Logging into zoom:
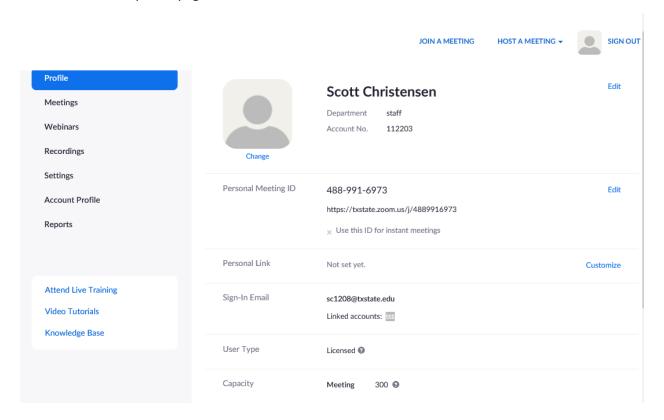
1. Go to the Texas State homepage: http://www.txstate.edu
   a. Go to 'Info For' and select Faculty and Staff
   b. Scroll down to Online Tools
   c. Click 'Zoom (Web Conferencing)
2. Click the Login button on the zoom homepage
   a. Login with NetID
   b. Dual authenticate to complete login

Your Zoom profile:

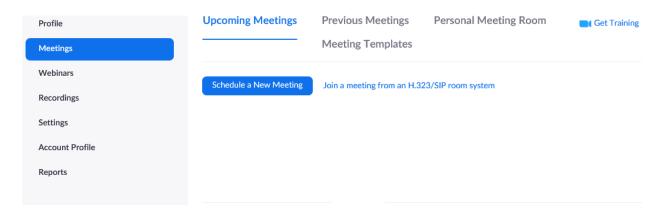1. Your zoom profile page should look like the one below:

Important note - You can looks at the Capacity line (last line in screenshot above) to see what your capacity restrictions are for your zoom calls. If your plan to use Zoom calls to have class meetings and the capacity number is lower than your class size, please let me know.

Your profile page has quick links to 'Join a Meeting' and 'Host a Meeting' as well as other tabs on the left-hand navigation to select from. **To schedule your class, you will want to use navigate to the Meetings text on the left-hand navigation.**
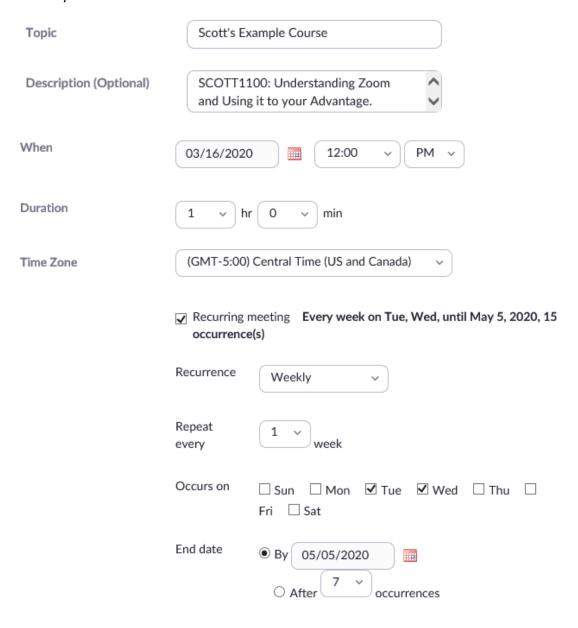
Scheduling Your Class Meeting:

1. To schedule your class meeting, click the 'Meeting' option on the left-hand navigation on your Zoom profile page.
2. Press the **Schedule a New Meeting button**

Follow these settings when creating a new meeting:

- **TOPIC** – Name of your course/meeting
- **DESCRIPTION (optional)** – An optional amount of extra information
- **WHEN** – Choose the Calendar Day and Time of your first class scheduled meeting for the Zoom instruction.
- **DURATION** – Choose the duration of your class that most closely matches your class time. (1 hour, 2 hour, or longer for the once-a-week graduate seminars.
- **TIME ZONE** – Should be set to: (GMT-5:00) Central Time (US and Canada) this is normally the default, but double check to make sure this is the case.
- **CHECK THE RECURRING MEETING BOX IF YOUR CLASS WILL MEET MORE THAN ONCE**.
  - o **This will allow all of your class meetings to have the same ID, making it much easier for you and your students to join all scheduled meetings**.
  - o **If you do not choose select this box and set up the schedule for recurring meetings, you will need to schedule each class period individually and send an email out to your class for each meeting**.
- **RECURRING MEETING**
  - o **Recurrence** – Weekly
  - o **Repeat every** – 1 week
  - o **Occurs on** – check all boxes that apply to your class meeting
  - o **End date** – I recommend the day after the last day of the semester: 5/5/2020
- **REGISTRATION –** not recommended, you students would have to 'sign up' to enter the meetings.
- **MEETING PASSWORD** – not recommended, students/participants would have to enter the meeting password to be able to join the meeting.
- **VIDEO** – the default setting when someone joins the meeting. I strongly recommend you default the participant to OFF, they can always turn their webcams on during the meeting.

- o **Host** – ON
- o **Participant** – OFF
- **AUDIO** – Both
- **Meeting Options**
  - o **Enable Join Before Host** – checked – allows students to enter the meeting before you do.
  - o **Mute participants on entry** – recommend CHECKED – just like video participant off, this will default mute student's microphones as they enter the meeting. They can later enable their microphones if needed.
- **Enable Waiting Room -** unchecked
- **Only Authenticated Users Can join –** unchecked
- **Record Meetings Automatically –** unchecked, you can enable recording once in the meeting if you would like to record.

Topic	Scott's Example Course

Description (Optional)	SCOTT1100: Understanding Zoom and Using it to your Advantage.

When	03/16/2020	📅	12:00 ⌄	PM ⌄

Duration	1 ⌄ hr	0 ⌄ min

Time Zone	(GMT-5:00) Central Time (US and Canada) ⌄

☑ Recurring meeting   **Every week on Tue, Wed, until May 5, 2020, 15 occurrence(s)**

Recurrence	Weekly ⌄

Repeat every	1 ⌄ week

Occurs on	☐ Sun ☐ Mon ☑ Tue ☑ Wed ☐ Thu ☐ Fri ☐ Sat

End date	◉ By 05/05/2020 📅
	○ After 7 ⌄ occurrences

Registration	☐ Required

Meeting Password	☐ Require meeting password

Video	Host	⦿ on	○ off
	Participant	○ on	⦿ off

Audio

○ Telephone   ○ Computer Audio   ⦿ Both

Dial from United States of America   Edit

Meeting Options

☑ Enable join before host

☑ Mute participants upon entry 🔲

☐ Enable waiting room

☐ Only authenticated users can join

☐ Record the meeting automatically

*Make sure your meeting start day and time are correct. As well as the time zone correctly reads (GMT-5:00) Central Time (US and Canada)

*Make sure you have correctly checked which week days you will meeting will recur on and the the End Date of 5/5/2020.

*IF YOU ARE JUST SCHEDULING A ONE-TIME MEETING, DO NOT SELECT THE RECURRING MEETING CHECKBOX, BUT DO FOLLOW THESE RECOMMENDED SETTINGS.

Scheduled Meeting:

My Meetings > Manage "Scott's Example Course"

Start this Meeting

Topic	Scott's Example Course
Description	SCOTT1100: Understanding Zoom and Using it to your Advantage.

Time   Mar 17, 2020 12:00 PM Central Time (US and Canada)

Every week on Tue, Wed, until May 5, 2020, 15 occurrence(s)   Show all occurrences

Add to   Google Calendar   Outlook Calendar (.ics)   Yahoo Calendar

Meeting ID   940-269-024

Meeting Password   ✕ Require meeting password

Invite Attendees   Join URL: https://txstate.zoom.us/j/940269024   Copy the invitation

*If you need to make any edits to your meeting, if you scroll to the bottom of your meeting, there is an EDIT THIS MEETING button and you can make changes you will need.

*The Meeting ID and the Join URL have the same number, in this example it is: **940 269 024**

*The Join URL link is the link you can send to your class via TRACS or email, and instruct them it will be the link they will use every time your class is scheduled to meet. If you set up the recurring meeting options correctly this one link will work for the entirety of the semester, making it very easy for you and your students to connect to all scheduled class meetings for the semester.