

INSTRUCTIONS: CONNECTING CLASSROOM TECH TO ZOOM OR TEAMS

Getting set-up:

Before class:

1. Sign into the classroom workstation or laptop.
2. Turn on room system and select the appropriate source (*computer or laptop*) to display.
3. Start your video conference (*Teams or Zoom*). Set microphone and video preferences.

During class:

1. Set recording preferences.
2. Share content.

After class:

1. Sanitize the workstation.
2. Log out of the computer.
3. Access and post recording if applicable
4. Place lapel microphone back in Charger.

Touch Panel Audio Settings:



Audio adjustments:

- **Podium Mic** – Provides room amplification
- **Lapel Mic** – Provides room amplification
- **Program** – Adjusts the audio content (*not microphone*) from a source. For example, a YouTube video on a laptop.

Classroom device names:

These are the device names you'll choose from in Zoom or Teams for microphone, speakers and camera if you are using the classroom devices. If you use your own devices, the names may vary.

Microphone: Echo Canceling Speaker Phone.
QSYS Core Nano

Speakers: Echo Canceling Speaker Phone.
QSYS Core Nano

Camera: QSYS Core Nano

Presenting best practices:

- Masks and shields can muffle voices. Make sure all students and presenters speak up.
- Mute all participants other than the active speaker
- Repeat questions

Contact us:

- Scan the QR code to submit a ticket.
- Need help now?
Call 785-864-1200



Need technology components?

If you need additional technology accommodations for the classroom or teaching, please contact your Technology Support Center (tsc.ku.edu) or department tech staff.

Using Zoom or Teams?

FLIP PAGE FOR ZOOM AND TEAM MEETING DIRECTIONS AND SET-UP

ZOOM

Start your Zoom meeting:

1. Open a browser and go to kansas.zoom.us.
2. Choose **Sign in** and log in using your KU Online ID and password. *Note: You will need your device to log in with Duo.*
3. Select **Start** next to the appropriate meeting.

Set microphone/video preferences:

Microphone & speaker:

1. Select the arrow next to the microphone. 
2. Choose the appropriate microphone and speaker (see front for device names). *Note: Choose **Test Microphone & Speaker** to check settings.*

Video:

1. Select the arrow next to the camera. 
2. Choose the appropriate camera (see front for device names).

Share content:

1. Select **Share Screen**  in the bottom menu.
2. Choose your desktop screen or a specific program then select **Share**.

Record:

1. Select **Record**  in bottom menu.
2. Choose **Record to the cloud**.

Access & post recording in Canvas

1. Navigate to the content area in your Canvas course where you want to place the video..
2. Select **Edit**, then **Kaltura**. 
3. Find the recording file. You can search by Title, Description or Tag.
4. Click the **Select** button for the correct recording.
5. Choose your display options and click **Embed**.
6. Give the content area item entry a **Title** and **Description** and set access options.
7. Click **Submit**.
8. Your file will begin transcoding/ processing.

Best practices:

- Mute all attendees other than the active speaker
- Use cloud recording to access your recordings and post to Blackboard quicker
- Repeat questions for all to hear

TEAMS

Start your Teams meeting:

1. Click on the Teams meeting link from your calendar, course, email or other location.

Note: Meetings may open in a browser or the Teams desktop client if installed. Join through the desktop app for the best experience.

Set microphone/video preferences:

1. Select the  icon.
2. Choose **Settings > device settings**.
3. Select the appropriate speaker, microphone and camera (see front for device names).

Share content:

1. Select the share icon. 
2. Choose your desktop or a specific window.

Best practices:

- Mute all attendees
- Test microphone and speaker settings
- Join through the Teams desktop app
- Repeat questions for all to hear

Record:

1. Select the  icon. Choose **Record & Transcribe > Start recording**. *Note: Recording is not available in a private channel in Teams.*

Access & share recordings:

1. Browse to **stream.office.com**.
2. Enter your KU email address if prompted.
3. At the KU log in screen, enter your KU username and password if prompted.
4. Click on the video you want to share.
5. Enter your KU username and password if prompted.
6. Select the **more actions** icon. 
7. Select **Download** and save the file.
8. Browse to **mediahub.ku.edu**.
9. Log in using your KU credentials.
10. Select add new from the top menu. 
9. Select **Media Upload**.
10. Drag and drop your file or select **Choose a file to upload**.

Once your recording has processed, use the steps above under Zoom to add it to Canvas.