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What is Zoom Rooms?

This semester, many of Xavier's classrooms were outfitted with Zoom Rooms. For a full list of locations, please consult this [knowledge base article](#).

Zoom Rooms allow synchronous instruction using a combination of cameras, microphones, and screen sharing to display content simultaneously to remote as well as in-class students. The camera allows remote students to observe the teacher, classroom whiteboard, and shared digital content (such as PowerPoint). The built-in microphones and speakers allow both sides to hear each other and interact.

If you've already used Zoom with your laptop, the Zoom Rooms concept is very similar, with an important difference:

- When you're running a meeting via Zoom at home or office, your laptop is used to host the meeting. Your laptop's Zoom application provides meeting controls via the app toolbar.
- When you're running a meeting via Zoom Rooms, special equipment in the classroom is used to host your meeting. A touchpanel provides the familiar meeting controls you normally see while using the Zoom application on your laptop.

How does a Zoom Room know what meeting to host? You'll tell it that, by providing your meeting info to the Zoom Room's touchpanel. More on that in a bit!

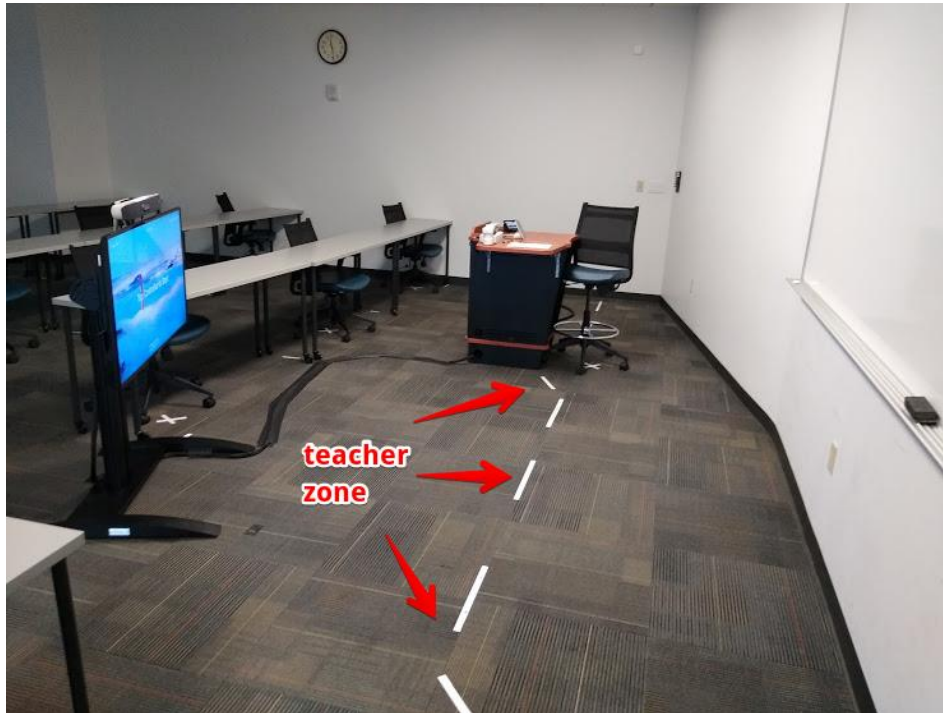
Pre-requisites

To use a Zoom Room, you'll need to:

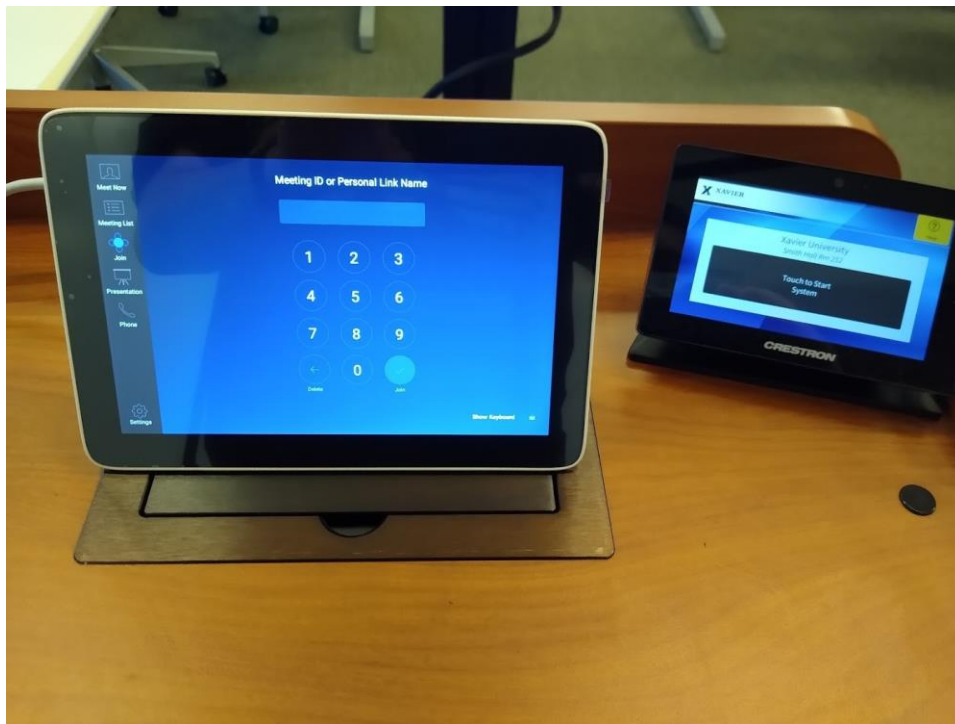
- Schedule a Zoom meeting (or recurring meetings) as you normally would, prior to your first class. *Note the meeting ID and password used for your meetings, as you'll need that information later.*
- Bring a laptop to your classroom with the Zoom application installed. Your laptop is used for sharing content in class, if desired.

Getting oriented

As you enter the classroom, you'll notice white tape markings on the carpet. These designate the "teacher zone" where you can maneuver while maintaining acceptable social distance from students:



You will also see two touchpanels in the classroom; one black and one white:



- The **black Crestron touchpanel** is still used to turn on and control screens and projectors in the classroom, as usual. *It will not be required for any other functions.*
- The **white touchpanel** is used to control all Zoom Rooms functions: starting/ending meetings, controlling camera, volume, content sharing, etc.

Lastly, you'll notice the hybrid learning kit:



The screen on a stand is called a “confidence monitor”. It faces the teacher and mirrors all content shown in the Zoom meeting. The confidence monitor provides a consistent point of reference at eye-level as you teach.

Mounted atop the confidence monitor is the PolyStudio videobar. This is essentially the “brains” of the Zoom Room! It contains a hi-def camera to capture you while teaching, and a speaker/microphone to send and receive audio.

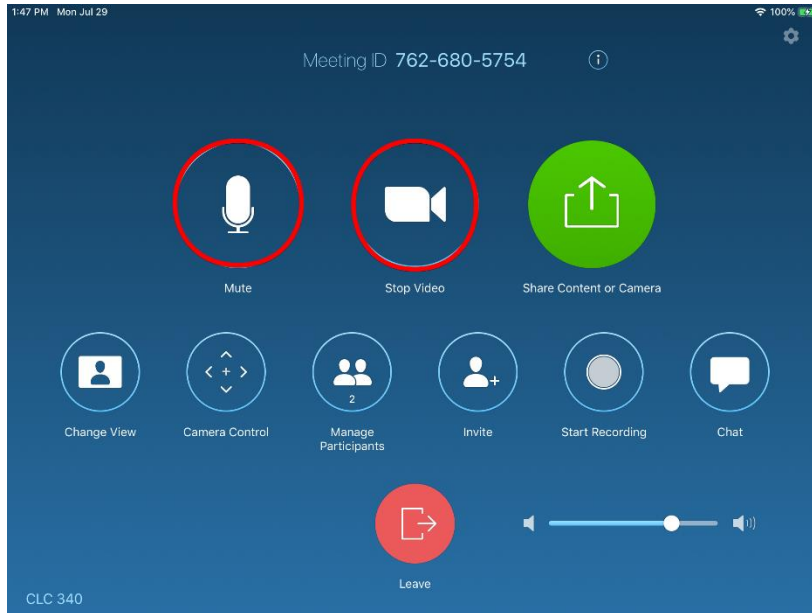
Starting a class

1. On the black Crestron touchpanel, tap on **Start System**. The projectors or screens will power on or descend, as usual. If you entered the room and found the system already started, make sure the Zoom icon is selected. *The other inputs (Solstice, etc) are not used in any part of this process.*
2. Join your scheduled meeting using the Zoom Room as host. On the white touchpanel, tap **Join** on the left side. You will be presented with a number pad.
3. Type in the Zoom meeting ID for the meeting you scheduled and tap **Join**.
4. You'll be prompted for your meeting password. Enter it and tap **OK**. The meeting will start.

Forgot your meeting ID and password? You can reference upcoming or previous meeting IDs on your Meetings page in the Zoom web portal.

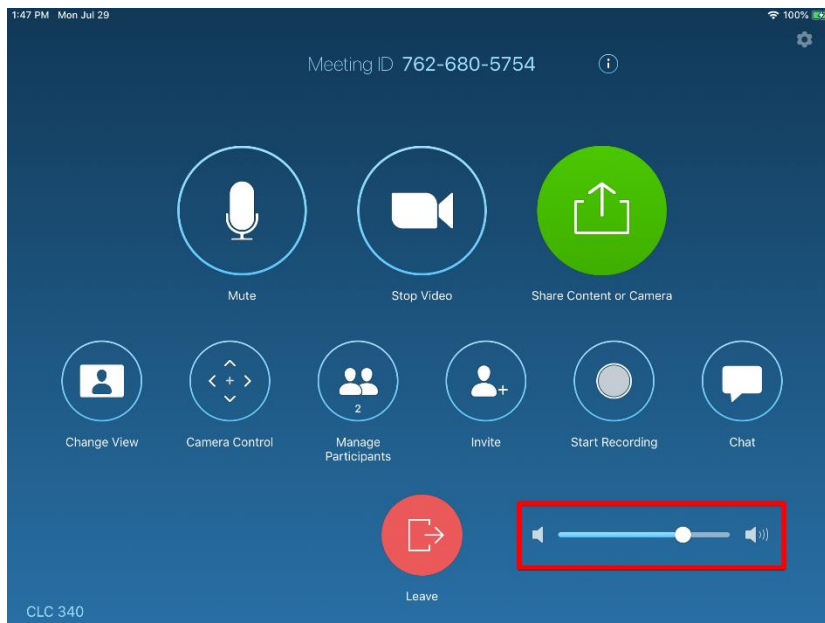
Adjusting mute and start/stop video

On the white touchpanel, check to ensure you're not muted and are sending in-room video. You can toggle mute and start/stop video by tapping their respective icons:



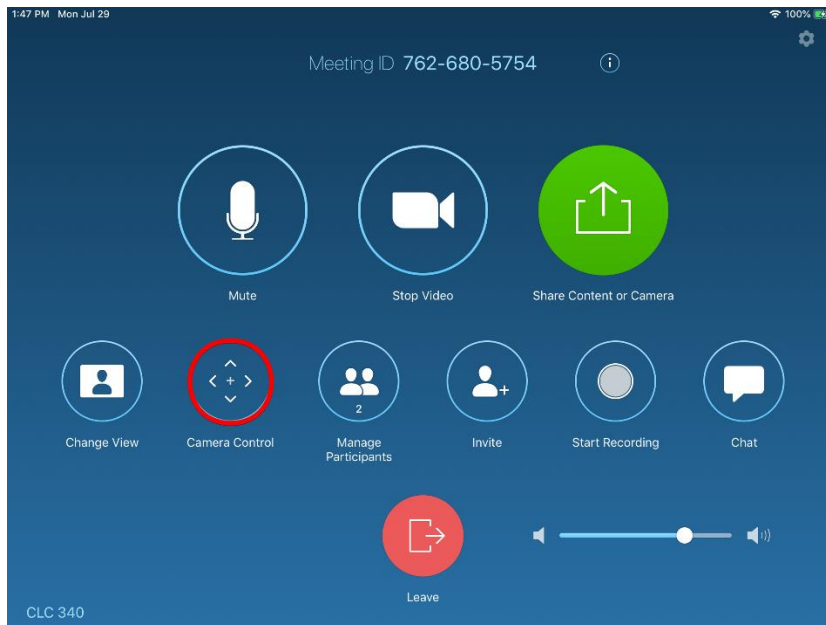
Adjusting in-room volume

Move the volume slider right to adjust volume level up or down:



Adjusting camera coverage

To adjust camera coverage, tap **Camera Control** on the white touchpanel:



While you can tap the manual controls provided to pan/zoom the camera, there are also three helpful location presets at the bottom of screen:

- **Wide Angle:** A “wide shot” view of the teaching area
- **Instructor Area:** a tighter shot of the teaching area
- **Blackboard:** A closeup shot of the nearest writing area

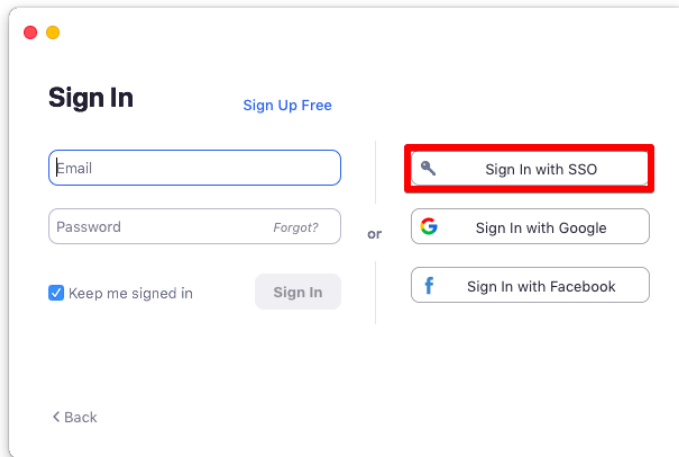
Sharing content

Unlike a regular Zoom meeting, Zoom Rooms doesn't require you to join the meeting using your laptop in order to share. Shared content is duplicated to the classroom displays, the confidence monitor, and to remote students.

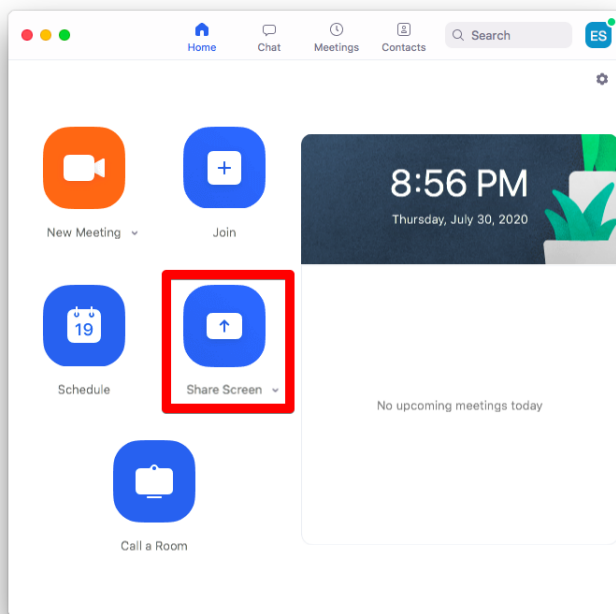
To share content, follow these quick steps:

1. Open the Zoom application on your laptop.
 - a. On Windows, Zoom is typically located on your **Desktop** or **Start Menu**
 - b. On Mac, Zoom is typically located in your **Applications** folder

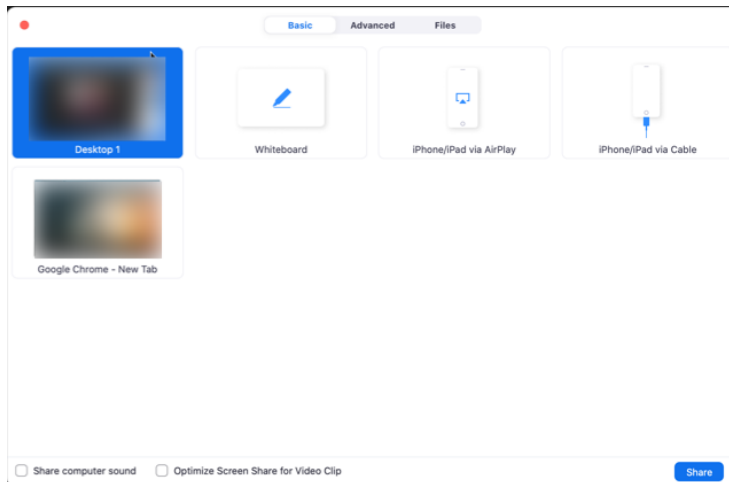
2. If you're prompted to login, click the **Sign In With SSO** button and do so:



3. Click the **Share Screen** button:



4. You'll be given the option to share your entire screen, any specific application you have open, or to create a virtual whiteboard. Choose which content you wish to share, and click the **Share** button to display it:



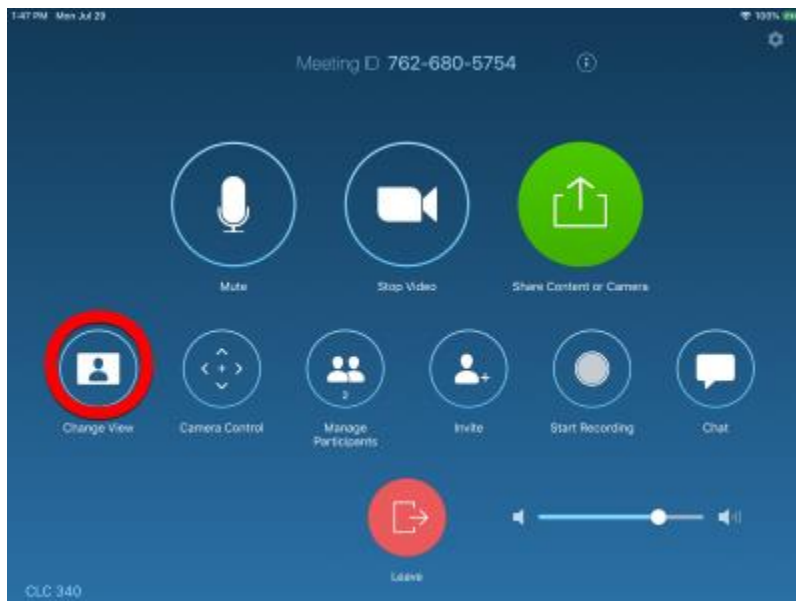
- To stop sharing content, click the **Stop Share** button on your laptop screen:



Changing views

Presenter controls

To change the video display layout during the meeting, tap the **Change View** button on the white touchpanel:



The following options are available:

- **Speaker:** Display the video of the active speaker

- **Thumbnail:** Display the video of the active speaker. All other attendees are displayed with thumbnails below the active speaker
- **Gallery:** Display all attendees in a grid layout

Be aware that the view chosen by the teacher also affects how the in-room class sees content.

Remote student controls

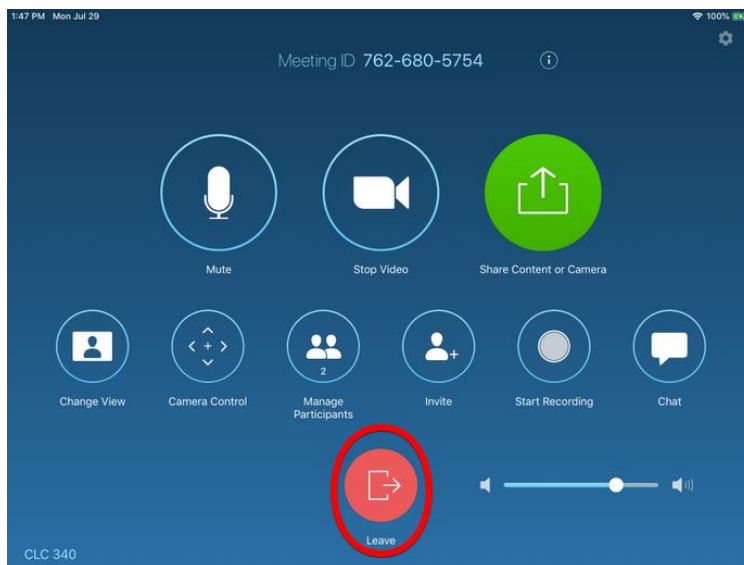
Remote students have independent [control](#) of which layout (gallery, content presenter etc) gets prominence for them while in a meeting. They can make the content large and the video images small or vice-versa. This is helpful if a teacher begins to share something on camera and later forgets to stop sharing that content.

Remote students can also [pin a view](#) if they prefer to view a camera, person, or shared content that is not brought into focus by presenter view.

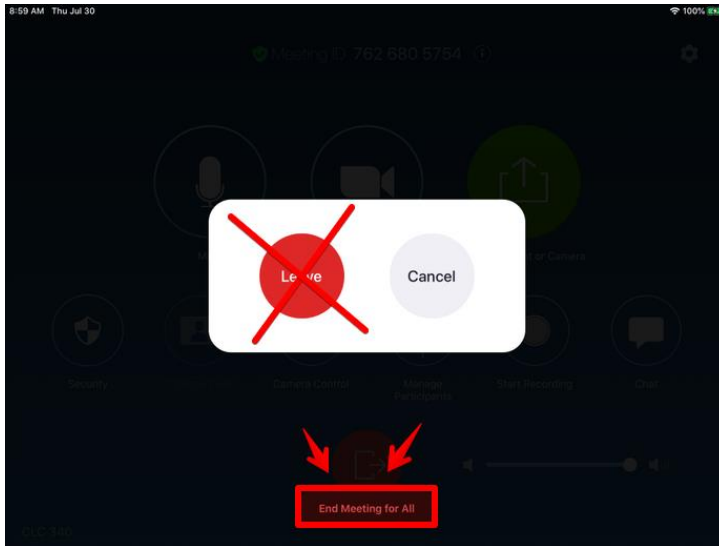
Ending a class

To end your class, perform the following steps:

1. On the white touchpanel, tap the **Leave** button.



2. Tap **End Meeting for All**. This disconnects participants and ends your Zoom meeting.



3. On the black Crestron touchpanel, tap **Shut Down**.

Frequently asked questions

Why this solution instead of just using Zoom on my laptop?

Several solutions were evaluated by a working group comprised of IT, CTE, faculty and COVID taskforce members. The general consensus was that laptop-based Zoom sessions were lacking on several fronts. First, laptop webcams are limited in quality and ability to capture both faculty and whiteboard writing. Second, laptop microphones are limited in their ability to capture sound in-room. Third, the confidence monitor addition allows faculty to look straight at students or content as they speak, as opposed to constantly glancing down at a laptop screen, or gesturing at larger displays behind them or across a room.

Some Alter rooms have hybrid equipment at one end and lectern on the other.

Why?

We were forced to make tough choices in certain rooms due to a variety of external factors including seating, distancing and existing infrastructure. As a result, in a few rooms it was necessary to position the hybrid equipment on the opposite end of the room from existing lecterns. We acknowledge this layout is awkward in terms of not having both touchpanels side by side, but in most situations, the Crestron touchpanel is only needed to turn classroom projectors and screens on and off. All other interactions take place where the hybrid equipment is located.

Can I move the confidence monitor?

The confidence monitor has been placed in the optimal location for each room. Due to seating, distancing, and room design, placement may not be to everyone's liking. That said, we ask you don't touch the confidence monitor's components or attempt to move it. This risks damage to the equipment as well as knocking camera presets out of alignment for yourself and your colleagues. The stands are marked with red tape to indicate correct positioning. If you discover one has been moved, call 745-3603 for assistance. *Please do not attempt to move it yourself.*

Can the confidence monitor display different content than what's on the other screens?

No. The confidence monitor output is shared with all the other screens existing in the classroom. All displays function in unison.

I'm only teaching in-room students. How do I share content in this situation?

Easy! Perform the following steps:

1. Launch your Zoom app on your laptop.
2. Tap **Share Now**.
3. Your laptop screen should immediately display.

How do I share content with a USB document camera?

In this scenario, you will need to connect the camera to your laptop and take the extra step of joining the Zoom meeting.

1. Connect the USB document camera to your laptop.
2. Launch your Zoom application and join the meeting as a participant. *Do not join the audio conference or you will experience feedback.*

3. Click **Share Screen**.
4. When prompted to choose content, click the **Advanced** tab at the top of the screen.
5. Click on **Content from 2nd Camera**. The document camera content will show up fullscreen.

How do I prevent Zoom Bombing?

Starting August 10, all Zoom meetings will require a password. While passwords mitigate risk of Zoom bombing, they don't eliminate it entirely. Like any password, Zoom meeting passwords become useless when information gets shared beyond those with a valid need to know.

- Don't post meeting links on public websites or social media
- Remind students of what constitutes appropriate online behavior
- Take additional measures by using extra security options in your meeting. On the white touchpanel, tap the **Security** icon while in a meeting to access the following features: lock meeting, enable waiting room, disable chat, disable participant renaming, disable screen sharing for others, remove participant, report a participant.

Can I record my meetings?

Yes, Zoom Rooms has cloud recording capability.

On the white touchpanel, perform these steps:

1. Tap the **Record** button to start recording.
2. Tap the **Record** button again to stop recording (or, simply end the meeting when finished).
3. Zoom will send your email account a notification when the recording is complete.

What about breakout rooms?

Breakout Rooms are a bit complicated in a hybrid setup, for two reasons:

- You must be the meeting host to run breakout rooms. In Zoom Rooms, the room (not you) is hosting your meeting.
- Breakout rooms should be held with remote participants only. Including in-room participants will introduce crosstalk and feedback with multiple mics picking up their conversations.

Follow these steps to use breakout rooms:

Setup your breakout rooms as usual, for your remote users only. More info on breakout room setup can be found at [Zoom Support](#).

When it comes time to use the breakout rooms, join the meeting with your laptop's Zoom app. Be sure not to join the audio conference to avoid feedback issues.

Transfer host ability to your newly-joined laptop using the white control panel by tapping your name in the Participants list.

Once you are the host, run your breakout rooms as usual from your laptop's Zoom app.

Can I move thumbnail views to a different corner?

Yes, thumbnail views can be moved to any of the four screen corners by [changing the View Options](#).

I'm hearing loud audio echo/feedback. Why is this happening?

Most of the time this means there are multiple microphones and/or speakers active in the room. [This Zoom support article](#) explains how to resolve these issues.