Using Zoom

How do I access Zoom?

1. Go to https://mycts.covenantseminary.edu and log in using your employee email address and password.
2. If you do not know the password to this account, you can reset it by visiting https://password.covenantseminary.edu.
3. Once you've successfully logged in, go to **My CTS > Academics > Zoom**.
4. This should take you to your account profile.
5. If this is your first time accessing Zoom, you may be prompted to verify your user account.

> ⚠ Note: If the above does not work, please try the following:
>
> 1. Go to https://covenantseminary.zoom.us/.
> 2. Click "**Sign in**".
> 3. Choose "**with SSO**" (this means "single-sign-on").
> 4. If you are asked for the **Company Domain**, type "covenantseminary" (all one word, all lowercase) and press **Continue**.
> 5. Log in with your usual seminary email address and password.

How do I schedule a Zoom meeting?

1. Once you have logged in (see How do I access Zoom?), click **Schedule a Meeting** at the top.
2. Give your meeting a **title** (a description is optional).
3. Under **When**, click the box that says **Recurring Meeting**, and choose **No fixed time** from the dropdown menu.
4. If you want your meeting to be automatically recorded, under **Meeting Options**, check the box next to **Record the Meeting Automatically** (when you check this, a new option will appear—you can choose whether you want to record **On the Local Computer** or **In the Cloud**). If you choose **In the Cloud**, you will get an email when the recording of the meeting has finished processing. Additionally, if you choose **In the Cloud**, your recording will only stay there for 30 days, so be sure to download it before then if you wish to keep it.
5. Click **Save**.
6. When the next screen appears, under **Invite Attendees**, either copy the link by highlighting it, right clicking, and choosing **Copy**, or click **Copy Invitation**.
7. Proceed to How do I share a Zoom link with my students? for what to do with the link you have just copied.

Can I assign someone else to schedule my Zoom meetings?

1. Alissa Cline can do this for you, but you must give her access to do so first.
2. Go into Zoom via MyCTS (see How do I access Zoom?).
3. Click **Settings** on the lefthand menu.
4. Scroll almost all the way down, until you see **Assign Scheduling Privilege to +**.
5. Click the **+**, and then type in Alissa's email address (alissa.cline@covenantseminary.edu) and click **Assign**.
6. Send Alissa an email to let her know you have done this, and to let her know which Zoom meeting(s) you would like her to schedule for you.

How do I share a Zoom link with my students?

1. First, you need to have scheduled a Zoom meeting (see How do I schedule a Zoom meeting? for assistance with this.)
2. After you have copied the link or meeting invitation, log into Canvas (see How do I access Canvas?).
3. Then, you have some options. Instructions for the two most common options are below:

Share by posting an announcement:

1. Go to your class in Canvas and click on **Announcements** on the left side.
2. Click the blue **+Announcement** button in the top right corner.
3. Give your announcement a title.
4. Write the body of the message in the larger text box. You will want to **paste the zoom link here** as well.
5. Click **Save** if you are ready to send your announcement to students!

Share by posting the link in Modules on Canvas:

1. Note: you should let students know if you choose this option. (If you're teaching an online class, students will already know to look here; if not, they may not think to click on Modules unless you let them know to do so.)
2. Go to your class in Canvas and click on **Modules**.
3. If you have weekly modules built already:
   a. Go to the weekly module in which you would like to post your link.
   b. Click the **+** at the top of the module, on the right.
   c. Choose **External URL.**
   d. **Paste the Zoom link** in the box next to **URL**.
   e. Write the text you want students to say in the box next to **Page Name** (or you could simply paste the link here again).
   f. Click **Add Item**.
4. If you do NOT have modules built already:
   a. Click the blue **+Module** button at the top of the page.
   b. Name the module.
   c. Click **Add Module.**
   d. Click the **+** at the top of the module, on the right.
   e. Choose **External URL.**
   f. **Paste the Zoom link** in the box next to **URL**.
   g. Write the text you want students to say in the box next to **Page Name** (or you could simply paste the link here again).
   h. Click **Add Item**.

How do I record my Zoom Meeting?

1. To set up a meeting to record automatically, see How do I schedule a Zoom Meeting?
2. If you are already hosting a Zoom meeting and you'd like to record part or all of it, simply click the **Record** button at the bottom of the screen.
3. Choose either **Record to this Computer** (if you want the recording saved directly to your computer) or **Record to the Cloud** (if you wish to receive an email when the recording has finished processing).
   a. Note: If you choose **Record to the Cloud**, recordings will only remain in the cloud for 30 days, so be sure to download your recording if you wish to keep it longer than that.
4. You can **Pause** the recording at any point if you wish to do so.
5. After you end your meeting, and after the recording has processed, it will download to your computer if you chose Record to this Computer, or you will receive an email with a link to the recording if you chose Record to the Cloud.
6. To share this recording with students, you can either copy the link from the email into a Canvas announcement (see How do I email my whole class in Canvas?) or you can upload it to Panopto and post it in the Modules on Canvas (see How do I download a recorded Zoom meeting from the cloud? and How do I share a recorded Zoom meeting with students on Canvas?).

How do I start my Zoom meeting?

By using the Zoom website:

1. Log in to Zoom (see How do I access Zoom?).
2. You should see your scheduled meetings when you log in. If you don't, click on **Meetings** on the lefthand menu.
3. Either hover over the meeting name and click **Start** OR click the **Meeting name** and **Start this meeting**.
4. If a box pops up, press the button that says **Join with Computer Audio.**

By using the Zoom app on your computer:

1. Open the Zoom app (it is blue, with a white video camera icon).
2. Sign in, if you are asked to (see the note under How do I access Zoom? for guidance on how to do this).
3. Click the **meeting name**, then click **Start**.
4. If a box pops up, press the button that says **Join with Computer Audio.**

By using the Zoom link you shared with your students:

1. Go to the Zoom link you shared with your students (see How do I share a Zoom link with my students? for how to do this).
2. Click on your link to start the meeting.
3. If a box pops up, press the button that says **Join with Computer Audio.**

What do I need to know about running a Zoom meeting?

Audio/Video Controls

- In the bottom left corner of your screen, you should see a microphone icon.
  - If it has a red bar through it, you are muted, and others in the meeting cannot hear you talking.
  - If it is tracking your voice with green, then others in the meeting can hear you talking.
- In the bottom left corner of your screen, you should also see a video icon.
  - If it has a red bar through it, others in the meeting cannot see you.
  - If there is no red bar through it, others in the meeting can see you.

Waiting Room

- The waiting room is automatically enabled on all Covenant Seminary Zoom meetings. This is to prevent intruders from joining (and potentially showing offensive content during) your meeting.
  - To see if anyone is in the waiting room, click on Participants at the bottom of your Zoom meeting. This will bring up a sidebar on the righthand side.
  - If you see anyone in the waiting room, you can click **Admit** by the person's name.
  - If there are multiple people in the waiting room, you can admit them all at once, if you like, by clicking the **Admit All** button above their names.

Chat

- There is an icon that looks like a comment bubble at the bottom of the Zoom screen. This allows you to send a written message to students.
  - This is useful if:
    - You are having technological difficulties
    - You want to send students a link
    - A student sends you a message and you need to respond.
  - Tip: You can write a message to everyone, or to an individual. If you click on "Everyone," you can then go down to select a specific individual. *Be sure you know who you are messaging before you push "Enter" to send your message.*

Hosts/Co-hosts

- By default, you are the **Host** of the meeting. This means you control the waiting room (needing to admit students when they join), and students may expect you to answer chat messages while you are teaching. You may also need to mute students who do not have their microphone muted, if there is a lot of background noise disrupting the meeting.
- Managing the waiting room and the chat may sound like too much. If it does, you may want to consider designating a student or TA to be the **Co-host** of the meeting (please be sure you have enough TA hours if you want a TA to play this role). This gives that student the ability to admit other students from the waiting room. The student could also monitor the chat, perhaps collecting the questions that come in and sending them all to you toward the end of class, perhaps answering the question if you direct the student to do so.
  - To make a student a co-host:
    - Click on **Participants** at the bottom of the screen.
    - Hover over the student's name and click **More**.
    - Choose **Make Co-Host.**

Screen Sharing

- To share your screen, click on the green arrow button at the bottom of your screen, near the center.
- You can choose which item to share (Word Doc, Browser window, iPhone/iPad, etc.), but the document should be *open* before you try to share it.
- To stop sharing, hover your mouse near the top center of your screen, and click on the red **Stop Share** button.

Breakout Rooms

- Breakout Rooms allow you to break students into smaller groups for discussion. You can visit each group, call the students back, randomize groups, etc.
- Before you start your Zoom meeting, go to **Settings**, and scroll until you find the **In-Meeting (Advanced)** section.
- **Breakout Room** should be the first option under that section. Toggle the button there until it turns blue.
- Check the box underneath next to **Allow host to assign participants to breakout rooms when scheduling**, and click **Save** (this allows you to choose who is in each group; if you want random groups always, you don't need to check this box).
- Then, when you open your meeting, you will see four squares at the bottom of your screen, along with the words **Breakout Rooms**.
- Clicking this will bring up a box that allows you to choose the number of rooms (so, if you want three groups, you change the number to three).
- Choose whether you want to assign the groups automatically or manually (automatically is default).
- Then click **Create Rooms**, and follow the prompts from there.
- For more:
  - Setup breakout rooms on Zoom (Video tutorial from Jessie Swigart)
  - Getting started with breakout rooms (Video tutorial from Zoom)

Ending Your Meeting

To end your meeting when you are ready, click **End Meeting** at the bottom right hand corner.

> ⚠ We recommend that you "test" how to run a Zoom meeting ahead of time by inviting a family member or friend to a meeting and then practicing the different features of Zoom.

Other tutorials and resources

- Running a Zoom meeting 10 minute video

Here are a couple of brief videos made by Dr. Robert Kim about how to use Zoom.

- How to share your screen
- How to make someone the host of a meeting

How do I download a recorded Zoom meeting from the cloud?

1. If you have an email from Zoom:
    a. Click on the link under "**For host only**." You may be prompted to log in (see How do I access Zoom?).
    b. Click on "Download (1 file)." If you don't see this, you can also hover over the text below the video box until you see a download arrow appear, and then click that arrow.
2. If you do not have an email from Zoom:
    a. Go to Zoom via MyCTS (see How do I access Zoom?).
    b. Click on **Recordings** on the lefthand menu.
    c. Hover over the text below the box where you could play the video (don't click this box, though) until you see a **download arrow** appear, and then **click that arrow**.
3. If you record to your own computer:
    a. Check your Downloads folder—the video may already be there!

How do I upload a recorded Zoom meeting to Panopto?

1. First, download your recording from Zoom (see How do I download a recorded Zoom meeting from the cloud?) or find it on your computer.
2. Go to Canvas (https://mycts.covenantseminary.edu and log in, then click on Canvas).
3. Click the square for your course site.
4. Click on **Panopto Video** on the lefthand side.
5. On the upper right corner, click **the arrow in a box** (if you hover over it, it will say "Open in Panopto").
6. Click **Create** at the top, and go down to **Upload media**.
7. Drag the recording file into the box that appears, or click on the box that appears to find your recording file. It will be an **.mp4** file if it is a video.
8. Wait until the message "you can close this window now" appears before closing the window.
9. The video will take some time to upload and process, but it is now in Panopto.

⚠ IMPORTANT NOTE: The video is not yet posted where students can see it! Please proceed to How do I share a recorded Zoom meeting with students on Canvas? for steps on how to do this.

How do I share a recorded Zoom meeting with students on Canvas?

Sharing a Recording Uploaded to Panopto

1. First, download the recording from Zoom (see How do I download a recorded Zoom meeting from the cloud?).
2. Second, upload the video to Panopto (see How do I upload a recorded Zoom meeting to Panopto?).
3. Go to Canvas (https://mycts.covenantseminary.edu and log in, then click on Canvas).
4. Click the square for your course site.
5. Go to **Modules** and find the appropriate week (if there are no modules, please see How do I build modules in Canvas?).
6. Click the gray "**+**" at the top of the module for the week.
7. Click on **Assignment** (it's a drop down menu) and choose **External Tool**.
8. Scroll down a bit to choose **Panopto Video**.
9. Your video should appear on the screen. Click the **circle** next to the video, scroll down, and click **Insert**.
10. Under Page Name, change the name to whatever you want the title of the video to be.
11. Click **Add Item**.
12. Click the circle with a line through it (next to the link that appears, on the right) to **publish the video** so that students can see it.

How do I delete recordings from my Zoom cloud?

1. Log in to Zoom (see How do I access Zoom?).
2. Click **Recordings**.
3. Click the checkboxes next to the recordings you would like to delete.
4. Click **Delete selected** (above the recordings list).

⚠️ Note: If you have downloaded your recording from Zoom and uploaded it to Panopto, it is safe there–you can delete the recording from the Zoom cloud. (For more on this process, see How do I download a recorded Zoom meeting from the cloud?, How do I upload a recorded Zoom meeting to Panopto?, and How do I share a recorded Zoom meeting with students on Canvas?.) However, if you have shared your Zoom recording with students by sharing a link, do NOT delete the recording from the Zoom cloud until you no longer need it.

How do I use breakout rooms?

Before you start your Zoom meeting, go to **Settings**, and scroll until you find the **In-Meeting (Advanced)** section. **Breakout Room** should be the first option under that section. Toggle the button there until it turns blue. Check the box underneath next to **Allow host to assign participants to breakout rooms when scheduling**, and click **Save** (this allows you to choose who is in each group; if you want random groups always, you don't need to check this box). Then, when you open your meeting, you will see four squares at the bottom of your screen, along with the words **Breakout Rooms**. Clicking this will bring up a box that allows you to choose the number of rooms (so, if you want three groups, you change the number to three). Choose whether you want to assign the groups automatically or manually (automatically is default). Then click **Create Rooms**, and follow the prompts from there.

Other tutorials and resources

- Setup breakout rooms on Zoom (Video tutorial from Jessie Swigart)
- Getting started with breakout rooms (Video tutorial from Zoom)

How do I share my screen?

To share your screen, be sure that you have the document or website open that you want to share with students. Click on the green **Share Screen** button at the bottom. Then click on the box containing the window you want to share, and click **Share**. If you are sharing a video clip, be sure to check the box beside **Share computer sound** before clicking **Share**.

If you have an iPad with an Apple pencil, or even a tablet, you may be able to share that as a second screen, so that you have a "whiteboard." Just click **iPhone/iPad** and then **Share**. Then go to your iPhone/iPad and follow the instructions there (note that both your computer and your iPhone/iPad must be on the same internet connection for this to work; it typically does not work on campus but works well at home).

How do I make a short video?

This is most easily accomplished with Zoom. Panopto can provide higher quality but is a bit more complicated (see Using Panopto if you want to use Panopto).

With Zoom, set up your meeting as usual (see How do I schedule a Zoom meeting?) and start the meeting. Although there will be no students at the meeting, simply look at the camera and record your video (be sure your computer sound is on); the recording will happen automatically if you set it up as described. You'll get an email once the recording has processed (if you do not, you can check your Zoom notification settings by going to **Settings** and **Email Notification**.

To post this recording to Canvas to share with students, see How do I share a recorded Zoom meeting with students on Canvas?.

Troubleshooting

My or my student's sound doesn't work

- Check to make sure that you are not muted (look in the bottom left corner of your screen). If you are muted, please un-mute yourself by clicking the microphone button.
- If you are not muted, try muting yourself and then un-muting.
- If that does not work, try leaving the meeting and re-entering the meeting.
- If it still does not work, call the number in the Zoom invitation from your phone to join the audio that way.

My or my student's video isn't showing up

- Check to make sure your video is turned on (look in the bottom left corner of your screen). If your video is turned off, please turn it back on.
- If your video is turned on, and it is still not working, click the arrow next to the video button to see that the correct webcam is selected. You can also view your video settings there.
- If none of that works, please try leaving the meeting and re-entering the meeting.
- If your video still does not work, but you can see your students, try to hold the meeting as usual.

Some students appear to be missing in Zoom, though actually present

This seems to be a strange glitch with Zoom that can happen on occasion, though it is rare. First, please try asking everyone to leave the meeting and rejoin it in a moment (you should do the same). If the same few students still are not there, please ask them to call your phone (or the phone of a friend in the class) and listen in via speakerphone, if they're able. If that will not work, the students struggling to join can watch the recording of the meeting later.

If all else fails...

Contact Jessie Swigart and Alissa Cline simultaneously for further support.

Resources

Tutorials from Zoom