SMUFLEX CLASSROOM INSTRUCTIONS AC SIMMONS 218

BEFORE CLASS BEGINS

1. Setup your Zoom class meeting
2. Make sure to use the following Zoom meeting settings
    a. **Topic**: enter the class name
    b. **When**: enter class dates, select Recurring Meeting
    c. **Security**: select Passcode (do not use Waiting Room)
    d. **Meeting Options**: select Record the meeting automatically, in the Cloud
    e. Click **Save**
3. Communicate with students on how to connect to the Zoom meeting.

STARTING YOUR CLASS

1. Login to the podium computer with your SMU credentials (*do not use the guest login*)
2. Tap the touch panel to power on the projector and select your source
3. On the touch panel, **mute the room speakers**
4. Start your Zoom meeting
    a. Launch **Zoom** from the desktop and sign in using SSO
    b. **Start** the meeting. **When prompted, do not join audio.** Click the **X** in the right corner of the audio window**.** If you receive a warning message about your recording, disregard. The audio will be included in your recording via the DTEN device.
    c. **Share content** (we recommend sharing the entire desktop to easily switch between files/sources)
        i. If you are sharing audio or video files, remember to click **Share Computer Sound** and click **Optimize Screen Sharing for Video Clips**
    d. Click **Record Meeting** and save the file to the cloud
5. Go to the DTEN. Using the stylus or your finger, tap **Join** and enter the meeting ID and passcode
6. *(optional)* The lavalier microphone is not needed as the DTEN will serve as the microphone for the entire room. However, if you need additional voice lift, do the following:
    a. Turn on the microphone and attach it to your shirt.
    b. Unmute the speaker on the touchpanel
    c. If you share an audio file from the podium computer, you will need to mute the room speakers via the touchpanel to avoid an echo in the room. Then unmute the touchpanel to use the microphone when the audio/video file is finished.

USING THE DTEN WHITEBOARD

1. If you are sharing content, you must stop the content sharing to use the DTEN whiteboard
2. Select **whiteboard** from the bottom of the DTEN screen
3. Use the stylus to write on the screen.
4. Tap the new page icon at the bottom of the whiteboard to add a clean whiteboard page.
5. You can also toggle back and forth between whiteboard pages by selecting the pages icon at the bottom of the screen and selecting the appropriate page
6. Images can be saved and emailed to Zoom participants by clicking Save. If you wish to retain them, save them before you end the Zoom meeting.

Note: The DTEN also allows you to annotate shared content and save those annotation files similar to the whiteboard tools above.

For emergency classroom assistance, call 214-768-8888

SCREENSHARING WITH DTEN

Content can be wirelessly shared to the DTEN and will then be visible in the Zoom meeting for all attendees. Sharing is done using the Zoom application, but students do not have to join the Zoom meeting audio or video from their device.

1. Adjust your Zoom meeting settings to allow participants to share content
    a. Click the arrow next to **Share Screen**
    b. Select **Advanced Sharing Options**
    c. Select **All Participants**
2. From the student's personal device, launch the Zoom application
3. Click the Screen Share icon
4. Enter the Zoom meeting ID to share the content

EPSON WHITEBOARD (K)

Epson

1. Tap the **Share** icon on the Epson whiteboard
2. Select your sharing mode
3. Click **Start**
4. From the podium computer, open a browser window
5. Type the **IP address** of the Epson whiteboard
6. Click **Whiteboard**
7. Enter the **pin code** displayed on the Epson for that session
8. Click **Connect**
9. Before using the whiteboard in class, display your browser in Zoom so remote participants can see. You can also share the IP address and code with the students to allow them to connect directly. You will need to use the special digital pens to write on the whiteboard and display the content to the remote participants.
10. At the end of class, select Stop Sharing on the whiteboard

AT THE END OF CLASS

1. **Stop** the Zoom recording.
2. **End** the Zoom meeting from the lectern computer
3. Log out of the PC by clicking the Start button, then the user icon and click Sign Out
4. If applicable, place the microphone back on the charger.

For videos and additional information, visit smu.edu/classroomtech.

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