



## Quick Search Guide to the Recordings of Zoom Workshops for Faculty (by iLITE and IT)

This list contains the key topical areas and corresponding time markers of the workshop recordings in order of operational sequence.

### Workshops and Links

- Initial Faculty Workshop #1; Saturday 14 March 2020, 9am FBL/4pm SGP**  
[https://video.insead.edu/media/iLITE-IT+Online+Virtual+Teaching+Workshop/0\\_xprfd1m5](https://video.insead.edu/media/iLITE-IT+Online+Virtual+Teaching+Workshop/0_xprfd1m5)
- Workshop #2: 17 March 2020, 11am FBL/6pm SGP**  
[https://insead.zoom.us/rec/play/uZcrJrug-z03HILEsASDBaN\\_W9XsKKOs1nlf\\_qBZxUzqBnQANVvyNbZGYOvIQpCFLzn6-5K3PBLk\\_Ew3?continueMode=true](https://insead.zoom.us/rec/play/uZcrJrug-z03HILEsASDBaN_W9XsKKOs1nlf_qBZxUzqBnQANVvyNbZGYOvIQpCFLzn6-5K3PBLk_Ew3?continueMode=true)
- Workshop #3: 19 March 2020, 11am FBL/6pm SGP**  
[https://insead.zoom.us/rec/play/v517luyu-Ds3ToectQSDUPcqW421ePqsgCkW\\_PQlxRznWnUDZFL0ZOcWYLHsFmpR6kpkLYhs0sdGP-QO?continueMode=true](https://insead.zoom.us/rec/play/v517luyu-Ds3ToectQSDUPcqW421ePqsgCkW_PQlxRznWnUDZFL0ZOcWYLHsFmpR6kpkLYhs0sdGP-QO?continueMode=true)

### Indexing

We covered many topics in the workshops. The table below is a non-comprehensive indexing of topics covered across the three sessions:

Topic	Time Code		
	Workshop #1	Workshop #2	Workshop #3
What are the basic system requirements to use Zoom for teaching? (bandwidth, peripherals)		0:06:22 – 0:14:31	
How should I set up my home/office?		0:14:32 – 0:20:18	
What is the INSEAD studio?		0:24:27 – 0:25:08	
How do I install Zoom?	0:40:10 – 0:41:52		
How do I start using Zoom and configure my PC/iPad for teaching?		0:33:57 – 0:46:10	
How do I set up Zoom and my session in Canvas?	0:43:18 – 1:39:22	1:06:08 – 1:50:05	1:27:33 – 1:41:00
What are the key functions of Zoom?			0:08:23 – 0:53:08



Topic	Time Code		
	Workshop #1	Workshop #2	Workshop #3
What are the different icons on the Zoom screen?		0:47:50 – 1:01:55	
How do I create poll on Zoom?			1:41:41 – 1:44:11; 1:54:02 – 2:00:58
How do I set up breakout rooms on Zoom?	1:40:25 – 2:06:10		0:55:34 – 1:24:06; 1:41:10 – 1:41:40
How do I see the attendance for the Zoom session?			1:44:54 – 1:45:38
How do I access recording of my Zoom sessions?			1:46:54 – 1:47:46
How do I use Kaltura for videos in Canvas?			1:47:58 – 1:54:00
What are some tips for online teaching?	2:37:00 – 2:59:30		2:01:32 – 2:21:42

### Additional Zoom Resources

Zoom has a simple and extensive support page with easy-to-read articles and to-the-point video tutorials. Click <https://support.zoom.us/hc/en-us> and type your question in the search bar to begin.

Here are some specific support articles and video help:

Topic	URL
Testing your audio or video:	<a href="https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio">https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio</a>
Joining a meeting by phone:	<a href="https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone">https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone</a>
Audio echo in a meeting	<a href="https://support.zoom.us/hc/en-us/articles/202050538-Audio-Echo-In-A-Meeting">https://support.zoom.us/hc/en-us/articles/202050538-Audio-Echo-In-A-Meeting</a>
Changing the video layout	<a href="https://support.zoom.us/hc/en-us/articles/201362323-How-Do-I-Change-The-Video-Layout-">https://support.zoom.us/hc/en-us/articles/201362323-How-Do-I-Change-The-Video-Layout-</a>
Using dual monitors with the zoom desktop client	<a href="https://support.zoom.us/hc/en-us/articles/201362583-Using-Dual-Monitors-with-the-Zoom-Desktop-Client">https://support.zoom.us/hc/en-us/articles/201362583-Using-Dual-Monitors-with-the-Zoom-Desktop-Client</a>
How to pin video	<a href="https://support.zoom.us/hc/en-us/articles/201362743-Pin-Video">https://support.zoom.us/hc/en-us/articles/201362743-Pin-Video</a>
Sharing your screen	<a href="https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen">https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen</a>



Topic	URL
Video layout options while screen sharing	<a href="https://support.zoom.us/hc/en-us/articles/360034188592-Video-Layout-Options-While-Screen-Sharing">https://support.zoom.us/hc/en-us/articles/360034188592-Video-Layout-Options-While-Screen-Sharing</a>
How do I start a screen share meeting?	<a href="https://support.zoom.us/hc/en-us/articles/201362633-How-Do-I-Start-A-Screen-Share-Meeting-">https://support.zoom.us/hc/en-us/articles/201362633-How-Do-I-Start-A-Screen-Share-Meeting-</a>
Optimizing a shared video clip in full screen	<a href="https://support.zoom.us/hc/en-us/articles/202954249-Optimizing-a-Shared-Video-Clip-in-Full-Screen">https://support.zoom.us/hc/en-us/articles/202954249-Optimizing-a-Shared-Video-Clip-in-Full-Screen</a>
Sharing multiple screens simultaneously	<a href="https://support.zoom.us/hc/en-us/articles/115000424286-Sharing-Multiple-Screens-Simultaneously">https://support.zoom.us/hc/en-us/articles/115000424286-Sharing-Multiple-Screens-Simultaneously</a>
Sharing a whiteboard	<a href="https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard">https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard</a>
Follow a presenter's pointer during screen sharing	<a href="https://support.zoom.us/hc/en-us/articles/115004806663-Follow-Presenter-s-Pointer-During-Screen-Sharing">https://support.zoom.us/hc/en-us/articles/115004806663-Follow-Presenter-s-Pointer-During-Screen-Sharing</a>
Cloud recording	<a href="https://support.zoom.us/hc/en-us/articles/203741855-Cloud-recording">https://support.zoom.us/hc/en-us/articles/203741855-Cloud-recording</a>
On-demand recording	<a href="https://support.zoom.us/hc/en-us/articles/360000488283-On-demand-Recordings">https://support.zoom.us/hc/en-us/articles/360000488283-On-demand-Recordings</a>
Join before host	<a href="https://support.zoom.us/hc/en-us/articles/202828525-Join-Before-Host">https://support.zoom.us/hc/en-us/articles/202828525-Join-Before-Host</a>
Alternative host	<a href="https://support.zoom.us/hc/en-us/articles/208220166-Alternative-host">https://support.zoom.us/hc/en-us/articles/208220166-Alternative-host</a>
Managing chat messages	<a href="https://support.zoom.us/hc/en-us/articles/115004789183-Replying-and-managing-chat-messages">https://support.zoom.us/hc/en-us/articles/115004789183-Replying-and-managing-chat-messages</a>
Using chat mentions	<a href="https://support.zoom.us/hc/en-us/articles/360037567431-Using-Chat-Mentions">https://support.zoom.us/hc/en-us/articles/360037567431-Using-Chat-Mentions</a>
Managing breakout rooms	<a href="https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms">https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms</a>
Getting started with breakout rooms	<a href="https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms">https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms</a>
Meeting reactions	<a href="https://support.zoom.us/hc/en-us/articles/360038311212-Meeting-reactions">https://support.zoom.us/hc/en-us/articles/360038311212-Meeting-reactions</a>
Generating meeting reports for registration and polling	<a href="https://support.zoom.us/hc/en-us/articles/216378603-Generating-Meeting-Reports-for-Registration-and-Polling">https://support.zoom.us/hc/en-us/articles/216378603-Generating-Meeting-Reports-for-Registration-and-Polling</a>