Fullerton College Zoom Tips

Student and Faculty Privacy

Zoom operates in a password protected environment in Canvas. However, follow these steps to ensure student and faculty privacy:

- Only post links to recorded sessions inside of Canvas
- Advise students when a session is being recorded. Since this is done through Zoom when you click record, you can advise students that Zoom provides an onscreen notification to meeting participants, whenever a session is being recorded.
- Allow students to participate by audio only
- Fullerton College has set its Zoom settings college-wide to default to a host-only recording session. Do not change this setting.
- Advise students they are not to record your session.
- Advise students that any recorded Zoom or conference is part of the class and is to not be used or shared outside of the class

In addition, consider adding the following to your syllabus and/or Canvas Homepage:

Any copyrighted materials used in this class are used for distance education purposes only and in compliance with United States copyright law. Use of these materials is limited to students enrolled in the course, for the duration of the course. Students must refrain from saving, changing, or distributing any such copyrighted materials.

Additionally, the posted Zoom Class Recordings in the Weekly Modules cannot be shared or posted without written consent of all individuals in the video, including the professor. Cypress/Fullerton/NOCE College and The State of California have strict privacy laws for class recordings. If you are found recording class without consent, taking screenshots of class, and/or posting class recordings outside of this course, you will be subject to BP 5500 and AP 5500: Standards of Student Code of Conduct.

Prevent Unauthorized Participants

Zoom has seen an increase in people trolling meetings. People will try numbers until they get into a Zoom meeting. Fullerton College Distance Education is advising faculty to use a password to prevent this. Go directly to your Zoom account, and enable the following password settings:

- for require a password when scheduling new meetings
- require a password for instant meetings
- require a password for PMI
- embed password in meeting link for one-clock join
- require password for participants to join by phone.

Post password in Canvas for students.

Require a password when scheduling new meetings
A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

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

Require a password for Personal Meeting ID (PMI)
○ Only meetings with Join Before Host enabled
● All meetings using PMI

Embed password in meeting link for one-click join
Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.

Require password for participants joining by phone
A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.

Enabling Transcription

To enable the Audio Transcript feature for all members of your organization:

1. Sign into the Zoom web portal and navigate to **Account Settings**.
2. Navigate to the **Cloud recording** option on the **Recording** tab and verify that the setting is enabled. **Note:** If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.
3. In the **Advanced cloud recording settings**, click the **Audio Transcript** checkbox to enable it, then click **Save** to confirm the change.

Cloud recording

Allow hosts to record and save the meeting / webinar in the cloud

- ☑ Record active speaker with shared screen
- ◯ Record gallery view with shared screen ⑦
- ◯ Record active speaker, gallery view and shared screen separately
- ☑ Record an audio only file
- ☑ Save chat messages from the meeting / webinar

Advanced cloud recording settings

- ◯ Add a timestamp to the recording ⑦
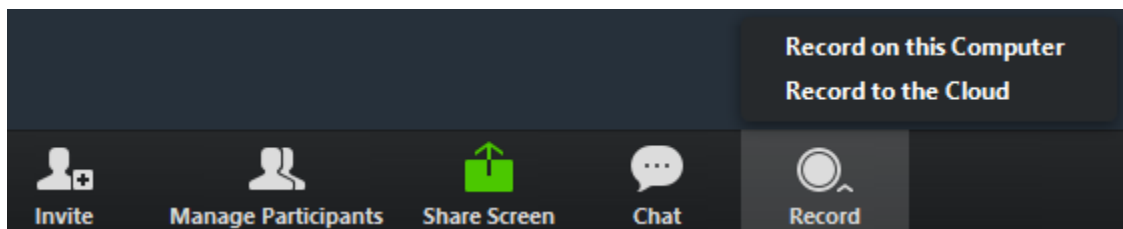- ◯ Display participants' names in the recording
- ◯ Record thumbnails when sharing ⑦
- ◯ Optimize the recording for 3rd party video editor ⑦
- ☑ Audio transcript ⑦
- ◯ Save panelist chat to the recording ⑦

Generating a Transcript

1. Start a meeting or webinar.
2. Click the **Record** button and choose **Record to the Cloud**.

3. After the meeting ends, you will receive an email that lets you know that your cloud recording is available. A short time later, you also receive a separate email letting you know that the audio transcript for the recording is available. These emails include links to view your recordings and transcript.

Viewing and Editing the Transcript

1. Click the link in the email **OR** navigate to the **My Recordings** page on the Zoom web portal and click the name of the recorded meeting.
   **Notes**:
   - This opens the Recording Details page, which includes at least two files:
     - Audio Only (m4a)
     - Transcript Recording (vtt)
   - If you selected other files for the cloud recording, these will also be included:
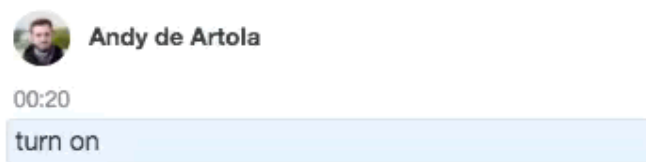
- Recording (mp4)
- Gallery view (mp4)
- Chat text (txt)

2. Click the Audio Only m4a file, or the Recording or Gallery View mp4 file, if available. The text of the transcript displays on the right-hand side of the file.
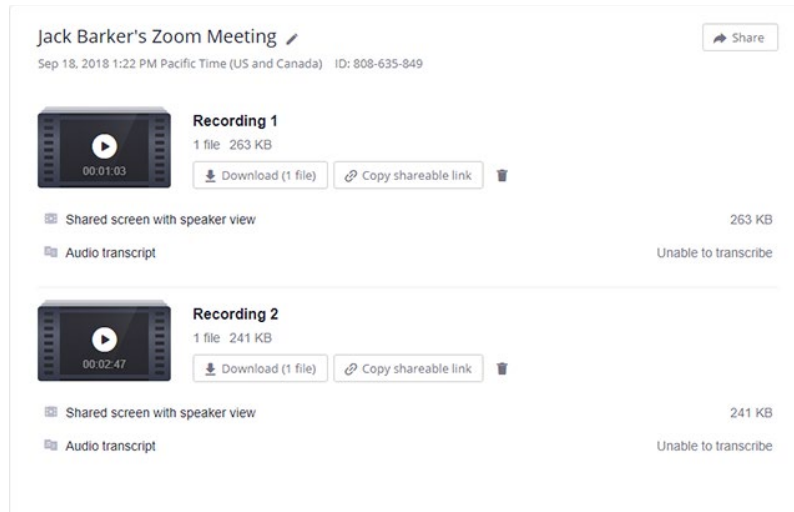
3. Navigate to the Audio Transcript panel on the right and click the pencil icon next to the phrase you want to edit.
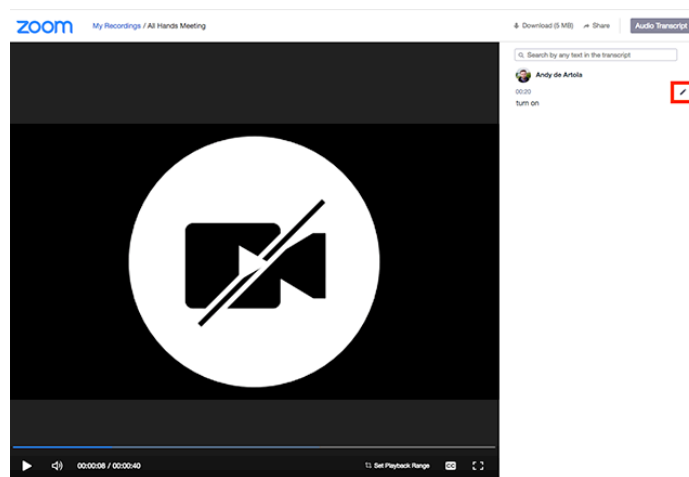
4. Make any changes to the text, then click **Save**. The updated version of the text is displayed when you play the audio or video file.

Embedding the Transcript

The transcript is automatically embedded within the audio and video file but is hidden by default. To see the transcript embedded in the audio or video file:

1. Open the audio or video file from **My Recordings**.
2. Click the **Play** button.
3. Click the **CC** icon at the bottom right of the screen.