

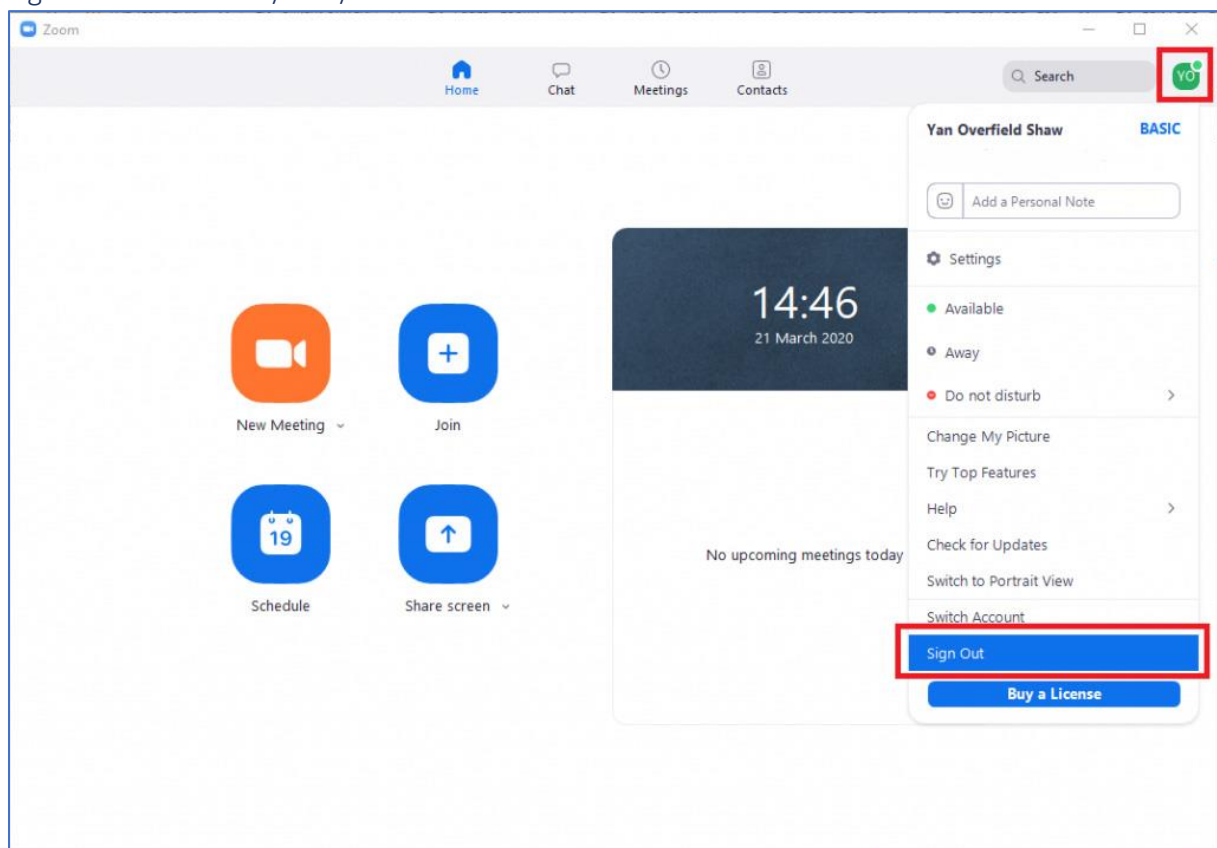
# Use a Boğaziçi Classroom Zoom Account

## 1. Sign Out of Any Open Zoom Accounts

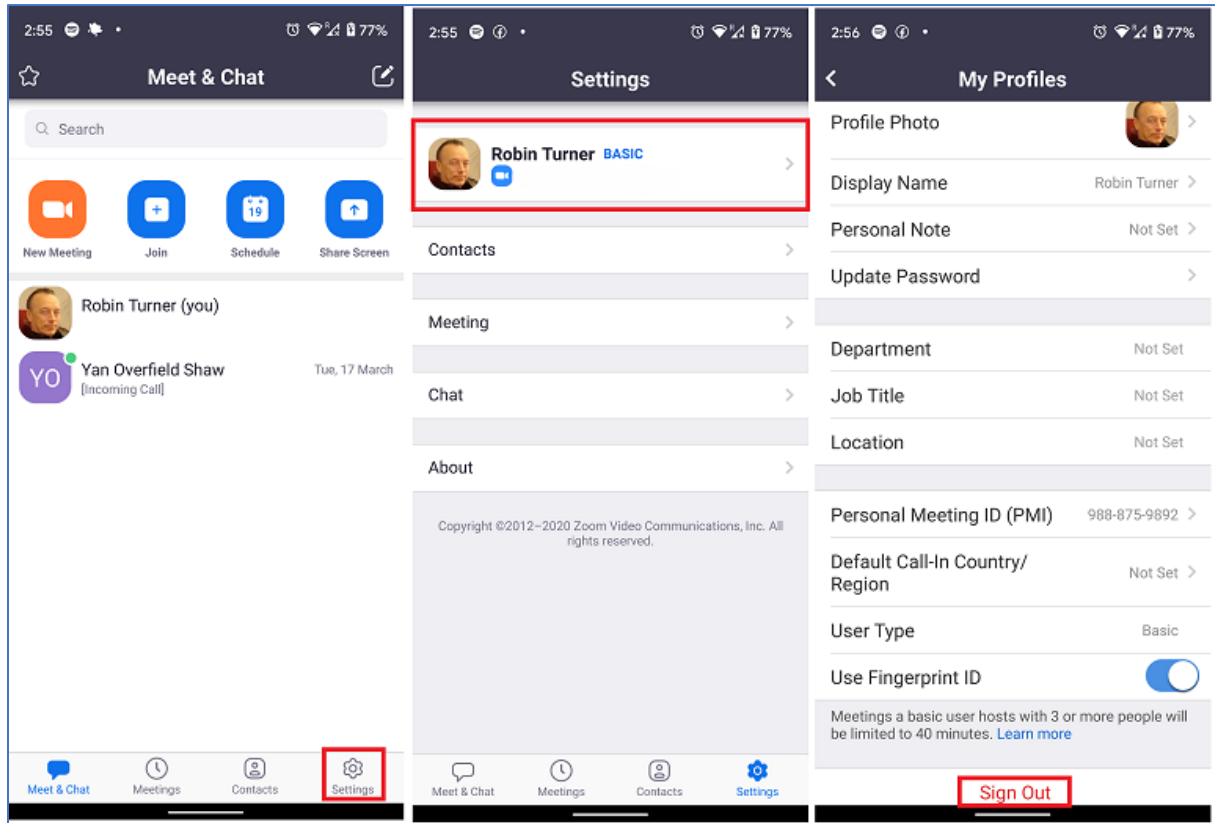
When starting a class, instructors must remember to sign out of their personal/previous class Zoom account on all their devices so they can then sign into the Zoom account of the physical classroom where they would usually teach the class.

Sign out of any open zoom accounts by clicking the profile icon, and scrolling down to select “sign out”:

Sign Out in Windows/Mac/Linux



## Sign Out in iOS/Android



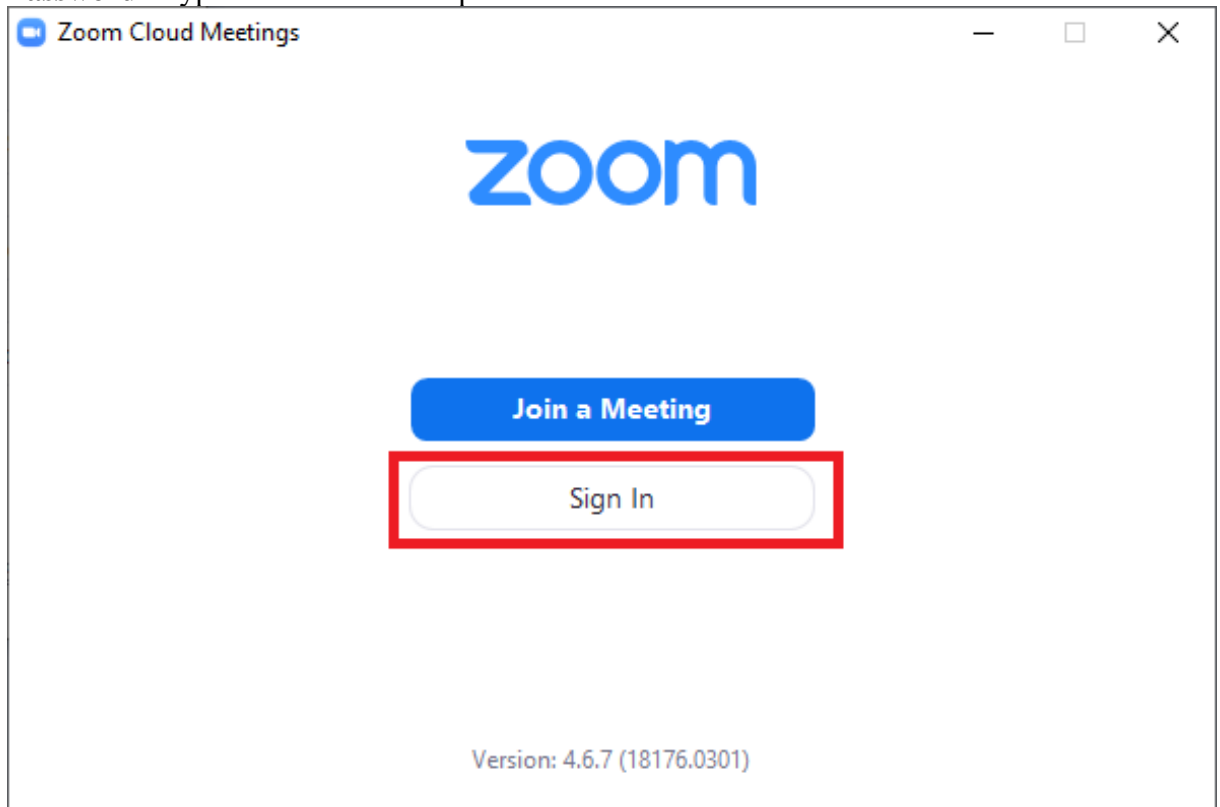
## 2. Sign In to the Boğaziçi Classroom Zoom Account

**Important!** Wait until 5-10 minutes before your class is due to begin (another instructor may be teaching in the classroom before you)

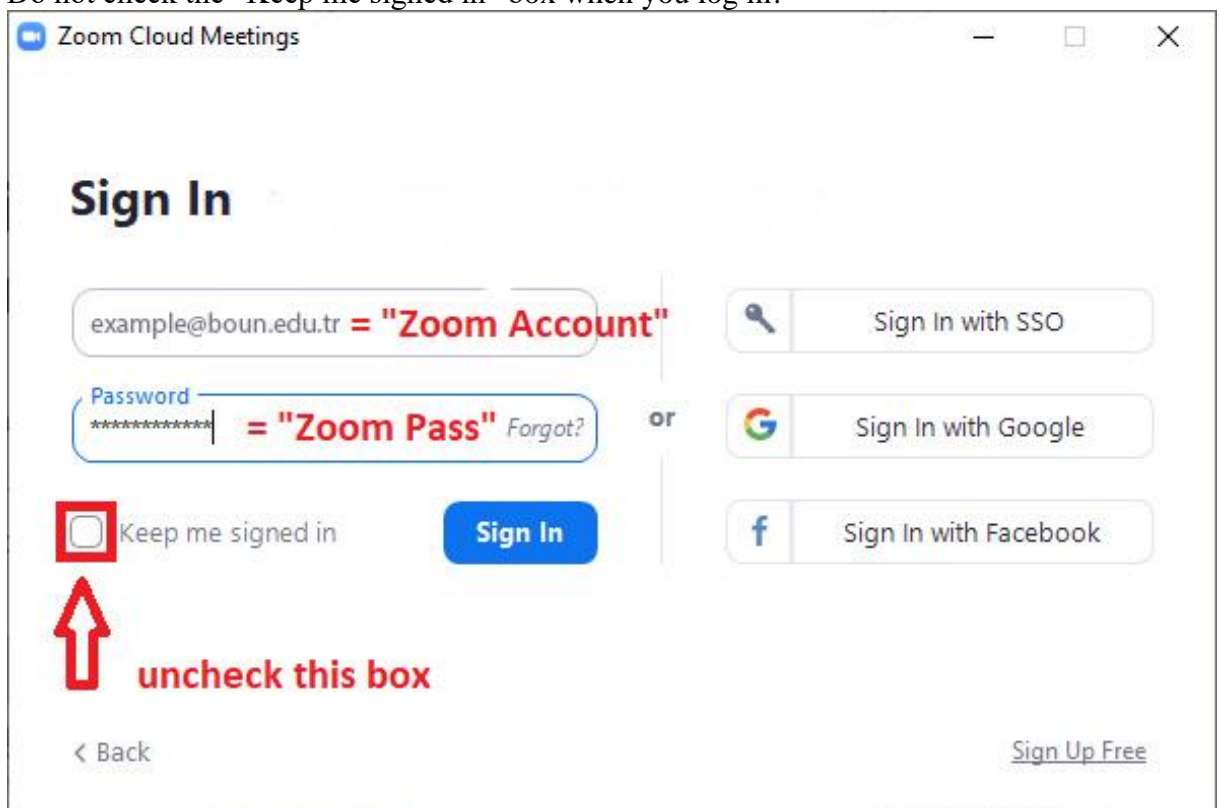
Use the room account details you obtain to sign in.

- **Email** – type the “Zoom Account” email address (e.g. [room-XX@boun.edu.tr](mailto:room-XX@boun.edu.tr))

- **Password** – type the “Zoom Pass” password.



- Do not check the “Keep me signed in” box when you log in!



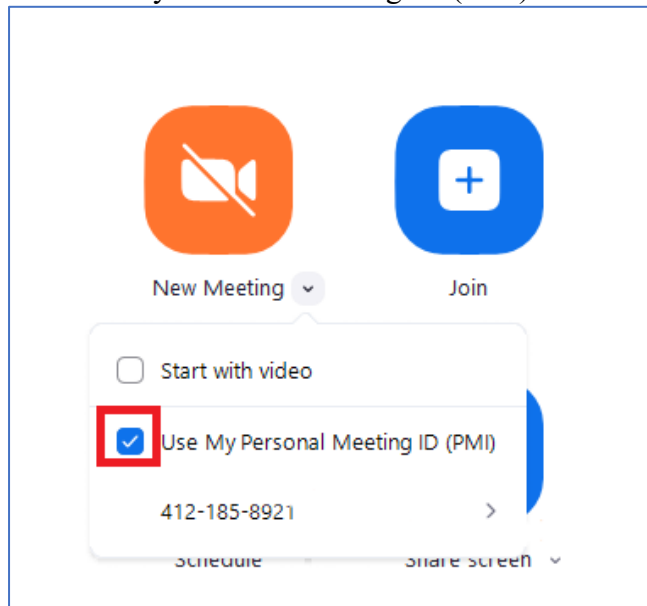
### When co-teaching a class (co-hosting)

Two instructors can sign into a classroom account from different internet connections (IP addresses). If you and your co-instructor are using the same internet connection, one instructor must sign into the account and the other must join the meeting as a guest. In either case, the host instructor can then assign the other instructor as a “co-host”.

## 3. Start the Class Zoom Meeting

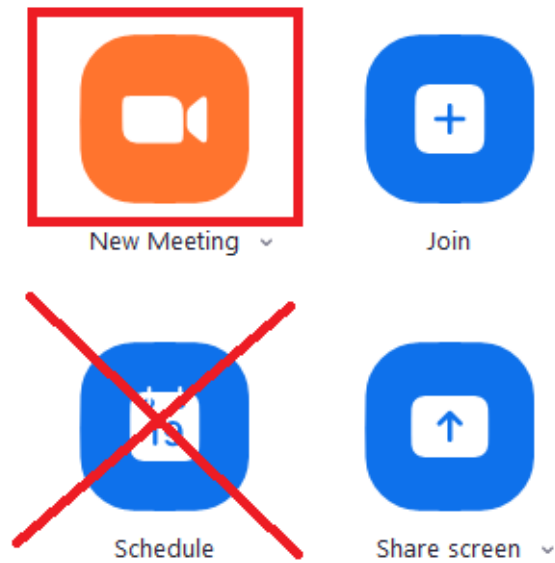
**Important!** Before starting the meeting, check that:

- Share the **Meeting Link** given to you with all your students. You can add this link to the Moodle Page of your course or send it by e-mail (via BUIS or Moodle).
- You have **signed out of all previous Zoom accounts** on all your devices;
- You have **signed in to the correct Boğaziçi Room Zoom Account** for your scheduled classroom.
- (in the dropdown menu under the “New Meeting” button)
  - the “Use My Personal Meeting ID (PMI)” box is checked;



- **N.b., Please do not change any other meeting room settings.** Your preferences might disrupt the way other instructors want to use the same classroom.

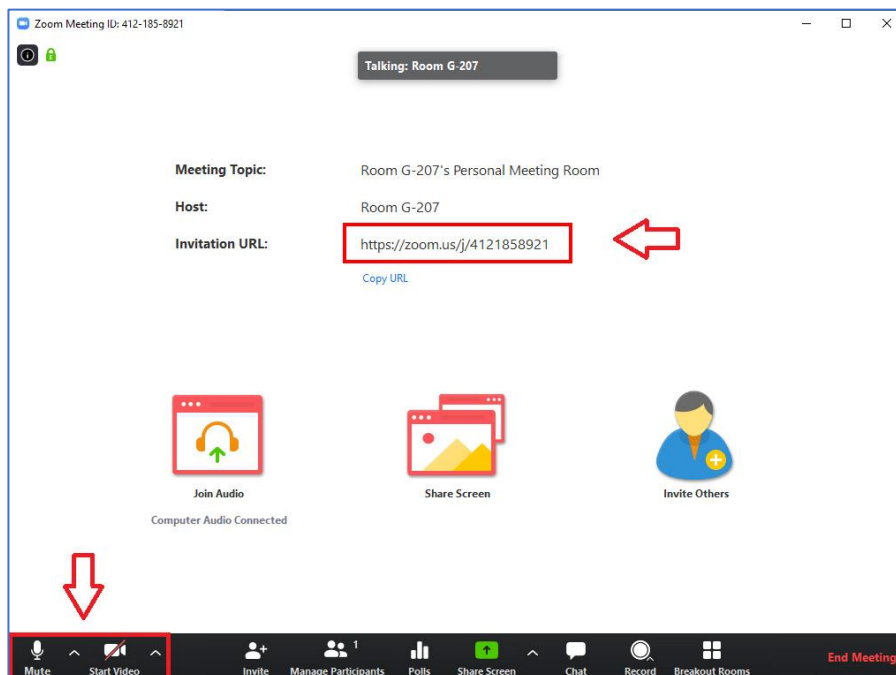
- To start your class meeting, click the “New Meeting” button.



- **N.b., please do not use the “Schedule” feature. There is no need to send/receive invitations.**

#### Troubleshooting

- **“Where are my students? Am I in the wrong place?”** Check the Meeting Link at the middle of the screen. Is it the same as the “Meeting Link” you have shared with all of your students?
- **“Nobody can hear/see me!”** Check you have joined audio and started video:

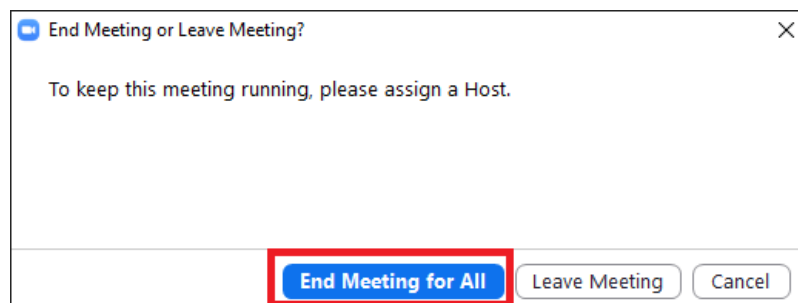
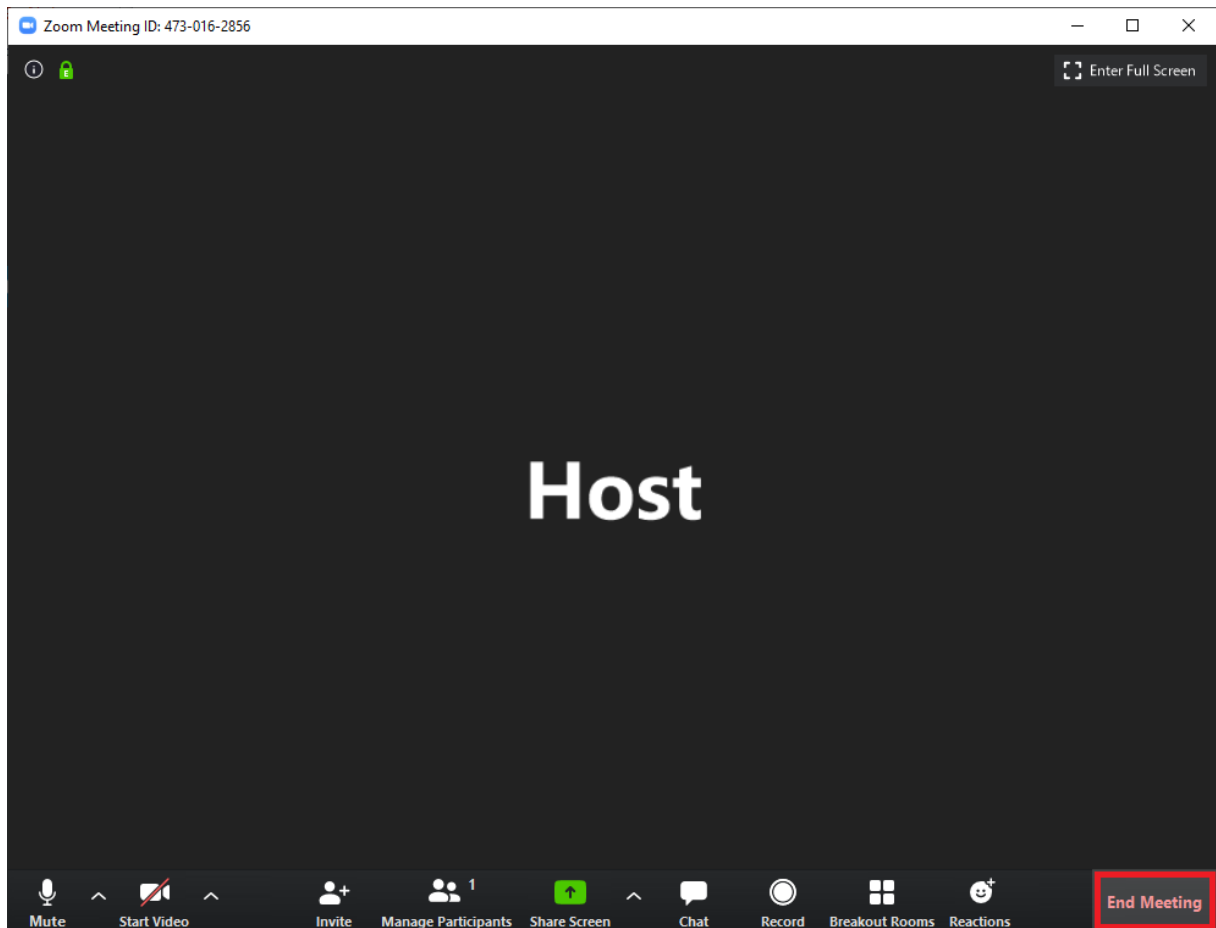


## 4. End the Class Zoom Meeting

You do not need to end the meeting if the class following the 10-minute break is yours and in the same classroom.

You must end the class meeting if another instructor is due to teach in the classroom following the 10-minute break.

To end a class meeting, click the “End Meeting” button and choose “End Meeting for All”.



If your next class is in a different Boğaziçi Zoom classroom, it may also be good practice to sign out of the current classroom account at this time.