

# Zoom in the Classroom

Teaching with **Limited Service Video Conferencing** should not be viewed as an equal substitution for either face-to-face teaching, or a properly developed online course. This is a life-line option for faculty to keep students on-track as attendance challenges will likely emerge during the semester.

## What will be different?

In a properly equipped video conferencing classroom, there are usually multiple high-end cameras that are either controlled by a technician from a control room. Limited Service Video Conferencing will NOT have these added functionalities.

With **Limited Service Video Conferencing**, the desktop computer in the teaching console uses the Zoom software with just the webcam and microphone on the computer monitor.

## Best Practices for Limited Services Video Conferencing

**Take a Zoom training course** – This is strongly encouraged, please sign up at [canvas.fiu.edu](https://canvas.fiu.edu)

**During class, stay close to the teaching console** – As mentioned above, this is the most critical element to success. If the instructor wanders away from the console the students will not be able to see you. Most importantly, they **will not be able to hear you!** Stay close to the teaching console and engage your students on Zoom so they feel your presence throughout the lecture.

## Turning on Zoom in your Canvas Course

To turn on zoom in your Canvas course, please [click here](#).

**Schedule Zoom for your class time from Canvas:**

1. Login to Canvas at [canvas.fiu.edu](https://canvas.fiu.edu) with your FIU username and password.
2. At the top right, select the blue “Schedule a New Meeting” button.
3. Enter appropriate information for you class.
2. Enter appropriate recurrence information so your sessions are scheduled for the term.



## Engage a Moderator

If you have an LA or TA that assists you with your class, they can act as a **Zoom moderator**. This individual can assist with moderating the technical end of the conference. They can either sit at the podium with you, or moderate from their seat by joining via their personal laptop or tablet.

**Benefits of a moderator:**

- Manage the muting participants that leave their microphone or disrupt the class in any way.
- Manage screen sharing of content.
- Manage the security of the conference from any intruders.
- Manage breakout rooms if needed.

**If you choose this option, you will need to do the following:**

1. Make the moderator a co-host of the meeting.
2. Ensure that the moderator has their microphone muted and their sound turned down to zero to prevent a feedback in the room.

## Teaching from home to your classroom

Faculty members who must teach from home to your students in a classroom. Although this is not ideal, it is another “life-line” option. In this case, a student moderator, LA or TA is critical. Instructors will need them to come to class a few minutes early and set up the room for you. **Here is the procedure:**

1. Make sure the LA or TA has the link and password for the class session.
2. LA or TA will need to launch the Zoom session in the classroom.
3. From the teaching console, the LA or TA will need to select “Desktop” from the Crestron touch panel in order to display content on the projection screen.
4. Once in Zoom they should maximize the application on the screen. This will assure content is shown in full-size on the projection screen in the classroom.

**Please note:** If you need to teach from home, you may also want to consider just allowing your students to participate from home for that time period that you need to use this option.

## Recording Your Class

When setting up your Zoom meeting within Canvas, there is a checkbox to start recording automatically at the start of the meeting.

When using Zoom from the computer in the classroom, it’s important to use cloud recording. **DO NOT select “Local Recording” because the recording will be deleted from the computer when you log out!**

When a class is recorded to the cloud and scheduled from Canvas, it will automatically populate into your Canvas course. For more information on cloud recording from Zoom, [click here](#).

The best use of classroom recordings is to provide a resource for students as they review for exams and for students that due to medical or other serious issues were not able to make it to class.

**Can I just bring my laptop and use it for Zoom?** This is not encouraged because laptops typically have poor microphone quality compared to the devices provided in the classroom teaching console.

**What if my room is not a General Classroom?** You will need to contact the IT staff from your academic unit to see if Limited Service Video Conferencing is available in your classroom.

## Stay Informed

[CANVAS.FIU.EDU/CORONAVIRUS](https://CANVAS.FIU.EDU/CORONAVIRUS)

## Engaging with a Virtual Whiteboard

Instead of writing on the whiteboard in the classroom, use the **Starboard software or whiteboard feature in Zoom with the touchscreen computer**. This will allow you to annotate so that both the students in the classroom and the students joining via Zoom will equally see the content.

1. Click “share” at the bottom of your Zoom session.
2. Select “Starboard” (or “whiteboard”)
3. Use a stylus to annotate on the screen.

