

Zoom Hybrid Setup

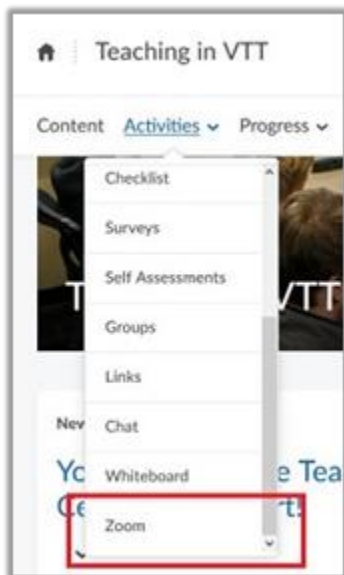
*Class Zoom meetings should be created in D2L (Courses) before the start-time of any given class.

Room Startup

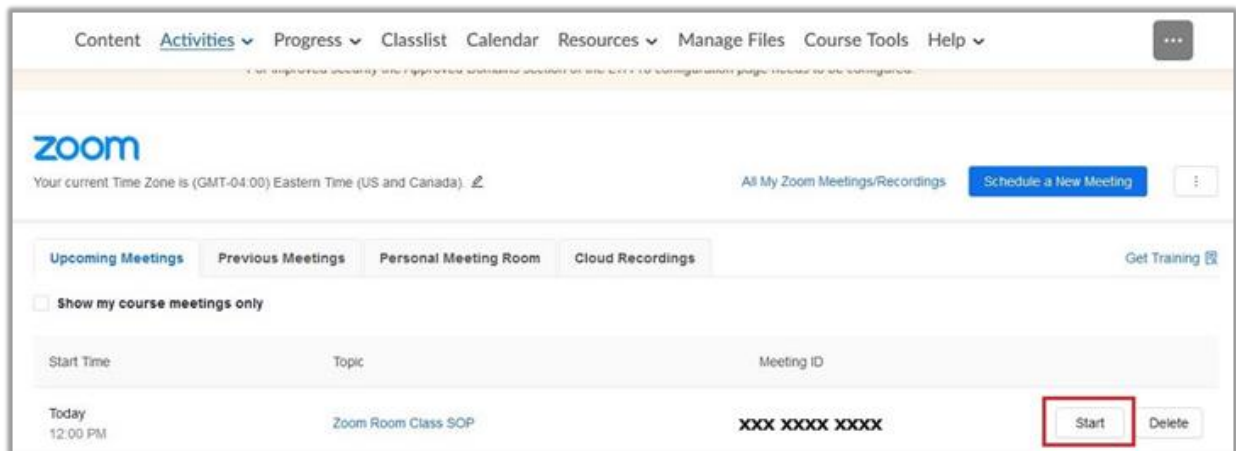
You will need display(s) and the Instructor PC up and running. Please consult with your local IT group/site Director/site VTT Facilitator, if necessary, to understand how to turn on your designated room.

Initiating connection through D2L course shell

- 1: Log into your course shell in D2L.
- 2: Select **Zoom** under **Activities**



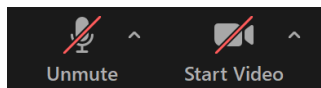
3: Select the **Start** button on the appropriate day-of-class Zoom session.



4: After starting, Zoom may prompt with a **Launch Application** box (If not, proceed to step 5.). Select **Open Zoom Meetings** if this box comes up.

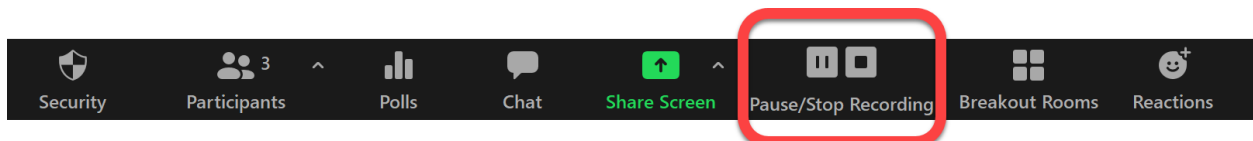
5: Select **Join with Computer Audio** when the box shows up.

6: Select “**Unmute**” and “**Start Video**” to turn on your microphone and video.



Recording Class

1: In the meeting controls, ensure your session is being recorded.



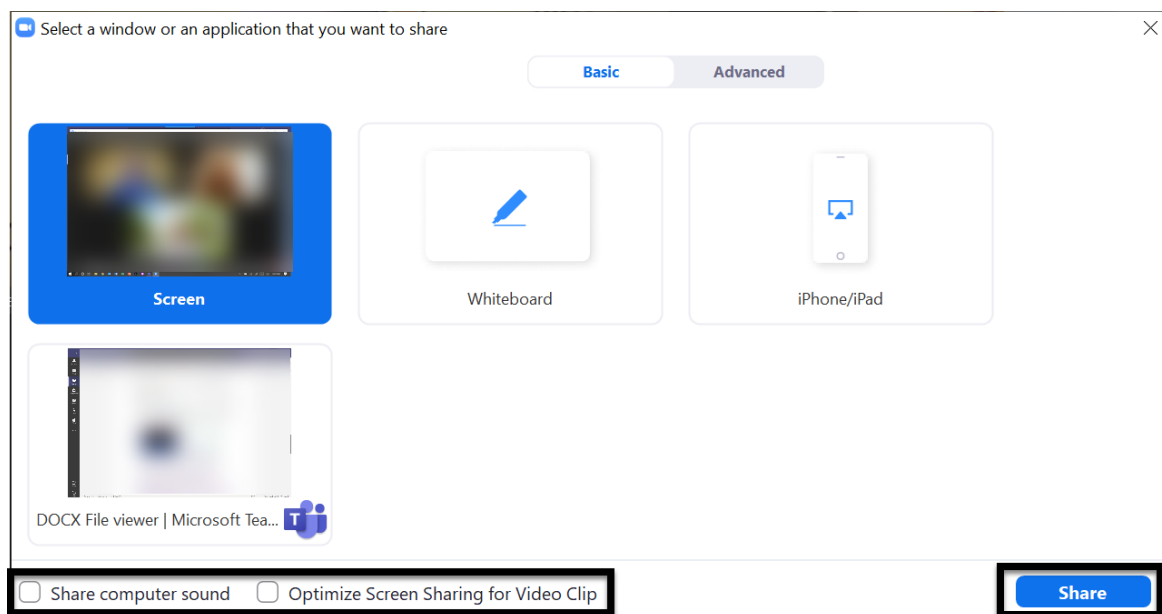
Sharing Content

*Have the content you wish to share open before selecting **Share Screen** (website, YouTube videos, PowerPoints, etc.)

1: In Zoom, select the **Share Screen** from the meeting controls.

2: Choose which content to share.

- If sharing **Screen**, participants will see what the instructor sees is what participants will see.
- If sharing **Whiteboard**, only an annotation-used whiteboard will show to the other participants.
- If sharing **any program** (PowerPoint, web browser, etc.), only that program will be shown to the participants, even if working in another program.

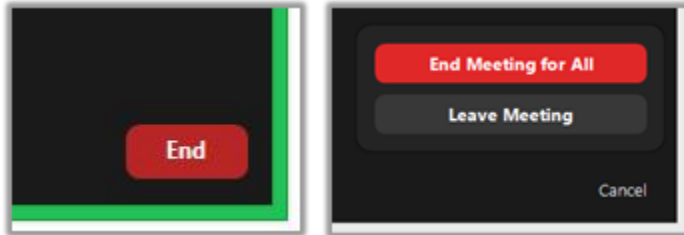


3: Select **Share computer sound** and **Optimize Screen Sharing for Video Clip** to ensure the best experience for your participants.

4: Once those options are selected, select the **Share** button.

Finishing Class

1: When the class is over, select the **End** button in the lower right-hand corner of the screen, then select **End Meeting for All**. The class recording will be ended at this time.



2: Be sure to log out of saintleo.okta.com as well as any other webpages or applications you may have logged into during class.