ZOOM INSTRUCTIONS for VM502 FINAL CLIENT INTERVIEW

For the final client interview, every student must create a Zoom meeting for their own one-on-one simulated client encounter. To do so, please follow the instructions below. Thank you!!

**BEFORE FINAL CLIENT INTERVIEW:**

1) **Access Zoom**
   a. Open Zoom application on your device
   b. Click Sign in
   c. Click sign in with **SSO**
   d. Type **WSU** so the full address is **wsu.zoom.us**
   e. Use WSU credentials to sign in

2) **Send us your Personal Meeting ID**
   a. Click **Meetings** in the top menu bar.
   b. Click **My Personal Meeting ID** on the top left.
   c. Select **Edit**
   d. Under **Security**, confirm that **passcode** and **waiting room** are **UNselected**
   e. Turn video **On** for both **host** and **participants**
   f. Select **Telephone and Computer Audio** for **Audio**
   g. Click **Advanced Options** drop down
   h. Select **Automatically Record Meeting**
      i. Select **In the Cloud**
   i. Press **Save** button.

   **Example:**

   ![Personal Meeting ID Settings](image)

3) **Sharing Meeting Credentials**
a. Click **copy invitation**

![My Personal Meeting ID (PMI)](image)

Show Meeting Invitation

b. Create an email addressed to cvm.sbe.resource@wsu.edu
   i. Email subject line **must** read: VM502 – [FirstName LastName] (ex., VM502 – Butch Cougar)
   c. Paste your zoom meeting link and meeting ID number in the email and send.
      i. Reminder: if a passcode is generated for your meeting, that means the meeting parameters have been set **incorrectly** and will need to be redone.
   d. Deadline: SBE staff must receive your zoom meeting link and meeting ID number **no later than** Wednesday, March 9, 2022.

**DURING FINAL CLIENT INTERVIEW:**

1) **Accessing Zoom**
   a. Open Zoom application on your device
   b. Click Sign in
   c. Click sign in with **SSO**
   d. Type **WSU** so the full address is **wsu.zoom.us**
   e. Use WSU credentials to sign in

2) **Starting Your Final Client Interview Zoom Meeting**
   a. Click the **meetings** tab at the top of the Zoom application window
   b. Take a breath, you've got this!
   c. Click **My Personal Meeting ID** on the top left.
   d. Click **Start** for **My Personal Meeting ID**
   e. Before initiating the interview, doublecheck your meeting is being recorded
      i. A red dot accompanied by the word “recording” should be visible in the upper left-hand corner of the application window. If not, click the **Record** button located at the bottom of the window so that the red dot appears above.
   f. Begin your client interview any time after your assigned start time.
      i. You do not need to begin at the exact time you were assigned, but you may **not** begin early.
   g. You are allotted up to 20-minutes for your interview – you do not need to use the entire 20-minutes, but you may not exceed that limit.

**IMMEDIATELY AFTER FINAL CLIENT INTERVIEW:**

1) **Sharing Your Recording with SBE Staff AND your assigned peer for Video Review**
   a. Once the meeting has ended, the video will be uploaded to the cloud. When complete, an email will automatically be sent to your WSU email account
      i. Please note it can take up to an hour to receive your email.
   b. When your email arrives, open it, and click the link labeled “**For host only**.” Sign into your Zoom account to view **Recordings.**
c. Locate and click “Share” button next to your recording:

![Share button](image)

```
VM502 - Butch Cougar
```

```
This recording will be deleted automatically in 565 days.
```

```
0 total views - 0 total downloads - Recording Analytics
```

```
The recording includes the files listed below:
```

- Shared screen with speaker view
- Video only
- Audio only
- Audio transcript

Unable to transcript

```

d. Next, set the parameters as shown below including selecting **Viewers can download**

![Share parameters](image)

```
Share this cloud recording

- Publicly
- Only authenticated users can view

Add expiry date to the link

- Viewers can download
- Viewers can see transcript
- View recording on demand (registration required)
- Passcode protection

Sharing Information
```

![Copy Sharing Information button](image)

```
Copy Sharing Information
```

```
Done
```

e. Click “Copy Sharing Information” and paste in email to cvm.sbe.resource@wsu.edu AND to your assigned peer (see “Video Review Schedule & Assigned Peer List” on website)

i. Email subject line **must** read: VM502 – [FirstName LastName] (ex., VM502 – Butch Cougar)

f. SBE staff will share your recording with your assigned Video Review coach.

g. Deadline: SBE staff **must** receive your recording the same day as your final client interview.

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*If you have technology-related questions that cannot be addressed by reviewing the various manuals available on the course website, please email our IT specialist Stacy Schauls @ stacy.schauls@wsu.edu*

**For urgent IT assistance regarding the final client interview, please call the WSU CVM Help Desk (509-335-0101) and ask for Stacy.**