Getting Started in the Classroom

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**Step 1: Sanitize equipment and work area.**

Each classroom is equipped with hand sanitizer and wipe dispensers. When entering the classroom, it is recommended that faculty and students acquire a wipe to sanitize the desk surface, keyboard, mouse and AV controller if applicable prior to each use.

Please squeeze any excess liquid before applying on equipment.

![Wipe and hand sanitizer dispensers.](image1.png)

![Example of surfaces to be sanitized.](image2.png)
Step 2: Log in to the computer at the teaching space.

Some computers on campus are joined to a domain that may require a CaneID or other network login. Others may not require a login at all.

Sample desktop without domain login. Sample login requiring CaneID.

Step 3: Login to Blackboard.

Log in to Blackboard (courses.miami.edu) to access your Zoom sessions. If you have not done so, please visit the following tutorial to add Zoom LTI and begin scheduling Zoom meetings in your course site.
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Step 4: Log in to the Zoom desktop app.

Log in to the Zoom desktop app. Please review this tutorial to log in to Zoom and launch your meeting.

Remember to set up your Zoom classes to record automatically or click on the “Record” icon on the Zoom in-meeting control bar when ready and select “Record to the Cloud”. *

You can verify that you have logged in successfully when you see your initials on the top right-hand side of the Zoom desktop app. (If not, please click the initials and select “Sign Out.” Then, sign in using Single Sign On (or SSO).)

* After you’ve stopped recording or have ended your Zoom meeting, you will receive an email confirmation from Zoom to your UM email that includes a “Share recording with viewers link” and passcode. The share link and passcode may be posted on Blackboard course announcements or sent as an email to your students.
Step 5: Test audio and video settings in Zoom.

A. **Run test:** After your Zoom session has started, please test video settings, microphone, and speakers. Technology changes from room to room, so the names identified in the following screenshots may be different than what you might see in the classroom.
   - Click on the up arrow next to the microphone icon on the Zoom control bar and select “Test Speaker and Microphone.”
   - Follow the instructions provided in the prompts.
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- You should hear a ring tone. If you do, click “Yes.” If you do not hear a ring, please click on the drop-down arrow to select another option until you hear a ring tone.

![Speak and pause, do you hear a replay?](image)

- You will be prompted to speak and pause. You should hear your voice play back. If you do, click “Yes.” If you do not hear your voice play back, please change the “Microphone:” in the drop-down menu and test again until you hear your voice.

- Click “End Test” when finished to close the window.

![Your device is working properly!](image)
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B. Selecting a wired microphone in Zoom:
If you are bringing a microphone to connect to the computer in the classroom, such as a wired USB or 3.5 mm jack, please follow these steps (if not, please skip subsection B):
1. Click on the up arrow beside the microphone icon on the bottom left-hand side of the Zoom control bar.
2. To select the wired lapel microphone using USB, select “Microphone (2-USB Audio Device)” if using a USB adapter.

C. Selecting a video source in Zoom:
• Click on the up arrow beside the video camera icon on the bottom left-hand side of the Zoom control bar. Select the appropriate video source based on the webcam or USB document camera.
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Sharing a USB document camera through Zoom (when a single webcam is installed).

*Note: This option may not work when two webcams are installed.

1. Click on the “Share Screen” button on middle of the Zoom control bar.
2. Click the “Advanced” button at the top of the window and select “Content from 2nd Camera.”
3. Click “Share.”

- When sharing content from a second camera, you can quickly switch between video sources by clicking on the “Switch Camera” button located on the top left-hand side of the screen. Alternatively, you can press “Command + N” on your Mac keyboard or “Alt + N” on your Windows keyboard.
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Changing mirror setting on document camera in Zoom (when image appears reversed).

1. Click on the up arrow to the right of Video icon on the bottom left-hand side of the Zoom control bar.
2. Select “Video Settings.”
3. Under “My Video,” check or uncheck the “Mirror my video” setting.

Sharing and playing a video on Zoom

1. When sharing a YouTube video, click “Share” button, select “Basic” and select the window with the YouTube video.
   a. Select “share sound” and “optimize video clip” for best quality. Click “Share” and press “Play”.
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2. If sharing an MOV or MP4 file from your computer, click “Share” button, select “Advanced” and click the “Video” icon.
   a. Select “share sound” and “optimize video clip” for best quality. Click “Share” and press “Play”.

Resources

- Blackboard: [it.miami.edu/a-z-listing/blackboard](it.miami.edu/a-z-listing/blackboard)
- Zoom: [it.miami.edu/a-z-listing/zoom/](it.miami.edu/a-z-listing/zoom/)