

## Full Tech with Touch Screen ADM 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:

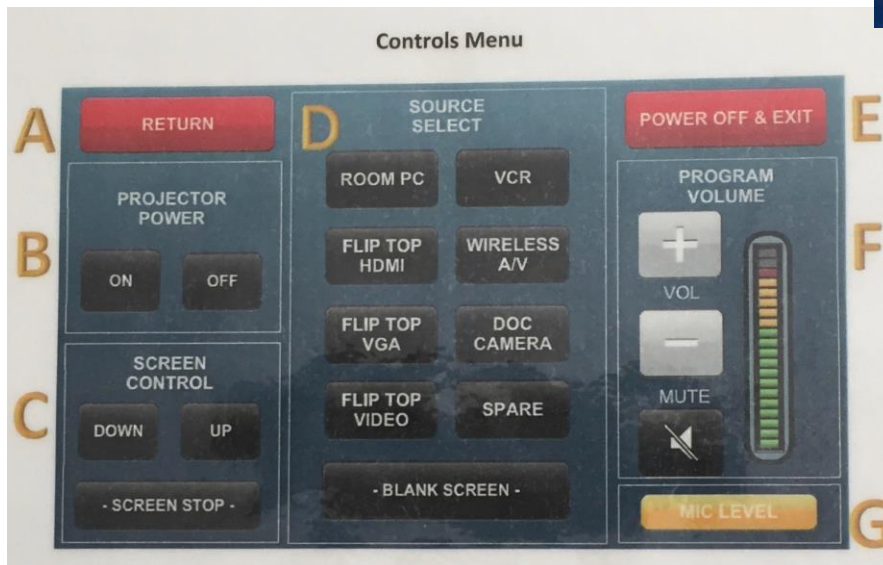
1. Open Teams and click on Calendar.
2. Click the +New Meeting button in the top right corner, if you are on a phone or table look for a small calendar icon with a + sign on it.
3. Enter the Title of the meeting.
4. In the Add Required Attendees field you can leave this blank if you plan to share this 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 touchscreen 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 touch panel'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.

## Touch Screen Instructions

If the touchscreen is displaying the date touch it to wake it up and you will see this Start Page. Touch the screen again (anywhere) to get to the Controls Menu



- A. Return to the Start Page
- B. Turn the classroom projector On or Off
- C. Projections Screen can be moved down, up or stopped
- D. Select the appropriate button to connect a device to the projector:
  - Room PC** – the computer in the classroom cabinet
  - \*VCR** – found in the classroom cabinet
  - Flip Top HDMI** – console cable to connect to a laptop.
  - \*\*Wireless A/V** – device projected wirelessly
  - Flip Top VGA** – console cable to connect a laptop
  - \*\*\*Doc Camera** – on console in the room
  - Flip Top Video** – RCS ports (red, white, and yellow)
  - Spare** – currently not in use
- E. Power Off & Exit – shuts off the projector, retracts the screen and returns the touchscreen to its default settings. The shutdown process requires at least 3 minutes.
- F. Program Volume – Up (+), down (-) or mute the volume
- G. Mic Level – brings up a submenu to control the volume level of the microphone (if one is being used)

**\*These buttons will broadcast the content in the classroom only, remote students will not see the content**

**\*\* See instructions below for how to share your table both in the room and remotely**

**\*\*See instructions below for how to share the document camera both in the room and remotely**

## 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 console control panel and click the Projector Power On.
6. Choose Room 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 & EXIT to properly shut down the system and have it ready to go for the next instructor.

## 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. Touch the control panel and power on the projector.
4. Select Room 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 grab 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 the 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. The document cameras have been in the classrooms for some time and as such there is a button on the control panels to allow to have the ceiling mounted projector project the document camera to the students in the front of the room. This will however prevent your remote students from seeing the content, but you can share the document camera with both in-person and remote students by:

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. Touch the control panel and power on the projector.
4. Select Room 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.