



## Classroom Technology Information

### Which classrooms are equipped?

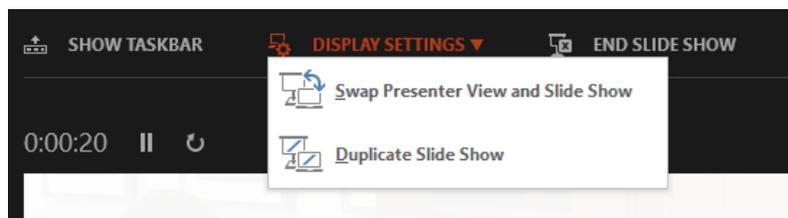
- All Registrar-controlled smart classrooms can now support in-person students and Zoom students at the same time. Classroom Technology and Event Support (CTES) has a classroom inventory list on its webpage:  
<https://www.uregina.ca/is/ctes/inventory-list/index.html>

### What equipment has been added?

- 2 monitors (1 is touch sensitive)
- dual webcams
- new wireless microphones (rechargeable)

### The new monitor

- Having 2 monitors facilitates the use of software which is optimized for dual monitor use, including PowerPoint, where presenter view notes may be viewed on one monitor, while slides are viewed on the other monitor.
- In addition, the new monitor is touch sensitive, so slides may be annotated with the touch of a finger, once you have activated the pen function.
- You can also use pinch-to-zoom and navigate, as you would with any touch monitor.
- The touch sensitive monitor will always display the same information as the projector. For this reason, it will be important for users to know how to move relevant information on-and-off its screen. For example, you can swap your PowerPoint "Presenter View" and "Slide Show" between the monitors using the "Swap" feature inside PowerPoint:



- The touch monitor will permit interaction with other pen-enabled software, such as Microsoft OneNote

### Using the new technology during a HyFlex classroom session

- During a Zoom meeting, you must decide what information you want your in-person students to view.
  - o The content which displays on the touch monitor, always displays on the room's projection screen.
  - o There may be times you wish to drag the Zoom window over to the touch monitor, so in-person students can see remote students. Other times, you may want only your presentation content displayed to your in-person students.

### **The webcams**

- One webcam is intended to focus on the area behind the instructor desk. In the Zoom video settings, this webcam will show up as the Logitech camera.
- The second webcam can be rotated to show your in-person students, or moved to the classroom whiteboard and stage area beside the desk. In the Zoom video settings, the second webcam will show up as the Live Steamer Cam
- To switch between the webcams, you may use the keyboard shortcut ALT + N, or click the up arrow beside the Video menu in Zoom and select the webcam you want to use.

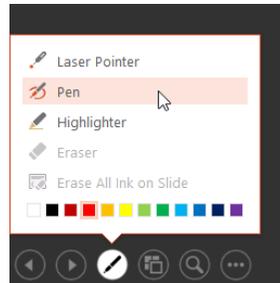
### **Wireless microphones in every classroom**

- Our classrooms have new wireless microphones
- If you are hosting a Zoom meeting during a class session, it will be critical to use the wireless microphone
- The new microphone transmitters are rechargeable, so it is very important to put them back in their charging docks as soon as your class is concluded
- The microphone will turn on automatically and connect to the system after approximately 8 seconds. A successful connection is indicated when the red LED turns green.
- In your Zoom audio settings, the microphone will show up as USB Device
- In large classrooms, the wireless microphone can be heard over the room speakers, but they will also provide signal to the Zoom software
- In many smaller classrooms, the wireless microphone only feeds the Zoom software, so it will not be heard over the room speakers. For this reason, it is especially important to complete a Zoom audio test, prior to the beginning of each Zoom session.

### **This is the startup process we recommend be followed during a combined in-person and Zoom student class session:**

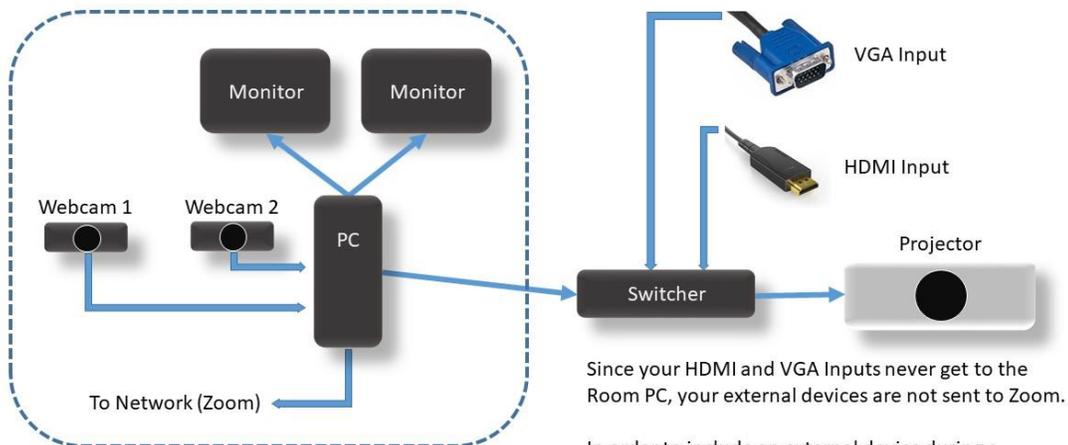
1. Log into the PC using your U of R credentials and wait until the Apps Anywhere window has opened
2. Start any visual aids you plan to use during class, such as your browser, PowerPoint, etc.
3. If you are using PowerPoint, navigate to your presentation and enter show mode
  - "Presenter View" will open on one monitor and "Slide Show" will open on the other monitor
  - Be sure that the Slide view is on the monitor marked "Touch Screen" (To swap screens, click the down arrow beside "Display Options" and select Swap Presenter View and Slide Show.)
4. Start a Zoom session by launching Zoom from the PC start menu, or click the Zoom link you have previously setup in your UR Courses web page. (If the window you want to access is behind your PowerPoint application, you may use Alt+Tab to find it.)
5. When you are ready to share your visual aids, you may share that screen from Zoom by clicking the green "Share Screen" button in Zoom and selecting the appropriate window to share.
  - Reminder: your Zoom participants will always see the screen that is marked, "You are screen sharing."
6. Your Zoom participants will display in a small box during Zoom sharing. This box may be resized partially and may be dragged over to the touch monitor if you would like to display the window on the projector. (The touch screen is always displayed by the projector.)

7. Your Zoom participants can choose to see a side-by-side view of your live camera and content, by clicking the arrow beside View Options in Zoom and selecting “Side-by-side.”
8. To begin navigation of your PowerPoint show, first click somewhere on the Slide Show window (typically the Touch Screen Monitor) and look for the floating tools at the bottom of the screen:



9. If you wish to utilize the pen feature, you may activate it by clicking on the pen icon and selecting “pen.”
10. You may navigate forward and backward by touching the arrow icons.
11. If you wish to show your Zoom participants in full-screen mode, you must first stop screen sharing.
  - Speaker view will show the last active speaker
  - Gallery view will show up to 49 Zoom participants at once
12. The smart classrooms are divided into 2 distinct groups: Anything connected to the PC may potentially be shared on Zoom. Anything not connected to the PC, such as external inputs, are not automatically shared on Zoom (see diagram below). For this reason, any external device you use during a Zoom-supported class, must be shared directly into the meeting by joining your meeting from the device.
  - See the tutorial at the end of this document for detailed content sharing instructions

### The HyFlex Classroom



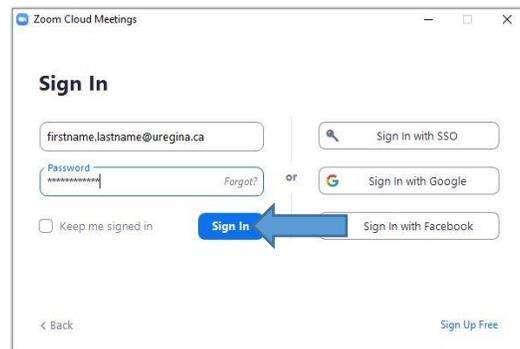
Since your HDMI and VGA Inputs never get to the Room PC, your external devices are not sent to Zoom.

In order to include an external device during a Zoom Session, you must sign into the meeting from your device and then share the content.

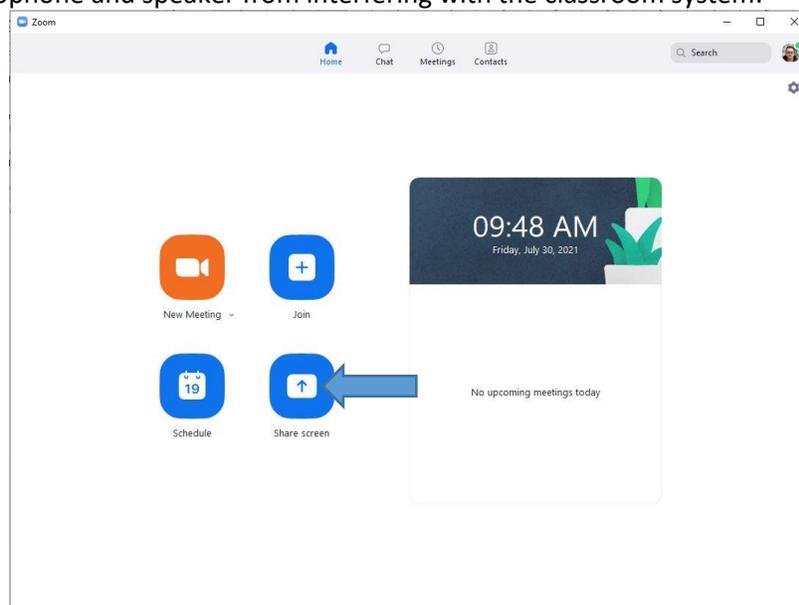
If you sanitize any of the classroom electronics, please use only 70% alcohol and never spray liquid directly on any devices. Instead, spray 70% alcohol onto a towel and then wipe down the devices

## Sharing content into a Zoom Meeting using your own device (Laptop, tablet, etc.)

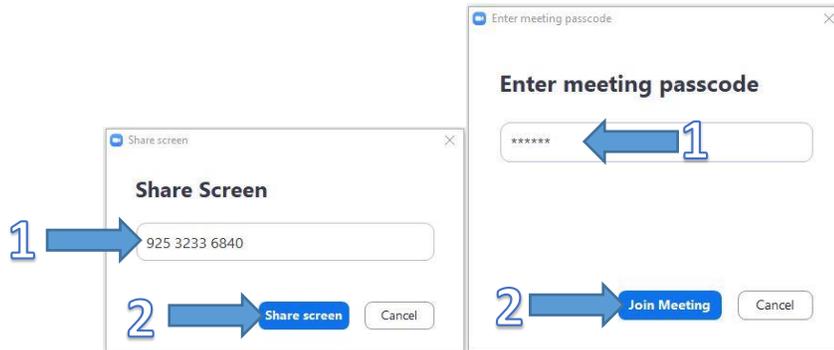
1. Be sure your Zoom Meeting has been started on the classroom PC
2. Open your Zoom application on your laptop or tablet
  - The following log-in window will open and you must log-in with your Zoom credentials
  - Your Zoom credentials are unique to Zoom and will include your University email address and your unique Zoom password



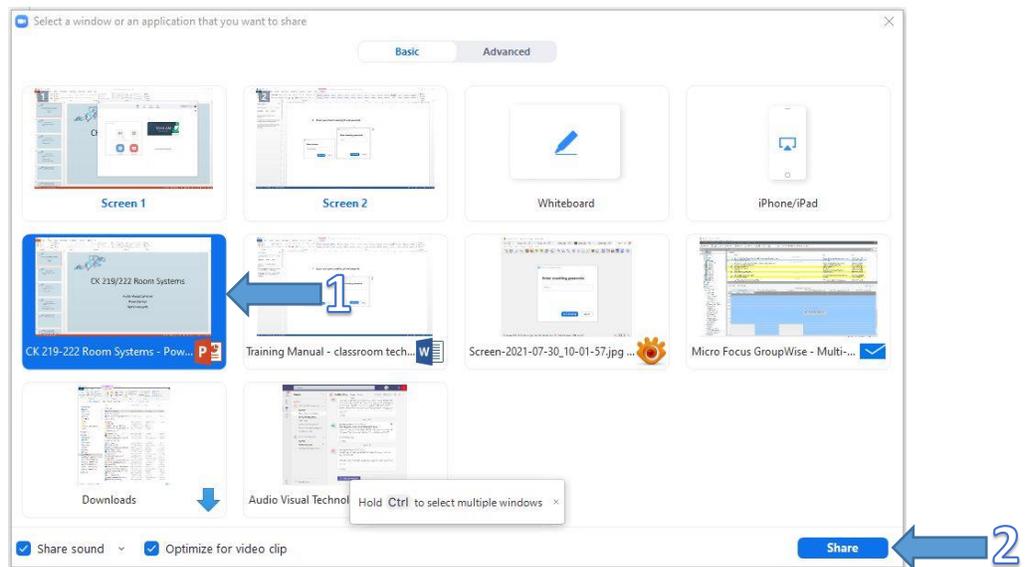
3. Click on Share screen (this is better than using "Join" because it prevents your device's microphone and speaker from interfering with the classroom system):



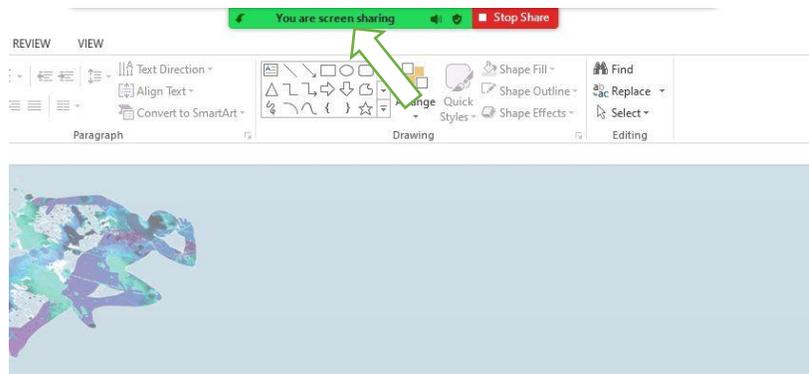
4. Enter your Zoom meeting ID and passcode:



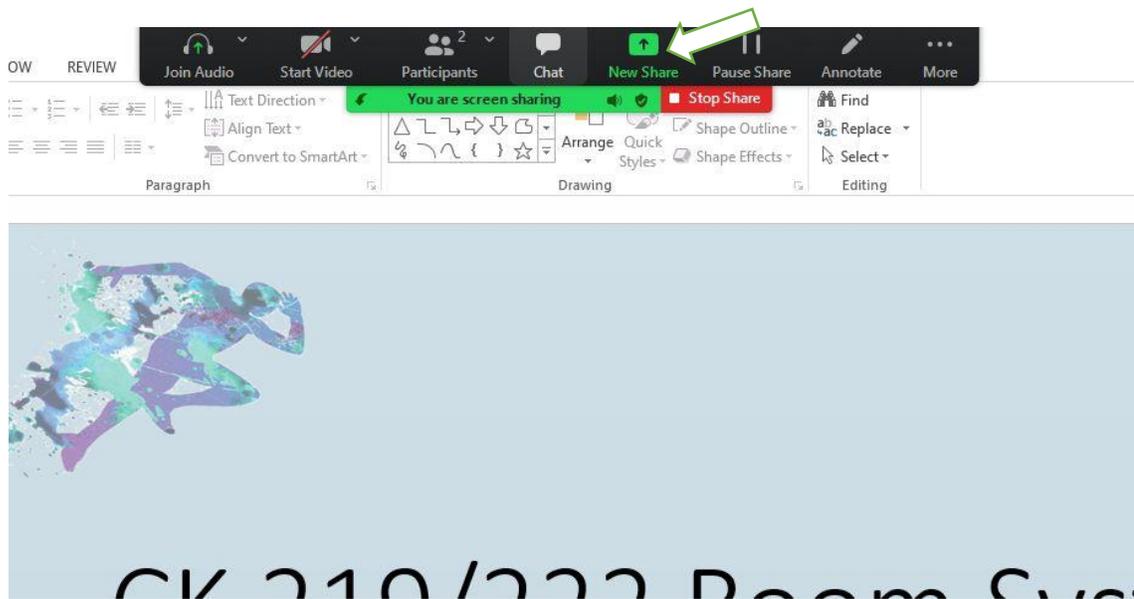
5. Select the content you wish to share:



6. Your laptop or tablet will indicate that sharing has started:



7. If you would like to share different content from your laptop or tablet, move the cursor to the top of the Zoom window and another menu will appear, which includes a “New Share” command:



For additional information, you may contact Classroom Technology and Event Support at: 306-585-4476, or [ctes@uregina.ca](mailto:ctes@uregina.ca)

You may also contact the IT Support Centre: 306-585-4685