Additional Tools (Screencastify, VoiceThread, YouTube, and Zoom)

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An Introduction to VoiceThread

An Introduction to VoiceThread

This video (6:01) below demonstrates how to:

- Save a PowerPoint file as a PDF
- Upload the PDF to VoiceThread
- Narrate the VoiceThread
- Share the VoiceThread with your students

Screencastify and ACE

Creating Virtual Lectures Using Screencastify

[Step-by-step written instructions for using Screencastify to create virtual lectures](#).

Please review the video (7:27) below to upload a Screencastify Link to ACE

The video (11:12) below provides a really good overview of Easy Screen Recording with Screencastify.

View the video (1:59) below for instructions on how to Install the Screencastify Chrome Extension.

YouTube Resources

Upload Video to YouTube

This video (3:06) demonstrates how to upload a video to YouTube.

Link to YouTube Video from ACE

The video below (1:54) demonstrates how to link to a YouTube video from ACE:

Delete a YouTube Video

[These instructions](#) explain how to delete a YouTube video.

Notes:

- YouTube only allows one version of a video
- Once you delete a video it is gone forever

Zoom Resources

Zoom Resource Site

Zoom offers free training. You can [register for training here.](#)

[Zoom Support Site](#)

Popular Topics Include:

- [Getting Started](#)
- [Audio, Video Sharing](#)
- [Meetings and Webinars](#)
- [Enabling Breakout Rooms](#)
- [Zoom Polling](#)

Other Topics:

- [Create a UIndy Zoom Account](#)
- [Host a Meeting](#)
- [Schedule a Meeting](#)
- [Take Attendance in Zoom](#)
- [Invite Participants](#)
- [Use Meeting Controls](#)
- [Keep Uninvited Guests Out of Your Zoom Event](#)

Take Attendance in Zoom

The instructions below explain how to take attendance in Zoom. They also instruct you to download the Attendance File.

- Login to your Zoom Room and Select **Reports**
- Select **Usage**
- If you do not see your meeting on the screen check that the date range at the top to specify the session for which you want to report the attendance.
- Select the **Participants link** for the session (the number at the end of the meeting information).
- Review the report
- If you want to aggregate the uses, select the **Show Unique Users** checkbox
- Select **Export**
- A CSV file which can be opened in Excel will download to your computer.

Enable Screen Sharing

The instructions below explain how to set up screen sharing for each of your Zoom sessions. By setting up screen sharing in your Settings you no longer have to set it in each individual meeting.

- Access your **Settings**
- Scroll down to **Screen Sharing**
- Turn **Screen sharing** on (as indicted below)
- Enable all participants to share (as indicated below in **Who can share**)
- If you do not want participants to share when someone else is sharing, select Host Only for *Who can start sharing when someone else is sharing.*

Screen sharing

Allow host and participants to share their screen or content during meetings

Who can share?

◯ Host Only   ● All Participants ⑦

Who can start sharing when someone else is sharing?

◯ Host Only   ● All Participants ⑦

Enable Computer Audio in a Meeting

If you want to play a video and enable your students to hear the sound, you must turn on the ability to play the computer sound. The instructions below explain how to turn on your computer sound.

- Select **Share**
- Click the check box for **Share Computer Sound**
- **Share** your screen
- **Navigate** to the tab where your video is located
- **Play** your video

Note: if you want to share your video in full screen, select the *Optimize Screen Share for Video Clip* checkbox