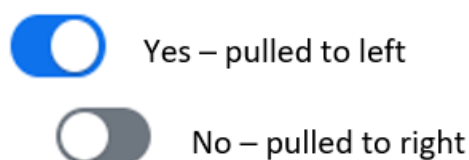
### MEETING

| | | | | |
|---|---|---|---|---|
| **Security Section** | | | | |
| | 1 | Yes | Require that all meetings are secured with one security option | Modified |
| | 2 | No | Waiting Room – *personal choice but I don't want to have to move everyone in each time when they have a legitimate link to join.* | Modified |
| | 3 | Yes | Require a password for when scheduling new meetings | Modified |
| | 4 | No | Require a password for instant meeting | |
| | 5 | No | Require a passcode for Personal Meeting ID (PMI) | |
| | 6 | Yes | Require passcode for participants joining by phone – adds a little security | Modified |
| | 7 | Yes | Embed passcode in invite link for one-click join | |
| | 8 | No | Only authenticated users can join meetings | |
| | | No | If Waiting Room is not enabled, phone dial-in only will **Be Allowed to join the meeting** | |
| | 9 | No | Block users in specific domains from joining | |
| | 10 | No | Only authenticated users can join meeting from Web client | |
| | 11 | No | Allow or block entry for users from specific countries/regions | |
| **Schedule Meetings Section** | | | | |
| | 1 | Yes | Host video<br>*Starts the meeting with host video on* | Modified |
| | 2 | Yes | Participants video – *When you schedule a particular meeting, you can override this setting for that particular meeting.* | Maybe Modified |
| | | | Audio type: **Telephone and Computer Audio** | |
| | 3 | Yes | Allow participants to join before host – *When you schedule a particular meeting, you can override this setting for that particular meeting.* | Maybe Modified |
| | 4 | Yes | Allow Zoom Rooms to start meeting with Host Key | Locked by CSUS |
| | 5 | Yes | Enable Personal Meeting ID | |
| | 6 | No | Use Personal Meeting ID when scheduling a meeting | |
| | 7 | No | Use Personal Meeting ID when starting an instant meeting | |
| | 8 | No | Add watermark | |
| | 9 | No | Mute all participants when they join a meeting | |

| | | | |
|---|---|---|---|
| | | *If you have a meeting with a larger audience, you can set that particular meeting not allow audio by participants* | |
| 10 | No | Upcoming meeting reminder<br>*These reminders would go to your SacLink account.* | |
| **In Meeting (Basic) Section** | | | |
| 1 | No | Require Encryption for 3<sup>rd</sup> Party Endpoints (H323/SIP) | |
| 2 | Yes | Chat | |
| | | Allow **Everyone and anyone directly** | 9 |
| 3 | Yes | Usually allow participants to saving chat - do not check | |
| 4 | Yes | Allow private chat | |
| 5 | No | Auto saving chats | |
| 6 | No | Sound notification when someone joins or leaves | |
| 7 | Yes | Send files via meeting chat<br>*Hosts & participants can send files to one or to all participants during the meeting.* | |
| | | No need to limit files sharing by type or size | |
| 8 | No | Feedback to Zoom<br>*If this is on, you will be asked after each meeting if you want to provide feedback to Zoom.* | |
| 9 | No | Display end-of-meeting experience feedback survey | |
| 10 | Yes | Co-host | Modified |
| 11 | Yes | Meeting Polls/Quizzes | Modified |
| | | Click to allow host to create advanced polls and quizzes | |
| | | No need to allow alternative host since we do not use them<br>*This is not the same as co-host* | |
| 12 | Yes | Meeting Survey | Modified |
| 13 | Yes | Always show meeting control toolbar | |
| 14 | Yes | Show Zoom windows during screen share | |
| 15 | Yes | Screen sharing | Modified |
| | Host or all? | Who can share?<br>*For most seminars, you will want to leave it as host only since only the leader will be sharing or anyone you make co-host. This will stop participants from showing something that maybe the shouldn't.*<br>*But for some seminars, special interest groups and committee meetings you might want the participants to share.* | Maybe Modified |
| | Host Only | Who can start sharing when someone else is sharing?<br>*Usually. it would be host only so there is better control.* | |
| 16 | No | Disable desktop screen sharing for meetings your host | |
| 17 | No | Disable screen sharing when guests are in the meeting | Locked by CSUS |
| 18 | No | Annotation<br>*Usually this would be off, but in some meetings, you might want to allow it and you can to that once the meeting is started.* | |
| 19 | Yes | Whiteboard (Classic) | |
| | | Yes, allow saving of whiteboard content | |
| | | No, do not automatically create export | |
| 20 | Yes | Remote control | |
| | | Allow remote controlling user to share clipboard | |

| | | | |
|---|---|---|---|
| 21 | No | Slide control | |
| 22 | Yes | Nonverbal feedback | |
| 23 | Yes | Meeting reactions | |
| | | Allow All emojis | |
| 24 | No | Join different meetings simultaneously on desktop | |
| 25 | No | Allow removed participants to rejoin<br>*They will automatically be able to rejoin another occurrence of the meeting – like the following week.* | |
| 26 | Yes | Show invitee list in the Participants Panel | |
| 27 | Yes | Allow participants to rename themselves | |
| 28 | Yes | Allow host or co-host to rename participants in the waiting room | |
| 29 | No | Hide participant's profile picture | |
| **In Meeting (Advanced) Section** | | | |
| 1 | No | Report to Zoom | |
| 2 | Yes | Breakout room | Locked by CSUS |
| | | Yes, allow host to assign to breakout room when scheduling | |
| | | Yes, allow host to broadcast message to participants | |
| 3 | Yes | Remote support<br>*This might come in handy if Tech Host needs to help leader. Before it can be used the participant would get a message asking if it is okay to allow remote support of their device.* | Modified |
| 4 | Yes | Automated captions | |
| 5 | Yes | Full transcript | |
| 6 | Yes | Save Captions | |
| 7 | No | Language Interpretation | |
| 8 | No | Far end camera control | |
| 9 | Yes | Group HD video | Locked by CSUS |
| | | Standard HD (720P) | Locked by CSUS |
| 10 | Yes | Virtual background<br>*It allows them more privacy.* | Modified |
| | | Do not allow use of videos for virtual backgrounds<br>*It takes up so much bandwidth.* | |
| 11 | Yes | Video filters | |
| 12 | Yes | Avatars | |
| 13 | Yes | Immersive View | |
| 14 | No | Focus Mode | |
| 15 | No | Identify guest participants in meeting/webinar | |
| 16 | No | Auto-answer group in chat | |
| 17 | No | Only show default email when sending email invites | |
| 18 | No | Use HTML format email for Outlook plugin | |
| 19 | No | Allow users to select stereo audio in their client settings | |
| 20 | No | Show a "Join from our browser" link | |
| 21 | No | Show a "Always join from browser" option when joining from join.zoom.us | |

| | | | |
|---|---|---|---|
| 22 | No | Allow live streaming meetings | |
| 23 | No | Show a custom disclaimer when starting or joining a meeting | Locked by CSUS |
| 24 | No | Request permission to unmute | |
| 25 | Yes | Enable "Stop incoming video" feature | |
| 26 | No | Save Gallery View | |

| **Email Notification Section** | | | |
|---|---|---|---|
| | All of the setting in this section would be no because the notifications will go to your SacLink account and most members do have access to receive email on that account | | Modified |

| **Other Section** | | | |
|---|---|---|---|
| 1 | Yes | Blur snapshot on IOS task switcher | |
| 2 | No | Call a SIP/H.323 room system directly from the client | |
| 3 | | Invitation Email: **English** | |
| 4 | | Scheduling privilege to: **No one** | |
| 5 | | Schedule Privilege – leave at no one | |


## RECORDING

| **Security Section** | | | |
|---|---|---|---|
| 1 | Yes | Local recording | Modified |
| | | Usually, we don't give participants permission to record locally | |
| 2 | No | Cloud recording | Modified |
| | | Record active speaker with shared screen | |
| | | Add a timestamp to the recording | |
| 3 | Yes | Allow cloud recording sharing | |
| 4 | No | Automatic recording | |
| 5 | No | IP Address Access Control | |
| 6 | No | Set recording as on-demand by default | |
| 7 | No | Require passcode to access shared cloud recording | |
| 8 | Yes | Viewers can see the transcript | Modified |
| 9 | Yes | Delete cloud recording after a specified number of days | Locked by CSUS |
| 10 | Yes | The host can delete cloud recording | |
| 11 | | Recording notifications – Zoom clients | Locked by CSUS |


Leave the setting as is for Audio Conferencing, Collaboration Devices, Zoom Apps and Whiteboard.

As you entered each modification, Zoom saved it automatically so there is no final save.  For more information click on this link.

Changing Your Meeting Settings

# Understanding Scheduling Meetings

The tech host or leader schedules the meeting in Zoom, copies the invitation information, creates an email, pastes in the invitation then sends it to the participants. The participants can then click on the link in the invitation to join the meeting. The participants can also go to their Zoom app and "Join a Meeting" using the meeting ID and Passcode that is in the invitation. This meeting link is also available in the Program Registration System (PRS).

Members can login as if they were going to sign up for a program, but above the seminars there is a blue button on the right side: Email My Seminar List. If they click on that, it will give them a report of the programs they are enrolled in along with the Zoom link. If a particular seminar requires registration, the link will take them to the registration form.



If you want to start a meeting immediately, there is no need to schedule. See Starting a New Meeting later in this handout.

## Settings vs Scheduling a Meeting

When you **schedule a meeting**, it uses the settings that you have previously set up in your account in the **Settings**. You can override the following settings as you schedule a particular meeting:

Requiring a Meeting Passcode
Enable waiting room
Require authentication to join
Video on or off for Host and Participant
Audio use Telephone and/or Computer audio
Allow participants to join before host – or change time allowed
Mute participants upon entry
Breakout rooms pre-assign
Record the meeting auto (this is set only in the meeting schedule – it is not in the Settings)
Approve or block entry to users from specific regions/countries
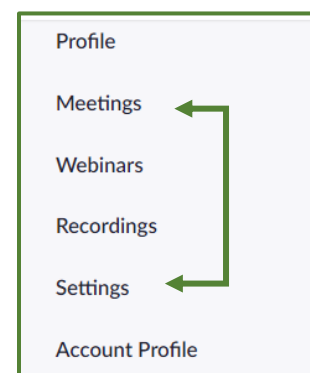
If you want any of the other settings changed for the meeting, you have to go back to your **Settings**. But, when you change a setting other than the list above, it changes them for all of your previously scheduled meetings as well as future meeting. Example, if you changed the setting to not allow the chat feature, breakout room and/or closed captioning, it would make that a universal change to all of your meetings. But if you went into setting and change the setting to not enable waiting rooms (or one of the other settings from the list above), it would use that setting for future meetings but it would not change the ones you had previously scheduled.

## Scheduling a Meeting

Zoom doesn't care when the actual meeting is held. You set up the schedule for when you *plan* on having the meeting.

1. Open CSUS.Zoom.US (portal) and login.
2. Click on Meeting on left and then click on Schedule a New Meeting.
3. Fill out the form.
   A. Type in a clear name for your program because you and your participants might have a few different programs scheduled.
   B. Description is optional.
   C. Click the down arrow by the when and select the date from the calendar.
   D. For the time, you can highlight the hour or minute and use the up and down arrows or you can type in your time. Be sure to check the AM/PM. You can start your meeting before the actual scheduled time.
   E. Keep in mind, that the duration is on for the schedule and in itself does not limit the timing of the meeting. Your limit is 24 hours.
   F. Time zone by default should be set to your local time in your setting. You can change it for this meeting here.
   G. You can schedule a meeting to happen on a daily, weekly or monthly basis. This makes the scheduling easier for you and the participants because you only need the one invitation and it will list out the dates and times of the different meetings.
   You can use **No Fixed Time** for meetings that might happen on an ad hoc basis. You still must remind people when the meeting will occur but you can continue to use that same meeting ID.
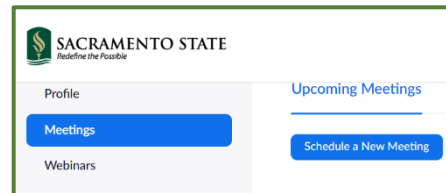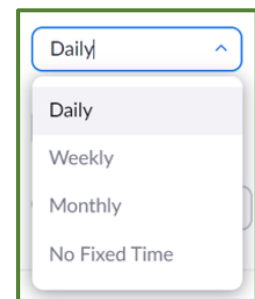
H. You typically don't require registration.
I. See section below Using a Meeting Template.
J. **For securtiy, we should alwasys have a Passcode**, but we can modify the Passcode to be something easy to remember. Maximum length is 10 characters and you can use alpha and/or numeric. They are case sensitive.
K. The Waiting Room will default to how you have it the settings, but you can overwrite that here for this particular meeting.
L. We don't require authentication to join.



M. The Host and Participants video usually are on but if you have more than 50 participants, you migth want to have them off to save bandwidth. (If the a participant doesn't want to be seen or does not have a camera – they can join without the video and still be able to see the others.)
N. The Audio should be set to Telephone and Computer Audio.
O. Allowing them to join before the meeting default is what you have in your settings. This can be changed for this particular meeting.
P. Mute participants default is what you have in your setting but it can be adjusted here for this particular meeting.
Q. Breakout room pre-assign default is what you have in your setting but it can be changed here.

R.  Automatically record meeting can be changed here.  We will learn more about recordings in the other training sessions.
S.  Approve or block entry to users from specific regions/countires is usually not selected.
T.  Alternative Hosts is where you can enter an email address for someone else in the CSUS system to host and actually start your meeting if you are not available.  Use their CSUS account number not their personal email address.
U.  Click on the Save button to save the changes that were made.
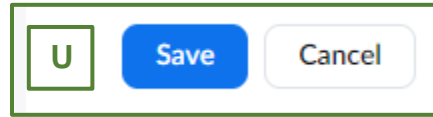
Notes:
- You can use your Personal ID for the meeting number and give it a unique password, but if you schedule another meeting with your Personal ID and give it a different password, the Zoom system will change the first password to the latest one you have used.
- A non-recurring meeting ID will expire 30 days after the meeting is scheduled. You can restart the same meeting ID as many times as you would like, within the 30-day period.
- A recurring meeting ID will expire 365 days after last occurrence of the meeting taking place.
- Usually, recurring meeting that are set on a daily, weekly or monthly basis usually have the same time, but they don't have to.  You can click on the Show all occurrences, and then click on edit and change the day, time and/or duration.



## Using a Meeting Template



You can create a template that will have the settings for a specific meeting that you can use again and again.  You can create and save up to 40 different templates so it is important to give each one a meaningful name.  This could include re-using a poll or polls.
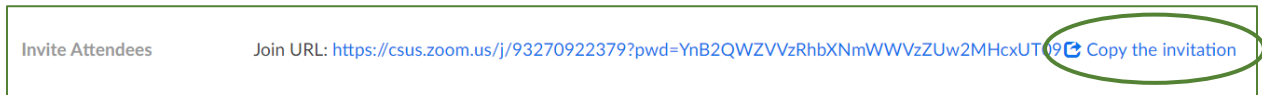
## Editing a Meeting That Has Been Scheduled

1. Open CSUS.Zoom.US (portal) and login.

2. Click on Meeting on left and then click on the name of the meeting you want to edit.

3. On the bottom, right click on Edit this meeting.

4. If it is a recurring meeting, from the pop-up dialog box, select to edit just this once occurrence of the meeting or all of them. Maybe one time change the time but leave the rest of the occurrences alone.

5. Make your edits in any of the fields. If you didn't add a personal password before, you can do that now.

6. On the bottom, click Save or Cancel.
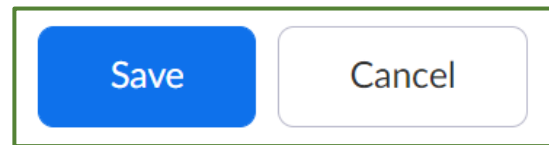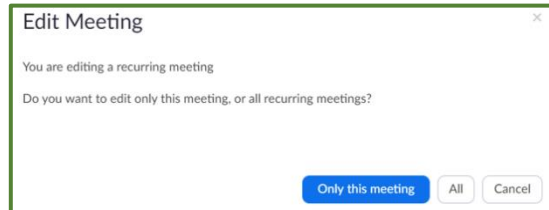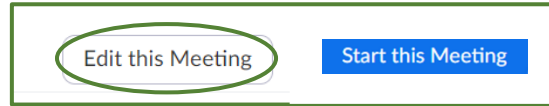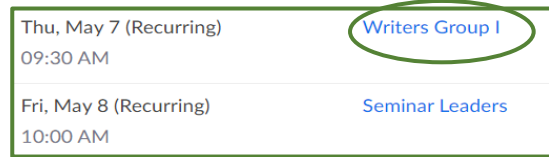
## Sending out the Invitation

There are a number of different ways to accomplish this.

While the Scheduled Meeting is open, go down to the Invite Attendees

Invite Attendees  Join URL: https://csus.zoom.us/j/93270922379?pwd=YnB2QWZVVzRhbXNmWWVzZUw2MHcxUT09 ☐ Copy the invitation

From the pop-up dialog box, click on **Copy the Invitation.**

Open up your email that you are going to sent out and paste the invitation.

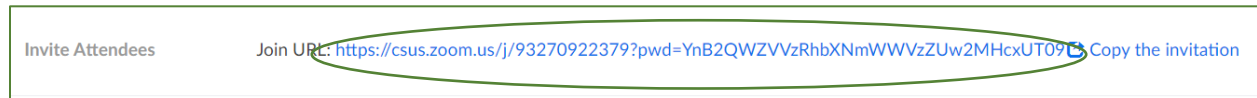For the RS Seminars, emailing the invitation will usually be done using the  enrolled in our seminar.

You should ensure that the https://csus. . . .  is a live link. If you hover over it within the email, it should prompt you to use the Ctrl+Click to follow link.
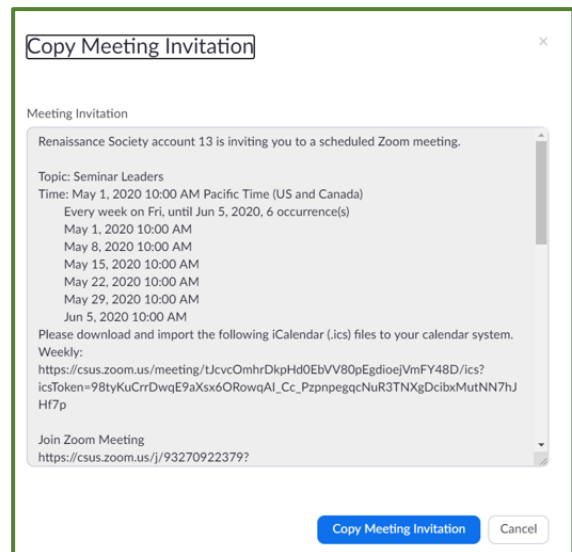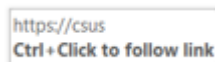
If this works, you can delete out some of the unnecessary information from the invitation but be sure to leave the meeting ID and password.

If it doesn't work, undo the paste in the email (Ctrl+Z on a PC and Command+Z on a Mac.)

Go back to where you were on the CSUS Schedule Meeting page

Invite Attendees        Join URL: https://csus.zoom.us/j/93270922379?pwd=YnB2QWZVVzRhbXNmWWVzZUw2MHcxUT09 Copy the invitation

Then right click on the URL and from the pop-up dialog box, select Copy Link.

Now paste that link within the email.

⭐ You should also add in the meeting ID and password into the email so participants can Join a meeting from an app or client if they don't want to use the hyperlink.
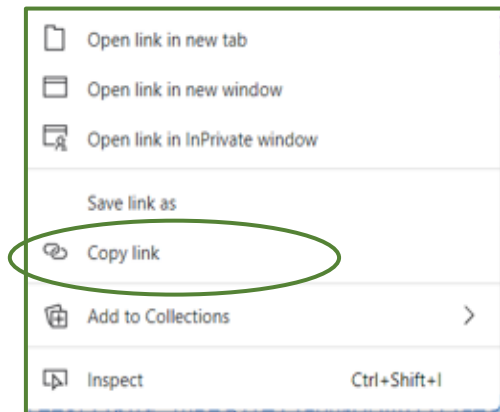
Note:  The hyperlink has the meeting ID and passcode embedded in it.  So folks can usually just click on it.  Sometimes Zoom is picky and also wants the passcode.

- Open link in new tab
- Open link in new window
- Open link in InPrivate window
- Save link as
- Copy link
- Add to Collections                    >
- Inspect                    Ctrl+Shift+I

## Invite for Phone Users:

This is not for the participants who will use their smart phones with internet access – this is for the participant that is using their landline or basic phone.  Make sure their invitation also has the San Jose telephone number and the last two lines on the bottom with the ID and Passcode. The passcode for the phone ins, will always be numeric.

Dial by your location
    +1 669 900 6833 US (San Jose)
    +1 346 248 7799 US (Houston)
    +1 253 215 8782 US (Tacoma)
    +1 301 715 8592 US

69.174.57.160 (Canada)
207.226.132.110 (Japan)
Meeting ID: 979 4549 7441
Passcode: 076228

A member of Writers Group 1 has an outdated PC with no mic or camera, but he can log in and see and hear the participants. So, he Joins the meeting on the PC and then calls in on his basic cell phone and he can talk through it.  The participants can't see him – he is thinking about getting a webcam.  This is a good workaround for now.

This sometimes is effective for members that have a device on their cell phones that allows them to hear better.

Note: If the participant is using their land line, they might get charged for a long distance call to San Jose; that depends on their plan.  Most basic cell phones don't charge for long distance but it should be mentioned to the participant so they can check and not be surprise with some 90-minute-long-distance phone calls.
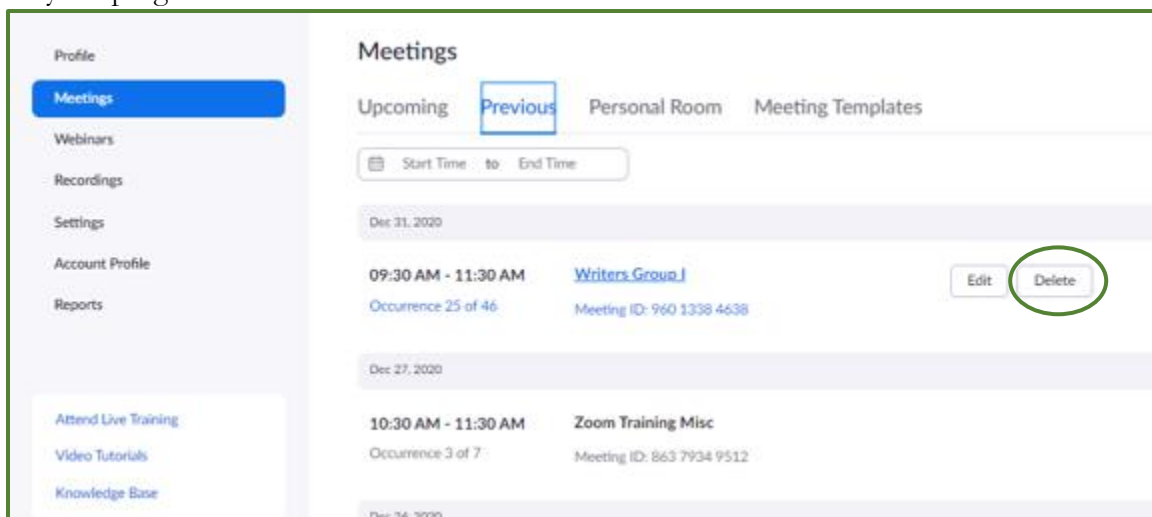
## Starting a Scheduled Meeting

1. Open CSUS.Zoom.US (portal) and login.

2. Click on Meeting on left

3. Review the scheduled meetings and hover over the meeting you want to start.  You will then have three options popup on the right.  Click on Start.
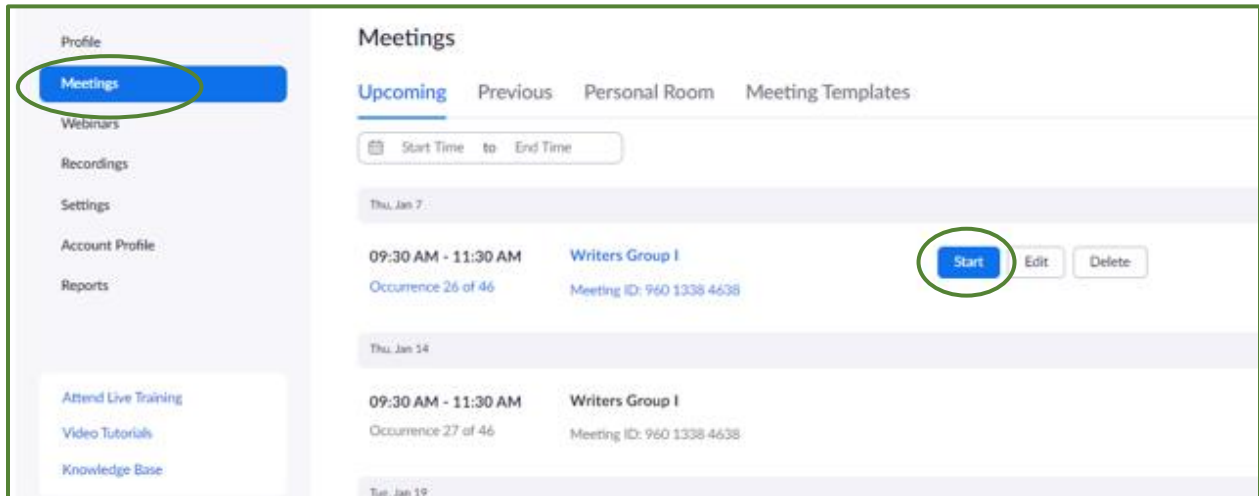


**Note:** If it says **Join** instead of Start, it means that someone has already joined the meeting. Click **Join** and you will go into the meeting as the Host.

## Deleting Old Meeting

It is a good idea to once a month or so, delete your old meetings.  Click on **Previous**, hover over the meeting you want to delete.  You will then have two options popup on the right. Click on Delete.  The meeting will remain in the **Recently Deleted** meeting for seven days before they are purged forever.
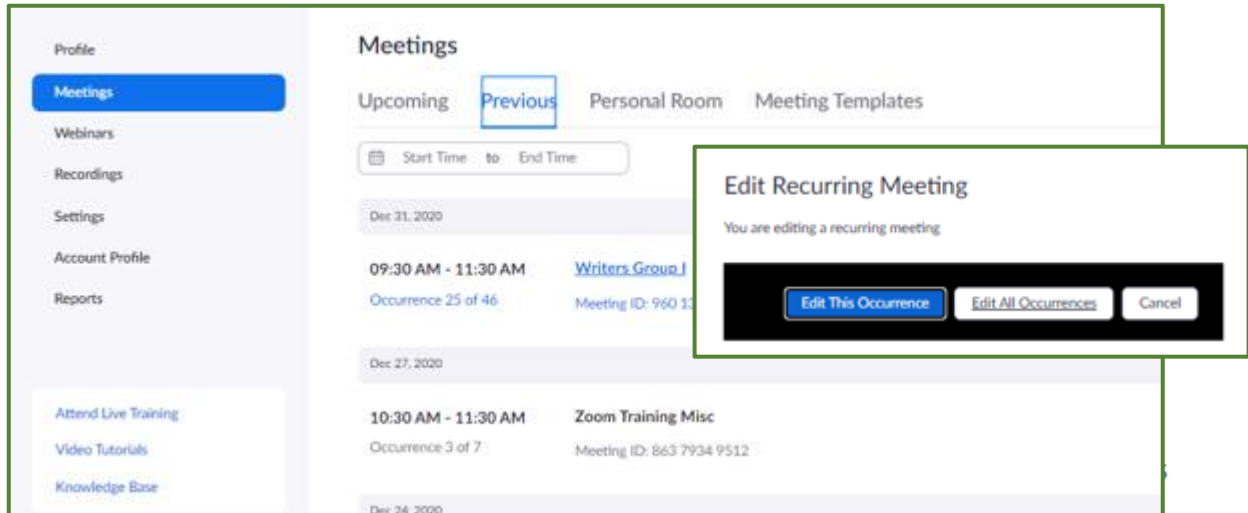
## Finding a Scheduled Meeting that Went Away

Go to your CSUS account (portal) and login
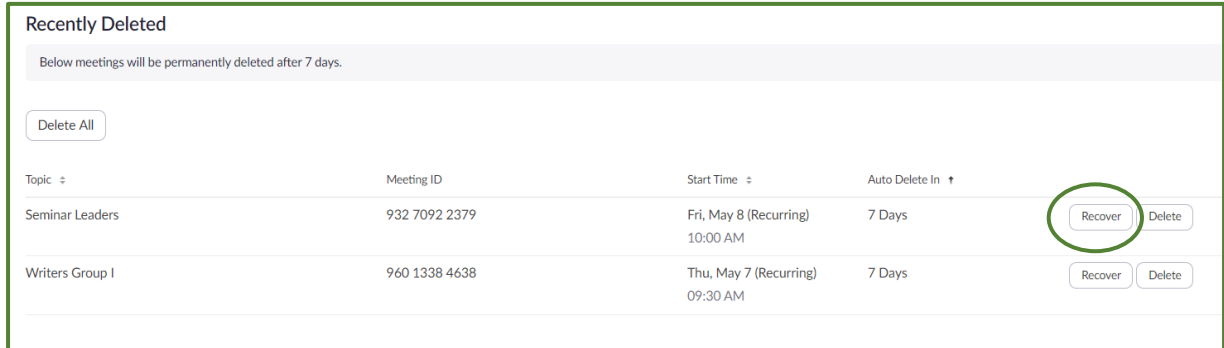
Click on **Meetings**

Click on **Previous**

Click on **Edit.** You will have the option to Edit the one occurrence or all of the occurrences.



If you can't find your meeting in the Previous list, go to the top right corner and click on **Recently Deleted**. These are meetings that you have chosen to delete. They will stay in there for seven days. If the meeting is there, click on **Recover**.



## Change Meeting from one Occurrence to Recurring

If you scheduled a basic meeting to use on a particular day and then determine it would be nice to use it again but not on any schedule, you can convert it to a recurring meeting with no specific date.

If the meeting has already been held, follow the steps in the area right above this (Finding a Scheduled meeting). Then edit that meeting and change it to recurring and instead of daily or weekly or monthly, click on No Fixed Time and then you can use that meeting at any time without having to keep sending out a new meeting ID. Of course, you should send the link again and tell them the specific time but you don't have to keep scheduling the meeting.

If you do this, you might want to change the name of the meeting while you are doing the edits.



> **You can practice scheduling meeting and creating the invitation and email it to yourself. You can start the meeting and end it. Schedule another and go through the process again and again. Since you will want to delete these meeting after you are done playing, you might name the meeting Test or something similar so they don't get intermingled with your other meetings.**

# Zoom vs PRS and Emails

*By now most of us know what Zoom is and how to access it but what is the PRS system?*

It stands for Program Registration System and it is part of the College of Continuing Education System (CCE).  We have been using it for a number of years now for our online class enrollment system.  Prior to that, it was all manual signup for seminars.  The link is on our Renaissance Society's website for both the members to sign up for seminars and the seminar leaders to use to contact their enrollees.

## The Overall Process

### Members

- The **members** will review the catalog and **enroll** in their seminars by going to the **Renaissance Society's** (RS) website and clicking the Online Registration link to enroll using their RS member number.  This has not changed from what they have been doing the last couple of years.
- There is no change for **members** except now they will be able to sign up for many seminars; except they can't sign up for the same time slot twice.
- A few seminars might require the enrollees to also register in Zoom.

### Technical Host

*Some TH and leaders might switch some of these responsibilities around.*

- Typically, the Technical Host (**TH**) will access the Zoom Meeting going to the **CSUS portal** using their **SacLink** account to **schedule meetings** and **create the invitation**.
- The **TH** will email the invitation to the **Seminar/SIG leader** one time to use for the entire semester.
- This process is covered in the **[Understanding Scheduling Meeting](#)** *above*.

### Seminar and SIG Leader

- The **Seminar/SIG leader** will save the invitation from the **TH** and weekly email it to their participants.  Not all leaders email out the link or invitation each week but it something to consider doing.
- The **Seminar/SIG leader** can go to the **RS website** and click the link to sign **PRS system** just like they have been doing to email the Zoom link to the enrollees.

## Members Enrolling in Seminars

Members will go to the RS Website
and find the link to the Seminars.
They can sign in using their RS
Member number ensuring they have
put RS in front of their number.
If they are not a member, they can
Sign Up to become a member.
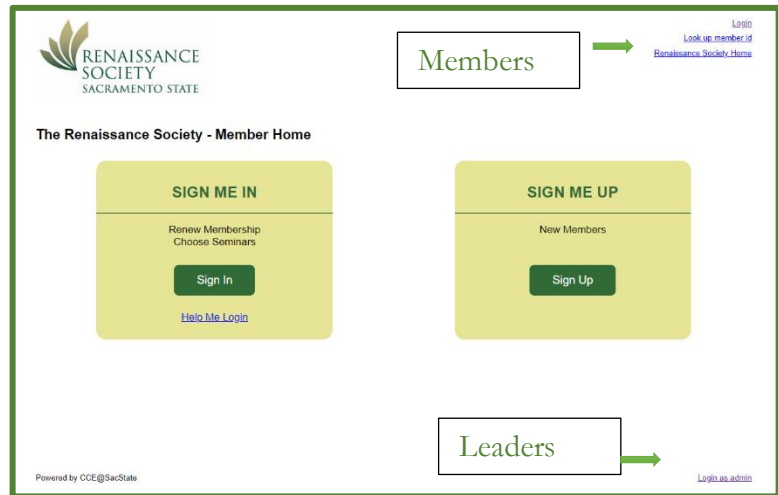


## Leaders Access to PRS

(or the TH signing in as a Leader)

1.  Go to the main Renaissance webpage using this link
    The Renaissance Society | Sacramento State (csus.edu)



Click on **Link to Online Seminar Registration**

2.  The first screen is for members to sign up – at the bottom right,
    click on **Login as Admin**

3. On the Admin Screen, type in your **email address that is in the catalog**, the **current passcode** and then click **Log In**. (The passcode is **rensoc@2022**.)

**Admin Area**

Please Login using your CCE Account.

| | |
|---|---|
| • User Name: | [Our email address] |
| • Password: | [The current password] |

Log In

4. The Admin Area has past classes that you have been a leader or co-leader
It lists them oldest to newest
They are displayed by semester year (e.g., 2020-21)

**Admin Area**

| Event Title | Start Date | End Date |
|---|---|---|
| The Renaissance Society of CSUS - Membership Application (2015-16) | 7/01/15 | 6/30/16 |
| The Renaissance Society of CSUS - Membership Application (2016-17) | 6/01/16 | 6/30/17 |
| The Renaissance Society of CSUS - Membership Application (2017-18) | 6/01/17 | 6/30/18 |
| The Renaissance Society of CSUS - Membership Application (2018-19) | 6/05/18 | 12/01/19 |
| The Renaissance Society of CSUS - Membership Application (2019-20) | 6/01/19 | 6/30/20 |
| The Renaissance Society of CSUS - Membership Application (2020-21) | 6/01/20 | 6/30/21 |

5. The class is listed with the start and end date and how many are enrolled (E), maximum (M), how many can be on the wait list (W), and the head count (HC).

Open Form (admin mode) Print Table

**ON-CAMPUS FRIDAY AM**

| Session | Start Date | End Date | E | M | W | HC |
|---|---|---|---|---|---|---|
| **2018** | | | | | | |
| Seminar Leader Training | 5/24/18 11:30 AM | 5/24/18 12:30 PM | 10 | 25 | 0 | |
| | | TOTAL: | 10 | | 0 | 0 |

6. When you click on your class, you see the information about the class and a list of members enrolled with their status.



7. On that same screen, it shows how you can:

## Export students (excel) | Printable Class List (pdf) | Email Class

**Export the student list** * (you can open this in Excel or other spreadsheet programs or you can import this directly into your mail systems),

**Print the list** (you could print this list and have it available while you are in your meetings, but it also has the emergency information so you might want to edit the list to fit your needs.

**Email the class** (you cannot do attachments from this system but you can send links to files if you have them in a cloud service provider like Goggle Docs, iCloud Drive, Dropbox or more.) **You can use this to send the Zoom Meeting Invitation (link).**

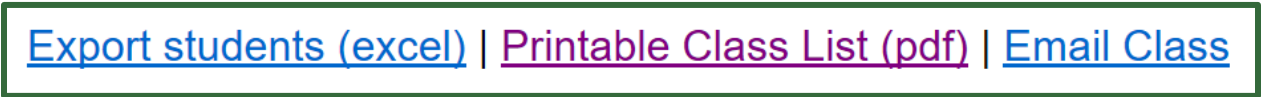*See below for instructions for exporting the student list.

8. When you are done, in the top right corner, you can Log Out or go to Member Home page.

## Export Students Information

1. While logged in as Admin for your seminar, click on Export the students (excel).

Export students (excel) | Printable Class List (pdf) | Email Class

2. On the bottom right, click on the little arrow to the right of the Save and then click on the Save as button. You can then place the spreadsheet where you want giving it a meaningful name. You should consider including the date in the name using YY MM DD. That way, if you download again, the files will line up in date order.
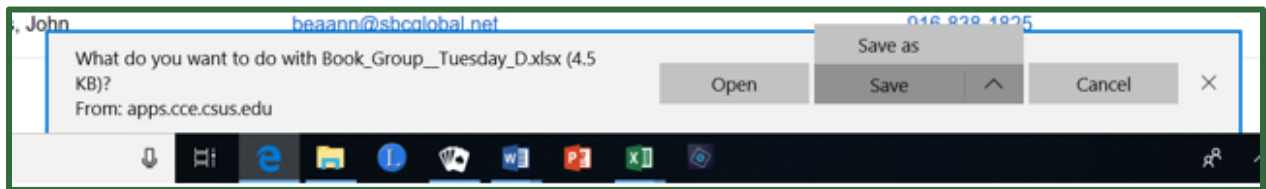


3. Your worksheet will look similar to this but it will have all of the details.

| FIRST_NAME | LAST_NAME | EMAIL | MEMBER_PHONE | MEMBER_NUMBER | EMERGENCY_CONTACT | EMERGENCY_PHONE |
|---|---|---|---|---|---|---|
| J | G | happygolucky@gmail.com | 916- | RS1 | Jan | 916 |
| L | P | wanttolearn@gmail.com | 916- | RS1 | Ralf | 916 |
| S | Y | neverhome@gmail.com | 916- | RS1 | Me | 916 |
| K | O | JohnBGood@gmail.com | 916- | RS1 | Gud | 916 |
| J | P | MaryBBad@att.net | 916- | RS1 | Linc | 916 |
| J | B | allsmiles@aol.com | 916- | RS1 | Jan | 916 |
| P | F | queendenile@gmail.com | 916- | RS1 | Leig | 916 |
| A | G | kingtut@gmail.com | 916- | RS1 | 916 | 916 |
| V | H | cookiemonster@gmail.com | 916- | RS1 | Mik | 916 |
| T | M | dancingfool@yahoo.com | (916 | RS1 | Geo | 916 |
| S | Z | HawaiiBound@earthlink.net | 916- | RS1 | Jan | 916 |

4. When you want to send an email to the group, open up your email system and compose a new email. Then toggle over to this roster and highlight all of the email address, copy them and then paste that into the email.

- This way, you don't have all of those contacts in your email contact list.
- It is suggested that you use the BCC in case members hit the reply all.
- This also allows you to include attachments in your email as well as the Zoom invitation (link).

⭐ Note: If you are emailing to over 50 accounts and you do it all at once, there is a very good chance that many of the emails systems will know that it is going to over 50 people, so it will put it in the spam, or delete it all together. So, if you have a large number of enrollees, break them into groups of 49 or less and email them in batches. If the PRS system is used, each email goes out individually so there is no problem sending them out to 50 or more through that system.

5. You need to periodically check back on the web site in the early part of the semester to ensure no one else had enrolled.  If they have, you can either down load a new list or simply insert the information at the bottom of this current list.

## Meeting Registration

Keep in mind that the seminars will have the emails of the participants that enrolled in the PRS system.  If you want to have an event that is not listed in the catalog, you will need to determine how to collect those email addresses.  There are different ways to accomplish this.
For our Zoom training classes, we are using the Zoom Registration system because these classes are not listed in the PRS system.

If you need more information on Meeting Registration, click on the link below:
Zoom Meeting Registration

# Start a New Meeting at CSUS.Zoom.us

As a seminar leader or Technical host (TH), you might want to just start a new meeting and not bother going through the scheduling process.

This can be handy for the leader and TH to practice different Zoom tools. They can also invite others. It can also be for other instant meetings.

Note: the leader and/or TH will probably have there own personal Zoom account. These instruction do not cover using those accounts. You can keep it simple by going to the CSUS Portal for Renaissance meeting and using your client (the icon on your device) for your personal zoom meetings. There is a way to have they combined using the single sign-on (SSO), but that will not be covered in this guide.
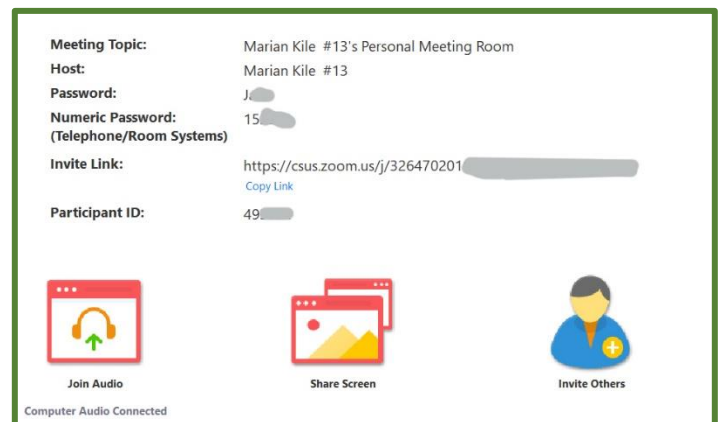
1. Go to **CSUS.Zoom.US**.
2. Sign in
3. On the top right side click on **HOST A MEETING**



4. Click on **With Video On**
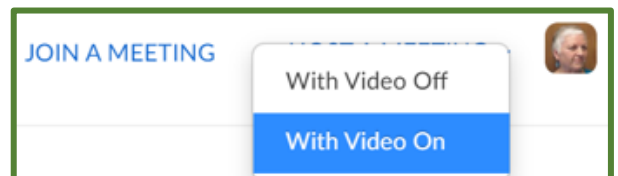


5. It might take you directly into a meeting or you might get this screen where you can click on what you want.
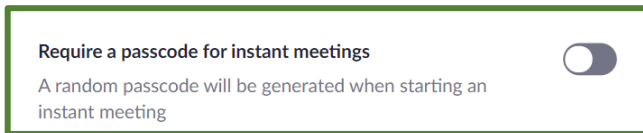
6.  Once you are in the meeting, you can click on the "shield" in the top corner and you will get the drop-down box with the meeting information.

7.  Here you can see the meeting name, ID and Host.

8.  It also has the link that anyone in the meeting can copy and email to someone to invite them.

Note:

If you have the setting for "Require a passcode for instant meeting" then it will have a passcode and that passcode will share in this information box as well.

**Marian Kile #13's Zoom Meeting**

| | |
|---|---|
| Meeting ID | 889 3685 |
| Host | Marian Kile #13 (You) |
| Invite Link | https://csus.zoom.us/j/ |
| | Copy Link |
| Participant ID | 2882 |
| Encryption | Enabled |

You are connected to Zoom Global Network via data centers in the United States

**Require a passcode for instant meetings**
A random passcode will be generated when starting an instant meeting

# Zoom Meeting Reports

- Zoom reports can provide you with:
  - a list of who showed up for which meeting and how long they stayed
  - Polling results
- Recently ended meetings may take up to 30 minutes to show the reports
- Reports can be retrieved for the last 12 months, with a search range of up to one month at a time.
- If a meeting is not started in 30 days and is batch deleted by Zoom, the reports for the meeting are also deleted.

There is more information about reports in the Zoom Learning Center in the course on Collecting Classroom Data.

## Sign in to CSUS

- Go to **CSUS.Zoom.US** (Portal)
- Sign in and go to **Reports** on left side
- On the right side, you will see the two types of reports

## Types of Usage Reports
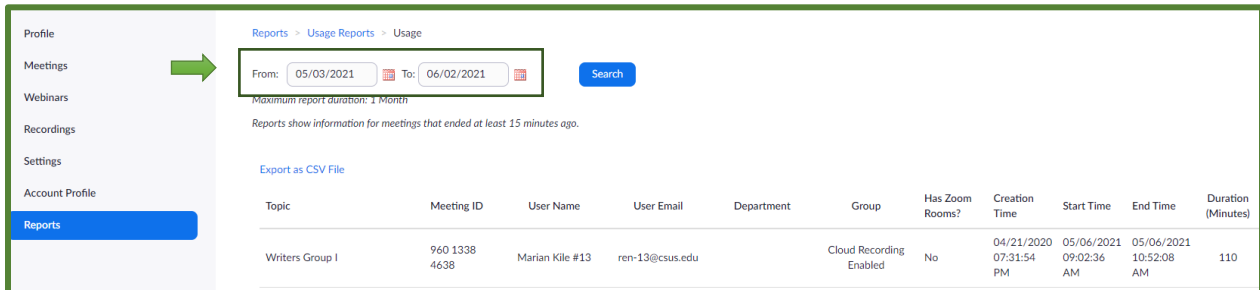
- **Usage:** allows you to view a list of meetings, participants, and meeting minutes for meetings you have hosted.
- **Meetings:** allows you to search for Registration Reports and Poll Reports for a meeting. Select the type of report you need, search by a date range to find the meeting, and then choose to Generate for the report.

## Usage Reports

As a seminar leader, you might find the usage report interesting.

Keep in mind that you might have to readjust the dates to get the information you want.

It is easy to do using the calendar.
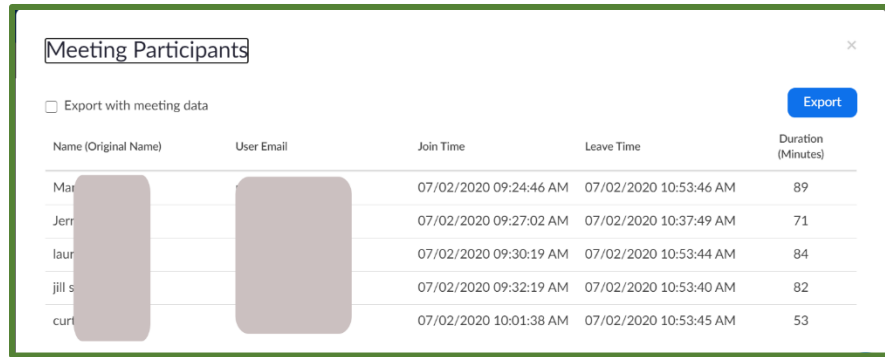


Check out the different reports to see what is available.

Here is a sample that shows who was at the meeting and how long they were there.
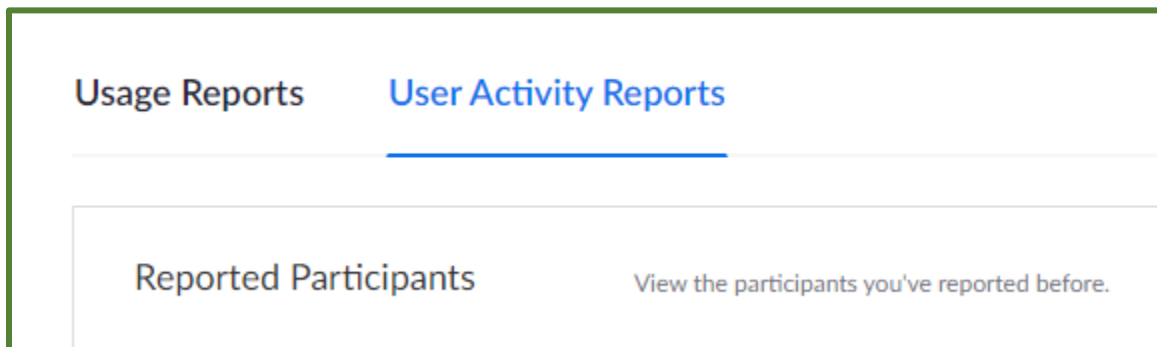
## Meeting Reports

This report is used when the participates have had to registered for the meeting.  It also covers polling but only if the participants have registered.

For more information on generating reports for registration and polling use this link:
    [Meeting Reports for Registered Participants](#)

## User Activity Reports



This new tab gives us access to a report of the participants that we have reported to Zoom because of inappropriate behavior. In Renaissance, if we have a problem with a participant in Zoom, we report them to our president or vice-president, so we will not be utilizing this report.