Teaching with presentations (projection mode)
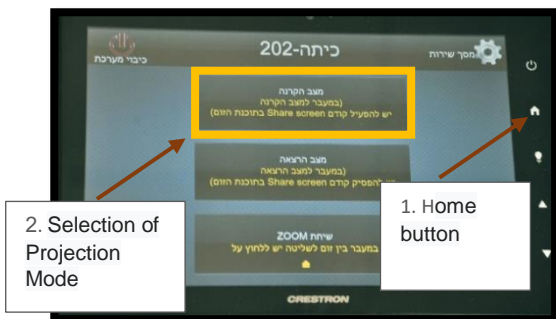
1. Touch the control screen to activate it.
2. Click the "Home" button on the right, then press "Projection Mode". After selecting Projection Mode, the projector will turn on, the screen will go down and the lights dim (in the large classrooms).

3. On the control panel, a new screen will appear: Microphone adjustment - here you can turn each microphone off/on and adjust its volume, but first press the ZOOM button (as showed in the following picture).


Left column controls the Madonna
Middle column controls an additional wireless microphone (if available)
Right column controls of the microphone attached to the podium

In all cases: lower button mutes the microphone, upper button is volume-up, and middle button is volume-down.

4. Turn on the little Madonna power button (a green light will illuminate), install the transmitter on the garment (preferably on a belt) and place the Madonna on the back so that the microphone is close to the mouth.
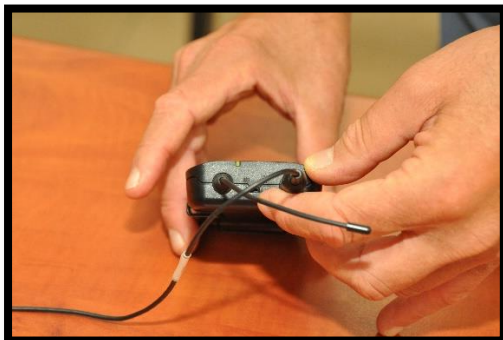

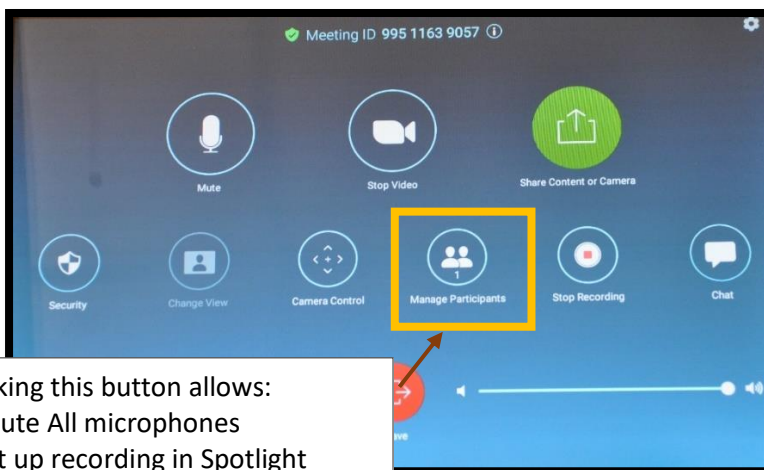5 .Check that the microphones are working and adjust their volume.

6. Click the "Home" button (on the upper right side of the control panel's frame), then click "ZOOM Call".

7. Click the Meeting List button on the screen in the left column (see picture below), the screen will show the scheduled lessons for this class.

8. Click on the appropriate link for your lesson and then click Start. This opens the zoom session for out-of-class participants. If you do not find your lesson on the list, go to section 19.
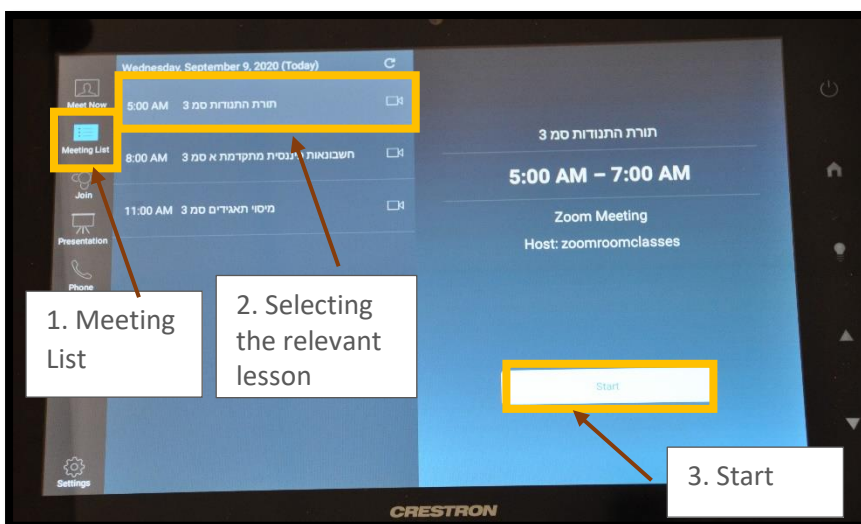

9. A screen will appear with the familiar options of a Zoom system.

10. Open the zoom session also on your personal laptop (from the course website on Moodle or from your zoom account on zoom.us), your username is defined as the co-host at this lesson.

11. First, mute your microphone on the laptop when you enter the zoom lesson. Then share your screen.

12. The students who participate in the lesson via zoom, enter by following the link posted on the course website on Moodle. They can see the screen you share in the center of their screen and the lecturer's photo in a small window.

13. It is recommended to press the Manage Participants button and turn off the microphones of the participating students remotely (Mute All) and also set the recording in Spotlight Video mode so that the recording focuses only on the lecturer and not on students asking remote questions.

14. It is recommended to start the lecture standing for a few seconds in the podium area so that the camera locks on you. After that, the camera will follow positioning you in the center of the frame. The camera tracks movement and in case it "lost" you, you should stand next to the podium.

15. Pay attention to questions from students participating remotely. Questions from the students participating via Zoom will be heard in the classroom speakers, however questions posited by students in the classroom will not be amplified and heard at home. We recommend to repeat the questions for the sake of the students participating via Zoom.

16. Please remember to stop sharing your computer screen when you move out of "Projection Mode" (otherwise the students at home will be able to see your laptop screen).

17. At the end of the lesson, click on the Zoom screen and then End Meeting for All.
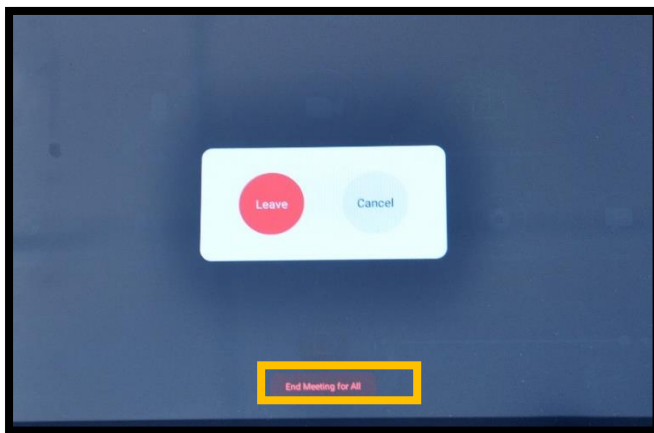

18. Important: Do not forget to turn off the Madonna microphone and leave it on the table in class. Each class has a specific Madonna that the system can absorb.

Troubleshooting

19. If your lesson does not appear in list of scheduled lessons for this classroom (bullet no. 8), please click on 'Meet Now' in the top left column at the control panel and then on the green Meet Now button (see photo).

1. Set up a new session

2. To begin a new meeting
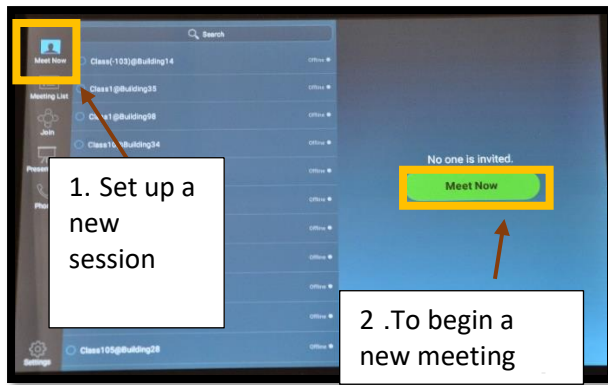
20. The zoom panel will open. Click on the information button (on the "i" at the right end of the caption above) and send the code to the students who participate remotely (via the course Moodle site, or through one of the students attending class). Please send the meeting ID and password (See details below.)
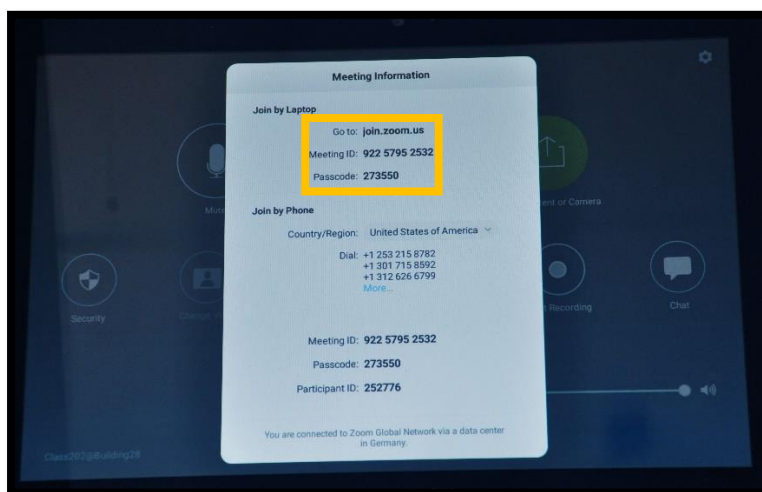
21. Log in to your zoom account, log in to the zoom session you opened.
22. Log in to the class zoom system, define yourself as a co-host.
23. Share your screen, and make sure you are in Mute on your computer.
24. Continue from section 12 above.