Melony Shemberger, a member of the Online Champions group, has provided instructions on how to use Zoom. This is an excellent tool for online learning!

Faculty have a **Zoom Pro** account. However, you first must "Schedule a New Meeting" to create your account. If you previously had a basic account tied to your Murray State University email address, then your account will be updated to Pro status after you schedule a meeting.

To use Zoom

1. Go to a course in Canvas. Click on "Settings" in the bottom left of your menu panel.
2. Scroll to the bottom of the page to find Zoom. By default, the app is disabled. Drag Zoom to the course navigation panel and drop it there.
3. Go back to the bottom of the page, and click "Save."
4. You might need to refresh the screen. Once you see Zoom in the left menu, click on it.
5. You should see an interface that includes a blue button in the upper right corner to "Schedule a New Meeting." Click on the button.
6. Schedule your meeting, but you can begin the meeting at any time. Do this to create your account.
7. If you never have used Zoom, you will be prompted to download the app. After you do, Zoom will be launched, and a dialog box will appear asking how you want to connect. I always click "Computer Audio."
8. You then should see the Zoom window with your video.

Notes

- In Zoom, make sure to click "Unmute" in the bottom left corner so others can hear you. If you don't want video to show, click "Stop Video." (Students like this option because they don't want others to see that they might be away from the computer. You might wish to require it for attendance.)
- To record a lecture in Zoom, hit the "Record" button. To show presentation slides, click the green "Share" button.

About "Share": If you share from a computer, the desktop utility likely will be highlighted. However, you also can plug another device to your computer if you need to share material from that source. There also is a "Whiteboard" function that allows you to draw, type, etc.

- To stop "Share": In the top center, you will see a small red box, "Stop Share."

For live online class sessions: Students will need the meeting link. Return to the Zoom page in Canvas from which you scheduled your meeting, and you will see a URL address that you can copy and post in Canvas. This will allow students to access the meeting. (See the next section for what I do.)

What Mel does

I like to use my Personal Link, **murraystate.zoom.us/my/melonyshemberger**, as the meeting address for any of my course meetings because it is easier to remember and share. It also gives quicker access to my account. There are pros and cons to this option, but I wanted to inform you about it.

After you use Zoom for the first time, your Pro account should be generated. You then can customize your Personal Link.

- Go to murraystate.zoom.us and sign in with your MyGate credentials.
- Select "Profile" in the left menu.
- Find "Personal Link" somewhere in the middle.
- Click on "customize" to follow the directions.

Resource

I am here to help. In case we cannot meet right away, here is a link to the how-to/FAQs:
https://murraystate.teamdynamix.com/TDClient/KB/ArticleDet?ID=82959

The directions I gave are exact as they worked for me, but please let me know if something isn't going right and we need to meet.

All the best,

Melony

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