Hybrid Classroom Startup Checklist

Starting Up Your Class

❑ If computer is powered off, open the podium cabinet door and **Power it ON**.

❑ On the touch panel, choose **"Projector On"** under the **Hybrid** format option

❑ On the touch panel, select the camera view of your choice your camera view by clicking the **Camera Focus** pre-set buttons.

❑ On the touch panel, **Unmute** the Microphones when you are ready.

❑ Launch a browser (Zoom and Blackboard tabs will open) and **sign into Zoom**.

❑ After signing into your Bentley zoom account, Zoom Meetings page, click **Start** or **Join** to access and launch your Zoom meeting with Host controls.

❑ Choose to **share** either your entire screen or a specific application window

*When Zoom or PPT is in full screen, pressing the Windows key will bring up the navigation taskbar allowing you to navigate other applications.

During Class

❑ **At the start of class, Record your session**.* Choose "**Record to the Cloud**".

❑ **Sharing Screen:** If you Share Screen, the student gallery view auto-switches to the back of the room. If a remote student shares their screen, on the touchscreen press **Swap Front/Rear Displays** on the touch panel to switch the student presentation to the front of the room.

❑ If there's a problem with audio levels, you can adjust them through the touch panel in **Advanced Settings**, then **Audio**.

❑ For immediate help support, please press **Help** (see image below). Some issues may be able to be solved remotely, so if someone does not come to the room right away to help you, please watch for a chat box that will tell if a problem was solved remotely.

Presenting from Your Own Laptop (not required)

❑ **Do NOT** use the cable to connect your computer at the podium. Instead, access the Zoom session from your laptop by entering the Meeting ID at **share.zoom.us**.

❑ **Do NOT join with audio**. Your audio is already being shared through the podium computer.

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Smart Podium
The Smart Podium is a touchscreen. The Smart Podium instructions are [here](#) (look for a handout in the room).

Smart Board (in select classrooms)
Use the electronic markers and eraser provided on the Smart Board tray. To open the Whiteboard application, click Smart Notebook on the computer Desktop.

Breakout Rooms in the classroom
If you plan to speak with your students while they are in small groups, **bring a headset to the room** so you can connect from the podium PC**.**

Classroom wrap-up
Reboot or shutdown the computer after your class ends.
On the touch panel, press **Change/Shutdown** and select **Change Class Format** to leave it ready for the next class. If you know that nobody will be the room right after you, you can select **Shutdown System**.

It's imperative that you completely finish with the room and leave the classroom on time to give the next class professor their full ten minutes to set up for their class.

*Course Recording (Course recording is not required for undergrad courses but strongly recommended)

Hybrid Classroom: If you are recording your class, you MUST record your Zoom session to the Cloud, and NOT the Computer. **Anything saved to the computer will be deleted** as soon as you log out of the computer after class.

(Note that when you record to the Cloud, content that is shared from other users does not appear in the recording.)

Cloud Recordings in My Media: When you record to the Cloud, the recordings will automatically be available in your My Media library in Blackboard, after the recording has processed. You can then add the recordings directly into your Blackboard course site by finding and Embedding the video directly from Kaltura.

Full documentation to Record to Cloud and Post to Blackboard can be found on the ATC Website.