Welcome
GSAPP Zoom Training
Team

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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](https://www.arch.columbia.edu/hybrid-pedagogy/faculty)
  - Email your questions to [avrequest@arch.columbia.edu](mailto:avrequest@arch.columbia.edu)

Zoom Settings for Classes

- Security Settings
- Schedule Settings
Security settings

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

Waiting Room
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
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.

Join before host
Allow participants to join the meeting before the host arrives
- 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
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

- Navigate to CUIT’s Zoom resources page: [https://cuit.columbia.edu/zoom](https://cuit.columbia.edu/zoom)
- Create a Basic account, then Pro 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.
- Note the four tabs
- To create a new meeting click top right blue button
Zoom Courseworks Integration For Classes

- Enter course title and other schedule information
- Make sure to check off “recurring” if appropriate
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
Zoom Courseworks Integration For Classes

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

Enter your email
Enter your password
Forgot?
Keep me signed in
Sign In

or

Sign In with Google
Sign In with Facebook

Sign In with SSO

Enter “columbiauniversity” as the domain

Sign In with SSO

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

Be aware of phishing attempts. CUIT will never ask for your password or private personal information via email. Visit Manage My Uni for password services.
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
- All zoom classes have been scheduled by AV in coursework.
- All zoom classes set up by AV are set to record to the cloud.
- Cloud recordings are found in the Faculty’s coursework 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.
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
  - 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
Canvas Modules

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

In Course Navigation, click the Modules link.

Add Item to Module

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

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 publicly listing the meeting ID.

- Security Settings
- Schedule Settings
- Management
**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.

Zoom Account Settings For Events

**Sharing and Annotation – sometimes necessary settings depending on meeting activities**

**Disable desktop/screen share for users**
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**
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**
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.

**Mute participants upon entry**
Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.
Scheduling From Desk Top App

Same scheduling settings available
During Meeting – Participants Menu

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

Admit – use to admit individuals (such as a guest/speaker)
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 is 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 you 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?