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Room/iPad controls

1. Visualiser

2. Room control panel

3. Zoom Room iPad

4. Room camera for Zoomies

5. Monitors for Faculty, mirroring

6. Room desktop

Zoom iPad Controller

1. Mute/Unmute microphones in the room

2. Switch off/on cameras in the room

3. Share content with participants

4. Security options including waiting rooms

5. Change view between:
   a) Gallery (up to 49 participants videos)
   b) Speaker (one participant)

6. Change cameras in the room, there are currently 3 pre-sets.

7. Fine control for cameras in the room

8. Basic management of participants including:
   • Muting/Unmuting participants
   • Removing participants from the room
   • Monitoring participation icons

9. Stop recording the room (should not be used)

10. Monitoring chat and replying to participants

11. Finish the session, only to be used at the end of the session

12. Volume controls for Zoomie participants

1st Sept 2020
Sharing content

When sharing content in a Hybrid room you must use the room control panel to select the device you will share, which contains 3 options:

**PC** – Should be used to log into Zoom but should not be sharing content

**Laptop** – After plugging in your personal laptop using the room HDMI cable, you can use this option to present slides and other content, similar to PC

**Visualizer** – The document camera on the desk in the room, useful for short text and quick drawn diagrams

**Mirror** – Wireless mirroring from devices including:

- Miracast, for android devices
- Chrome cast, for Windows computers
- Airplay, for Apple computers and devices

The Facilitator should then select “share screen” on the Zoom iPad controller

- Don’t forget to disconnect your device from wireless mirroring at the end of the session.
- Only **Faculty** should be in contact with the room control panel
- Only **Facilitators** should be contact with the Zoom iPad controller

**NOTE:** Don’t use iPhone/iPad options or camera options in “screen sharing” on Zoom iPad controller as the feature is not implemented

Videos and music

When sharing videos and music from either PC or other devices, the **Facilitator** must use “optimize full-screen video sharing” (only for videos) and “share computer audio” on the Zoom iPad controller.

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Whiteboards in the room

To use the whiteboards in the room you must:

1. **Faculty** selects one of the following options using the room control panel:
   a. Hide left – temporarily switches off left projector in the room (*when facing away from whiteboards*)
   b. Hide both – temporarily switches off both projectors in the room
   c. Hide right – temporarily switches off right projector in the room (*when facing away from whiteboards*)

2. **Faculty** raises the appropriate whiteboard to head height.
3. **Facilitator** uses the Zoom iPad controller to select “Camera control”
4. **Facilitator** selects the appropriate camera for the whiteboard you would like to use, using the Zoom iPad controller:
   a. Close up, standard view
   b. left WB (when facing away from whiteboards)
   c. right WB (when facing away from whiteboards)

5. **Facilitator** spotlights the room video
6. Once finished, the **Facilitator** cancels the spotlight using the iPad
7. **Facilitator** selects “camera control” on iPad
8. **Facilitator** selects the preset “close up” on iPad
9. **Faculty** switches the projectors back on using the room control panel
10. **Faculty** lowers the whiteboard
Visualiser

As an alternative to using the whiteboards in the room and digital whiteboards you can also use the document camera in the room. To do this you must:

1. **Faculty** selects “visualiser” using the room control panel
2. **Facilitator** spotlights the room camera using the Zoom iPad controller
3. Once finished **Faculty** selects the next device you would like to share from the room control panel
4. OR the **Facilitator** stops sharing on the Zoom iPad controller

Mirroring devices

This option allows you to share content wirelessly from nearly any device. Currently works with:

- Miracast, for android devices
- Chrome cast, for Windows computers
- Airplay, for Apple computers and devices

1. **Faculty** selects “Airplay” from the room control panel
2. **Faculty** activates their mirroring device
3. **Facilitator** spotlights the room camera

Breakout rooms

This is your best way of connecting your Roomies and Zoomies during an LT session

**How to start them**

We recommend using your **Facilitator** to start breakout rooms.

**NOTE**: Breakout rooms can only be started from a **laptop** or similar device, you cannot use the Zoom iPad controller to start breakout sessions.

Click on the Breakout Rooms icon to automatically or manually assign students to breakout rooms or open your pre-assigned breakout rooms. This is done the same way as in fully virtual sessions.

**How to check them**

Both the host and co-host can move between rooms, but the co-host must join the first room they are allocated to. Co-hosts can also only move between breakout rooms from another breakout room, not from the main room.

Participants can ask for help using the “request help” question mark icon, we suggest asking roomies to use this feature as well.

To move between rooms:

1. Select “breakout rooms” on either a laptop or similar device (this option will only be available to co-hosts after they have joined the first breakout room allocated to them).
2. Select the room you would like to join and select “Join room”

**NOTE**: Faculty will not be able to hear any audio even if they join a breakout room, to communicate with students they must join the breakout room and use chat.

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What students need to know

- While in breakout rooms, all Roomies must use NC Headphones to reduce the chance of audio feedback.
- If they have a question they must get Faculty attention using the request help feature. This will only notify the host, not co-hosts.
- Participants can use the share screen feature in breakout rooms and use whiteboards only in the breakout room (students must not forget to save their whiteboards using the save icon)

Guest Speakers

To have a guest speaker join your Hybrid session:

1. Invite the guest speaker as a normal participant
2. **Optional step:** If the guest speaker has slides, they should be given the co-host role
3. When the guest speaker is ready to speak, Facilitator changes camera to “Speaker view” and spotlights the guest speaker’s video. This will make the guest speakers video full screen.
4. When the guest speaker is finished, Facilitator removes the spotlight.
5. Guest speaker is now free to leave.
Cameras, monitors and audio

Duplicate monitors at the front of the room

These monitors will reflect what can be seen on the projectors behind the presenting Faculty at the front of the room. Chat can also be displayed but we recommend using your Facilitator to monitor this and provide feedback to Faculty.

(Room monitors in front of Faculty)

Multiple cameras in the room

When presenting to Zoomies, the Facilitator will have the option to show various camera angles, these camera angles can be adjusted using the Zoom iPad controller to allow for different heights of staff.

(Room camera)  (Zoom iPad controller camera controls)

1st Sept 2020
Microphone for you and mics for students in the room

The room microphone should be hung around the neck just under the chin, similar to the knot in a tie. If this is not possible it should be attached to the left or right side, you should not need to hold the microphone for the duration of the whole class.

It is important that only Faculty touch the room microphone.

NOTE: Don’t press mute/unpairing button on the side of the microphone, you should not need to touch the microphone after you are wearing it.

Ambient microphones are in the room for students; however, they must speak up to be heard clearly by Zoomies and the recording.

We recommend you brief students that only one person should be speaking in the room at one time, they must always raise their hand to be invited to speak.

Faculty should repeat out loud any questions that are submitted on chat.

You may also need to repeat questions from Roomies sat at the back of the room.

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Pausing/turning off camera and microphones

Controls for turning on/off cameras and audio are available on Zoom iPad controller, we recommend switching off audio and cameras for breaks only.

Getting students to talk and spotlighting

1. Faculty says the students name out loud
2. Facilitator unmutes the student (if can’t themselves)
3. Facilitator spotlights the student's video
Participation tab in Zoom, “hands up”, etc.

**Faculty** can see a temporary prompt on the front monitors when students raise their hands in the bottom right of the screen.

**Facilitator** can see participants on iPad as well, but cannot see participation icons.

We suggest that both **Faculty** and **Facilitator** keep the participation tab open on their laptops, this is similar to virtual sessions and makes it easier to notice students' responses. Without this **Faculty** will have to rely solely on the **Facilitator** to notify them of “hands up” and other participation icons.

The **Facilitator** should make **Faculty** aware of any “hands up” and questions verbally, if the question is important. **Faculty** should discuss with their **Facilitator** what type of questions this relates to.

**Testing equipment**

1. **Facilitator** uses the Zoom iPad controller to select the settings cog icon in the top right
2. **Facilitator** selects, microphone > test microphone (this feeds in sound and sends sound back out again, similar to an echo)

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