

Zoom for Classroom Use

Launch Zoom

Zoom is installed on all Washburn computers. Launch the Zoom application from the desktop or from the Start menu (Start > Zoom Folder > Zoom)

Log into Zoom

1. Select Sign In
2. On the login screen, select **Sign in with SSO**
3. In the company domain field, enter "washburn".
Select **Continue**

You will be taken to the standard Washburn sign-on dialog in your computer's default browser. Enter your Washburn username (**first.last@washburn.edu**) and password as indicated.

Start your Zoom Meeting

If you are using Modality One or Modality Two, *you will need to have sent out the link for your class Zoom meeting to your students prior to the class period.*

From within the Zoom application:

If you have already scheduled your Zoom meeting, select the **Start** button for that meeting - if you are in portrait mode, the meeting and Start button will appear near the top (You can also access all your upcoming meetings from the Meetings button at the top):

Or, if you are only planning on recording the current class session and have not already scheduled a Zoom meeting for it, select the New Meeting button:

Recording your Zoom class session

Starting Recording

Once in your meeting, select the **Record** button to the right of the center at the bottom of the Zoom window:

From the **Record** menu, select **Record to the Cloud**

(if you select **Record on this Computer**, the video recording will only be accessible from that computer, and will not undergo any automatic transfer to Washburn Video.)

Please note that when you are scheduling a Zoom meeting, you can set it to automatically record.

Stopping the Recording

To stop (or pause) your Zoom video recording, select the square **Stop** button (or the parallel lines **Pause** button) that appear where the **Record** button was

If you have a Washburn Video account, the cloud recording will begin processing and then be transferred to that account. Please contact video@washburn.edu for information about Washburn Video.

Sharing your Computer Screen to the Zoom Session

You can share your slides or other materials that are visually on the screen of the classroom computer. To do so, we recommend that you open or load the intended material before launching the Zoom class session.

To begin sharing your computer screen, select the Share Screen button in the middle of the bottom:

An overlay showing all the open applications on the computer will open. Select the application displaying the material you wish to share.

If you are sharing material with an audio component, select the **Share computer sound** checkbox on the lower right.

Select the **Share** button in the lower right to begin sharing your screen.

Ending your Screen Sharing

When screen sharing, the Zoom controls appear at the top of the screen. Moving the cursor over the buttons will cause the Zoom controls to expand. To stop screen sharing, select the Stop Share button on to the right of the center at the top.

Using the Waiting Room

By default, users joining the Zoom class session are placed in a virtual Waiting Room. Users in the Waiting Room cannot yet participate in the class session. You or another host must invite the users in the Waiting Room into the live session.

Admitting People into the Zoom Session from the Waiting Room

To see who is in the Waiting Room, select the **Participants** button.

The Participants pane will appear with a list of active users in the session. If there are users in the Waiting Room, they will be listed at the top of the pane.

Moving your cursor over a user's name will cause an **Admit** and **Remove** option to appear for that user.

Select **Admit** to allow the user into your Zoom session. The **Remove** option allows you the opportunity to remove users from the Waiting Room without admitting them (screening your users).

At the top of the Participants pane there is also an option to **Admit All**.

Selecting **Admit All** will allow all users who are currently in the waiting room to access the Zoom class session.

Removing the Waiting Room as a Requirement

When scheduling a meeting, you can choose to set your class session to not require the Waiting Room.

To deactivate the requirement for the Waiting Room once your Zoom session has started, select **Security** on the left side of the Zoom controls:

From the **Security** menu that appears, deselect the **Enable Waiting Room** option.

Ending your Zoom Class Session

When you are ready to finish your Zoom session, select the **End** button in the lower right corner:

Select **End Meeting for All**.

(You can allow other participants in the Zoom session to continue by selecting **Leave Meeting**. The meeting will remain active until all participants leave or until time runs out.)