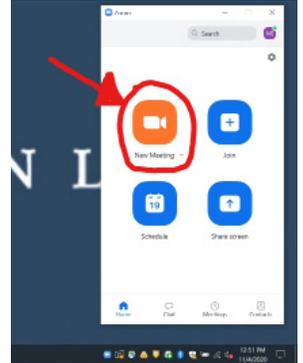


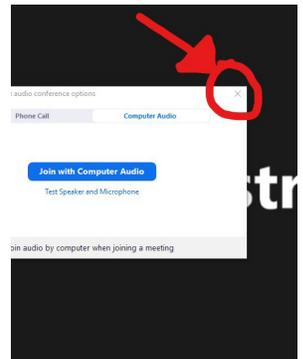
Instructions for Technology in Hybrid Classroom

1. From the classroom laptop, click “*New Meeting*” to start the Zoom session



2. ‘X’ out of prompt to “*Join Computer Audio*”

- Before arriving, the projector screen will be down and the classroom speakers / microphones will be already be connected and unmuted.
- Please remind in-class students to speak up so that their online classmates can hear them clearly through the built-in ceiling microphones.



3. Manage the class Zoom session on laptop:

- Load any digital files on to the laptop via USB stick
- Use *Share Screen* to display slides to both online and in-room students
- Turn laptop webcam on/off by clicking “*Start/Stop Video*” in Zoom controls
- Flip the page for Breakout Room instructions

4. At the end of class, select “*End Meeting for All*”

- Do not power off the classroom AV system when you are done teaching.

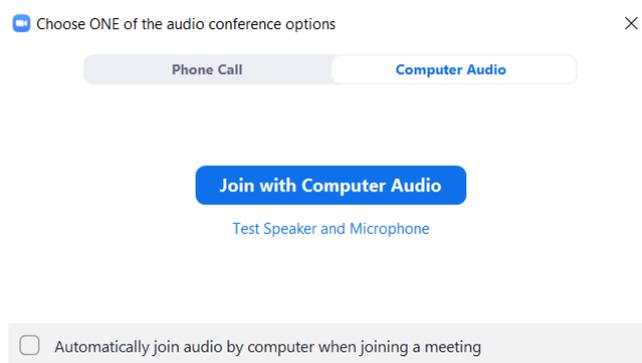


Breakout Rooms

1. From the laptop initiate / Join Breakout rooms by clicking the **Breakout Rooms** icon.



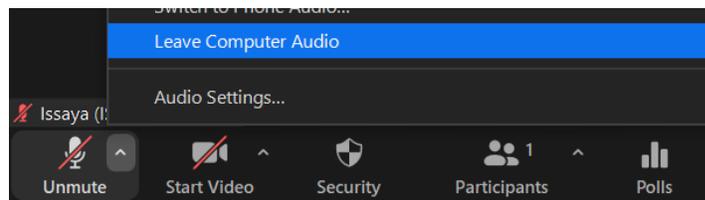
2. Connect your headphones to the laptop by plugging them into the laptop audio jack.
3. Click the icon **Join Audio** and then click the “Join Computer Audio” button.



4. Conduct breakout sessions. You can join any breakout room by clicking the **Breakout Rooms** icon and selecting the **Join** button next to the desired breakout room.

Mute yourself when not speaking

5. Click “Leave Computer audio” once you are finished joining the breakout rooms.



6. Exit / End breakout room by clicking the **Breakout Rooms** icon, then clicking **Close All Rooms**. Your participants will now be prompted to rejoin the main room.