**TEXAS A&M UNIVERSITY**

# Higher Education Center at McAllen

## Classroom Instructor Guide – Button Keypad

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, classrooms with button panels on the wall, and not a touch panel, but with a podium computer. Please note that not all classrooms (more specifically labs) with button panels have a podium computer, and you will need to bring a laptop with you to connect to the system in those rooms without. For the purposes of this guide, we will be assuming that the classroom has been outfitted with a podium computer such as Classroom 119 and 120.

The following equipment is located in Rooms 119 and 120:
- 82" presentation display at front of room.
- Speaker system for Computer audio.
- 8-button AV control keypad (wall mounted at front of room).
- Podium computer connected to:
    - Wacom Interactive Touch display with stylus.
    - Vaddio Wall mounted PTZ Camera with remote.
    - Shure Lapel Microphone.

HDMI Wall Plate (for external laptops) *if using laptop, computer connected devices cannot be used.
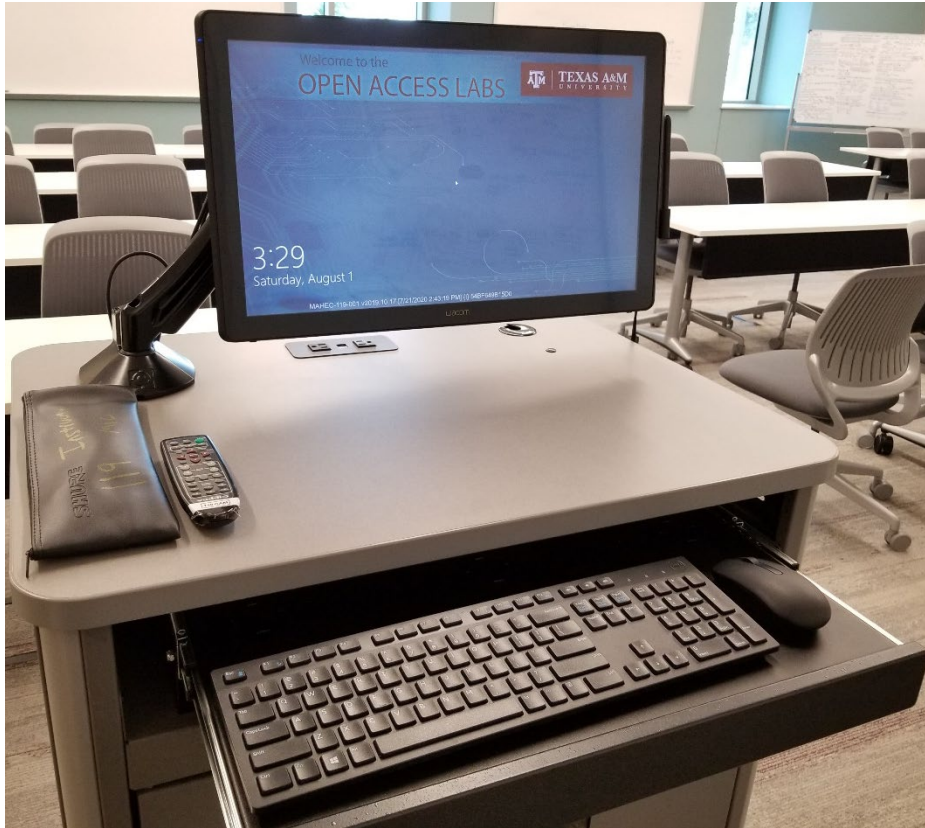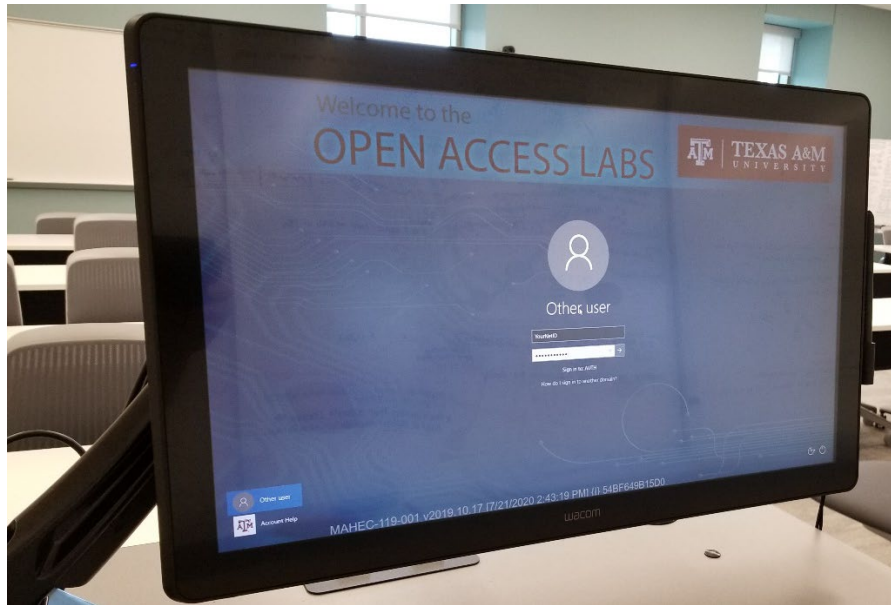
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## Computer Login

1. Locate the classroom computer:



2. Wake up the computer by pressing **enter and accepting the acceptable use agreement.**

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

# Smart Podium or Wacom Writing

**Note**: Interactive monitors have a tethered stylus/pen, if applicable. Not all rooms have an interactive monitor and some may have multiple monitors. However, if applicable, only one monitor is interactive.

1. Locate the tethered stylus/pen.
2. Move it across the screen.
3. The mouse should follow the pen.
4. Smart podiums:
   a. Find the **calibrate** button on top right of monitor.
   b. Follow the pop-up instructions.
   c. Make sure to calibrate your pen.
   d. Open the Smart Notebook.
   e. Open your created files or start a new file.
      i. Note: Files are in Smart Notebook format only.
   f. Test your ability to change ink via the smart podium buttons on top of monitor. The same functions may be performed within Smart Notebook.
5. Wacom Board:
   a. You may open up the **Wacom Tools** to calibrate the pen.
   b. Open **OneNote**.
   c. Login using your **NetID and Duo**.
   d. Open your saved or created notebook, or start a new notebook.
   e. Test your ability to change ink via the OneNote toolbar.

f. Make sure to sync your notebook often.



# Button Keypad

1. Locate the button **keypad** which should be found on the wall near the front of the room either to the right or left of the presentation display.

2. Tap the **"Power On"** button on the left, unless the system is already powered on.

3. You can adjust the **room volume** with the up and down arrows on the bottom right and **mute/unmute** with the button below the volume up and down buttons.

4. You can select the source you want to display on the presentation display either the **"Wall Left"** or **"Wall Right"** buttons.

5. The "**Wall Left**" source will show the podium computer screen.

    a. **Note**: If the projector screen is showing something different than the podium computer, then press **Windows + P** on the keyboard to bring up a menu and make sure **"Duplicate"** is selected.

6. The "**Wall Right**" selection can be used to show a laptop or other HDMI device, however for these purposes, please use the podium computer, as it is directly connected to the audio system needed to instruct using Zoom.

    a. **Note**: Not all rooms will have an additional HDMI cable.

7. If you know that there will not be another class after yours, please turn the system off by, tapping the **"Power Off"** button and assuring that you have signed out of the podium computer.
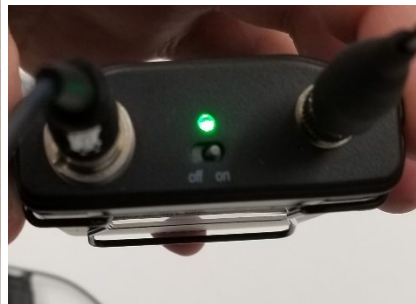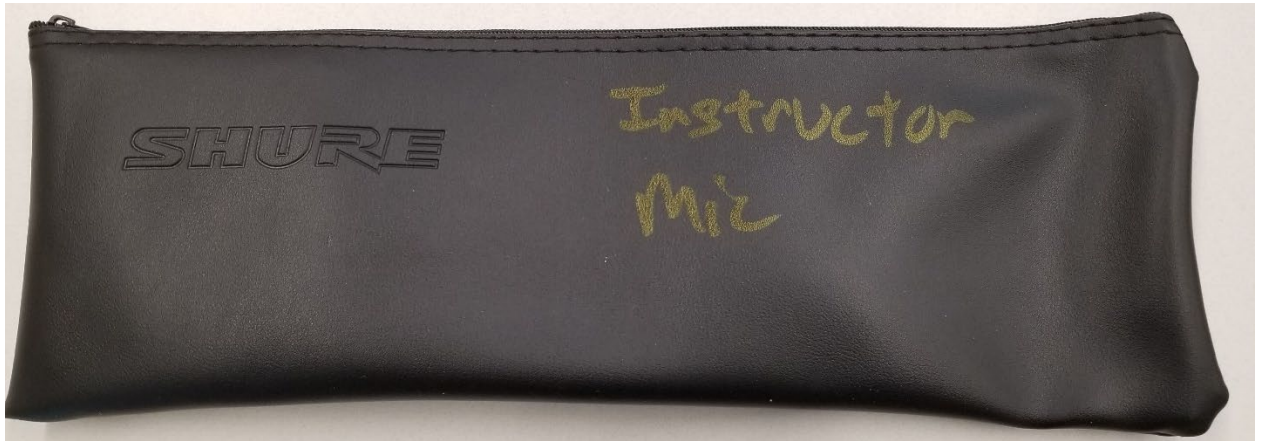
## Sound and Microphone Adjustment

1. Locate lapel microphone inside the Shure Leather Bag on top of podium or black rack.
2. Check batteries by switching microphone **"On"** and clipping to 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 Conferencing and Adjustments

1. Hit the **Microsoft Windows** button on the keypad , type "**Zoom**" and search for application.  Figure C.

 Log in to the room's classroom computer.

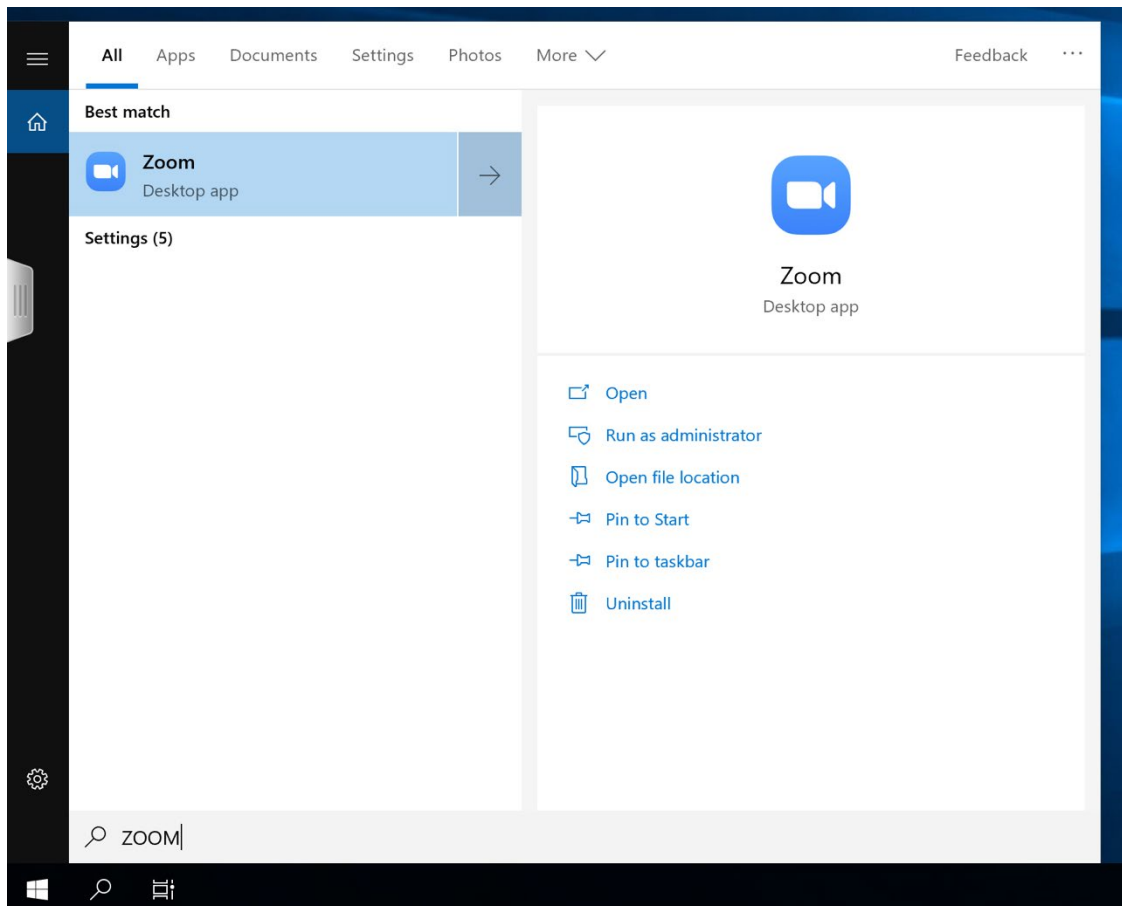2. Hit the **Microsoft Windows** logo, type **"Zoom"** and search for application. Figure C.



Figure C.

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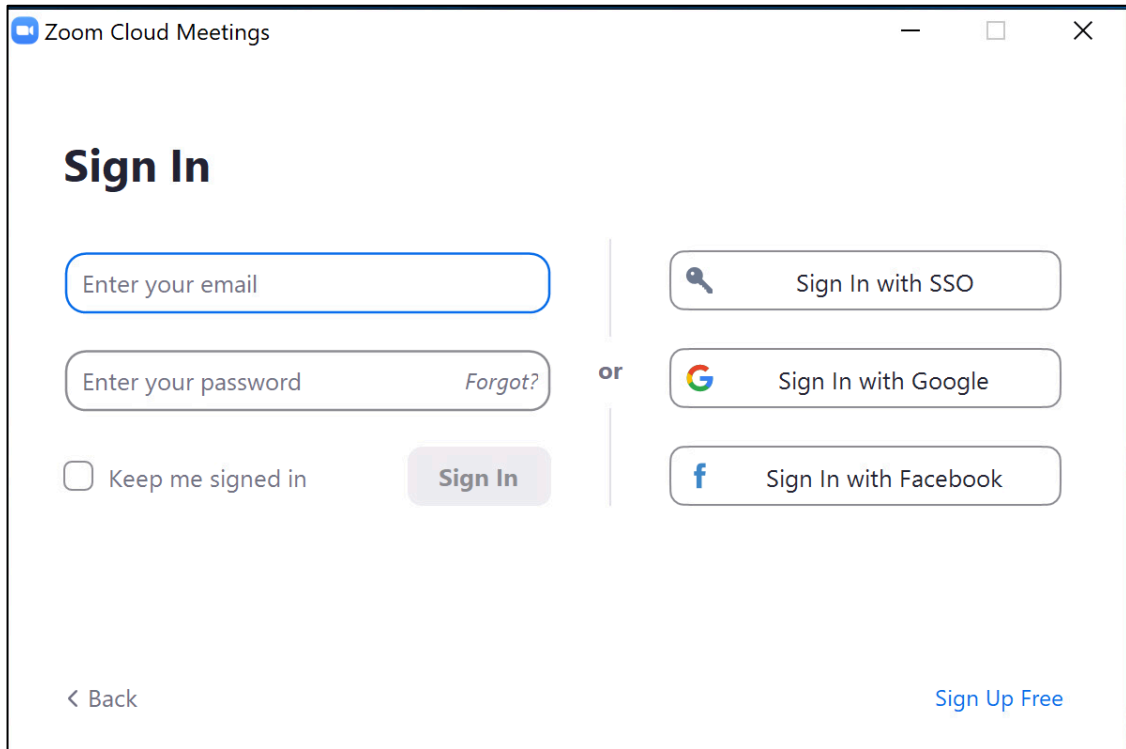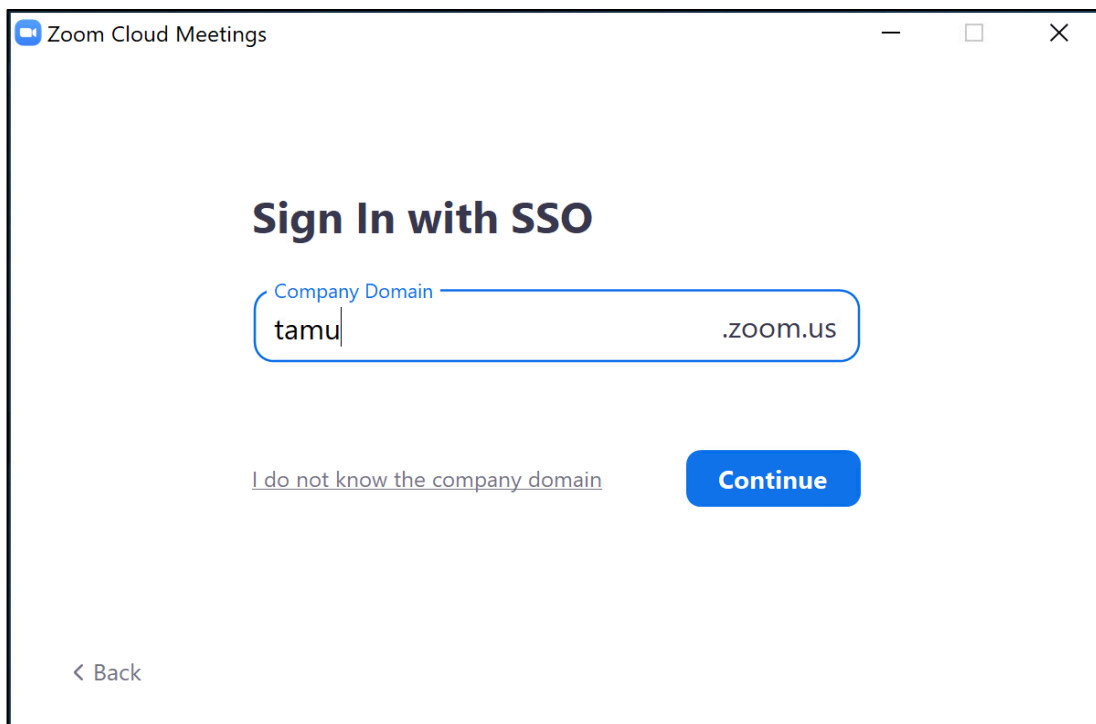
Figure D.



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.
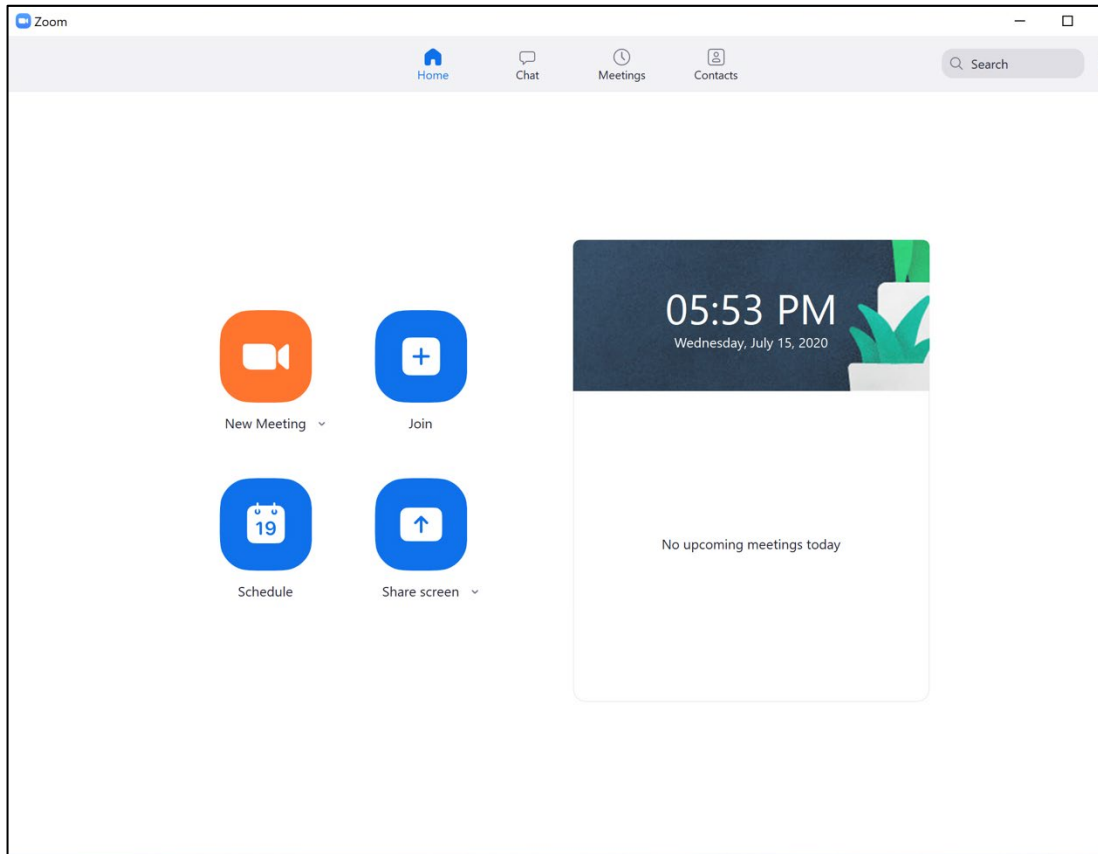
Figure F.

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, please locate the Vaddio remote near or on the podium and point it towards the installed camera in the room.

   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 ZZoom 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 a .mp4 file.
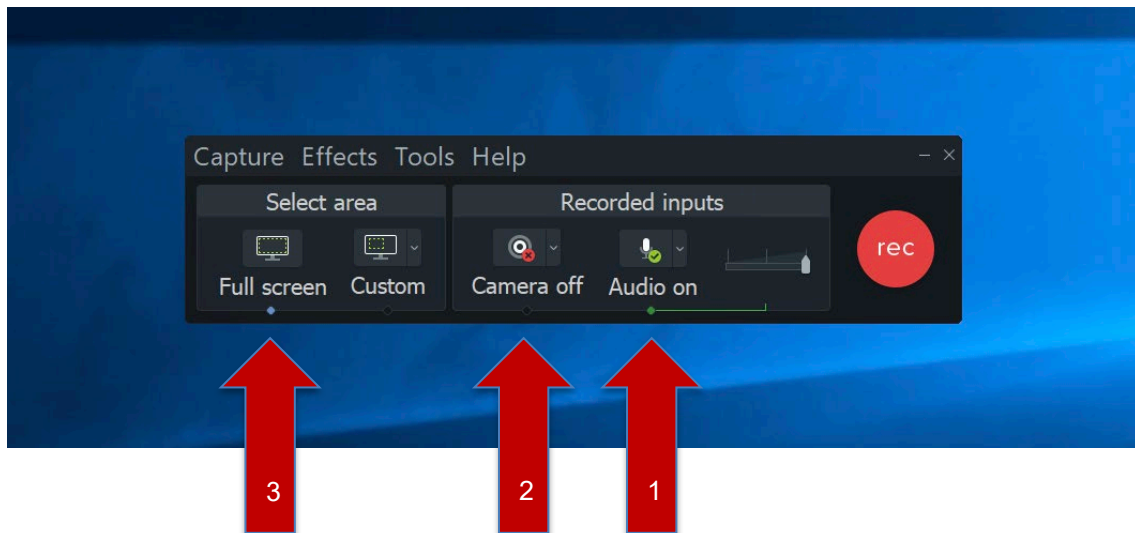
## Lecture Capture

1. All rooms have Camtasia and TechSmith Relay installed on the podium computer to allow you to record your classroom lecture.
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 microphone device Line In/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 Recording Area:
   a. Choose **full screen capture** to allow for whole screen to be recorded.
8. Set up File Output options:
   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.
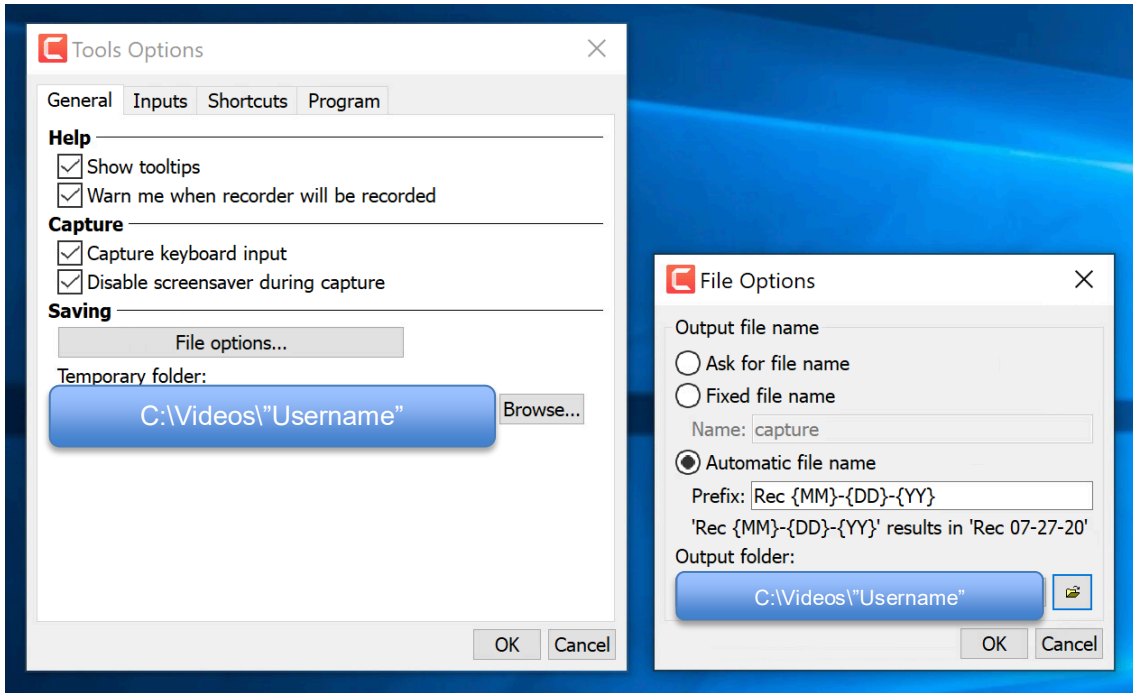   d. See Figure G.

Figure G.

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