Extended Classroom Startup Checklist

Starting Up Your Class

- Ensure the podium computer is powered on (located inside of the podium).
- On the control panel, press **Extended Class – With Projection**.
- On the control panel, select the camera view of your choice by clicking the **Camera Focus** pre-set buttons.
- On the control panel, Unmute the Microphones when you are ready.
- Launch a browser (Zoom and Blackboard tabs will open) and sign into Zoom.
- After signing into your Bentley zoom account, select the “Meetings” tab on the left and choose to **Start** or **Join** your class as the host.
- Launch apps/files you plan to show in class. If you are planning to write on the “whiteboard”, launch the Smart Notebook app from the computer Desktop.

During Class

- At the start of class, Record your session.* **Choose Record to the Cloud**.
- **Share your Desktop**: Select the green share button and choose to share “Screen 1” and if you plan to show videos while sharing, check off “share computer sound” before selecting the blue **“Share”** button.

Presenting from Your Own Laptop

- Do **NOT** use the cable to connect your laptop at the podium. Access the Zoom session from your laptop by joining the Meeting ID at bentley.zoom.us and **Share your screen**.
- Do **NOT** join with audio or **share audio** when sharing your screen from your laptop.

Classroom wrap-up

It’s imperative that you reboot the computer and AV system and leave the classroom on time to give the next class professor their full ten minutes to set up for their class.
- On the control panel, press **Change/Shutdown** and select **Change Class Format** to leave it ready for the next class. If you know that nobody will be the room right after you, you can select **Shutdown System**.

For immediate support, please call 781-891-2751 or press Help. Some issues may be solved remotely, so if someone does not come to the room right away, please watch for a chat box that will tell you if a problem was solved remotely.
*Important to Know*

**Recording**

When you teach in classrooms on campus, you **MUST** record your Zoom session to the Cloud, and **NOT** locally to the Computer. Anything saved to the computer will be deleted as soon as you log out of the computer after class.

After your class has ended and the cloud recording has processed, it will be automatically upload into blackboard under your “My Media”

**Screen Sharing/Viewing Remote Students in the Room**

If you Share Screen, the student Gallery View auto-switches to the back of the room.

If a remote student shares their screen, press **Swap Front/Rear Displays** on the control panel, to switch the student presentation to the front of the room.

**Need to use Whiteboard/Chalkboard?**

Use the touchscreen monitor on the podium. To use the Whiteboard application, click Smart Notebook on the computer Desktop. More instructions are on a separate handout in the room.

**Smart Board** (in select classrooms)

Use the electronic markers and eraser provided on the Smart Board tray. To use the Whiteboard application, click Smart Notebook on the computer Desktop.

**Breakout Rooms in the classroom**

If you plan to speak with your students while they are in small groups, bring a headset to the room so you can connect from the podium PC. There is no need for you to use a separate laptop for this purpose.

If students in the room will be mixed into breakout rooms with online students, the in-class students must INDIVIDUALLY bring a laptop and earbuds (headset preferred) to class.

**Navigation**

When Zoom or PPT is in full screen, press Windows key to bring up the navigation taskbar.

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