

Hybrid Discussion Mode

Group Discussion Mode with Remote Students on the Front Screen

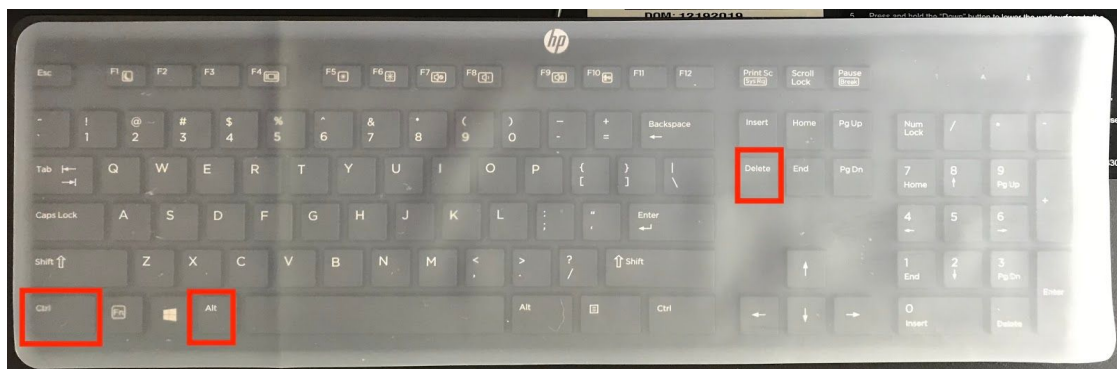
[Note: **No** Presentation on the screen; Content would be shared out through Canvas or Google]

For **discussions** — because of the way the audio system is optimized — turn **OFF** the wireless Lavalier microphone and rely only on the classroom ceiling microphone.

Step1: Start projector using podium touch panel & select PC to project

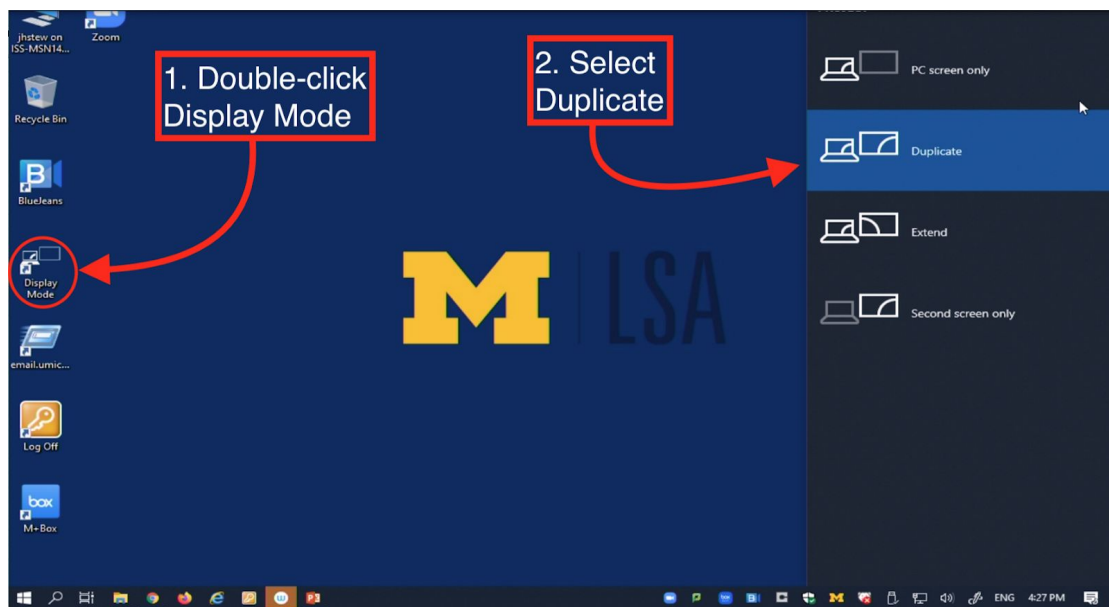


Step 2: Login to Podium PC (Ctrl+Alt+Del)

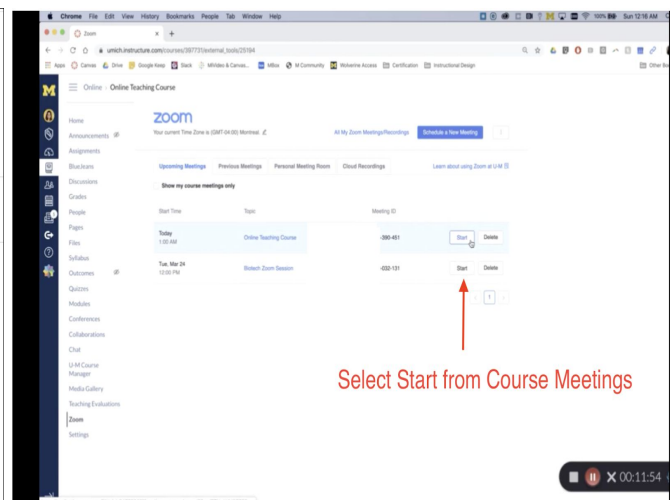
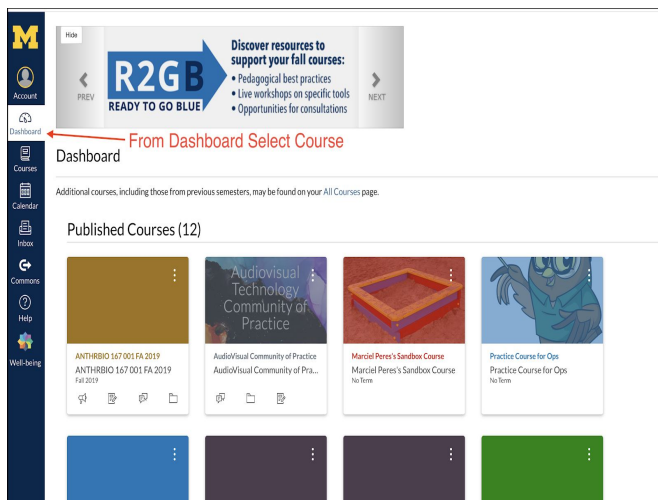
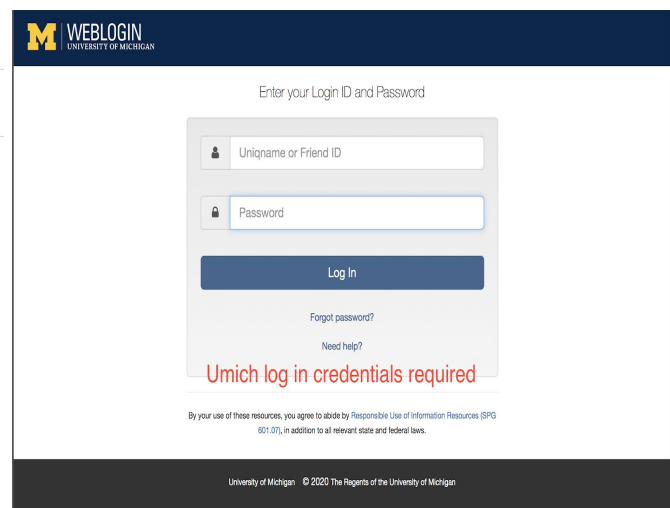
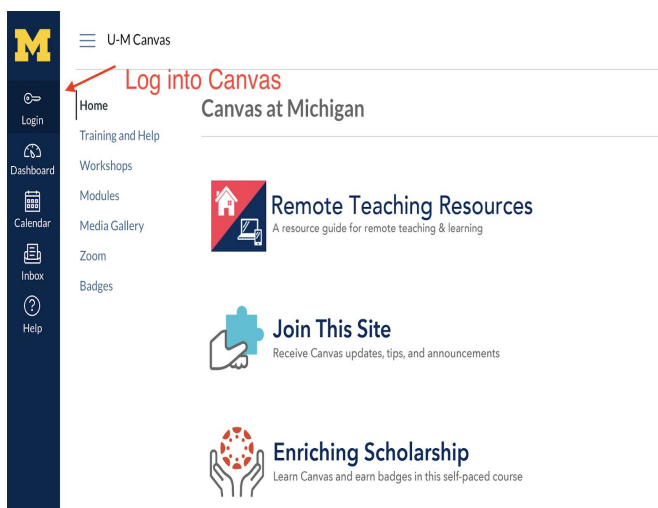


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Step 3: Set the PC Display Mode to make sure it's in Duplicate -- click Display Mode on Screen.

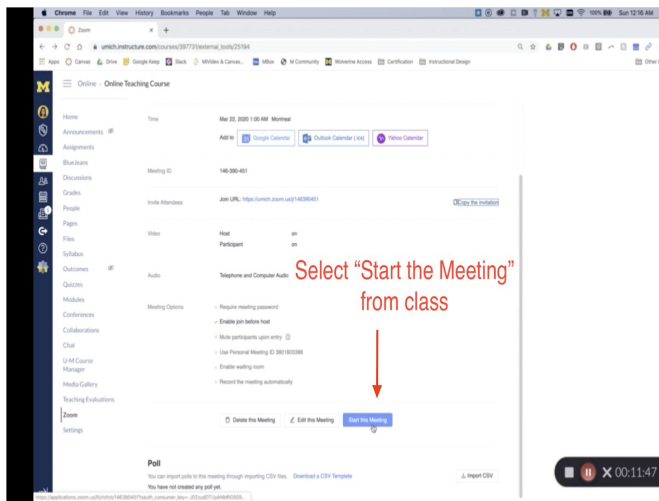


Step 4: Log in to Canvas. Select course from Dashboard, start Zoom from “upcoming meetings” list or open class and start Zoom from the bottom of the page.

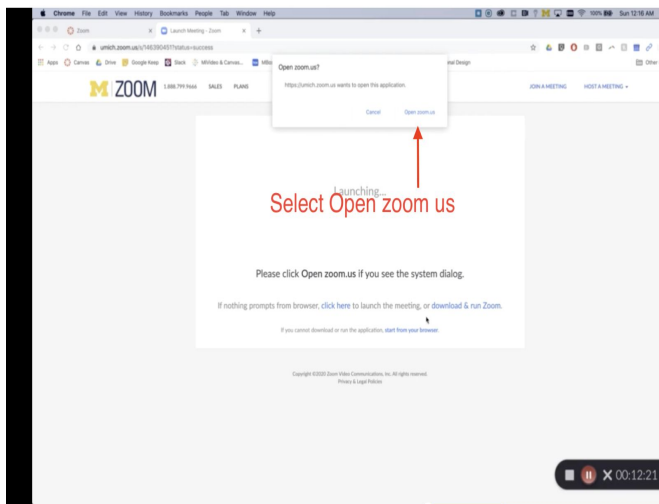


Updated: 8/5/20

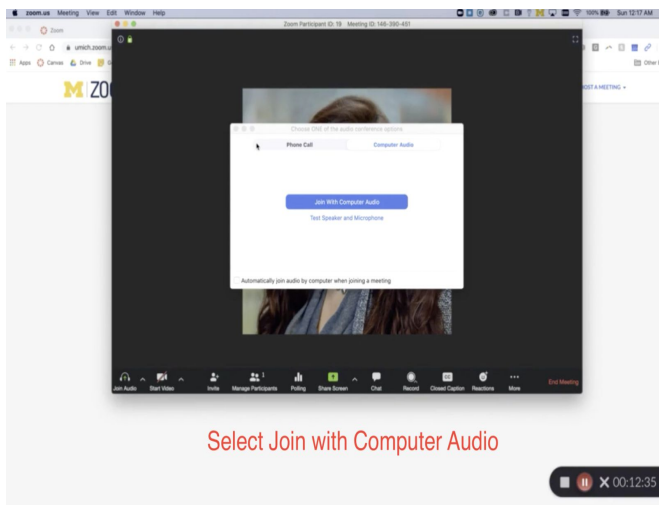
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Step 5: Select Open Zoom us

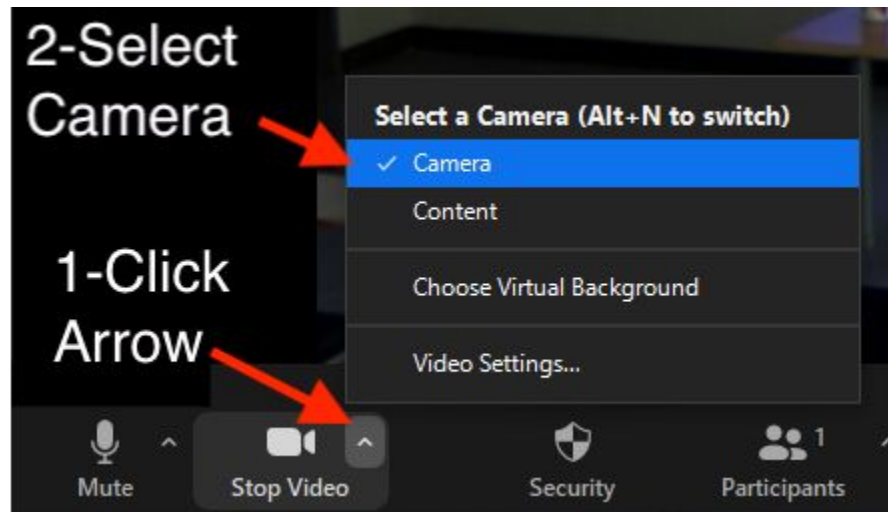


Step 6: When prompted; Join with Computer Audio

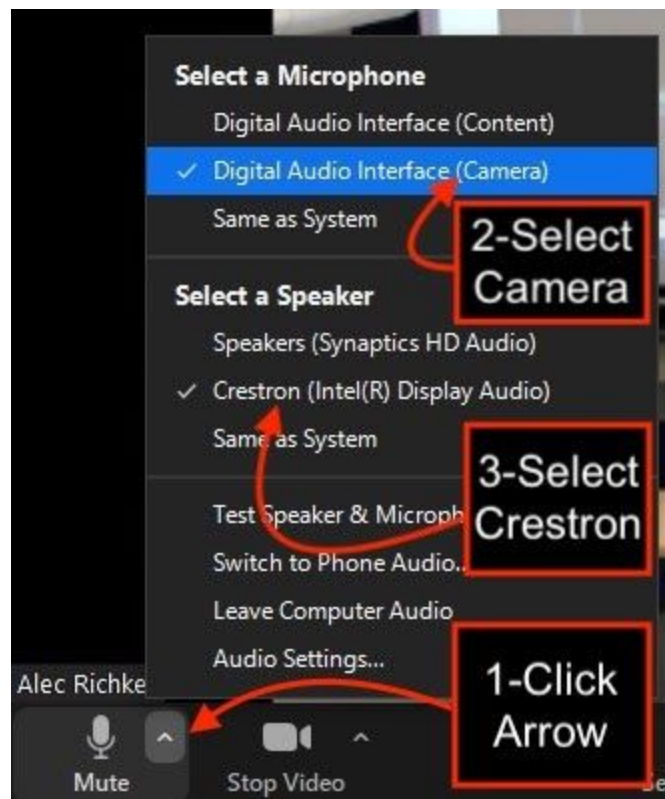


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Step 7: In Zoom, from the Video **Up Arrow** at the bottom of the Zoom Window (camera icon up arrow) Select a Camera, select **Camera**. (If you see a reversed LSA M Desktop or odd repeating screen, “Content” has been selected; you need to switch and select **Camera** (or type Alt + N)

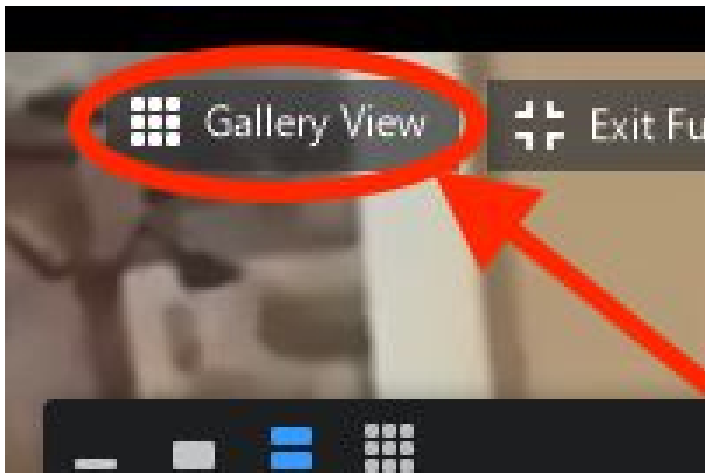


Step 8: In Zoom, from the Audio button (microphone icon, arrow up) Select a Microphone, select **Digital Audio Interface (Camera)**, Reopen Audio (microphone icon, arrow up) Select a Speaker, select **Crestron (Intel(R) Display Audio)**.

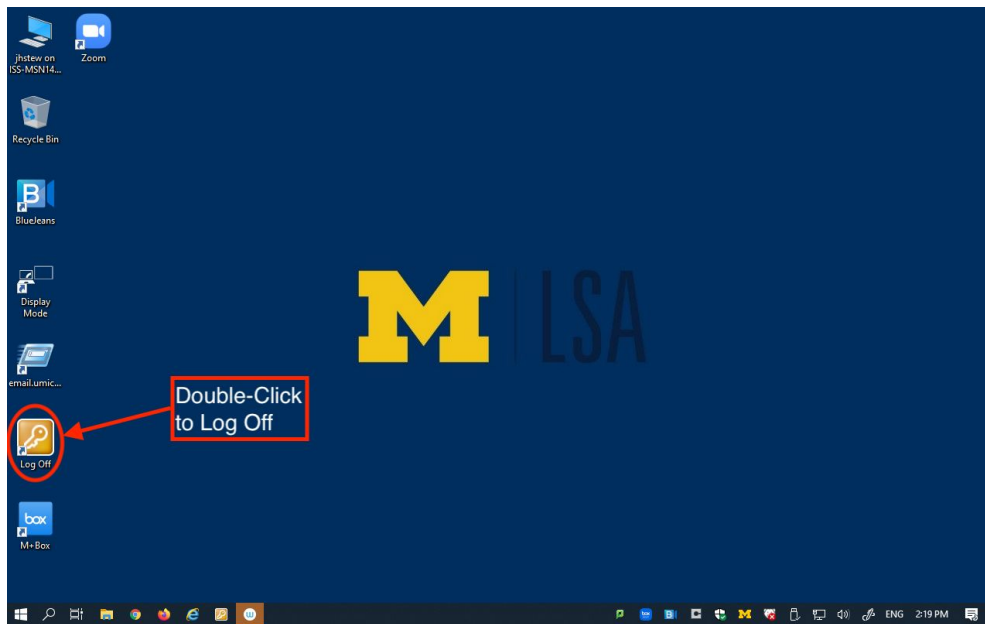


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Step 9: In Zoom, in the upper-right hand, click on Enter Full Screen (or Alt + F), and also click on the **Gallery View** button to see as many remote students as possible



When class is over: Close All Programs on Podium PC, Log out of Podium Computer



NOTE: Lecture Capture (and automatic camera control) is scheduled separately and starts and ends automatically.

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Best Practices for Hybrid Resilient Teaching in LSA Classrooms:

- Instructors should give an introduction and welcome at the start of each class session for the first week or two. Remind students that there are remote students participating as well. Say hello to everyone!!
- Remind everyone the class is being recorded with lecture capture and the lecture capture recordings will be available on the Canvas site. The lecture capture video will only record the front of the room. The audio in the room will be picked up in the recordings, but there won't be any way to identify which in-room student spoke at any given time.
- Remote students need to mute their mics when not speaking in order to reduce extra noise
- For a remote student to participate in **discussion** or ask **questions**, the remote student unmutes and asks their question or comments in the discussion. The instructor will need to coordinate discussion, questions, and turn taking.
- Remote students should check speaker volume, test muting and unmuting microphone, and test muting and unmuting camera at the beginning of class -- just as they would in any Zoom conference.
- Instructors and students on-campus will need to speak clearly through their masks, speak slightly slower than normal, loudly enough for people at the back of the room to hear, and be sure to enunciate.
- Faculty should either **wear** the lavalier mic **or** turn it off completely and just use the classroom room mic. If they leave the lavalier mic on but sitting on the table far away from any speakers, there will be more distortion.
- Both students and instructors should allow a short pause before responding and try not to talk over each other.
- If speakers can, wait a half a second before speaking; the room mic system does not switch as fast as a telephone.
- Just as the instructor will regularly scan the in-person students room for questions, be sure to scan the remote students for questions. Make time in the lecture to pause and explicitly ask for questions.
- If the instructor wants to have students typing questions/comments in chat, the instructor may want to have someone monitoring chat: GSI or bonus points to a student in class.