



Joining Classes Via Zoom: Faculty

Preparing for Class

1. Make sure you have a working webcam and microphone.
2. If you plan to meet outside your regularly scheduled class meeting time, Please submit the appropriate form from [this page](#) to lawscheduling@georgetown.edu. When you receive your temporary Meeting ID, distribute it to your students.
3. So long as we are still open, you may teach your class from your Georgetown office (if you have one) or from your classroom. Services will be limited, so we encourage you to teach off-site if possible.
 - a. The procedures are different if you want to teach from your classroom. Request the separate handout we have prepared for this!

Joining Your Class

1. Sign in to the specific Canvas class that is meeting (NetID/Duo required).
2. If you are meeting at your regularly scheduled meeting time, click the link that says "Join Online Class." Zoom should begin.
 - a. If you are early, the prior class may still be in session.
 - b. Do not click "Join Online Class" outside your regularly scheduled meeting time.
3. If it is not your regularly scheduled meeting time, use the Meeting ID you pre-distributed.
4. Use your personal Zoom Meeting ID or telephone for office hours and meetings.

During Class

1. All users are automatically muted by default.
2. You are **not** the "host" of your Zoom session. You cannot mute/unmute students; lower "raised" hands; set up breakout rooms; or record sessions.
3. You **can** share your screen
 - a. If you typically use the blackboard in the classroom, consider using PowerPoint, GoogleDoc, Word, or OneNote as a virtual blackboard.
4. We have encouraged students to turn on their webcams to simulate the classroom environment. (Use Zoom's [Gallery View](#) to see up to 49 students at once.)
5. Explain how participation will work before class.
 - a. Large classes may consider designating a panel of students as on call for the first class to streamline participation as everyone adjusts to the new classroom.
 - b. Students can volunteer in one of two ways (explain your wishes):
 - i. Send a chat message.
 - ii. "Raise" their hands using Participant view

At the End of Class

1. Another class may need your Meeting ID shortly after you, so end on time!
2. Click "Leave Meeting."