Hybrid Classroom Guide

Buildings: 26, 27, 28, 32, 34, 35, 72, 97, 98: Hall 1, 14: Hall -103

Make sure to arrive at the classroom knowing: your university username and password, Zoom passwords, and passwords for the digital tools used during the lesson. It is recommended to upload the presentation and teaching materials to the course website on Moodle and conduct the lesson in the classroom using the local computer (desktop).
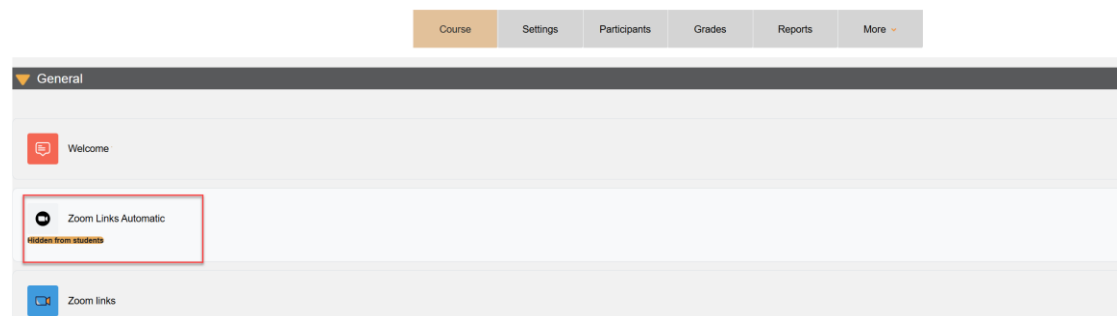
The system includes: local computer (desktop), control panel, camera:

1. Choose a teaching mode: **Lecture mode** (for lessons using a whiteboard)
2. **Projection mode** (for lessons using a presentation)

3. Log in to the desktop using your university username and password (At the end of the lesson, **make sure to log out** from the local computer)

4. Enter the course website on Moodle and click on "Zoom links Automatic.":
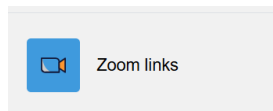
5. Start the Zoom meeting:

6. If a Zoom meeting link does not appear, you can generate one immediately from the "Zoom links". The recording will be automatically uploaded to the course website:

7. You can share the presentation from the local computer. It is recommended to upload the presentation and teaching materials to Moodle in advance or bring them on a USB drive. Every podium has a cable for connection.
   If you wish to present from your **personal laptop**, join the Zoom meeting from your laptop and share your screen.

   - To display the content on the classroom projection screen, **change the local computer settings from "Extend" to "Duplicate"** (Press **Windows + P** simultaneously on the local computer).
   - Alternatively, **drag the classroom computer screen display to the projection screen**.

8. **Camera settings**: On the control panel, choose the camera mode: continuous tracking, zone tracking, no tracking:

9. **Microphone control**: Turn on and mute the microphones (podium/wireless) as needed.

10. Now you can start teaching. At the end of the lesson, **make sure to log out** from the local computer.

Using a Laptop Instead of the Local Computer

It is recommended to use the **local classroom computer**, as it is connected to all audio and video components.

If you still prefer to connect your **laptop**, follow these steps:

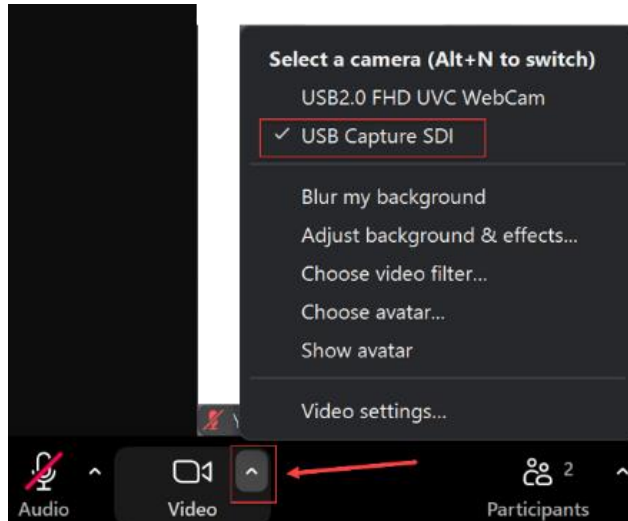1. Connect the laptop to the system using **HDMI + USB-A cables** or a **Type-C cable**.

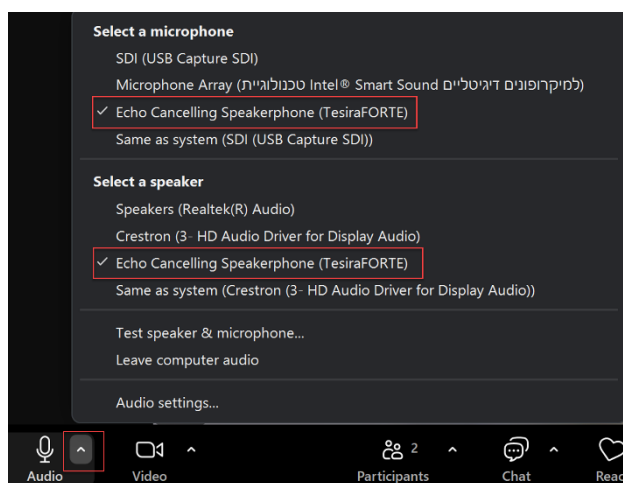2. Select the **input source** on the control panel:

3. Log in to Zoom from Moodle as per the previous instructions.

4. Select the **classroom camera** in Zoom's camera settings:

5. In **Zoom audio settings**, select **TesiraFORTE**:

6. In **small classrooms**, set Zoom's settings as follows:

- **Video**: USB Capture SDI

- **Audio**: Devio