ZOOM for Faculty at Columbia State

STEP 1: Sign Up for a Basic Account and Request a Pro License

1. Click here: **https://columbiastate.zoom.us**
2. Click on Download Client at the bottom of page to reach the Download Center. The next steps will download the Zoom application.
3. Under Zoom Client for Meetings, click on Download, open or run after the download is complete, and follow the prompts.
4. A Sign-In box will appear after the download is complete; click on the Sign in button
5. Then, **click the Sign in with SSO button – DO NOT USE AN E-MAIL ADDRESS**; a domain box will appear
6. Enter **columbiastate** (all lower case, no spaces, and no .edu) as the company domain and click Continue. It will take you to Columbia State's Single Sign-On login page
7. Enter your Columbia State user name and password; click Login. **Note:** A message may appear at the top of the web browser asking to launch Zoom. You should launch Zoom.
8. **Send an e-mail immediately to mediaservices@columbiastate.edu stating that you have established your basic Zoom Account. You must do this so you can be set up with a Pro/Licensed account providing full Zoom privileges.**

STEP 2: Zoom 101 – Zoom Meetings for Education

IMPORTANT: *The information provided in this document on accessing and using Zoom at Columbia State supersedes information in Zoom's videos. Zoom's videos are great for learning how to use the application but are not specific to Columbia State use.*

1. Click on this link to watch the 45 minute presentation: **Zoom Meetings for Education**

STEP 3: Creating a meeting Link so students can join your class session

The following steps will guide you on how to set up a recurring meeting link for your course. Separate recurring links may be set up if you teach multiple courses even if it is the same course taught at different times.

1. Click here: **https://columbiastate.zoom.us**
2. Click on **Sign in**
3. Log in using your Columbia State credentials; you will then be directed to your personal Zoom account page.
4. Click on **Meetings** on the left side of page.
5. Click on **Schedule a Meeting** on the right side of page
6. Fill in the Topic box with the title of your course **(Required)**
   Description box optional.

   Example:
   Topic   English Composition I - ENGL 1010
   Description   Class meets Monday and Wednesday - 8:00 a.m. to 9:20 a.m.

7. Next, in the **When, Duration and Time Zone** section,
   a. Set the Date and Start Time of the Meeting
   b. Set the Duration (Note: Your session is does not automatically turn off at the time you set.)
   c. Make sure the Time Zone is set to the Central Time Zone
   d. Check the Recurring meeting box
   e. Set the Recurrence, Repeat every, Occurs on, and End date accordingly

When	09/01/2020	11:00	AM
Duration	1 hr	0 min	
Time Zone	(GMT-5:00) Central Time (US and Canada)		

☑ Recurring meeting   **Every week on Mon, Wed, until Dec 12, 2020, 29 occurrence(s)**

Recurrence	Weekly
Repeat every	1 week
Occurs on	☐ Sun ☑ Mon ☐ Tue ☑ Wed ☐ Thu ☐ Fri ☐ Sat
End date	● By 12/12/2020 ○ After 7 occurrences

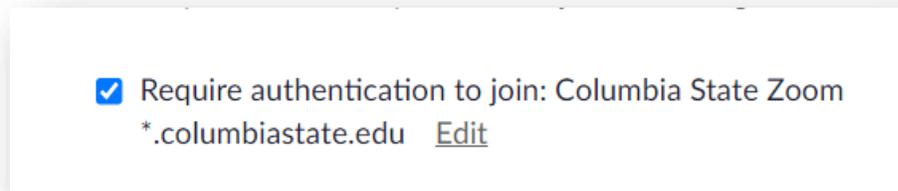f. Next, scroll to **Security**, and check the box next to **Require authentication to join**.

Checking the box changes it to this:

Please note there are other optional settings you may set for a meeting. Refer to Zoom's Help Center for more information by clicking on this link: ***https://support.zoom.us/hc/en-us***

8. Click on **Save** at the bottom of the page. It will take you to the **My Meetings** > **Manage** ["The Name of the Meeting"] page.
9. Find **Invite Link** on the page and click on **Copy Invitation**. A window will pop up.
10. Click on **Copy Meeting Invitation**. Paste it in an e-mail to send to your students or meeting participants. Additionally, post it in Online Campus if you have a course built in Online Campus.

Sharing Your Meeting Link with Students and Meeting Participants

1. Click here: **https://columbiastate.zoom.us**
2. Click on **Sign in**
3. Log in using your Columbia State credentials; you will then be directed to your personal Zoom account page.
4. Click **Meetings**
5. Click on the title of the meeting in the list of meetings

6. Find **Invite Link** on the page and click on **Copy Invitation**. A window will pop up.
7. Click on **Copy Meeting Invitation**. Paste it in an e-mail to send to your students or meeting participants. Additionally, post it in Online Campus if you have a course built in Online Campus.

How to Download Zoom to the Classroom Computer

You will need to download Zoom on the computer in the classroom you are teaching. This download must be done **by you** in **every classroom** you will use Zoom to teach a Desktop Video Course (DVC). It only needs to be done one time in each classroom. It is okay to download Zoom onto more than one device including your own personal device.

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2. Click on Download Client at the bottom of page to reach the Download Center
3. Under Zoom Client for Meetings, click on **Download**, open or run after the download is complete, and follow the prompts
4. A Sign-In box will appear after the download is complete; click on the **Sign in** button
5. Then, **click the Sign in with SSO button - DO NOT USE AN E-MAIL ADDRESS**; a domain box will appear
6. Enter **columbiastate** (all lower case, no spaces, and no .edu) as the company domain and click Continue. It will take you to Columbia State's Single Sign-On login page
7. Enter your Columbia State user name and password; click **Login**

Note: A message may appear at the top of the web browser asking to launch Zoom. Click on the URL Launcher to start Zoom.
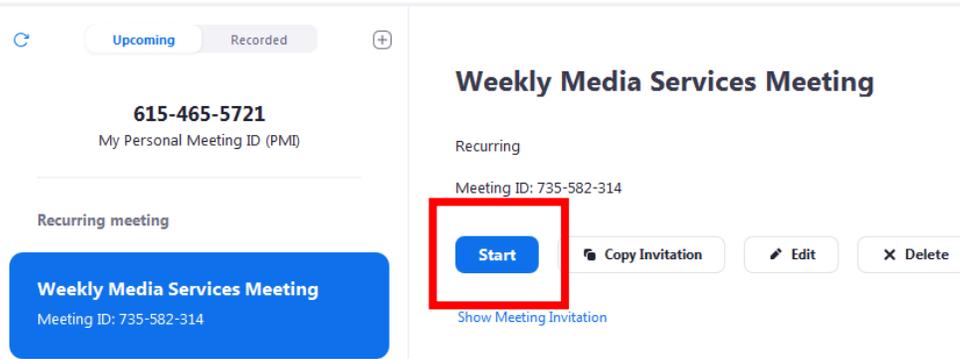
How to Start a Meeting (Class Session) in Zoom
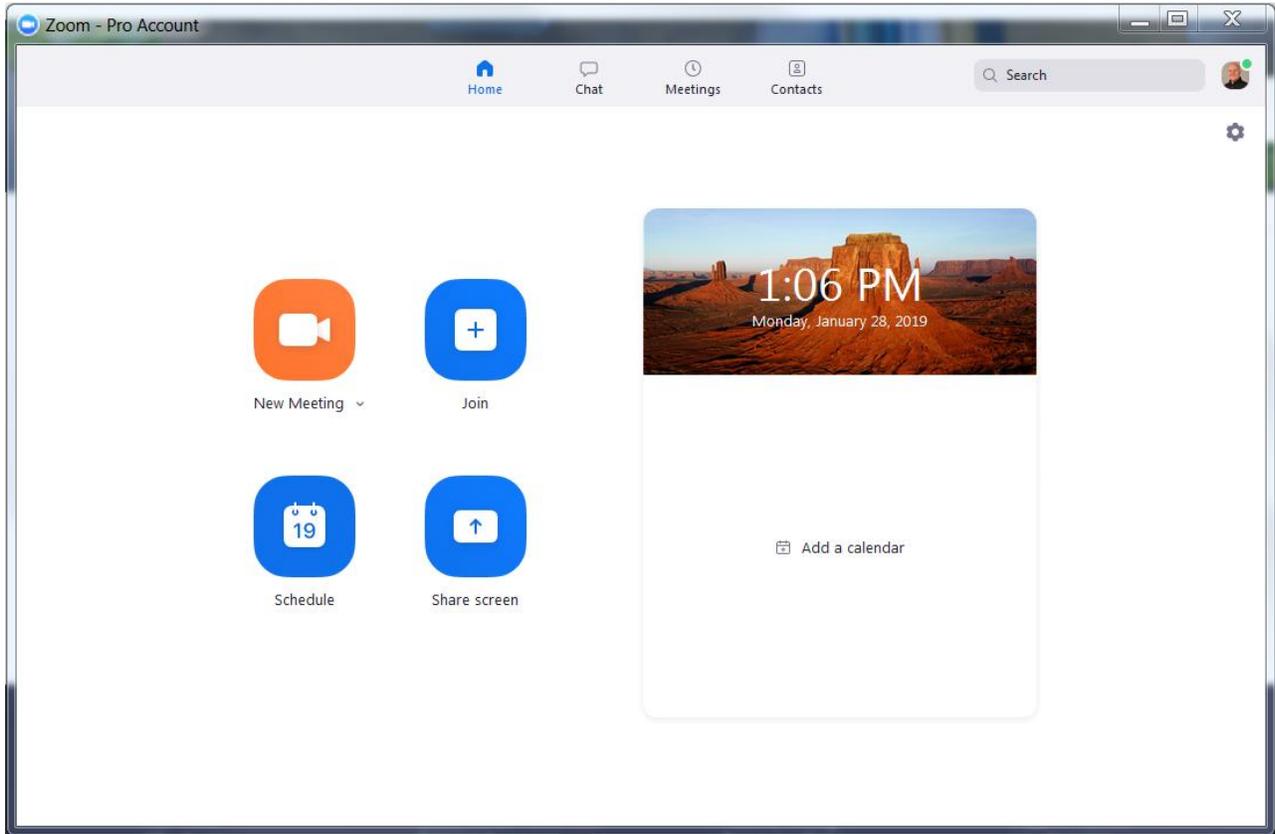
1. Under **Upcoming**, click on the meeting you want to start. Additional options will appear to the right.
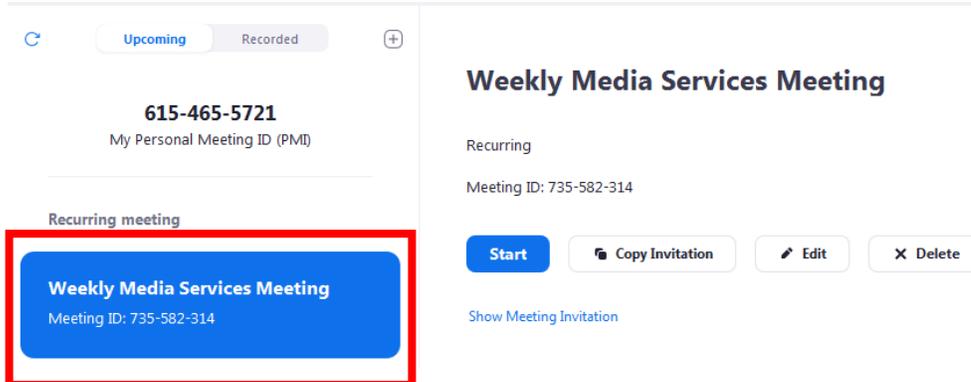
2. Click **Start**.

Some Other Notes about Zoom

- The Zoom Help Center is a great resource. **https://support.zoom.us**

- When using Zoom for the first time, it may ask if you want to Join Audio Conference by Computer. Check the box next to Automatically join audio by computer when joining a meeting. Then, click on Join Audio Conference by Computer.

- To start a recording, click on the Record button on the Zoom tool bar.
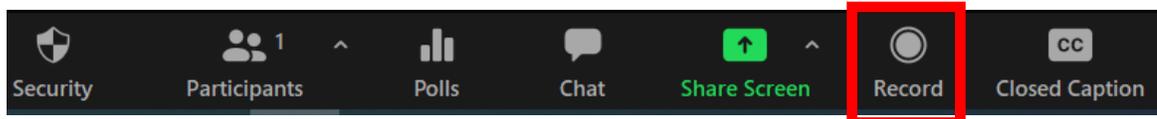
The recording is done in the cloud. You have no local recording option. An e-mail will be sent automatically when the recording is finished. The e-mail will have a link to the recording. Use this link to share with others who need to view the recording.

How to Share Your Recording with Students

1. Go to **https://columbiastate.zoom.us**

2. Click on Sign in.

3. Log in using your Columbia State credentials; you will then be directed to your account page.
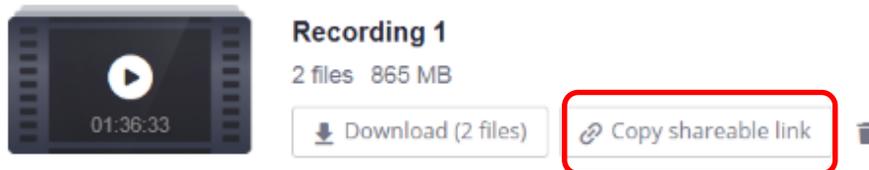
4. On the left side of your account page, Click on **Recordings**.
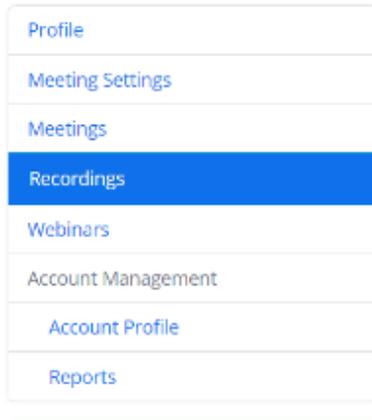
5. Next, click on the title of the recording under the **Topic** column to access the recording's page.

6. Then, click on the **Copy shareable link** button.

Note: Clicking on the Copy shareable link button saves it to an unseen clipboard. Paste the link in your course in Online Campus or in an e-mail to share with students. The video is automatically password protected – students will use their Columbia State credentials to access the video.