**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 AV credenza.

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 the meeting you wish to launch.
- 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.
  - Click the Zoom link that contains your scheduled class.
  - Click start meeting
  - Invite the room as a participant and make cohost.

Click Join with Computer Audio

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

- To mute the 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

On the left side of the screen, select Join.

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

- Participants > Invite > select zoom room tabs > type room name

  Locate participants. Find the classroom participant. Select More > Make Co-host. *Ensure you are logged in with your USC Credential by visiting usc.zoom.us

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.

  Press ‘Got it” on touch panel when recording

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

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

Flight On!