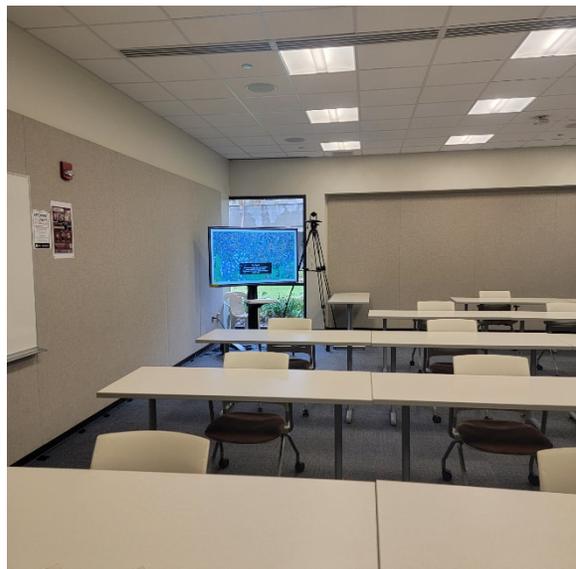


The new UHWO classrooms are designed to accommodate the HOT Hybrid instructional model. Each classroom still has the same control panel to start up the equipment and the same equipment that it had in the past such as the projector. UHWO IT has added extra equipment into the room to make your HOT Hybrid course easier to broadcast.

There are new pieces of equipment – video camera, TV, wireless microphone and Vibe board.

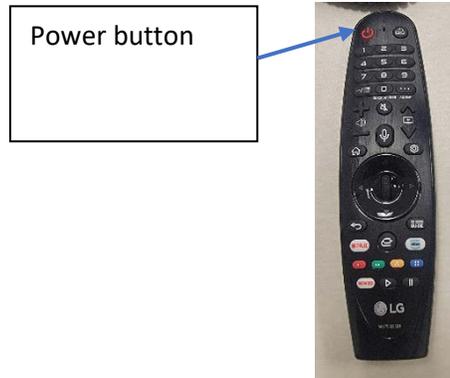
- **Video camera** – The new video camera is a cool addition to our classrooms. The video camera will work with Zoom. The cool thing about the camera is that it will auto track you as you walk around the front area where the whiteboards are. The new video camera is called HuddleCam2 SimpliTrack2 <https://huddlecamhd.com/simplitrack-2/>.
- **TV** – the TV is for you and your students to see their classmates that are on Zoom. Please remember to put the Zoom gallery screen on the TV so that you can see the students.
- **Wireless Microphones** – We have wireless microphones in the classrooms. This will ensure that your students can hear you on Zoom as you walk around or write on the whiteboard or use the Vibe board.
- **Vibe Board** – The Vibe board is on a red stand and it looks like a TV. You can think of the Vibe board as a giant tablet or iPad and it works like a tablet too. It has apps like a tablet (android) but it is a whiteboard that you can use for your class on Zoom or if you want to save a pdf of your whiteboards for students. You can use the Vibe pencils that are on the red part of the stand. Please do not use the dry erase markers on the screen! If you want to see what Vibe can do and get ideas on how to use it beyond a whiteboard - <https://youtu.be/Ccd4cVrtHTk> and <https://vibe.us/faqs-for-teachers-and-educators/>



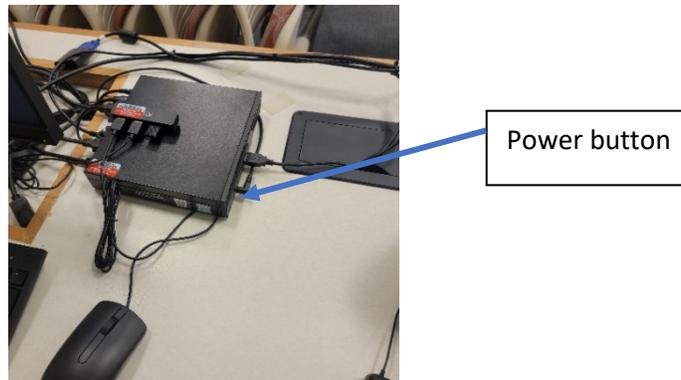
## Get Started in Class

When you get to the classroom:

1. Turn on TV. The TV remote is on the desk. Please do not take the remotes.



2. Turn on computer. There is a big change this semester. We moved the classroom computer to the desktop so you do not need to go to the closet or cabinet to turn it on. If you are using classrooms in buildings D and E, the computer is a Dell micro which is on the desk. Building A has Mac minis are in the cabinet.



3. Type in code to AV panel. Once it starts up, select the classroom computer as the source.
4. Start Zoom on the computer and log in with your Zoom account. Start your class session. The HuddleCam should start up with the TV and the computer.
5. Please get the rechargeable AA batteries. It should be located on the wall underneath of the projector screen. Put the batteries into the unit. You might need to squeeze the buttons on the side of the battery pack.
6. Take the wireless microphone from the table or cabinet. Turn it on with the switch on the top of the unit (where the antenna is).

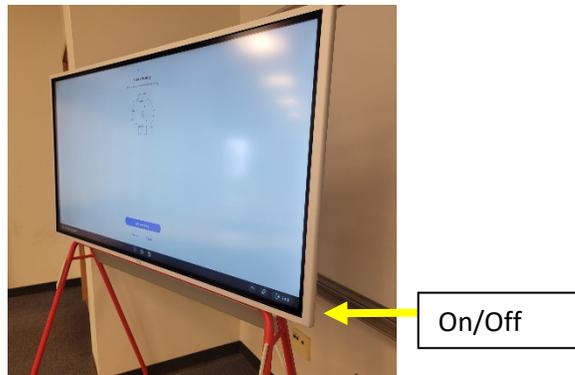


7. Clip the battery pack to your pants or if you wear a dress, you might have to hold it in your hand.
8. Clip the microphone to your shirt/blouse/dress so that it is about 1 hand length from your mouth. Please remember that the microphone will pick up any noises like your clothes shifting, clearing of your throat, or other noises. It will also catch any whispering so be careful. (see the picture to the right).
9. You can still use the projector and the projection screen that are in each of the classrooms.
10. You are ready to go!
11. If you need assistance, please call the IT Help Desk at x2411.



**You have some choices now because using the Vibe board is optional.**

If you want to use Vibe board for your class and you are using the HOT Hybrid model, you will be using the Vibe board as a teaching assistant. The Vibe board will be like a second computer for you to use in Zoom. You will need to join the Vibe board to your Zoom session and make it your co-host.



- a. Start vibe board the board on red stand. There is a button on the back of the board on the lower right side of the board. (see the yellow arrow in the picture above)
- b. Tap the screen a menu should appear at the bottom. Select the grid of 9 dots icon. This will take you to the apps that are on the Vibe board.  
*You are going to make the Vibe board a participant in your Zoom. Vibe will be your co-host and where you would share the screen so that the students can see the things that you write on the Vibe board.*
- c. Start the Zoom app on the Vibe board
- d. Choose join meeting
- e. Type in your Zoom meeting ID
- f. Enter the name Instructor Vibe Board

- g. Admit the Instructor Vibe Board to your Zoom meeting.
- h. From the computer's Zoom, open the Participants panel and select the ... next to the Instructor Vibe Board name.
- i. Choose Make co-host.
- j. On the Vibe board, select the share screen in the Zoom app. A list of things that you can share appears. Scroll through the list to find the word Screen. Do not choose the whiteboard in the list because that is the Zoom whiteboard and it will not save the whiteboards in PDF form.
- k. You can start writing on the Vibe board. To add pages, there is a + sign on the right toolbar. Tap the + sign. If you have multiple pages, a arrow navigation will appear on the bottom and you may flip through previous pages.

### **Save your work on the Vibe board**

1. **Before ending your class**, please save the Vibe board by selecting the Share button at the right top of the Vibe board.
2. Select email and enter your email address. The Vibe board will email you a pdf version of your session.
3. To clear the Vibe board, select End Session button on the lower right side of the Vibe board.

### **To End class**

If there is a class after you, please leave the system on but make sure that you log out of your Zoom and emailed your Vibe board contents.

### **Last person for the day**

If you are the last person, please shutdown the computer, turn off the TV with the remote and hit shutdown on the AV panel. To turn off the Vibe board, press the On/Off button on the back of the Vibe board and choosing deep sleep. If you can remove the AA batteries from the microphone and put them on the charger on the wall underneath of the projector screen.

