

zoom

QUICK START GUIDE FOR FACULTY

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INTRODUCTION

Zoom is a video conferencing product that is reliable and easy to use for audio and video conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems. Using Zoom when teaching remotely can help break down the barriers of technology and distance.

Instructions below walk step by step through the process of downloading and installing the Zoom app.

It is recommended that you use a headset with Zoom to help reduce the potential for audio issues, however, a headset is not required. Also, please remember that **Zoom users can only have one meeting going at a time**. If you try to join or start a meeting while another is running, you will be prompted to close the current meeting or cancel the attempt to login.

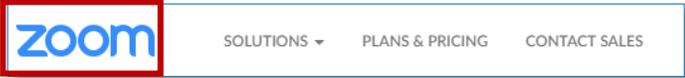
Please contact [Chris Gonnella](#) with any questions about Zoom or the equipment you need to use it.

Before You Start

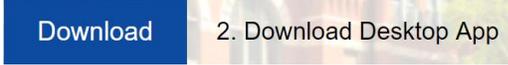
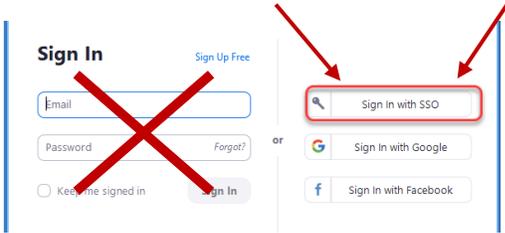
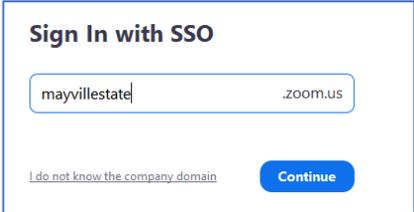


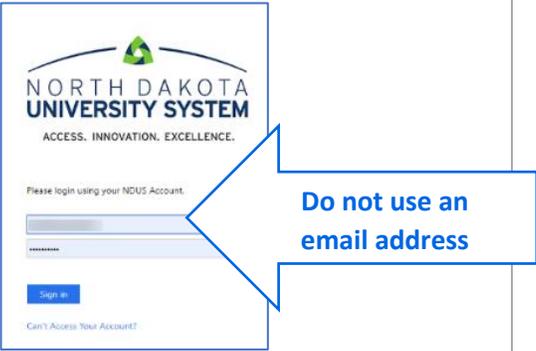
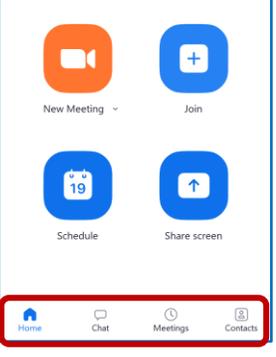
While you do not *need* the Zoom app to enter or schedule a Zoom meeting, it is *highly recommended* due to the superior features of the desktop app compared to the browser version.

CREATE YOUR ACCOUNT

<p>Go to mayvillestate.zoom.us</p> <p>Click Sign In</p> <p>Use your MSU credentials to login (everything before the @ sign).</p>	 
<p>This creates your account and associates it with the Mayville State Zoom account.</p> <p>Click the Zoom logo to get back to the Mayville State Zoom page.</p>	

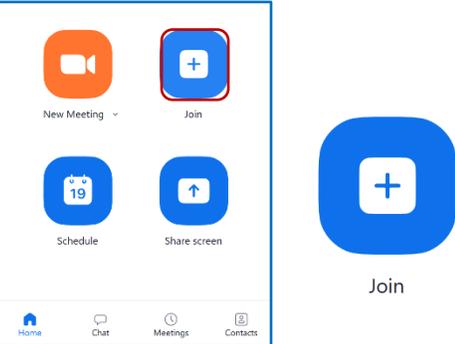
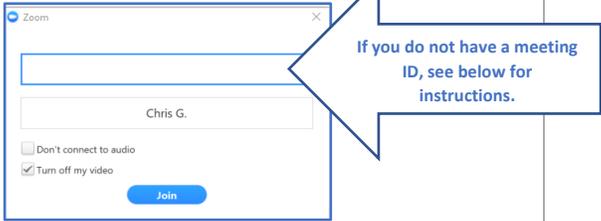
DOWNLOAD AND INSTALL THE APP

<p>Go to mayvillestate.zoom.us Click Download</p>	
<p>Click the Download button and follow the prompts to install.</p>	<p>Zoom Client for Meetings</p> <p>The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.</p> 
<p>To open the Zoom client, tap the Windows key on the keyboard and type "Z".</p> <p>Start Zoom Desktop app will pop up. Click it to open the Zoom app.</p>	 
<p>Click Sign In with SSO</p> <p>Do NOT use the Sign In section on the left.</p> <p>(SSO means Single Sign-On. It allows you to use the same credentials as you use for Mayville State.)</p>	
<p>Enter mayvillestate in the domain (in the future, this will automatically populate if you are using the same computer)</p> <p>Click Continue</p>	

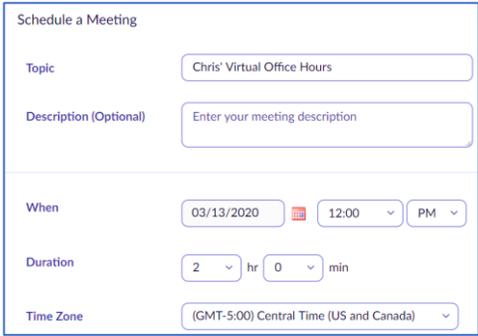
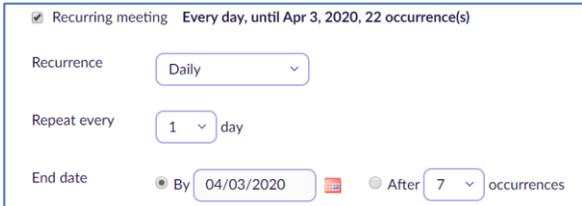
<p>Enter your MSU Username (This is usually firstname.lastname. You do not need the entire email address.)</p> <p>Use your Campus Connection password.</p> <p>Click Sign in.</p>	
<p>The Zoom app will open and display the Home Page for the app. Use the icons on the bottom of the screen to navigate the app.</p>	

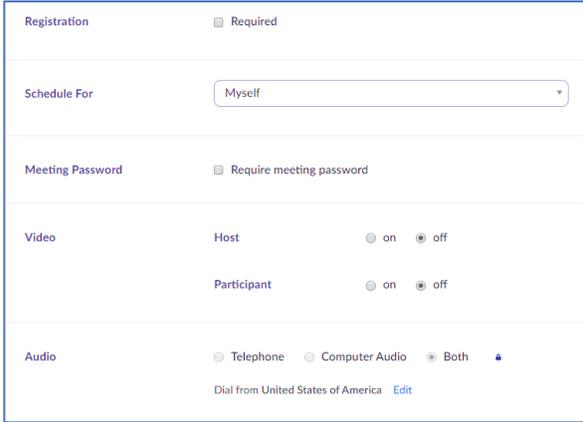
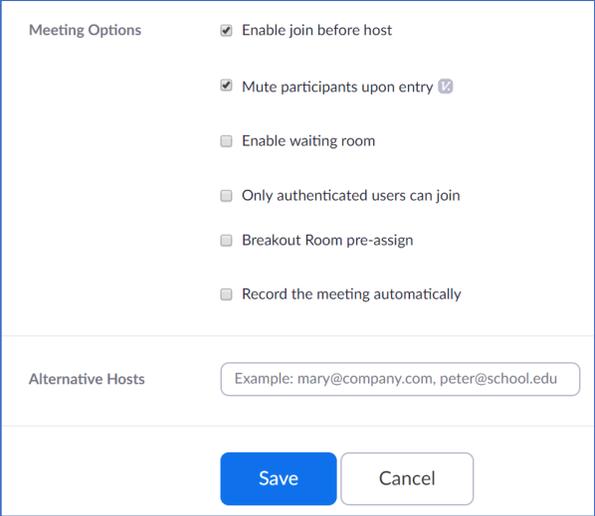
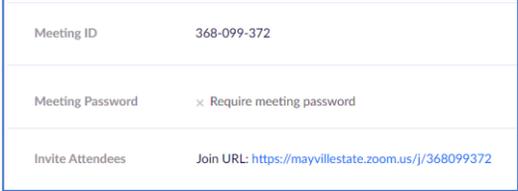
JOIN A MEETING

The first thing many people do is join a meeting. Instructions for scheduling meetings are below.

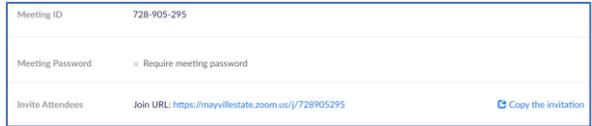
<p>Open the app</p> <p>These icons indicate your various options.</p> <p>Typically, the Join button is the most frequently used option on this screen.</p>	
<p>A window opens where you can type in the meeting ID.</p> <p>Click Join. The meeting will open.</p>	

SCHEDULE A MEETING

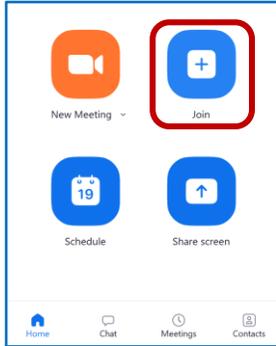
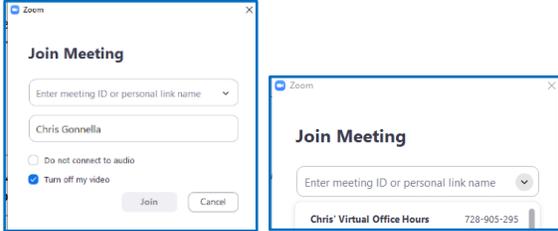
<p>When scheduling meetings, it is FAR easier to do so in the Zoom web portal than to do it in the app.</p> <p>If you are scheduling classes, the web portal is still the recommended method rather than the Blackboard integration.</p>	
<p>Go to mayvillestate.zoom.us</p> <p>Click Sign In</p> <p>Use your MSU credentials to login (everything before the @ sign).</p> <p>This takes you to the web portal.</p>	
<p>Click Schedule a New Meeting</p>	
<p>Topic: Enter the Name of the Meeting</p> <p>Description: Optional</p> <p>When: Enter the date and time the session(s) will begin.</p> <p>Duration: Choose the duration</p> <p>Time Zone should match that of your computer</p>	
<p>If your meeting is recurring:</p> <p>Click Recurring meeting. Options will populate.</p> <p>Recurrence: * Choose Daily, Weekly, Monthly</p> <p>*If the meeting or class is held more than once a week, choose No Fixed Time</p> <p>Repeat every: Enter the number of days</p> <p>End date: Enter the date the recurrence will end or choose the number of occurrences.</p>	

<p>Registration: This is not recommended</p> <p>Schedule for: If you have this option, choose Myself</p> <p>Meeting Password: This is not recommended</p> <p>Video: Host and Participant should be OFF so that students (and you) can choose when to turn their camera on.</p> <p>Audio: Choose Both. This allows students to call in with their phones if there is a problem with computer audio.</p>	
<p>For Classes</p> <p>Check Enable join before host</p> <p>Check Mute participants upon entry</p> <p>For Office Hours</p> <p>Uncheck Enable join before host</p> <p>Check Mute participants upon entry</p> <p>Check Enable Waiting Room</p> <p>If you use Breakout Rooms and want to pre-assign them for this meeting, check Breakout Room pre-assign</p> <p>If you think you will forget to record your meeting, choose Record the meeting automatically. This gets cumbersome when testing meetings, but it works.</p> <p>Click Save</p>	
<p>All the meeting settings are now visible, as well as the Meeting ID and the URL.</p> <p>Use the Meeting ID when your students have the Zoom app installed.</p> <p>Use the URL for those who do not have the Zoom app installed. Just remember that the web-based version of Zoom is missing a few features.</p>	 <p>Note: If students have Zoom downloaded and click on the URL, the Zoom app will open rather than the web browser.</p>

INVITE OTHERS

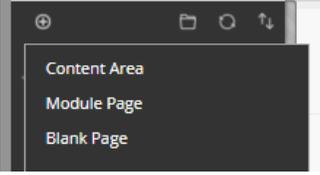
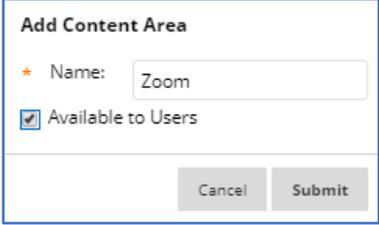
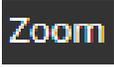
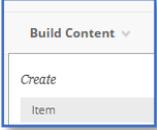
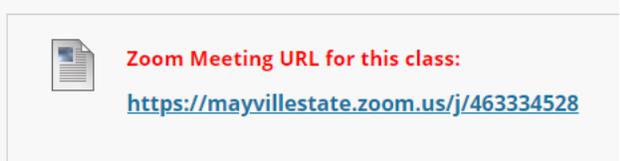
<p>After you schedule a meeting in the web portal, the Meeting ID and Meeting URL are visible.</p> <p>When sending an invitation, it is best NOT to use the Zoom invitation. It contains far too much information.</p>	
<p>Send the Meeting ID, Meeting URL and the phone number for calling in to the meeting in case there are major issues.</p> <p>For ND the phone number for joining with just audio is (312) 626-6799 and then dial the Meeting ID number.</p>	<p>Example of an edited Invitation</p> <p>Meeting ID: 728905295 (enter your own Meeting ID number here)</p> <p>Meeting URL: https://mayvillestate.zoom.us/j/728905295</p> <p>For audio only: (312) 626-6799 and then dial the Meeting ID number</p>

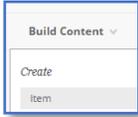
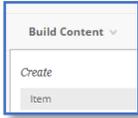
START A SCHEDULED MEETING

<p>There are several ways start an already-scheduled meeting. The best way is to open the app and click the Join button.</p>	
<p>If you use the app, the Meeting ID will be saved in the recent items of the Join Meeting dialog box.</p>	
<p>If you are already in the web portal, you can click the Start button next to the meeting.</p>	

ADD ZOOM SECTION TO COURSE

Note: Blackboard does have a Zoom integration, but it is not recommended at this time.

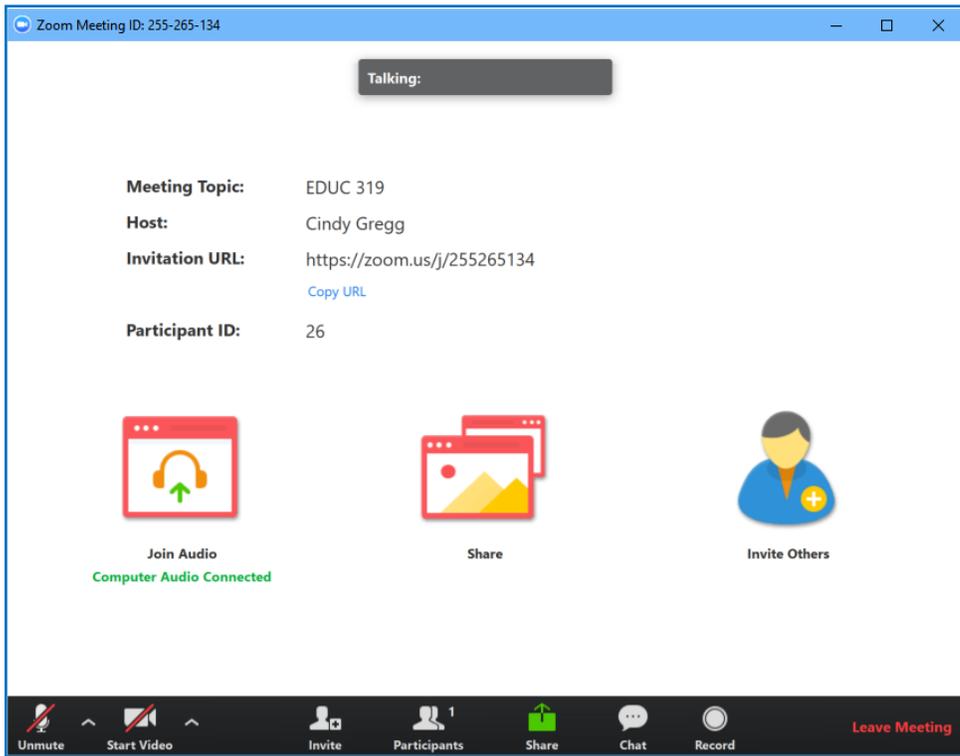
<p>In the Course Menu, create a Content Area:</p> <ul style="list-style-type: none"> Click the plus sign and choose Content Area 	
<p>Name it Zoom or Remote Class Meetings or something similar.</p> <p>Make it available to Users</p> <p>Click Submit</p>	
<p>The item is added to the bottom of the course menu.</p>	
<p>Add the Zoom URL to the course</p> <p>Build Content > Create Item</p>	
<p>Name: Zoom Meeting URL for this class:</p> <p>Change to red text</p> <p>Enter the Meeting URL in large font.</p>	

<p>Build Content > Create Item</p>	
<p>Name: How to Join Remote Classes using Zoom</p> <p>Example of a method for describing Zoom in your course.</p> <p>Click Submit to Save.</p>	<p>It is highly recommended that you download and install the Zoom video conferencing app onto your desktop. The app has a few more features than the web-based version.</p> <p>Zoom Installation Guide</p> <ul style="list-style-type: none"> Use the Zoom Installation Guide to create a Zoom account and install the desktop app. <p>Zoom Meeting URL</p> <p>Click the link for the Zoom Meeting URL to enter the meeting. Please test this link prior to the first Zoom class meeting.</p> <p>Zoom Meeting URL: <enter meeting URL></p> <p>Quick Start Guide for Students</p> <ul style="list-style-type: none"> Use the Quick Start Guide for Students to learn the basics of Zoom. <p>When all else fails, try calling in: Dial: 312-626-6799 and then dial the Meeting ID number.</p>
<p>Add an item for a Troubleshooting Tips section</p> <p>Build Content > Create Item</p>	
<p>Example of Troubleshooting Tips section</p>	
<p>Copy this text into your course. Feel free to tweak it as you see fit.</p>	<ul style="list-style-type: none"> Do a test run with this meeting before class begins. If your mic or camera are not working, Use the Test Speaker and Microphone... feature. Look for the microphone icon in the bottom left of the screen. It is labeled Mute. Click the up arrow that is to the right of the icon.

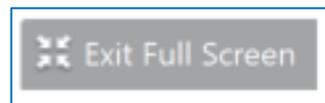
	<p>Choose Test Speaker & Microphone.... Most of the time, this action will help Zoom locate the camera and microphone.</p> <ul style="list-style-type: none">• Always mute your mic when you are not speaking. This helps reduce audio issues.• If you cannot fix whatever problems you are having, you can use the phone to join with audio only. Dial 1-669-900-9128 or 1-646-558-8656 then the Meeting ID to call in. <p>If these things to don't work, contact Chris Gonnella at:</p> <ul style="list-style-type: none">• Email: christine.gonnella@mayvillestate.edu• Office Phone: 701.788.4709• Cell: 701.610.3461 (text with your name and which class you are in)
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NAVIGATING A ZOOM MEETING

The Meeting Window



The first thing you should do when joining a Zoom meeting to make sure you are not in Full Screen mode. If you are, Exit it by clicking the **Exit Full Screen** mode button.

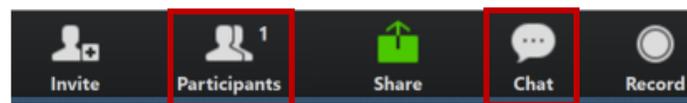


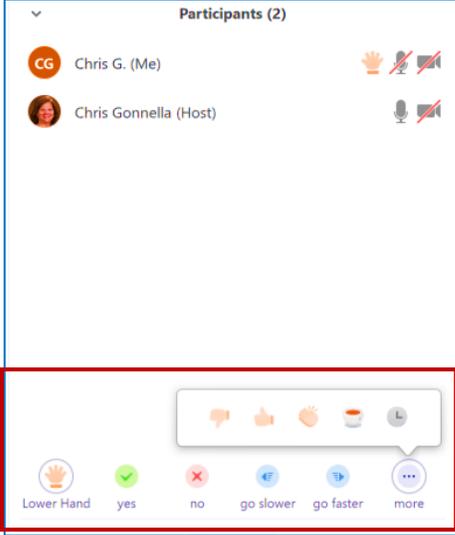
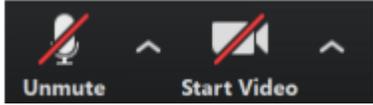
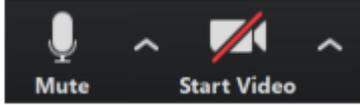
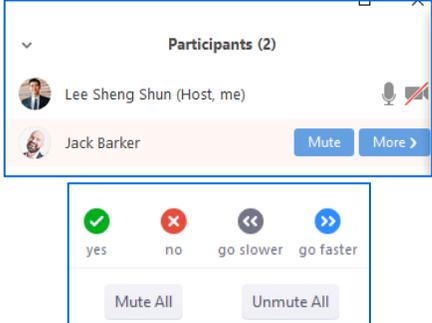
When you are in Full Screen, you cannot see your taskbar and it is easy to get confused about where to find everything.

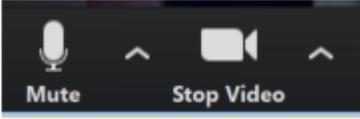
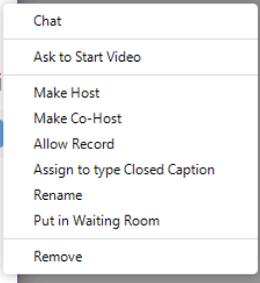
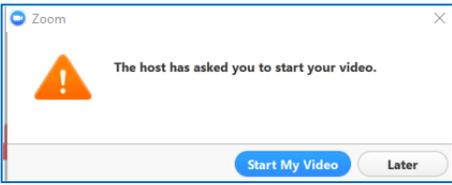
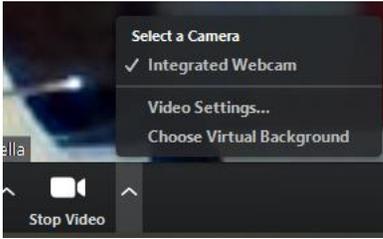
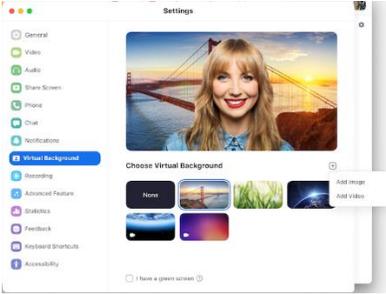
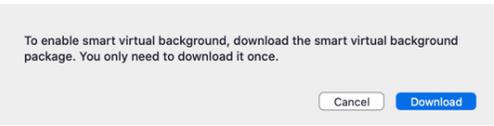
Next, click the **Restore** button to enlarge the Zoom meeting window. This allows you to access the taskbar at the bottom of the screen.

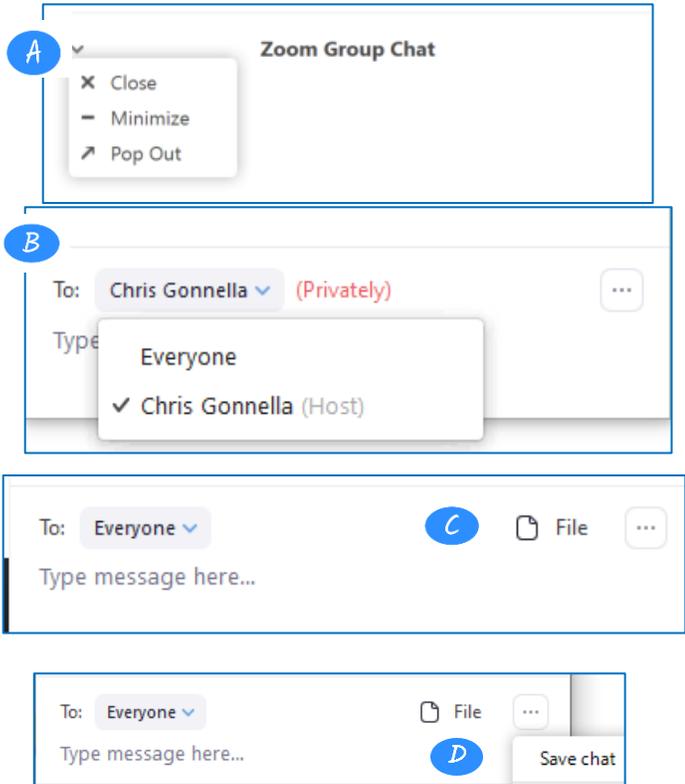
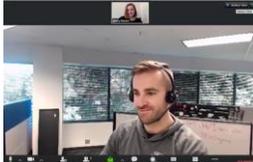
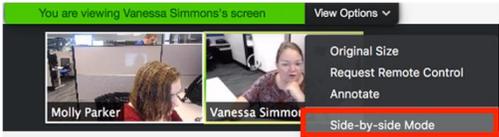


Recommended Practice: With the Zoom meeting screen open in the Restore position (as described above), click on the **Participants** and **Chat** panels to open them.



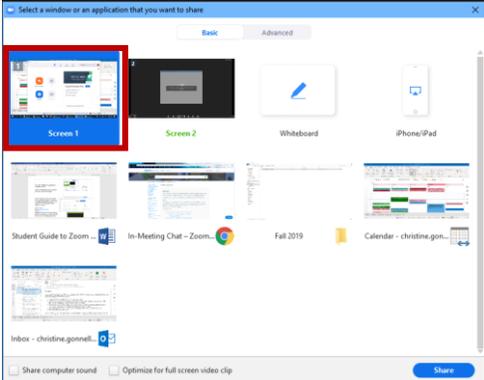
<p>Participant Panel</p> <p>Shows whether you are muted and if your camera is on or off.</p> <p>Shows all other participants and their mic and camera status</p> <p>Allows you to raise your hand or use other icons to indicate your status.</p> <p>You may be asked to use these features to get feedback from you how things are going in the class.</p> <p>Hosts and co-hosts can lower your hand and clear other responses.</p>	
<p>Mute/Unmute Mic</p> <p>Most meeting hosts will set the meeting so that attendee mics are muted, and cameras are off. This allows the attendee to control when they are heard and seen.</p>	
<p>To mute/unmute your mic, click the mic icon or use Alt + A</p>	
<p>Awesome Zoom Tip!</p> <p>To temporarily unmute yourself,</p> <ol style="list-style-type: none"> Make sure your mouse is in a Zoom window Press and hold the spacebar. Release to re-mute. <p>This is very handy when you need to stay muted most of the time but need to say something briefly in the meeting.</p>	
<p>Hosts can mute and unmute one or all participants from the Participants Panel.</p>	

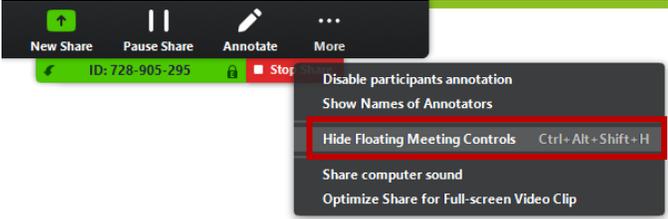
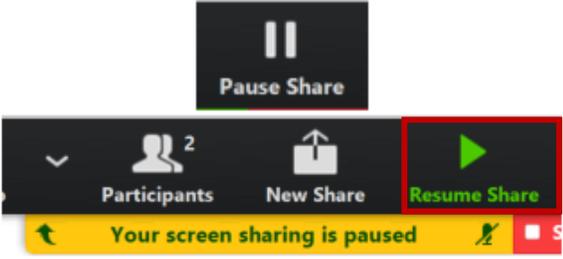
<p>Video On and Off To start/stop your camera, click the camera icon or use Alt + V</p>	
<p>In the Participants Panel, hover over the name of the person that you would like to turn on their camera.</p> <p>Click Ask to Start Video</p>	
<p>Participants must give agree by clicking Start My Video</p> <p>Tip: This is helpful for new users who do not know how to turn on their cameras.</p>	
<p>Virtual Background The virtual background feature allows you to display an image or video as your background during a Zoom Meeting.</p> <p>This feature can be very helpful when working from home!</p> <p>You can also upload your own images or videos as a virtual background</p> <p>Go to the up arrow next to the camera and click Choose Virtual Background</p>	
<p>Check I have a green screen if you have one. A solid wall in the background would work as well</p>	
<p>If you do not have a green screen click on an image. If prompted, click Download to download the package for virtual background without a green screen.</p>	

<p>In-Meeting Chat Chat allows you to have a text-based conversation with anyone else in the meeting.</p> <p>Please note: In-Meeting Chat is a separate feature from the Chat function on the home page of the app.</p> <p>A You can close, minimize or pop the chat window away from the meeting if you prefer to separate the two.</p> <p>B Some meetings allow attendees to chat with others privately (this one does not).</p> <p>Upload and Download Files</p> <p>C This meeting is set up to allow you to upload and download files via the chat window. You must be chatting with everyone to access the File button.</p> <p>D You can also Save chat. If you plan to share it, be sure to remove any private chat you have had, as appropriate.</p>	 <p>The image contains four screenshots of the Zoom chat interface. Screenshot A shows a 'Zoom Group Chat' window with a context menu containing 'Close', 'Minimize', and 'Pop Out'. Screenshot B shows a chat window with a recipient dropdown menu open, listing 'Everyone' and 'Chris Gonnella (Host)'. Screenshot C shows a chat window with a 'File' button and a 'Save chat' button. Screenshot D shows a chat window with a 'Save chat' button.</p>
<p>Video Layouts Active Speaker View is the default video layout. It will switch the large video window between whomever is speaking.</p>	 <p>The image shows a screenshot of the Zoom Active Speaker View, where a single large video window displays the current speaker, a man with a headset.</p>
<p>Gallery view lets you see thumbnail displays of participants in a grid pattern.</p>	 <p>The image shows a screenshot of the Zoom Gallery View, displaying a grid of many small video thumbnails for various participants.</p>
<p>Side-by-Side view can be used when a screen is being shared to also use speaker view of gallery view. Click View Options, then Side-by-Side Mode.</p>	 <p>The image shows a screenshot of the Zoom View Options menu. The 'Side-by-Side Mode' option is highlighted in red. Other options include 'Original Size', 'Request Remote Control', and 'Annotate'.</p>

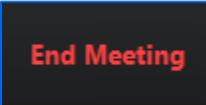
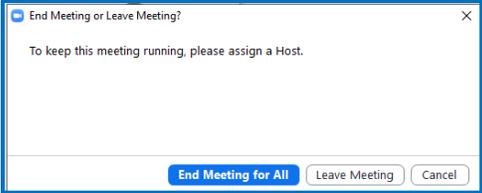
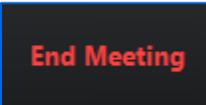
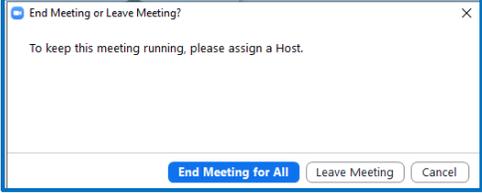
For more details on how to manage views, go to [Video Layouts](#)

SHARE YOUR SCREEN

<p>To share your screen, click the Share button.</p>	
<p>Then Select a window or an application dialog box pops up.</p> <p>Select Screen, then click Share.</p> <p>Please Note: If you are planning to move between apps while sharing, choose a Screen rather than a specific app.</p>	
<p>Sharing Sound from a Video</p> <p>If you are sharing a video and want the attendees to hear the sound, be sure to also check Share computer sound.</p> <p>Tip: When sharing a video, check with students right away to see if the audio is working. If not, Stop the Share, check this box and start the video again.</p>	
<p>Tip: Note that when you are sharing your screen, your meeting controls move to the top of the screen. This is the best way for you to know when you are sharing.</p>	<p>Click and drag this bar around the screen as needed</p> 

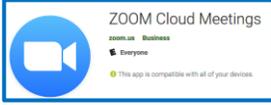
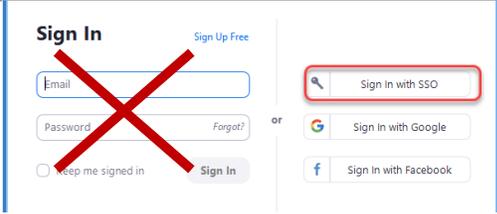
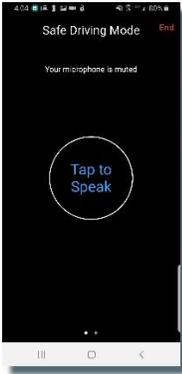
<p>Hide Share Screen Menu Bar</p> <p>To hide the meeting controls, which can tend to get in the way at times, click the More button, then choose Hide Floating Meeting Controls.</p> <p>Press Escape on the keyboard to get the controls back</p>	 <p>Tip: This can sometimes cause confusion if the presenter is also in share screen mode. Hit the Escape button once to unhide the floating meeting controls and press it again to get out of Slide Show mode in PPT.</p>
<p>When all else fails... Click Stop Share and start over!</p>	
<p>To Pause the Share</p> <p>When you are sharing your screen and you need to go check your email or find that darned YouTube video again, click Pause Share. This will temporarily stop the screen share.</p> <p>You are notified that the sharing is paused by a yellow bar.</p> <p>When you are ready to share gain, click Resume Share</p>	

HOW TO LEAVE OR END A MEETING

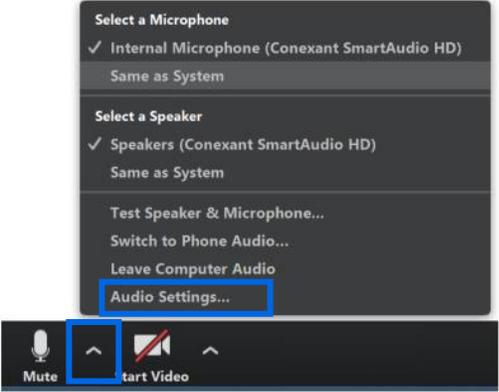
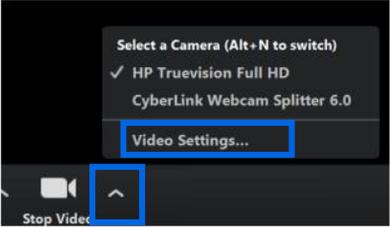
<p>To Leave a Meeting Leaving a meeting when you are host can be confusing because you see End Meeting as the only option.</p> <p>This is tricky because it makes you think you are going to end the meeting, but you have another screen before the meeting ends.</p>	
<p>If you wish to leave the meeting without ending it, click Leave Meeting.</p>	
<p>To End a Meeting Click on End Meeting on the bottom right of the screen.</p>	
<p>Click End Meeting for All. This will close the meeting without warning for everyone.</p>	

MOBILE APP

The Zoom mobile app is recommended. The interface is easy to use and works well.

<p>To download the iOS mobile app, go to the Apple store and search for Zoom Cloud Meetings</p>	
<p>To download the Android app, go to Google Play and search for Zoom Cloud meetings</p>	
<p>When signing into the mobile app, remember to use the SSO option rather than Google or Facebook options.</p>	
<p>The mobile app has a Safe Driving Mode which is very handy if you need to listen in on a meeting while out and about.</p> <p>Stay Safe!</p>	

TROUBLESHOOTING

<p>To troubleshoot audio, click the up arrow next to the mic icon.</p> <ol style="list-style-type: none"> 1. Check the correct mic is being used. 2. Click on Audio Settings... to explore other options. 	 <p>The screenshot shows the Zoom audio control bar at the bottom. The microphone icon has an up arrow next to it, which is highlighted with a blue box. A context menu is open, listing microphone and speaker options. The 'Audio Settings...' option at the bottom of the menu is also highlighted with a blue box.</p>
<p>To troubleshoot video, click the up arrow next to the camera icon.</p> <ol style="list-style-type: none"> 1. Check the correct camera is being used. 2. Click on Video Settings... to explore other options. 	 <p>The screenshot shows the Zoom video control bar at the bottom. The camera icon has an up arrow next to it, which is highlighted with a blue box. A context menu is open, listing camera options. The 'Video Settings...' option at the bottom of the menu is also highlighted with a blue box.</p>