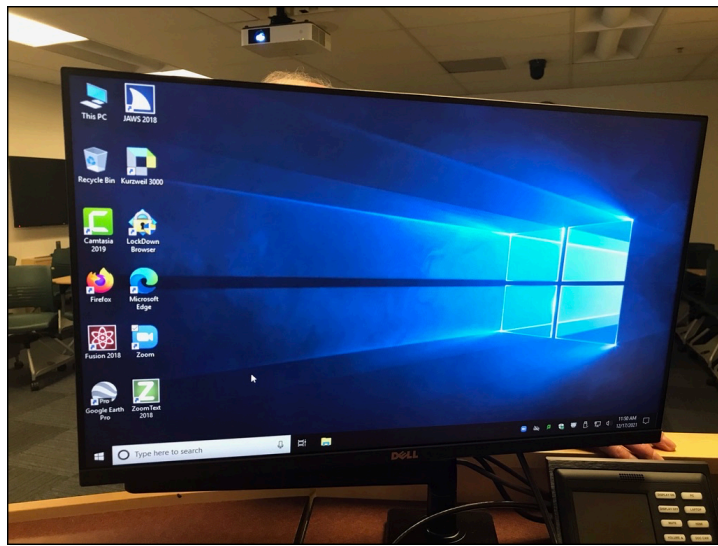


Setting up a Classroom for Hybrid Instruction

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

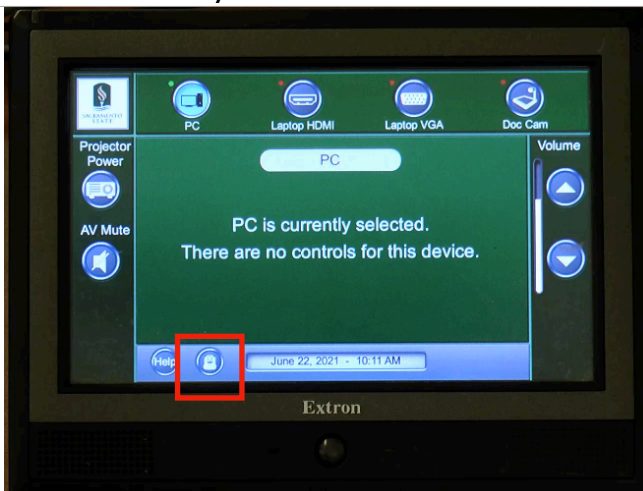
This gives you access to the classroom equipment as well as the internet.



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

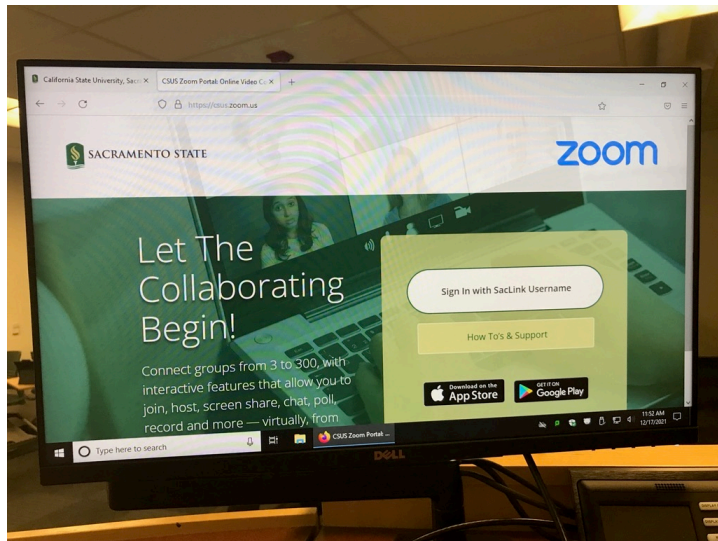
This unit allows you to control all the Audio Visual equipment in the classroom.



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.*

Next connect to your Zoom session

You'll need to open a web browser first



1. **Log in** to <https://csus.zoom.us>
2. Click on the **Meetings** or **Webinars** tab, locate your meeting and click **Start**.
3. When prompted, check **Join with Computer Audio**.
4. **Check your settings:** Audio (Mic - Jack Mic; Speakers - Extronscaler). Video (USB Capture HDMI)
Note: Sometimes these settings are different and you have to experiment.
5. Use **Share Screen** as you normally would; to Share from the Doc Camera, select Share Screen> Advanced> Content from Second Camera. Another method for using the Doc Camera is just to switch Video input: Wolfvision UVC Camera

Adjust your camera position

This will determine the view your online audience sees.



1. Click the button to the right of Help on the bottom of the panel to bring up the **camera presets**.
2. Select the position you want. You can pick from 3 positions, listed below with their suggested use.
Podium Only
Podium + Near Whiteboard
Front of Room
Note: If you have the projector screen down, you may want to use Podium only
3. Then press the arrow to return to the main screen.



If you like, you can fine tune the camera position you choose by using the separate remote controller.

The **PAN-TILT** controls allow you to move the camera from left to right, as well as up and down.

With the **ZOOM** controls, you can zoom in for a closer view or zoom out for a wider angle. Notice there are Slow and Fast modes for adjusting.

Once adjusted, you may want to give the camera remote control to your tech host for them to adjust during class.

Test your audio

Make sure it works for both your Zoom audience and your classroom

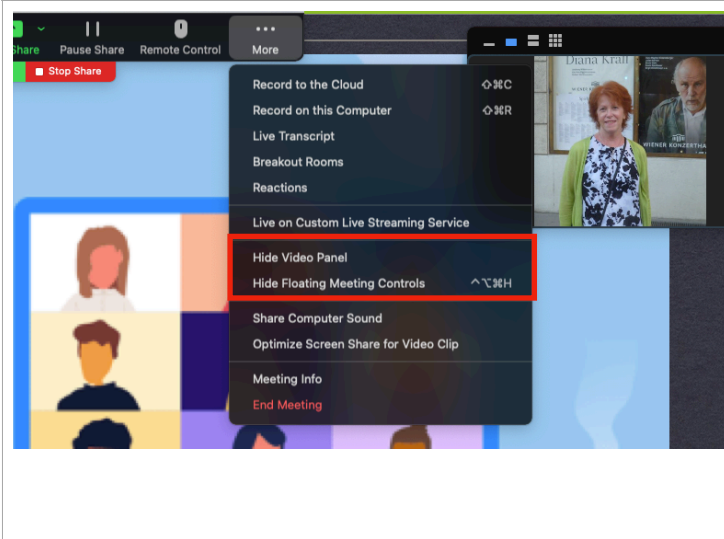


1. In Zoom, click the up arrow to the right of the microphone in your Zoom meeting controls and select Audio Settings > Test Speaker and Microphone.
2. Verify Classroom audio is working properly as mentioned above.

Note: If controls on microphone and touchpad speaker controls do not give you enough volume, you may need to adjust the volume on the PC itself. Look for the speaker icon on your taskbar.

Be aware of what your in-person audience sees

Their projected view is the same as your Zoom Host view



For the best projected view for your in-person class, IRT recommends that you hide the following (located on your More menu when Sharing) for an uncluttered view:

- Hide video panels
- Hide floating meeting controls

Note: Pressing the ESC key will quickly bring back the floating meeting controls if you need them.

To spotlight the speaker, right-click their video image then click **Spotlight for Everyone**.

And what your Zoom audience sees

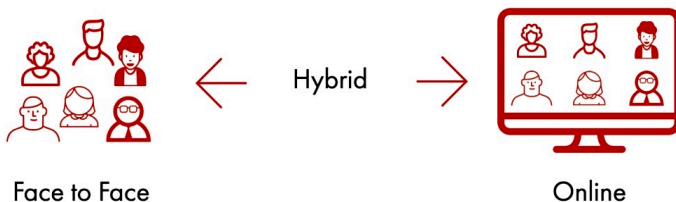
They only see what the classroom camera shows



You may need to check Mirror Image if text is reversed on the classroom whiteboard for Zoom participants - In Zoom: Video Camera ^ - Video Settings - uncheck Mirror My Video

If you walk out of the camera view, the Zoom audience does not follow you. Try to keep your movements within the angle of the camera

Dealing with questions in a hybrid class



When someone asks a question in the in-person classroom, you will need to repeat the question for your Zoom audience.

Otherwise you will need to pass a microphone to whomever is speaking so your online audience can hear.

Be aware that long discussions within the classroom that are not miked are experienced as dead time for a Zoom participant.

When class is over

End your Zoom session and sign out of the classroom computer.

Additional tips

- **Speaker has no slides:** If the presenter does not include slides or videos during the presentation, turn off the classroom projector to decrease background distraction.
- **Use AV Mute before presentation:** Press the AV Mute button on the control panel to turn off all audio and video content to the projector. In this way, your in-person audience is not distracted by your prepping for the presentation. This does not stop the microphone input system from working.
- **Headset instead of Microphone icon:** If the microphone icon doesn't come up on the host computer and you see a headset, turn the computer off and back on, and it should appear.
- **Camera controls not working:** If the camera controls are unresponsive for zooming in/out, panning side-to-side, etc., turn the camera off using the remote control, then turn it back on again.
- **Breakout Rooms:** If you are having your students, both in-person and on Zoom, divide into breakout rooms, IRT recommends you use headphones, plugging them into the computer. Otherwise, as you join a breakout room as the host, that breakout room's conversations will be broadcast into the in-person classroom.

Resources & support

- **Before you go on campus,** we suggest you view the [Podium Classroom Instructional Video](#) created by Sac State IRT Learning Space Services.
- You may also want to look up your classroom setup & equipment in the [CSUS Learning Space Inventory](#). All buildings and classrooms are listed.
- **For immediate issues in the classroom,** contact Learning Space Services (LSS) at 87337 from the phone in the classroom; on an outside line, 916-278-7337 , ext.1.
- For email support, contact servicedesk@csus.edu