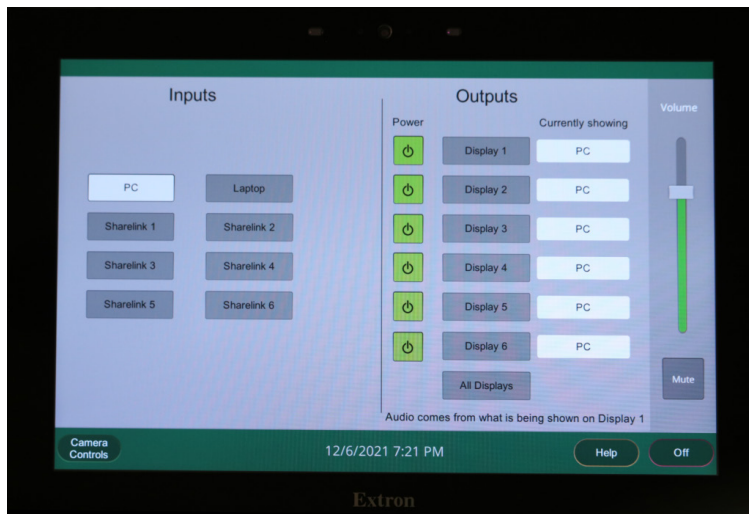


# TEACHER STATION COMPUTER SET-UP: ACTIVE-LEARNING MULTIMODAL CLASSROOM

## BEFORE CLASS

1. RESTART AND LOG INTO THE TEACHER STATION COMPUTER
2. TURN ON MONITORS

Touch the flat screen Extron display on the cabinet behind the teacher station to activate. Make sure **All Displays** are set to **PC**.

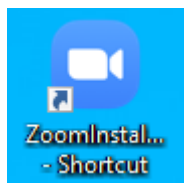


## 3. LAUNCH ZOOM CLASS IN BRIGHTSPACE

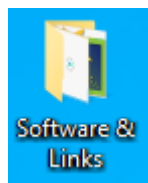
1. In your Brightspace course, go to **Tools > Zoom Classroom**
2. Under the **Upcoming Meetings** tab, click the **Start** button of your Zoom class link.
3. Click on the **Zoom Installer .exe** file that downloads to install Zoom.
4. Click on blue **Launch Meeting** button to start Zoom meeting.

**NOTE: You will need to run the Zoom installer every time you log into the Teacher Station Computer.**

**Do You Use the Zoom Desktop Client to launch your class meetings?** Go to the **Zoom Installer** Short Cut OR to the **Software & Links** folder on the classroom computer desktop, then click on the **Zoom Installer**.

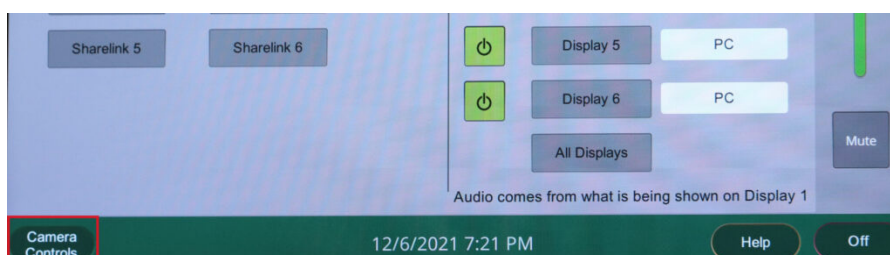


OR



## 4. SETUP YOUR CAMERAS

1. In Zoom, click on the **Video** button to see camera options such as:
  - **HoverCam Solo8+** (on the teacher station) [\[View Teaching with HoverCam Tutorials\]](#)
  - **Class Facing Camera** (ceiling mounted and classroom where students are seated)
  - **Teacher Facing Camera** (ceiling mounted and shows teacher station)
2. On the Extron control display, press **Camera Controls** to access presets that zoom-in closer to the teacher, classroom or whiteboard. You can use the +, - and arrow buttons to make further adjustments to the presets.



## 5. CHECK DISPLAY SETTINGS

Make sure that displays are set to **Extend Desktop** view rather than duplicate screens. If it is not:

1. Right-click on the computer desktop and select **Display Settings**.
2. Go to **Multiple Displays** and make sure that **Extend Desktop to this Display** is selected.

## 6. OPEN YOUR LESSON DOCUMENTS

## 7. TEST YOUR SCREEN SHARE IN ZOOM

In Zoom, click on **Share Screen** and select the content screen that you wish to share.

**NOTE:** Pay very close attention to what screen that you select to share. It is easy to share the wrong screen with two monitors. Virtual Zoom students will only see the shared screen - the one with a green outline.

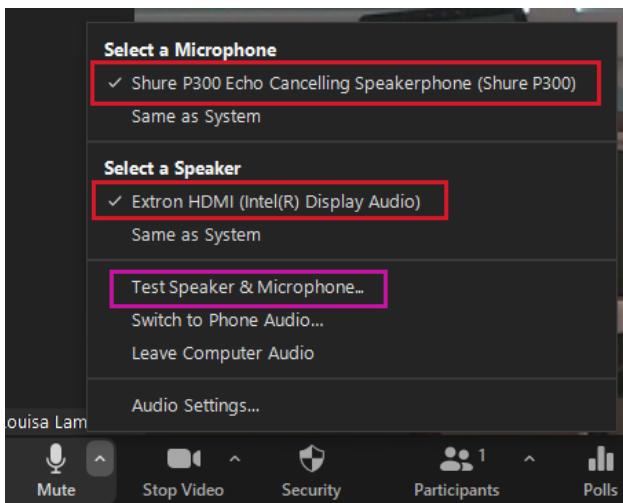
## 8. CHECK THE SCREEN THAT YOU ARE PROJECTING ON THE ROOM DISPLAYS

Only one of the two teacher station monitor is projected to the wall-mounted displays in the room. If you are not seeing the content that you want projected, you can drag the content window over to the next monitor.

## 9. TEST YOUR MICROPHONE AND SPEAKERS - FOR EVERY CLASS

By default, Zoom should have the microphone set to **Shure P300 Echo Cancelling Speaker Phone**.

1. Click on the **arrow on the Mute button** to confirm the settings.
2. Run the **Audio Test Wizard** by clicking on the **Microphone** icon.



3. **IMPORTANT:** Have a virtual student say something through Zoom, and adjust the volume accordingly. Volume controls include:

- Volume slider on the Extron display
- Audio settings on your computer (bottom of screen)
- Audio settings via Zoom (e.g. Mute icon, and Audio Settings)

## 10. SET UP YOUR ZOOM CHAT BOX

In Zoom, click on the **Chat** button to open it up and have ready for class. To see it on the confidence monitor, while you walk around the classroom, you can pop out the chat box and move it to the second monitor.

**NOTE:** When you Share Screen, the Chat box automatically closes. You can bring it back by moving your cursor to the top to show the Zoom Tool Bar and clicking on **More > Chat**.

## 11. RECORD YOUR ZOOM CLASS (OPTIONAL)

### AFTER CLASS

#### 1. STOP RECORDING IN ZOOM

As soon as class is finished, stop recording the Zoom session immediately. Remembering to stop recording will prevent inadvertent recording or private end-of-class conversations with students. Select **Stop Screen Sharing** on the Zoom tool board and then click on **Stop Recording**.

#### 2. END THE ZOOM CLASS

#### 3. LOG OUT OF THE TEACHER STATION COMPUTER

Log out by going to the **Windows icon** at the bottom left of the screen and select **Log Out or Restart**.