MITCHELL HAMLINE
CLASSROOM TECHNOLOGY

STEPS FOR USING CLASSROOM TECHNOLOGY

These steps are intended to assist those using the Mitchell Hamline classroom technology for in-person or HyFlex courses. The steps assume that you are familiar with the basics of the classroom technology. If you encounter difficulties or have questions, please contact the Information Technology Services Department.

Email: IThelp@mitchellhamline.edu
Phone: 651-290-6411

STARTING & LOGGING INTO THE SYSTEM

These are the basic steps for preparing and logging in the computer system for class. Reminder, this whole process can take about 10 minutes.

- The Extron system should be on, and you will use the touchscreen to control the different classroom technologies. The podium computer should also be on and ready for a new login.


- Log into the computer using the "Other user" option in the bottom left and then enter your MHSL username and password (if you have recently logged into this system, your user profile may still be present as well).
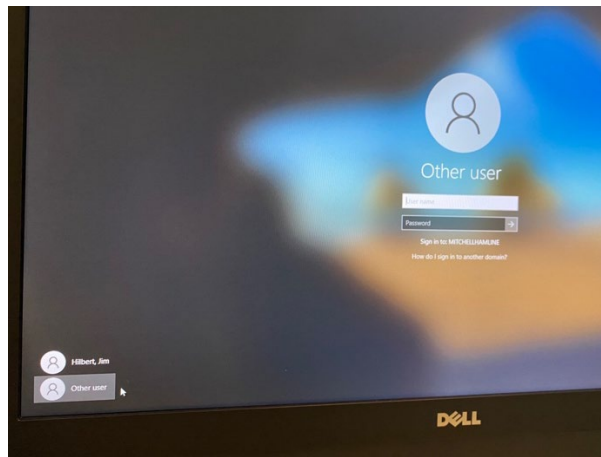
- Use Google Chrome to access the mitchellhamline.edu website and navigate through the Login options in the top right corner. This will give you access to all the materials and platforms you will need for class.
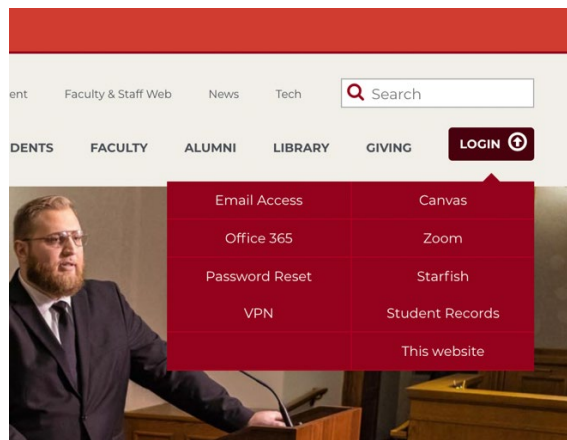

- Make sure to login to both Canvas and Zoom, using your MHSL username and password.
- Make sure to access any class materials through OneDrive, Canvas, or an external USB drive if preferred.
- Open your Zoom meeting to prepare for class.
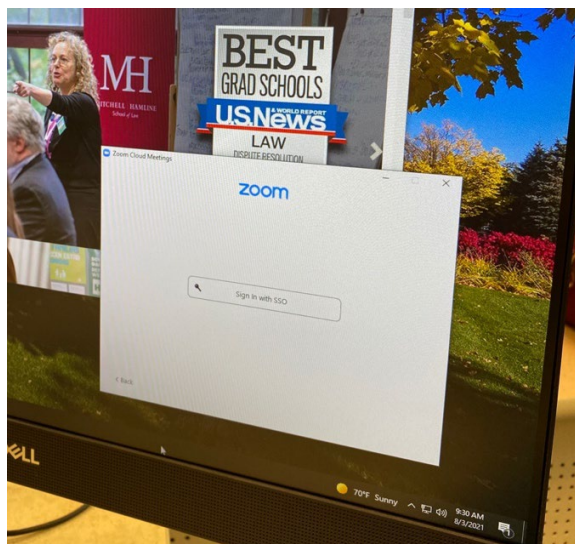
SETTING UP ZOOM

Zoom can be used in the classroom for a variety of purposes; recording an in-person class, allowing students to access a course remotely if needed, bringing in remote guest speakers, or for an intended HyFlex environment. Depending on the given situation, Zoom preparations can vary.

- When initially opening a Zoom meeting, the camera and audio settings need to be correctly selected. In the bottom left corner of the Zoom window, click the small triangle in the right corner of the video box. Confirm that the "Classroom System" is selected. Do the same with the audio selection, to confirm both the microphone and speaker. In this selection, the choice selected should be "Echo Cancelling Speakerphone (Classroom System).
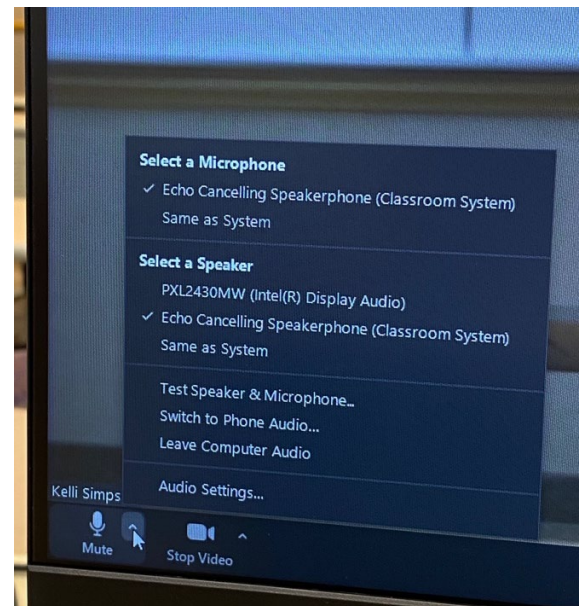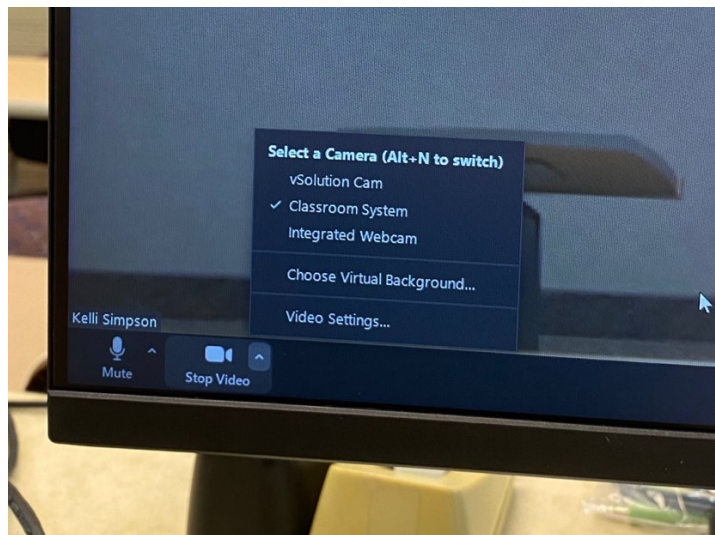

- If Zoom looks like this when it opens, the Video display needs to be changed to the Classroom System. This is the vSolution Cam option, which will display the classroom document camera.
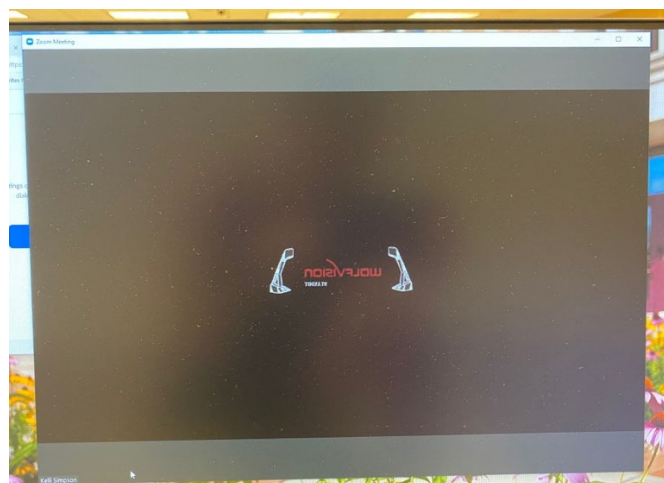
- If the Zoom meeting was scheduled to automatically record, nothing needs to be done to start the recording. If the meeting was not scheduled to automatically record, the "record" button must be hit to start the recording.

- If Zoom is being used to record a live class, or to allow students to observe remotely, nothing more needs to be done with Zoom. Just let Zoom run in the background of the computer. Presentations can be shared within Zoom as well, if preferred to have those recorded as well.
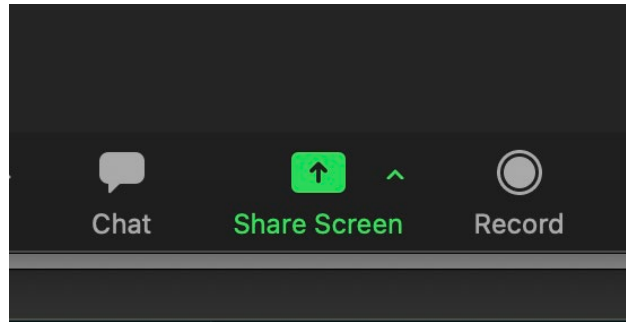
## ADDITIONAL STEPS FOR ZOOM IN THE HYFLEX CLASSROOM

Within a HyFlex classroom, all the previous steps need to be completed, then a variety of options are available. Please work with the ITS Department and Instructional Designers to tailor specific technology to a course. Some of the Zoom options include:

- If utilizing the recommendation to have all students, regardless of platform, logged into Zoom, in-person students will need to mute their Zoom microphone and computer audio to prevent speaker feedback. Their Zoom will be primarily for video purposes and inclusion of all students.
- The Zoom class is presented on the large projector screens in the front for the entire class to view. Students interact through the classroom speaker and microphone. This can be done with in-person students individually logged into Zoom on their laptops, or not.
- The Zoom class is presented on the large, mobile monitor in the classroom. This provides the ability for the entire class to view the Zoom class on a large display, while also using the large projector screens to present different content throughout the class. This can also be done with in-person students individually logged into Zoom on their laptops, or not. Steps for this option laid out below.

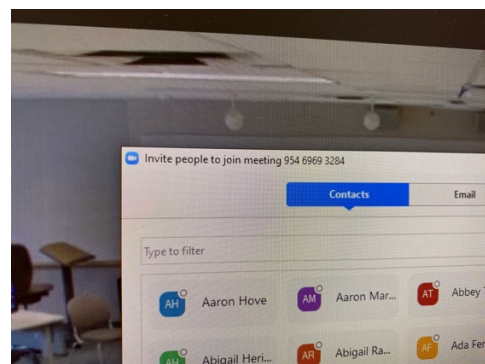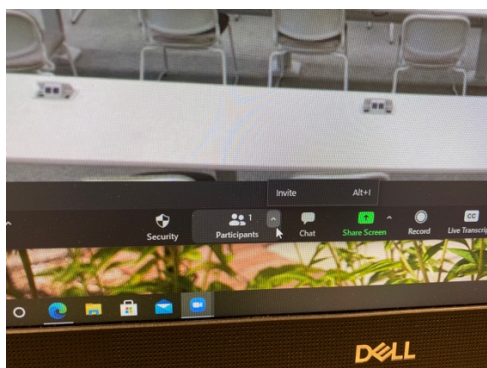# SETTING UP ZOOM ON THE LARGE, MOBILE MONITOR

- Turn on the power to the display using the power button the left side of the monitor. The classroom computer should be logged in and ready to launch a Zoom meeting. However, if the "Tech Display" login is showing, the computer will need to be restarted. This can be done using the power button in the bottom right corner.
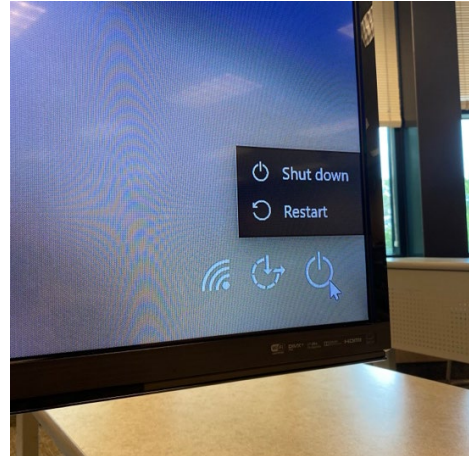
- Once the computer restarts, find and open the Zoom app on the desktop.
- Do not sign in. Select the blue "Join Meeting" option. This will prompt a screen where the Zoom meeting ID can be entered.
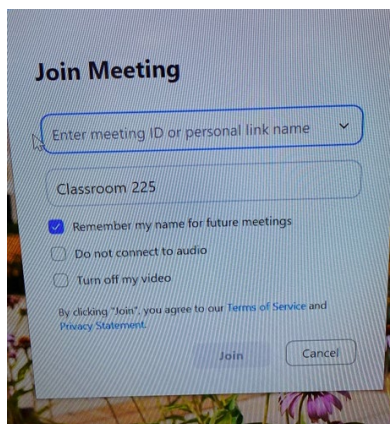
- This 11-digit Zoom meeting ID can be found in a variety of places. The easiest two places are within the course Canvas Zoom Pro tab or through the participants button in the currently opened Zoom meeting through the classroom computer.

- When Zoom opens, it will not detect an audio or video source, due to the monitor only being used as a large viewing screen. When an alert pops up, simply close the window.
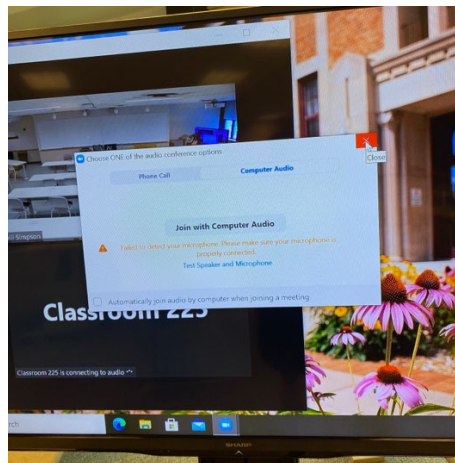
- The Zoom classroom will now be viewable for the classroom and the instructor. Grid view is the recommended display setting to see all students in the course.

- When the class is complete, exit out of Zoom and turn the power off the display.

USING THE EXTRON AND CLASSROOM TECHNOLOGY

The Extron system controls all the classroom technology. Make sure to spend time practicing with the interface before class.

- The Extron system should be on, and you will use the touchscreen to control the different classroom technologies. The podium computer should also be on and ready for a new login.


- "Room Computer" button activates both projectors and screens at the front of the room.
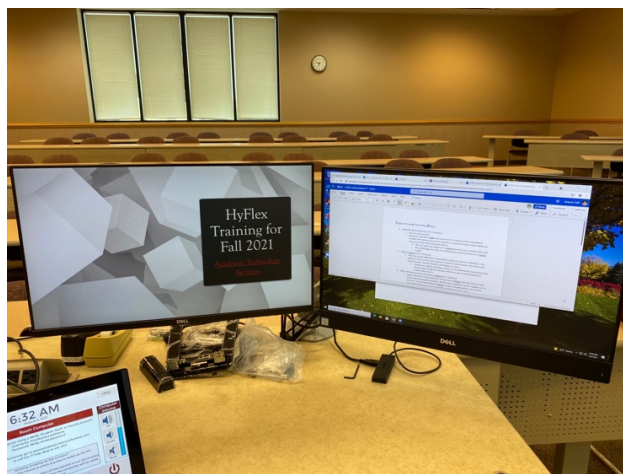

- "Laptop HDMI" is not being utilized currently. Please contact IThelp@mitchellhamline.edu with any questions regarding this feature.
- "Document Camera" button deactivates the projectors and selects the document camera as the video source. The document camera does still need to be powered on separately.
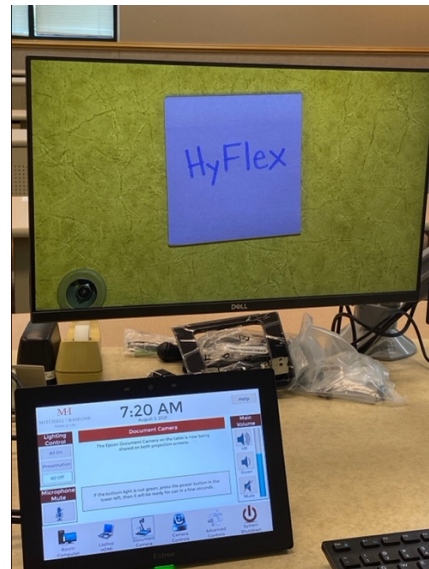
- "Camera Controls" gives access to four different pre-set Camera Views. These can be alternated between during class and adjusted using the "Advanced Controls" button.
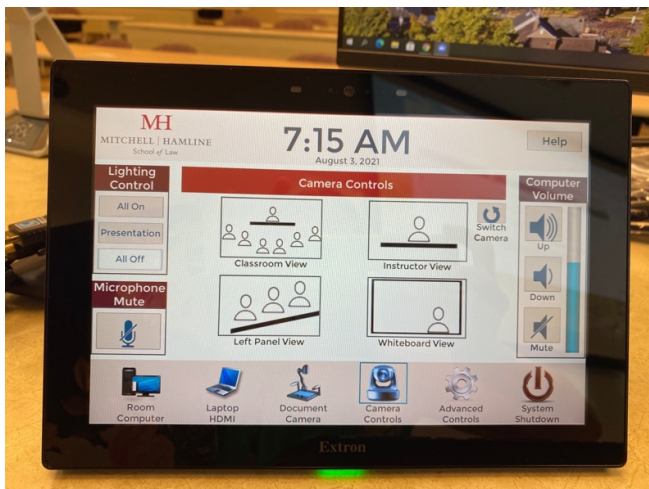
- In a classroom (room 323 or 325) with a dual, front and back classroom camera, there is a button to "Switch Camera" and toggle between which camera is activated. There are three pre-set Camera Views for the front of the classroom camera.
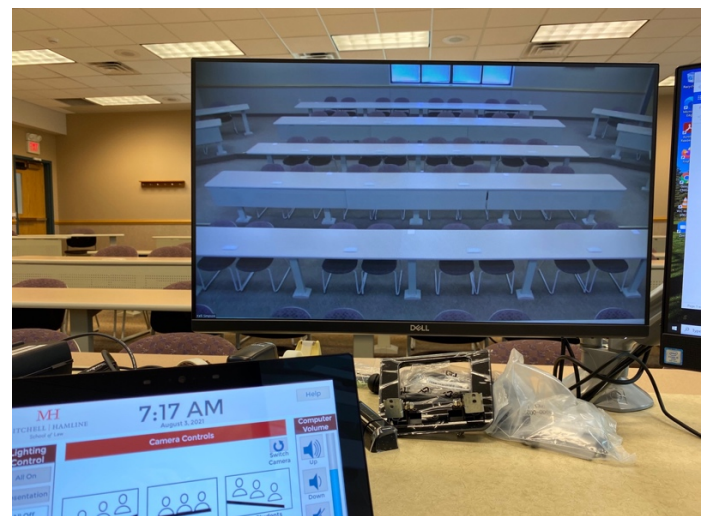
- "Advanced Controls" allows for finite adjusting of the zoom and angles of the classroom camera.
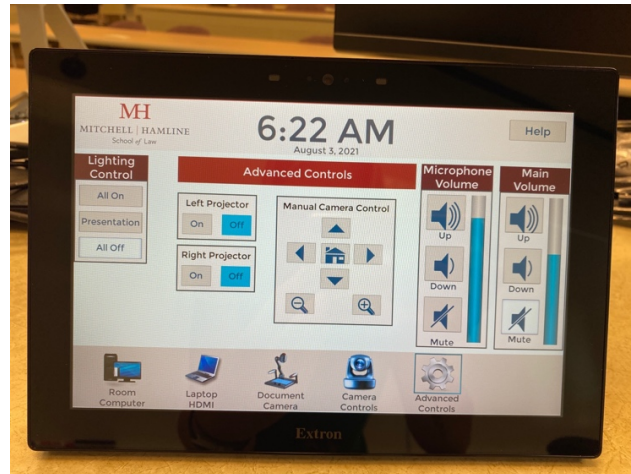
CLOSING & LOGGING OUT OF THE SYSTEM

These are the basic steps needed to log out of the system and prepare it for the next user. Please remember to do this at the end of every class.

- Close out of all applications: Zoom, Google Chrome, PowerPoint, etc.
- Use the Windows button at the bottom left corner to click on your username.
- Select the sign out button to return the computer to the login screen.
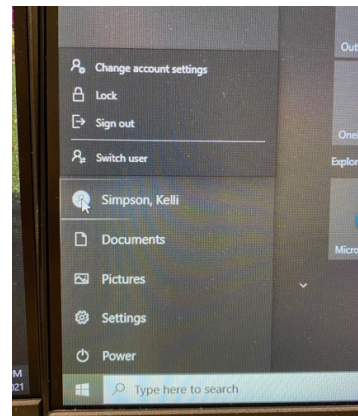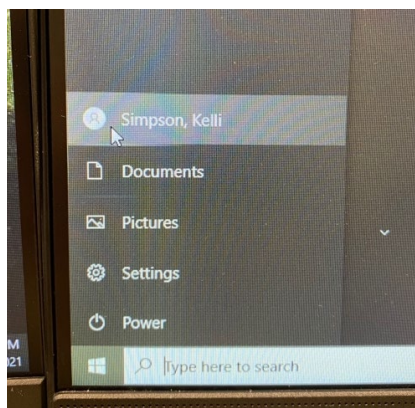
- On the Extron system, use the "System Shutdown" button to confirm and turn off the room computer.