

# A Handy Guide to ALL THE GUIDES

## **G SUITE** ([G Suite Status](#))

[Create a New Contact Group](#)

[Google Shared Drives Quick Sheet](#)

[YouTube Livestream Instructions](#)

## **CLASSROOM** ([classroom.google.com](https://classroom.google.com))

[Faculty Getting Started Guide](#) (*bard.edu login required*)

## **MOODLE** ([moodle.bard.edu](https://moodle.bard.edu))

[Faculty Getting Started Guide](#) (*bard.edu login required*)

## **MEET** ([meet.google.com](https://meet.google.com) - video conferencing)

[Scheduling your Meet event using Google Calendar.](#)

[Creating and Recording a Google Meet Video Meeting](#)

[Recording a Video Presentation While Sharing Your Screen or Window](#)

[Ways to Join a Google Meet Video Meeting](#)

[Play, Share or Download a Recording in Google Drive](#)

## **ZOOM** ([bard.zoom.us](https://bard.zoom.us) - video conferencing)

Join a live [Zoom Education Webinar](#) or watch short videos to help get up to speed with Zoom:

- [Scheduling your Meeting in Zoom](#)
- [Testing your Computer's Audio and Video](#)
- [Meeting Controls](#)
- [Recording a Meeting in Zoom](#)
- [Sharing your Screen in Zoom](#)
- [Zoom 101: Manage Participants \(In-depth\)](#)
- [Zoom 101: Breakout Rooms](#)
- [Zoom 101: Polling \(In-meeting\)](#)
- [Automatic Transcriptions \(when saved to Zoom Cloud\)](#)
- [Screen Share & Annotation for EDU](#)
- [How to use Waiting Rooms to Manage Office Hours & Drop-In Visitor Times](#)
- [Most Common Zoom Questions - Answered!](#) (shared by Stanford University)
- [How to Keep Uninvited Guests out of your Zoom Meeting](#)

**Zoom Status:** <https://status.zoom.us/#>

## BLUE JEANS ([bard.bluejeans.com](http://bard.bluejeans.com) - video conferencing)

- [Getting Started with Blue Jeans - Portal \(step-by-step instructions\)](#)
- [Schedule a Meeting from your Blue Jeans Account](#)
- [Video: Schedule a Meeting from your Blue Jeans Account](#)
- [Using Annotation and Whiteboard in the Blue Jeans App](#)
- [Video: Blue Jeans Meetings 101 \(English \(EN\), Español \(ES\), Français \(FR\), 日本語 \(JP\)\)](#)
- [Sharing Content in Blue Jeans](#)
- [Blue Jeans Recordings: Record, Playback and Share](#)
- [Video: Meeting Options & Settings in Blue Jeans](#)
- [Video: How to Set up Meeting Delegation](#)

*Find more Blue Jeans guides: <https://support.bluejeans.com/s/>*

**Blue Jeans status:** <https://status.bluejeans.com>

## IMPROVE YOUR HOME INTERNET ([Tips from Bard IT](#))