


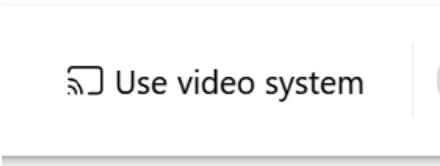

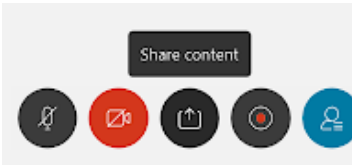


Instructor Quick Start Reminders (Cisco Classroom)

Did you remember to schedule a class meeting via Webex for you and your students before coming in today? You will need to do that before getting started!

| | |
|---|--|
|  | <ol style="list-style-type: none">1. Turn on the projector (these buttons will be on the wall near the front of the room). |
|  | <ol style="list-style-type: none">2. If you are using a document camera, plug that into your laptop.<ol style="list-style-type: none">a. Open the document camera app on the laptop (See separate document camera instructions if needed). |
|  | <ol style="list-style-type: none">3. On your laptop, log into Webex and start your scheduled meeting (https://njit.webex.com/). |
|  | <ol style="list-style-type: none">4. Choose "Use video system" (this should automatically find your classroom. If it does not, type in the room name (e.g., CKB120@njit.edu). This will call the Cisco room system. |
|  | <ol style="list-style-type: none">5. Click "Answer" on the touch panel at the podium. |
|  | <ol style="list-style-type: none">6. Share your screen: this could be slides, notes or the document camera application (if using). If you have no content to share, share the screen of your Webex session chat to more easily keep track of remote students' questions. |

Tips:

- In Webex, click "Mute on entry" for participants.
- Remember to say hello to your remote students when starting class!
- **If you need help, call 973-596-3005.**