



WAYNE STATE UNIVERSITY

Virtual/Hybrid Instruction with Microsoft Teams in General Purpose Classrooms

This tutorial will explain how to utilize **Microsoft Teams** with the existing classroom technology for virtual and hybrid sessions during fall 2020



What's in the classroom

- Touchscreen Control Unit
- Room PC
- Display(s)
 - Projector
 - Flat Screen TV
- Document Camera
- Optional Laptop Cables



Before class

- Log in to Microsoft Teams to schedule a meeting for your upcoming class
- Plan to bring a USB Webcam if you would like your virtual students to see you during class
 - This is optional; you may elect to only broadcast your voice/computer screen
- Classroom technology training is available in person, by appointment
 - C&IT Classroom Support: **313-577-1154**



Day of class

- Arrive to the classroom early to
 - Turn on the technology
 - Connect your optional webcam
 - Load your lecture materials on the PC
- If you encounter any technology problems, contact our help desk
 - C&IT Classroom Support: **313-577-1154**

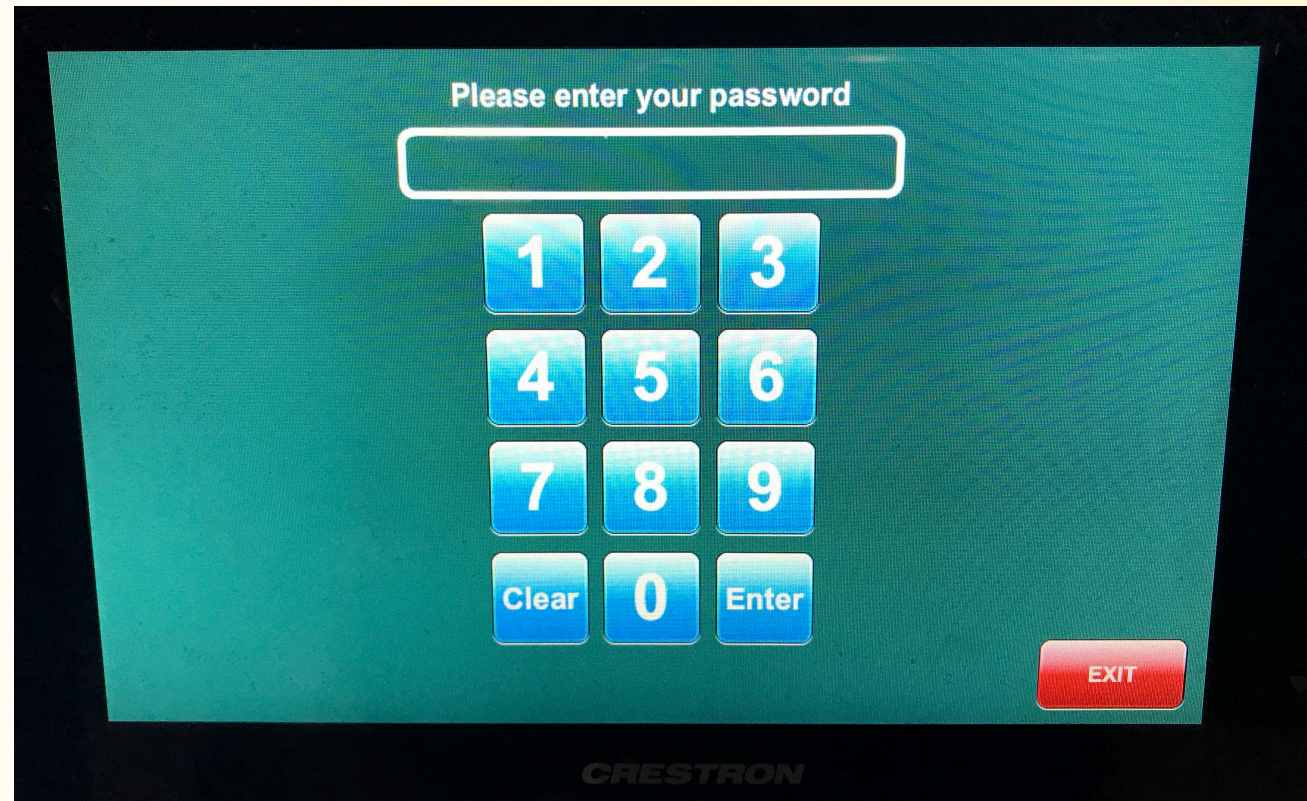


Laptops

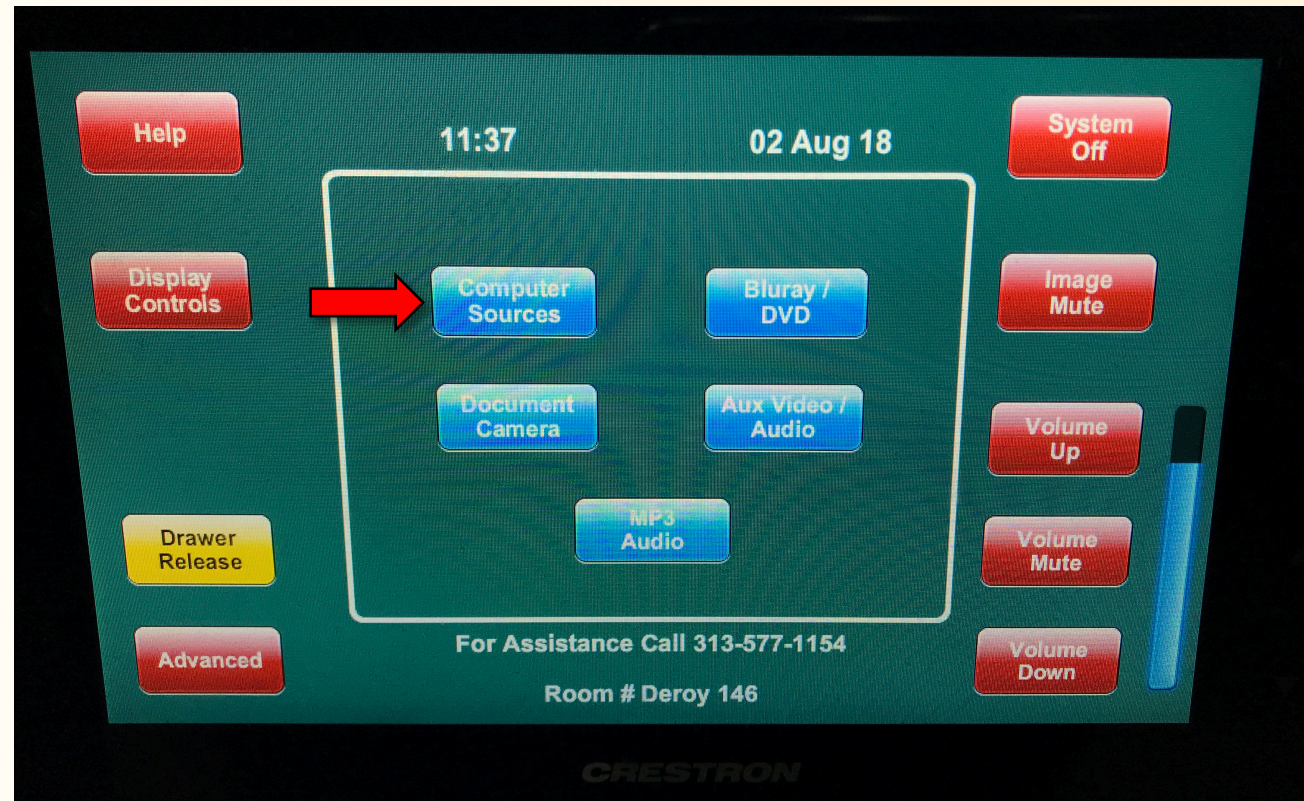
- Please note: the following steps will vary if you intend to connect your own laptop to the classroom technology
- In general, we recommend instructors use the PC installed in the classroom for the most reliable user experience for you and your students



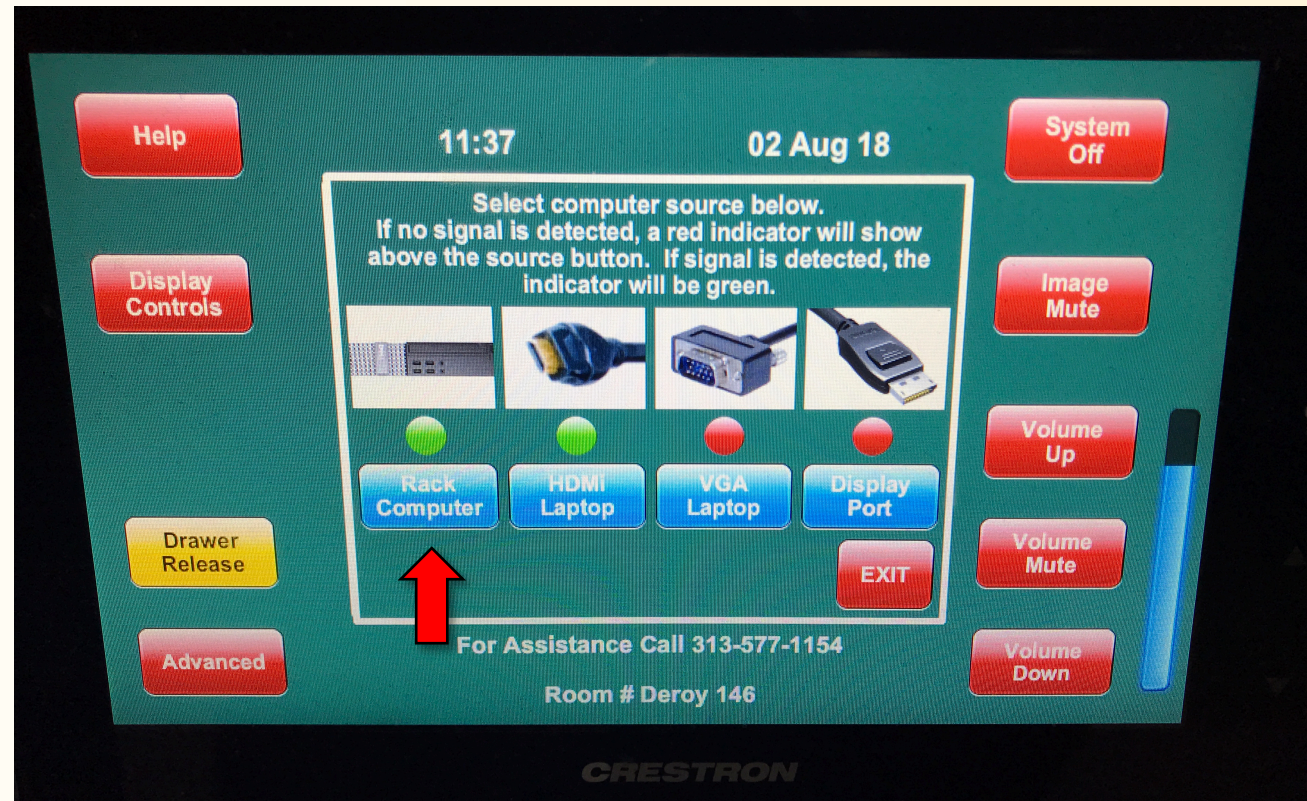
Unlock the touchscreen with 4-digit passcode



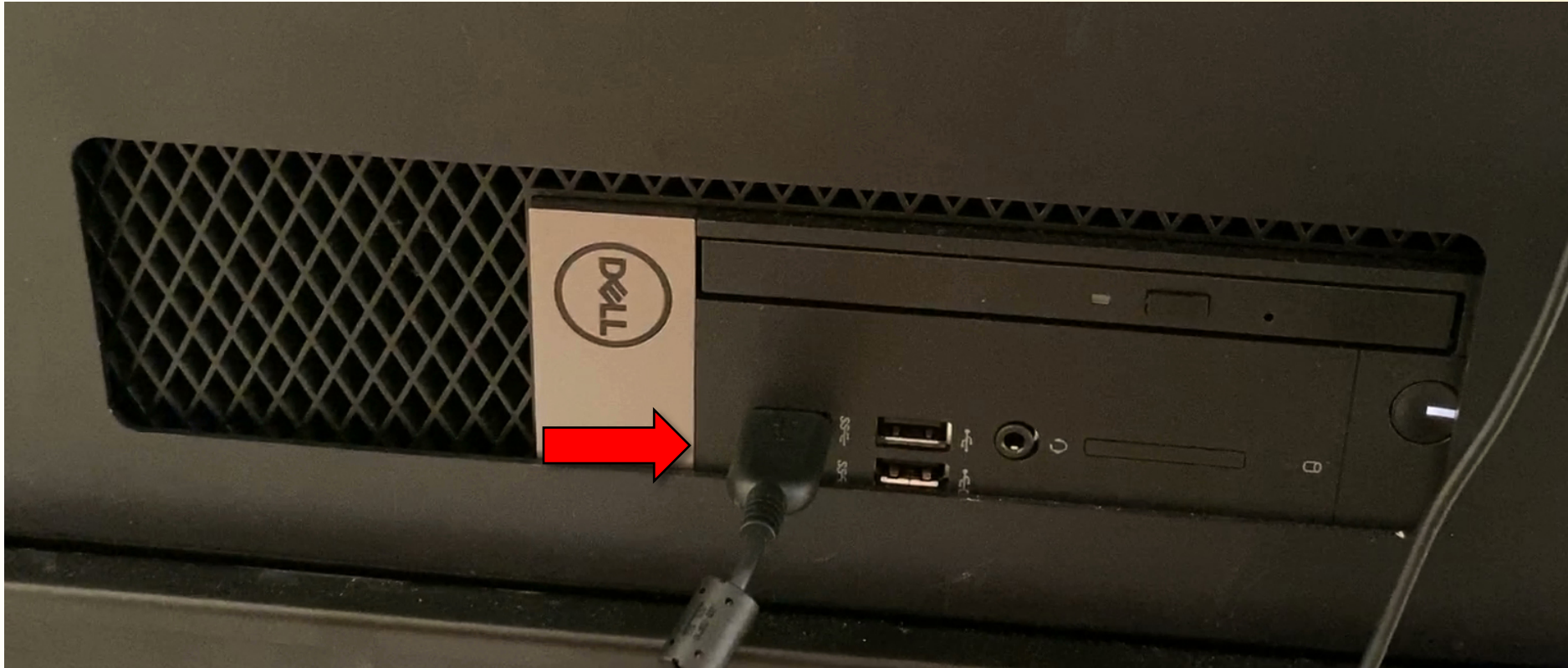
Select Computer Sources



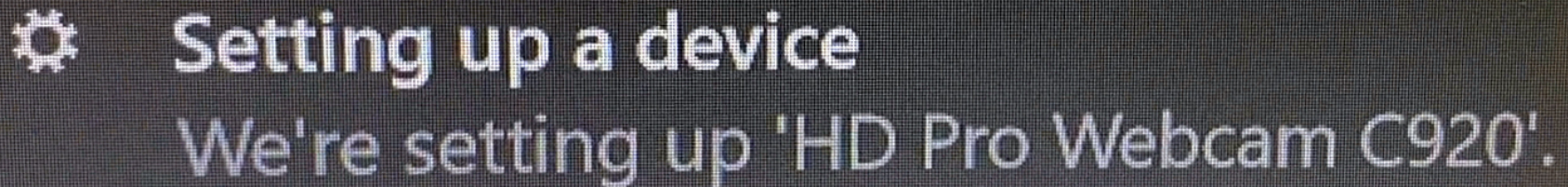
Select Rack Computer




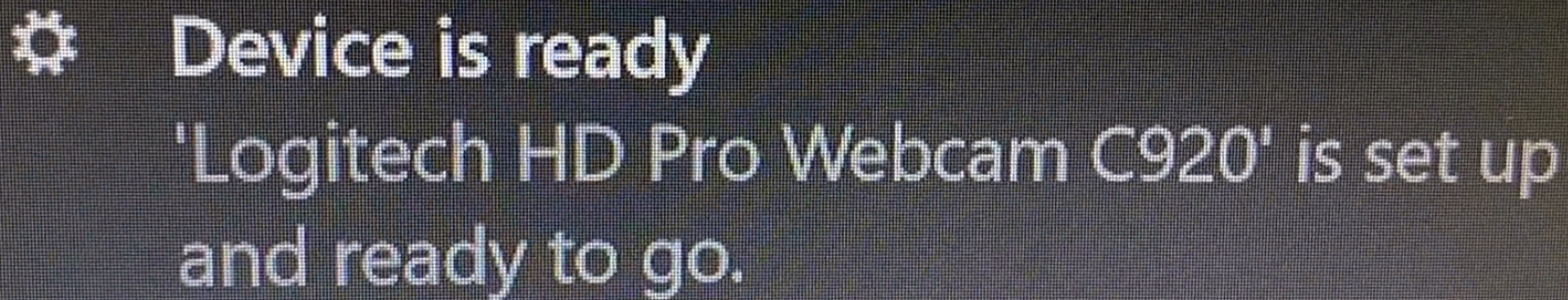
Connect optional webcam via USB port




PC will automatically set up most webcams



 **Setting up a device**
We're setting up 'HD Pro Webcam C920'.



 **Device is ready**
'Logitech HD Pro Webcam C920' is set up
and ready to go.




Open Microsoft Teams using the desktop icon



Log in using your AccessID

Login to Microsoft Teams



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Sign in with your WSU AccessID in the following format:
<AccessID>@wayne.edu

Sign in

© 2013 Microsoft



Launch your Teams meeting

Chat

Teams

Calendar

Files

Calls

...

Apps

Help

Choose your audio and video settings for

Virtual Classroom



Join now

Video

Audio

Microphone

Custom Setup

Other join options

Audio off

Phone audio

Click Custom Setup to verify that your device settings are correct

Activity

Chat

Teams

Calendar

Files

Calls

...

Close

Choose your audio and video settings for

Virtual Classroom

Join now

Custom Setup

Device settings

Audio devices

Custom Setup

Speaker

Crestron (Intel(R) Display Audio)

Microphone

Microphone (HD Pro Webcam C920)

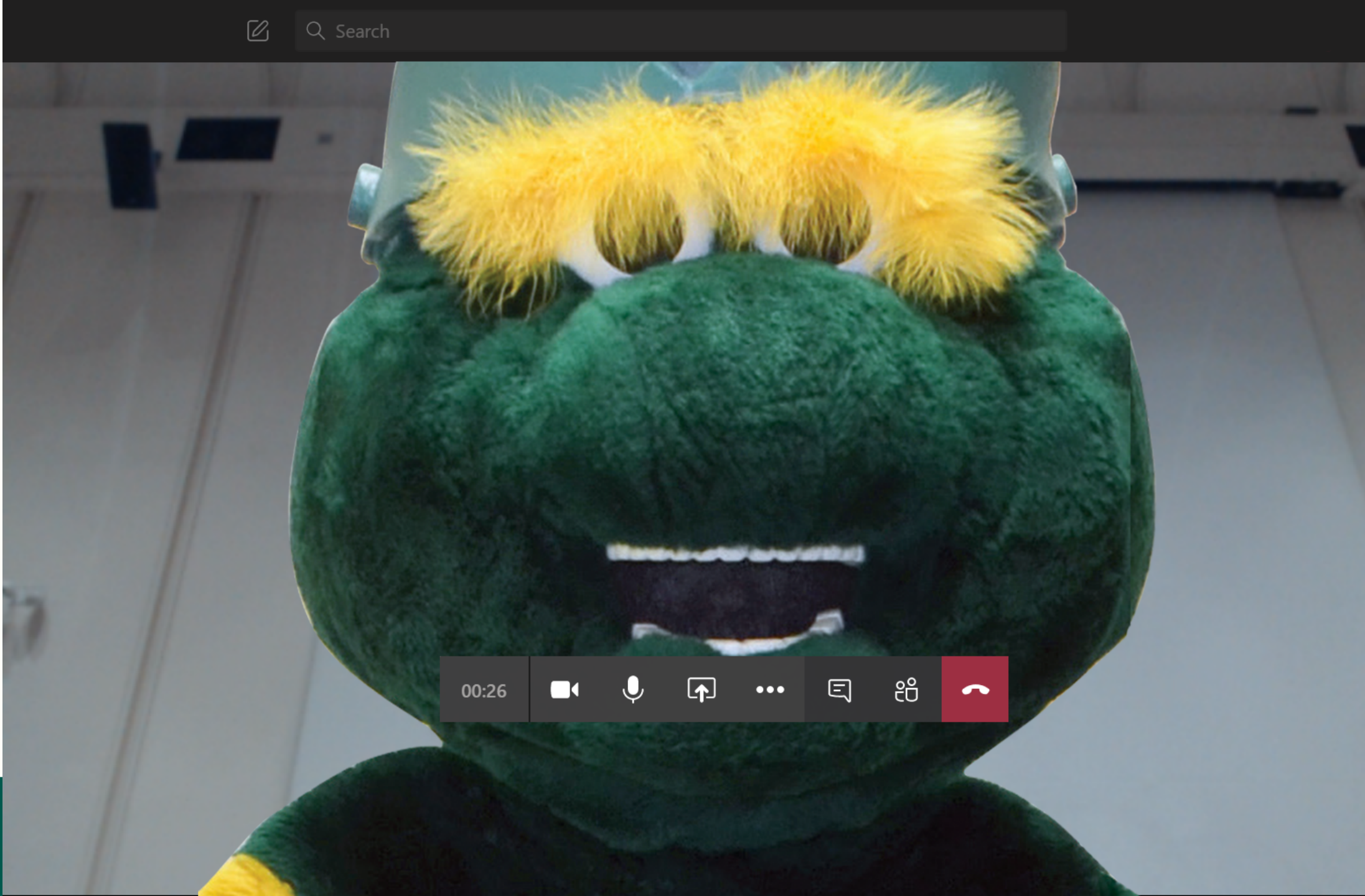
Make a test call

Camera

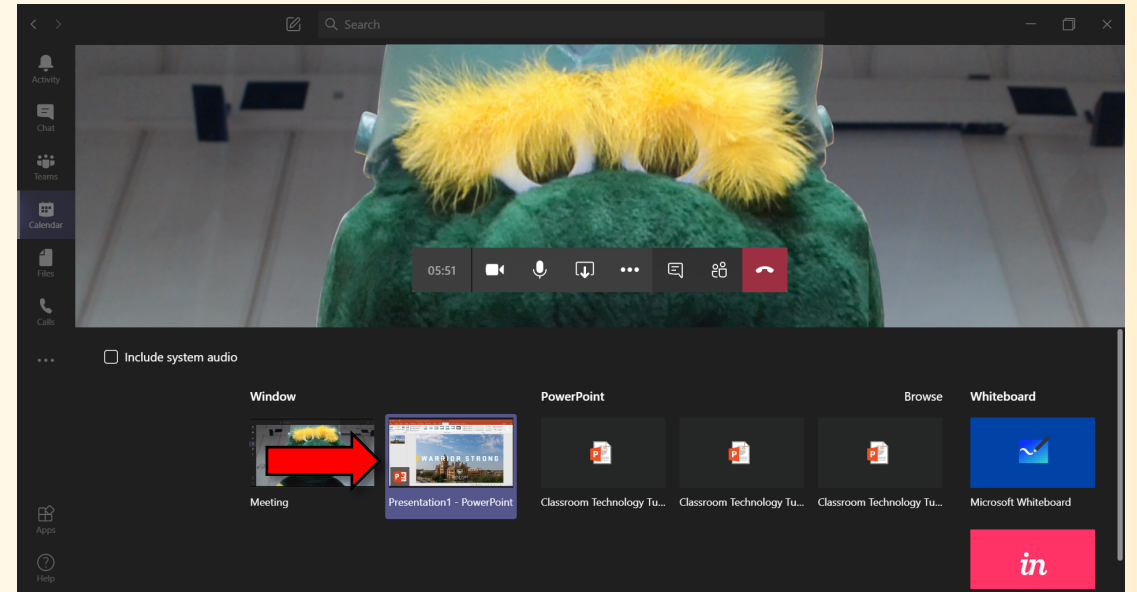
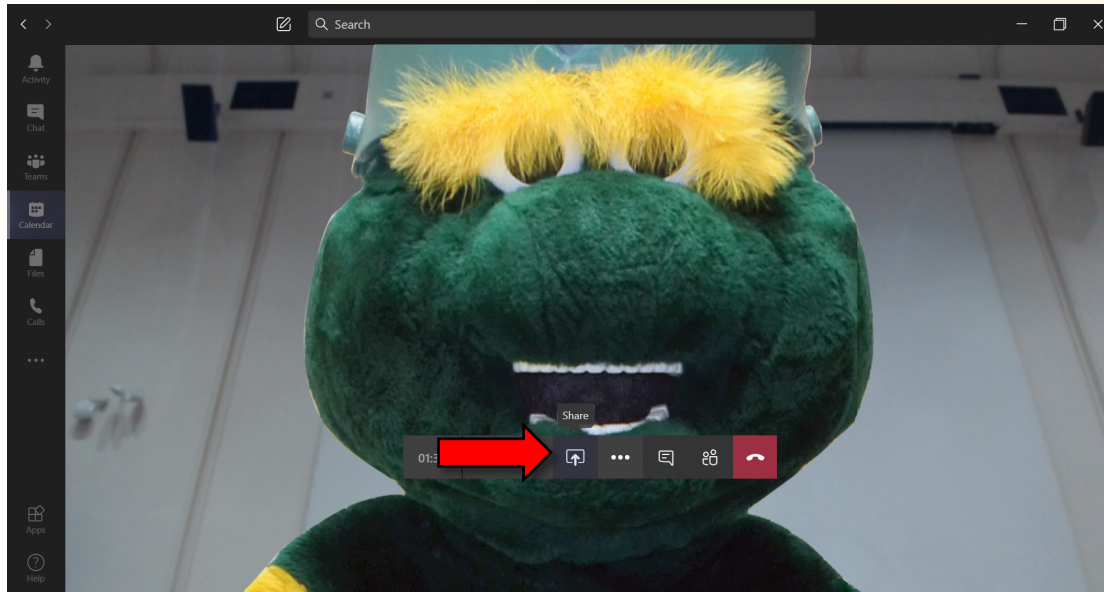
HD Pro Webcam C920

Other join options

You are
now
ready to
begin
your
lecture



To broadcast other applications like PowerPoint to virtual students, click **Share** and select the window or application you want to display



Presenting...

Give control



Stop presenting



WARRIOR STRONG



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Virtual Classroom 07:01

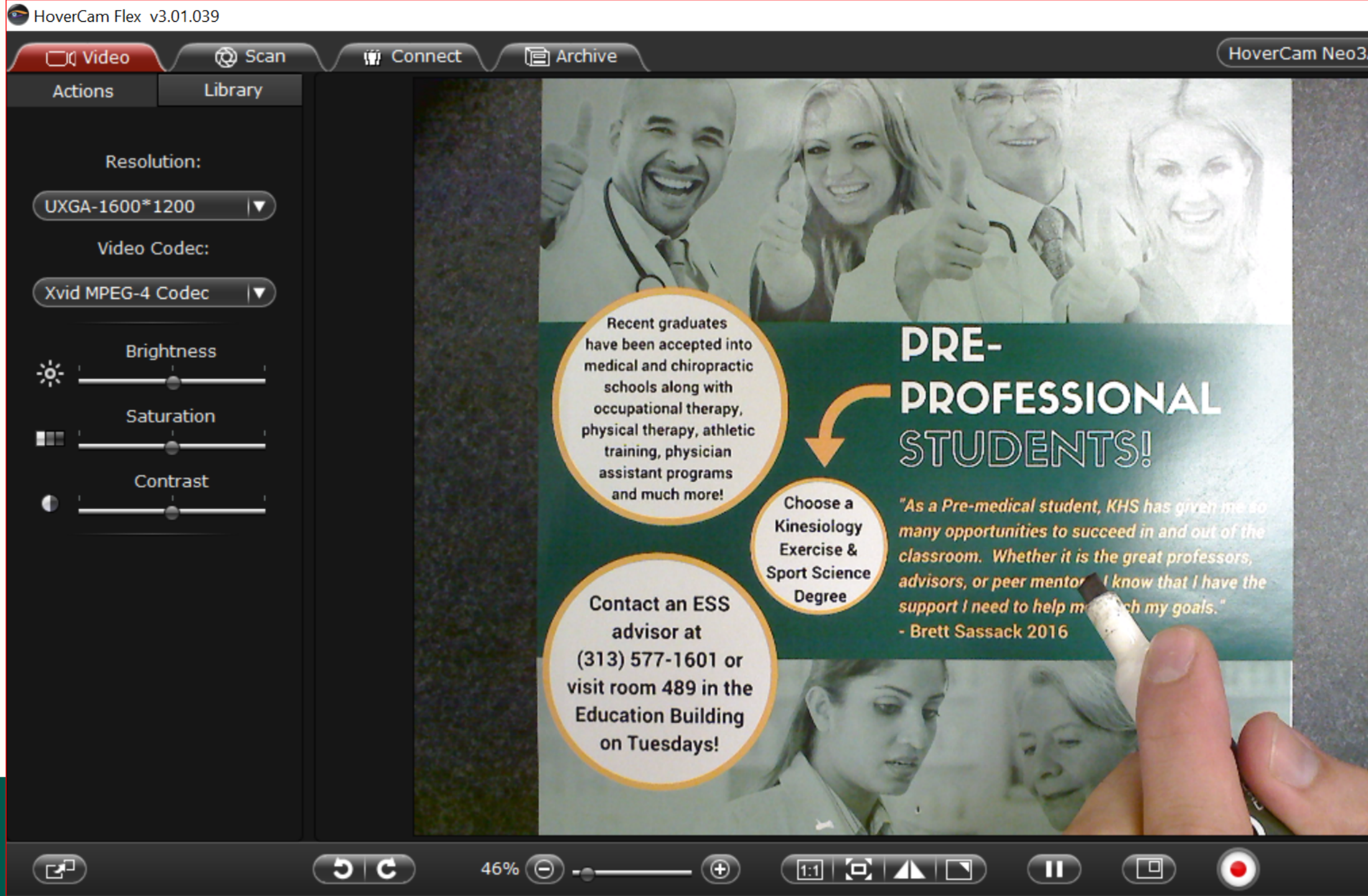
Call is in progress. [Click here to go back to the call screen.](#)



A **document camera** is installed on the teaching cart if you need to display physical lecture materials or perform longhand notation



While sharing your screen in Teams, turn on the document camera and select the HoverCam Flex software from the Windows start menu



We are here to help you and your students
during these unprecedented times.

C&IT Classroom Support

313-577-1154

csthhelp@wayne.edu

<https://tech.wayne.edu/help/classroom-support>

