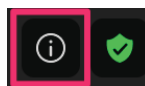
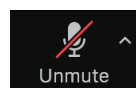


NYU Zoom Classroom

Quick DTEN Guide for Faculty

1. Connect your laptop or tablet to **NYU Wi-Fi**.
2. Ask students who are physically in the classroom **not** to join the Zoom meeting. The large, DTEN monitor provides audio and video for everyone in the room.
3. **Mute** your laptop microphone and speakers.
4. Go to **nyu.zoom.us**, click **Login to Zoom**, then log in with your NetID and password.
5. Go to **classes.nyu.edu**.
 - a. Open your course, then, in the left menu, click **Zoom**.
 - b. On the right, click **Start** next to your class meeting.
6. In the **Zoom app** that opens:
 - a. Confirm that your microphone is **muted** (icon will show "Unmute").
 - b. Confirm that your **video** is on (icon will show "Stop Video").
 - c. Click **Share Screen** to share your laptop screen in the Zoom meeting and show your slides to the class.
7. **To connect the Zoom meeting to DTEN experience** (DTEN audio/video and your laptop camera):
 - a. Find the **Meeting ID** by clicking the "i" icon at the top left of the meeting window, next to the shield.
 - b. On the **DTEN**, tap **Join** on the top, type in the Meeting ID, tap **Join Meeting**, then enter the **meeting passcode** (if using one).
 - c. **Confirm** that the audio/video is working by looking for a small green light on the top of the **DTEN**. The screen should now display your laptop screen (when shared) and the faces of remote participants when they speak.
 - d. Make sure the **DTEN** is not muted by touching the screen and making sure the microphone icon (bottom right) is not cross out.



TIPS & REMINDERS

Hear an echo?

You're using the in-room microphone and speakers, so ensure that your and your students' laptop speakers and Zoom microphones are muted to avoid overlap.

Log in at **nyu.zoom.us**

You and any remote participants should log in at **nyu.zoom.us** before joining the meeting via NYU Classes. This helps ensure that you're using NYU Zoom rather than a non-NYU Zoom account and supports a more consistent experience.

Use your laptop camera

As a supplement to the Zoom Classroom camera, this will allow remote participants to see you and feel more connected.

Visit **nyu.edu/it/zoom**

Manage your NYU Zoom Waiting Room, record your class, use polls, review whiteboard and tablet tips, and learn other ways to make the most of your Zoom Classroom.

Zoom questions?

Call 212-998-3333

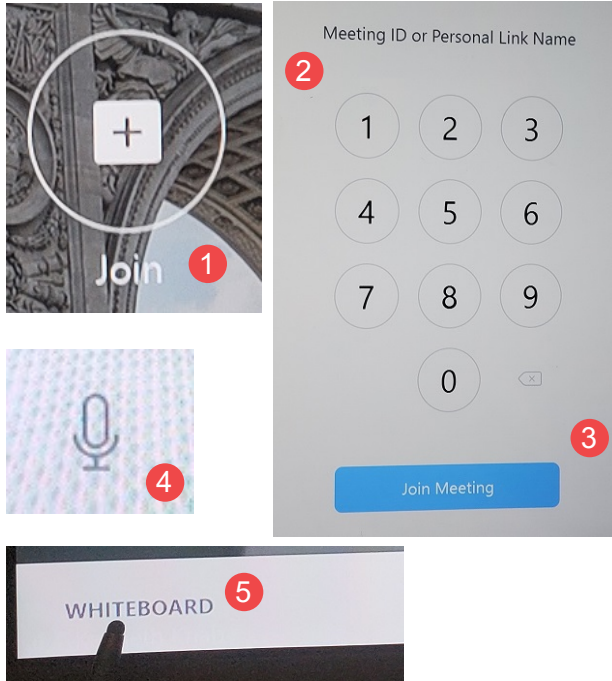
Email fas-edtech-group@nyu.edu

Equipment questions?

Email fas-av@nyu.edu

NYU Zoom Classroom

DTEN Visual Guide

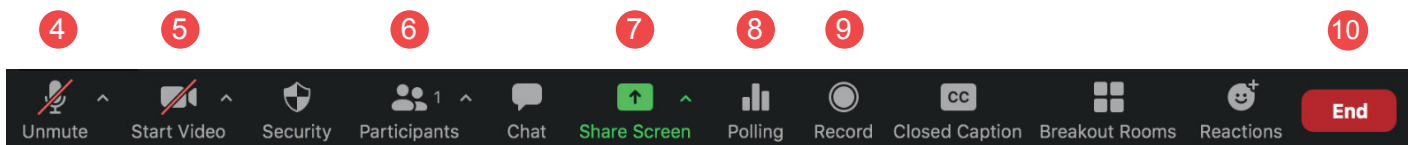


Mute your laptop speakers and the microphone in the Zoom app to avoid an echo (see #4 below).

1. On the **DTEN**, tap **Join** on the top of the screen.
2. Type in the **Meeting ID** (see step #7 on the first page to find the id).
3. Tap **Join Meeting** on the bottom then enter the meeting passcode, if prompted.
4. Make sure the **DTEN** is not muted by touching the screen and making sure the microphone icon (bottom right) is not cross out.
5. Click on **Whiteboard** (bottom left) to write and draw, this will automatically shared the screen with the class.

The DTEN screen will now display your laptop screen (when shared) and the faces of remote participants when they speak.

Manage the Meeting with Your Laptop's Zoom App



In the Zoom app, use the toolbar to manage the meeting. Popular tools and settings include:

4. **Mute** your computer's microphone at the start of class to avoid an echo
5. Start or stop your laptop's **video camera**
6. Use **Participants** to admit people from the Waiting Room, if in use, and to manage their settings
7. **Share** your laptop screen or open a whiteboard for collaborative annotation
8. Use **Polling** to create quick, in-class surveys or quizzes, or use the Poll Everywhere service: nyu.edu/it/polling
9. Click **Record** to capture the meeting's audio and on-screen video to share later
10. To stop the Zoom meeting, click **End**