TEACHER STATION COMPUTER SETUP FOR MULTIMODAL INSTRUCTION

BEFORE CLASS

☐ **1. RESTART AND LOG INTO THE TEACHER STATION COMPUTER**

☐ **2. SELECT "MULTIMODAL CLASS" ON THE TOUCH PANEL, THEN "COMPUTER"**



☐ **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: If you use the Zoom Desktop Client to launch your class meetings, you will need to run the Zoom installer every time you log into the Teacher Station Computer.

Go to the **Zoom Installer** Short Cut OR to the **Software & Links** folder on the classroom computer desktop, then click on the **Zoom Installer**.
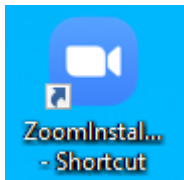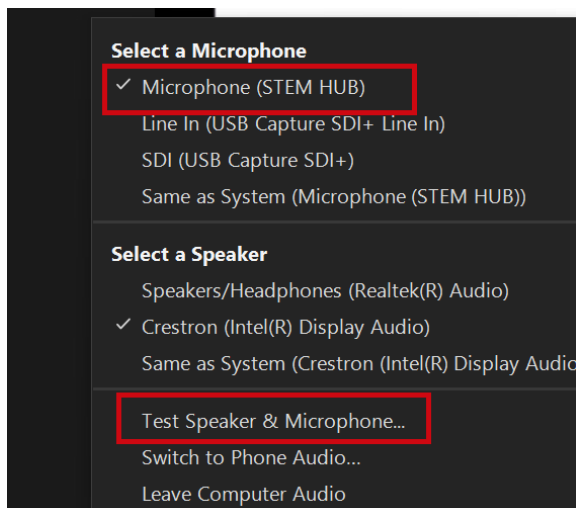

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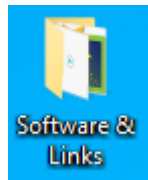
☐ **4. TEST YOUR MICROPHONE AND SPEAKERS – FOR EVERY CLASS**

By default, Zoom should have the microphone set to **Shure STEM HUB**.

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.

Note: Zoom list of speakers may look different depending on classroom. Audio test should confirm that sound is coming from ceiling speakers.

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

- Buttons on the Control Panel
- Audio settings on your computer (bottom of screen)
- Audio settings via Zoom (e.g. Mute icon, and Audio Settings)

5. SELECT YOUR CAMERA

1. In Zoom, click on the **Video** button to see camera options such as:
- **Logitech Scribe** (whiteboard camera)
- **HoverCam Solo8+** (on the teacher station)
- **Faculty Camera** (ceiling mounted, shows teacher station)
- **Class Camera** (ceiling mounted, shows where students are seated)

Video from Faculty and Class cameras may look pixelated. Fix this by going to **Video Settings > Camera**. Check **HD**.

2. **Position Cameras**

Use **Touch Panel** to orient Faculty and Student cameras. Use the arrow keys to pan or zoom in.

3. **Turn on Tracking (Optional - Faculty Camera)**

If you would like the Faculty Camera to follow you move around the room, press the Tracking On button.
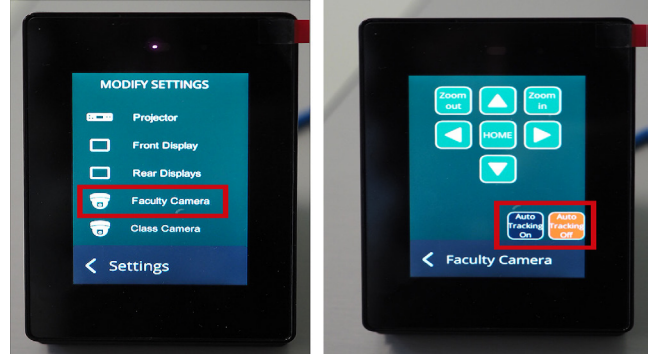
6. SET UP YOUR DISPLAYS

Set Up Your Multiple Displays Setting.
Ensure that displays are set to **Extended Desktop**, not duplicate screens. If it is not, right-click on the computer desktop and select **Display Settings**. Go to **Multiple Displays** and select **Extend Desktop to this Display**.

7. OPEN YOUR LESSON DOCUMENTS

8. 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. You will see two screens but virtual Zoom students will only see the screen that you share. And it is easy to share the wrong screen. Students on Zoom will see the screen that is in the green box.

Share Screen of What You Write on Whiteboard by going to **Screen Share > Advanced Tab > Content from 2nd Camera**. Click on **"Switch Camera"** on top left of screen until you see whiteboard visual.

9. CHECK THE SCREEN THAT YOU ARE PROJECTING AT THE FRONT OF THE CLASS

When you share your screen, make sure the shared content is on the monitor that is also projected on the front-of-classroom screen. If you are not seeing the content that you want projected, you can drag the content window over to the next monitor.

10. SET UP YOUR ZOOM CHAT BOX

In Zoom, click on the Chat icon 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 you 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 centre of screen and select **Log Out or Restart**.

4. SHUT DOWN CONTROL PANEL

Turn off projector, displays, and cameras by clicking on the **shutdown button** on control panel.