

Scheduling Zoom in DotED

You will need an activated Zoom account before you can use the tool. Once it is sent out, you must accept the email invitation before you are active in the system. You will only be able to use your ArtCenter address to access Zoom.

Set-up

1. Download and test Zoom prior to first meeting.

Download here: <https://zoom.us/support/download>

Get started: <https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac>

2. Test out your computer's cameras, microphones, and speakers prior to the first meeting.

Testing Audio: <https://support.zoom.us/hc/en-us/articles/201362283-Testing-Computer-or-Device-Audio>

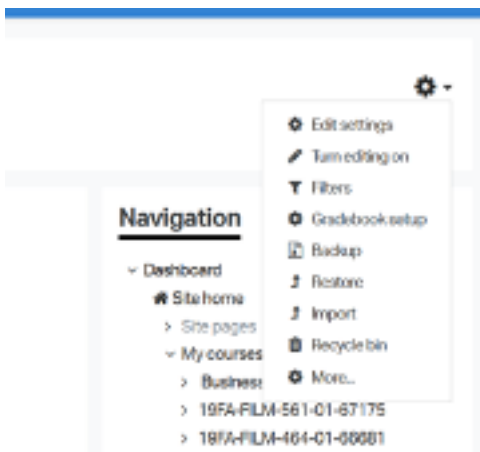
Testing Video: <https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video->

Troubleshooting Video Issues: <https://support.zoom.us/hc/en-us/articles/202952568-My-Video-Camera-Isn-t-Working>

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Using Zoom within your DotED Course (*You'll need to have finished your Zoom sign up process before using Zoom within DotEd)

1. Log into your DotED course through doted.artcenter.edu (if you are having trouble logging in, please contact helpdesk@artcenter.edu)
2. Click on the course that you want to add Zoom meetings to.
3. In the Upper right corner you'll see a little gear icon. Click on it and turn Editing On.



4. Scroll down to the week you're going to schedule a Zoom meeting for and click on Add an Activity or Resource.

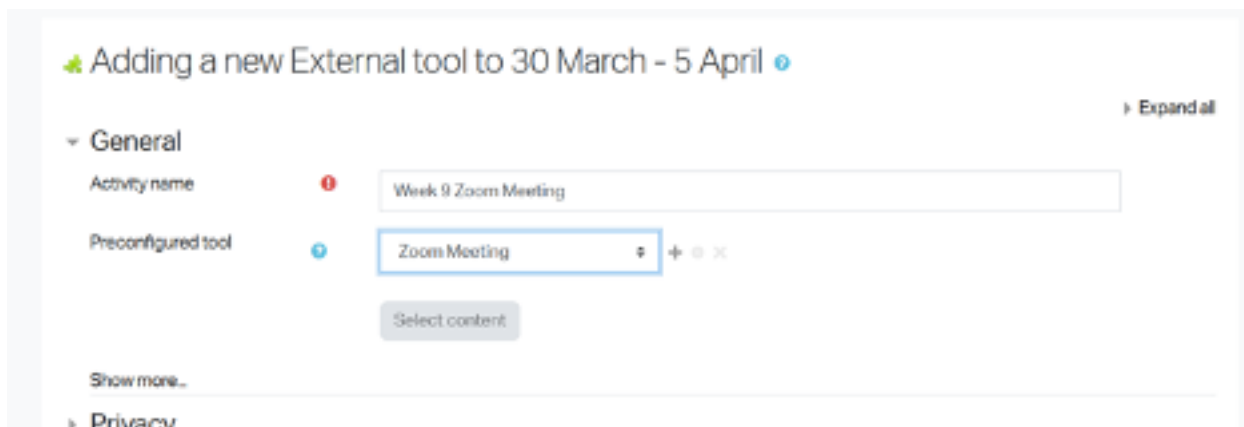


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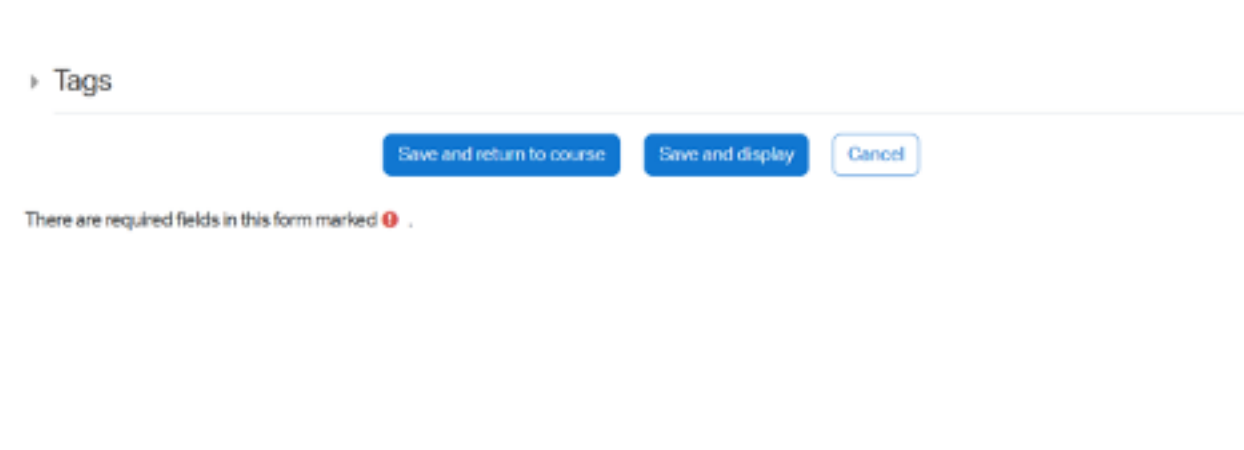
5. Select External Tool and click Add.



6. Enter the name of the meeting under Activity Name and select Zoom Meeting under Preconfigured Tool. If you are having trouble selecting this tool – try a different web browser (Chrome, Firefox, Safari, etc.) and jump back up to Step 1

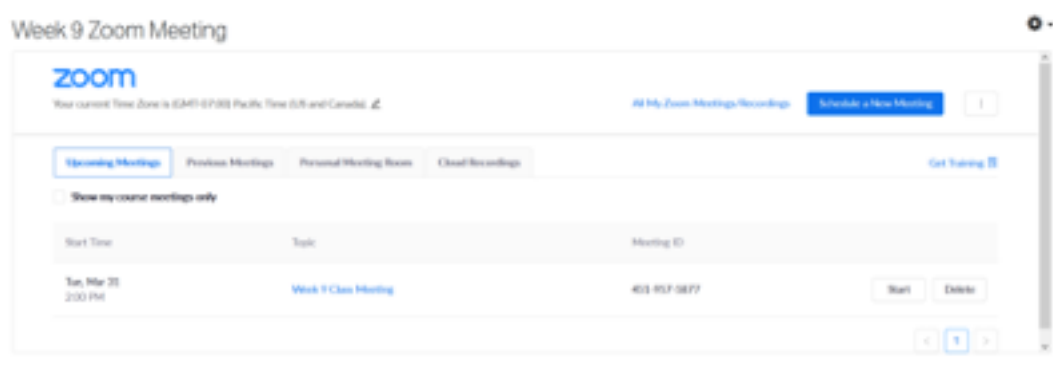


7. Click Save and Display.



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8. Press Schedule a new meeting.



9. Enter the meeting information and press save.



10. When you are ready to launch your meeting, click on the Meeting title in your DotED class.

30 March - 5 April


Week 4 – Understanding Media (Feb. 10)


Required reading:
-McLuhan, Marshall and Quentin Fiore. Selections from *The Medium is the Massage: An Inventory of Effects*, 26-57. New York: Bantam Books, 1967.
-Williams, Raymond. "The Technology and the Society." In *The New Media Reader*. Eds. Noah Wardrip-Fruin and Nick Montfort, 291-300. Cambridge, MA and London, UK: MIT Press, 2003.

Supplementary reading:
-McLuhan, Marshall. "The Medium is the Message." In *Understanding Media: Extensions of Man*, 7-21. Cambridge: MIT Press, 1994.

Presentations: Shannon, Demi, Bryan

KEY WORK: Marshall McLuhan and Quentin Fiore, page layout from *The Medium is the Massage: An Inventory of Effects* (New York: Bantam Books, 1967), 17.

 Week 3 Forum

 Week 9 Zoom Meeting

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11. Press Start to begin the meeting – this will launch the meeting in your Zoom application.

