



PROJECT

TECHNOLOGY TRAINING FOR TEACHING ON CAMPUS CLASSROOM EQUIPMENT, ZOOM RECORDING & HYBRID TEACHING

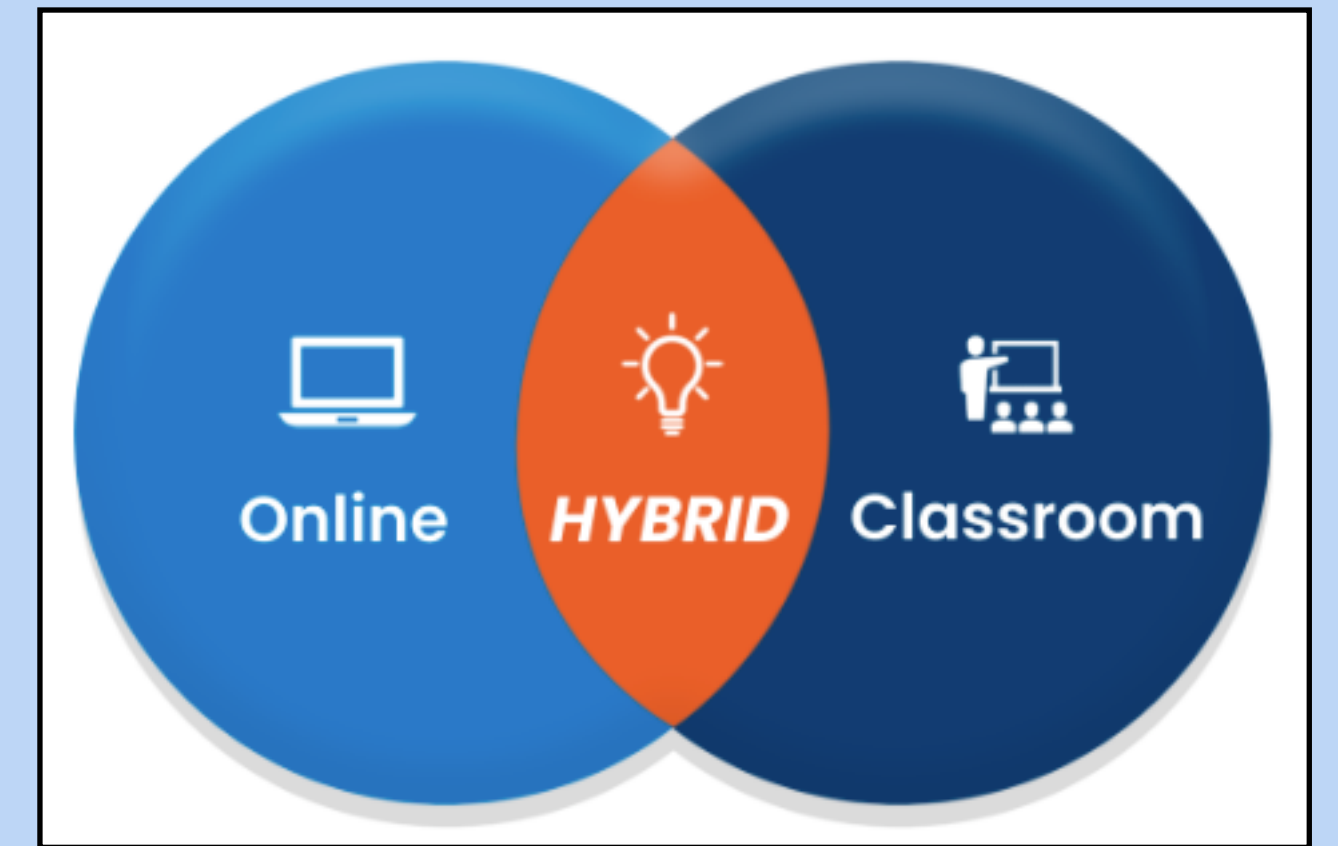
DATE

08.23.24

SARAH RYAN-ROBERTS, LAURYE BROWNFIELD & GARY SZYDELKO

What we'll cover

- * Classroom Technology Overview - Sarah & IRT
- * Partner Agreements & Zoom Settings - Laurye
- * Adding Zoom to the Classroom Mix - Sarah
- * Checklists for Hybrid Classes - Gary
- * Wrap-up/additional Q&A - Sarah
- * Practice Lab Ongoing (Room 3004) - Ron Marcroft, Jennifer Kerr, and Marian Kile (online)



Classroom Technology

- * Find your classroom to see the layout, equipment & resources
- * Under Instructions are PDF Podium guides



SACRAMENTO STATE CSU Sacramento Learning Space Inventory

Filters [Clear All](#)













Building and Room +

Classroom Type +

Features +

Number of Seats +

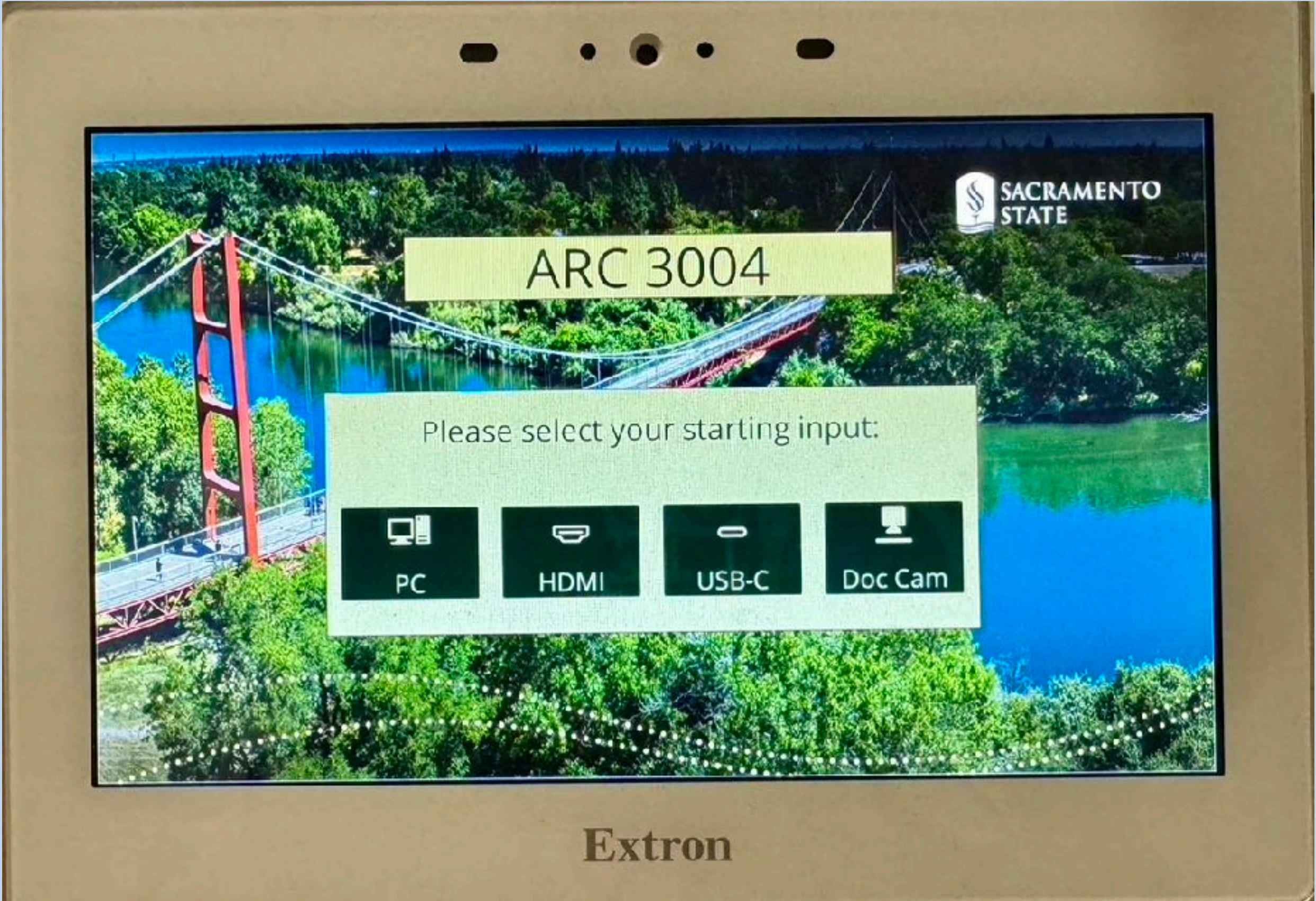
« 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 »

 <p>Alpine Hall 122</p>	 <p>Alpine Hall 138</p>	 <p>Alpine Hall 144</p>	 <p>Alpine Hall 147</p>
 <p>Alpine Hall 148</p>	 <p>Alpine Hall 153</p>	 <p>Alpine Hall 156</p>	 <p>Alpine Hall 204</p>
 <p>Alpine Hall 205</p>	 <p>Alpine Hall 212</p>	 <p>Alpine Hall 218</p>	 <p>Alpine Hall 227</p>

[CSUS Sacramento Learning Space Inventory](#)

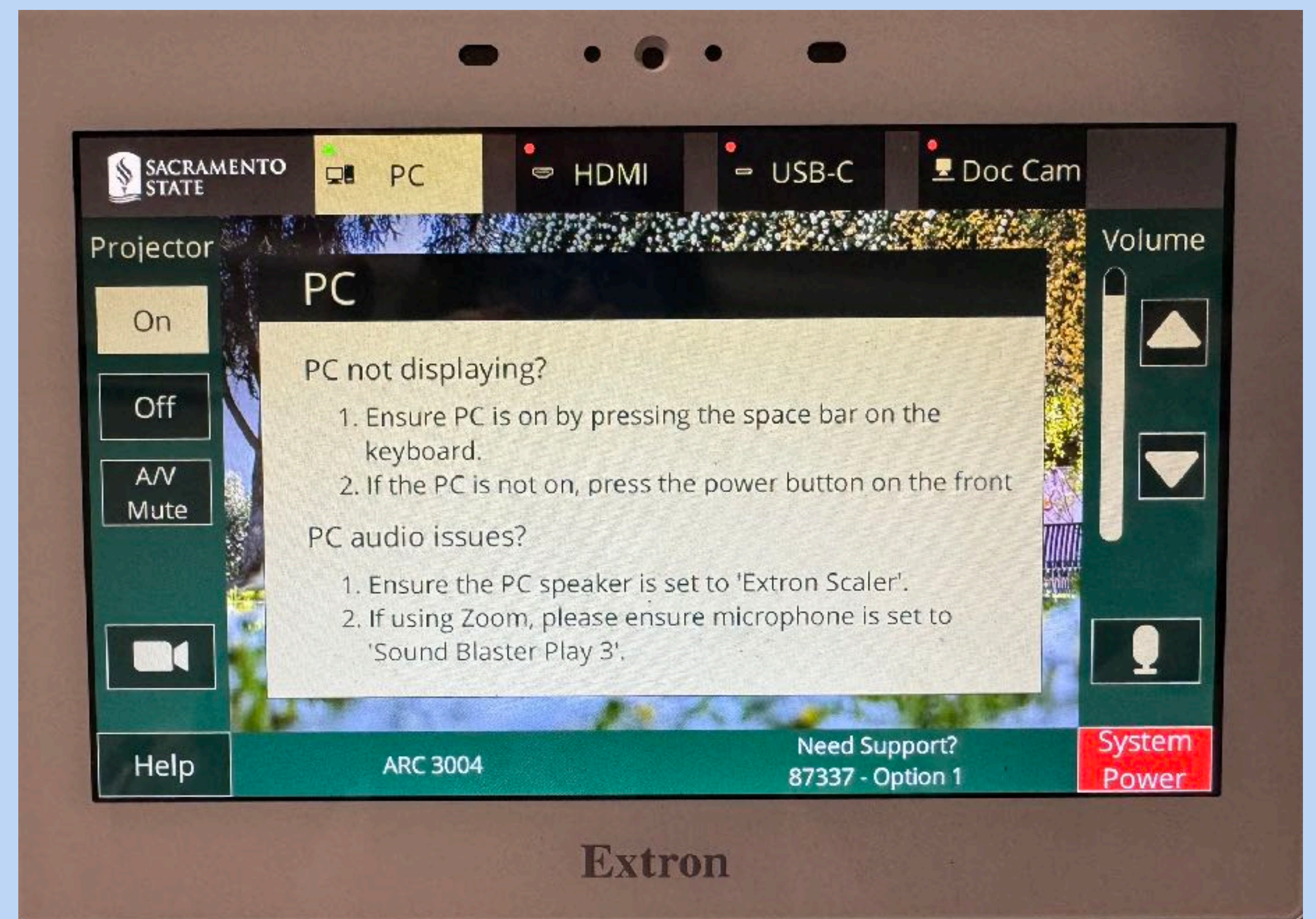
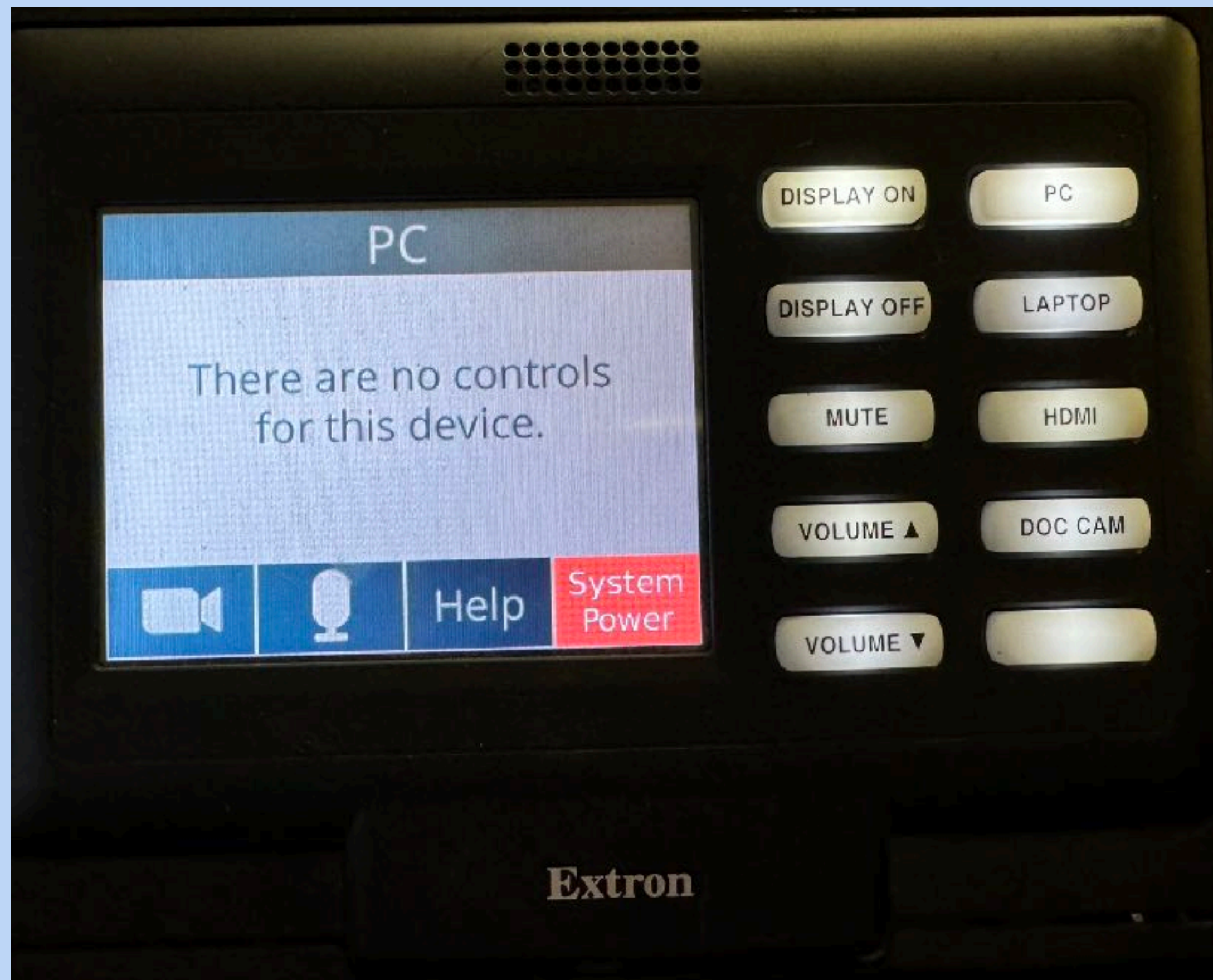
New touch panel displays

Four inputs (Laptop on smaller screen now **USB-C**)



Controls are the same on both

Larger display offers more helpful hints



New control for muting mics

Microphone Mute & Mute (A/V Mute) are different



We will cover **camera** when we talk about Zoom

System Power:
Prompts you to Shut Down the computer

Use of microphones

Accessibility issues

- * Consider using the classroom sound system – lavalier or hand-held microphone so attendees can hear you better.
- * Passing a microphone to attendees for questions or comments is a good idea, otherwise you may need to repeat what they say



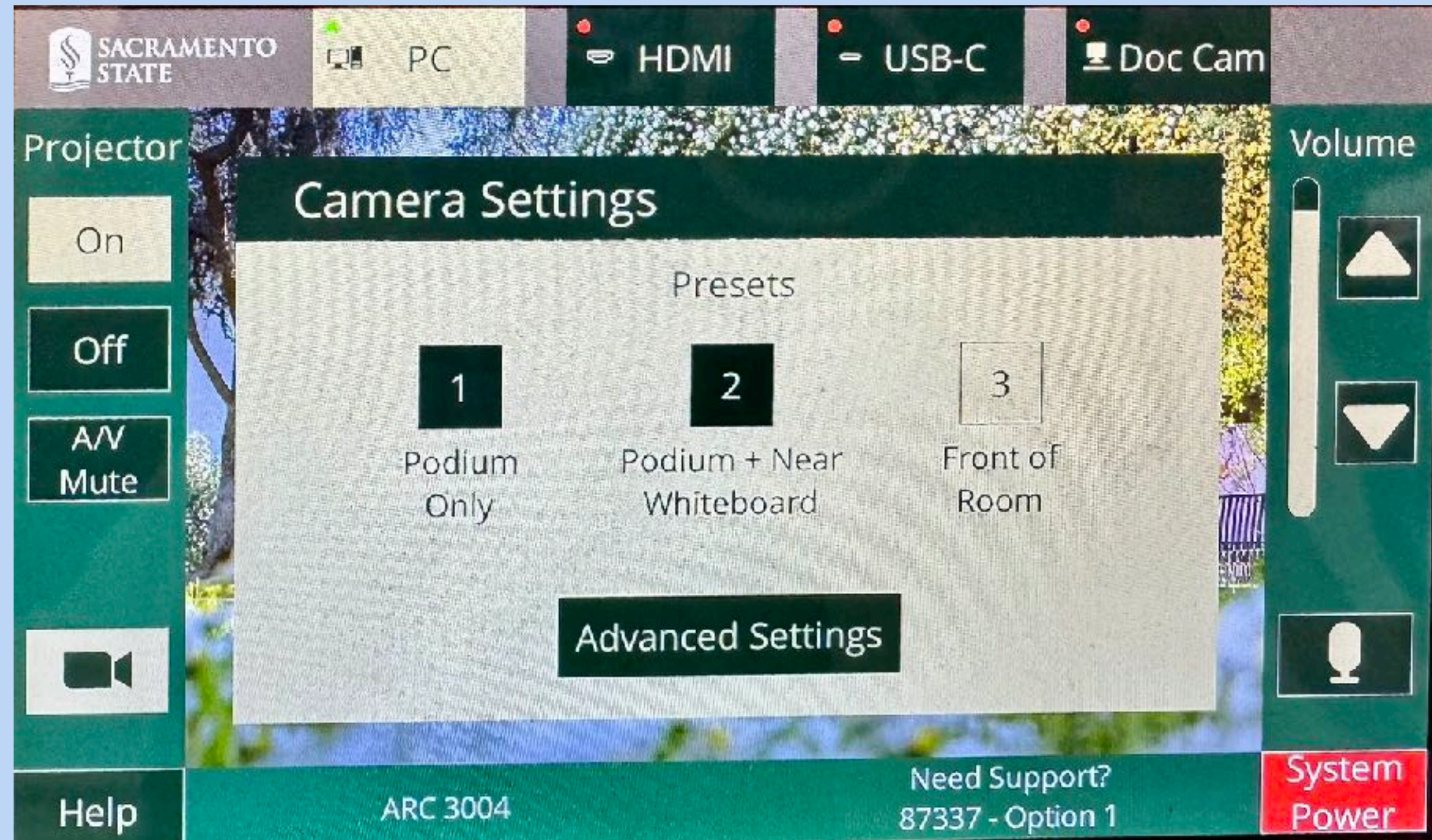
Microphones are required for Zoom but helpful for in-person only classes as well

Other inputs & controls

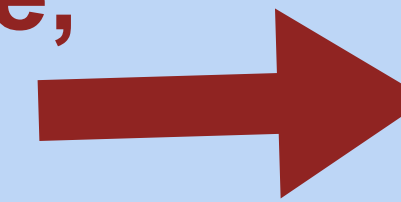


Questions regarding in-person only classes

Use of the Camera for Zoom



Minimizes the need to use physical remote, but it can be used in special situations



Advanced Settings: Allows you to Zoom in/out; Pan side to side; Tilt up/down

Before the Class

How to set yourself up for success

- Go to the classroom and checkout the setup and equipment
- Zoom Settings (see link below)
- Program Leader and Tech Host should work as a team

https://www.csus.edu/college/social-sciences-interdisciplinary-studies/renaissance-society/_internal/_documents/settingforzoomaccount2024fall.pdf



Sample Partnership Agreement

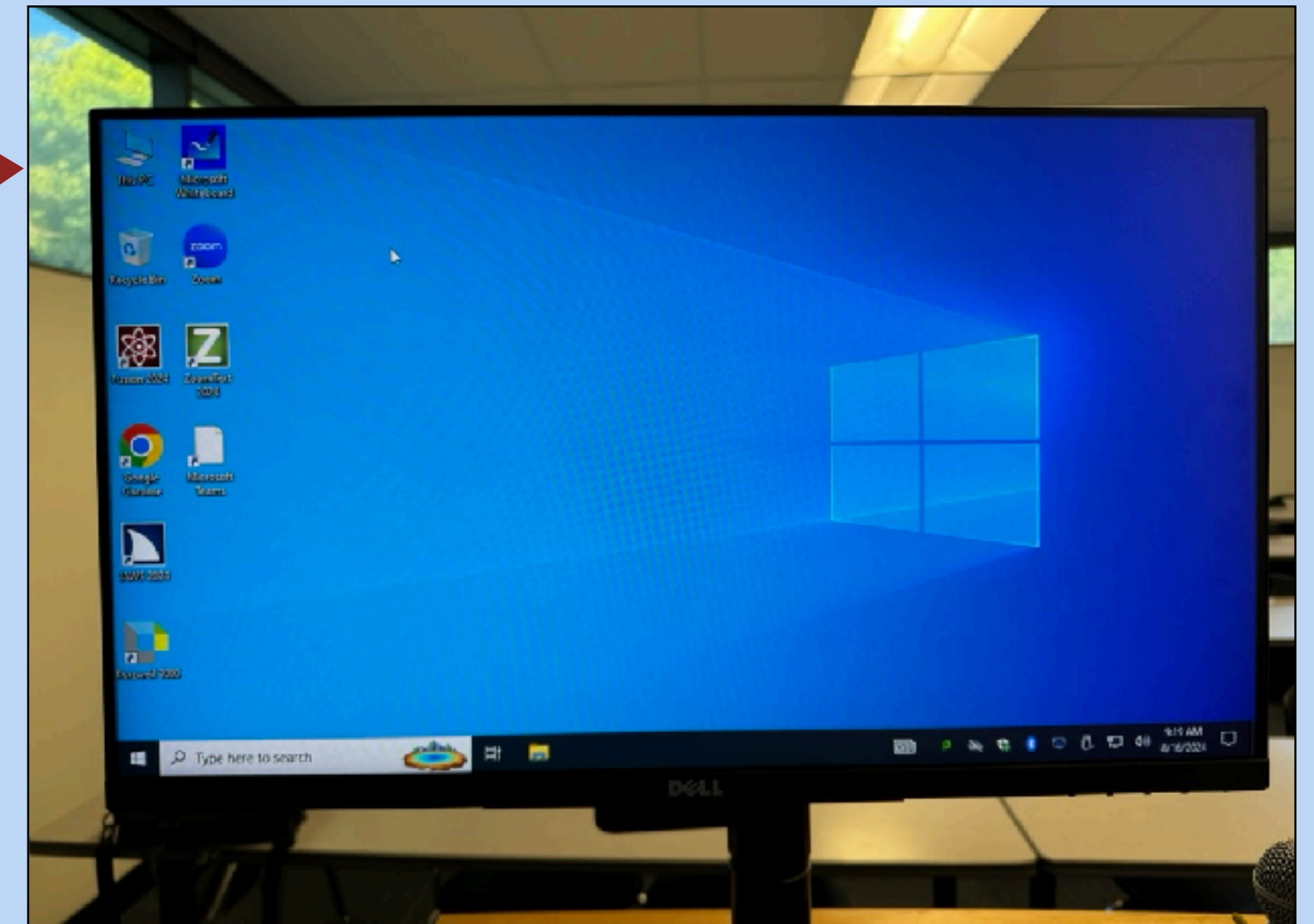
Task	Leader	Tech Host	Not needed
Before Meeting			
Email weekly reminder?	X		
For the Meeting			
Start meeting		X	
Check name on screen	X	X	
Check waiting room settings			X
Enable CC for participants		X	
Ensure participants setting		X	
Make Leader host		X	
Make Tech Host co-host	X		
Present upcoming Forum & ASI Slides		X	
Explain Zoom etiquette		X	
Record meeting	X		
Monitor raised hands		X	
Monitor participants audio		X	
End Meeting	X		
After Meeting			
Trim recording – copy link and send to Leader		X	
Send out group email with link to recording and note for next week	X		

https://www.csus.edu/college/social-sciences-interdisciplinary-studies/renaissance-society/_internal_documents/partnershipleaderth08-0824.pdf



Adding Zoom to the Classroom Mix

- * **Classroom PC must be your source.**
- * Click the ZOOM shortcut on the desktop or navigate to <https://csus.zoom.us>
- * Sign in & start your meeting
- * Check your settings which may vary:
Audio (Mic - Jack Mic); Video (USB HDMI);
usually set to correct defaults
- * Share Screen as you normally would in Zoom



Zoom View for Classroom

Your in-person audience will see the **Host View** in Zoom



IRT recommends the following for **best in-person view** (select from More menu):

- * Hide floating meeting controls
- * Hide video panels

Check out the **Using Zoom in the Classroom** (plus more) on the IRT instructional [video](#).

Managing your environment & people

Starts with your classroom etiquette

In the classroom

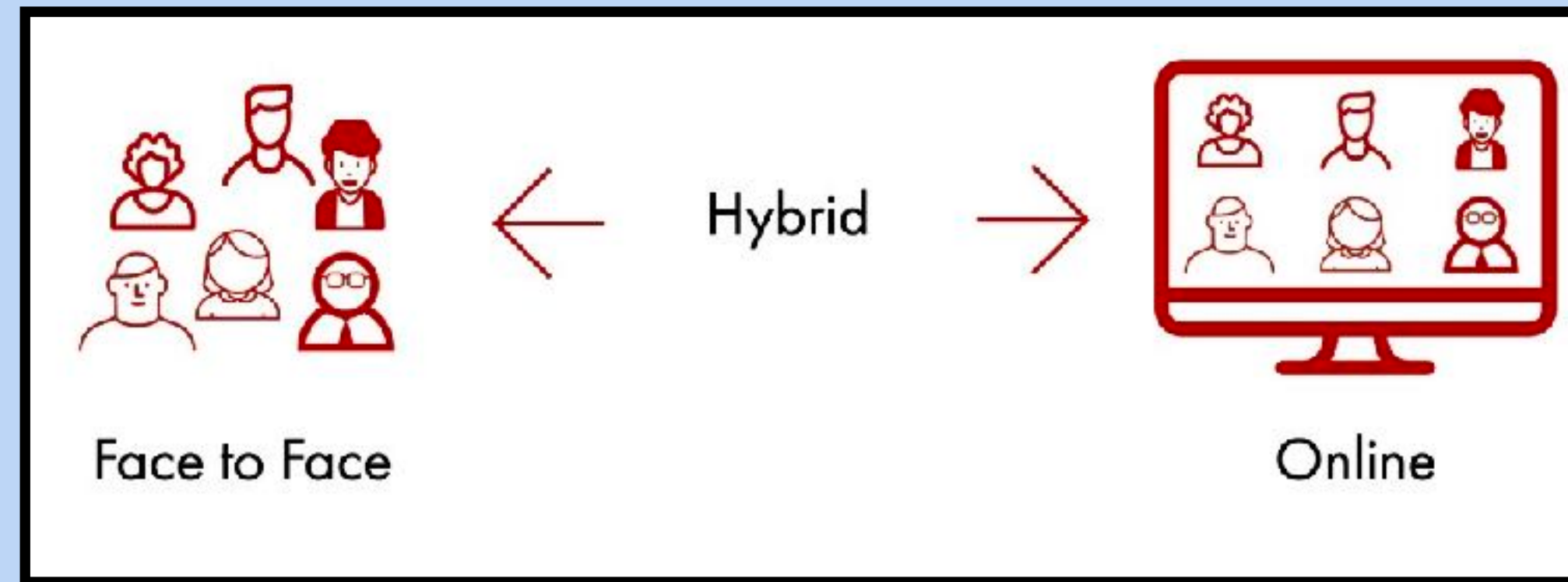
- * **If you wish to ask a question,** raise your hand, wait until you are acknowledged and a mic is passed to you
- * If connecting to Zoom with your personal device, turn off computer audio (not just Mute), otherwise we will get feedback in the classroom

Online with Zoom

- * **If you wish to ask a question,** from Reactions select Raise Hand, wait until you are acknowledged then Unmute your mic
- * You can also Chat to the tech host (Name)
- * Mute your audio when not speaking
- * Stop video if desired
- * Closed Caption (CC) is turned on - Hide/ Show Subtitles as you wish

Managing

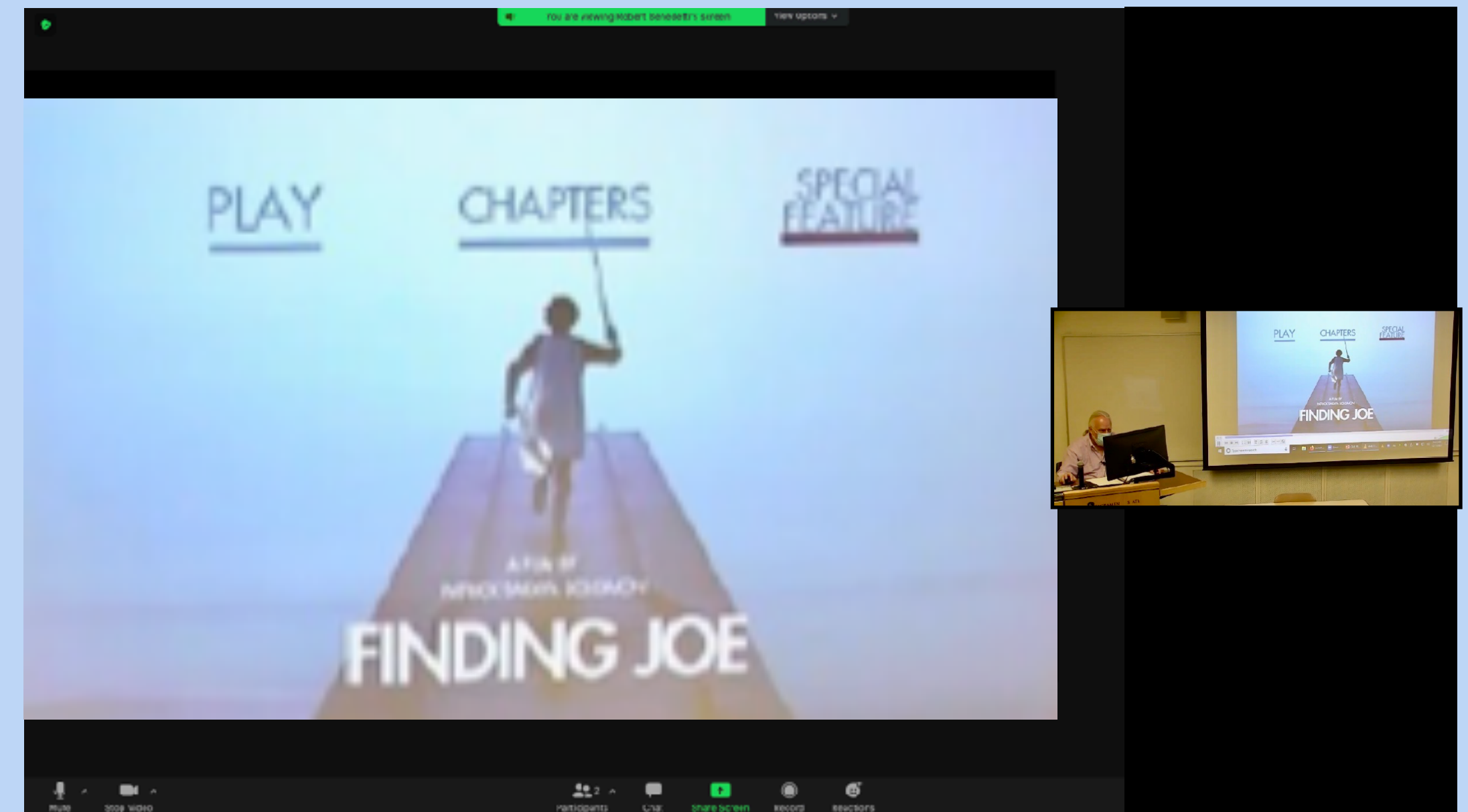
Environment



What the people in the classroom see

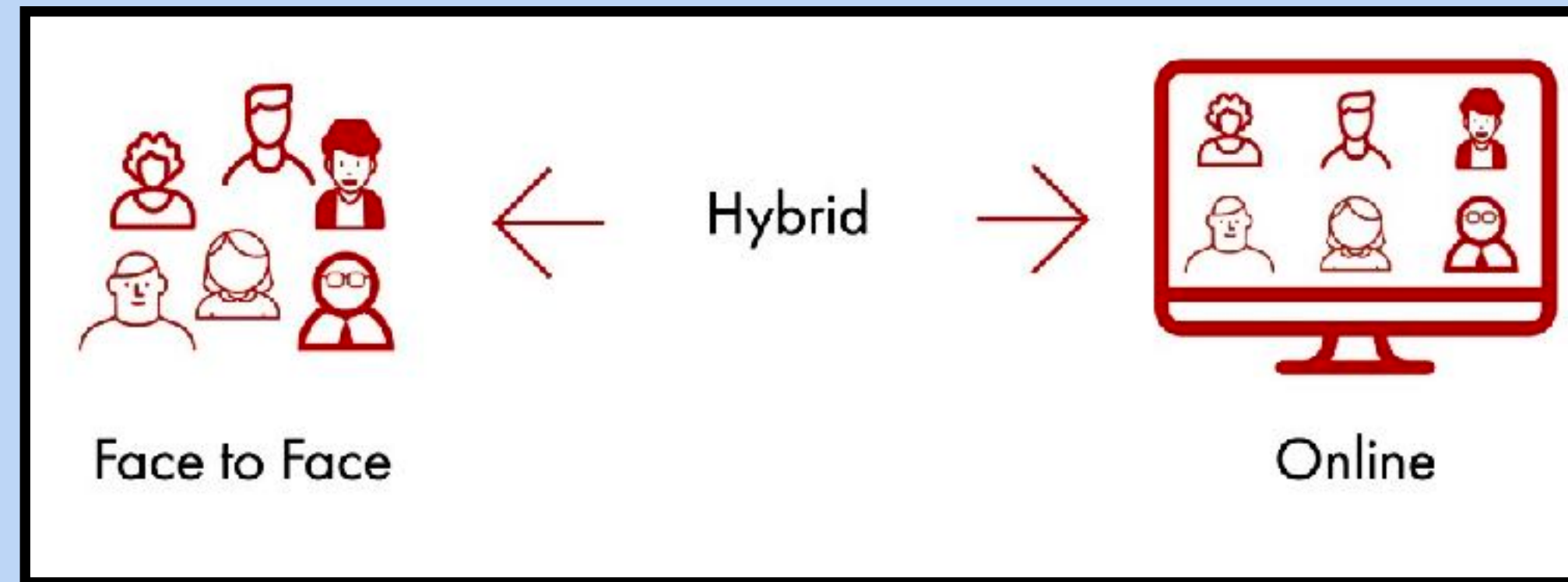


What the people on Zoom see



If the leader walks out of the camera view, the Zoom audience does not follow so stay in the frame

Managing



People

What the people in the classroom hear

- Presenter
- Others in the classroom
- Participants on Zoom that are unmuted



What the people on Zoom hear

- Presenter using mic
- **Others in the classroom - only if using mic**
- Participants on Zoom that are unmuted*

* There are no participants on Zoom during an In-Person and Recording (IP-R) class

Checklists for Hybrid Classes

Hybrid is not difficult... so don't let it scare you!

- **One just needs to be comfortable and knowledgeable with the CSUS classroom presentation equipment**
 - The PC & its controls
 - The Projection system
 - Camera controls
 - Microphone(s)
 - Audio outputs
 - **Hybrid generally requires 2 people, the Program Leader and Tech Host to make the presentation... and they need to coordinate**
 - **Use the Partnership Agreement checklist**
 - **and Practice Practice Practice**
- Remember**
- For additional support and training in the use of classroom technology, please access the training presentations developed by IRT and the Renaissance tech team

Checklists for Hybrid Classes

Some helpful tips...

- **Practice in your classroom (both the Program Leader & Tech Host)**
 - Arrive early to set up
 - Have a division of duties between Program Leader and Tech Host
 - Ideally use the PC technology console
 - Use a laptop for breakouts and to monitor the presentation (a second screen)
 - Verify your Zoom settings and preferences
 - Beware of the dreaded ECHO – one cannot have two devices w/ audio turned on in the classroom
- **Participating in breakout rooms requires special focus**
 - Program Leader needs to leave the classroom with a personal laptop running Zoom
 - This is due to the ECHO effect and not interrupting the classroom breakout discussions
 - Program Leader must turn off the classroom microphone and use the laptop Zoom microphone/video

Bottom line

- Keep it simple! – Don't allow Murphy a chance to get in the room!
- When in doubt, call IRT!
(servicedesk@csus.edu or 916/278-7337)

Checklists for Hybrid Classes

Sample Checklists

▼ Seminar Leader Hybrid Checklist

- 1. Make Seminar Leader co-host in personal laptop
- 2. Queue up MS Power Point Seminar Leaderide deck(s) & film(s)
- 3. CSUS Account open
- 4. Test audio
- 5. Adjust classroom sound volume as necessary
- 6. Name change(s) as necessary
- 7. Check two optimization buttons on share screen feature if you are using videos
- 8. Test MS Power Point & video/film/DVD
- 9. Start Zoom recording to Cloud
- 10. Welcome class – state date/ time, seminar title, Zoom recording & distribute on Sun.

▼ Tech Host Hybrid Checklist

▼ Set up

- Laptop → Zoom, Participants, Chat, Record, etc.
- Pad 1 → Emails, texts, from Zoom students
- Pad 2 or Phone → Zoom w/o audio to see what the Zoomer's are seeing

▼ Tech Host Checklist

- 1. Open Zoom app on Laptop & Pad
- 2. Log into Zoom on both devices
- 3. Phone -Stop calls on other devices
- 4. Seminar Leader (Host) sets the tech host and seminar guests as Co-Host
- 5. Make sure Seminar Leader has the Zoom mike working

Tech Support

In the Classroom

- * If you have a problem in the classroom, contact IRT at 87337 on the classroom phone. Instructions are by the phone.
- * if using an outside line, 916-278-7337, extension 1

Additional Sac State Resources

- * [CSUS Sacramento Learning Space Inventory](#)
- * [Podium Classroom Instructional Video](#)

Renaissance Society Tech team Resources

- * On our website (csus.edu/rensoc) under Online Learning Resources

Next Steps

- * Check out your Classrooms
- * Figure out who does what in your class -leader, tech host, class assistant for mic
- * Write up your own plan/partnership agreement



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