CLASSROOM INSTRUCTOR GUIDE

ACTIVE LEARNING ROOMS

This is a generic "How-To" guide on how to utilize classroom equipment in classrooms for Zoom instruction at the Higher Education Center at McAllen. More specifically, the Active Learning classrooms with a touch panel and several displays around the room to allow for student breakout sessions. For the purposes of this guide, we will be assuming that the classroom has been outfitted with a podium computer such as Classroom 105 and 106.

THE FOLLOWING EQUIPMENT IS LOCATED IN ROOMS 105, 106:

- 6 - Presentation Displays at each student "pod."
- Black Crestron Touch Panel for AV control (Tabletop on podium table in center of room).
- Black Crestron Touch Panel for AV control (wall mounted at front of room).
- Podium computer connected to:
  - o Vaddio Wall mounted PTZ Camera with remote.
  - o Wacom Interactive Touch display with Stylus.
  - o Shure lapel microphone.
- HDMI Pigtail (for external laptops) *if using laptop, computer connected devices cannot be used.

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TOUCH PANEL

While these computers have a local monitor to display the computer screen, you first need to turn on the AV system to see what you are doing.

1. Locate the black **"Crestron" touch panel** on the tabletop on the podiumtable. If it is dark, simply tap the screen to wake it up.
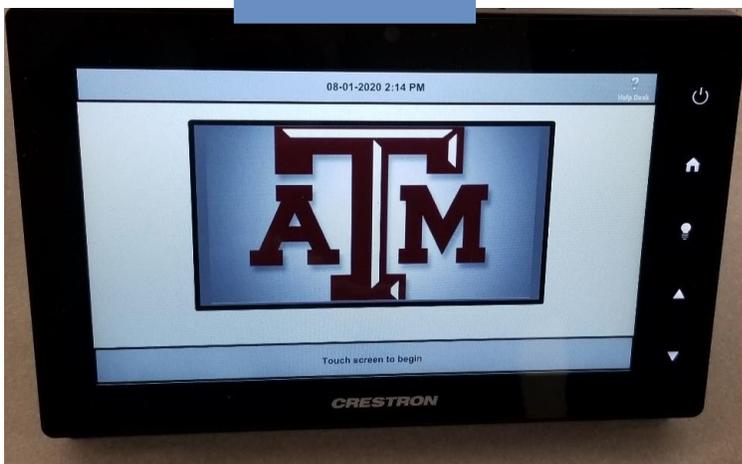
2. **Touch the screen** to navigate to the following screen:
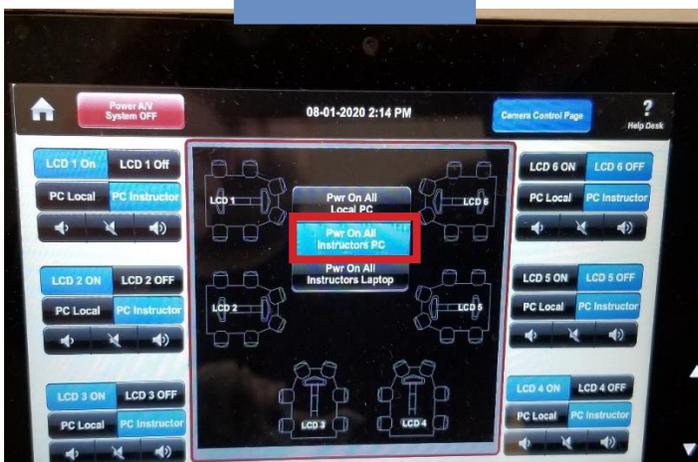
3. Press the **"Pwr On All Instructors PC"** button, and the displays around theroom as well as the podium Wacom monitor should turn on. **Press it oncemore if not all of the displays turn on**.

COMPUTER LOGIN

1. Once the previous steps have been completed, use the wireless keyboard and mouse to **sign in to the podium computer.**
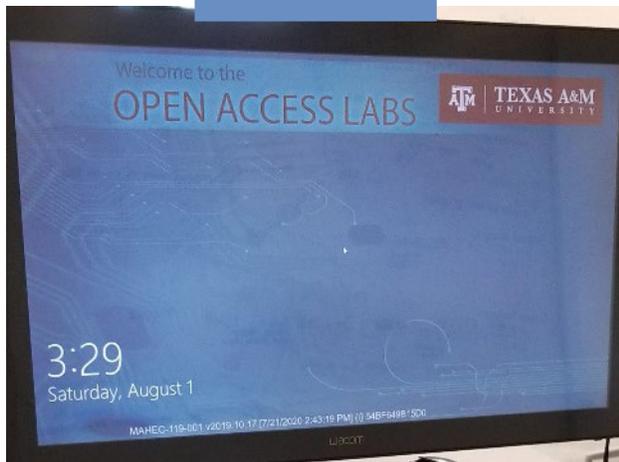
2. Wake up the computer by **pressing enter** and accepting the acceptable use agreement.

3. Enter your **NetID** and **password** to sign in:

SOUND AND MICROPHONE ADJUSTMENT

1. Locate the lapel microphone inside the **Shure leather bag** on top of podium or black rack.

2. Check batteries by switching the **microphone "On"** and clipping it to your belt.

a. **Note:** Microphone may be powered on by toggling a switch on top portion of belt pack.

b. **Note:** Other microphones may be powered on by opening battery compartment and holding the power button

3. Place lapel microphone about 4-6 finger widths below your chin and clip onto your shirt.

4. Please note that these microphones were installed only to accommodate Zoom instruction, and are not connected to any sound reinforcement systems in the classrooms. This means you will not be able to hear yourself through the speakers, and need to confirm that the microphone is selected and working within Zoom software. See the next section for these instructions.

# WEB AND CONFERENCING ADJUSTMENTS

1. Log in to the room's classroom computer.

Figure C

2. Hit the windows logo, **type "Zoom,"** and search for application. Figure C.

3. Click **"Sign in with SSO"** and type in the domain **"tamu"** when prompted (tamu.zoom.us). Figure D, Figure E.
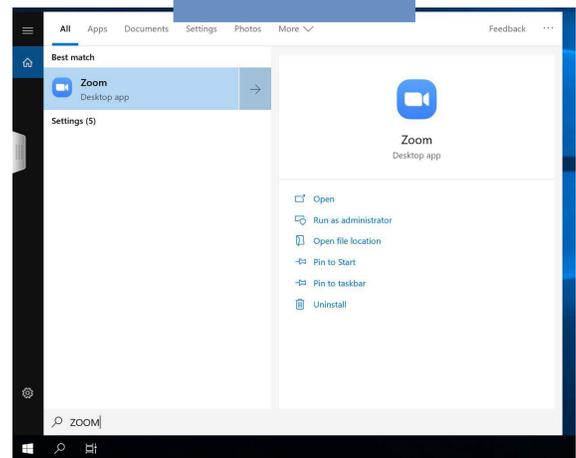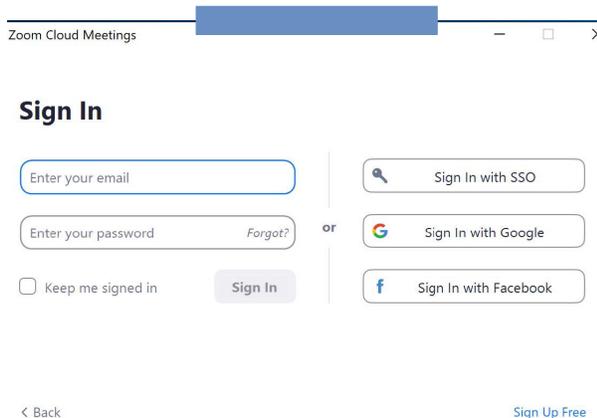
Figure D
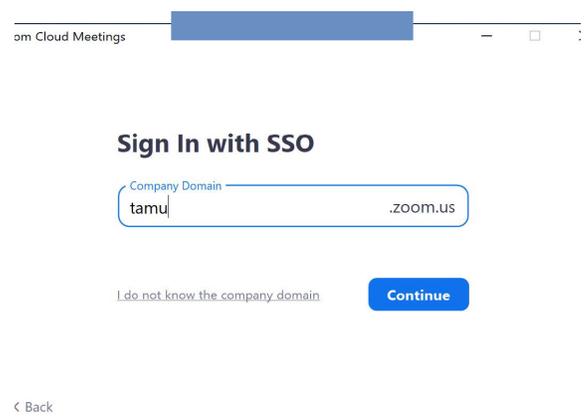
Figure E

4. Log into CAS with your **NetID login** and wait for Duo prompt if applicable.

5. Zoom should relaunch logged in. If not, launch manually using step 2. Figure F.
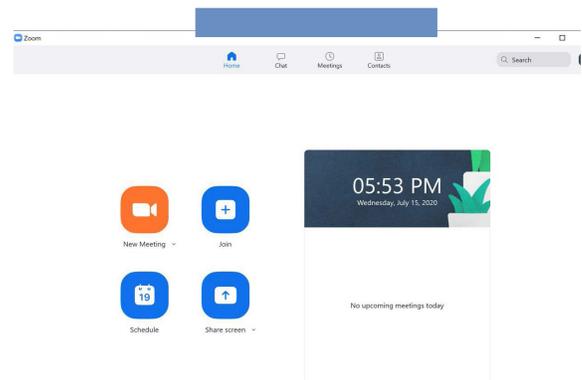
Figure F

6. Who is hosting the meeting?

   a. You?

      i. Click the "New Meeting" drop-down and select your options.
      ii. Click "New Meeting."

   b. Someone Else?

      i. Click "Join a meeting."
      ii. Enter the meeting ID and join the meeting.

7. A dialog will pop up asking you how you want to connect audio.

   a. Computer Audio (recommended):

      i. Click "**Test Speaker and Microphone.**"

      ii. Select the correct speaker (normally "same as system" option) from the drop-down and make sure your volume is up on the computer and button keypad

      iii. Select the correct microphone (normally echo-cancellation speakerphone (OneLink Bridge)) and make sure your voice is coming through.

      iv. Select the **"Join with computer"** audio option.

   b. Phone Call:

      • Call the displayed number.
      • When prompted, enter the **meeting ID and your participant ID.**

8. By default, the in-room camera is shared to the participants. Camera choices vary per room and are available from the video drop down menu as follows: OneLink Bridge, Mediaport, AverCam, Elmo. OneLink Bridge is the option required for this type of classroom.

   a. Note: Some rooms have multiple cameras and you will need to cycle through cameras to identify your preferred choice

9. The in-room camera will be located on a wall either directly in front of you, or on another wall, and will be facing the instructor lectern. If the camera needs adjustments, locate the white Cisco touch panel on top of the black equipment rack.

   a. The arrow-shaped buttons indicated in a green box control the camera's pan and tilt function (up, down, right and left), and the buttons in a red box control the zoom function (close and far). Adjust as needed to get a good angle of yourself.

10. To record your lecture or presentation, press the record button on the bottom of the screen and select **"Record to the Cloud."**

11. This will record your audio and selected video source for later use. When you are finished with the lecture, press the **"Stop Recording"** button on either on the bottom row or in the top left corner. When you stop the recording Zoom will automatically send you an email when the file is ready for use.

12. When your meeting is over, hit **"End Meeting"** in the bottom-right corner of the screen.

13. When you receive the email that your recording is ready, click the link in the email to be taken to your list of recordings. Here you can download the recording to use and upload to whichever teaching site you may use (ex. Canvas, Blackboard). **The recording will be in an .mp4 file.**
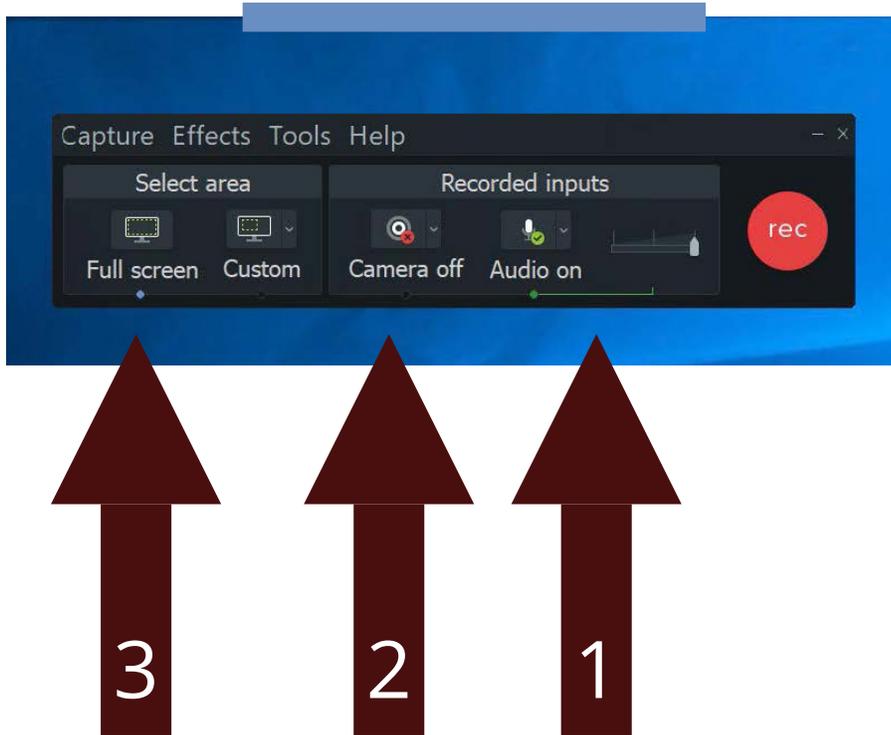
LECTURE CAPTURE

1. All rooms have Camtasia and TechSmith Relay installed on the podium computer to allow you to record your classroom]
2. Go to **Start menu** of classroom computer
3. Look for **"Camtasia Recorder"** and select program. *Camtasia versions may differ depending on the installation on the computer, however these instructions still apply.
4. Wait for Camtasia recorder to launch.
5. Set up Audio:
   a. Choose your cameras device OneLink Bridge.
6. Set up Camera:
   a. Choose your cameras device OneLink Bridge.
      i. Note: Hover over camera to get larger preview
7. Set up Camera:
   a. Choose full screen capture to allow for whole screen to be recorded.
8. Set up Camera:
   a. Choose **Tools > Options**.
   b. Adjust **"Temporary Folder" to C:\Videos\"Username"** on Open Access Lab Computers.
      i. **Note:** Username is usually NetID.
   c. Adjust **"File Options" to C:\Videos\"Username"** on Open Access Lab Computers.
      i. **Note:** Username is usually NetID.
   d. See Figure G.

9. Hit **record** to ensure it's working and wait for the countdown.

10. Once done recording, hit **F10 to stop recording** or choose stop from "Camtasia Recorder" menu bar.

11. Continue to import recording into Camtasia.

12. **File Save as Camtasia Project file.**

Figure G