

Extended Classrooms: Faculty Best Practices

If you are teaching in an extended classroom (either in a Zoom-integrated or Zoom-enabled room), you want to be ever mindful of both your in-person and online students. Keep the following in mind so that *all* of your students have the best experience:

Before class

- Schedule class meetings for the semester all at once using the [Course Collaboration Tool](#).

During class


- Periodically check in with online students to see if they have any questions. Zoom-integrated classrooms feature a second monitor on the instructor's desk to display all online participants in grid view. The screen is limited to 40 faces, and active speakers automatically show up on the first screen.
- Provide online students with instructions for how you'd prefer they interact with you during class.
- You are closest to the microphone at the front of the room. Repeat any questions or comments from in-person students before responding so online participants can hear clearly.
- Write a little larger than usual on the classroom's whiteboard for the benefit of those viewing online.
- The meeting ID, should you need to share it, is displayed on the room's control panel. For security reasons, the ID is different for each class.
- Zoom-integrated rooms tie into the attendance tracker, so online attendees are automatically marked present.
- For immediate help with technology issues, pick up the room's hotline phone to reach the ITS Help Desk.

After class

- REMEMBER: Meetings are live and recorded. End meetings before having private conversations with students in the classroom.
- Classes held over Zoom in an extended classroom are automatically recorded and saved the instructor's My Media in Blackboard. To make the recordings available to your students, you must publish them to your course.

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