Teaching in Extended Classroom

Starting Up Your Class

1. If computer is powered off, Power On the computer under the podium.


3. You will see the room camera on a wide-angle view. Change your camera view by clicking the Camera Focus pre-set buttons. Press Mute Room Mics button (in red) to unmute the classroom microphones.

4. Launch a browser (Zoom and Blackboard tabs will open) and sign into Zoom.

5. On the Zoom Meetings page, click Start or Join to access and launch your Zoom meeting with Host controls:

6. Minimize Zoom (or use the Windows logo key + Tab) to navigate to Blackboard or other files. Open the Smart Notebook app from the Desktop if you plan write on the “whiteboard” during class.
   - When Zoom or PPT is in full screen, press Windows key to bring up the navigation taskbar.

For Help, please call 781-891-ASK1 or press the Help button on the control panel.
During Class

7. At the start of class, record your session.* Choose **Record to the Cloud**.

8. **Sharing Screen:** If you Share Screen, the student gallery view auto-switches to the back of the room. If a remote student shares their screen, on the control panel press **Swap Front/Rear Displays** (see image below) on the control panel to switch the student presentation to the front of the room.

9. If there’s a problem with audio levels, you can adjust them through the control panel in **Advanced Settings**, then **Audio** (see image below).

   **Note:** In Advanced Settings, do **NOT** touch any settings in Projection/Display button.

10. For immediate help support, call 781-891-2751 or press **Help** (see image below). Some issues may be able to be solved remotely, so if someone does not come to the room right away to help you, please watch for a chat box on the computer screen, that will tell you if a problem was solved remotely.
Presenting from Your Own Laptop?
If presenting content from your laptop, do NOT use the cable to connect your computer at the podium. Access your Zoom session from your laptop by joining the Meeting ID at bentley.zoom.us and Share screen. Do NOT use Computer Audio on your laptop as the podium computer still must control room audio and video.

Need to use Whiteboard/Chalkboard?
Use the touchscreen monitor on the podium. Launch the Smart Notebook app on the desktop.

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.

Classroom Wrap-up

**Step 1:** Reboot the computer after your class ends.

**Step 2:** On the control panel, press Change/Shutdown and select Change Class Format to leave it ready for the next class.

VERY IMPORTANT: Please make sure you completely finish your class and leave the room on time to give the next class professor their full ten minutes to set up for their class.

*Course Recording*

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

**Cloud Recordings in My Media:** When you record to the Cloud, the recordings will automatically be available in your My Media library in Blackboard, after the recording has processed. You can then add the recordings directly into your Blackboard course site by finding and Embedding the video directly from Kaltura.

Full documentation to Record to Cloud and Post to Blackboard can be found on the faculty readiness site (Bb).