

TEACHING IN DUAL DELIVERY CLASSROOMS

TECHNICAL STEPS

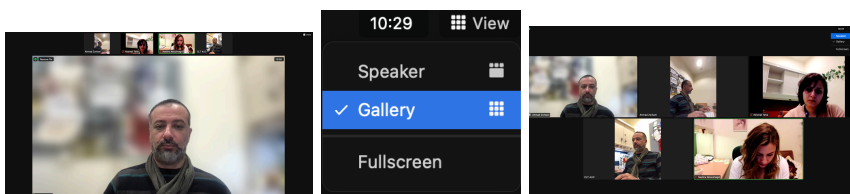
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1. GETTING STARTED

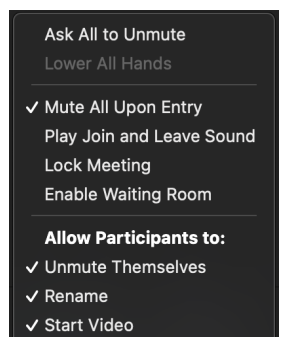
- Log into the podium computer with your AUC username (without @aucegypt.edu) and password. The computer will take about a minute to activate Internet access.
- Make sure that Classroom Control app on the right-hand monitor is switched to “Room PC” by clicking on it
- Click on “ON” to turn the room projector on and lower the main screen in the room (or use attached remote)
- Make sure that both the large screen in the back of the classroom and the right-hand monitor on the podium show the same content.

2. STARTING ZOOM IN THE DUAL DELIVERY CLASSROOM

- Double click on the “Zoom” icon on the computer desktop (on the left screen).
 - “Sign in with Google” is recommended, but you can sign in any way you prefer.
- Go to **Meetings** at the top.
- Start the Zoom session that your remote students will join (the link you shared with them on Blackboard).
 - Once you open Zoom and start your session. Your screen will be showing the Zoom interface.
 - Drag Zoom from the left-hand monitor to the right-hand one.
 - Choose Gallery View to ensure you can see all students at the same time.

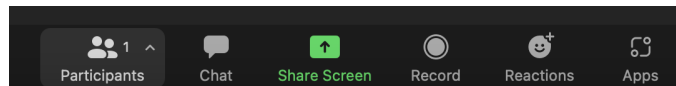


Recommended (not mandatory): Click on **Participants** and click **More** to make sure the following options are selected: Mute All Upon Entry, and Allow Participants to Unmute Themselves, Rename & Start Video.

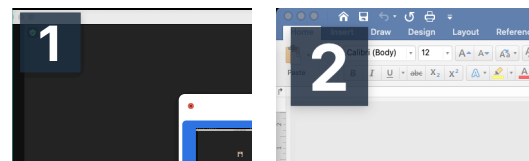


3. STARTING SCREEN SHARING IN ZOOM

To ensure both in-class and remote students are seeing the same screen, you will need to click on the green **Share Screen** button on Zoom.



You will see that your podium monitors will show the numbers 1 and 2 at the top left of each screen. Make sure that you always share **the left-hand monitor** by checking the number that shows on that monitor and sharing it. Note that it may take a different number each time.



It is preferable **not to share an app or a window such as PPT**, you **must** share the entire left screen. That's usually one of the two top left boxes in the Zoom Share Screen pop up window

4. TO HAVE ONE OF YOUR REMOTE STUDENTS GIVE A PRESENTATION

1. Stop sharing your screen through Zoom
2. Allow that student to share their screen if you don't already allow all students to share screen
3. Drag the Zoom interface back to the left-hand monitor, so that the presenting student and their shared screen are visible to in-class students through the projector facing all students in the room; at the front of class)

REMEMBER that once their presentation is finished, you should immediately re-share your screen and move Zoom back to the right-hand monitor.

5. GENERAL TIPS

- Remote students will not see what is displayed on the projection screen clearly through the camera. Instead of pointing your finger at the room screen, use the computer mouse as a pointer or Zoom "spotlight" while sharing your screen. Or plan your presentation with animations that, for example, circle something you want to point at.
- Always be keen to stay in the camera view area. That is the area from standing at the podium, in front of the big room screen facing the in-class students to about a meter past the end of that screen.
- If the voice of an in-class student is too low, you may need to repeat the questions to be heard by remote students.
- **Recommended:** A TA or a student volunteer can monitor the Zoom chat and help you with keeping track of when remote students use "raise hands" on Zoom or pose questions in the chat.

For technical support, please call ACTSS help number 010 6669 4352 or email actss@aucegypt.edu