

# Zoom Room Instructor Checklist

It's Class Time!

## Before Class

1. Turn on room lights and wall monitors
2. Ensure Zoom Room Controller displays your meeting; a countdown will begin 10 minutes prior to the meeting.
  - a. Troubleshooting: Your meeting is not on the display?
    - i. Check your Zoom Meeting settings in Outlook. Is the Zoom Room included? If not, you can copy down the Zoom Meeting ID and invite the Zoom Room ad hoc to the meeting. Note you will need to fix your Outlook meeting invitation later to include the Zoom Room.
3. Log in to your teaching device if you will share content with the Zoom Meeting. This can be a mobile device or the teaching station in the Zoom Room.
  - a. If you use the teaching station, be sure the switch box is set to "Zoom".
4. Join the Zoom Meeting from your teaching device. Do not join meeting audio from this device.
5. Check that Zoom Room camera views are set as you would like them to be, and that any content you'll be sharing is ready to go.
6. When the Zoom Meeting begins:
  - a. View participants to ensure all expected are attending.
    - i. Missing a Zoom Room that should participate remotely? Click Participants, Invite, and scroll to find the correct Zoom Room. Send the Zoom Room an invitation to join your Zoom Meeting, and plan to update your Outlook Meeting invitation after class.
  - b. You may need to ask remote Zoom Room participants to unmute.

## After Class

1. End (not leave) the Zoom Meeting. Depending upon where you claimed the host role (the Zoom Room Controller or your teaching device), you will have a red button to end the meeting. Merely leaving the meeting leaves it running and potentially blocks other faculty from using it.
2. Log off of the teaching device in the classroom if you used it.
3. Turn off wall monitors and lights if no one will be using the classroom after you.