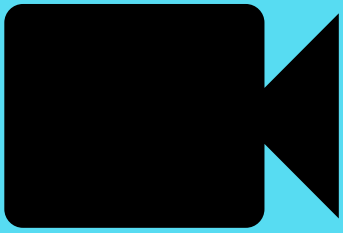# Synchronous Courses

TIPS WORKING WITH ASSIGNED SERVICE PROVIDERS

USING ZOOM VERSION 5.2.2 OR HIGHER

ENABLE LOCAL RECORDING

If you are planning to record lectures to post for future viewing, note ASL interpreters will not be captured. We can record from our end and send it to the student, only when Local Recording has been enabled *prior* to the Zoom session. How-to Guide below.

ASSIGN AS CO-HOST, WHY?

– Can use and assign **Multi-Pin** feature
    – allows ease of visual access to instructor, slides, interpreting team, and student
    – providers can see students comments = effective class participation
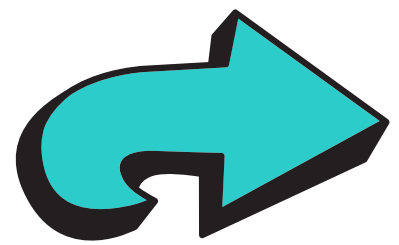– Less interruption to professors lecture

PLEASE WAIT ...

We are asking prior to lecturing we be given a few moments for all parties to locate each other to allow for effective visual communication.

NOTES:

– Accommodations are approved case by case
– Accurate captioning = Access
– ASL interpretation = Accommodation
    captioning does not negate the use of ASL
– Video recordings are based on accommodation approval, only shared with those eligable.

Considerations

- Student eye gaze; to interpreter or captions, to shared screen, back to the interpreter
- Mute all participants = less background noise
- Utilize raise hand feature = clearer turn taking
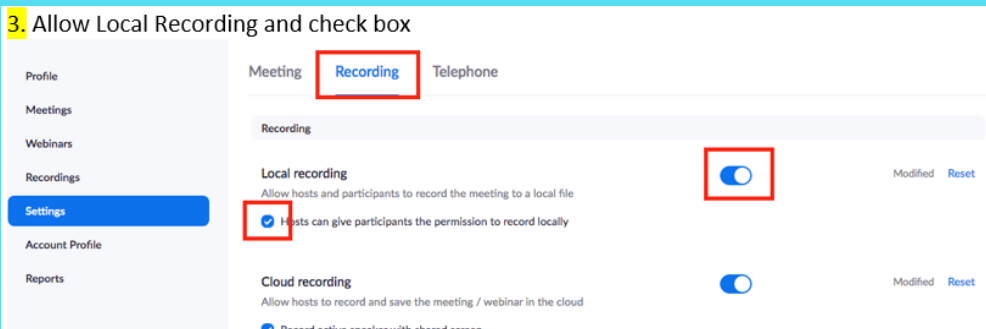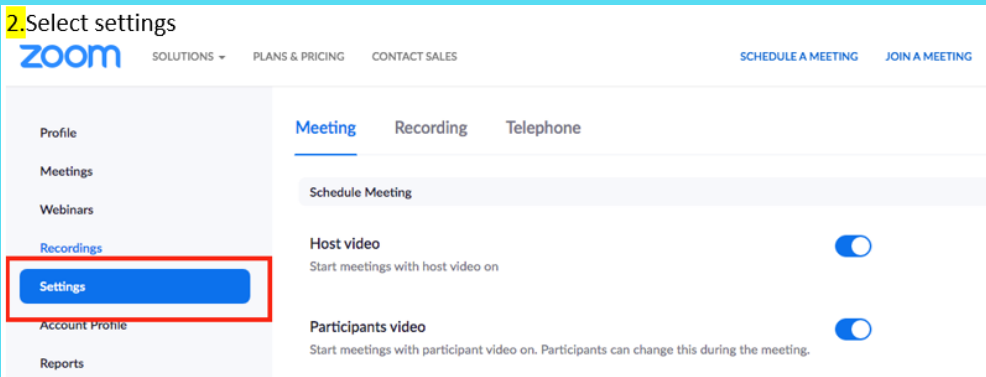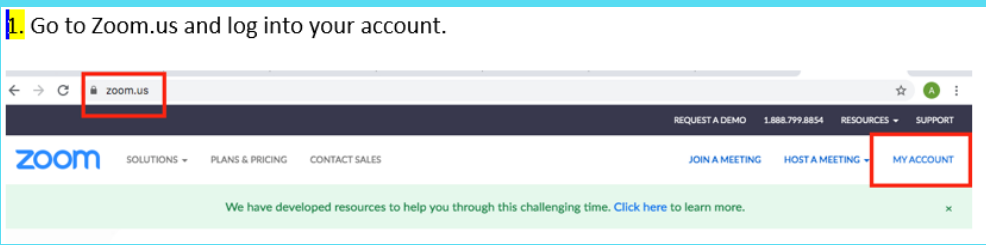- Hide nonvideo participants = will reduce number of screens on display and lower band with used.

ANY QUESTIONS PLEASE CONTACT DSPS

HOW-TO GUIDES BELOW:

How to Enable Local Recording:

1. Go to Zoom.us and log into your account.

2. Select settings

3. Allow Local Recording and check box

How to video;
Enable Automatic Transcript for ***Cloud*** Recordings