## ITEC Teaching Guide

1. Useful tips
   * Table PC’s (which are hidden behind the walls) that use wireless keyboards and mice are only used in *Individual* mode not *Shared* mode.
   * Teacher’s microphone stays on when speak button is pressed.
   * Log off all computers but do not shut down when done.
   * During group work please encourage audio hygiene to minimize distracting other groups; no loud voices or loud audio.
   * Students can project devices they bring to class to TV screens using the HDMI input at each table and selecting the associated input button on the table touch screen.
   * When instructed to mute microphones Macintosh users must mute within Zoom and the Macintosh system control panel.
2. Ways of using the room
   * **Students working in collaborative groups; no remote (Zoom) students.  
     Teacher cannot control what is being displayed on student TV’s.**  
     Mode from teacher’s keypad: *Individual*
     + At each table students can work on wireless laptops and hidden desktop computer (PC).The PC is directly connected to the internet and uses a wireless keyboard and mouse.
     + Students can choose which computer-laptop or device is projected to their TV screen.
     + Students can share content by controlling which computer is shown on their TV with the table touch pad (Laptop 1, 2, 3 or PC).
     + TV audio at student tables will be unmuted. TV sound will also be routed to table headphone jacks.
     + Sound will also come from each individual laptop or table desktop. Students can control their own volume.
   * **Students working in collaborative groups. No remote (Zoom) students.  
     Teacher controls which classroom computer is displayed on TV screens.**  
     Mode from teacher’s keypad: *Shared*
     + At each table students work on wireless laptops or devices.
     + If their table is selected to display to all TV’s; students can choose which laptop is shown with table touch pad (Laptop 1, 2, 3).
     + Whichever device or table the teacher has selected its audio will be routed to ceiling speakers.
     + Table headphone jacks will not work in Shared mode.
     + Teachers can control what is shown on all TV’s by choosing PC, Laptop HDMI, Laptop VGA or output from Green, Red, Blue or Yellow tables
     + To present from the [document camera](https://www.youtube.com/watch?feature=player_embedded&v=-v4U5IUgoyk&list=PLC495121197280EAD) power up the document camera and double click the shortcut [*Image Mate.doc camera*](https://www.youtube.com/watch?v=O_b-EyqJ-F8&list=PLC495121197280EAD&index=5#t=1m27s)from the desktop.
   * **Whole class presentations with remote (Zoom) students.  
     Teacher can choose which computer is displayed on TV screens.**  
     Mode from teacher’s keypad: *Shared*
     + Teacher, local laptops and remote students login to same class Zoom account.
     + All on-campus students **must mute** their microphones.
     + Audio output from table and teacher microphones goes to ceiling speakers.
     + Teacher and students share content-screens using Zoom *Share Screen*.Note: Remote students cannot see what is on table TV screens.
     + To see the whole class look at Zoom screen. Switch from Zoom *gallery* to *individual* view to change classroom scenario.
     + Table headphone jacks do not work in Shared mode.
   * **Student tables “breaking out” with remote Zoom students**.  
     **Local and remote students arranged by table color collaborate and work together.**  
     **Local and remote student present their work to each other and rest of class.**  
     Mode from teacher’s keypad: *Individual*

* + - All microphones in the classroom must be muted.Audio will be picked up and distributed by table and teacher microphones.
    - *Hidden* table PC’s (wireless keyboard and mouse) log in respective Zoom account shown below. This also activates table camera.
    - Remote students also log into assigned table color by using respective Table Zoom account shown below.

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| --- | --- |
| **Table Color** | **Zoom link** |
| **Red table** | [https://uiowa.zoom.us/j/**188507107**](https://uiowa.zoom.us/j/188507107) |
| **Blue table** | [https://uiowa.zoom.us/j/**841237726**](https://uiowa.zoom.us/j/841237726) |
| **Yellow table** | [https://uiowa.zoom.us/j/**229194634**](https://uiowa.zoom.us/j/229194634) |
| **Green table** | [https://uiowa.zoom.us/j/**701755765**](https://uiowa.zoom.us/j/701755765) |

* + - Local laptops can log into Zoom but they **must be muted**.In class students can use their laptops but we recommend they do not login to Zoom.
    - Students use Zoom’s *Share Screen* to share materials.
    - Students can route their local laptops to their display Note: Remote students cannot see what is on table TV screens.
    - To return to whole class activities
      * Students sign out of table Zoom accounts
      * **Logout of hidden PC!**
      * Login to teachers whole class Zoom account **with laptops**.
      * Teacher changes mode to *Share*.

Note: If other table talk is distracting you may want to use ear buds. To have audio switched from the TV screens to table headphone jacks:

* Right mouse click on the speaker icon.
* Choose *Playback Devices.*
* Right mouse click and *Enable*Speakers/Headphone and *Disable* Extron HDMI. You may need to right mouse click to *Show Disabled Device*.
* Enable HDMI and disable Speakers/Headphone to go back to sound coming from TV’s.