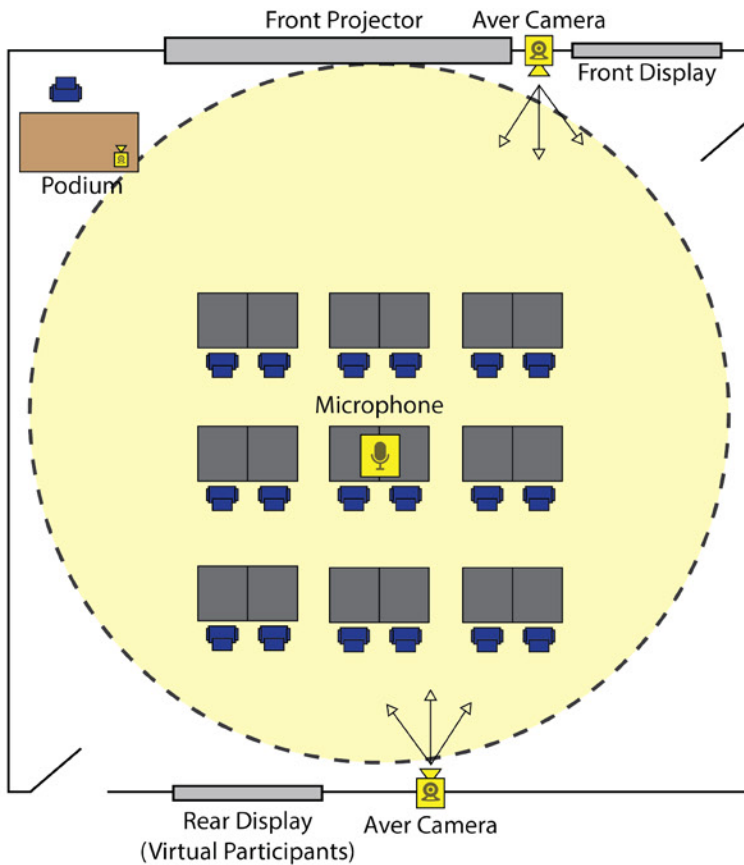# Ice House 104
Classroom Technology Guide

This guide provides an overview of the classroom technology in Ice House 104. Additionally, the guide will provide instructions on setting the room up for hybrid learning sessions using Zoom. Please note that the instructions listed in this guide is just one way that the technology can be used. Exploration and practice is recommended to become proficent with the classroom technology.
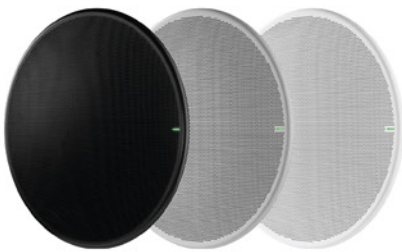
Ice House 104
1.Room Layout and Overview

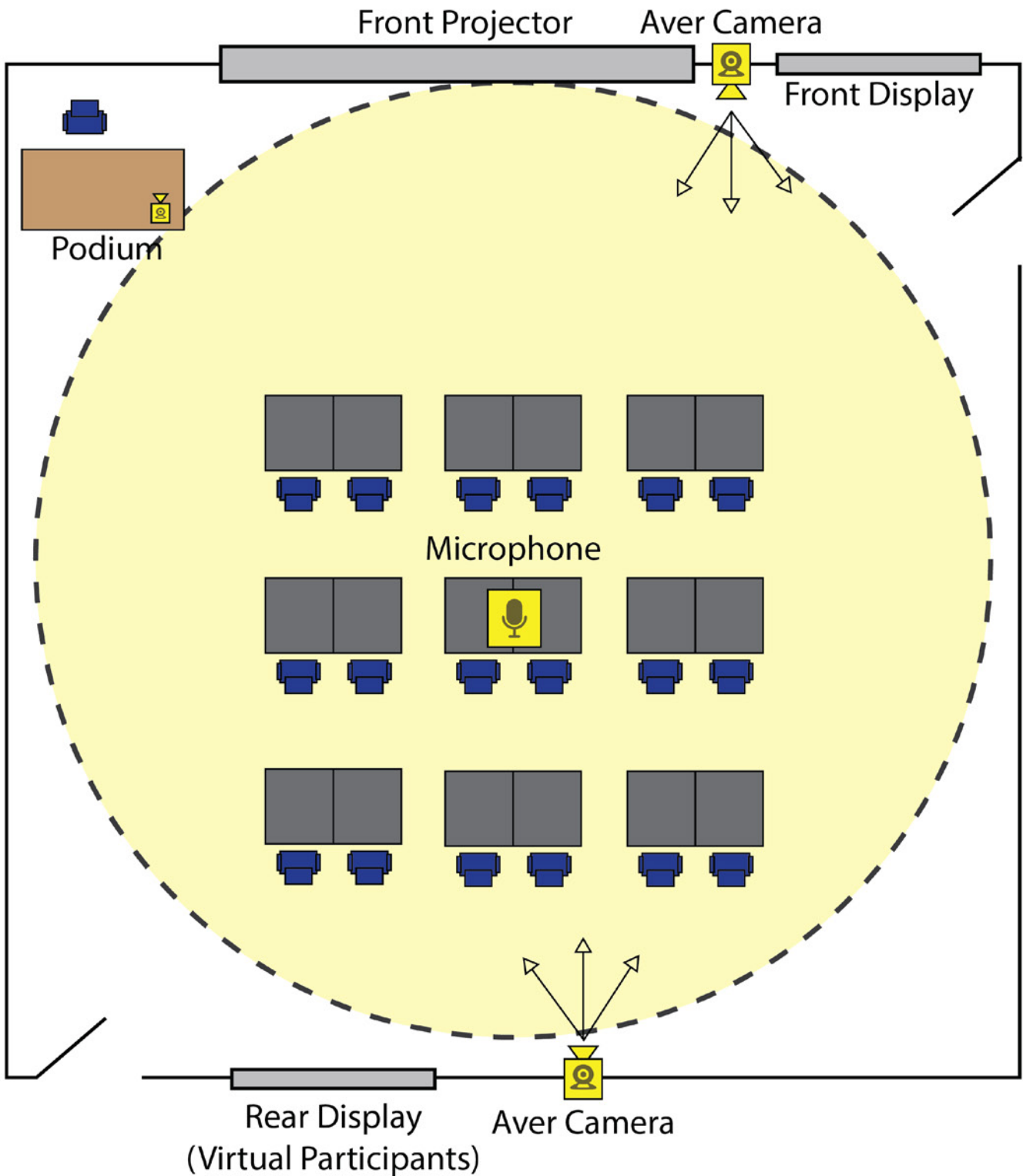Ice House 104 is equiped with the following technology:

- Classroom podium and touch panel (classroom controls)
- Main projector
- Rear display
- Front display
- Two Aver PTZ Cameras (front and back)
- Shure ceiling microphone

Tier 3 hybrid classrooms are designed for primarily for instructional purposes. In-person participants will be provided with flexible furniture that will host both group collaboration instruction and lecture style instruction. Virtual participants will be located on the Rear Display and will see any content shared from the classroom computer. If the instructor is planning to use group work, it is recommended to create groups for those who are in-person and to create breakout rooms in Zoom for those who are virtual.
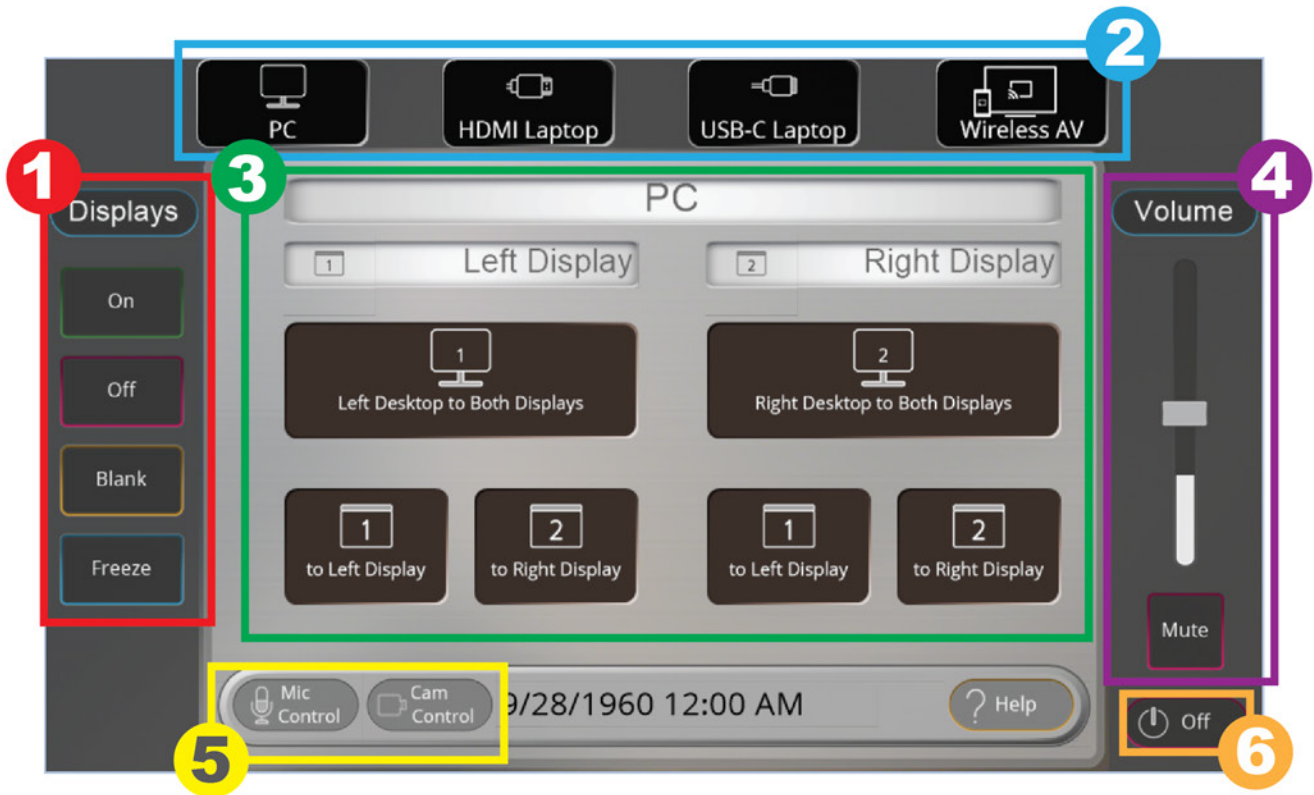
Ice House 104
1.Room Layout and Overview

Front Projector

Aver Camera

Front Display

Podium

Microphone

Rear Display
(Virtual Participants)

Aver Camera

Ice House 104
2. Controls and Touch Panel Navigation

1 Controls for the displays in the room (Main projector, front display, rear display).

2 Source selection bar. Select the desired source from the list above.

3 Controls for sending which source to which display.

4 Volume slider control. Used to increase or decrease sound levels in the room.

5 Press these buttons to get taken to Microphone and Camera control pages.

6 Power off the system when no longer in use.

Ice House 104
2. Controls and Touch Panel Navigation

Camera Controls

Ice House 104 is equipped with two PTZ cameras, located at the front and back of the classroom. The rear camera is intended to show the instructor, while the front camera is used to show in-person students. To change control for different camera, select from the options to the left in the "Camera Controls" menu. There you will have the ability to change the position of the camera, pan/tilt, and zoom in/out. There are also three presets (to be determined by the department).

Note that Preset 3 is for auto tracking. To use this preset - press Preset 3, stand by the podium and wait a few seconds for the camera to lock to you, and the camera will follow as you move around the room. The camera can only lock onto one person at a time, so it is best practice for whoever wants to be the individual being autotracked to be the only person in the view of the camera.

It is important to understand that the controls located on the classroom touch panel will not change the camera in the Zoom application. You will still need to go into the video settings within Zoom to selected the desired camea. You will adjust the position of the camera in Zoom by using the touch panel Camera Controls.
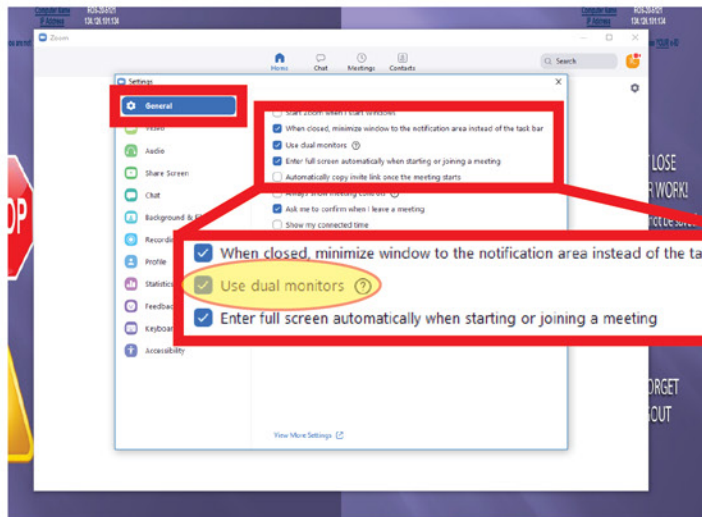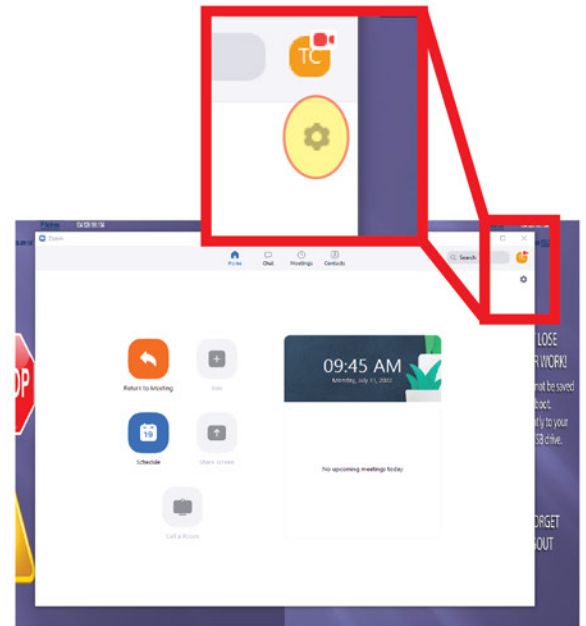
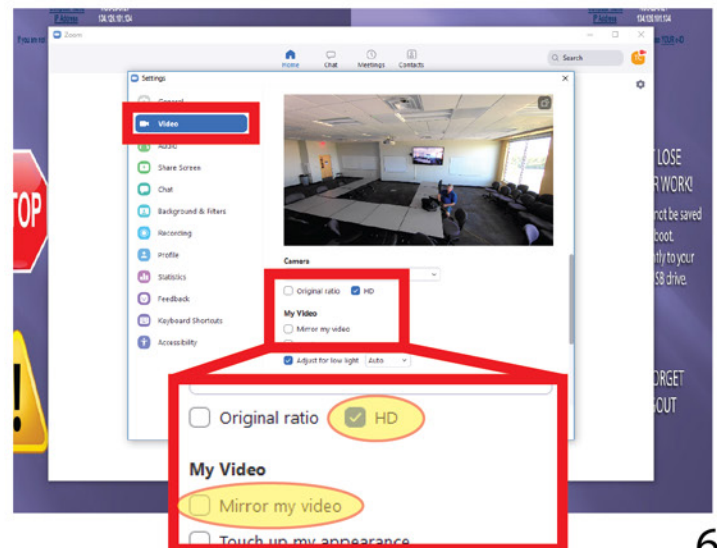# Ice House 104
3. Zoom Hybrid Setup

Open the Zoom application and login using your JMU eID. Once signed in:

1- select the 'Cog Wheel' in the top right corner of the Zoom window to adjust the settings in Zoom.
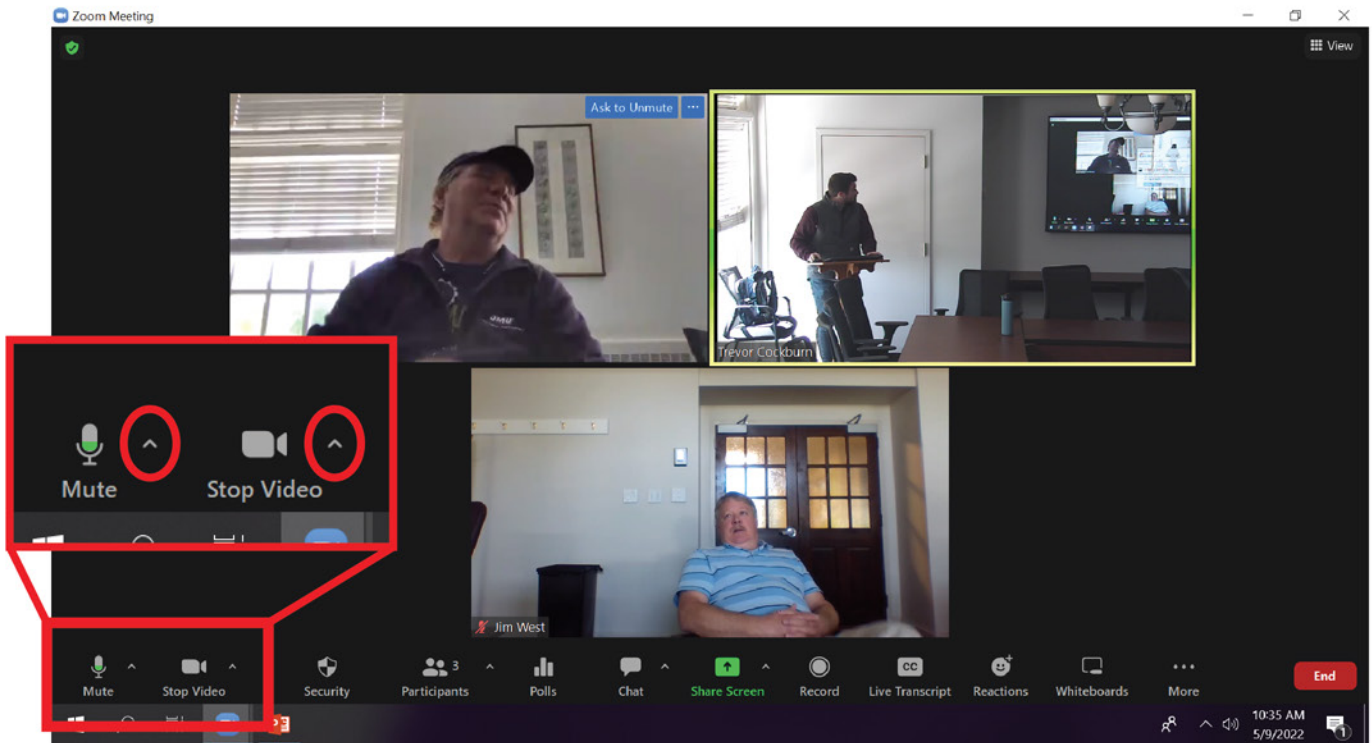

2- From there, you will want to make sure that 'Use Dual Monitors' is selected (this can be found under 'General Settings')

3- and that 'HD Video' is checked (this can be found under 'Video Settings').

Zoom Tests - Checking Cameras, Microphone, and Speakers

It is recommended that users test the microphone and speakers before starting the virtual meeting. Additionally, users should check to see if both camera angles are set appropriately at this time.

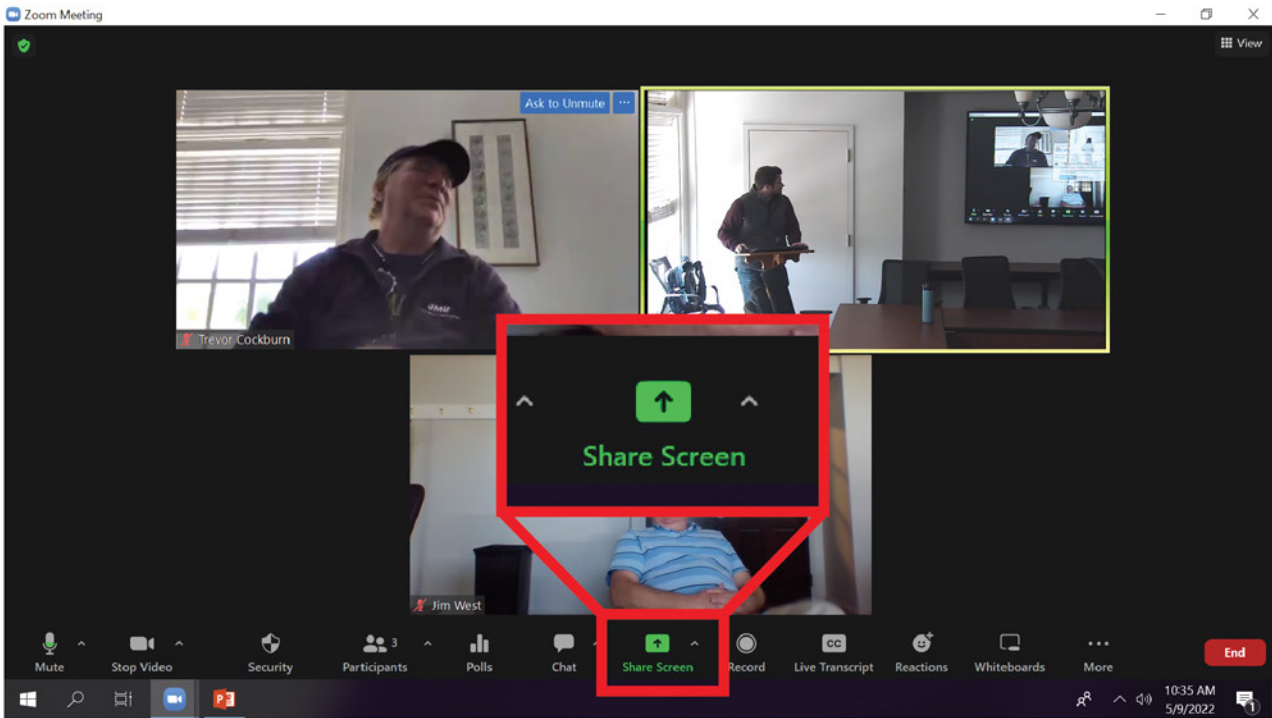# Camera Options

Rear AVer Camera

This camera is designed to primarily show the front of the classroom. Users will have the option to select from four presets that will provide different views of the room. Users should determine which presets will be used during instruction before starting.
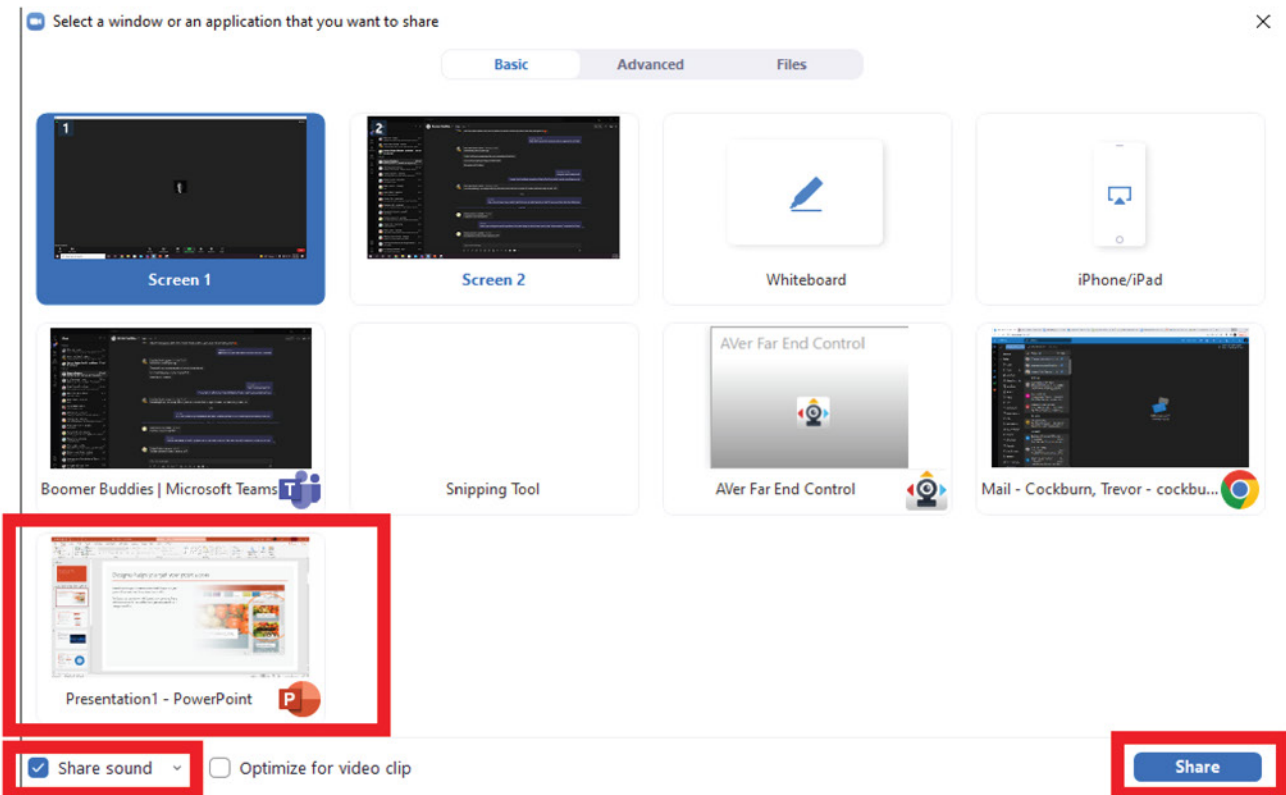
Front AVer Camera

This camera is designed to provide a view of the classroom for virtual partici-pants. It is recommended to use this camera during whole class discussions or meetings. This will allow virtual par-ticipants to see everyone in the room.

Share Presentation in Zoom

At this time, users will select "Share Screen" from the menu bar below.
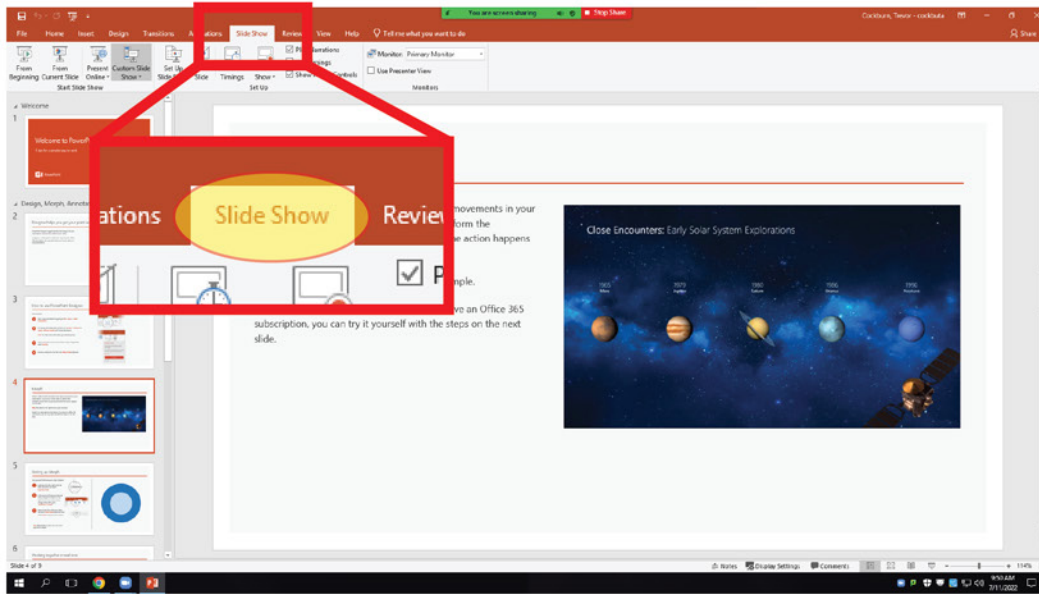

Users should share their desired application/content in Zoom. For this demonstration, PowerPoint will be selected. It is also recommended to select "Share Sound" when sharing content to allow for any audio to be sent to the virtual participants.
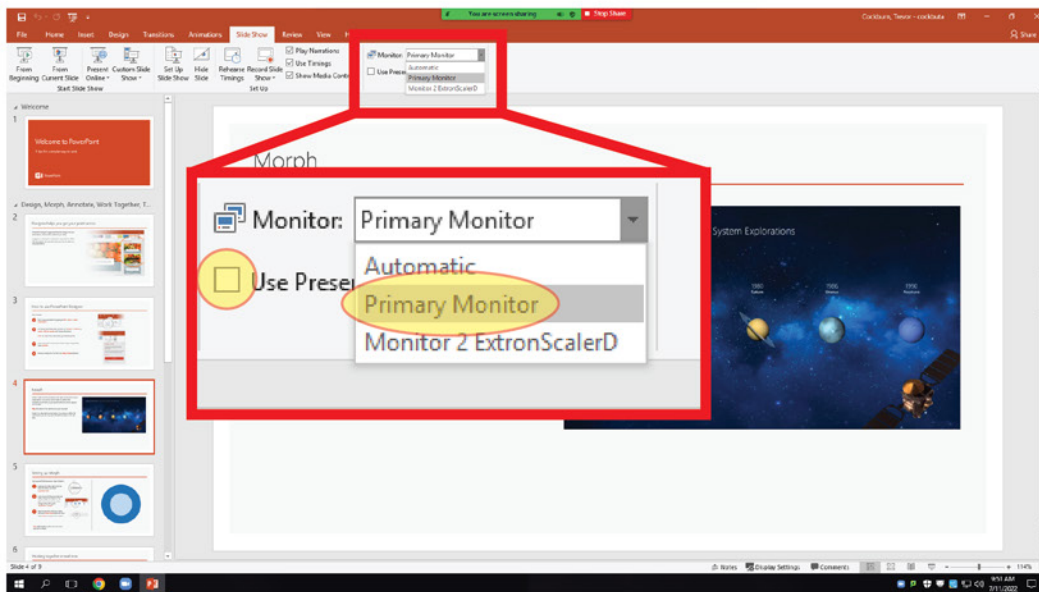
Once pressing the 'Share' button, all virtual participants will be moved from the Front Projector to the Rear Display.

Check PowerPoint Settings

To achieve the best function of the hybrid classroom, users should double check their PowerPoint settings before starting their session. Users should make sure that the presentation monitor is selected to 'Primary Monitor' and that 'Use Presenter View' is deselected. This will allow both in-person and virtual students to have the best view of the content.
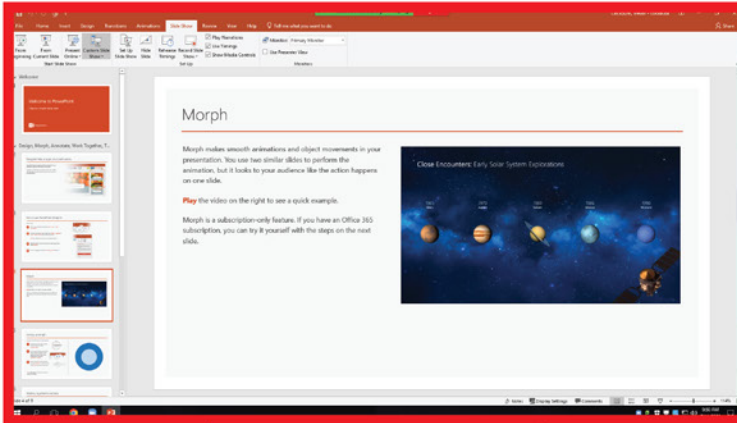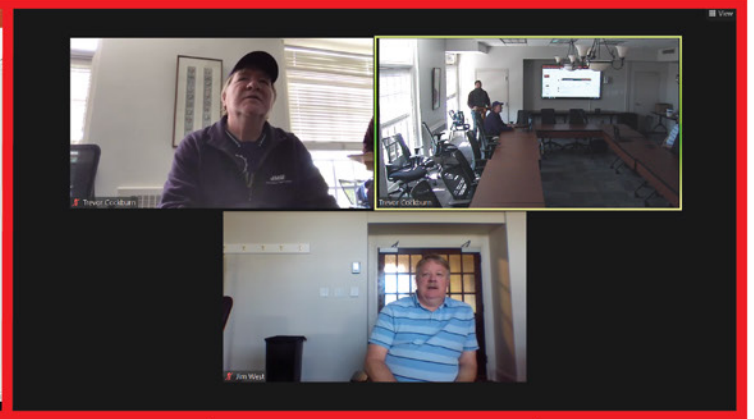

In PowerPoint, select the 'Slide Show' tab.

In the 'Slide Show' tab, users should select the desired monitor for the PowerPoint slide show to play on. In the drop down menu for 'Monitor', users should select 'Primary Monitor'. This will have the presentation being displayed on the Front Projector, as well as the 'Shared Screen' in Zoom.

Users should also deselect the 'Use Presenter View' box below. If this is checked, the the virtual participants on the Rear Display will be covered up with the PowerPoint presentation notes.
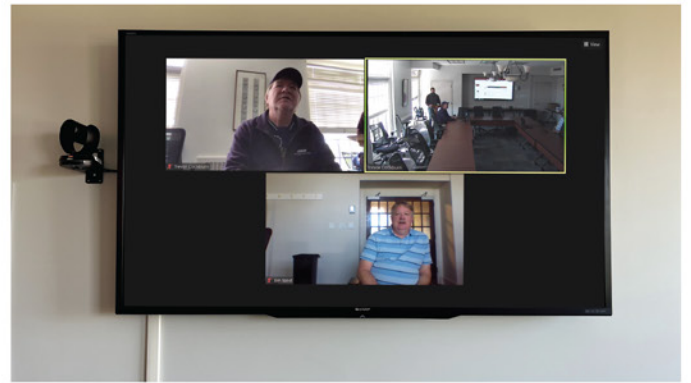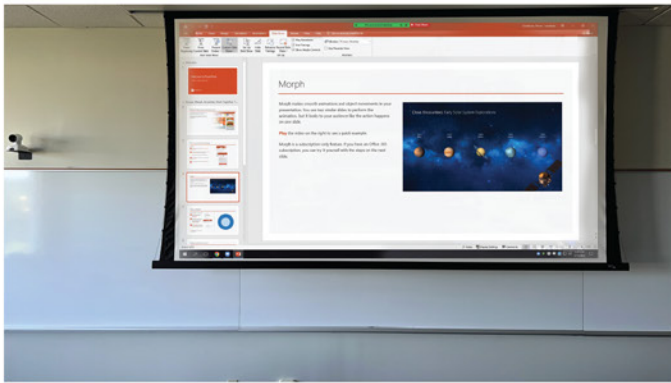
9.

Completed Setup View

Front Projector

Rear Display

Virtual Participant Side by Side View