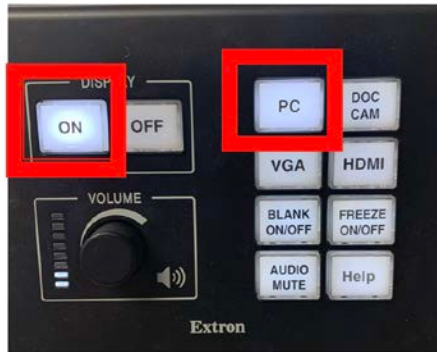# Zoom Classroom User Guide

1. Some rooms have this black box that allows you to turn on the projector by clicking the 'On' option under Display. Then make sure 'PC' is selected. If you don't see the computer being projected, then click 'Doc Cam' and then back onto 'PC'.


2. When the computer is turned on and the desktop has been loaded, click on the Zoom shortcut down in the computer task bar (blue camera icon).


3. With Zoom open, sign into your account and start your meeting.

4. There is a toolbar at the bottom of Zoom. Make sure your audio and video are turned on. Then click on the 'Mute' arrow and ensure the correct settings are selected:
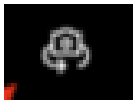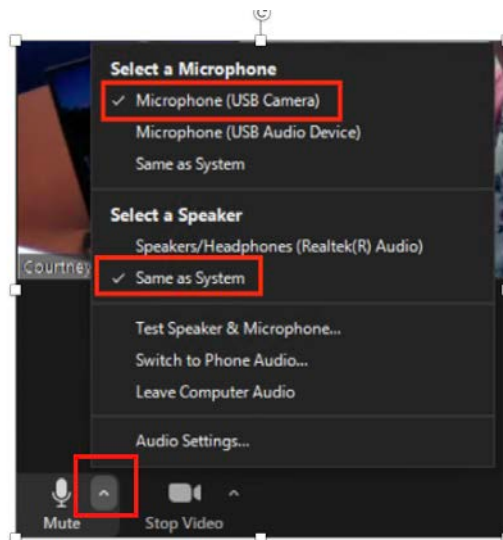
5. Test your audio by selecting the 'Test Speaker & Microphone' option.
    a. If you do not hear your replay, click the volume setting icon on the bottom right-hand side of the desktop. You can drag the blue/white bar to adjust the volume.
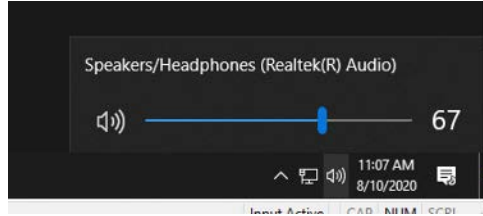
6. Click on the 'Stop Video' arrow and check your video settings:
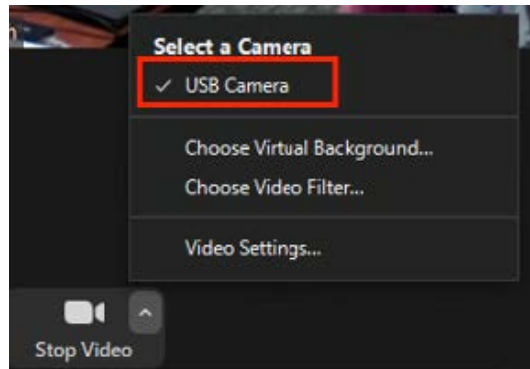
7. You will want to be sure that remote students can hear you as well. One option is to type in the chat and ask everyone if they can hear you.   If the student cannot hear you, have them test their speaker following step #5.

8. If you plan to use the document camera, make sure that is powered on and then on the computer taskbar click the Camera shortcut that is next to the Zoom shortcut. Not all document cameras could be connected to the computer. ==If you don't see the Camera shortcut then the document camera can't be shared through Zoom.==
    a. The camera app should display what your document camera currently sees. If instead it is displaying your webcam, click the button that looks like a camera with

    an arrow.
    b. To share the document camera with your students, go into the Zoom meeting and click the green "Share Screen" button at the bottom. A new window will pop up identifying all screen(s) or programs you can share. Select the screen that is currently running the other Camera app and click "Share".

9. Make sure to sign out of your Zoom account when you are done with your class.