

# Zoom for Classroom Use

*These instructions are for the web version of Zoom. If you prefer the Zoom app, see [these instructions](#) (they are also available [with images](#)).*

## Before your first class

Please be sure to create your Washburn Video Server account before you do any classroom recordings in Zoom. It will make your life easier because your recordings will be easier to share with the class.

To make your account:

1. Go to <https://video.washburn.edu>
2. Click the small Washburn CAS link below the login prompt
3. Log in with your Washburn email address and password

That's it. Your account is now created.

## What to do when you are in the classroom

### Start your Zoom Meeting

**NOTE:** *You will need to have sent out the link for your class Zoom meeting to your students prior to the class period.*

1. Open a web browser (Firefox, Chrome, or Edge)
2. Go to <https://washburn.zoom.us>
3. Click the Login link in the upper right
4. If prompted, sign in with your Washburn email address and password
1. Click the Meetings option on the left side of the screen
2. Find your scheduled class meeting in the list
3. Click the Start button to the right of the meeting
4. If prompted, confirm you want to open the Zoom Meetings application
5. Wait for Zoom to start up the meeting

### Recording your Zoom class session

**NOTE:** *When scheduling your meeting you can choose to have it record automatically. If you did this, you do not need to do these steps.*

**ALSO,** it is easiest to start your recording BEFORE you share your screen.

1. Place your mouse over the Zoom window
2. Click the Record button at the bottom center-right
3. Choose Record to the Cloud

**NOTE:** *If you choose "To this Computer" the recording will not be available online to post or share.*

The recording will automatically end when you end the Zoom meeting

### Sharing your computer screen to the Zoom session

1. Open the file or window you want to share
2. In the Zoom window, place your mouse over the Zoom window
3. Click the green Share button at the bottom center
4. Click the blue Share button in the lower right

### Ending your screen share

When screen sharing, the Zoom controls appear at the top center of the screen. To stop screen sharing, click the red Stop Share button.

## Using the Waiting Room

If you did not turn the feature off when scheduling your meeting, users joining the Zoom class session are placed in a virtual Waiting Room. Users in the Waiting Room cannot see or participate in the class session until you admit them.

1. Place your mouse over the Zoom window
2. Click the Participants button
3. At the top right of the Participants pane, click the Admit All option

## Ending your Zoom Class Session

1. Close the Zoom window
2. Choose End Meeting for All