**GCU Zoom Resources**

The purpose of this resource document is to assist you with using Zoom for your courses while you are a GCU student. This document contains information on how to access and log in to Zoom, support for Zoom, how to schedule a Zoom meeting, how to record a meeting in Zoom, how to upload a MP4 file to OneDrive, and how to share a file link in the digital classroom. For additional information regarding Zoom, refer to the [Zoom FAQ](https://support.gcu.edu/hc/en-us/articles/360052151393-Zoom-FAQ) resource, located on the GCU Technical Support website.

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# Zoom Access

As directed by your instructor, access [Zoom](https://zoom.us/) to complete the synchronous individual or group assignments in your course. When initially setting up your Zoom account, be sure to use your GCU email address.

# Zoom User Guide

Refer to [Zoom User Guide: Getting Started With Zoom](https://www.gcumedia.com/lms-resources/student-success-center-content/downloads/courseMaterials/student/Zoom/Zoom-User-Guide-Getting-Started-With-Zoom.pdf) for information regarding setting up and using Zoom.

# Zoom Support

To receive assistance with using and troubleshooting Zoom, you may contact Zoom Support through the [Zoom Help Center](https://support.zoom.us/hc/en-us) by using the chat (with bot) feature. To access the chat feature, click on the blue chat bubble at the bottom right-hand corner of the page. The chat feature provides answers for some of the most common questions or problems users encounter. If the questions are too complex for the bot to answer, live chat support agents are available 24x7 for assistance.

***Important:*** *Please do not contact GCU Technical Support for assistance with using and troubleshooting Zoom, as you will be directed to contact Zoom Support.*

# Scheduling a Zoom Meeting

Read "[Scheduling Meetings](https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings-)" (and watch accompanying video), located on the Zoom website, for instructions regarding how to schedule the individual/group meetings. When you are scheduling your individual/group meetings, make sure to title the meeting with the following information as indicated below. An example has also been provided.

**Individual Meetings:** Use the format below when you are scheduling individual meetings in Zoom. Change the Topic field from “My Meeting” and use the format below.

Course Code-Instructor Name-Student Name-Month and Year

Example: SPA-310-Mark Spalding-Jennifer Student-June 2020

**Group Meetings:** Use the format below when you are scheduling group meetings in Zoom. Change the Topic field from “My Meeting” and use the format below. Please refer to the group number assigned by your instructor in the class for your group.

Course Code-Instructor Name-Group Number-Month and Year

Example: SPA-104-Mark Spalding-Group A-June 2020

# Local Recording for Individual and Group Video Assignments

Watch “[Enabling and Starting Local Recordings](https://support.zoom.us/hc/en-us/articles/201362473-Local-Recording)” from the Zoom website for instructions on how to record to your local computer for the video assignment. You will need to record the video to your local computer in Zoom.

To record to your local computer, follow the instructions below:

1. Start a meeting as the host.
2. Click on the “Record” button in the Zoom toolbar.
3. Select “Record on this Computer” to begin recording.
4. To stop recording, click “Pause/Stop Recording” or “End Meeting.”

Once the recording has stopped, the recording must be processed before viewing or accessing it. You can locate the MP4 video file recording in a Zoom folder following the path below for these devices:

**PC:** C:\Users\*User Name*\Documents\Zoom

**Mac:** /Users/*User Name*/Documents/Zoom

# Uploading the MP4 File Recording to Microsoft OneDrive

Once you have obtained the Zoom MP4 file recording from your computer, upload the file to your GCU Microsoft OneDrive account and send the link to your instructor. To upload the file to your OneDrive account, read the answer to the “I need to upload a Zoom meeting recording to the LMS. How can I do that?” question in the [Zoom FAQ](https://support.gcu.edu/hc/en-us/articles/360052151393-Zoom-FAQ) resource, located on the GCU Technical Support website, by clicking on the purple plus-sign icon to expand the section.

# Sharing a File Link From Microsoft OneDrive to the Digital Classroom

Once you have uploaded the Zoom MP4 file recording to Microsoft OneDrive, you will need to share the document link from OneDrive with your instructor. To share the link with your instructor, read the answer to the “I need to upload a Zoom meeting recording to the LMS. How can I do that?” question in the [Zoom FAQ](https://support.gcu.edu/hc/en-us/articles/360052151393-Zoom-FAQ) resource, located on the GCU Technical Support website, by clicking on the purple plus-sign icon to expand the section.

Once you have copied the link to the file in OneDrive, make sure to add the link to your assignment document before uploading your completed assignment to the digital classroom. For client recordings, after your instructor has graded your assignment, permanently delete the Zoom recording from your computer to maintain HIPAA standards.