Classroom Basics for Fall 2020

Podium Computer Desktop

Use the Search Box to locate desired application. Start typing the name of the application you are looking for in the Search Box ["Type search here" at bottom left of the screen.]

You can set Pin options as desired for your local profile. Search for the application in the Search Box. Before launching the app, RIGHT CLICK on the application name and Select the desired Pin option. "Pin to Start" creates a tile on the Windows Start screen. "Pin to taskbar" creates a link in the Taskbar tray.

Computer Sound Settings - IMPORTANT

The MXL desktop mic installed in classrooms and some labs has a headphone jack that can automatically set as the default SOUND OUTPUT for the computer. This means that audio normally played through the computer sound card (Speakers Realtek(R) Audio) will be set to the MXL mic port (Speakers USB Audio (CODEC)). If you do not hear audio playing, check to make sure the Sound Output setting is set to Realtek (R) Audio.

Setting Sound Output to "**Speakers (Realtek ® Audio)**"

Type "Sound Settings" in the Search Box **or** Right Click on the speaker icon in the Taskbar tray (bottom right) then select **Open Sound Settings** from popup menu.
In the Sound **Output** section, select the **Realtek(R) Audio** option and close the window.

NOTE: In classrooms and labs that have the MXL desktop mic (flat black mic), you will want to select the Microphone (USB Audio CODEC) option for the **Input** device.

Set application audio output/speakers to the same settings in Zoom, WebEx, or Teams.

Logitech Camera Settings

Note: The Logitech camera can only be used by one application at a time. If using it for Zoom, it cannot be used as the video source by Panopto at the same time.

Camera Focus: You may want to set the Logitech camera to Manual Focus if you want to write on the classroom whiteboard and have the camera capture that writing. If you keep it on auto-focus (default setting) it can get blurry as the camera attempts to focus on the subject in the frame (i.e. you as you move around). By setting the focus on Manual, the focus remains constant. If you do not plan on attempting to capture writing on the classroom whiteboard, you can leave the camera on auto-focus. If for some reason (i.e. when the camera is capturing the image being displayed on the projection screen along with the instructor) the camera moves in and out of focus when set to auto, you can change it to Manual to eliminate that effect.

Setting camera to **Manual Focus**
Write some words on the whiteboard. Setup the camera so it is capturing that portion of the whiteboard.
For PCs, type **Logitech Camera Settings** in the Search Box and launch the application.
For Macs, type **Camera Settings** in the Spotlight box (upper right corner – Magnifying glass icon).
On the **Home** tab window, Click on the **Widescreen** option to get a wider field of view.
Click on the **Advanced** tab at the top of the Logitech settings application to reveal the advanced options.
Click on the selection button below the **Auto Focus** option to turn off Auto Focus (changes from blue to white). With the camera pointing at the writing on the whiteboard, slide the focus button to achieve the best focus of your writing. If the camera is more than 8' or so from the board, you may need to move it closer to get a good manual focus. Once set, close the Logitech settings window.

Doc Cam Operation

An alternative to writing on the classroom whiteboard is to write on a piece or pad of paper under the doc cam and project the image using the visualizer software on the computer. By using the software rather than the Doc Cam source option on the room button or touch panel, you can share the image with your students connecting via video conference. To launch the software, type the software name in the Search Box and open it from the link displayed in the search results list.
There are three different versions of the software used for different doc cams:

1. For **Robinson Science Hall** classrooms and labs and for the **Downtown Riverfront** campus the software is: **vSolutions Link**
2. For all other classroom buildings the software used is: **Visualizer** Be sure to power on the doc cam before launching the software.
3. For Mac podium computers in **Music** and **Art** the software used is: **Quick Camera**

In ZOOM, you can also share the doc cam as a "second camera" by selecting the **Advanced** tab in Screen Share, then selecting **Second Camera**.

Panopto Video Capture Software

Configure Bb course for use with Panopto

If you plan on using Panopto to record classes or sessions for on-demand access, you need to configure your Bb course for use with Panopto. The links below provide helpful information on a wide range of topics as well as workshop and training videos, including configuring your Bb course for Panopto.

See: Instructional Resources Software, Learning Resources & Help
          Virtual Workshops & Training videos

Panopto Recording Options

Record session in Panopto for viewing later. Set deployment options in Bb.
Record and webcast session. Set up webcast link beforehand. Deploy link in Bb.
Record a session in Panopto in combination with a Zoom meeting through the capture of the main screen.
   Note: If using the camera for Zoom video, it cannot be used as the Panopto video source. But capturing the main screen in Panopto will allow the recording of Zoom meeting video.

Zoom, WebEx, or Teams Meetings

Every faculty, staff, and student have access to a full WebEx license. Information on setting up your WebEx account can be found on the Instructional Resources website linked above.

Zoom accounts are available to faculty and staff by completing the Zoom Request Form.
   (https://whitworth.co1.qualtrics.com/jfe/form/SV_55BoPohMmJWrdxb)
Zoom Setup
   Make sure to run your audio test at the start of your meeting.
      Set the Microphone to **USB Audio CODEC**.
      Set the Speakers to **Realtek(R) Audio.**
   Check the **Video Settings** option on the video popup menu to make sure the "**Mirror my video**" option is **NOT** selected.

WebEx Getting Started Guide - (www.whitworth.edu/cms/media/whitworth/documents/administration/instructional-resources/webex-getting-started.pdf)

Teams Request Form: Pirate Port > Forms > Microsoft Teams Setup Request form OR
      k2.whitworth.edu/Runtime/Runtime/Form/TeamsRequest/

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