

Using Zoom for Virtual Scouting

zoom



Why use Zoom?

- Conduct live video chat across different devices and platforms
- Easily screen-share during a call
- Hold brainstorming sessions with Zoom's on-screen whiteboard feature
- Break out into smaller meeting rooms to facilitate collaboration
- Broadcast to different platforms
- Access meeting analytics and reports
- Start using for free, as Zoom's free plan lets you host up to 100 participants in a 40 minute video call

The Zoom logo is displayed in a bold, blue, lowercase sans-serif font.

Tips on security

As with anything involving youth, following YPT principals is critical to successfully using Zoom for Virtual Scouting. Use these tips when setting up a Zoom meeting.

- Password protect your meetings
- Authenticate users
- Lock down your meeting
- Use waiting rooms
- Turn off participant screen sharing
- Do not record meetings that include youth participants



Security When Scheduling Meetings

- Password protect your meetings
- Lock down your meeting
- Click Additional Options link for more security settings



Start: Thu April 23, 2020 03:00 PM

Duration: 1 hour 0 minute

☐ Recurring meeting Time Zone: Mountain Time (US and Canada) v

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID 934-817-7803

Password

☒ Require meeting password 024507

Video

Host: ☐ On ☒ Off Participants: ☐ On ☒ Off

Audio

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

Security When Scheduling Meetings

- Lock down your meeting
 - Use waiting rooms
 - Disable “Join before Host”
- Authenticate users
- Do not record meetings that include youth participants

Advanced Options ^

☒ Enable waiting room

☐ Enable join before host

☐ Mute participants on entry

☒ Only authenticated users can join: Sign in to Zoom

☐ Automatically record meeting

Alternative hosts:

Example:john@company.com;peter@school.edu



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Additional Security Settings

- Access security settings withing the Zoom app and through your zoom account online
- Click the Gear icon in the app to access settings
- Access Additional settings online by clicking “View More Settings” under the “General” section



New Meeting ▾

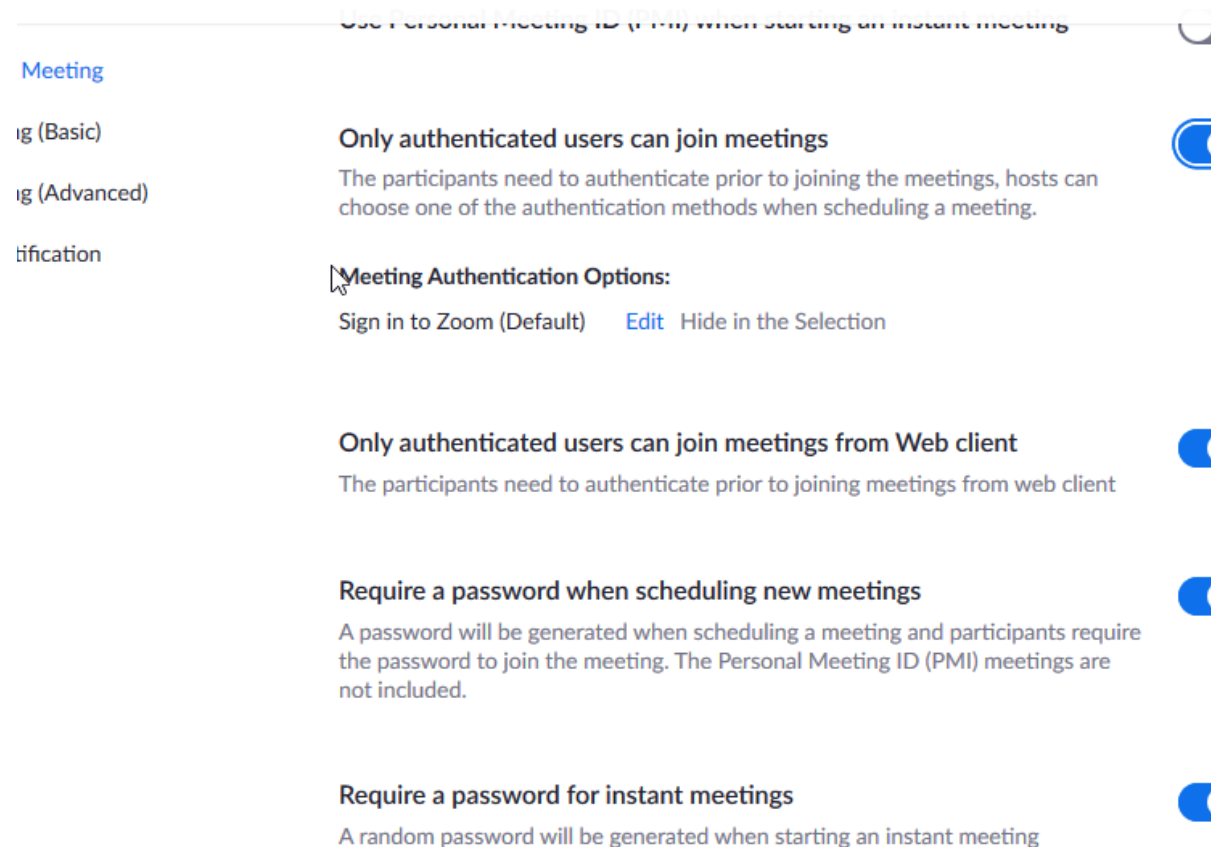


Join



Additional Security

- From Web Client, Select Schedule Meeting
- Scroll options list until you find option for Authenticated Users
- Activate settings as desired



The screenshot shows the Zoom Meeting Authentication Options settings page. On the left, a sidebar contains the following menu items: Meeting, Meeting (Basic), Meeting (Advanced), and Authentication. The 'Authentication' option is currently selected. The main content area is titled 'Use Personal Meeting ID (PMI) when starting an instant meeting'. Below this title, there are four settings sections, each with a blue toggle switch on the right:

- Only authenticated users can join meetings**
The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.
- Meeting Authentication Options:**
Sign in to Zoom (Default) [Edit](#) Hide in the Selection
- Only authenticated users can join meetings from Web client**
The participants need to authenticate prior to joining meetings from web client
- Require a password when scheduling new meetings**
A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.
- Require a password for instant meetings**
A random password will be generated when starting an instant meeting

Breakout
Rooms

zoom



Breakout Rooms

- Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions.
- The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually

Setting up a Breakout Room

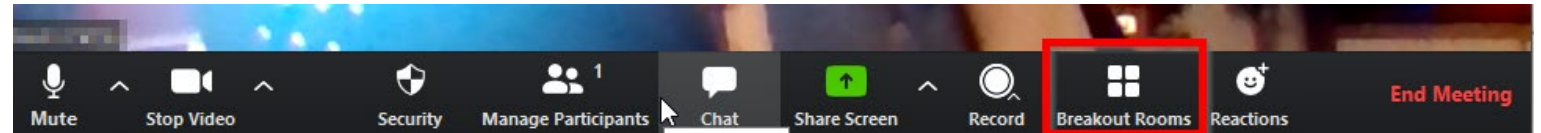
- Sign into the Zoom web portal.
- In the navigation menu, click Account Management then Account Settings (if you are an account administrator) or Settings (if you are an account member).
- Navigate to the Breakout Room option on the Meeting tab and verify that the setting is enabled.
- If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.
- (Optional) Click the checkbox to allow meeting hosts to pre-assign participants to breakout rooms.

The screenshot shows the Zoom 'In Meeting (Advanced)' settings page. On the left, a sidebar lists navigation options: 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)' (which is highlighted in blue), 'Email Notification', and 'Other'. The main content area is titled 'In Meeting (Advanced)' and contains two settings. The first setting, 'Give hosts option to report participants to Zoom', is turned on with a blue toggle and includes a description about reporting behavior to Zoom's Trust and Safety team. The second setting, 'Breakout room', is also turned on with a blue toggle and includes a description about splitting participants into smaller rooms. Below this, a checkbox labeled 'Allow host to assign participants to breakout rooms when scheduling' is checked. At the bottom right, there are 'Save' and 'Cancel' buttons.

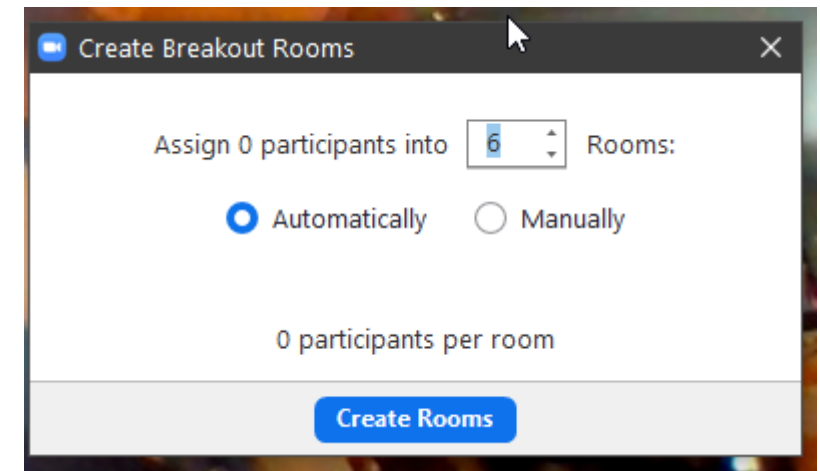
Setting	Status
Give hosts option to report participants to Zoom	Enabled
Breakout room	Enabled
Allow host to assign participants to breakout rooms when scheduling	Checked

Setting up a Breakout Room

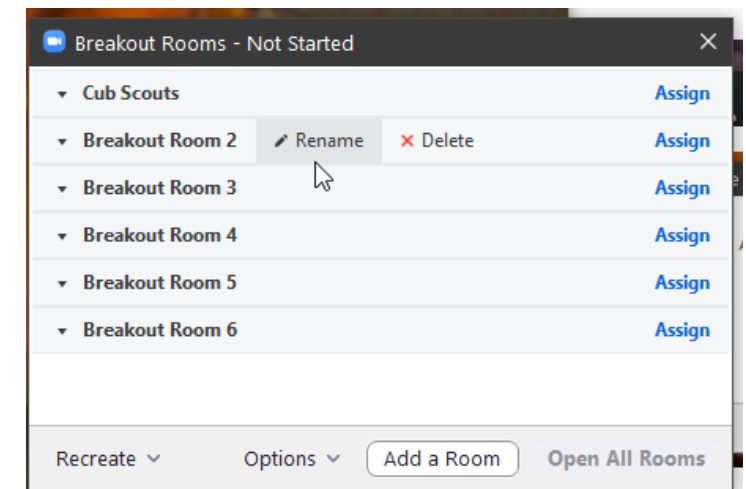
- When this feature is enabled, the “Breakout Rooms” control will appear in the Host’s meeting interface



- Click the feature to access Breakout Room controls. Enter the number of rooms, and if you want to sort people automatically or manually



- You can then rename rooms, assign users to rooms, or even add and reset the entire setup




Taking
Attendance

zoom



Taking Attendance

When 

Duration hr min

Time Zone

☐ Recurring meeting

Registration ☐ Required

Say you're using Zoom to teach Tenderfoot skills to a group of Scouts BSA youth. You probably want to know who attends - and you know the Scoutmaster will want have a list of who was in the meeting.

You can get that information from a report once the meeting is finished.

You will need to set your zoom meeting up to require registration. This is done through the Meeting Scheduler through the Zoom Web Interface

- Make sure that the **Registration Required** box is checked when creating the meeting

Note: Registration is only available for Zoom Pro, API Partner, Business, or Education plans

Taking Attendance

- The attendee list for all meetings lives in the Zoom Account Management > Reports section.
- Look for Usage Reports, and then click **Meeting** to access search features
- Select the report type and enter a date range, and then click Search to get a list of meetings
- Click the “**Generate**” link next to the meeting you want an attendance report

[Reports](#) > [Usage Reports](#) > Meeting

[Document](#)

Meeting Report

Report Queue

Report Type

☒ Registration Report ☐ Poll Report

Search by time range ▾

From:

04/01/2020



To:

04/15/2020



[Search](#)

Maximum report duration: 1 Month

<input type="checkbox"/>	Scheduled Time	Topic	Meeting ID	
<input type="checkbox"/>	04/15/2020 04:00:00 PM	NYLT Key Leader Status	994-648-582	Generate
<input type="checkbox"/>	04/08/2020 06:30:00 PM	Unit 130 Committee Meeting	697-421-453	Generate
<input type="checkbox"/>	04/08/2020 04:00:00 PM	NYLT Status Call	316-369-849	Generate

Streaming
Zoom to
Other
Platforms

zoom



YouTube

Live Streaming Using a Custom Service

- If configured by your account administrator, you can live stream a webinar to a custom platform.
- If you configure this before the webinar, you can begin streaming with one click after your webinar begins.
- This feature is only available for Pro, Business, Education, or Enterprise account



Live Streaming Using a Custom Service

- Sign in to the Zoom web portal.
- Click Account Management > Account Settings.
- Under In Meeting (Advanced), click the toggle next to Allow live streaming the meetings
- Select the service you wish to use. You can select one or more options
- If you are using a Custom Live Streaming you will need to enter any specific details that service requires

Allow live streaming meetings



- ☒ Facebook
- ☒ Workplace by Facebook
- ☒ YouTube
- ☒ Custom Live Streaming Service

Provide specific instructions that will enable meeting hosts in your account to configure live streaming

Live Streaming Using a Custom Service

Starting the Stream

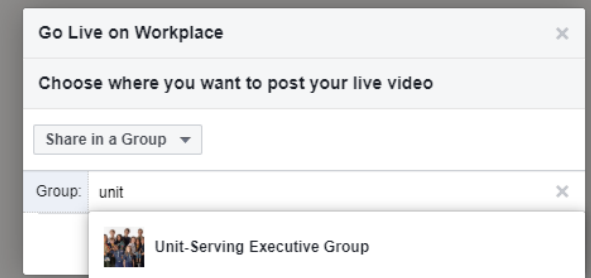
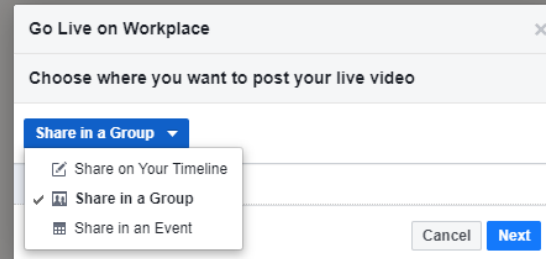
- Start the webinar as usual, by doing one of the following:
 - From your calendar - If you have added the webinar to your calendar, click the link displayed on your calendar reminder.
 - From the Zoom website - Sign into Zoom, find the webinar in the My Webinars tab, and click Start.
- Click the More button in the Host Controls.



- Choose Live on Custom Live Stream Service.
- If the organizer configured this webinar for live custom streaming, a browser window opens that shows the progress as Zoom prepares the live stream of your webinar.

zoom → LIVE

Preparing live stream webinar



Basic video editing software



Video Editor

PC

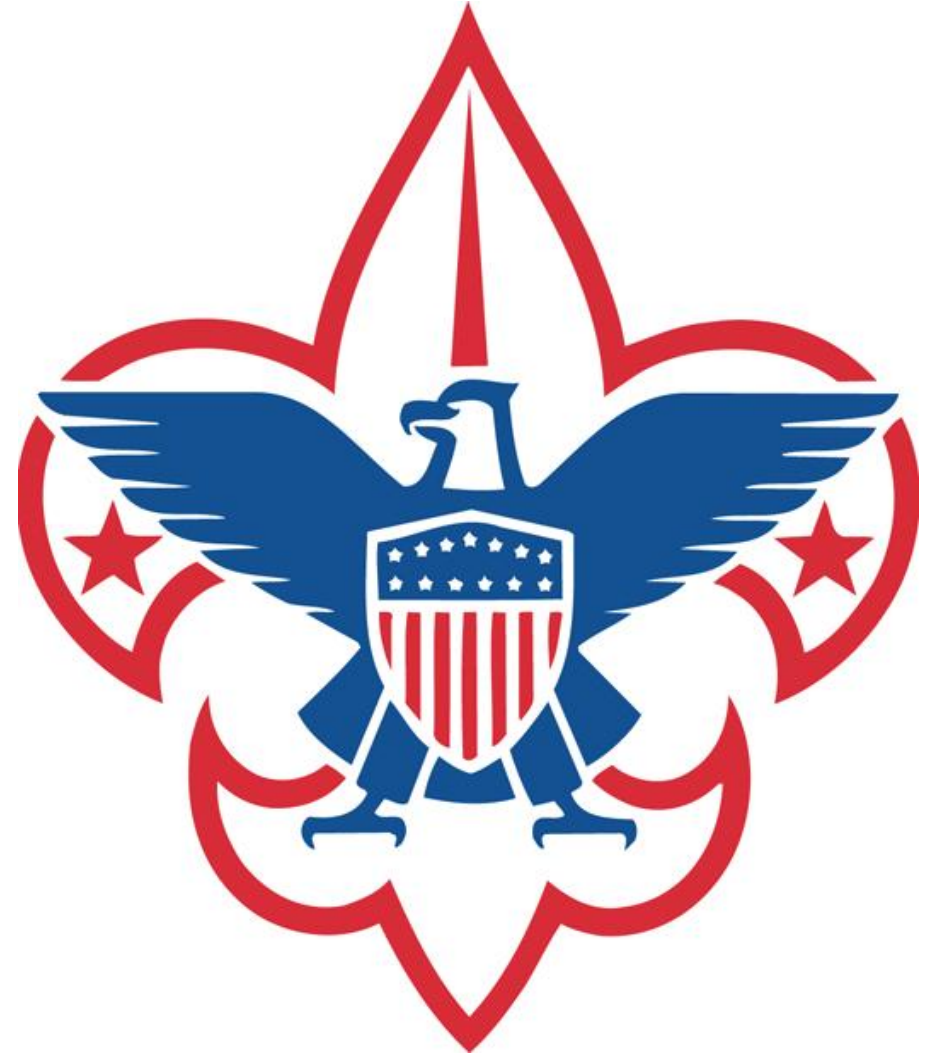


iMovie

Mac

Video Editing

zoom



Great, I've made my meeting recording.
Now what?

- Zoom recordings use standard MP4 and M4A formats
- Files can be imported and edited with basic software on Mac or PC
 - iMovie
 - Camtasia
 - ScreenFlow
- Edit for content, length, or specific topics
- Edited files can be shared via YouTube, Vimeo, etc



ScreenFlow



iMovie