

# Zoom Classroom Basics

Online Learning | CIIS

*For additional support, please send us a chat message at [www.VCLhub.com](http://www.VCLhub.com)*

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## Enter the physical classroom:

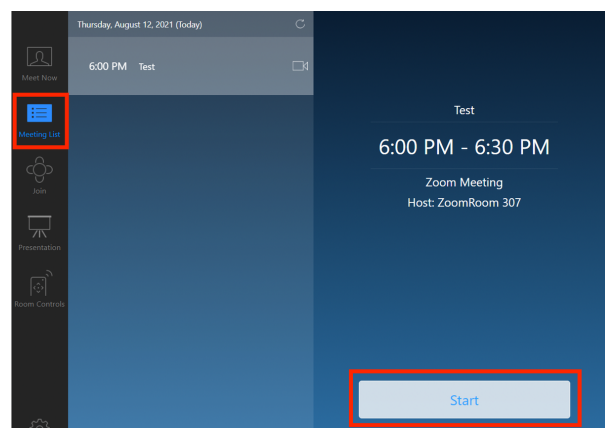
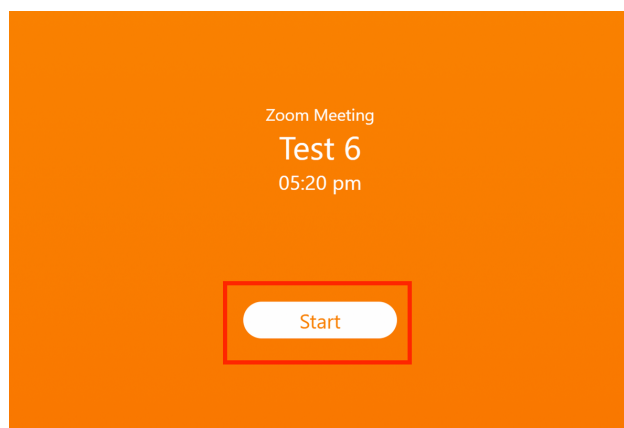
Find the Zoom Room controller on the classroom podium. Turn on the projector with the white remote control and the confidence monitor using the black remote control. **\*\*\*DO NOT plug the HDMI cable into your computer before starting the meeting.\*\*\***

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## Start your meeting:

There are two screens that appear frequently when a class is scheduled to begin- a default meeting screen with just your course listed or a global navigation menu with "Meet Now," "Meeting List," "Join," "Presentation," and "Room Controls." Click the large **Start** button that appears on the home screen beneath your course title and start time OR click **Meeting List** on the navigation, then select **Start**.

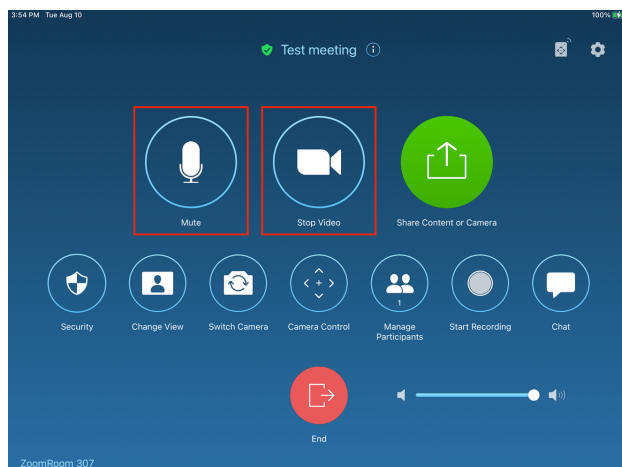
**If the Zoom Room Is not automatically Host, please chat [www.VCLhub.com](http://www.VCLhub.com) and request to be made host.**



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## Turn the camera and microphone on/off:

You may toggle the camera and microphone on/off using the below buttons.



Continues on reverse.

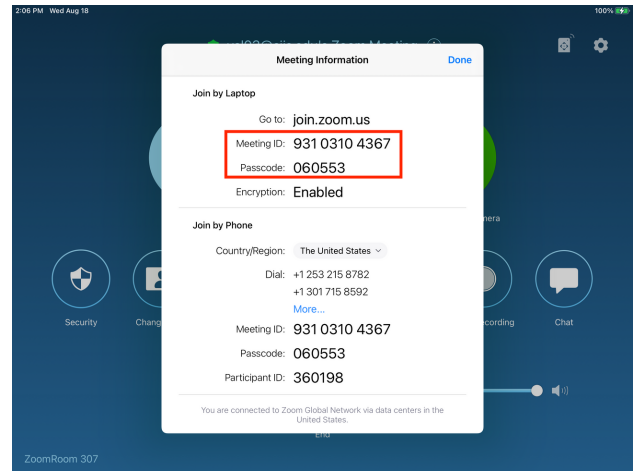
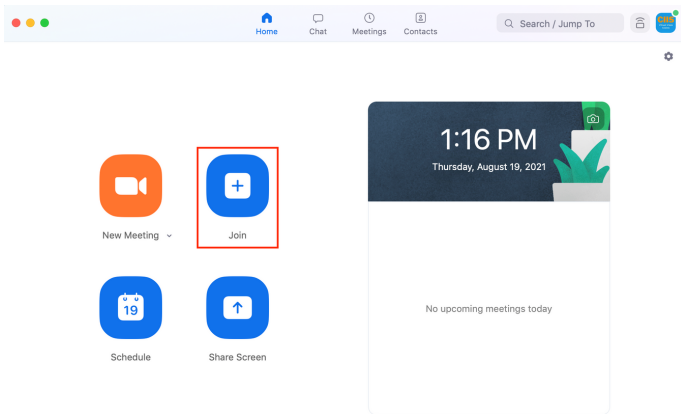
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## Connect your computer to the Zoom meeting:

Plug the HDMI cable into your computer OR perform the following:

Open zoom desktop client. Join the meeting using the link emailed to you or by using the **Meeting ID** and **Passcode**. **\*\*\*DO NOT join audio. Close out of the audio pop-up box, then press "continue" on the next screen.\*\*\***

You may find the **Meeting ID** and **Passcode** by clicking the  icon next to the meeting title.



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## Share your screen:

After following Step 4 above, assign your computer as host. On the Zoom Room controller, select **Manage Participants**, tap the name of your computer, then select **Make Host**. Once your laptop is the host, you can share your laptop's screen. **\*\*Please note that all chats between participant and host will now go to the host computer.\*\***

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## Create breakout rooms:

After following Step 4 above, assign your computer as host. On the Zoom Room controller, select **Manage Participants**, tap the name of your computer, then select **Make Host**. Once your laptop is the host, you can create breakout rooms. If you need help doing this, please send a chat message to [www.vclhub.com](http://www.vclhub.com).

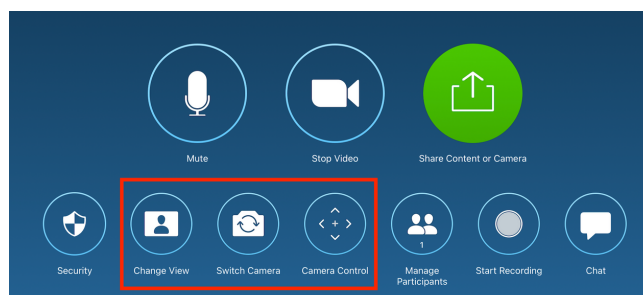
**\*We recommend sending students who need to connect to the Zoom meeting for breakout rooms out of the physical classroom to meet. All participants in the physical classroom will need to have their microphone and speakers turned off to join the Zoom meeting.** Students can turn their microphone and speakers back on after they leave the physical classroom.

**\*\*Breakout rooms must be turned off and closed completely to transfer the host privilege back to the ZoomRoom.**

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## Change the Zoom Classroom camera or camera angle:

Use the buttons on the Zoom Room controller to toggle the camera between Lecturer and Horseshoe and pan the camera.



For any help during your meeting, send a chat message to **[www.vclhub.com](http://www.vclhub.com)**