

Zoom for Faculty at Columbia State

STEP 1: Sign Up for a Basic Account

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 Workplace* application.
3. Under Download Center, click on **Download (64-bit)**. Open or run after the download is complete and follow the prompts.
 - a. Note that if the download fails, go back to the Download page and click on **Download (32-bit)**.
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 two-factor authentication box (Okta) may appear. Follow the instructions in the box to proceed.

Zoom License Availability

- a. **Full-time Faculty** may be granted a Zoom license whether they teach a DVC/livestreaming course or not. Please send an e-mail immediately to mediaservices@columbiastate.edu stating that you have established your basic Zoom Account.
- b. **Adjunct** teaching a DVC/Livestreaming course will be granted a Zoom license by semester. Adjunct may only have a license (pro account) if teaching a course during the semester. **A license is granted on a per semester basis**. Please 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: CTL 1020 Teaching with Zoom

It is recommended that you review the CTL 1020: Teaching with Zoom course available in Online Campus <https://elearn.columbiastate.edu/d2l/home>. Scroll down to the *My Courses* section to find the course menu.

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. **Note:** A two-factor authentication box (Okta) may appear. Follow the instructions in the box to proceed. You will then be directed to your personal Zoom account page.
4. Click on **Meetings** on the left side of the page.
5. Click on **Schedule a Meeting** on the right side the 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 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 

Duration hr min


Time Zone

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

Recurrence

Repeat every week

Occurs on Sun Mon Tue Wed Thu Fri Sat

End date By  After occurrences


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

Security

Passcode
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Require authentication to join



Checking the box changes it to this:

Require authentication to join: Columbia State Zoom
*.columbiastate.edu [Edit](#)

Please note there are other optional settings you may set for a meeting. Refer to Zoom Support 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. Scroll toward the bottom of the page. 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. Scroll toward the bottom of the page. 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.

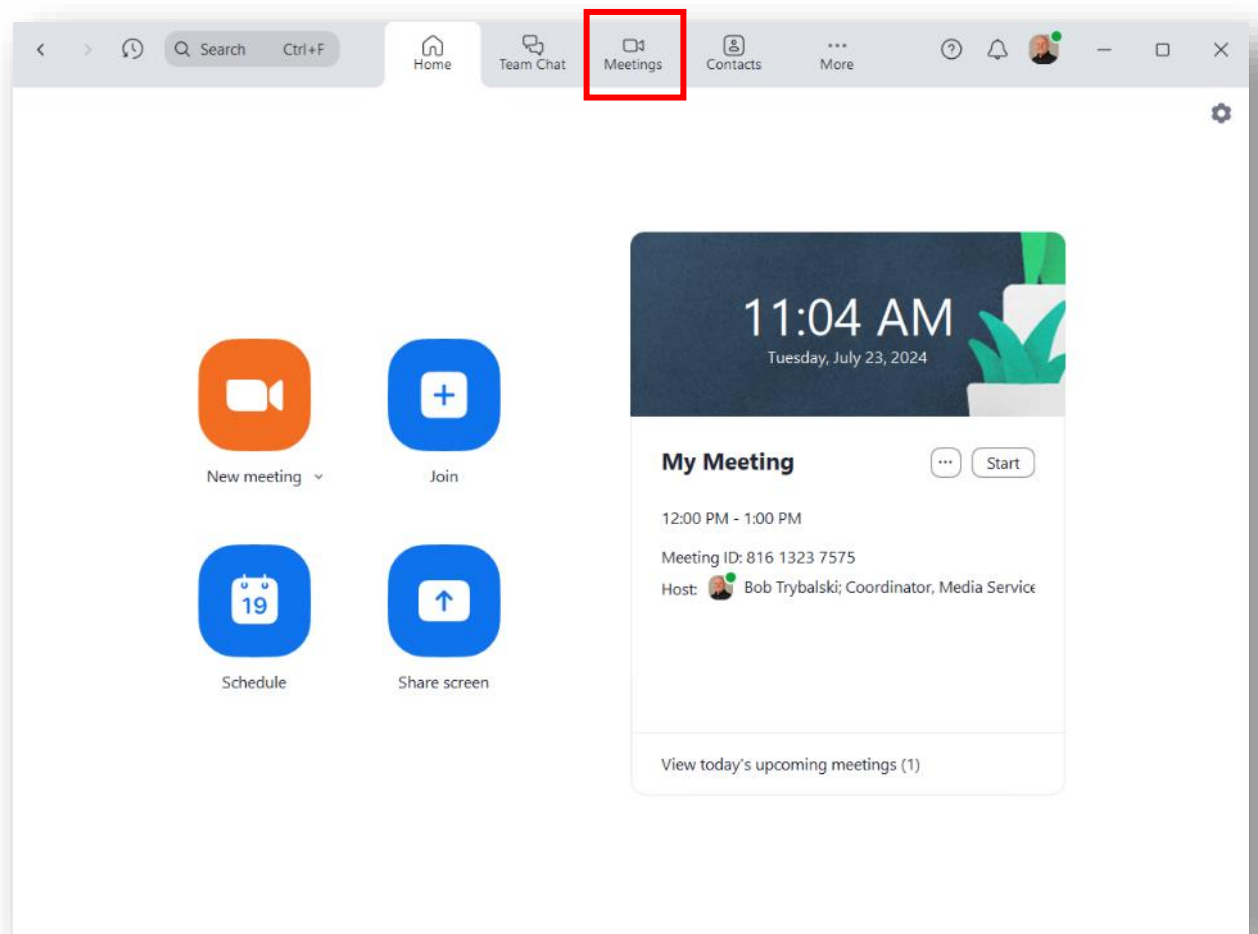
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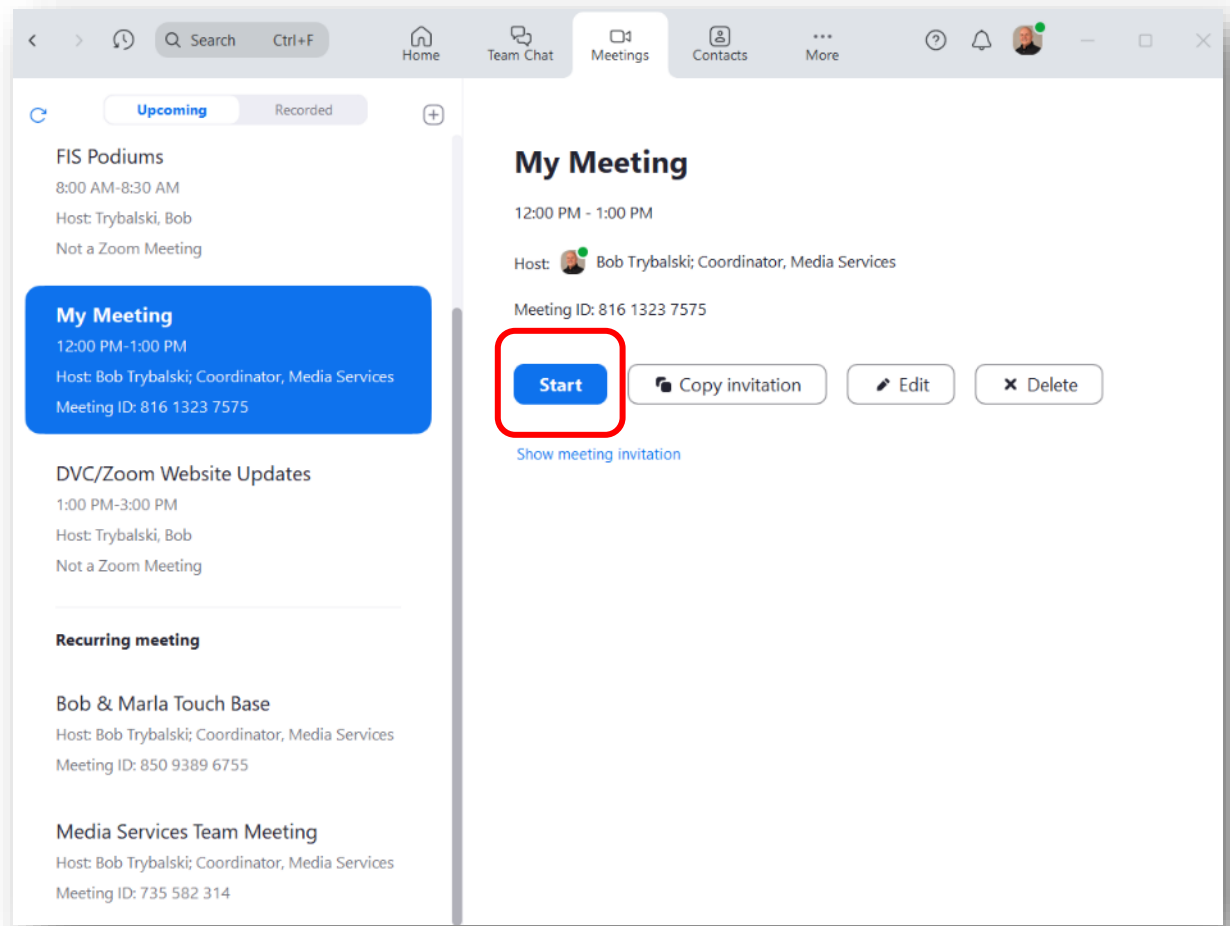
Note: A message may appear at the top of the web browser asking to launch Zoom. Click on the URL Launcher to start Zoom.

How to Start a Meeting (Class Session) in Zoom

1. Click on the **Meetings** tab.

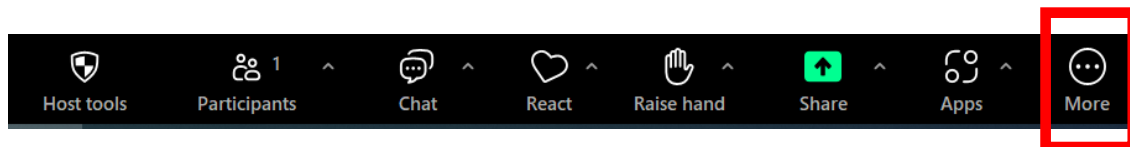


2. In the left-hand column, scroll to find the meeting you want to start.
3. Click on the title of the meeting to reveal the **Start** option in the right-hand column.
4. Click on **Start** to start the meeting.



Some Other Notes about Zoom

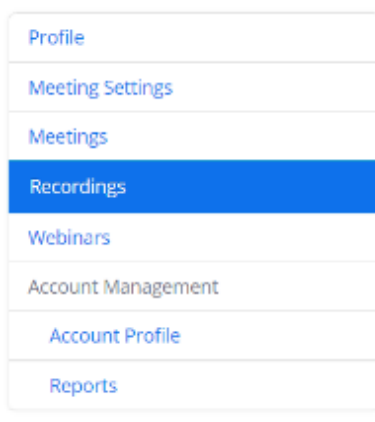
- The Zoom Help Center is a great resource. <https://support.zoom.us>
- When using Zoom for the first time, it may ask if you want to Join Audio Conference by Computer. Check the box next to Automatically join audio by computer when joining a meeting. Then, click on Join Audio Conference by Computer.
- To start a recording, click on the **More** button on the Zoom tool bar to reveal a menu option that includes a **Record** button.



Note that the recording is done in the cloud. You have no local recording option. An e-mail will be sent automatically when the recording has finished processing. 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

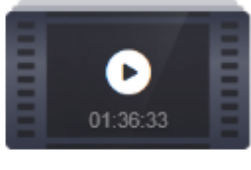
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2. Click on Sign in.
3. Log in using your Columbia State credentials. **Note:** A two-factor authentication box (Okta) may appear. Follow the instructions in the box to proceed. You will then be directed to your Zoom account page.
4. On the left side of your account page, Click on **Recordings**.




- Next, click on the title of the recording under the **Topic** column to access the recording's page.

Topic	ID	Start Time	File Size		
Celebrating Our American Heritage: The Victorious Conclusion and the Tragic Aftermath of World War I	626-463-088	Nov 07, 2018 15:42	2 Files (865 MB)	Share...	More ▾

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



Recording 1
2 files 865 MB

[Download \(2 files\)](#) [Copy shareable link](#) 

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.