

**NEED HELP?**  
**574-631-8778**

## GETTING STARTED with Classroom Technology



### TOUCH SCREEN



1. Press the **touch screen** to turn the system **ON**.
2. Select the device you want to display.

### LECTERN PC



1. Press **Lectern PC** on the touch screen.
2. Use the touch screen to adjust the volume.

### DOCUMENT CAMERA



1. Press **Doc Cam** on the touch screen.
2. Use the touch screen to make adjustments.

### CONNECT A LAPTOP



1. Connect your device to the **Laptop** cable.
2. Press **Laptop** on the touch screen to select.

### DUAL-MODE INSTRUCTION



1. **Log in** to the lectern computer.
2. **Power on** the projector, using the Crestron touch screen on the classroom lectern.
3. Launch **Zoom** on the lectern computer.
4. Select **audio** (microphone / speaker) and **video sources** in the Zoom navigation bar
5. Access your teaching materials for the day from Google Drive / thumb drive as well as launch the applications you will use.
6. Share the right hand screen (labeled as Monitor 2/Shared) to Zoom by selecting "**Screen 2.**"
7. To record your class session, select **Record to the Cloud** from the Zoom menu.

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INFORMATION TECHNOLOGIES

**WHEN FINISHED**, press **POWER** on the touch screen

## To Begin

1. Power on the projector, using the Crestron touchpanel on the classroom lectern. Lectern Computer must be selected as the source to utilize the room camera and audio.
2. Log in to the lectern computer.
3. Launch Zoom on the lectern computer.
  - a. Be sure you're logged in via Okta / SSO
  - b. Start your class Zoom session (go to zoom.nd.edu if you need the link)
  - c. Select your microphone (TesireForte or USB Audio Codec option if available).  
All rooms will have the Thinkcentre T1022Gen3 as a minimum/backup.
  - d. Select your video (Class Cam/Easy IP (if available) or HD 720P Webcam)
4. Access your teaching materials for the day from Google Drive, thumb drive, Sakai site, etc. as well as launch the applications you will use
5. Share the right hand screen (labeled Monitor 2/Shared) to Zoom by selecting "Screen 2"
  - a. Move shared content to Screen 2 so that content is visible to all students, in-room and remote.
6. If you want a recording of your class, select Record to the Cloud from the Zoom menu

## During Class

- Remember that remote participants will likely hear all conversations in enhanced rooms.
  - NDL suggests using Zoom breakout rooms when having small group conversations. Breakout rooms do not hear in-room audio.
- In general, don't mute your video as an instructor. That is the classroom camera view.
  - If there is a camera mounted in the rear of the classroom, you can choose from three preset video options on the Crestron touchpanel.
    - **Chalkboard** for a close-up view of the chalkboard,
    - **Instructor** for a view of the chalkboard and the computer lectern
    - **Classroom** for a wide angle view of the classroom.
- Adjust the volume level for the room using the Crestron touchpanel. Recommended audio level for Zoom meetings is between 65% and 70%.
- Open your Zoom Chat window and Zoom Participants window.
  - Set your video layout to Gallery View.
  - Consider positioning the Chat window, Participants window, and Gallery View window on the left-hand computer monitor. This will allow you to monitor activity among your remote students.
- You can share the document camera as a web camera to use as an optional writing source or for displaying other materials.
  - Go to **Share Screen** → **Advanced** → **Content from 2nd Camera** → **Share**
  - Use the Switch Camera button in the upper left corner of your shared screen window to toggle between the available cameras.

## Before You Leave

1. Save any materials created or modified during the class to your Google Drive / Thumb Drive.
2. Sign out of the lectern computer
3. Power off the system from the Crestron Touchpanel