

CLASSROOM INSTRUCTOR GUIDE

TOUCH PANEL-TABLE MICS

This is a generic “How-To” guide on how to utilize classroom equipment in classrooms for Zoom instruction at the Higher Education Center at McAllen - more specifically, classrooms with a touch panel with a podium computer and tabletop microphones for students. For the purposes of this guide, we will be assuming that the classroom has been outfitted with a podium computer such as Classroom 107 and 113.

THE FOLLOWING EQUIPMENT IS LOCATED IN ROOMS 107, 113:

- 82” presentation display at front of room.
- Speaker system for computer audio.
- Black Crestron Touch Panel for AV control (wall mounted at front of room).
- White Cisco Touch Panel for camera control and video conferencing (on top of the equipment black rack).
- Podium computer connected to:
 - o Vaddio Wall mounted PTZ Camera with remote.
 - o Shure lapel microphone.
- HDMI Wall Plate (for external laptops) *if using laptop, computer connected devices cannot be used.
- Student tabletop microphones.

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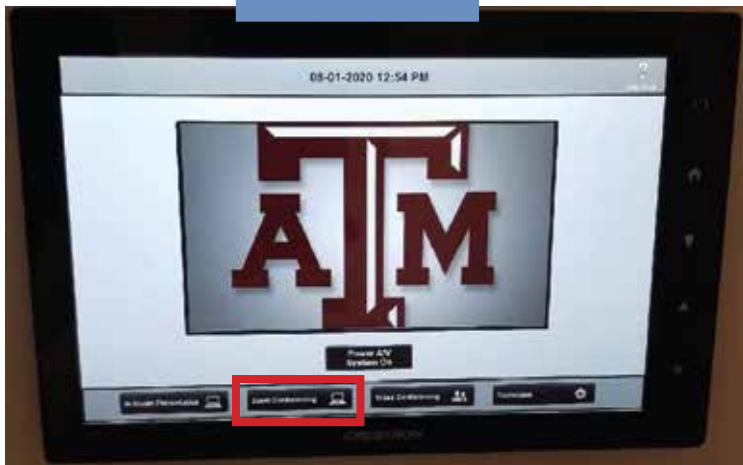
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CLASSROOM GUIDE

TOUCH PANEL

Because these rooms do not have a computer monitor mounted on the podium, you need to first turn on the AV system to be able to see the computer screen.

1. Locate the black “Crestron” touch panel on one of the walls at the front of the room:



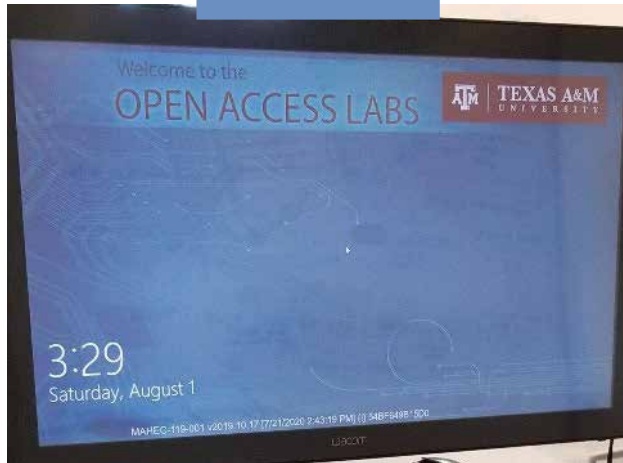
2. Press the “Zoom Conferencing” button (in red) on the bottom portion of the screen, and the display will turn on and switch to the Podium PC source.

3. Once selected, you can also use this page to select which camera to use (instructor view should be selected by default). You can also adjust computer audio in the classroom using the slider:



COMPUTER LOGIN

1. Once the previous steps have been completed, use the wireless keyboard and mouse to **sign in to the podium computer.**



2. Wake up the computer by **pressing enter** and accepting the acceptable use agreement.
3. Enter your **NetID** and **password** to sign in:



SOUND AND MICROPHONE ADJUSTMENT

1. Locate the lapel microphone inside the **Shure leather bag** on top of podium or black rack.



2. Check batteries by switching the **microphone "On"** and clipping it to your belt.



3. Place lapel microphone about 4-6 finger widths below your chin and clip onto your shirt.

4. Please note that these microphones were installed only to accommodate Zoom instruction, and are not connected to any sound reinforcement systems in the classrooms. This means you will not be able to hear yourself through the speakers, and need to confirm that the microphone is selected and working within Zoom software. See the next section for these instructions.



WEB AND CONFERENCING ADJUSTMENTS

1. Log in to the room's classroom computer.
2. Hit the windows logo, type "Zoom," and search for application. Figure C.

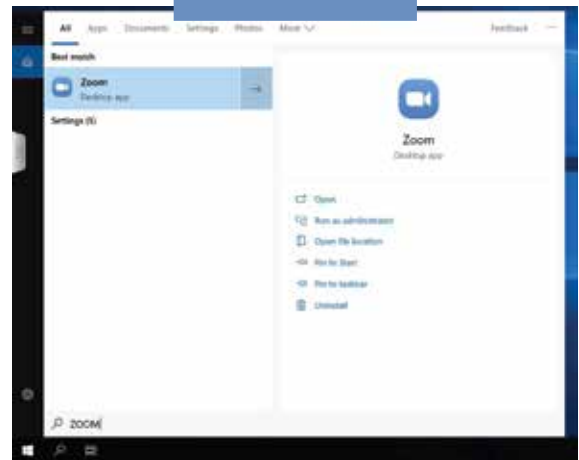


Figure C

3. Click "Sign in with SSO" and type in the domain "tamu" when prompted (tamu.zoom.us). Figure D, Figure E.

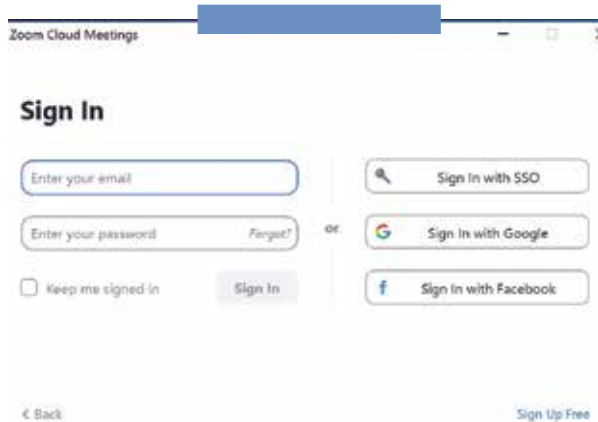


Figure D



Figure E

4. Log into CAS with your NetID login and wait for Duo prompt if applicable.

5. Zoom should relaunch logged in. If not, launch manually using step 2. Figure F.

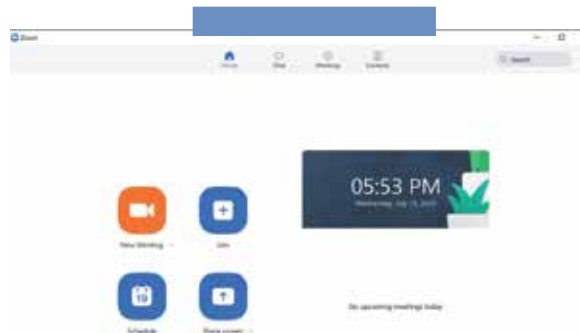


Figure F

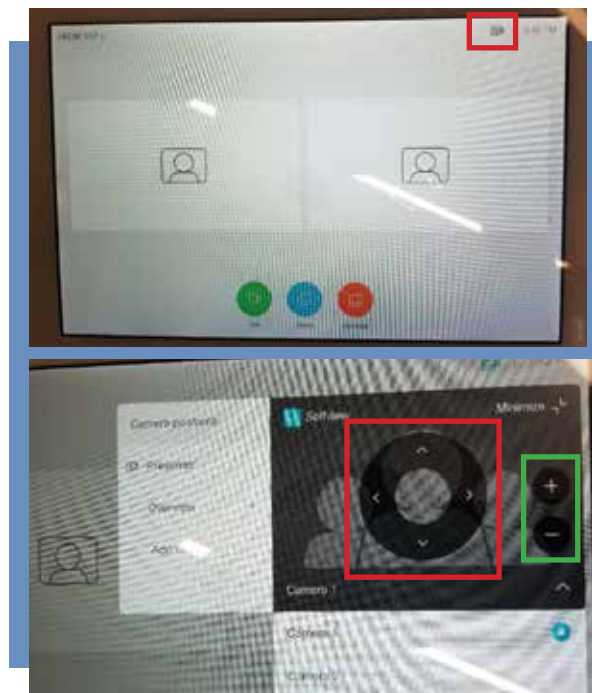
6. Who is hosting the meeting?
 - a. You?
 - i. Click the "New Meeting" drop-down and select your options.
 - ii. Click "New Meeting."
 - b. Someone Else?
 - i. Click "Join a meeting."
 - ii. Enter the meeting ID and join the meeting.
7. A dialog will pop up asking you how you want to connect audio.
 - a. Computer Audio (recommended):
 - i. Click "Test Speaker and Microphone."
 - ii. Select the correct speaker (normally "same as system" option) from the drop-down and make sure your volume is up on the computer and button keypad
 - iii. Select the correct microphone (normally echo-cancellation speakerphone (OneLink Bridge)) and make sure your voice is coming through.
 - iv. Select the "Join with computer" audio option.
 - b. Phone Call:
 - Call the displayed number.
 - When prompted, enter the meeting ID and your participant ID.
8. By default, the in-room camera is shared to the participants. Camera choices vary per room and are available from the video drop down menu as follows: OneLink Bridge, Mediaport, AverCam, Elmo. OneLink Bridge is the option required for this type of classroom.

a. Note: Some rooms have multiple cameras and you will need to cycle through cameras to identify your preferred choice

9. The in-room camera will be located on a wall either directly in front of you, or on another wall, and will be facing the instructor lectern. If the camera needs adjustments, locate the white Cisco touch panel on top of the black equipment rack.

a. Note: Some rooms have multiple cameras and you will need to cycle through cameras to identify your preferred choice

b. Assure that the correct camera is selected (should be Camera 1) and make adjustments as necessary by using the buttons in red for panning and tilting (up, down, left, right) and the buttons in green for zooming (close, far).



10. To record your lecture or presentation, press the record button on the bottom of the screen and select "Record to the Cloud."
11. This will record your audio and selected video source for later use. When you are finished with the lecture, press the "Stop Recording" button on either on the bottom row or in the top left corner. When you stop the recording Zoom will automatically send you an email when the file is ready for use.
12. When your meeting is over, hit "End Meeting" in the bottom-right corner of the screen.
13. When you receive the email that your recording is ready, click the link in the email to be taken to your list of recordings. Here you can download the recording to use and upload to whichever teaching site you may use (ex. Canvas, Blackboard). The recording will be in an .mp4 file.



LECTURE CAPTURE

1. All rooms have Camtasia and TechSmith Relay installed on the podium computer to allow you to record your classroom]
2. Go to Start menu of classroom computer
3. Look for “Camtasia Recorder” and select program. *Camtasia versions may differ depending on the installation on the computer, however these instructions still apply.
4. Wait for Camtasia recorder to launch.
5. Set up Audio:
 - a. Choose your cameras device OneLink Bridge.
6. Set up Camera:
 - a. Choose your cameras device OneLink Bridge.
 - i. Note: Hover over camera to get larger preview
7. Set up Camera:
 - a. Choose full screen capture to allow for whole screen to be recorded.
8. Set up Camera:
 - a. Choose Tools > Options.
 - b. Adjust “Temporary Folder” to C:\Videos\“Username” on Open Access Lab Computers.
 - i. Note: Username is usually NetID.
 - c. Adjust “File Options” to C:\Videos\“Username” on Open Access Lab Computers.
 - i. Note: Username is usually NetID.
 - d. See Figure G.
9. Hit record to ensure it’s working and wait for the countdown.
10. Once done recording, hit F10 to stop recording or choose stop from “Camtasia Recorder” menu bar.
11. Continue to import recording into Camtasia.
12. File Save as Camtasia Project file.

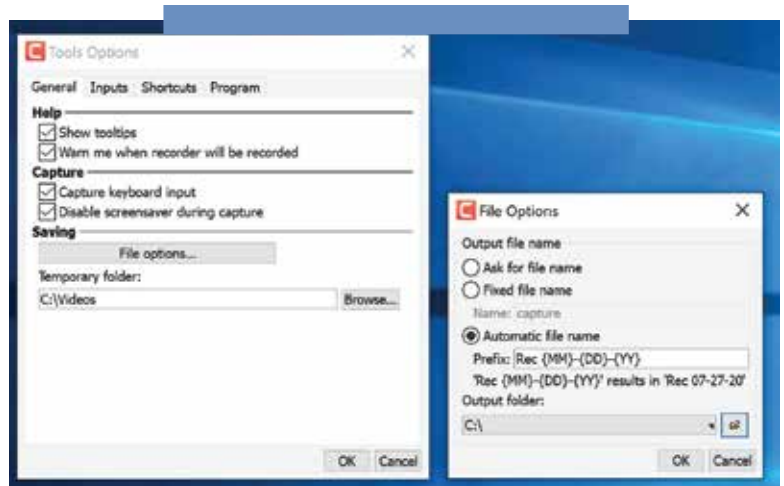


Figure G

CONTACT INFORMATION

For further information please see our website, lms.tamu.edu. There you can find a complete list of classrooms managed by LMS, report a problem, and our contact information.