

ICPSR Summer Program Zoom Meetings

Your instructor will schedule Zoom video conference meetings for on-line delivery of content. All Zoom meetings will be scheduled according to Eastern Daylight Time (EDT). Zoom sessions will be recorded. You may participate in the meeting at the scheduled time or review the recorded content later.

Your workshop Canvas site is the focal point of all instructional activities. Visit the site to view the Zoom schedule, to join Zoom meetings and to view Zoom recordings. **To view the schedule of on-line instruction, visit the Zoom page on your workshop's Canvas site or view the Canvas site calendar.**¹

A Zoom meeting invitation includes a weblink, a Meeting ID number, and, optionally, a Password Code. A typical Zoom invitation might look something like this:

<Your_Instructor_Name> is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting <https://umich.zoom.us/j/11111111111>

Meeting ID: 111 1111 1111

Password: 129638

You can join a scheduled Zoom meeting in one of the following ways.

Join Zoom Meeting from the Canvas Zoom Page

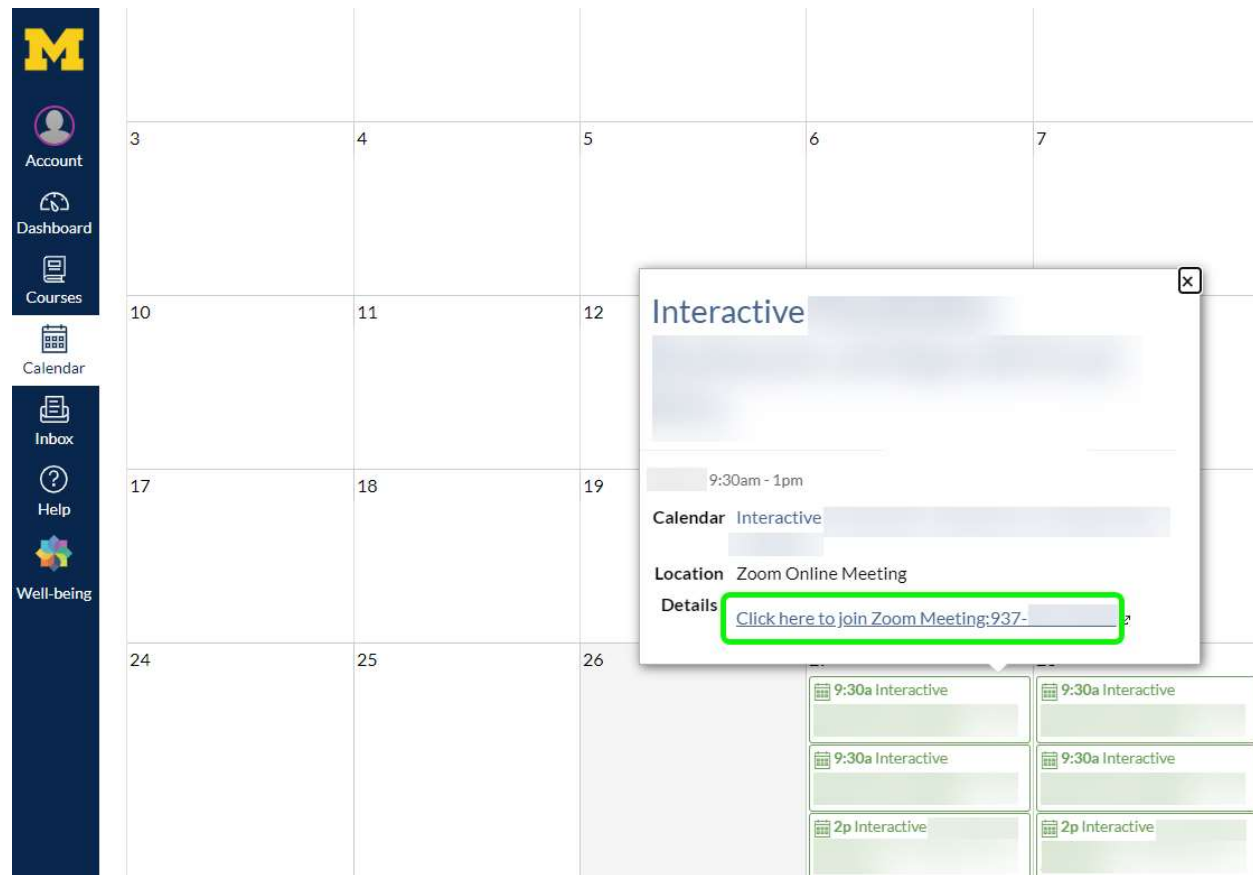
To join a meeting from Canvas, visit the Zoom page and click the *Join* button to launch your Zoom client and join the meeting. Click the *Invitation* button to view the invitation details.

Start Time	Topic	Meeting ID	Join	Invitation
Tomorrow (Recurring) 9:30 AM	Interactive	937-	Join	Invitation
Tomorrow (Recurring) 2:00 PM	Interactive	928-	Join	Invitation

¹ We strongly recommend that you do NOT depend on receiving Zoom meeting invitations in your U-M Gmail Inbox and in your Canvas Inbox. Due to certain dependencies between Zoom, Canvas, and the Summer Program registration system, those invitations may not be generated. **Please refer to your workshop's Canvas Zoom page or Canvas site calendar for the most current on-line instruction schedule.**

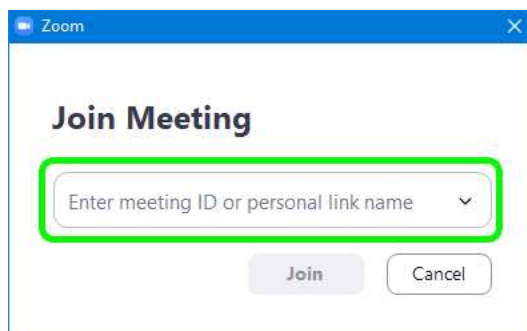
Join Zoom Meeting from the Canvas Calendar

Scheduled Zoom meetings appear in the Canvas site calendar. Select the desired meeting and click the meeting link provided in the **Details** section of the pop-up menu.



Join Zoom Meeting from the Zoom client

Launch the Zoom client and enter the meeting ID number.



Zoom Client

In this document, we present the process of joining a Zoom meeting as a Guest. The images that we provide presume the use of a Windows computer. The process is similar for Mac users, albeit with a different user interface. The guidance presented here, in addition to showing how to join a meeting, also shows how to adjust audio and video preferences. The preferences that you set during a meeting will be preserved by the client and applied to any subsequent meetings that you join as a Guest with the same Zoom client.

We strongly recommend the use of the Zoom client.² Please install the client to your computer prior to your participation in the Summer Program. You can find Zoom installer download links [here](#).³

Please ensure that you are using the most current release of the Zoom client. Use of older versions of the client may degrade your on-line experience. To ensure that you have the current release of the client installed, please refer to this [Zoom Help Center article](#).⁴

Guest Access to Zoom Meetings

You will use the Zoom client in *Guest* mode to join ICPSR Summer Program meetings. **You do not need to create a Zoom account, nor do you need to log into Zoom** if you use the Zoom client.

Summer Program participants do not receive U-M Zoom accounts. Please do not attempt to create one.

Use the Zoom client in Guest mode as described in this document for the best ICPSR Summer Program Zoom experience.

Video Conference Decorum

On-line learning presents many new challenges for instructors and students. As we all adapt to this new experience, please remember to be charitable and patient when engaging with others on-line. Civility, kindness, and good humor will help to make the experience more enjoyable and rewarding for all.

Access to Recorded Content After Conclusion of Workshop

You will have full access to the workshop Canvas site and all associated content, including video recordings, for 48 hours after the final day of the workshop.

² It is possible to join a Zoom meeting using only a web browser. However, that method offers limited functionality. It also imposes other complications when joining a meeting. **Please use the Zoom client to participate in Summer Program Zoom meetings.**

³ <https://documentation.its.umich.edu/zoom-install>

⁴ <https://support.zoom.us/hc/en-us/articles/201362233-Where-Do-I-Download-The-Latest-Version->

University of Michigan Policy Governing Information Resources

The Responsible Use of Information Resources [Standard Practice Guide (SPG) 601.07] applies to all members of the University community and refers to all information resources.⁵

ICPSR Summer Program Participant Copyright Statement and Video-recording Release

The ICPSR Summer Program appreciates the time and effort our instructors put into developing the content of their courses. We have adopted a set of procedures to try to protect the course materials and their use during the course and subsequently. Under U.S. law, material is now copyrighted when it is created and there is no longer a need to register it.

By participating in this course, you agree not to record, reproduce, distribute, make derivative use of, or display publicly any of the content provided on this website, unless the use is permitted by law or by licenses explicitly granted to you by the copyright holders.

And by continuing to participate in this course, you acknowledge that the presentations are being recorded, and you agree to be recorded.

⁵ <http://spg.umich.edu/policy/601.07>

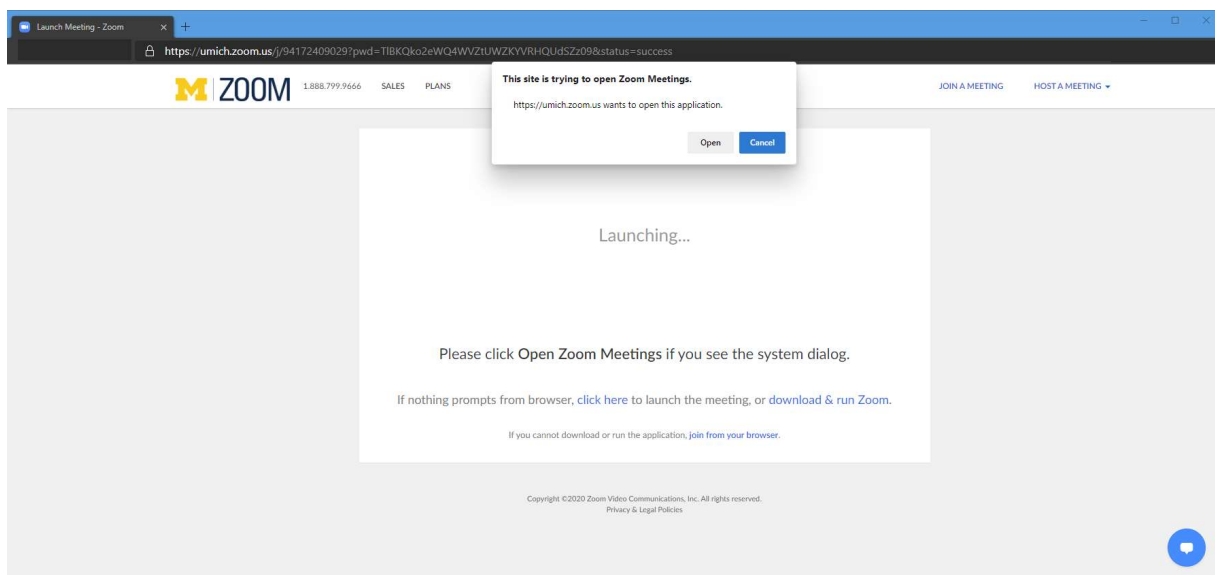
Join a Zoom Meeting

Launch the Zoom client. You will see the welcome dialog and two options. **You do not need to create a Zoom account, nor do you need to log into Zoom.**

Click the *Join a Meeting* button to proceed.



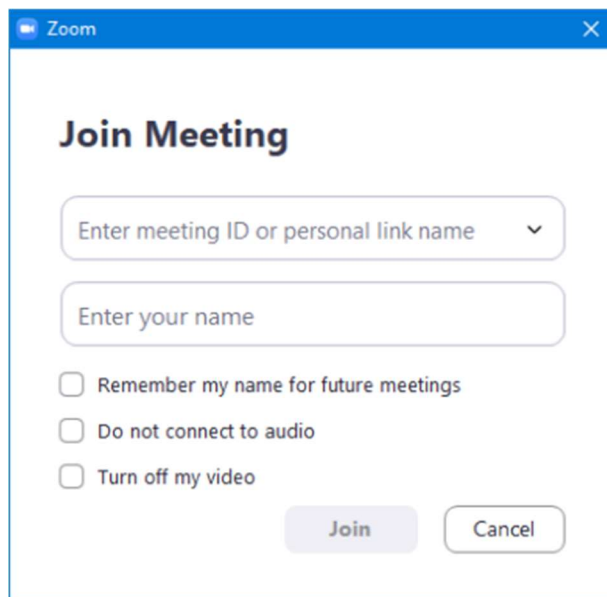
If you click the zoom link in an invitation, a web browser window will launch and prompt you to launch the client.



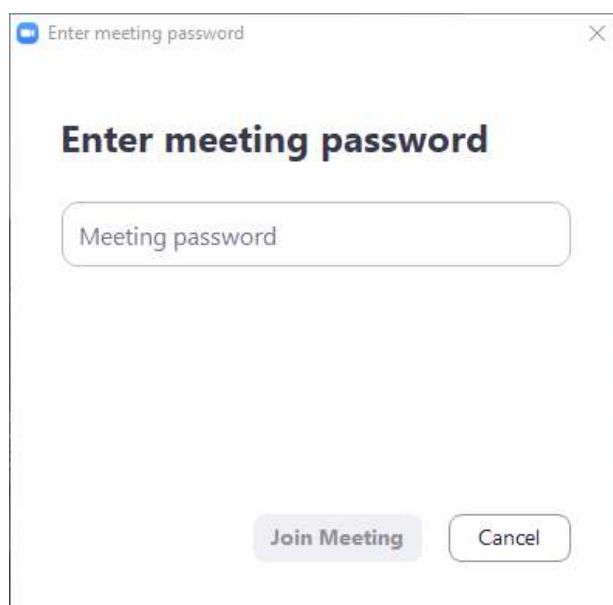
You may be prompted for meeting information. Enter the Zoom meeting ID number.

You may be prompted to enter your name. Enter it as you want it to appear to other meeting attendees. We suggest that you use your full name (i.e., your given name and surname). Do not use only your given name (there may be more than one *John* or *Jane* participating), nicknames (who is *Scorpio*?) or other confusing or inappropriate identifiers. Select the option to retain and apply your name when joining subsequent meetings.

Click the **Join** button to proceed.

A screenshot of the Zoom 'Join Meeting' dialog box. The window has a blue title bar with the Zoom logo and a close button. The main content area is white. At the top, it says 'Join Meeting' in bold. Below this is a text input field with the placeholder 'Enter meeting ID or personal link name' and a dropdown arrow. Underneath is another text input field with the placeholder 'Enter your name'. Below the name field are three checkboxes: 'Remember my name for future meetings', 'Do not connect to audio', and 'Turn off my video'. At the bottom right are two buttons: 'Join' and 'Cancel'.

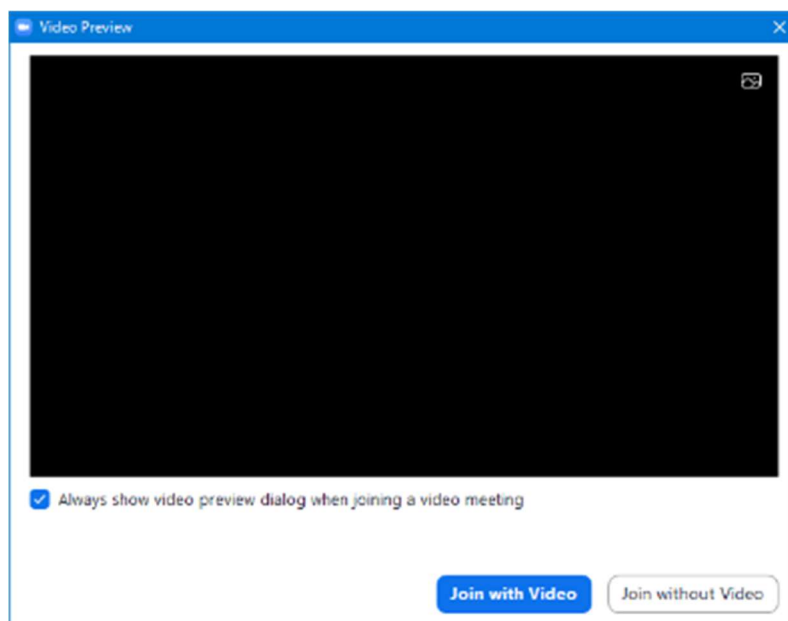
You may be prompted for a meeting password. The password, if required, would have been included in the meeting invitation.

A screenshot of the Zoom 'Enter meeting password' dialog box. The window has a light gray title bar with the Zoom logo and a close button. The main content area is white. At the top, it says 'Enter meeting password' in bold. Below this is a text input field with the placeholder 'Meeting password'. At the bottom are two buttons: 'Join Meeting' and 'Cancel'.

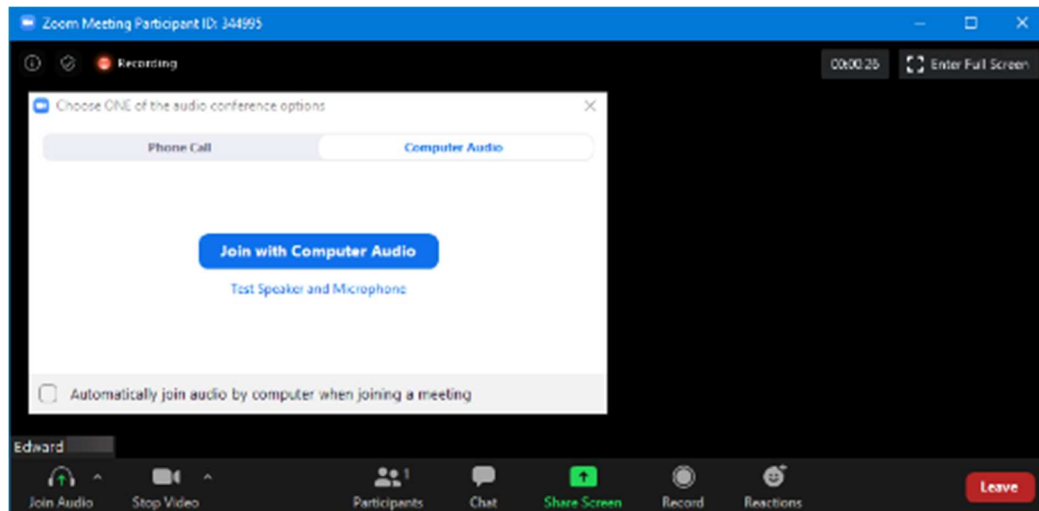
If a camera is active / not blocked, you will be presented with a preview of your camera display. (We masked the image in the following screen capture.) This is the point where you may wish to reposition yourself or your camera, remove distractions from the camera's field of view, and adjust lighting.

You are given the choice to join the meeting with or without video. We encourage you to join with video so that the instructor(s) and other participants can see you. However, if you have a poor internet connection, omitting video may improve your meeting experience by reducing the amount of bandwidth required for the connection. No matter which option you select here, you can change it from within the meeting at any time.

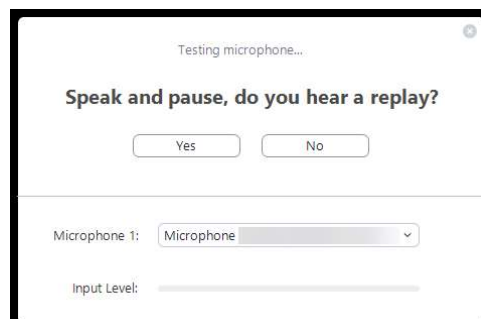
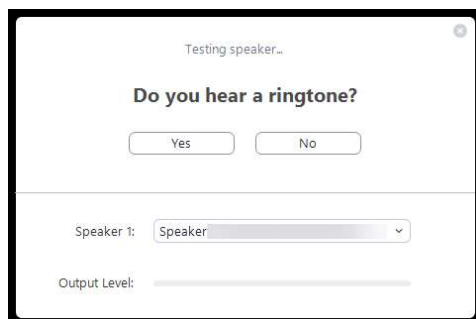
Make your selection and click the appropriate button to proceed.



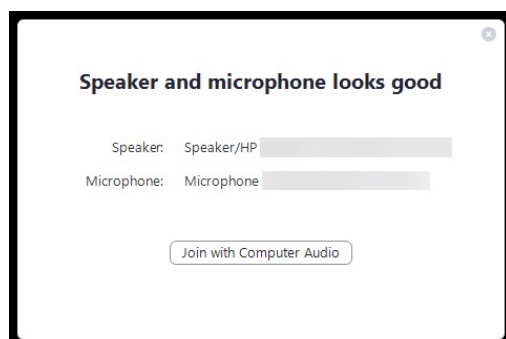
You will be presented with several audio options. Typically, you will choose to join the meeting with computer audio. However, before you click that button, you may wish to take a slight detour and test your speaker and microphone.



We recommend that you test your audio if you are joining your first Zoom meeting, or if you experienced audio problems in a previous meeting. To conduct a test, click the *Test Speaker and Microphone* link. Two dialogs will launch in succession to test each component.



Upon completion of the tests, a test summary dialog will display. Click *Join with Computer* to proceed.

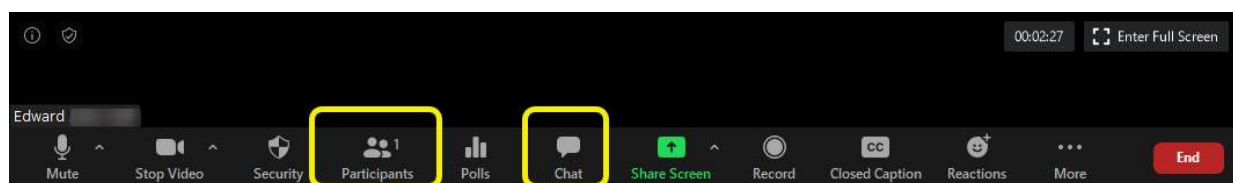


Participate in a Zoom Meeting

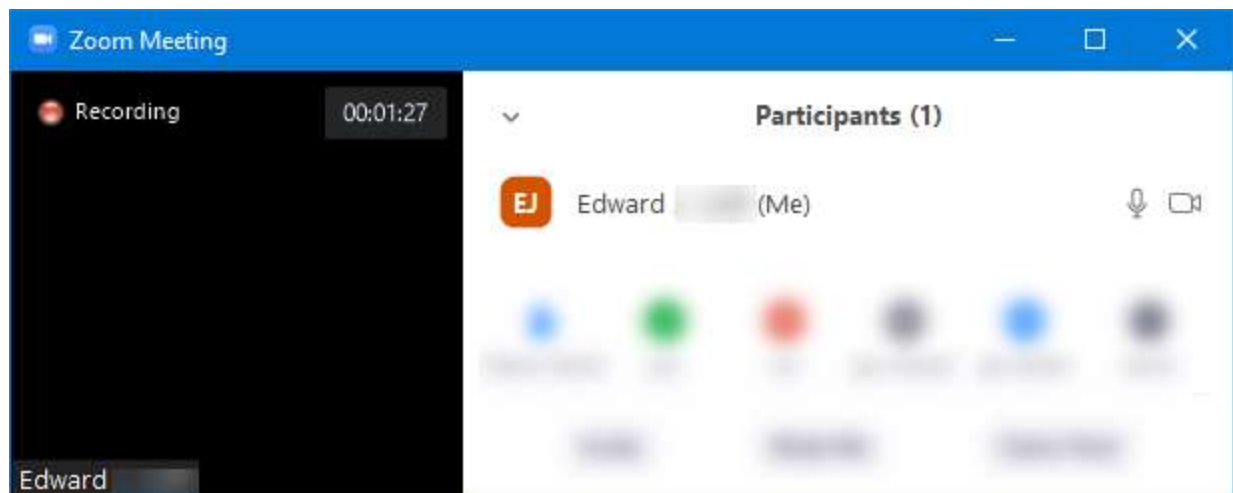
At this point you will enter the meeting. Unless you are the first one to join, you will see other meeting attendees.

If the meeting is being recorded (and it should be!) you will hear an alert notifying you that the meeting is being recorded. **If you do not hear the recording alert when you join the meeting, please notify your instructor.**

At the bottom of the meeting window you will find several menu items.

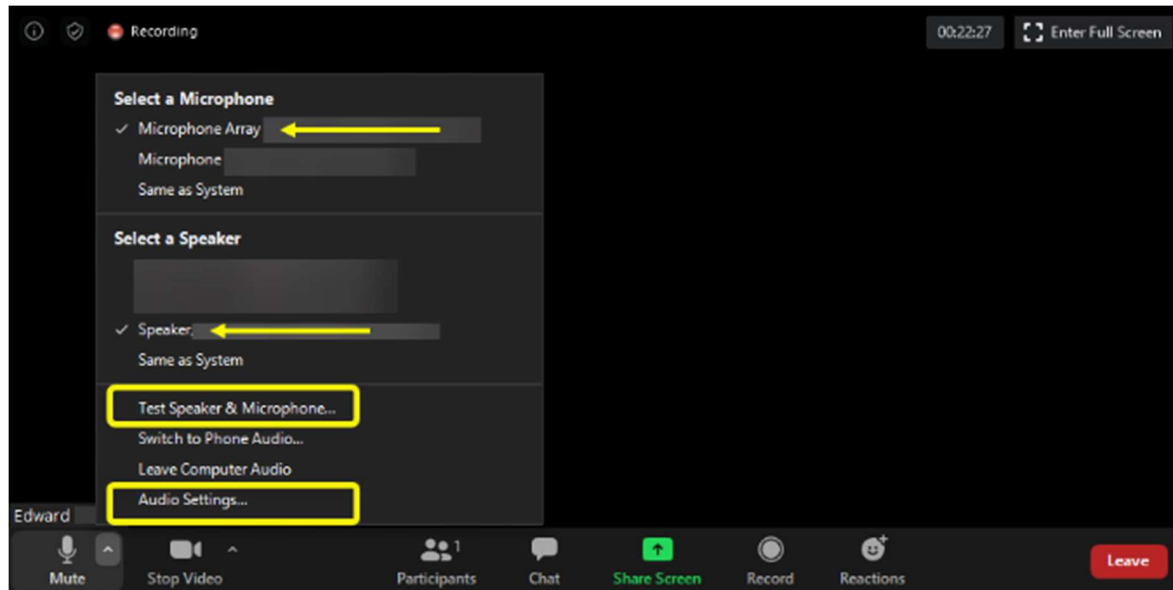


Click *Participants* to view a list of meeting attendees

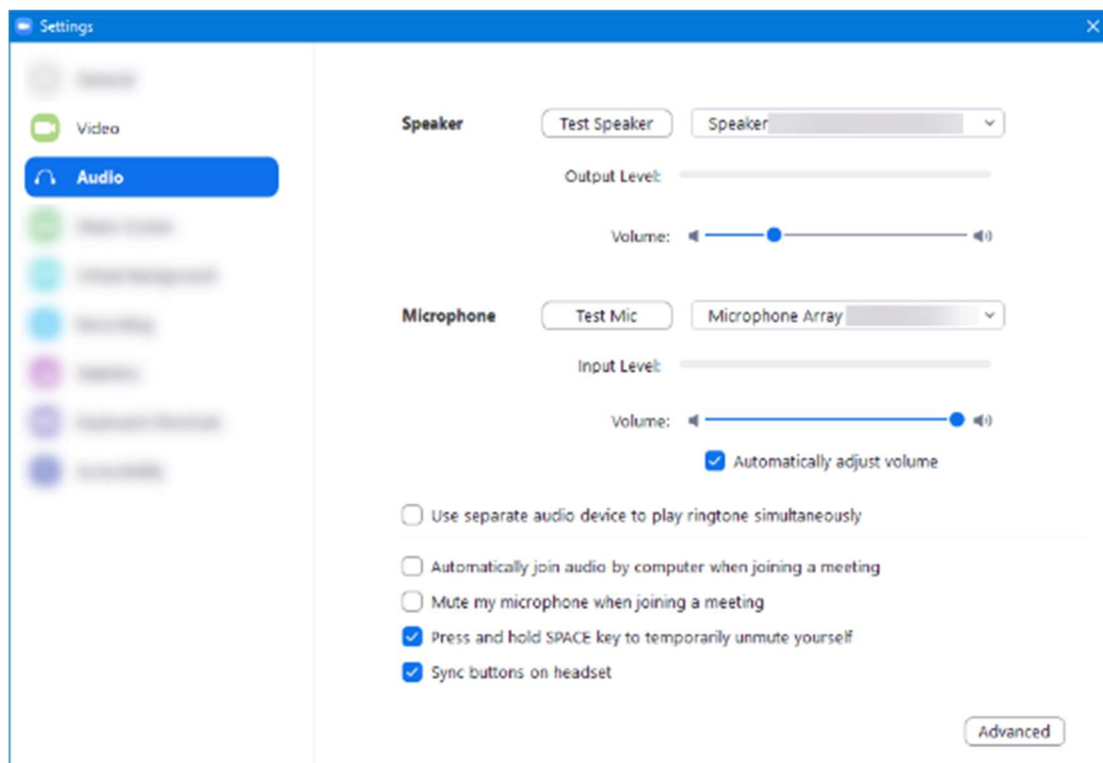


Click *Chat* to open a chat Window. Note that you can send a message either to all attendees or to a specific individual. By default, messages are sent to all meeting attendees.

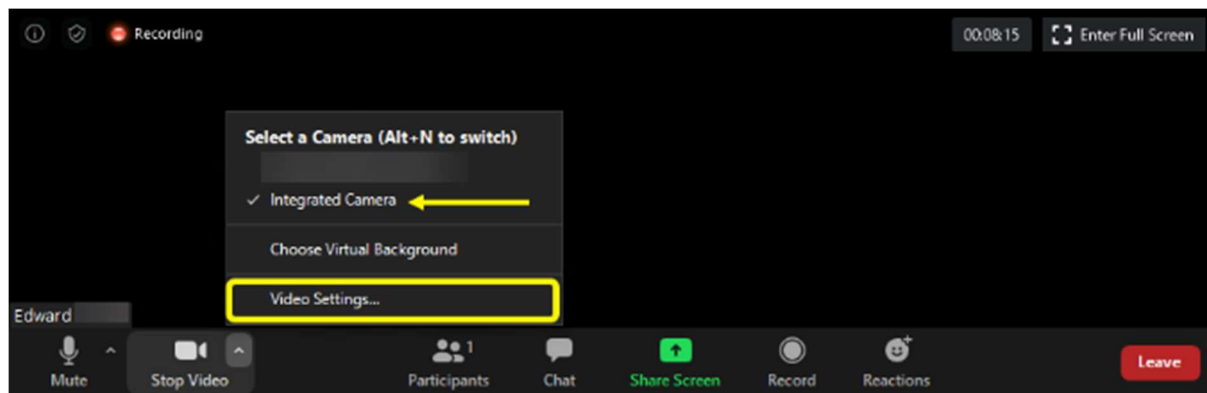
To manage your audio settings from the menu bar, click the caret to the immediate right of the microphone icon. The popup menu will display a list of available audio devices. Those in use will be preceded by a check mark. From the same pop-up menu, you can select the option to test your speaker and microphone. You can also select the option to adjust your audio settings.



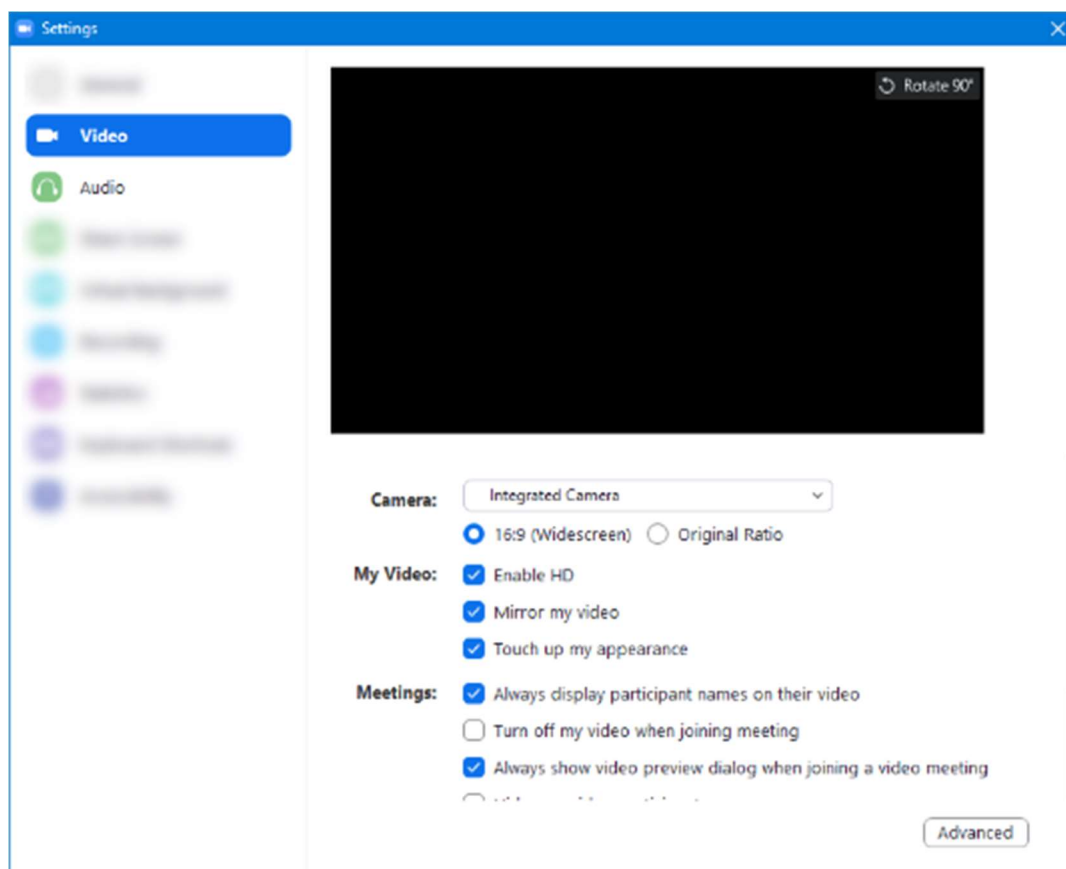
Selecting the *Audio Settings...* menu item will cause the Zoom Settings dialog box to display. The *Audio* tab will be selected. In the right-hand windowpane you can select your preferred settings.



To manage your video settings from the menu bar, click the caret to the immediate right of the camera icon. The popup menu will display a list of available video devices. The one in use will be preceded by a check mark. From the same pop-up menu, you can select the option to adjust your video settings.



Selecting the *Video Settings...* menu item will cause the Zoom Settings dialog box to display. The *Video* tab will be selected. In the right-hand windowpane you can select your preferred settings.



View Recorded Content Within Canvas

Recordings of on-line instruction are typically available after the day's activities conclude. Please allow time for the recordings to be processed and posted. A delay of several hours is not unusual.

Once the recordings are published within Canvas, they will appear either on the Zoom page on the Cloud Recordings tab or on the Media Gallery page. Your instructor will inform you of the preferred distribution method.

You are permitted to view recordings within Canvas only. You are not permitted to record, reproduce, distribute, make derivative use of, or display publicly any of the workshop recordings.

Zoom Page, Cloud Recordings tab

The screenshot shows the Zoom Cloud Recordings interface. The 'Cloud Recordings' tab is selected. Below the tabs, there are filters for 'From' (Select date), 'To' (05/26/2020), and a 'Search By' dropdown set to 'ID'. A 'Search' button is present. The table below lists recordings:

Topic	ID	Start Time
[Blurred]	910-756-99516	May 22,2020 08:58
[Blurred]	910-756-99516	May 21,2020 08:51
[Blurred]	910-756-99516	May 20,2020 09:21
[Blurred]	910-756-99516	May 19,2020 09:01
[Blurred]	910-756-99516	May 18,2020 09:47

Media Gallery Page

The screenshot shows the Media Gallery page. The title 'Media Gallery' is at the top, followed by a '1 Media' badge. Below is a search bar 'Search this gallery'. There are 'Filters >' and view options (grid, list, compare). The search settings are 'Search In: All Fields' and 'Sort By: Creation Date - Descending'. A media item is displayed as a thumbnail of a presentation slide titled 'ICPSR SUMMER PROGRAM'.

Computing Support

Please Contact icpsr-sptechsupp@umich.edu if you require assistance using Zoom to engage in Summer Program learning activities.