



WAYNE STATE UNIVERSITY

Virtual/Hybrid Instruction with Zoom in General Purpose Classrooms

This tutorial will explain how to utilize **Zoom** 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

- Go to your Canvas course and set up a Zoom meeting for your upcoming class
 - For assistance, contact Canvas Faculty Support: **313-577-9457**
- 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
 - Log in to Canvas
 - Load your lecture materials on the PC
- If you encounter any technology problems, contact our help desk
 - C&IT Classroom Support: **313-577-1154**

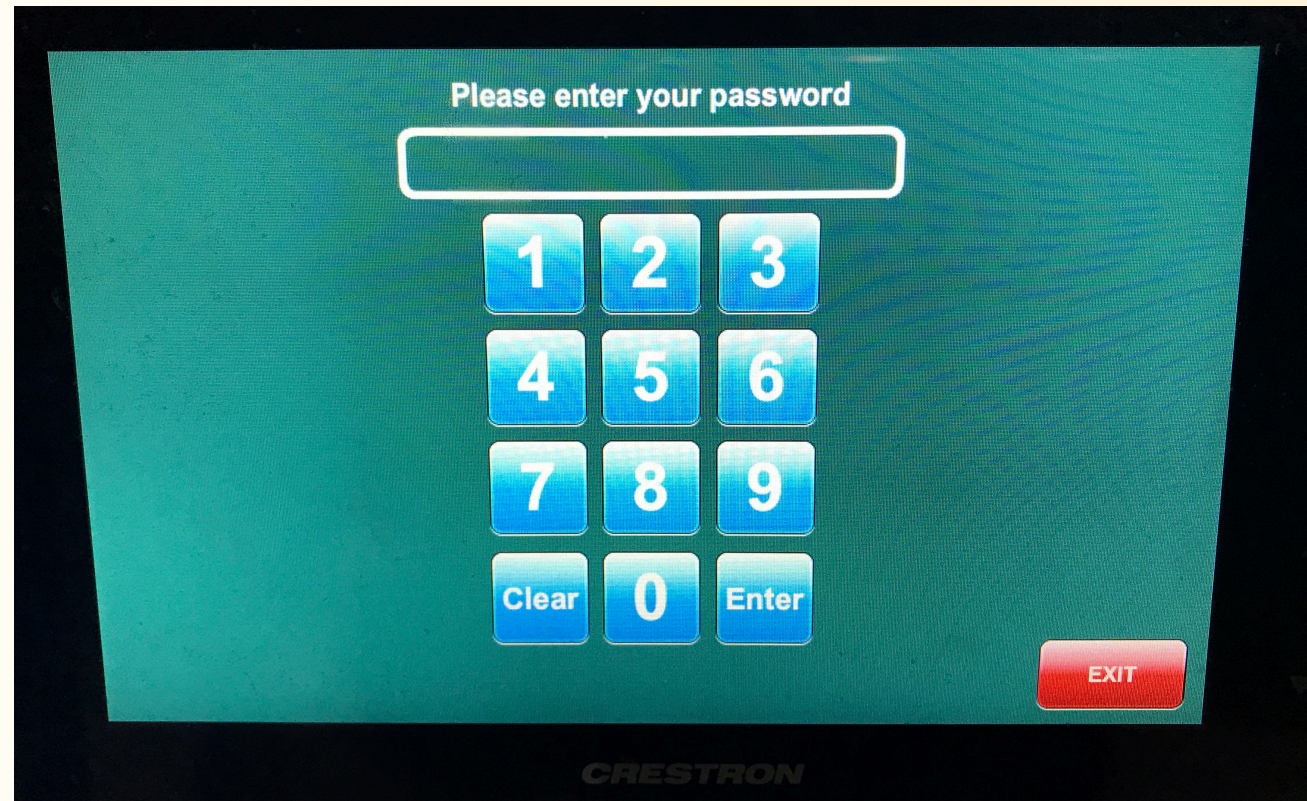


Laptops

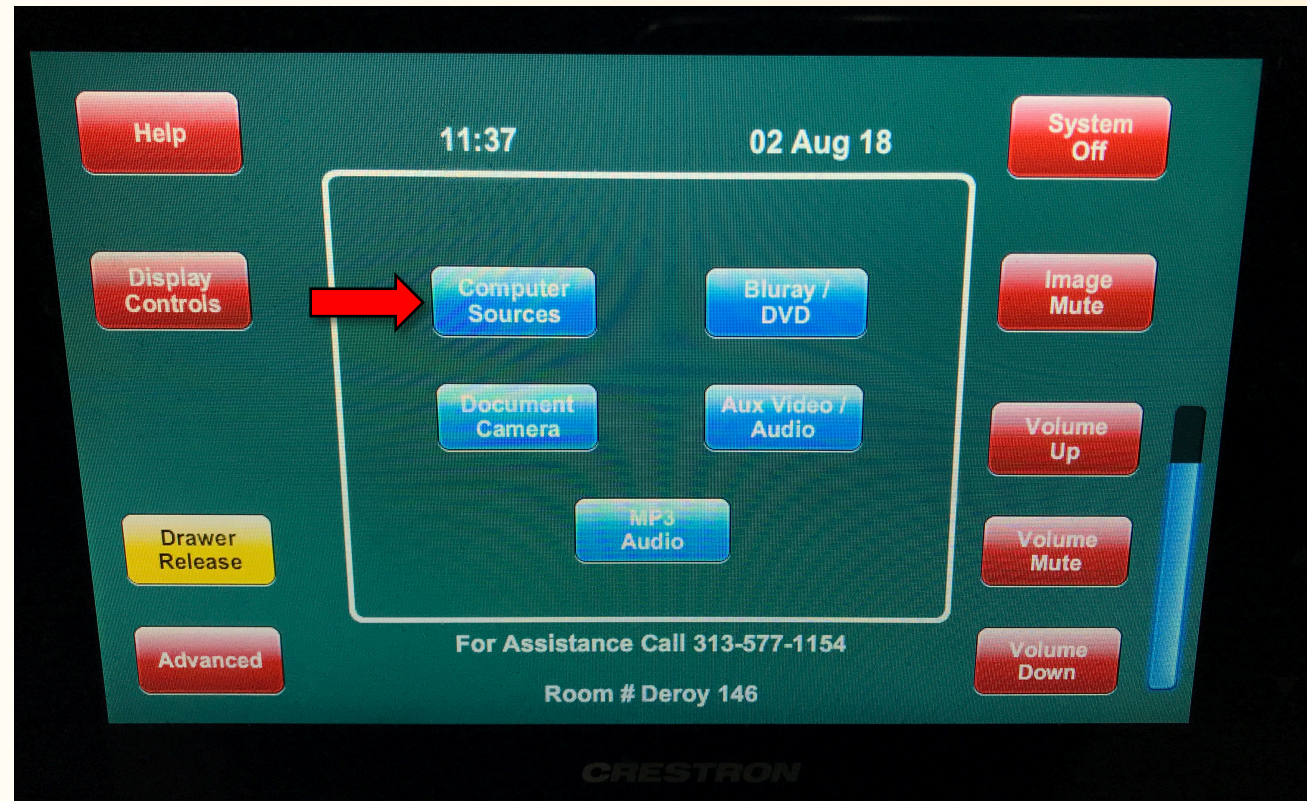
- Please note: the following steps will vary if you intend to connect your own laptop to the classroom technology
- In general, we recommend instructors use the PC installed in the classroom for the most reliable user experience for you and your students



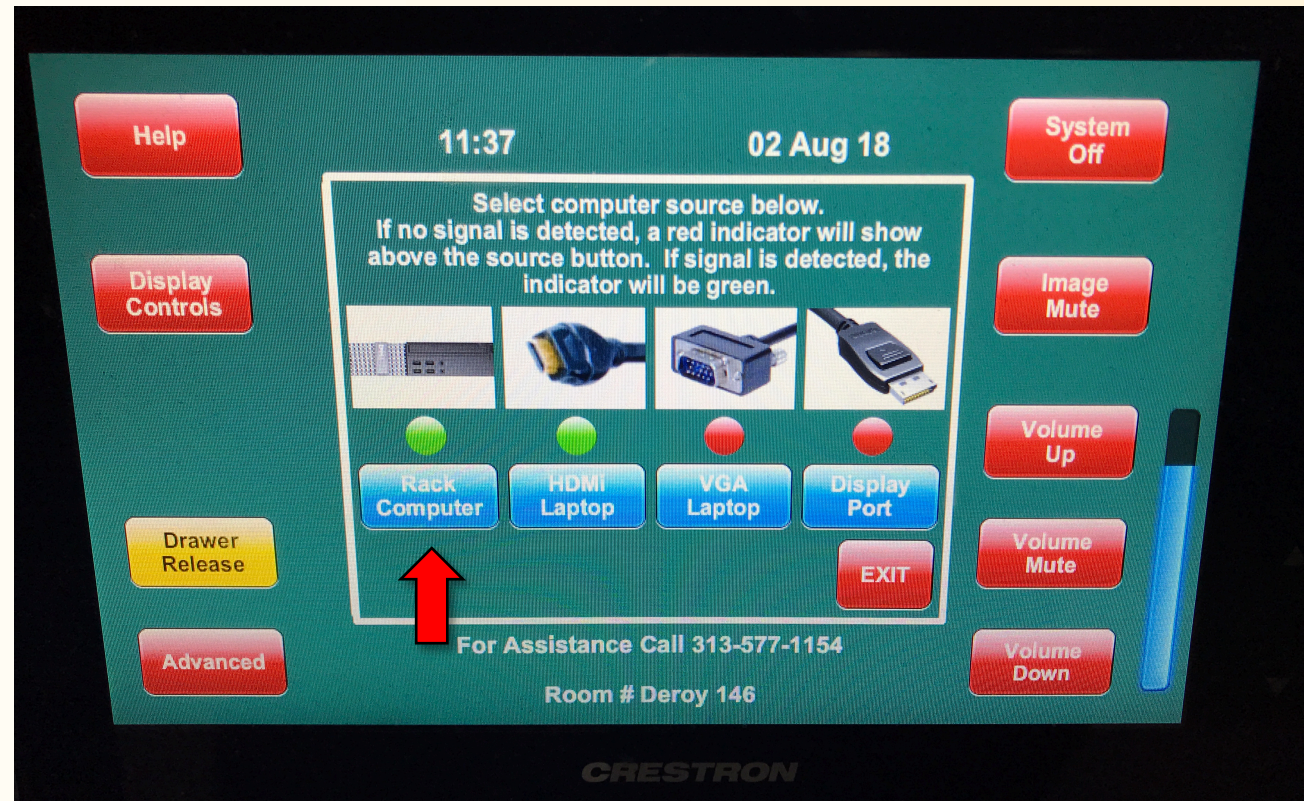
Unlock the touchscreen with 4-digit passcode



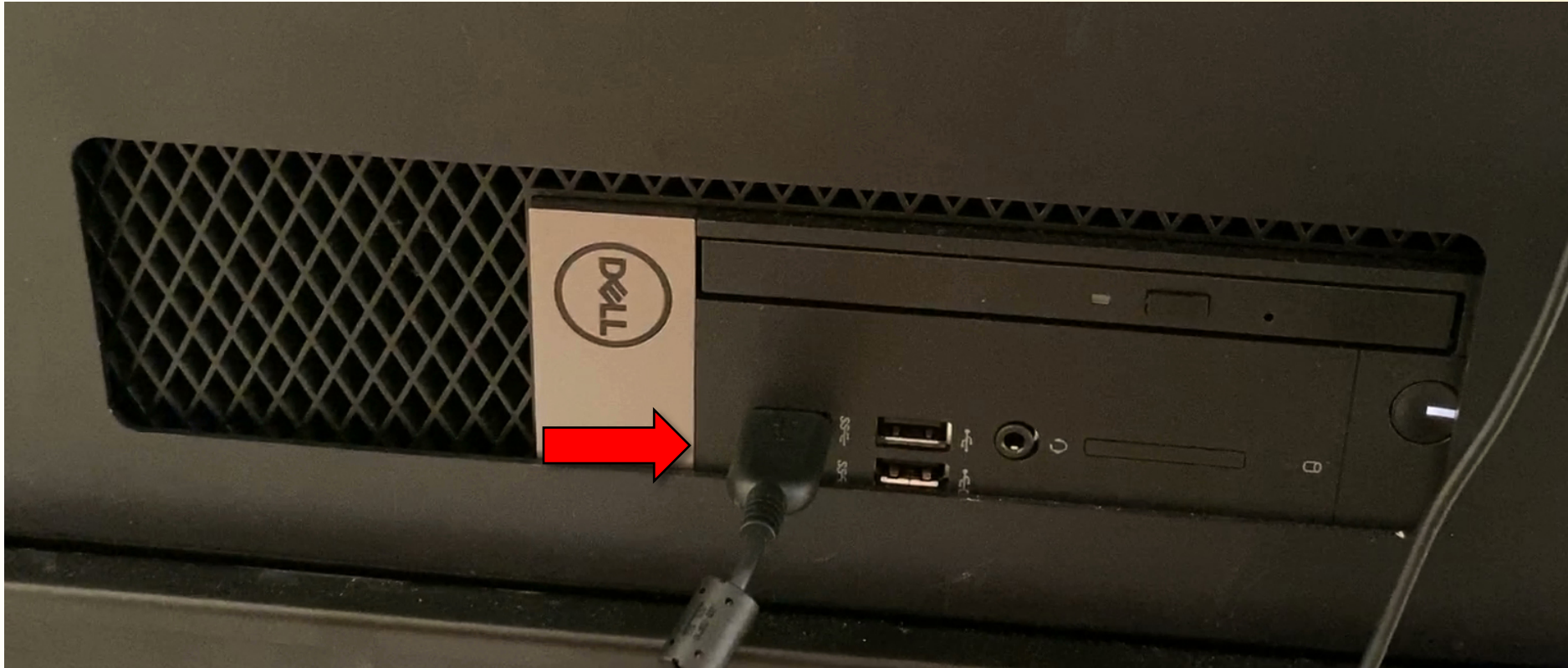
Select Computer Sources



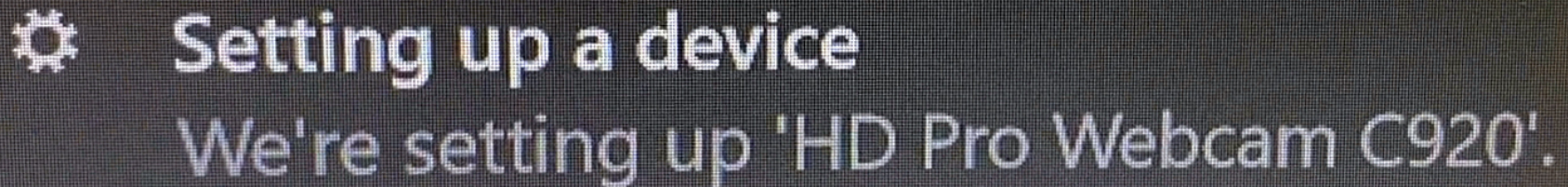
Select Rack Computer




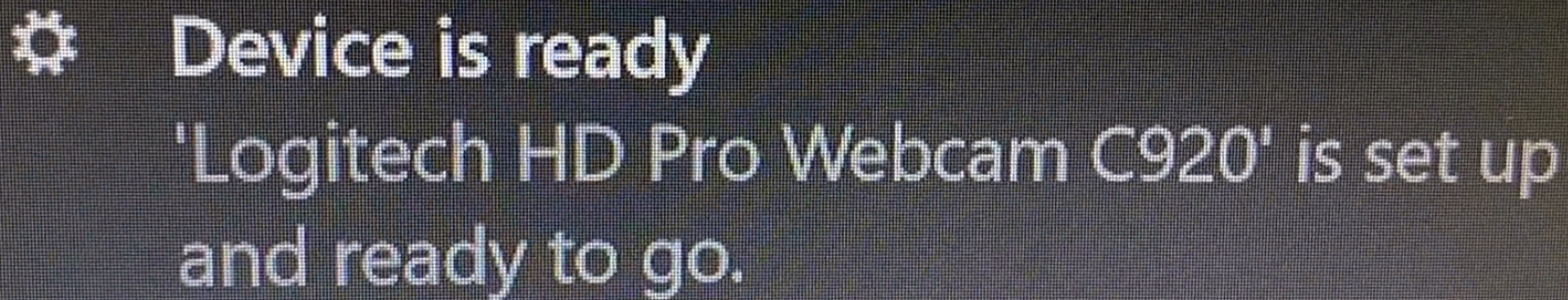
Connect optional webcam via USB port




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.



Log in to your Canvas course

Dashboard

canvas.wayne.edu

Dashboard

Account

Dashboard

Courses

Calendar

Inbox

Commons

Published Courses (4)

WARRIOR SAFE

Be Warrior Safe
Be Warrior Safe
Non-Term

STUDENTS: Introduction to Canvas

CIT_STUDENT_TRAIN
Non-Term

1

Coming Up

Nothing for the next week

Recent Feedback

Nothing for now

View Grades

Select Zoom from the sidebar menu*

The screenshot shows the Canvas LMS interface for a course named 'aj3635_01'. The browser address bar shows 'canvas.wayne.edu/courses/74394'. The sidebar menu on the left includes icons and labels for Account, Dashboard, Courses, Calendar, Inbox, Commons, and a help icon. The 'Zoom' option is highlighted with a red arrow. A green text box with a red arrow points to 'Zoom' and contains the text: '* The location of Zoom in this menu may vary depending on your course setup.' The main content area shows the course title 'aj3635_01 > Modules', a 'Non-Term' status, and buttons for 'View Progress', '+ Module', and a menu icon. Below these is a large hexagonal icon with the text 'Create a new Module'. On the right, the 'Course Status' section shows 'Unpublished' and 'Publish' buttons, followed by a list of actions: 'Import Existing Content', 'Import from Commons', 'Choose Home Page', 'View Course Stream', 'Course Setup Checklist', 'New Announcement', and 'Student View'.

Dutkewych_Course_01

canvas.wayne.edu/courses/74394

aj3635_01 > Modules

Non-Term

View Progress + Module

Course Status

Unpublished Publish

Import Existing Content

Import from Commons

Choose Home Page

View Course Stream

Course Setup Checklist


New Announcement


Student View

Create a new Module

* The location of Zoom in this menu may vary depending on your course setup.

Start your Zoom meeting

 Zoom



Account

Dashboard

Courses

Calendar

Inbox

Commons

aj3635_01 > Dutkewych_Course_01

Non-Term

Home

Announcements

Assignments

Discussions

Zoom


Grades

People

Pages

Files


Syllabus



Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). [✎](#)

[All My Zoom Meetings/Recordings](#)

[Schedule a New Meeting](#)



Upcoming Meetings


Previous Meetings

Personal Meeting Room

Cloud Recordings

[Get Training](#)

☐ Show my course meetings only

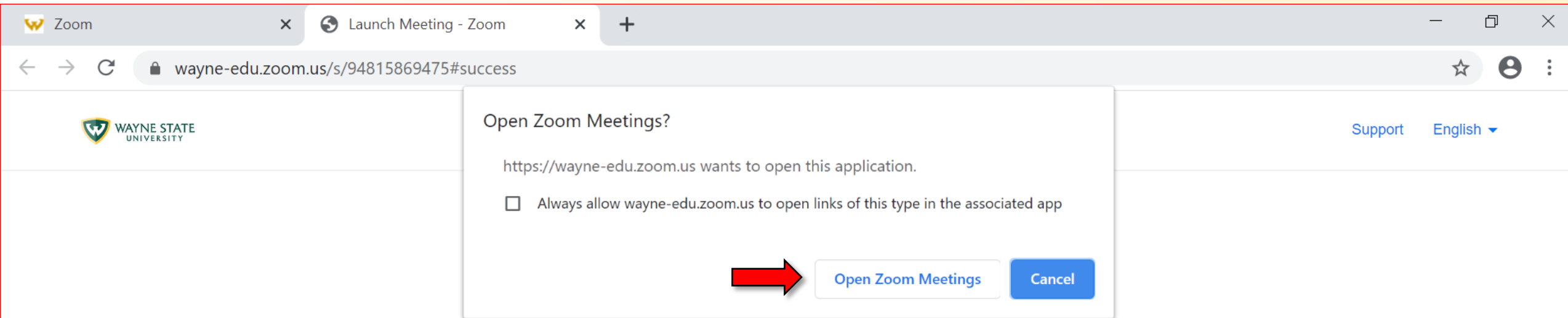
Start Time	Topic	Meeting ID	
Today 1:25 PM	Zoom Class (Wednesday)	948 1586 9475	<div><div></div><div>Start</div><div>Delete</div></div>

<

1

>

Click Open Zoom Meetings if prompted

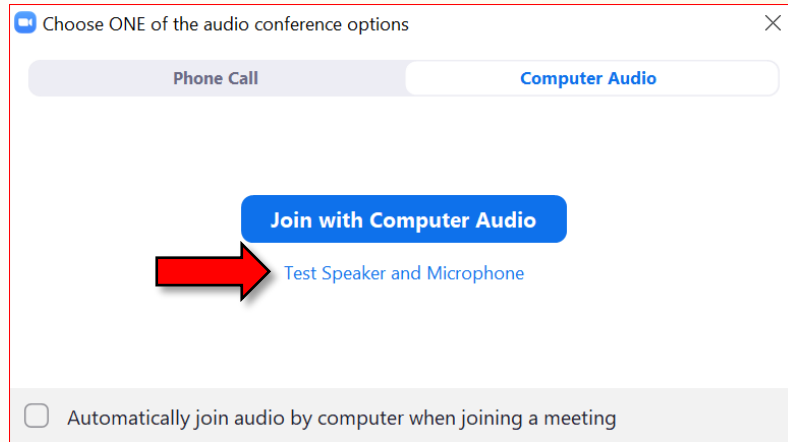


When system dialog prompts, click **Open Zoom Meetings**.

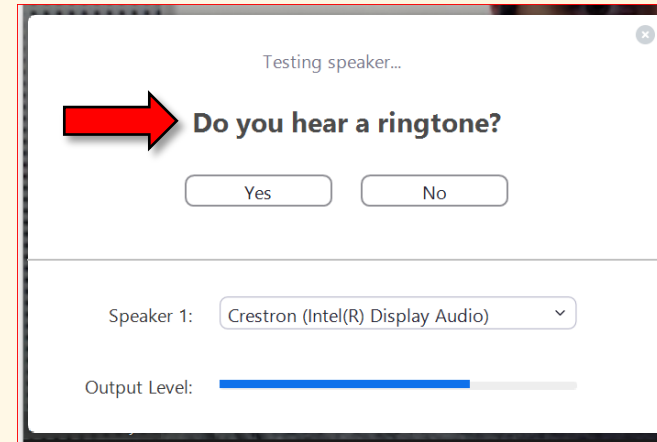
If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

Test Speaker and Microphone, then Join with Computer Audio

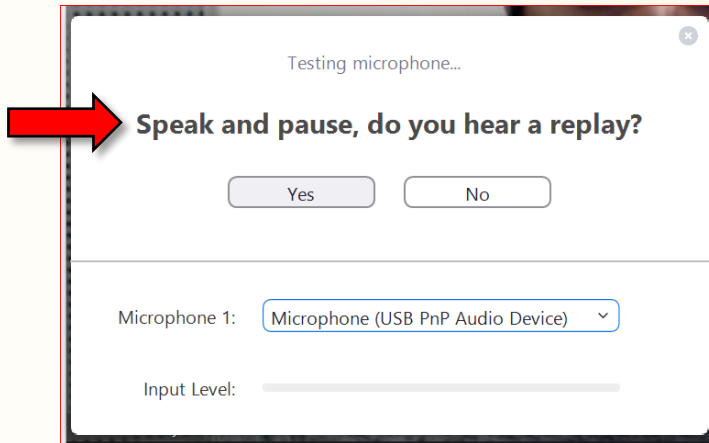
1.



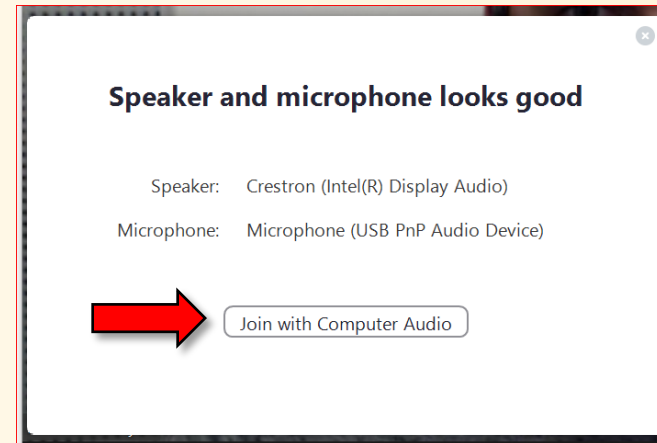
2.



3.



4.





You are
now
ready to
begin
your
lecture



Mute



Stop Video



Security



Participants



Polls



Chat



Share Screen



Record



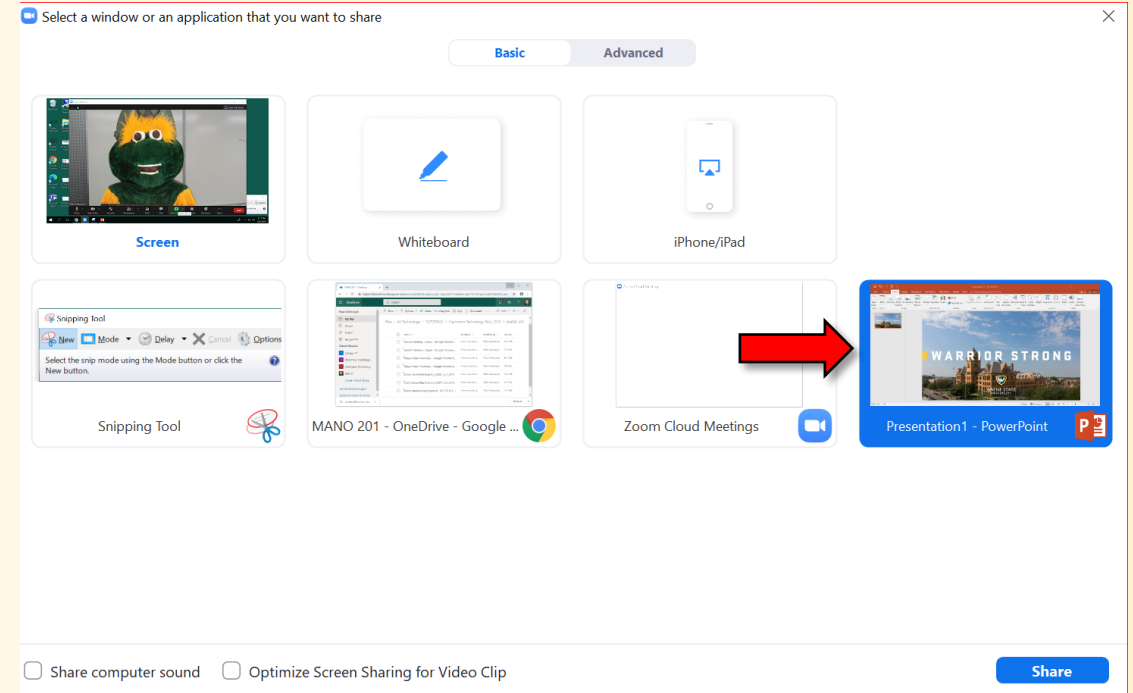
Reactions



More

End

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



Home

Insert

Design

Transitions

Mute

Stop Video

Security

Participants

Polls

New Share

Pause Share

Annotate

More

Sign in

Share

Pictures

Online Pictures

Screenshot

Photo Album

Shapes

SmartArt

Chart

Store

My Add-ins

Hyperlink Action

Comment

Text Box

Header & Footer

WordArt

Date & Time

Slide Number

Object

Equation

Symbol

Video

Audio

Screen

Images

Illustrations

Add-ins

Links

Comments

Text

Symbols

You are screen sharing

Stop Share

Pictures

Online Pictures

Screenshot

Photo Album

Shapes

SmartArt

Chart

Store

My Add-ins

Hyperlink Action

Comment

Text Box

Header & Footer

WordArt

Date & Time

Slide Number

Object

Equation

Symbol

Video

Audio

Screen

Images

Illustrations

Add-ins

Links

Comments

Text

Symbols

You are screen sharing

Stop Share

A small thumbnail image showing the Wayne State University logo and the text 'WARRIOR STRONG' over a background of a university building.

A large banner image featuring a photograph of the Wayne State University main building. Overlaid on the image is the text 'WARRIOR STRONG' in large, white, bold, sans-serif capital letters. Below the text, the Wayne State University shield logo is centered, with the words 'WAYNE STATE UNIVERSITY' in white capital letters underneath it.

A small video window from a Zoom meeting. It shows a green frog mascot with yellow hair and a yellow shirt, smiling. The window has a standard Windows-style title bar with minimize, maximize, and close buttons.

Notes

Comments

69%

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 Zoom, turn on the document camera and select the HoverCam Flex software from the Windows start menu



HoverCam Flex v3.01.039

Video Scan Connect Archive

HoverCam Neo3

Actions Library

Resolution: UXGA-1600*1200

Video Codec: Xvid MPEG-4 Codec

Brightness

Saturation

Contrast

Recent graduates have been accepted into medical and chiropractic schools along with occupational therapy, physical therapy, athletic training, physician assistant programs and much more!

PRE-PROFESSIONAL STUDENTS!

Choose a Kinesiology Exercise & Sport Science Degree

"As a Pre-medical student, KHS has given me so many opportunities to succeed in and out of the classroom. Whether it is the great professors, advisors, or peer mentors, I know that I have the support I need to help me reach my goals."

- Brett Sassack 2016

Contact an ESS advisor at (313) 577-1601 or visit room 489 in the Education Building on Tuesdays!

46%

1:1

11

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>

