

QUICKSTART MANUAL TO SET UP A ZOOM LECTURE WITH A TEACHERS PC**Only applicable to Theil CB-2, CB-3, CB-4**

Note. Inapplicable to Theil CB-1, CB-5, C2-1, C2-2, C2-3, C2-4, C2-5, C2-6. There is a [different manual](#) for these rooms.

1. In your EUR Zoom account, create a session for the lecture you will be teaching in CB-2, CB-3, or CB-4. Paste the link into Canvas (tips for Zoom settings can be found in the detailed manual).
2. In the hybrid classroom, start up the PC.
3. Start your Zoom account on the PC and open the Zoom session you created for this lecture.
4. Access to your documents is best arranged by using Onedrive.
5. The students at home can now be seen on the PC and the screen in the room.
6. You can now start your lecture.
7. You share presentations or videos by using the share screen feature in Zoom.
8. Students who follow the lecture from home will receive the sound from the teacher microphone.
9. Students in the hybrid classroom hear questioners who participate online from the sound system in the room.
10. Questions from students in the room are not audible for the students attending online. The teacher will have to repeat these questions.
11. Always close your Zoom session at the end of your lecture and log off the PC!

Note. Detailed instructions for each step can be found on the following pages. Read those first if you struggle with one of the steps!

DEMOS

To thoroughly master the use of the Zoom setup, we recommend attending a demo prior to your college (and after reviewing this manual).

From August 22 to mid-September 2022, there will be given 2 to 3 demonstrations per week. From October to December 2022, 2 demos will be offered per month. The dates of the demonstrations will be published [here](#).

Note. Student assistants (SA) from CLI are only available for demonstrations, no longer for help during lectures. If you work with an SA yourself, you can take him/her with you to one of the demonstrations.

After following the demonstration, we would like to ask you to organize a trial session yourself in one of the rooms. For technical problems in the hybrid classrooms, please contact Helpdesk MSC via helpdeskmsc@eur.nl or 010 408 11 22.

DETAILED MANUAL TO SET UP A ZOOM LECTURE WITH A TEACHERS PC

Only applicable to Theil CB-2, CB-3, CB-4

From September 2021 to June 2022, a pilot was conducted with hybrid education in 11 rooms at Theil. The results of the pilot will be shared [here](#). The rooms equipped with facilities for the pilot will remain available for the academic year 2022/2023. However, support from student assistants will be limited to giving demonstrations.

What are the possibilities in this room?

- You can start a Zoom session from the teacher's PC and use it to teach students synchronously in the room and at home.
- In doing so, you retain the freedom to walk around the hybrid classroom. This is because the camera which is located at the ceiling is linked to the image sent to Zoom.
- The sound of the microphone used by the lecturer is the audio that students hear at home.
- Questions from students at home are clearly audible to all students in the room.
- Questions from students in the room cannot be heard directly at home. The teacher should therefore repeat questions. It is also possible to use an additional microphone or catchbox microphone. Check with your [faculty's LI team](#) about using an extra microphone or catchbox.

Note. In many rooms at the EUR you can request a live webcast (and recording) via Panopto. These webcasts, unlike Zoom sessions, are asynchronous. Between what happens in the lecture hall and what students see at home, there is a delay of approx. 10-30 seconds, which makes it impossible to react immediately.

Prior to your lecture

1. To use Zoom, you must have a Zoom account from the EUR. If you don't have one, you can request one at the [Helpdesk MSC](#).
2. We advise you to have your lectures recorded with the [Panopto recorder](#) in the room. In the unlikely event that the technology fails, you can continue your lecture and students can watch it back. To request a recording (with Panopto), please go to [this link](#).
3. If necessary, you can [request a catchbox or a separate microphone](#) in advance if you want to make questions from students in the room audible for people at home. The costs will be paid for by your own faculty, consult with your [faculty's LI team](#) about the possibilities.
4. Create a Zoom session:
 - Log in to your EUR Zoom account. We recommend that you do not schedule meetings in the Zoom function within Canvas. The main reason (there are more): if you have a guest speaker, they possible won't have a EUR account. In Zoom within Canvas, you can only schedule meetings for *Authenticated Users*, therefore you cannot include a guest speaker.
 - In the menu on the left under the heading *PERSONAL*, choose Settings (Fig. 1).
 - Then scroll way down until you see the settings for *Screen sharing*. Tick the *All participants* box. This is necessary for a properly functioning Zoom Room.

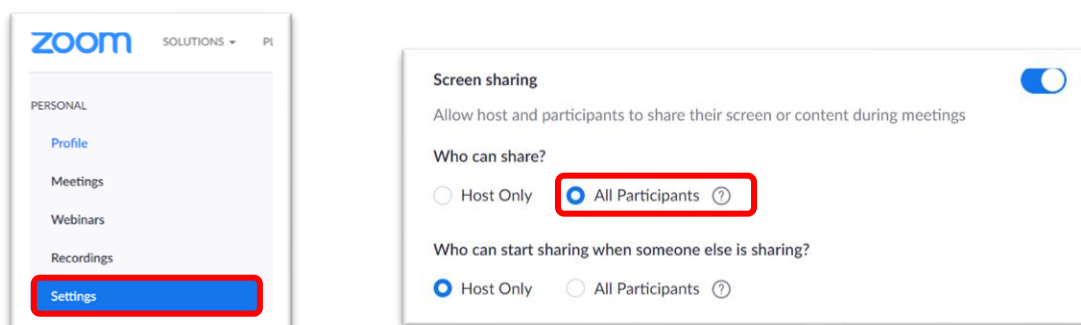


Fig. 1

- Schedule a meeting for the scheduled time using "*Schedule a meeting*".
- Set the preconditions of the meeting properly. We recommend that you also set the *Advanced Options* at the bottom of the Zoom schedule screen properly. Our advice:
 - *Enable join before host* - check box; allow students to join before the instructor is present, so they don't drop out because they are not allowed to enter the session yet.
 - *Mute participants upon entry* - check; so that it is quiet at the start of the lecture.
 - *Waiting Room* - off; otherwise, you have to admit everyone manually and a bell keeps ringing.
 - *Passcode* - preferably off to create as few barriers as possible.
 - *Alternative host* - If you have a student assistant present at the lecture, you can mark them as host in advance.
- 5. Copy the link that says *Invite attendees*. You can paste it on the course homepage in Canvas.

In the classroom, start this pre-made Zoom session. It's not possible to work with your laptop for zoom sessions in these rooms.