

# This is a Global Learning Space

Create a collaborative teaching space, where everyone can be included regardless of their location.

## Join Meeting

1. Book the room using Canvas Integration
2. Click "Join" on classroom touch panel
3. Use your device or the classroom computer to begin sharing

More about Joining



## Share Screen

1. Use the classroom PC or connect the provided HDMI cable to your device.
  - Teams Room system will auto switch to present from your device.
2. Select "Share" on the Classroom Control Panel

More about Sharing



## Record Class

### Start Recording

1. Click "More actions"
2. Select "Start Recording"

### Stop Recording

1. Click "More actions"
2. Select "Stop recording"

More about Recording



## Need support?

Email [classroomITsupport@northeastern.edu](mailto:classroomITsupport@northeastern.edu) Monday through Friday from 6 a.m. to 9 p.m. ET, Saturday, 8 a.m. to 6 p.m. ET, and Sunday 1 p.m. to 5 p.m. ET for immediate support dispatch. Include the building name and classroom number in the subject of the email.

## Have a question or need support after-hours?

Northeastern IT Service Desk is available 24/7 by calling 617.373.HELP [4357] or emailing [help@northeastern.edu](mailto:help@northeastern.edu).