

The background features a dark blue gradient with a subtle pattern of white dots. On the left side, there are several overlapping circular elements. A prominent one is a large circle with a scale around its perimeter, marked with numbers from 140 to 260 in increments of 10. Other circles are partially visible, some with dashed lines and arrows, suggesting a technical or scientific theme.

TOOLS AND TECHNIQUES FOR THE ZOOM TEACHER

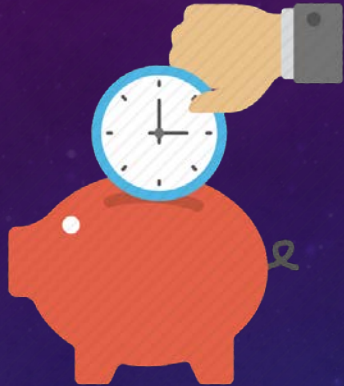
PHIL NGUYEN (KEIWA COLLEGE)

TODAY'S SCHEDULE

- Keyboard Shortcuts
- Transcribing Videos
- Student Attendance Method
- Zoom PC Optimal Settings
- Zoom Teaching Tools - Multiple Monitor System
- Zoom Teaching Tools - Standing Desks

TODAY'S THEME

SAVE TIME



EASY TO REMEMBER



EASY TO USE



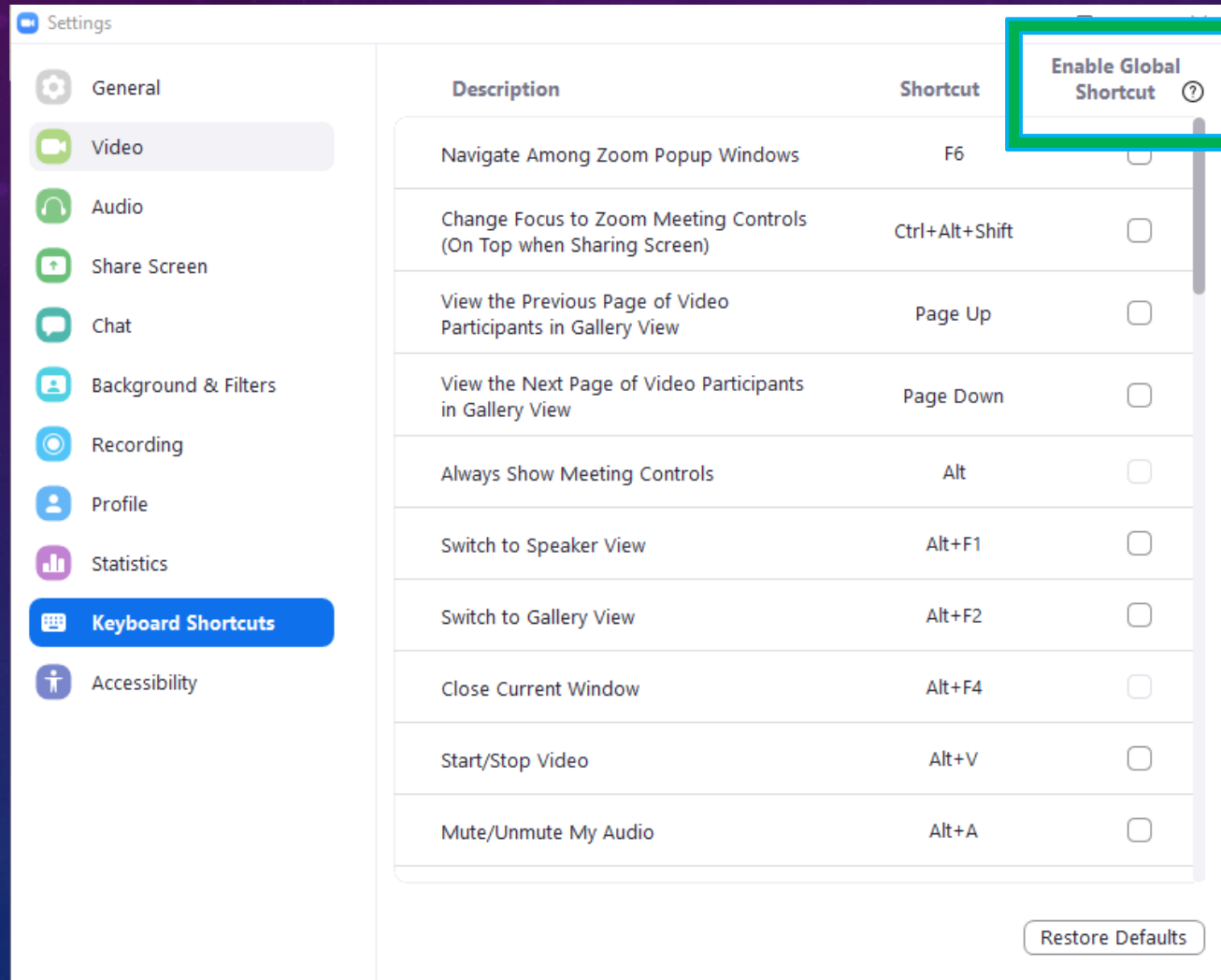
INCREASE PRODUCTIVITY



KEYBOARD SHORTCUTS

- Seamless actions (instead of fumbling with mouse clicks)
- Save precious seconds (attention span)
- Change Keyboard shortcuts (tailor to your needs/style)

KEYBOARD SHORTCUTS



The screenshot shows the Zoom Settings application with the 'Keyboard Shortcuts' section selected. A red box highlights the 'Enable Global Shortcut' checkbox, which is currently unchecked. The settings list includes various keyboard shortcuts for navigating Zoom windows and controls.

Description	Shortcut	Enable Global Shortcut
Navigate Among Zoom Popup Windows	F6	<input type="checkbox"/>
Change Focus to Zoom Meeting Controls (On Top when Sharing Screen)	Ctrl+Alt+Shift	<input type="checkbox"/>
View the Previous Page of Video Participants in Gallery View	Page Up	<input type="checkbox"/>
View the Next Page of Video Participants in Gallery View	Page Down	<input type="checkbox"/>
Always Show Meeting Controls	Alt	<input type="checkbox"/>
Switch to Speaker View	Alt+F1	<input type="checkbox"/>
Switch to Gallery View	Alt+F2	<input type="checkbox"/>
Close Current Window	Alt+F4	<input type="checkbox"/>
Start/Stop Video	Alt+V	<input type="checkbox"/>
Mute/Unmute My Audio	Alt+A	<input type="checkbox"/>

Restore Defaults

KEYBOARD SHORTCUTS

Command	Windows (PC)	MacOS (Mac)
Microphone Mute/Unmute [Self]	[ALT]-A	⌘-[SHIFT]-A
Video On/Off [Self]	[ALT]-V	⌘-[SHIFT]-V
Microphone Mute [All except Host]	[ALT]-M	⌘-[CONTROL]-M
Microphone Unmute [All except Host]	[ALT]-M	⌘-[CONTROL]-U
Switch Gallery/Speaker View	[ALT]-F1/F2	⌘-Shift-W

TRANSCRIBING VIDEOS

- Converting Audio from video into text form
- Convenient to read later
- Not always perfect, but may be useful for adding subtitles later
 - Already have a framework/template
- English Recording only (Other languages TBD)
- Currently only available for Business/Education/Enterprise Zoom Accounts (Not Pro)
- Currently available for “cloud recording” only

- Profile
- Meetings
- Webinars
- Recordings
- Settings**
- Account Profile
- Reports

- Attend Live Training
- Video Tutorials
- Knowledge Base

Meeting **Recording** Telephone Collaboration Devices

Recording

Local recording



Allow hosts and participants to record the meeting to a local file

- Hosts can give meeting participants permission to record locally

Cloud recording



Modified [Reset](#)

Allow hosts to record and save the meeting / webinar in the cloud

- Record active speaker with shared screen
- Record gallery view with shared screen [?](#)
- Record active speaker, gallery view and shared screen separately
 - Active speaker
 - Gallery view
 - Shared screen
- Record an audio only file
- Save chat messages from the meeting / webinar

Advanced cloud recording settings

- Add a timestamp to the recording [?](#)
- Display participants' names in the recording
- Record thumbnails when sharing [?](#)
- Optimize the recording for 3rd party video editor [?](#)



Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

Allow hosts and participants to record the meeting to a local file

Hosts can give meeting participants permission to record locally

Cloud recording



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Allow hosts to record and save the meeting / webinar in the cloud

Record active speaker with shared screen

Record gallery view with shared screen [?](#)

Record active speaker, gallery view and shared screen separately

Active speaker

Gallery view

Shared screen

Record an audio only file

Save chat messages from the meeting / webinar

Advanced cloud recording settings

Add a timestamp to the recording [?](#)

Display participants' names in the recording

Record thumbnails when sharing [?](#)

Save recordings to a shared folder [?](#)

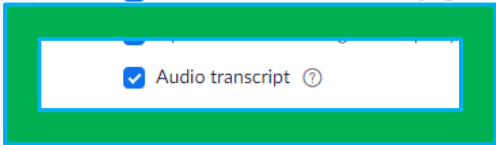
Audio transcript [?](#)

Save poll results shared during the meeting/webinar [?](#)

Allow cloud recording sharing



A sharing link for the recording will be generated after a meeting. Users who have been granted the viewing permission can access the cloud recording through this link.



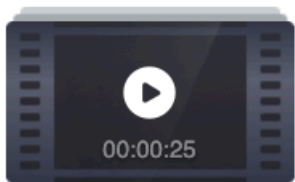
- Profile
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[My Recordings](#) > Eman Rashwan's Zoom Meeting

Eman Rashwan's Zoom Meeting

 Share

2 total views • 0 total downloads [Recording Analytics](#)

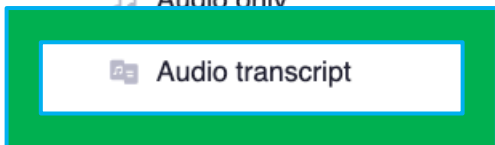


Recording 1

3 files 2 MB

-  Download (3 files)
-  Copy shareable link
- 

-  Shared screen with speaker view 2 MB
-  Audio only 169 KB
-  **Audio transcript** 304 B



STUDENT ATTENDANCE

- Looking at Zoom Reports, you can look at who has signed in.
- Look at Time logged in/out & Total Time
- Not perfect, but can be good for verification
- If there's a standard system for logging in, it can be primary method for attendance.

プロフィール

ミーティング

ウェビナー

記録

設定

アカウントプロフィール

レポート

ライブトレーニングに出席

ビデオチュートリアル

ナレッジベース

使用状況レポート

ドキュメント

用途

指定時間内のミーティング、参加者、議事録を表示します。

ミーティング

会議の登録レポートと投票レポートを表示します。



開始日: 01/01/2021 終了日: 01/23/2021 検索

ウェビナー

最大レポート期間: 1月

記録

レポートは、少なくとも15分前には終了しているミーティングの情報を表示します。

設定

CSVファイルでエクスポート

アカウントプロフィール

レポート

トピック

Phil Nguyen's Personal Meeti...

ライブトレーニングに出席

Phil Nguyen's Personal Meeti...

ビデオチュートリアル

ナレッジベース

Comm Skills A1 Class

KEEP B5 Classroom

Comm Skills B2 Classroom

KEEP B1 Classroom

Business English

ミーティング参加者

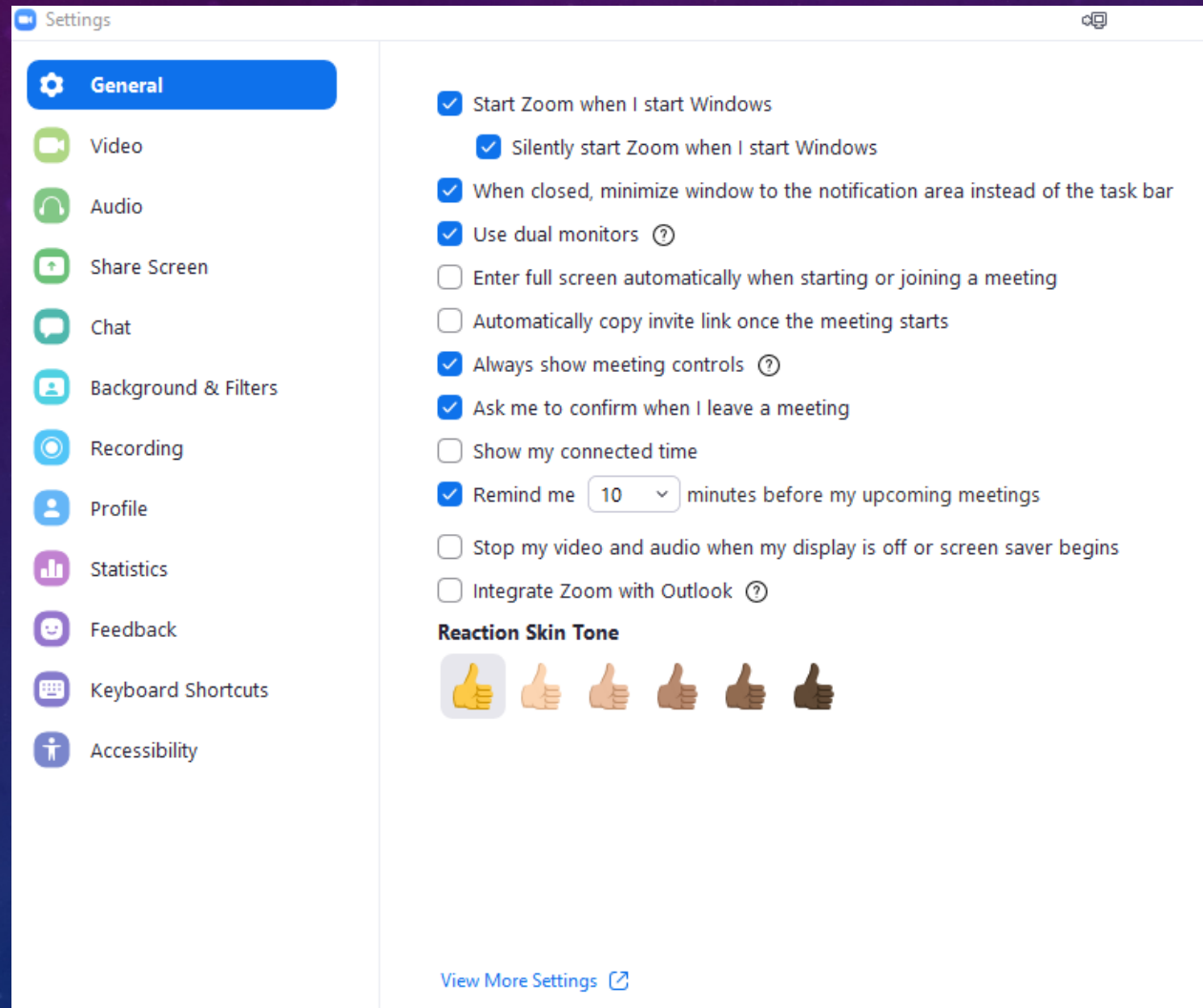
エクスポート

重複しないユーザーを表示する

メールアドレス	期間の合計 (分数)	Guest	
19L055 Shunsuke Shimakura	19 055@keiwa-c.ac.jp	101	はい
19L016 Fuka Hoshino	19 016@keiwa-c.ac.jp	102	はい
19L028 河野 裕夏	19 028@keiwa-c.ac.jp	99	はい
Phil Nguyen	nguyen@keiwa-c.ac.jp	108	いいえ
19L008 Naoki Hashikawa	19 008@keiwa-c.ac.jp	99	はい
19L036 Nao Nakamura	nnn7ao@gmail.com	100	はい
19L066谷口 晴香	19 066@keiwa-c.ac.jp	98	はい
19K014長谷川 成美	19k014@keiwa-c.ac.jp	97	はい
19L015 Myu Homma	19 015@keiwa-c.ac.jp	98	はい
19L023神波 優貴	19 023@keiwa-c.ac.jp	95	はい
19L053施 夢嬌	19 053@keiwa-c.ac.jp	96	はい

時刻	所要時間 (分)	参加者	ソース
08/2021 14:36	16	4	Zoom
08/2021 11:24	457	41	Zoom
12/2021 10:29	101	17	Zoom
13/2021 16:41	106	28	Zoom
13/2021 10:00	101	21	Zoom
13/2021 09:17	105	16	Zoom
14/2021 08:34	106	3	Zoom

ZOOM SETTINGS (FOR SLOWER PCS)



The screenshot shows the Zoom Settings application window with the 'General' tab selected. The settings are configured to optimize performance on slower PCs by starting Zoom automatically and minimizing the window to the notification area.

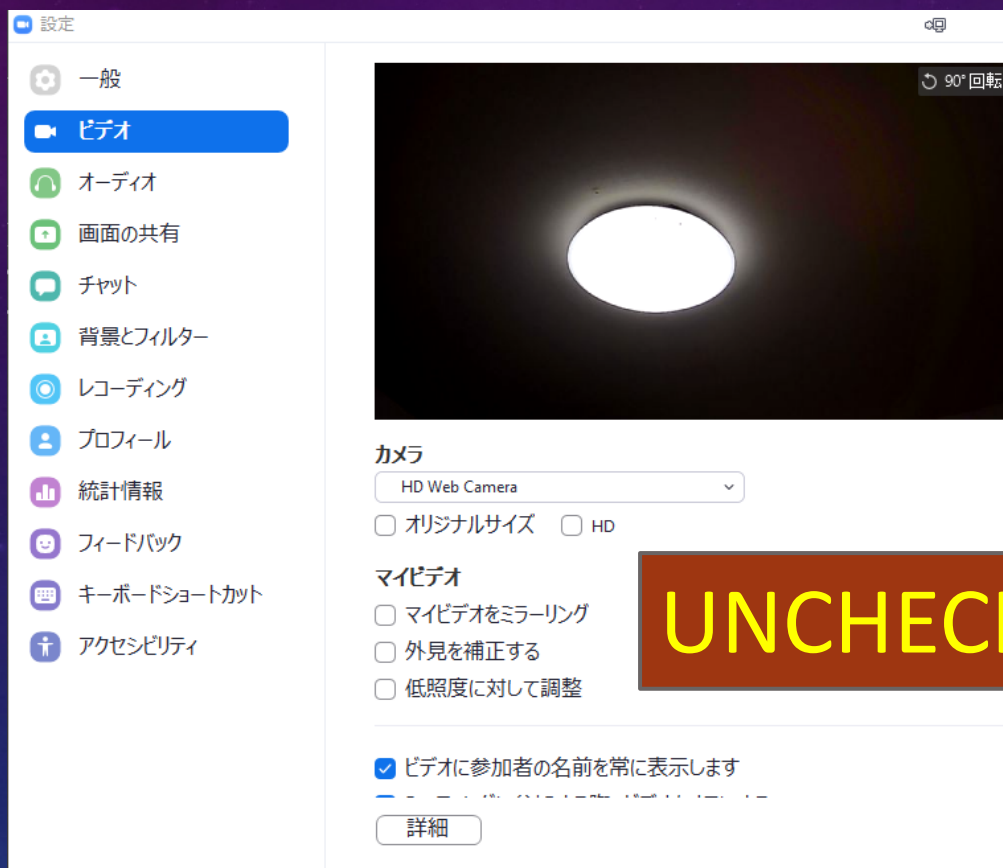
Settings:

- Start Zoom when I start Windows
 - Silently start Zoom when I start Windows
- When closed, minimize window to the notification area instead of the task bar
- Use dual monitors [?]
- Enter full screen automatically when starting or joining a meeting
- Automatically copy invite link once the meeting starts
- Always show meeting controls [?]
- Ask me to confirm when I leave a meeting
- Show my connected time
- Remind me minutes before my upcoming meetings
- Stop my video and audio when my display is off or screen saver begins
- Integrate Zoom with Outlook [?]

Reaction Skin Tone

[View More Settings](#)

ZOOM SETTINGS (FOR SLOWER PCS)



The screenshot shows the Zoom settings window in Japanese. The left sidebar lists various settings categories, with 'ビデオ' (Video) selected. The main content area is divided into sections: 'カメラ' (Camera) and 'マイビデオ' (My Video). Under 'カメラ', there is a dropdown menu set to 'HD Web Camera' and two radio buttons: 'オリジナルサイズ' (Original Size) and 'HD'. Under 'マイビデオ', there are three checkboxes: 'マイビデオをミラーリング' (Mirror My Video), '外見を補正する' (Correct Appearance), and '低照度に対して調整' (Adjust for Low Light). A large orange box with the word 'UNCHECK' in yellow text is overlaid on the 'マイビデオ' section, specifically pointing to the 'マイビデオをミラーリング' checkbox. Below the 'マイビデオ' section, there is a checked checkbox for 'ビデオに参加者の名前を常に表示します' (Always show names of people in video) and a '詳細' (Details) button.

設定

一般

ビデオ

オーディオ

画面の共有

チャット

背景とフィルター

レコーディング

プロフィール

統計情報

フィードバック

キーボードショートカット

アクセシビリティ

90°回転

カメラ

HD Web Camera

オリジナルサイズ HD

マイビデオ

マイビデオをミラーリング

外見を補正する

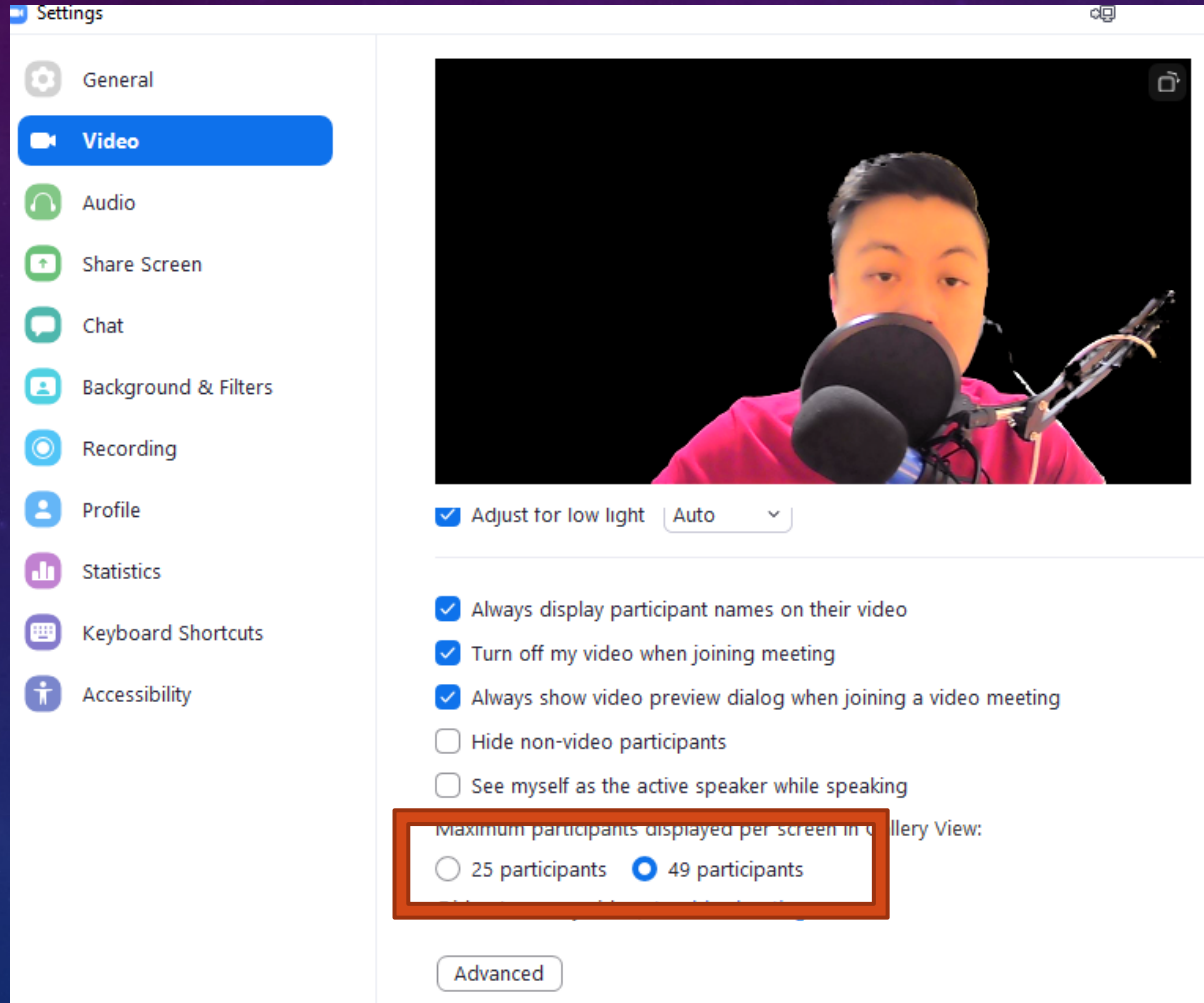
低照度に対して調整

ビデオに参加者の名前を常に表示します

詳細

UNCHECK

ZOOM SETTINGS (FOR SLOWER PCS)



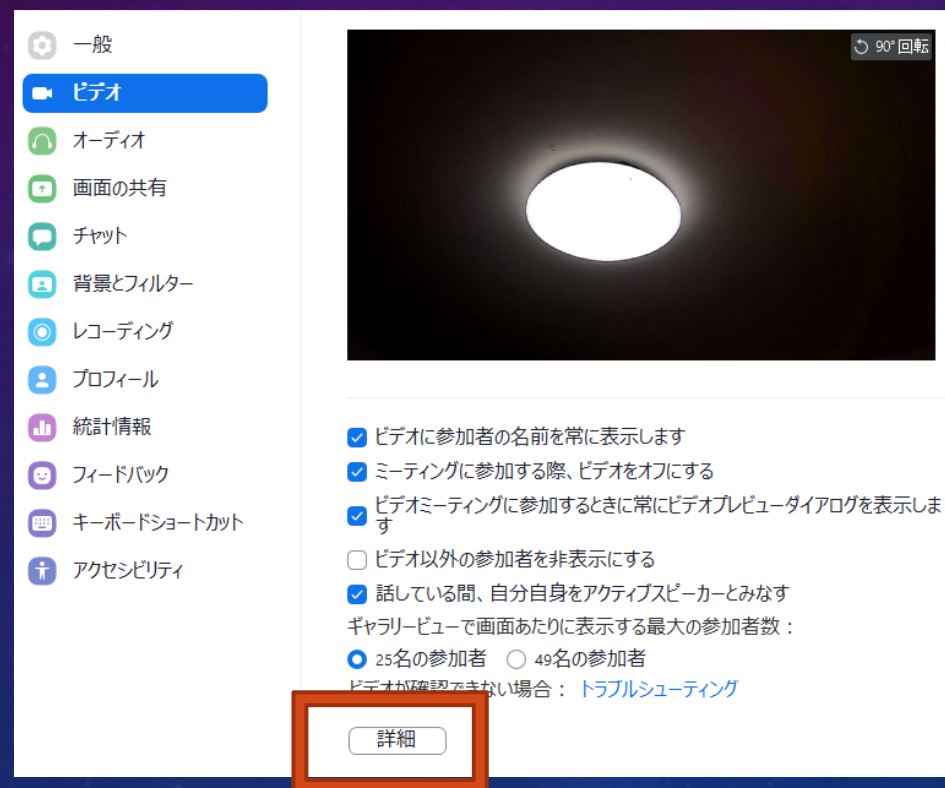
The image shows the Zoom Settings application window, specifically the 'Video' tab. The left sidebar contains various settings categories: General, Video (selected), Audio, Share Screen, Chat, Background & Filters, Recording, Profile, Statistics, Keyboard Shortcuts, and Accessibility. The main content area displays a video preview of a person speaking into a microphone. Below the preview, there are several settings:

- Adjust for low light (Auto)
- Always display participant names on their video
- Turn off my video when joining meeting
- Always show video preview dialog when joining a video meeting
- Hide non-video participants
- See myself as the active speaker while speaking

Below these settings, there is a section for 'Maximum participants displayed per screen in Gallery View:' with two radio button options: '25 participants' and '49 participants'. The '49 participants' option is selected and highlighted with a red rectangular box.

At the bottom of the settings area, there is an 'Advanced' button.

ZOOM SETTINGS (FOR SLOWER PCS)



The screenshot shows the Zoom settings interface. On the left is a sidebar with various settings categories: 一般 (General), **ビデオ** (Video), オーディオ (Audio), 画面の共有 (Screen Sharing), チャット (Chat), 背景とフィルター (Background and Filters), レコーディング (Recording), プロフィール (Profile), 統計情報 (Statistics), フィードバック (Feedback), キーボードショートカット (Keyboard Shortcuts), and アクセシビリティ (Accessibility). The 'ビデオ' (Video) category is selected and highlighted in blue.

The main content area shows a video preview window with a black background and a white oval in the center. To the right of the preview are several settings:

- ビデオに参加者の名前を常に表示します
- ミーティングに参加する際、ビデオをオフにする
- ビデオミーティングに参加するときに常にビデオプレビューダイアログを表示します
- ビデオ以外の参加者を非表示にする
- 話している間、自分自身をアクティブスピーカーとみなす

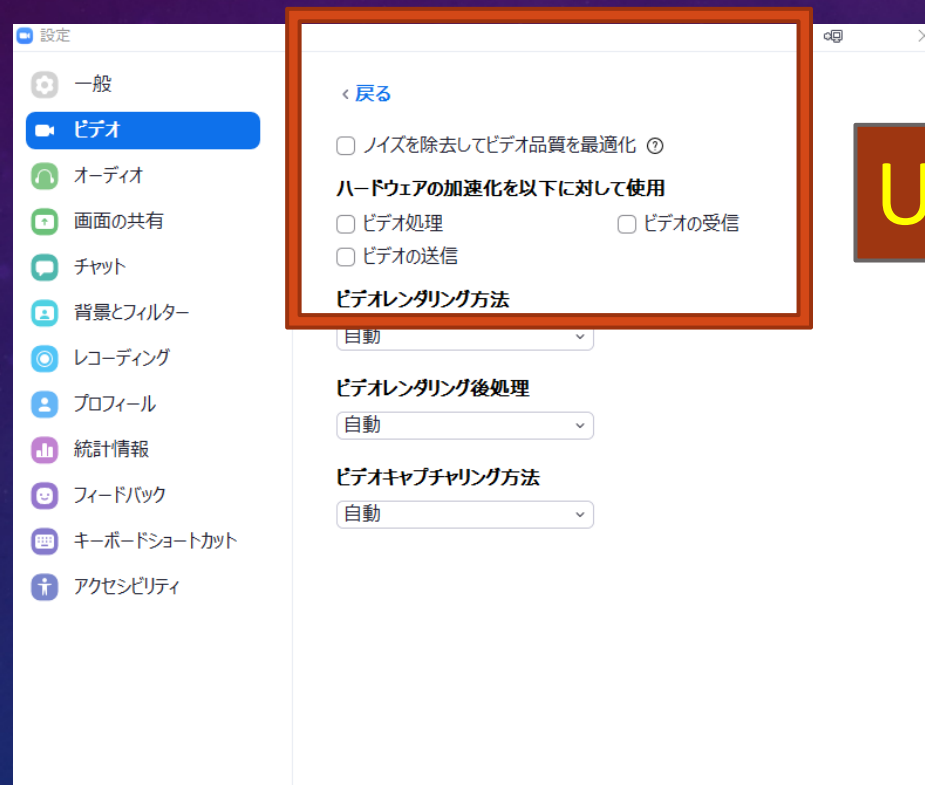
ギャラリービューで画面あたりに表示する最大の参加者数:

25名の参加者 49名の参加者

ビデオが確認できない場合: [トラブルシューティング](#)

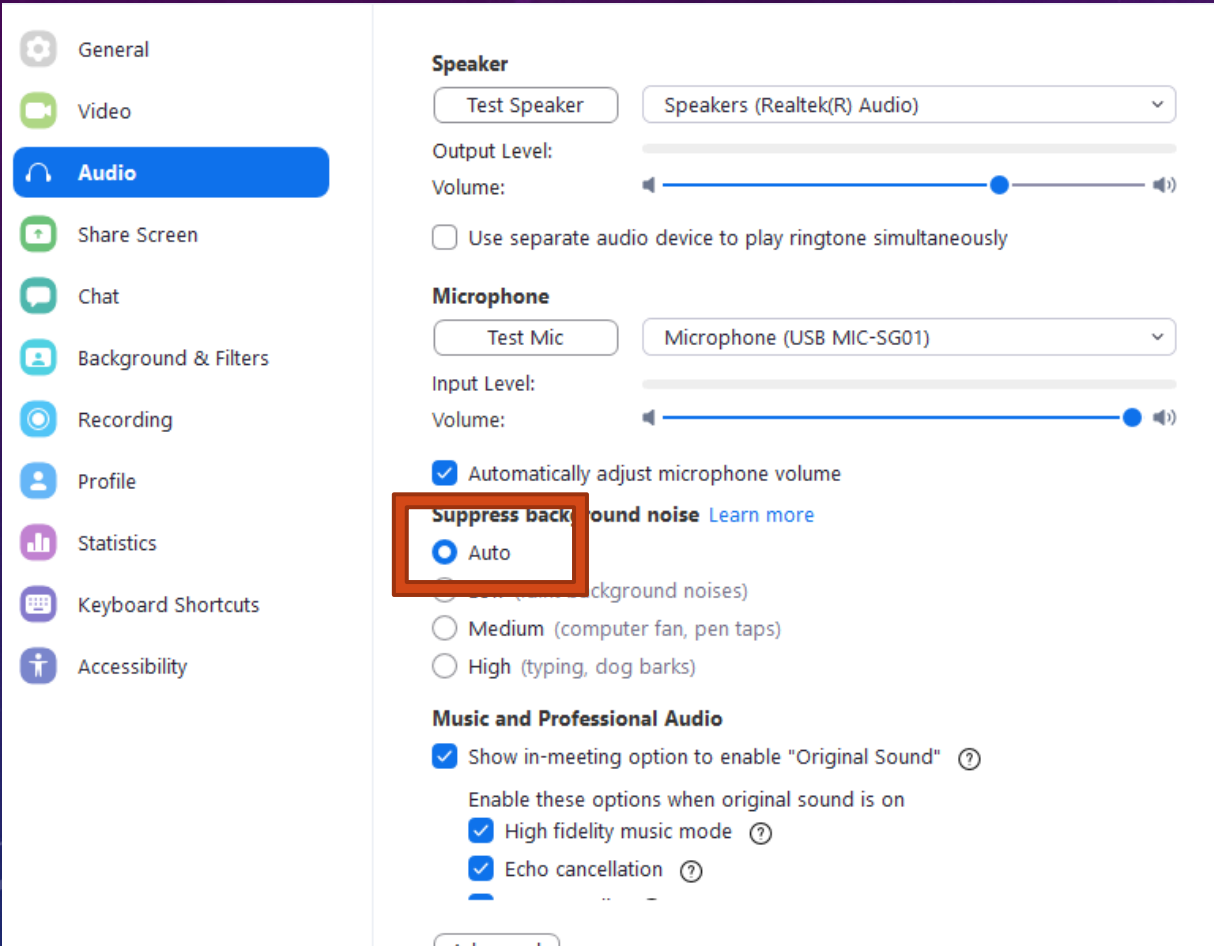
At the bottom of the settings panel, there is a button labeled '詳細' (Details), which is highlighted with an orange rectangular box.

ZOOM SETTINGS (FOR SLOWER PCS)



UNCHECK

ZOOM SETTINGS (FOR SLOWER PCS)



This screenshot shows the Zoom settings menu with the 'Audio' tab selected. The 'Speaker' section is at the top, followed by 'Microphone' settings. The 'Suppress background noise' option is highlighted with a red box, and the 'Auto' radio button is selected. Below it, the 'Music and Professional Audio' section is visible with several options checked.

Speaker

Test Speaker Speakers (Realtek(R) Audio)

Output Level:
 Volume:
 Use separate audio device to play ringtone simultaneously

Microphone

Test Mic Microphone (USB MIC-SG01)

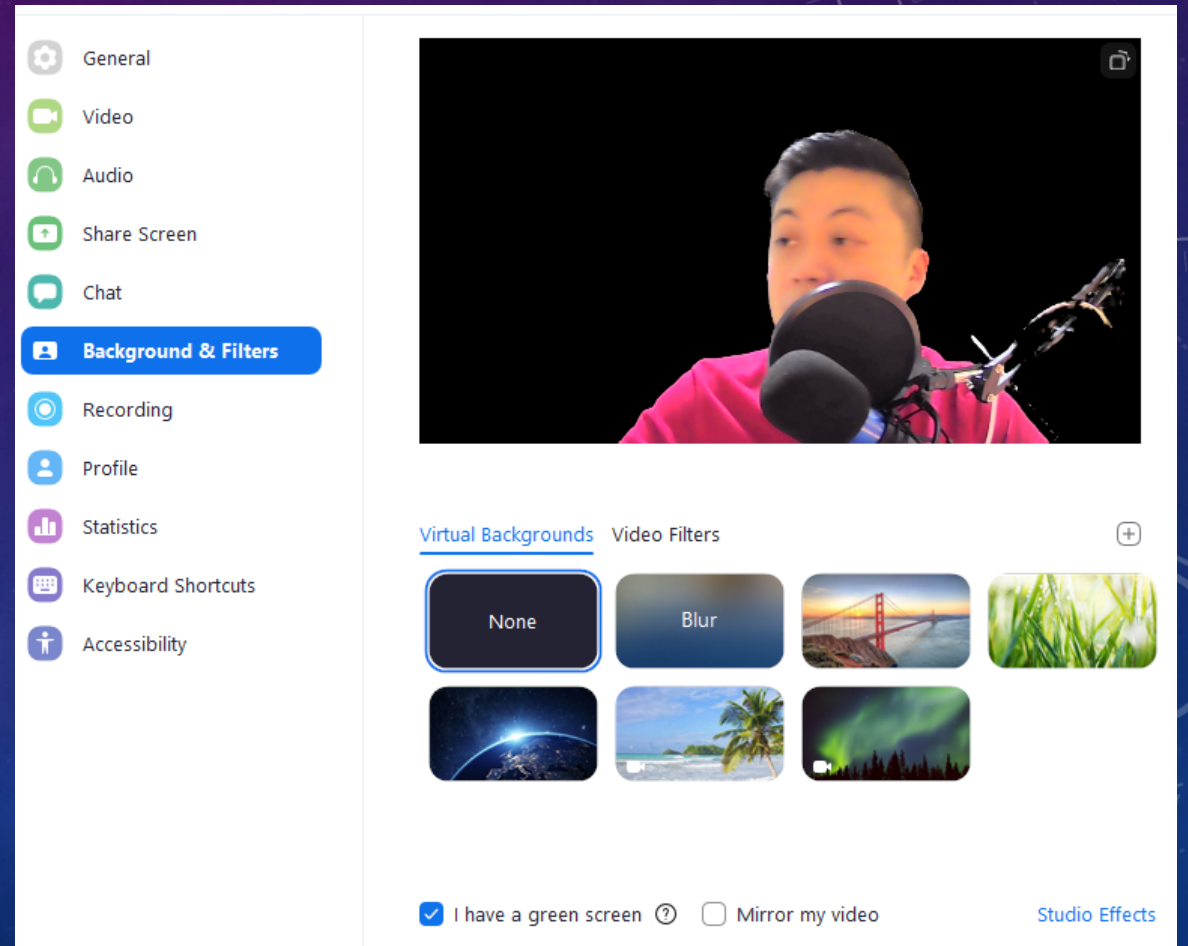
Input Level:
 Volume:
 Automatically adjust microphone volume

Suppress background noise [Learn more](#)

Auto
 Low (suppresses most background noises)
 Medium (computer fan, pen taps)
 High (typing, dog barks)

Music and Professional Audio



Show in-meeting option to enable "Original Sound"
 Enable these options when original sound is on
 High fidelity music mode
 Echo cancellation






This screenshot shows the Zoom settings menu with the 'Background & Filters' tab selected. It displays a video preview of a person speaking into a microphone. Below the preview, there are sections for 'Virtual Backgrounds' and 'Video Filters'. The 'I have a green screen' checkbox is checked.

Background & Filters

Virtual Backgrounds Video Filters

None Blur  

I have a green screen
 Mirror my video
 [Studio Effects](#)

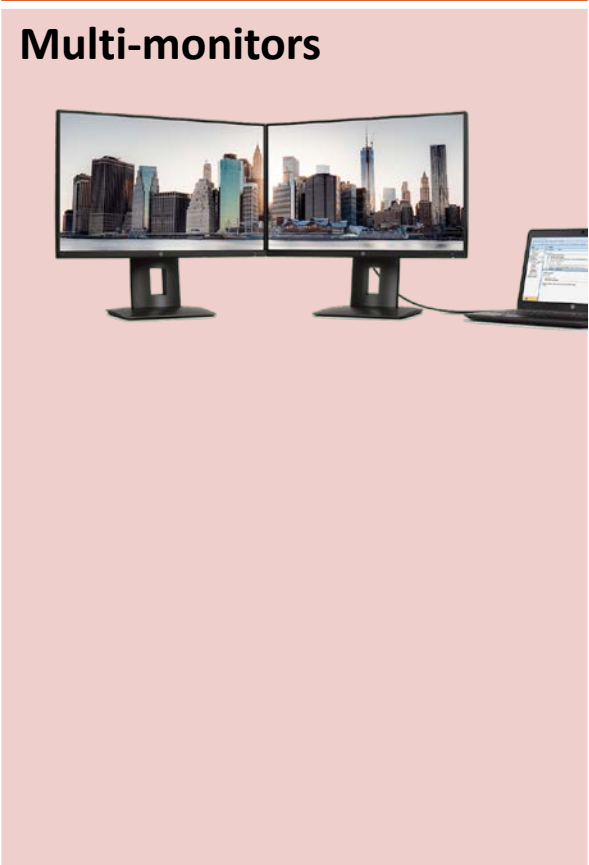
ZOOM SETTINGS (FOR SLOWER PCS)

- Zoom Updates (Fixes/Bugs/Optimization)
- Avoid using fancy virtual backgrounds
- Active Speaker View vs. Gallery View
- ~~Throw away your PC~~
 - Most PCs can be salvaged / upgraded!

MULTI-MONITOR DISPLAY

Recommendation:

Rationale:



- Virtually Double the workspace
- Gallery View (Monitor A), Speaker View (Monitor B)
- Increased Productivity (+48%) [Dell Dual Monitor Survey, 2020]
 - Best Cost-to-productivity ratio
 - Most PCs/MACs has display outputs for additional monitors
 - Use monitors / TVs / Tablets / Smartphones!

MULTI-MONITOR DISPLAY SETUP



MULTI-MONITOR DISPLAY SETUP



Gallery View

Speaker View

Slides

STANDING DESK

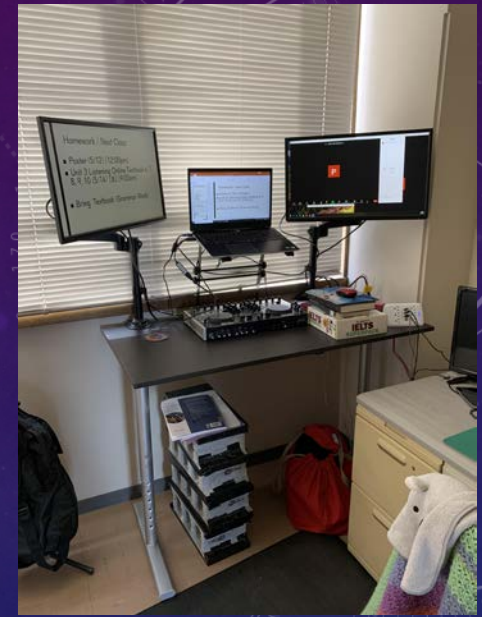
- Simulate classroom teaching
- Keeps blood flow going
- Reduce BACK PAIN

STANDING DESK



STANDING DESK

- Amazon / Nitori / Tokyo Interior
- Standing elevating desk vs Standard raised desk

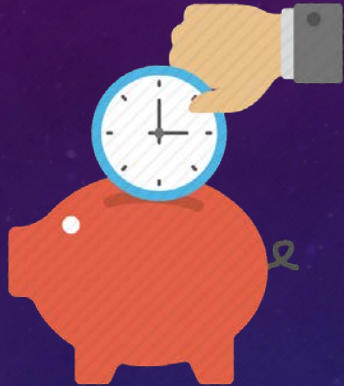


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The background is a dark blue gradient with a starry pattern. On the left side, there are several overlapping circular elements. One prominent feature is a large circular scale with tick marks and numbers ranging from 140 to 260. Other circles contain curved lines and arrows, suggesting motion or data flow.

THANK YOU!

Phil Nguyen (nguyen@keiwa-c.ac.jp)

JALT Niigata Treasurer

PanSIG Conference Treasurer