# Teaching with Zoom in a General Purpose Classroom (GPC) at University Park

Step 1: Set Up the Podium Computer and Projector

The podium computer allows you to utilize the in-room microphone and speakers as well as wired internet for a stable connection.

- **Log in** to the podium computer using your Penn State Account ID (abc123) and password.
- There are three Crestron control system options: a white touch panel with buttons along the side, a black pushbutton panel, and a full touch panel. Most rooms have the black pushbutton panel. Push the **Display On button** on the Crestron pushbutton control panel, or touch anywhere on the Crestron touch panel to start the projector(s).
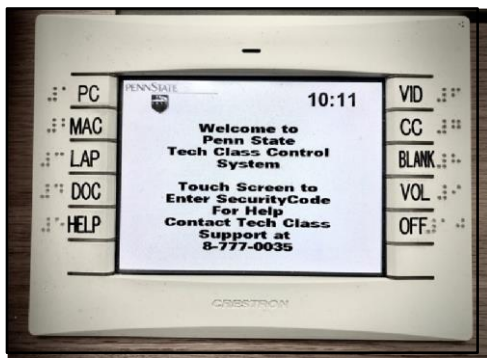
Crestron white touch panel

Crestron pushbutton control panel
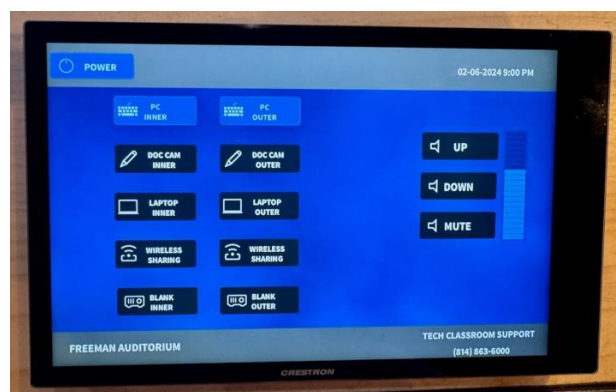

Crestron full touch screen

- Click the **PC button** to connect the podium computer to the projector.
- Plug the webcam into one of the PC USB ports on the input panel. If neither are working you can plug directly into a USB port on the front of the PC in the podium.

Step 2: Log in to Zoom and Teach

You can use this method to teach live with students in this room, with students who are attending remotely, or both. You can also remove the chat and participant components and use this method to record your instructional content from this room without students.

> **NOTE**: Before you begin, ensure all content is accessible online or via USB drive plugged into the podium computer and adjust all Zoom meeting settings at zoom.psu.edu.

1. Open the **Zoom App** from podium computer desktop. If you don't see the Zoom icon you can search for the app in the Windows search bar.

2. On the Zoom sign-in screen choose "SSO" then authenticate using your Penn State Account ID (abc123) and password, if prompted.

3. Click **Join** and enter your **Meeting ID**.

4. Locate the Zoom tool bar and prepare your meeting by following these steps:
   a. Click the **up arrow** to the right of the **mic icon** and select "Hi-Z Input" or "Speakerphone (2-DMP Plus USB#1)."
   b. Click Unmute (microphone) to unmute your audio if necessary.
   c. Click **Start Video (video camera)** to share your video. Select "Full HD webcam" or "Huddly Go" to use the podium webcam. There may be an SDI option if there is a camera installed in the back of the room.
   d. Click **Chat** to open the chat.
   e. Click **Participants** to open the list of participants.
   f. Click **Share Screen** to share your desktop, a window, or an application with students.
   g. Click **Record** and select **Record to the Cloud** to access in Kaltura and Canvas.
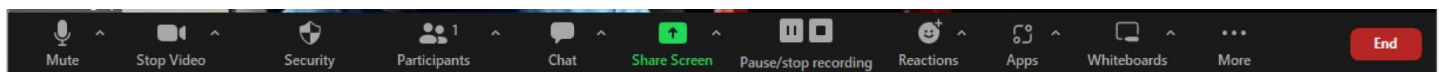
Zoom toolbar

5. Instruct all students to:
   a. **Log in** to your Zoom meeting using their Penn State Account ID (abc123) and password. Use **chat** to ask and answer all questions.
   c. **Mute microphones** (in person and at home students)
   d. **Mute device speakers** (in person students only)

6. Teach the class and refer to **chat** throughout for questions.

7. Click the **Stop Recording** button at the end of your class.

8. Double-click the **Log out** button on the podium computer to ensure you are properly logged off.

9. Locate recording in your Media Gallery in Canvas or Media Space in Kaltura. You will receive a notification when the recording has processed.

Faculty and Staff at University Park who need immediate assistance in a technology classroom should call the Classroom Tech hotphone at (814) 777-0035 or 8-777-0035 from a classroom phone.