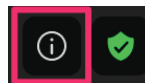
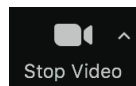
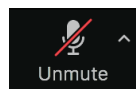


NYU Zoom Classroom Quick Start Guide for Faculty

1. Connect your laptop or tablet to **NYU Wi-Fi**.
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 classes.nyu.edu.
 - a. Open your course, then, in the left menu, click **Zoom**.
 - b. 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”).
 - c. Click **Share Screen** to share your laptop screen in the Zoom meeting.
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 “i” icon at the top left of the meeting window, next to the shield.
 - 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.



TIPS & REMINDERS

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 via NYU Classes. This helps ensure that you’re using NYU Zoom rather than a non-NYU Zoom account and supports a more consistent experience.

Use your laptop camera

As a supplement to the Zoom Classroom camera, this will allow remote participants to see you and feel more connected.

Visit nyu.edu/it/zoom

Manage your NYU Zoom Waiting Room, record your class, use polls, review whiteboard and tablet tips, and learn other ways to make the most of your Zoom Classroom.

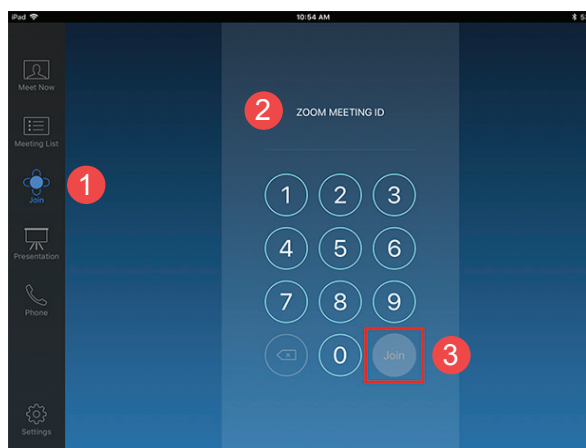
Questions?

Call 212-998-3400
for in-classroom help

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

NYU Zoom Classroom Visual Guide

Connect the Zoom Classroom to the Zoom Meeting

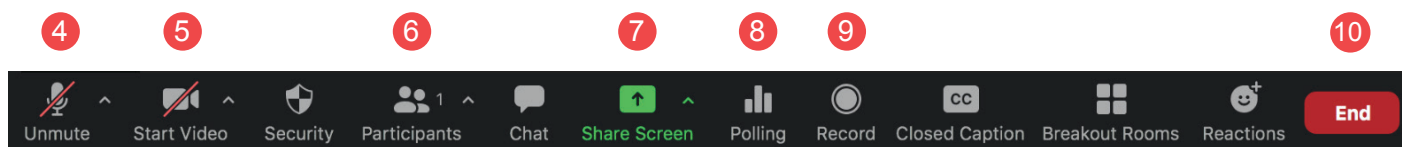


Mute your laptop speakers and the microphone in the Zoom app to avoid an echo (see #4 below).

1. On the in-room control panel, tap **Join** on the left 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 whiteboard for collaborative annotation
8. Use **Polling** 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**