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.