MINNESOTA STATE

Zoom Quick Start Guide for Faculty
Minnesota State

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GENERAL OVERVIEW

This guide is intended to parallel the Minnesota State Guide to Alternative Instruction infographic.
Zoom is a web conferencing tool available to all Minnesota State employees and students. You may ask your students to join a live synchronous meeting or watch an asynchronous recording, or you may create your own meetings to meet with other faculty. Zoom labels these gatherings as "meetings."

LOG IN TO ZOOM

To take full advantage of your Minnesota State Zoom account, you will need to activate your Minnesota State Zoom Pro Account by either logging into your computer or smart phone.

Activate your Minnesota State Zoom Pro Account

Your Zoom host web portal at https://minnstate.zoom.us is where you can complete all your pre-meeting tasks as a host. Tasks include schedule meetings, add polls to meetings, pre-build breakout groups, change meeting settings, and start/join meetings. As a Zoom host, you will return to this portal regularly. Many hosts start and join all their meetings from this portal exclusively, versus using the desktop Zoom client.

From an Internet-Connected Computer

Video (0:00-0:54)

You can access the official instance of Zoom at https://minnstate.zoom.us. Use your Star ID and password to log into Zoom. Once you are logged in, you will be asked to **join** a meeting, **host** a meeting, or **sign in** to proceed directly to your user profile (see Figure 1). If you have not used Zoom before, Zoom will prompt you to install and run on your computer. Once downloaded, select **launch Zoom**.

Figure 1

From a Smartphone
Download and open the Zoom app from your phone's App or Google Play store (or wherever you access phone applications).
1. Select "Sign In"
2. Select "SSO" ("Single Sign-on")
3. Type "minnstate" in the company domain field
4. Type in your Star ID & Password, and select "Sign on"

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HOST A VIRTUAL CLASS

We encourage you to use the main Zoom landing page to schedule, edit, share, and start your meetings. Advantages to using the Zoom landing page include:

Finding and Sharing your Meeting Room URL address
Video (0:55-2:03)

As part of your default Zoom account, you are given a dedicated meeting ID (i.e., private room). You have the ability to create additional rooms for special purposes or you can use you default room for all of your Zoom work.

In the top navigation tabs, select Personal Meeting Room. Identify your personal meeting room address and select "Copy the Invitation" or highlight and copy the URL address. Share this link through your regular

communication channels you have with students. Note, to minimize unwanted participants in your private room, do not post your private room URL on a public website.

Scheduling a New Meeting

Sign in to the Zoom web portal at https://minnstate.zoom.us and follow the steps below:

1. Select **Meetings** from the tabs on the left.
2. Select the **Schedule a New Meeting** button (see Figure 2).
3. Enter a topic (e.g., meeting name) and description (optional)
4. Enter timing information
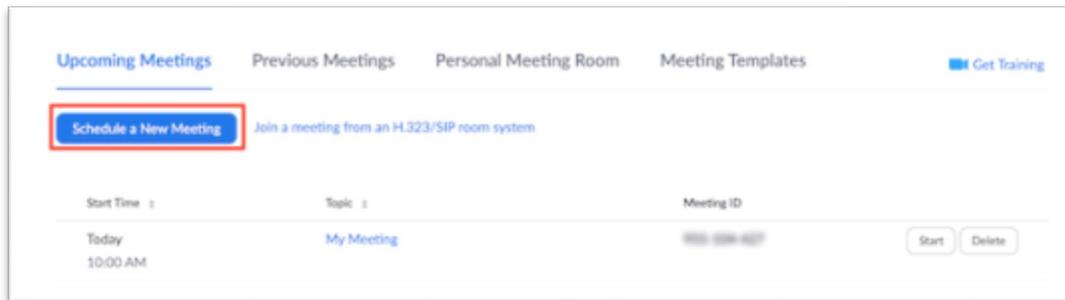5. Set your meeting options.
6. Select **Save** to finish.

Figure 2 Schedule a New Meeting

Invite Students to the Zoom meeting Room

You can share either the meeting URL or the meeting ID (found in your Zoom Profile) with the students you wish to join you in the meeting room.

To invite students into your meeting room,

1. Copy either the meeting ID or the URL from your Zoom Profile.
2. Create an invitation to the participants (an email, calendar invitation, or other regular channel of communication) that contains the meeting ID or URL, the subject of the meeting, the time you wish to meet, and any other pertinent information.
3. Send the invitation. Reminder, to minimize unwanted participants in your private room, do not post your private room invitation on a public website.

Your students will be able to join the meeting by following the steps in the Student Getting Started with Zoom Guide.

Opening a Zoom meeting room

Video (2:03-4:08)

A meeting room can be opened by pasting the meeting room URL in a new tab in your browser. You will be prompted to connect your audio or dial in to the meeting. Although most people will choose to use their computer audio, you can use your phone if you would like to call into the meeting or have Zoom call you to connect audio to the meeting. If you as the host have enabled the video feature for your meeting room, you will

also be able to choose to turn on your video. The mic and video icons can be found on the bottom right corner of the Zoom meeting.

Record to the Cloud
[Video](#) (4:24-4:57)

Zoom supports recording meetings to either your local computer or to the cloud. Meetings that are recorded to your local computer are stored as an MP4 and are available for your use and/or editing. When you record to the cloud, the video is automatically stored in your MediaSpace account.

To begin a recording...
1. Click on the **Record** button in the toolbar on the bottom of the Zoom window (see Figure 3)
2. Select where the recording will be stored.
   - Selecting **Record to the Cloud** will store the recording in your MediaSpace account. This should be the default way you store videos. Not only does it save you the step of moving the video up manually, but it also keeps the videos from gobbling up precious hard drive space.
   - Selecting **Record on this Computer** will store the video on your computer. These recordings are converted to MP4 files after the meeting closes and, for Windows users, are stored in the Documents/Zoom folder. Use this option if you need to do any major editing to the video before you post it.
3. **Record** changes to **Pause/Stop Recording** and serves as the controls for stopping the recording.
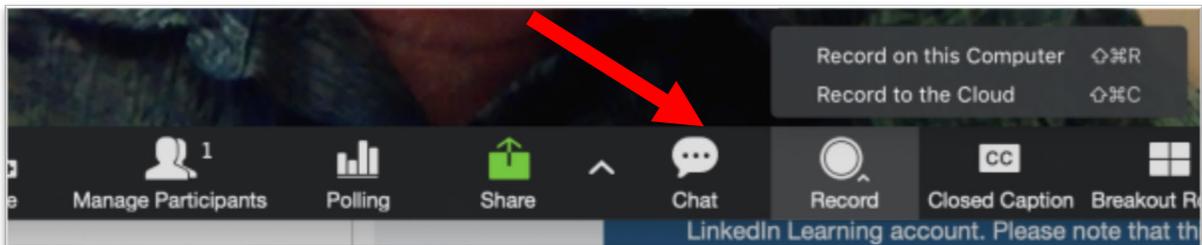

Figure 3 Zoom Toolbar Identifying Record Button

Share Screen
[Video](#) (4:58-5:26)

Sharing your screen in a Zoom meeting allows other meeting attendees to observe you interacting with any of your applications on your computer. Both hosts and participants have permission to screen share by default. While screen sharing, you will still be able to see and talk to attendees, respond to chat messages, and use other Zoom tools. Stop screen sharing to return to the basic zoom meeting display.

The following steps below allow you to share your screen while participating in a live Zoom meeting,:
1. Click the Share Screen button located in your meeting controls (see Figure 4).

2. Select the screen you want to share (Fig 2). You can choose to share your entire desktop, an individual application that is running on your computer, or a whiteboard (i.e., a blank page with drawing tools)

3. Check **Share computer sound** if you want any sound from your computer (e.g., audio from a YouTube clip) shared in the meeting.

4. Check **Optimize for full screen video clip** if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.

5. Select Share. Zoom will automatically switch to full screen to optimize the shared screen view. To exit full-screen, select Exit Full Screen in the top-right corner or press the Esc key.

Figure 4 Zoom Navigation - Share Screen Button

Poll Students

The polling feature allows you to create a single choice or multiple-choice polling questions for your webinars and meetings. You can launch the poll during your session and gather the responses from your attendees. You can also download a report of polling after the webinar or meeting closes. You can conduct Polls anonymously if you do not wish to collect attendee information with the poll results.

The following steps allow you to create a poll in Zoom. For more detail, refer to the [Zoom Support site](#).
Select the pre-scheduled session in which you are planning to poll.

1. Go to the Meetings page and click on your scheduled meeting.
2. Scroll to the bottom of the page and select **Polls**.
3. Click **Add** to begin the creation process.
4. Enter the title of the poll and your first question.
5. Type in your answers and click **Save**.
6. To add a new question to this poll, click **+ Add a Question**.

During your meeting time, you will launch the poll. You will have already created the poll before the session is started.

1. Select **Polling** in the menu bar.
2. Select the poll you would like to launch.
3. Click **Launch Poll**.
4. The participants will be prompted to answer the polling questions. The host sees the results live.
5. When you are ready to stop the poll, click **End Poll**.
6. If you want to share the results, click **Share Results**.

You can download a report of the poll results after the meeting. If you turned on registration and the poll was not anonymous, the Zoom report will list the participants' names and email addresses. If registration was not on, The Zoom report will display the results but list the users as "Guest". If the poll was anonymous, it will show "anonymous" for the participants' names and email addresses.

Use a Whiteboard

Video (5:27-6:56)

1. Click the Share Screen button located in your Zoom meeting tool bar.
2. When prompted to select a screen to share, choose "Whiteboard" (see Figure 5).
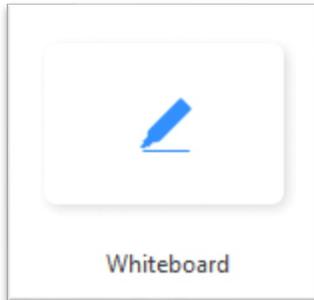
Figure 5 Select the Whiteboard Icon in Share Screen

3. Click Share.

The annotation tools will appear automatically, but you can press the Whiteboard option in the meeting controls to show and hide them. Use the page controls in the bottom-right corner of the whiteboard to create new pages and switch between pages (see Figure 6).

Figure 6 Navigating Whiteboard Pages

Note: Only the participant or host that started sharing the whiteboard has access to create and switch pages. When you are done, click Stop Share.

Monitor Chat

Clicking the chat icon in the Zoom navigation bar will cause the chat window to appear (see Figure 7). In this chat window, you can select Everyone (the entire participant list) to send the message to or select an individual participant to post a private chat. The drop-down arrow next to "Everyone" allows you to select a particular individual (privately) to receive your message. If the chat icon does not appear in the Zoom navigation bar, hover over "more" and Chat will appear as a selection on the drop-down list.
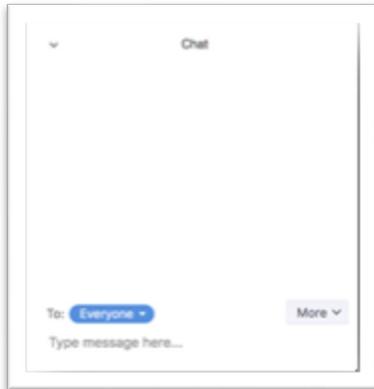
Figure 7 Chat Window

Breakout Rooms

Video

Use breakout rooms in a Zoom meeting to open up to 50 additional Zoom sessions to accompany the main meeting session. Meeting participants can be assigned to rooms by Zoom automatically or manually by the host. Once the participants are assigned to breakout rooms and the host opens the rooms, participants can either join their assigned room themselves or the host can move participants to their rooms automatically. Participants then leave the main meeting room and join their breakout room. The host can move from room to room and participants can call a host to their room as needed. The host can recall participants back to the main meeting session or participants can return themselves anytime.

1. During the meeting, select the **Breakout Rooms** button at the bottom of the meeting window. You may need to select the **More** button to find it. If you do not have any breakout rooms created, this will open the **Create Breakout Rooms** window (see Figure 8).
2. Enter the desired number of rooms (1). You can add or delete rooms later if needed.
3. Determine whether to let Zoom assign participants to rooms automatically or assign them yourself, manually (2).
4. Select the **Create Rooms** button (3). This will not open the rooms, so nothing will happen on your participants' screens.
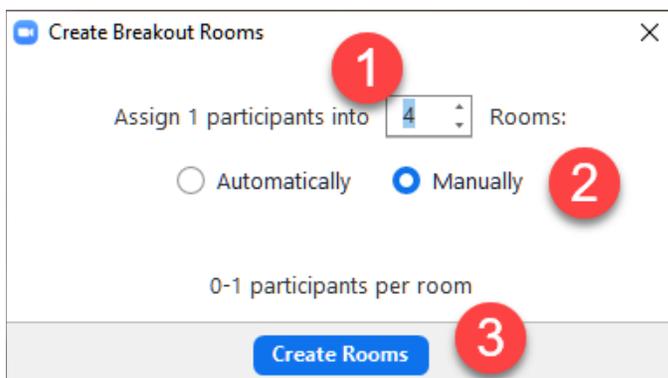

Figure 8 Create Breakout Rooms

RECORD A LECTURE

You can use Zoom to capture a lecture that you can share at a later time with students.

Utilizing Zoom Features in a Room without Students

Most of the features in Zoom work without any meeting attendees. Instructors can access their personal meetings rooms and select record to capture the screen share, video image (if desired), and audio of the instructor.

It is important to access the personal meeting room after logging into Zoom from https://minnstate.zoom.us so the recording is linked to your personal account and appears in your list of recordings.

SHARING THE RECORDING LINK WITH STUDENTS

In you main Zoom landing page, select the Recordings area can be accessed in the left side bar list.

Transcripts, Chat, Video information

In addition to capturing the video of the meeting, Zoom recordings include automated transcripts, chat, and meeting detail information (time, date, title). Sharing a link to the recording includes access to all these components. Transcripts can be downloaded, edited, and uploaded into Kaltura.

Sending the link

Video (7:15-9:15)

In the Recordings area, click on the meeting title, and select copy to clipboard or copy a shareable link. This shareable link can now be shared with your students by copying and pasting the link in your communication channels. This link includes the video, chat, and transcripts.

ZOOM RECORDINGS AND KALTURA MEDIASPACE

Record to the cloud from Zoom and the recording and Zoom will automatically upload to your Kaltura MediaSpace account (mediaspace.minnstate.edu), where you can edit, upload the transcript from Zoom, or get an embed code.

Why would I want to access the recording through Kaltura MediaSpace?

Zoom recordings expire after one (1) year. Recordings in Kaltura remain part of your permanent "My Media" unless deleted. Although not robust, Kaltura MediaSpace also allows for simple video editing. Additionally, Kaltura MediaSpace allows you to create an embed code for you to place videos within D2L. Refer to the Zoom and student privacy document (below) for information about where recordings of students may be placed.

Kaltura MediaSpace Quick Start Guide for Faculty

This Quick Start Guide will be available at www.asanewsetter.org/events .

VIRTUAL MEETING BEST PRACTICES

An important reminder to keep in mind that even though this is a virtual meeting, your location and surroundings are important. Here are some basic things to remember to create a professional virtual environment.

Background – Check the background and rid the space of any clutter or distractions. You also want to make sure you are not positioned in front of a window as this can cause you to appear like a shadow. Keep your background simple.

Noise – Is there background noise that could prevent participants from hearing clearly? It is recommended to conduct the webinar in an office or quiet room. Make sure to shut the door and hang a sign stating you are in a virtual meeting asking people not to enter or knock on the door. Also keeping your mic muted when you are not talking can help cut down on excess noise.

Lighting – Double check the lighting when you launch the meeting and the video has started. Make sure you have more light on your face than coming from behind you. You might also need to adjust where you are sitting so the light is not right above your head and within the camera framing.

Framing – As an additional consideration be aware of your distance from the camera (not too close, not too far). You want to try and have the camera at eye level.

Participant Etiquette

Meeting attendees should be encouraged to utilize these rules of etiquette when engaging in a Zoom meeting:
- Set up your equipment before the scheduled time so you will have time to test the system and resolve any issues before the meeting.
- Ask the people at the other site if they can hear you.
- Introductions – When speaking, say your name first so everyone in the room knows who is talking
- Mute your microphone when not talking
- Be polite – avoid eating and multi-tasking (e.g., pay attention)
- Look at the camera, not at yourself
- Since the audio has a very slight delay, you may want to pause briefly for others to answer you or to make comments.
- Be prepared for the meeting

PDF

ADDITIONAL RESOURCES

Live Captioning in PowerPoint Online / Zoom
Video

Equity Minded Principles for Alternate Instruction
This is a working document and you are invited to add equity-minded principles per your discipline and/or general principles. Remember, institutions have the freedom to use "alternative instruction" modalities, which means online is one of those modes, including modes such as correspondence learning and staggered synchronous learning. Faculty within their programs will determine which modes best match their learner needs.
PDF

Student Quick Guide for Zoom
Faculty are encouraged to share this Quick Start Guide for Zoom with students.
PDF

Troubleshooting Zoom Audio
Entering a web meeting in Zoom and realizing your microphone or speakers aren't working can be stressful and frustrating. It's also one of the most common technical difficulties confronting Zoom users. In this troubleshooting guide you will learn nine approaches to correcting your audio problems in Zoom.
PDF

Legal Guidance and Facts re: Distance Learning via Zoom
The Office of General Counsel creating this FAQ to provide guidance to faculty who would like to record and post class meetings.
PDF

Zoombombing
What is it and why do you need to be careful? Link to articles from Brock this morning?

- **Blog:** How to Keep the Crashers From Crashing Your Zoom Event
- **Blog:** Best Practices for Protecting Your Zoom Meetings
- **Blog:** Secure Your Zoom Meetings with Waiting Rooms

WSU Technology Knowledge Base: Zoom
Winona State University's Technology Knowledge Base is a searchable Wiki that includes information about numerous academic technologies. Significant content for this guide was derived from the Technology Knowledge Base Zoom pages (CC-BY-NC Ken Graetz).