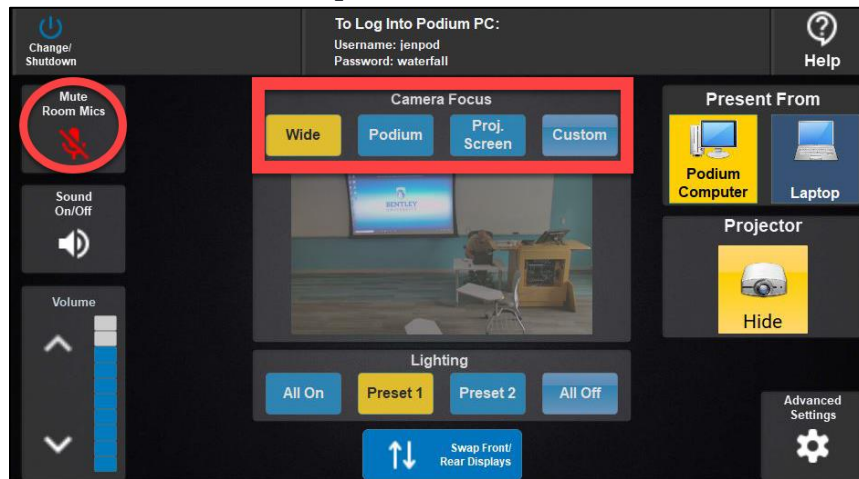
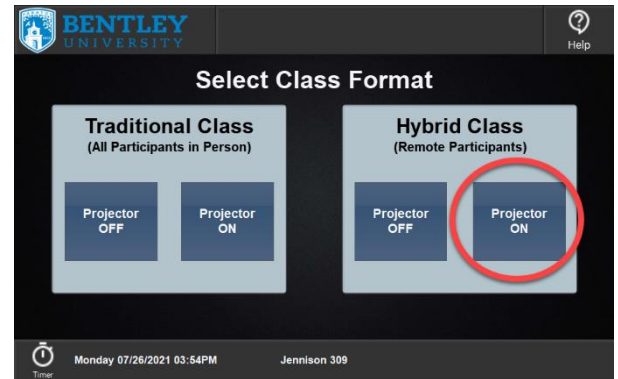


# Teaching in a Hybrid Classroom

## Starting Up Your Class

1. If computer is powered off, Power On the computer under the podium.
2. On the classroom control panel, choose “Projector On” – in the Hybrid format section.
3. You will see the room camera on a wide-angle view. Change your camera view by clicking the **Camera Focus** pre-set buttons. Press **Mute Room Mics** button (in red) to unmute the classroom microphones.



4. Launch a browser (Zoom and Blackboard tabs will open) and sign into Zoom.
5. On the Zoom Meetings page, click **Start** or **Join** to access and launch your Zoom meeting with Host controls:

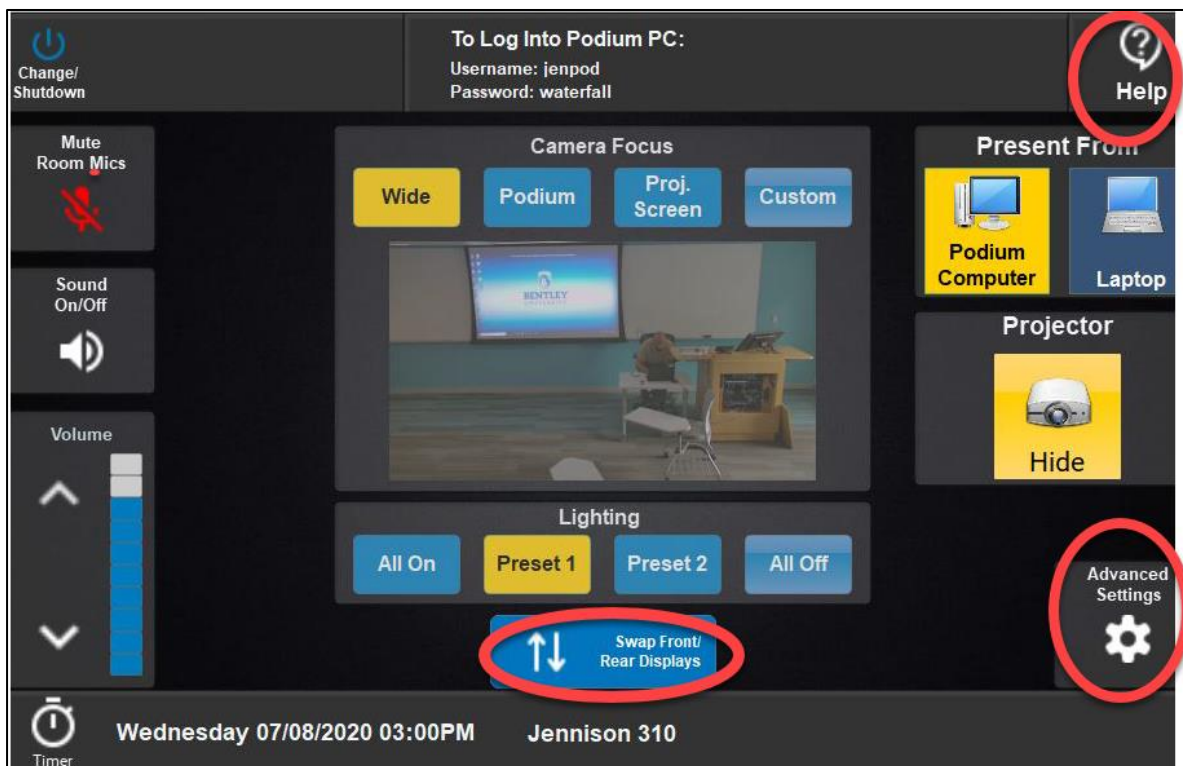
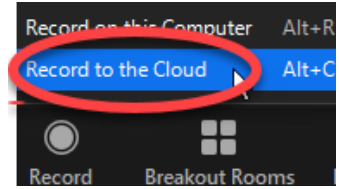
Start Time	Topic	Meeting ID	
Recurring	ENG 101 Section 1 Fall 2020	115 293 628	<b>Start</b> Delete
Recurring	Eng 101 Office Hours	325 476 454	Start Delete

6. Minimize Zoom (or use the Windows logo key + Tab) to navigate to Blackboard or other files. Open the Smart Notebook app from the Desktop if you plan write on the “whiteboard” during class.

- When Zoom or PPT is in full screen, press Windows key to bring up the navigation taskbar.

## During Class

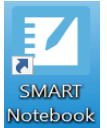
7. At the start of class, record your session.\* Choose **Record to the Cloud**.
8. **Sharing Screen:** If you Share Screen, the student gallery view auto-switches to the back of the room. If a remote student shares their screen, on the control panel press **Swap Front/Rear Displays** (see image below) on the control panel to switch the student presentation to the front of the room.
9. If there's a problem with audio levels, you can adjust them through the control panel in **Advanced Settings**, then **Audio** (see image below).
10. For immediate help support, call 781-891-2751 or 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 on the computer screen, that will tell you if a problem was solved remotely.



## Presenting from Your Own Laptop?

If presenting content from your laptop, do NOT use the cable to connect your computer at the podium. Access your Zoom session from your laptop by joining the Meeting ID at **bentley.zoom.us** and **Share screen**.

Do **NOT** use **Computer Audio** on your laptop as the podium computer still must control room audio and video.



## Need to use Whiteboard/Chalkboard?

Use the touchscreen monitor on the podium. Launch the Smart Notebook app on the desktop.

### Smart Board (in select classrooms)

Use the electronic markers and eraser provided on the Smart Board tray. To use 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. There is no need for you to use a separate laptop for this purpose.

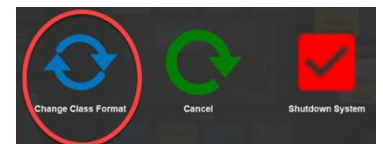
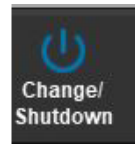
If students in the room will be mixed into breakout rooms with online students, the in-class students must INDIVIDUALLY bring a laptop and earbuds (headset preferred) to class.

## Classroom Wrap-up

**Step 1:** Make sure to End the Zoom meeting for All. Reboot the computer after your class ends.

**Step 2:** On the control panel, press **Change/Shutdown** and select **Change Class Format** to leave it ready for the next class.

VERY IMPORTANT: Please make sure you completely finish your class and leave the room 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 classroom computer will be deleted as soon as you log out of the computer after class.

**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.