



**PennState**

# Teaching with Zoom in a Campus Classroom

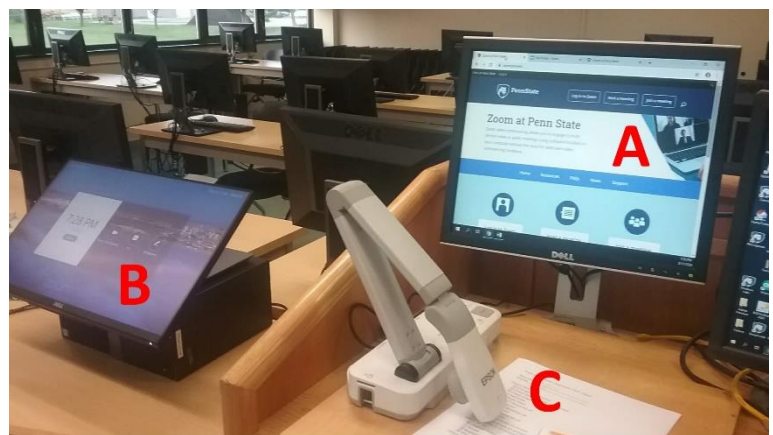
(Rossman Box Rooms)

You can use this method to teach live with students in this room, with students who are attending remotely, or both. You can also remove the chat and participant components and use this method to record your instructional content from this room without students.

**NOTE:** Before you log-into your meeting, adjust all general Zoom meeting settings at [zoom.psu.edu](https://zoom.psu.edu).

## Set Up the Podium Computer, Projector, and Zoom White Board

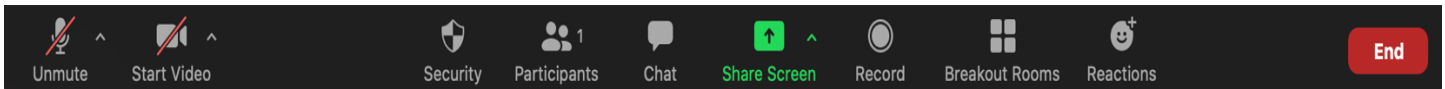
1. **Log in** to the instructor's podium computer **(A)** using your Penn State WebAccess ID (abc123) and password.
2. On the Rossman box (in the cabinet) click the **#1 button** on the **COMPUTER** line of blue buttons to connect the podium computer to the projector.



3. On the instructor's podium computer **(A)**, open an Internet browser and go to [Zoom.psu.edu](https://zoom.psu.edu) and log-in – this ensures that you'll be in Zoom as a host and not just a participant.
4. Open a new tab in the same browser and go to your Zoom room. (Tip: Put your Zoom room in Canvas for easy access).
5. Now go to the Zoom white board TOUCH screen **(B)** and touch "JOIN". Type the numbers associated with your Zoom URL – the SAME one that you are logged into on the instructor's podium computer- NOT the web address, just the **numbers** at the end of the web address. For example, if my Zoom room is <https://psu.zoom.us/j/1234567891>, I ONLY put in the "1234567891" on the touchpad. Touch "JOIN".
6. If you also want to use the doc cam **(C)**, open the Epson software on the instructor's podium computer and share that screen in Zoom.
7. Additional Devices? iPads? Log-in to the same Zoom room from the device's Zoom app and share screen from the new device.

## Zoom Quick Tips

1. Locate the Zoom tool bar and prepare your meeting, as needed:
  - Click the **up arrow** to the right of the **Unmute (microphone)** and select **Test Audio**
  - Click **Unmute (microphone)** to unmute your audio
  - Click **Start Video (video camera)** to share your video
  - Click **Chat** to open the chat
  - Click **Participants** to open the list of participants
  - Click **Share Screen** to share your desktop, a window, or an application with students
  - Click **Record** and select **Record to the Cloud** to access in Kaltura and Canvas if recording. REMEMBER to tell students a recording is being made!



Zoom toolbar

2. Instruct all students to:
  - Log in to your Zoom meeting
  - Ask and answer all questions in chat
  - Mute ALL microphones (in person and at home students) whenever anyone is NOT talking – this prevents feedback
  - Mute device speakers (in person students only who are on Zoom)
3. Teach the class and refer to chat throughout for questions.
4. Use the Touch Screen whiteboard (first stop sharing the instructor's screen if needed) by **tapping the lower left corner of the touch screen and clicking on Whiteboard**. This automatically shares the whiteboard screen through the projector for students in room and in Zoom for those at a distance.
5. Click the **Stop Recording** button at the end of your class if you are recording.
6. Click **END** the meeting to end it on all devices.
7. Click the **Log out** button on the Podium Computer to ensure you are properly logged off.
8. Locate recording (after sufficient processing time) in your Zoom dashboard (Zoom.psu.edu – Log-in - Choose Recordings) or in Kaltura Media Space (cmm.psu.edu – log-in to Kaltura – click on My Media to see the list of recordings).

**Faculty and Staff who need immediate assistance should contact the IT Helpdesk in GISTC 106 by calling 717-771-4080.**

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