

Zoom for Faculty at Columbia State

Zoom is a cloud-based web-conferencing system that can be used by faculty, staff, and students to interact with others using video, audio, and screen sharing. Zoom will operate on computers with either the Windows, Mac, or Linux operating system. There are also iOS and Android apps available for mobile devices in the App Store and Google Play.

Anyone can sign up for a Zoom Basic account. The basic account allows group meetings to be held for up to 40 minutes and one-on-one meetings may be held for an unlimited amount of time.

Zoom Pro accounts are available for faculty and staff. The Pro account will allow users to host a meeting for an unlimited length of time with up to 100 participants. Please e-mail mediaservices@columbiastate.edu to request a Zoom Pro account. You must have a basic account set-up before requesting a pro account. Anyone with six months of inactivity on a pro account will be switched back to a basic account.

Getting Started with Zoom

1. Go to <https://zoom.us/livetraining>
2. Click on the Support button under View recorded training
3. Click on Getting Started with Zoom
4. Fill out the requested information, click Register, and watch the 30 minute video

NOTE: *There are short topical videos on the Zoom Help Center support page that cover everything you need to know to successfully use Zoom. It may be found at <https://support.zoom.us/hc/en-us>*

How to Sign Up for a Basic Account

1. Go to <https://columbiastate.zoom.us>
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 the 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; a domain box will appear
6. Enter columbiastate (all lower case and no spaces) 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.

How to Schedule a Meeting – Creating a Recurring Meeting Link

Every virtual session is called a meeting in Zoom. It does not matter if it is a class, advising session, or an actual meeting. 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. 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. Click on Meetings and then click on Schedule a New Meeting. Fill in the Topic and Description boxes.

Example:

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

5. Next, in the When, Duration and Time Zone section, check the box for Recurring meeting. Set the Recurrence in the drop down box to No Fixed Time
6. OPTIONAL: You can set a password for the meeting. Under Meeting Options, check Require meeting password and type in the box the password you want to use. Be sure to share the password with your meeting attendees.
7. Click on Save at the bottom of the page
8. It will take you to the My Meetings > Manage ["The Name of the Meeting"]

Please note there are other settings you may set for a meeting. Refer to Zoom's Help Center for more information.

Sharing Your Meeting Link with Students – Copy the Invitation

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. Click Meetings
5. Click on the title of the meeting under the Topic column
6. Look for Invite Attendees. Click on Copy the invitation. A box will pop out.
7. Click on Copy Meeting Invitation
8. Paste the invitation in Online Campus and send it by e-mail to students enrolled in your class. Be sure to include password information if you have set a password for the meeting. Because it is a recurring meeting, you do not have to change the password each time.

Note: You may alter the text of the meeting invitation up to the https://. The https is the beginning of your meeting link. Do not alter the link.

How to Download Zoom to the Classroom Computer

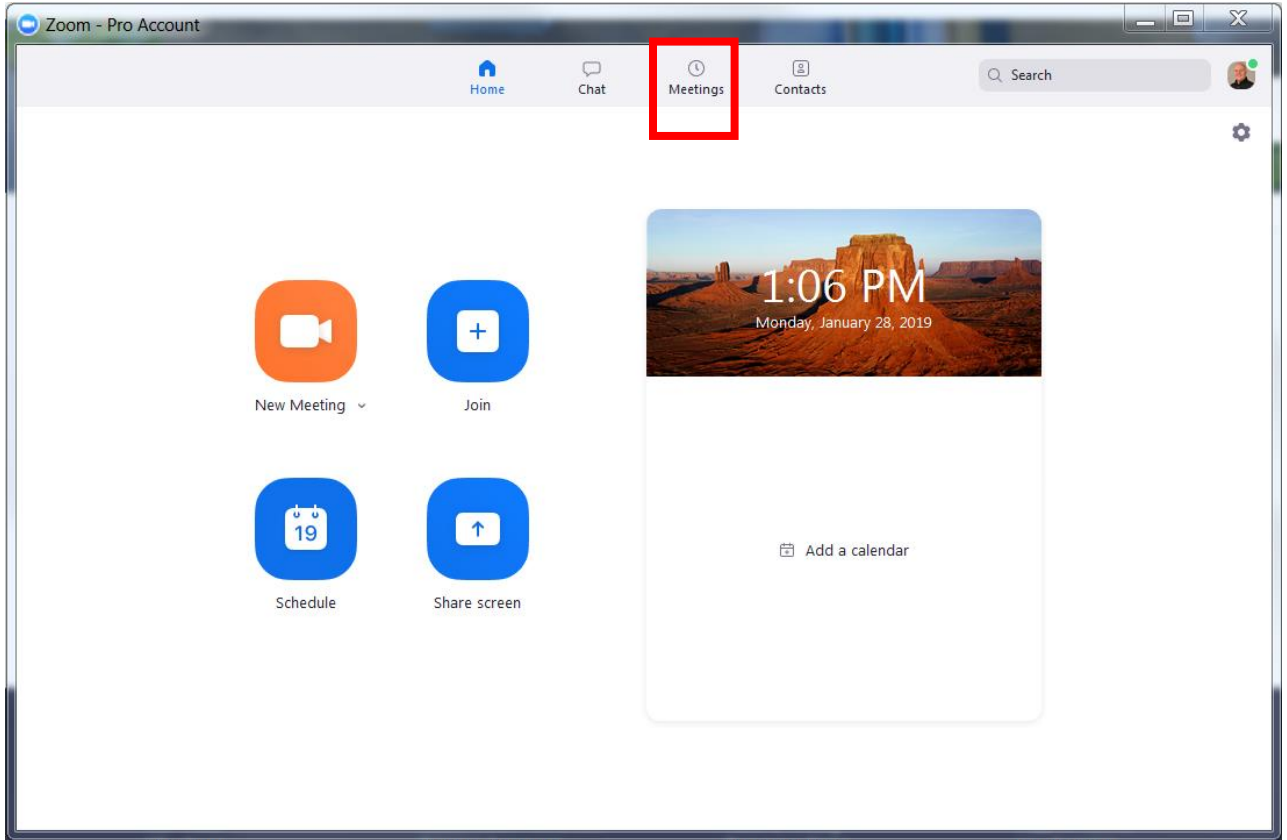
You will need to download Zoom on the computer in the classroom you are teaching. This download must be done **by you** in every classroom you will use Zoom to teach a Desktop Video Course (DVC). It only needs to be done one time in each classroom. It is okay to download Zoom onto more than one device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

1. Go to <https://columbiastate.zoom.us>
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
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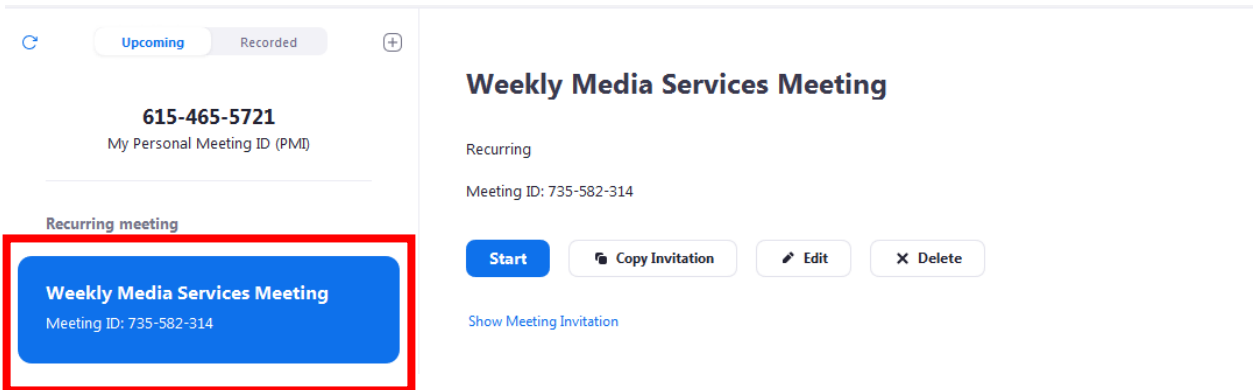
Note: A message may appear at the top of the web browser asking to launch Zoom. Click on the URL Launcher to start Zoom. Additionally, the download process will create a shortcut on the computer desktop for future access.

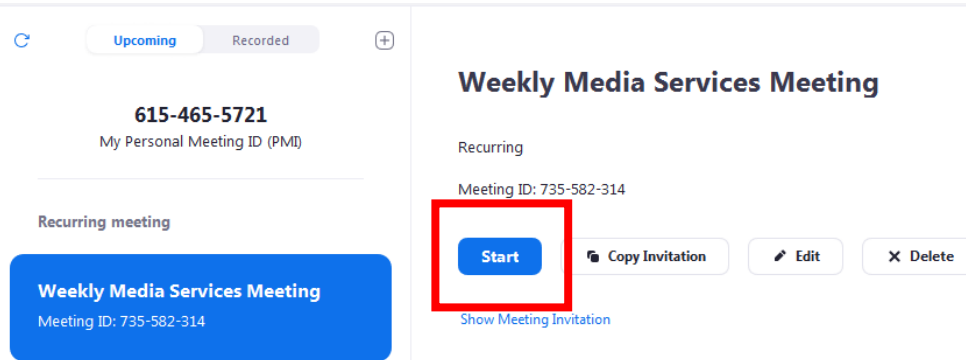
How to Start a Meeting (Class Session) in Zoom

1. In the Zoom client, click on **Meetings**.

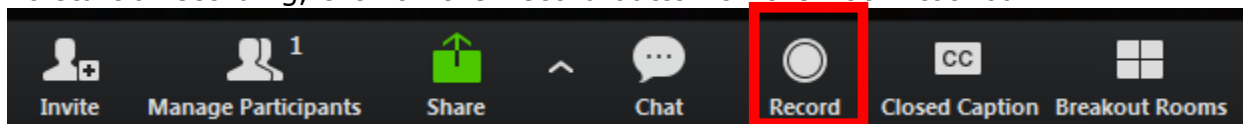


2. Under **Upcoming**, click on the meeting you want to start. Additional options will appear to the right.



3. 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.

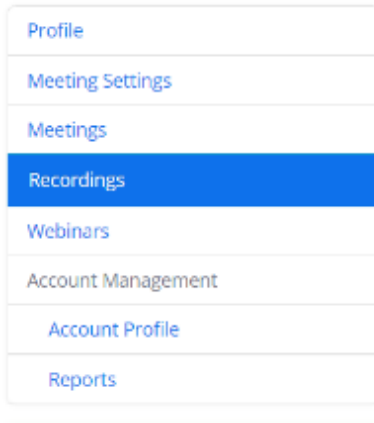


The recording is done in the cloud. An e-mail will be sent automatically when the recording is finished. The e-mail will have a link to the recording. Use this link to share with others who need to view the recording.

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.

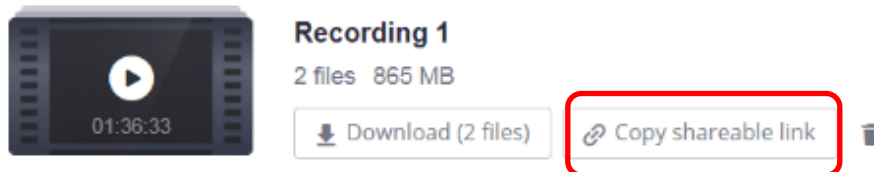
4. On the left side of your account page, Click on Recordings.



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

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 ▾

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.