



PROJECT

# TECHNOLOGY TRAINING FOR TEACHING ON CAMPUS CLASSROOM EQUIPMENT, ZOOM RECORDING & HYBRID TEACHING

DATE

**01.23.26**

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# Tech Support

## In the Classroom

- \* If you have a problem in the classroom, contact IRT at 87337 on the classroom phone. Instructions are by the phone.
- \* if using an outside line, 916-278-7337, extension 1

## Additional Sac State Resources

- \* [CSUS Classroom Equipment and Instructions](#)
- \* [Podium Classroom Instructional Video](#)

## Renaissance Society Tech team Resources

- \* On our website ([csus.edu/rensoc](http://csus.edu/rensoc)) under Online Learning Resources

# Classroom Technology

- \* Find your classroom to see the layout, equipment & resources
- \* Under Instructions are PDF Podium guides



SACRAMENTO STATE CSU Sacramento Learning Space Inventory

**Filters** [Clear All](#)

Building and Room +

Classroom Type +

Features +

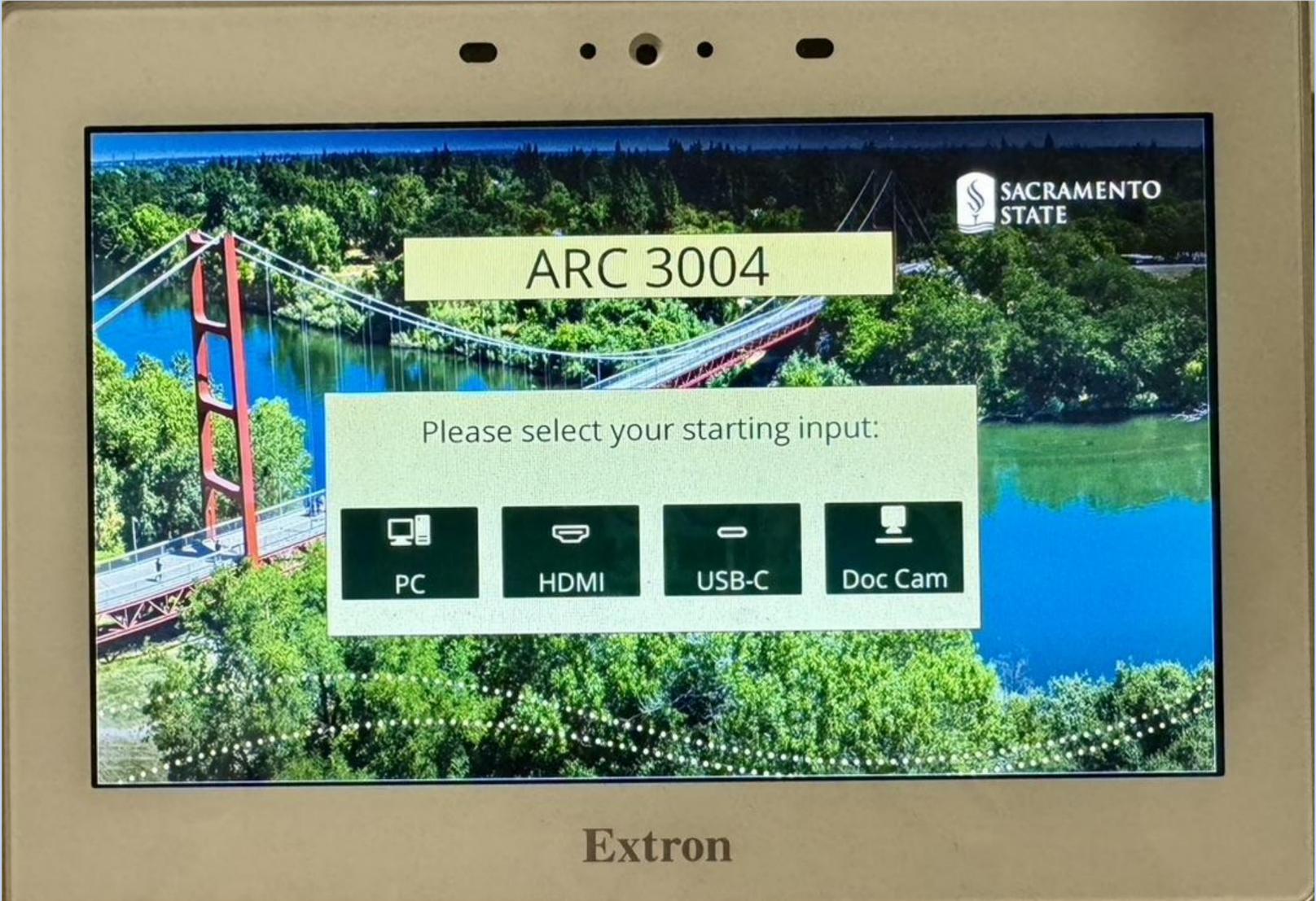
Number of Seats +

« 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 »

 <p>Alpine Hall 122</p>	 <p>Alpine Hall 138</p>	 <p>Alpine Hall 144</p>	 <p>Alpine Hall 147</p>
 <p>Alpine Hall 148</p>	 <p>Alpine Hall 153</p>	 <p>Alpine Hall 156</p>	 <p>Alpine Hall 204</p>
 <p>Alpine Hall 205</p>	 <p>Alpine Hall 212</p>	 <p>Alpine Hall 218</p>	 <p>Alpine Hall 227</p>

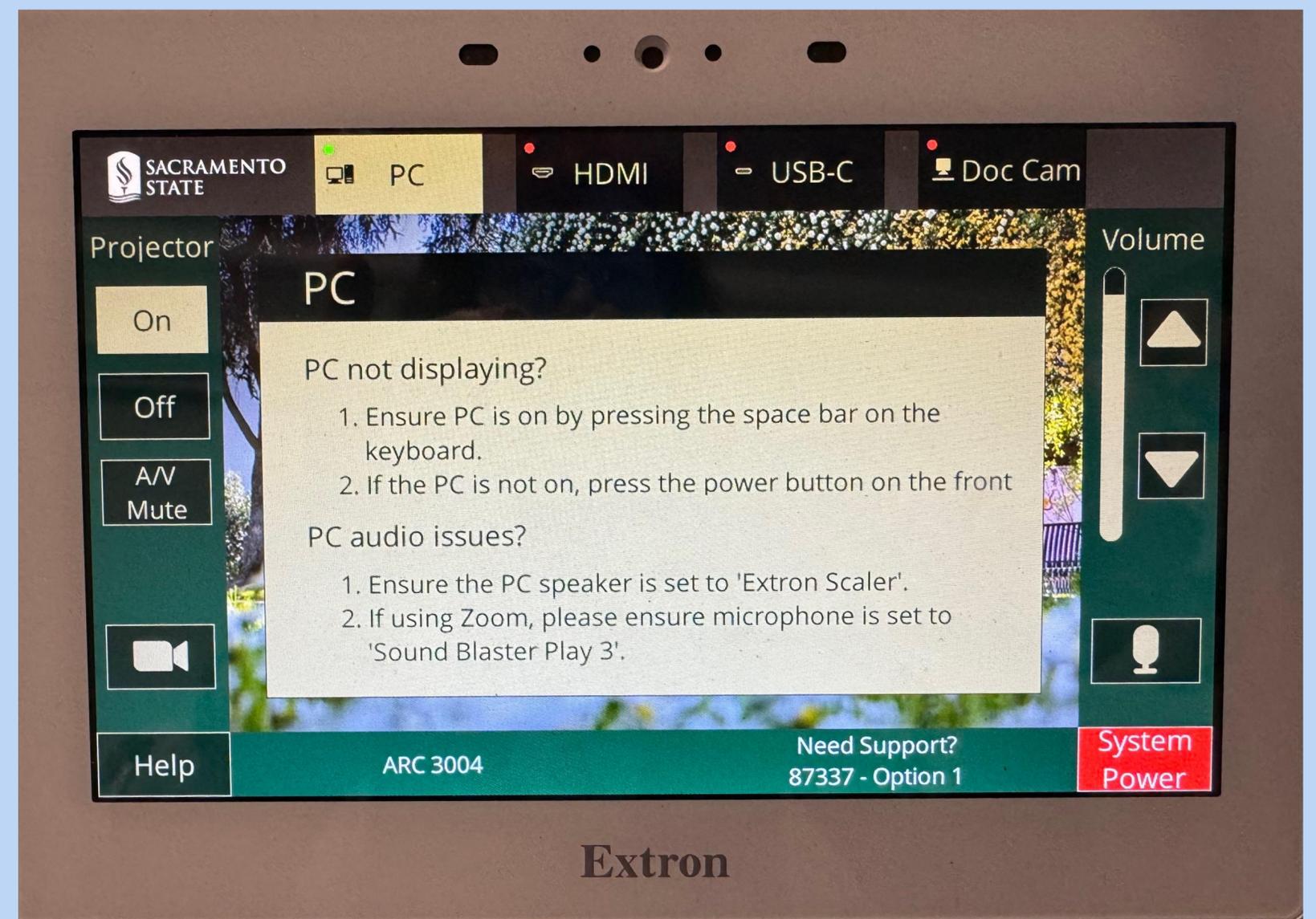
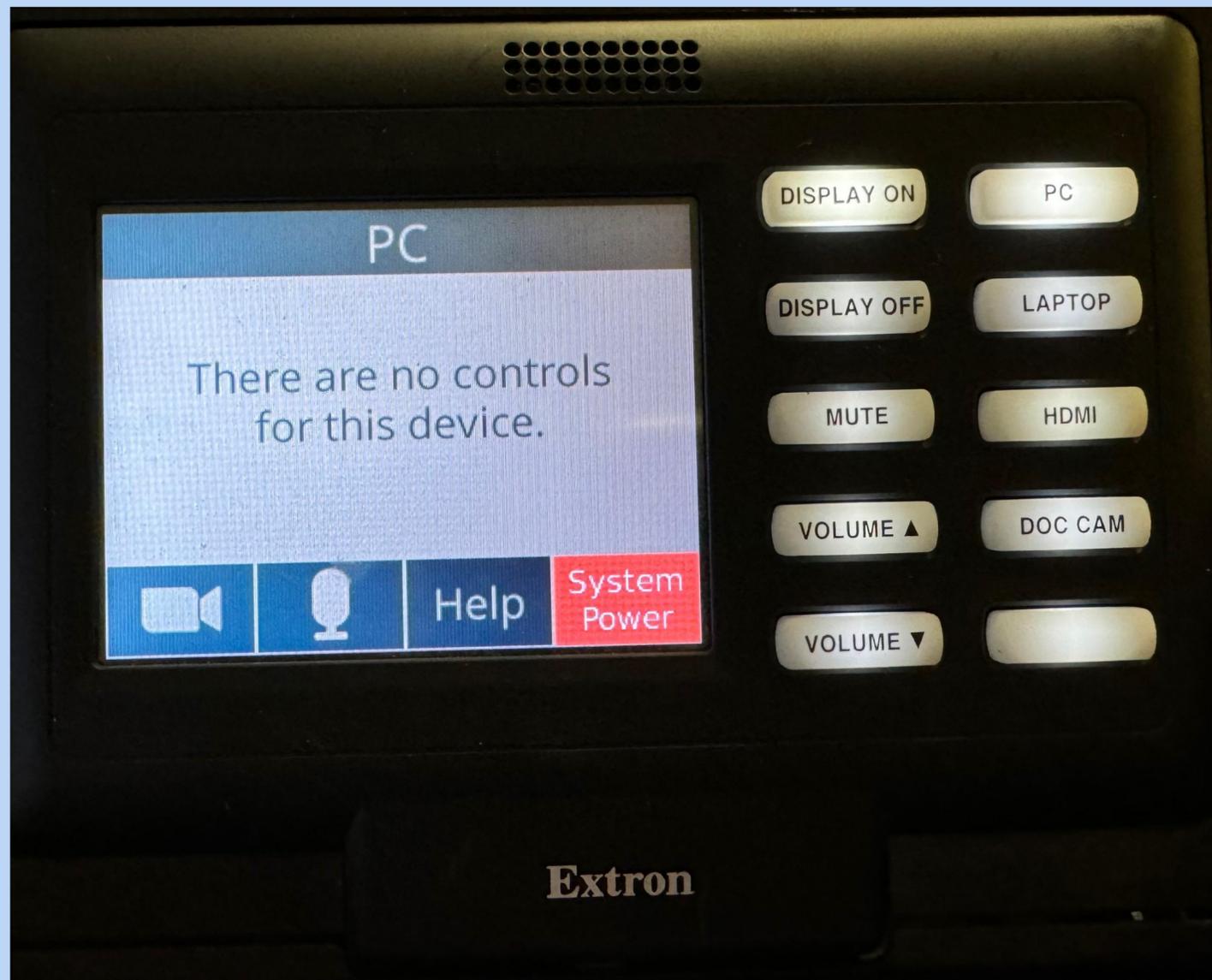
[CSUS Sacramento Learning Space Inventory](#)

# New touch panel displays



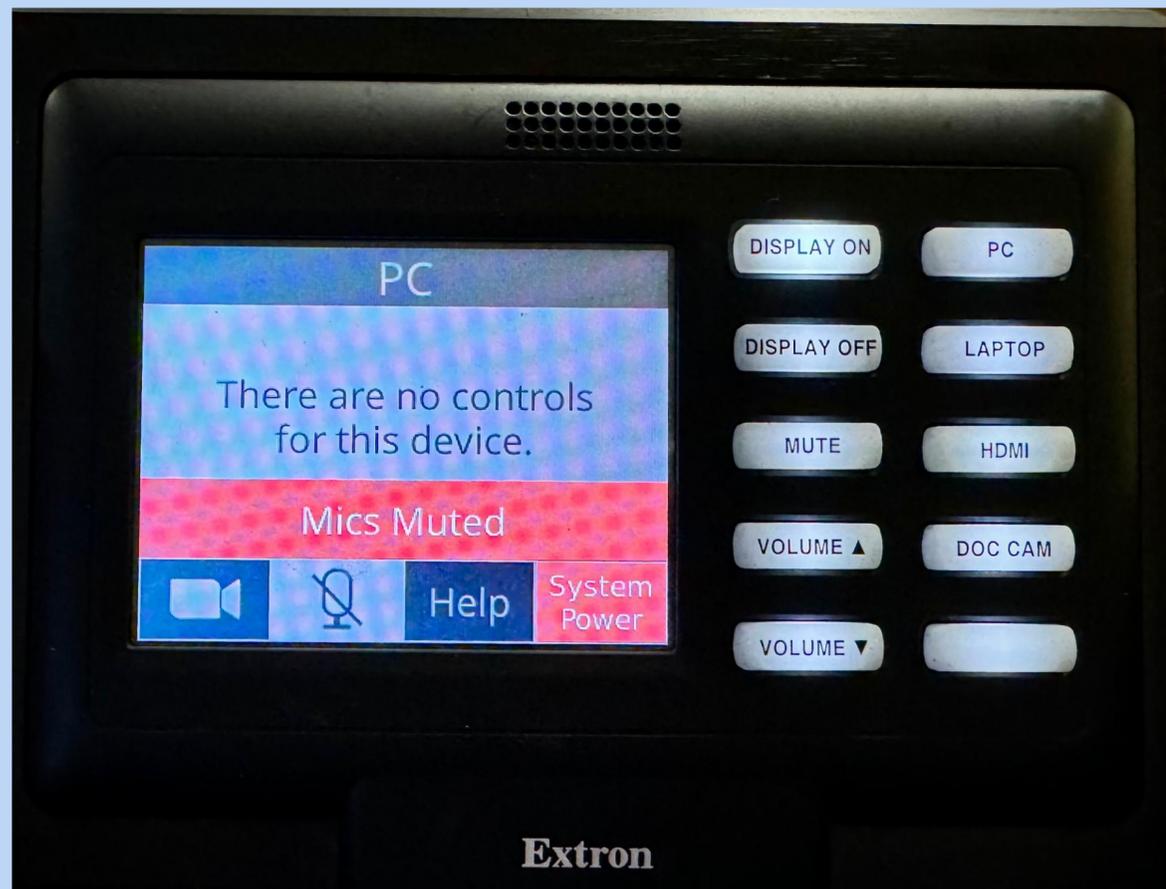
# Controls are the same on both

Larger display offers more helpful hints



# New control for muting mics

**Microphone Mute & Mute (A/V Mute) are different**



**System Power:**  
Prompts you to Shut Down the computer

We will cover **camera** when we talk about Zoom

# Use of microphones

## Accessibility issues

- \* Consider using the classroom sound system – lavalier or hand-held microphone so attendees can hear you better.
- \* Passing a microphone to attendees for questions or comments is a good idea, otherwise you may need to repeat what they say



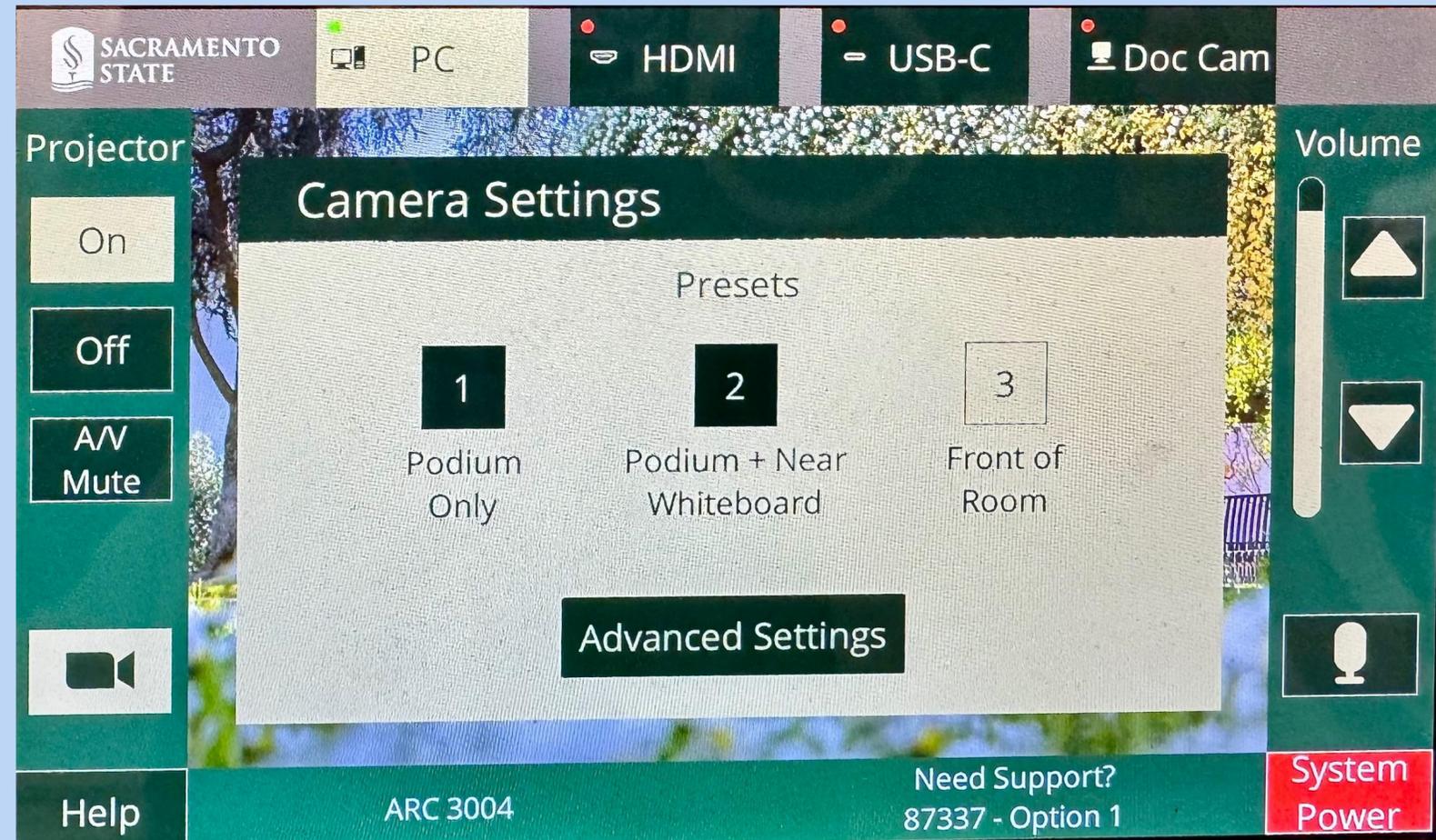
**Microphones are required for Zoom but helpful for in-person only classes as well**

# Other inputs & controls

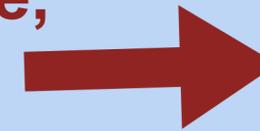


**Questions regarding in-person only classes**

# Use of the Camera for Zoom



**Minimizes the need to use physical remote, but it can be used in special situations**



**Advanced Settings:** Allows you to Zoom in/out; Pan side to side; Tilt up/down

# Before the Class

## How to set yourself up for success

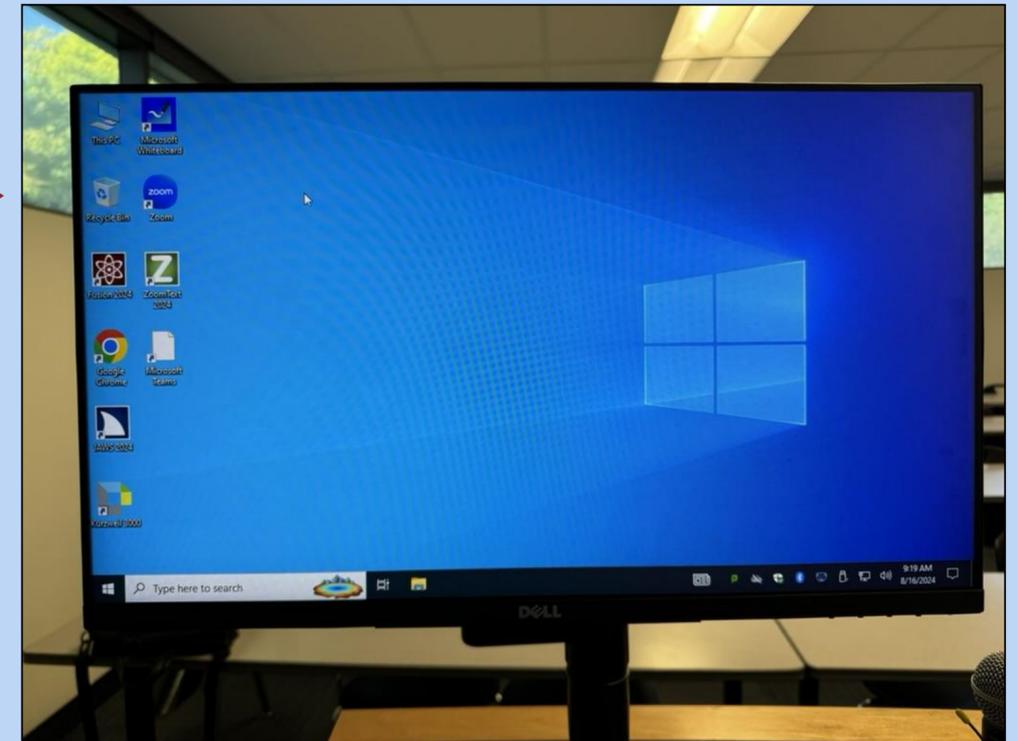
- Go to the classroom and checkout the setup and equipment
- Zoom Settings (see link below)
- Program Leader and Tech Host should work as a team



<https://www.csus.edu/college/social-sciences-interdisciplinary-studies/renaissance-society/internal/documents/settingforzoomaccount2024fall.pdf>

# Adding Zoom to the Classroom Mix

- \* **Classroom PC must be your source.**
- \* Click the ZOOM shortcut on the desktop or navigate to <https://csus.zoom.us>
- \* Sign in & start your meeting
- \* Check your settings: Audio (Mic - Jack Mic); Video (USB HDMI)
- \* Share Screen as you normally would in Zoom



# Zoom View for Classroom

Your in-person audience will see the Host View in Zoom



IRT recommends the following for **best in-person view** (select from More menu):

- \* Hide floating meeting controls
- \* Hide video panels

Check out the **Using Zoom in the Classroom** (plus more) on the IRT [video](#).

# Managing your environment & people

## Starts with your classroom etiquette

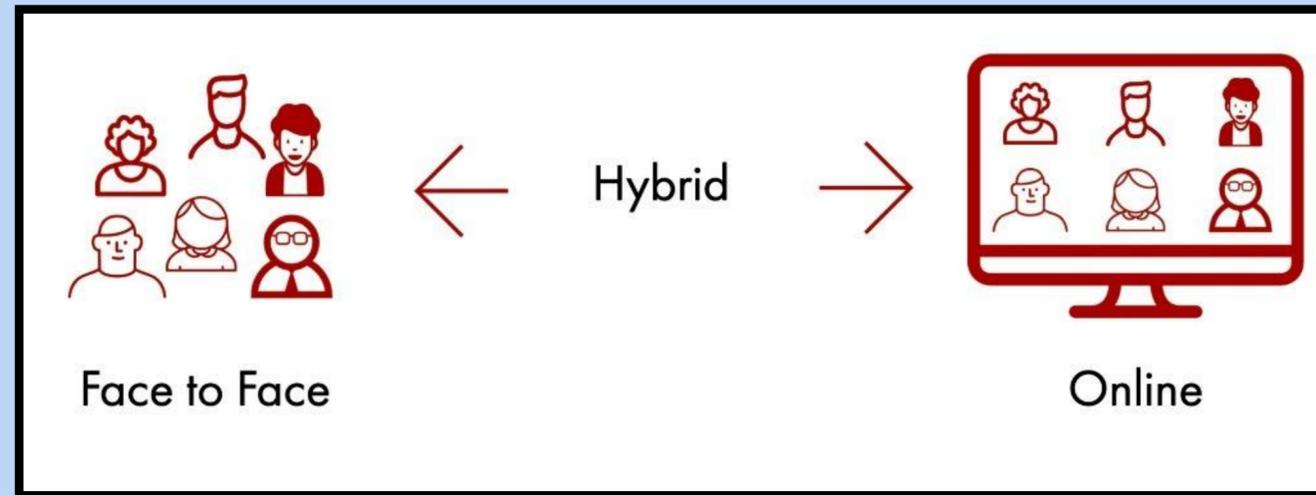
### In the classroom

- \* **If you wish to ask a question,** raise your hand, wait until you are acknowledged and a mic is passed to you
- \* If connecting to Zoom with your personal device, turn off computer audio (not just Mute), otherwise we will get feedback in the classroom

### Online with Zoom

- \* **If you wish to ask a question,** from Reactions select Raise Hand, wait until you are acknowledged then Unmute your mic
- \* You can also Chat to the tech host (Name)
- \* Mute your audio when not speaking
- \* Stop video if desired
- \* Closed Caption (CC) is turned on - Hide/Show Subtitles as you wish

# Managing

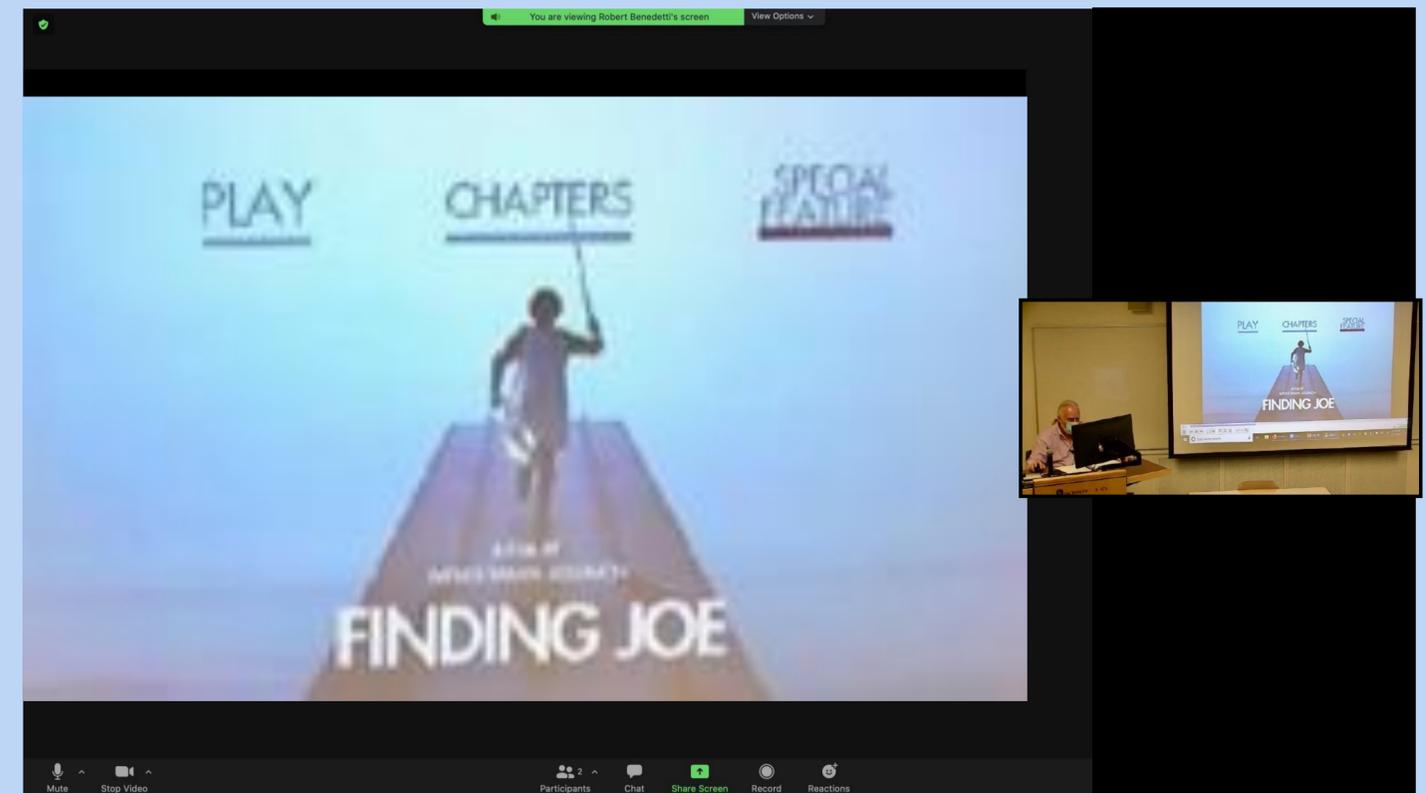


# Environment

## What the people in the classroom see

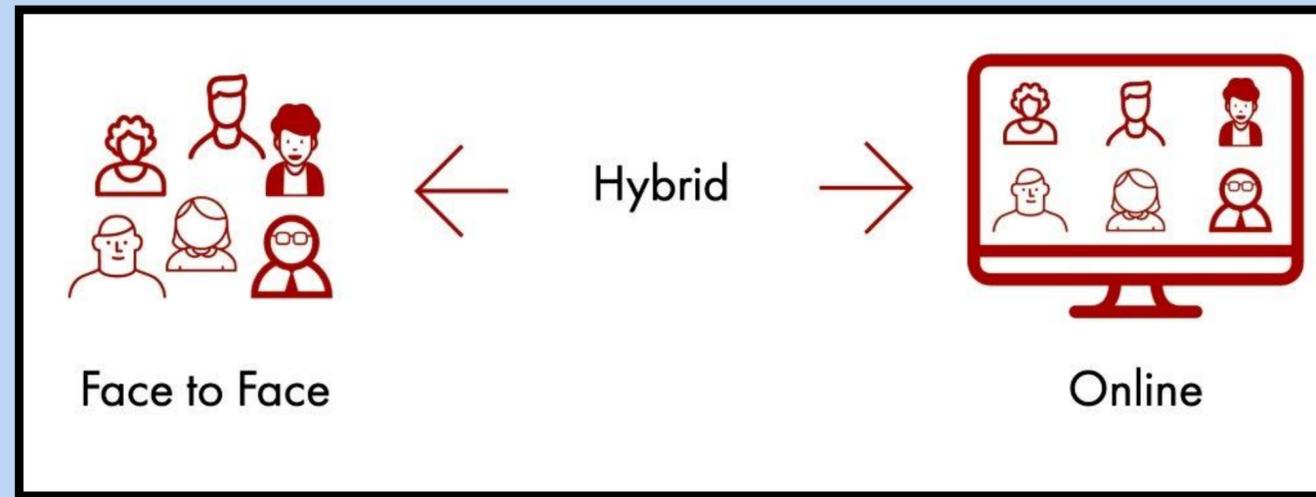


## What the people on Zoom see



If the leader walks out of the camera view, the Zoom audience does not follow so stay in the frame

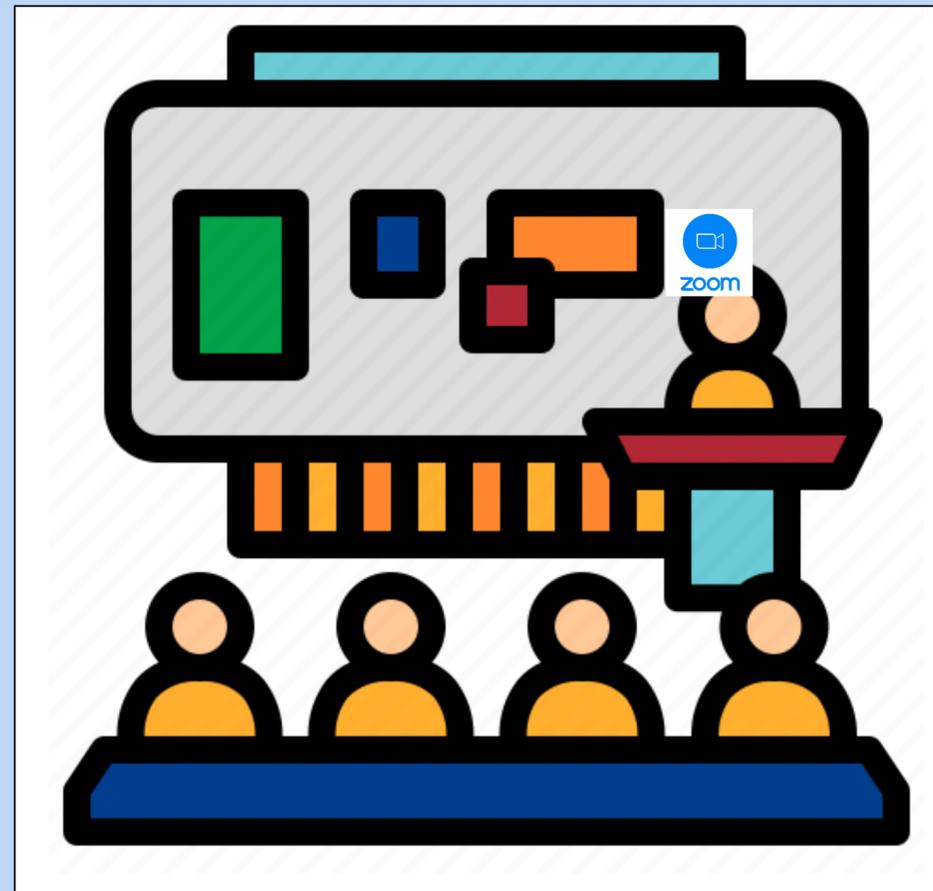
# Managing



# People

## What the people in the classroom hear

- Presenter
- Others in the classroom
- Participants on Zoom that are unmuted



## What the people on Zoom hear

- Presenter using mic
- **Others in the classroom - only if using mic**
- Participants on Zoom that are unmuted\*

\* There are no participants on Zoom during an In-Person and Recording (IP-R) class

# Checklists for Hybrid Classes

**Hybrid is not difficult... so don't let it scare you!**

- **One just needs to be comfortable and knowledgeable with the CSUS classroom presentation equipment**
    - The PC & its controls
    - The Projection system
    - Camera controls
    - Microphone(s)
    - Audio outputs
  - **Hybrid generally requires 2 people, the Program Leader and Tech Host to make the presentation... and they need to coordinate**
  - **Use the Partnership Agreement checklist**
  - **and Practice Practice Practice**
- Remember**
- For additional support and training in the use of classroom technology, please access the training presentations developed by IRT and the Renaissance tech team

# Checklists for Hybrid Classes

## Some helpful tips...

- **Practice in your classroom (both the Program Leader & Tech Host)**
  - Arrive early to set up
  - Have a division of duties between Program Leader and Tech Host
  - Ideally use the PC technology console
  - Use a laptop for breakouts and to monitor the presentation (a second screen)
  - Verify your Zoom settings and preferences
  - Beware of the dreaded ECHO – one cannot have two devices w/ audio turned on in the classroom
- **Participating in breakout rooms requires special focus**
  - Program Leader needs to leave the classroom with a personal laptop running Zoom
  - This is due to the ECHO effect and not interrupting the classroom breakout discussions
  - Program Leader must turn off the classroom microphone and use the laptop Zoom microphone/video

## Bottom line

- Keep it simple! – Don't allow Murphy a chance to get in the room!
- When in doubt, call IRT!  
(servicedesk@csus.edu or 916/278-7337)