

General Information

Beginning in Summer 2019, distance courses will use Zoom for online office hours, synchronous meetings, webinars, etc. (Zoom replaces Blackboard Collaborate.)

- Zoom is easy to use both as a host and as a guest.
- You can access your NCSU zoom account here (use your NCSU login): <https://ncsu.zoom.us>
- In general, it is very easy to join a Zoom meeting, and I recommend starting and joining meetings through your Meeting link under Moodle (see the next section) rather than by opening the program and signing in.
 - The first time any user runs Zoom, they will be prompted to download the program if it has not already been download. If you would like to manually download it, you can go to your Zoom account following the link above and click **Host a Meeting** (you do not need guests), or click on the link below (the download will start immediately):

<https://zoom.us/client/latest/Zoom.pkg>

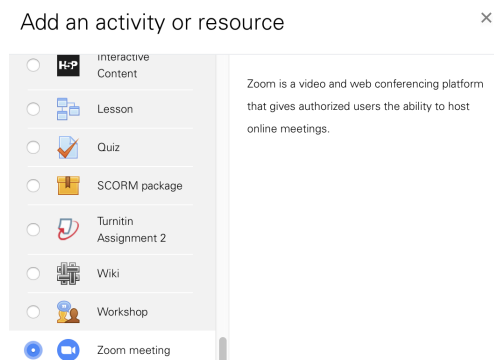
- If you download the Zoom app or click on the Zoom program on your computer, you may need to Sign In. To do this effectively, click **Sign In with Google** and then use your unity ID login.
- Delta runs a Google group for tips, tricks, and general information, which you can join here:

<https://groups.google.com/a/ncsu.edu/forum/#!forum/group-zoom-2018>

Creating Sessions

To create Zoom sessions your students can easily find and join, follow these steps:

1. In the appropriate section on Moodle, click **+ Add an activity or resource**
2. In the list of options, click **Zoom meeting**:



3. For Topic, give the meeting a name like Online Office Hours.
4. You have two ways to schedule a meeting:

- (a) Schedule a fixed meeting time for a one-time meeting.
 - (b) Schedule a recurring meeting (an open-ended meeting with no end date or time). I recommend recurring.
5. I recommend turning off the video for everyone—you and your students can manually turn your own videos on during the session, but I prefer to give people privacy as the default.
 6. After you **Save and return to course**, you will see your Zoom link. If you set the meeting to be a recurring meeting, then when you click on this link, you can see a green button labeled **Start Meeting** which allows you to quickly start a meeting at any time. Otherwise you will see the start date and time for the scheduled meeting.

Hosting a Meeting

Once you join your Zoom meeting (e.g. by clicking the **Start Meeting** link in Moodle):

- I recommend using the Computer Audio option.
- You can easily mute yourself and turn your video on and off.
- If you click Invite, then you will see the option to invite basically all of NC State. If a student is struggling to join your meeting, the easiest thing to do is
 - Click Invite and find their name, or
 - Click Invite, click Email, and then follow the steps to send them an email, or Click Copy URL and in a message to the student, paste the copied URL. This will be a link for them to join (e.g. <https://ncsu.zoom.us/j/11235813>).
- You can share your entire screen, a single program, an iPad (via airplay or cable), etc. Using an iPad gives you a better whiteboard than the offered Whiteboard option. You can also give students the ability to share their programs.
- There is also a chat room where students may type if they are having audio difficulties.
- You can record meetings; however, there is no option to automatically record meetings (unlike with Collaborate). When you stop recording, your video will be created. There are two options for recording:
 1. If you choose **Record on this Computer**, then the recording will exist locally on your computer only. In my experience, the file gets created in a folder I can access through My Documents. The video itself is the mp4 file.
 2. If you choose **Record to the Cloud**, then the recording will exist on your online Zoom account. From there, you can share it with students. You will also be sent an email with a link you can use to share the video.
- If you have a large number of students, you can create “Breakout Rooms.”

- Once you are done with the meeting, simply quit the program (end it for all user).

Information for Students

Downloading Zoom:

- You can access your NCSU zoom account here (use your NCSU login): <https://ncsu.zoom.us>
- The first time any user runs Zoom, they will be prompted to download the program if it has not already been downloaded.
- If you would like to manually download it, you can click on the link below (the download will start immediately)

<https://zoom.us/client/latest/Zoom.pkg>

- If you download the Zoom app or click on the Zoom program on your computer, you may need to Sign In. To do this effectively, click Sign In with Google and then use your NCSU unity ID login.

Joining a Zoom meeting:

- In general, it is very easy to join a Zoom meeting, and I recommend starting and joining meetings through the Meeting link under Moodle rather than by opening the program and signing in.
- To join office hours
 - Click Online Office Hours
 - Click the link next to “Join link.”
 - When asked “Do you want to allow this page to open “zoom.us”?”, click Allow. (The program may need to download at this point.)

You should be in the meeting at that point.

- I recommend that you use computer audio and mute yourself whenever you are not speaking.
- You are not required to use your webcam and you may want to turn it off.

Troubleshooting

- If you have any trouble installing or running zoom, visit

<http://support.zoom.us/>

- In particular, here is the page about installing Zoom:

<https://support.zoom.us/hc/en-us/articles/207373866-Zoom-Installers>