SMUFLEX CLASSROOM INSTRUCTIONS FOSC 153

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. If your room has a lavalier microphone, put on the microphone and verify that it is turned on
4. Start your zoom meeting
   a. Launch **Zoom** from the desktop and sign in using SSO
   b. Test your Zoom settings
      i. Click the Arrow next to the Mute Icon
      ii. Select Test Speaker and Microphone
      iii. Follow the on-screen prompts
   c. **Start** the meeting
   d. **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**
   e. Click **Record Meeting** and save the file to the cloud

KAPTIVO WHITEBOARD (J)

Kaptivo

1. Launch a browser window and go to kaptivo.live
2. Enter your **name** and the **Camera ID**. This will be posted in the room.
3. Hit **View board**
4. Hit the **Start** button on the Kaptivo puck (If the kaptivo is in a previous session, hit the button on the Kaptivo puck to end that session and then hit it again to initiate the new session)
5. **Tip:** Click **Share Session** link and copy the link ID to the chat window in Zoom. This would allow remote participants to view the whiteboard directly from their browser window.
6. At the end of class,
   a. If you wish to save the files from the whiteboard, visit the Kaptivo browser session
   b. Click **Shared**==**Download**--- and select your destination (recommend using the email feature)
   c. Click **End** to close out the whiteboard session

For emergency classroom assistance, call 214-768-8888

OWL CONFERENCING CAMERA

1. Place the Owl near the center of the table
2. Verify the Owl is turned on and not muted
3. Select the OWL as your source for any of the following: Microphone, Speaker and Camera
   a. Click the arrow next to the mute button and select OWL under Speaker and/Or Microphone
   b. Click the arrow next to the video button and select Owl as the camera source

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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