



ACCESS

Remote Learning Resources

March 31, 2020

Board Meeting & General Meeting

Board and regular meetings conducted using Zoom Pro can be streamed via Facebook Live. Steps provided for guidance follow.

Video – Streaming a Meeting or Webinar on Facebook Live

https://support.zoom.us/hc/en-us/articles/115000350406-Streaming-a-Meeting-or-Webinar-on-Facebook-Live#h_610971dd-a956-4f34-93dc-b6aa9bff0f1d

Setup – Highlights – Using Zoom Pro

The meeting Host can share to Facebook Live.

- They will need to be an Admin on the Facebook page.
 - This feature needs to be enabled with Zoom when scheduling (see video)
 - When streaming to Facebook, there is an indicator in the upper left for meeting participants
- The meeting can also be recorded for archival purposes
 - Recording can be done by anyone with a Licensed account, but the meeting Host has to give them permission
 - Select the “Recorder” from Participant List then click on blue “More” button and give permission
 - The Recording can be started, paused, and stopped. There is an indicator in the upper left for meeting participants
- After the meeting ends, the recorded video will convert and ask for a location to be saved. Two (2) video files (.mp4 and .m3u) will be created and one audio file (.m4a)

Meeting Suggestions

- Ask all users to Mute except when they need to speak, this keeps down background noise and participants from talking over each other
- Suggest Non-Board members not show their Video.
- Conduct a trial run. Browser Cache and Cookies may need cleared to get someone promoted and rights reflected on FB.

Executive Session – Breakout Rooms

Using the breakout room function is the best way to separate individuals. This can be used for executive sessions or for classroom management. The host of the meeting must set this up, and they can choose who to assign to the different breakout rooms.

Here are two (2) good links to help.

- <https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms>
- <https://support.zoom.us/hc/en-us/articles/206476313-Managing-Video-Breakout-Rooms>

Participant Questions

There are a variety of ways you can collect participant (public) questions. One such way could be using Google Forms to collect information ahead of time. Once the questionnaire (form) is created, results can be compiled into a spreadsheet with time stamp and responses.

https://gsuite.google.com/products/forms/?utm_source=formsforwork&utm_medium=et&utm_content=learnmore&hl=en-GB

If you need any additional information, please let us know. We are also learning along with you.