

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

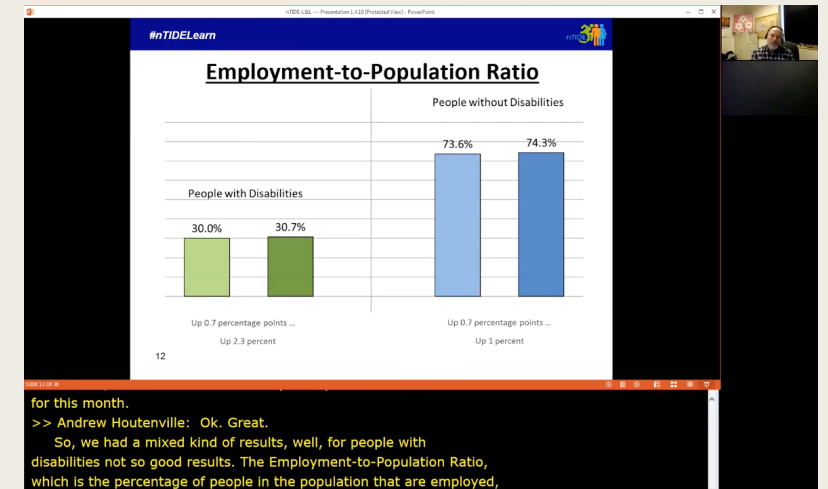
Zoom: Create an account

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



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

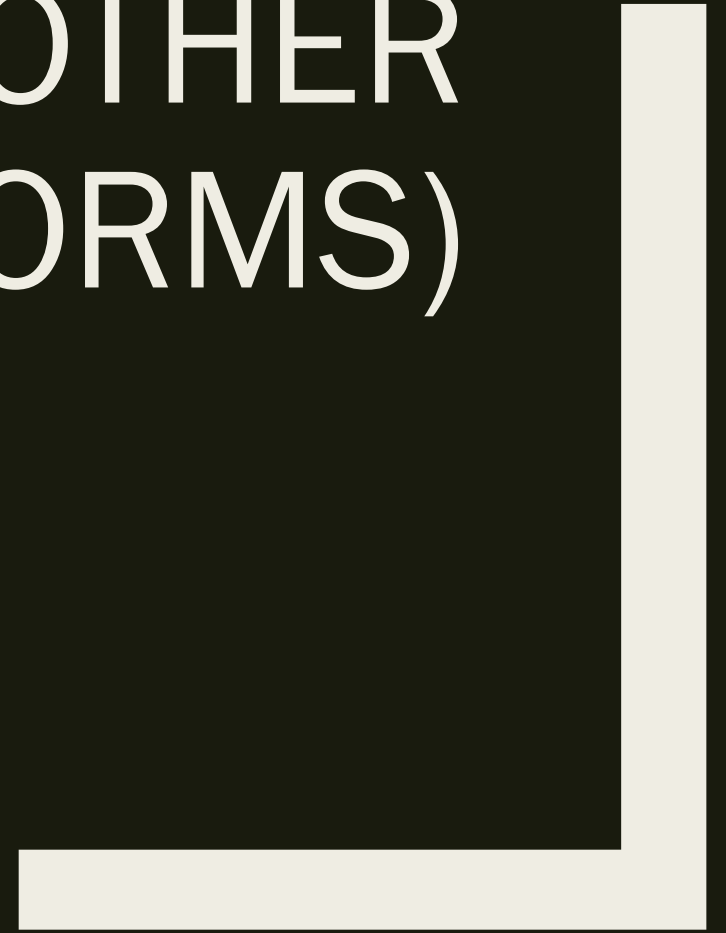
External mics

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

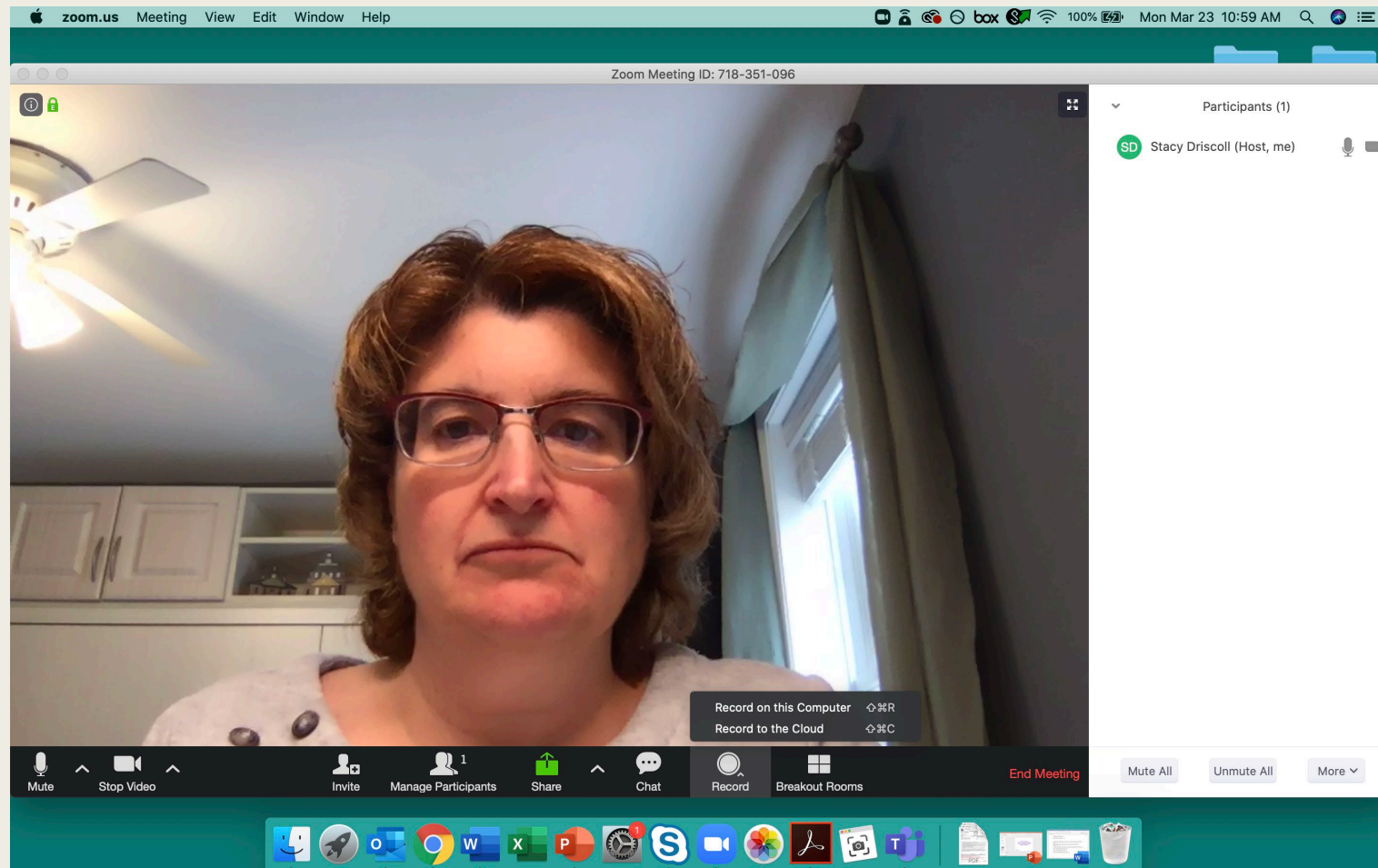
WHY ZOOM (VS OTHER PLATFORMS)



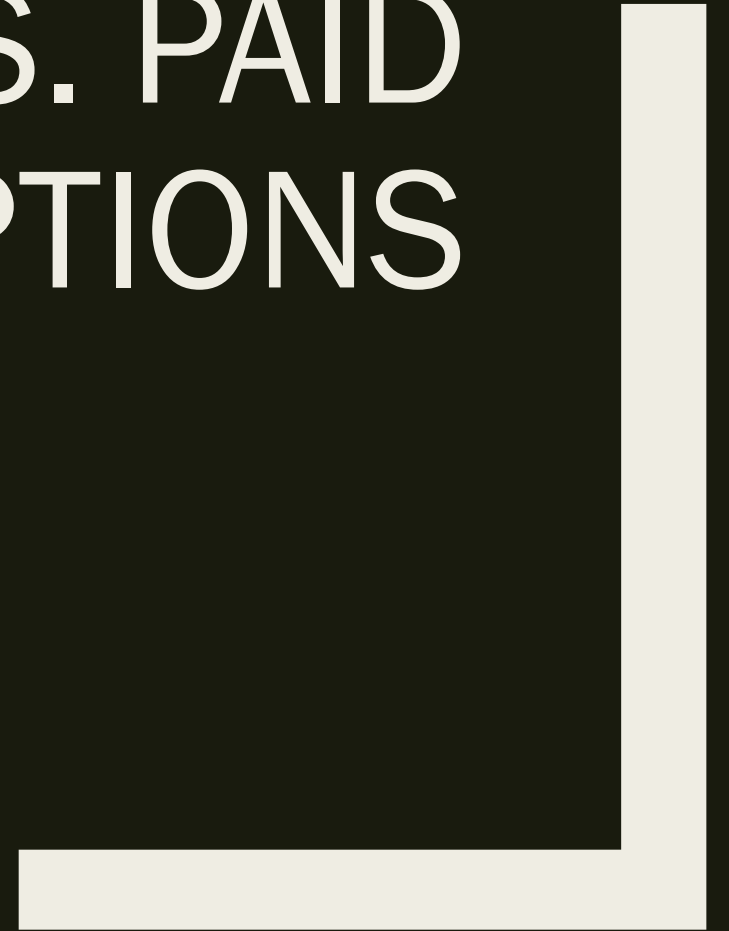
Why Zoom? (vs other platforms)

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

Let's do a quick demo



FREE VS. PAID SUBSCRIPTIONS



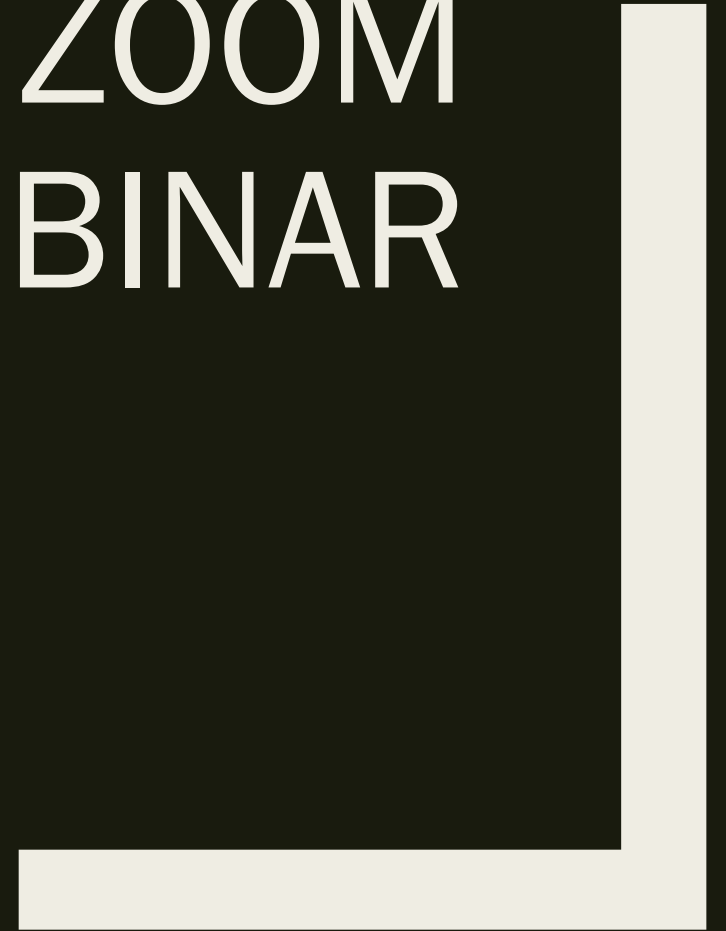
Zoom Pricing

- <https://zoom.us/pricing>
- 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

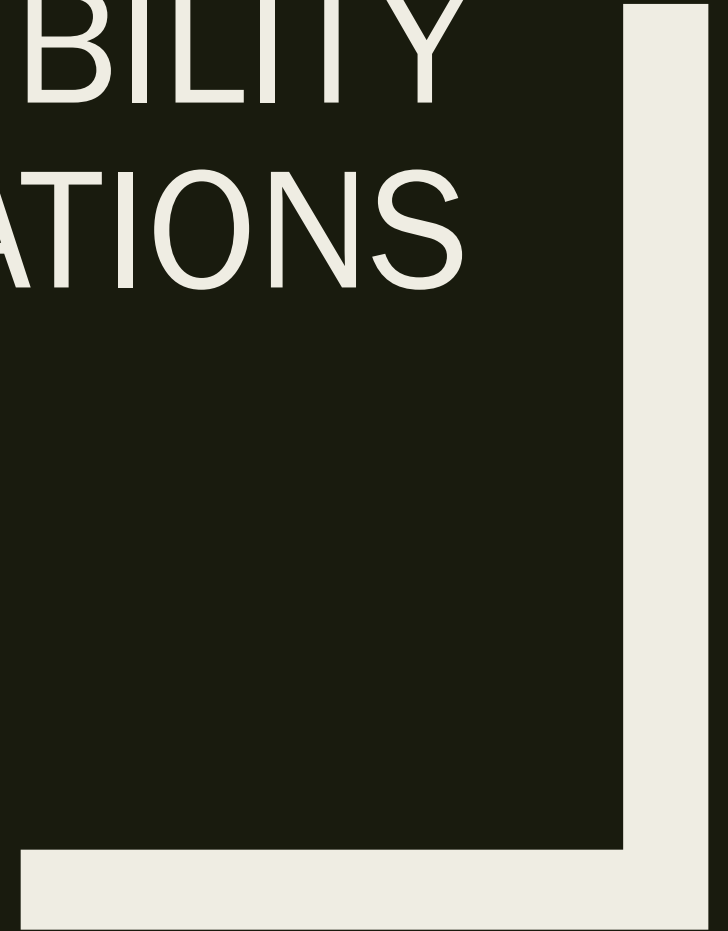
- Invitation
- Chat – Private and Public

Webinar

- Registration
- Chat and Q&A
- Polling

Can Record on either

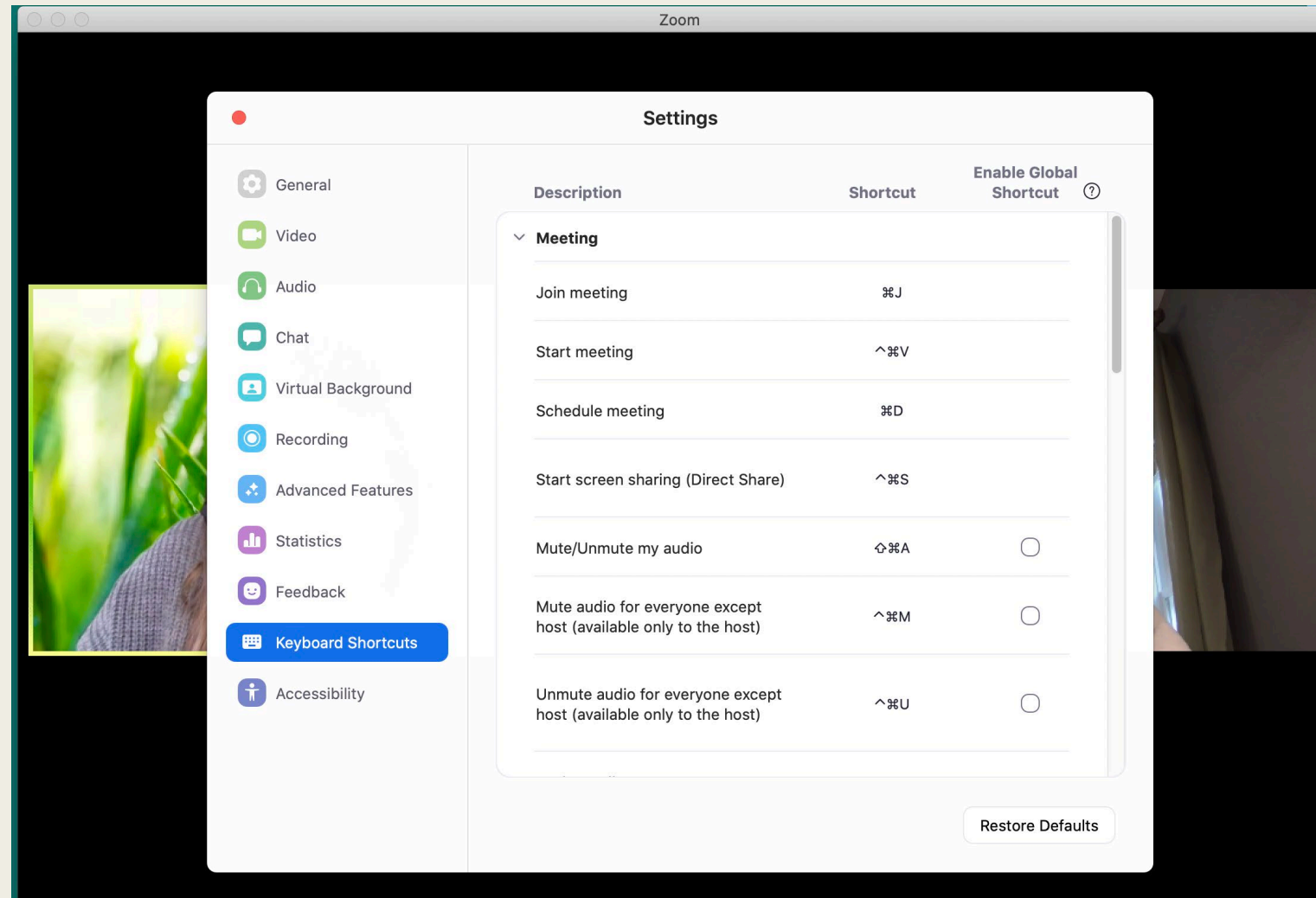
ZOOM ACCESSIBILITY CONSIDERATIONS



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

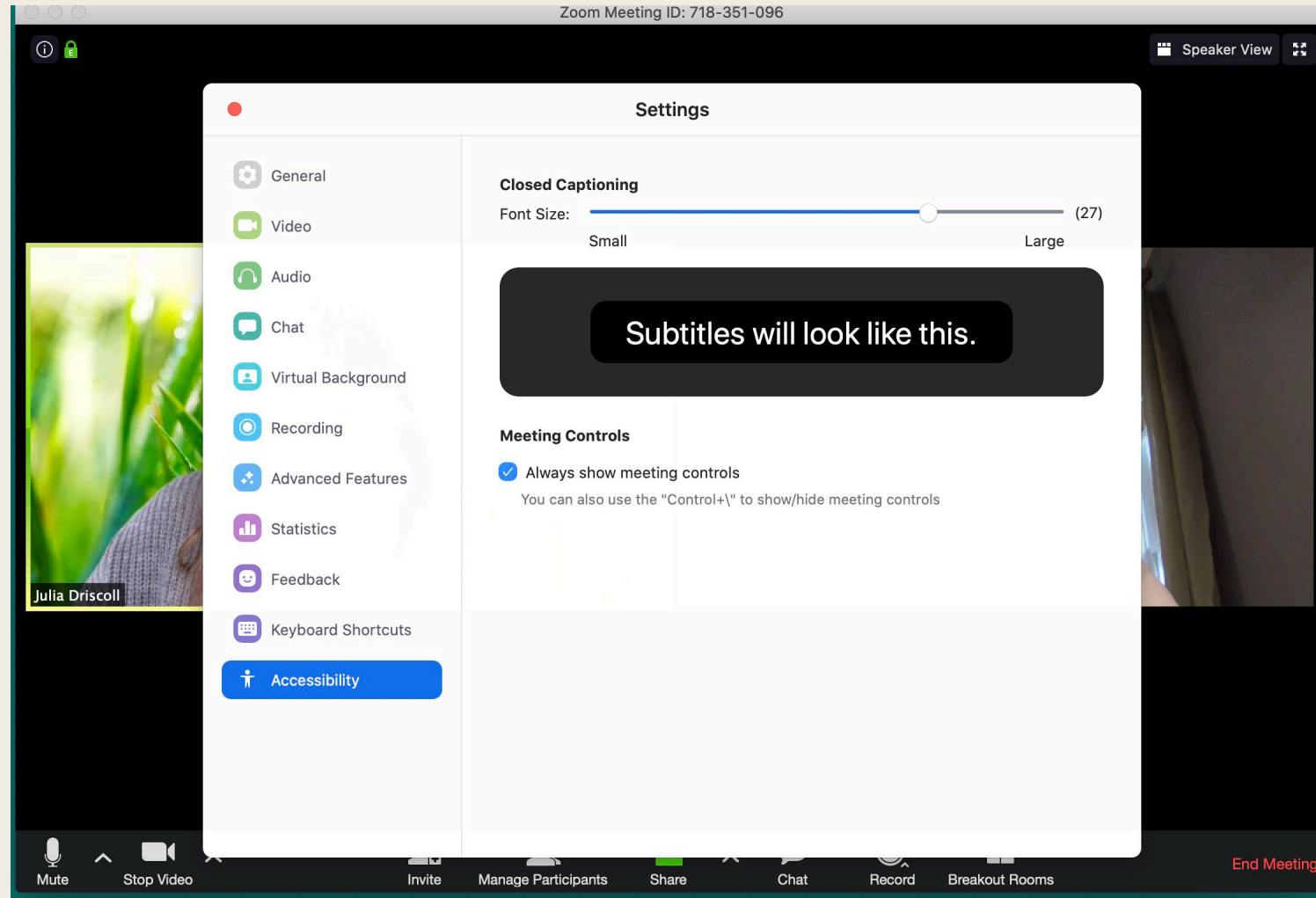
CART – built into Zoom

After the fact (YouTube)

New technologies in MS Office

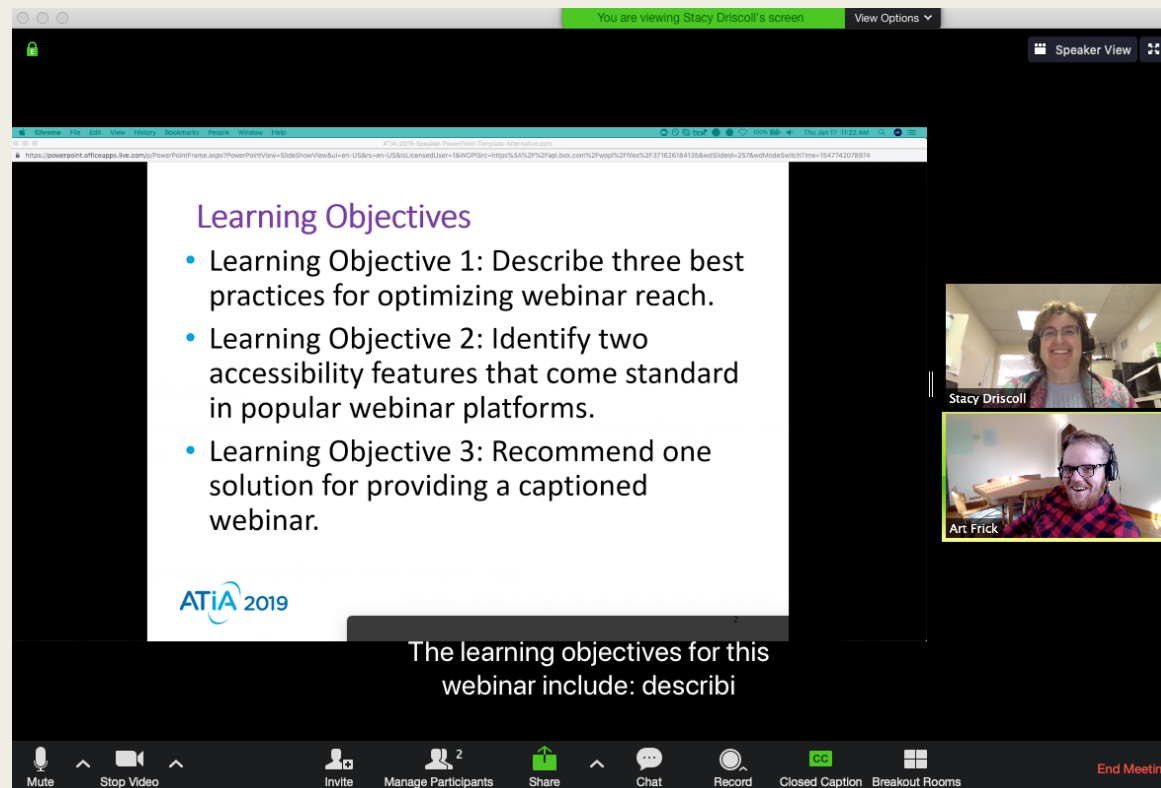
PowerPoint for example

Captioning



Zoom built-in Captioning

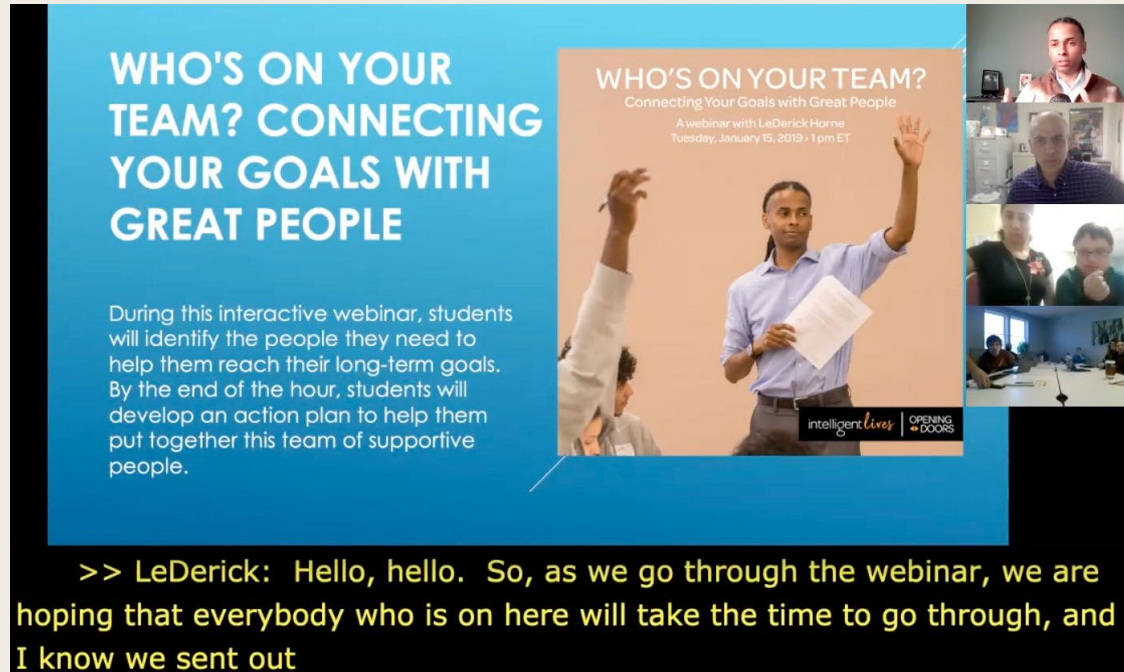
- Zoom closed captioning is available and can be assigned to participants in the webinar and/or an external provider



The screenshot displays a Zoom webinar interface. At the top, a green status bar reads "You are viewing Stacy Driscoll's screen" with a "View Options" dropdown. Below this, a browser window shows a slide titled "Learning Objectives" with three bullet points: "Learning Objective 1: Describe three best practices for optimizing webinar reach.", "Learning Objective 2: Identify two accessibility features that come standard in popular webinar platforms.", and "Learning Objective 3: Recommend one solution for providing a captioned webinar." The slide also features the "ATiA 2019" logo. To the right of the slide, two video feeds are visible: "Stacy Driscoll" and "Art Frick". At the bottom, a toolbar includes icons for Mute, Stop Video, Invite, Manage Participants, Share, Chat, Record, Closed Caption (highlighted in green), Breakout Rooms, and End Meeting. A caption at the bottom of the slide reads "The learning objectives for this webinar include: describi".

Open captioning

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



The image shows a webinar interface. On the left, a blue banner contains the title "WHO'S ON YOUR TEAM? CONNECTING YOUR GOALS WITH GREAT PEOPLE" and a description: "During this interactive webinar, students will identify the people they need to help them reach their long-term goals. By the end of the hour, students will develop an action plan to help them put together this team of supportive people." In the center, a video frame shows a man (LeDerick Horne) in a light blue shirt, holding a paper and gesturing with his hands. Above him, text reads "WHO'S ON YOUR TEAM? Connecting Your Goals with Great People" and "A webinar with LeDerick Horne Tuesday, January 15, 2019 • 1 pm ET". At the bottom of the video frame, logos for "intelligent.lives" and "OPENING DOORS" are visible. On the right, a vertical stack of four small video windows shows participants: a man in a brown shirt, a man in a blue shirt, a woman in a black shirt, and a group of people in a room. Below the main content area, a black box contains yellow text: ">> LeDerick: Hello, hello. So, as we go through the webinar, we are hoping that everybody who is on here will take the time to go through, and I know we sent out".

WHO'S ON YOUR TEAM? CONNECTING YOUR GOALS WITH GREAT PEOPLE

During this interactive webinar, students will identify the people they need to help them reach their long-term goals. By the end of the hour, students will develop an action plan to help them put together this team of supportive people.

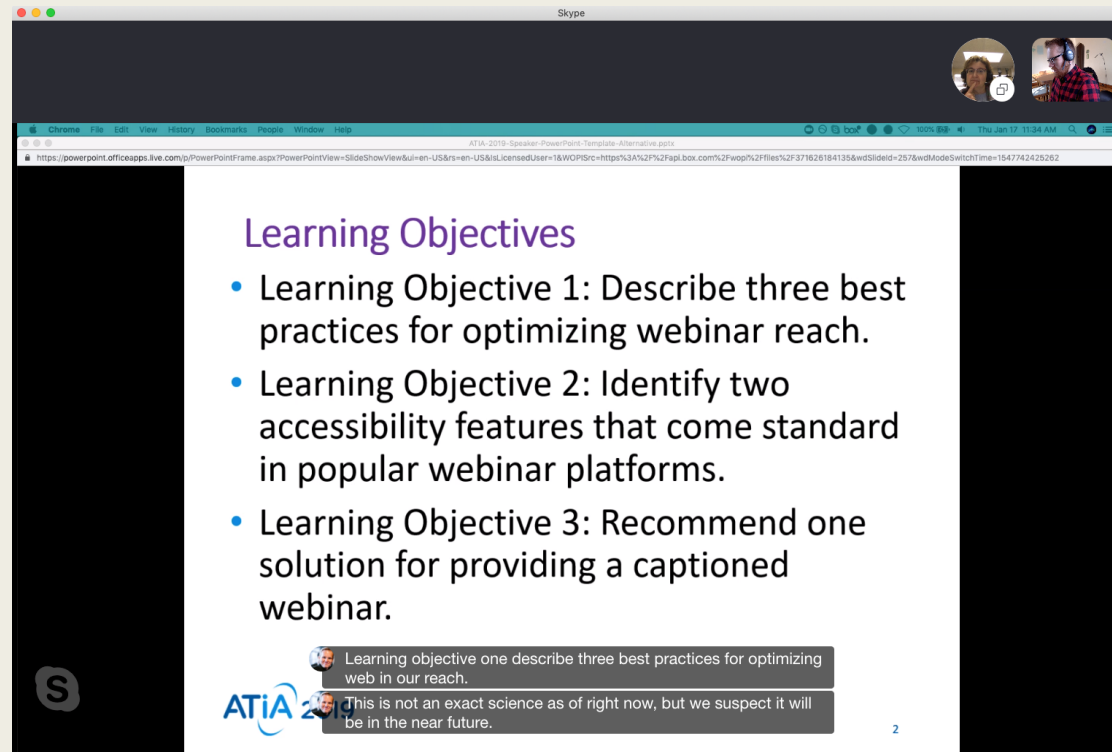
WHO'S ON YOUR TEAM?
Connecting Your Goals with Great People
A webinar with LeDerick Horne
Tuesday, January 15, 2019 • 1 pm ET

intelligent.lives | OPENING DOORS

>> LeDerick: Hello, hello. So, as we go through the webinar, we are hoping that everybody who is on here will take the time to go through, and I know we sent out

Captioning - Microsoft AI

- Automated real-time captioning from Microsoft
 - *Available currently in Skype and PowerPoint*



The screenshot shows a Skype window with a video call in progress. The main content area displays a PowerPoint slide titled "Learning Objectives" with three bullet points. At the bottom of the slide, there are two lines of real-time captions generated by Microsoft AI. The first line reads: "Learning objective one describe three best practices for optimizing web in our reach." The second line reads: "This is not an exact science as of right now, but we suspect it will be in the near future." The Skype interface includes a top bar with window controls and participant avatars, and a bottom bar with a chat area.

Learning Objectives

- Learning Objective 1: Describe three best practices for optimizing webinar reach.
- Learning Objective 2: Identify two accessibility features that come standard in popular webinar platforms.
- Learning Objective 3: Recommend one solution for providing a captioned webinar.

Learning objective one describe three best practices for optimizing web in our reach.

This is not an exact science as of right now, but we suspect it will be in the near future.

2

Spotlight presenter visual

Creating and Coordinating Accessible Presentations - Materials

- Offer handouts, slides, and other material in accessible formats
 - HTML/Rich Text Documents
- Ensure slides, handouts, and other electronic material for participants is accessible.
 - Provide alt text for images and mark up all headings
 - MEET WCAG 2.0 LEVEL AA (Web Content Accessibility Guidelines)
- Make media accessible (yes, even if it's video)

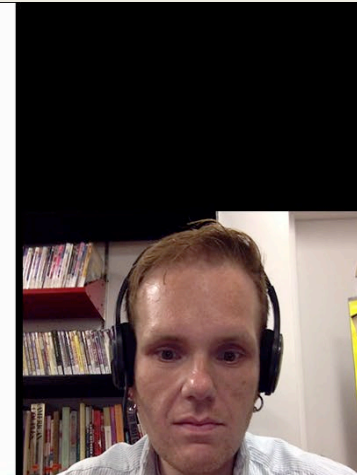
3/28/2018

Institute on Disability / UCED at the
University of New Hampshire's College of Health and Human Services

SLIDE 17 OF 37

the Web Content Accessibility Guidelines. Yeah. Lots of stuff that we can talk about.

We also want to make sure that we are making our media accessible. So yes, even if it's video. So what we're



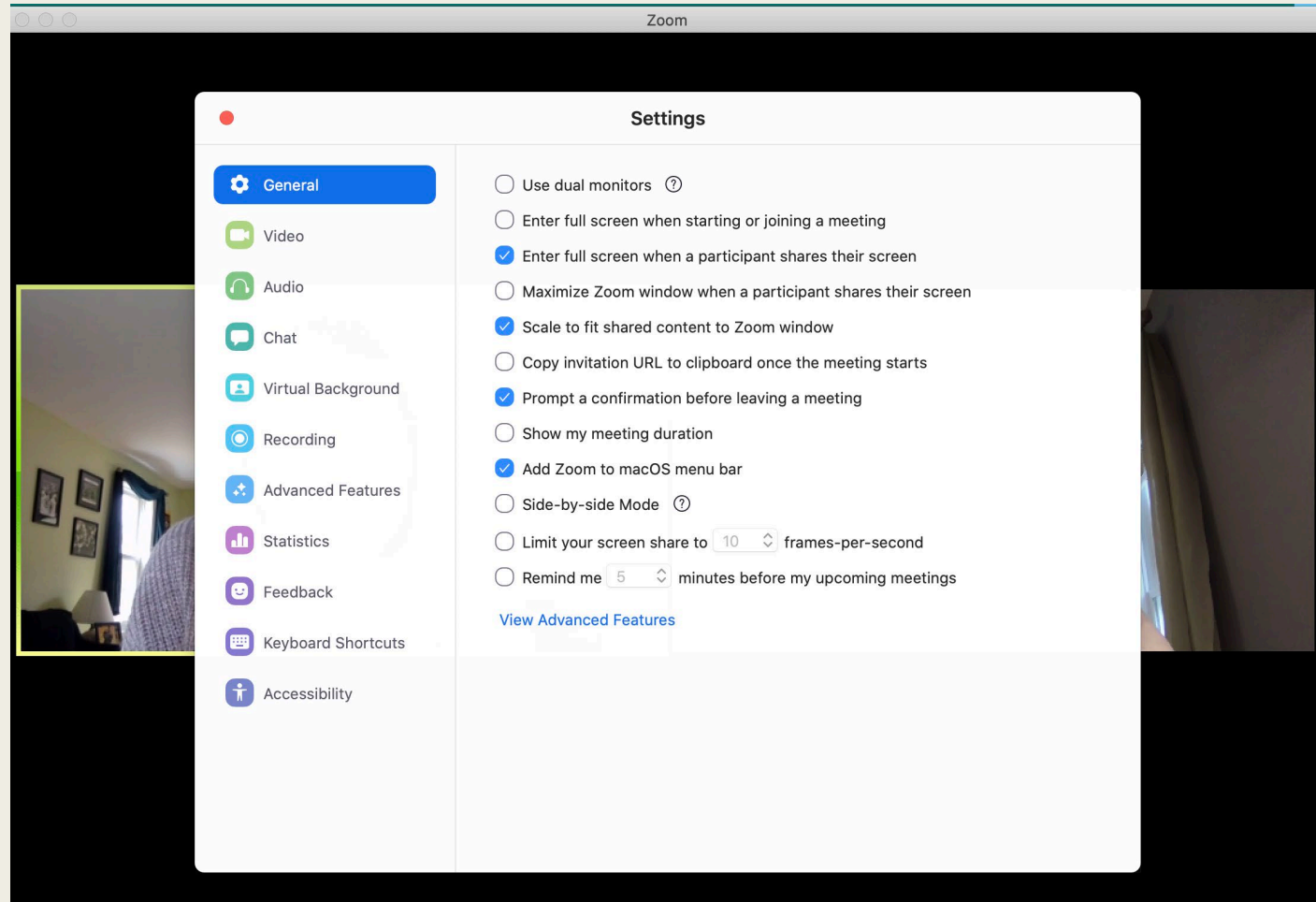
HOW ZOOM CAN BE USED TO SUPPORT REQUIRED STATE LEVEL AND STATE LEADERSHIP ACTIVITIES



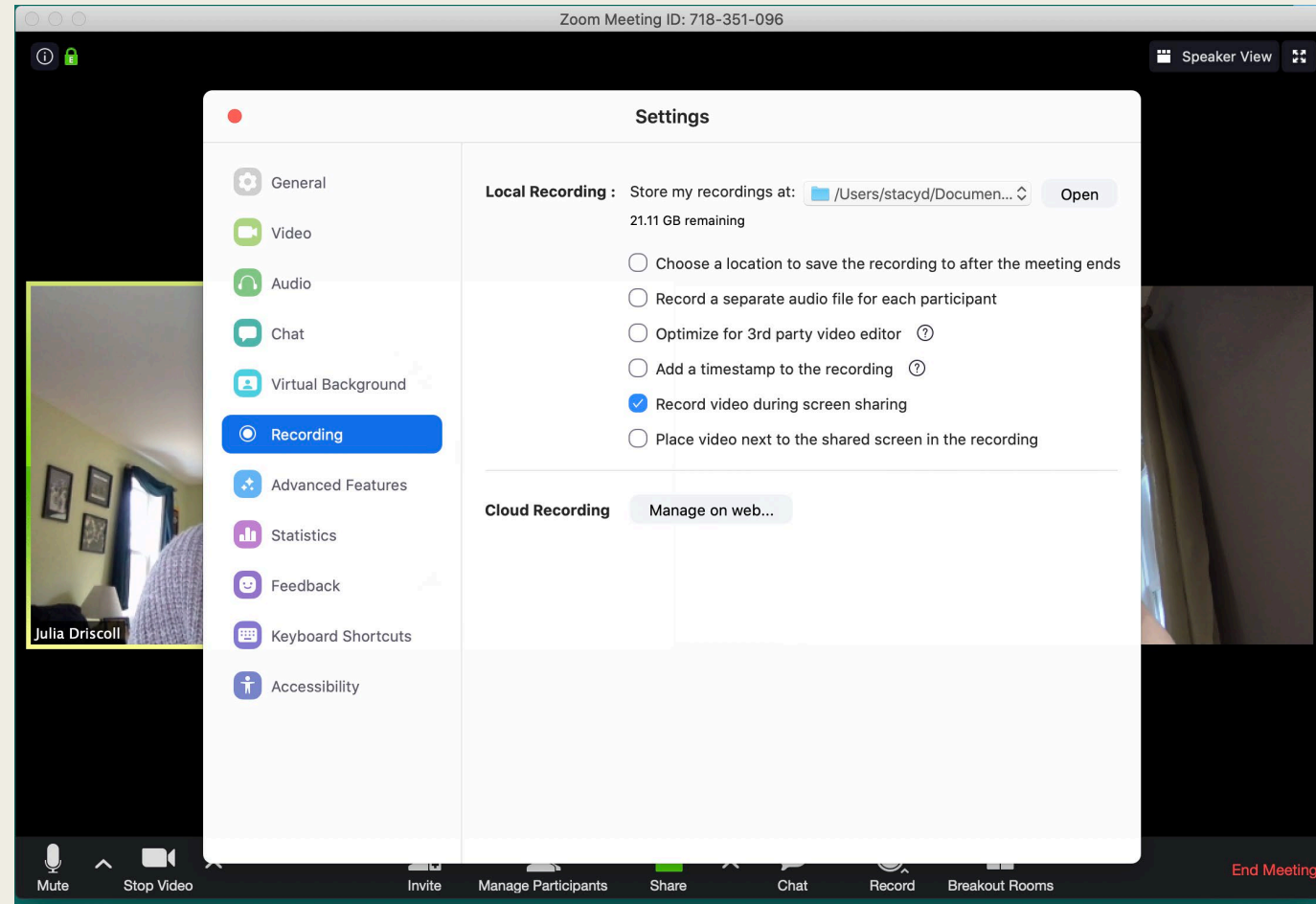
Using Zoom for meetings

- 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



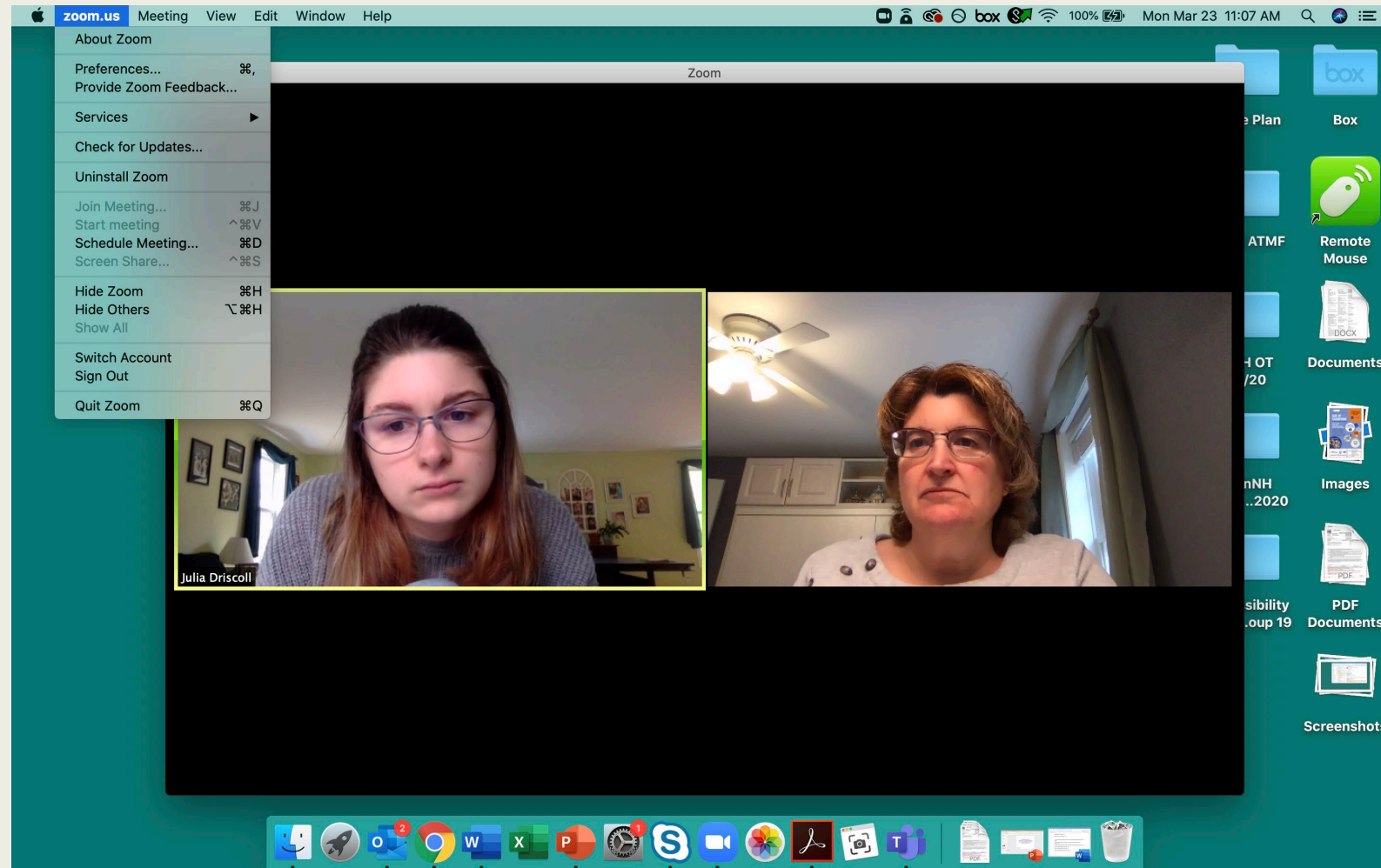
Speaker View



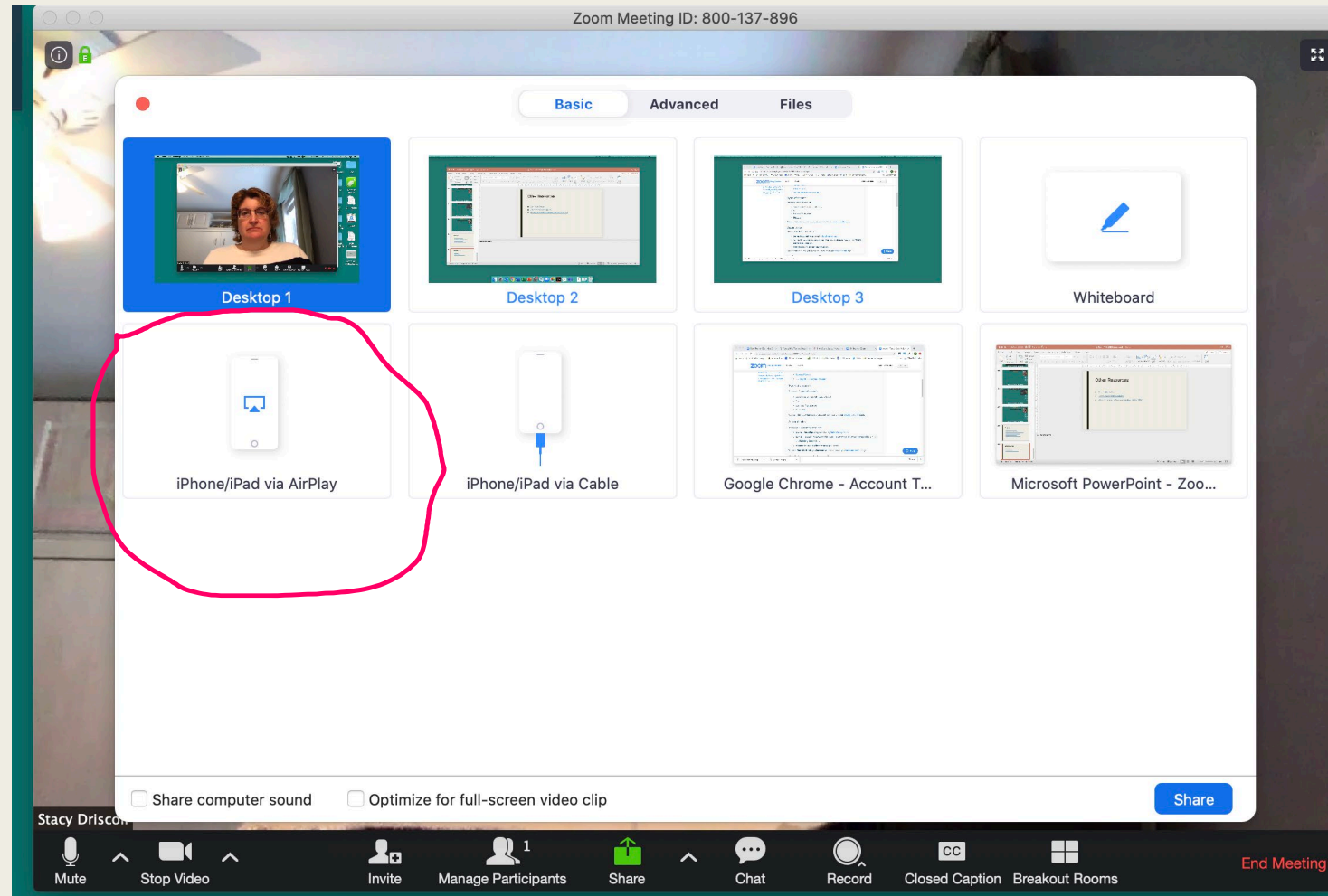
Gallery View



Settings



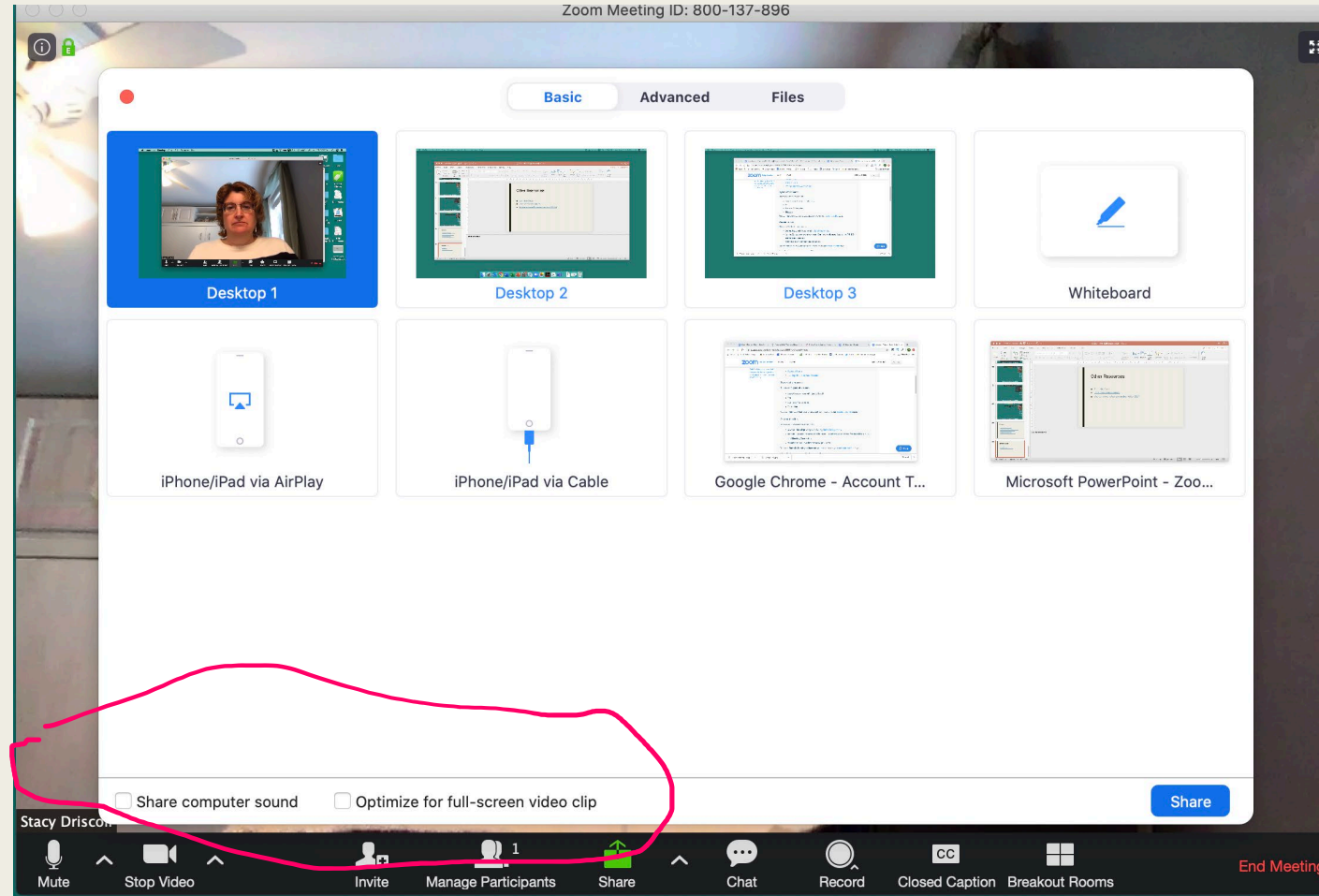
Share Desktop



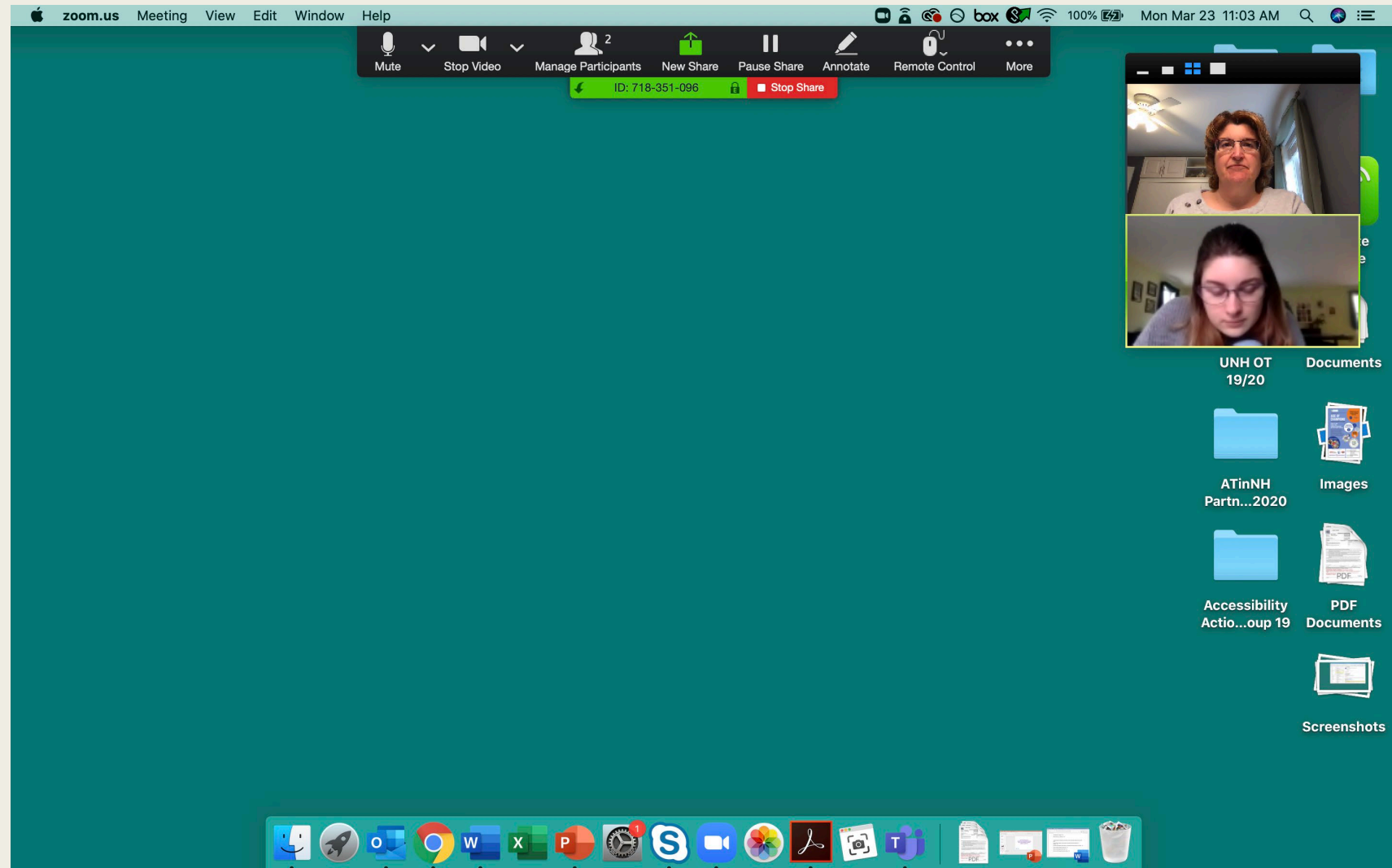
Using Zoom for training

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

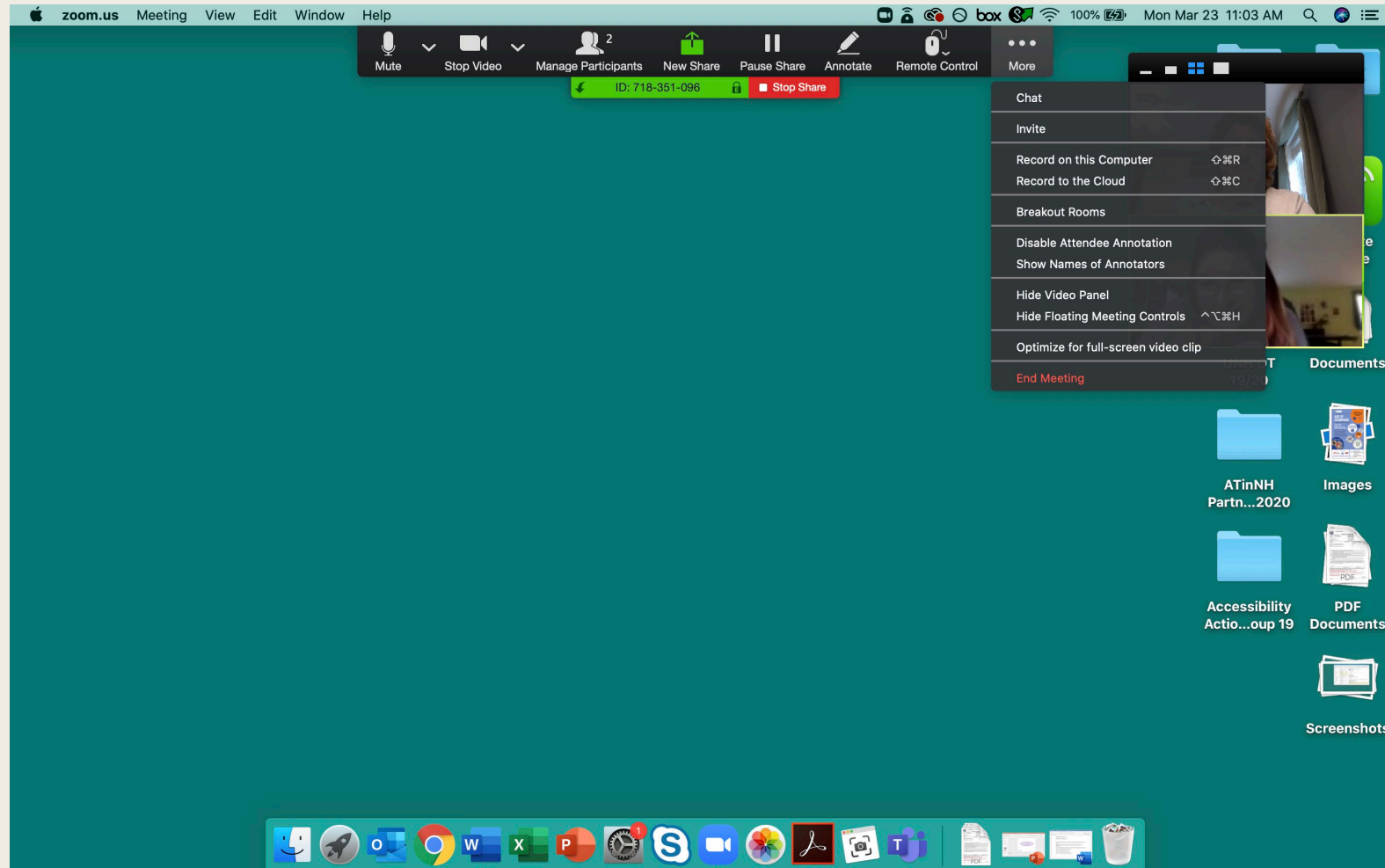
Important for sharing videos



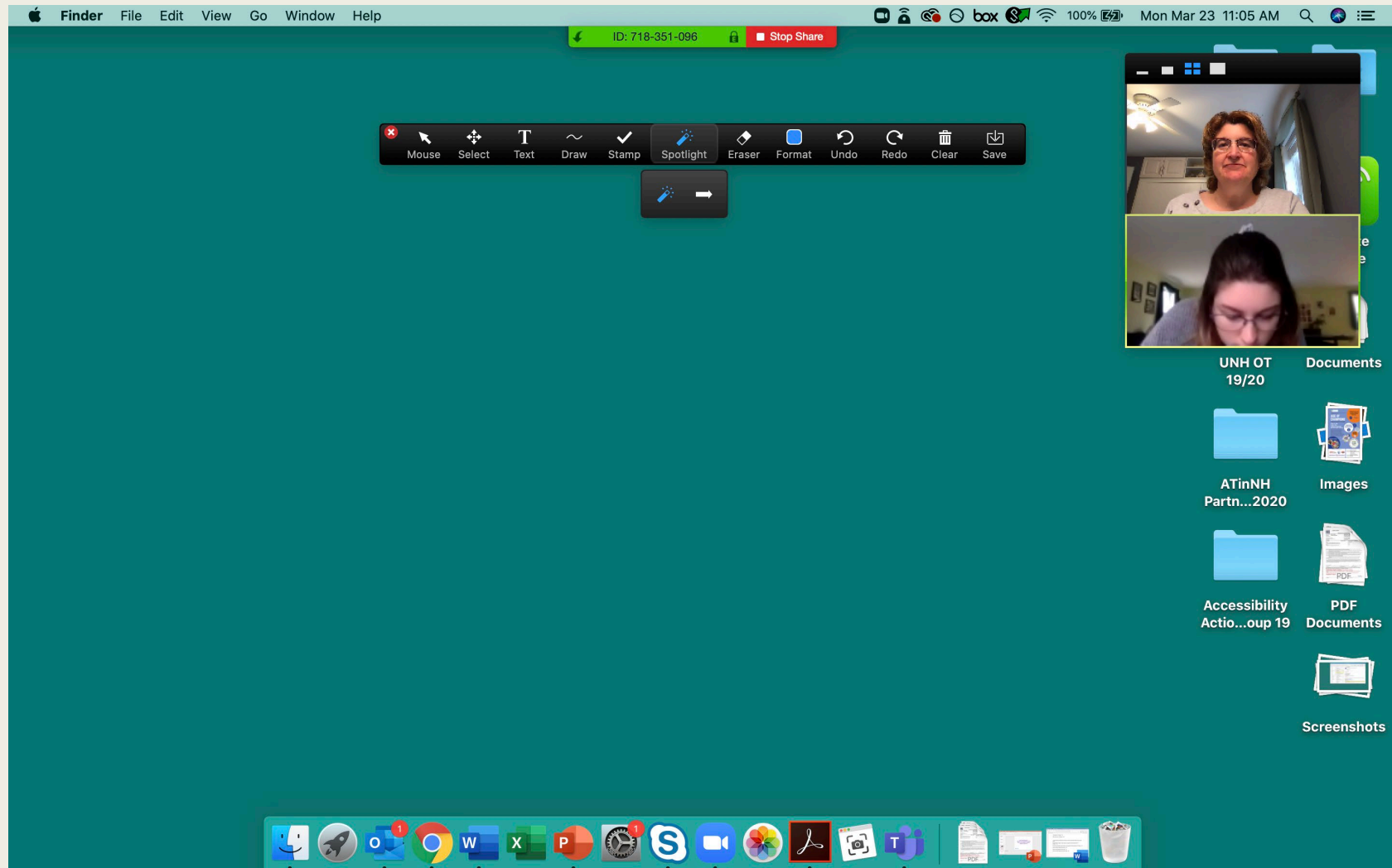
Share Screen Toolbar



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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