



PROJECT

# HYBRID TRAINING SESSION

## TEACHING IN-PERSON & ONLINE WITH ZOOM

DATE

**08.25.23**

**RS TECHNOLOGY TEAM**

# What We'll Cover

- \* Welcome & Setting the Stage
- \* Overview of Hyflex Technology
- \* Managing your Environment & People
- \* Hybrid Classroom Checklist
- \* Check out your Classrooms/ Practice Lab



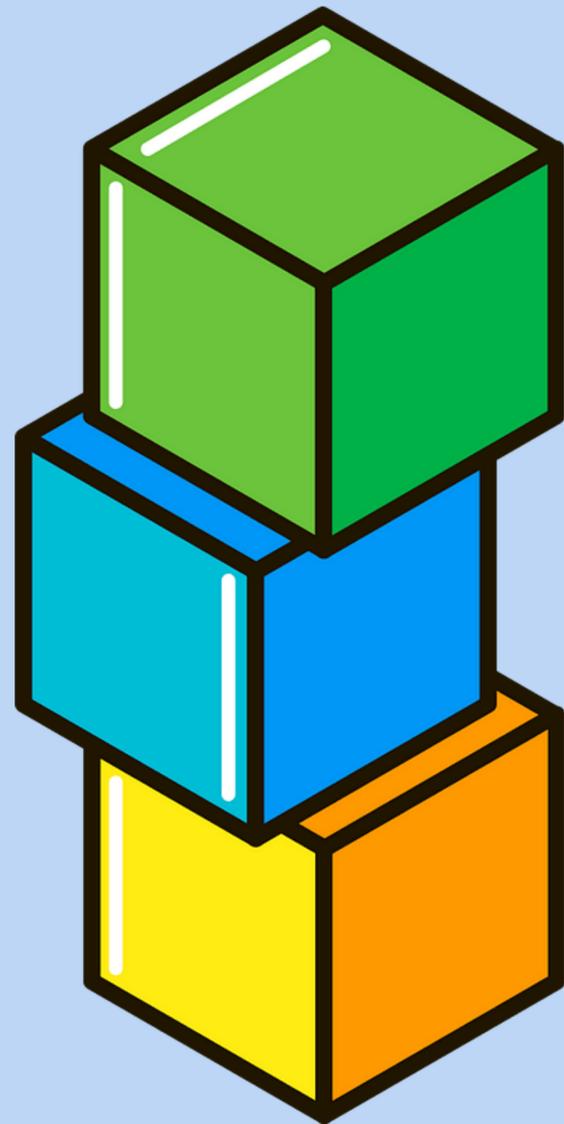
# How we've transitioned

In the beginning, there was in-person and then there was Zoom, and now there is **Hybrid** with a little bit of alphabet soup..

	Hybrid	Walk-in	Recording
H/WI/R	H	WI	R
H/R	H		R
H/WI/NR	H	WI	
IP/WI/R		WI	R

# Along with the skills we need

We'll take you through the building blocks starting with the Hyflex Technology here in the classroom



**Classroom technology**

**Zoom online meetings**

**Hybrid class management**

# Classroom technology upgrades

- \* Sac State received \$8.1 million in federal funds to upgrade technology in more than 450 classrooms
- \* Now most classrooms you go into will have the same technology (cameras & microphones)

The screenshot displays the 'CSU Sacramento Learning Space Inventory' website. At the top, there is a green header with the Sacramento State logo and the title 'CSU Sacramento Learning Space Inventory'. Below the header is a navigation bar with a grid of page numbers from 1 to 19, with page 1 highlighted. On the left side, there is a 'Filters' sidebar with sections for 'Building and Room', 'Classroom Type', 'Features', and 'Number of Seats', each with a plus sign and a 'Clear All' link. The main content area is a grid of 12 classroom photos, each with a caption below it. The classrooms shown are: Alpine Hall 122, Alpine Hall 138, Alpine Hall 144, Alpine Hall 147, Alpine Hall 148, Alpine Hall 153, Alpine Hall 156, Alpine Hall 204, Alpine Hall 205, Alpine Hall 212, Alpine Hall 218, and Alpine Hall 227. Each photo shows a classroom with desks, chairs, and a whiteboard.

**CSUS Sacramento Learning Space Inventory**

# Tech Overview

Check out the resources under **Online Learning Resources** on our website

## Hyflex Technology Resources

A hyflex classroom, also referred to as a hybrid classroom, combines an in-person on-campus audience with participants attending via Zoom online. Managing the technology plus serving the needs of both audiences requires a little more planning. Your basic Zoom tools will work the same. You'll combine those with the use of updated classroom technology such as ceiling-mounted cameras plus lapel and hand-held microphones. Explore the resources below to help you plan a successful program in this new learning environment.

- [Setting Up a Classroom for Hybrid Instruction PDF](#)
- [Sample Hyflex Meeting Checklist PDF](#)
- [Hyflex Meeting Worksheet PDF](#)
- [Podium Classroom Instructional Video](#)
- [Moveable Cart Instructions PDF](#)
- [CSUS Learning Space Inventory](#)



## Setting up a Classroom for Hybrid Instruction

Here are some of the basic steps you'll need to perform to conduct a Renaissance Society program simultaneously in-person & online with Zoom. For detailed instructions, view the [Podium Classroom Instructional Video](#) created by Sac State IRT Learning Space Services. And, if you are using a Standing Cart rather than a Podium, click [here](#) for a handout.

### Log in to the Classroom PC

This gives you access to the classroom equipment as well as the internet.



1. In most cases, the computer will already be powered on. Move the mouse to activate the log in screen.
2. Log in with your CSUS Saclink account credentials (username: ren-xx & password).
3. Get your presentation materials ready to display.
  - If you brought a flash drive or DVD, insert them into the computer. Then double-click This PC to open them (shortcut in upper left of screen usually).
  - If you are showing something over the internet, open a web browser (like Firefox) and enter the web site URL.

### Start with the Touch Panel

This unit allows you to control all the Audio Visual equipment in the classroom.



1. Press Projector Power and the screen will lower. If not, pull it down manually.
2. Select PC as your input. In order to use Zoom, you must go through the Podium PC.
3. Connect a microphone - either hand-held or lavalier. Turn on and adjust volume.
4. The volume buttons control the speakers in the classroom; it has no effect for your online students.  
*Notice the camera presets button to the right of Help on the bottom of the panel. We will discuss this later.*

**Setting Up a Classroom for Hybrid Instruction**

# Tech Overview

## In the classroom

### What's the same

- \* You start with the Touch Panel

### What's different

- \* Camera Presets added to control the overhead camera



# Tech Overview

## Using Zoom

### What's the same/different

- \* To launch a meeting, go to <https://csus.zoom.us> and sign in
- \* Check your settings: Audio (Mic - Jack Mic); Video (USB HDMI)
- \* Camera presets: (1) Podium only, (2) Podium + Near Whiteboard, and (3) Front of Classroom. Podium only is usually best.

**Note:** You can also use the camera remote control for more control: Zoom in/out; Pan side to side; Tilt up/down



# Use of microphones

- \* You'll need the classroom microphones for Zoom - lavalier and hand-held - plus it helps those in-person to hear better
- \* Passing a microphone to attendees for questions or comments is a good idea, otherwise you may need to repeat what they say

**The microphones are already in the room; no need to check out from IRT**



**Be sure to turn on the mic and adjust the volume before using; turn the mic off and return it to its charging station when done.**

# Tech Overview

Using Zoom (unique to the Hyflex environment)

- \* **Classroom PC must be used** to take advantage of any of the technology in the classroom.
- \* Share Screen as you normally would in Zoom.
- \* Doc Camera is a little different (2 methods):
  - Share Screen>Advanced> Content from Second Camera
  - Video (up arrow) > Wolfvision UVC camera (this turns off the camera on the speaker and switches to the Doc Cam)



# Tech Overview

## Zoom View for Classroom

- \* When using Zoom, your in-person audience **will see the Host view** of Zoom
- \* IRT recommends the following for **best in-person view** (accessible from the More menu):
  - \* Hide floating meeting controls
  - \* Hide video panels



For detailed information on how to use the Hyflex technology, please view the [IRT video](#).



**Zoom Lecture Capture &  
Technology Administrator**

**Information Resources &  
Technology (IRT)**

PROJECT

# **HYFLEX TECHNOLOGY DEMO**

DATE

**08.25.23**

**EHSAN HALTERMAN**



Now let's take it from the top...  
then Zoom, Zoom, Zoom



PROJECT

# MANAGING YOUR ENVIRONMENT & PEOPLE

DATE

08.25.23

TECH TEAM IN ACTION

# Managing your environment & people

## Starts with your classroom etiquette

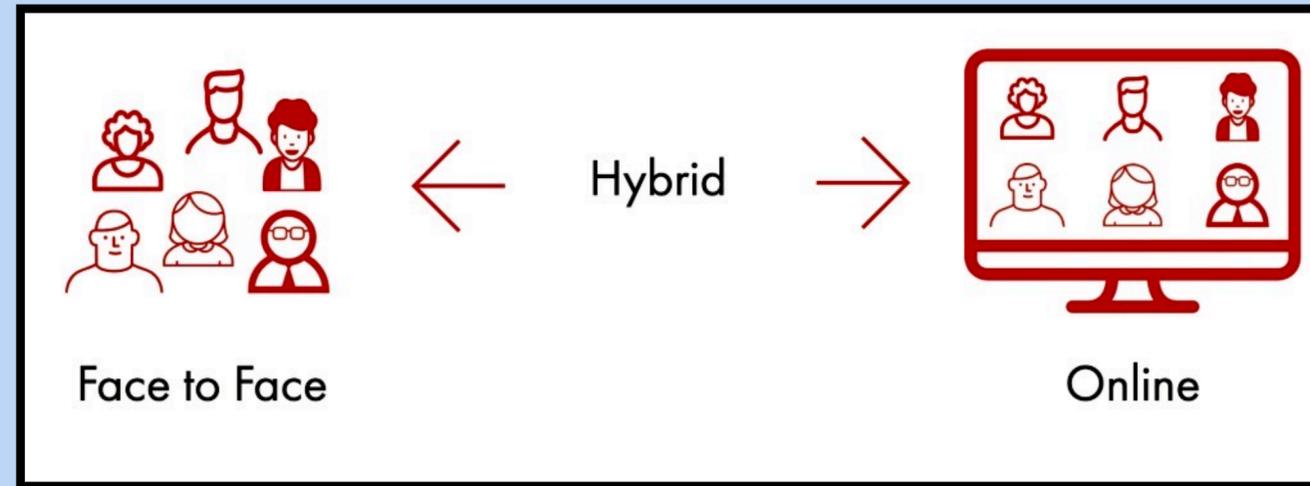
### In the classroom

- \* **If you wish to ask a question**, raise your hand, wait until you are acknowledged and a mic is passed to you
- \* If connecting to Zoom with your personal device, turn off computer audio (not just Mute), otherwise we will get feedback in the classroom

### Online with Zoom

- \* **If you wish to ask a question**, click Q&A and ask your question. The host or co-host will respond
  - \* Or, from Reactions select Raise Hand, wait until you are acknowledged then Unmute your mic
- \* Mute your audio when not speaking
- \* Stop video if desired
- \* Closed Caption (CC) is turned on - Hide/Show Subtitles as you wish

# Managing

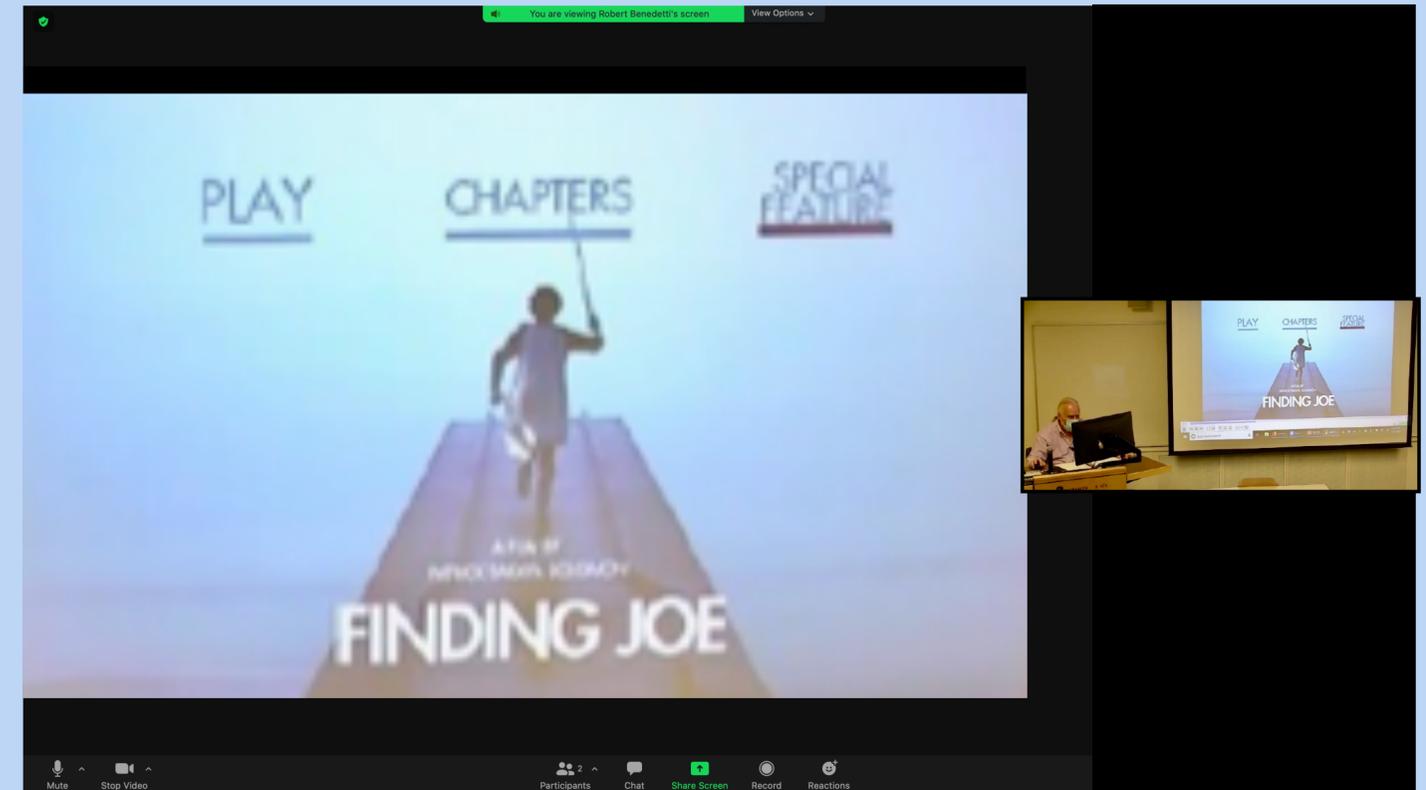


# Environment

## What the people in the classroom see

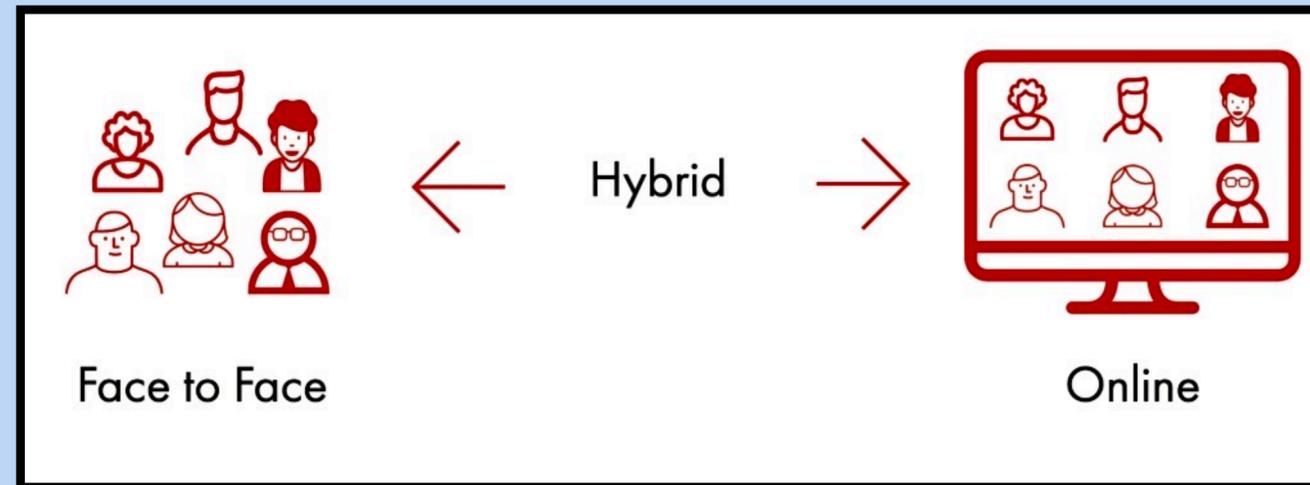


## What the people on Zoom see



If the leader walks out of the camera view, the Zoom audience does not follow so stay in the frame. Some leaders will mark the limits of the view on the classroom floor as a guide.

# Managing



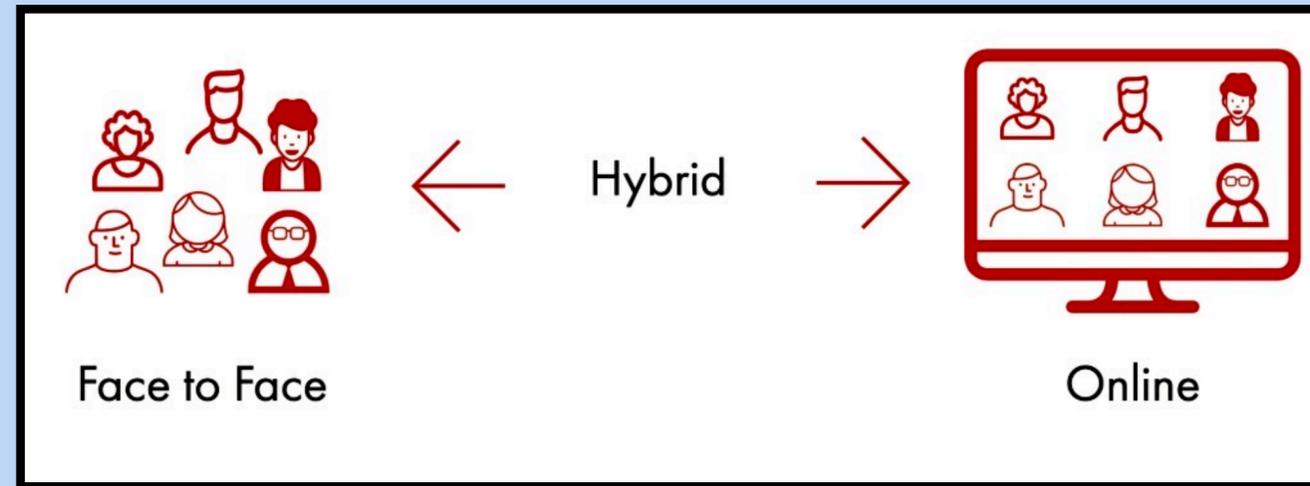
# Environment



**Here's an example of Podium only camera position**

- \* The projection screen is down but Zoom audience doesn't see (it is out of the view)
- \* Instructor has lowered the monitor so she can see everyone in the classroom without moving

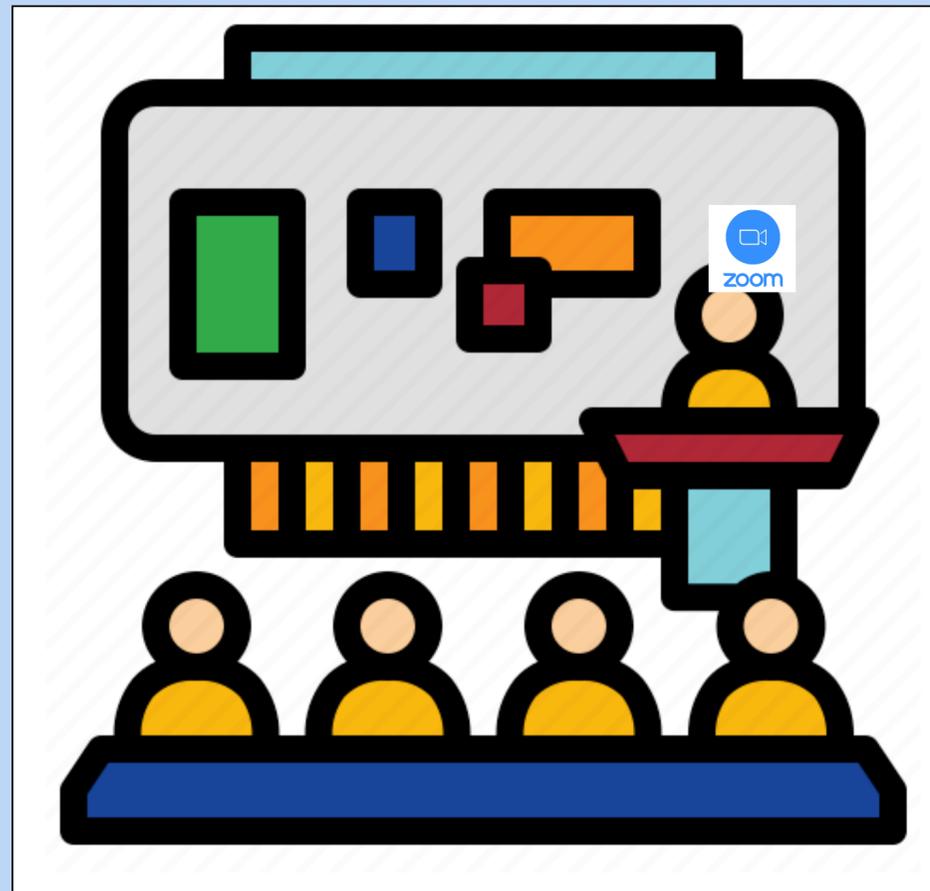
# Managing



# People

## What the people in the classroom hear

- Presenter
- Others in the classroom
- Participants on Zoom that are unmuted



## What the people on Zoom hear

- Presenter using mic
- **Others in the classroom - only if using mic**
- Participants on Zoom that are unmuted

When someone asks a question, repeat it for your Zoom audience if you are not passing a mic

# Recording your session

Whether you have a live online audience or not, the preparation is still the same



## Modified Hybrid

(In-Person only Program but Recorded on Zoom)

As of 11/18/2022



Use this guide if you are on campus (or some other location) and want to have an in-person audience and then record the meeting on the cloud using Zoom.

This an alternative to Hybrid where the meeting in live in the classroom and live on Zoom at the same time.

With this alternative, it is easier for the leader to manage just the in-person audience and then the other members can use the link to view the recording of the meeting.

Keep in mind that the recording for the viewing audience:

- Only sees what is show in the camera – so if the presenter steps out of camera, they viewing audience will not see them.
- Only hears what was said into a microphone – so if an audience member asks a question without a microphone, it might not be picked up in the Zoom recording.

Consider all of the steps below. It is recommended that the leader have a Tech Host to assist with this but it can be done by just the leader.

### Before meeting

- Start meeting in Zoom using the CSUS portal.
- Set up camera for podium only (this is so the folks watching the recording can see the speaker clearly).
- Maybe set up the second mic in the classroom for people to speak into. Many times, you can get someone in the classroom take on the role of walking the microphone around for questions or comments.
- If there is a tech host to help with the Zoom, that person should also be in the Zoom meeting but not have their audio connected. This is different than just muting which could allow feedback in the classroom.
- Click on the Security icon on the tool bar, then click **Lock Meeting** – this ensures that no one with the link comes in live during the meeting. This also stops the in-person audience from trying to “join” the Zoom meeting.
- Set up the view so it is speaker view.



### Start/During meeting

- Start the recorder on the CSUS cloud.
- Start the actual meeting in the classroom.

## Modified Hybrid Guide (In-Person only with Zoom Recording)

# Hybrid Tech Hosts



## What's different

- \* Most tech hosts attend in-person on campus
- \* Arrive early to your classroom to test the tech
- \* Works best if you can bring your own laptop
- \* You may need to adjust the camera (use remote control)
- \* You will need to monitor the questions and acknowledge who is next

**Note: Someone else in the room will need to pass the microphone; ask for a volunteer**

# Tech Support

## In the Classroom

- \* If you have a problem in the classroom, contact IRT at 87337 on the classroom phone. Instructions are by the phone.
- \* if using an outside line, 916-278-7337, extension 1

## Additional Sac State Resources

- \* [CSUS Sacramento Learning Space Inventory](#)
- \* [Podium Classroom Instructional Video](#)



You need a plan to make it all work

[Hyflex meeting worksheet](#)

PROJECT

# HYBRID CLASSROOM CHECKLIST

DATE

08.25.23

WHAT WORKS FOR PREVIOUS HYBRID LEADERS

# Hyflex Classroom Checklist Sample



## Transitions seminar

Spring 2022 Seminar

Program Leader: Ken Cross

Tech Host: Gary Szydelko

### Electronic set-up:

- **Personal laptop/portable electronic device** turned on to monitor breakout rooms.
- **Desktop computer** turned on in the classroom technology console.
- **Overhead projector** turned on & automatic screen down.
- **Lighting settings** adjusted as appropriate throughout class.
- **Lavalier microphone** (program leader) & use the handheld mic for students turned on.
- **Speaker volume** adjusted on technology console touchscreen.
- **CSUS Zoom account** assigned to program leader opened.
- **Zoom program** started.
- **Audio test** of Zoom microphone and speakers performed.
- **Check two optimization buttons** on share feature if you are using videos.
- **Technical Host made a co-host** by Program Leader.
- **Queue up items** to be used in your class:
  - + MS Power Point slide deck (Thumb drive)
  - + VLC app – DVD to be shared
- **Closed captioning (CC) and transcription options enabled.**
- **Use camera remote** to adjust framing of speaker (Tech Host).
- **Zoom recording** – start & stop.
- **Attendance** – check classroom in-person & Zoom attendance; annotate PDF roster.
- **Mute audio & video** when sharing videos for all participants including program leader.

# Next steps...

- \* Check out your Classrooms
- \* Figure out who does what in your class - leader, tech host, class assistant for mic
- \* Write up your own checklist/partnership agreement



PROJECT

# HAVE A GREAT SEMESTER!

## TEACHING IN-PERSON & ONLINE WITH ZOOM

DATE

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RS TECHNOLOGY TEAM