

# Zoom Classroom Basics

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:

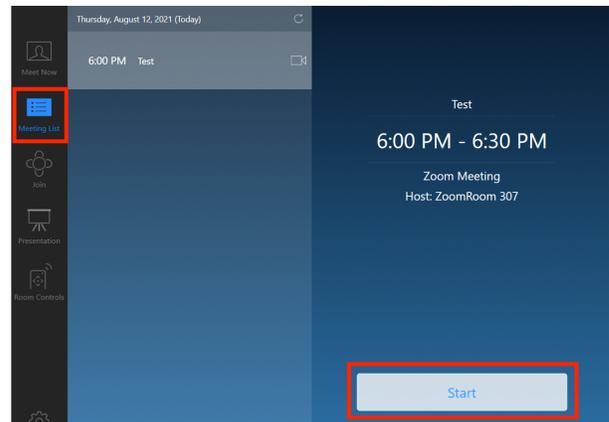
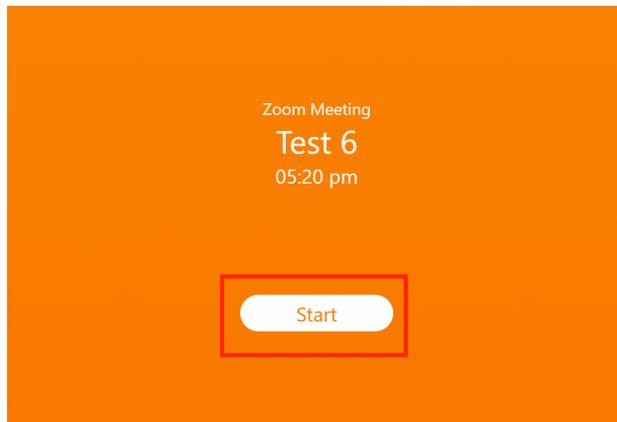
Find the Zoom Room controller on the classroom podium. Turn on the projector with the white remote control and the confidence monitor using the black remote control. **\*\*\*DO NOT plug the HDMI cable into your computer before starting the meeting.\*\*\***

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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**.

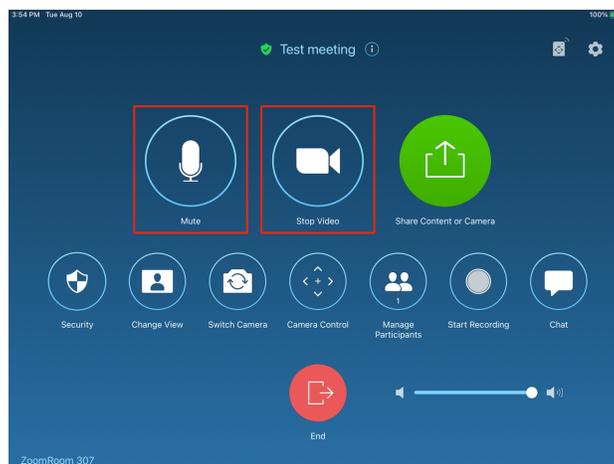
**If the Zoom Room is not automatically Host, please chat [www.VCLhub.com](http://www.VCLhub.com) and request to be made host.**



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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.

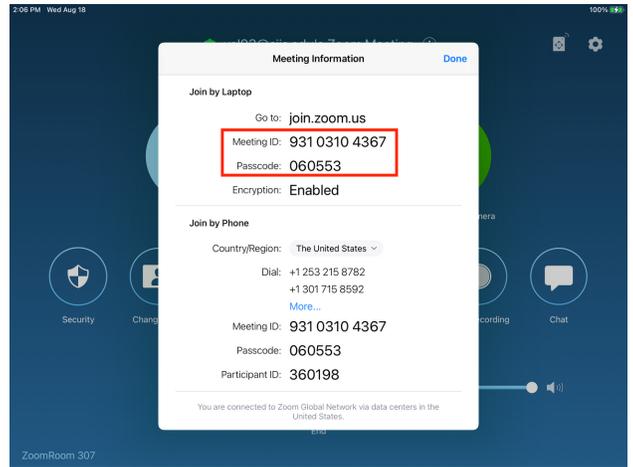
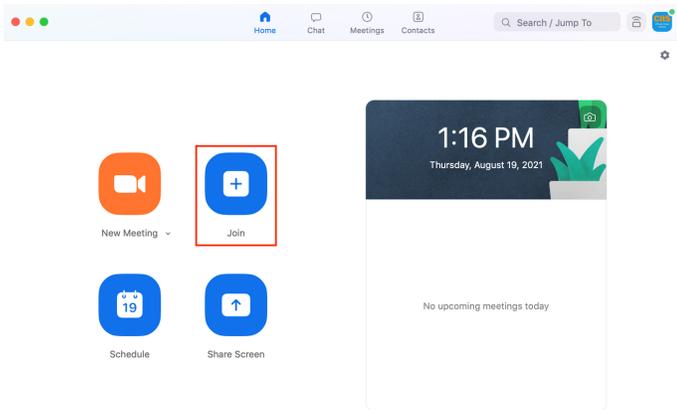
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## Connect your computer to the Zoom meeting:

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).

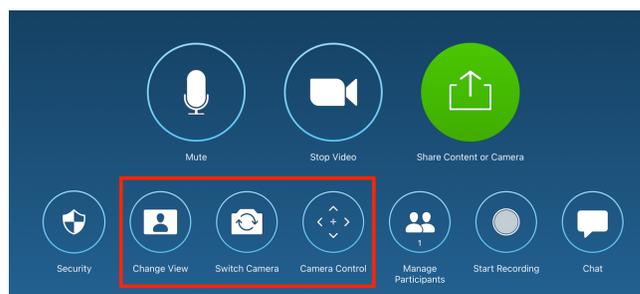
\*We recommend sending students who need to connect to the Zoom meeting for breakout rooms out of the physical classroom to meet. **All participants in the physical classroom will need to have their microphone and speakers turned off to join the Zoom meeting.** Students can turn their microphone and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