Recommended Courses for Zoom Learning Center (ZLC)

To understand how to get around in the ZLC, be sure to see the guide on Navigating the ZLC at:

Navigating the Zoom Learning Center (csus.edu)

Scheduling, Starting, and Inviting Participants

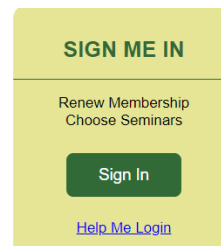| Lesson	Description
1	Overview and then a video: *Scheduling from the Web or Desktop*.
2	Video: *Inviting Participants Before and During*.
3	Some quick slides that show you where the Start button is for the different devices.
4	Set up so you can try out this lesson.

Tips from RS Zoom Team

1. The first lesson talks about Host and co-host, but it doesn't mention that the host can make someone else the host.
2. When it talks about an alternative host, that is not the co-host that can be assigned during the meeting. The alternative host is another member's SacLink account (ren-XX@csus.edu).
3. A great use of saving as a template, is when you have polls in a meeting that you want to use again.
4. In the second video, it shows how you can send the meeting link once the meeting has started from the information link in the top left corner. Anyone in the meeting can send the link, it doesn't have to be just the host or co-host.

Joining and Navigating a Zoom Meeting

Lesson	Description
1	Video: *Joining a Zoom Meeting*
2	Video: *Basic In-Meeting Navigation*
3	Set up so you can try out this lesson

Tips from RS Zoom Team

1. When the members enroll in your program, they will receive an email from the Program Registration System (PRS). That provides them with a link to the program directly. If they cannot find that email, they can access the PRS just like they were going to enroll in a program. There they will see all of their programs. On the top right, they can click to have an email sent to them. It will have all of their links for the semester.

SIGN ME IN

Renew Membership
Choose Seminars

Sign In

Help Me Login

2. The second video talks about the different features available including Zoom apps. CSUS does not allow the use of outside applications.

Personalize your Meeting Layout

Lesson	Description
1	Covers key terms and video: *Zoom Meeting Layouts and Views*
2	Cover key terms and video: *Pinning and Spotlighting Participants*
3	Set up so you can try out this lesson

Zoom Audio and Video Basics

Lesson	Description
1	Video: *Zoom Audio and Video Basics*
2	Video: *Virtual Backgrounds and Video Filters*
3	Set up so you can try out this lesson

Tips from RS Zoom Team

Video mentions adding the virtual background zoom app but CSUS does not allow us to add any apps. You can however, find many Zoom-ready images by searching the web and saving the image to your device so you can upload it in Zoom

Zoom Security Basics

Lesson	Description
1	A little background and a video: *Zoom Security Basics*
2	A quiz
3	Information your badges and dashboard

Tips from RS Zoom Team

1. In instructions and video, it talks about "Only authenticated users can join meeting." That is effective if we all worked for the same company but it does not work for the Renaissance Society. So, just ignore those instructions. You can, if you choose require enrollees to register in Zoom but that is a different process.
2. The instructions also talk about reporting problem attendees to Zoom. In Renaissance, if you have a problem with a member, notify the Program Committee Co-Chairs and the RS President and/or Vice President of the problem. This is per our RS Code of Conduct.
3. As stated in the instructions, you should get very familiar with the options in the Security tool on your tool bar.
4. And as stated, you should always have a passcode. Keep in mind that you do not have to use the default passcode; you can create a more meaningful one for your meeting.
5. A lot of the leaders prefer to not have a waiting room because it takes extra steps to keep admitting people to the meeting, even though you can allow all at one time. As long as you require a passcode, it is fine not to include a waiting room.

In-Meeting Chat, Reactions, and Screen Sharing

Lesson	Description
1	A little background and a video: *In-Meeting Chat and Reactions*
2	Informational slides and a video: *Share Your Screen, Video, or Audio*
3	Set up so you can try out this lesson

Tips from RS Zoom Team

1. If sending a file in chat, the file must be closed on your device.
2. You can use the Yes and No option in the non-verbal feedback to take a quick poll. The host will see the final count on the bottom of the participants list. Since the feedback only stays up for 10 seconds, be sure to give all of the instruction and have participants open their reactions icon before you ask them to vote.

3. When a participant raises their virtual hand, ask them to lower it themself so they will get in that habit. The host (co-host) can lower that hand in the participants' panel.
4. You can get more information from RS Basic Part 1 Guide on our RS Online Learning Resources in the Share Screen section
[RS Online Learning Basic Part 1](#).

Zoom In: Sharing and Annotation

Lesson	Description
1	Overview and a video: *Share Your Screen, Video, or Audio*
2	Video: *Using Slides as a Virtual Background*
3	Video: *Slide Control for Zoom Meetings and Webinar*
4	Video: *Annotating a Shared Screen on Zoo*

Tips from RS Zoom Team

You can get more information from RS Basic Part 1 Guide on our RS Online Learning Resources in the Share Screen section
[RS Online Learning Basic Part 1](#).

Zoom In: Breakout Rooms

Lesson	Description
1	A lot of valuable information and then eventually a video: *Using Breakout Room During a Meeting*
2	Slides that cover best practices
3	Set up so you can try out this lesson

Tip from RS Zoom Team

If participants click to ask for help in a breakout room, that notice only goes to the host, not the co-host(s).

Zoom In: Polling

Lesson	Description
1	A little background and a video: *Share Your Screen, Video, or Audio*
2	Video: *Polling for Zoom Meeting and Webinars*
3	Video: *Create a Quiz in Advanced Polling*

Tips from RS Zoom Team

1. You can also develop other surveys or polls outside the meeting using other tools: Google Forms, Microsoft Forms, Survey Monkey (the free version), SoGoSurvey, Soho Survey and many more.
2. When you first open up the meeting, it is a good idea for the host/co-host to double check to ensure they can access the poll. It appears that if two people enter the meeting from the CSUS portal, the first one will not be able to start the poll but the second one can. The first person will not even see the poll results. The message the first person gets is below:

You are logged in from another device. Your Polling session is inactive.

3. You need to let the participants know that they cannot submit the poll unless they have selected an answer for all of the questions.
4. If the meeting is being recorded, the poll will not show up in the recording so the poll questions and answers should be read out loud. Or you can pause the recording and start it up after the poll.
5. If you want to capture the names on the reports that are not anonymous, be sure to look at the participants list and ensure they are using meaningful name (not things like iPad or CSD). If you required the members to register, it will show the registration name.
6. For more information on advanced polling and quizzing click on the link below: https://support.zoom.us/hc/en-us/articles/4412325214477-Advanced-polling-and-quizzing-for-meetings.

Zoom In: Focus Mode

Lesson	Description
1	Explains what focus mode is
2	Explains what focus does and has a video: *Focus Mode*

Tips from RS Zoom Team

Maybe not practical for Renaissance seminars, it is geared more for classrooms when the host has more control of what all of the participants are allowed to see.

Zoom In: Immersive View

Lesson	Description
1	Explains what immersive view is.
2	Video: *Immersive View*
3	Set up so you can try out this lesson

Tips from RS Zoom Team

It is implied but not stated that all participants see the participants in the immersive view.

Collecting Classroom Data

Lesson	Description
1	Background and video: *Reporting Zoom Meeting Attendance*
2	Video: *Zoom Recording Basics*
3	Video: *Saving a Chat or Caption Transcript*

Record Your Meeting or Webinar

Lesson	Description
1	Overview of difference between local and cloud recordings
2	Video: *Recording Locally on Your Computer*
3	Video: *Recording to the Cloud*
4	Video: *Managing, Trimming, and Sharing Cloud Recordings*
5	a short step-by-step set of slides to explore cloud recording analytics

Tips from RS Zoom Team

When they talk about sending an email to your account, those are going to the SacLink account (ren-XX@csus.edu) so you might not have access to it.

Welcome to Zoom Whiteboard

Lesson	Description
1	Video: *The All-New Zoom Whiteboard.*
2	Information on the different tools and features *and a video: Creating and Collaborating with Zoom*

Tips from RS Zoom Team

This is used mainly in committee meetings or other brain storming sessions.