



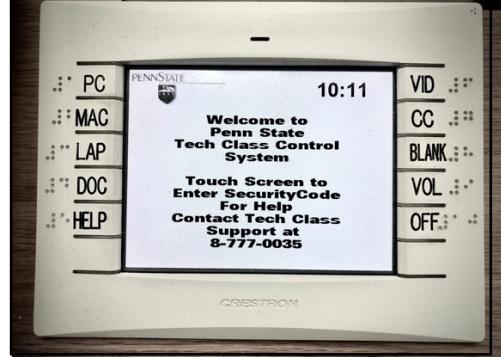
Teaching with Zoom in a General Purpose Classroom (GPC) at University Park

Step 1: Set Up the Podium Computer and Projector

The podium computer allows you to utilize the in-room microphone and speakers as well as hard-wired internet for a stable connection.

NOTE: If you choose to use your own laptop or device, the in-room audio will not work.

1. **Log in** to the podium computer using your Penn State WebAccess ID (abc123) and password.
2. Push the **power button** on the Crestron podium control system, if necessary.



Crestron, white pod with touch screen



Crestron, black pod with hard buttons

3. Click the **PC button** to connect the podium computer to the projector.
NOTE: Always use the PC button to connect to the in-room microphone and speakers.
4. Ensure the **webcam** is plugged into the USB ports on the podium computer desktop tower or the USB ports near the monitor, so that students can see your video.
NOTE: A webcam can also be used in place of a microphone.

Step 2: Log in to Zoom and Teach

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 begin, ensure all content is accessible online or via USB drive plugged into the podium computer and adjust all Zoom meeting settings at zoom.psu.edu.

1. Click to open the **Zoom App** from podium computer desktop.
2. **Log in** to Zoom “**with SSO**” using your Penn State WebAccess ID (abc123) and password, if prompted.
3. Click **Join** and enter your **Meeting ID**.
4. Locate the Zoom tool bar and prepare your meeting, as needed:
 - a. Click the **up arrow** to the right of the **Unmute (microphone)** and select **Test Audio**
 - b. Click **Unmute (microphone)** to unmute your audio
 - c. Click **Start Video (video camera)** to share your video
 - d. Click **Chat** to open the chat
 - e. Click **Participants** to open the list of participants
 - f. Click **Share Screen** to share your desktop, a window, or an application with students
 - g. Click **Record** and select **Record to the Cloud** to access in Kaltura and Canvas



Zoom toolbar

5. Instruct all students to:
 - a. **Log in** to your Zoom meeting using their Penn State WebAccess ID (abc123) and password
 - b. Use **chat** to ask and answer all questions
 - c. **Mute microphones** (in person and at home students)
 - d. **Mute device speakers** (in person students only)
6. Teach the class and refer to **chat** throughout for questions.
7. Click the **Stop Recording** button at the end of your class.
8. Click the **Log out** button on the Podium Computer to ensure you are properly logged off.
9. Locate recording in your **Media Gallery in Canvas** or **Media Space in Kaltura** after sufficient processing time.

Faculty and Staff at University Park who need immediate assistance in a technology classroom should call the **TLT Learning Space Technologies Hotline at (814) 777-0035**.