



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 (for example for a make-up class or review session), please submit the appropriate form from [this page](#). You and your students will be sent a temporary Zoom meeting ID for this meeting only.

Joining Your Class

1. **Login to your Georgetown/SSO account** in the Zoom app.
2. Sign in to the specific Canvas class that is meeting (NetID/Duo required).
3. If you are meeting at your regularly scheduled meeting time, click the link that says "Join Online Class." Zoom should begin.
 - a. The link will work beginning ten minutes before the start time until ten minutes after the end time for your class. Outside of this range, clicking on the link may join another class in session.
4. If it is not your regularly scheduled meeting time, use the Meeting ID you were sent.
5. Use your personal Zoom Meeting ID or telephone for office hours and meetings.

During Class

1. All users are automatically muted by default.
2. Feel free to encourage students to turn on their webcams to simulate the classroom environment.
3. **This chart** lists the default Zoom settings in our classrooms.
 - a. By default, students can chat only with you and cannot share their screen. You can change this default behavior with a few clicks. ([chat](#)) ([screen share](#))
4. You are a Host or Co-Host of your Zoom session. This means you can share your screen; mute/unmute; lower "raised" hands; setup and launch breakout rooms; and start generic polls.
 - a. If you are not assigned to be Host or Co-Host or cannot do one of these things, you may not be **logged into your Georgetown/SSO account**.
5. Explain how participation will work before class.
 - a. Students can volunteer in various ways (explain your wishes):
 - i. Send a chat message.
 - ii. "Raise" their hands using Participant view
 - iii. In small classes, you may ask students to raise their physical hands.

At the End of Class

1. Please end on time! Your class recording will end at the time your class is scheduled to end and will not capture anything said after that time.
2. The Zoom session will be active for ten minutes after class ends, giving you time to chat before signing off.
3. Click "Leave Meeting."

Tech Support: 202-662-ZOOM (9666) (during class emergency help) / lawhelp@georgetown.edu (all other times)

[Academic Policies FAQ](#) / [Best Practice Pedagogy Guides](#) / [IST Online Guides](#)