



Welcome to

HLAA CHAPTER DEVELOPMENT WORKSHOP

How to Set Up Meetings in Zoom

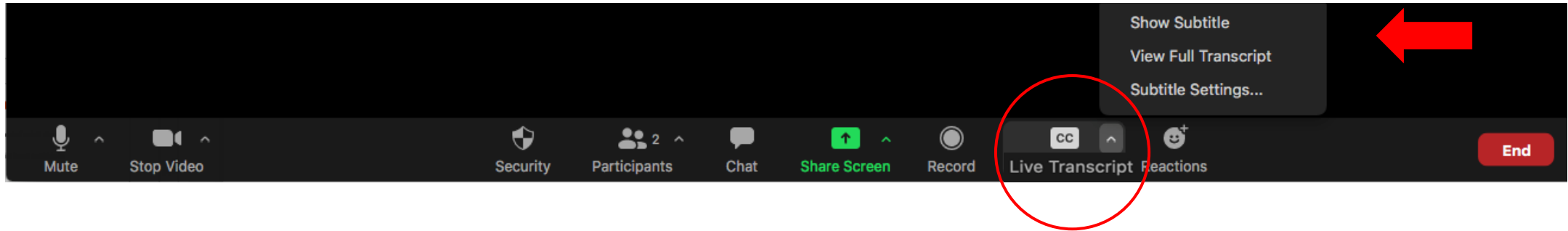




Directions

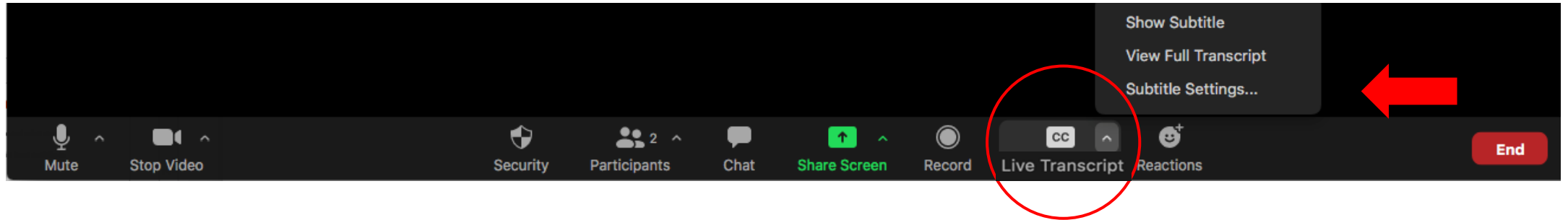
Meeting will be recorded and posted on the HLAA website.

Captions



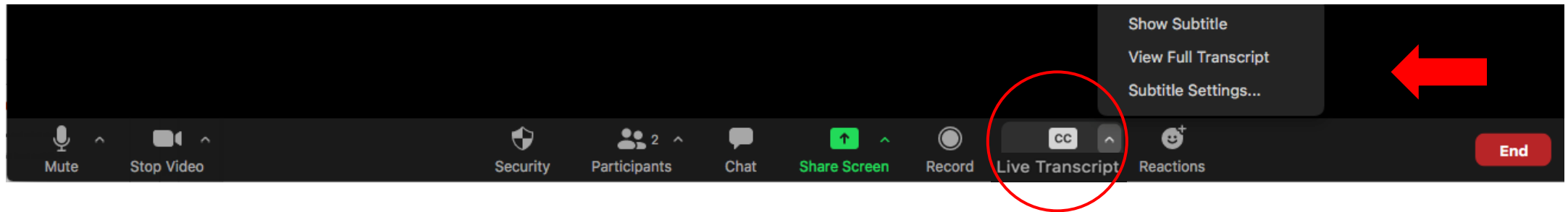
1. Turn on—click on CC icon
2. Click on Subtitles.

Increase Caption Font Size



1. Click on CC icon
2. Click on Subtitle settings

Full Transcript Captions



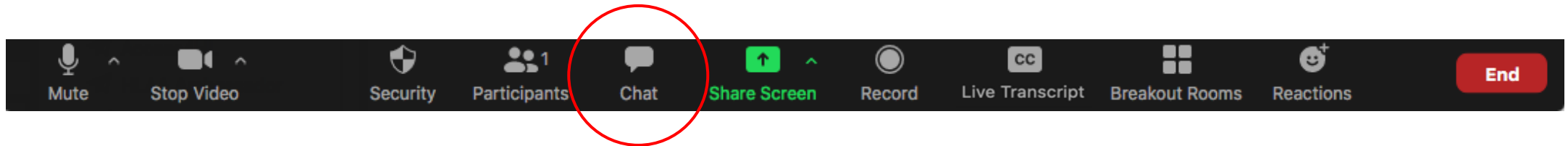
1. Click on the CC icon and select view full transcript

NOTE: Full transcript is not available in full screen mode

Viewing the Full Transcript, in a Separate Window

1. Open a new window in your browser
2. Paste the 1CapApp URL into the browser
3. Resize windows so you see both the window with caption stream and also the Zoom window

Chat Window



1. Open Chat window
2. Pop Out the Chat box to move. Click the downward facing arrow, **Pop Out**.
3. Move Chat box on your screen away from captions to avoid overlap of captions and chat messages.

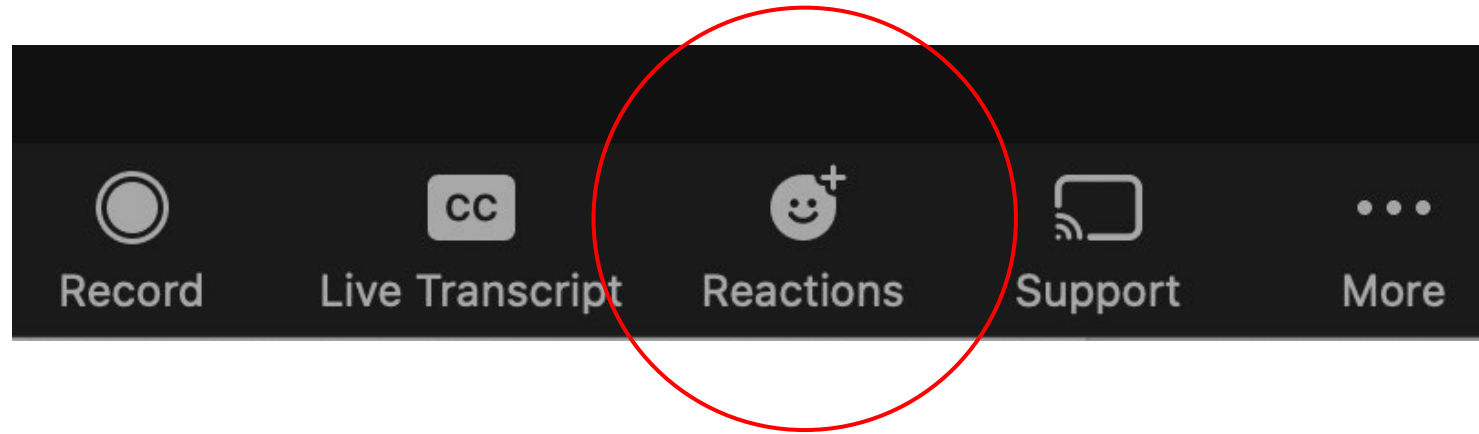


Chat Usage

1. Feel free to use the chat to help others and for technical questions
2. Identify yourself, name and chapter or locations

NEW—Raise Hand to Ask Question

The raise hand feature is now in Reactions
To ask a question or make a comment

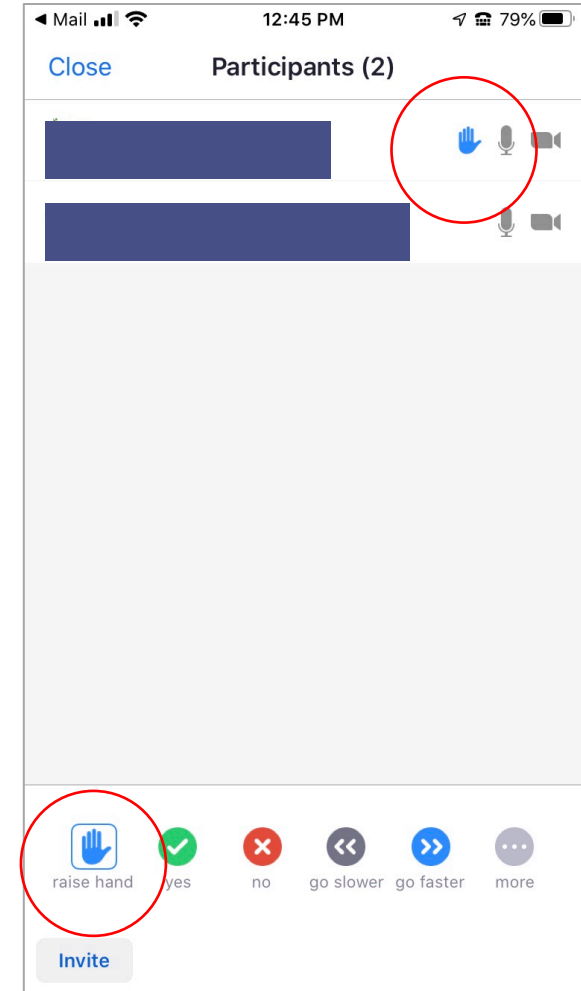


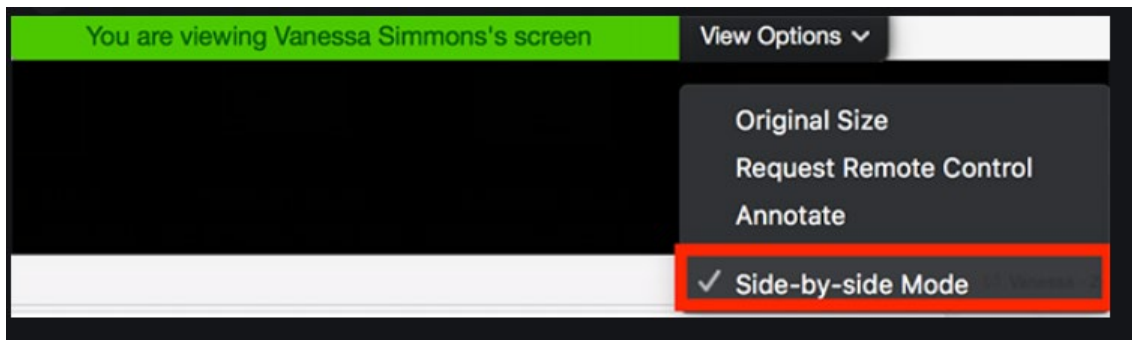
1. Click on the Reactions
2. Click on Raise Hand

OLD—Raise Hand

To participate

1. Click on the Participants
2. Click on Raise Hand





Side by Side Mode

- Your screen should be in Side-by-side mode if you have joined by computer.
- There should be a shared screen with presentation on the left and the speakers will appear on the right in gallery view.
- You can adjust the size of your Side-by-side view by hovering your pointer between the shared screen and panelist videos and click on grey line and slide to adjust to your desired view.
- If you have joined by mobile device or phone. You will have a different view. You may have to scroll between views to get desired one.



Speaking

Speak a little slower than normal, to aid understanding.



How to set up Zoom Meetings

By Debbe Hagner
Debbe.hagner@gmail.com

Overview

- Cost
- How to setup an Account
- Captioning
- Views
- Host controls
- Recording the meetings
- Responsibilities of host and speaker
- Zoom Etiquettes
- Raise Hands
- Chat Box
- Parts of Zoom
- Issues
- Other platforms

Cost of Zoom



Free

Up to 100 participate

40 minutes

After 30 minutes – get a warning that you
have 10 minutes

Trick is sign back in for additional 40
minutes



Pro

14.99 a month or 149.90 a year

Unlimited number of meetings and time

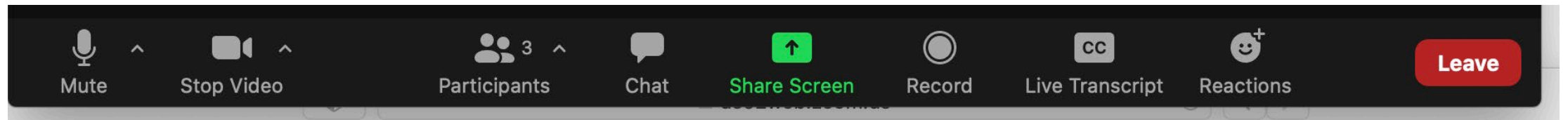
Up to 100 participate

There are other prices for business

Zoom

- Zoom Webinar – large events
- Zoom meeting
- Zoom website
 - used for changing your profile, meeting settings and Zoom Phone settings.
 - schedule, view, and edit meetings
- Zoom app (limited)

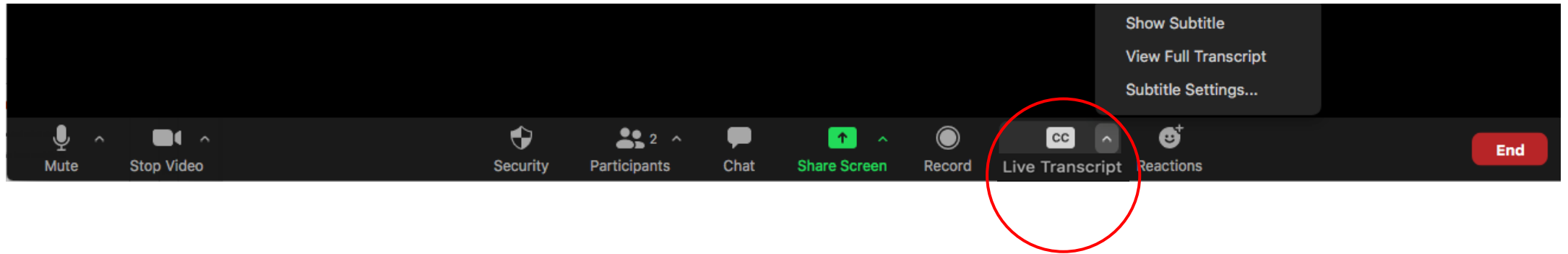
At every meeting – should have an explanation of different functions



Live captioner vs Automatic Speech Recognition (ASR)

- Cost of hiring a captioner - Certified Realtime Captioner (CRS)
 - cost accuracy and convenience
- Old term is CART – Communication access Realtime
- Can use Application Programming Interface (API) such as Otter, AVA and/or Innocaption
- vs ASR – doesn't always recognize speech from a person with hearing loss.
 - For example, if I say, “deaf people” it might come across “death people or depth people.”

With Live Transcript



- Can make the caption big
- Can move the caption

Gallery View

Can have up to 25 people



Gallery View with 25 people



49 participants




Spotlight the
speaker with
PowerPoint

Can spotlight
up to 9
people

Recording

Exploring New Ways

- Defining Music Therapy & Music Therapists
- Music & the Brain
- Auditory Perception Training
- Reconnecting with Music through Technology
- Music for Pain, Anxiety, & Emotions
- Music Therapy Community




Ana-Alicia Lopez-Howard

PowerPoint with Gallery view

Recording

APT Examples: Sound Detection & Discrimination

Sound vs Silence	Directional Hearing	Sound Discrimination
<ul style="list-style-type: none">■ Using various elements	<ul style="list-style-type: none">■ Various musical elements■ In various settings (ideally)■ (Better in-person)	<ul style="list-style-type: none">■ Pitch■ Rhythm■ Timbre■ Tempo (speed)

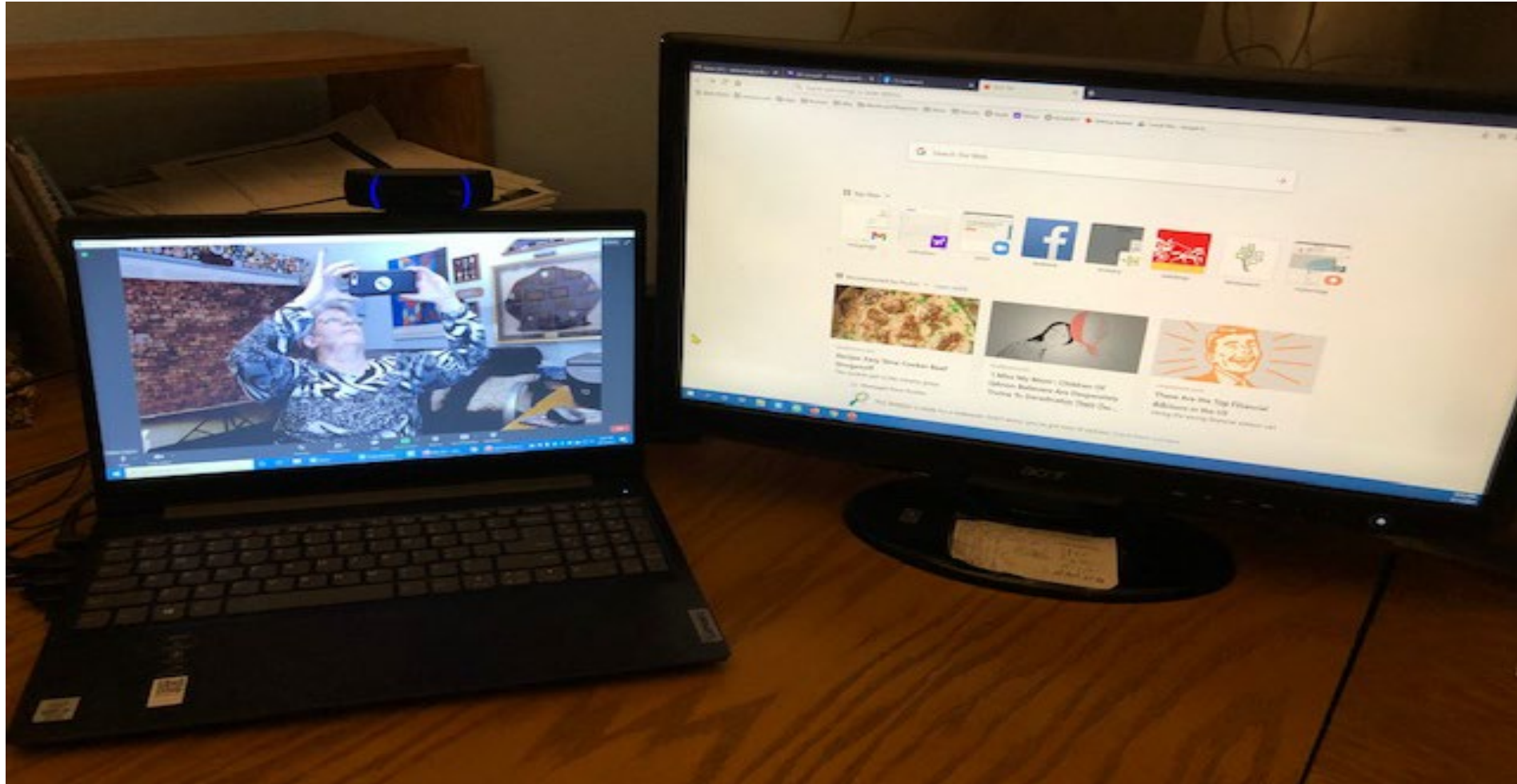


The gallery view displays nine video thumbnails arranged in a 3x3 grid. The top row shows three participants: a woman with dark hair, a woman with blonde hair, and a person wearing a Santa hat. The middle row shows three participants: a person with dark hair, a person with blonde hair, and a person with dark hair. The bottom row shows three participants: a person with dark hair, a person with dark hair, and a green screen. The names of the participants are visible below their respective thumbnails.

Host - dual monitor is suggested

- Can add a co-host (They have the same control as host)
 - Need to coordinate between host and co-host
- Can “spotlight” up to 9 people
 - Speaker
 - Sign language Interpreter
- Request control the video and mic (turn off)
- Need understand the settings
- Host sure make sure they are using the latest update of Zoom
- Host and/or speaker should use the headset or external mic
- Re-boot their computer before zoom meeting.
- Advise to be connected by hardwire for ethernet vs WIFI

What dual monitor looks like



How to set up an account

Account

To enable the recording disclaimer for all users in the account:

1. Sign in to the Zoom web portal as an admin with the privilege to edit account settings.
2. In the navigation panel, click **Account Management** then [Account Settings](#).
3. Click the **Recording** tab.
4. Verify that **Recording Disclaimer** is enabled.
5. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click **Turn On** to verify the change.
6. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting.

Recording the meetings

- You can save the recording of the meeting on the host computer or save the recording on your account on Zoom (up to 1GB).
 - Trick is download after it is on Zoom account.
- Captioning is not saved as part of the video.
- Must let the participants know that this meeting is recorded.

Recording disclaimer

Show a customizable disclaimer to participants before a recording starts 



☒ Ask participants for consent when a recording starts

☐ Ask host to confirm before starting a recording

Responsibilities of Hosts and speakers

- Make sure there is no window in the background prevent the glare
- Important to have the lighting in front of you
- Know where the camera is –
- If you have speaker – do a practice session beforehand.
- Host should setup the zoom at least ½ hour before the start of the session.
- Ask newcomers and speaker to come early.
- Close all other apps so don't slow down the internet (bandwidth)

Host and Speakers

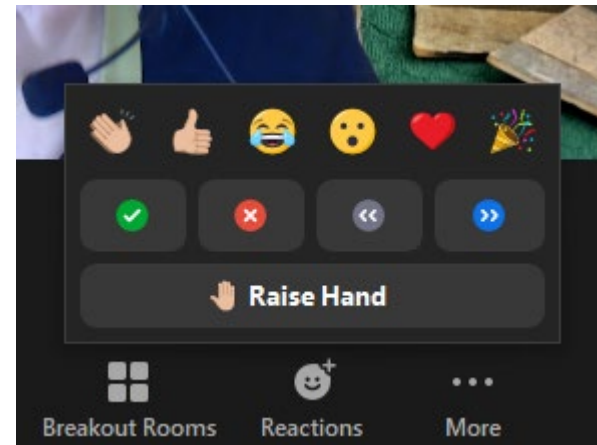
- Ask newcomers and speaker to come early to test out their video and mic
- Ask participants to be in quiet environment and not do anything embarrassing or rude
- The host can mute all participants or allow before the speaker speaks
- Establish guidelines or rules – for example hold the question till the end or type the question in the chat box
- Get a backup person to assist in case of power failure, assist in letting participants to come in, and/or keep track of chat

Zoom Etiquettes

- Eating
 - Exercise
 - Other people interrupt
 - Phones
 - Dog barking
 - Stepping away
 - Closed doors
-
- The host can turn off/on the video and/or mic as well as a participants to
TURN off/on their video or mic

Raise Hands

- You can have your audience physically raise their hand (if it is less than 20)
- Otherwise, you should ask your audience use the raise hand feature in the reaction button.



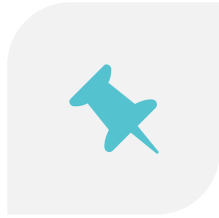
Chat Box

- Host can enable the chat or disable the chat, so it does not interrupt the speaker
- A person can send a private msg to individual or to everyone
- Anyone can save the chat
- Can share a file via chat box (Not suggested to be used)
- Can also save the transcript

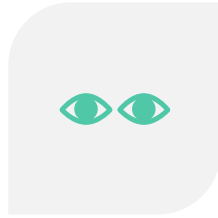
Parts of Zoom



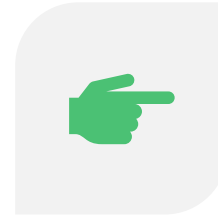
SPEAKER VIEW VS
GALLERY VIEW



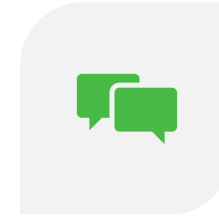
PIN



SPOTLIGHT



CHANGE THE SIZE OF
THE CAPTIONING



CHAT



SHARE
PRESENTATION

Extra Features -

Take time to learn or set up and may not be useful in many situations



Polling



Break out rooms

Products, Services or Books

- Must have disclaimer

HLAA Chapters and State Organizations will refrain from promoting any one product or service over another. Chapters and state organizations can provide education and information about a variety of products and services, with an eye toward an even-handed approach among competing business interests. When HLAA educational meetings focus on treatment, technology, devices or services, chapters and state organizations should include information about competing products or services at the same meeting or subsequent meetings in the same meeting season.

Issues

- Mac vs PC
- iPhone vs iPad or tablet(limited)
- Hacked in the past
- Caution about posting information about meeting on Facebook or on the website.
- Suggest that people register (not shareable)

Another
platform like
Zoom

- GoToMeeting *
 - Adobe Connect * **
 - Webex **
 - Microsoft Team *
 - Google Meet * **
-
- * Use ASR
 - ** Live captioning

Contact for Live Transcript

- Need to send an email to access@zoom.us
- Will need to sign an agreement
- Take a few days for it to be activated
- **NEED** to enable Live Transcript in Setting

Can't get
Live
Transcript
or
afford a
captionist

Can use
Otter.ai,
Ava,
Innocaption,
and many others

[https://www.sprintrelay.com
/services/stc](https://www.sprintrelay.com/services/stc)

Questions and Answers



Please use Raise Hand option to ask a question! Thank you!

If you have any questions, please email:

Debbe Hagner
Debbe.hagner@gmail.com

Join:
HLAALeaders@groups.io
HLAATech@groups.io

Carla Beyer-Smolín
cbeyer-smolin@hearingloss.org



Thank you for joining us today.

For more leader resources,
please visit

<https://www.hearingloss.org/chapters-state-orgs/chapter-leader-resources/>