# Using Zoom for Virtual Scouting

# 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 facilitae 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

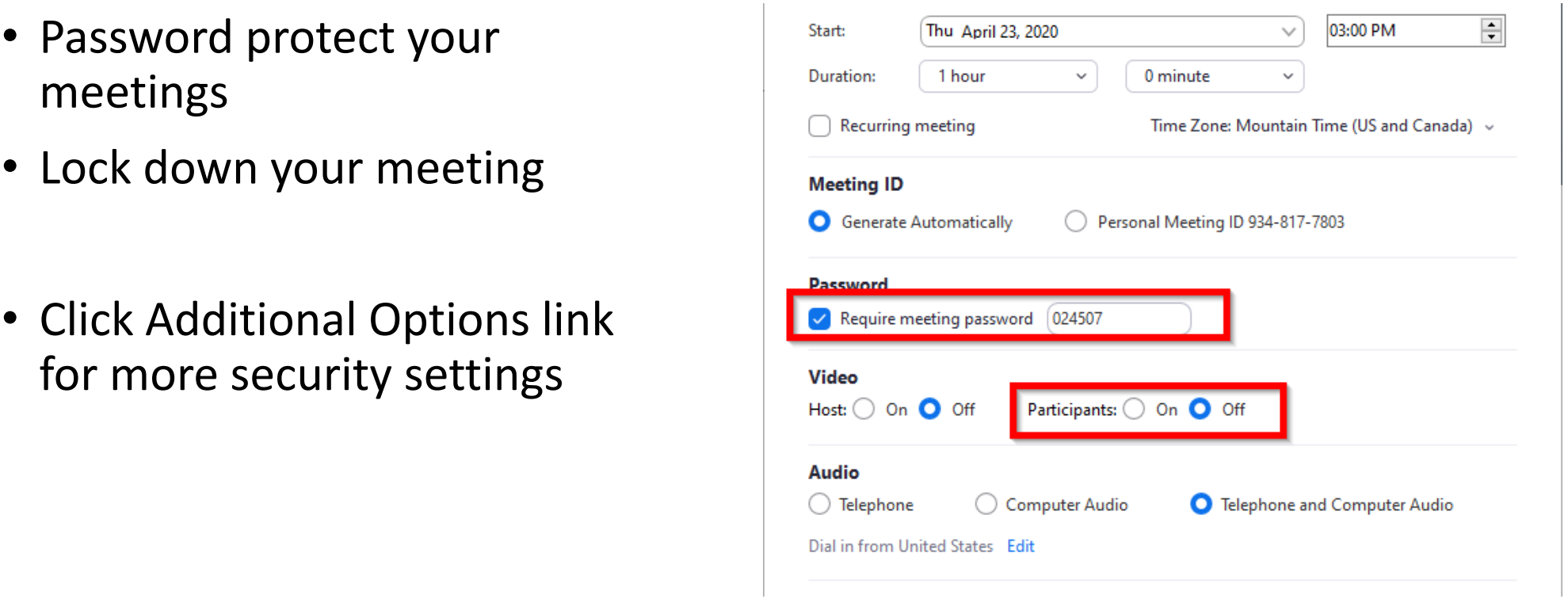
# Tips on security

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

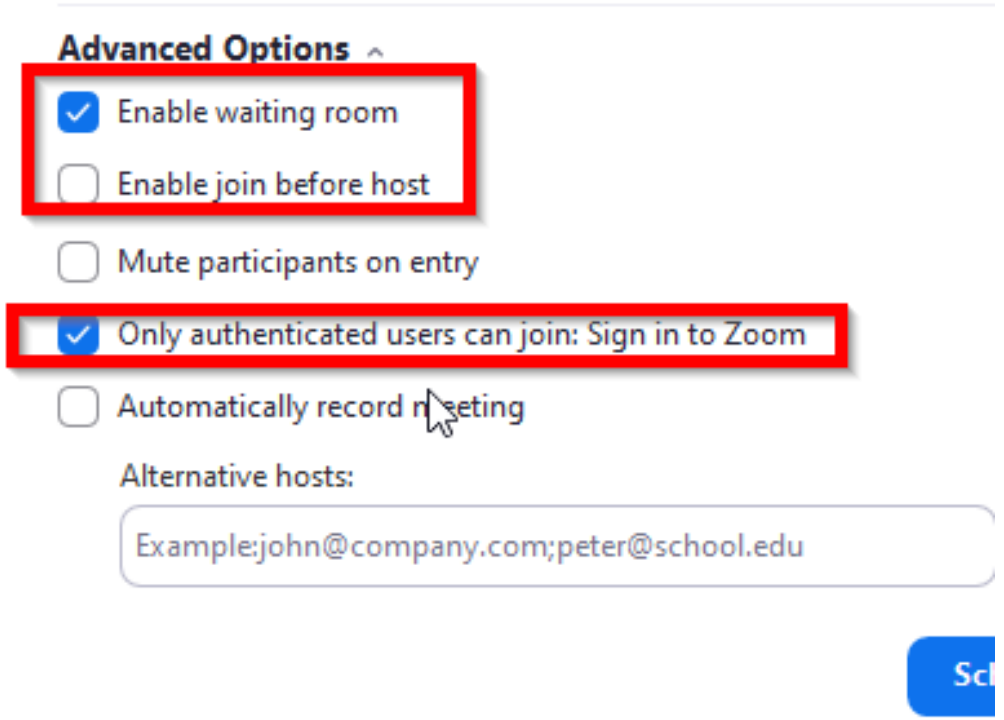
# Security When Scheduling Meetings

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



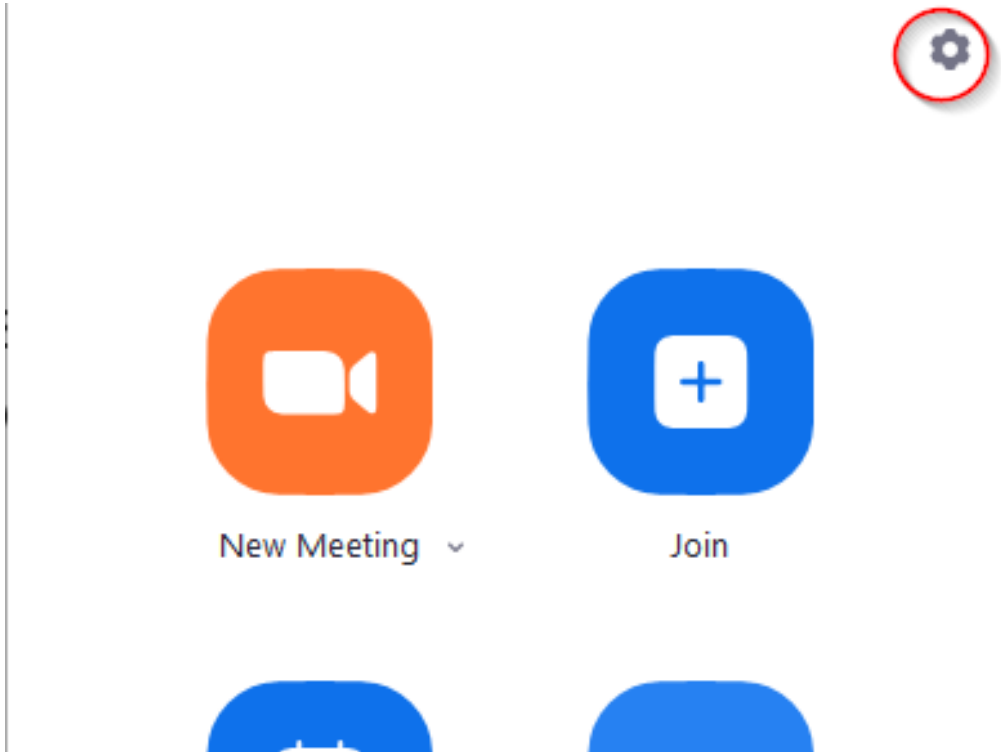
# Security When Scheduling Meetings

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



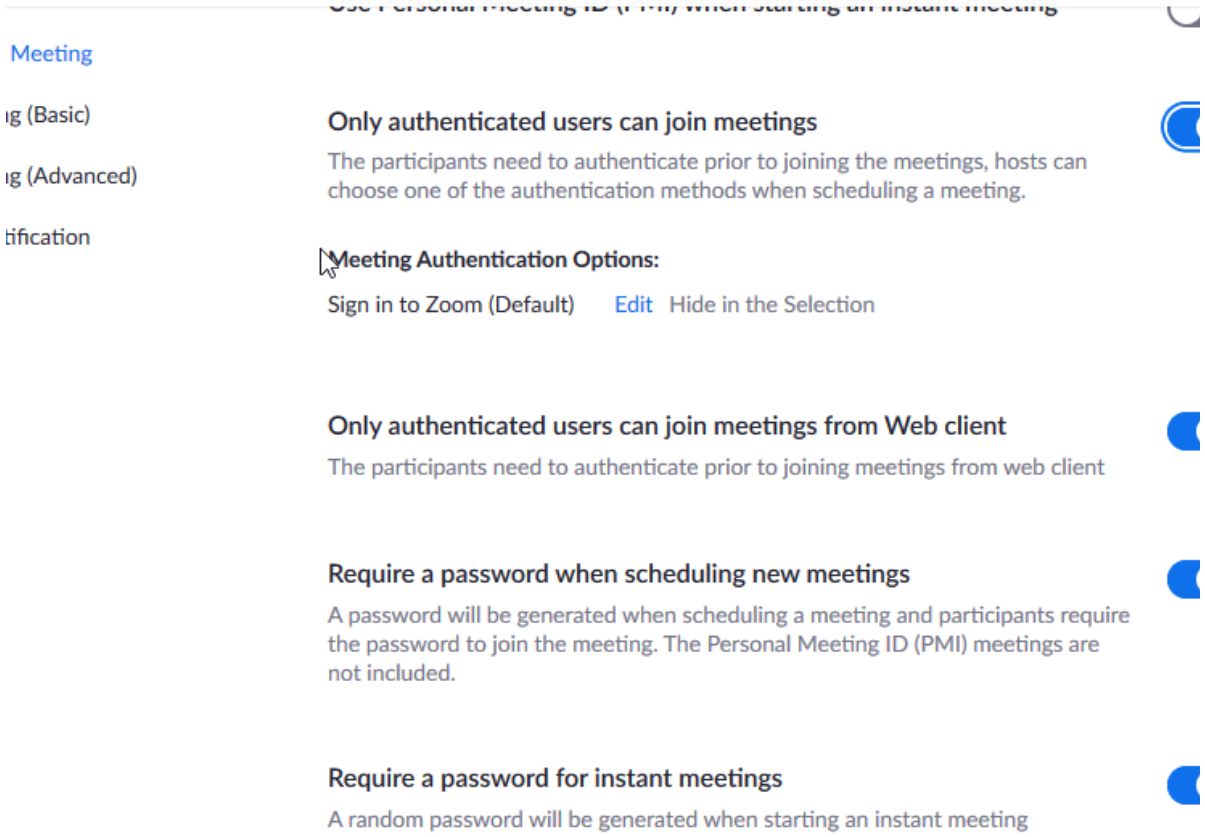
# Additional Security Settings

- 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



# Additional Security

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



# Breakout Rooms

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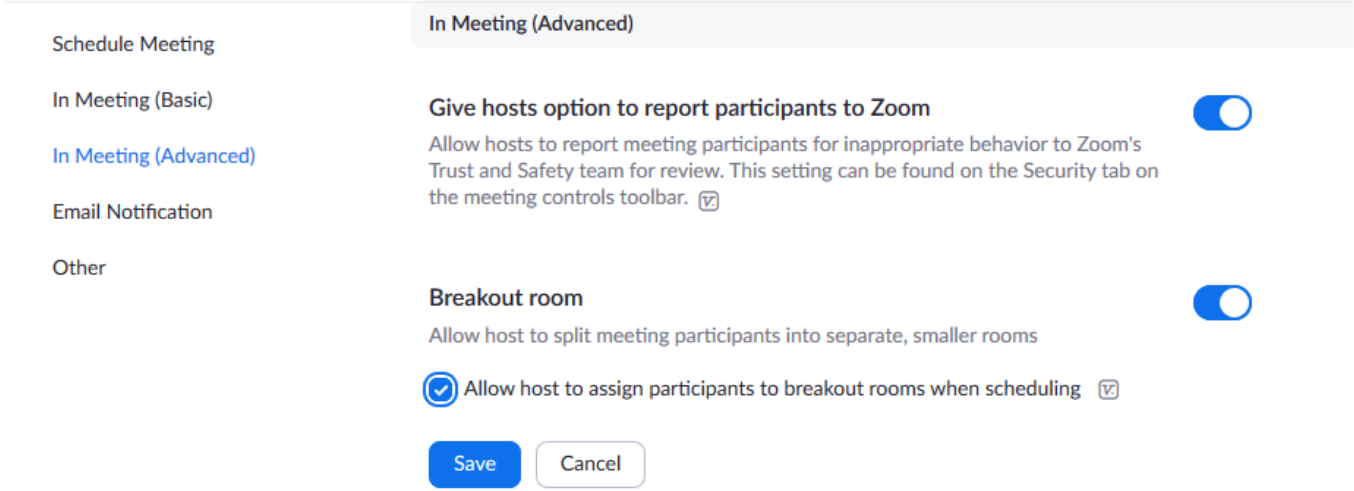
- Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions.
- The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually

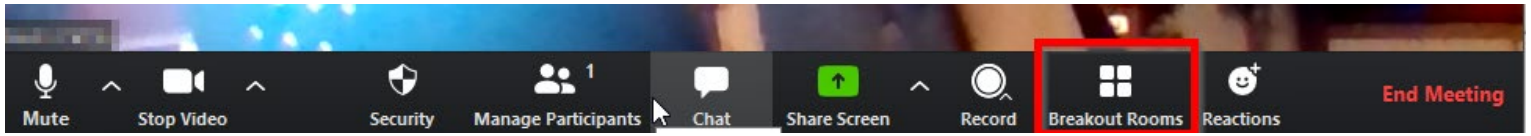
# Setting up a Breakout Room

- 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.

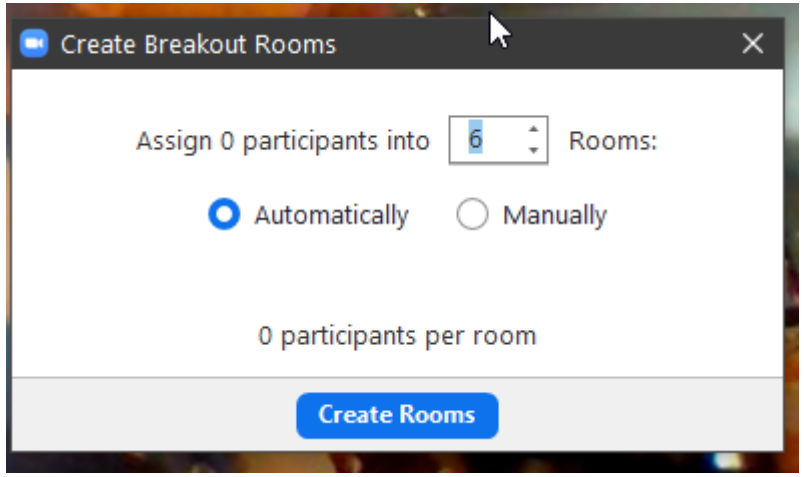


# Setting up a Breakout Room

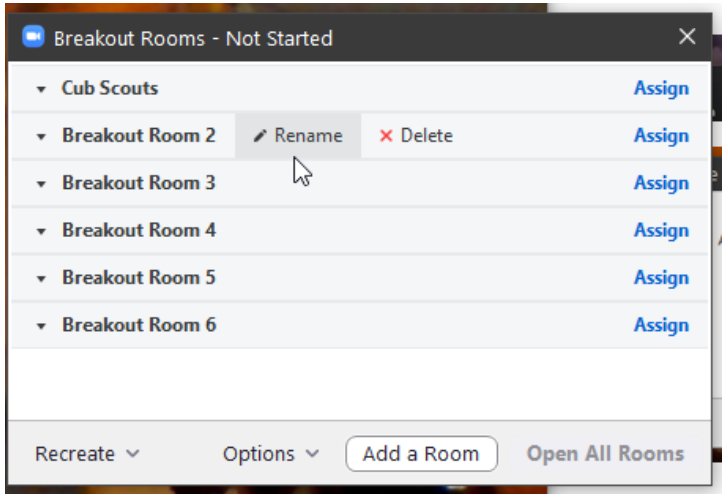
- When this feature in enabled, the “Breakout Rooms” control will appear in the Host’s meeting interface




- 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

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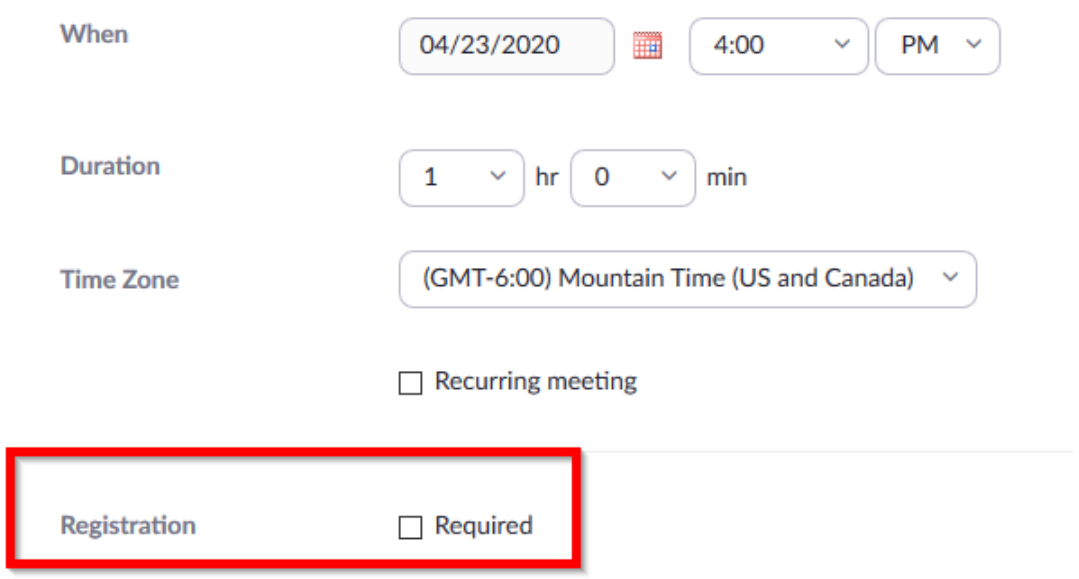



Say you're using Zoom to teach Tenderfoot skills to a group of Scouts BSA youth. You probably want to know who attends - and you know the Scoutmaster will want have a list of who was in the meeting.

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

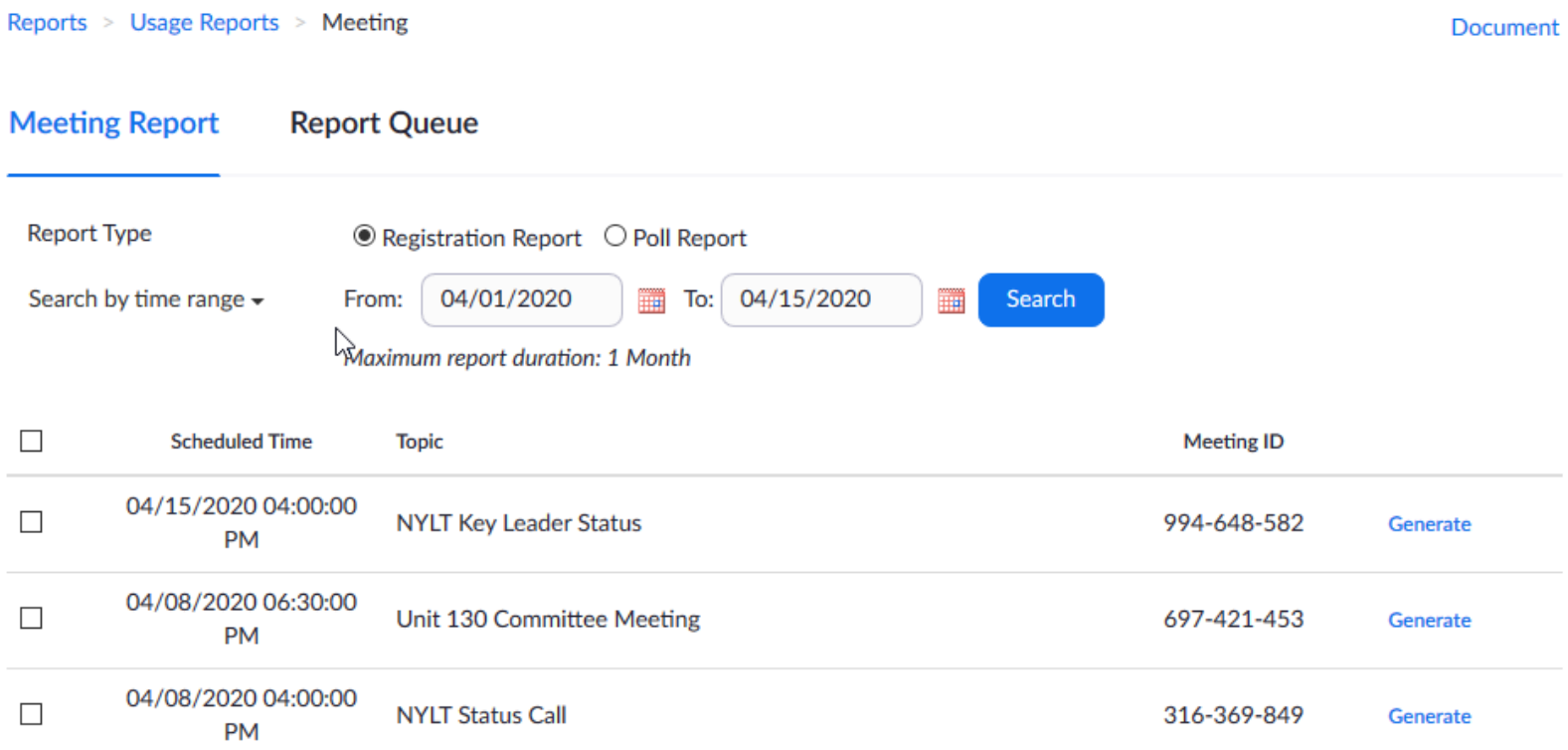
You will need to set your zoom meeting up to require registration. This is done through the Meeting Scheduler through the Zoom Web Interface

- 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



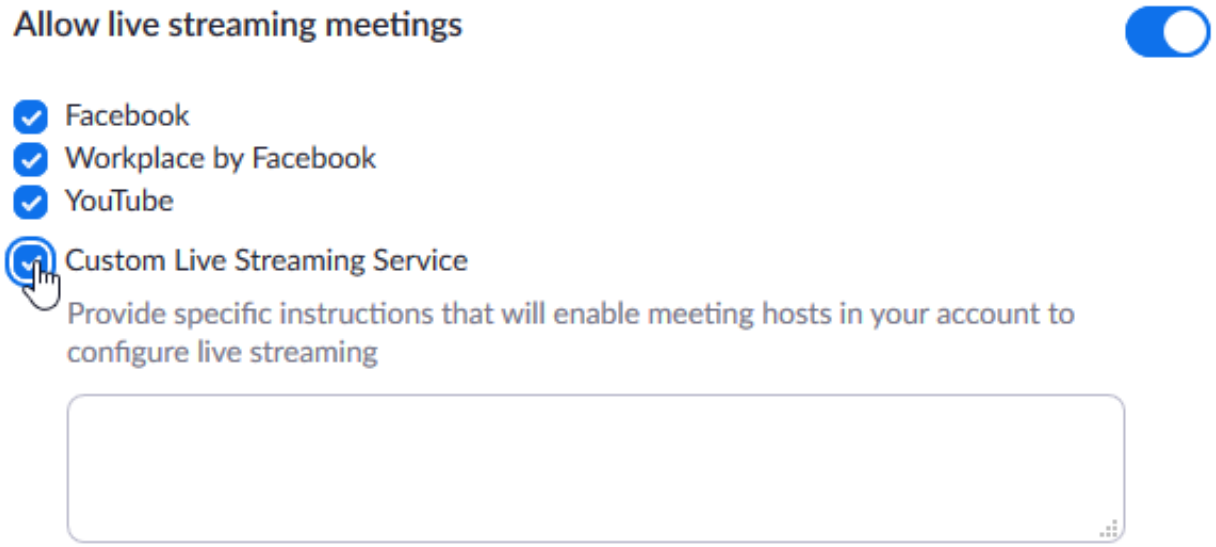
# Streaming Zoom to Other Platforms

# 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

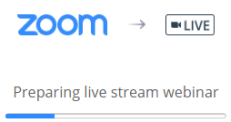


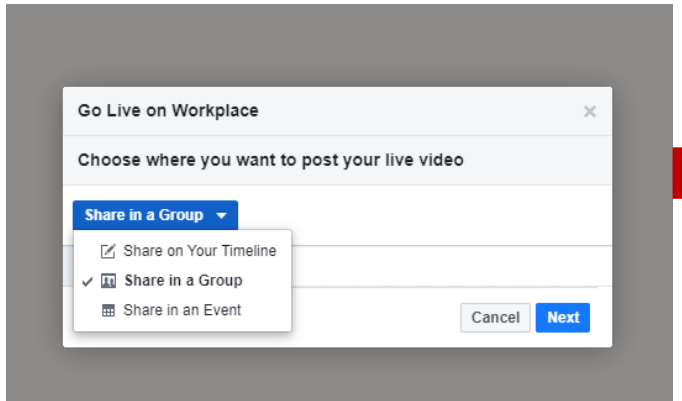
# Starting the Stream

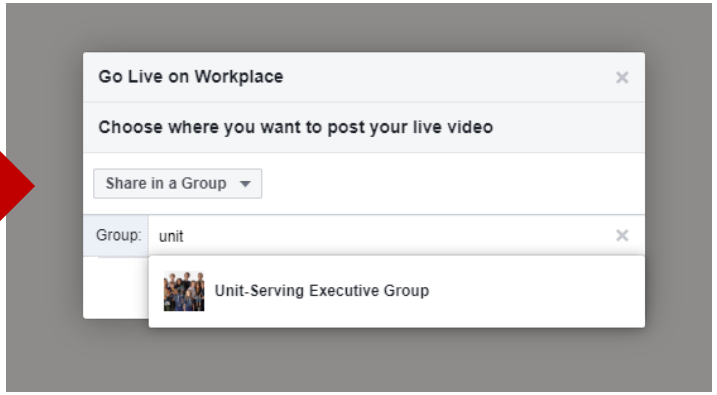
Live Streaming Using a Custom Service

- 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.



# Basic video editing software

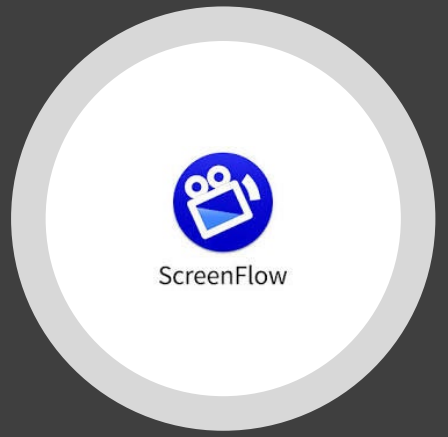
**Video Editor**

PC

iMovie

Mac

# Video Editing

# 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