 <b>UPPER IOWA</b> UNIVERSITY EDUCATION BUILT FOR LIFE	<b>Information Technology Department</b>  <b>University-wide</b>	<b>SOP #</b>	IT_102
		<b>Revision #</b>	1.1
		<b>Implementation Date</b>	5/13/2014
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<b>SOP Owner: UIU Information Technology</b>		<b>Approval</b>	F.O.

## Upper Iowa University Zoom.us Standard Operating Practice

### 1. Purpose

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The purpose of this document is to provide definition and expectations for the utilization of Zoom.us. Upper Iowa University desires a solution that will address the need for video conferencing among its Domestic and International Centers. Zoom.us provides this as a multi-user, cloud-based web conferencing tool.

### 2. Scope

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The University Zoom.us Standard Operating Practice document is relevant to anyone within the UIU Community who wishes to utilize the Zoom.us teleconferencing tool. This document will include approved procedure(s) for acquiring access to the Zoom.us application and links to the I.T. Help Center knowledge base for specific user guides.

### 3. Prerequisites for Application Usage


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The Zoom.us client may be downloaded to any computer, without administrator rights. In order to **“Join a Meeting”** you do not need a Zoom.us account through the Upper Iowa University subscription plan. If you need to **“Host a Meeting”** you must request an account under the University’s subscription plan. You will need to contact Kathy Wenthold or Travis Hunt to obtain the account.

### 4. Responsibilities

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It is the user’s responsibility to review and understand the appropriate user guide(s) before attempting to use Zoom.us. It is the responsibility of the Information Technology department to assure the technology is available and operational in the designated classroom(s).

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### 5. Usage Documentation

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**ZOOM.us General User Guide:**

<https://uiutechsupport.sherpadesk.com/article/86axrf/zoom-us-user-guide>

**ZOOM.us Instructor User Guide:**

<https://uiutechsupport.sherpadesk.com/article/j43pw1/zoom-us-user-guide-for-instructors>

**ZOOM.us Facilitator User Guide:**

<https://uiutechsupport.sherpadesk.com/article/d5mpba/zoom-us-user-guide-for-facilitators>

**ZOOM.us A/V Instructions**

<https://uiutechsupport.sherpadesk.com/article/2ffmaf/%E2%80%98zoom-room%E2%80%99-av-instructions-fayette-waterloo-and-des-moines-only>

### 6. References

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- [ZOOM.us](https://zoom.us)
- Upper Iowa University Information Technology

### 7. Definitions

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Item	Definition
Standard Operating Practice (SOP)	Established practices to be followed in carrying out a given operation or in a given situation
SOP Owner	Person or department that possesses or controls the SOP
Stakeholder	One who has a share or interest in the SOP
Scope	The area covered by an activity, topic, etc
Prerequisite	Required or necessary as a prior condition