

## Zoom for Faculty Quick Guide

### Your Zoom Account

All WNE faculty, staff, and students have access to a licensed Zoom account that can be used to schedule and host Zoom meetings. To login, visit <http://wne-edu.zoom.us> , click “Sign In” and then login with your WNE username and password when prompted.

### Website or Zoom App?

You can work with Zoom via the <https://wne-edu.zoom.us> website, or via a Zoom app you download and install on your computer. There are overlapping features between the two, but here’s some guidance about when to use each:

#### Zoom App

The Zoom app should always be used to host or participate in a meeting, so everyone needs to have the Zoom app installed. Typically you’ll start off by clicking a URL for a Zoom meeting in an email message or on a web page. The exact wording you’ll see next varies, but you’ll be asked “Do you want to open this meeting in the Zoom app?”. Always answer “Yes” so your computer launches the Zoom app. If you don’t already have the Zoom app installed, you’ll be asked “Download and install Zoom app?” Answer “Yes.”

Alternatively, you can directly launch the Zoom app and click the “Join a Meeting” button. You’ll then need to enter the Meeting ID and password for the meeting.

#### Zoom Website

The website at <https://wne-edu.zoom.us> is the full-featured control center for your Zoom account, and is the best place to schedule new meetings. It’s the only place to do things like adjust settings for your meetings, edit your profile, and work with your recordings.

### Install the Zoom app

Visit <https://zoom.us/download> and click the Download button under “Zoom Client for Meetings”. After the app has been installed, you may sign in by clicking “Sign In”, then “Sign in with SSO”, then enter ‘wne-edu’ as the Company Domain. Signing into the app identifies you as a member of the WNE community Zoom license when you join meetings, and gives you access to your Zoom account.

### Schedule a meeting

A meeting is defined by a 11-digit Meeting ID plus a 8-digit passcode. To join a meeting with the Zoom app, users need to enter both the Meeting ID and passcode. For convenience there’s also a meeting URL which allows users to enter the meeting with a single click without having to enter or even knowing the Meeting ID and passcode. We recommend you give both the Meeting ID/passcode combination and the meeting URL to your students. Consider creating just one recurring meeting per course you’ll be teaching to be used throughout the term. You can simplify this further and use just one meeting with a name like “Professor Jones’ classroom” for all of your courses.

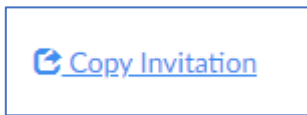
Here’s how to create a re-usable meeting for teaching a course. Login at <https://wne-edu.zoom.us> click “Meetings” then “Schedule a New Meeting”

- Topic: Title of your meeting room (e.g. Prof. Jones’ Classroom)
- When/Duration/Time zone: check “Recurring Meeting” and set Recurrence to “No Fixed Time”
- Meeting ID: Generate automatically

- Security: Check Passcode and accept the suggested number. Leave Waiting Room UNCHECKED at least until you learn about the feature.
- Video: OFF for both Host and Participants (this has users enter with cameras off; they can turn their cameras on after entry)
- Audio: Both
- Meeting Options:
  - Enable join before host – allows your students to enter the meeting before you. Start with this CHECKED.
  - Mute participants upon entry – mutes all participants at start of meeting. Recommend CHECKED.
  - Only authenticated users can join – only those with WNE Zoom accounts can join. Recommend UNCHECKED
  - Record the meeting automatically – begins a recording as soon as your meeting starts. Start with this UNCHECKED; you can still start/stop recordings when needed.
  - Enable additional data center regions. Recommend UNCHECKED.
  - Alternative Hosts : leave blank.

Don't forget to SAVE!

### Sharing your meeting



Once you have scheduled a meeting, you will see a summary

page. On this page, click the “Copy Invitation” link to see the full invitation and then copy the elements that matter most: the URL plus the Meeting ID and Passcode. Share those with your students as usual via Kodiak, TWEN, or email.

Steven Narmontas is inviting you to a scheduled Zoom meeting.

Topic: My Meeting  
Time: This is a recurring meeting Meet anytime

Join Zoom Meeting  
<https://wne-edu.zoom.us/j/93947447332?pwd=OHRkUEE3SctBQWJiZWJ6VENhT2d2Zz09>

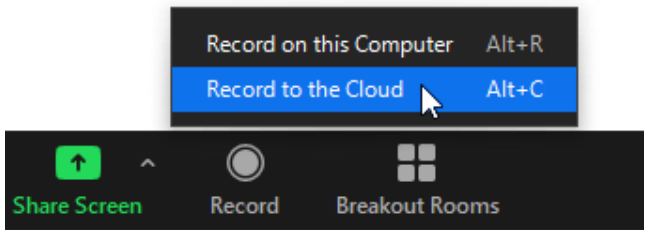
Meeting ID: 939 4744 7332  
Passcode: 18433244

One tap mobile  
+16465588656,,93947447332#,,,,,0#,,18433244# US (New York)  
+13017158592,,93947447332#,,,,,0#,,18433244# US (Germantown)

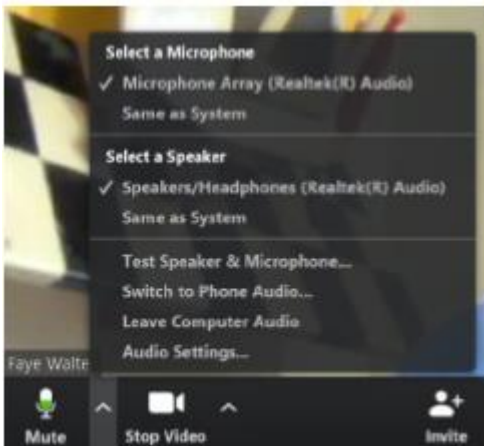
Share the URL Meeting ID and Passcode

### Recording Meetings

Sessions can be recorded to “the Cloud” (recommended) or to your computer. Participants are notified when a recording begins. Recordings end when the host ends the meeting, but they may be also be paused or stopped at any time. To share your cloud recordings, login at <https://wne-edu.zoom.us> click “Recordings.” Find your recording, click Share, set the desired options (recommended: “Publicly”, no expiry, no download, no password”), then click “Display detailed information” for the URL you’ll share with your students.



## Audio/Video controls

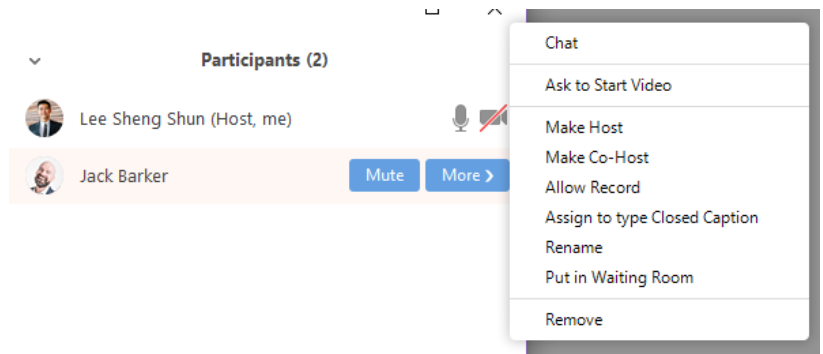


Click the microphone icon to mute/unmute. Click the ^ to select another mic or speaker, to test mic and speaker, and to adjust audio settings. When speaking, you will see your audio level in green.

Click the camera icon to start/stop your camera. Click the ^ to change cameras or to adjust video settings.

## Participants

Click the Participants icon to manage the participants in your meeting. You can Mute or Unmute all or individuals. Other individual controls include stop video, ask to start video, make host or co-host, and remove from meeting. The participant list can also show certain student reactions. Click “More” to see settings that can be changed during the meeting.



## Chat

To: Everyone ▾

File



Type message here...

Click the Chat icon to access the chat tool. Messages can be sent to “Everyone” or privately to an individual. Files can be exchanged if that feature has been enabled. Click the three dot ... “More” menu for in-meeting options.

## Screen Share

Click “Share Screen” to share your screen with your students

Basic options:

- To share your entire desktop, select Screen
- Share a specific (already open) application by selecting
- Select “Whiteboard” to share a blank screen for typing text or annotation.

Advanced options:

- Share a portion of the screen
- Computer audio only
- Content from a second camera (can be used for a document camera)

When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.



To stop sharing, click “Stop Share”

## Polling

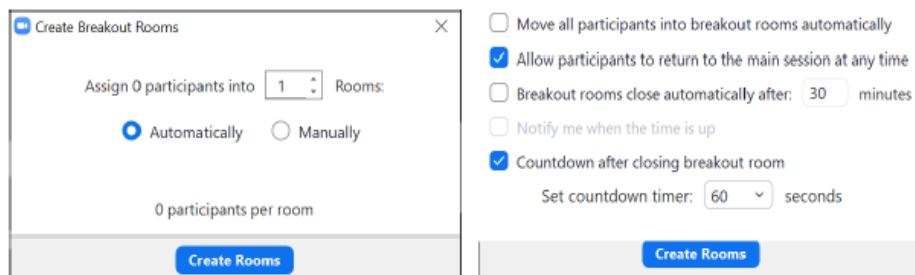
To use this feature, you must enable Polls – see Settings below. Click “Polls” to launch a polling question for your students. These questions can be created before the meeting begins or during the meeting. Questions are limited to multiple choice, but can be single answer or multiple answer.

You can retrieve a report of your polling results after the meeting by logging in at <https://wne-edu.zoom.us> - click “Reports” then “Meeting” then “Poll Reports”

## Breakout Rooms

To use this feature, you must enable Breakout rooms – see Settings below. Use breakout rooms to divide your students into small groups for breakout discussions. You can let Zoom automatically divide your students into a set number of groups or assign them manually. Additional settings allow you to put a time limit on your breakout room and set a countdown.

You cannot see all breakout rooms at once, but can move between them. If recording during a breakout session, the recording will follow your movement. You have the ability to “broadcast message to all” while students are in breakout room sessions.



## Settings

Login at <https://wne-edu.zoom.us> and click Settings to view and change the many options available to you as a meeting host. Note that most of these settings affect ALL of your meetings. A few settings to consider:

- Auto saving chats - save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.
- File Transfer – allow sending files through the chat tool.
- Polling – add Polls to the meeting controls to enable you to survey your students.
- Nonverbal feedback – allow students to select feedback icons in the Participants panel.
- Breakout room – allows host to split meeting participants into separate, smaller rooms