Classroom Audio Visual (AV) Instructional Guide

Preparation prior to class:

> **NOTE: If using the classroom lectern/cart computer for the first time, please arrive 25 minutes early to allow sufficient time to login with your PV credentials and access your course. If you have previously logged into the lectern/cart computer, please arrive at least 10 minutes early to allow sufficient time to login and access your course session.**

1. Utilize the lectern/cart computer set up.
   - Faculty **MUST** use lectern/cart computers.
   - Lectern system should be on. If system is off, follow the instructions posted on the wall poster next to the lectern.
   - Classrooms with no computer will be provided computer carts with assets to access this technology. Computer carts will have a projector provided.
   - External laptops **WILL NOT** be able to stream the videos.
   - If connecting your individual laptop for use, please remember that the built in camera on your device will become the designated camera, not the mounted camera.

2. Accessing your course session:
   - Login to lectern/cart computer.
   - Access Canvas.
   - Click on "**Dashboard**" and select your course.
   - If "**Zoom**" is not listed on your navigation pane, scroll down the list and select "**Settings**"
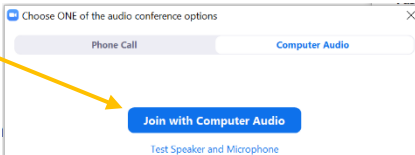   - Click on the "**Navigation**" tab.
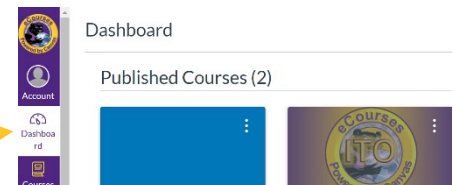
   - Scroll down the options, locate the "**Zoom**" option, drag and drop the "**Zoom**" option in the navigation box to have it added to the list.
   - Scroll down to the bottom of the page and ensure you click the "**Save**" button to add "**Zoom**" to your navigation pane options.
   - Click on "**Zoom**" (Zoom automatically detects the camera... no changes required.)
   - Locate your course session and click "**start**" to commence your session.
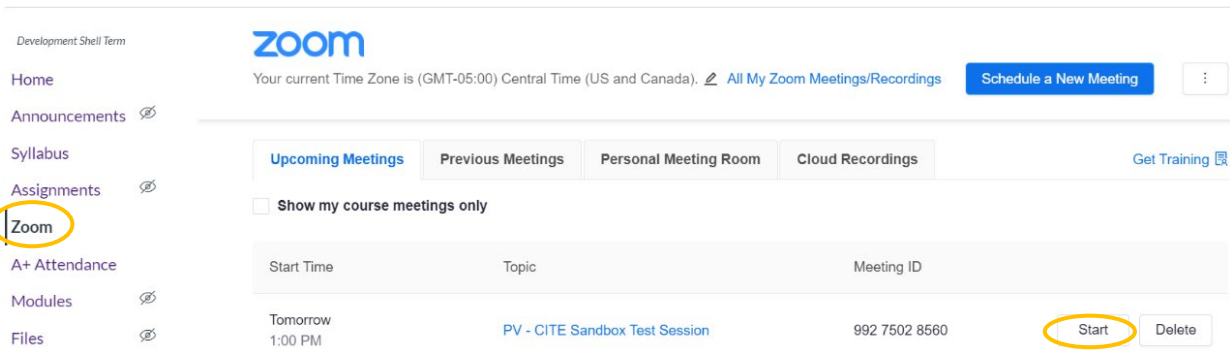
- o Click on the "**Open Zoom Meetings**" button:
- o Click "**Join with Computer Audio**"

3. Verify your Zoom Audio/Visual Settings:
   - o Click on the "**Stop Video**" icon up arrow and ensure your camera is set to "**Logi Rally Camera**"
   - o Click on the "**Mute**" icon up arrow and ensure your Microphone and Speaker are checked as indicated. Ensure computer audio is on and not muted.
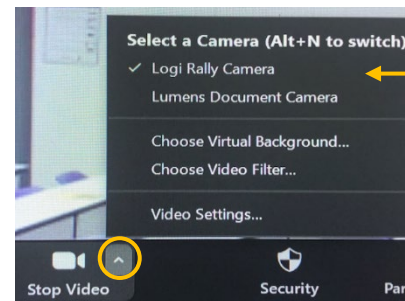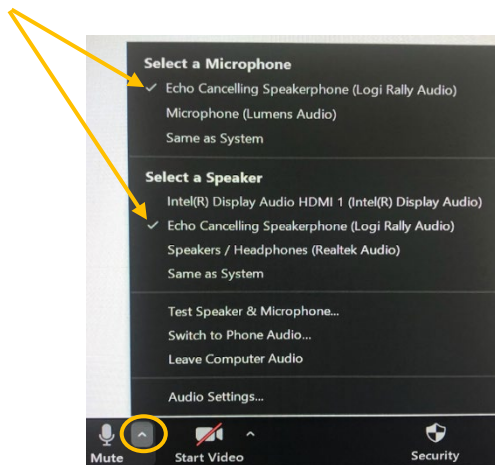
During class:

1. When ready, click the "**Record**" icon to commence recording your session and select the "**Record to the Cloud**" option. The "**Recording**" message will appear in the top left hand corner of the screen while your session is being recorded.
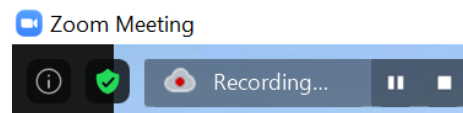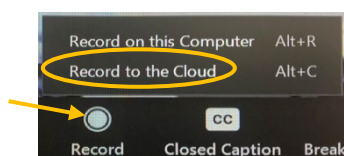
2. Using the Instructor Remote Control, select presetting 1 or 2. The camera will not follow you.
3. Instructor can not hold remote and walk around as it is tethered to the desk.
4. Instructor is encouraged to restate questions to ensure clarity.
5. Audio Visual Tools:

a. Instructor Remote Control
   1. Zoom (+ = zoom in) (- = zoom out)
   2. 1 and 2: Presettings
      (Podium / Front of the class – whiteboard)
   3. Contols the tilt of the camera
   4. Position of the camera when it wakes up
   5. Adjust camera left and right
   6. Red Mute Button – linked to mcirophone

b. Instructor Microphone
   1. On/Off button is on top of microphone.
   2. Microphone is "**OFF**"
   3. Microphone is "**ON**"
   4. Microphone is "**MUTED**"

c. Lumens Document Camera (LDC)
   1. LDC Stop Video button.
   2. LDC has been set up as a recognizable input for Zoom.
   3. To use the LDC, turn the device on and click on
      the "**Stop Video**" icon on your Zoom task bar.
   4. Change the input to the "**Lumens Document Camera**" option.
   5. To return to the Logi Rally Camera input, click the "**Stop Video**"
      icon on your Zoom task bar and select the "**Logi Rally Camera**" option.
   6. Since the Logi Rally Camera goes into sleep mode when the input
      is changed, it will turn back on with the classroom view targeted to
   the lectern. Select Preset 1 or 2 to adjust as desired.
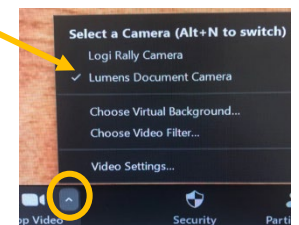
6. When you are ready to stop recording your session, click on the "**Stop Recording**" button and a "**Do you want to stop cloud recording?**" pop up window will appear. Click the "**Yes**" option.
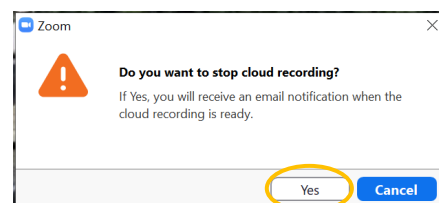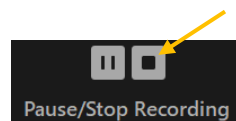
7. The following pop up message will appear in the right hand corner of your screen:
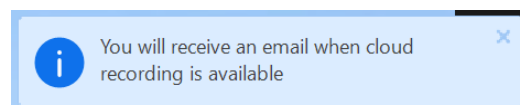
8. Click the red "**End**" button and select the "**End Meeting for All**" option.
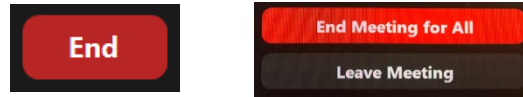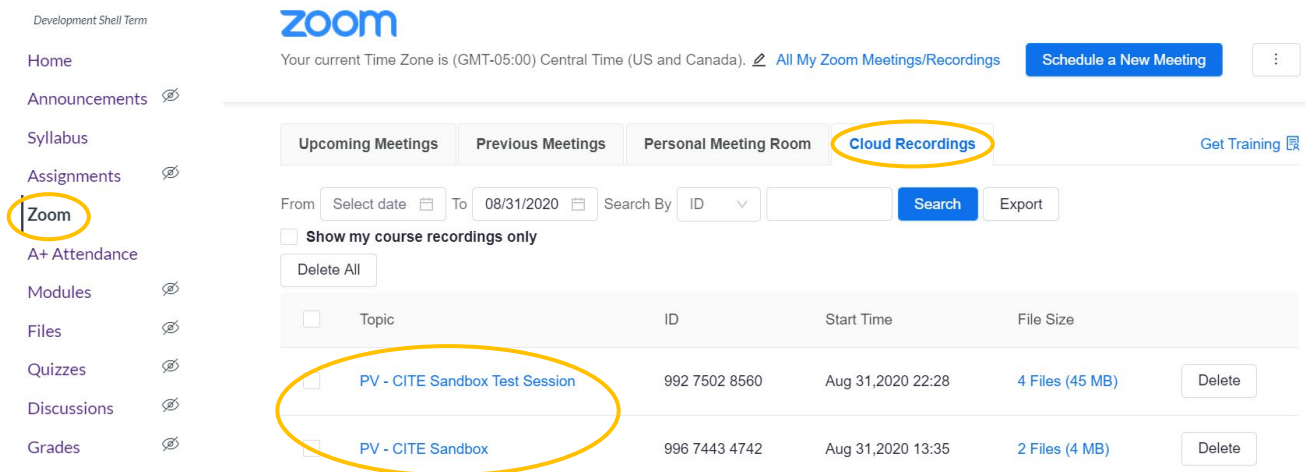

9. Ensure you "**Sign Off**" to ensure your credentials do not remain active.

Accessing Your Recording:

1. You will receive an email notification once your recording session is available.

2. Access Canvas.
3. Click on "**Dashboard**" and select your course.
4. Click on "**Zoom**" and click on the "**Cloud Recordings**" tab. All your available recordings will be displayed.

5. Click on your recording topic and the following recording details will be displayed and provide you with an option to download or share your recorded session.
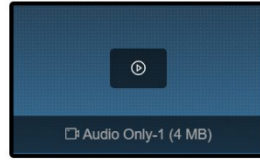
PV - CITE Sandbox Test Session

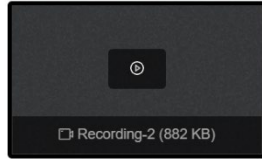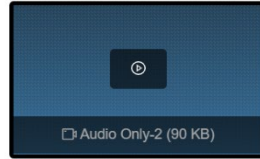Aug 31,2020 10:28 PM Central Time (US and Canada)   ID: 992 7502 8560

□ Recording-1 (40 MB)
Download   Share

□ Audio Only-1 (4 MB)
Download   Share

□ Recording-2 (882 KB)
Download   Share

□ Audio Only-2 (90 KB)
Download   Share

For any additional training assistance, please email us at TechTraining@pvamu.edu

For any audio and visual assistance, please email us at AVsupport@pvamu.edu