Zoom Room Classroom Setup

*Class Zoom meetings should be created in D2L (Courses) before the start-time of any given class. See guide for more details

Room Startup

1: If the room equipment is currently off, locate the touch panel, normally on the Instructor Podium. (If it showing a fully black screen, touch the screen once.)

2: If Zoom Room controls are showing (blueish interface,) touch the HOUSE button (shown below) to navigate to Local Room controls. Otherwise, move on to Step 3.
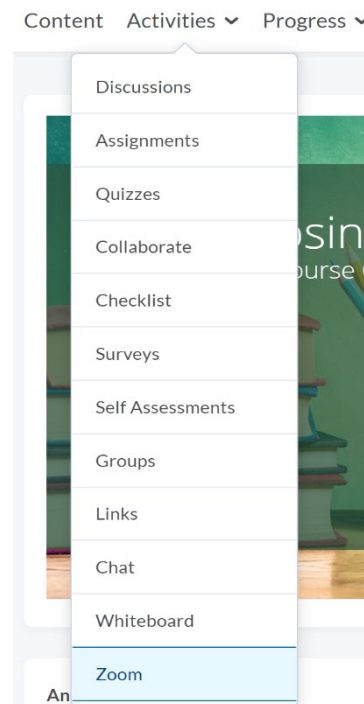

3: "Touch screen to start system…" should be on screen. Touch the screen.

4: With the system turned on, click the **HOUSE** button to navigate back to Zoom Room controls.

Logging in to your Zoom Class Meeting

1: Log into your course shell in D2L.
2: Select **Zoom** under **Activities**

3: Select the **Start** button on the appropriate day-of-class Zoom session.

4: After starting, Zoom may prompt you with a **Launch Application** box (If not, proceed to step 5.). Select **Open Zoom Meetings** if this box comes up.

5: The Zoom session will bring up the Zoom Client software. Do not click "Join with Computer Audio" when the box shows up; instead, simply hit the X button in the upper right of this particular dialog box.

- If the instructor is seeing their self, click the 'Stop Video' button in the lower left of the Zoom Client screen.
- If the instructor is hearing their self, click the "Mute" button in the lower left of the Zoom Client screen.

Connecting the Zoom Room with the Zoom Class Meeting

1: First, full screen the Zoom Client software.

2: 1: In the Zoom Client software, click the Participants button (if the Participants panel is not already showing,) then click the Invite button. This will display the "Invite" box.
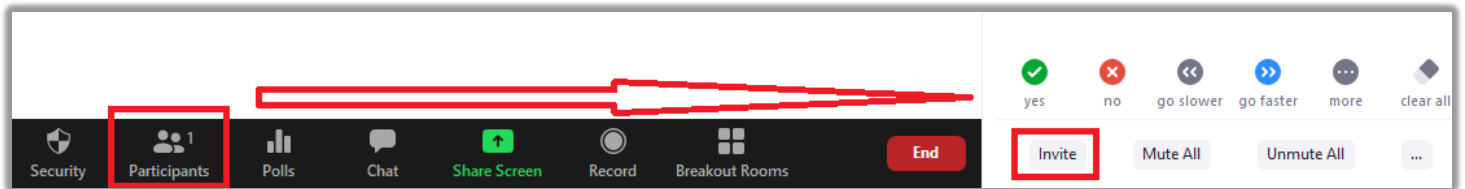

3: On the Zoom Room Touch Panel, click the "Join" button on the left hand side of the display.

4: Type in the Meeting ID (shown in the upper left of the "Invite" box in the Zoom Client software.) Click the check mark button to confirm.

5: Another box will show, requesting the passcode. Type in the Meeting Passcode (shown in the lower right of the "Invite" box in the Zoom Client software.) Click "OK" to confirm.
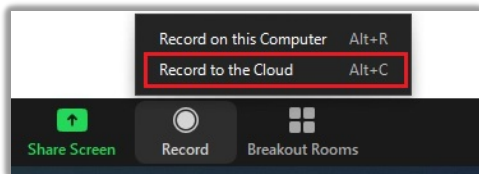
*Picture below is purposefully blurred to block private information.

Meeting ID

Passcode
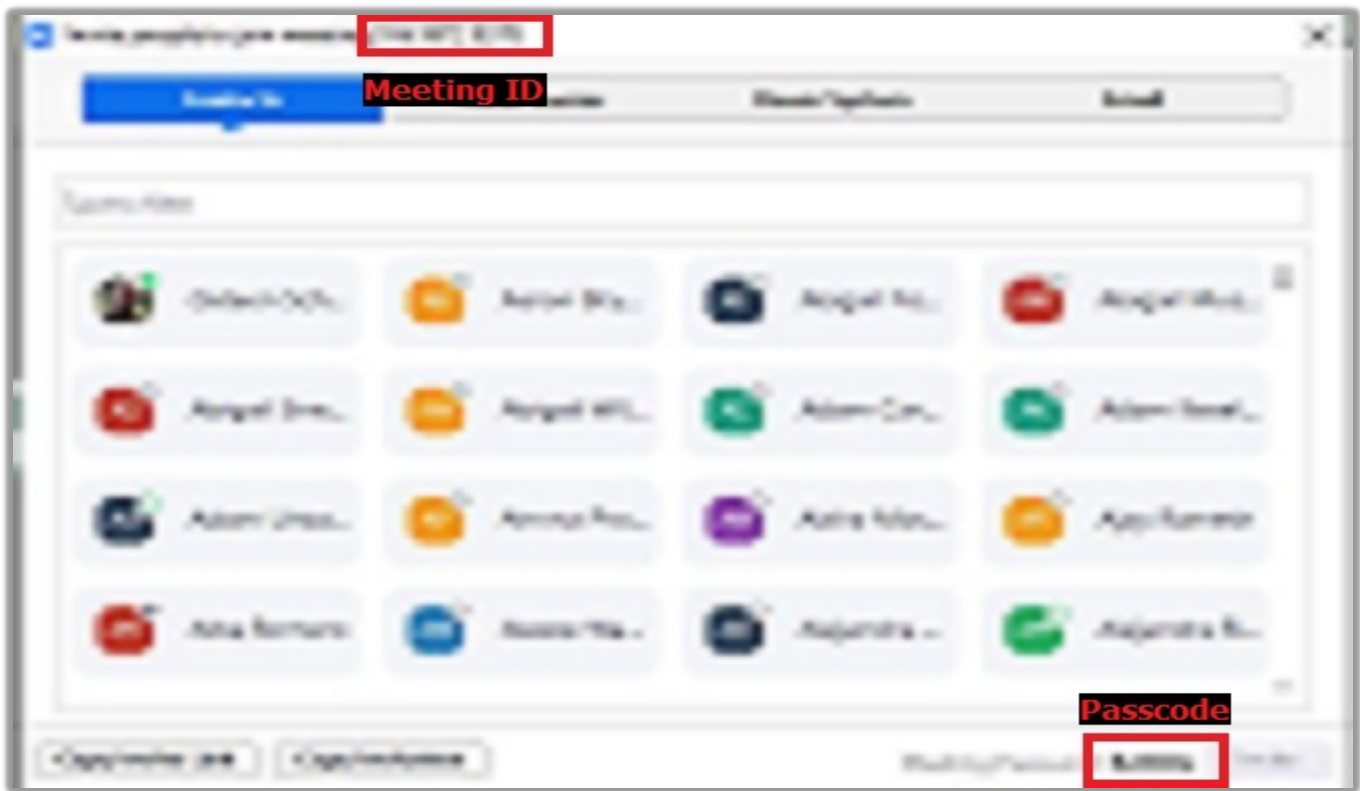
6: Close the "Invite" box via the X in the upper right corner of the "Invite" box.

Recording Class

1: In the lower section, click the Record button.

2: Click "Record to the Cloud"

| Record on this Computer | Alt+R |
| Record to the Cloud | Alt+C |

Share Screen   Record   Breakout Rooms

*When class is finished and closed (instructions explaining how to close out a class come later,) the recording will be automatically stopped.

Muting Microphone

1: On the Touch Panel, in Zoom controls, click the Microphone button, top left, to mute and unmute.

1a: If a line is through the Microphone symbol, it is muted. The button should also read "Unmute" underneath, and be colored different than the majority of other buttons.

1bL If the Microphone symbol has no line, it is unmuted. The button should also read "Mute" underneath, and be colored the same as the majority of other buttons.

Sharing Content

Sharing integrated Instructor PC

1: Minimize the Zoom Client software.

2: On the Zoom Rooms touch panel, touch the "Share Content or Camera" button.

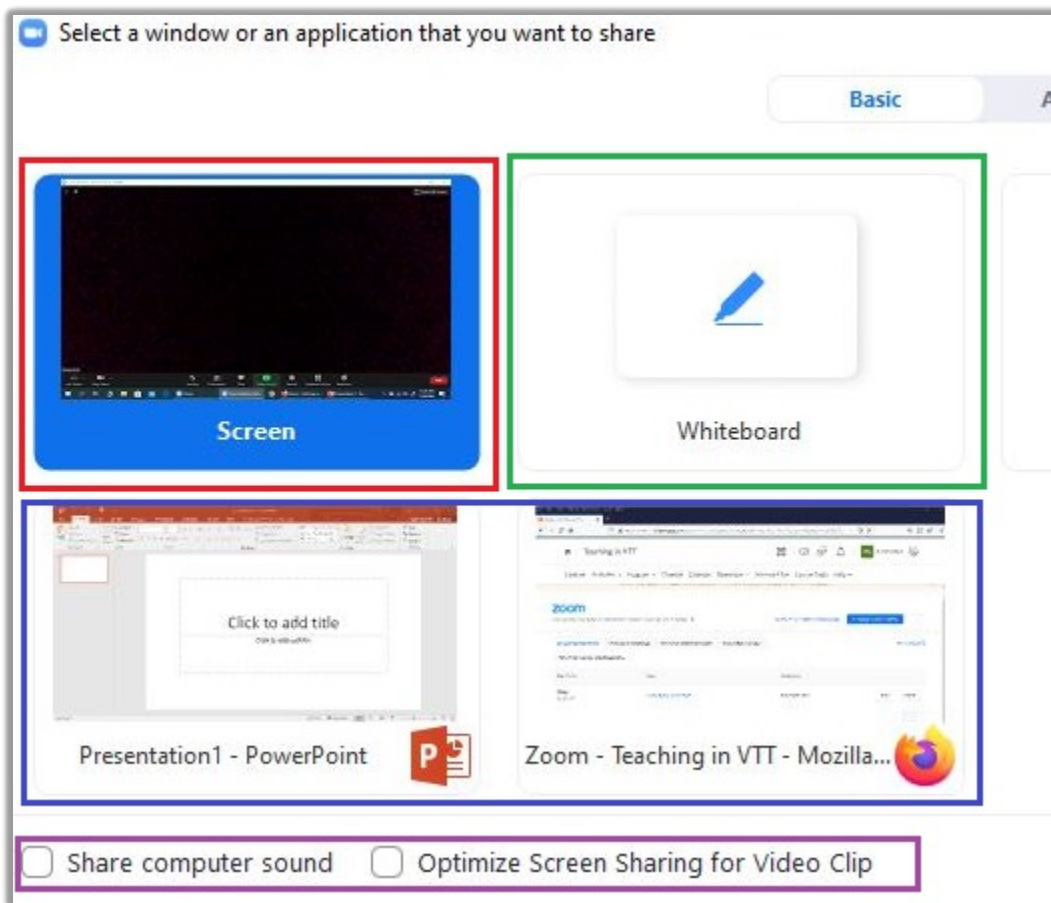3: On the menu that comes up, click the "Start Sharing" button in the HDMI section.

At this point, your Instructor PC is sharing content, and all video and audio being shown can be seen by those connecting into the Zoom session.

Sharing Instructor's laptop if there is no Instructor PC installed in the Zoom Room.

*In any content sharing case involving the Zoom Client software, it is necessary to have the intended content up and running before clicking "share content" if user is intending to only choose a specific program. (Youtube videos, Powerpoints, ect.)

1: In the Zoom Client software (still connected into the Zoom session,) click the "Share Screen" button bottom center of the software.

2: Choose what content to show. If choosing "**Screen**", what the instructor sees is what other participants will see at all times, minus the Zoom Client software itself. If choosing "**Whiteboard**," only an annotation-used whiteboard will show to the other participants. If choosing any **Program** (Powerpoint, web browser, ect.) only that program will be shown to the participants, even if working in another program entirely. No matter what style of content is displayed, the Windows Taskbar on the bottom of any Windows computer may still show up time to time.

3: It is often best to have "**Share Computer Screen**" and "**Optimize Screen Sharing for Video Clip**" both checked, unless there is an absolute reason why they should not be.

4: Once those options are selected, click the "Share" button.

At this point, your Instructor's laptop is sharing content, and all selected video and audio being shown can be seen by those connecting into the Zoom session.

Finishing Class

1: When the class is over, on the Zoom Client software, click the "End" button in the lower right, then click "End Meeting for All" (Remember that the Zoom Client software may still be minimized at this time.) After ending class, recordings will stop automatically. This will also disconnect the Zoom Room from the call.
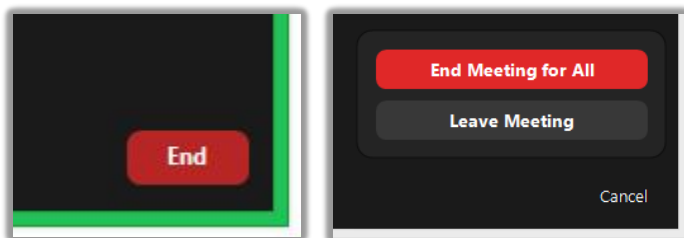
2: Be sure to log out of saintleo.okta.com as well, and any other webpages you may have logged into during the time of class.