

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.





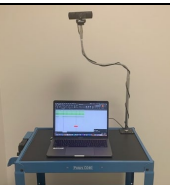
Setting Up Zoom Meetings for Each Class

The first step is to setup a separate Zoom meeting for each course you are teaching. Login to Zoom (<https://radford.zoom.us>) and schedule a new meeting. Select the “Recurring meeting” checkbox and enter November 16th as the end date. You may want to consider changing the automatically generated password to make it easier to remember. Share this Zoom meeting information with the students in your class. You can post this meeting information in D2L or use the standard class email alias to communicate with your students.

ru-course-section-fall@radford.edu example: ru-engl132-01-fall@radford.edu, ru-biol206-03-fall@radford.edu

Classroom Zoom Equipment



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

| | | | | |
|---|---|---|---|--|
| Computer |  | All-In-One Computer <ul style="list-style-type: none"> Built-In Zoom Webcam Built-In Zoom Microphone (<i>Best Microphone to use with Zoom</i>) | | |
| Gooseneck Webcam with Microphone |  AMCREST USB Camera |  XCELLON Full HD webcam |  Logitech 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.

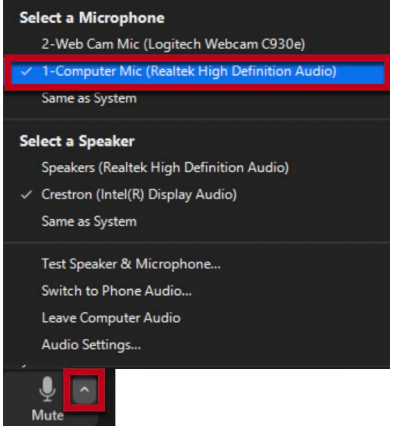
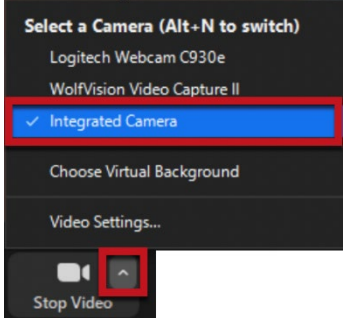
Audio Reinforcement

For larger spaces, a room-based microphone has been installed to provide a way to amplify the instructor’s voice within the room. This microphone is NOT connected to Zoom, but to the speakers in the room. The volume level for these can be adjusted using the volume and microphone buttons on the control panel.

| | |
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|  |  |
| Podium microphone | Wireless Lapel Microphone |

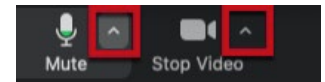
Getting Started in the Room

- 1) Turn on the system and login to the All-In-One computer.
- 2) Open **Zoom** from the desktop.
- 3) After launching a Zoom session, select a microphone & camera option.

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|---|--|
| Set microphone to Computer Mic (Realtek High Definition Audio) for best audio quality. | Select the Integrated Camera to use the camera built-in to the computer. |
|  |  |

Zoom Devices to Select

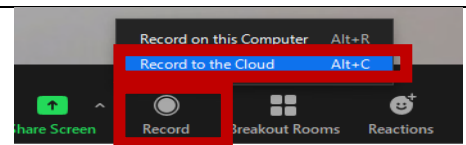
Classrooms are equipped with various options for audio and video. The following provides an overview of how each of these appear within Zoom. You can use the microphone and video settings to adjust.



| Device | Microphone | Speakers | Video |
|------------------|---------------------------------------|--|------------------------------|
| Computer | *Realtek High Definition Audio | Realtek Audio | Integrated Camera |
| Classroom | N/A | *Crestron (Intel Display Audio) | N/A |
| Gooseneck Camera | | | |
| Amcrest | USB Camera | N/A | USB Camera |
| Xcellon | USB Microphone | N/A | Full HD webcam |
| Logitech | Logitech Webcam C930e | N/A | Logitech Webcam C930e |
| Document Camera | N/A | N/A | Wolf Vision Video Capture II |

Class Recordings


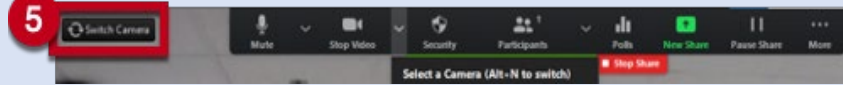
- Recording to the Cloud from within Zoom will capture the Zoom meeting as well as an audio transcript of the meeting.
- Recordings are automatically placed in the MyMedia content area inside of D2L. You can then make them available to students from D2L.



Troubleshooting Tips / FAQs

| Question | Possible Solutions |
|--|---|
| What if I can't hear my remote students? | <ul style="list-style-type: none"> Validate student is not muted. Validate "Crestron (Intel Display Audio)" is selected as the speaker. Turn up the room volume using the control panel. Click the computer icon on the Crestron control panel and reselect the display device to reset the audio input. Select "Realtek Audio" as your speaker. <i>(This will use the computer speakers.)</i> |
| What if my students can't hear me? | <ul style="list-style-type: none"> Validate microphone is not muted. Select a different microphone and see if students can hear. |
| What if my students can't see me? | <ul style="list-style-type: none"> 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? | <ul style="list-style-type: none"> 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. |

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 |  <p>In the Zoom meeting window: Click Share Screen then select Computer Screen</p> |
| Quickly switch between available cameras | Switch from one camera input to another (See chart above for camera choices) | <ol style="list-style-type: none"> 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.