



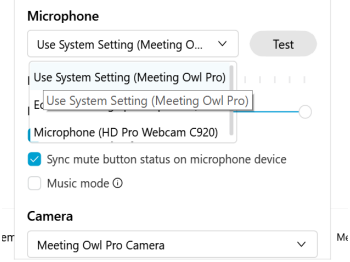
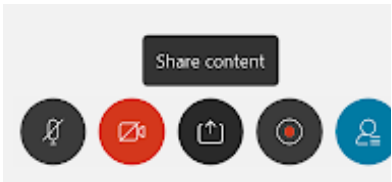


Instructor Quick Start Reminders

(OWL 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. Make sure the OWL device is connected to the laptop.
	<ol style="list-style-type: none"> 3. 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"> 4. On the laptop, log into Webex and start your scheduled meeting (https://njit.webex.com/).
	<ol style="list-style-type: none"> 5. In Webex, choose the OWL as your Microphone and Camera (you don't want the laptop camera/mic chosen).
	<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 so your remote students are visible in the classroom.

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.**