ITEC Teaching Guide

I. Useful tips

- Table PC’s (which are hidden behind the walls) that use wireless keyboards and mice are only used in *Individual* mode not *Shared* mode.
- Teacher’s microphone stays on when speak button is pressed.
- Log off all computers but do not shut down when done.
- During group work please encourage audio hygiene to minimize distracting other groups; no loud voices or loud audio.
- Students can project devices they bring to class to TV screens using the HDMI input at each table and selecting the associated input button on the table touch screen.
- When instructed to mute microphones Macintosh users must mute within Zoom and the Macintosh system control panel.

II. Ways of using the room

1. **Students working in collaborative groups; no remote (Zoom) students.**
   Teacher cannot control what is being displayed on student TV’s.
   Mode from teacher’s keypad: *Individual*

   - At each table students can work on wireless laptops and hidden desktop computer (PC). The PC is directly connected to the internet and uses a wireless keyboard and mouse.
   - Students can choose which computer-laptop or device is projected to their TV screen.
   - Students can share content by controlling which computer is shown on their TV with the table touch pad (Laptop 1, 2, 3 or PC).
   - TV audio at student tables will be unmuted. TV sound will also be routed to table headphone jacks.
   - Sound will also come from each individual laptop or table desktop. Students can control their own volume.

2. **Students working in collaborative groups. No remote (Zoom) students.**
   Teacher controls which classroom computer is displayed on TV screens.
   Mode from teacher’s keypad: *Shared*

   - At each table students work on wireless laptops or devices.
   - If their table is selected to display to all TV’s; students can choose which laptop is shown with table touch pad (Laptop 1, 2, 3).
   - Whichever device or table the teacher has selected its audio will be routed to ceiling speakers.
   - Table headphone jacks will not work in Shared mode.
   - Teachers can control what is shown on all TV’s by choosing PC, Laptop HDMI, Laptop VGA or output from Green, Red, Blue or Yellow tables.
   - To present from the **document camera** power up the document camera and double click the shortcut **Image Mate.doc camera** from the desktop.
3. **Whole class presentations with remote (Zoom) students.**
   Teacher can choose which computer is displayed on TV screens.
   Mode from teacher’s keypad: *Shared*

   - Teacher, local laptops and remote students login to same class Zoom account.
   - All on-campus students **must mute** their microphones.
   - Audio output from table and teacher microphones goes to ceiling speakers.
   - Teacher and students share content-screens using Zoom *Share Screen*. Note: Remote students cannot see what is on table TV screens.
   - To see the whole class look at Zoom screen. Switch from Zoom *gallery* to *individual* view to change classroom scenario.
   - Table headphone jacks do not work in Shared mode.

4. **Student tables “breaking out” with remote Zoom students.**
   Local and remote students arranged by table color collaborate and work together.
   Local and remote student present their work to each other and rest of class.
   Mode from teacher’s keypad: *Individual*

   - All microphones in the classroom must be muted. Audio will be picked up and distributed by table and teacher microphones.
   - *Hidden* table PC’s (wireless keyboard and mouse) log in respective Zoom account shown below. This also activates table camera.
   - Remote students also log into assigned table color by using respective Zoom account shown below.

   Table Zoom accounts
   - Red table  https://uiowa.zoom.us/j/188507107
   - Blue table  https://uiowa.zoom.us/j/841237726
   - Yellow table https://uiowa.zoom.us/j/229194634
   - Green table https://uiowa.zoom.us/j/701755765

   - Local laptops can log into Zoom but they **must be muted**. In class students can use their laptops but we recommend they do not login to Zoom.
   - Students use Zoom’s *Share Screen* to share materials.
   - Students can route their local laptops to their display Note: Remote students cannot see what is on table TV screens.
   - To return to whole class activities
     Students sign out of table Zoom accounts
     **Logout of hidden PC!**
     Login to teachers whole class Zoom account **with laptops**.
     Teacher changes mode to *Share*.

   Note: If other table talk is distracting you may want to use ear buds. To have audio switched from the TV screens to table headphone jacks:
   - Right mouse click on the speaker icon.  
   - Choose *Playback Devices*.
   - Right mouse click and *Enable* Speakers/Headphone and *Disable* Extron HDMI. You may need to right mouse click to *Show Disabled Device*.
   - Enable HDMI and disable Speakers/Headphone to go back to sound coming from TV’s.