

Return to In-Person Teaching and Learning: Hybrid Teaching and Learning Scenario

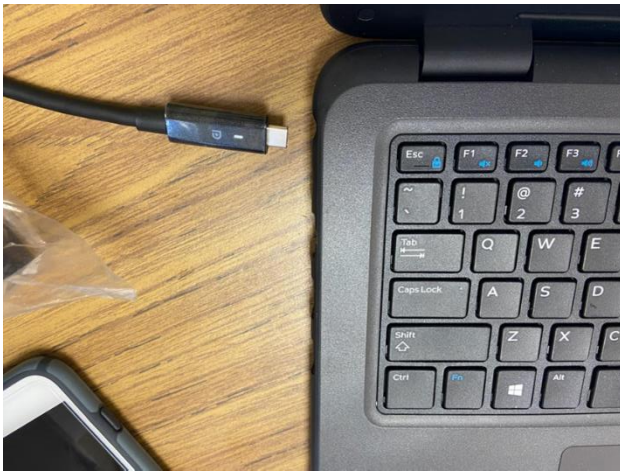
Scenario 1: Teacher teaches both students in the classroom and at home from the teacher's desk through itslearning and Microsoft Teams.

This option is the same delivery method which teachers have been using from home; the location is just changed to the classroom. The instructional elements in the playlist are the same for the students at home and in the classroom.

- Student attention is on the computer.
- Teacher directs instruction through the laptop camera.
- Sound for students in the classroom can only go through the teacher device. If plugged into the dock for the whiteboard, sound may be projected through the classroom speakers. This will reduce the feedback noises that will occur. (insert picture)

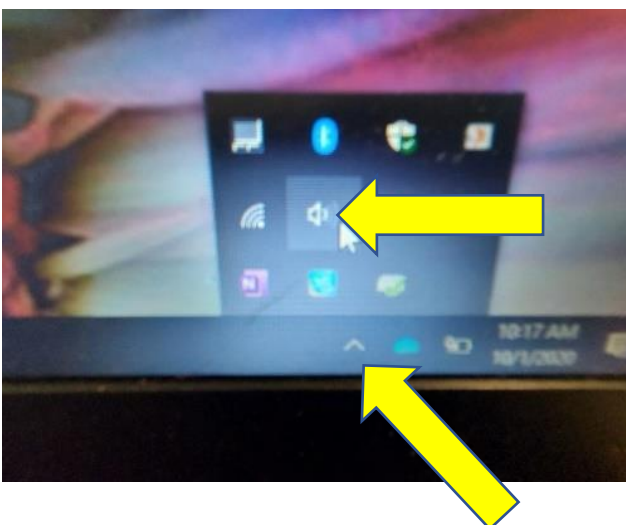
Directions for classroom set up:

1. Dock the teacher laptop by connecting the dock tail to the laptop (USB-C)



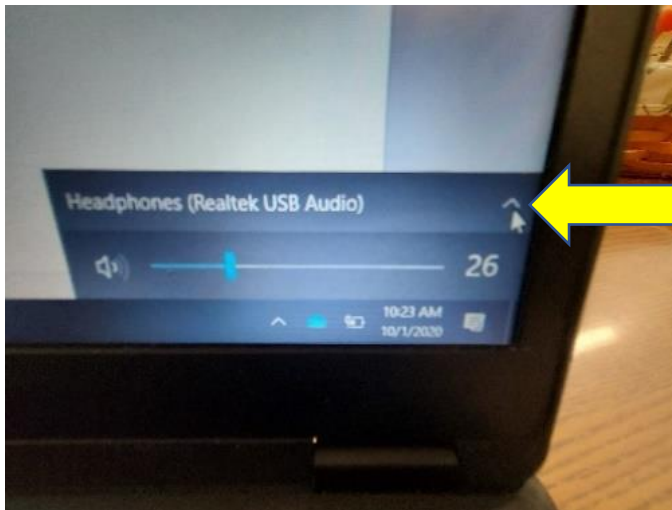
2. Log in to your laptop using HCPS credentials.
3. Teacher will be using laptop camera.
4. Teacher will select the laptop, whiteboard speakers, or classroom speakers.

Select volume speaker from the bottom system tray.



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Click Realtek audio up arrow.



Select Headphones Realtek.



Directions for students in the classroom:

1. Headsets will not need to be worn by students in the classroom unless students are working independently.
2. Mute system sound during whole group instruction. (insert picture)
3. Mute microphone. If a student responds to a question posed by the teacher or another student, the students at home will hear the response as the teacher's laptop will pick it up. If a student is soft spoken it is recommended that the teacher reiterates the response so students at home can hear what has been said. (insert picture)
4. Students will use the screen on their laptops to view the teacher, materials, and to complete assignments.

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Scenario 2: Teacher teaches from the teacher's desk using the projector.

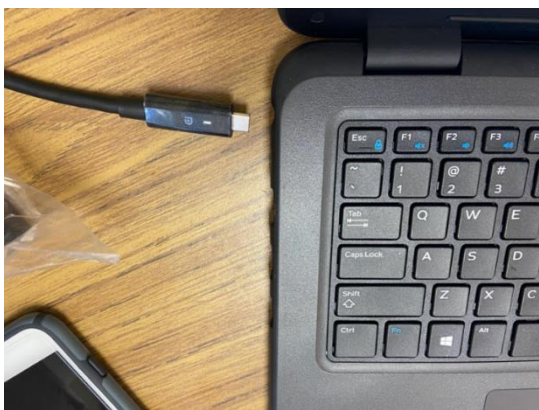
Students at home are in itsLearning and Teams, students in the classroom are not in Teams, but will use their device for accessing the playlist in itslearning. The instructional elements in the playlist are the same for the students at home and in the classroom.



- Student attention is on the projector screen/whiteboard while the teacher is at his/her desk. If the teacher is accustomed to using a second monitor to extend their screen the projector can serve as the second monitor.
- Teacher directs instruction through the laptop camera and to his/her students within in the classroom. At times, the teacher will be switching from looking into the camera to looking toward the students at their seats.
- Sound for students in the classroom can only go through the teacher device. If plugged into the dock for the whiteboard, sound may be projected through the classroom speakers. This option seems to reduce the feedback noises that will occur.

Directions for classroom set up:

1. Dock the teacher laptop by connecting the dock tail to the laptop (USB-C).

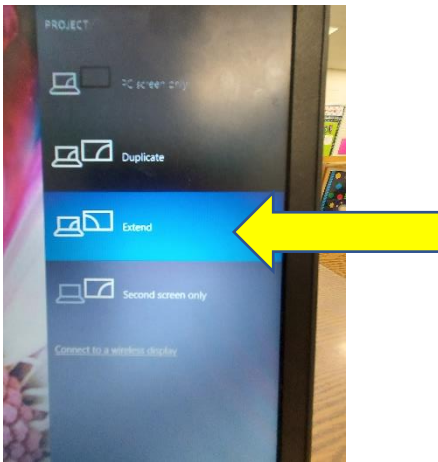


2. Turn on the Projector.
3. Log in to your laptop using HCPS credentials.

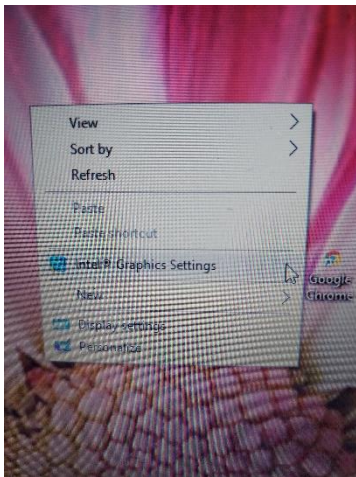
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4. Change the screen resolution to 1024X768.

Hold down Windows key and P at the same time. Select Extend (third option down).



5. Right click on an empty space of your desktop. Select Intel Graphics Setting



6. After selecting the Intel Graphics Settings option, the screen below will appear. Select Display (first option).

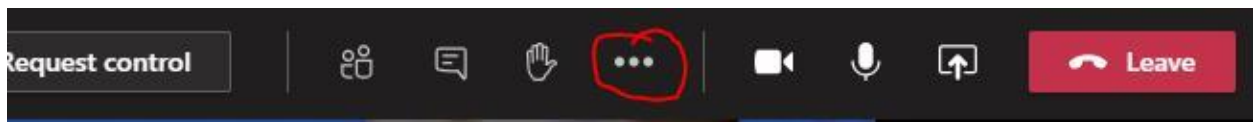


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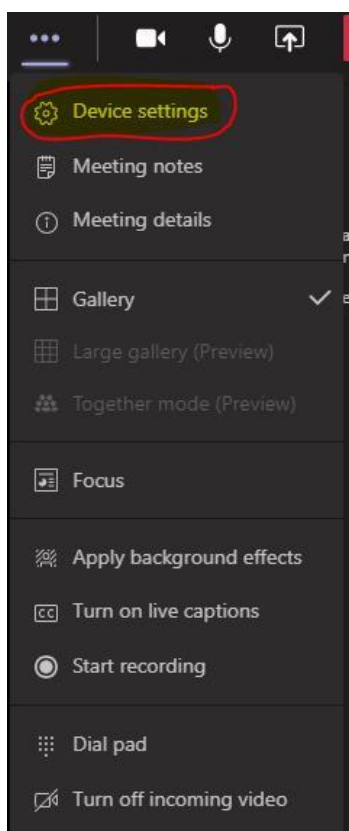
7. Select Digital Display under the Select Display dropdown menu. Under the resolution dropdown select 1024X768. Finally change your scaling to full screen. Select apply.



8. Select laptop, Whiteboard, or classroom speakers though your device settings in Teams. Select the three dots at the top of your Teams App.

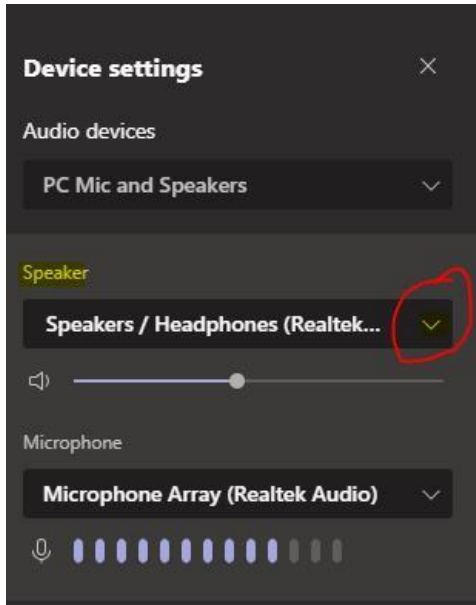


Select Device Settings.



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Under speaker, select Headphones.



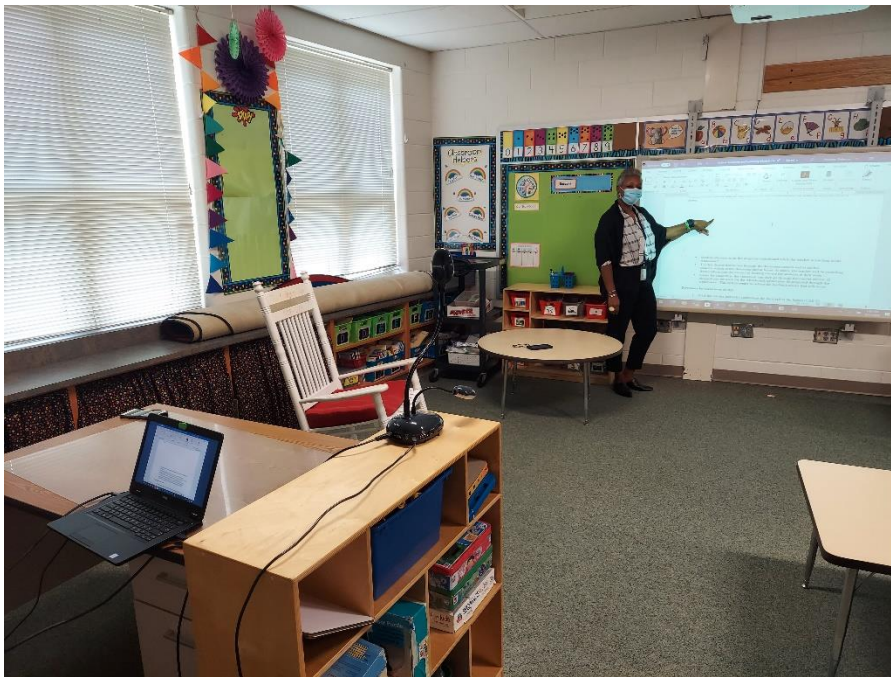
Directions for students in the classroom:

1. Headsets will not need to be worn by students in the classroom unless students are working independently.
2. Mute system sound during whole group instruction.
3. Mute microphone. If a student responds to a question posed by the teacher or another student, the students at home will hear the response as the teacher's laptop will pick it up. If a student is soft spoken it is recommended that the teacher reiterates the response so students at home can hear what has been said.
4. Students will view the teacher in person but use their device to access materials and complete assignments.

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Scenario 3: Teacher teaches from the front of the room using the document camera or a webcam

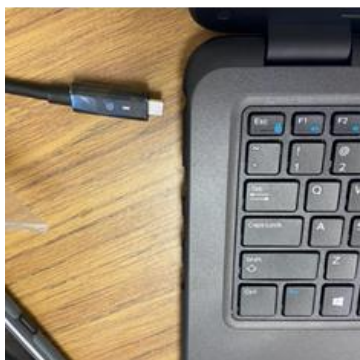
The document camera will serve as the camera broadcasting both the teacher and the whiteboard so that the teacher can teach from the whiteboard to the students in person and at home. The instructional elements in the playlist are the same for the students at home and in the classroom.



- Student attention is on the projector/whiteboard while the teacher is teaching at the whiteboard.
- Teacher directs instruction through the document camera and to his/her students within in the classroom and at home. At times, the teacher will be switching from looking into the camera to looking toward the students at their seats.
- Sound for students in the classroom can only go through the teacher device. If plugged into the dock for the whiteboard, sound may be projected through the whiteboard. This option seems to reduce the feedback noises that will occur.

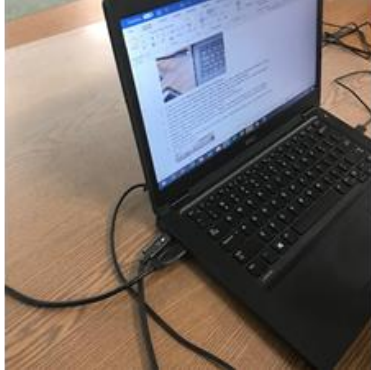
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2. Log in to your laptop using HCPS credentials.
3. Connect the document camera to the computer or the computer dock at a distance where the teacher and the whiteboard can be seen within a viewing frame.

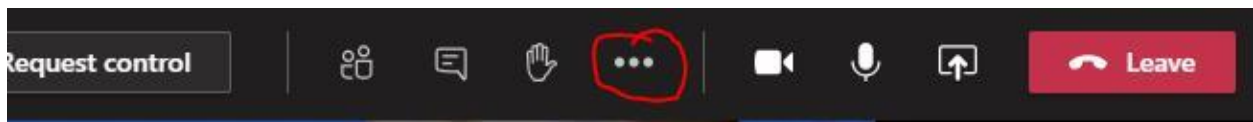


4. Adjust the arm of the document camera so it projects right side up. If your document camera uses Active View Software, you can change the settings within the App.



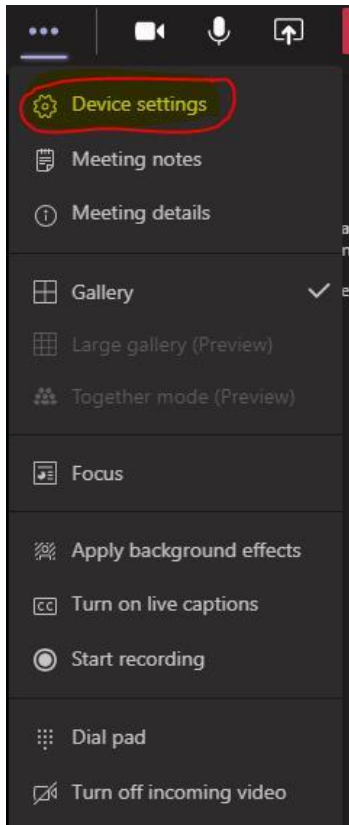
5. Initiate a Microsoft Teams meeting. Selecting Audio and Camera Source.

Select the three dots at the top of your Teams App.

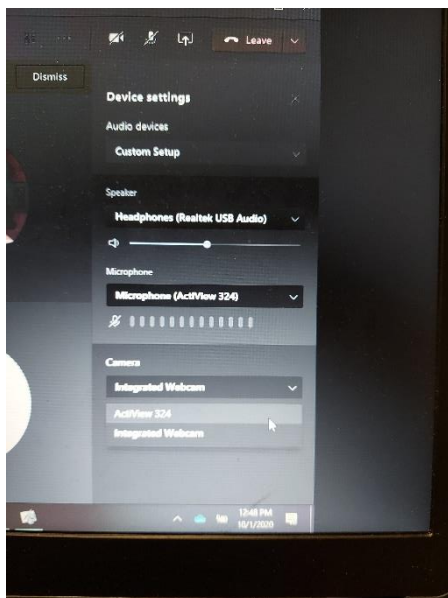


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Select Device Settings.

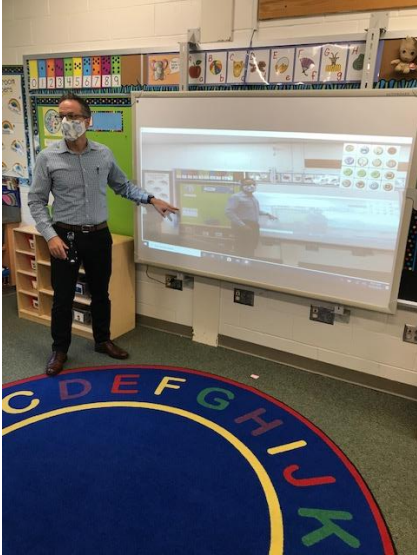


Under Microphone and Camera options select the document camera brand that you are using (ActiView or Ipevo)



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- 6.) Tape off an area in front and to the side of the whiteboard where you can safely move and be seen on camera.



- 7.) Test a meeting with other colleagues in the building to ensure sound and visibility are clear. Change the lighting settings in the room by turning off some or all lights to see if the board clarity sharpens.
- 8.) When teaching, ensure that Teams is open either in the background of ActivInspire OR snap the ActivInspire Screen and the Teams grid to see both at the same time on the whiteboard.

*Under the Share Screen option within Teams select the Microsoft Whiteboard icon. if your document camera malfunctions. This will allow your students at home to still see what you are presenting on the Microsoft Whiteboard. You could also turn your laptop to face the front of the room so the students at home can see you at the bottom of their screens as well as the Microsoft Whiteboard.

Only personal monitors with a Display Port or HDMI cable will be permitted in classrooms for use as an additional monitor. HCPS holds no liability for the device.