For the video review, “Student A” (as listed on the Video Review Schedule) must create a Zoom meeting for their group’s video review session. To do so, please follow the instructions below. Thank you!!

**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:
   d. Next, set the parameters as shown below including selecting **Viewers can download**
      
      ![Zoom Recording Settings](image)
      
      - **Share this 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**

   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.
BY WEDNESDAY, MARCH 23, 2022:

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) **“STUDENT A” ONLY: 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. Video Review is **NOT** recorded
   h. Press **Save** button.

**Example:**

![Personal Meeting ID Settings](image)

3) **“STUDENT A” ONLY: Share Meeting Credentials**
   a. Click **copy invitation**

**My Personal Meeting ID (PMI)**

b. Create an email addressed to cvm.sbe.resource@wsu.edu AND to your two assigned peers
   c. Label the meeting with the last names of all three students in your group:
      i. VM502 – [LastName, LastName, LastName] (ex., VM502 – Cougar, Bobcat, Aggie)
   d. 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.

e. Deadline: SBE staff must receive your zoom meeting link and meeting ID number no later than Wednesday, March 23, 2022.

**IN PREPARATION FOR VIDEO REVIEW:**

1) **ALL STUDENTS: Checklist of Items to Complete Before Video Review Meeting** (see “Video Review Instructions” on website for details). Please have these items accessible to you during your Video Review session.

a. Complete the student self-reflection exercise.
b. Read the simulated client feedback
c. Read Dr. Cary’s notes for reflection regarding final scenario (will be shared on the website once all students have completed their final client interview).
d. Watch the recording of your final client interview and complete your self-evaluation form
e. Watch the recording of your assigned peer and complete the peer evaluation form

Please note: While none of the documents described above will be submitted for a grade, they are *CRITICAL* to learning during your limited video review session time. You WILL be responsible for sharing your peer review form with your assigned peer. Give the useful and thoughtful feedback you hope your peers will give to you.

All documents mentioned can be found on the CCP website.

**DURING VIDEO REVIEW:**

1) **Using the Personal Meeting ID for “Student A” in your Video Review group, start and/or access your Video Review Zoom meeting**

a. Note: the video review meeting is not recorded.
b. Your assigned coach will facilitate the group throughout video review session.

**AFTER VIDEO REVIEW:**

2) **Submit peer evaluation form to your assigned peer**

a. Please email your revised peer evaluation to your assigned peer within 24 hours of your video review session. Thank you!

*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 video review, please call the WSU CVM Help Desk (509-335-0101) and ask for Stacy.