# Using Zoom to Support State AT Program Activities

- *Presenter: Stacy Driscoll*
- *March 25, 2020*
- *3:00 – 4:00 PM*

# Reminders

- To see captions, click on the CC button on the control panel

- Upcoming AT3 weekly webinars **State and Territory AT Programs and COVID-19**, beginning 3.26.2020 – tune in at 3:00 Eastern; link and other details at https://www.at3center.net/repository/callswebinars

- Resources regarding COVID-19 updated weekly (at least)at https://www.at3center.net/repository/EmergencyManagement#CoronaX; daily resources updated as they are known at the AT3 Center Facebook page; subscribe also to AT News and Tips for other relevant information

# Topics of Discussion

- Zoom Basics
- Why Zoom (vs other platforms)
- Free vs. paid subscriptions
- Zoom meeting vs. Zoom webinar
- Zoom accessibility considerations
- How Zoom can be used to support required state level and state leadership activities: the NH experience (e.g. demo; training; meetings)
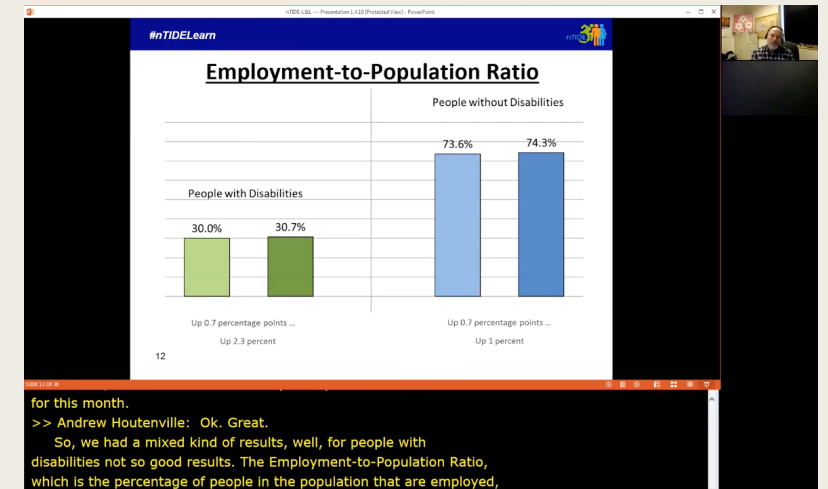
# ZOOM BASICS

# ZOOM VS. ZOOM

# Zoom: Create an account

1. Create Account
2. Schedule Meeting
3. Share Meeting Link
4. Start Meeting
5. Use Hosting Tools

zoom

# Presentation Dissemination: General tips

- SLOW DOWN

- Consider your presentation's actual accessibility

- Use "spotlight presenter" option

# Presentation Dissemination: Quality

Quality

*HD, clear, well-lit*

*Hardwire and plug in*

*Camera selection*

*Audio Quality*

Tested, verified, working

Headsets

External mics

NO LAPTOP MICS :(

# Broadcast Logistics

- So. Much. Planning.
    - *Ask speakers and participants if they have accessibility requirements*
    - *Make sure things are loud enough*
    - *Arrange for good visibility if using a camera*
    - *CART, interpreters, etc.*
        - Yay, YouTube!
    - *TELL PRESENTERS YOUR ACCESSIBILITY REQUIREMENTS AND OFFER GUIDANCE!*
- Webinar Invite – Send a list of hot keys in invite

# WHY ZOOM (VS OTHER PLATFORMS)
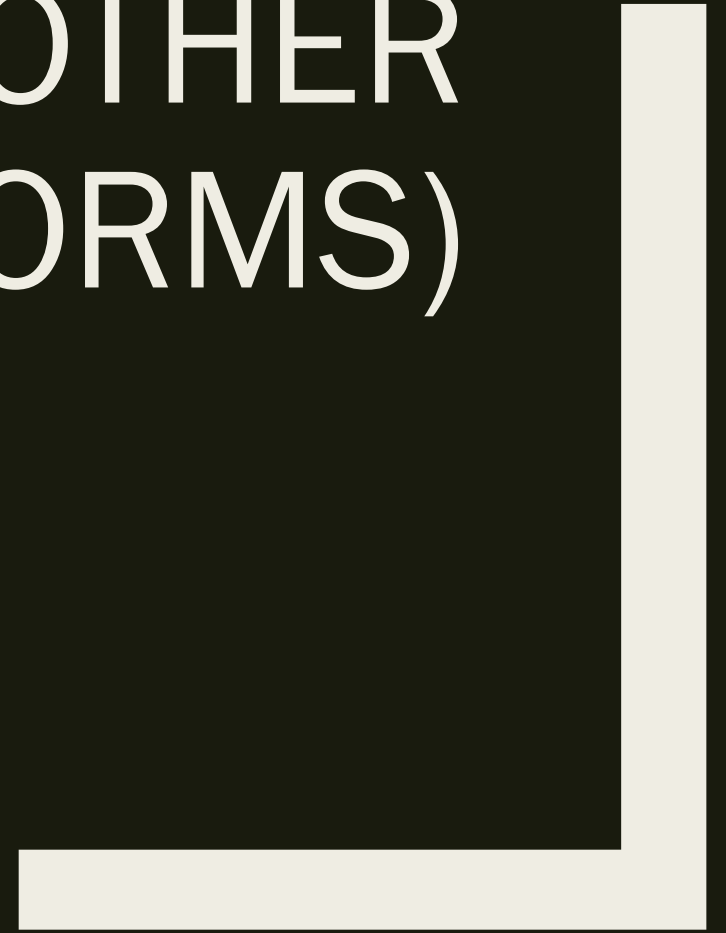
# Why Zoom? (vs other platforms)

- Usability
- Accessibility
- Encryption
- Screen Share
- Number of participants
- Etc.

# Let's do a quick demo
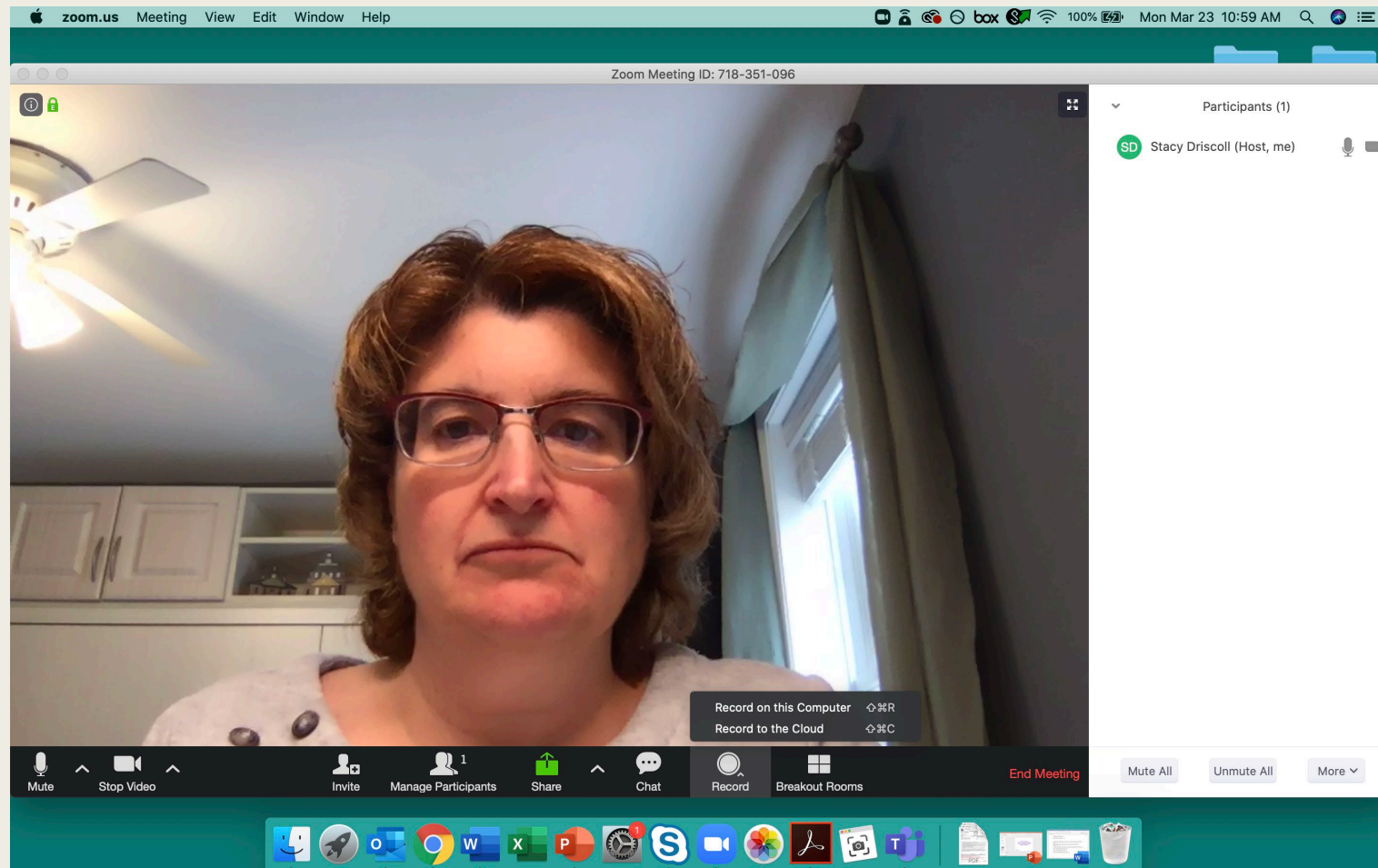
# FREE VS. PAID SUBSCRIPTIONS

# Zoom Pricing
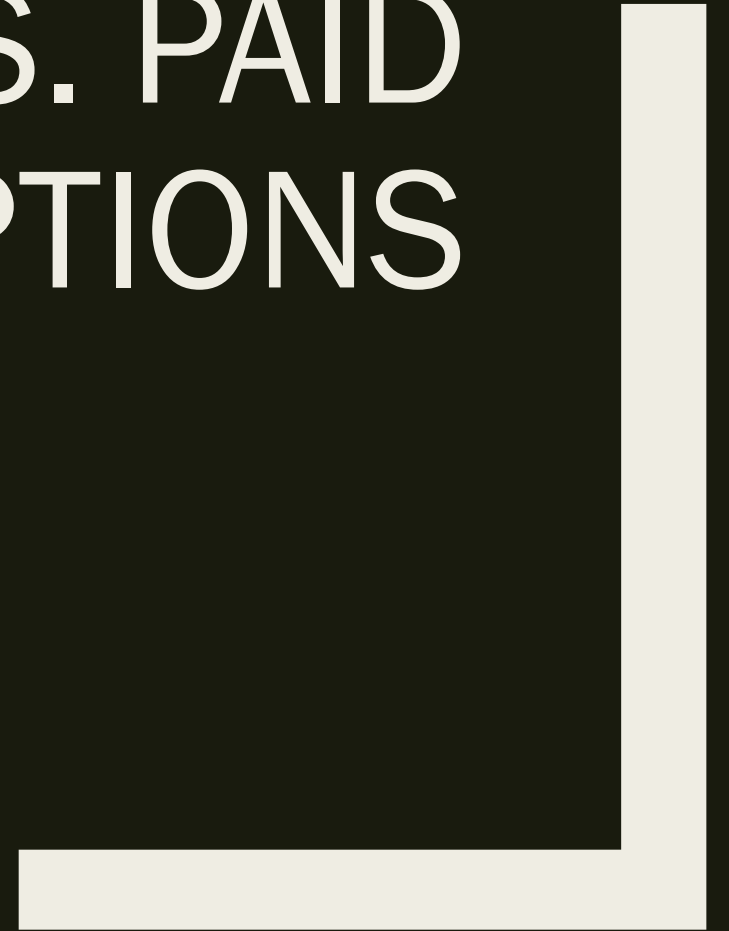
- [https://zoom.us/pricing](https://zoom.us/pricing)
- Personal – Free
- Small Teams
- Business and Enterprise

# HIPPA compliance

- Encryption across subscriptions
- HIPPA is within written agreement with Zoom
- Storage of Recordings – HIPPA???

# ZOOM MEETING VS. ZOOM WEBINAR
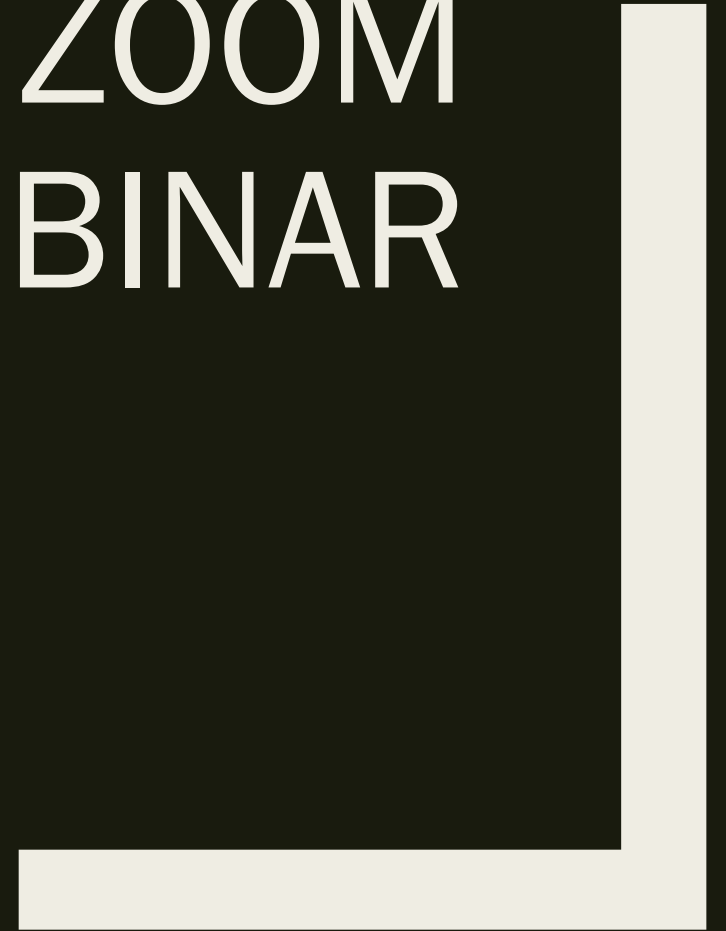
# Meeting vs. Webinar (Demo)

## Meeting

- Invitation
- Chat – Private and Public

## Webinar

- Registration
- Chat and Q&A
- Polling

Can Record on either

# ZOOM ACCESSIBILITY CONSIDERATIONS
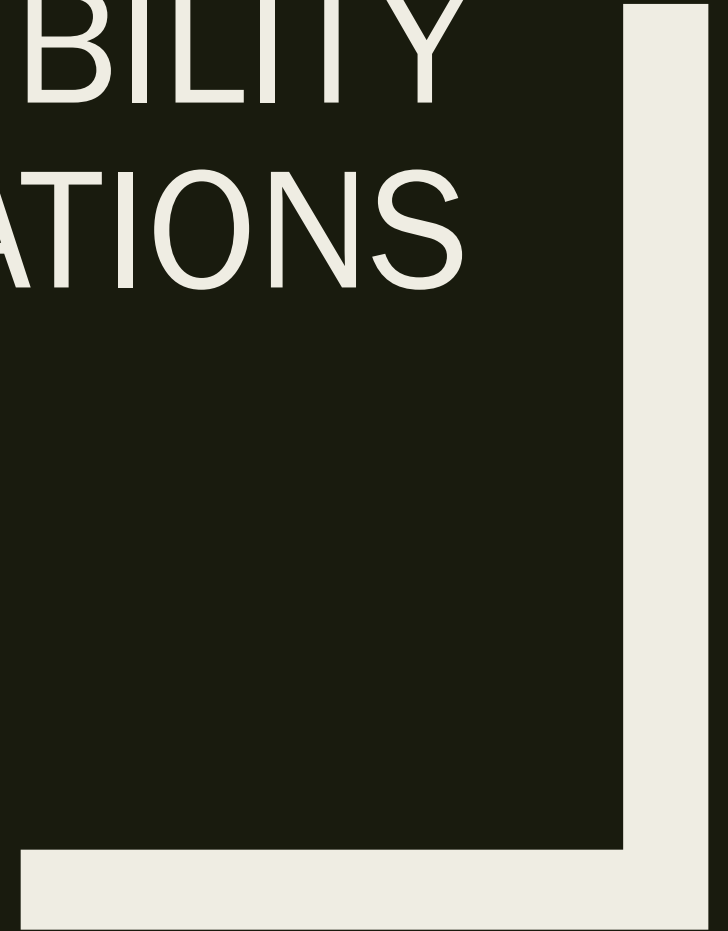
# Solutions

- Not all webinar platforms are created equal
  - *Some are more accessible than others*
    - Zoom, Adobe Connect, and Skype seem to make accessibility a priority
- Captioning can be done on any platform
  - *You may need to get more creative on some platforms*
- Ensure you have quality audio and video
- Think about where your webinars are made available

# Keyboard Shortcuts
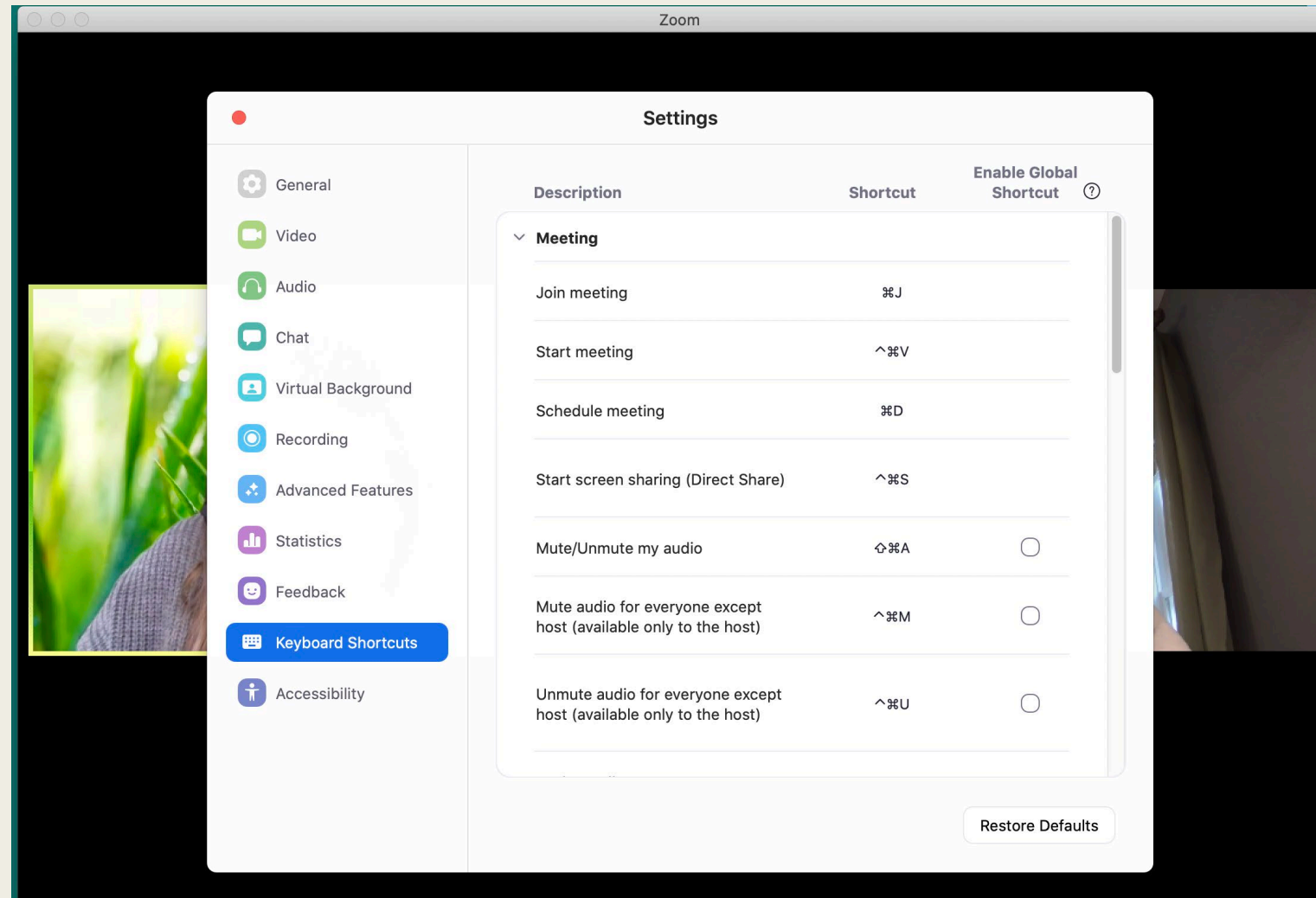
# Audio-descriptions

- ■ Don't forget to audio-describe graphics in your presentations!
  - – *It's easy to skip right over things that you can see!*
    - ■ (remember, not everyone can!)

# Presentation Dissemination: Captioning

Captioning
   *Different ways to caption*
      CART - separate screens
      CART – built into Zoom
      After the fact (YouTube)
      New technologies in MS Office
          PowerPoint for example
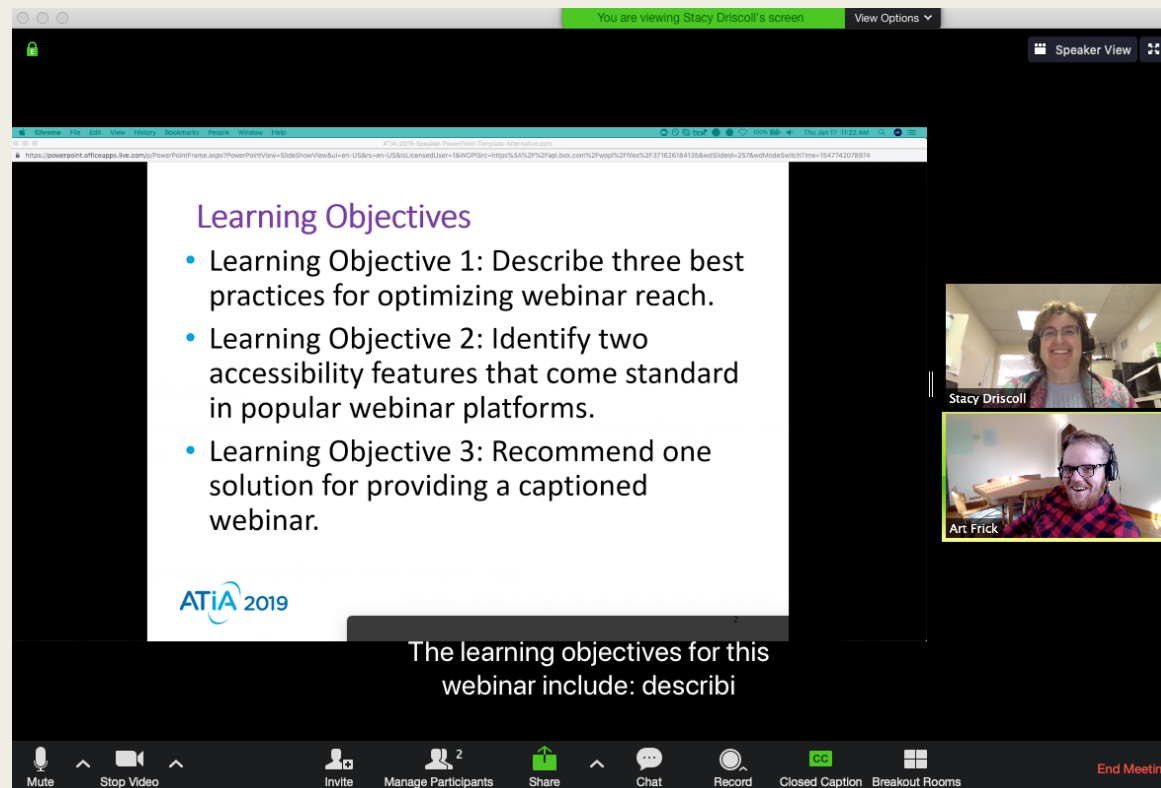
# Captioning
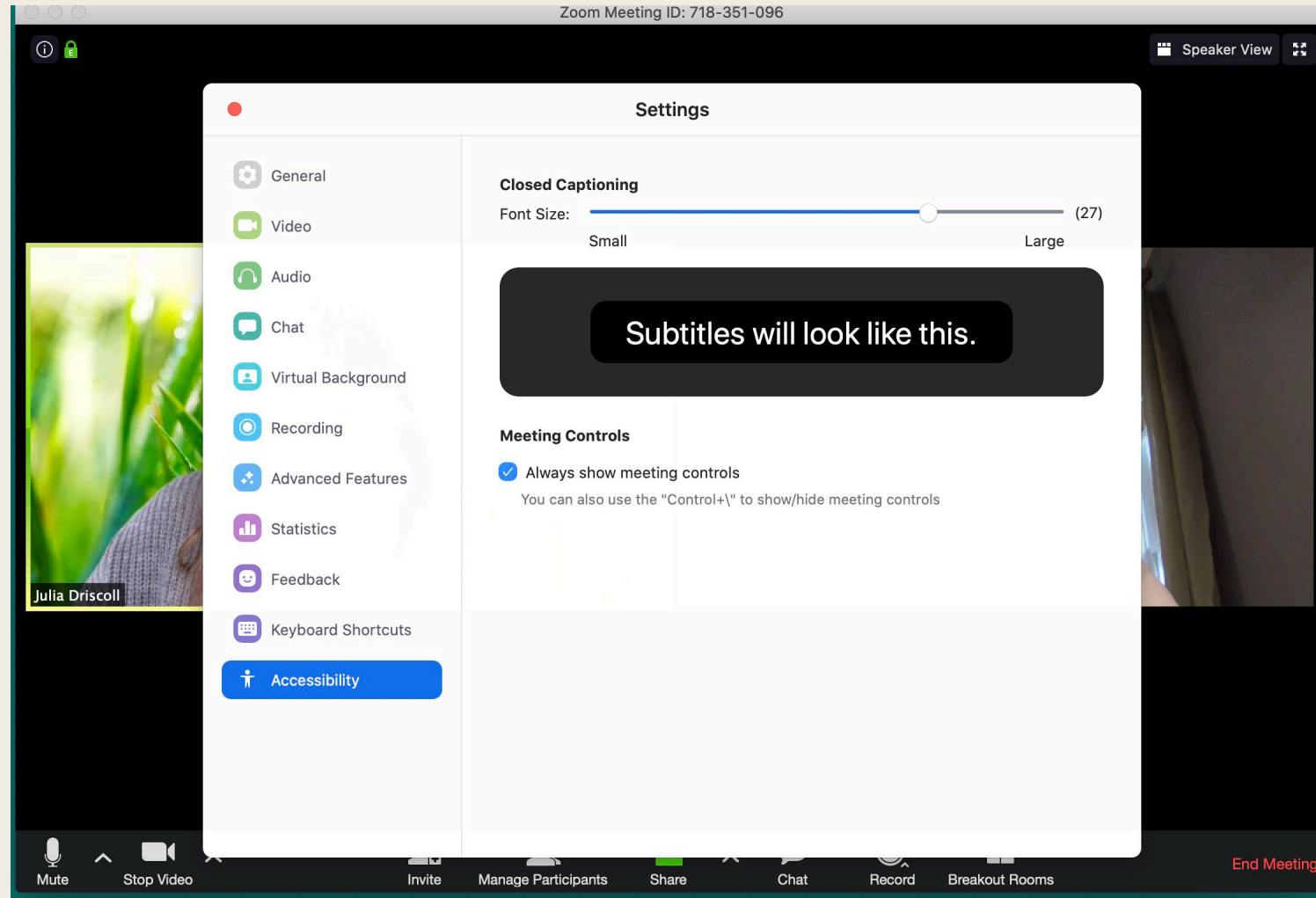
# Zoom built-in Captioning
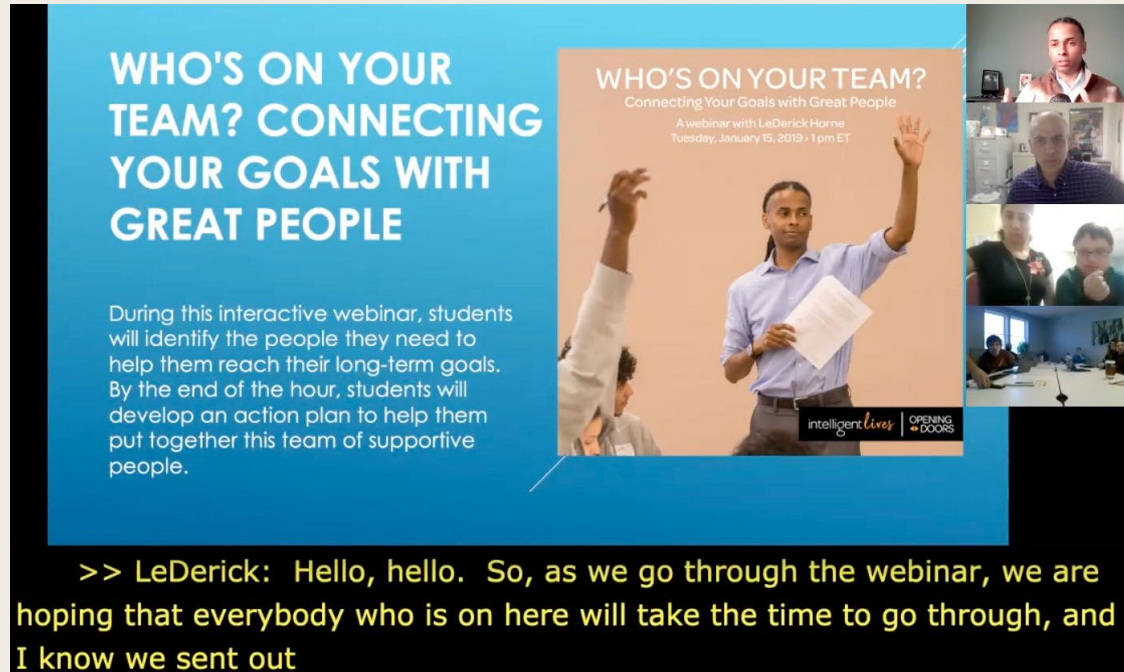
- Zoom closed captioning is available and can be assigned to participants in the webinar and/or an external provider

# Open captioning

- Open CART captioning
  - *Can be applied to just about any webinar platform*

# Captioning  - Microsoft AI

■ Automated real-time captioning from Microsoft

– *Available currently in Skype and PowerPoint*

# Spotlight presenter visual

# HOW ZOOM CAN BE USED TO SUPPORT REQUIRED STATE LEVEL AND STATE LEADERSHIP ACTIVITIES

# Using Zoom for meetings

- Advisory Council
- Partners
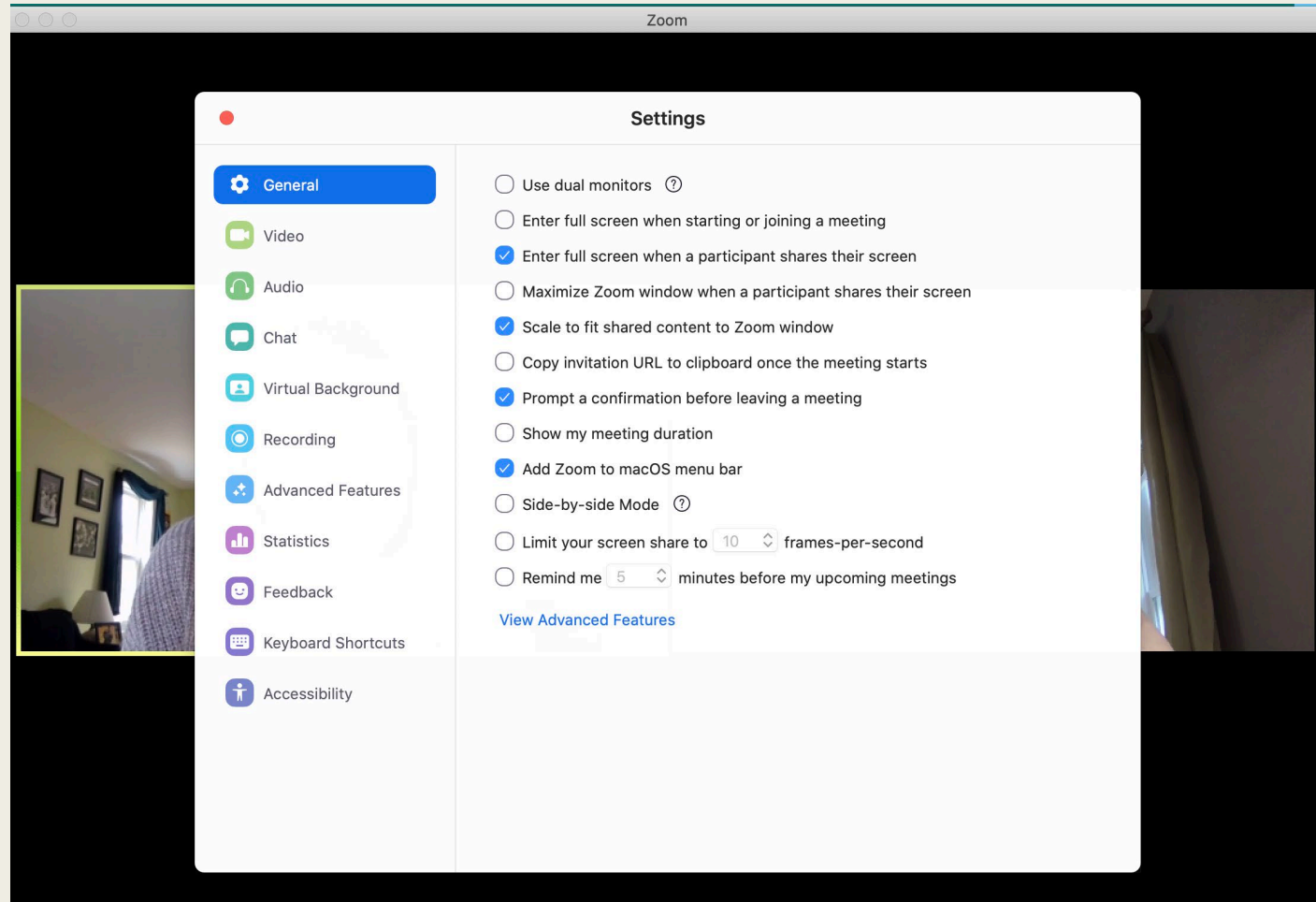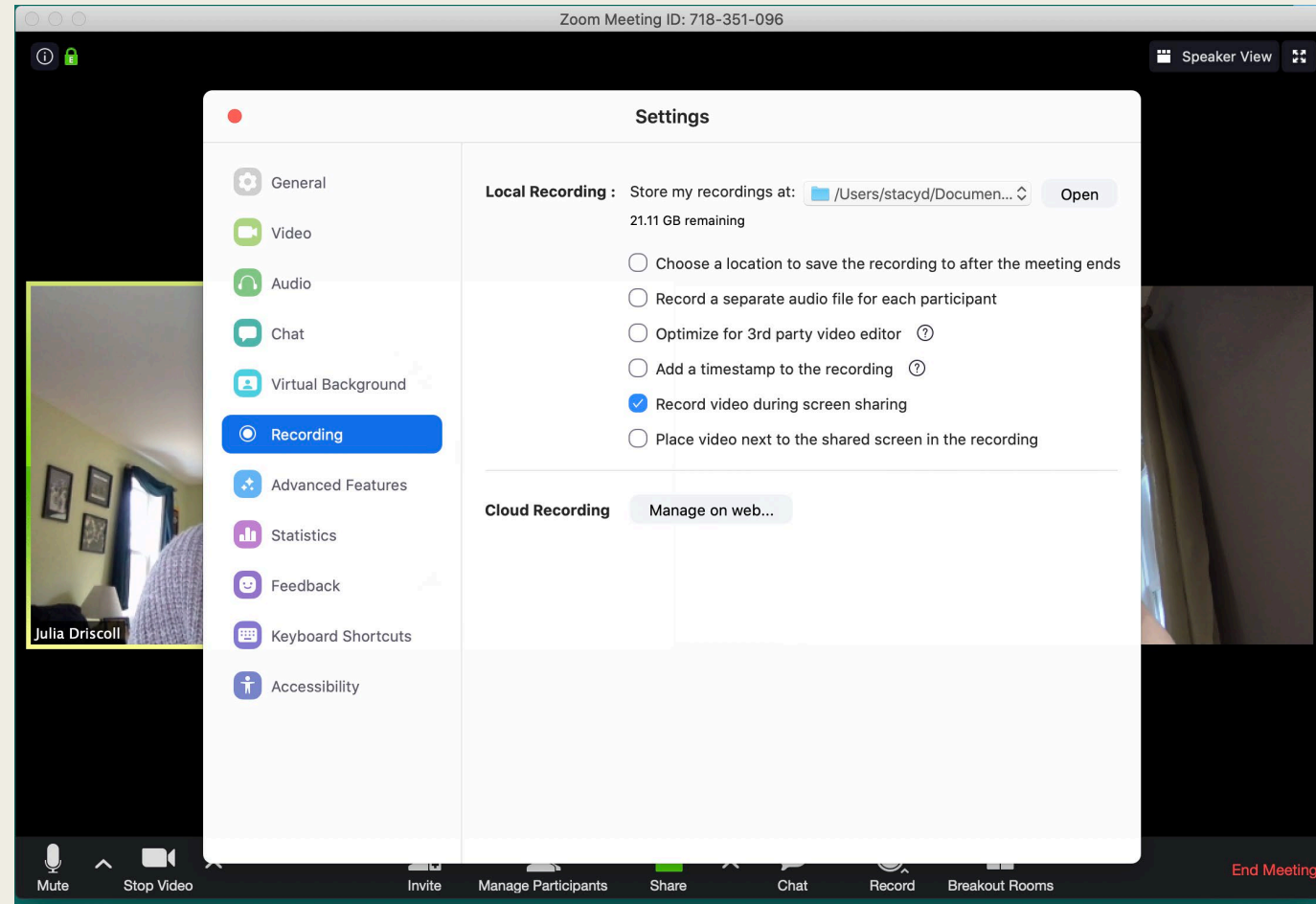- Technical Assistance
- Team Meetings
- Demonstrations – devices and features
  - *Use computer camera or iPhone or iPad as camera*

# General Settings
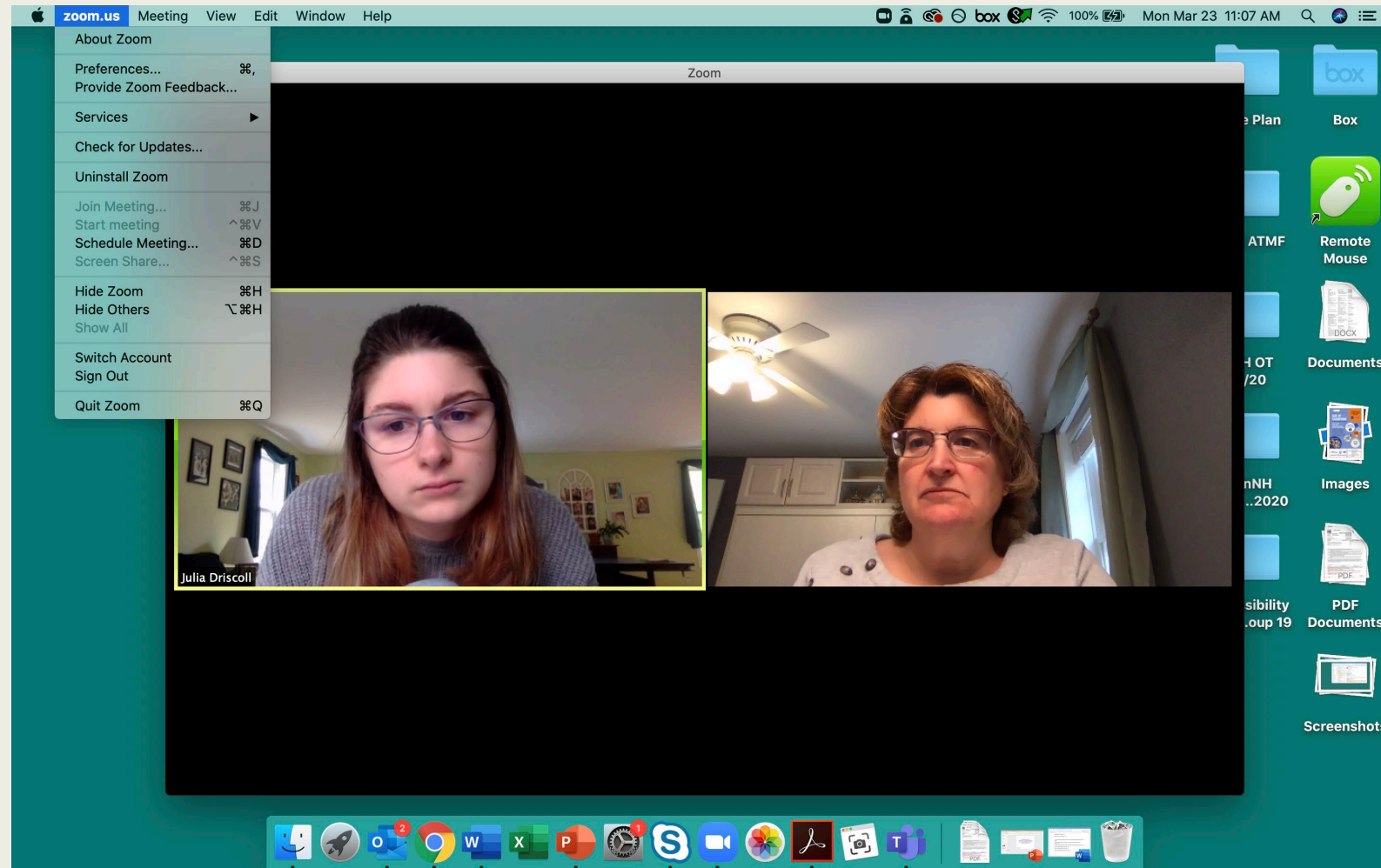
# Recording

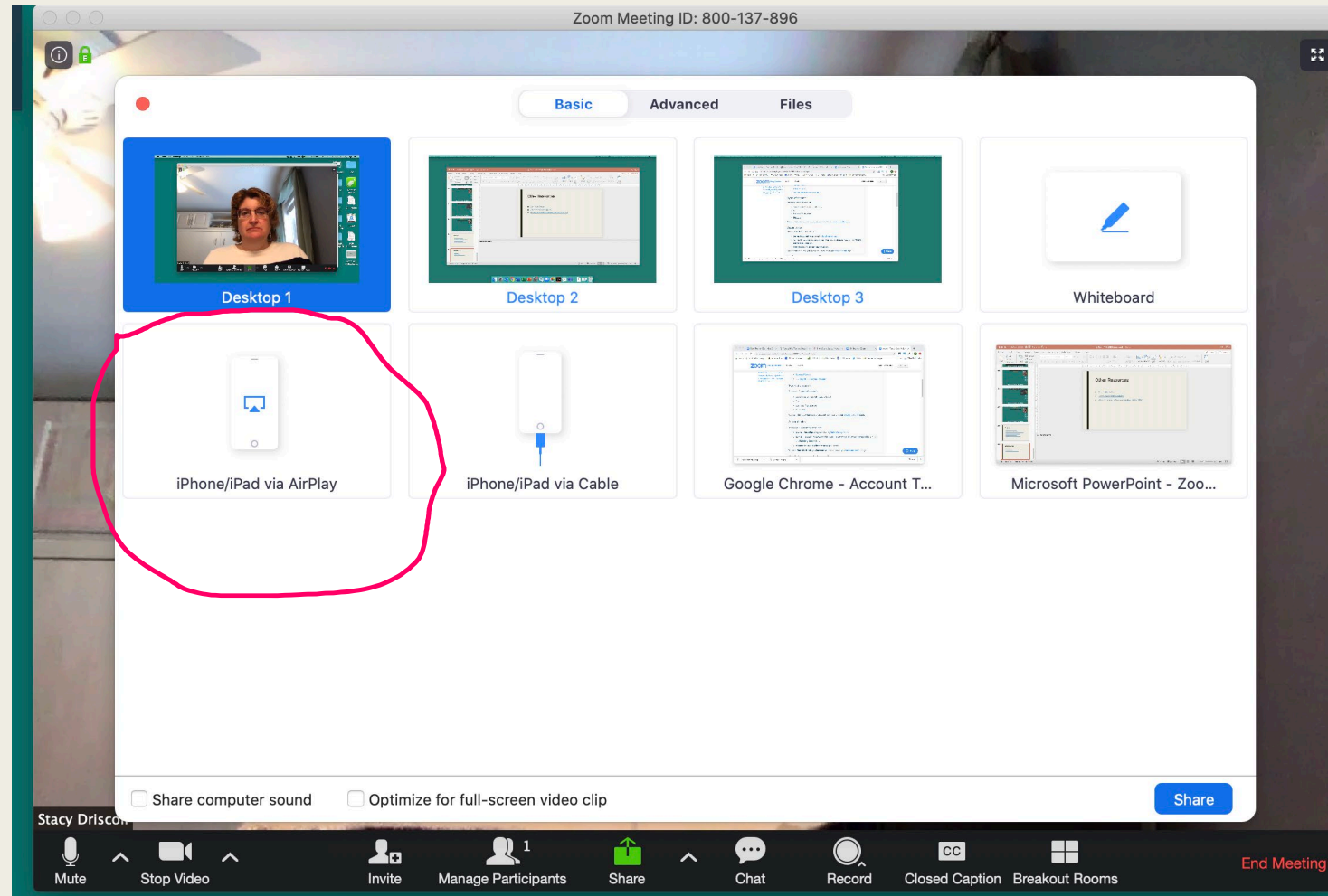# Virtual Background

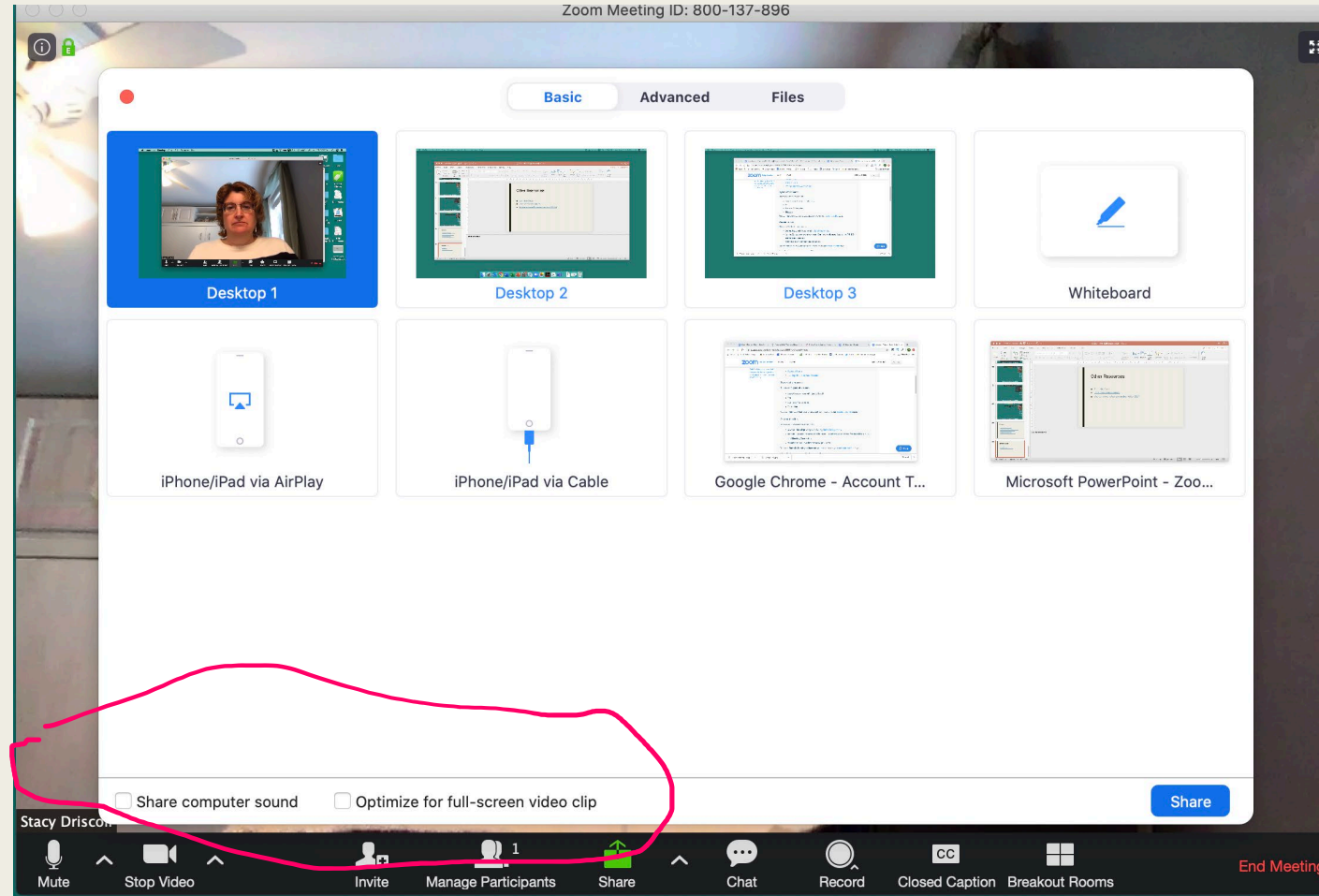# Speaker View

# Gallery View
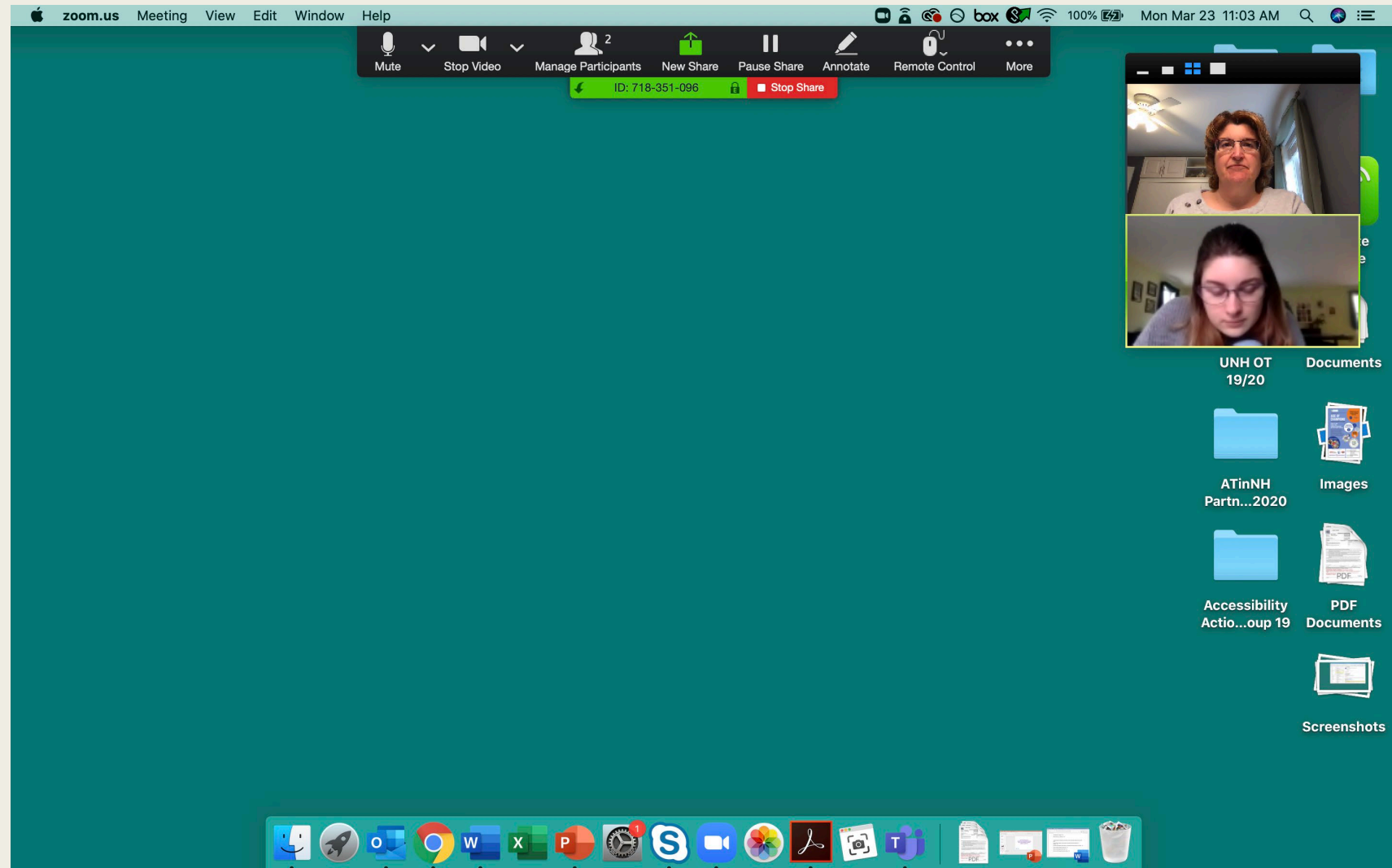
# Settings

# Share Desktop

# Using Zoom for training

- Meetings or Webinars
  - *Individuals can register ahead*
  - *Large groups*
  - *Captioning*
  - *Record and Share*
- Small groups
  - *Show devices and features*
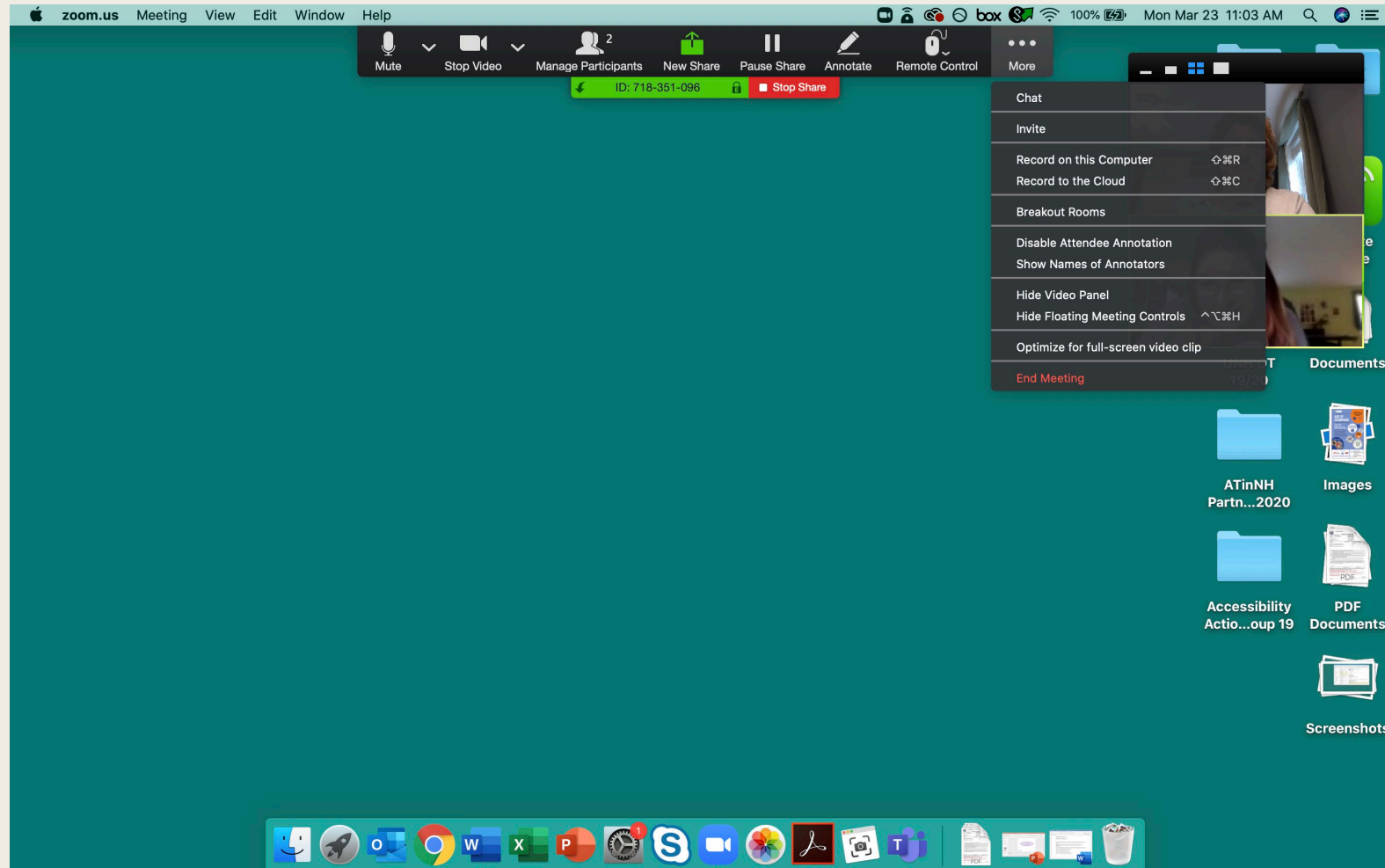- Video Sharing
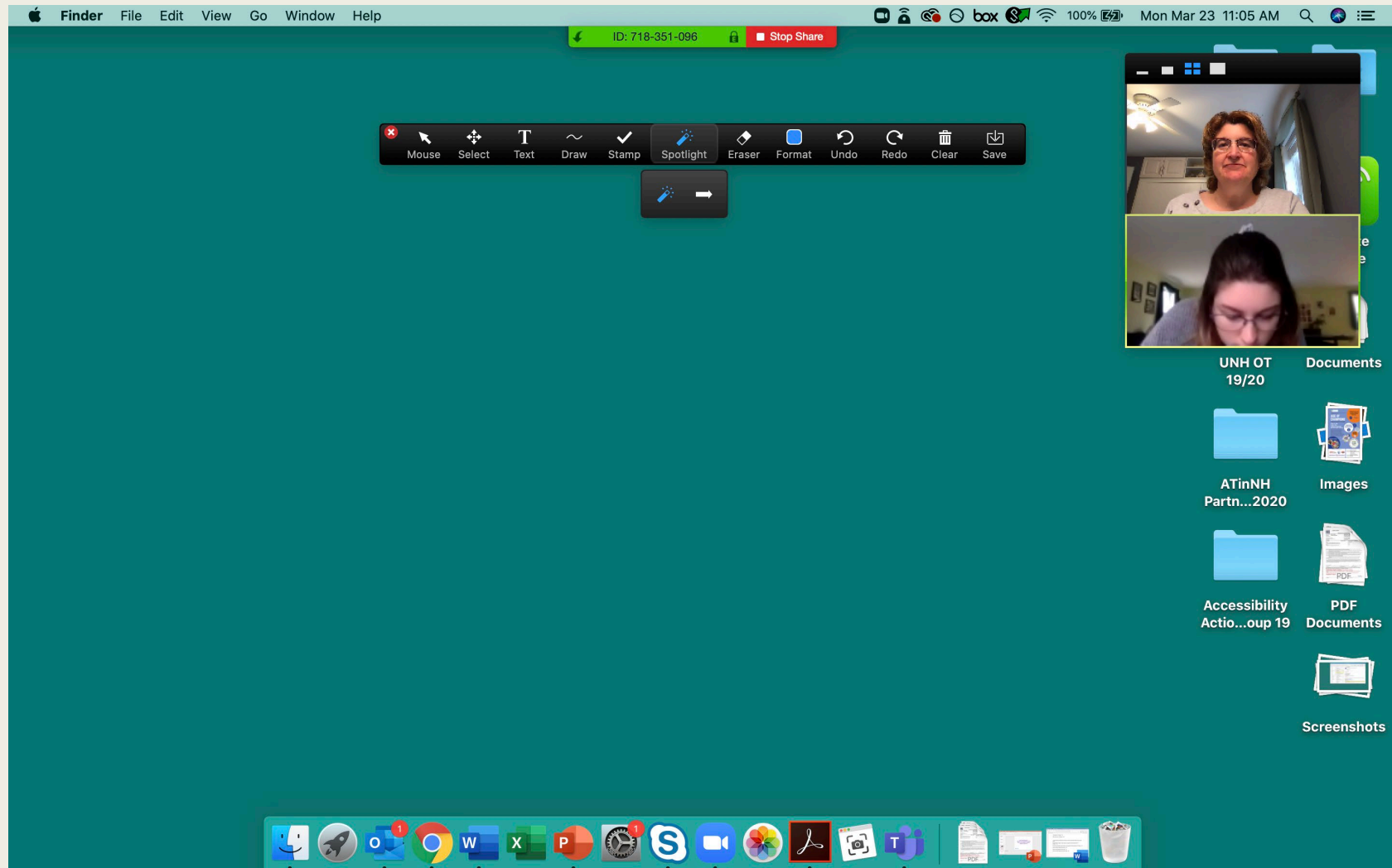- Invite a presenter

# Important for sharing videos

# Share Screen Toolbar

# Share Screen drop down menu

# Annotation Tools

# Zoom Set Up Resources

- [How to Teach an Online Lesson with Zoom](#)

- [How to Use Zoom – Free Video Conferencing & Virtual Meetings](#)

- [Zoom for Kids: How to Set Up the Zoom App for Students and Parents](#)

- [Accessibility Tips for a Better/Virtual Meeting Experience](#)

- [The do's and don'ts of video conferencing](#)

- [How to hide your messy room for a Zoom video conference](#)

- [Zoom Support during COVID-19 pandemic](#)

# Other Resources

- [Zoom Help Center](#)

- [Zoom Accessibility Features](#)

- [Web Conferencing Comparison from AUCD (2017)](#)

# Remote with Zoom

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