Zoom Cheat Sheet: *For Faculty*

Getting Started with Zoom

Login & Run Zoom | On GBC-Provided Office Computers	Download, Install, & Run Zoom | On Your Personal Computer and Other Devices
Note: Check to see if you have Zoom installed If you can't find Zoom on your GBC-provided Office Computer, first **reboot your computer** and then **check again**. If you still think you don't have Zoom, submit a OIT Help Desk Request for it to be installed → http://helpdesk.gbc.edu Login to Zoom to make sure you are able to do so. If you can't login to Zoom on your GBC-provided Office Computer, contact OIT by emailing oit@gbc.edu.	*Note: These directions DO NOT apply to GBC-Provided Office Computers* Follow these steps to download, install the Zoom app, and login to the GBC Zoom Licensed account using Single Sign-On (SSO) on your personal computer and other devices: https://gbc.libanswers.com/oirt-edtech/faq/286126

Add the Zoom *Learning Tool* to Your Campus Web Courses

Note: You must add Zoom to each course that you plan to use Zoom for – both for pre-recorded (asynchronous) le ctures and live (synchronous) le ctures.

Follow these steps to add the Zoom Learning Tool to each of your Campus Web courses where you plan to use Zoom: https://gbc.libanswers.com/oirt-edtech/faq/286103.

Create a Meeting for a Live Class in Zoom

Note: We recommend that you schedule a meeting following these steps for ***every*** real-time class you plan to hold. This way you can reference each meeting date/link, i.e. "click the Class #2 meeting link to access our virtual class for Class #2".

Follow these steps to schedule live (real-time) Zoom class meetings: https://gbc.libanswers.com/oirt-edtech/faq/290333.

Create a Meeting Placeholder for a Pre-Recorded Class in Zoom

Note: You will be using Zoom to pre-record your lectures. In order to do this you must schedule a meeting "place holder" that your students will never access. In fact, the meeting will be password-protected so students cannot access the meeting while you are recording. The steps are similar for live classes, but the meeting space is only for you.

Follow these steps to create pre-recorded (asynchronous) Zoom class meetings : https://gbc.libanswers.com/oirt-edtech/faq/290335.

Zoom Training Videos

Host Controls

This training video describes how to control various aspects of the Zoom Meeting, such as managing the participants:

https://support.zoom.us/hc/en-us/articles/201362603-Host-and-Co-Host-Controls-in-a-Meeting

Getting Started with Breakout Rooms

This training video describes how you can split your Zoom meeting in up to 50 separate sessions – great for live small group discussions! The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time:

https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Video-Breakout-Rooms

Notes & Reminders: Include details to remember & questions you have here…

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Need Help?
Contact Briana Daly by emailing dalybm@gbc.edu

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