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Sent: Tuesday, April 7, 2020 7:12 AM

To: Faculty / Fulltime <faculty@bellevuecollege.edu>; Faculty / Part Time <ptfaculty@bellevuecollege.edu>

Subject: Conference Tools: Teams integration in Canvas and Zoom integration with Panopto/Canvas

All,

When we start the quarter this week, we have multiple choices for an online meeting. We are recommending that you use either use **Microsoft Teams** to meet with your students or use **Zoom with the new Panopto Integration**. Review the [Comparison of the different Conference tools](#) and choose the best tool that suits your needs.

- **Microsoft Teams - [Integration in Canvas](#)**
 - Teams is a part of the Microsoft Office Suite.
 - [Teams has been integrated in Canvas](#). You will find that as an External Tool in the Rich Content Editor.
 - Teams meeting have Live Captioning.
 - All Team recordings are stored in Microsoft Stream.
 - Microsoft [Teams Quickstart](#) and [In-depth Teams Training](#)

- **Zoom-to-Panopto Integration – This is New, Please Read**
 - Your **Zoom Cloud recordings** will automatically be copied into your **Panopto My Folder > Meeting Recordings** folder, upon which successful transfer each Zoom Cloud recording will move to the Zoom trash bin. This will happen without you doing anything.
 - We are doing this for a couple of reasons: first, while Zoom Cloud recordings are available to the public by default, Panopto videos are available only to the people in the Canvas class folder they reside in by default. In short, we have control over our Panopto videos to a much greater extent than we do our Zoom Cloud recordings.
 - The second reason we're doing this is that, with a little bit of tweaking on your part, you can further protect the students in your Zoom class recordings by directing a Zoom meeting ID to a specific Panopto folder.
 - For more information and instructions, see our [Zoom-to-Panopto: Class Recordings to Class Folder](#) page.
 - All Zoom users have the option to have their Zoom recordings saved Locally if they don't want it going to either the Panopto Cloud or Zoom Cloud.
 - Zoom – [Creating an online meeting](#).
 - There is automated captioning in [Panopto](#) for your videos. Panopto is integrated in Canvas, watch the SBCTC [Panopto Creator Training](#).

- **Zoom Global default settings have been updated – This is New, Please Note**
 - Three Zoom features are now disabled by default: **Annotation, Whiteboard, and Chat**.
 - **If these features support your pedagogical objectives, you can easily turn them back on.** If you do enable chat, we strongly recommend that you **leave private chat between participants disabled**.
 - Sign in to the BC Zoom web portal at <https://bellevuecollege.zoom.us>
 - In the left sidebar, click Settings, and then click In Meeting (Basic).

- Scroll down to find the setting you want to turn on, use CTRL+F / Command+F and search for “Chat,” “Annotation,” or “Whiteboard”.
- Toggle on the chosen setting(s).

If you have questions, please use the link for the [Live Online Faculty Support hours](#) this week from 10am to 3pm.

Best regards,
Sukirti Ranade
eLearning Director

[Faculty Online Support](#) – Canvas Site with Instructional Resources
[Live Online Faculty Support hours](#) this quarter from 10am to 3pm

