ZOOM FOUNDATIONS
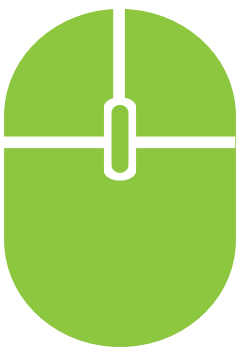
Visit <u>OIT</u> online to learn more and join ALTEC for upcoming <u>faculty learning</u> events!
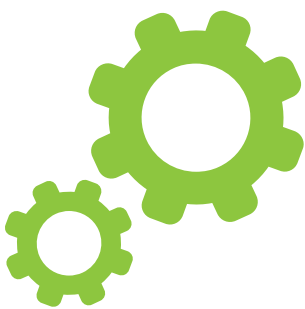
Scheduling

- <u>Schedule meetings</u> from your browser, desktop app or the Canvas integration
- Control <u>roles</u>, occurrences and recordings, and <u>pre-create polls</u> and <u>breakout rooms</u>
- Create <u>secure meetings</u>

In-Meeting Controls

- Manage the participants and chat, <u>change the view</u> and <u>share your screen</u>
- Use polls for formative assessment
- Send students to <u>breakout rooms</u> for pair and group activities

Web & Desktop App Settings

- Enable <u>features</u> and change your recording <u>layout</u> in your web settings
- Check for <u>updates</u> and change your <u>language</u> in your <u>desktop app</u>
- <u>Enhance your video and audio</u>

Cloud Recording Management

- Cloud recording <u>retention policy</u>
- <u>Running a report</u> on existing recordings
- Changing cloud recording settings

Canvas Integration

- <u>How to use the integration</u> for your course
- Easy access for students to recordings
- View participants report to track attendance