Getting Started with CSI Zoom Rooms

Faculty Guide

Table of Contents

Introduction to CSI Zoom Rooms

Locations

As of the Summer Semester 2024, CSI Zoom Room locations are:

Building	Room	Campus	Email Address for Scheduling
Canyon	123D	Main Campus	Canyon-123D@csi.edu
Evergreen	A20	Main Campus	EvergreenA20@csi.edu
Evergreen	C76	Main Campus	Evergreen-C76@csi.edu
Fine Arts	87	Main Campus	FineArts-87@csi.edu
Hepworth	179	Main Campus	Hepworth179@csi.edu
HSHS	105	Main Campus	HSHS-105@csi.edu
HSHS	239	Main Campus	HSHS239@csi.edu
Jerome	111	Jerome	Jerome-111@csi.edu
Jerome	112	Jerome	Jerome-112@csi.edu
Mini-Cassia Center	A05	Mini-Cassia Center	BurleyA05@csi.edu
Mini-Cassia Center	A09	Mini-Cassia Center	BurleyA09@csi.edu
Mini-Cassia Center	A11	Mini-Cassia Center	BurleyA11@csi.edu

Standard Set-up

CSI Zoom Rooms have been correctly configured to match the set-up of any other Zoom Room, anywhere in the world. Additionally, Zoom accesses CSI Zoom Rooms once a week to run performance checks.

Instructor Preparation

This overview document is provided to instructors who are preparing to teach in a Zoom Room:

✓ Additional training related to pedagogy and how to teach in a Zoom Room can be accessed by contacting the CSI Teaching & Learning Center during business hours at (208) 732-6398 or tlc@csi.edu.

✓ Questions related to the technology present in a Zoom Room should be directed to the IT Helpdesk at (208) 732-6311 or helpdesk@csi.edu.

Important resources for instructor review before teaching in a Zoom Room:

1. [Getting Started with Zoom Rooms](#)

2. [Zoom Room Meeting Controls and Settings](#)

3. [Zoom Room Camera Controls](#)

Note: CSI Zoom Rooms use an iPad Zoom Room Controller, so please see that section of the Zoom Room Guide.

Zoom Room Components

Teacher Workstation/Zoom Room Controller

- **Non-Zoom Room Teacher Workstation**: for use by instructors who are teaching in multi-purpose Zoom Room classrooms and may or may not be using Zoom Room technology. Also useful for instructors who *are* using the Zoom Room and want to share content with the meeting.

- **Switch Selector**: allows instructors to switch between the Non-Zoom Room teacher workstation computer and the Zoom Room Controller.

- **Zoom Room Monitors**: will display content that is being shared in the Zoom meeting.

- **Zoom Room Controller**: the iPad controller containing all needed functions to control the Zoom Room.

- **AVer Document Camera**: enables instructors to share physical content with Zoom meeting participants.

Monitors

In addition to the teacher monitors at the teaching station in the front of the room, each Zoom Room has:

- HDTV display monitors at the front of the classroom.

- Some Zoom Rooms are also configured to have confidence monitors in the rear, which will always show the same thing as the display screens at the front of the room and both teacher monitors.

Cameras

In addition to the document camera by AVer (which works about the same as an Elmo), Zoom Rooms also have multiple PTZ (Pan, Tilt, Zoom) cameras mounted strategically in the room. Instructors can control these cameras (including in remote Zoom Rooms) using the Zoom Room Controller.

Microphones

Zoom Rooms have ceiling array microphones installed, positioned, and calibrated to pick up clear audio from participants (focused on the instructor and those students seated in chairs).

Active noise canceling will optimize audio quality. For example, noise from the air handler in the classroom will not project to participants – unless someone is speaking.

Working with Zoom Rooms

Digital Scheduling

Each Zoom Room's digital calendar can be scheduled through the Canvas/Zoom/Outlook integration. By inviting the Zoom Room to your Zoom meeting, you schedule the virtual Zoom Room technology for a given day and time.

1. Navigate to the Zoom interface in your Canvas course.
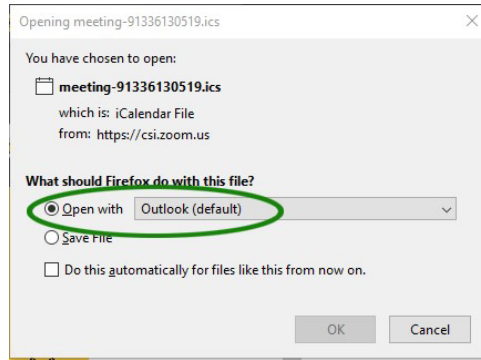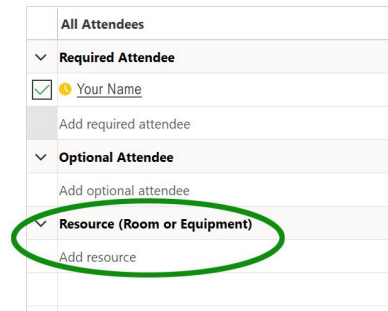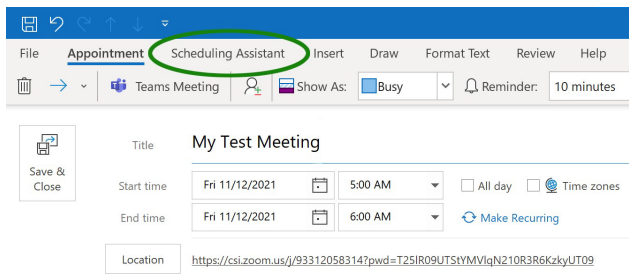
2. Click the blue Schedule a New Meeting button:

3. Enter the details for the meeting. Save the meeting.

4. In the meeting details on the next screen, click Outlook Calendar (.ics) and open the file in Outlook:

5. In the Outlook meeting dialogue, click to select the Scheduling Assistant tab, and add the Zoom Room to the meeting invitation:

Tips:
1. The email identity *("Name")* of CSI Zoom Rooms is listed on page 2 of this document. For example, enter **Hepworth179@csi.edu** to schedule Hepworth 179.

2. Note that your Outlook interface may look slightly different than the screen shots illustrated here. The key takeaways are to open the meeting in Outlook, locate the Scheduling Assistant, and add the Zoom Room as the room the meeting will be held in (essentially adding the Zoom Room as a participant in the Zoom meeting).

IMPORTANT: Zoom Room scheduling software will block out room availability for that Zoom Room for a given day/time. This can be problematic for successive meetings.

For example, if you teach in the Hepworth 179 Zoom Room at 9 AM and another instructor follows you at 10 AM, it is imperative that you schedule the Zoom Room (through the Outlook Zoom meeting invitation) for 9 – 9:55 AM and not 9 – 10 AM. If you were to schedule until 10 AM, the software will block out the Zoom Room for the 10 o'clock hour as well, leaving it unavailable for the next instructor when they try to schedule the Zoom Room.

Please be certain to adjust Zoom Room meeting times to end five minutes before the hour. Doing so will not cause the Zoom Room meeting to abruptly end at that time, but it will ensure that the Zoom Room will be available to schedule for the next hour.

6. Last, return to the "Appointment" tab and click "Save & Close". This will simply edit the Zoom meeting originally scheduled in Canvas (and available to your students) to also include and schedule the Zoom Room.
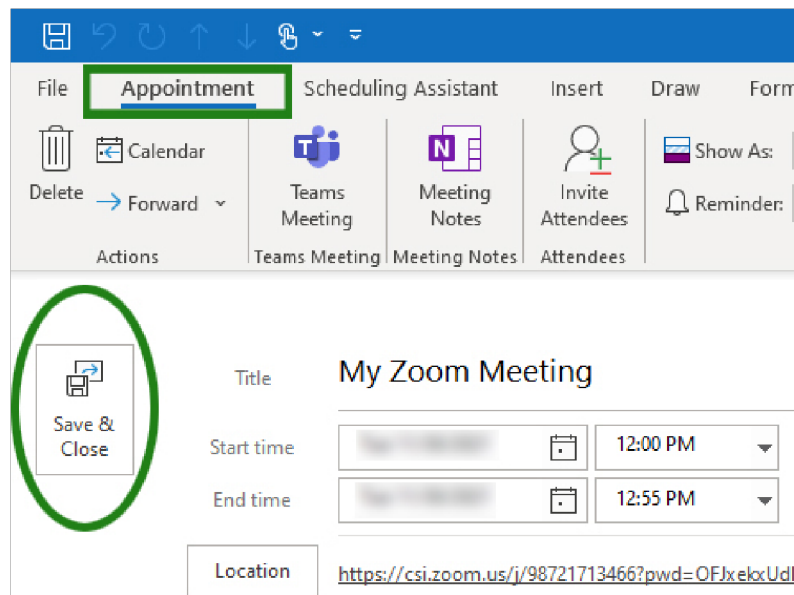
Notes:

1. This process adds your Zoom Meeting to the Zoom Room's digital calendar and books the virtual Zoom Room at that time. This does not reserve the physical room; room reservation must still be completed through either CSI instructional administration or the CSI Facilities Request Form.

2. Be cautious when scheduling a Zoom Room you will not be physically located in; Zoom Rooms auto-start by default, and if another use of that physical classroom has been scheduled, the Zoom Room will impose on their use of that space at the time you schedule it to start. Always ensure you have properly scheduled the physical classroom prior to scheduling the Zoom Room.

3. Remember, your Outlook interface may look slightly different than the screenshots provide, depending on the version of Outlook you are using.

Launching

Note: there is an important distinction between CSI Zoom Rooms. As of the Summer Semester 2024, some main campus Zoom Rooms are still dual-purpose classrooms, while others are used solely as a Zoom Room.

Zoom Room meetings will auto-start in the majority of CSI Zoom Rooms.

However, instructors (or students, if the instructor is teaching remotely) may need to select the button indicated below on the switch selector to switch from the teaching station computer to the Zoom Room computer so they can correctly see and hear instructor content shared from the teaching station through the Zoom Room audio:

Zoom Room Controls

Generally, Zoom Room Controls:

1 . Are only customizable to a certain extent. For example, microphone settings are locked out by design.

2. Anything an instructor can change relative to Zoom Room Control settings will revert to default settings as soon as the Zoom meeting closes.

[Zoom Rooms User Guide](#): 6-page illustrated guide to Zoom Room Controls

[Quick Start](#): 1-page quick start guide to Zoom Room Controls.
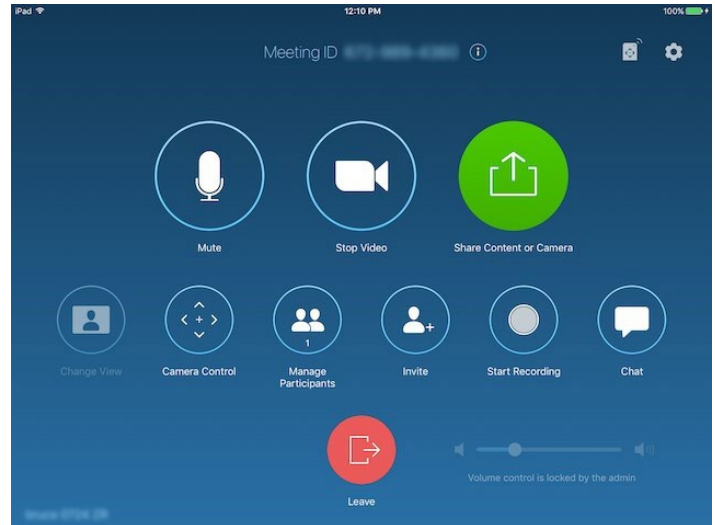
FAQs

Can I schedule Zoom meetings, including the Zoom Room, for the entire semester?

Yes!

1. Reserve the room by "inviting" it to the meeting through a Zoom meeting invitation (through either Canvas/Outlook or Outlook directly).
2. Beware of over-scheduling – please remember to schedule until 5 minutes before the full hour, so as not to overbook.

Note: When scheduling a Zoom Room using Outlook directly (meaning not starting in Canvas first), be sure to add a Zoom meeting to the scheduled appointment!

How do I record a Zoom Room meeting?

1. Recording settings come through from the user/host. If you don't have your personal Zoom meeting settings set to auto-record, the Zoom Meeting will not auto-record.

2. If you start the meeting from the Zoom Room as an ad-hoc (instant) meeting, Zoom will auto-record the meeting, but will not recognize a meeting owner and the recording will not be recoverable – *unless* you:

   - Press *Stop* on the Zoom Room Controller display to stop the meeting recording and then press *Record* to restart the recording.
   - You will be prompted to enter an email address to which the meeting recording link can be sent:

3. [Recording in Zoom Rooms](#)
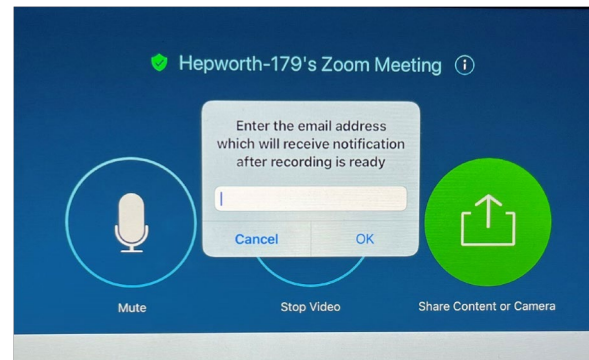
How do I share my content?

Sharing content in a Zoom Room is very similar to sharing content in a Zoom meeting outside of a Zoom Room.

Tip: There is no option to share content directly from the Zoom Room without a secondary computer. You have two options to share content from another device:

1. Use the Non-Zoom Room teacher workstation to present content by simply joining the Zoom meeting from this computer and clicking to share content via Zoom.

2. Bring your own mobile device to share content by also joining the Zoom meeting from that computer.

In either case, the next steps are to:

- Join the meeting as a participant by either entering the meeting ID number or by calling up the Zoom link in your Canvas course or Outlook calendar.
- *Do not* join meeting audio from the Non-Zoom Room teacher workstation or your mobile device.
- Ensure the switch selector is set to the "Zoom" setting and not to the teacher workstation.
- Share content from the teacher workstation.
- Share sound with other participants. There are two options to do this:

A. Once content has been shared, find the Zoom toolbar and click the 3 ellipses next to "More". Select "Share Sound".
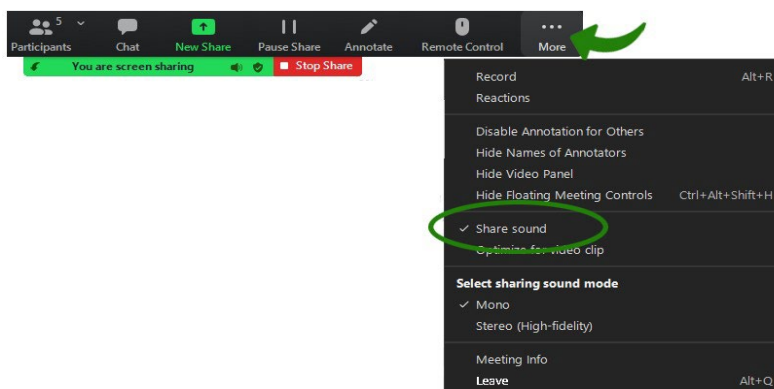
B. Or, from the Zoom share content dialogue on the teacher workstation, click to **Share sound** :
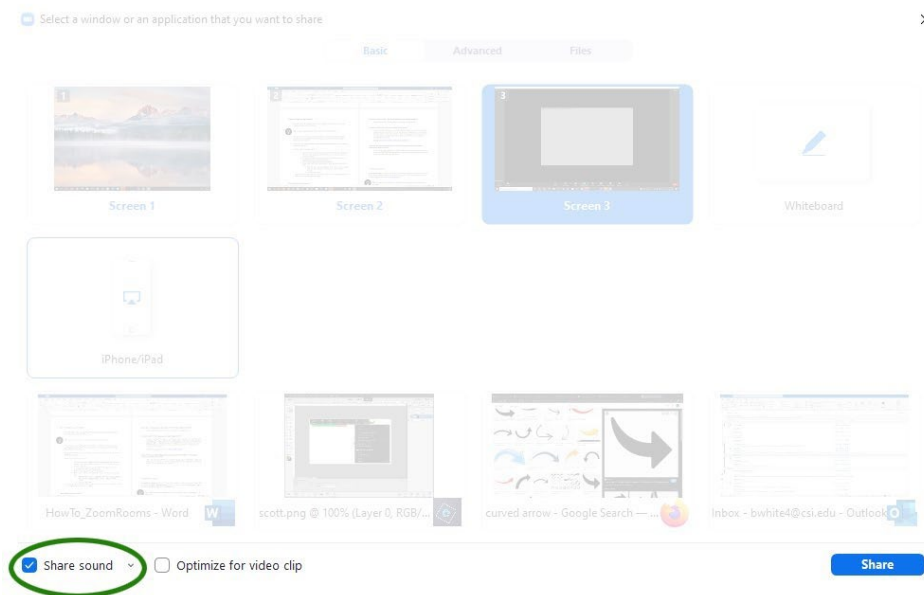
Can students share content?

Yes! Zoom Room settings permit multiple participants to share simultaneously. Students can enter a URL generated by the Zoom Room, then enter a shared key to project their content. You can also block students from sharing.

[Screen sharing in Zoom Rooms](#)

[Direct Sharing in Zoom Rooms](#)

Can I join – and control – the Zoom meeting from another location?

Yes! Students can join from their devices at home as well.

How do I control the camera in another Zoom Room?

If you're teaching from home or at an off-campus location, you can still control the cameras in the Zoom Room. You do that through "Participants" in the meeting. Click the video for that Zoom Room or click the *Participants* button in the Zoom meeting ribbon, and next to the Zoom Room click the blue "More" button to request camera control.

[Managing Far End Camera Control in Zoom Rooms](#)

Can I use the physical whiteboard in Zoom Room classrooms, and will the cameras be able to view it?

> Yes! The 4K AVer cameras in CSI Zoom Rooms can usually show a clear view of the physical whiteboard but generally, using the Zoom digital whiteboard will ensure all participants can see clearly.

Troubleshooting

Zoom Room Help: contact the IT Support Desk with questions or concerns about CSI Zoom Rooms during business hours at (208) 732-6311. You can also submit a help ticket by sending an email to support@csi.edu.

Tip: If you encounter a problem or question, try the following to troubleshoot on your own:

A. End the Zoom Room Meeting and rejoin the meeting.

> * Watch out for this gotcha! Don't leave a meeting if you are having trouble without "ending for all" unless you want to leave the Zoom Room in the meeting without you!

B. Search online and find troubleshooting information and answers to common Zoom Room questions. With standardized Zoom Room configuration, chances are you may find a Zoom Guide that can help you.

More Information

Would you like added support to prepare to teach in a CSI Zoom Room? A learning designer from the CSI Teaching & Learning Center can meet with you to consider together how your course materials may be best delivered via Zoom Room. Please reach us at (208) 732-6398 or tlc@csi.edu.