TEXAS A&M UNIVERSITY

Higher Education Center at McAllen

Classroom Instructor Guide – Touch Panel Basic

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 a touch panel with a podium computer. For the purposes of this guide, we will be assuming that the classroom has been outfitted with a podium computer such as Classroom 128, 222, and 320.

The following equipment is located in Rooms 128, 222, and 320:

- 82" Presentation display at front of room.
- Speaker system for computer Audio.
- Black Crestron Touch Panel for AV control (wall mounted at front of room).
- White Cisco Touch Panel for camera control and video conferencing.
- Podium Computer Connected to:
  - 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.
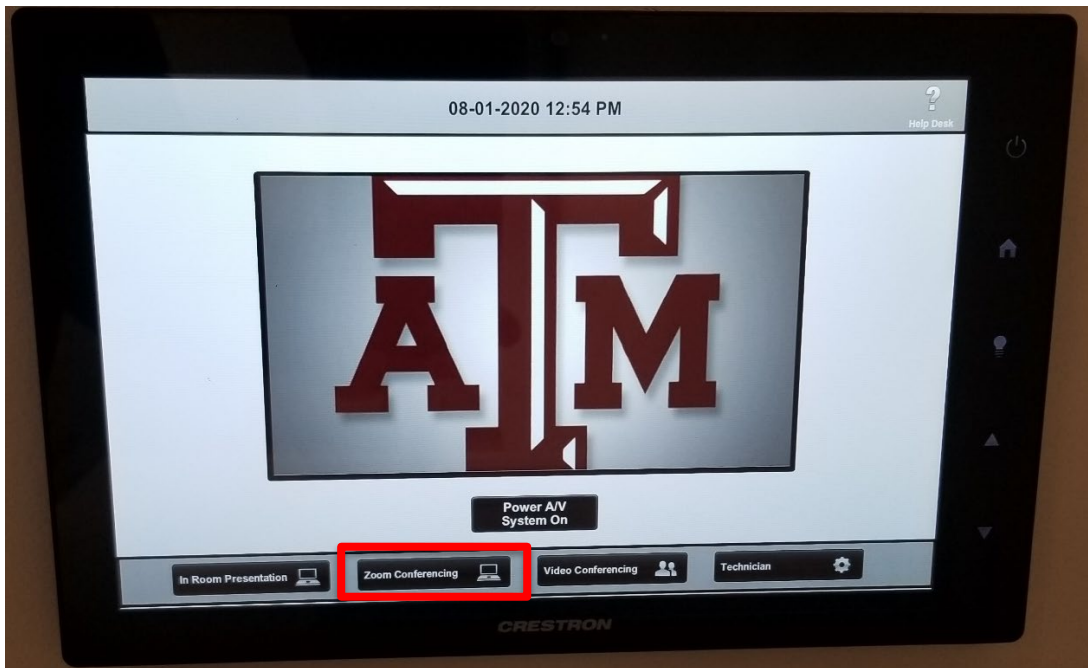
Table of Contents

Classroom Guide

Touch Panel

Because these rooms do not have a computer monitor mounted on the podium, you need to first turn on the AV system to be able to see the computer screen.

1. Locate the **black "Crestron**" touch panel on one of the walls at the front of the room. If it is dark, simply tap the screen to wake it up:


2. Press the **"Zoom Conferencing"** button (in red) on the bottom portion of the screen, and the display will turn on and switch to the Podium PC source.

3. Once selected, you can also use this page to adjust the camera angle, however it is much easier to use the provided remote control. You can also adjust the computer audio in the classroom using the slider:
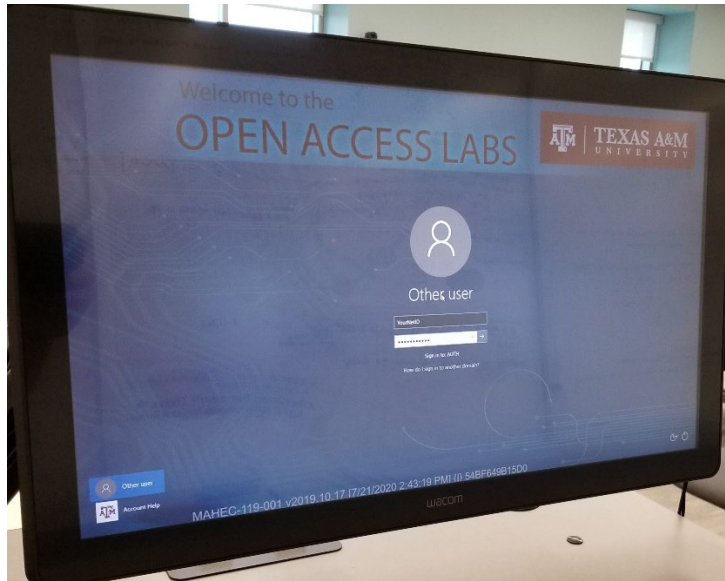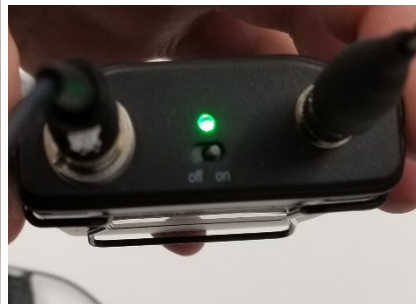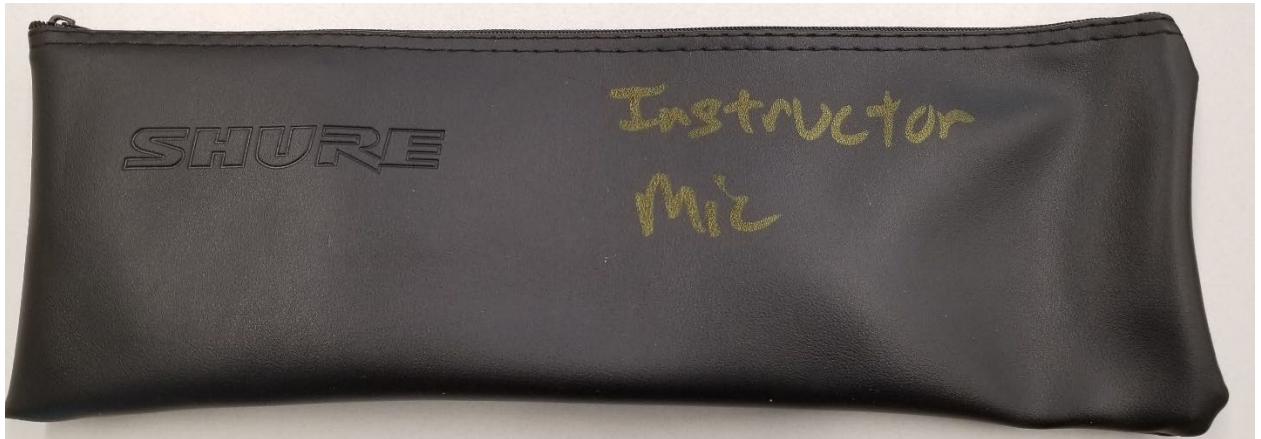
4.

Computer Login

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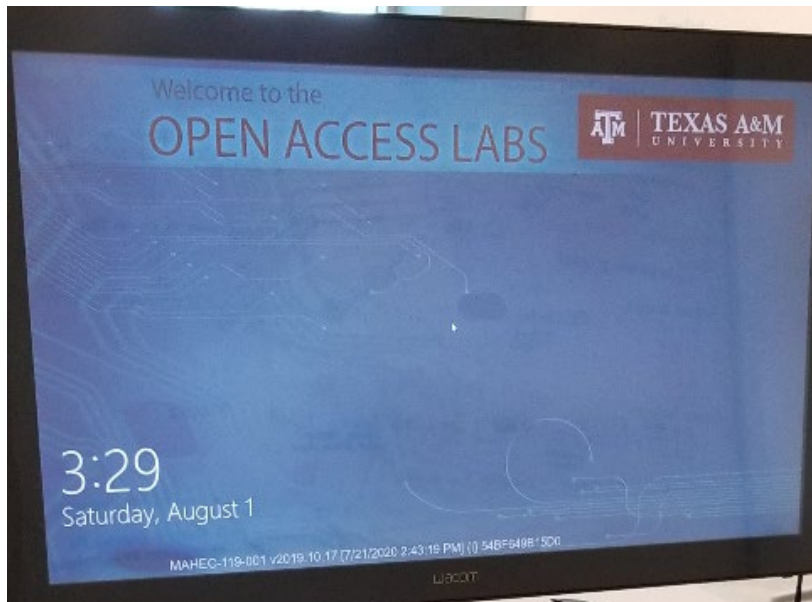
2. Wake up the computer by **pressing enter** and accepting the acceptable use agreement.

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

Sound and Microphone Adjustment

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

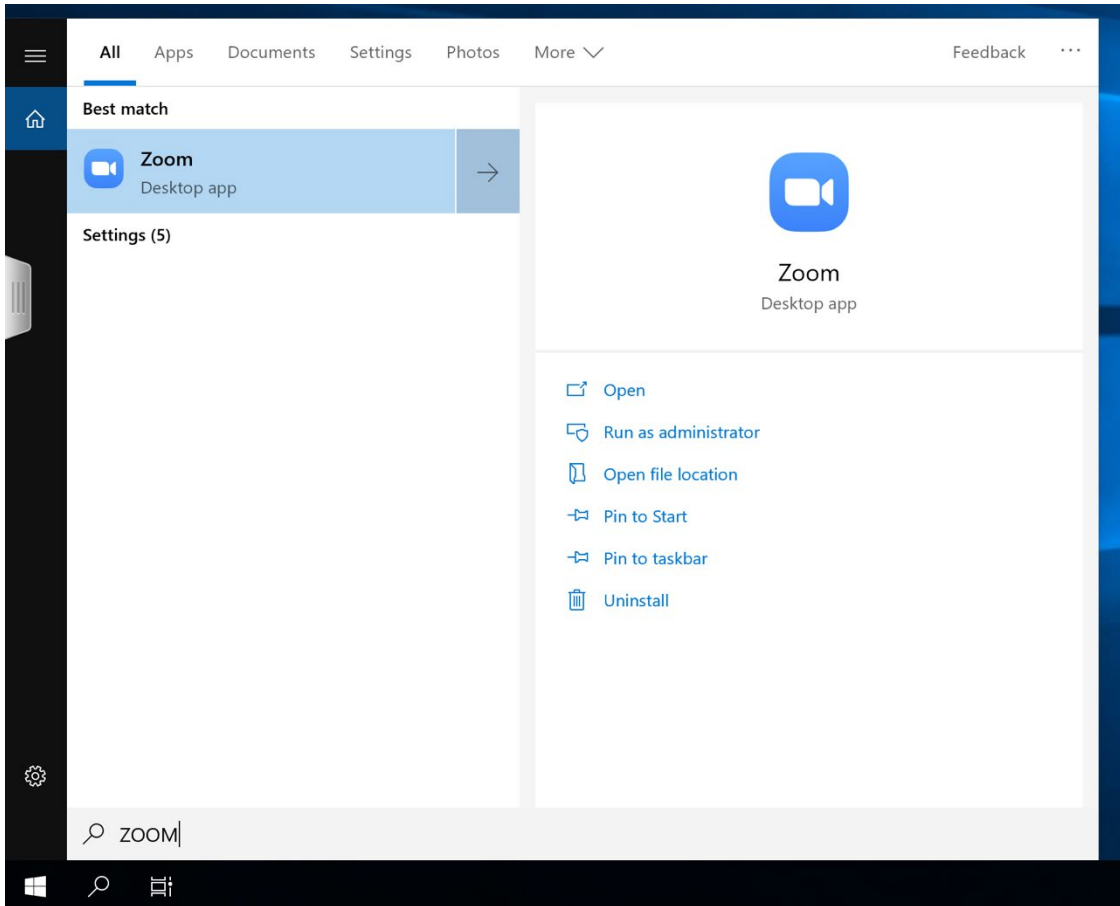2. Hit the windows logo, **type "Zoom" and search for application**. Figure C.

Figure C.

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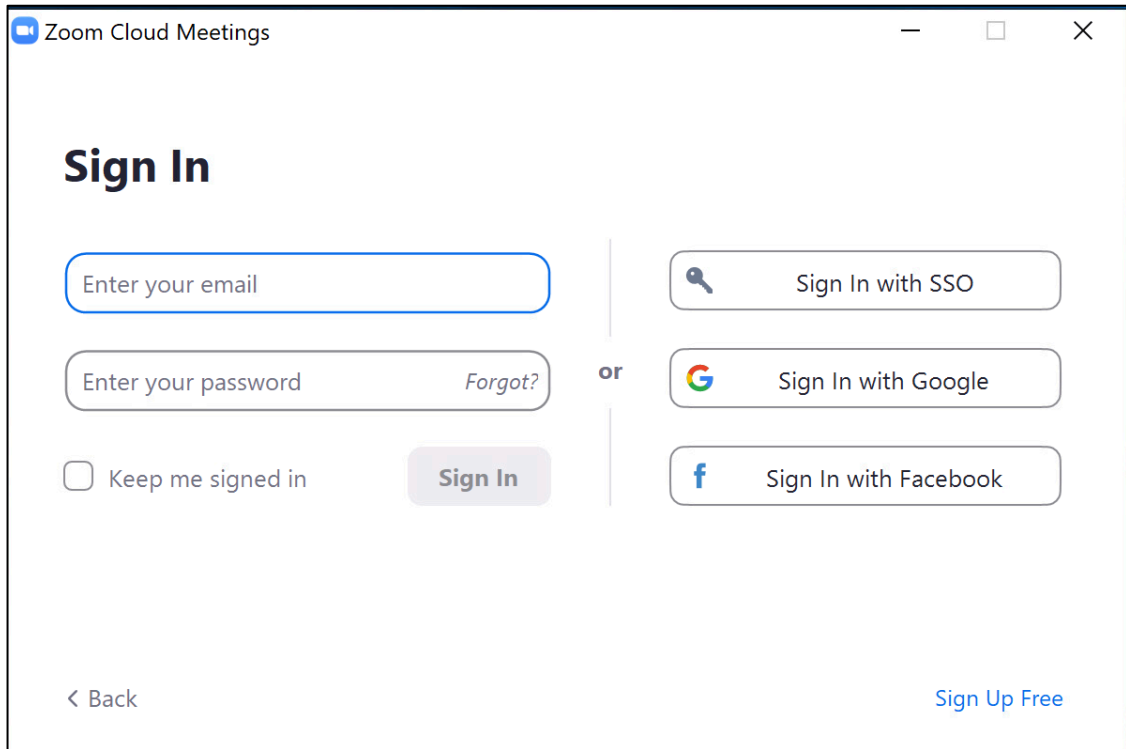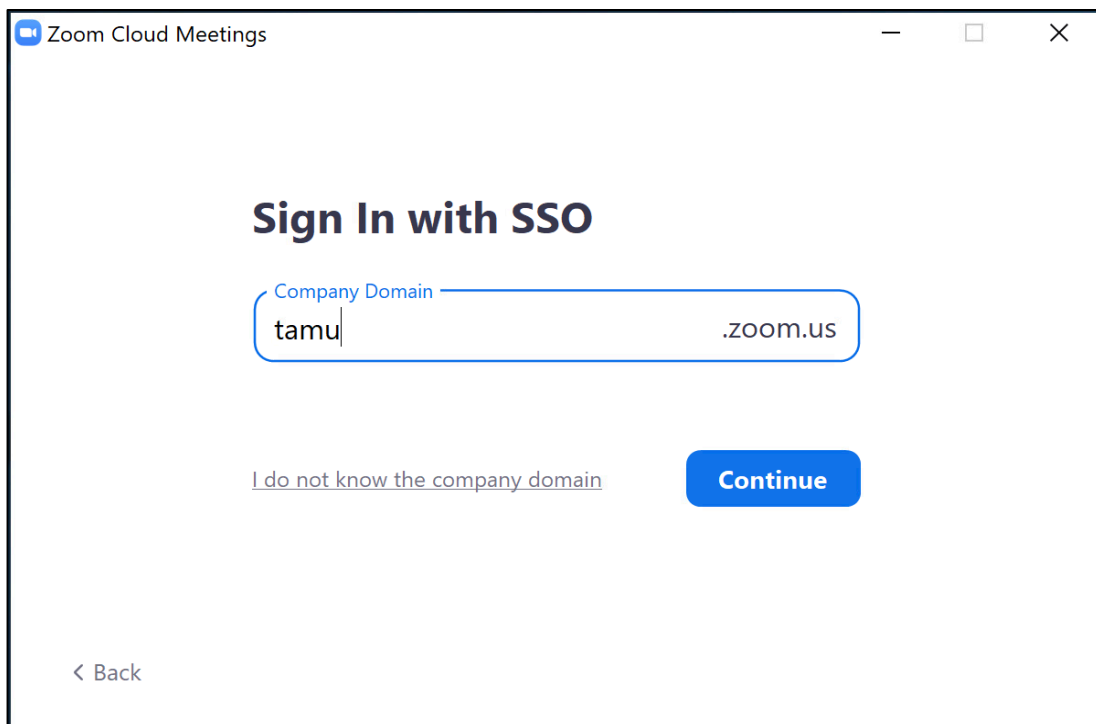
Figure D.

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.
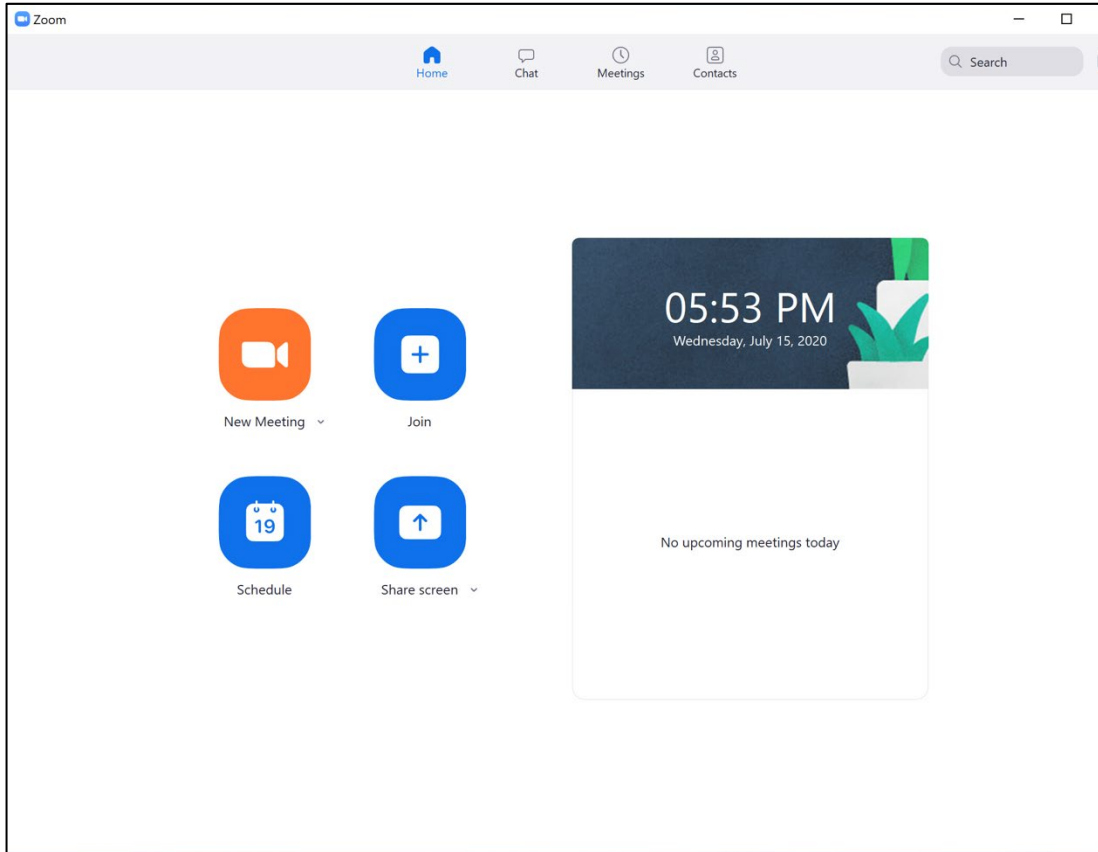
Figure F.

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 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 a .mp4 file.**
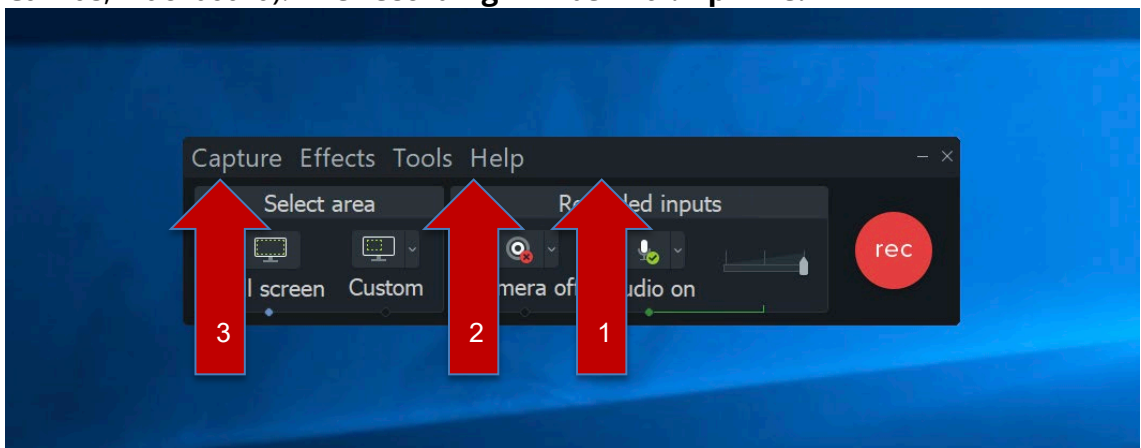
Lecture Capture

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.
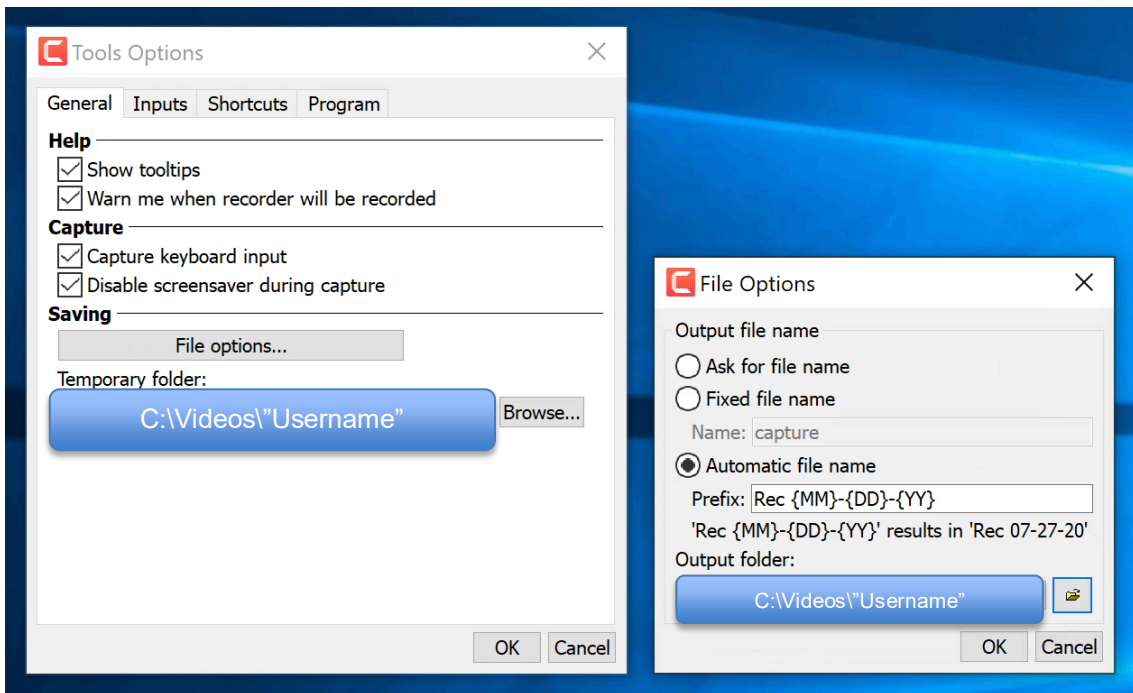
      d.   See Figure G.

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**.