HawkLive Classroom Set-up Guide

1. **Pre-clean personal podium space.**
2. Plug the cable you normally use (HDMI or VGA) into your laptop to connect to the room projector. Use the wired (ethernet) cable for best Internet connection.

3. Use the touch panel main screen to turn the system on and select the option that matches your laptop connection (HDMI or VGA).

4. Plug the **"AV bridge USB"** cable (labeled) into your laptop to stream classroom audio and video to remote students.
5. Start your Zoom class from your **Canvas** course (best option) or Canvas Conference (Big Blue Button). **Make sure to record your class session if that's your intention!**
6. From your Zoom toolbar set your audio and video to **AV Bridge Conference:**
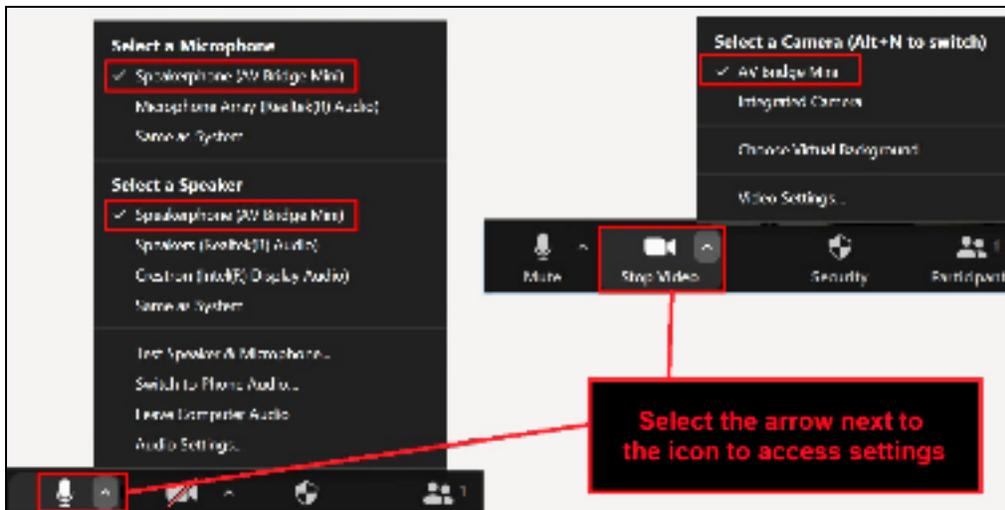
Zoom AV Bridge settings for microphone, speaker and camera

7. If the projected image on the board is reversed, **uncheck "mirror video"** in your Zoom toolbar.
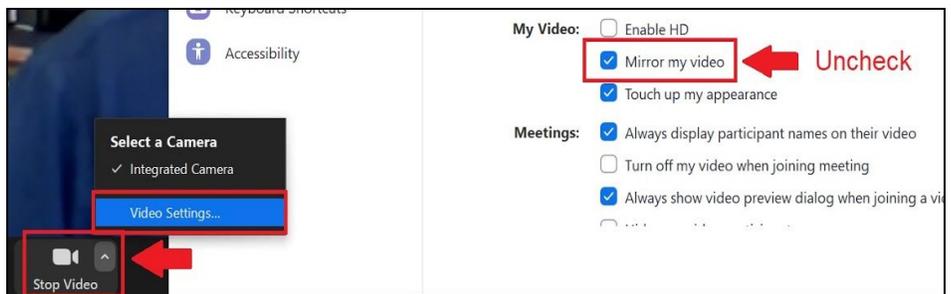
8. **Room camera:** The camera mounted in the classroom helps remote students see their in-person peers, whiteboards, etc. Use the **Camera Controls** icon on the touch panel to view the camera positions. The default camera setting is **Preset 1** (Podium view). Presets are for different camera views.
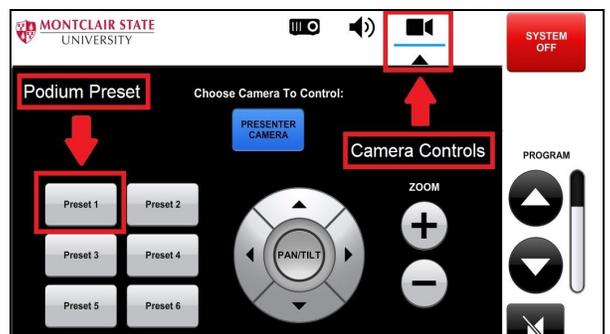
9. **At the end of your session, power the system off. Press "Yes" when asked to shut down.**

The Classroom Experience

- **Support risk reduction:** Social distancing, face coverings, cleaning of personal workspaces.

- **Conducting initial audio check for remote students**: Check that remote students can be heard and also can hear the in-person group. In-person students may need practice to be audible to remote students. Initially, ask all students to introduce themselves to check their personal audibility with the rest of the class.

- **Conducting initial audio check for in-person students:** If in-person students join the conference, they need to turn off their audio and microphone. Consider having in-person students join video-conference to facilitate community.

- **Go slow, pause regularly, check-in** on experience including technical aspects for all participants. Make lecture and activity materials available to students digitally, before class, to minimize learning loss due to technological breakdowns.

- **Class discussions**: You may need to repeat or summarize in-person students questions or contributions (for the remote attendees, in case of audio limitations).

- **Engaging remote students:** Consider taking a pause to address the chat and ask and take questions from remote students. Call on remote and in-person students equally.

- **Chat management**: Chat can be difficult to manage at times. Consider assigning a student to assist with chat, pausing to check chat yourself, or closing chat for periods of time.

- **Improving audio and video connection:** When an individual's audio breaks up, advise turning off video, which often helps.

- **Captioning**: Consider auto captioning through Google Slides to mitigate in-class audio issues. You can run a PowerPoint through Google Slides or have a blank Google Slide open in the background.

Zoom Tips

- **When not Screen Sharing:** Use spotlight or Pin Video Zoom options when not sharing the screen, to focus student attention on the speaker.

- **When Sharing Screen or Using Whiteboard:** Instruct remote students to select "Speaker View" in Zoom, so that they can see the shared documents or the writing on the whiteboard when it is used.

- **Playing videos:** In order to play a video when sharing the screen, the Host needs to check the box to "Share computer sound" at the bottom of the Share Screen pop-up window.

- **Extended screen:** Consider extending your laptop to the in-classroom screen (projector), in order to better manage the remote and classroom experience.