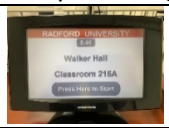
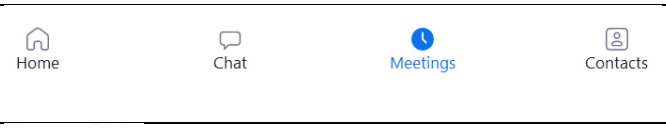
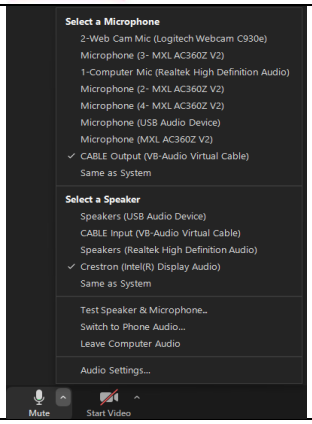
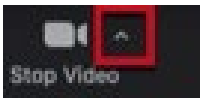
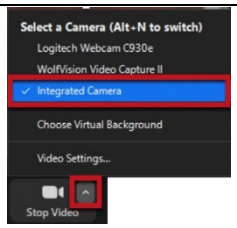
General Overview

This guide is intended to provide instructors with a quick overview of how to use classroom technology and Zoom to conduct a hybrid class with students both physically present and remote via Zoom.

Prior to the beginning of the semester, set up a reoccurring Zoom meeting that you will use the entire semester.	– Log into zoom – https://radford.zoom.us – Schedule new meeting – Select recurring meeting and enter end date – Consider changing auto generated password (easier to remember) – Share meeting with students by email or posting to D2L. TIP: Class alias ru-course-section-spring@Radford.edu; example ru-engl123-01-spring@Radford.edu
STEP 1: Upon entering classroom, turn on system	
STEP 2: Log into All-In-One Computer	
STEP 3: Open Zoom App located on desktop and click on **"meetings button"** at bottom of box to locate schedule meeting.	
STEP 4: Select arrow beside microphone	
STEP 5: Select ***"Crestron (Intel(R) Display Audio)"*** under ***"select a speaker"***	
STEP 6: Select ***"CABLE Output (VB-Audio Virtual Cable)"*** under "***select a microphone"***	
STEP 7: Select arrow beside camera	
STEP 8: Select ***"Integrated Camera"*** for AIO or ***"Logitech Webcam"*** for Gooseneck camera	

Visual Zoom Equipment

Campus classrooms are equipped with an All-In-One (AIO) computer which includes a built-in webcam, microphone and Zoom installed. Many rooms also have an additional webcam mounted on a long gooseneck. This allows flexibility to orient this webcam in any direction desired. (students, white boards, at an item on the desktop, or the front of the room).

Computer		**All-In-One Computer** • Built-In Zoom Webcam
Gooseneck Webcam with Microphone	**AMCREST** USB Camera	**XCELLON** Full HD webcam **Logitech** webcam C930e
Document Camera		The Wolf Vision document camera has been integrated with the All-In-One computer in some spaces and will show up as an additional camera in Zoom.
Lab Spaces		Many lab spaces have been outfitted with a mobile cart. This consists of a webcam mounted on a gooseneck mount and space for you to place your laptop and connect to the webcam via USB. This cart can be rolled around the room.

NOTE: Most campus classrooms include a laptop input, but some of the temporary spaces may not have a laptop input.

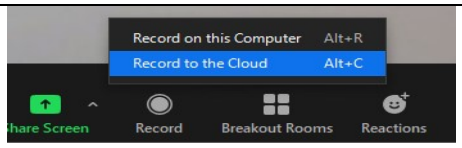
Audio Zoom Reinforcement

Campus classrooms has enhanced audio systems in a majority of rooms that include ceiling mounted microphones. Software has also been added to the classroom computers to combine the audio signal from multiple classroom microphones. To find out the specific type of audio in the room you are teaching in, please visit www.radford.edu/classroom-status. This also includes short videos of how to connect.

Classroom	Type A	Type B	Type C	Type D
Instructor Microphone	Lapel or Headset	Computer	Lapel	Computer
	Excellent	Good	Excellent	Good
Student Microphone	Ceiling / Wall Mounted	Ceiling / Wall Mounted	Computer	Integrated Webcam
	Good	Good	Fair	Fair

Class Recordings

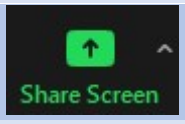
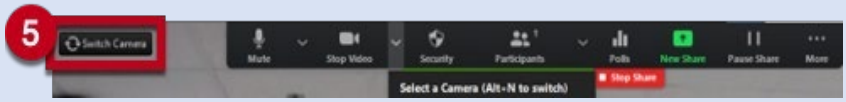
- Recording to the Cloud from within Zoom will capture the Zoom meeting as well as an audio transcript of the meeting.
- Recordings are automatically placed in the MyMedia content area inside of D2L. You can then make them available to students from D2L.



Troubleshooting Tips / FAQs

Question	Possible Solutions
What if I can't hear my remote students?	• Validate student is not muted. • Validate **"Crestron (Intel Display Audio)"** is selected as the speaker. • Turn up the room volume using the control panel
What if my students can't hear me?	• Validate microphone is not muted.
What if my students can't see me?	• Validate that video is started. • Validate the correct camera is selected or try selecting a different camera. • Validate the camera lens is not covered.
Can I project from a document camera?	• Yes, If Wolf Vision is an option under your video settings. If not, use the camera attached to gooseneck by turning it towards the content.
What if remote participants say they hear background noise?	• Click ***"Settings"*** on the Zoom app. • Click "***Audio***" • Click "**High"** for **"Suppress background noise"**

Adjusting Microphone and Video Settings – How Do I Project….

SCENARIO	Camera (Video Settings)	Content
To show Instructor only	Integrated Camera OR Gooseneck Camera	None
To show classroom participants	Gooseneck Camera	None
To show remote Zoom participants	Gallery View	None
To show classroom whiteboard	Gooseneck or Integrated Camera	Swivel camera to show Classroom Whiteboard
To show computer content and students in classroom	Gooseneck Camera	 In the Zoom meeting window: Click Share Screen then select Computer Screen
Quickly switch between available cameras	Switch from one camera input to another (See chart above for camera choices)	1. Click Share 2. Click Advanced tab 3. Click Content from 2nd Camera 4. Click Share 5. Click Switch Camera for different camera options 

Advanced Classroom Ideas Using Your Laptop and the Classroom Computer:

- Join the Zoom meeting from your laptop and change to the gallery view to see all remote students while presenting content via screen share on the classroom computer. Be sure you do NOT join with audio or you will get a feedback loop.
- Use the classroom gooseneck webcam and orient the webcam towards your students. Connect to the meeting with your laptop using the webcam on your laptop to share a view of the instructor. You can then share your content "screen" as normal and remote participants can see both the classroom students and the instructor. Be sure you do NOT join with audio or you will get a feedback loop.