

Mode 3: Hybrid Laptop Presentation (with Document Camera Option)

Instructor uses Laptop and/or Document Camera for the presentation mode, while using the Podium PC to connect with the remote students. The remote students appear only on the podium monitor (visible only to the instructor). Students on campus do not see remote students. Students on campus only see the instructor's presentation on the front screen.

This setup is beneficial for switching between laptop and document camera with one button push on the podium Crestron touch panel.

Step 1: Connect Laptop to podium by matching colors on both sides of cable.

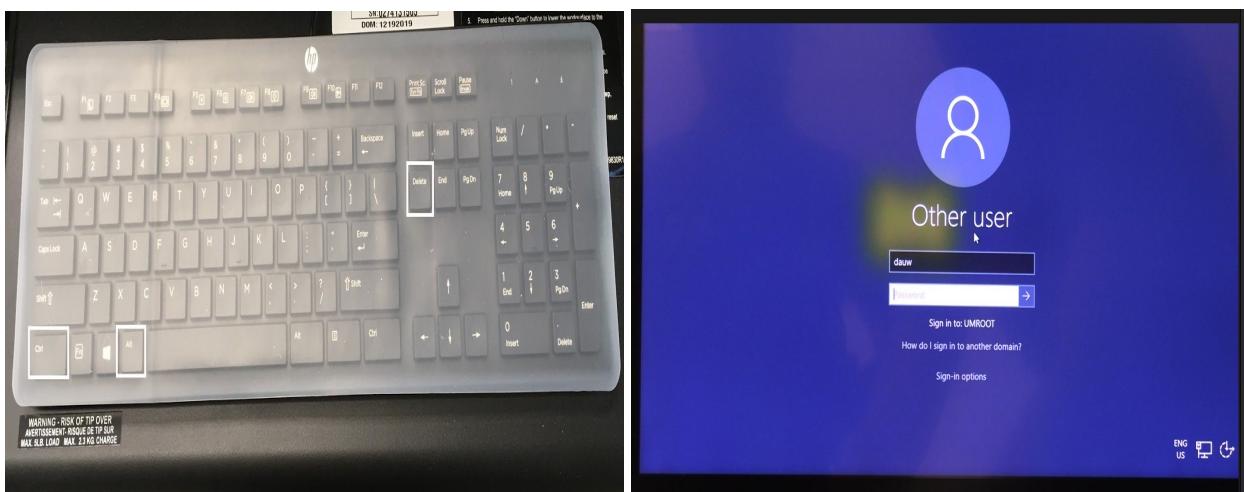


Step 2: Using podium touch panel, start projector, and select Laptop (or Document Camera) to project your laptop or the document camera

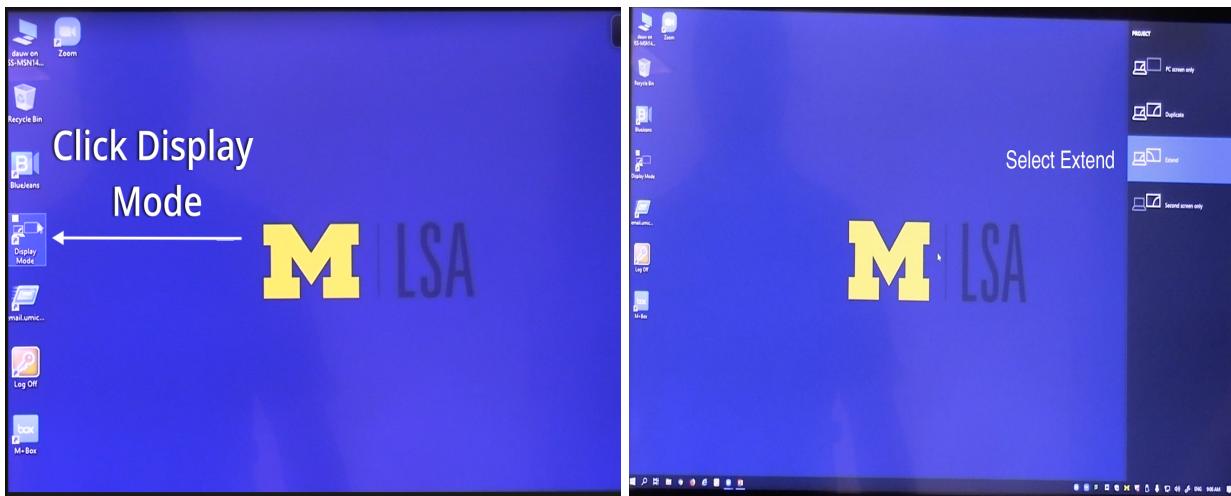


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Step 3: Login to Podium PC (Ctrl+Alt+Del) to connect with the Remote Students.



Step 4: Put PC monitor in Extended Mode by double clicking **Display Mode** on the desktop (or Windows *Icon* key + P), Options will appear to the right on screen select **Extend**



Step 5: 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.

The left screenshot shows the Canvas dashboard with a red arrow pointing to the 'Log into Canvas' button. The right screenshot shows the University of Michigan WebLogin page, which requires Umich log in credentials.

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The screenshot shows the R2GB dashboard with a sidebar containing icons for Account, Dashboard, Courses, Calendar, Inbox, Commons, Help, and Well-being. The main area displays 'Published Courses (12)' with thumbnails for various courses like 'ANTHROBIO 167 001 FA 2019' and 'Audiovisual Technology Community of Practice'. A red arrow points from the text 'From Dashboard Select Course' to the 'Published Courses' section.

The screenshot shows the Zoom interface with a sidebar containing Home, Announcements, Assignments, Blueprints, Discussions, Grades, People, Pages, Files, Outcomes, Modules, Conferences, Collaborations, Chat, U-M Course Manager, Media Gallery, Teaching Evaluations, and Zoom Settings. Under 'Upcoming Meetings', there are two entries: 'Online Teaching Course' (Meeting ID: 300-451, Start Time: Today 1:00 AM) and 'Bleach-Zoom Session' (Meeting ID: 430-131, Start Time: Tue, Mar 24 12:00 PM). Red arrows point from the text 'Select Start from Course Meetings' to the 'Start' button for the 'Online Teaching Course' meeting.

The screenshot shows the Zoom interface for the 'Online Teaching Course' meeting. It displays the meeting ID (140-000-451), invite URL, host information, and meeting options. A red arrow points from the text 'Select "Start the Meeting" from class' to the 'Start the Meeting' button at the bottom of the page.

Step 6: Select Open Zoom us,

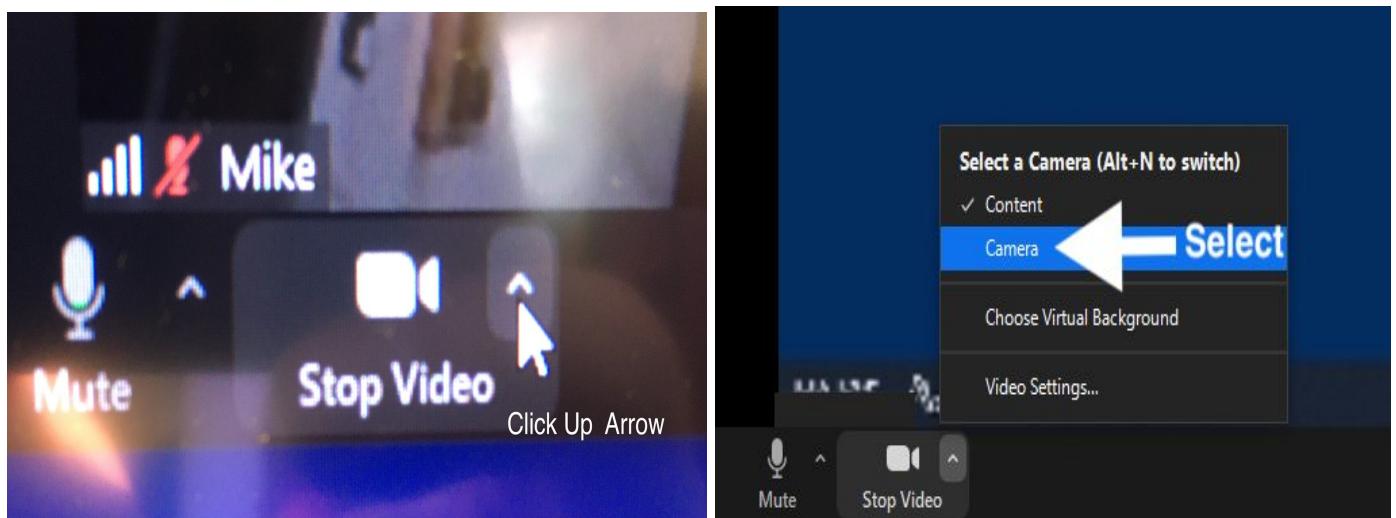
The screenshot shows the Zoom interface with a system dialog box prompting 'Open zoom.us?' with 'Cancel' and 'Open zoom.us' buttons. A red arrow points from the text 'Select Open zoom.us' to the 'Open zoom.us' button. Below the dialog, instructions say 'Please click Open zoom.us if you see the system dialog.' and 'If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.'

Step 7: When prompted; Join with Computer Audio

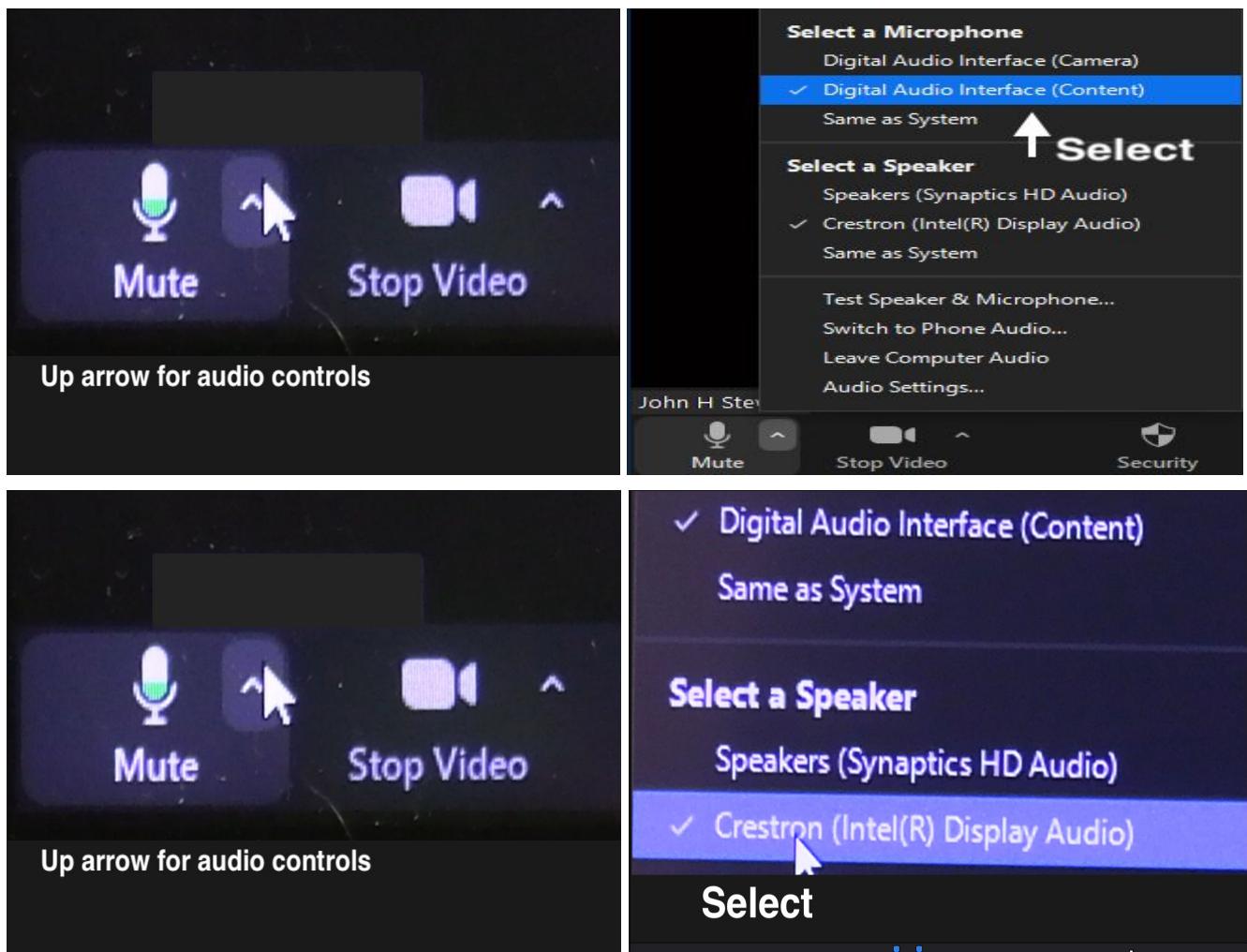
The screenshot shows the Zoom participant interface for 'Zoom Participant ID: 19 - Meeting ID: 140-000-451'. It shows a video feed and a control panel with 'Join With Computer Audio' and 'Test Speaker and Microphone' buttons. A red arrow points from the text 'Select Join with Computer Audio' to the 'Join With Computer Audio' button.

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Step 8: 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, Content is selected; you need to select **Camera** (or type Alt + N)

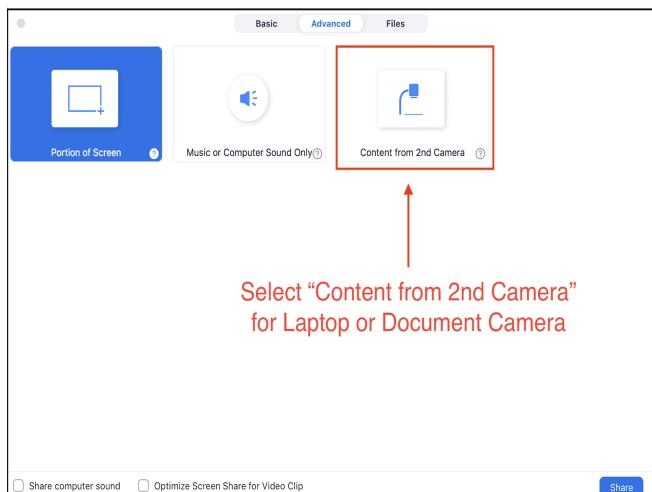
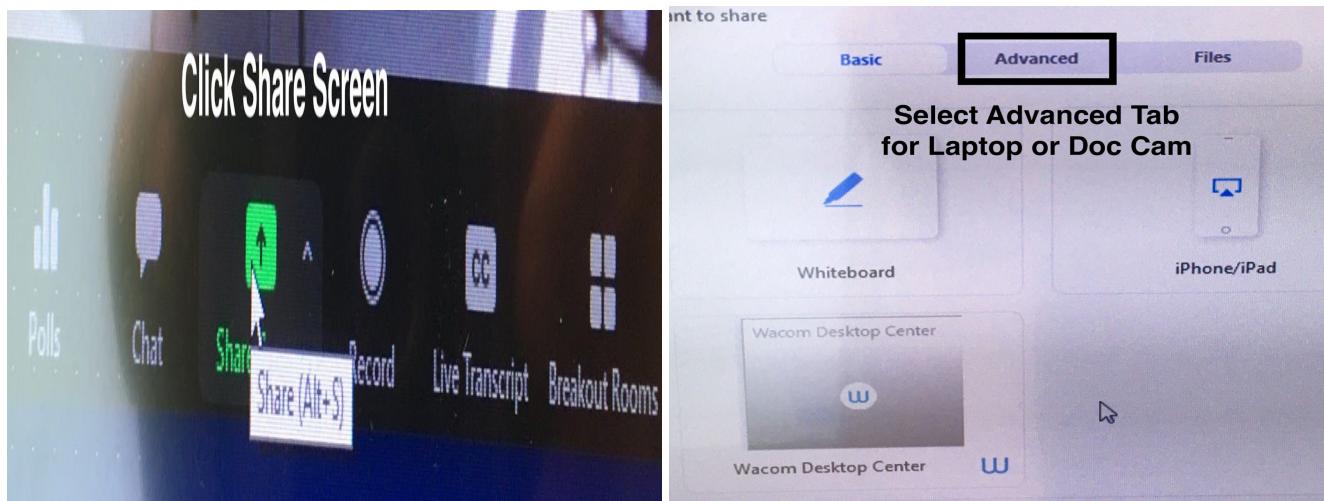


Step 9: In Zoom, from the Audio button (microphone icon, arrow up) Select a Microphone, select **Digital Audio Interface (Content)**, Reopen Audio (microphone icon, arrow up) Select a Speaker, select **Crestron (Intel(R) Display Audio)**.

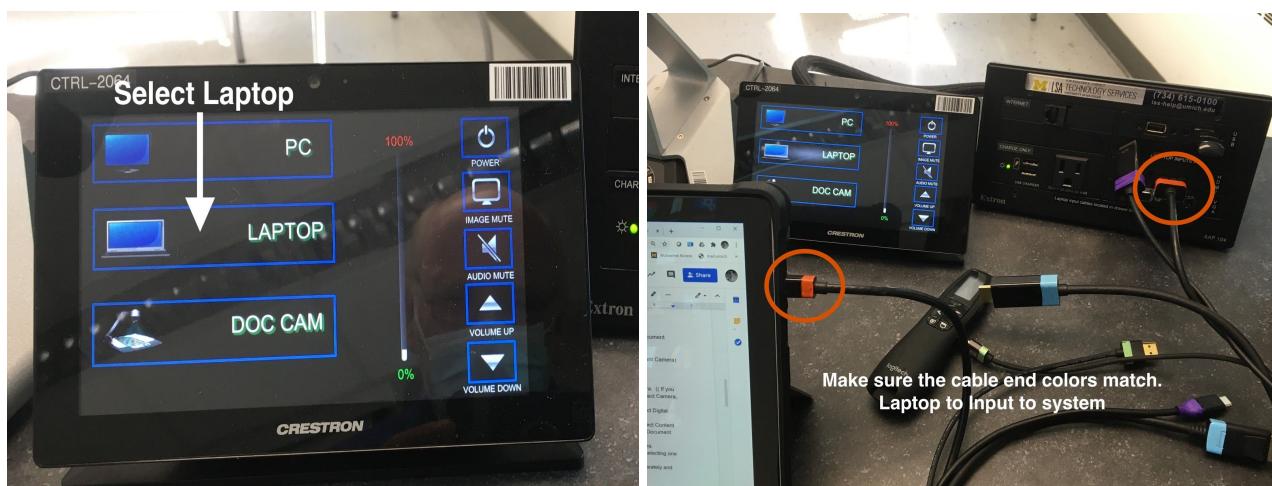


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Step 10: In **Zoom** on the Podium PC, click the **Share button** (bottom center of Zoom screen) and select the “**Advanced**” tab in the middle option. Then select **Content from 2nd Camera**: this will be your laptop content/presentation (or Document Camera)



Step 10: Start Powerpoint on your laptop, or start using the document camera. You can switch between the laptop and document camera by just selecting one or the other on the podium touch panel.



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Step 11: Instructor speaks to students in the classroom and to the remote students through the lavalier microphone. It is important for the instructor to wear the lavalier microphone.

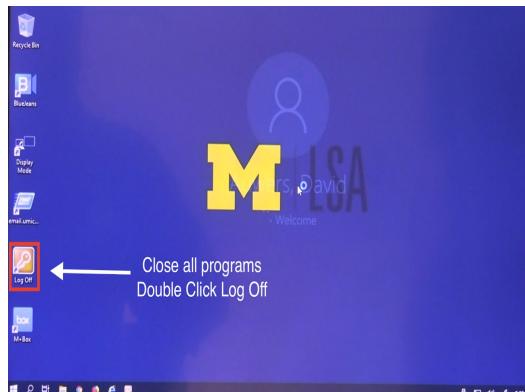


Students in the classroom speak to the remote students through the classroom ceiling microphone. Students and Instructor hear the remote students through the speakers in the ceiling of the Everyone hears all audio in the classroom

To stop sharing your presentation at the end of class: Controls will only appear on the projection presentation screen at the front of the classroom -- to stop, either move the mouse to the right until it appears on the projection presentation screen (move mouse to the left to return to PC screen) and click the red Stop Share button, or type Alt + S



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



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

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.