IMPORTANT!

TIPS FOR HYBRID INSTRUCTION

IMPORTANT NOTE: The document camera is connected directly to the lectern computer, to utilize it for both remote and in-person students you must use the lectern computer. To show content from a laptop or device, you must use Zoom in order for both remote and in-person students to view the content from your device. More information below.

Before leaving, remember to copy any locally saved Zoom recordings to USB. Remove USB drives or other devices, log out of the PC, and shutdown the lectern control panel.

Getting Started in the Classroom:
1. Turn on the control panel at the lectern and select preferred projector mode, if available.
   a. Note: If using YuJa, use the control panel to adjust the live YuJa video camera. Center projector or Stage left projector will be recorded depending on your selection - only in rooms with more than one projector. For YuJa Scheduled recording, go to https://yuja.replay.uci.edu/schedule/
2. Select PC as your source.
3. Use the gooseneck or wireless microphone to amplify voice for audio recording purposes.

Getting Started with Zoom or YuJa:

**Zoom**
- Open the Apps folder on the desktop, open Zoom, and sign in.
- Click Test Speaker and Microphone.
  - Speaker – select “Extron HDMI” or similar.
  - Microphone – select “Microphone (Live Streamer CAM 313)”
  - Click Join with Computer Audio after a successful test.
- In the meeting, for the webcam make sure "Live Streamer CAM 313" is selected.
- Share Screen – share the computer screen, open applications, or the document camera. DO NOT write on the physical whiteboards in the room, instead use the document camera with paper and pen/marker. If the room is equipped with a touchscreen monitor or Wacom tablet, you can use Zoom's whiteboard or YuJa's annotation options.

**YuJa**
- Open YuJa on the desktop, select Single Sign On, and UC Irvine.
- By default, the computer screen and audio will be captured.
  - For video, select "Live Streamer CAM 313" and toggle On.
    DO NOT select the document camera here. Once recording or live streaming has begun, see the instructions in the next section below on how to use the document camera within YuJa.
  - For audio, select “Microphone (Live Streamer CAM 313)” and toggle On.
• Make a short test recording to verify everything works as expected.

**Using Document Camera for Hybrid Class:**

**Zoom recording or live streaming**
• While in the Zoom Meeting, click **Share Screen**, select **Screen**, and click **Share**.
• Open the **Utilities** folder on the desktop, open **ImageMate**, and resize the window.
• Take a few minutes to explore the software before starting. See next page for ImageMate user guide.

**YuJa recording or live streaming**
• Open the **Utilities** folder on the desktop, open **ImageMate**, and resize the window.
• Take a few minutes to explore the software before starting. See next page for ImageMate user guide.

**Showing Content from Laptop or Device (Zoom Only)**
DO NOT log into your UCI Zoom account from your device. Instead, use Join a Meeting to enter the meeting from your device, otherwise Zoom will log you out on the lectern computer.

1. From **device** after meeting has begun:
   • Open **Zoom**, and select **Join a Meeting**.
     ○ Input **Meeting ID**, input **Your Name**, and click **Join**.
     ○ Input **Passcode**, if any.
     ○ Mute microphone and webcam once in the meeting, if needed.

2. From **lectern computer** after you enter the meeting with your device:
   • Click **Participants**.
     ○ Hover over the name you created for your device, click **More**, and select **Make co-host**.
     You are now ready to share the content from your device by using **Share Screen**.