ZOOM INSTRUCTIONS for VM502 VIDEO REVIEW

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!!

BEFORE VIDEO REVIEW:

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) Creating a Meeting
   a. Click “Schedule”
   b. Label the meeting with the last names of all three students in your group:
      i. VM502 – [LastName, LastName, LastName] (ex., VM502 – Cougar, Aggie, Bobcat)
   c. Schedule individual meeting for your assigned date and time
      i. See VM502 student webpage for video review date/time assignment
      ii. For meeting duration, select one hour and thirty minutes.
   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. This meeting does not need to be recorded.
   h. Press Save button.

3) Sharing Meeting Credentials
   a. Click meetings tab at the top of the Zoom application
c. Create an email addressed to cvm.sbe.resource@wsu.edu and CC the other students in your group
   i. Email subject line must list the last names of all three students in your group
      1. VM502 – [LastName, LastName, LastName] (ex., VM502 – Cougar, Aggie, Bobcat)
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, November 3, 2021.

IN PREPARATION FOR VIDEO REVIEW:
1) Checklist of Items to Complete Before Video Review Meeting (more information will be made
   available to you regarding these items)
   a. Read Dr. Cary’s notes for reflection regarding final scenario (will be shared with you once all
      students have completed their final client interview) and complete the student self-reflection
      exercise.
   b. Read the simulated client feedback
   c. Watch the recording of your final client interview and complete your self-evaluation form
   d. Watch the recording of your assigned peer and complete the peer evaluation form

DURING VIDEO REVIEW:
1) Ensure the Following Materials Are Completed and Accessible
   a. Link to recording of your final client interview
      i. Have time-stamps ready for ease of reviewing certain skills demonstrated in your recording
         with the group
   b. Self-evaluation form
   c. Peer evaluation form
   d. Note: you are encouraged to revise the self and peer reflection forms based on your discussions
      during video review.
2) Accessing Zoom
   a. Open Zoom application on your device a few minutes before your assigned video review time.
      Please see Students | WSU Clinical Communication Program for a complete video review
      schedule.
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

3) **Starting Your Video Review 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 “Start”
   d. Note: the video review meeting is **not** recorded.
   e. Your assigned coach will facilitate the group throughout video review session.
   f. Click “End Meeting” at the end of the group video review session.

**AFTER VIDEO REVIEW:**

1) **Submitting Required Materials to SBE Staff**
   a. Please email your **revised** peer and self-evaluation forms to **cvm.sbe.resource@wsu.edu** within 24 hours AFTER the video review.

   *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.*