

## Full Tech Push Button Classroom Instructions

### Before Class

Prior to class you will need to create a Teams meeting invite and share that invitation with your students. To create a Teams meeting invite:

1. Open Teams and click on Calendar.
2. Click the +New Meeting button in the top right corner, if you are on a phone or table look for a small calendar icon with a + sign on it.
3. Enter the Title of the meeting.
4. In the Add Required Attendees field you can leave this blank if you plan to share this meeting with your class, you can however use this field to also invite guest lecturers to your meeting.
5. Enter the start and end date and time.
6. If this is a repeating meeting you do have the option to create a single meeting that repeats, such as a weekly class. (Note: Feel free to create a recurring meeting for your class if you wish but be aware that this will mean that all chat and files shared will be hosted in a single location in Teams and may be difficult to navigate several weeks into the term.)
7. In the Add Channel field enter the name of your class channel that you wish to attend the meeting. (Note: This will not email the class however so you will still need to share the meeting link in D2L to ensure students can access the class.
8. In the Add Location field you can enter the physical location on campus that class will be held
9. In the Details field you may add any information about the meeting you'd like. However please do not share files in this field. We are advising that D2L still be the depository where files are shared with students.
10. Click Save

If you prefer video instructions please see this [demonstration](#). Once you have created the meeting link you will then need to share it with your students. This [video](#) will demonstrate how to do that.

Below are the instructions on how to use the controls for the pushbuttons in the classroom. Please note that these options all still function but only content broadcast through the in-room PC will be captured by Teams and the video conference camera. The push button control's main purpose is to let the projector know what image to project on the screen at the front of the room, to allow students physically in the room to see the content. For remote students joining via Teams all content will need to broadcast through the in-room PC or the Teams call (via a secondary device like a tablet) in order for distance students to see them.

## Projector

- To power the projector on tap the red “On” button, the screen will automatically lower.
- On the projector panel you can mute the sound, turn the sound up or down, and black out the screen.
- If you would like to raise the screen to access the white board underneath while the projector is on you can do so by using the “Draper” panel control, generally located on the side of the whiteboard.



## Podium PC

- If you would like to use the computer in the room, select “Podium PC” on the “Input Select” panel.
- If the computer is not powered on, open the cabinet door press the computer’s power button to power it on.
- You will need to log-in with your UNB ID to access to your network drive files, One Drive and email.
- Please ensure you are logged off the computer before leaving the room to prevent security breaches by other people using this computer after you leave.



## Personal Laptop

- If you are using your own laptop an HDMI or VGA cable will be required, if using VGA and you will need an audio cable if you want to project sound.
- It is recommended you plug the appropriate cable(s) into your laptop and the corresponding HDMI or VGA connector and/or audio jack on the console BEFORE powering on your laptop.
- From the “Input Select” panel, select VGA or HDMI (depending on the cable type connected to your laptop).
- NOTE: Content shared with students in the room via your laptop will not be captured by your remote students in Teams.



## DVD/VCR Player

- To use the internal DVD and/or VHS player open the cabinet and power on the required player.
- Select DVD/VHS on the Input Select panel.

- Insert your DVD or VHS tape into the player and hit play.
- Note: Content played on the DVD or VHS will not be visible to remote students

### Document Camera

- To use the document camera, insert the VGA cable from the document camera into the VGA port.
- Power on the document camera and select VGA on the Input Selection panel.
- You can share the document camera content with your remote students but please do so using the instructions below.



### Joining a Teams Meeting in the Classroom

1. Prior to class create a meeting link and share it with your students.
2. Once in class log into the in-room PC and open the Teams app.
3. Log into the Teams app and open the calendar.
4. Find the meeting and click the Join button.
5. Press the Projector Power On button.
6. Choose Podium PC as the source.
7. You can now open PowerPoint files, web pages, the document camera, or any other digital content you wish to share with your in-person and remote students on the projected screen. In-person students will see it immediately; click the Teams meeting navbar, select Share and then share the projected screen to share these items with your remote students.
8. After class please log out of the in-room computer, turn off the document camera, and PRESS POWER OFF button on the projector.

### Using Your Tablet as a Whiteboard

Much like at home you can use a tablet computer as a whiteboard in the classroom. We advise you use a tablet or the in-room document cameras in lieu of the whiteboards in the classroom as the video conference cameras will not adequately capture material written on the whiteboards. To do this:

1. Create your meeting link in Teams prior to class and share it with your students.
2. Join the Teams meeting on the in-room PC.
3. Press the Projector Power on.
4. Select Podium PC as the Source.
5. Open the Teams app on your tablet and go to the calendar and join the meeting on this

device as well. (Note even with the volume on your tablet fully turned off you might still get some audio feedback, to trouble shoot that connect some headphones to your device.)

6. When you are ready to use the Whiteboard click the three dots on the floating navbar on the tablet meeting and click Share.
7. Select Share, and select Share Screen
8. You will then be asked to Start Broadcast when you are ready. (Note: the first time sharing your screen you may need to grant system access to Teams in your settings. Just follow the instructions on the screen on how to do so.)
9. Once you tap Start Broadcast the system will count you down from 3 and then start broadcasting.
10. Click the home key on your device to access your other apps and open any whiteboard app you choose to use.
11. You will then be sharing your tablet with your remote students. To share it with the students in the classroom as well you will need to drag the Teams app and drag it from the instructor monitor to the projected screen behind you. (Note: you may need to re-size the window to access all the Teams options do that by click the hollow square next to the X in the top right corner.)
12. When you are done using the whiteboard, click the red dot on your tablet screen to stop broadcasting, and drag your Teams window back to the instructor's monitor, you may need to re-size the window again.

## Using the Document Camera

The in-room document camera can be used to share whatever content you place under it. Share print-out, objects, or use pen and blank paper and use it in lieu of the whiteboards

1. Create your meeting link in Teams prior to class and share it with your students.
2. Join your meeting on the in-room PC.
3. Press the Projector Power on.
4. Select Podium PC as the source.
5. Power on the document camera (top left button on the camera).
6. Click on the Windows icon on the bottom left corner of the Windows taskbar.
7. Select Camera, this will open the camera in a new window, and should show the view from the document camera, if it does not click the Switch Camera icon until your document appears.
8. Drag the Camera window off the instructor's monitor onto the projected classroom screen.
9. To share with your remote students, click the Share button in Teams and share the projected screen.
10. When you are done stop sharing your screen and close the Camera app.

To resolve or report technical issues please email [itservicedesk@unb.ca](mailto:itservicedesk@unb.ca) or call 657-2222.

