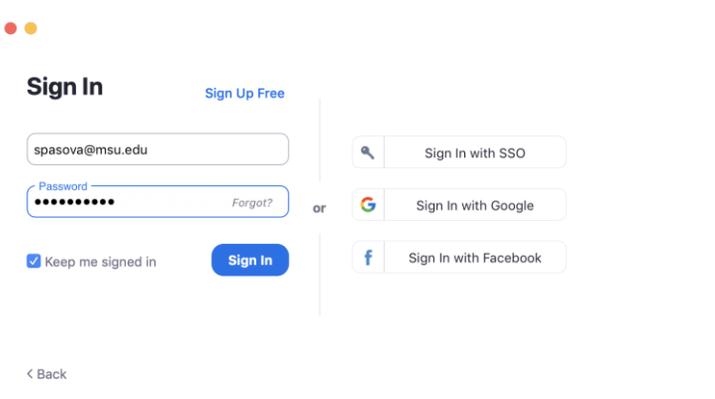
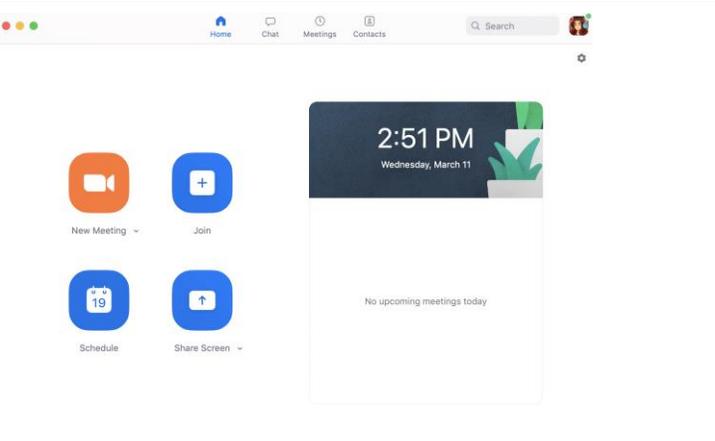


**This document is written for MSU users.**

Zoom is a videoconferencing software that you can use to approximate a classroom environment.

You can log in to your MSU account by going to <https://msu.zoom.us/> . Use your regular MSU password. Zoom may prompt you to download an application to your computer. Once you have the application on your computer you can use the following steps to create a classroom in which you can teach virtually.

Also note: You can try out a test Zoom room by going to: <https://zoom.us/test>

<p>Open Zoom. Put in your MSU username and password.</p>	
<p>From your "Home" screen, click "Schedule."</p>	

Input the details for your meeting. Name it descriptively. I recommend making a recurring meeting, so that you can use the same link for all meetings for the class. I recommend having "Video" set to "Off". You can still turn on your video once you are in the meeting, but it just means that when people come in, their video will not automatically turn on.

Click "Schedule."

## Schedule a Meeting

### Topic

Russian 202 Spring 2020

Recurring meeting

Please remember to check recurrence or repeat in your calendar invitation to your attendees.

### Meeting ID

Generate Automatically  Personal Meeting ID 517-899-6984

### Password

Require meeting password

### Video

Host  On  Off      Participants  On  Off

### Audio

Telephone  Computer Audio  
 Telephone and Computer Audio  3rd Party Audio

Dial in from United States [Edit](#)

### Calendar

iCal  Google Calendar  Outlook  Other Calendars

Cancel

Schedule

Then when you click "Meetings" you should see your meeting on the list on the left.

The screenshot shows the Microsoft Teams interface. On the left, there is a list of meetings under the "Upcoming" tab. The meetings listed are:

- 517-899-6984** (My Personal Meeting ID (PMI))
- Recurring**
- FLTMAG meetings** (Meeting ID: 363-395-961)
- IALLT board meeting** (Meeting ID: 370-854-253)
- MWALLT board meeting** (Meeting ID: 731-108-922)
- Russian 202 Spring 2020** (Meeting ID: 220-948-077)

On the right, the detailed view of the "My Personal Meeting ID (PMI)" meeting is shown. It displays the meeting ID "517-899-6984" and provides buttons for "Start", "Copy Invitation", "Edit", and "Join from a Room". A link for "Show Meeting Invitation" is also visible.

To get the info that you need to allow your students to join your meeting, you click “Copy invitation.” You can then paste it into an email. It will give you lots of information, but what you really need is the URL that you see underneath where it says “Join Zoom Meeting”. You could post this url in your D2L course. Students can join using a computer or a mobile device, but probably it will be easier to participate using a computer. If they use a mobile device, there is a Zoom app through which they will input the Meeting ID to get into the meeting.

The screenshot shows the Zoom mobile app interface. At the top, there are navigation icons for Home, Chat, Meetings, and Contacts, along with a search bar. Below the navigation, there are tabs for 'Upcoming' and 'Recorded'. A list of meetings is displayed, including '517-899-6984 My Personal Meeting ID (PMI)', 'Recurring', 'FLTMAG meetings', 'IALLT board meeting', 'MWALLT board meeting', and 'Russian 202 Spring 2020'. The 'My Personal Meeting ID (PMI)' meeting is selected, showing its details and options like 'Start', 'Copy Invitation', 'Edit', and 'Join from a Room'.

Shannon Donnally Spasova is inviting you to a scheduled Zoom meeting.

Topic: Russian 102 Spring 2020  
 Time: This is a recurring meeting Meet anytime

Join Zoom Meeting  
<https://msu.zoom.us/j/735344578>

One tap mobile  
 +16468769923,,735344578# US (New York)  
 +16699006833,,735344578# US (San Jose)

Dial by your location  
 +1 646 876 9923 US (New York)  
 +1 669 900 6833 US (San Jose)  
 Meeting ID: 735 344 578  
 Find your local number: <https://msu.zoom.us/u/ael6JzQ7G3>

Join by SIP  
 162.255.36.11 US East  
 162.255.37.11 US West  
 735344578@vip2.zoomcrc.com

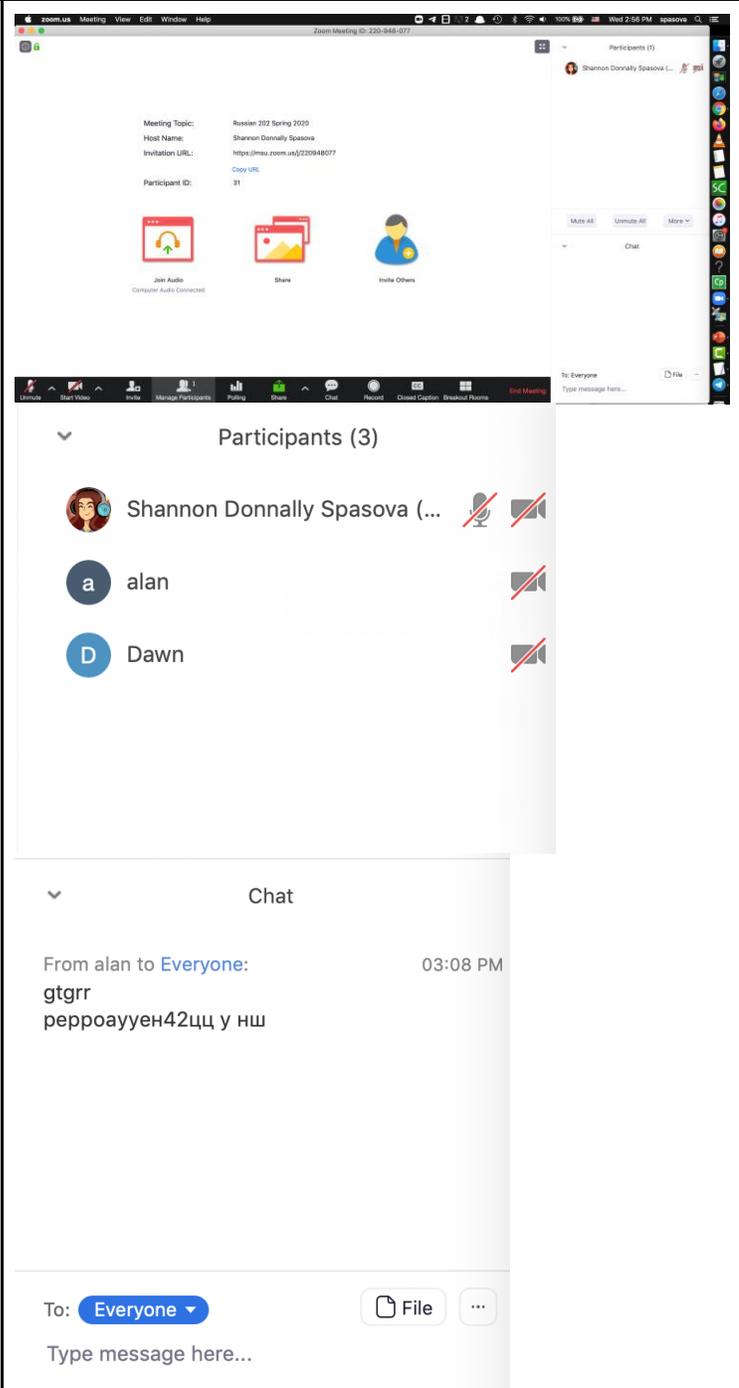
Join by H.323  
 162 255 36 11 (US East)

Then when you are ready to start a meeting, click on that meeting name and then on the right, click “Start”.

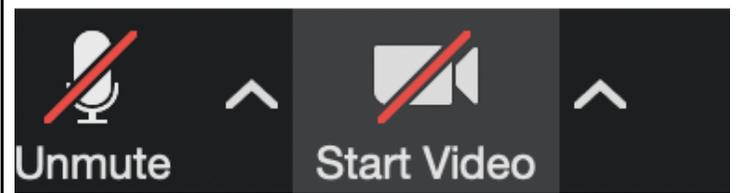
The screenshot shows the Zoom mobile app interface for the 'Russian 202 Spring 2020' meeting. The meeting name is prominently displayed at the top. Below it, the word 'Recurring' is shown, followed by the Meeting ID: 220-948-077. There are several action buttons: 'Start', 'Copy Invitation', 'Edit', and 'Delete'. Below these buttons is a 'Join from a Room' button. At the bottom, there is a link for 'Show Meeting Invitation'.

When you are in your meeting, you have a bar at the bottom with different options. If you click "Manage Participants" you will see a list of who is in the room with you. If you click "Chat" it opens a chat window. You can see whether the participants have their videos showing or microphone on. You can silence a microphone of a participant if you need to. You can see below that students can also type chat in other languages if they have keyboards installed on their devices.

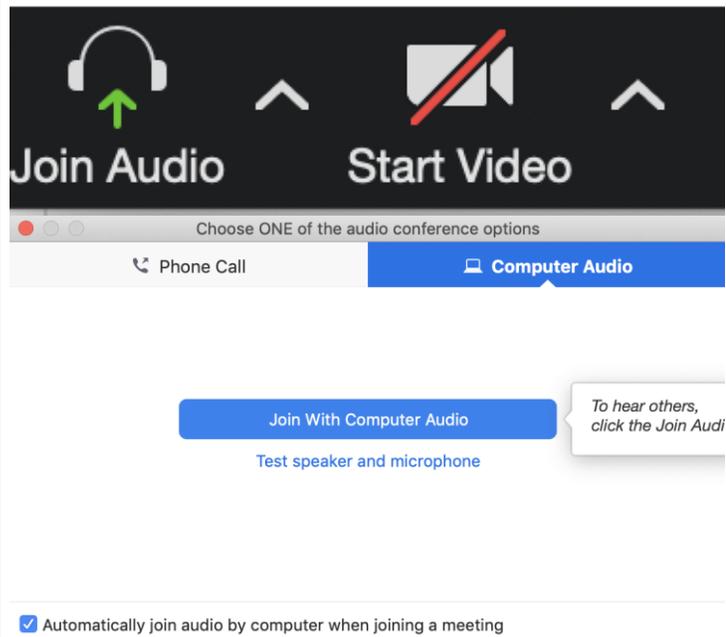
Notice at the bottom of the chat that you can share a file with students via the chat (Click "File").



To begin talking to your students, you would turn on your webcam and unmute your mic by clicking the buttons on the bottom left.

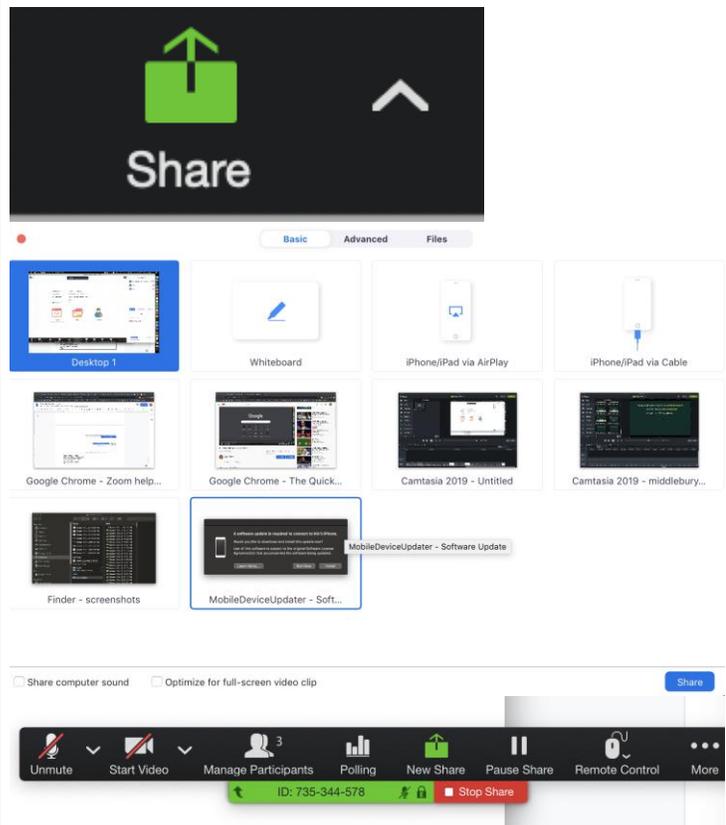


If your computer audio is not connected, you need to click “Join Audio” and “Join With Computer Audio.”

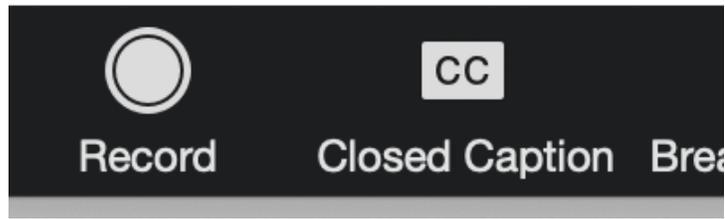


You can share your computer screen with your students (maybe a PowerPoint for example, but you can show anything from your computer screen) by clicking “Share”. You then choose which window you want to share. If you want students to hear something that is on your computer, check the box that says “Share computer sound.”

Once you are done sharing, you can click “Stop Share.” If you need to switch what window you are showing, you can easily stop share and then share again.



You can record or closed caption your meeting by clicking “Record” or “Closed Caption”. If you record your session, it will process after your meeting is over and a file (.mp4) will be on your computer with the video of the recording. If your campus uses cloud recording, your recording will be stored on your Zoom account online rather than on your computer.



If you want students to work in small groups, you can use “Breakout Rooms.” [If you do not see the breakout room button, you will need to enable this in your Zoom settings. For MSU, you go to <https://msu.zoom.us/>, log in with your MSU ID and then click “Settings”. Scroll down and turn the “Breakout Room” option on.]



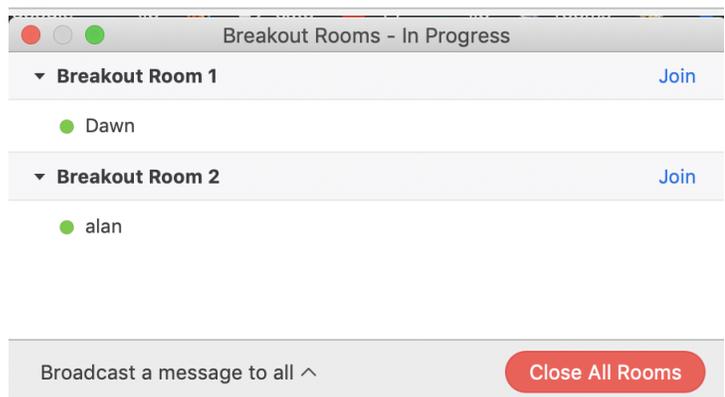
Zoom will ask you how many rooms you want / how many people per room, and whether you want them assigned automatically or manually.

Assign 2 participants into  Rooms:

Automatically  Manually

2 participants per room

Once students are in rooms, you can “Join” each room to hear what the groups are doing if you want.



You can “Broadcast a message to all” rooms, and when you are done with group work you click “Close All Rooms” and it gives students 60 seconds to leave the room and come back to the main session.

When you are done with the meeting, click “End Meeting.” Everyone will be taken out of the room. If you recorded your session, the recording will process and then appear on your computer as an .mp4 file.

