

# Instructions for Scheduling Classes on Zoom

## Table of Contents

<b>Before You Begin</b>	<b>2</b>
<b>Schedule a Class Meeting Via <a href="https://columbiauniversity.zoom.us">columbiauniversity.zoom.us</a></b>	<b>3</b>
Logging In to Zoom	3
Scheduling Your Meeting: Filling Out Required Fields	4
Adding Your Course to CourseWorks	7
<b>Start the Class Session</b>	<b>11</b>
<b>Troubleshooting</b>	<b>12</b>
Setting Up a Personal Meeting	12
<b>Video Tutorials and Related Links</b>	<b>13</b>

## Before You Begin

- As a faculty member, you already have a Zoom Pro account through your UNI, which gives you access to all Zoom options.
- If you do not have Zoom installed on your computer, download it at [columbiauniversity.zoom.us/download](https://columbiauniversity.zoom.us/download) and follow the instructions to install it.
- Familiarize yourself with using Zoom:
  - [Watch our webinar on scheduling a class in Zoom.](#)
  - Learn about [meeting controls](#).
  - Explore [Zoom's YouTube](#) channel or its [Getting Started](#) guide for more instructions.
  - Review Columbia's [Zoom Essential Features Guide](#).
  - Watch an in-depth [overview of using Zoom for education](#).

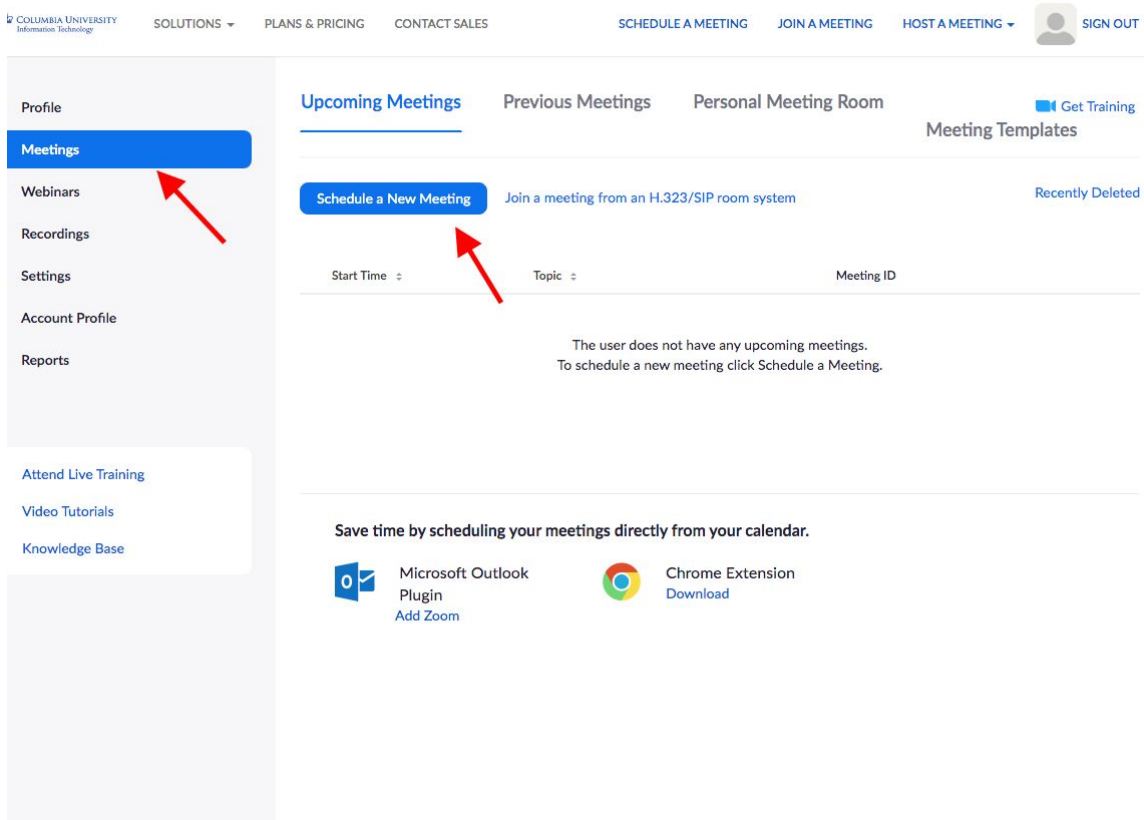
If you need assistance, contact [helpdesk@law.columbia.edu](mailto:helpdesk@law.columbia.edu) or 212-854-1370.

# Schedule a Class Meeting Via [columbiauniversity.zoom.us](https://columbiauniversity.zoom.us)

Zoom allows you to schedule “meetings.” These are your class sessions.

## Logging In to Zoom

1. Go to [columbiauniversity.zoom.us](https://columbiauniversity.zoom.us).
2. Click **Sign in** (the third blue button on the page).
3. Log in with your **UNI** account.
4. Click the sidebar for **Meetings**, and you will be in the **Upcoming Meetings** tab.
5. Once you are on the **Upcoming Meetings** tab, click the blue “**Schedule a New Meeting**” button.



## Scheduling Your Meeting: Filling Out Required Fields

1. To schedule your class via a Zoom meeting, you will need to fill out the fields presented on the Schedule a Meeting screen. (See annotated screen grab on the next page.)
  - a. **Topic:** Enter the title of your course and days of the week the course is held (in short form). *For example: Administrative Law, MWT*
  - b. **Description:** Optional
  - c. **When:** Fill in the date of the first class to be held on Zoom session and the start time. If your class meets on different days at different times, you will need two different Zoom meetings.
    - i. *Meetings can start on the hour or half hour. **Make sure to set your “start time” before your class is scheduled to start so that you begin on time.** In other words, if your class starts at 9:10 a.m., set your start time to 9 a.m.*
  - d. **Duration:** Fill in the length of the course PLUS 30 additional minutes. For example, if your class is one hour, set the duration of your class to one and a half hours.
    - i. *You **must** add 30 minutes to the end of your class so that if the class goes over, Zoom will not kick out participants.*
  - e. **Time Zone:** Set to Eastern Time U.S. and Canada.
  - f. **Recurring Meeting:** Click the checkbox to set up the days and times your class occurs. *NOTE: If you have a class that meets at different times (for example, Mondays at 9 a.m. and Wednesdays at 3:30 p.m.), you will need to set up two different meetings. Zoom allows recurring meetings for events that take place on the same day and time and different days at the same time.*
    - i. **Recurrence:** Choose “**weekly.**”
    - ii. **Repeat every:** Choose “**1 week.**”
    - iii. **Occurs on:** Choose the **days** of the week on which class is held (e.g., Monday, Wednesday).
    - iv. **End date:** While courses may resume on campus at any time, choose **April 29, 2020** to be safe.
  - g. Verify the information is correct by reading the description next to “Recurring Meeting.”
2. **Registration:** Leave **unchecked.**
3. **Meeting password:** Leave **unchecked.**

The screenshot shows the Zoom 'Schedule a Meeting' interface. The sidebar on the left includes 'Profile', 'Meetings', 'Webinars', 'Recordings', 'Settings', 'Account Profile', 'Reports', 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area is titled 'My Meetings > Schedule a Meeting'. The 'Schedule a Meeting' section includes a 'Topic' field with 'Administrative Law, MWT' and a 'Description (Optional)' field with 'Optional Description Here'. The 'When' section shows a date of '03/10/2020', time of '3:00 PM', and a 'Duration' of '1 hr 30 min'. The 'Time Zone' is set to '(GMT-4:00) Eastern Time (US and Canada)'. The 'Recurring meeting' section is checked, with a recurrence of 'Weekly', repeating every '1 week', and occurring on 'Mon, Wed, Thu' until '05/08/2020'. The 'Registration' section has 'Required' unchecked, and the 'Meeting Password' section has 'Require meeting password' unchecked. Red arrows point to these specific elements with labels: 'Title of course with days', 'Optional', 'First date', 'Length of class plus 30 minutes', 'Check recurring', 'Set up for weekly recurring', and 'Leave unchecked'.

4. **Video:** Choose **“Off”** for both host and participant so that participants join the meeting with their camera turned off.
5. **Audio:** Choose **“Both”** so that participants can hear and speak either from a computer or a mobile phone or landline.
6. **Meeting Options:** To follow best practices, choose the following:
  - a. Click **“Enable join before host.”**
  - b. Click **“Mute participants upon entry.”**
  - c. Click **“Record the meeting automatically.”**
    - i. Select **“in the cloud.”**
  - d. Leave all other options unchecked.

- Alternative host:** Add an authorized faculty assistant or teaching assistant using their UNI email address (not their law.columbia.edu email address).
- Click **“Save”** to finish setting up the meeting.

The screenshot shows the Zoom meeting settings interface. Red arrows point to the following options:

- Video** section:
  - Host:  on  off (labeled "Select off")
  - Participant:  on  off (labeled "Select off")
- Audio** section:
  - Telephone  Computer Audio  Both  (labeled "Choose both")
- Meeting Options** section:
  - Enable join before host  (labeled "Choose enable and mute")
  - Mute participants upon entry  (labeled "Choose enable and mute")
  - Record the meeting automatically   On the local computer  In the cloud (labeled "Choose Record and In the Cloud")
- Alternative Hosts** section:
  - Text input field containing "Example: mary@company.com, peter@school.edu" (labeled "Add an authorized faculty assistant")

Buttons for "Save" and "Cancel" are visible at the bottom.

## Adding Your Course to CourseWorks

1. After you click “save,” the next screen to appear will be your meeting summary. Scroll down to “**Meeting ID**” and **copy or write down the nine-digit number** (e.g., 123-345-456). You will need this number for the next step.

The screenshot shows the Zoom meeting summary page for a meeting titled "Administrative Law, MWT". The page is divided into a left sidebar and a main content area. The sidebar contains navigation options: Profile, Meetings (highlighted), Webinars, Recordings, Settings, Account Profile, and Reports. Below these are links for "Attend Live Training", "Video Tutorials", and "Knowledge Base". The main content area shows the meeting details: Topic (Administrative Law, MWT), Description (Optional Description Here), Time (Mar 9, 2020 03:00 PM Eastern Time (US and Canada)), and Recurrence (Every week on Mon, Wed, Thu, until May 7, 2020, 27 occurrence(s)). A red arrow points to the Meeting ID (946-918-207) with the text "Copy this number" above it. Below the Meeting ID are buttons for "Add to" Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar. The page also includes a "Join URL" for inviting attendees, video and audio settings, and meeting options such as "Enable join before host" and "Mute participants upon entry". At the bottom, there are buttons for "Delete this Meeting", "Save as a Meeting Template", "Edit this Meeting", and "Start this Meeting".

My Meetings > Manage "Administrative Law, MWT"

Start this Meeting

Topic Administrative Law, MWT

Description Optional Description Here

Time Mar 9, 2020 03:00 PM Eastern Time (US and Canada)

Every week on Mon, Wed, Thu, until May 7, 2020, 27 occurrence(s) [Show all occurrences](#)

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

**Copy this number** Meeting ID 946-918-207

Meeting Password × Require meeting password

Invite Attendees Join URL: <https://columbiauniversity.zoom.us/j/946918207> [Copy the invitation](#)

Video Host Off Participant Off

Audio Telephone and Computer Audio

Dial from United States of America

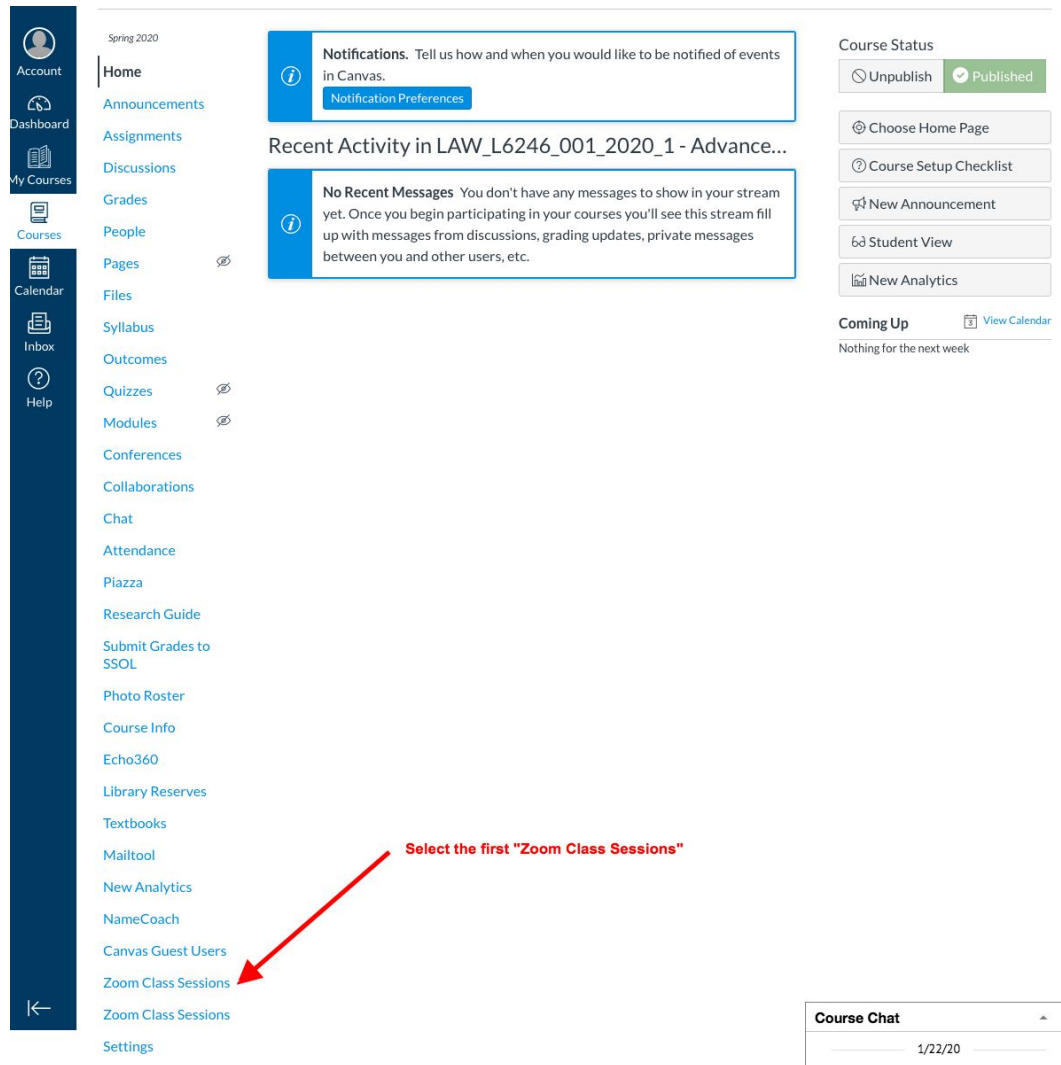
Meeting Options

- ✓ Enable join before host
- ✓ Mute participants upon entry
- × Enable waiting room
- × Only authenticated users can join
- × Record the meeting automatically

Delete this Meeting Save as a Meeting Template Edit this Meeting Start this Meeting

Want a webinar instead of a meeting? [Convert this Meeting to a Webinar](#)

2. You now need to import the meeting into CourseWorks.
3. Log in to CourseWorks: [courseworks.columbia.edu](https://courseworks.columbia.edu).
4. You will see all of your courses when you have logged in. Select the appropriate class.
5. Choose the first “Zoom Class Sessions” on the left-hand navigation bar (scroll down).



6. After you click Zoom Class Sessions you will be brought to a Zoom class landing page. On the top right navigation bar, choose the three vertical dots next to “import a meeting.”



The screenshot shows the Zoom interface for a course titled "LAW\_L6246\_001\_2020\_1 - Advanced Administrative Law". The left sidebar contains navigation options like Account, Dashboard, My Courses, Courses, Calendar, Inbox, and Help. The main content area displays the Zoom logo and a "Schedule a New Meeting" button. A red arrow points to a three-dot menu icon next to the button, with the text "Click these three dots" above it. Below the button is a table of "Upcoming Meetings".

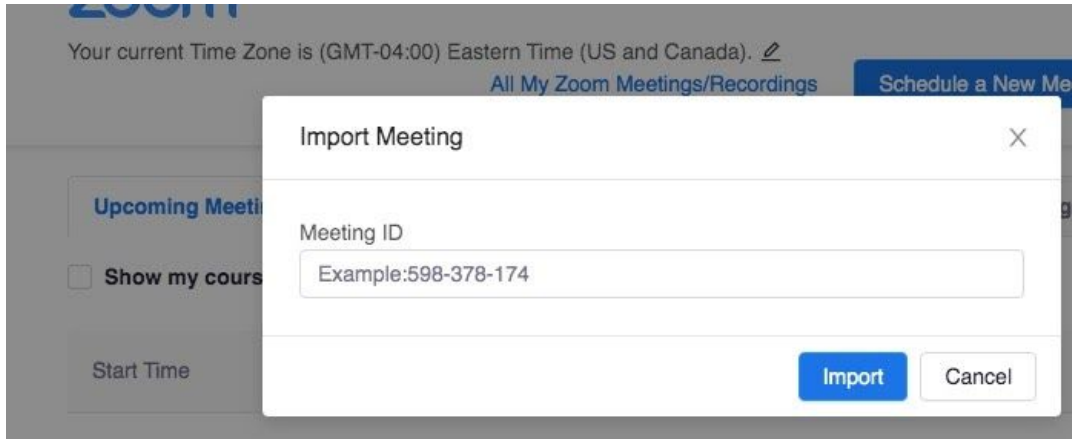
Start Time	Topic	Meeting ID	Actions
Today 3:00 PM	My Meeting Host Elijah Davis	157-597-849	Join
Today (Recurring) 3:00 PM	Administrative Law, MWT	317-528-536	Start Delete
Wed, Mar 11 (Recurring) 2:30 PM	My Meeting Host Elijah Davis	434-703-453	Join
Wed, Mar 11 (Recurring) 3:00 PM	Administrative Law, MWT	317-528-536	Delete
Mon, Mar 16 (Recurring) 2:30 PM	My Meeting Host Elijah Davis	434-703-453	Join
Mon, Mar 16 (Recurring) 3:00 PM	Administrative Law, MWT	317-528-536	Delete
Wed, Mar 18 (Recurring) 2:30 PM	My Meeting Host Elijah Davis	434-703-453	Join

7. Choose "Import Meeting."

This screenshot is similar to the previous one but shows the dropdown menu that appears when the three-dot icon is clicked. A red arrow points to the "Import meeting" option in the menu. The text "Select Import Meeting" is written above the arrow. The table of upcoming meetings is partially visible below the menu.

Start Time	Topic	Meeting ID	Actions
Today 3:00 PM	My Meeting Host Elijah Davis	157-597-849	Join
Today (Recurring) 3:00 PM	Administrative Law, MWT	317-528-536	Start Delete

8. A popup window will appear. Then, type in or paste the **nine-digit meeting ID** you copied or wrote down in Step 1.



9. Click the blue **“Import”** button.
10. Your Zoom meeting information is now attached to your course in the Zoom Class Sessions landing page. You will see the sessions listed.
11. When class begins, all class participants (faculty, students, faculty assistants, etc.) should access the Zoom meeting through CourseWorks.
12. If your class meets on multiple days of the week but at different times (for example, Monday at 9 a.m. and Wednesday at 3:30 p.m.), follow the instructions again to set up an additional Zoom meeting for the other class time. Then, import that meeting ID into courseworks using the instructions above. *Zoom only lets you set up a recurring meeting for events that take place on different days **at the same time.***

## Start the Class Session

1. Log in to CourseWorks: [courseworks.columbia.edu](http://courseworks.columbia.edu).
2. Choose “Courses.”
3. Scroll down and choose “Zoom Class Sessions” on the left-hand navigation menu.
4. Choose “Start” next to the course time and date you want to teach.
5. This will launch the meeting in Zoom, and you will be able to start your class as participants join.

The screenshot shows the Zoom web interface. On the left is a navigation sidebar with various options. The main content area displays a table of upcoming meetings. A red arrow points to the 'Start' button for the first meeting.

Start Time	Topic	Meeting ID	Start	Delete
Wed, Mar 11 (Recurring) 3:00 PM	Administrative Law, MWT	317-528-536	Start	Delete
Wed, Mar 11 (Recurring) 3:00 PM	Administrative Law, MWT	946-918-207	Start	Delete
Thu, Mar 12 (Recurring) 3:00 PM	Administrative Law, MWT	946-918-207		Delete
Mon, Mar 16 (Recurring) 3:00 PM	Administrative Law, MWT	317-528-536		Delete
Mon, Mar 16 (Recurring) 3:00 PM	Administrative Law, MWT	946-918-207		Delete
Wed, Mar 18 (Recurring) 3:00 PM	Administrative Law, MWT	317-528-536		Delete
Wed, Mar 18 (Recurring) 3:00 PM	Administrative Law, MWT	946-918-207		Delete
Thu, Mar 19 (Recurring) 3:00 PM	Administrative Law, MWT	946-918-207		Delete
Mon, Mar 23 (Recurring) 3:00 PM	Administrative Law, MWT	317-528-536		Delete
Mon, Mar 23 (Recurring) 3:00 PM	Administrative Law, MWT	946-918-207		Delete
Wed, Mar 25 (Recurring) 3:00 PM	Administrative Law, MWT	317-528-536		Delete

*Additional instructions on teaching a class in Zoom will follow.*

## Troubleshooting

If you need assistance, contact [helpdesk@law.columbia.edu](mailto:helpdesk@law.columbia.edu) or 212-854-1370.

### Setting Up a Personal Meeting

If your scheduled Zoom meeting isn't working or if you have trouble creating the meeting, you can set up a personal meeting and share it with members of your class. Personal meetings can be started at any time; they do not need to be scheduled.

1. Go to [columbiauniversity.zoom.us](https://columbiauniversity.zoom.us).
2. Sign in with your UNI.
3. Choose "Personal Meeting Room."
4. Scroll down to "Join URL" and choose "Copy the Invitation."
5. A popup window will appear. Scroll down and choose "Copy Meeting Invitation."
6. Paste the invitation into an email and send it to students and any other participants.
7. To start your personal meeting, do one of the following:
  - a. In your email, click on the URL under "Join Zoom Meeting."
  - b. Open the Zoom application, click "Join," and enter the nine-digit meeting ID from your email.

## Video Tutorials and Related Links

### Columbia University Resources

- [Columbia University Contingency Planning: Teaching Online](#)
- [Teaching and Hosting a Class on Zoom](#)
- [Tips and Strategies for Synchronous Online Teaching](#) (PDF)
- [Zoom Essential Features Guide](#)
- [Zoom Educational Technology Fact Sheet](#)

### Zoom's Video Tutorials

- [Getting Started](#) guide.
- [Zoom Meetings for Education](#): An in-depth video for educators on how to use Zoom.
- [Meeting Controls](#): Volume and muting, inviting others to the meeting, view list of other participants, sharing your screen, chatting with other participants, recording the meeting.
- Breakout Rooms: Watch [Getting Started With Breakout Rooms](#) and [Managing Video Breakout Rooms](#).
- [Screen Sharing Overview](#)
- [Accessibility Options](#)

### Pedagogical Resources for Zoom:

- Swarthmore College offers an [overview of student engagement techniques](#) instructors can employ while teaching via Zoom.
- The University of Iowa's Office of Teaching, Learning & Technology provides a [practical guide for teaching with Zoom](#), including creative assignment options.

### Other Tips for Teaching Online

- [Get and Keep Learners Engaged in a Virtual Classroom](#)
- [Virtual Classes Shouldn't Be Cringeworthy. Here are 5 Tips for Teaching Live Online](#)
- [Powerhouse Virtual Classroom Producers Share Their Tips for Success](#)
- [Changing the stereotype of online teaching: Face-to-face in a virtual classroom](#)

**Updated on March 9, 2020**