

Classroom Technology Guide

Fall 2020 Semester

Starting the Audio-Visual (AV) System

1. Start the AV system using the AV Presentation link on the AV Control Panel (Fig. 1).
2. Log in to the classroom computer with your NetID and NetID password.

Activating the Web Conferencing Tool

Zoom in Browser

1. Open Google Chrome.
2. Go to <http://zoom.syr.edu> and click the appropriate button.
3. Click the Sign In button and enter your NetID and NetID password.
4. Start your meeting by clicking on the appropriate link.
5. Join the meeting with Computer Audio.

Zoom in Blackboard

1. Open Google Chrome.
2. Log in to Blackboard and go to your class.
3. Start your meeting by clicking on the appropriate link in the Zoom tool.
4. Join the meeting with Computer Audio.

Blackboard Collaborate Ultra

1. Open Google Chrome.
2. Log in to Blackboard and go to your class.
3. Start your meeting by clicking on the appropriate link in the Collaborate Ultra tool.

Enabling the Audio and Video within Zoom

1. Turn on the microphone.
2. Select AV Bridge as the audio source in Zoom or Collaborate Ultra.
3. Adjust the camera using the Camera Controls on the AV Control Panel.
4. Select AV Bridge as the video source in Zoom or Collaborate Ultra.

Zoom Recording

1. Start the Zoom recording by clicking the Record button at the bottom of the Zoom application.
2. Select Record to the Cloud to record the class online.
3. Pause or stop the recording using this indicator or the record button at the bottom of the screen.

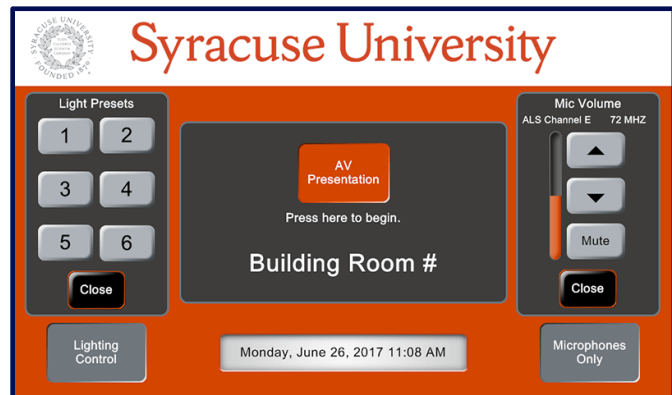


Fig. 1. AV control panel.

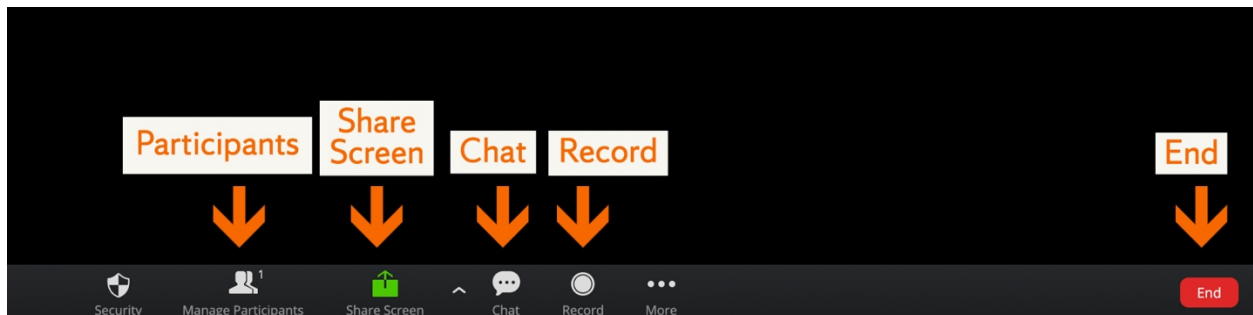


Fig. 2. Key Zoom buttons.

Zoom: Basic Controls

1. Click the Participants link at the bottom of the application (Fig. 2) to see the participants. The Mute All button mutes student microphones. Click the Participants button again to close the panel.
2. Open the chat screen using the Chat link at the bottom of the Zoom application. Send chat messages to all participants or to individuals using the private message function. Use the Video Mute button on the AV Control Panel to check messages without displaying them to the students in the classroom. Click the Chat button again to close the Chat window.

Zoom: Screen Sharing

1. Open the application to be shared and then select Share Screen to share your desktop or application.
2. Use the control bar at the top of the screen to control Zoom functions while screen sharing.
3. Click the red Stop Share button to stop sharing your screen.
4. Use the Alt key together with the Tab key to cycle between open applications.

Zoom: Ending Your Session and Shutting Down

1. Stop recording and click End at the bottom of the Zoom application to end your session.
2. Close your browser window and power down the computer to log off.
3. Select the System Off link on the AV Control Panel to turn off the AV systems.

Using the Document Camera (optional)

1. Log in on the Classroom PC and connect to the Zoom session to use the document camera.
2. Select Document Camera on the AV Control Panel.
3. The document camera will replace the classroom camera channel in the Zoom session.
4. To interact with the Zoom window, use the AV Control Panel to toggle back to the classroom PC.
5. Use the buttons on the AV Control Panel or the document camera to turn off the document camera.
6. Return to the Classroom PC using the button on the AV Control Panel.

Additional Resources

- For more information about classroom technology, including information available in specific classrooms, search **Classroom Technology Guide—Fall 2020** on answers.syr.edu.
- For information about accessibility resources, visit disabilityresources.syr.edu.
- For tech questions and support, call **315.443.2677** or email help@syr.edu.

Please note that specific technology and capabilities vary by classroom.