Hybrid Teaching Experience

Setup laptop at teaching station (Lectern, Table, AV credenza) and ensure you are connected to USC Secure Wireless.

- Hybrid courses on campus require your own device with the latest version of the Zoom app. Laptops are recommended for best results.

- All AV equipment should turn on when approaching the AV credenza. If the system does not turn on, simply tap the touch panel located on top of the AV credenza.

- If you do not wish to use the system, select the up arrow on the right of the touch panel to retract the screen and turn off the projector display.

Launch Zoom from your laptop OR launch Zoom from your LMS (Blackboard, Canvas, etc.)
*TIP: Sign-in with the USC SSO and your courses should be displayed.

- **ZOOM**
  - Select the meeting you wish to launch.

- **BLACKBOARD**
  - Select your course under My Courses
  - Select zoom on the left-hand panel
  - On the Upcoming Meetings tab, find the Zoom link for your scheduled class.
    - Write down the Meeting ID number. *You will need this for a later step.
    - Click the Zoom link that contains your scheduled class.
    - Click Open zoom.us

**Click Join** with Computer Audio

**Mute** your laptop’s microphone, speaker, and video sources.

- To mute microphone: Press the microphone icon in the lower left corner of the Zoom call. *(It should now display a red slash through the icon)*

- To mute speaker: Press up arrow next to microphone icon and select leave computer audio or turn down the volume on your laptop completely.

- To mute video: Press the video camera icon in the lower left corner of the Zoom call. *(It should now display a red slash through the icon)*

**Tap Zoom** on the touch panel located on the credenza.
On the left side of the screen, select Join.

Enter the meeting ID of your Zoom session and password if needed. (This is the ID that you wrote down earlier). Hit dial.

Back to the laptop. Once you have joined the classroom, promote the room to be a co-host on your laptop.

- Locate participants. Find the classroom participant. Select More > Make Co-host.

Back to the touch panel, within the Zoom app, enable audio and video.

Share your laptop screen via Zoom.

- Students on the far end will see your screen on their computers while students in class will see it on the projector.

Once finished teaching, end the Zoom meeting and exit the classroom.

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**NEED ADDITIONAL ASSISTANCE?**

If you need immediate assistance call **213.821.6601**

For an in-depth classroom technology orientation or general questions about classroom spaces, please email **spaces@usc.edu**

For more information about Learning Environments and what we offer, go to **itservices.usc.edu/spaces/**

Other helpful information:

- Classroom Scheduling 213.740.4612
- Ops and Maintenance 213.740.6833
- Public Safety 213.740.6000
- **EMERGENCY** 213.740.4321

Fight on!