


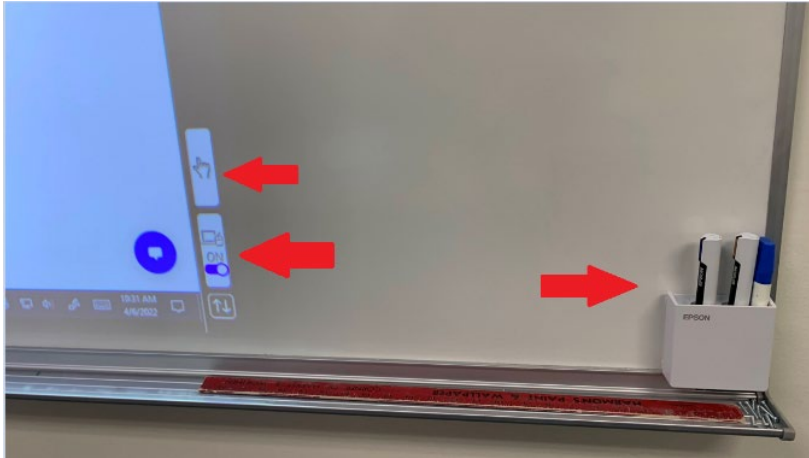


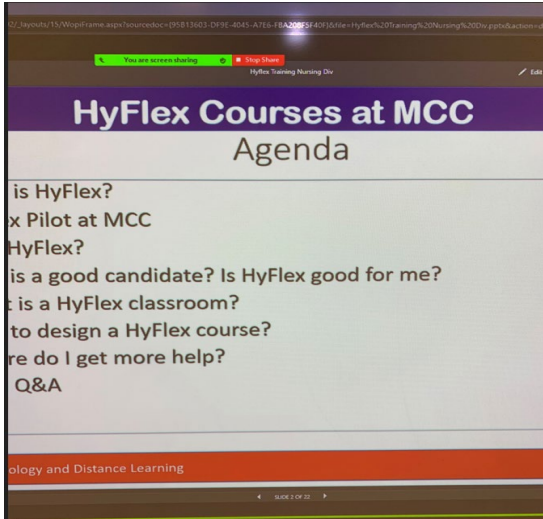
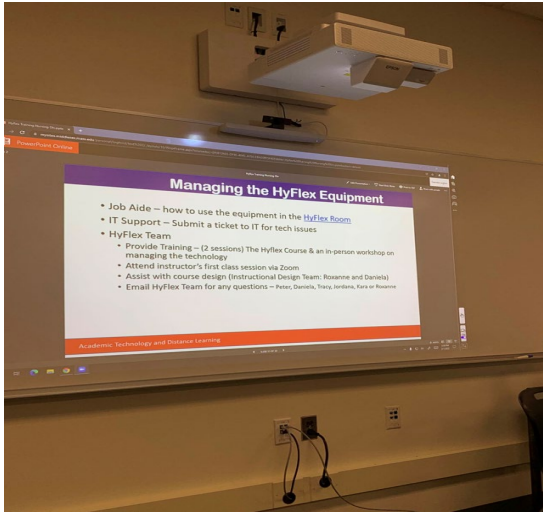
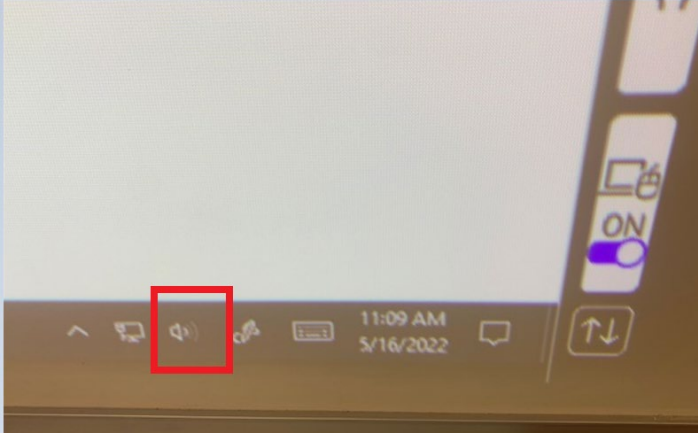
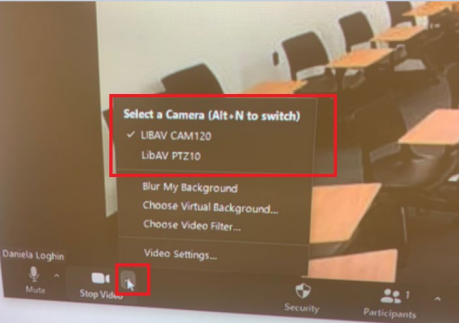



HyFlex Job Aid

Room Technology	Action Items and Visual Support
Enter the classroom	
Turn on the Projector	<ul style="list-style-type: none"> ✓ Click the “computer” button on the black panel ✓ Epson Projector turns on (projected on the Whiteboard) ✓ TV turns on too 
<p>There are two screens:</p> <ol style="list-style-type: none"> 1. Whiteboard (is both a physical and digital board) 2. TV 	<p>How-To manage two screens:</p> <ul style="list-style-type: none"> ✓ To move the cursor from the Whiteboard to TV, move the mouse to the RIGHT. ✓ To move the cursor from the TV to the Whiteboard to, move the mouse to the LEFT. ✓ Click and drag an application/tab from one monitor to another with the mouse movements.
Screen 1 is projected on the Whiteboard	

Room Technology	Action Items and Visual Support
<p>Screen 2 is projected on the TV</p>	
<p>Use the Whiteboard with the mouse and the keyboard</p>	<ul style="list-style-type: none"> ✓ Use the keyboard and the mouse from the teaching station to access the desired applications and websites.
<p>Use the Whiteboard as a touch screen</p>	<ul style="list-style-type: none"> ✓ The Whiteboard is also a Touch Screen. ✓ Make sure that PC Interaction is ON. ✓ Make sure the Touch Mode is ON if you want to use finger touch ✓ Use the INTERACTIVE MARKERS for more control of the touchscreen. 
<p>Log into your Blackboard course.</p>	<ul style="list-style-type: none"> ✓ Have all your instructional content and assessments in your BB course. ✓ Know your passwords for BB and any other cloud applications you need.
<p>Start your Zoom meeting from Blackboard</p>	<ul style="list-style-type: none"> ✓ Make sure the CAMERA and MIC are ON in Zoom Application. ✓ Use Gallery View in Zoom
<p>Access your active learning resources</p>	<ul style="list-style-type: none"> ✓ Open any other URL you might use (YouTube, Google Suite, Khan Academy)

Room Technology	Action Items and Visual Support	
<p>Check the camera and microphone are ON in Zoom</p>		
<p>Move the students' videos from the Whiteboard to the TV (click & drag to the right)</p>		
<p>Share your Slide using Zoom – Share Screen function</p>	<div style="display: flex; justify-content: space-around;"> <div data-bbox="457 1041 997 1556">  </div> <div data-bbox="1008 1041 1547 1549">  </div> </div> <ul style="list-style-type: none"> ✓ Your in-person students see the slide on the Whiteboard ✓ Your virtual students see the slide on their device through Zoom-Screen Share 	

Room Technology	Action Items and Visual Support
<p>Annotate on the Whiteboard using Zoom – Screen Share function</p>	<ul style="list-style-type: none"> ✓ Click “Share Screen” in Zoom. ✓ Choose Zoom’s Whiteboard. ✓ Access Zoom’s Annotations. ✓ Click “Draw” from Zoom Annotations settings. ✓ Use the physical Interactive Markers. ✓ Write on the physical Whiteboard with the Interactive Markers. ✓ In-person students – see the writing on the physical Whiteboard. ✓ Virtual Students – see the writing on the Zoom’s screen share.
<p>Quick check of the flow</p>	<ul style="list-style-type: none"> ✓ Your slide is on the Whiteboard. ✓ Students Gallery are on the TV. ✓ The physical microphone (on the ceiling) is on by default. You will just need to check the Zoom Mic to make sure is on. ✓ The room speakers are on by default. If you want to adjust the volume, use the computer volume icon on the Whiteboard. (Screenshot for volume) ✓ You can switch between the two video cameras from Zoom / Video toggle.
<p>Control the computer’s Volume in the classroom:</p>	<ul style="list-style-type: none"> ✓ Access and manage the class computer’s speaker icon. ✓ The default speakers are SHURE Echo Canceling ✓ Zoom students control their volume from their own device. 
<p>Switch between the two cameras</p>	<ul style="list-style-type: none"> ✓ In your Zoom meeting, access the video Settings ✓ Click which camera you prefer (Libav Cam 120, or LibAv PTZ10) 

Room Technology	Action Items and Visual Support
Putting it all together	<p>Before the lecture:</p> <ul style="list-style-type: none"> ✓ Greet the students who are attending IN PERSON ✓ Greet & test volume with ZOOM STUDENTS. ✓ Do an Ice Breaker / Review from the previous class to start as a class. Make it fun and educational (ex: Who is a better businessperson, Elon Musk or Jeff Bezos? Why?) ✓ Press RECORD the Zoom meeting if you want the recording for future reference. Always record on Zoom Cloud. <p>Start your lecture:</p> <ul style="list-style-type: none"> ✓ Always start with an AGENDA and post it on Bb too. ✓ Communicate your rules to all (raise hand, chat features, etc) ✓ Introduce your new topic. ✓ Make students curious about the new topic. <p>During the lecture:</p> <ul style="list-style-type: none"> ✓ Share your slides through Zoom SCREEN SHARE (physical students see the slides on the Whiteboard, virtual students see the slides in Zoom). ✓ Move through the slides on the Whiteboard. ✓ Pause every 15 minutes and engage your students with the content. ✓ Engage equally the physical and virtual students. ✓ Engage your students with a variety of content beyond the instructional slide. ✓ All content must be shared through Zoom Screenshare so virtual students will see it too (movies, YouTube, etc) ✓ Physical students need access to a smart device to be able to work with the virtual students (to annotate a document, for polls, for games such as Quizlet or Kahoot). <p>End of the lecture:</p> <ul style="list-style-type: none"> ✓ Do a quick recap of the lecture (3-2-1 technique: 3 new things, 2 things the students want to find out more, 1 thing they enjoyed the most). ✓ Sign out and close all the tabs/applications used. ✓ Close the browser.
Turn off the projector from black Control Panel.	 <p>The image shows a black Crestron control panel mounted on a wall. A red arrow points from the left towards a power button icon on the right side of the panel. The panel has several other buttons and a circular dial.</p>