Session 20
Tool Time Tuesday
Textbooks; Recording Classes; Zoom Registration
Hello!

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Millennials and Success in the World of Work

Within the next 10 years, Millennials will make up a majority of the work force, and they already have triggered tremendous changes in management and leadership in the workplace. How can Millennials be successful at work? Clinical psychologist Jennifer P. Wisdom, author of Millennials’ Guide to Work and Millennials’ Guide to Management and Leadership, provides practical advice to Millennials on how to identify what is important, work with challenging bosses and colleagues, navigate a complex workplace, and finding success at work. Whether you are a Millennial or manage them, join us for a virtual “fireside” chat with Dr. Wisdom.

Presented by:

Jennifer Wisdom, Ph.D.


Date: Friday, August 28, 2020
Time: 1:00pm - 2:00pm
Online: This is an online event. Event URL will be sent via registration email.
Zoom Basics Guide

https://mdanderson.libguides.com/zoom
Textbooks
School of Health Professions Textbooks

◉ Textbook reserve for SHP:
  https://mdanderson.libguides.com/c.php?g=221421&p=1465508

◉ Collection Recommendation Form:
  https://mdanderson.co1.qualtrics.com/jfe/form/SV_bwJEfrmXHvHeC01
Classic Books

- Download Overdrive or Libby to read classic titles: [https://mdanderson.overdrive.com/](https://mdanderson.overdrive.com/)

- Even more titles are available through the public libraries:
  - Harris County: [https://hcpl.overdrive.com/](https://hcpl.overdrive.com/)
  - Fort Bend: [https://fortbend.overdrive.com/](https://fortbend.overdrive.com/)
  - Houston Public: [https://houstonlibrary.overdrive.com/](https://houstonlibrary.overdrive.com/)
  - Houston Area Digital Media Catalog (Chambers, Pasadena, Friendswood, etc): [https://hadc.overdrive.com/](https://hadc.overdrive.com/)
Buy/Rent Textbooks

- Amazon Rentals (eBook or print): [https://www.amazon.com/New-Used-Textbooks-Books/](https://www.amazon.com/New-Used-Textbooks-Books/)
- Barnes and Noble (buy only): [https://www.barnesandnoble.com/b/textbooks/](https://www.barnesandnoble.com/b/textbooks/)
- Chegg Rentals (free access to the eBook while you wait for the print to ship): [https://www.chegg.com/textbooks/](https://www.chegg.com/textbooks/)
- Half Price Books (Texas based company; buy only): [https://hpb.com/textbooks/](https://hpb.com/textbooks/)

For any of these, check the fine print. What are the shipping fees? Are there late return fees? Do they include supplemental material?

Think about your learning style? Some people learn better from print.
Recording Classes
Advantages to Recording in WebEx and Zoom

◉ You can use SnagIt or Camtasia Relay to record sessions, but recording with the native WebEx and Zoom tools creates a smoother recording.

◉ Why?
  ○ WebEx and Zoom do not record the participant or chat windows. This ensures that you maintain the privacy of your attendees.
“Recording online meetings at MD Anderson is disabled due to legal/compliance reasons. If your department has an urgent need to record meetings, contact us at 4INFO and we will submit a request to the IT Engineering team for follow-up.”

To record to your local computer, you have to enable recording in Zoom ONE TIME prior to your meeting.

- Log into Zoom
- Go to Settings and Recording
- Toggle on the “Local Recording”
- You cannot record to the cloud.
You can enable automatic recording, but it will record EVERYTIME you open a Zoom meeting.

You NEED TO give people advanced notice of recording.
Recording Disclaimers

- You should always let people know you are recording.
- Zoom allows you to add a disclaimer. Zoom settings → Recording → “Ask participants for consent when a recording starts”
Where do my Zoom recordings save to?

- The default for Zoom recordings is your local Documents folder.
- You can change this in the Zoom app by going to “Recording” and “Change”
Require attendees to Register

- Login to Zoom
- Create a meeting or webinar.
- Under “Registration”, select “Required”.
- Once you hit Save, you should be able to scroll to the bottom of the screen and see a Registration section.
Your meeting now has a “Registration Link” that can be shared with attendees.

You can customize this link by adding fields. Select “Edit” next to “Registration Options”.

Add “Branding” like a logo and banner.
This is an example of a registration form. I added a logo and a custom header that I created at [www.canva.com/](http://www.canva.com/)
Registration Reports

- When users register, you can see a list of names and emails.

- You can find this report by:
  - Log into Zoom.
  - Go to Meetings
  - Select the meeting
  - Go to the registration section
  - Next to “Manage Attendees” select “View”
Thanks!

Any questions?

Ask the Research Medical Library

- RML-Help@mdanderson.org
- www.mdanderson.org/library/
- Register for future Tool Time Tuesdays: https://mdanderson.libcal.com/event/6632717