

# Zoom for Faculty at Columbia State

## **STEP 1: 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 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.
8. **Send an e-mail immediately to [mediaservices@columbiastate.edu](mailto: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: The Basics of Zoom – A Video Tutorial**

***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:  
<https://support.zoom.us/hc/en-us/articles/360029527911>
2. Scroll down the page to the subtitle "Getting Started with Zoom Meetings" and click on the subtitle.
3. Click on Watch Recording (video is approximately 30 minutes).

### **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. 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 personal Zoom page.
4. Click on Meetings on the left side of page.
5. Click on Schedule a New Meeting.
6. Fill in the Topic box with the title of your course (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  

Duration  hr  min


Time Zone

Recurring meeting **Every week on Mon, Wed, until May 8, 2020, 16 occurrence(s)**

Recurrence

Repeat every  week

Occurs on  Sun  Mon  Tue  Wed  Thu  Fri  Sat

End date  By    After  occurrences

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 Attendees on the page and click on Copy the invitation. A window will pop up.
10. Click on Copy Meeting Invitation. Paste it in an e-mail to send to your students and post it in Online Campus if you have a course built in Online Campus

### **Sharing Your Meeting Link with Students at a Later Date?**

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. Find Invite Attendees on the page and click on Copy the invitation. A window will pop up.
7. Click on Copy Meeting Invitation. Paste it in an e-mail to send to your students and post it in Online Campus if you have a course built in Online Campus

### **How to Download Zoom to the Classroom Computer**

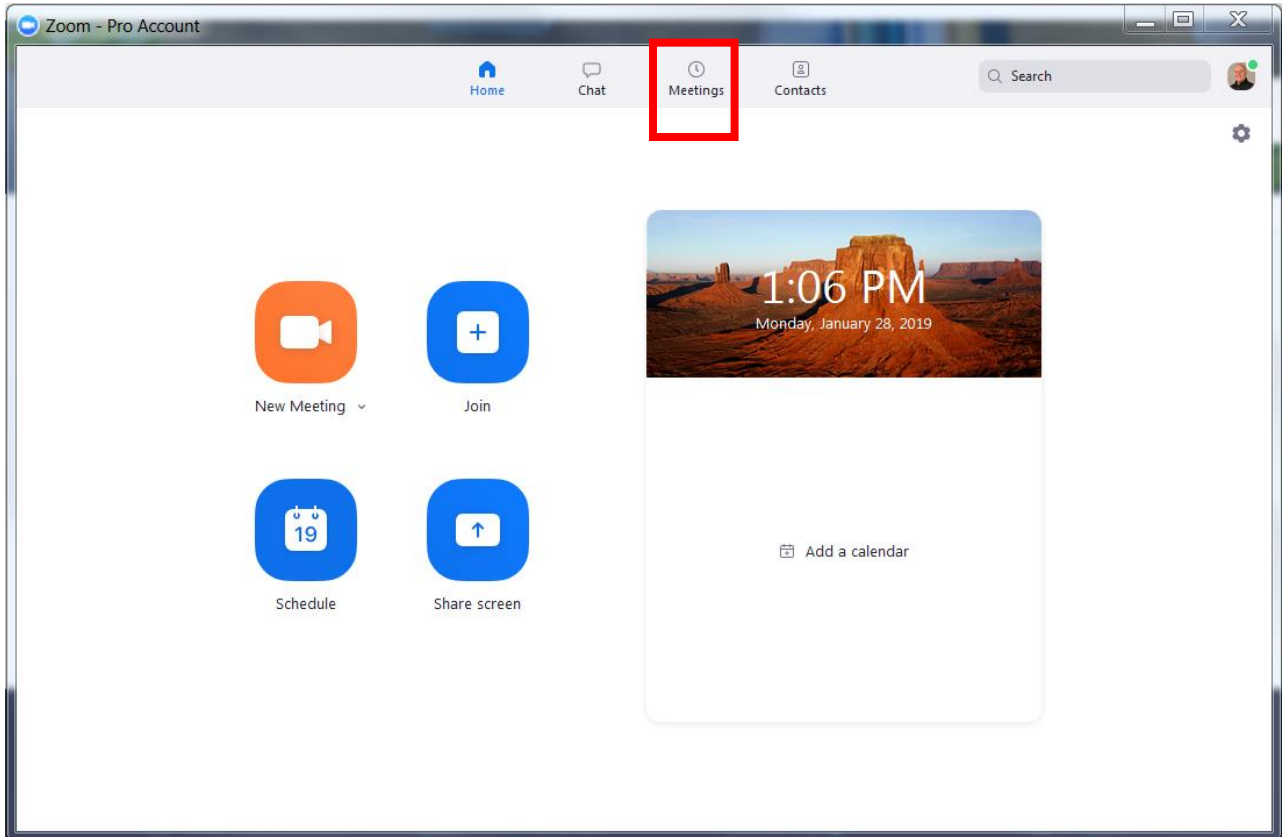
You will need to download Zoom on the computer in the classroom you are teaching. This download must be done **by you** in every classroom you will use Zoom to teach a Desktop Video Course (DVC). It only needs to be done one time in each classroom. It is okay to download Zoom onto more than one device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

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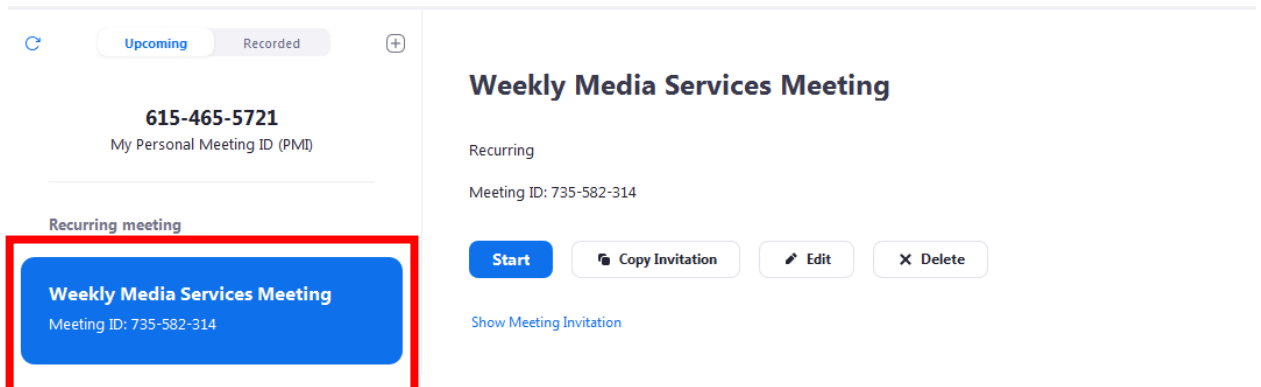
**Note:** A message may appear at the top of the web browser asking to launch Zoom. Click on the URL Launcher to start Zoom.

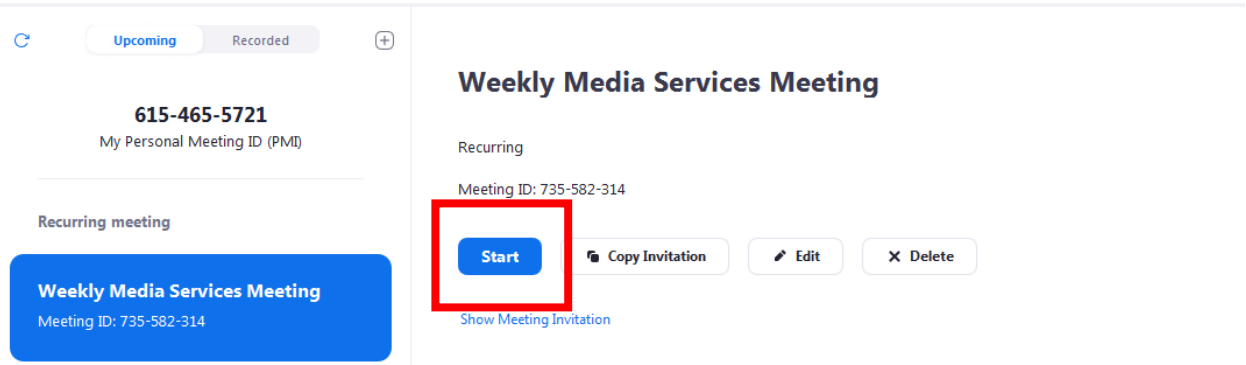
## **How to Start a Meeting (Class Session) in Zoom**

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

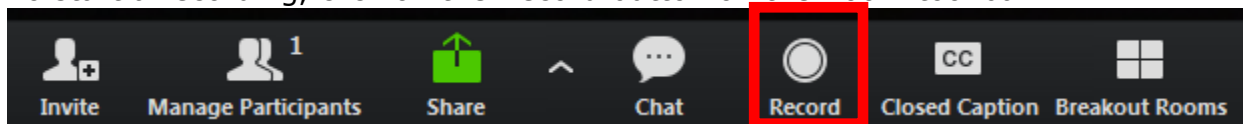


2. Under **Upcoming**, click on the meeting you want to start. Additional options will appear to the right.



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.

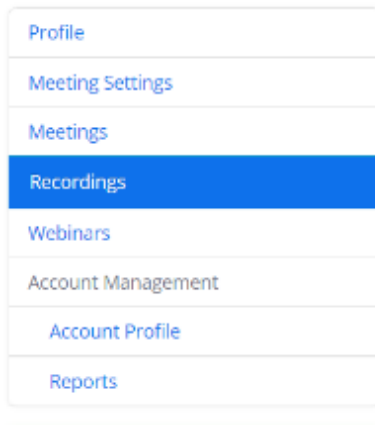


The recording is done in the cloud. You have no local recording option. An e-mail will be sent automatically when the recording is finished. The e-mail will have a link to the recording. Use this link to share with others who need to view the recording.

**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.

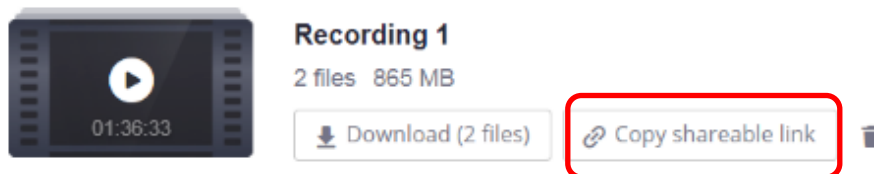
4. On the left side of your account page, Click on Recordings.



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

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.