Zoom Guide
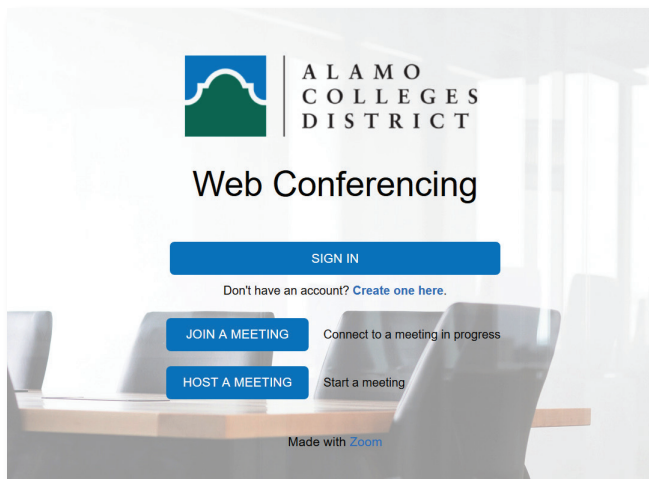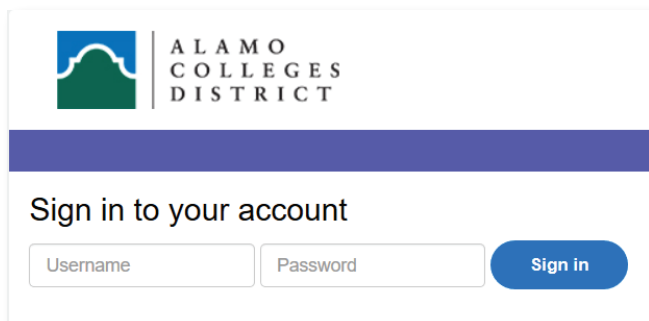
CREATING A ZOOM ACCOUNT

To get started, you will need to create a Zoom account. Follow the steps below:

1. Navigate to **alamo.zoom.us**. (Save this link as a favorite to your browser menu bar.)
2. Click the **Sign In** button.

3. Enter your ACES username and password on the ACES sign in screen.

CHECKING ACCOUNT SETTINGS

Ensure the "Join from your Browser" link is enabled in Settings so that it prompts when students join your meeting.

To show a "Join from your Browser" link for your own meetings:

1. Sign into your Zoom account on the web and click **My Meeting Settings** (if you are an account administrator) or **Settings** (if you are an account member).

2. Navigate to the **Show a "Join from your browser" link** option on the Meeting tab, under In Meeting (Advanced).
3. Verify that the setting is enabled. If the setting is disabled, click the Status toggle to enable it.
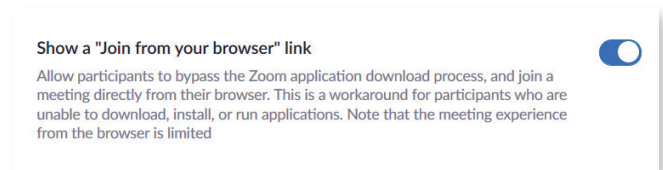
4. If a verification dialog displays, choose **Turn On** to verify the change.

Note: If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.

SCHEDULING A ZOOM MEETING

This will focus on scheduling a Zoom meeting using a web browser (as opposed to a desktop or web application), in the event that students do not have access to Canvas for the in-person classes.

Additional Zoom resources can be found in the Keep Teaching Resources website.

1. Login to **alamo.zoom.us** to access your Zoom account.
2. Click on **Meetings** in the left navigation bar.
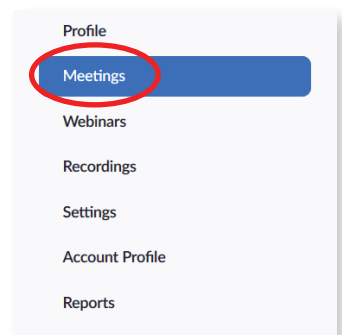
3. Select **Schedule a New Meeting**.
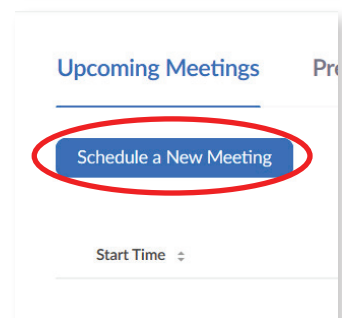
Enter the following information to set meeting details.

My Meetings > Schedule a Meeting		
Schedule a Meeting		
Topic	My Meeting	Enter title of meeting.
Description (Optional)	Enter your meeting description	Enter description (optional).
When	03/16/2020 4:00 PM	Enter date and time.
Duration	1 hr 0 min	Enter meeting duration. *Note: Meeting will still continue if allocated time is exceeded.*
Time Zone	(GMT-5:00) Central Time (US and Canada)	Select Central Time zone.
	☐ Recurring meeting	**Check** Recurring Meeting box for multiple occurances and fill in parameters.
Registration	☐ Required	**Uncheck** Required box.
Meeting ID	⦿ Generate Automatically ○ Personal Meeting ID 628-653-7779	**Select** Generate Automatically radio button.
Meeting Password	☐ Require meeting password	**Uncheck** Require meeting password.
Video	Host ⦿ on ○ off Participant ⦿ on ○ off	**Select "on"** for both Video radio buttons.
Audio	○ Telephone ○ Computer Audio ⦿ Both Dial from United States of America Edit	**Select "Both"** for Audio setting.
Meeting Options	☑ Enable join before host	**Check** Enable join before host.
	☑ Mute participants upon entry	**Check** Mute participants upon entry.
	☐ Enable waiting room	**Check** Record the meeting automatically. (Use this setting to automatically record your sessions. It is best to record in the cloud.)
	☐ Only authenticated users can join	
	☑ Record the meeting automatically	
Alternative Hosts	Example: mary@company.com, peter@school.edu	
	Save Cancel	

Watch the Scheduling a Meeting video guide for more information.

Important Notes: The video guide shows the scheduling process from a web browser and not the Zoom desktop or mobile applications which may look slightly different. Since this is a generic video, use the steps specific to Alamo Colleges best practice for this situation (based on the Remote-Ready Boot Camp training course).

Meeting with Students

You can meet or communicate or meet with your students in the following ways:

- Follow same process to communicate via inbox email
- Use the above procedures for scheduling a Zoom meeting to do an individual meeting with a student if needed.
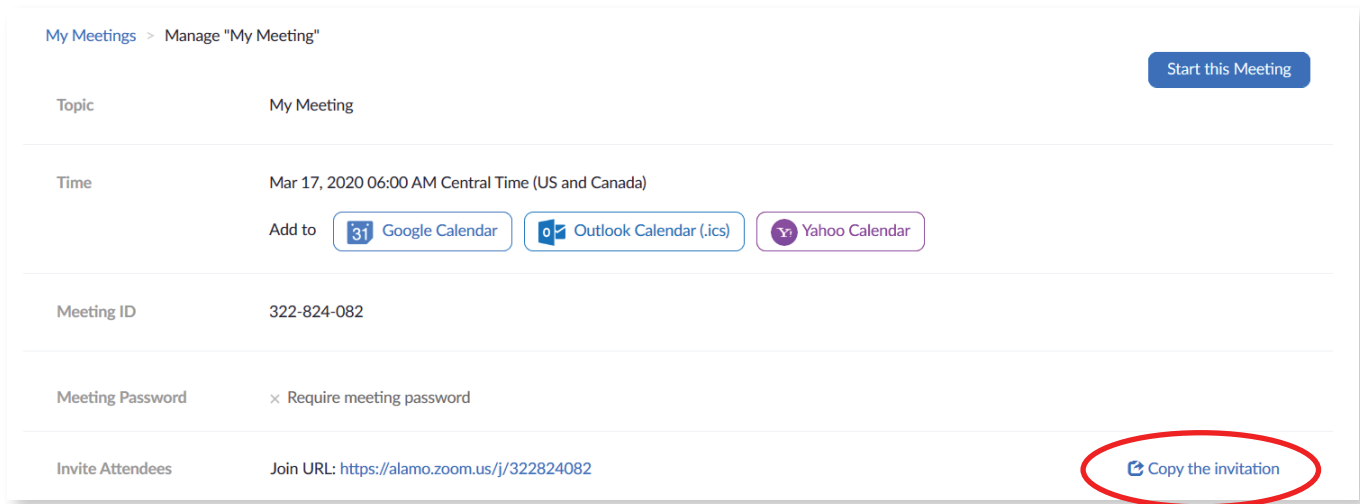
SENDING A MEETING INVITATION

When inviting students to a meeting, the preferred method is to select **Copy the Invitation**, which provides detailed instructions on how to join the meeting. The Join URL link only provides the link without additional information.

Invite Attendees   Join URL: https://alamo.zoom.us/j/322824082   ⤴ Copy the invitation
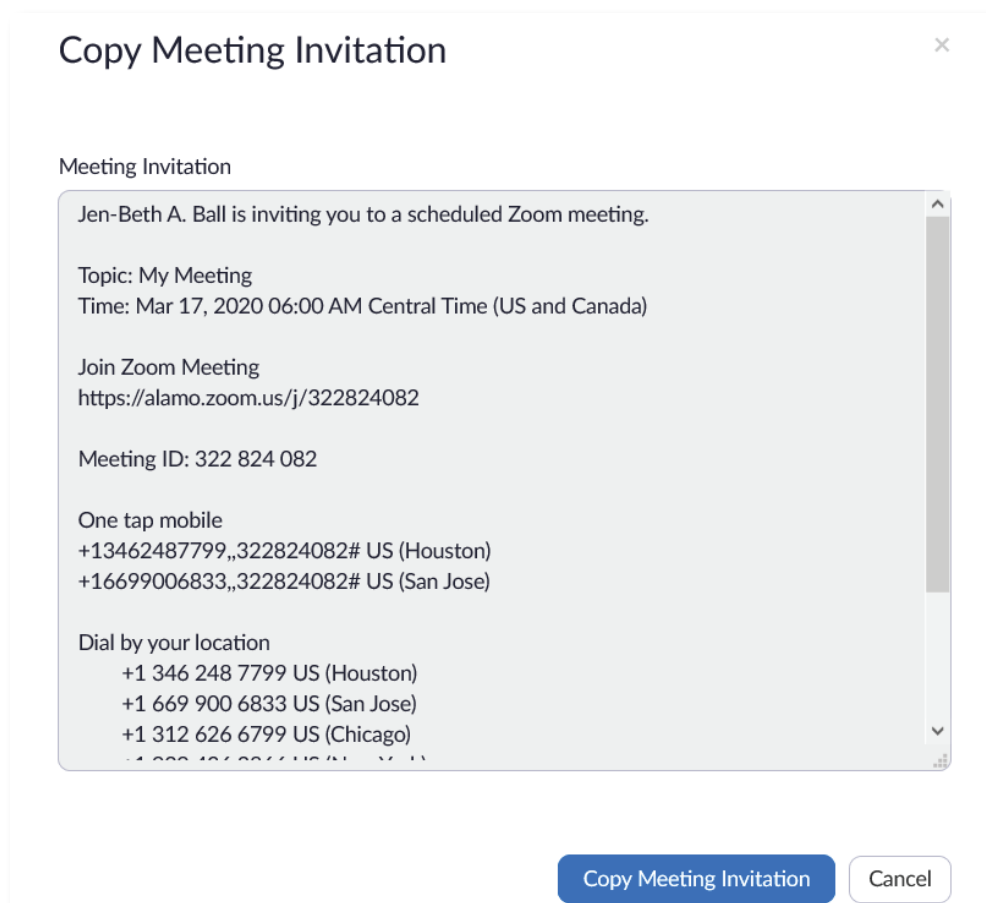
For additional information, see [How Do I Invite People to a Zoom Meeting?](#)

The picture below shows where the invitation options can be found on the larger invitation screen.

My Meetings > Manage "My Meeting"

Start this Meeting

Topic	My Meeting
Time	Mar 17, 2020 06:00 AM Central Time (US and Canada)
	Add to [31] Google Calendar [o] Outlook Calendar (.ics) [Y] Yahoo Calendar
Meeting ID	322-824-082
Meeting Password	✕ Require meeting password
Invite Attendees	Join URL: https://alamo.zoom.us/j/322824082 ⤴ Copy the invitation

Here's what the recipient of an invitation will receive when **Copy Invitation** is selected.

Copy Meeting Invitation ✕

Meeting Invitation

Jen-Beth A. Ball is inviting you to a scheduled Zoom meeting.

Topic: My Meeting
Time: Mar 17, 2020 06:00 AM Central Time (US and Canada)

Join Zoom Meeting
https://alamo.zoom.us/j/322824082

Meeting ID: 322 824 082

One tap mobile
+13462487799,,322824082# US (Houston)
+16699006833,,322824082# US (San Jose)

Dial by your location
     +1 346 248 7799 US (Houston)
     +1 669 900 6833 US (San Jose)
     +1 312 626 6799 US (Chicago)

Copy Meeting Invitation   Cancel
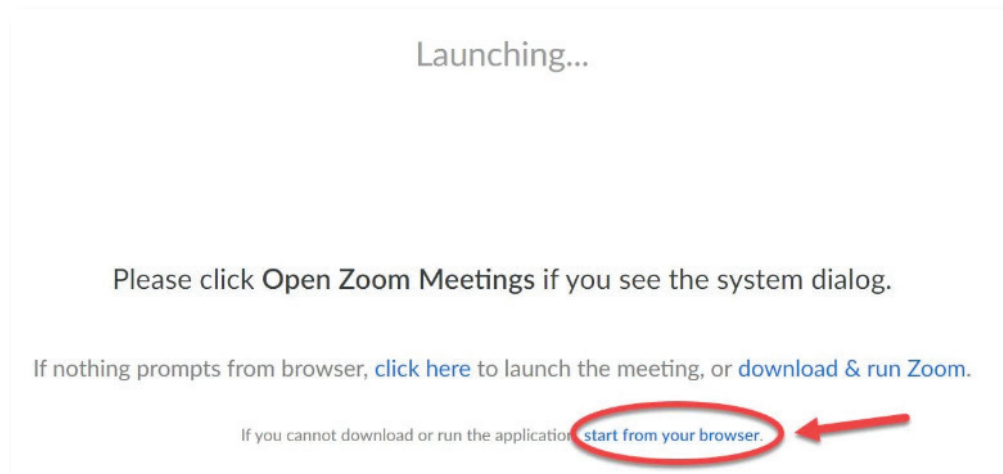
LAUNCHING (JOINING) A MEETING

Students Joining a Meeting

Since the focus is to have students join a meeting from a web-browser (outside of Canvas), the steps below outline what students will encounter when they join a Zoom meeting for the first time. They can join the meeting via their mobile device or computer.

IMPORTANT NOTE: Students should not sign up for a Zoom Account.

Here are the initial steps for students. (This information will also be provided in a Remote Ready Boot Camp: Student resource.):

1. Click the link provided in e-mail. This will open in your default browser.
2. Click **Start from your browser**. See illustration below.

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.

If you cannot download or run the application, start from your browser.

3. Enter name in sign-in screen.
4. Click **Join Meeting** prompt.
5. Wait for the meeting to start if it is not yet started.
6. If the instructor has not set up the meeting to allow students to join before the instructor, they will be prompted to wait until the meeting starts.

For more information, visit the Launching a Zoom Meet ScreenSteps page.

RECORDING A ZOOM MEETING

Once you have scheduled and launched a Zoom meeting, you can record it for future use or viewing.

Automatic Recording (Preferred Method)

As mentioned earlier, it is best to automatically start recording when you enter the meeting. This can be done by adjusting your settings when scheduling your meeting. This helpful feature ensures the meeting is recorded in the event the meeting host forgets to click the **Record** button. (Visit Zoom's Automatic Recording page for more.)

Manual Recording (For Informational Purposes)

1. Click on the ^ next to Record by hovering at the bottom of your Zoom window.
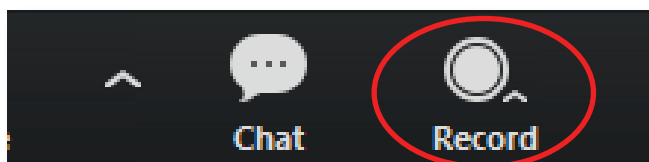
2. Click on **Record to the Cloud** in the menu (recommended). This will enable you to:

   - Have Zoom store all recordings and allowing access to all recorded audio, web cams, and screen-shared content
   - Access a transcript of the audio and chat box
   - Share a link to the recording to others
   - Download a recording as an .mp4


Pausing or Stopping Recording

For both automatic and manual recording, you can choose to pause or stop the recording. Here are the distinctions between pausing and stopping:

- **Pausing a Zoom Recording:** Momentarily stops the recording with the ability to restart it. This option provides one continuous recording with no gaps in between.

- **Stopping a Zoom Recording** (provides two options)**:**

» Stop and start the recording, resulting in multiple recordings from the same session

» Stop the recording to leave the session

1. Pause or Stop the recording by clicking the pause/stop button in the:
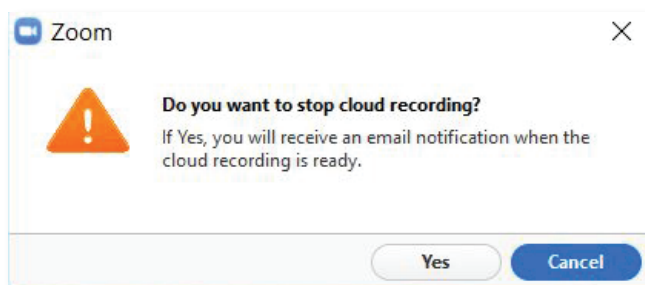
   » Top left-hand corner of the Zoom window, or
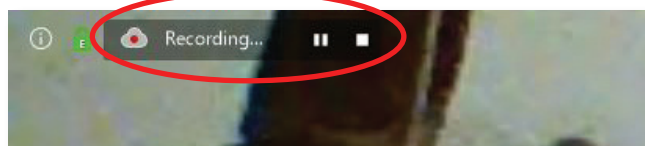
   » Menu bar at the bottom of your Zoom window. (Hover the cursor at the bottom of screen to activate the menu bar, if it is not visible.)

2. To Pause: Click the **II** icon. Resume the recording by clicking the arrow icon.

3. To stop and resume recording:

   » Click the square icon and click **Yes** to stop a cloud recording.

   » Click **Cancel** to continue.

Zoom will send an email notification that your cloud recording is ready, with a link to view the recording.

CONDUCTING A ZOOM MEETING

When conducting meetings, be aware of some best practices:

- Screen Sharing
  » Be aware of background when broadcasting
  » Limit number of tabs for ease of selection of which screen to share
- Audio
  » Share computer sound
- Engagement
  » Monitor the chat box

Review the illustrated step-guide for Conducting a Meeting for additional features.

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RECORDINGS

## Accessing and Sharing Recordings

Recorded meetings are available in the following ways:

» Via an email with a shareable link to the meeting

» Can be retrieved from Zoom with a shareable link that can be shared with your students

Email Link to Recording

Once your recorded class session has ended, Zoom will email you a link to your recording. It can take 30 minutes to an hour to receive the email link after the session is over. A sample email notification is provided below:
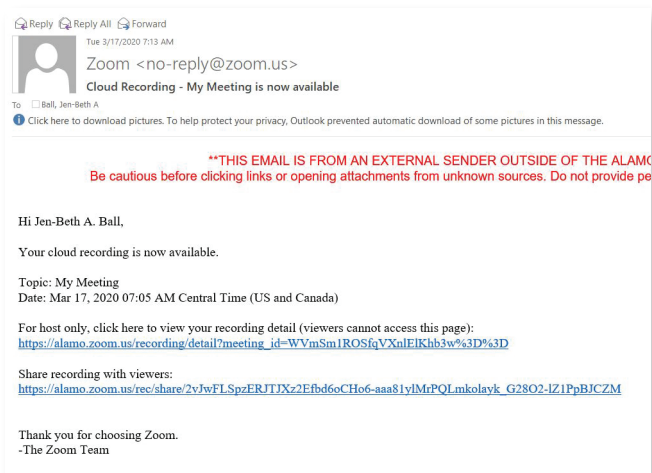
Locating a Cloud Recording from Zoom

1. Sign in to your Zoom web portal.

2. Click the **Recordings** link in the left navigation bar.

3. You can locate your cloud recordings in two ways:

» Enter the date range of your recording and search by host, topic, meeting ID, or keyword. *Note: There is no limit on the date you can specify.*
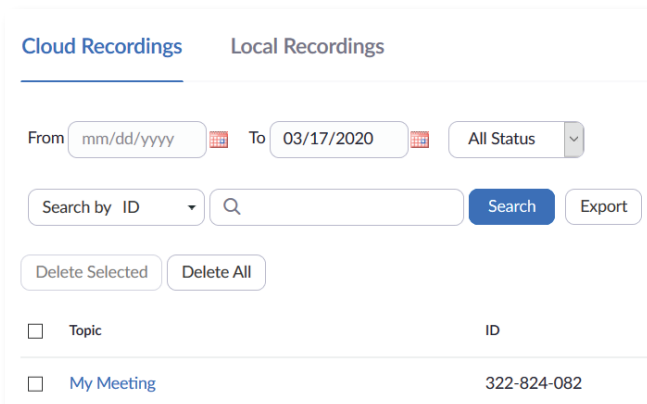

» Locate the recording you wish to view from the recording list.

Topic	ID	Start Time
My Meeting	322-824-082	Mar 17, 2020 07:05 AM
My Meeting	322-824-082	Mar 17, 2020 07:02 AM
My Meeting	322-824-082	Mar 17, 2020 07:02 AM
My Meeting	322-824-082	Mar 17, 2020 06:11 AM

Viewing a Recording

1. Find the recording you want to view and click the name of the recording. *Note: If your meeting has not finished converting, the recording will show in the list with a Processing Recording label. Once it is finished, you will be able to view, share, download or delete your cloud recording.*

2. View the recording files and options in the illustration below:
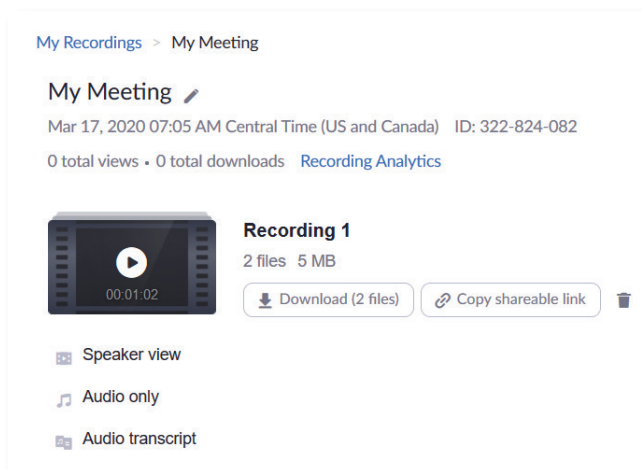
You can read more about accessing recordings on [Zoom's Support page](#).

Sharing Recordings with Your Students

You can share your recording in two ways once it is available as indicated in the above sections.

Obtain the shareable link via the e-mail sent by Zoom once your recording is complete.

Click the **Copy Shareable Link** button in your Zoom recorded meetings list, and paste that link in your Canvas course or via the Canvas Inbox.