CORE Main Campus Classroom Guide

Please see our [CORE Teaching Page](#) for updated information as this document may change.
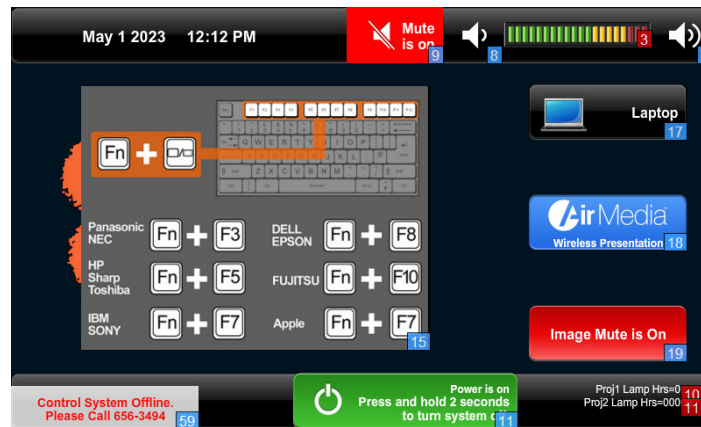
Getting Started

1. There are two major types of rooms: Zoom Software and Video-conferencing. Almost all rooms are equipped with a Windows podium PC as a default presentation source.
2. Zoom Software rooms are designed to easily run blended/remote learning environments. To share content with remote participants, you must present from the Windows podium PC.
3. Video-conferencing (VTC) rooms can connect multiple endpoints from all of our campuses statewide. You can present either from the podium PC or from your own device with Zoom.

✓ New and returning professors are strongly encouraged to visit their classrooms prior to semester start. Each classroom space is unique and may have different connections, configurations, or capabilities.

Zoom Software / Blended Learning Room

About 95% of classrooms are designed primarily for blended/remote learning with streaming and recording via Zoom. The Windows podium PC will connect the room equipment to Zoom. You are in a Zoom Software room if 1) there is a wall panel or 2) the touch panel looks similar to the image (i.e., no video-conferencing option).

Basic Operation

1. Turn on the projection system, either at the touchpad or wall panel.
2. Log in to the Windows Podium PC with your Clemson credentials.
3. Open Zoom and open your scheduled meeting (Zoom class meetings are set up in Canvas LMS).
   Keep default audio settings - the room uses overhead microphones. Zoom should be muted.
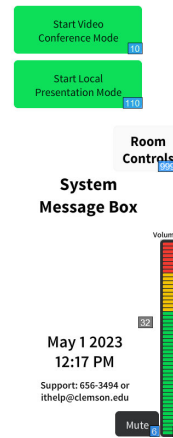4. The room will then be connected to the podium PC.

Helpful Tips

- Camera is fixed on presenter. If it has no green light, find the projector remote and Power it on.
- Rooms with a projector & monitor allow split video; remote/local feeds are otherwise combined.
- To "mute" or black out your presentation, select *Image Mute* from the touch panel.
- Touch panel sources VGA and HDMI are for *local presentations only*; not blended learning.

Video-conferencing (VTC) Room

Note that VTC rooms have all of the capabilities of Zoom Software rooms with additional conferencing functionality. Because of this, courses requiring connections to multiple classrooms/campuses are typically assigned these rooms (e.g., CUICAR to main campus). You are in a VTC room if the touch panel looks like the image below.

Basic Operation

1. Turn on the projection system, either at the touchpad or wall panel.
2. From the touch panel, select *Video Conference Mode*.
3. Log in to the Windows podium PC with your Clemson credentials.
4. Open Zoom and open your scheduled meeting (Zoom class meetings are set up in Canvas LMS).
   Keep default audio settings - the room uses overhead microphones. Zoom should be muted.
5. Select *Participants > Invite > Room System > Call Out*. Select the room and *Call*.
   Note: The room's VTC system can take up to 30 seconds to answer the call.
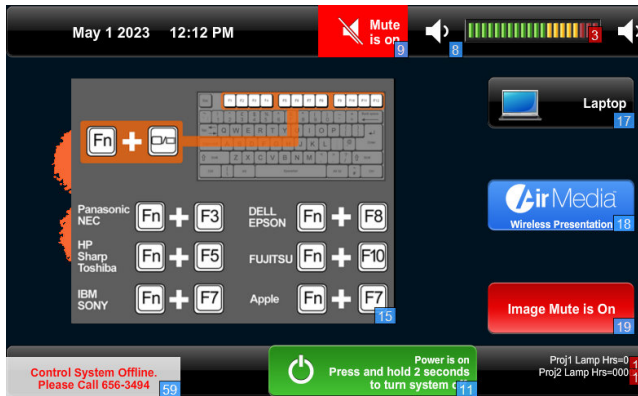
Helpful Tips

- To use your own device to present (instead of podium):
    1. Follow instructions above by dialing into Zoom from your own device.
    2. Connect your device and select the proper source from the touch panel (e.g., HDMI).
    3. Share screen as desired.
- If video feeds are reversed, tap the *Switch Display Layout* from the touch panel.
- For cross-campus connections, the receiving room must be powered on and in VTC mode ahead of the call.
- Never select Local Presentation mode; it is not a supported option.

FAQs

⊘ How do I know what type of room I am teaching in?

Our strong recommendation is to visit your classrooms prior to teaching in them. Once you are in the classroom, you can tell you are in a *VTC room* if you see Video-conferencing options on the touch panel. Otherwise, you are in a *Zoom Software Blended Room*.

Zoom Software Room

VTC Room

ⓘ What display/video connections are available in the classrooms?

Most classrooms have HDMI and VGA ports but may not have the cables/adapters. Some classrooms are VGA only. If you are using your own device, you will need to furnish your own cables/adapters. Note that using these ports - or your own device - is not advised in *Zoom Software / Blended Learning* rooms. Please see below for more information.

ⓘ Why can't I use my own laptop in Zoom Software / Blended Learning rooms?

The audio and video equipment in *Zoom Software / Blended Learning* rooms is directly connected to the Windows podium PC. Any content you wish to share or stream for remote learners - or to record for later - must be shared through that podium computer.

While *VTC rooms* are most often used by classes requiring VTC functionality, it is still possible to conduct blended or hybrid learning from these rooms. This optionality is presented under the *Helpful Tips* heading of the *Video-conferencing (VTC)* section above.

ⓘ When should I use local presentation mode?

Local presentations may be useful for unplanned meetings in *Zoom Software* rooms only if no remote participation, streaming, or recording are needed. The room content is not connected to the Zoom session in this mode, so remote participants cannot view content you share/present in this way.

Local presentation mode in VTC rooms is not advised as it is no longer a supported option. Since the same functionality is available in VTC mode, there is no benefit to using Local Presentation in VTC rooms.

⊘ When do I need to dial out or dial into the room?

If you are in a *VTC room*, you will have to dial into that room from the podium PC or your own device. Similarly - when connecting two classrooms or campuses - you also have to dial the other room. This requires the remote or "receiving" classroom to be powered on.

If you are in a *Zoom Software / Blended Learning* room, the room is already connected to the Windows podium PC, and you simply have to start your Zoom meeting to share any content you choose.

⊘ What is AirMedia?

AirMedia is a feature that is only available in newer Zoom Software rooms. It allows you to present your screen wirelessly (no cables). This feature is not recommended as the result is lower quality video. However, if you find that you do not have the right cable or adapter, AirMedia is a workaround solution to present content.