# Zoom Duties

Updated 11/10/22

By: Cindy Schmitt

##### Zoom Licenses

* + **OGS Zoom Account User 1** and Admin (DPhil 4): [president@ogs.edu](mailto:president@ogs.edu)
  + Password: 0MEGa2020! (The first ‘O” is a zero 0)
  + **OGS Zoom Account User 2** (DPhil 1, 2, 3): **ogscourses**[**@**](mailto:admissions@fit.edu)**gmail.com**
  + Password:Bless1ngs2020
  + **OGS Zoom Account User 3** (MLitt A, B, C, DPhil 5): [ogsvirtualmeetings@gmail.com](mailto:ogsvirutalmeetings@gmail.com) Oxfordtutorial%2020
  + **OGS Zoom Account User 4** (DSL): [**ogsappointment@gmail.com**](mailto:ogsappointment@gmail.com)
  + Password:Bless1ngs2020
  + **OGS Zoom Account User 5 -** (CAO - Dr. Hughes): Dr. Hughes has password

##### Appointment Scheduling for Dr. Ward

**Office Hrs. Gmail (Dr. Ward):**

Backend: squareup.com/login

Email address: [ogsappointment@gmail.com](mailto:ogsappointment@gmail.com)

Password: officeHours^(

Use ogsvirtualmeetings@gmail.com

Join Zoom Meeting

https://zoom.us/j/92215043550?pwd=cXJUVEZDdTNwbjdUaUM0aWhzcldvQT09

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| --- |
| Scheduling Appts. through Gmail |
| Appts held through Zoom: |
| Gmail info: ogsappointment@gmail.com |
| Login: officeHours^( |
| Tues 10 a.m. - Noon; 3:00 to 5:00 p.m.  Thurs. 7 p.m. - 9 p.m.. |
| Office Hrs. Scheduled through link below |

Students register online at -

[**https://ogsappointment-105226.square.site/s/appointments**](https://ogsappointment-105226.square.site/s/appointments)

**Link for Dr. Ward or Dr. Hughes to view scheduled appointments:** [**https://squareup.com/appointments/calendar**](https://squareup.com/appointments/calendar) **Also emailed to ogsappointment@gmail.com**

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##### Admin Settings

* Set from the [president@ogs.edu](mailto:president@ogs.edu) account
  + Located on the lower portion of the left-hand menu
  + Applies to all OGS licenses automatically when set here.

##### Resource Files

* [Zoom Folder](https://drive.google.com/drive/folders/1DKjMCdeNhSRJvLYZyLWYrJDkUlqTXiIm?usp=share_link) on Google Drive
  + [Zoom Course Links](https://docs.google.com/spreadsheets/d/1yjsAaAYGzchg4vCeoIeujxZF6p9YaVLtE8SmH40KCrE/edit?usp=sharing)
  + [Zoom Attendance Log Folder](https://drive.google.com/drive/folders/1DKjMCdeNhSRJvLYZyLWYrJDkUlqTXiIm?usp=sharing)
  + [Zoom Recording Master Log](https://docs.google.com/spreadsheets/d/13o6sO3XKmnIxUSvyj0U7n-aDe78k9doUCLv2voSL9QA/edit?usp=sharing)
  + [Faculty Schedules with Zoom Information](https://docs.google.com/spreadsheets/u/0/d/17ZJZk3KlYPjHC0upI1KpsLLyrcayvp8HQ4gGNThW7tw/edit)
* AWS - See David Richardson for login and access

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# Primary Duties

* + Monthly Maintenance
    - Check Zoom storage limit
    - Monthly Attendance Log
    - Transfer File Ownership
    - Prep Zoom recordings for backup
    - Backup recordings
    - Prep recordings for upload to AWS
    - Backup Logs
    - Upload to AWS
  + Building Zoom Meetings (Links & Calendars)
    - Core Prep
      * Spring and Fall Core class links
      * Updating Faculty Schedules and Zoom Information
    - Recurring - Topic Talk, Community Study Hall, All Core Meetup, Developmental Reading Workshop
    - Core Meetups - pre-60, pre-100 per course
    - Conferences
      * Congregation Weekend
      * JIS
    - Additional requests
  + Zoom Professor / Instructor Training
  + Manage Admin settings

# Procedures

#### Zoom - Monthly Maintenance

* + After the last day of the month, download and save to [Zoom Attendance Log Folder](https://drive.google.com/drive/folders/1DKjMCdeNhSRJvLYZyLWYrJDkUlqTXiIm?usp=sharing) the previous month’s log.
    - President account> Admin>Account Management>Reports>Active Hosts>
      * Change dates to start and end of the previous month
      * Generate Details Report
      * Meeting Lists with Details (Always third one down) - Download
      * Save as an Excel Workbook
      * Rename using the following pattern:
        + 2022-10 Zoom Attendance - October
      * Save to [Zoom Attendance Logs](https://drive.google.com/drive/folders/1GEydfvQl7tvWxYA09MOMNnYd_XCeoD_s?usp=share_link) folder in the [Zoom Folder](https://drive.google.com/drive/folders/1DKjMCdeNhSRJvLYZyLWYrJDkUlqTXiIm?usp=share_link) on the [OMEGA New Syllabi Cores\_Resources Googl](https://drive.google.com/drive/folders/1YfyNLrkb8IWPv8UhXeU7PaYfz4vNLbGI?usp=share_link)e Drive
    - Transfer Google File Ownership to Dr. Hughes for downloaded report.
      * Open File
      * Click on Share
      * Click on Editor next to Cathie Hughes. Click on transfer ownership.
      * Will say Pending Owner under her name until she accepts ownership.

##### Zoom Maintenance

* + - Frequency
      * During cores, do this daily as Richard needs the zoom links to place in DIAL for students to rewatch or watch if they missed a session.
      * For all others complete on a minimum of monthly basis. Easier if done weekly. (Must be done from president Zoom license as this is the admin account)
    - Location in Zoom to access video recordings
      * President Account>Admin>Account Management>Recording Management
    - Storage available
      * Look at the amount of storage left on Zoom to determine if older videos need to be removed. Upper right hand corner. Going over the limit will result in additional billing to OGS which can be expensive.
        + For example 360.54 GB(68% used) of 525 GB
    - Prepare Zoom recordings for backup
      * Complete the following steps before starting to download the videos for backup.
        + Click on Meeting title
        + Delete recordings under 3 minutes.
      * You may have to view the beginning of the meeting to determine what it is
        + As needed update the Zoom Title to make it easier to identify.
        + Download latest Zoom recording listing.

Click on Advance Search

Enter dates

Click Search

Click Export

Open file

Expand columns with hastags in them

Copy columns A to F for the number of rows of recordings.

Add to [Zoom Recording Master Log](https://docs.google.com/spreadsheets/d/13o6sO3XKmnIxUSvyj0U7n-aDe78k9doUCLv2voSL9QA/edit?usp=sharing)

Add rows under the header row equal to the number of recordings.

Recordings are in latest date to older date order.

* + - * + Prep videos for backup

Run a speed test on your computer to make sure you are getting good internet download speed. Speedtest.net

If you are getting sluggish speeds, try turning your computer all the way off. Waiting a minute or so and turning it back on. Run the test again.

If still sluggish, try unplugging your internet router and plugging it back in. This will take time for the router to recycle.

Be sure to do video backup hardwired to your router and not over wifi.

President Account>Admin>Account Management>Recording Management

Click on Zoom recording title

Click on download (This downloads the files to download on your computer

Click on copy shareable link and paste in colum Q in the row for the appropriate recording in the [Zoom Recording Master Log](https://docs.google.com/spreadsheets/d/13o6sO3XKmnIxUSvyj0U7n-aDe78k9doUCLv2voSL9QA/edit?usp=sharing)

Click on Share in upper right-hand corner

Click on share settings

Click the set expiration date and add the last day of the term.

Do NOT check the viewers can download. All individuals on the video will need to give written consent to allow others to have a copy of the video. There are also copyright issues that will need to be addressed if individuals are allowed to download the videos.

Click Save

Click x in corner of share settings

Click on Show All in lower left hand corner of browser window

In the downloaded file name note the number after the date (it is in Year-Month-Date format) and following dash. Type this number in column L of the appropriated row for that recording. This number is used to quickly identify the video. It is unique for every video.

Complete the additional cells on the row.

Repeat for each recording to be backed up.

##### Back-Up to AWS

* + - * Add title from - [Zoom Recording Master Log](https://docs.google.com/spreadsheets/d/13o6sO3XKmnIxUSvyj0U7n-aDe78k9doUCLv2voSL9QA/edit?usp=sharing) to backup file name
      * Convert Closed Caption to Word/PDF
      * Upload to AWS
        + - Files
        + - GB
      * Backup [Zoom Recording Master Log](https://docs.google.com/spreadsheets/d/13o6sO3XKmnIxUSvyj0U7n-aDe78k9doUCLv2voSL9QA/edit?usp=sharing) and [Zoom Course Links](https://docs.google.com/spreadsheets/d/1yjsAaAYGzchg4vCeoIeujxZF6p9YaVLtE8SmH40KCrE/edit?usp=sharing)
        + Download from Google Drive
        + Upload to AWS

#### Zoom - Build meetings

##### Resources:

* + - [Zoom Course Links](https://docs.google.com/spreadsheets/d/1yjsAaAYGzchg4vCeoIeujxZF6p9YaVLtE8SmH40KCrE/edit?usp=sharing)
    - [Academic Team WorkPlan](https://docs.google.com/document/d/1Xr0evSHsIWWylAjjKk9UhokqJvf8A0FsVjjgF39ayag/edit?usp=sharing)
    - [zoom.us](https://zoom.us/)

##### Common meeting types

* + - For Spring and Fall Cores
    - Developmental Reading Workshop, All core meetup, Topic Talk, Community Connection Study Hall
    - Pre-60 and Pre-100 day Meetups
    - Conference Registration and Zoom Links
      * JIS Conference
      * OGS Congregational Weekend Conference

##### Non-Main Core Meeting

* + - Add to Academic Team Workplan
      * Note: By adding here first you can see any potential conflicts that may require using a different license.
      * Open [Academic Team WorkPlan](https://docs.google.com/document/d/1Xr0evSHsIWWylAjjKk9UhokqJvf8A0FsVjjgF39ayag/edit?usp=sharing)
      * Scroll down to the Academic Calendar
      * Add date, time, topic, and point of contact
      * Select Zoom meeting license and add
        + **OGS Zoom Account User 2** (DPhil 1, 2, 3, Community Connection Study Hall, Developmental Reading Workship, Topic talk): **ogscourses**[**@**](mailto:admissions@fit.edu)**gmail.com**
        + **OGS Zoom Account User 3** (MLitt A, B, C, DPhil 5):

ogsvirtualmeetings@gmail.com

* + - * + **OGS Zoom Account User 4** (DSL, Recruiting Events, Dr. Ward’s tutoring appointments): [**ogsappointment@gmail.com**](mailto:ogsappointment@gmail.com)
        + **OGS Zoom Account User 1** and Admin (DPhil 4): [president@ogs.edu](mailto:president@ogs.edu) (Use only when all others are being used at the same time)
        + **OGS Zoom Account User 5 -** (CAO - Dr. Hughes): Dr. Hughes has password
      * Highlight the meeting in yellow until it is built in Zoom.
    - Add to Zoom Course Links spreadsheet
      * Open [Zoom Course Links](https://docs.google.com/spreadsheets/d/1yjsAaAYGzchg4vCeoIeujxZF6p9YaVLtE8SmH40KCrE/edit?usp=sharing)
      * Click on tab for Zoom meetings
      * Scroll down and add a row based on the date of the meeting you are scheduling
      * Enter the date, time, and if pre-registration is required
      * Enter the name of the meeting following the pattern below for the name
        + Professor - year term - Course number - Course Name - Session or type of meetup if appropriate
        + Ie: Moser-2022-Fall-OL701-Worldviews and Human Behavior- Pre-100
      * Enter the Zoom license to be used
    - Build meeting in Zoom
      * Open zoom.us
      * Login to the license the room is going to be built in
      * Click on meetings
      * Click on schedule new meeting
      * Copy the meeting title from the spreadsheet and paste into the meeting topic
      * Set the date and time
      * Click on registration if pre-registration is needed
      * Click on save
      * Copy the url back to the [Zoom Course Links](https://docs.google.com/spreadsheets/d/1yjsAaAYGzchg4vCeoIeujxZF6p9YaVLtE8SmH40KCrE/edit?usp=sharing) spreadsheet
      * Click on copy invitation and paste back to [Zoom Course Links](https://docs.google.com/spreadsheets/d/1yjsAaAYGzchg4vCeoIeujxZF6p9YaVLtE8SmH40KCrE/edit?usp=sharing)
      * If this is the last meeting to create. Close Zoom.
    - Go back to the [Academic Team WorkPlan](https://docs.google.com/document/d/1Xr0evSHsIWWylAjjKk9UhokqJvf8A0FsVjjgF39ayag/edit?usp=sharing) and put a green check mark next to the meeting to show it has been created.

##### Main Core Meetings

* + - Open [Zoom Course Links](https://docs.google.com/spreadsheets/d/1yjsAaAYGzchg4vCeoIeujxZF6p9YaVLtE8SmH40KCrE/edit?usp=sharing)
    - Add a new tab to the spreadsheet
    - Copy and paste the previous term to the new spreadsheet
    - Label the spreadsheet for the new term
      * Ie: 2023 Spring Zoom Links
    - Widen the columns
    - Delete the zoom links in column E and F
      * CAUTION: do not wipe out everything in these two columns. Some are references to using the link in another row.
    - In column B - update the dates each core starts.
      * Updating the dates makes it easier when building the cores to make sure they are built in the correct week.
    - Rebuild the hyperlinks in A3 to C6 to the locations in the new worksheet
    - Build the Zoom meetings
      * Open zoom.us
      * Login to the license the room is going to be built in
      * Click on meetings
      * Click on schedule new meeting
      * Enter the name of the class following the pattern below for the name
        + Professor - year term - Course number - Course Name - Session or type of meetup if appropriate
        + Ie: Moser-2023-Spring-OL701-Worldviews and Human Behavior
      * Set the date and time
        + Start date is the first day of the week of the class
        + Duration is two hours
        + Set the start times starting in the afternoon in two hour blocks.

Do not use the actual start time as most classes do not start at the same time for all four sessions. Professors have been advised to follow the schedule from Dr. Hughes for actual start time.

* + - * + Click recurring meeting.
        + Set recurring for 6 occurences

Causes less confusion for faculty looking for the meeting if the time set is after the actual meeting starts. They can still see Saturday’s meeting instead of having to look back at previous meetings.

* + - * + Caution - NO waiting room. Prevents students who get kicked out from sometimes getting back in because the professor does not see they are waiting.
      * Click on registration if pre-registration is needed
      * Click on save
      * Copy the url back to the [Zoom Course Links](https://docs.google.com/spreadsheets/d/1yjsAaAYGzchg4vCeoIeujxZF6p9YaVLtE8SmH40KCrE/edit?usp=sharing) spreadsheet
      * Click on copy invitation and paste back to [Zoom Course Links](https://docs.google.com/spreadsheets/d/1yjsAaAYGzchg4vCeoIeujxZF6p9YaVLtE8SmH40KCrE/edit?usp=sharing)

#### Zoom - Updating Faculty Schedules

* + [Zoom Links and Schedules Folder](https://drive.google.com/drive/folders/1rXhoXAV3lcJYe3H1m0BRt263-mWXKTzY?usp=share_link)
  + Update Dr. Hughes, Dr. McClane and Dr. Taladay’s schedule
    - Copy spreadsheet to a new spreadsheet.
      * [2022 Fall\_Faculty Schedule - Dr. Taladay-Dr. Hughes-McClane\_CS-09-04-22](https://docs.google.com/spreadsheets/d/17ZJZk3KlYPjHC0upI1KpsLLyrcayvp8HQ4gGNThW7tw/edit?usp=sharing)
      * Update title to the next term.
      * Replace my initials with yours and the date you last updated.
      * Update the date each time you work on the spreadsheet.
    - Move the old spreadsheet to the z-Archive folder
    - Update according to the schedules Dr. Hughes provides
      * Change colors on the tabs to yellow until completed. Then change to green.
      * Update the dates for the cores on all tabs
      * Update the session an zoom license to the dates and times listed on the schedule
      * Identify time conflicts and place in column G
    - Once updated, discuss any conflicts with Dr. Hughes and update.
    - Notify Dr. Hughes, Dr. McClane, and Dr. Taladay with the link to the spreadsheet when it is ready.
      * Note: Dr. Taladay needs as soon as possible to be able to plan out his schedule due to his duties for his primary job.
  + Update Dr. Schmidt’s schedule
    - Copy spreadsheet to a new spreadsheet.
      * [Schmidt-Fall 2022 Teaching Schedule - Updated 2022-09-04](https://docs.google.com/document/d/1cfmcXETR5yAtbZpkv9BzoAOOfMCDmvmRYhHG5WbAxbY/edit?usp=share_link)
      * Update title to the next term.
      * Replace my initials with yours and the date you last updated.
      * Update the date each time you work on the spreadsheet.
    - Move the old spreadsheet to the z-Archive folder
    - Update according to the schedules Dr. Hughes provides
    - Email to Dr. Schmidt

#### Updating Roadmaps