Using Zoom in a Standard Classroom

In both standard and non-standard classrooms, Hofstra ITS recommends that you use Zoom as the main communication and recording tool.

Zoom offers several benefits:

- You will be able to see and hear your remote students (assuming they have webcams and/or microphones installed on their personal devices) directly through the speaker system in your classroom.
- Using the Share Screen feature, you can display anything from your computer screen with your remote students, including slideshows, a whiteboard app, and multimedia files.
- If you want, you also can have remote students share their screens with the class. Their screens will be displayed through the classroom projector.
- Your in-class students will be able to see anything you project to the screen at the front of the classroom, and, of course, hear and see you!

If you use the wall-mounted camera in the room, your remote students will be able to see you (or another part of the classroom) through that camera. You can adjust the direction of the camera (see below for steps).

Connecting to Remote Students from Your Classroom

To communicate live with remote students while you're in the classroom, launch a Zoom meeting either from the podium computer or from your laptop.

Setting up Your Zoom Class Meeting

You can create a single Zoom meeting for use during every one of your class sessions. Follow these steps to set it up:

1. Log into your Blackboard course.
2. Click on the Zoom Room link from the main menu at the left. If you don’t see that link, please contact the IT Service Desk for assistance.
3. At the top right corner of the page that appears, click the Schedule a New Meeting button.
4. On the page that appears enter a Topic (i.e., title) for your Zoom class meeting (or you can leave it with the name that’s there by default).
5. Scroll down the page to the When section. Then check the Recurring meeting checkbox.
6. Click on the Daily option and change it to NoFixed Time.

<table>
<thead>
<tr>
<th>Option</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recurring meeting</td>
<td>Every day, until Aug 22, 2020, 5 occurrence(s)</td>
</tr>
<tr>
<td>Recurrence</td>
<td>Daily</td>
</tr>
<tr>
<td>Repeat every</td>
<td>Daily, Weekly, Monthly</td>
</tr>
<tr>
<td>End date</td>
<td>After 7 occurrences</td>
</tr>
<tr>
<td>NoFixed Time</td>
<td></td>
</tr>
</tbody>
</table>

7. Scroll down to the Security section.

   a. Leave the password as is, unless you have a compelling reason to change it. Note that students who access your course through Blackboard will not need to enter a password in any case. This password would only be used in situations where you shared a link to the meeting with people not enrolled in your course.

   b. If you want to prevent students from connecting to your meeting until you explicitly click to admit them, then check the Waiting Room option. If you feel it will be disruptive to your class (since you will need to click to admit late students, possibly during your lecture), then leave the option unchecked.

<table>
<thead>
<tr>
<th>Option</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security</td>
<td>Passcode: 0166n</td>
</tr>
<tr>
<td>Waiting Room</td>
<td>[ ] Waiting Room</td>
</tr>
</tbody>
</table>

8. Scroll down to the Meeting Options section.

   If you want to record your meetings, check the option for Record the meeting automatically. This will save you the trouble of turning on the recording feature while you're in the meeting.

   **We strongly urge you to use the "in the cloud" option.** This will ensure that your recordings are available to you after the meeting, regardless of which computer you use to hold the meeting.

9. Click the blue Save button at the bottom of the page.

10. On the page that appears, you'll see a summary of the meeting details. Note that you can make changes to the details by clicking the Edit this meeting button at the bottom of the page. Otherwise, you can close the page.

11. The meeting now will appear in the Zoom Room for your course.

   a. At any point, you can start the meeting by clicking the Start button at the right of the page. You will use this same link for every class meeting.
b. Students will see a **Join** button for the meeting when they go to the Zoom Room in your course. Once they click that button, they will connect to the meeting.

If you intend to use the wall-mounted camera, you **must** use the podium computer to run your Zoom meeting, as only that computer is configured to work with that camera. Otherwise, we recommend that you use a laptop with built-in webcam in order to stream video of the classroom to your remote students.

**Controlling the Wall-Mounted Camera**

In many classrooms, the wall-mounted camera can be configured to “follow” you if you move around in the front of the room. If you run a Zoom meeting, the camera will be detected as your main camera. This way, remote students will see the video from this camera as your video in Zoom.

**Step One: Turn on the computer!**

If the computer is not turned on, press the **power** button.

**Step Three: Select what you want to project**

To use the wall-mounted camera, you need to select **Podium PC** from the list of options. Note that it might already be selected.
The remaining steps are optional. You only need to follow these steps if you want to adjust the position of the camera.

**Step Four: Reset the camera position**

To adjust the camera, find the Stream Deck panel on the podium.

Then press the **Home** button. This will reset the camera to its default position.

**Step Five: Launch the camera tracking software**

To make sure that the camera follows you if you move around at the front of the room, press the **Tracking** button. This will launch a window on the podium computer.
Step Six: Connect to the tracking software

In the window, click on the Connect button to activate the tracking feature.

Step Seven: Choose the camera in the tracking software

In the window, click on the Main button to select the camera.
Step Eight: Adjust the camera tracking

To enable tracking, click the **tracking** button above 'Start/Stop'.

To disable tracking, you can click the same button.

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Step Nine: Select the "subject" that you want to track
Finally, look in the image and click directly on the “subject” (that's you!) you want to track.

A light-blue box will appear; this box tells you whom the software will track.

Whether you choose to use a camera or not, you can still stream your audio and everything you display on your computer screen to your remote students by using Zoom’s screen sharing feature. (Any students in the classroom with you can see everything you do on your computer through the classroom projector.)

Please click here for instructions on how to share your screen in Zoom.

Recording Your Class (Lecture Capture)

Recording your class is as simple as clicking the “Record” button in your Zoom meeting or setting your meeting in advance to record automatically.

If you intend to use the wall-mounted camera, you must use the podium computer, as it is configured to work with that camera. Otherwise, we recommend that you use a laptop with built-in webcam in order to include video of the classroom in your recording.

If you choose not to use a camera, you can still record your audio and everything you do on your computer by using Zoom’s screen sharing feature. Also, any audio, video, or screen sharing by remote students will also be included in the recording.

Recording Your Class (Lecture Capture) with Zoom

You can use Zoom's built-in recording feature to save a video of your class. Zoom can save this video directly to your account in “the cloud,” meaning it will be available to you and your students from any device with an internet connection.

Since Zoom recognizes the wall-mounted camera in your classroom, that camera’s video can be included in the final video Zoom produces. Also included will be anything you share on your screen while in the class meeting.
Follow these steps to record your class and make it available to your students:

1. First, decide whether you want to record your Zoom class meetings automatically or manually:
   a. By setting your meetings to record automatically, you don't have to worry about pressing a "Record" button at the start of each class. It will happen seamlessly. And if you set the automatic recording to save "to the cloud," which we strongly recommend, then you can leave the classroom immediately after you end the meeting (i.e., you don't need to wait for the video to save).
   
      Please see the Setting Up Your Zoom Meeting section above for guidance on turning on the automatic recording feature for your meetings.
   
   b. Alternatively, you might want to turn on the recording feature manually. This would be useful if you don't only plan to record a few class sessions, or only small portions of a class session. You can start and stop recording multiple times during your class meeting. Zoom will save a separate video each time you stop recording.

      If you choose to turn on the recording feature manually, you will need to press the Record button at the bottom of the Zoom interface while you are in the meeting.

      Zoom then will prompt you to decide where it should save the recording. We strongly recommend you choose to save to the cloud. This will ensure that the video is available to you after you leave the classroom. If you record to the computer, we cannot guarantee that the video will save properly or that you will be able to retrieve it.

      After you begin recording, you will see that the Record button at the bottom of the Zoom interfaces changes to Pause/Stop Recording buttons. Press the Stop button to finish recording. Zoom will begin immediately to process the video.

          If you press the Pause button, the recording will stop momentarily. You can press the button again to resume recording.

2. When it's time to end your meeting, Zoom will either process the recording automatically or prompt you to confirm that it should process it.
   a. If you set up your Zoom meeting to record automatically: You do not have to do anything before leaving the classroom. Upon ending your meeting, Zoom will process the video and send you an email message as soon as the video is available to view.
   
   b. If you chose to record manually while in the meeting: Upon ending the meeting, Zoom will prompt you to confirm it should save the recording. Press the Yes button. Then you can leave the classroom.
Visit our new knowledge base for information on sharing Zoom recordings.