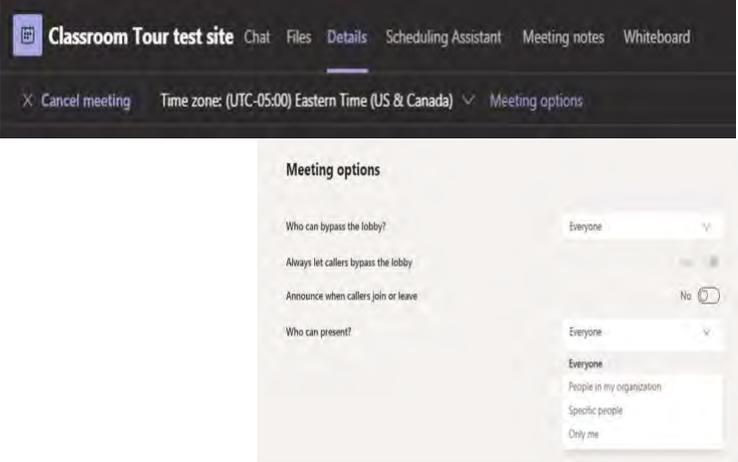
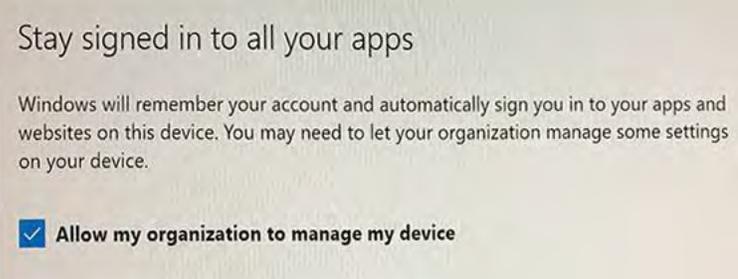


UVM Classroom Tech
Quick Start Guide

<p>0) Pre-class: Set up Teams meetings for your class times. If you want to block students from “taking over” your screen, go to the Meeting Options while in the meeting setup screen and choose: “Who can present? Only me.”</p> <p>Once you are in the meeting you can go to the Participants list and promote someone. This allows them to request that you let them take over the screen.</p>	 <p>The screenshot shows the Microsoft Teams interface for a meeting. At the top, there are navigation tabs: Classroom Tour test site, Chat, Files, Details, Scheduling Assistant, Meeting notes, and Whiteboard. Below this, there are controls for 'Cancel meeting', 'Time zone: (UTC-05:00) Eastern Time (US & Canada)', and 'Meeting options'. The 'Meeting options' panel is open, showing settings for 'Who can bypass the lobby?' (Everyone), 'Always let callers bypass the lobby' (No), 'Announce when callers join or leave' (No), and 'Who can present?' (Only me). A dropdown menu for 'Who can present?' is open, showing options: Everyone, People in my organization, Specific people, and Only me.</p>
<p>2) Turn the projection system on, set to PC, then tap any key on the keyboard to call up the login screen. Log in with your UVM NetID and Password.</p> <p>See http://www.uvm.edu/it/classroom_s for information about the controllers in other rooms.</p>	 <p>The image shows an Extron AV controller panel. It has several buttons: 'ON' and 'OFF' (circled with a red '1'), 'PIC MUTE', 'SCREEN UP', 'SCREEN DOWN', 'VGA', 'HDMI', and 'PC' (circled with a red '2'). There is also a volume knob and a 'wacom' button. A red callout box points to the volume knob with the text: 'Check Volume level for the room speakers. You don't want this too high or too low.'</p>
<p>3) There are a couple for which you should answer “Ok”: One asks that you “Allow my organization to manage my device.” Yes! This will allow ETS to update this classroom computer.</p> <p>The other screen is to sign in to Teams.</p>	 <p>The screenshot shows a Windows notification titled 'Stay signed in to all your apps'. The text reads: 'Windows will remember your account and automatically sign you in to your apps and websites on this device. You may need to let your organization manage some settings on your device.' Below the text is a checkbox that is checked, with the label 'Allow my organization to manage my device'.</p>

4) Here are the steps for signing into Teams:

Signing into Teams

The first time you login to a presentation computer in a particular classroom you'll need to sign into Microsoft Teams.



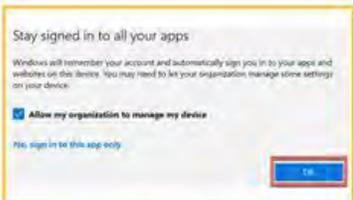
1 Click the "Continue as: **netid@uvm.edu**" button.



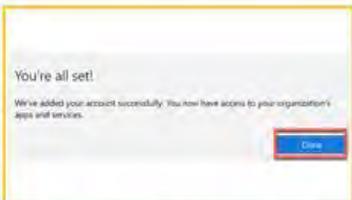
2 If prompted, select "**Work or School account**"



3 Enter your **NetID** and **password** to login.



4 You'll be asked if you'd like to "Stay signed in to all your apps". It is important to **leave the checkbox checked** (this will activate Office 365 for you) and click the **OK** button



5 Click **Done** to complete the sign-in process.

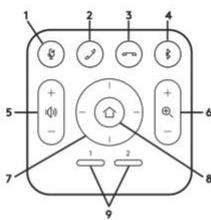


6 Teams will launch automatically.

<http://go.uvm.edu/classrooms> for more guides

5) Set your camera angle: use the Logitech Meetup remote to zoom or pan the camera.

REMOTE

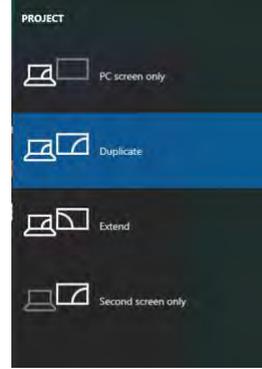


<p>1. Microphone mute</p> <p>2. Call answer</p> <p>3. Call end</p> <p>4. Bluetooth® pairing</p> <p>5. Volume up/down</p> <p>6. Zoom in/out</p>	<p>7. Camera pan/tilt</p> <p>8. Camera home</p> <p>9. Camera preset</p> <p><small>* Please note that not all applications support call answer and end buttons.</small></p>
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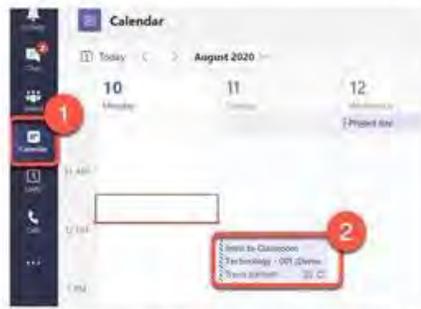
Full documentation for the MeetUp is at:
<https://www.logitech.com/assets/65250/2/meetup.pdf>

Press Windows-P and make sure “Duplicate” is selected. (See below for an example of when you might use “Extend” instead.)

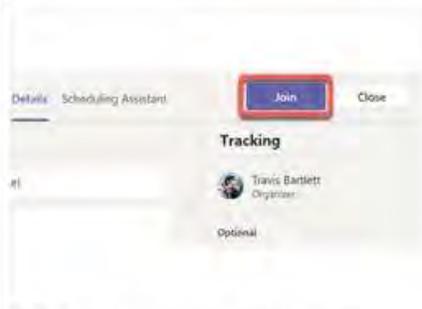


Join and record a meeting. When done, Stop Recording. The link to the meeting will appear in the meeting chat, will be sent to you by email, and the video itself can be found by going to <http://stream.microsoft.com>

Join and Record a Teams Meeting



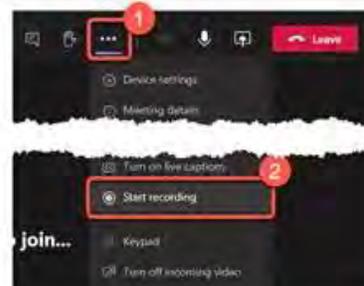
1 Select **Calendar**, then locate and click the meeting associated with your lecture.



2 Click the **Join** button in the upper-right corner.



3 Before joining the meeting, make sure that the webcam and microphone are toggled **ON**, then click the **Join** button.

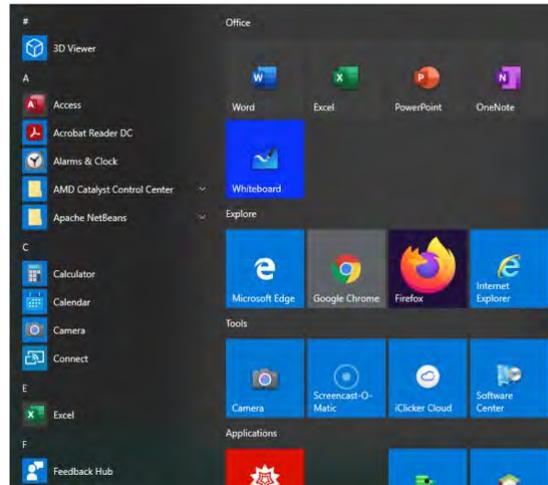


4 Start recording the meeting by selecting the **More Options (triple dot)** menu, then click **Start Recording**.

To share your screen with remote students, click the “Share Content” icon. Instead of choosing a specific window, such as Powerpoint, choose to share the Desktop: Screen #1.



Open the programs you want to use (ex: PowerPoint, Chrome, etc.)



To write on the “board” (Wacom), use the Wacom pen and open an app that is ink enabled. OneNote, the Microsoft Whiteboard app, or even Word or Powerpoint are favorites.

MS Whiteboard:

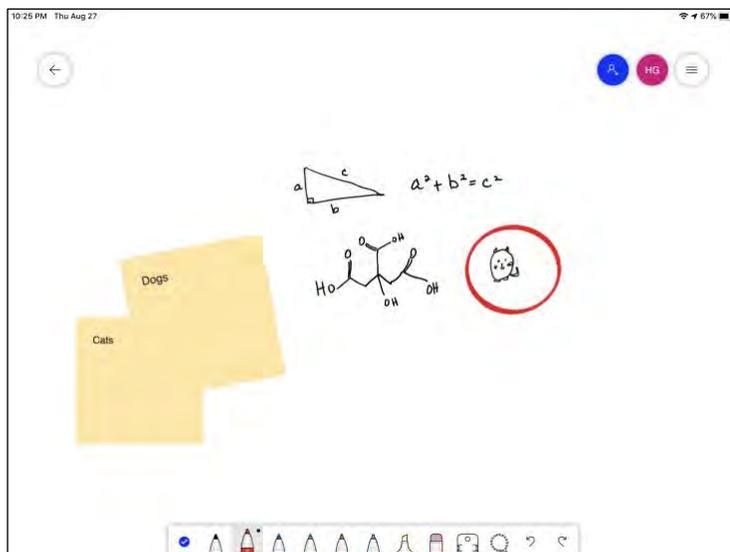
<https://support.microsoft.com/en-us/office/microsoft-whiteboard-help-d236aef8-fcdf-4b5e-b5d7-7f157461e920>

OneNote:

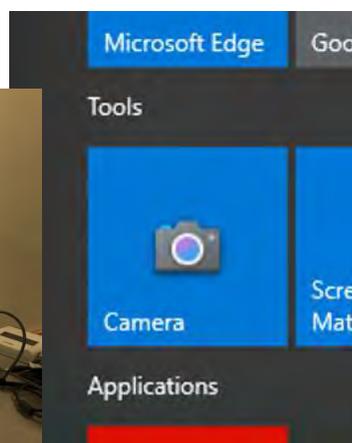
<https://support.microsoft.com/en-us/office/draw-sketch-10a08ed2-041e-4192-9b1a-906004b12d63?ui=en-US&rs=en-US&ad=US>

Office:

<https://support.microsoft.com/en-us/office/draw-and-write-with-ink-in-office-6d76c674-7f4b-414d-b67f-b3ffef6ccf53>



To use the Document Camera, DON'T press a button on the controller. Instead, open the app named “Camera.” The Document Camera can be used to display documents, book pages, 3-D objects, or can even be used to write or draw on paper.

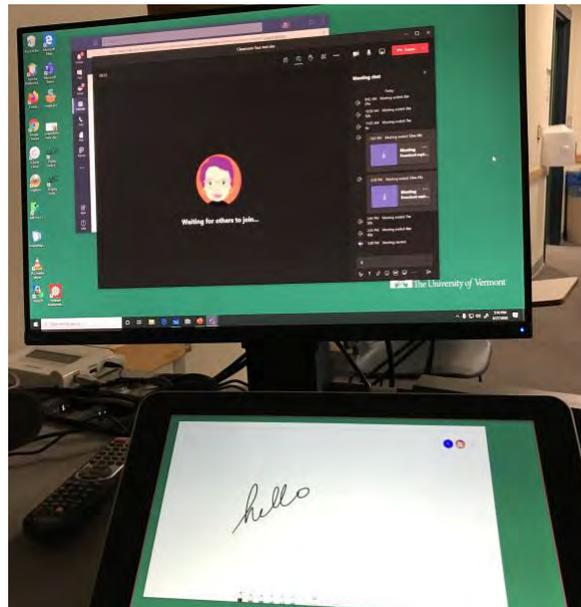
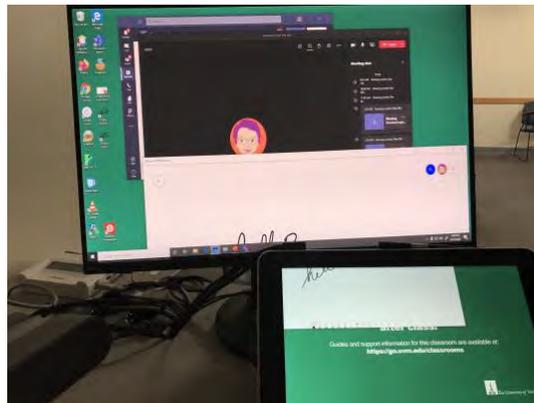


You can display different things on the main monitor and the Wacom, and even switch back and forth

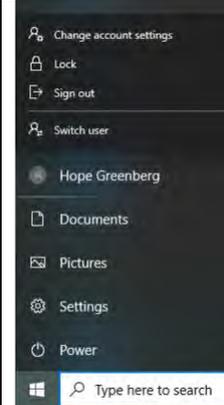
between them. For instance, you may want to keep your Teams meeting window open fullscreen on the main monitor so you can see the chat or participants window, but show the students the Wacom window fullscreen while you draw or write on it.

Here's how:

- a) press Windows-p and choose "Extend" instead of "Duplicate"
- b) Open MS Whiteboard in the main monitor, then grab the header on the Whiteboard and drag the whole window down to the Wacom
- c) In the Teams meeting, unshare then re-share, but this time choose to share Desktop: Screen #2 so in-room and remote students now see the Whiteboard.
- d) You can switch back and forth between the main monitor by pressing the PC and Wacom buttons on the controller.



Done? Close your programs, sign out, and don't forget to wipe the equipment with a paper towel dampened with alcohol.



For more information on:

1) The specific setup and instructions for your classroom are at

<http://www.uvm.edu/it/classrooms>

2) Setting up and joining the class meetings in Teams for courses you are teaching:

<https://www.uvm.edu/it/kb/article/setting-up-your-class-team/>

4) See the “Share your screen or windows” section at <https://www.uvm.edu/it/kb/article/teams/>

5) Learn how to use the Microsoft Whiteboard app for drawing and collaboration on the Wacom pen display. <https://www.uvm.edu/it/kb/article/microsoft-whiteboard-app/>

6) Learn how to use OneNote:

7) Install and use OneDrive to access your files from many places.