1. Log into EduCat and enter the class in which you wish to have the Zoom meeting. Use the button in the upper right corner to Turn Editing On.

2. Scroll to the section you want the link to display within and click Add an activity or resource.

3. Choose Zoom Meeting from the list. Then click Add.
4. After completing the activation step (and from that point forward), you will be directed to the Zoom meeting settings. Type in the **Topic**, this is the text the students will see to click on. You can add a description and decide if it displays on the course page (you may want to include instructions or details here).

5. Choose desired settings:
   - **When**: Enter start time and date for the meeting
   - **Duration**: Enter the length of the meeting
   - **Webinar**: This allows for large groups (1000+) and requires a paid account
   - **Password**: You can require a password for the meeting
   - **Host Video and Participants Video**: Select if and who is allowed video
   - **Audio Options**: Choose Both
   - **Meeting Option**: Decide if you need to be in the meeting and/or if you need to be there first
6. If you wish to grade the meeting (maybe as group participation), you can choose the appropriate **Grade** settings. **Common module settings** will allow you to set up groups if desired. Use **Restrict Access** to add restriction criteria.

After making your choices, click **Save and Return to Course**.

7. The topic of your meeting now displays as the link you and the students will click on to enter the meeting.

8. After clicking on the link, you will see the details of the meeting (as selected in the settings).

When you are ready to meet with your students, click **Start Meeting**
9. You will be prompted to **Launch Application**. Click the launch button. If that doesn’t work, use the links to **download & run Zoom** or get Help.

10. A new window with the meeting will appear and request how you want to join the audio conference — choose **Join Audio by Computer**.
    You can **Test Computer Audio** if desired.
    You can select to **Automatically join audio by computer** as well.

11. You are then in the virtual meeting. Video and audio will function as selected. If it is not you can use the **Mute** and **Stop Video** buttons and menus to adjust settings as needed.
    You can **Enter Full Screen** with the button in the upper right corner, if you wish.
12. The menu bar at the bottom of the Zoom window allows for additional options; Audio and Video are on the left.

13. The middle of the bar allows you to **Invite** people to join the meeting. For example, if you had a guest speaker or someone who didn’t have access to EduCat. A new window will pop up that will allow you to use a limited choice of email services or to **Copy URL** (or **Copy Invitation**) to send an invitation.

You can also **Invite by IM** if the user is a NMU registered Zoom user.

14. **Manage Participants** allows you to manipulate setting for each user including Mute, Video, Chat, Making the Presenter, and Remove the user.

The number next to the participants icon indicates the number of people attending the meeting.
15. The **Screen Share** option allow you (or students) to broadcast particular windows/applications running on the computer or to share a Whiteboard or iPhone/iPad.

While sharing, meeting members can annotate the screen. Students can make use of drawing tools (erasers, colors, etc.).

Students can even request/share **Remote Control**. This gives them the ability to interact and take control of the mouse and keyboard of another meeting member’s computer.

16. The **Chat** button allows you to send text messages.

You can send a message to **Everyone** - where all participants see it.

Or you can send a message privately to one specific user by clicking on his or her name (as shown).
17. The **Record** button starts the recording. A folder is created on your computer in Documents—> Zoom —> Named by date (unless you change these defaults in the settings). The folder contains the audio files and an mp4 video file.

18. **Breakout Rooms** let you either automatically or manually break a meeting into individual or group meetings. You are able to choose the number of rooms the participants are moved to. You have control of opening and closing the rooms and can broadcast a chat message to all room participants to allow them to wrap things up and return to the main meeting.

19. The last button allows you to **End Meeting**.