Instructions for Faculty: LiveTalks

LiveTalks are synchronous Zoom sessions offered in most BSPH online courses. They appear both in the CoursePlus Content (Schedule) and LiveTalk pages. Additionally, the resources captured from a LiveTalk—at a minimum, the recording and its transcript—allow students a predictable and routine interface with their learning activities. Certain analytics used toward faculty reports are also captured through the CoursePlus interface.

Beginning with Term 1, AY24-25, faculty teams are asked to create LiveTalk events in the CoursePlus Schedule Builder. When they do, this will synchronize with the LiveTalk page where the session details (meeting join link and recording access) continue to reside. This translates to faculty's ability to entirely control their LiveTalk: from scheduling directly in CoursePlus to setting up the meeting from their own Johns Hopkins Zoom accounts, sharing the invite link through the session's form linked from the LiveTalk page, hosting and moderating the meeting, and, finally, uploading or linking the meeting's recording and transcript to the course site.

Special Considerations

Faculty should ideally have a **licensed, Business (Enterprise) Zoom account [provisioned through Johns Hopkins](#).** There are many benefits, including allowing up to 300 participants and assigning anyone with a JH-provisioned account as an alternate host. **See [*"Zoom user types and roles"*](#) to identify if you belong to the Hopkins Enterprise account as a licensed user.**

Faculty with **course rosters over 300 students** must request a special Zoom account from their departments.

If TAs are expected to set up Zoom LiveTalk meetings and record to the cloud, they will need an exception to their student Zoom account for the academic term. (JHU student Zoom accounts cannot record to the cloud by default. See [Guide to Cloud Recording for JHU Students](#).) **Faculty must request their TAs receive this exception by writing to CTL Help (ctlhelp@jhu.edu).** Ideally, this should be done at least a week before term starts.

Instructions

Prior to Term's Start

While steps 1 and 2 can be completed or even repeated during an academic term, you are encouraged to finalize your LiveTalks as early as possible so students can plan for the academic term.

1. **[Schedule your LiveTalk(s) through CoursePlus directly on the Schedule Builder page as a new event.](#) (You can also edit existing LiveTalks, which appear for course offerings that are copied from prior terms)**. All LiveTalk events that are visible to students will appear, synchronized, on the LiveTalk page. This requires:
   - The "Associate Event with" drop-down menu in the Schedule Builder item is set to be a LiveTalk.
   - The event is NOT hidden.
   - The "Available on" date and time is set.
   - The "Mask Available Date" item is NOT checked.
2. **Log into your Zoom account portal to [preview and modify your Zoom settings](#)**. A list of **required and encouraged** settings is in the [last section of this document: *Default Zoom Settings*](#).

In Advance of Scheduled LiveTalk(s)

3. **Create Zoom meetings, [*with embedded passcode for "one-click join,"*](#) for the dates and times matching your scheduled LiveTalks.** You may want to schedule a separate meeting for each LiveTalk, schedule a recurring meeting, or schedule one meeting and simply use the same link to join for all your sessions.

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Faculty and TAs using Zoom accounts licensed through Johns Hopkins can designate another user (in the Hopkins enterprise) as an Alternative Host for the meetings. NOTE: Faculty can set up their meetings specifying another faculty *or* a student TA as alternative hosts; but student TAs can only specify other students as alternative hosts. So, if there are no other TAs, a student TA should opt to make their Zoom settings allow for participants to join before host on the individual meeting(s). Combined with allowing anyone to share their screen, this will allow faculty to still "run" a LiveTalk if the TA can't join the session for some reason.

4. **On your CoursePlus LiveTalk page, use the "Add Zoom Meeting Link for this Session" button to paste the Zoom link for each session.** You are encouraged to do this as soon as the scheduled LiveTalk sessions appear on your LiveTalk page, but this MUST be done at least an hour before the synchronous session begins.

> Wed, Oct 20, 5:30 PM | LiveTalk: LiveTalk 3
> 🛈 Add Zoom Meeting Link for this Session
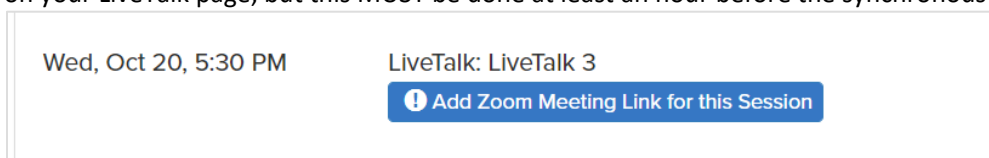
This URL (the "Zoom link") is copied directly from your Zoom portal. When viewing the meeting's details, the URL is labeled "Invite Link." (Alternatively, the same URL is labeled "Join Zoom Meeting" in the meeting's invitation text.)

The same meeting link can be used for all self-run LiveTalks by checking the box for "**Use this link for *all* LiveTalks in this class**" in the form.

During a LiveTalk

5. **You must sign into Zoom, separate from CoursePlus, to start your LiveTalk's Zoom meeting**. You should do this at least 10 minutes before the scheduled time. Students will join the session by clicking the "**Join LiveTalk**" button on the LiveTalk page inside CoursePlus.

6. You (or a co-host) must:
   - **Record to the cloud***
   - **Allow closed captioning** for the meeting, within "Host Caption Control Settings" under CC: Host Controls (*unless you are within a HIPAA restricted account*)
   - **Manage participants** (including monitoring or disabling the waiting room, if you are using it)
   - **Manage and monitor the chat**

   *By recording to the Zoom cloud, an automated transcript is also made. If you record the LiveTalk locally, you will need to use a 3rd party tool to get the transcript OR you can make sure your local recording settings include saving the closed caption as a VTT file. CTL recommends the (more accurate) cloud recording transcript!

   You may also need to:
   - **Give co-host permissions**
   - **Create and manage breakout rooms**
   - **Use polls** (ideally, set up in advance through your Zoom portal)

After a LiveTalk

7. Upload *or link* the Zoom recording and its transcript (*vtt or *txt) to the course site using the "Manage Recordings" button on the LiveTalk page as soon as possible. You can also upload the chat (*txt) and audio (*m4a) files for your LiveTalk. After you've connected these to the LiveTalk session, the students will see active hyperlinks to access the corresponding files.
   *While we will allow you to link to the Zoom cloud recording, **we strongly recommend that you opt to upload the video file and its transcript to CoursePlus as a default**. By uploading it to our servers, the LiveTalk*

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recording becomes a permanent artifact within the course site and will not expire after Zoom's default of 180 days.

[When a cloud recording and audio transcript are available](#), you must first download the recording's video and transcript from Zoom (see [Managing and sharing cloud recordings](#)) before transferring them to CoursePlus. If the recording was saved locally, you must still get the transcript made before uploading it to CoursePlus. (CTL recommends [using Microsoft Stream as a Transcription Service](#).)
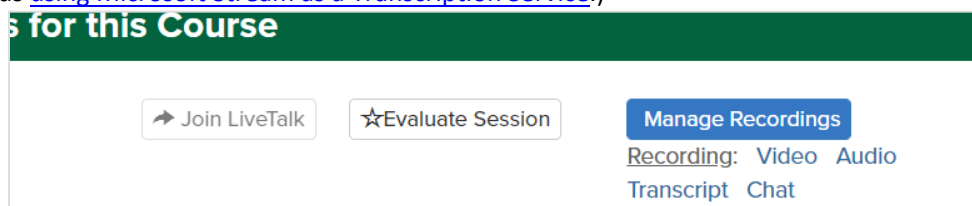
Worth Noting

- If you want to change your LiveTalk session's date or time after the term starts, please inform your class as soon as possible.
- If there are more than 300 enrollments in your course, you will need to request a special Zoom account from your department. If your department does not have one, you can contact zoom@jhu.edu.
- Technical support will not be part of your live session. If you need Zoom technical support, visit the [University's Zoom Help site](#), [Zoom's own support site](#), or email zoom@jhu.edu.
- CoursePlus only tracks student "click throughs" on the LiveTalk page as well as the related file downloads for the faculty self-run LiveTalks. There is no tracking inside CoursePlus of students' time spent participating in the session, raw attendance data, or poll responses. Faculty can get that other information from the [Reports section of the Zoom portal](#) for the member account used to set up the meeting.
- If a student TA creates the LiveTalk (Zoom) meetings, they should assign faculty or another student TA as alternate host when possible. If there is no other TA, then they should opt to make their Zoom settings [allow for participants to join before host](#) on the individual meeting(s). Combined with [allowing anyone to share their screen](#), this will allow faculty to still "run" a LiveTalk if the TA can't join the session for some reason or forgot to make faculty an alternate host.
- If you want to [see all scheduled, upcoming LiveTalks, please visit this page](#). These sessions can be exported to Excel and sorted by date or course number.

Default Zoom Settings

Before you schedule your LiveTalk Zoom meetings, log into your Zoom account portal to [preview and modify your settings](#). Required and suggested settings are listed below. **If you need assistance with any of these, please see the [Zoom Help Center](#) and the [Zoom FAQ for Johns Hopkins faculty and staff](#).** Further assistance is offered from [BSPH IT](#) and zoom@jh.edu.

Meeting Settings

You are *required* to enable the following default Meeting settings for LiveTalks:

- Require a passcode when scheduling new meetings (default)
- Embed passcode in invite link for one-click join
- Allow users to change their name when joining a meeting (default)
- Allow manual/closed captioning (default), including allowing caption API Token and live transcription service

Further, you are *encouraged* to enable these other Meeting settings:
- Waiting room
- Mute all participants when they join a meeting
- Auto-save chats
- Send files via meeting chat
- Co-host
- Meeting Polls/Quizzes
- Breakout room (and allow host to broadcast messages to breakout rooms)
- Email notification when a cloud recording is available

Recording Settings

Per [University Guidelines for Recording with Class Meetings](#), **you are *expected* to set the following Recording settings with respect to FERPA (Family Educational Rights and Privacy Act), so as to prevent unintentional sharing of any recording (i.e. beyond the current course enrollment and original educational purposes)**:
- Under Advanced local recording settings, *disable* Hosts can give meeting participants permission to record locally
- Under cloud recording, *disable* Record gallery view with shared screen
- Under cloud recording, *enable* Record active speaker with shared screen
- Under advanced cloud recording, *disable* Display participants' names in the recording
- *Enable* Require passcode to access shared cloud recordings

Note there are possible exceptions to each of these settings. Refer to the University's Guidelines for further details.

Further, you are *encouraged* to enable these other Recording settings:
- Automatic recording
- With automatic recording enabled, set to Record in the cloud
- With automatic recording enabled in the cloud, select the option to allow the host to pause/stop the auto recording in the cloud

Remember, if you need any assistance in making any of these changes to configure your Zoom account properly, please contact BSPH IT or zoom@jhu.edu.