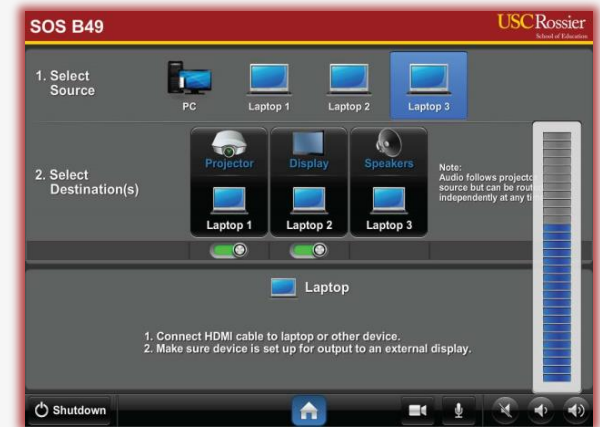# BYOD together with Classroom A/V System

Follow this step by step guide (with pictures) to use Bring Your Own (BYOD) personal presentation devices in conjunction with the Rossier Classroom PC, and A/V systems.

BYOD together with Classroom A/V System

Scan QR code

*** Starting an online meeting on your laptop or Bring Your Own Device (BYOD) system, and then plugging your personal BYO device into the classroom system with the lectern cables, will NOT transfer content, audio or video into the online meeting. ***

For instructional videos on how to present a BYOD system, both in-class and online, please visit our online instruction wiki that includes videos and step by step directions:

To access the wiki, type this link into your browser or scan the QR code - www.rossierportal.usc.edu

MIS Training and Support Wiki

BYOD together with Classroom A/V System

Agenda:

- Bring Your Own Device (BYOD)

- Benefits

- Step By Step Process

- Testing

- Requesting Support

BYOD together with Classroom A/V System

Benefits of using Rossier Classroom PC and BYOD together:

- Presenters do NOT have to transfer files to the classroom PC.

- Advanced programs can be displayed on the classroom projectors and monitors.

- Some instructors use programs that the University does not license or keep installed on in-room machines.

- With BYOD, you can display the computer applications that you run from your personal/business devices.
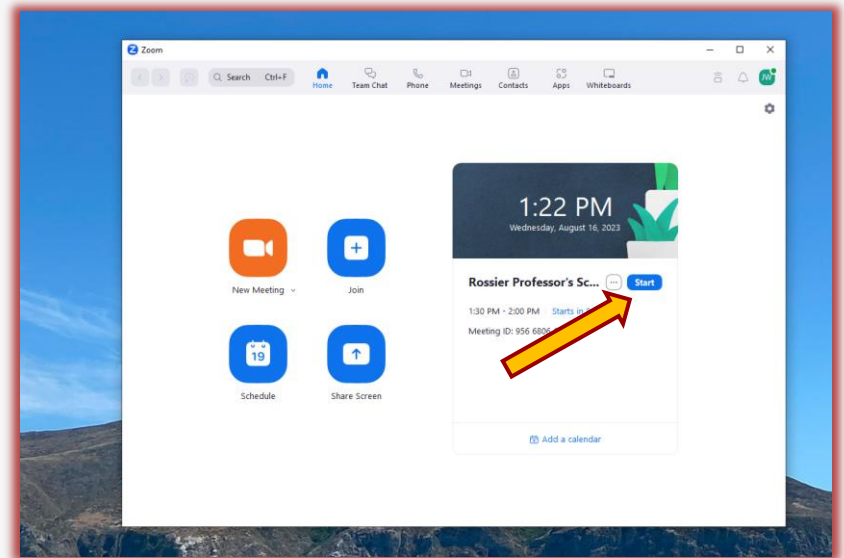
Start the meeting on your BYOD

"Start" the Zoom Meeting on your Laptop or BYOD

Starting from your BYOD makes your BYOD "host" and gives your BYOD priority control over other users and devices.

Launch the Zoom Application on your laptop/BYOD.

It is best to use the installed application rather than browser based software.

Setup the meeting on your BYOD

Leave Computer Audio on your BYOD

*** Leaving computer audio will prevent audio echo/feedback in the classroom overhead speakers. ***

On the lower left hand side of your Zoom screen, you should see a microphone icon with an up caret/arrow.

Click the up arrow next to the mic button on your in meeting controls.

Choose "Leave Computer Audio."

USCRossier
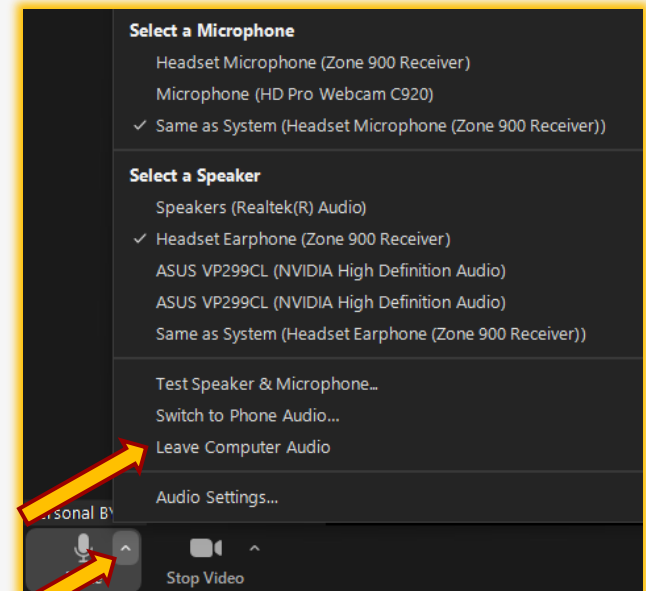
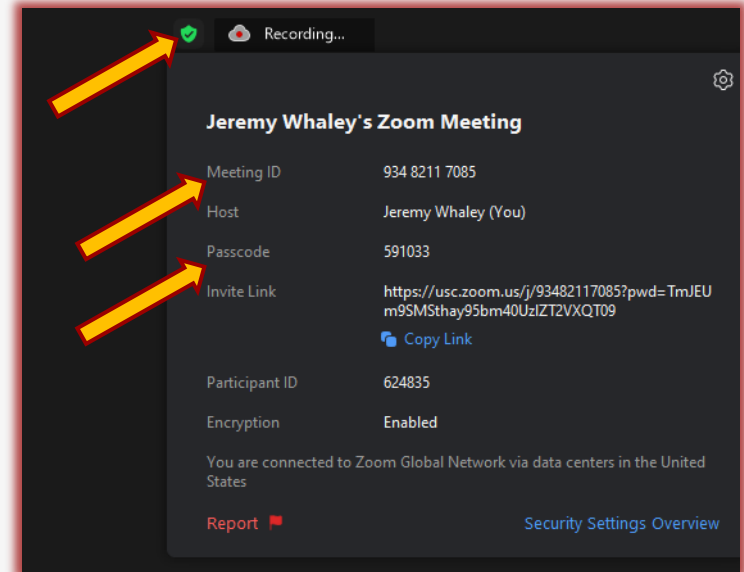# Operate the classroom A/V system

On your Laptop or BYOD:

Find the meeting Information.

Click the green checked shield located on the upper left corner of your Zoom meeting.

A popup window will appear.

Make note of the Meeting ID, and Passcode.

Passcodes are not always available or required.

Setup the meeting on your BYOD

Continue setup on your Laptop or BYOD:

Share your screen/slides from your BYOD into the Zoom meeting.

Select "Share sound" from the check box on the bottom left of the share screen.

Audio stemming from your BYOD such as YouTube will now be shared into virtual meetings and the classroom speakers.
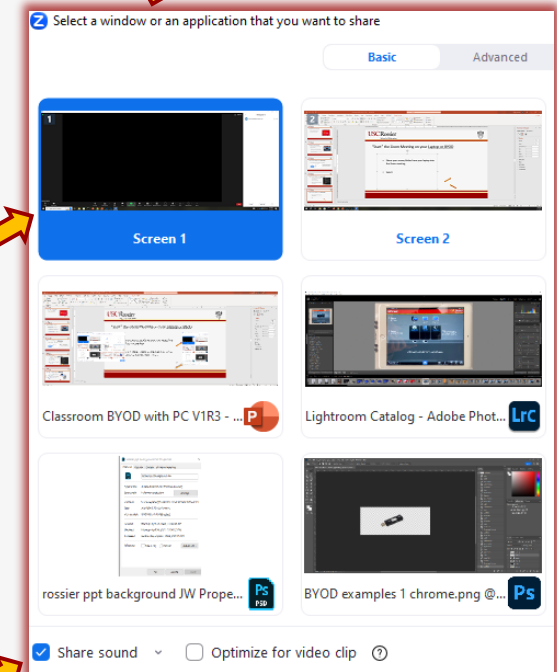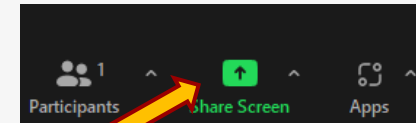
Arrange the classroom technology

Classroom Audio/Visual Systems:

Move the PC mouse or press Enter on the keyboard to wake up the "Rossier Classroom PC."

*** There is <u>NO PASSWORD</u> required to log into the Rossier Classroom PC, just press Enter. ***

Arrange the classroom technology

On the Classroom touch-panel:

Wake up the classroom touch-panel by pressing the circular activation button on the front of the touch control pad.

*** You may need to activate the Crestron touch-panel application.***

To activate the Crestron application, press the swirling icon on the bottom left side of the screen.
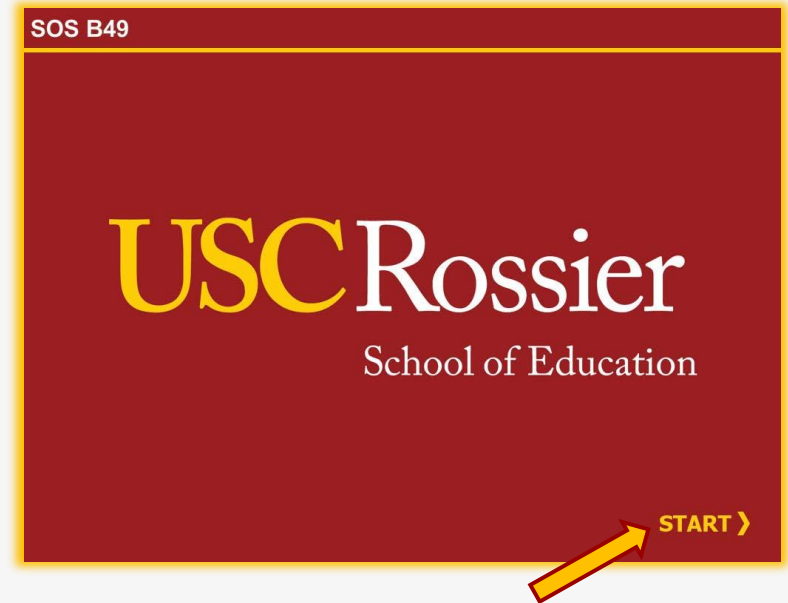
Arrange the classroom technology

On the Classroom touch-panel:

Press START on the bottom right corner of the A/V touch-panel to continue your classroom environment setup.

Arrange the classroom displays

On the classroom touch-panel:

Touch the PC icon as a "source" then touch Projector, Display (large LCD monitor), or both as the "destination."

The source that is routed to the projector will automatically route to the classroom speakers.

To route individual sources to the speakers, touch the desired source, then touch Speakers as a destination.
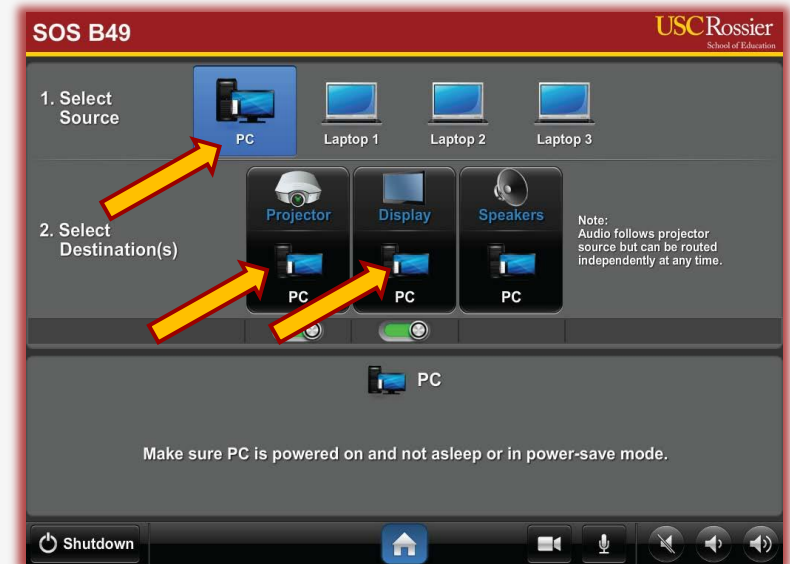
Operate the classroom audio
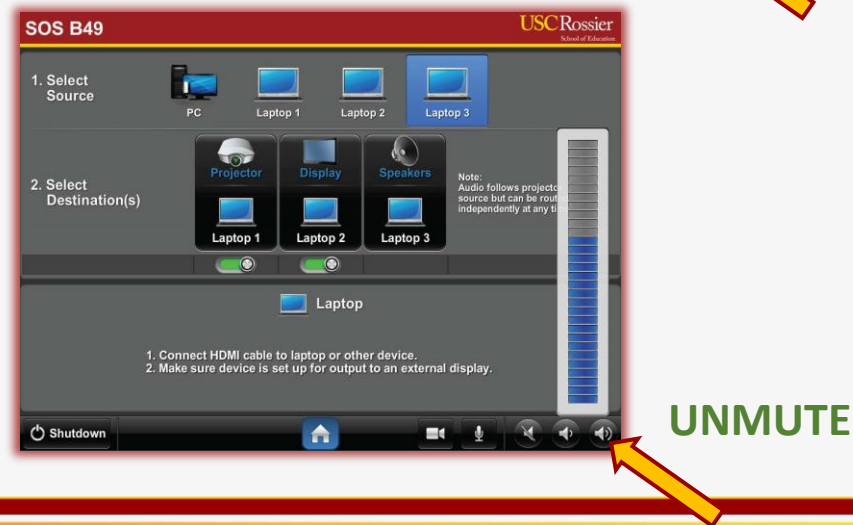
On the classroom touch-panel:

Make certain the classroom speakers are **UNMUTED.**

If the speaker icon is red, the speakers are muted.

Press the speaker icon to mute or unmute the classroom speakers.

If left on mute, students in the classroom will not be able to hear online participants.
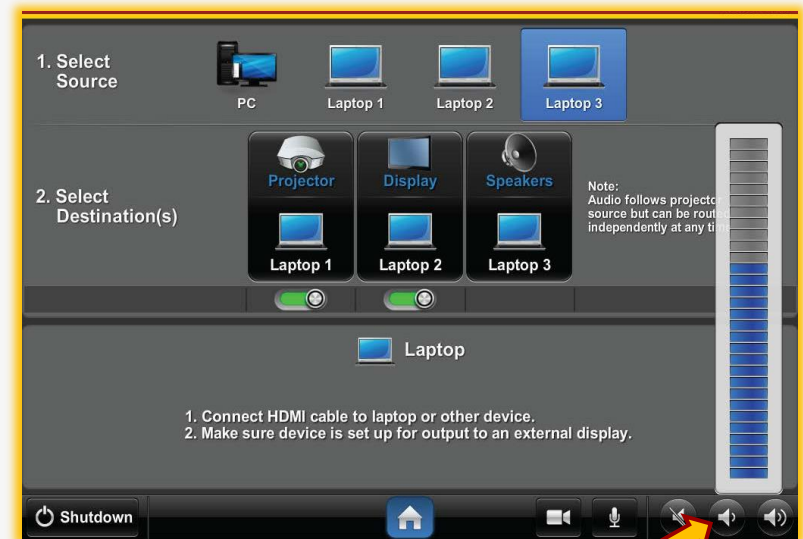
MUTE

UNMUTE

USC Rossier

Operate the classroom audio

On the classroom touch-panel:

Use the Speaker icons at the bottom right corner of the classroom touch-panel to raise and lower the in-class volume.

Adjust the volume when online attendees speak, or when media with sound is played into the room.

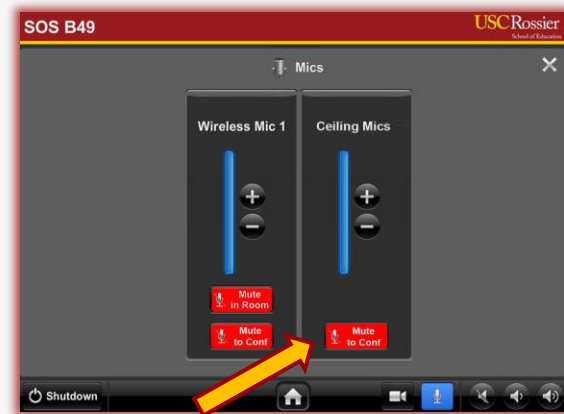Again, make certain the classroom speakers are **UNMUTED.**

Operate the classroom microphones

On the classroom touch-panel:

Touch the microphone icon at the bottom of the classroom touch-panel to activate the overhead microphone controls.

Press the onscreen mute button to mute or unmute the classroom microphones.

UNMUTE the classroom microphones, or online meeting attendees will not be able to hear events unfolding in the classroom.

MUTE

UNMUTE

Operate the classroom PTZ camera

On the classroom touch-panel:

Touch the camera icon at the bottom of the classroom touch-panel to activate the PTZ camera controls.

Press the onscreen buttons to pan, tilt and zoom the classroom camera.

The camera controls include position presets that will focus on typical teaching locations.

*** This is the camera image the online attendees will see. ***

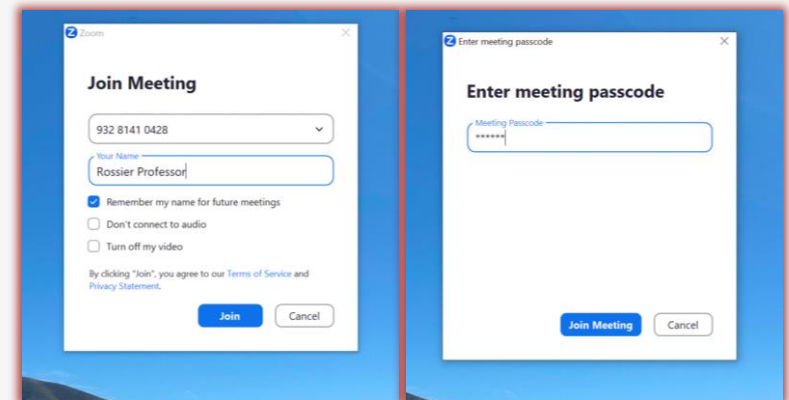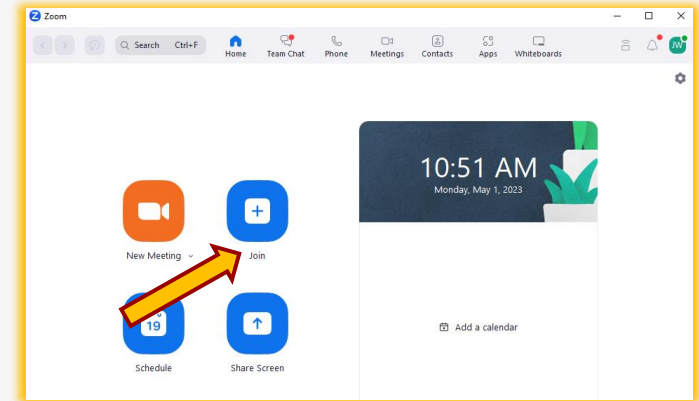# Arrange the Meeting on the "Rossier Classroom PC"

On the "Classroom PC":

Launch the Zoom application on the Classroom PC.

For best results, use the meeting application that is installed on the classroom PC, rather than any browser based meeting software.

"Join" the Zoom session on the "Rossier Classroom PC" using the meeting information.

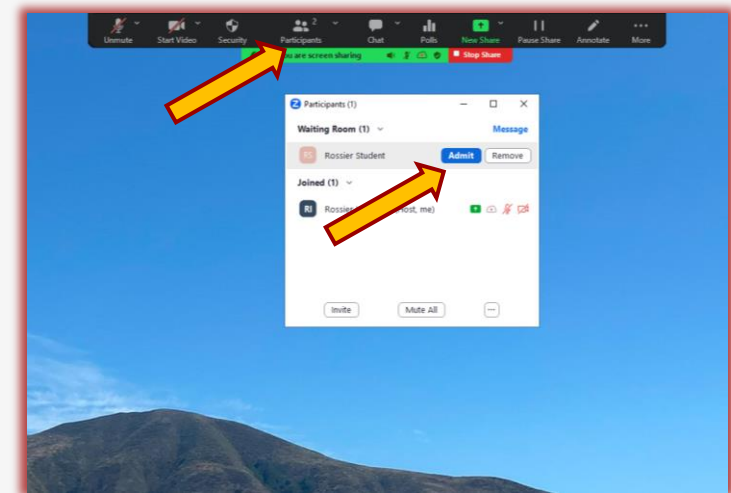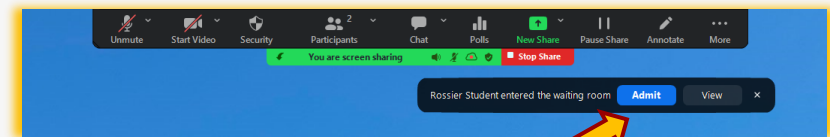Enter the passcode if necessary.

Arrange the Meeting on the "Rossier Classroom PC"

On your BYOD:

When attendees attempt to join, a popup will appear on the screen that allows you to admit them to the meeting.

Admit the "Rossier Classroom PC" into the meeting from the waiting room on your laptop/BYOD.

You can also admit attendees by opening the participants list.

Arrange the Meeting on the "Rossier Classroom PC"

On the Classroom PC:

*** On the "Rossier Classroom PC", make certain that **Start Video is ON** and the **Microphone is UNMUTED** from the Zoom meeting control-panel. ***

If the microphone icon has a red line through it, click the icon to remove the red line and unmute the classroom microphone.
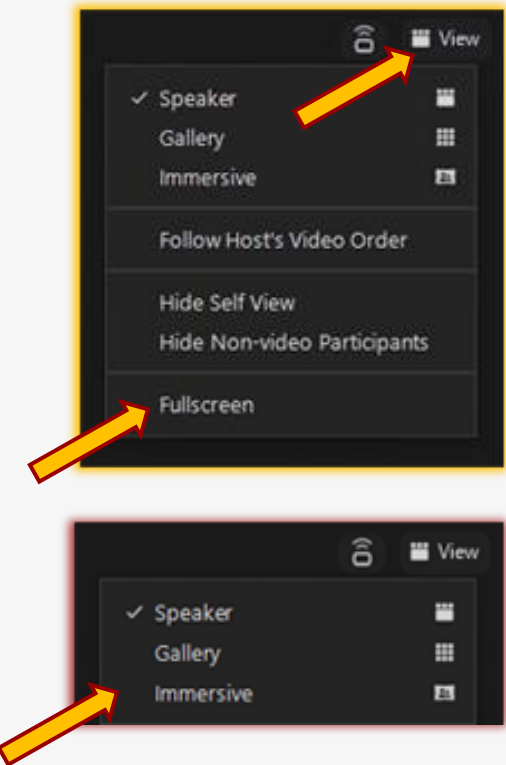

MUTE

UNMUTE
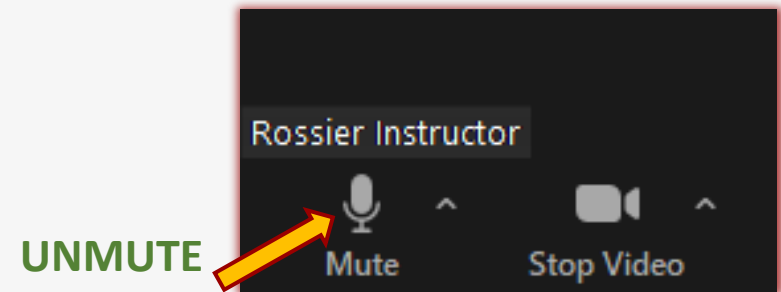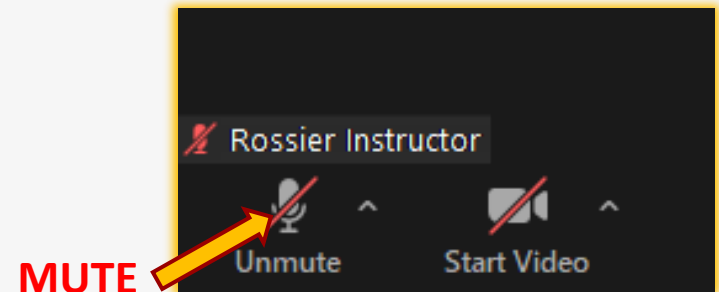
Arrange the Meeting on the "Rossier Classroom PC"

On the Classroom PC:

Put the Zoom meeting into full screen mode from the "View" button in the upper right-hand corner of the zoom meeting interface.

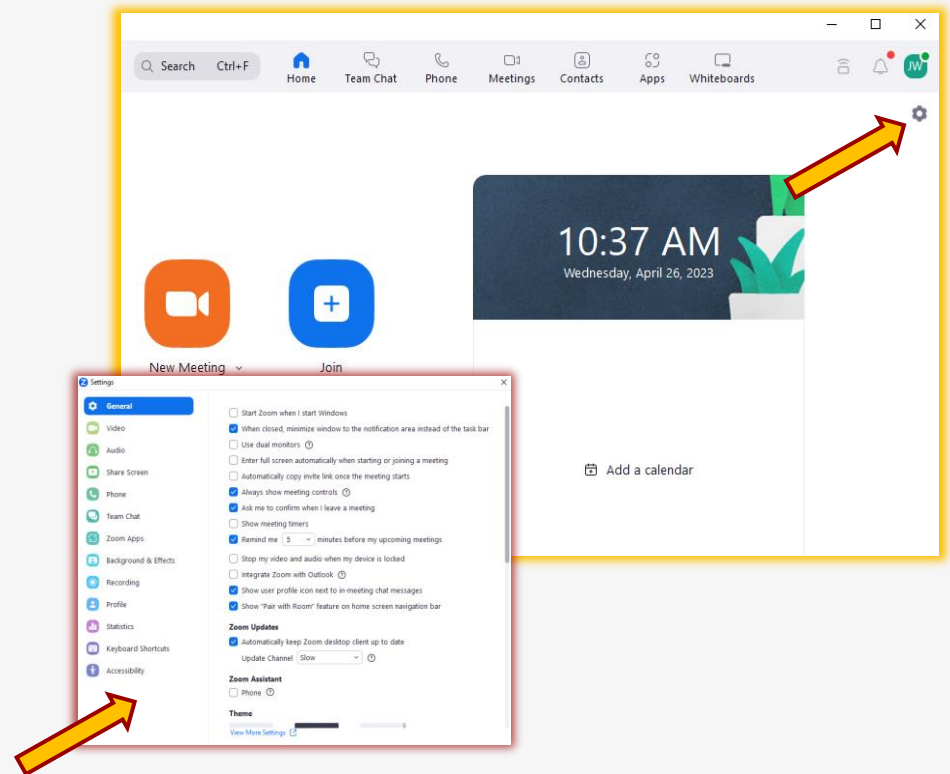From the open view menu, you now have the option to choose between the "gallery, speaker and immersive views."

Testing the system before lecture

On the Classroom PC:

Access the Zoom Settings.

Select the gear icon in the upper right corner of the main Zoom application window.

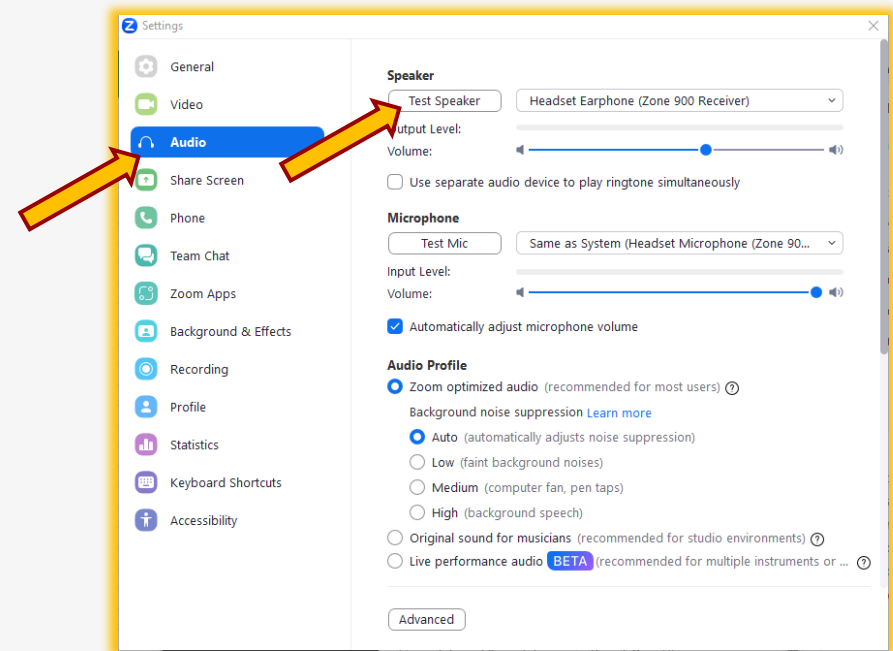A popup window will appear with your setting choices.

Testing the system before lecture

In the Zoom Settings:

Choose Audio from the column on the left.

Select "Test Speaker."

You should hear audio coming from the Classroom Speakers.

*** **You can turn audio volume up or down from the speaker icon on the classroom A/V Touch pad. ***
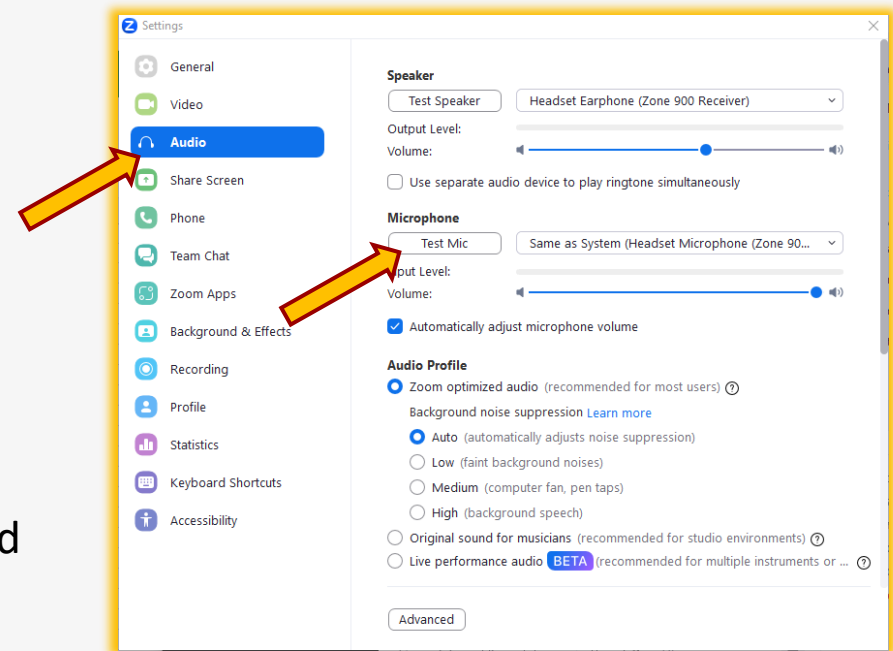
Testing the system before lecture

In the Zoom Settings:

Select "Test Mic."

The overhead classroom microphones will engage.

You should see the audio VU meter moving when you speak and the program will record a sample and play it back into the room.

*** You can turn audio volume up or down from the speaker icon on the classroom A/V Touch pad. ***

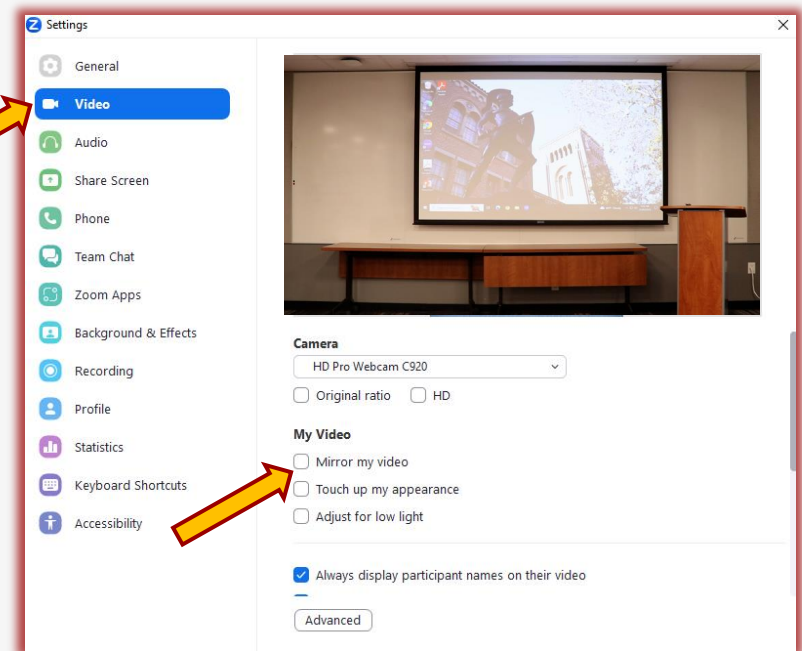Call Rossier MIS A/V Classroom Support at (213) 740-9800.

Testing the system before lecture

In the Zoom Settings:

Select "Video" from the column on the left.

Take this opportunity to set the camera position to your liking.

From the bottom of the A/V touch screen, choose the camera icon. Now you can pan, tilt, and zoom the camera.

*** <u>Make certain "mirror video" is NOT checked or classroom whiteboard content will be reversed.</u> ***

Recap

What we've done so far:

- Start the meeting from the BYOD

- Configure the BYOD to "host" the online meeting

- Join the meeting from the Classroom PC

- Turn on and configure the projector, digital display, camera, speakers and microphones

*** The classroom A/V and online meeting can now be managed from the classroom PC. ***
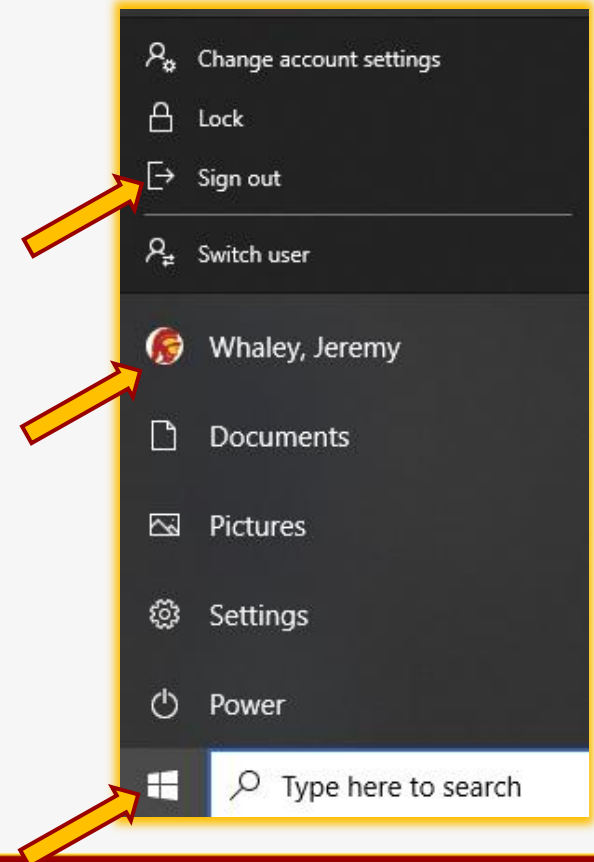
Shut down the classroom technology

On the Windows Start Menu:

Please log out of any software or applications that you may have accessed with your faculty or staff credentials on the Rossier Classroom PC.

Presenters can now sign out of the Rossier Classroom PC.

*** DO NOT "SHUT DOWN" THE CLASSROOM PC ***

Shut down the classroom technology

On the classroom touch-panel:

Shut down the projectors and monitors with the "Shutdown" button that is displayed at the bottom of classroom touch-panel.

All equipment will turn off at the end of the timer, or you can choose "Shutdown Now" from the classroom touch panel.

Rossier MIS Classroom A/V Support

In-Person Training and A/V Tech Support:

Hours:

Monday through Friday - 9:00am until 5:00pm

Video training and downloadable step by step instructions:

Rossier Support Wiki – rossierportal.usc.edu

Contact:

- Email - rsoesupport@rossier.usc.edu
- Call Rossier Classroom Support at (213) 740-9800.

Scan QR code

MIS Training and Support Wiki