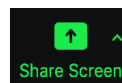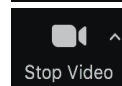# NYU Zoom Classroom
Quick Start Guide for Faculty

1. Connect your laptop or tablet to **NYU Wi-Fi**.

2. If all students are in the classroom and you are only sharing content:

    a. Open your Zoom application and click **Share Screen**.
    b. Go to the in-room control panel and click the **Share Screen** icon.
    c. Select your device and the sharing key will be in the pop-up menu.
    d. Return to the Zoom application on your computer and enter the **Sharing Key**.

If you wish to use Zoom for **recording or remote students**, follow the steps below.

1. Open your Zoom application and click **Share Screen**.

2. Ask students who are physically in the classroom **not** to join the Zoom meeting. The large, in-room monitor provides audio and video for everyone in the room.

3. **Mute** your laptop speakers.

4. Go to **nyu.zoom.us**, click **Login to Zoom**, then log in with your NetID and password.

5. Go to **brightspace.nyu.edu**.*

    a. Open your course under **My Courses**. Alternatively, click on the menu next to your messages in the nav bar to open your course.
    b. On the course page, click on **Zoom** in the nav bar.
    c. On the right, click **Start** next to your class meeting.

6. In the **Zoom app** that opens:

    a. Confirm that your microphone is **muted** (icon will show "Unmute").
    b. Confirm that your **video** is on (icon will show "Stop Video").

7. **To connect the Zoom meeting to the in-room experience** (in-room audio/video and your laptop camera):

    a. Find the **Meeting ID** by clicking the green shield icon at the top left of the meeting window.
    b. On the **in-room control panel** (below the large, in-room monitor), tap **Join** on the left, type in the Meeting ID, tap **Join** on the right, then enter the **meeting passcode** (if using one).
    c. **Confirm** that the audio/video is working by looking for a small green light on the top of the in-room control panel. The large, in-room monitor should now display your laptop screen (when shared) and the faces of remote participants. If remote participants have not yet joined, you'll see a small video preview of the Zoom Classroom.
    d. Click **Share Screen** to share your laptop screen in the Zoom meeting.
    e. From your laptop, click **Record** to begin recording.

* Not using NYU Brightspace? Instead of step #5, start your Zoom meeting and invite students using the Zoom app or NYU Calendar. See **nyu.edu/it/zoom/classrooms**.

TIPS & REMINDERS

Whiteboard Camera

To activate the in-room whiteboard camera and share that whiteboard content in a Zoom meeting, first complete steps 1 - 7, then:

a. Tap the green **Share** button on the **in-room control panel**.

b. On the pop-up screen that opens, tap the **Camera** tab.

c. On the next screen, tap the camera name (**Huddly, Logitech, etc.**).

Hear an echo?

You're using the in-room microphone and speakers, so ensure that your and your students' laptop speakers and Zoom microphones are muted to avoid overlap.

Log in at nyu.zoom.us

You and any remote participants should log in at **nyu.zoom.us** before joining the meeting to ensure a more consistent experience.

Questions?

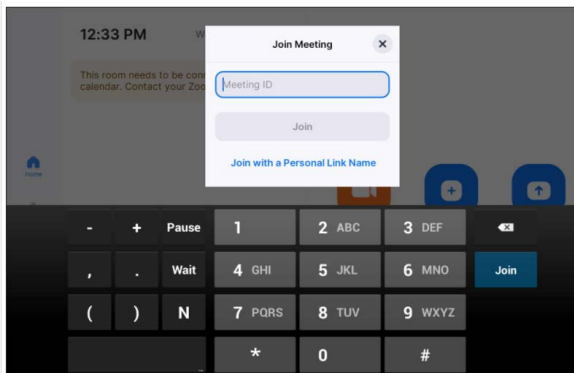Call **212-998-3400** for in-classroom help.

NYU Zoom Classroom
Visual Guide

## Connect the Zoom Classroom to the Zoom Meeting

Mute your laptop speakers and the microphone in the Zoom app to avoid an echo (see #4 below).

1. On the in-room control panel, tap **Join** on the right side of the screen.

2. Type in the **Meeting ID** (see step #7 on the reverse side of this card for instructions on how to find it).

3. Tap **Join** on the right, then enter the **meeting passcode**, if prompted.

The large, in-room monitor will now display your laptop screen (when shared) and the faces of remote participants.

Manage the Meeting with Your Laptop's Zoom App
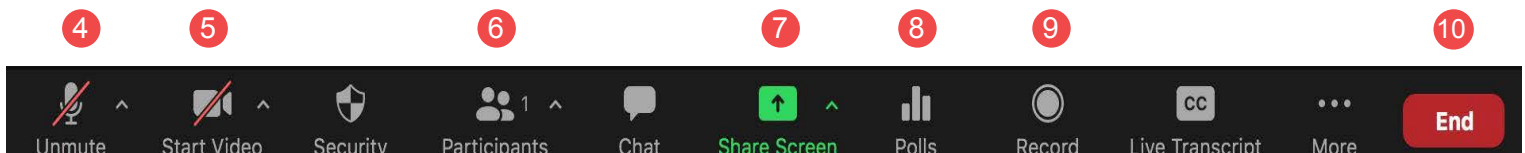
In the Zoom app, use the toolbar to manage the meeting. Popular tools and settings include:

4. **Mute** your computer's microphone at the start of class to avoid an echo.

5. Start or stop your laptop's **video camera.**

6. Use **Participants** to admit people from the Waiting Room, if in use, and to manage their settings.

7. **Share** your laptop screen or open a virtual whiteboard for collaborative annotation.

8. Use **Polls** to create quick, in-class surveys or quizzes, or use the Poll Everywhere service: **nyu.edu/it/polling**.

9. Click **Record** to capture the meeting's audio and on-screen video to share later.

10. To stop the Zoom meeting, click **End.**

NYU | Information Technology

Questions? Call **212-998-3400** for in-classroom help.