

Zoom

Welcome

GSAPP Zoom Training

Mute Stop Video Invite Participants 2 Share Screen Chat Record Reactions

Team

- Maeve - Audio Visual Events Manager - avrequest@arch.columbia.edu
- Chris - Audio Visual Coordinator
- Rosana - Audio Visual Assistant Director
- Lyla - Director of the Events and Public Programs office - LC3173@columbia.edu

For questions regarding events - such as a guest lecture in your course - please email events_av@arch.columbia.edu to reach us all.

AV Housekeeping

- All courseworks zoom meetings have been set up by AV
 - Please note that classes will record to the cloud unless you have established a local recording workflow.
 - Recording to the cloud allows AV to troubleshoot if you run to any issues.
 - Refer to the GSAPP website for in depth resources and links <https://www.arch.columbia.edu/hybrid-pedagogy/faculty>
 - Email your questions to avrequest@arch.columbia.edu
- CLT resource offerings <https://ctl.columbia.edu/resources-and-technology/teaching-with-technology/teaching-online/zoom/>

Zoom Settings for Classes

- Security Settings
- Schedule Settings

Zoom Account Settings For Classes

Security settings

- We recommend a waiting room for events and we do not recommend a waiting room for coursework
- Authenticated users disabled

Security

Waiting Room



Modified [Reset](#)

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

- ✓ Everyone will go in the waiting room

[Edit Options](#) [Customize Waiting Room](#)

Only authenticated users can join meetings



Modified [Reset](#)

The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.

Zoom Account Settings For Classes

Security settings

- Recommend not turning off passwords

Security

Require a passcode when scheduling new meetings



A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

Require a passcode for instant meetings



A random passcode will be generated when starting an instant meeting

Require a passcode for Personal Meeting ID (PMI)



Only meetings with Join Before Host enabled

All meetings using PMI

Zoom Account Settings For Classes

Scheduling settings

- Enabling Mute prioritizes people's privacy.
- Enabling Join before host allows students to join class before the professor

Schedule Meeting

Host video

Start meetings with host video on




Participants video

Start meetings with participant video on. Participants can change this during the meeting.



Mute participants upon entry

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. 



Modified [Reset](#)


Join before host

Allow participants to join the meeting before the host arrives





Zoom Account Settings For Classes


- Chat function is useful for classroom setting
- Recommend disabling save chat function



Chat 
Allow meeting participants to send a message visible to all participants

Prevent participants from saving chat 

You have enabled "Save chat messages from the meeting / webinar" in cloud recording. You can go to [Recording Settings](#) to turn it off and not share the chat along with the recording. 

Private chat 
Allow meeting participants to send a private 1:1 message to another participant.

Auto saving chats 
Automatically save all in-meeting chats so that hosts do not need to manually save the text of the

File transfer 
Hosts and participants can send files through the in-meeting chat. 

Only allow specified file types 

Modified [Reset](#)

Zoom Integration for Courseworks

- GSAPP AV has upgraded all faculty Zoom accounts to Zoom Pro (if you have not already done so please check your Lionmail email to finish the upgrade process.
- Workflow via Courseworks
- Workflow via Zoom Desktop App

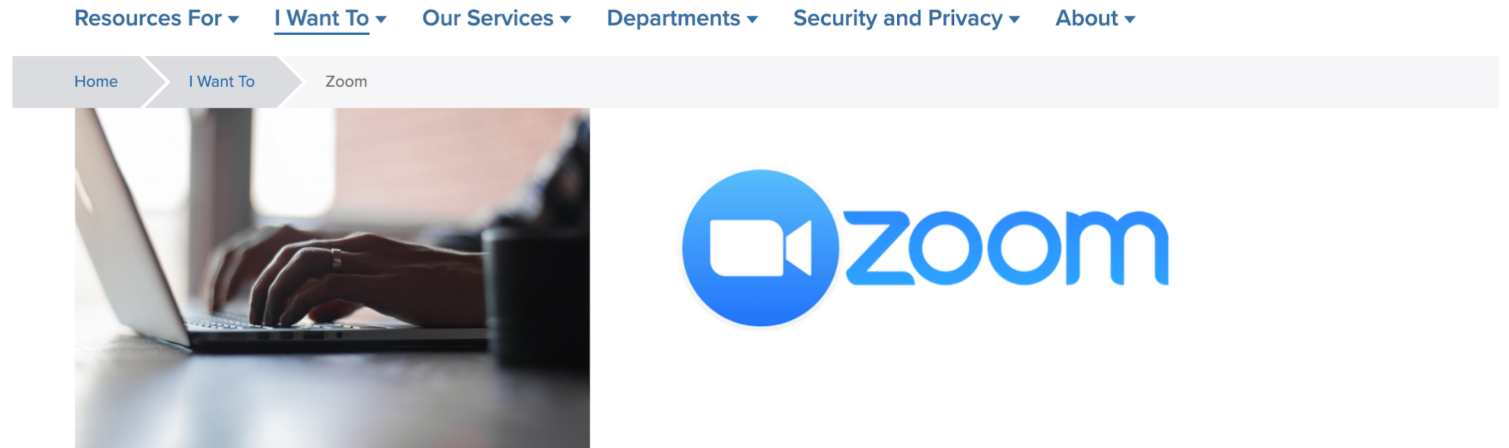
Zoom Courseworks Integration For Classes

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK



CUIT Service Desk · Manage My UNI · MyColumbia

- Navigate to CUIT's Zoom resources page:
<https://cuit.columbia.edu/zoom>
- Create a Basic account, then Pro account



Account Types

Basic Account

- Limited to 40 minute meeting length.
- Create a free Basic account by signing in to columbiauniversity.zoom.us.
- **Note:** You must create a Basic account before requesting an upgraded account or event license.

Pro Account

- Unlimited meeting length for up to 300 participants.

Please [submit a ticket](#) to request an upgrade to a Pro account for May 1, 2020–April 30, 2021 license period:

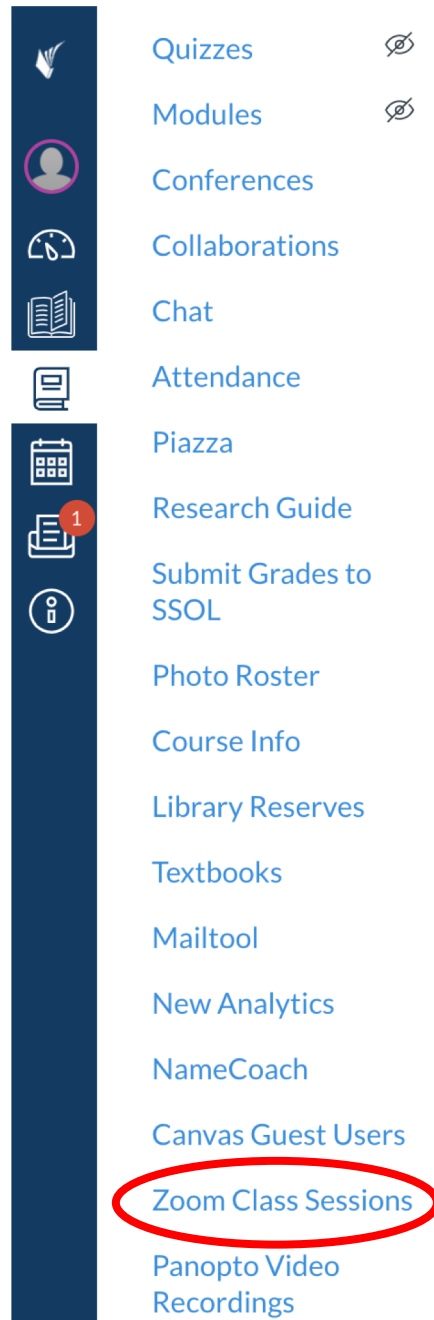
- Columbia faculty, staff, and researchers with UNIs can upgrade to a Pro account after receiving permission from their department head or manager; CUIT will bill Zoom's \$15/year fee to your school or department.
- Faculty and staff may sponsor a student for a Pro account for \$15/year.

Shared Account

- Unlimited meeting length for up to 300 participants.
- Available for \$15/year (May 1, 2020–April 30, 2021 license period).
- Must be linked to a Columbia-owned group email address. [Request a group email address \("mailing list"\)](#).
- Once you have a group email address, [submit a ticket](#) to request a shared account.

Zoom Courseworks Integration For Classes

- Log into Courseworks
- Navigate to desired class
- Zoom in left hand menu (please note that the location of the Zoom Class Sessions varies)
- Please note that GSAPP AV has created your classes for the Fall 2020 semester already. This is just an overview if you have to create additional classes.



The image shows a vertical navigation menu from the Canvas LMS. The menu items are listed on the right side of a dark blue bar. The items are: Quizzes, Modules, Conferences, Collaborations, Chat, Attendance, Piazza, Research Guide, Submit Grades to SSOL, Photo Roster, Course Info, Library Reserves, Textbooks, Mailtool, New Analytics, NameCoach, Canvas Guest Users, Zoom Class Sessions, Panopto Video Recordings. The 'Zoom Class Sessions' item is circled in red. There are also some icons on the left side of the menu bar, including a hand, a person, a clock, a book, a calendar, a document with a red '1' notification, and a person icon.

- Quizzes
- Modules
- Conferences
- Collaborations
- Chat
- Attendance
- Piazza
- Research Guide
- Submit Grades to SSOL
- Photo Roster
- Course Info
- Library Reserves
- Textbooks
- Mailtool
- New Analytics
- NameCoach
- Canvas Guest Users
- Zoom Class Sessions**
- Panopto Video Recordings

Zoom Courseworks Integration For Classes

- Note the four tabs
- To create a new meeting click top right blue button

The screenshot displays the Zoom user interface. At the top left is the Zoom logo. Below it, the text reads "Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada)." with a small edit icon. To the right of this text are two links: "All My Zoom Meetings/Recordings" and a blue button labeled "Schedule a New Meeting". Below these elements is a horizontal navigation bar with four tabs: "Upcoming Meetings", "Previous Meetings", "Personal Meeting Room", and "Cloud Recordings". Below the tabs is a checkbox labeled "Show my course meetings only". Underneath is a table with three columns: "Start Time", "Topic", and "Meeting ID". The table is currently empty, showing a "No Data" message with a folder icon.

Zoom Courseworks Integration For Classes

- Enter course title and other schedule information
- Make sure to check off “recurring” if appropriate



[Course Meetings](#) > Schedule a Meeting

Topic

ARCHA4353_001_2020_1 - LE CORBUSIER

Description (Optional)

Enter your meeting description

When

08/24/2020



2:00



PM



Duration

1



hr

0



min

Time Zone

GMT-04:00 Eastern Time (US and Canada)



Recurring meeting

Zoom Courseworks Integration For Classes

- Registration used for public events
- Auto-generated password
- Waiting room used for events but optional for classroom workflow
- Mute participants upon entry

Registration

Required

Security

Passcode

3u820k

Waiting Room

Video

Host

on off

Participant

on off

Audio

Telephone

Computer Audio

Both

Meeting Options

Enable join before host

Mute participants upon entry 

Use Personal Meeting ID 7353303047

Only authenticated users can join

Record the meeting automatically

Enable additional data center regions for this meeting

Zoom Courseworks Integration For Classes

- Add a co-host: PMs or TAs to help facilitate meetings
- “Save”

Alternative Hosts

Example: john@company.com, peter@school.edu

 Save

Cancel

Zoom Desktop Application For Classes

- Download Zoom desktop App:
<https://zoom.us/download>
- Install
- Log in
- Log-in on browser
<https://columbiauniversity.zoom.us/>
- You can also log in via google if already logged into Lion Mail

Signing in on a Zoom App

Click Sign in with SSO

Sign In

[Sign Up Free](#)

Enter your email

Enter your password

[Forgot?](#)

Keep me signed in

Sign In

or



Sign In with SSO



Sign In with Google



Sign In with Facebook

Enter "columbiauniversity" as the domain

Sign In with SSO

Company Domain

columbiauniversity

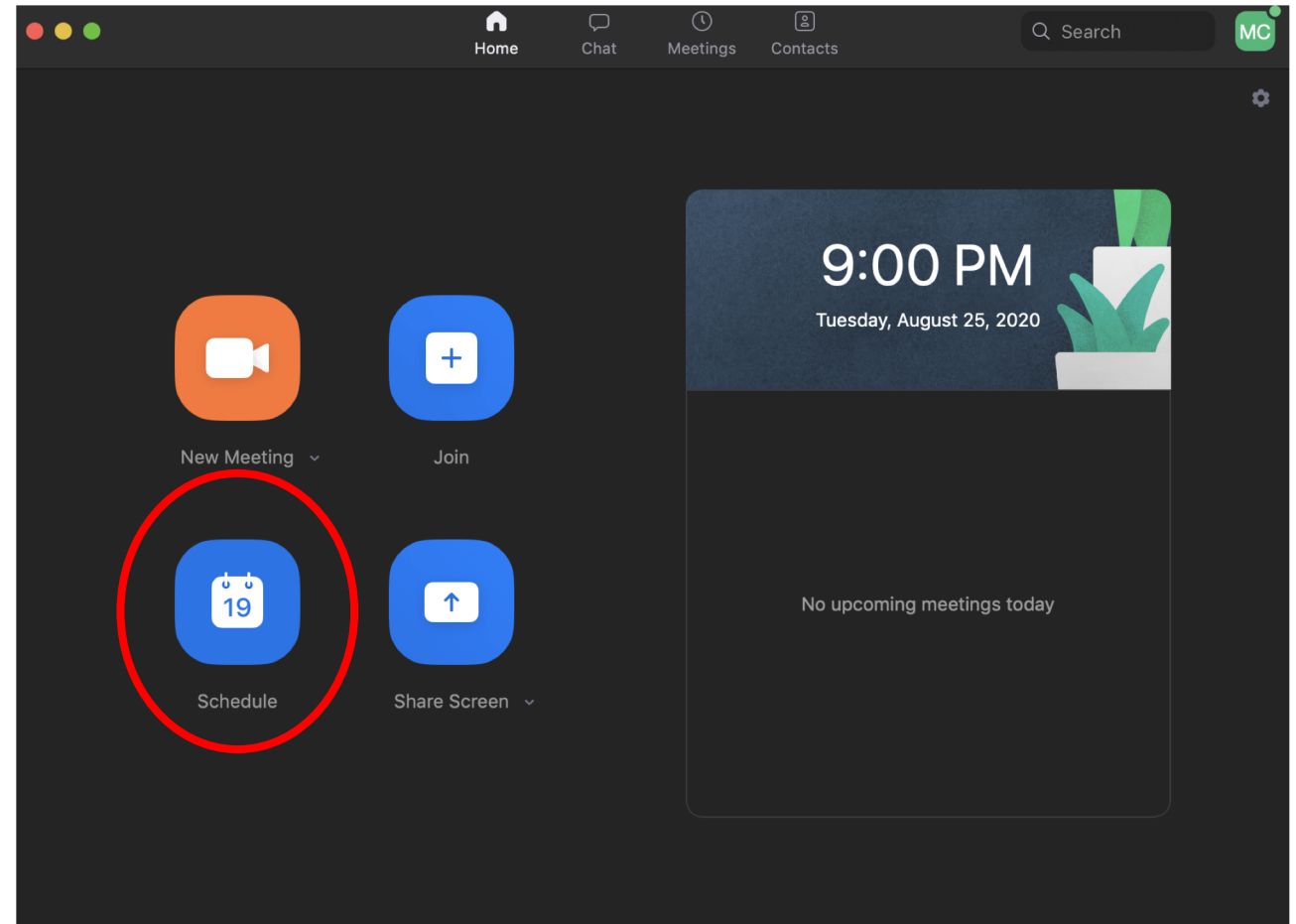
.zoom.us

[I do not know the company domain](#)

Continue

Zoom Desktop Application For Classes

- Meeting options in application home window
- Ensure settings are correct



Zoom Desktop Application For Classes

- Log-in on browser
<https://columbiauniversity.zoom.us/>
- Log in using UNI/PW

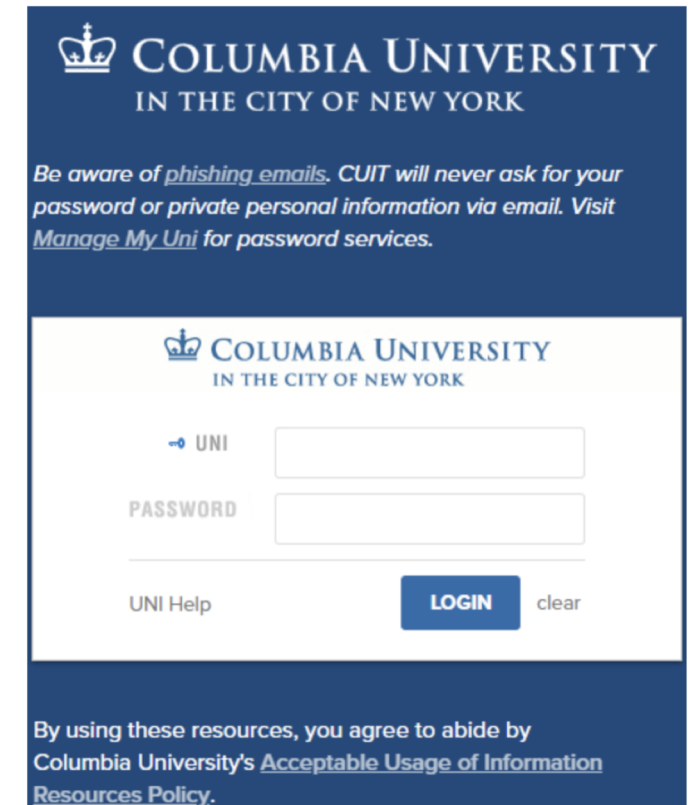
Signing in on the Web

Go to <https://columbiauniversity.zoom.us/> and click Sign in



Sign in with your UNI and Password

Sign in with your UNI and Password

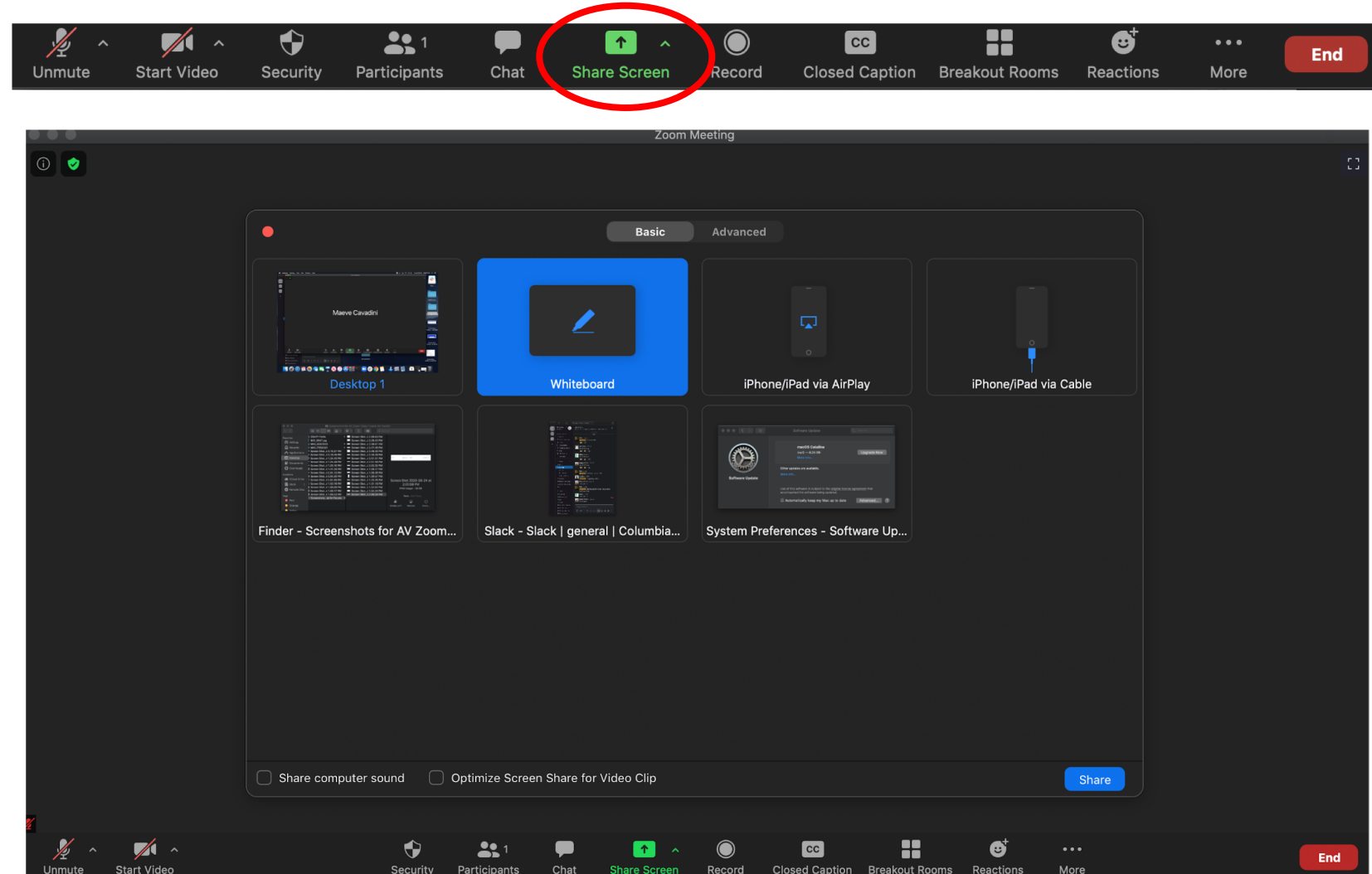
The image shows the Columbia University login page. At the top is the Columbia University logo and name. Below it is a warning: 'Be aware of phishing emails. CUIT will never ask for your password or private personal information via email. Visit Manage My Uni for password services.' The login form includes a UNI field, a Password field, a LOGIN button, and a clear button. At the bottom, there is a disclaimer: 'By using these resources, you agree to abide by Columbia University's Acceptable Usage of Information Resources Policy.'

Key Functions in Zoom

- Share screen
- Whiteboard
- Breakout rooms

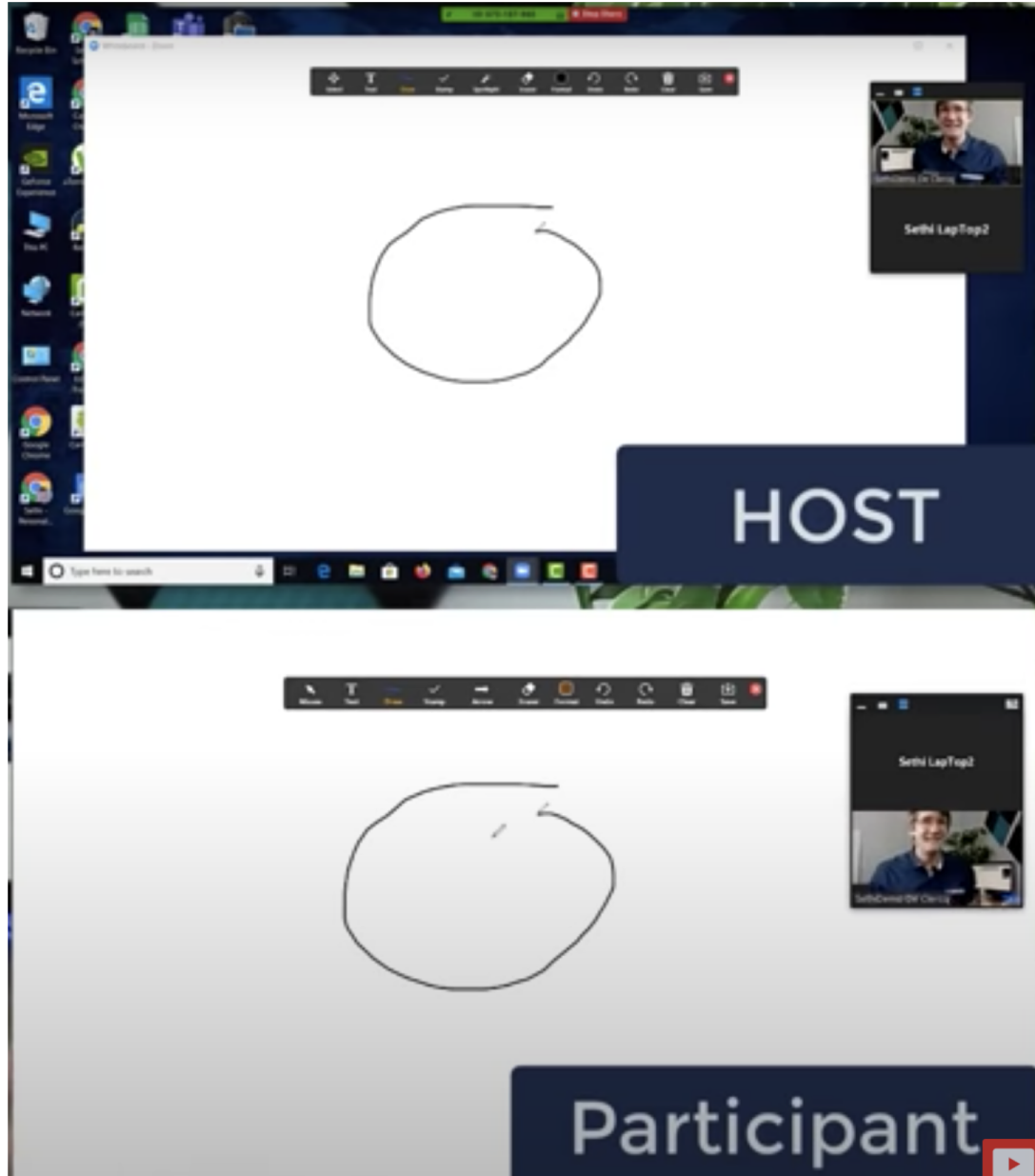
Key Functions in Zoom

- Share screen choose specific app or entire desktop will be visible
- Whiteboard within share options



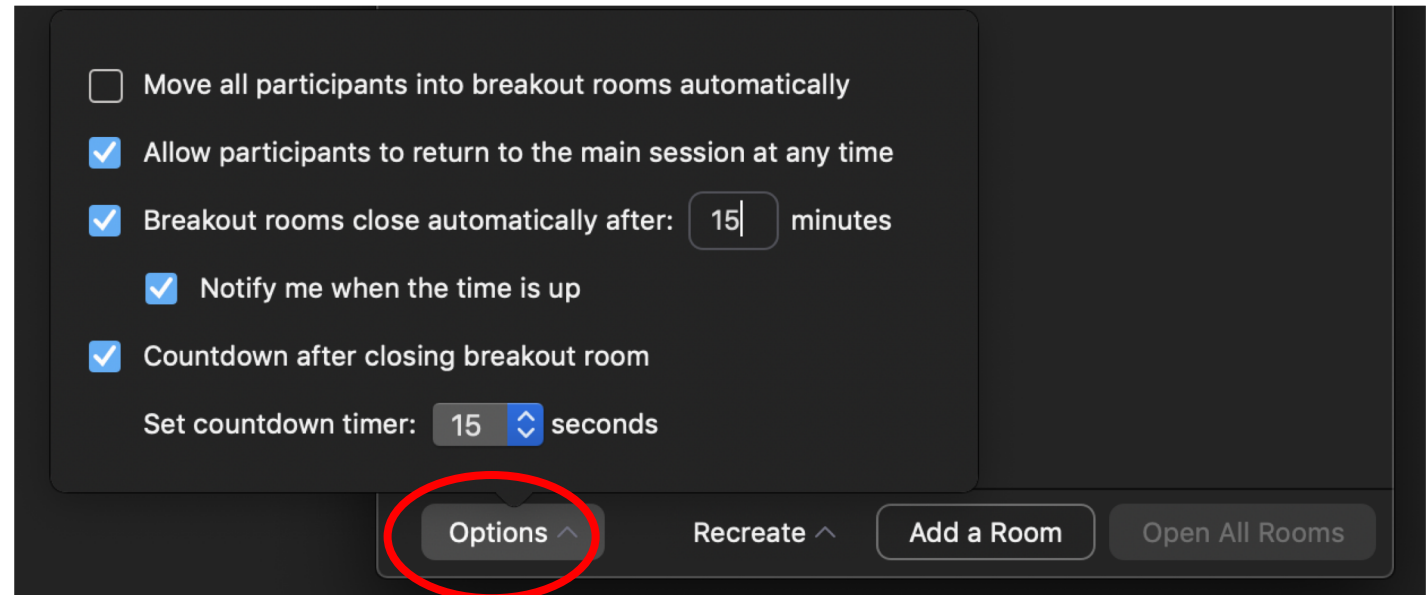
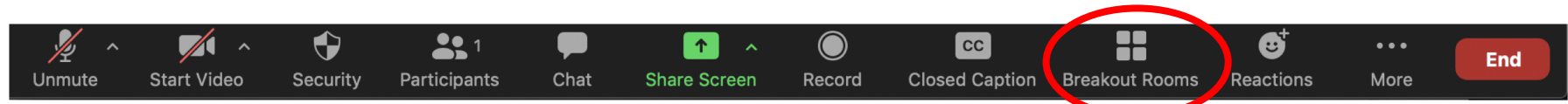
Key Functions in Zoom

- Whiteboard is an annotation feature which operates as a dry erase/chalk board digitally.
- This can be used to type or draw using your finger/pen on a tablet or your cursor on a computer
- The Host can give all participants access to draw or revoke access
- Multiple pages are possible and whiteboards can be saved in the meeting file
- A good guide to how the functionality works is available on youtube
<https://www.youtube.com/watch?v=jQ4-wrwHAXk>



Key Functions in Zoom

- Breakout rooms for small discussions
- Auto assign vs. manual
- Click on the blue button “Create Breakout Rooms” and you’ll get a pop up screen with more options
- Always allow participants to return main session
- Always set countdown (15 seconds)
- Always close automatically



Recordings + File Management

- Recordings to the cloud
 - TAs do not have access to faculty courseworks
 - 30 Day limit storage on Zoom Cloud
 - Back-up Archive
- Local recording (to laptop)
- Modules: upload recordings, videos and monitor activity

Zoom Recordings + File Management

- All zoom classes have been scheduled by AV in courseworks
- All zoom classes set up by AV are set to record to the cloud
- Cloud recordings are found in the Faculty's courseworks Zoom page
- Zoom recordings must be downloaded and archived by the faculty
- Zoom deletes cloud recordings after 30 days
- To download click on the file name
- if TAs need access they MUST coordinate with the faculty member for retrieval

GSAPP AV CLASSES

Upcoming Meetings Previous Meetings Personal Meeting Room **Cloud Recordings** [Information about Zoom at Columbia](#)

From To Search By Show my course recordings only

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	ARCHA4353_001_2020_1 - LE CORBUSIER	430 790 497	May 13,2020 12:05	2 Files (64 KB)	<input type="button" value="Delete"/>

[Course Meetings](#) > Recording Details

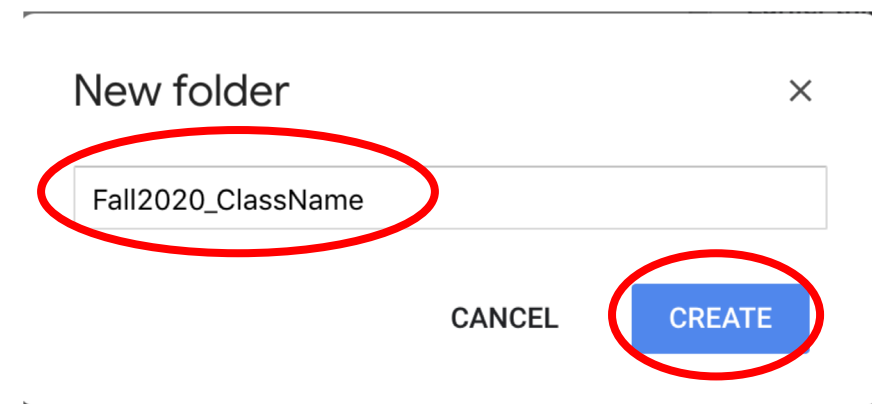
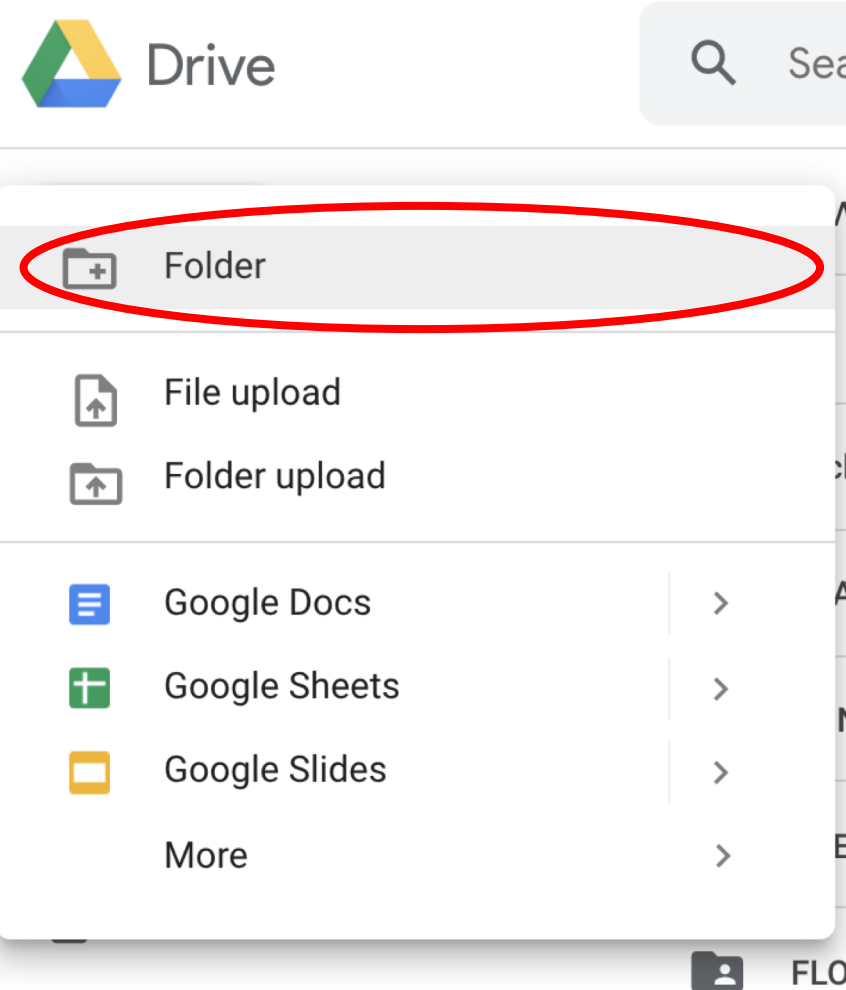
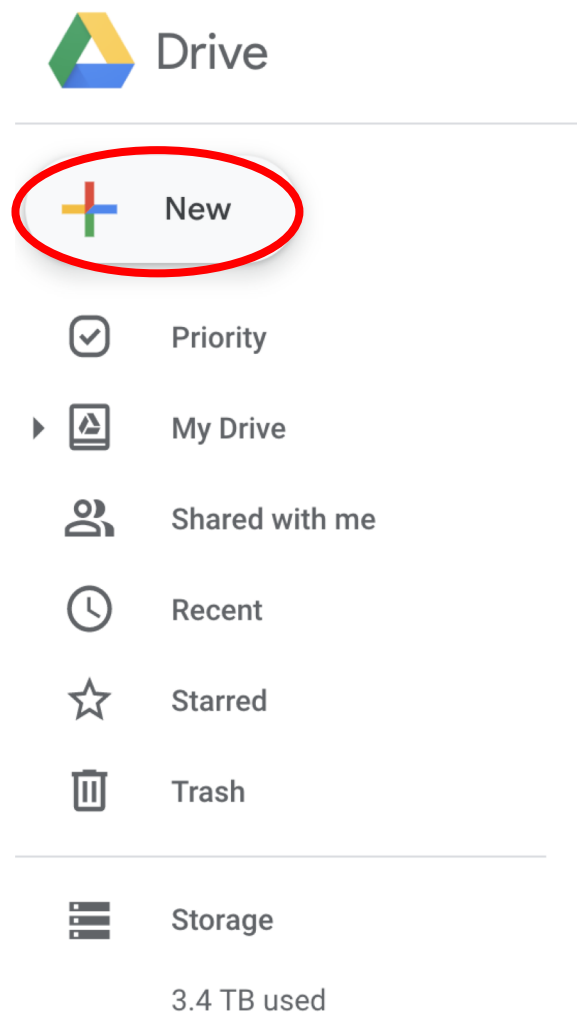
ARCHA4353_001_2020_1 - LE CORBUSIER
May 13,2020 12:05 PM Eastern Time (US and Canada) ID: 430 790 497

Recording-1 (57 KB)

Audio Only-1 (7 KB)

Zoom Recordings + File Management

- AV suggests you archive your zoom classes using your Google Drive
- Create a folder in your Google drive named according to the below template
 - o semesteryear_class



Zoom Recordings + File Management

- Local recordings save directly to your computer. Once the meeting is ended, you can decide which folder to save the recording to.
- Ensure local recordings are enabled in your account settings
- During the meeting, start a local recording either as host or give co-host permissions for the co-host to record locally
- For in depth steps on please refer to <https://support.zoom.us/hc/en-us/articles/201362473-Local-Recording>



Log in to Zoom



Request an upgrade to



Zoom for CUIMC



HIPAA-compliant Zoom for

HOW DO I...

Basic Guides

- [Signing-in](#)
- [Getting Started](#)
- [Scheduling a Meeting](#)
- [Sharing a Meeting](#)
- [Audio Setup](#)
- [Video Setup](#)
- [Screen-sharing](#)

Advanced Guides

- [Advanced Sharing](#)
- [Whiteboard](#)
- [Participants](#)
- [Chat](#)
- [Recording](#)
- [Breakout Rooms](#)
- [Polls](#)

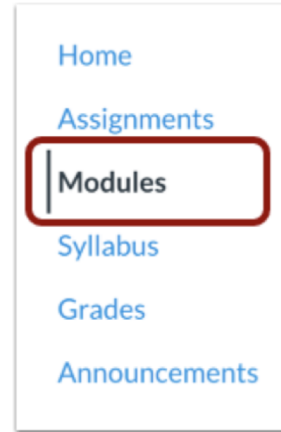
Teaching Guides

- [Using Zoom in Canvas](#)
- [Synchronous Online Teaching Tips and Strategies](#)
- [Contingency Planning: Teaching Online](#)
- [Strategies for Engaging Students in Live Online Classes](#)

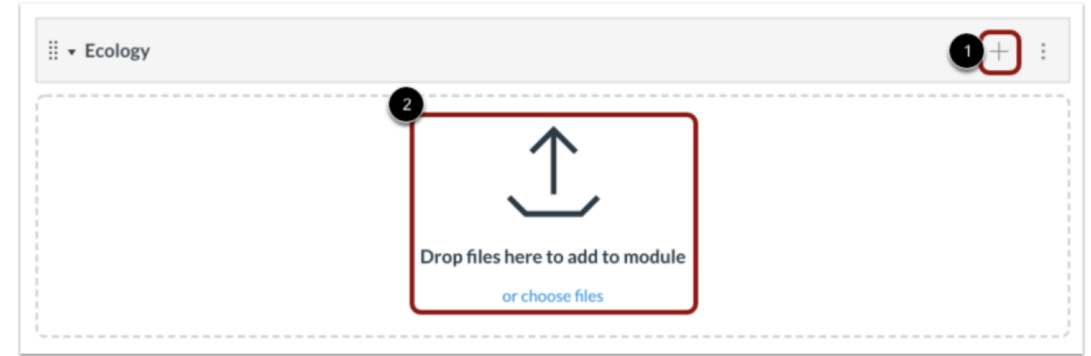
Canvas Modules

- Modules is suggested to upload media files as it tracks student activity and engagement

Open Modules



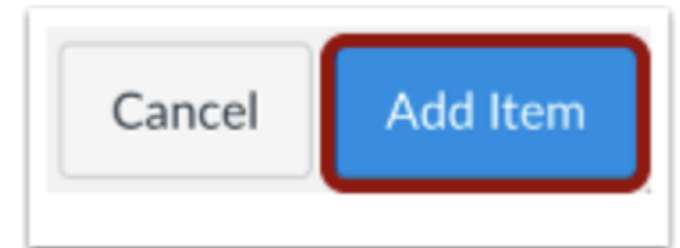
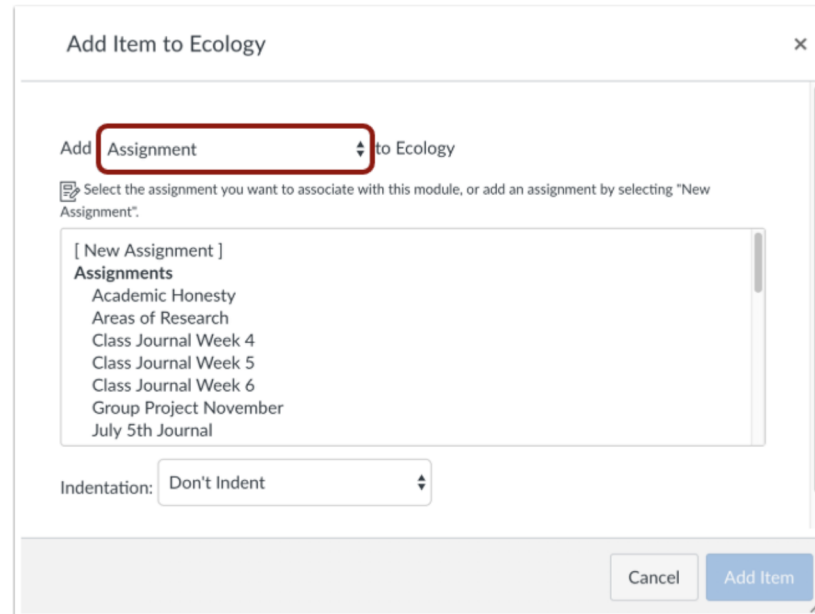
Add Module Item



To add an item, click the **Add Item** icon [1], or drag and drop to add files to an empty module [2].

In Course Navigation, click the **Modules** link.

Add Item to Module



Click the **Add Item** button.

Zoom Settings for Events

This portion of the training is for meetings not already scheduled in Courseworks.

You may host additional meetings or lectures or invite guests.

These settings are important if you will be publically listing the meeting ID.

- Security Settings
- Schedule Settings
- Management

Zoom Account Settings For Events

Scheduling settings

- Always start events with a waiting room: this allows you to meet presenters and test presentations in advance of opening the room to the audience.
- Make sure non-authenticated users can join meetings – this means people do not have to create a zoom account to attend.

Security

Waiting Room



Modified [Reset](#)

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

- ✓ Everyone will go in the waiting room

[Edit Options](#) [Customize Waiting Room](#)

Only authenticated users can join meetings



Modified [Reset](#)

The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.

Zoom Account Settings For Events

Sharing and Annotation – sometimes necessary settings depending on meeting activities

Disable desktop/screen share for users



Modified [Reset](#)

Disable desktop or screen share in a meeting and only allow sharing of selected applications.

Automatically ensures presenter has to choose an application not desktop – so no notifications could be visible

Annotation



Modified [Reset](#)

Allow host and participants to use annotation tools to add information to shared screens

This feature could be used for courses but also allows screen vandalism if left on

Whiteboard



Modified [Reset](#)

Allow host and participants to share whiteboard during a meeting

This feature could be used for courses but also allows screen vandalism if left on

Zoom Account Settings For Events

Scheduling Settings – Web Portal

- Automatically turn off videos when host and participants join. This ensures that as participants join they do not interrupt the presenter, and their video does not end up in the recording.
- Always mute participants when they enter. This limits interruptions when people join late.

Schedule Meeting

Host video

Start meetings with host video on




Participants video

Start meetings with participant video on.
Participants can change this during the meeting.



Modified [Reset](#)

Mute participants upon entry

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. 



Modified [Reset](#)

Scheduling From Desk Top App

Same scheduling settings available

Schedule Meeting

Topic
GSAPP Events' Zoom Meeting

Date
8/ 3/2020 8:00 PM to 8/ 3/2020 8:30 PM
 Recurring meeting Time Zone: Eastern Time (US and Canada)

Meeting ID
 Generate Automatically Personal Meeting ID 617 519 5350

Password
 Require meeting password 273305

Video
Host On Off Participants On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio
Dial in from United States [Edit](#)

Calendar
 iCal Google Calendar Outlook Other Calendars

Advanced Options

- Enable Waiting Room
- Enable join before host
- Mute participants upon entry
- Only authenticated users can join: Sign in to Zoom
- Automatically record meeting
- Enable additional data center regions for this meeting

Alternative Hosts:
Example:john@company.com;peter@school.edu

panopto_folder_context:
(Optional)

Cancel Schedule

During Meeting – Participants Menu

Zoom Meeting

Talking: 09:53

Participants (2)

GSAPP Events (Host, me)

LC Lyla C (Guest) More ▾

- Chat
- Ask to Start Video
- Make Host
- Make Co-Host**
- Rename
- Put in Waiting Room
- Remove
- Report

Join Audio
Computer Audio Connected

Share Screen

Invite Others

Security Participants 2 Chat Share Screen Polling Record Closed Caption More

End Invite Mute All More ▾

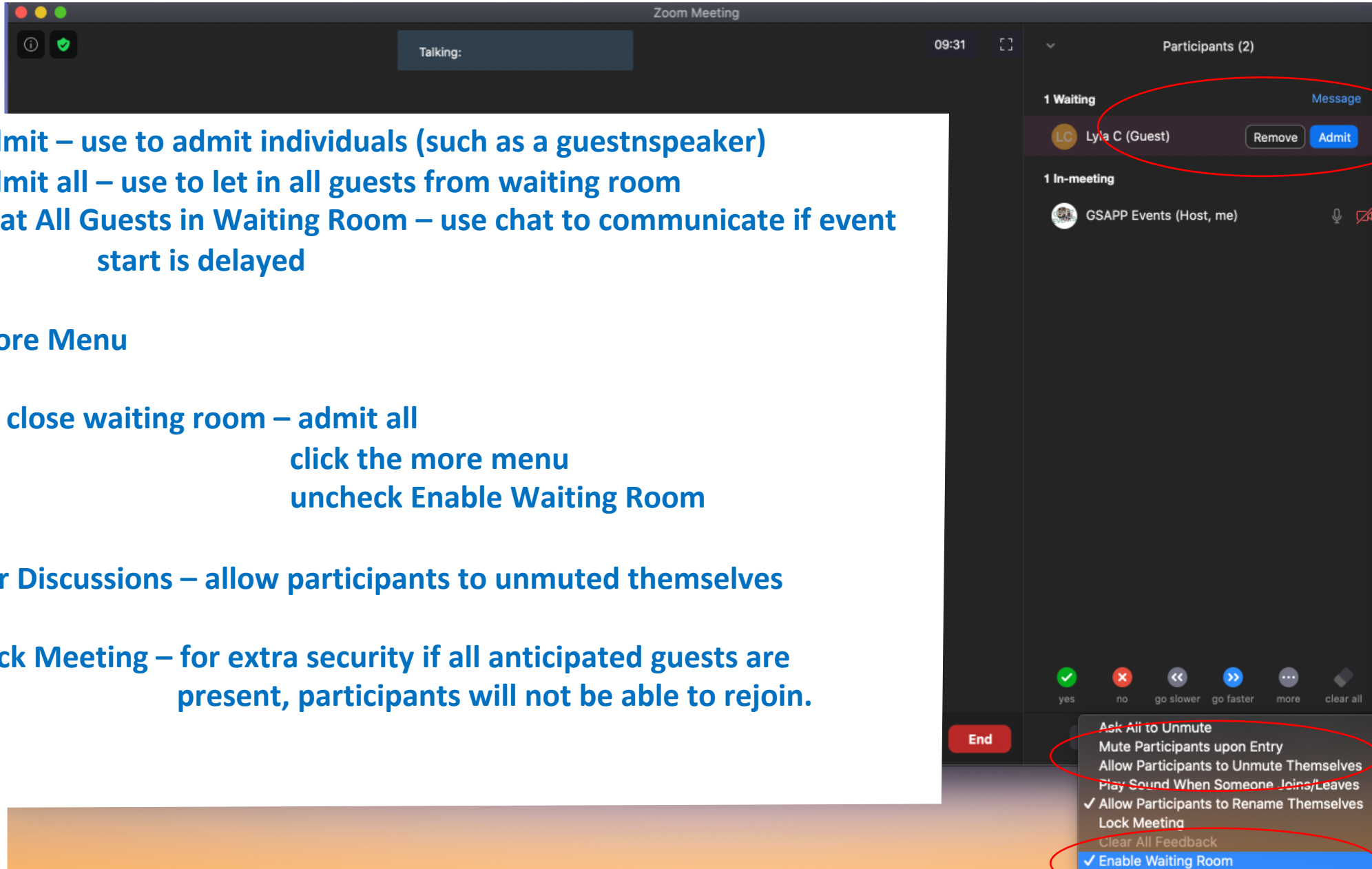
yes no go slower go faster more clear all

Click Participants in the bottom menu
More Menu

Click More on a presenter's name to make them a Co-Host

- This moves their name to the top, so you can find them easily
- Ensures they are able to unmute themselves, even if other participants can't
- Allows them to unmute others

During Meeting – Participants Menu



The screenshot shows the Zoom Meeting interface. At the top, it says "Zoom Meeting" and "09:31". Below that, there's a "Talking:" indicator. On the right, the "Participants (2)" panel is open. It shows "1 Waiting" and "1 In-meeting". The "Waiting" section lists "Lyla C (Guest)" with "Remove" and "Admit" buttons. The "In-meeting" section lists "GSAPP Events (Host, me)". At the bottom, there's a "More" menu with options: "Ask All to Unmute", "Mute Participants upon Entry", "Allow Participants to Unmute Themselves", "Play Sound When Someone Joins/Leaves", "Allow Participants to Rename Themselves", "Lock Meeting", "Clear All Feedback", and "Enable Waiting Room". The "Admit" button and "Enable Waiting Room" option are circled in red.

Admit – use to admit individuals (such as a guestnspeaker)
Admit all – use to let in all guests from waiting room
Chat All Guests in Waiting Room – use chat to communicate if event start is delayed

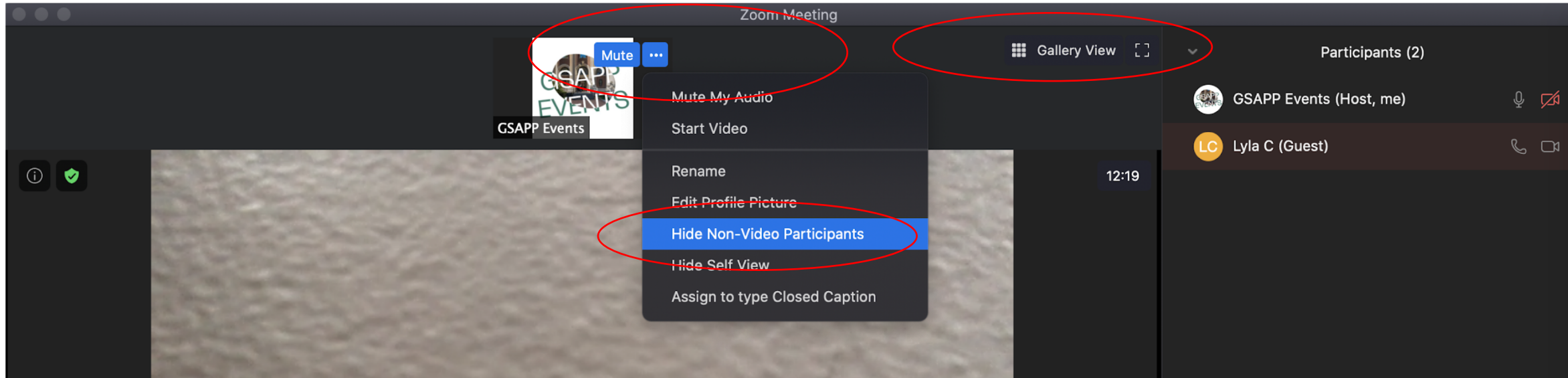
More Menu

To close waiting room – admit all
click the more menu
uncheck **Enable Waiting Room**

For Discussions – allow participants to unmuted themselves

Lock Meeting – for extra security if all anticipated guests are present, participants will not be able to rejoin.

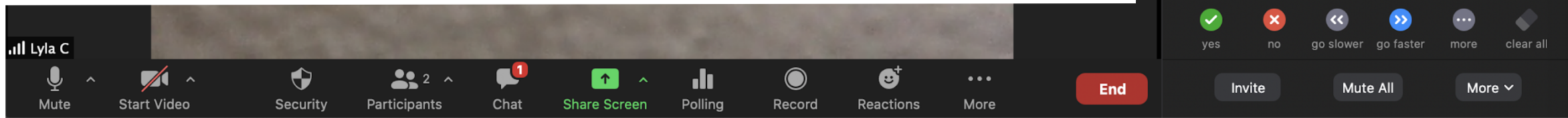
During Meeting – Non-Video Participants



Click on the ... menu

Hide Non-Video Participants

- Removes everyone who has their camera off from your view (and the recording)
- This makes it possible to use gallery view and see just the speaker or panelists within the grid – appears visually as if only the speakers are in the meeting.



Non - Settings Recommendations

- Always record the event if all speakers agree
 - I recommend recording to computer and uploading to drive folder
 - Recordings saved automatically to the Zoom account cloud will delete after 30 days so always move to drive folder
- Always make sure whoever introduces the event announces that it is being recorded
- Maintain your recordings with a filing system – each folder Zoom exports will name the folder by the meeting name – but the files in the folder will have a generic name
 - My naming system is Semester_Series_Title_Faculty_Date
 - SU20_Intro_ModelPhotography_JoshJordan_080420
- Ask participants who are not presenting to keep their camera off during the presentation
 - Otherwise their camera will be recorded in the video of the event (very distracting)
 - Some speakers may request you not do this because it makes them feel alone in the room,
 - encourage them to use chat or invite reactions using the reactions menu
- Allow cameras on and mics un-mutable during discussions or take all questions via chat.
 - Questions taken via chat should be read aloud for accessibility
 - (participants calling in by phone can't see or access chat)
- NEVER un-mute all, seriously just don't – even if you are hoping for applause you will get a cacophony of random conversations and honestly, it is an invasion of privacy.

Recommendations - Maximizing Equipment and Image Quality

- Internet connection
 - Ethernet - if you can connect via wired connection, it really helps. Every router has an input for an ethernet cable (and probably came with one)
 - Upgrading wifi – if you are consistently teaching live, upgrading can be really
 - Sit as close to your router as possible, and make sure your router has as clear a path as possible (if it is hidden under or behind something, that is likely weakening your connection)
- Additional Programs - If everyone will individually share their own screen, it should be a requirement that only the file they are sharing and Zoom are open. Tabs on internet browsers and programs updating in the background will harm the quality of your meeting.
- If someone is presenting and their audio is delayed or choppy, turning off their video and using audio-only does usually improve quality
- Present in low-res. The virtual backgrounds/shape of the window is 1920x1080px (16:9) with a max of 5MB per image. Try to limit the size of each page of the presentation to less than 5MB, if this is not possible, consider breaking up the presentation into several files, so there is less to process with each page transition

Thank you!

Questions?