

Zoom hyflex class setup guide 1

--Class materials projected on screen--

【Startup】

- 1-1. Unlock the AV box and turn on the main power.
- 1-2. Connect an HDMI cable to a laptop or other device, or connect an RGB cable and audio cable.
- 1-3. Press the button in the AV box corresponding to the step 1-2.

- HDMI connection is “HDMI”, RGB and audio is “PC (パソコン)”
- In 04, 21, 22, and 23, Yoshida South Campus Bldg. No. 1, the projector also serves as a speaker, so use the remote to turn on the projector and adjust the volume.
- For 3A, 3B, 3C, and 3D seminar room, Yoshida South Campus Academic Center Building, turn on the speaker on the AV box.

- 1-4. Turn on the projector with the remote.

- Turn on the projector using the switch on the lectern in 11, 21, 30, and 31, Yoshida South Campus Bldg. No.4 and the switch on the AV box in Lecture Rooms 31 and 32 of ILAS Bldg.

- 1-5. Lowering the screen with the switch on the wall.

- In 11, 21, 30, and 31, Yoshida South Campus Bldg. No.4, 31, and 32 of ILAS Bldg., when the projector is turned on, the screen comes down.
- If nothing on the screen, select duplicate by Windows button + "P" for Windows OS computers, or check the mirroring settings for Mac OS computers.

- 1-6. Connect a laptop or other device to KUINS-Air.

- Enter SPS-ID and password for full-time faculty, ECS-ID and PW for part-time faculty

1-7. Connect your laptop or other device to Zoom and start the meeting.

- If students were not informed of the Zoom connection information yet, inform them of it via KULASIS or PandA email feature after the meeting starts.
- After entering the meeting, turn on the microphone and video.
- Start recording the meeting.

1-8. View the class materials via Zoom screen sharing.

- Instructors are encouraged to speak within the range of the laptop camera.

1-9. When remote students enter the meeting, check the video and audio.

- Use of a microphone is recommended in classrooms where it is installed.
- Instruct classroom students to mute their microphones and speakers whenever they connect to Zoom.

【Shutdown】

1-A. In the bottom right of the Zoom app, click "End" and "End Meeting for All".

1-B. Turn off the projector with the remote.

1-C. Put the cables, the microphones and the remote back in the AV box.

1-D. Turn off the main power and lock the AV box.

Zoom hyflex class setup guide 2

-- Teaching with a writing board--

【Startup】

2-1. Unlock the AV box and turn on the main power.

- Microphone is ready for use when main power is turned on.

2-2. Connect a laptop or other device to KUINS-Air.

- Enter SPS-ID and password for full-time faculty, ECS-ID and PW for part-time faculty

2-3. Connect your laptop or other device to Zoom and start the meeting.

- If students were not informed of the Zoom connection information yet, inform them of it via KULASIS or Panda email feature after the meeting starts.
- After entering the meeting, turn on the microphone and video.
- Start recording the meeting.

2-4. Set up a laptop, etc. at the position where the board is shot.

- With a laptop camera at a distance of 3m from the board, you can shoot appx. 4m (appx. half the board). Be careful not to write outside the shooting range.
- If large enough from the back of the classroom, it can be seen on Zoom.
- Use a classroom microphone near a laptop or other device or a speakerphone to pick up the audio of remote students.

2-5. When remote students enter the meeting, check the video and audio.

- Using a microphone is essential to collect sound while writing on the board.
- Note that if the microphones are too close to each other, audio feedback will occur.

【Shutdown】

2-A. In the bottom right of the Zoom app, click "End" and "End Meeting for All".

2-B. Put the microphones back in the AV box.

2-C. Turn off the main power and lock the AV box.

Zoom hyflex class setup guide 3

--Seminar style class--

【Startup】

3-1. Unlock the AV box and turn on the main power.

3-2. Connect an HDMI cable to a laptop or other device, or connect an RGB cable and audio cable.

3-3. Press the button in the AV box corresponding to the step 3-2.

- HDMI connection is “HDMI”, RGB and audio is “PC (パソコン)”
- In 04, 21, 22, and 23, Yoshida South Campus Bldg. No. 1, the projector also serves as a speaker, so use the remote to turn on the projector and adjust the volume.
- For 3A, 3B, 3C, and 3D seminar room, Yoshida South Campus Academic Center Building, turn on the speaker on the AV box.

3-4. Turn on the projector with the remote.

3-5. Lowering the screen with the switch on the wall.

- If nothing on the screen, select duplicate by Windows button + "P" for Windows OS computers, or check the mirroring settings for Mac OS computers.

3-6. Connect a laptop or other device to KUINS-Air.

- Enter SPS-ID and password for full-time faculty, ECS-ID and PW for part-time faculty

3-7. Connect your laptop or other device to Zoom and start the meeting.

- If students were not informed of the Zoom connection information yet, inform them of it via KULASIS or Panda email feature after the meeting starts.
- After entering the meeting, turn on the microphone and video.
- Start recording the meeting.

3-8. When remote students enter the meeting, check the video and audio.

- Instruct classroom students to mute their microphones and speakers whenever they connect to Zoom.

3-9. Switch the ZOOM screen depending on the class method.

- In the case of presentations, have a speaker view and a large picture of the presenter. If a classroom student is the presenter, have him/her present in front of a laptop or other device.
- For class discussions, use the gallery view. Shoot the classroom from the bird's-eye view. You can have the classroom students connect to Zoom with the microphones and speakers muted. All sound should be concentrated on one laptop or a device.
- Use the breakout room feature when having students engage in group discussions or group assignments. Groups with only classroom students can talk directly to each other. A group of only remote students can talk on Zoom. In the case of a mixed group of classroom and remote students, if the sound is concentrated on a single laptop or a device per group, there will be no problem. However, make sure to turn on the microphones and speakers after entering the breakout room and mute before returning to the meeting.
- Note that if an overlap of speaks, the sound may be broken up.

【Shutdown】

- 3-A. In the bottom right of the Zoom app, click "End" and "End Meeting for All".
- 3-B. Turn off the projector with the remote.
- 3-C. Put the cables, the microphones and the remote back in the AV box.
- 3-D. Turn off the main power and lock the AV box.