



# Welcome

GSAPP Zoom Training

# Team

- Maeve - Audio Visual Events Manager - [avrequest@arch.columbia.edu](mailto:avrequest@arch.columbia.edu)
- Lyla - Director of the Events and Public Programs office - [LC3173@columbia.edu](mailto:LC3173@columbia.edu)

For questions regarding events - such as a guest lecture in your course - please email [events\\_av@arch.columbia.edu](mailto:events_av@arch.columbia.edu) to reach us all.

# Resource Links

- GSAPP Hybrid Pedagogy website  
<https://www.arch.columbia.edu/hybrid-pedagogy/faculty>
- CTL resource offerings  
<https://ctl.columbia.edu/resources-and-technology/teaching-with-technology/teaching-online/zoom/>
- Email your questions to [avrequest@arch.columbia.edu](mailto:avrequest@arch.columbia.edu)

# Overview

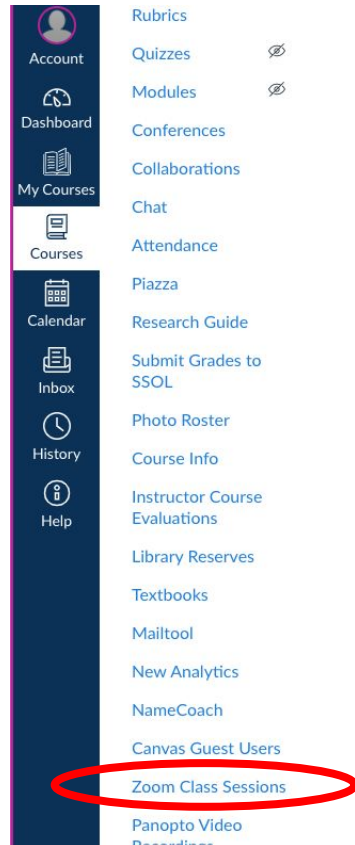
- Licensed *Zoom Pro* Account
- Canvas Workflow
- Accessing Zoom Settings via Browser

# Columbia University ZOOM

<https://courseworks2.columbia.edu/courses/104186/pages/signing-in>

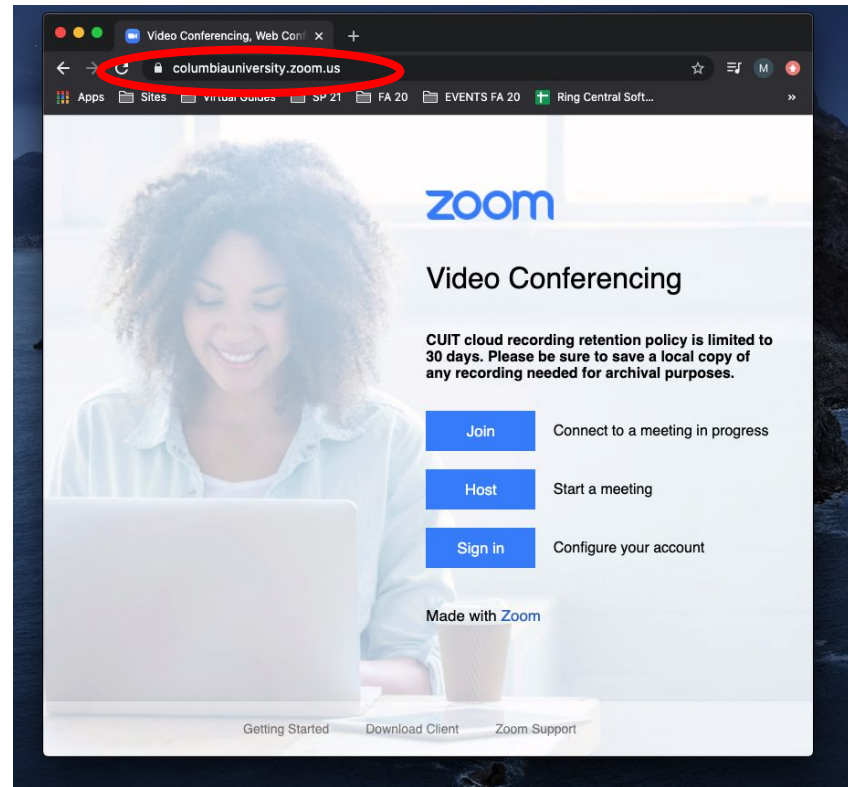
## Canvas

<https://courseworks.columbia.edu/>



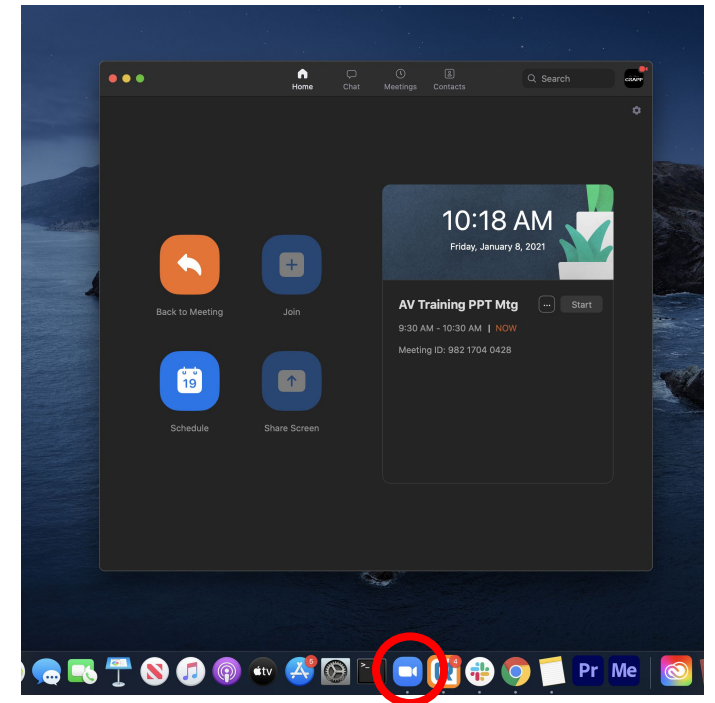
## Browser

<https://columbiauniversity.zoom.us/>



## Desktop Application

<https://columbiauniversity.zoom.us/download>



# What type of account do I have?

## Browser

<https://columbiauniversity.zoom.us/>

The screenshot shows the Zoom web interface for a user profile. The user's name is Maeve Cavadini, and their email is mfc\*\*\*@columbia.edu. The profile is for a 'Licensed' account, which is highlighted with a red circle. The license type is 'Meeting' and it supports '300 participants'.

Profile	Maeve Cavadini	Department: Architecture Planning Preserv	Account No. [REDACTED]
Meetings	Personal Meeting ID	*** ** *195	Show Edit
Webinars	Personal Link	Not set yet.	Customize
Recordings	Sign-In Email	mfc***@columbia.edu	Show Edit
Settings	License Type	Licensed	
Account Profile		Meeting	300 participants
Reports			

## Desktop Application

<https://columbiauniversity.zoom.us/download>

The screenshot shows the Zoom desktop application interface. The user's account is identified as 'OSAPP AV COLUM...' with the email 'mfc\*\*\*@arch.columbia.edu'. The 'Check for Updates' option in the settings menu is highlighted with a red circle.



## Account Types

### Basic Account

- Limited to 40 minute meeting length.
- Create a free Basic account by signing in to [columbiauniversity.zoom.us](https://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.

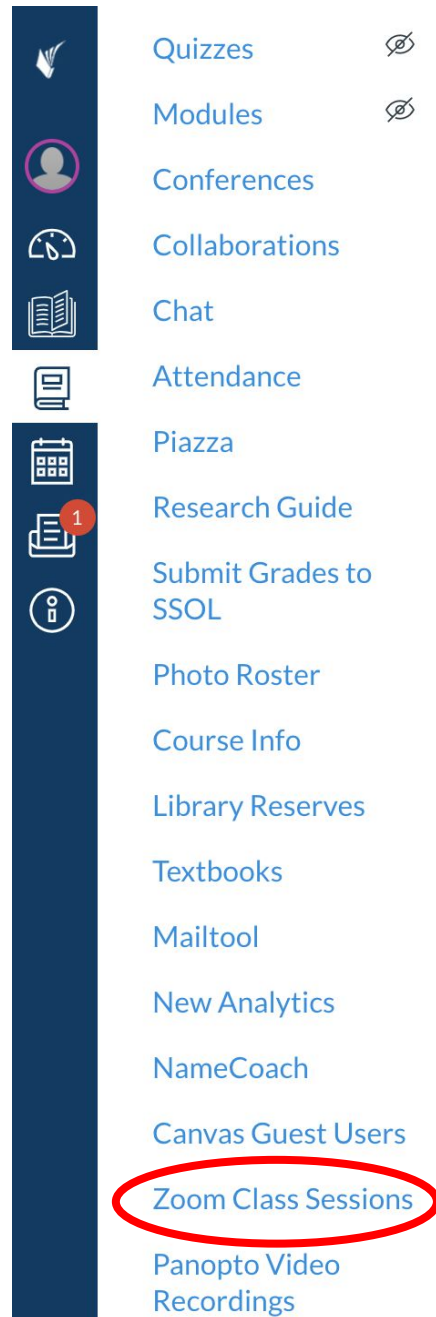
- To make a basic account  
<https://columbiauniversity.zoom.us/>
- To upgrade to a Pro Account  
email Rosana (Ass. Director of AV)  
[src2180@columbia.edu](mailto:src2180@columbia.edu)
- For more detailed information about Zoom visit  
<https://cuit.columbia.edu/zoom>

- Recap: You must upgrade to Zoom Pro  
Your Canvas email (aka Lionmail) must match your zoom pro email



# Canvas Workflow

- Log into Courseworks
- Navigate to desired class
- Zoom in left hand menu  
(please note that the location of the Zoom Class Sessions varies)
- GSAPP AV has created your classes Spring 2021 semester



# Canvas Workflow

- To create a new meeting click top right blue button


**zoom**

Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). [📍](#)

[All My Zoom Meetings/Recordings](#) **Schedule a New Meeting** ⋮

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

Show my course meetings only

Start Time	Topic	Meeting ID
 No Data		

# Canvas Workflow

- Enter course title and other schedule information
- If meeting is recurring check the box



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

# Canvas Workflow

- 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

# Canvas Workflow

- Alternate Host: PMs or TAs to help facilitate meetings

Alternative Hosts

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

 Save

Cancel

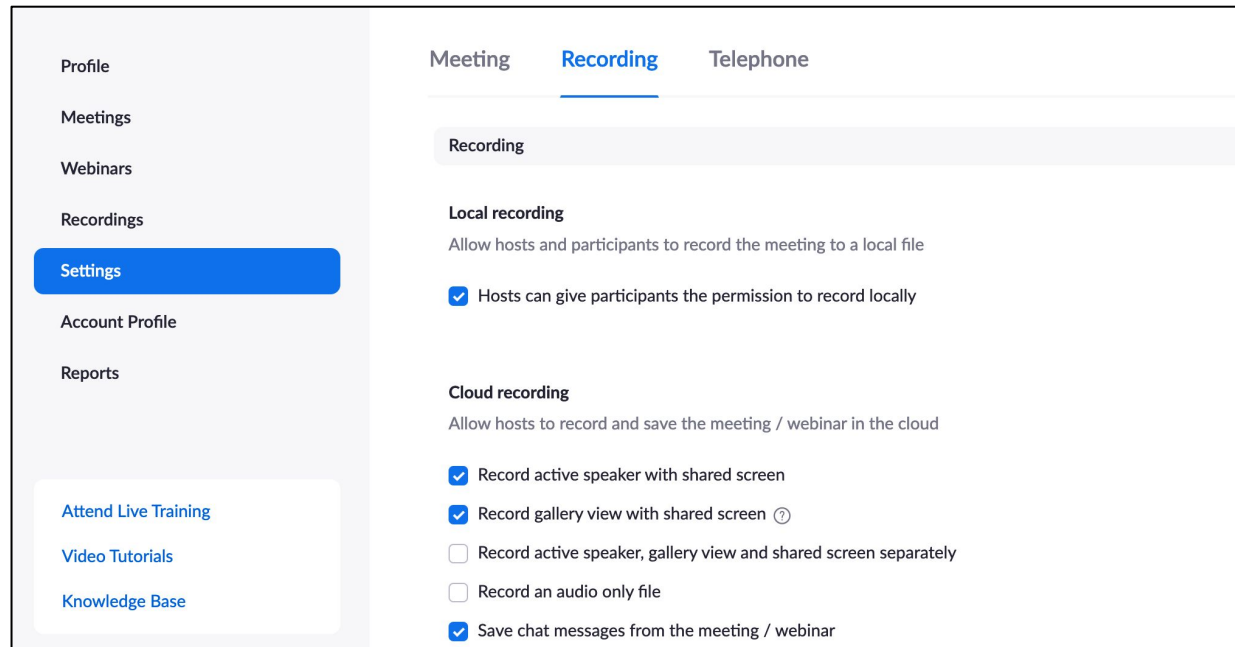
# Recordings + File Management

- Automatic Recordings
- Recording to the cloud
  - Recordings populate to the Zoom Cloud tab
  - Recordings simultaneously populate to Panopto
  - If you require TAs to access your canvas please get in touch with JD Stogdill (Faculty Affairs) [ids2248@columbia.edu](mailto:ids2248@columbia.edu)
  - 30 Day limit storage on Zoom Cloud: long term storage in Panopto
- Local recording (to laptop)

# Enabling recordings

### Browser General Settings

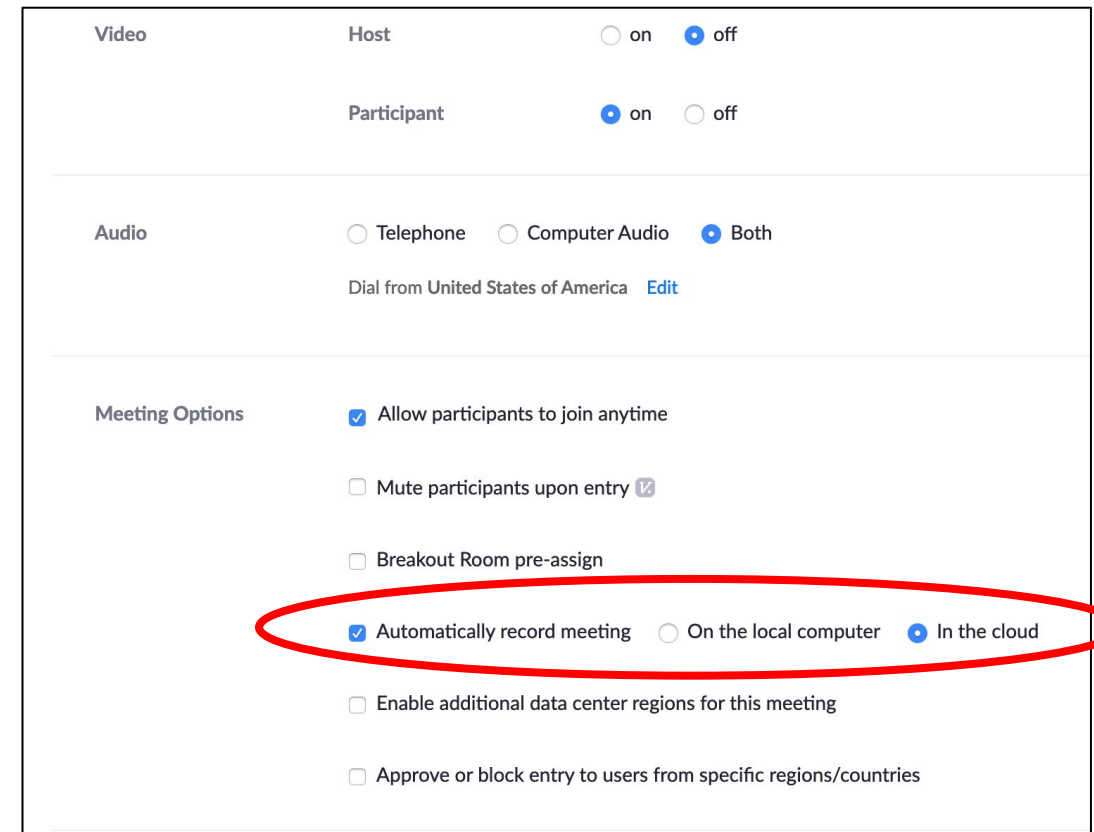
<https://columbiauniversity.zoom.us/>



The screenshot shows the Zoom settings interface for a browser. On the left is a navigation menu with options: Profile, Meetings, Webinars, Recordings, Settings (highlighted in blue), Account Profile, and Reports. Below the menu are links for Attend Live Training, Video Tutorials, and Knowledge Base. The main content area has three tabs: Meeting, Recording (selected), and Telephone. Under the Recording tab, there are two sections: 'Local recording' and 'Cloud recording'. The 'Local recording' section has a sub-header 'Allow hosts and participants to record the meeting to a local file' and a checked checkbox 'Hosts can give participants the permission to record locally'. The 'Cloud recording' section has a sub-header 'Allow hosts to record and save the meeting / webinar in the cloud' and several checked checkboxes: 'Record active speaker with shared screen', 'Record gallery view with shared screen', and 'Save chat messages from the meeting / webinar'. There are also unchecked checkboxes for 'Record active speaker, gallery view and shared screen separately' and 'Record an audio only file'.

### Meeting Settings

<https://courseworks.columbia.edu/>



The screenshot shows the Zoom meeting settings interface. It is divided into several sections: 'Video', 'Host', 'Participant', 'Audio', and 'Meeting Options'. In the 'Video' section, 'Host' is set to 'off' and 'Participant' is set to 'on'. In the 'Audio' section, 'Both' is selected for audio options, and the dial-in number is 'United States of America'. In the 'Meeting Options' section, 'Allow participants to join anytime' is checked. A red oval highlights the 'Automatically record meeting' section, where 'In the cloud' is selected over 'On the local computer'. Other options like 'Mute participants upon entry', 'Breakout Room pre-assign', 'Enable additional data center regions for this meeting', and 'Approve or block entry to users from specific regions/countries' are unchecked.

# For assistance with changing recording options for existing meetings

Step-By-Step Guide

[Automatic Recording on Zoom](#)

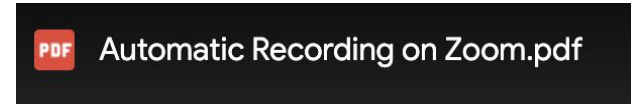
Email us

[avrequest@arch.columbia.edu](mailto:avrequest@arch.columbia.edu)



# Recordings + File Management

- You can manually record an individual meeting (locally)
- To set up recurring recordings please refer to this PDF



## Automatic Recording on Zoom

### Overview

Automatic recording is an option that allows the **host** to start [local recording](#) or [cloud recording](#) automatically when the meeting starts.

- Automatic **cloud** recording will start whether the host joins by computer, mobile device or telephone dial-in, if the host has available cloud recording space. Automatic cloud recording will also start if join before host is used and participants join before the host.
- Automatic **local** recording will only start when the host joins from the Zoom desktop application.

This article covers:

- [Enabling Automatic Recording](#)
  - [For All Members of Your Organization](#)
  - [For a Specific Group](#)
  - [For Your Own Meetings](#)
- [Setting Automatic Recording for an Individual Meeting](#)

### Enabling Automatic Recording

To enable the Automatic Recording feature for all members of your organization:

# Recordings + File Management

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"/>	<b>ARCHA4353_001_2020_1 - LE CORBUSIER</b>	430 790 497	May 13,2020 12:05	2 Files (64 KB)	<input type="button" value="Delete"/>

- Cloud recordings found in Zoom + Archived in Panopto
- Zoom deletes cloud recordings after 30 days
- To download click on the file name
- if TAs anticipate needing access get in touch with JD ASAP [jds2248@columbia.edu](mailto:jds2248@columbia.edu)

[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

# Panopto

- Long term storage
- Pre-record lectures
- How to Record with Panopto for Mac/Windows
- How to Create a Panopto Video Assignment in Canvas

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

- Account
- Dashboard
- My Courses
- Courses
- Calendar
- Inbox
- History
- Help
- Spring 2020
- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Rubrics
- Quizzes
- Modules
- Conferences
- Collaborations
- Chat
- Attendance

Search Everything...

Powered by Panopto Help

**Everything**

Sort by: Name Duration Date Location Rating

- Human Immune System Part 1\_default**  
21 hours ago in Spring 2021 - NURSN7002\_001\_2021\_1 - Advanced Physiology and Pathophysiology  
2:12:48
- Human Immune System Part 2\_default**  
21 hours ago in Spring 2021 - NURSN7002\_001\_2021\_1 - Advanced Physiology and Pathophysiology  
1:33:46
- Pain at home Lecture**  
a day ago in Spring 2021 - NURSN7002\_001\_2021\_1 - Advanced Physiology and Pathophysiology  
26:54
- Pathophysiology of the Nervous System**  
a day ago in Spring 2021 - NURSN7002\_001\_2021\_1 - Advanced Physiology and Pathophysiology

# Zoom Recordings + File Management

- Integrated into Canvas
- Left hand menu bar

GSAPP AV CLASSES

A vertical navigation menu with a dark blue background. It contains several items: History (with a clock icon), Help (with a person icon), Evaluations, Library Reserves, Textbooks, Mailtool, New Analytics, NameCoach, Canvas Guest Users, Zoom Class Sessions, and Panopto Video Recordings (circled in red).

A screenshot of a file management interface. At the top, there is a search bar and a 'Create' button circled in red. Below the search bar, there is a folder named 'Spring 2020 - ARCHA4353\_001\_2020\_1 - LE CORE'. The interface shows a list of items with columns for Name, Duration, Date, and Rating. Below the list, there is an 'Add folder' button. A message states 'This folder contains no videos.' A dropdown menu is open, showing options: Panopto for Mac (Record in Application), Panopto Capture (Record in Browser), Upload media (Create new sessions by uploading video or audio), Scheduled recording (Schedule once or create recurring recordings), Playlist (Create a new video playlist), and New Folder (In Spring 2020 - ARCHA4353\_001\_2020\_1...).

A screenshot of a file upload dialog box. The title is 'Add files to' followed by a dropdown menu showing 'Spring 2020 - ARCHA4353\_001\_2020\_1 - LE C...'. Below the title, there is a large dashed box containing a video player icon and the text 'Choose video or audio files'.

# Local Recording

- Saves directly to your computer

# Zoom Recordings + File Management

- During the meeting, start a local recording either as host or give co-host permissions to the person who will record.
- When the meeting ends, you are prompted to choose which folder to save the recording to.
- Local recordings save directly to your computer.
- [Ensure local recordings are enabled in your account settings](#)



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](#)

# Hybrid with Poly Studio x50

Studios - GSAPP SPRING 2021 HYBRID STUDIO CLASSROOM



- Hybrid Technology in Avery 115, 408, 409, 412, 500 N & S, 600 N & S, 700, Fayerweather 201 (UP Lab), 204 (UP classroom), 301 (HP studio) and Conservation Lab.
- Poly Studio X50 facilitates in person and remote student learning.
- Join Zoom classroom meetings by typing in the meeting ID and password.

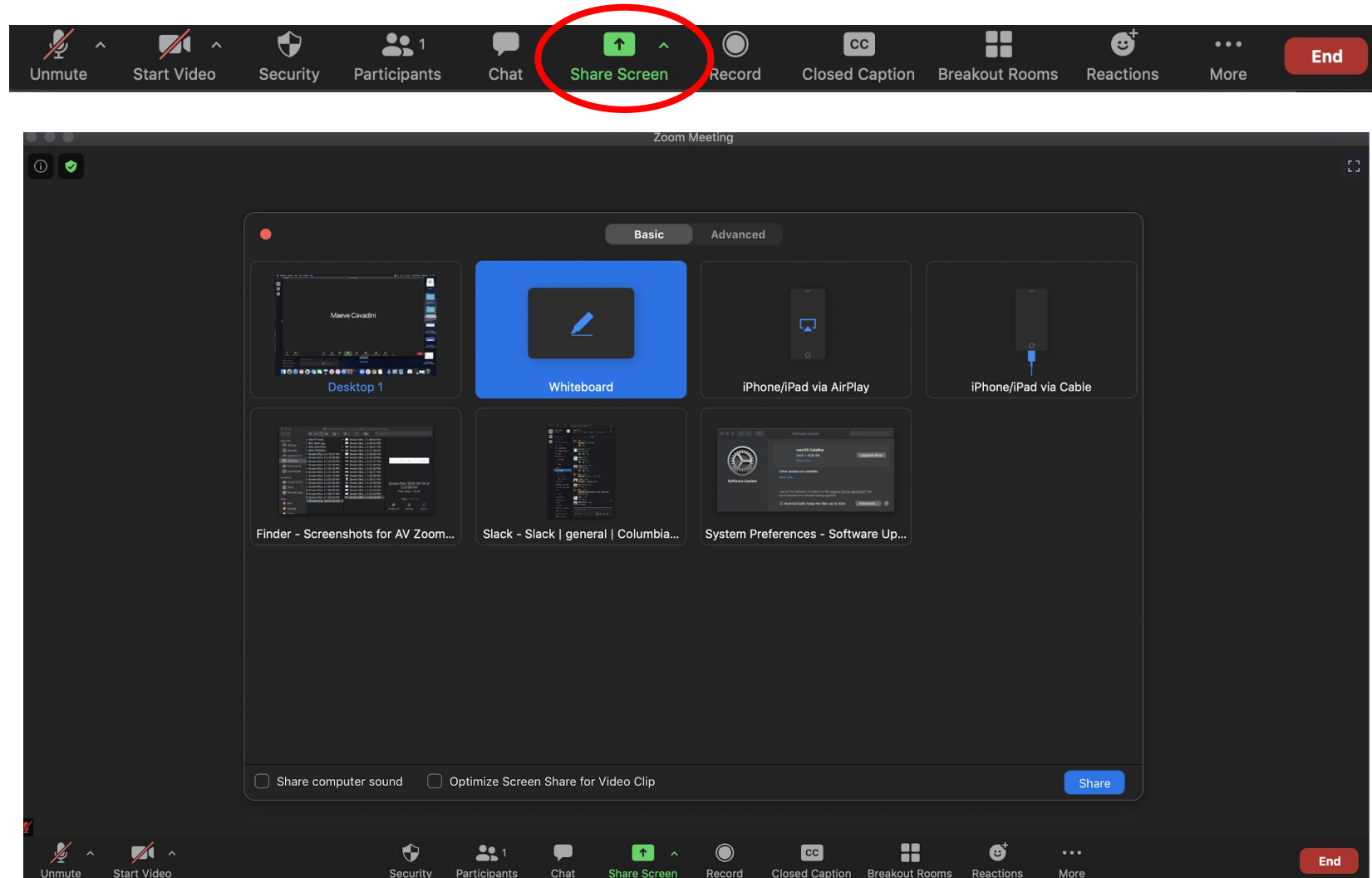


# Key Functions in Zoom

- Share screen
- Whiteboard
- Breakout rooms

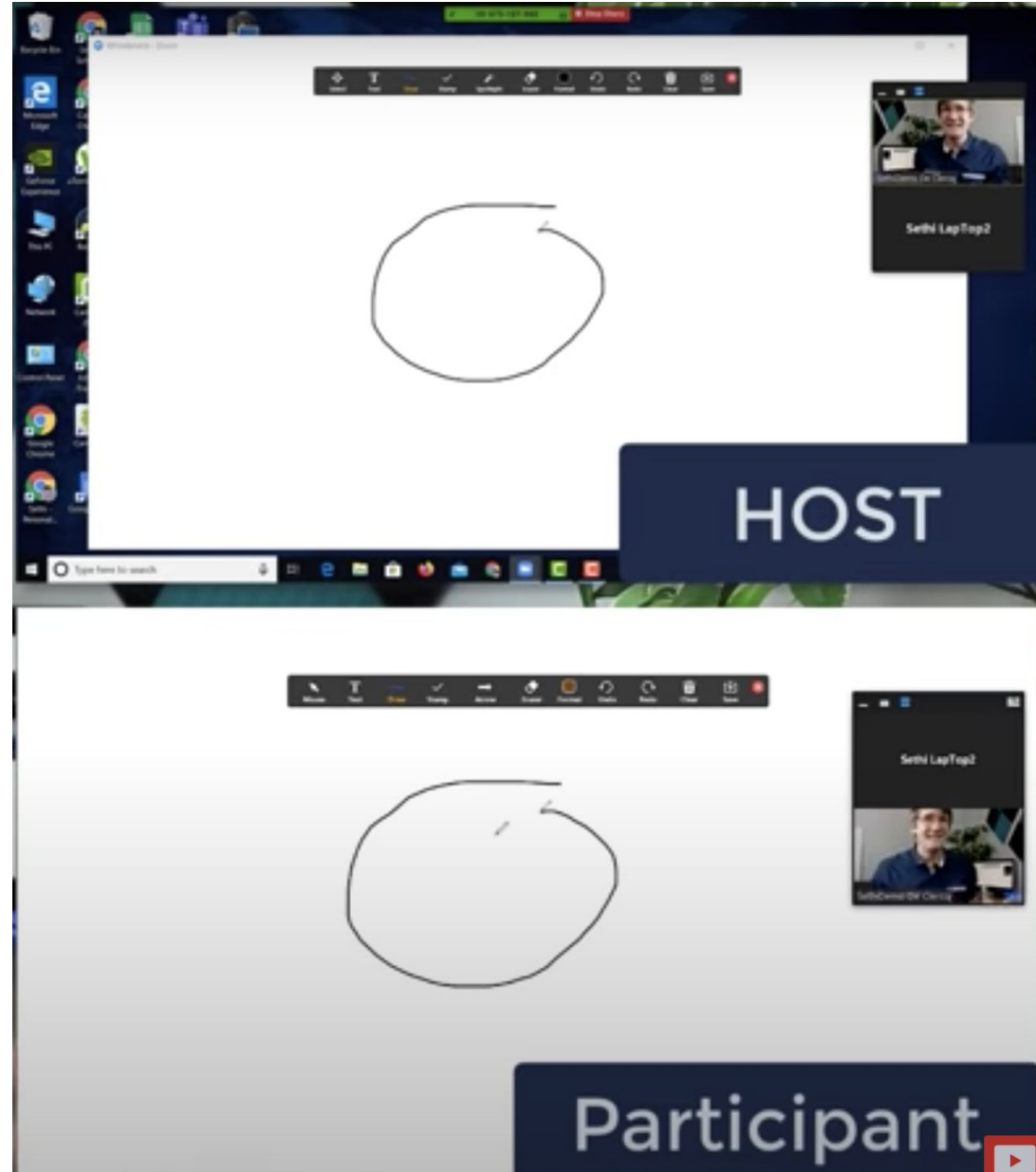
# Key Functions in Zoom

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

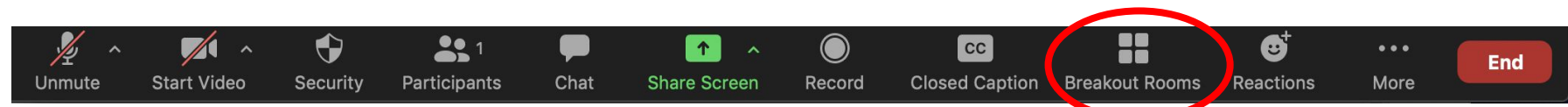


## Key Functions in Zoom

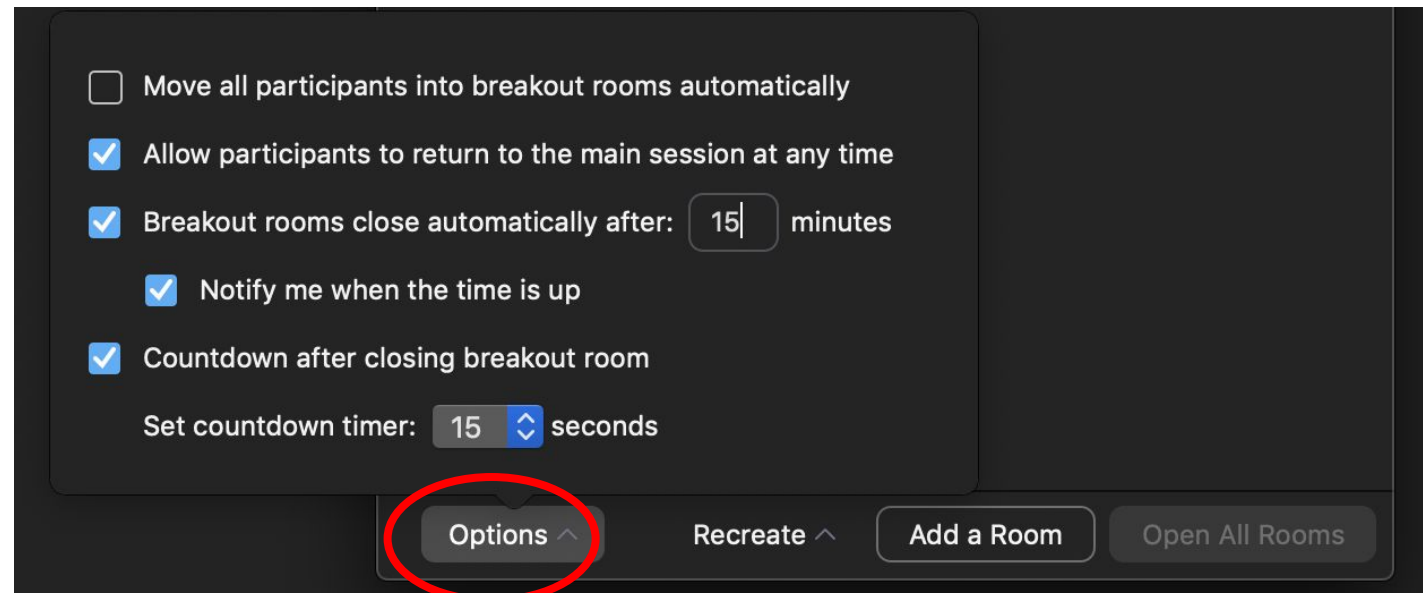
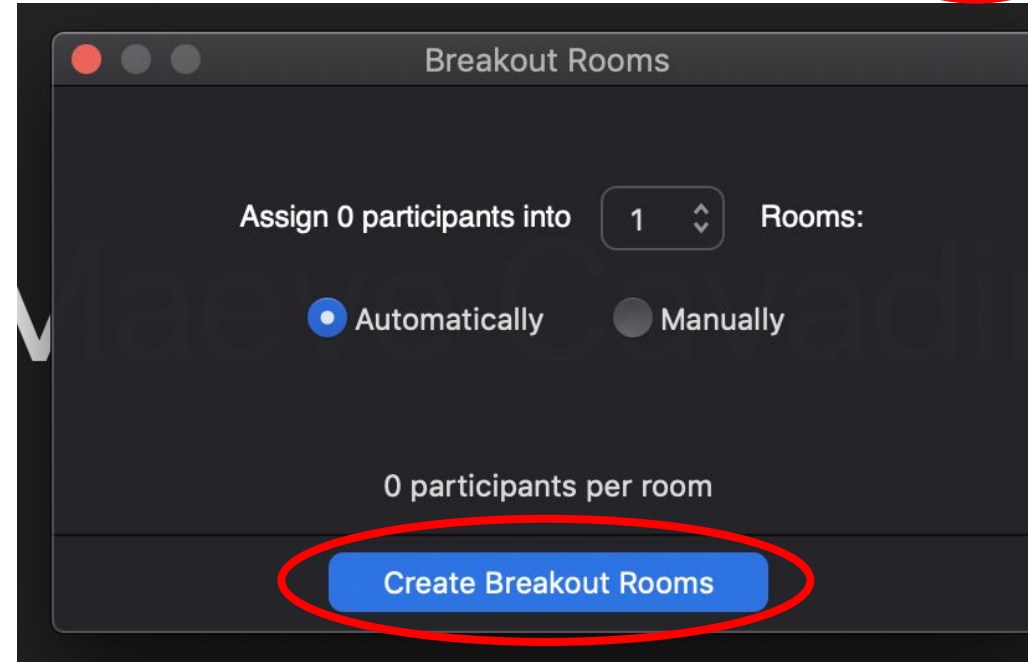
- Whiteboard is an annotation feature which operates as a dry erase/chalkboard digitally.
- This can be used to type or draw using your finger/pen on a tablet or your cursor on a computer
- The Host can give all participants access to draw or revoke access
- Multiple pages are possible and whiteboards 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=iQ4-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



# 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**  
Lyla Catellier's Zoom Meeting

**Date & Time**  
1/31/2021 5:00 PM to 5:30 PM 1/31/2021  
 Recurring meeting Time Zone: Eastern Time (US and Canada)

**Meeting ID**  
 Generate Automatically  Personal Meeting ID 368 860 0407

**Security**  
 Passcode 803080  
Only users who have the invite link or passcode can join the meeting  
 Waiting Room  
Only users admitted by the host can join the meeting  
 Only authenticated users can join

**Video**  
Host  On  Off Participants  On  Off

**Audio**  
 Telephone  Computer audio  Telephone and computer audio

**Calendar**  
 iCal  Google Calendar  Outlook  Other Calendars

**Advanced Options**  
 Allow participants to join anytime  
 Mute participants upon entry  
 Automatically record meeting  
 Enable additional data center regions for this meeting

Alternative Hosts:  
john@company.com  
panopto\_folder\_context: (Optional)

**Interpretation**  
 Enable language interpretation

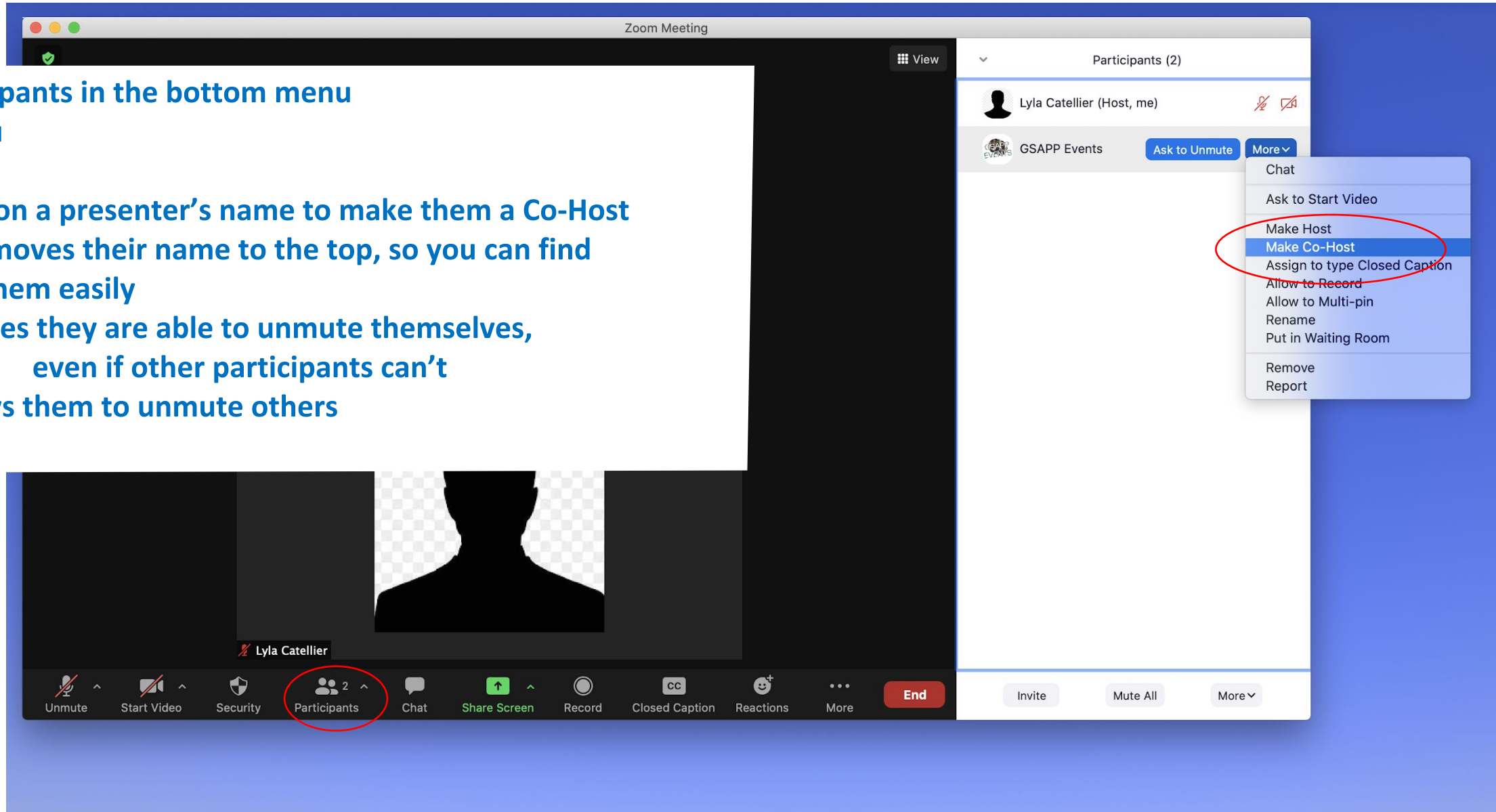
Cancel Save

# During Meeting – Participants Menu

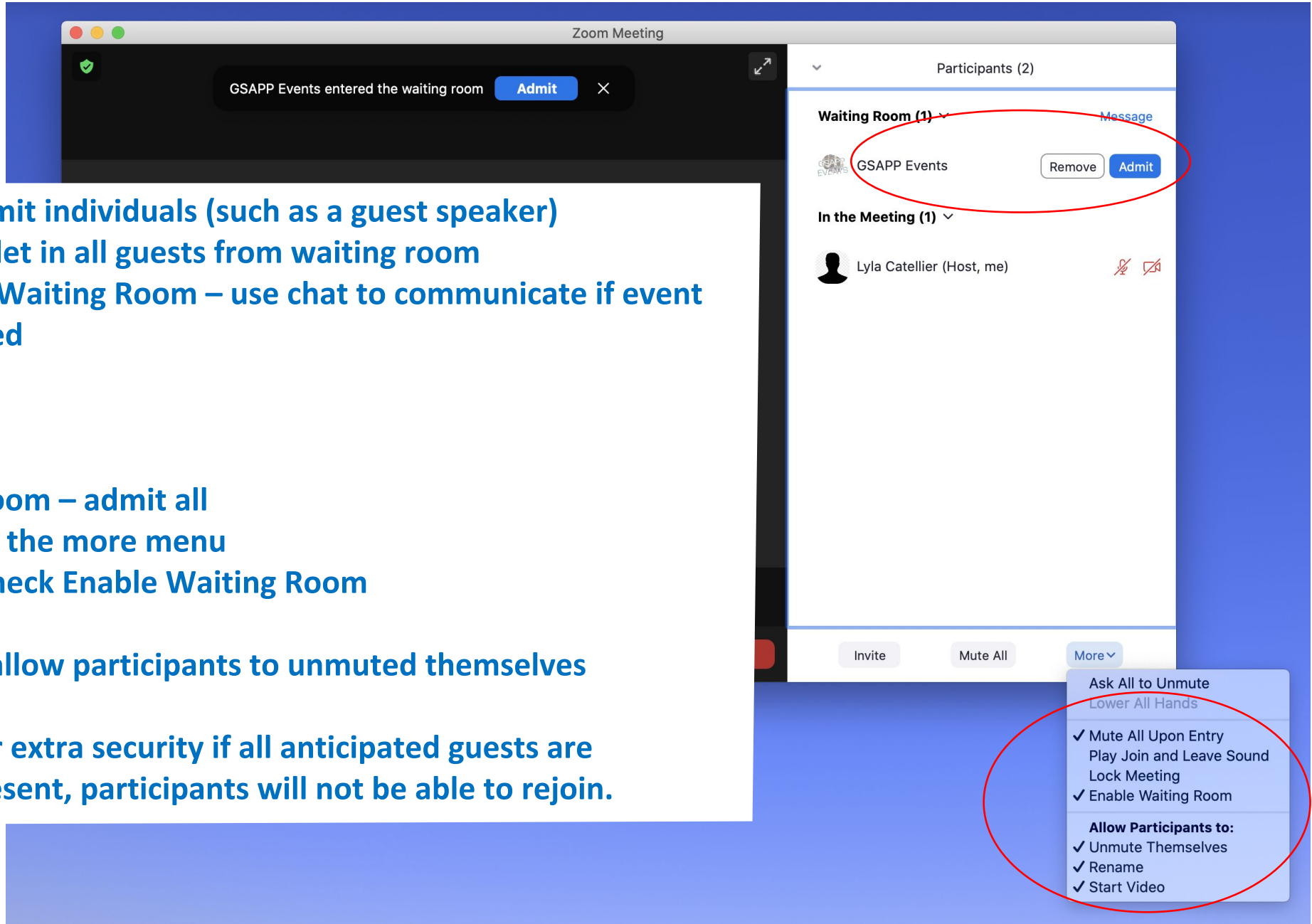
Click Participants in the bottom menu  
More Menu

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



The screenshot shows a Zoom Meeting interface. At the top, a notification says "GSAPP Events entered the waiting room" with an "Admit" button. The Participants panel on the right shows "Participants (2)". Under "Waiting Room (1)", there is a card for "GSAPP Events" with "Remove" and "Admit" buttons. A red circle highlights this card. Under "In the Meeting (1)", there is a card for "Lyla Catellier (Host, me)" with mute and video icons. At the bottom, there are "Invite", "Mute All", and "More" buttons. A red circle highlights the "More" button, which has a dropdown menu open. The dropdown menu includes "Ask All to Unmute", "Lower All Hands", "Mute All Upon Entry", "Play Join and Leave Sound", "Lock Meeting", "Enable Waiting Room", and "Allow Participants to:" with sub-items "Unmute Themselves", "Rename", and "Start Video".

**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

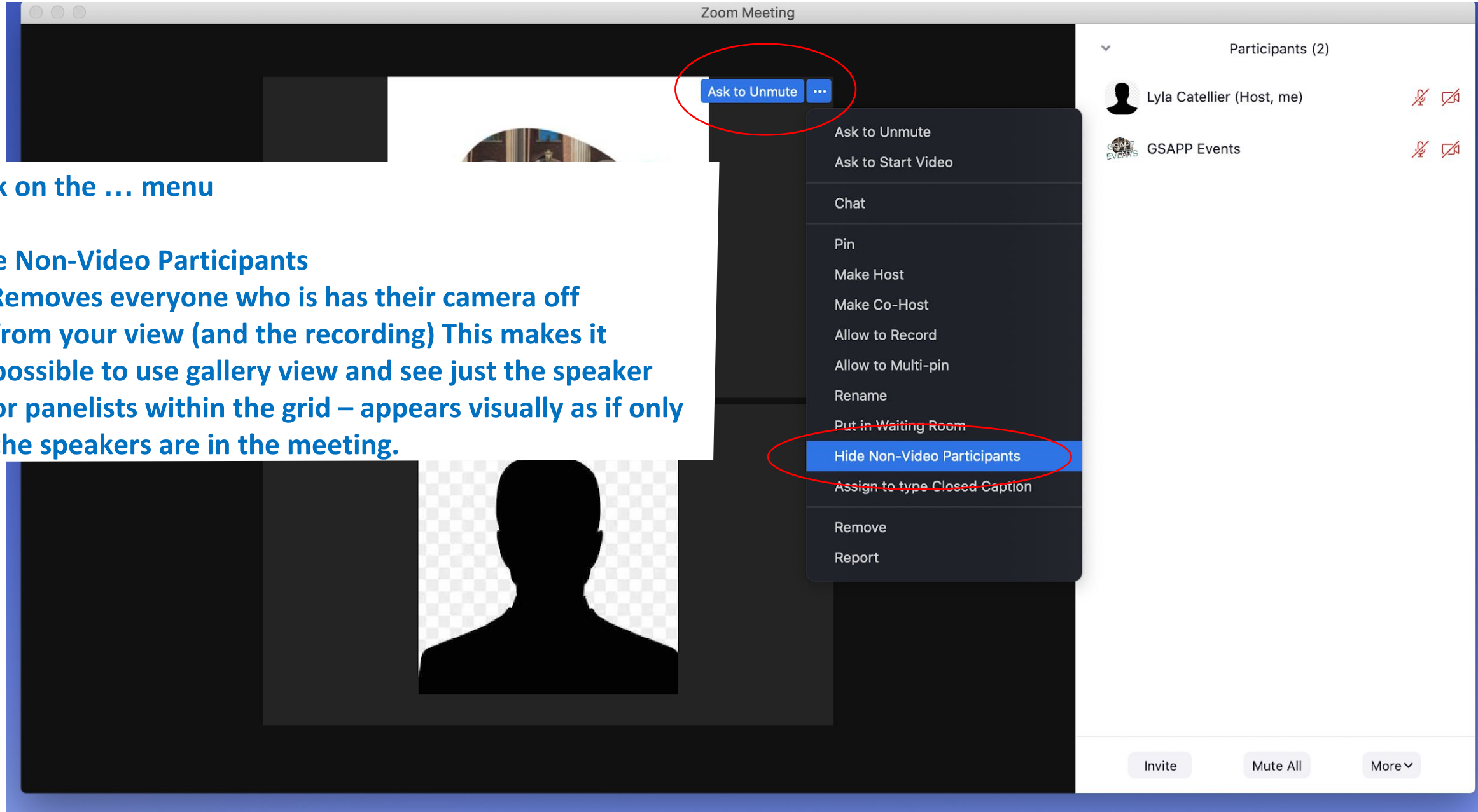
### More Menu

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



The screenshot shows a Zoom meeting window with a 'Participants (2)' list on the right. The list includes 'Lyla Catellier (Host, me)' and 'GSAPP Events'. A context menu is open over the 'GSAPP Events' participant, with 'Ask to Unmute' circled in red. The menu options are: Ask to Unmute, Ask to Start Video, Chat, Pin, Make Host, Make Co-Host, Allow to Record, Allow to Multi-pin, Rename, Put in Waiting Room, Hide Non-Video Participants (circled in red), Assign to type Closed Caption, Remove, and Report. At the bottom of the meeting window, there are buttons for 'Invite', 'Mute All', and 'More'.

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?