

# A Guide for Using Zoom in the Classroom

## Before Class

1. Schedule your Zoom meeting (recurring meeting recommended for weekly class sessions).
2. Send the meeting link to students.

### Option 1: Schedule at Zoom.us

- From zoom.us go to Meetings.
- Schedule the meeting.
- Copy the invitation.
- Add the meeting link to Canvas (homepage, modules, announcement, message, etc.) and/or send via email.

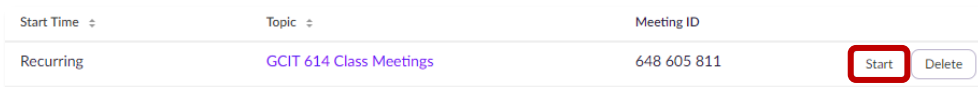
### Option 2: Schedule using the Zoom tool in Canvas

- Access your Canvas course.
- Add Zoom to the course menu from Settings > Navigation.
- Click Save.
- Click Zoom from the course menu.
- Schedule the meeting.
- Students will access the meeting link from the Zoom area in Canvas.

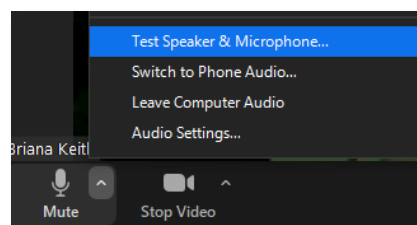
## On the Day of Class

1. Plug in your laptop or turn on the computer in the classroom.
2. Plug in your microphone, web camera, or any additional equipment.
  - a. Make sure the microphone isn't muted.
3. Turn on the projector.

4. **Start the Zoom meeting** from Zoom.us or from the Zoom tool in Canvas.



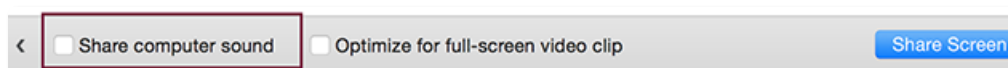
5. **In Zoom test the speaker and microphone.**
  - a. Click the arrow next to mute/unmute.
  - b. Select Test Speaker & Microphone.
  - c. If no audio, then change speaker to Conexant, Extron, or try all of them.



6. Open PowerPoint or the documents that you will be showing during class.
  - a. In PowerPoint, you can begin Slideshow Mode.

### 7. Begin Screen sharing.

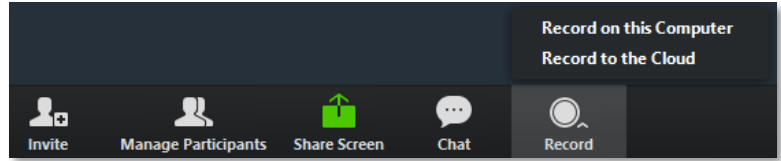
- a. Return to Zoom. > Click Share Screen. > Select Screen, Screen 1, or Screen 2.
- b. To share the document camera, click Share Screen > Click Advanced > Click Content from 2<sup>nd</sup> Camera.
- c. To share audio from a video, check the box to share computer sound.



8. As students join, ask them to test their microphone and speakers.

9. **Start the Recording.**

- a. Record to the cloud provides a sharable link and download options.
- b. Record on this computer will download to the computer. Then you will need to upload the video to Google Drive or YouTube to share it.



10. Return to PowerPoint to advance the slides or navigate to other applications you are sharing.

- a. Keep an eye out for raised hand or chats in Zoom.

11. At the end of class **stop the recording, stop screen sharing, and end the meeting.**

- a. Tips: You may have to exit minimized view. Look on projector to end screen sharing or try Windows Key + P to display on the PC screen only.
- b. You will receive an email when the cloud recording is ready. Due to unusually high volume during the COVID-19 pandemic, cloud recordings may require extra processing time.

## After Class

Share the recording with students.

### Option 1: If you Scheduled at Zoom.us

- From zoom.us go to Recordings.
- Click Share.
- Copy to clipboard.
- Paste the recording link in Canvas (modules, announcement, message, etc.)

### Option 2: If you Scheduled using the Zoom Tool in Canvas

- Access your Canvas course.
- Click Zoom from the course menu.
- Click the Cloud Recordings Tab.
- Click Publish.

<input type="checkbox"/>	Topic	ID	Start Time	File Size	Publish
<input type="checkbox"/>	Sandbox Keith 2 Wednesday Test Rev1 ew	872 4467 160 1	Aug 12, 2020 10:4 3	1 Files (51 K B)	<input checked="" type="checkbox"/> Delete

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## Video Cart Options

1. Turn on the video cart. Turn on the laptop. Then, use the two remotes to turn on the tv screen and web camera.
2. Connect the laptop to WiFi if it isn't already. (SFU-Secure and login with your SFU username)
3. Sign into Zoom on the video cart if you plan to host the meeting from that device or use join meeting and enter the numbers for your meeting room.
4. If hosting click Start Meeting. Test speakers, microphone, and web camera.
5. Start the recording.
6. Stop the recording and end the meeting.

## Advanced Video Cart Options

- Sign into from your own laptop or the podium computer. Start the meeting. Then mute the speakers and microphone on this computer. Begin screen sharing such as displaying a PowerPoint.
- From the Video cart, open zoom and click join meeting. Enter the meeting ID number. Use the microphone and speaker from this device to broadcast sound.