



CLASSROOM INSTRUCTOR GUIDE

BUTTON KEYPAD

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, the Auditorium (Room 115).

THE FOLLOWING EQUIPMENT IS LOCATED IN THE AUDITORIUM:

- 2x video wall displays at the stage.
- Speaker system for computer audio and sound reinforcement for microphones
- Black Crestron Touch Panel for AV control (tabletop on podium).
- Podium computer connected to:
 - o Vaddio Wall mounted PTZ Camera with remote.
 - o Wacom Interactive Touch display with Stylus.
 - o Shure lapel, handheld, and gooseneck microphones.
- Document camera.
- HDMI Pigtail (for external laptops) *if using laptop, computer connected devices cannot be used.

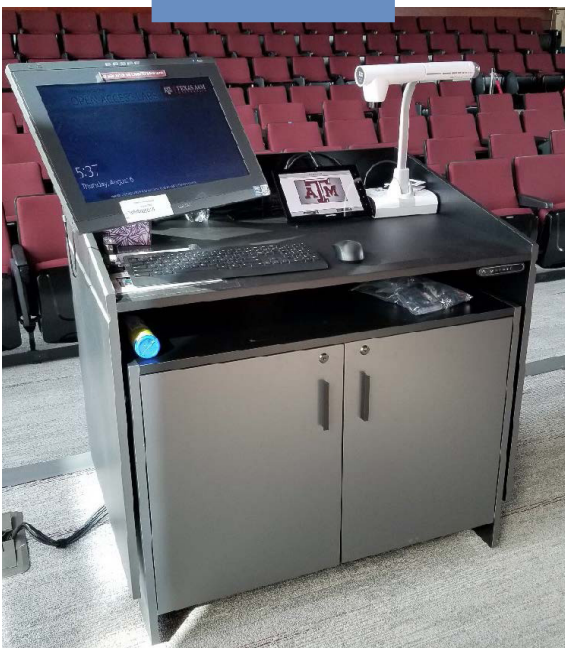
TABLE OF CONTENTS

Classroom Instructor Guide – Button Keypad	0
Classroom Guide	2
Computer Login	2
Smart Podium or Wacom Writing	3
Sound and Microphone Adjustment	4
Web Conferencing and Adjustments	5
Lecture Capture	8

CLASSROOM GUIDE

COMPUTER LOGIN

1. Locate the classroom computer:



2. Wake up the computer by pressing **enter** and accepting the acceptable use agreement.

3. Enter your **NetID** and **password** to sign in:





SMART PODIUM OR WACOM WRITING

Note: Interactive monitors have a tethered stylus/pen, if applicable. Not all rooms have an interactive monitor and some may have multiple monitors. However, if applicable, only one monitor is interactive.

1. Locate the tethered stylus/pen.
2. Move it across the screen.
3. The mouse should follow the pen.
4. Smart podiums:
 - a. Find the **calibrate** button on top right of monitor.
 - b. Follow the pop-up instructions.
 - c. Make sure to calibrate your pen.
 - d. Open the Smart Notebook.
 - e. Open your created files or start a new file.
 - i. Note: Files are in Smart Notebook format only.
 - f. Test your ability to change ink via the smart podium buttons on top of monitor. The same functions may be performed within Smart Notebook.
5. Wacom Board:
 - a. You may open up the **Wacom Tools** to calibrate the pen.
 - b. Open **OneNote**.
 - c. Login using your **NetID and Duo**.
 - d. Open your saved or created notebook, or start a new notebook.
 - e. Test your ability to change ink via the OneNote toolbar.
 - f. Make sure to sync your notebook often.

TOUCH PANEL

1. Locate the **touch panel** (which should be found on top of the podium):

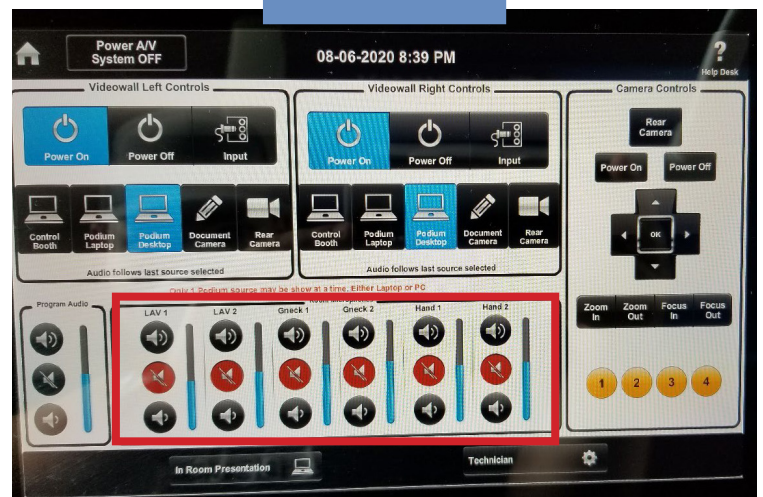
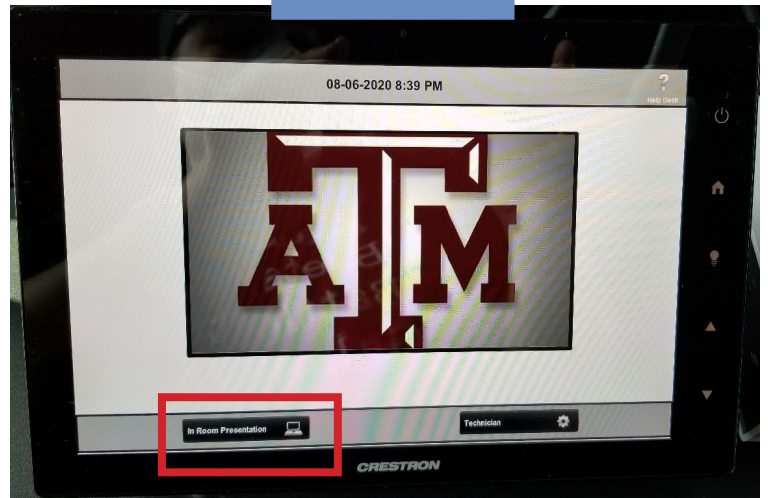
2. Tap the **“In Room Presentation”** button on the bottom left, unless the system is already powered on.

3. If not already powered on, press the **“Power On”** buttons on both Video Wall control sections to turn on the displays, and make sure that the **“Podium Desktop”** option under the sources is selected.

4. You can adjust the room volume with the increment/decrement buttons under the Program Audio Section. In Green: mute/unmute with the button below the volume up and down buttons.

5. To utilize Zoom, you’ll need The **“Desktop Podium”** option. The other sources listed can be used to display content in the Auditorium, should you need it.

6. Should you require the use of a microphone for a Zoom session, you can find one inside the podium itself, and adjust the levels for it on the touch panel in the section below. Note that each labeled microphone corresponds to the label on the touch panel in the section below:



7. If you know that there will not be another class after yours, please turn the system off by tapping the "Power A/V System OFF" button on the top left. Assure that you have signed out of the podium computer and place the microphone back in its charging station (if applicable):

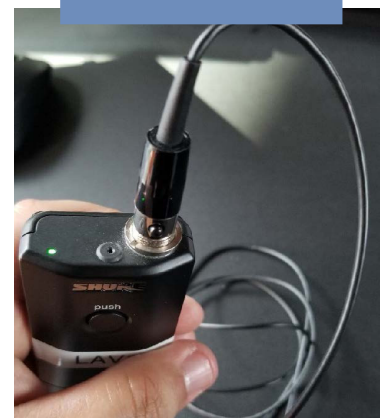


SOUND AND MICROPHONE ADJUSTMENT

1. Locate a microphone inside the podium by opening the left door.
2. There are several types of microphones you can choose from: gooseneck (tabletop), handheld, and lapel. *Lapels and goosenecks are recommended for Zoom sessions, as they provide more hands-free range of motion for instruction.
3. Before selecting the microphone, check the indicator lights on the charging base within the podium to ensure the microphone is charged:



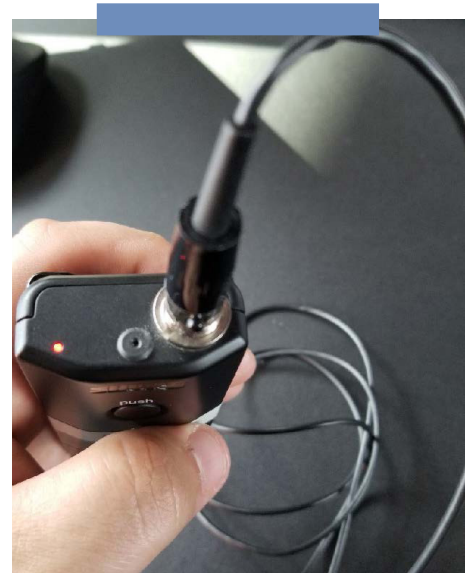
- a. **Note:** Once the microphone has been picked up out of the base, it should be ready to use, and this will be indicated by a green light on the unit itself:



b. Note: pressing the “push” button on the microphone will mute the microphone, and the LED indicator will turn red. Be sure your microphone is unmuted and the LED is green when you are ready to address the audience:

4. If you are using a lapel microphone, place the lapel microphone about 4-6 finger widths below your chin and clip it onto your shirt. Place the transmitter body pack in your pocket, or clip it on your clothing.

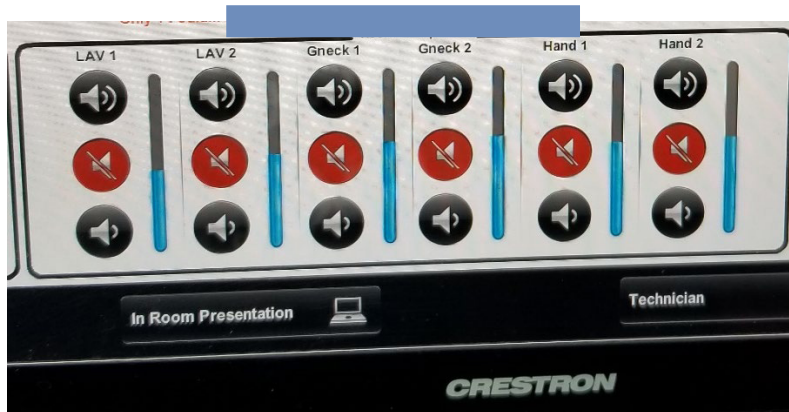
a. If you are using a gooseneck microphone, place it on the table in front of you in a comfortable location to where you can still be heard. This is typically a few inches from where you will be standing.



5. Test the sound by speaking in a normal voice and slowly adjusting volume on the touch panel:

Note: If feedback is noticed please dial volume down a few ticks.

Note: Make sure volume is not muted.



6. Once your session is over, be sure to mute the microphones on the touch panel again and return the microphone to the charging base inside the podium. Once your session is over, be sure to mute the microphones on the touch panel again and return the microphone to the charging base inside the podium.

WEB AND CONFERENCING ADJUSTMENTS

1. Log in to the room's classroom computer.
2. Hit the **Microsoft Windows** button on the keypad, type "Zoom" and search for application. Figure C.
3. Click "Sign in with SSO" and type in the domain "tamu" when prompted (tamu.zoom.us). Figure D, Figure E.

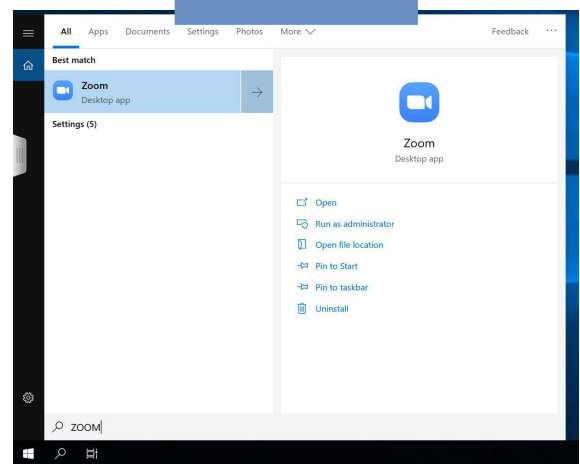


Figure C

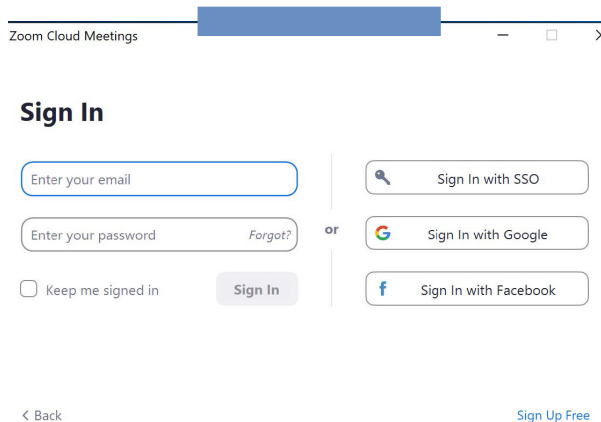


Figure D

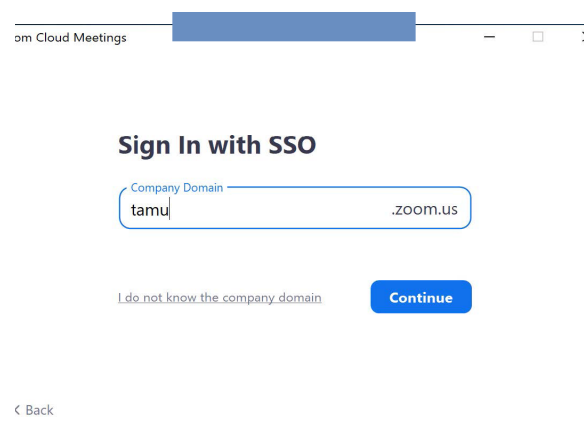


Figure E

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.

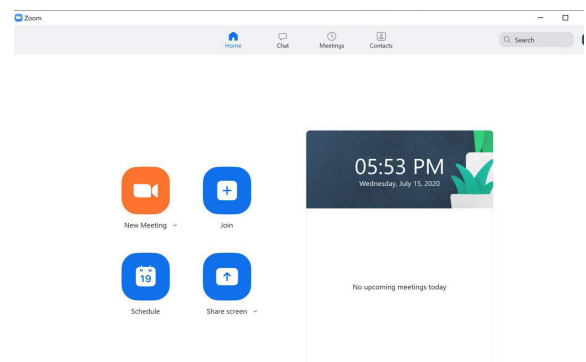


Figure F

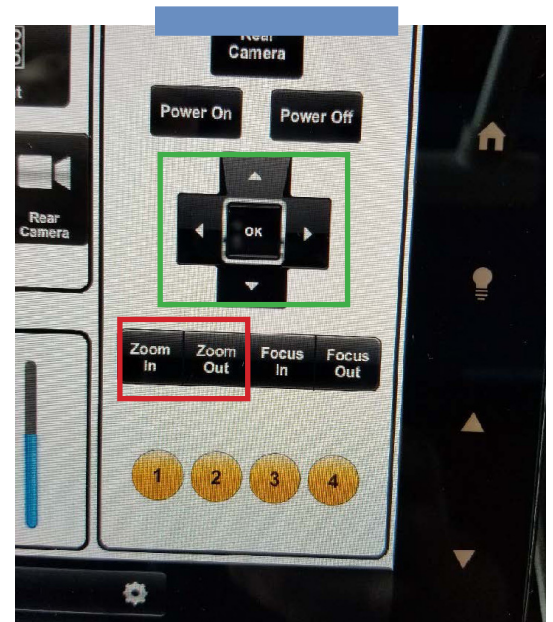
6. Who is hosting the meeting?
 - a. You?
 - i. Click the “**New Meeting**” drop-down and select your options.
 - ii. Click “**New Meeting.**”
 - b. Someone Else?
 - i. Click “**Join a meeting.**”
 - ii. **Enter the meeting ID** and join the meeting.

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.**

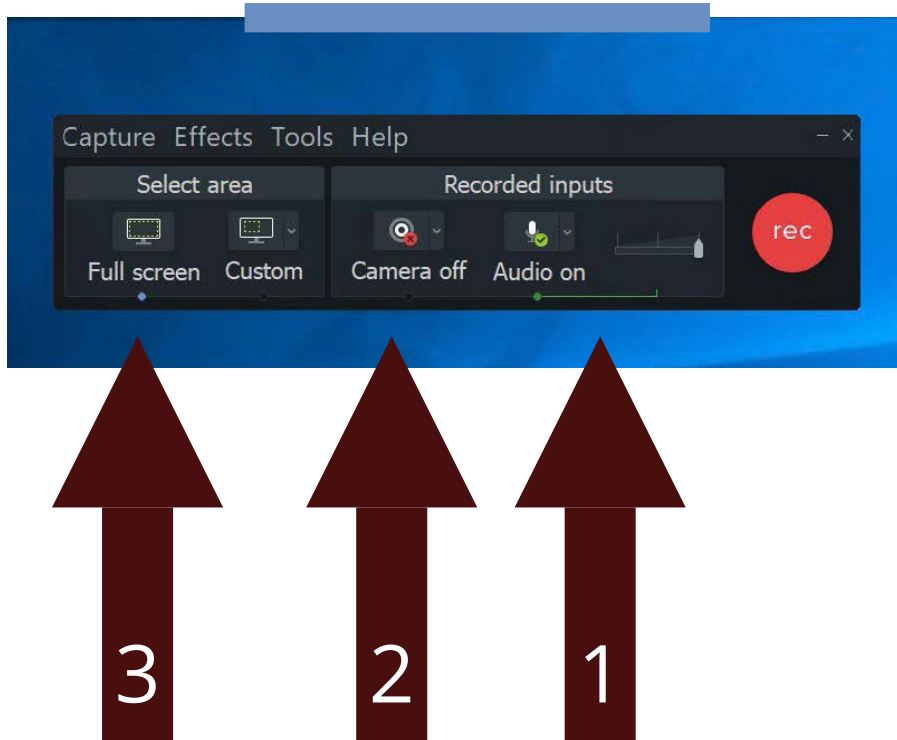
8. By default, the in-room camera is shared to the participants. Camera choices vary per room and are available from the video drop down menu as follows: OneLink Bridge, Mediaport, AverCam, Elmo. OneLink Bridge is the option required for this type of classroom.
 - a. Note: Some rooms have multiple cameras 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, please locate the Camera Controls Section on the touch panel.

- a. The arrow-shaped buttons indicated in a green box control the camera’s pan and tilt function (up, down, right, and left), and the buttons in a red box control the zoom function (close and far). Adjust as needed to get a good angle of yourself.



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.**

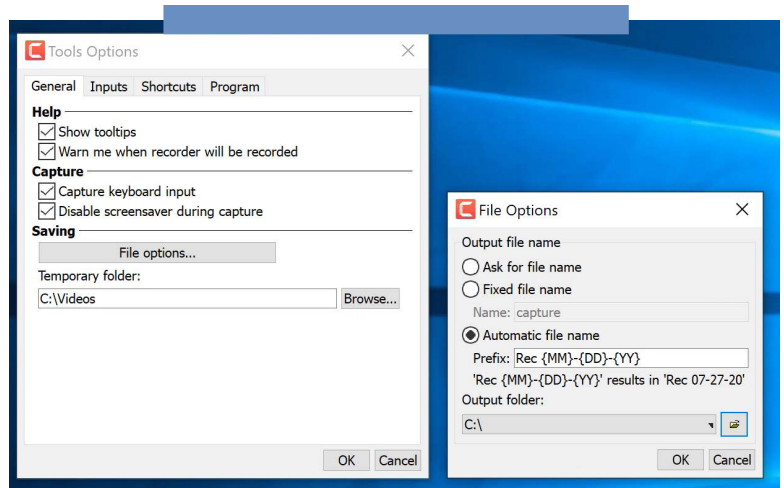


Figure G

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.