CLASSROOM TECHNOLOGIES FOR
TEACHING ON-CAMPUS OR VIRTUALLY/REMOTELY
FOR FACULTY USING INVIDIUAL VIDEOS

Before using the classroom technologies for face-to-face and/or remote learning, consider the following best practices when live streaming and/or recording your lectures for your students:

- **Be prepared to livestream and/or record all of your in-person course lectures**. Most classrooms will have limited capacity for those in physical attendance. It is important that you make your recordings available to all students in WTClass via Ensemble.
- **Maintain student privacy**. Recordings should only be shared with learners in the current semester and section in WTClass via Ensemble.
- **Remove all lecture recordings from your Ensemble library at the end of each semester.** Due to limited storage in Ensemble, please delete your lecture recordings as your courses end. You can download, save, and store any recordings you wish to keep on your computer or in OneDrive.
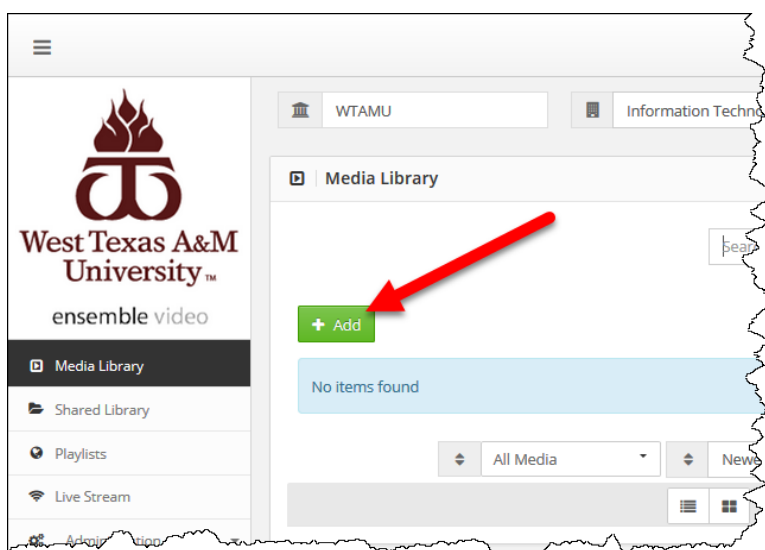
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PART 1: STEPS YOU CAN COMPLETE PRIOR TO THE START OF THE TERM

STEP 1: CONFIRM YOU HAVE AN ENSEMBLE ACCOUNT

1. Go to https://ensemble.wtamu.edu/ and log into the WT Ensemble Video web interface using your WT Single-Sign-On credentials.

2. Locate the green **+ Add button** on your homepage:

   a. **If you see** a green **+Add button** on your home page in Ensemble—you have an Ensemble account and can continue to the next section.

   b. **If you do not see** a green **+Add button** on your home page in Ensemble—email itsc@wtamu.edu to request an Ensemble account.

STEP 2: SET UP YOUR ZOOM SESSIONS IN WTCLASS

It is highly recommend that all Zoom sessions for classes be setup within WTClass. This provides additional security for each Zoom meeting by requiring students to login to WTClass before they are able to access and join any Zoom meeting for class.
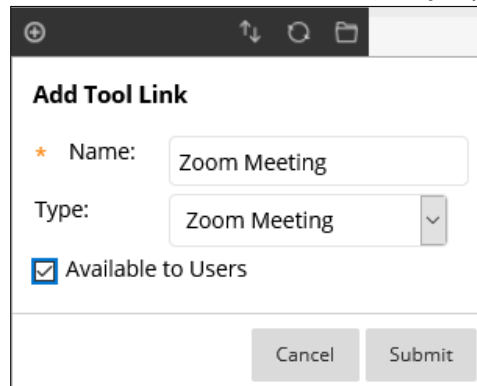
ADDING ZOOM TO A COURSE

By default students do not have access to Zoom Meetings. You have the option to add a Zoom Meetings link into your course menu or content area, such as Lessons, for them to access. There are multiple ways to add a link to your Zoom meetings in WTClass.

1. Add a Link to the Course Menu
2. Add a Link within a Content Area
3. Let Students Access from the Tools Area
4. Conditional Release of the Zoom Link

OPTION 1: ADD A LINK TO THE COURSE MENU

Log in to WTClass and open the course where you would like to add Zoom.

1. In the Course Menu, hover over **+**

2. From the pop-up window, choose **Tool Link**.

3. Complete the Tool Link options.
   - o **Name**: Enter the title you would like displayed for the Zoom link in your course navigation.
   - o **Type**: Select the option that matches the label you designed during the initial setup, e.g. Zoom Meeting.
   - o **Available to users**: Check this option so that students can see the link to the Zoom meetings. **NOTE**: *Leave this option unchecked if you do not want students to have access to the link and instead use it for your Zoom access.*
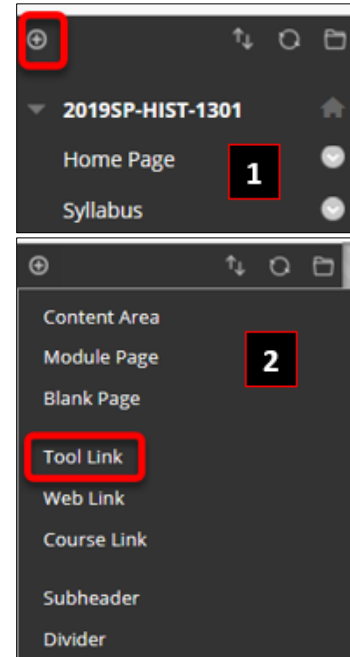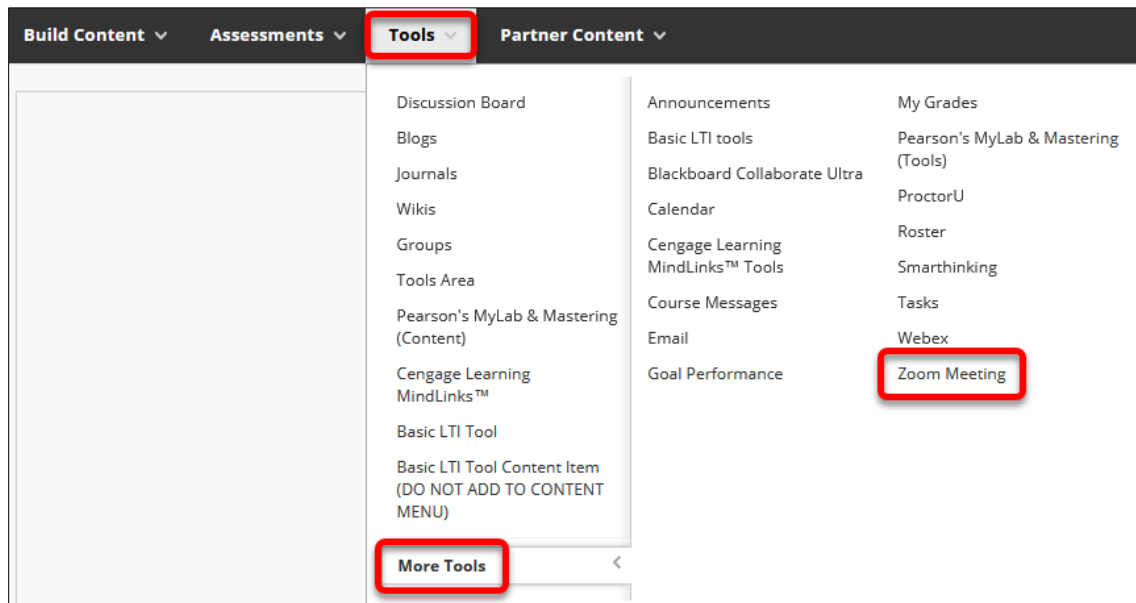
4. Click **Submit**.

OPTION 2: ADD A LINK WITHIN A CONTENT AREA

Log in to WTClass and open the course where you would like to add Zoom.

1. Within a Content area, such as Lessons, move your mouse over the **Tools** area, select **More Tools**, and select **Zoom Meeting**.


2. On the page that appears click the **Submit** button. No changes are needed on this page.

See also Conditional Release of the Zoom Link below for ways to allow only specific students access to the Zoom link.
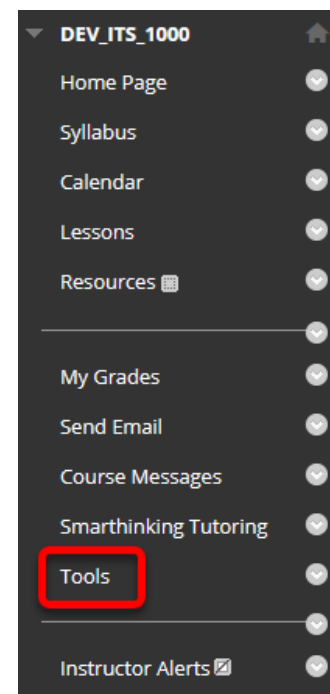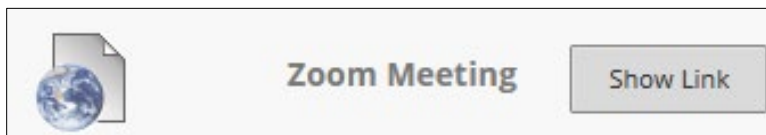
OPTION 3: LET STUDENTS ACCESS FROM THE TOOLS AREA

Log in to WTClass and open the course where you would like to add Zoom.

1. In the Course Menu, click on the **Tools** link.

2. Locate the **Zoom Meeting** option.
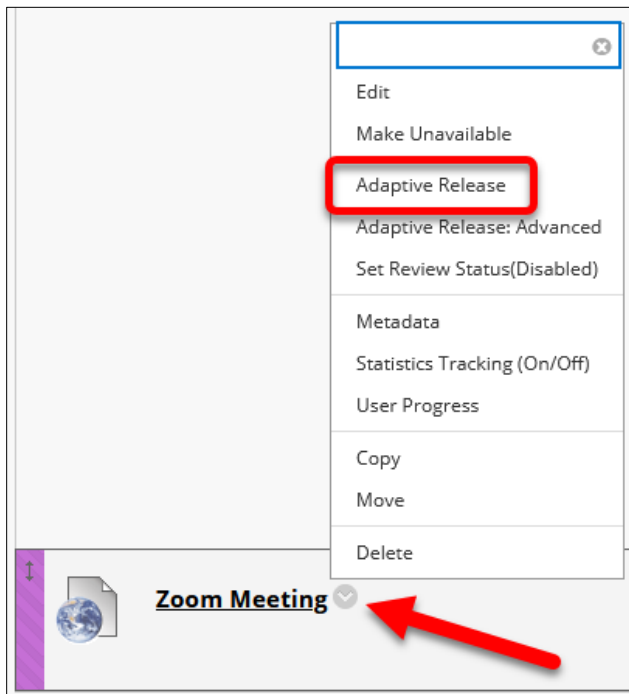
3. Ensure that the button says "**Hide Link**"
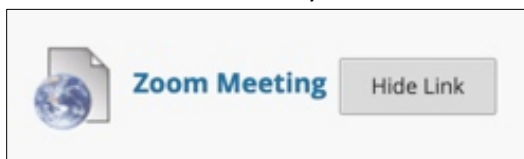
4. If the button says "**Show Link**" click on the **Show Link** button to make the link available to students.

OPTION 4: CONDITIONAL RELEASE OF THE ZOOM LINK

Some faculty may choose to only allow specific students access to the Zoom meeting link. You can conditionally release a Zoom by:

1. Setup the Zoom link by adding the link in the content area. See [Add a Link within a Content Area](#) in this document).

2. Select the dropdown menu for the Zoom Meeting link and select the **Adaptive Release** option.

3. Locate the Membership section. Select the **Browse…** button.

4. Select the **checkbox** next to the student(s) to have access to the Zoom Meeting link, and click **Submit**.

5. Skip/Ignore the Groups area of Membership, and all other areas on this page.

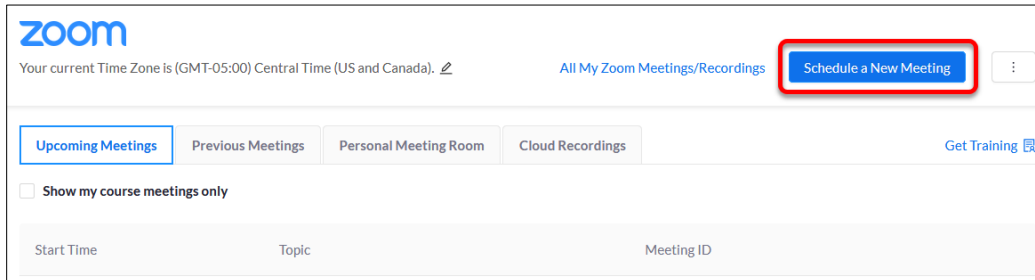6. Click the **Submit** button at the bottom of the page.

This setting will allow only those you select to have access to the Zoom Meeting link. You can add and/or remove additional students at any time during the semester.

ACCESS ZOOM

Click on the **Zoom Meeting** link you previously created in the course menu, the link within the content area, or the link within the Tools area.
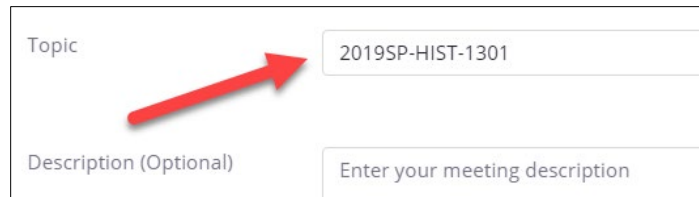
1. Click the Zoom Meeting link in your course menu, content area, or Course Tools, if you are not already there.

2. Click **Schedule a New Meeting** in the upper right corner of the page.

3. Select the following settings for the meeting:

   o **Topic:** Choose a topic/name for your meeting. By default the course name will be added.
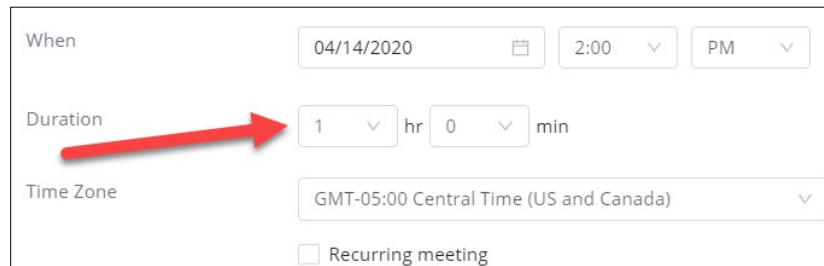
   o **When**: Select a date and time for your first class meeting. **NOTE**: *You can always start the meeting early, so you do not have to add additional time before in case you want to enter the meeting early.*

   o **Duration**: Choose the approximate duration of your class. **NOTE:** *This is only for scheduling purposes. The meeting will not end once this length of time has passed.*

o **Time Zone:** By default, Zoom should use Central Time. Click on the drop down to select a different time zone.
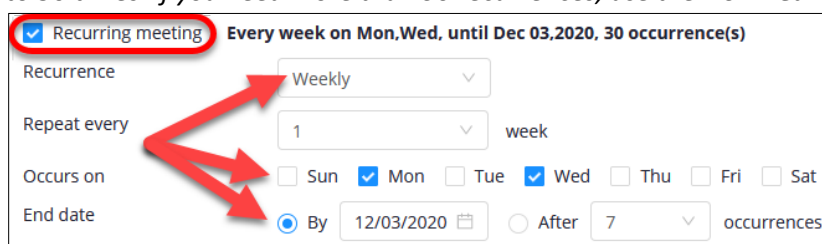
o **Recurring meeting:** Select Recurring meeting, change Recurrence to **Weekly**, select the day(s) your class meets and set the **End date** to the last day of the term. It can recur up to 50 times. *If you need more than 50 recurrences, use the **No Fixed Time** option.*
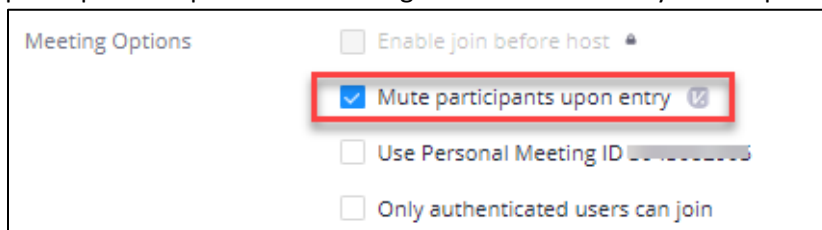
o **Video**: Select to leave the video **Off** for Host and Participant to start the meeting. You and your students will still have the option to start video after entering the meeting.

o **Meeting Options:** Select the option to **Mute participants upon entry**. Muting participants helps to reduce background noise that may occur upon entering.

o Leave the options for "**Only authenticated users can join**" and "**Use Personal Meeting ID**" unchecked. These may prevent students from accessing the meeting.

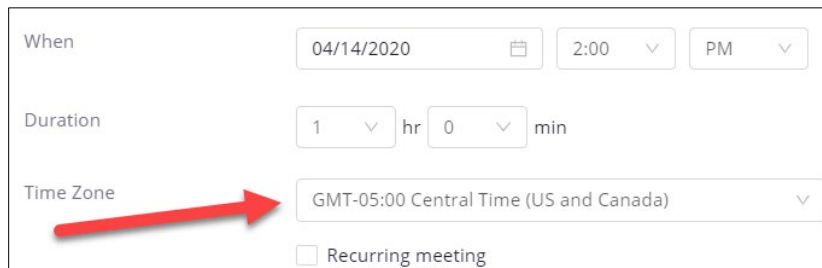o (*Optional*) **Record the meeting automatically**: If you plan to record your meetings, select the option to **Record the meeting automatically**, and then select the option to record **In the cloud** so that your recording is automatically is placed into your Ensemble account within 24 hours. For more information, see Record & Share a Zoom Meeting in WTClass

o **Alternative Hosts**: Additional faculty in your course may be listed here. You cannot add or remove Alternative Hosts within WTClass at this time. To add an alternative host, edit

your meeting at http://wtamu.zoom.us. For more information, see Designating an Alternative Host in the WTAMU Zoom Website.

4. Click **Save**.

PART 2: STEPS TO COMPLETE DURING AND AFTER EACH CLASS MEETING

After completing all of the pre-planning your courses steps from Part 1, you will be ready to do the following steps in the classroom before each class meeting.

STEP 1: TURN ON THE CLASSROOM PROJECTION SYSTEM BY PRESSING THE TOUCHSCREEN CONTROL PANEL TO START

STEP 2: CHOOSE PC AS THE SOURCE ON TOUCHSCREEN CONTROL PANEL

STEP 3: LOG IN TO THE COMPUTER USING YOUR WT CREDENTIALS
(YOU WILL NOT HAVE TO DUO IN THE CLASSROOM.)

Note: If at any time the ViewBoard monitor does not show the computer desktop, you will need to press the first button on bottom right-side of the ViewBoard.

If you see this on the monitor…   **…Press this button at the bottom of the monitor.**
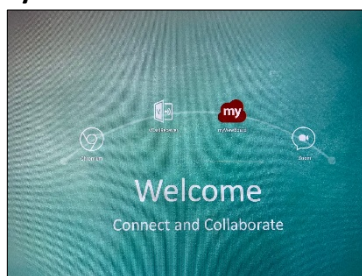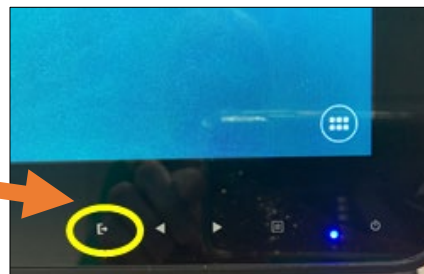
Firefox should automatically open and take you to the Single Sign On page to log into WTClass.

STEP 4: OPEN ANY CONTENT FILES/APPLICATION(S) YOU WILL USE DURING CLASS
(PPT, WORD, PDF, DOC CAM, ETC.)

If you plan to switch between applications during class, be sure to open all files/apps you plan to use. Since you will be sharing your screen you can toggle back and forth between apps. The app that is active on your screen will be seen by all students in the classroom and virtually.

If you use the Document Camera (Doc Cam) or whiteboard, please see the additional information at the end of this document.

STEP 5: ACCESS YOUR WTCLASS COURSE, START ZOOM SESSION

1. Login and **access your course** in WTClass.

2. Select your **Zoom link** and click on the "**Start**" button to start your Zoom session for the current day.

3. If this is your first time using Zoom in a specific classroom, you will have to **download a small Zoom file**. A window will open up, click on the button to "Save File". If the Save box does not automatically appear, you will need to click "download & run Zoom."
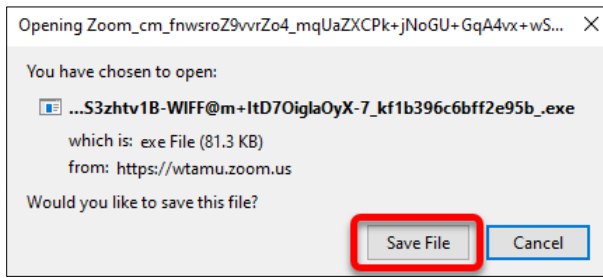
Once saved, it will minimize to the download area, click the down arrow on the browser and select the Zoom file.
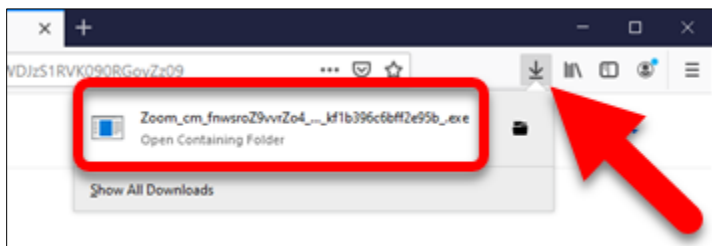
This will take approximately 1-2 minutes to download and run.

4. Once the program has downloaded, you will be connected and see this dialog box:
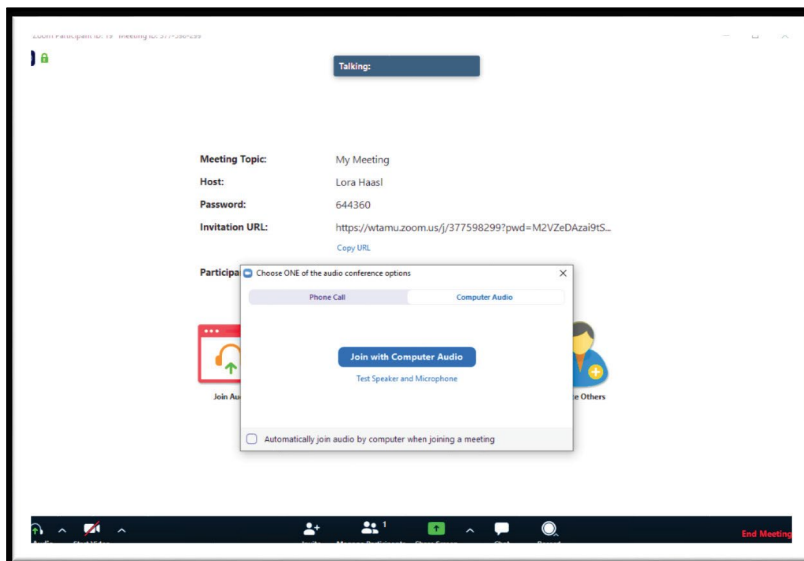
5. Select the **Join with Computer Audio** button.

6. The first time you access Zoom you will need to set the video and audio settings for the room. In Zoom, **check your microphone and camera settings.**
   - By default, your audio and video are likely "Off".
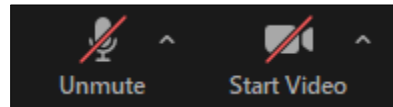
      i. Select the **microphone** icon to unmute the microphone for students to hear you.
      ii. For students to see you, select the **video camera** icon to unmute the video for students to see you.

For larger classrooms, Rooms: AGS 102, AGS 104, AMA 13, AMA 15, CC 301 CC 331, CC 335, CC 401, CC 428, CC 429, CC 433, HELC 9, MMNH 189, NSB 101, NSB 102, NSB 103

In each classroom, before your first Zoom meeting, ensure your Microphone and Video are set to the room audio and video. Once set in a room, each additional Zoom meeting should use the same settings.

Setup for Audio:
Select the up arrow next to the microphone.
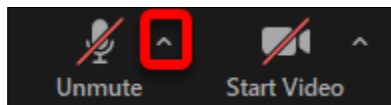
Select the option for **Microphone (USB PnP Audio Device)**
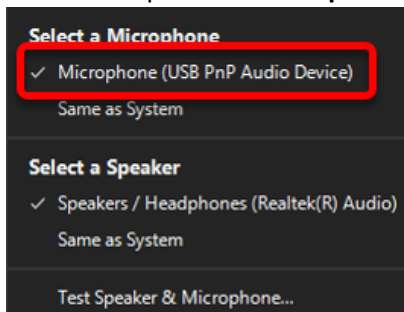
Setup for Video:
Select the up arrow next to the video camera.
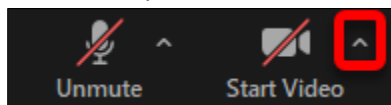
Select the option for **RoboSHOT USB**
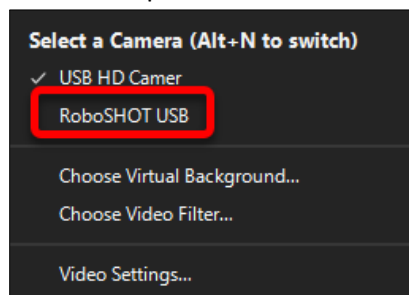
For smaller classrooms, all others not listed above:

In each classroom, before your first Zoom meeting, ensure your Microphone and Video are set to the room audio and video. Once set in a room, each additional Zoom meeting will should use the same settings.

Setup for Audio:

Select the up arrow next to the microphone.
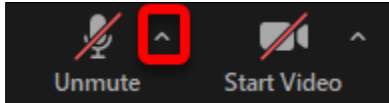
Select the option for **Echo Cancelling Speakerphone (ConferenceSHOT AV)**
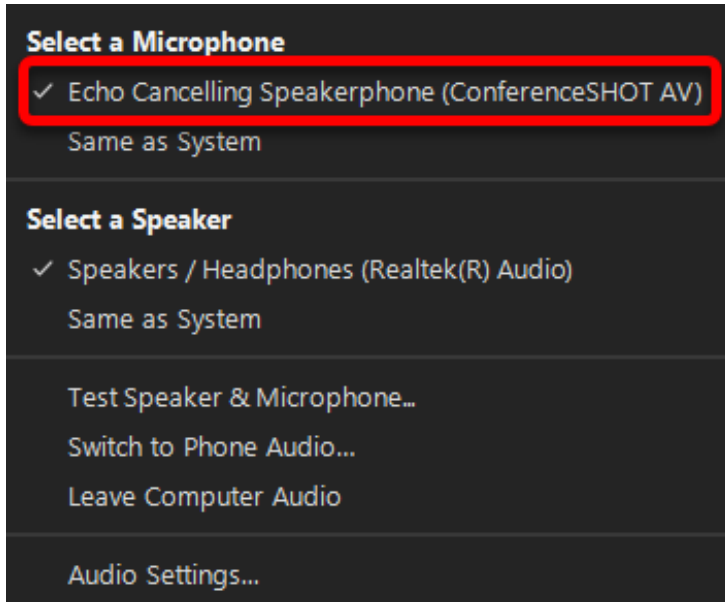
Setup for Video:

Select the up arrow next to the video camera.
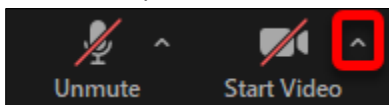
Select the option for **ConferenceSHOT AV**
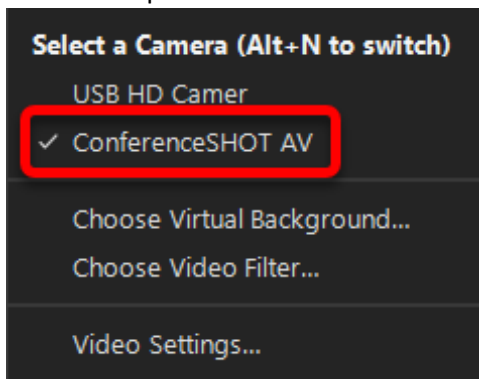
STEP 6: SHARE CONTENT IN ZOOM SESSION
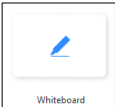
Share Your Screen

1. Once Zoom has opened, click on the "**Share Screen**" button at the bottom of the screen.

2. Select the option to **Share the Screen** (not an individual application).
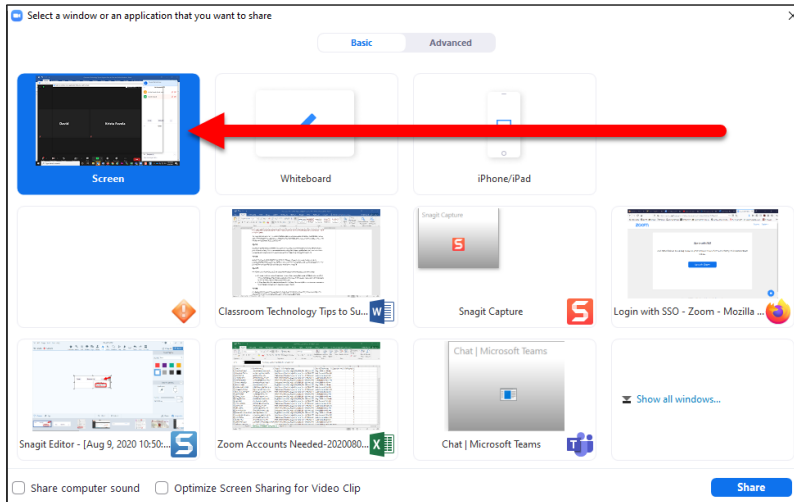
Note: It is recommended that you **select the option for sharing the entire screen** over an application. This ensures that if you switch between applications such as PowerPoint, browser (WTClass, YouTube, etc.), Word, etc. your students will always be able to see your content that is being displayed without the need to stop and/or share a different application.

Using the Zoom Whiteboard

1. Click the **Share Screen** button located in your meeting tool bar.

2. Click **Whiteboard**.

3. Click **Share**.

4. The annotation tools will appear automatically, but you can press the whiteboard option in the meeting controls to show and hide them.

5. Use the page controls in the bottom-right corner of the whiteboard to create new pages and switch between pages.

   Note: Only the participant or host that started sharing the whiteboard has access to create and switch pages.

STEP 7: END ZOOM SESSION

1. When your class is over, select the **Stop sharing** button at the top of the screen**.**

2. Select the option to **Leave** and choose **Leave Meeting for All**
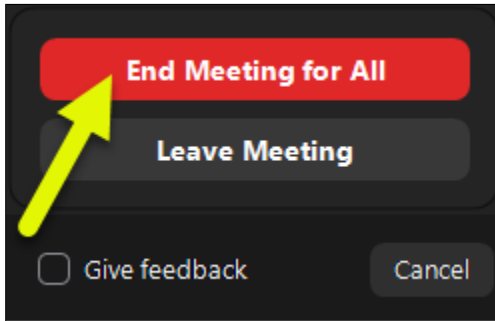
STEP 8: LOG OUT OF COMPUTER (TURN OFF SYSTEM IF YOU ARE THE LAST PERSON IN THE ROOM FOR THE DAY.)

Sign out of the computer by clicking on the **windows icon** in the lower left corner of the screen, selecting the icon with the **silhouette of a person** (likely next to your name) and selecting **Sign out**.
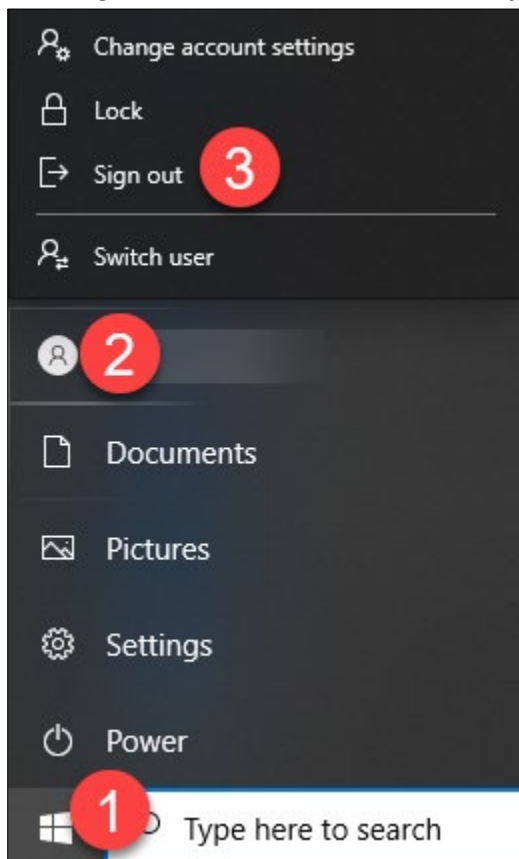
This step must be completed after each class recording or students will not see the class meeting video in WTClass.

Faculty have different options for how individual videos are provided to students:

- **Individual video** (professor adds each video)
- **Individual video by individual student** (professor adds each video and select students to view single video)

For instructions on how to provide student access to a playlist of videos instead of individual videos please see the specific documentation.

1. Go to the Lessons area (or other content area) in WTClass, click on the **Build Content** button and select **Ensemble Video Chooser 5.0**.
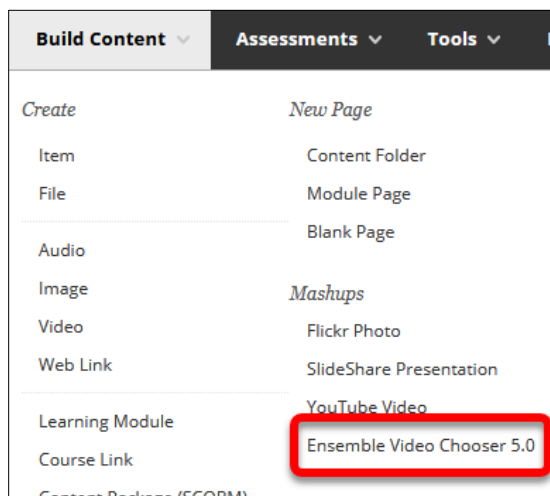
2. While in the **Choose Media** tab, locate the video.
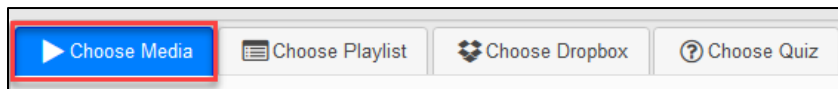
3. Click the green plus button **+ Choose** next to the video you want to insert.

4. Select the desired option for how the video will display to students:

- **Video Link** (*Recommended*) – students click on a link and the video will open in a new window. This option allows tracking: who watches this video, how long they watch it, and if they watch it more than once.
- **Video Player** – students see an embedded player. This option does **NOT** allow for the video to track individual student access, only number of views and average watch length.

5. Click **Save** to insert the video into your WTClass course.
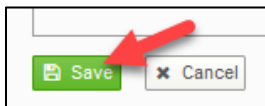
OPTIONAL: CONDITIONALLY RELEASE THE VIDEO TO SELECT STUDENTS

Some faculty may choose to only allow specific students access to the recording Zoom video. You can conditionally release a Zoom by:

1. Select the dropdown menu for the Ensemble Playlist link and select the **Adaptive Release** option.

2. Locate the Membership section. Select the **Browse…** button.

3. Select the **checkbox** next to the student(s) to have access to the Zoom Meeting link, and click **Submit**.

4. Skip/Ignore the Groups area of Membership, and all other areas on this page.

5. Click the **Submit** button at the bottom of the page.

This setting will allow only those you select to have access to the Ensemble Playlist link. You can add and/or remove additional students at any time during the semester.

This step must be completed after each class recording or students will not see the class meeting video in the playlist in WTClass. WTClass will auto update the playlist after you assign the video to the playlist in your Ensemble Video Library.

1. **Access Ensemble** at https://ensemble.wtamu.edu

2. **Locate the video you recently recorded**.
   Please note, this may take up to 24 hours to render after your class meeting depending on the number of videos being recorded at any one time each day.

3. Under you video, click on the **Publish** button.

4. Select the **checkbox for the specific class Playlist** you created for this course.
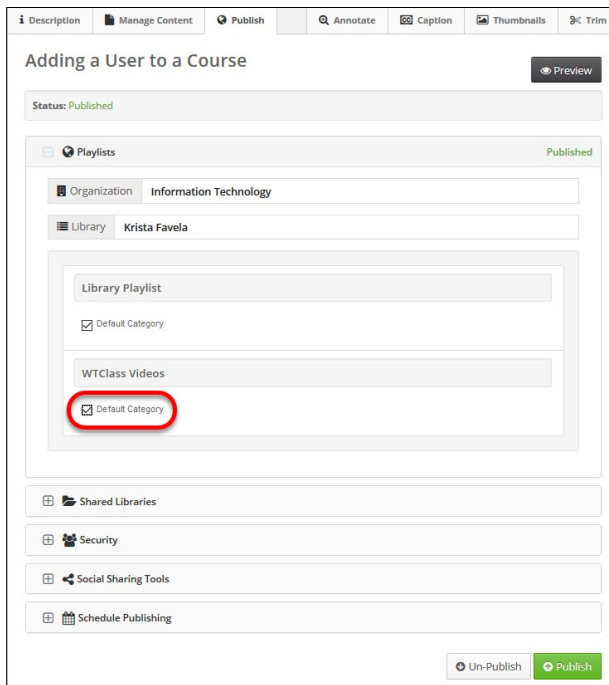
5. Click the **Publish** button. Video will be automatically added to the playlist you added to your course in WTClass and students will immediately have access to the video.

ADDITIONAL TIPS TO SUPPORT FACE-TO-FACE AND REMOTE STUDENTS

According to Irvine, Code, & Richards (2013) multi-access learning is used as a framework to provide students in both face-to-face and online contexts a personalized learning experience while engaging as a part of the same course. Multi-access learning places the student at the center of the learning experience with the ability to choose how they want to access the course. As faculty begin the next semester, our team of instructional designers created Classroom Technology Tips to Support both Face-to-Face and Remote Students. Review these tips to help you prepare for your upcoming semester.
Reference: https://jolt.merlot.org/vol9no2/irvine_0613.htm

CLASSROOM MANAGEMENT AND CONNECTING WITH YOUR VIRTUAL STUDENTS: TIPS FOR ZOOM

Through Zoom and the new classroom technologies, faculty will be able to lecture to both face-to-face and students attending virtually. Faculty can use Zoom to provide students access to lectures during class times and record for students to watch later.

Tip #1

Share your entire screen (instead of an application) during Zoom meetings to allow students to view your lecture and any other resources you will be using. Selecting an application may result in students not seeing your resources if you switch to a different application during the session. (Ex. PowerPoint, Doc Cam, Excel, Website).
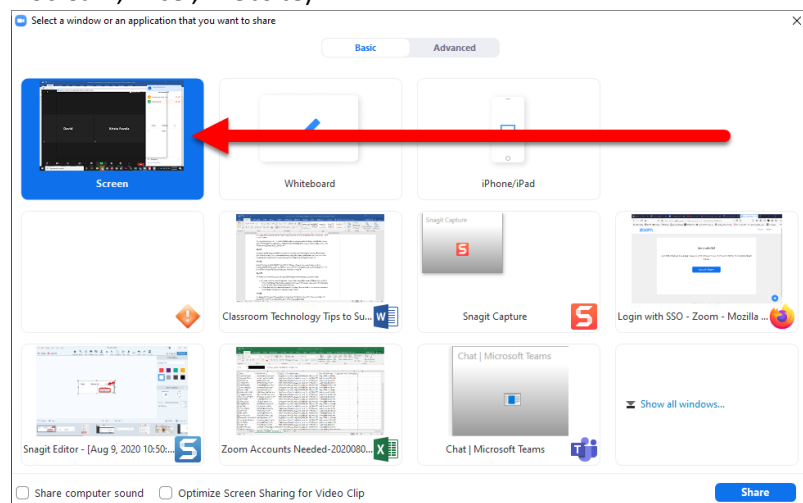
Tip #2

Be sure to set up expectations for using Zoom with your students. Please let them know your expectations for muting mics, use of video, participation, use of backgrounds, and quiet space to focus. (See additional tips below for additional information on these.)

Tip #3

Before the first of day of classes, determine how you will handle questions/interaction from both your in class students and your virtual students. Do you want them to post questions in chat? Do you plan to

stop every 10 minutes and ask for questions? Can your students interrupt you at any time to ask questions? Be sure to let your students know your protocol for questions in the first class meeting.

Tip #4

It is highly recommended to have students mute their microphone when they are not speaking. This helps to ensure that no background noise detracts from those speaking.

Tip #5

If your virtual students are experiencing bandwidth issues from their slower internet connection, a student can turn off their video when they are not speaking to help speed up the connection.

Tip #6

Provide direction for online students about expectations for participation. Some options:

- Because students online do not have to wear face covers, their voice will likely be less muffled and better heard. Consider having online students participate in discussions first, and have face-to-face students add additional commentary.
- Call on students online before students face-to-face. This can help keep students who are online more engaged and attention focused on your class.

Tip #7

Plan for how the chat box will be ran. Some options:

- Use the chat only for questions. Ask students to not talk or discuss things in the chat box, but only ask questions.
- Take time to review the chat box for questions. It is important for faculty to check the chat box for questions every 10, 15, or 20 minutes. By facilitating questions and answers during specific times of your lecture you are able to manage the questions without interruptions, and without the need to constantly watch for an incoming question.
- Ask a student participating face-to-face who has a device to be a "monitor" in the Zoom session and notify you when a question is asked.

Tip #8

When a question is asked (in chat or in your face-to-face course), repeat the question so that everyone online and in person can hear the question being asked.

Tip #9

Provide direction for students if Zoom backgrounds are acceptable or not, and what acceptable images are in a Zoom meeting. Students may prefer to hide their background from their homes, but may also need reminding as to what an acceptable image is.

Tip #10

Taking attendance? View attendee information in Zoom following the completion of a meeting:

A. Access the Zoom link within your WTClass course.
B. Click on the **Previous Meetings** tab.
C. Locate the meeting date in the list, and select **Report**.
D. Each student's name will appear along with the time they entered the session, left the session, and duration, in minutes, they attended the session.

Tip #11

Know some basic attendee management skills:

A. Mute students and/or turn off student's webcams:
    Click the microphone or webcam button next to the students name to turn off.
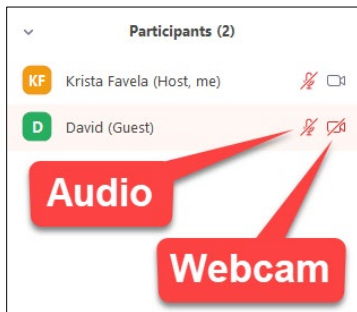
B. Remove a participant:
    Click on the **More** button next to a student's name and select the **Remove** option.
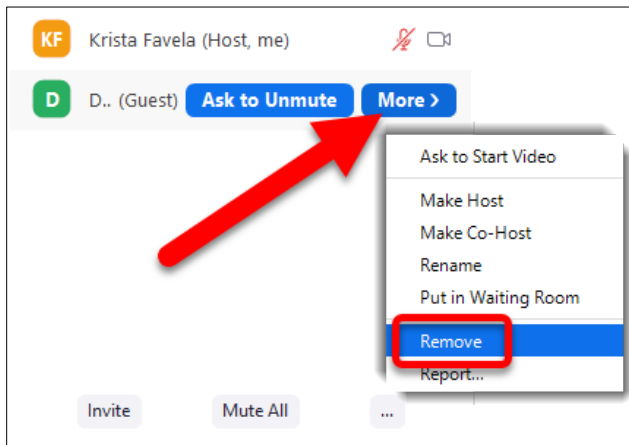
TECH AT THE PODIUM: TIPS TO GET STARTED

The new technology in classrooms allow you to teach your course to face-to-face students and students attending virtually. Below are some classroom management tips for planning/preparing before classes begin to teach in this new classroom environment.

Tip 1.

Do not write on the board in the classroom. Your students online will not be able to see it. Students watching a recording will not be able to see it. Consider using the Document Camera (Doc Cam) or using the Zoom whiteboard to write on using the annotation tools provided with the new ViewBoard monitor.

Tip 2.

If using the Document Camera (Doc Cam), do not select it from the source to display on the screen – keep the source as Computer. To use:

A. **Power on** the document camera as usual and **prepare your documents** for viewing.

B. **Open the application on the desktop** to run from the computer. Depending on the brand of Doc Cam, look for the icon (see 3 doc cam brand icons below) on the desktop.

C. Viewing the document camera from the podium computer allows your virtual students to see the doc cam through Zoom.

Tip 3.

If you typically write on the whiteboard in the classroom or use the Smart Sympodium in classrooms, this tool will be the replacement for this teaching method in a Zoom session. Using this tool for annotation/equations or any other whiteboard uses will enable both your in-class students and your virtual students to see what you are writing. Electronic pencils area available to faculty from ITS who plan to use annotation during class. Faculty will be responsible for the pen and will need to take it to each class meeting. Instructions for using the whiteboard are below.

1. Click the **Share Screen** button located in your meeting tool bar.
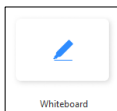
2. Click **Whiteboard**.

3. Click **Share**.

4. The annotation tools will appear automatically, but you can press the whiteboard option in the meeting controls to show and hide them.
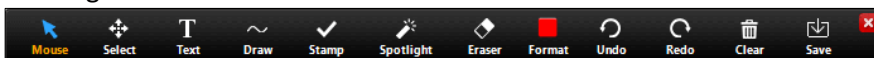
5. Use the page controls in the bottom-right corner of the whiteboard to create new pages and switch between pages.

Note: Only the participant or host that started sharing the whiteboard has access to create and switch pages.
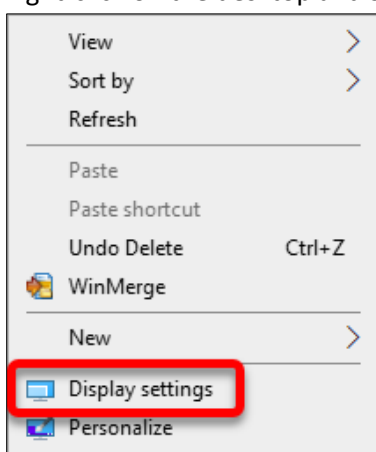
Tip 4.

Change the display settings on the computer to scale to 150% to allow online students and face-to-face students sitting far away from the screen to view text easier while presenting web pages, pdf files, Word docs, Excel and other text based applications. To increase the settings:

A. Right-click on the desktop and select **Display Settings**

B. Under the **Scale and layout** section, change the dropdown for **Change the size of text, apps, and other items** to **150%**.
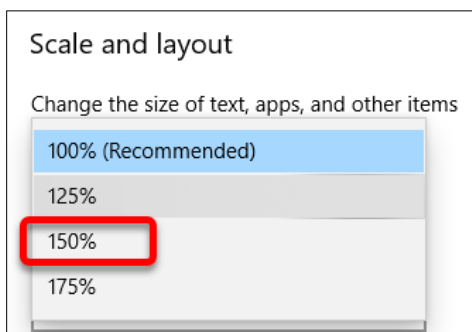
Tip 5.

If you have any technology issues at the podium, please use the speed dial on the podium phone for "Tech Support". A member of the IT Service Center will be ready to assist. While immediate assistance may not be available, someone will arrive as quickly as possible to your room (within 5-10 minutes). We recommend being prepared with an activity that can be completed while waiting for support.

Tip 6.

Be prepared if you get "kicked out" of Zoom. If you get removed from your Zoom session accidentally, return to your Zoom session. If you are no longer listed as the Host (which gives you the ability to share content), click on the three dots at the bottom of the participants window and select the "Reclaim Host" link.

Tip 7.

Some larger classrooms may utilize a tracking camera to follow the faculty as they move around the room. This is tracked by a lanyard worn by the person the camera should focus on or follow. If you use one of these rooms, please remember to remove and place the lanyard on the charger for the next person using the room. Please wipe down the lanyard with disinfectant wipes and place on the charger before leaving. For a list of classrooms with tracking cameras see last page of this document.

ADDITIONAL ZOOM RESOURCES

Our full list of Zoom help resources can be found at faculty.wtamu.edu/zoom. This page includes resources for faculty and students.

INSTRUCTIONAL TECHNOLOGY SERVICES FACULTY RESOURCES

Our team wants to make it simple for faculty to easily access materials, instructions, etc. to help support your instructional technology goals. Visit these resource pages or set up a one-on-one consultation with one of our team members.

- **Faculty Support Portal:** http://faculty.wtamu.edu/
- **Student Support Portal:** http://students.wtamu.edu/
- **One-on-One Consultations:** http://faculty.wtamu.edu/office_calls
  E-mail: techtraining@wtamu.edu
- **ITSC Help Desk:** Please contact 806.651 HELP (4357) or email itsc@wtamu.edu.

CLASSROOMS CURRENTLY EQUIPPED WITH TRACKING CAMERAS:

AGS 102	CC 331	CC 433
AGS 104	CC 335	HELC 9
AMA 13	CC 401	MMNH 189
AMA 15	CC 428	NSB 101
CC 301	CC 429	NSB 102
		NSB 103