

THE UNIVERSITY OF TEXAS

MD Anderson Cancer Center

Making Cancer History®



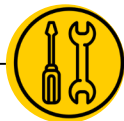
Research Medical Library

Access. Answers. Expertise.

Session 20

Tool Time Tuesday

Textbooks; Recording Classes; Zoom Registration





Hello!



Laurissa Gann, MSLS, AHIP

Lesli Moore, MLS

Research Medical Library

www.mdanderson.org/library/

RML-Help@mdanderson.org

REGISTER HERE: <https://mdanderson.libcal.com/event/6943273>



Millennials and Success in the World of Work Online

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.

Author of *Millennials' Guide to Work*, *Millennials' Guide to Management and Leadership*

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>

BOOK A STUDY ROOM

ASK AN EXPERT

LIBRARY CALENDAR

Zoom Basics

Search t

Zoom Basics

Before you Meet

Schedule a Meeting

Audio & Video Settings

Join a Zoom Meeting

Navigate the Room

Zoom for Education

Virtual Backgrounds

Want to add a virtual background to your Zoom call? Here are some free backgrounds to choose from:

Astros

Disney

Before you Meet

► Sign into Zoom

► Download the Apps

► One-time settings for all meetings

Schedule a Meeting

► Schedule a Meeting

► Settings to Consider When Scheduling

Audio & Video Settings

► Set up your audio and video

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_bwJEfrmXHvHeCQ1



Classic Books

- Download Overdrive or Libby to read classic titles:
<https://mdanderson.overdrive.com/>
- Even more titles are available through the public libraries:
 - Harris County: <https://hcpl.overdrive.com/>
 - Fort Bend: <https://fortbend.overdrive.com/>
 - Houston Public: <https://houstonlibrary.overdrive.com/>
 - Houston Area Digital Media Catalog (Chambers, Pasadena, Friendswood, etc):
<https://hadc.overdrive.com/>



Buy/Rent Textbooks

- Amazon Rentals (eBook or print): <https://www.amazon.com/New-Used-Textbooks-Books/>
- Barnes and Noble (buy only): <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/>
- Half Price Books (Texas based company; buy only): <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.



WebEx Recording

- “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.”

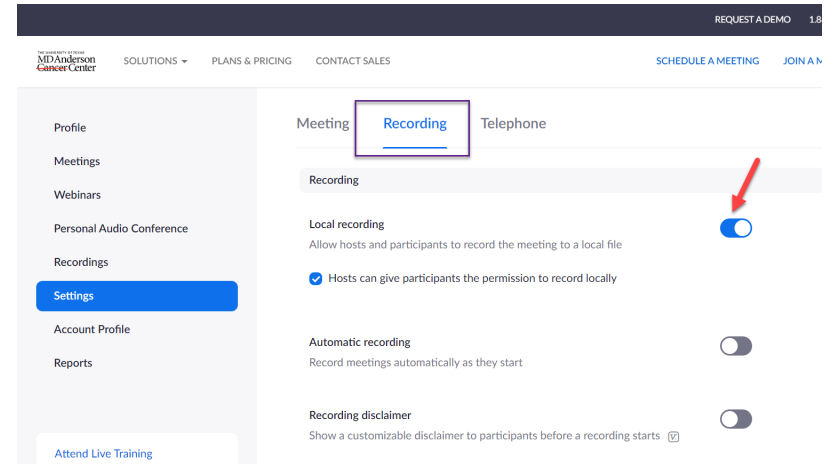
<https://inside.mdanderson.org/departments/it-services/how-do-i---virtual-meetings.html>



Zoom Recording

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.





Automatic Recording

- You can enable automatic recording, but it will record EVERYTIME you open a Zoom meeting.
- You NEED TO give people advanced notice of recording.

The screenshot displays the MD Anderson Cancer Center Zoom settings interface. The top navigation bar includes links for REQUEST A DEMO, 1.888.799.8854, RESOURCES, and SUPPORT. The main header shows the MD Anderson Cancer Center logo and navigation links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES. The right side of the header features links for SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING, along with a user profile icon.

The left sidebar contains a menu with the following items: Profile, Meetings, Webinars, Personal Audio Conference, Recordings, Settings (highlighted in blue), Account Profile, and Reports. Below this menu, there are links for Attend Live Training and Video Tutorials.

The main content area is titled 'Recording' and contains the following settings:

- Local recording**: Allow hosts and participants to record the meeting to a local file. This toggle is turned on. Links for Modified and Reset are visible.
- Hosts can give participants the permission to record locally**: This checkbox is checked.
- Automatic recording**: Record meetings automatically as they start. This toggle is turned off. A red arrow points to this toggle. Links for Modified and Reset are visible.
- Record on the local computer**: This radio button is selected.
- Recording disclaimer**: Show a customizable disclaimer to participants before a recording starts. This toggle is turned on. Links for Modified and Reset are visible.
- Ask participants for consent when a recording starts**: This checkbox is checked.



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”



This meeting is being recorded

By continuing to be in the meeting, you are consenting to be recorded.

Continue

Leave meeting

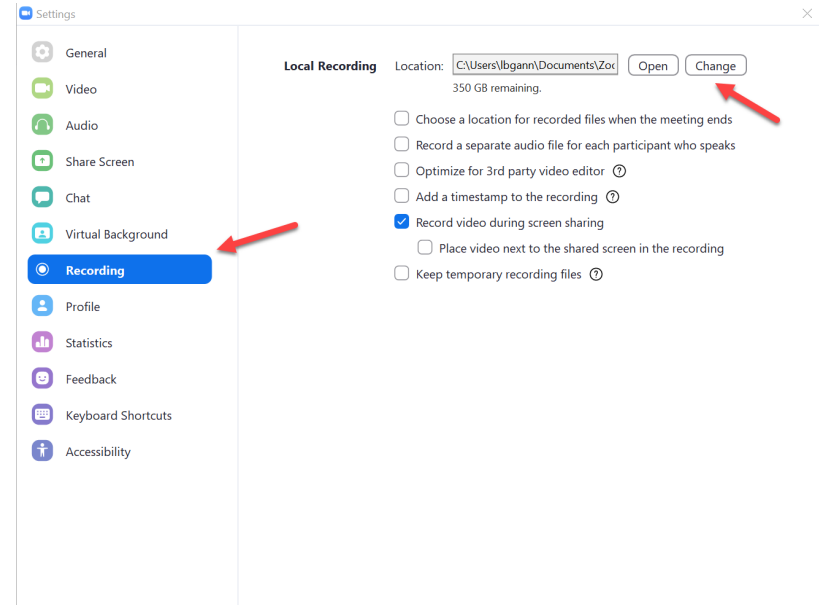
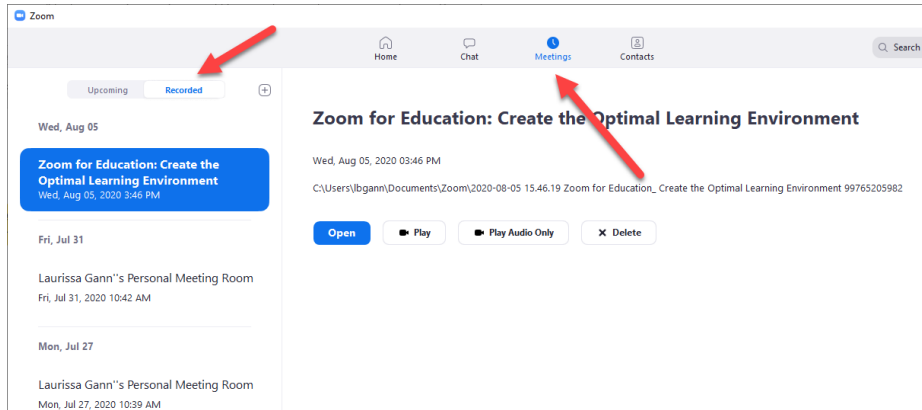
Zoom settings page, Recording section:

- Local recording** (Toggle: On) - Modified [Reset](#)
- ☒ Hosts can give participants the permission to record locally
- Automatic recording** (Toggle: Off)
- Recording disclaimer** (Toggle: On) - Modified [Reset](#)
 - ☒ Ask participants for consent when a recording starts
 - ☐ Ask host to confirm before starting a recording
- Multiple audio notifications of recorded meeting** (Toggle: Off)



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”





Zoom Registration





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.

The screenshot shows the 'Edit My Meeting' page in Zoom. The 'Registration' section is highlighted with a red box, showing the 'Required' checkbox is checked. Below this, the 'Meeting ID' is displayed as 'Generated ID 964 0301 4398' and 'Personal Meeting ID 874 702 0134'. At the bottom of the page, there is a navigation bar with links: 'Delete this Meeting', 'Save as a Meeting Template', 'Edit this Meeting', and 'Start this Meeting'. Below this bar, the 'Registration' tab is selected, showing options for 'Manage Attendees', 'Registration Options', and 'Automatically Approved'. A red arrow points to the 'Registration' tab.

My Meetings > Edit "My Meeting"

Topic

Description (Optional)

When

Duration hr min

Time Zone

☐ Recurring meeting

Registration ☒ Required

Meeting ID ☒ Generated ID 964 0301 4398 ☐ Personal Meeting ID 874 702 0134

REQUEST A DEMO 1.888.799.8854 RESOURCES SUPPORT

PRICING CONTACT SALES [Create and manage your Zoom registration](#) SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Delete this Meeting Save as a Meeting Template Edit this Meeting Start this Meeting

Registration Email Settings Branding Poll

Manage Attendees Registrants: 0 View

Registration Options Automatically Approved Edit

- ✕ Send an email to host
- ✕ Close registration after meeting date
- ✓ Allow attendees to join from multiple devices
- ✓ Show social share buttons on registration page

Want a webinar instead of a meeting? [Convert this Meeting to a Webinar](#)



Registration Form

- 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.

REQUEST A DEMO 1.888.799.8854 RESOURCES SUPPORT

ING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Topic My Meeting

Time Aug 10, 2020 04:00 PM Central Time (US and Canada)

Add to Google Calendar Outlook Calendar (.ics) Yahoo Calendar

Meeting ID 964 0301 4398

Security Passcode ***** Waiting Room

Registration Link <https://mdacc.zoom.us/join/register/UJpd-qorz8pE9z7lkWVDSwDzM8FpyrexWh> Copy Invitation

Registration Questions Custom Questions

Add Registration Fields

First Name and Email Address required.

<input type="checkbox"/> Field	<input type="checkbox"/> Required
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> Address	<input type="checkbox"/>
<input type="checkbox"/> City	<input type="checkbox"/>
<input type="checkbox"/> Country/Region	<input type="checkbox"/>
<input type="checkbox"/> Zip/Postal Code	<input type="checkbox"/>
<input type="checkbox"/> State/Province	<input type="checkbox"/>
<input type="checkbox"/> Phone	<input type="checkbox"/>
<input type="checkbox"/> Industry	<input type="checkbox"/>
<input type="checkbox"/> Organization	<input type="checkbox"/>
<input checked="" type="checkbox"/> Job Title	<input checked="" type="checkbox"/>
<input type="checkbox"/> Purchasing Time Frame	<input type="checkbox"/>
<input type="checkbox"/> Role in Purchase Process	<input type="checkbox"/>
<input type="checkbox"/> Number of Employees	<input type="checkbox"/>
<input checked="" type="checkbox"/> Questions & Comments	<input type="checkbox"/>



Registration Form

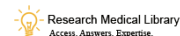
- This is an example of a registration form. I added a logo and a custom header that I created at www.canva.com/



Meeting Registration

Topic My Meeting

Time Aug 10, 2020 04:00 PM in [Central Time \(US and Canada\)](#)



First Name*

Last Name*

Email Address*

Confirm Email Address*

Job Title*

Questions & Comments

* Required information

Register



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>