Helpful Tips When Teaching in Hybrid Classrooms Using Web Conferencing Tools

Using your personal device

1. It is not required, but a suggestion to use the wired network cable instead of Wifi when using any Web Conferencing platform such as Zoom, Bb Collaborate, Meets in a classroom for the best experience.
   a. This will require your laptop to be registered on the IIT Wired Network.
   b. To register your device, connect to a wired network port anywhere on campus.
   c. Open a browser and type in https://dhcp.iit.edu and follow the prompts.

2. Before your first class, you should visit the OTS website and download and install the necessary drivers to use the document cameras (Hover Cam) and the Extended Monitor (Dell 24") with your laptop. https://ots.iit.edu/streaming-classrooms

3. Connect your laptop to the classroom display using the HDMI or VGA cable and select the corresponding laptop input on the touch panel.

4. Connect the USB cable to your laptop. This allows you to see your laptop displayed on the projector and brings all the USB devices (Microphone, Camera(s), Hover Cam, and Monitor) in the classroom to your laptop.

5. Connect the ethernet cable if possible to your laptop. (This is not required, but highly suggested if you are using a web conferencing tool as part of your class)

6. Login to your web conferencing tool of your choice. While the equipment is compatible with any platform, the university highly suggests using Zoom or Bb Collaborate.

7. After launching the application, you will go through the set-up process of selecting your microphone and camera. If prompted to allow sharing the camera and microphone, you must allow sharing for the camera and microphone to work.
   a. Microphone - You will see many options for microphone choices, to use the room microphone (NuReva HDL-300), you would select any of the options that have **HDL-300** in the name.
   b. Camera(s) – You will see many options for camera (Integrated camera, **Hover Cam, USB Capture HDMI and USB Capture SDI**) options. In most classrooms there are two room cameras that you can choose, USB Capture HDMI and USB Capture SDI. In rooms with two cameras, 99% of the time the main movable camera is **USB Capture HDMI.**
   c. Once you select the camera you want to use, you can select one of the four predefined camera presets from the Crestron touch panel that is located on the desk/podium. In addition, there is a button "manual camera control", where you can control the camera and move it to the desired position.

8. Once you complete the set-up, you are ready to start using the application. Please Note: If you are using Bb Collaborate, anytime you exit the set-up, it mutes your microphone and camera by default, so you will need to unmute the microphone and video and allow sharing again.

9. You can adjust the volume of the remote students from your laptop volume and the touch panel volume to a comfortable level in the room.

10. Recording – If your class has an on-line section, the lectures will be automatically be scheduled to record using the lecture capture system. If you do not have an on-line section, but would like the lecture captured and available for the students, please submit a ticket to the support desk to get the class added to the capture schedule.

    Once the class is recorded, you and your students will find all recordings in the Bb Course Shell under the Class Recordings/Panopto tab.

    Even though your class is being recorded using the classrooms capture technology, we highly suggest that if you are also using a web conferencing application during your lecture, you should record through the application as a back-up recording.

    If you are using Bb Collaborate, the recordings will be available to you and your students through the Bb Course Shell under the Bb Collaborate tab. Note: you can manage what is visible to your students by hiding or unhiding content.

    If you are using Zoom, you should schedule your Zoom sessions through Bb, so that the recordings will be part of the Bb course. You and your students will be able to locate the recordings in the Bb Course Shell under the Class Recordings/Panopto tab and you will be able to manage what is visible to the students.

    We hope that some of these tips will help you have a successful semester. We encourage you to also check out some of the resources available to answer many of your questions you might have.

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    Instructional Videos using the hybrid technology - https://ots.iit.edu/streaming-classrooms

    Bb Resources - https://www.iit.edu/cli/blackboard-resources

    Bb Integration with Zoom - https://www.iit.edu/cli/blackboard-resources/zoom-class-meetings

    If you have a problem during a class or need additional help using the classroom technology, please contact the support desk @ 312.567.3375 or support@iit.edu