

# HYBRID TEACHING EXPERIENCE

SETUP  
LAUNCH

**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

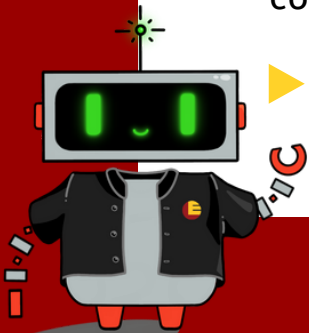
- Select your course under My Courses
- Select zoom on the left-hand panel
- On the Upcoming Meetings tab, find the Zoom link for your scheduled class.
  - Write down the Meeting ID number. \*You will need this for a later step.
  - Click the Zoom link that contains your scheduled class.
  - Click Open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



# HYBRID TEACHING EXPERIENCE

TEACH  
END

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

## 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](mailto:spaces@usc.edu)**

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

