Classrooms are equipped with:
- Instructor computer with webcam
- Laptop connection (HDMI only)
- Projector or display
- Document camera
- Microphone system

**INSTRUCTOR COMPUTER** - Includes standard set of software applications; will need to be used during instruction to leverage the attached webcam.

**WEBCAM** - Supports both synchronous and asynchronous remote instruction and recording/capture via your preferred platform (i.e., *Blackboard Collaborate Ultra* or *Zoom*).
- To move the webcam, the monitor should be swiveled; **DO NOT REMOVE it from the monitor.**
- The integrated microphone will pick up sounds within approx. 15 ft.
- The webcam and built-in mic are the default options when using any of these programs. **If prompted, agree to the default source when asked to confirm which camera and mic to use.**
- The webcam cannot be plugged into any other device (i.e., laptop)

**LAPTOP CONNECTION** - HDMI is used to support output from laptops to the classroom technology. If your device does not have an HDMI output, you will need to bring your own adapter. Adapters are available for purchase at the Patriot Tech store.

**AUDIO ENHANCEMENT** - Due to the use of face coverings, some instructors may wish to use an audio amplification device (microphone). Some classrooms include a handheld, lapel, or desktop-mounted microphone.

**DOCUMENT CAMERA** - Document cameras will be plugged into the instructor computers, via USB cable, which will allow them to also be used as a video source during web conferencing.
WEB CONFERENCING

Web conferencing, using Blackboard Collaborate or Zoom, can be facilitated in classrooms; simply launch a session through the tool or Blackboard.

For information on how to share multiple screens of content in a web conference session using Blackboard Collaborate or Zoom, visit the Stearns Center Classroom Guide at: https://stearnscenter.gmu.edu/knowledge-center/general-teaching-resources/classroom-guide/.

Recording Tips:
- Recordings must always be started, they do not start automatically
- Blackboard Collaborate Ultra recordings are automatically available to students in the Blackboard course
- Zoom recordings will be available in your Blackboard course IF the Zoom session was created in Blackboard
- Zoom recordings also are stored to your Blackboard My Media page

CLEANING PROTOCOLS

Computer keyboard, mouse, monitor, touch panel (where applicable) and microphones will be equipped with protective covers. **DO NOT REMOVE the covers.** They will be routinely replaced by Classroom Support staff. Before and after use, please wipe the equipment (where applicable) with disinfectant wipes provided in the classroom.

NEED HELP?

Where possible, the Classroom Support staff will be utilizing remote tools to support classes and to minimize classroom downtime for repairs and maintenance. To do our best to ensure the safety of the community, we will strive to limit in-person visits to cases where there are no alternative ways to carry on with class.

FOR IMMEDIATE HELP OR TO REPORT AN ISSUE

Please call your specific campus Classroom Support Hotline at:
- Fairfax: 703-993-3456 or 3-3456 from a campus telephone
- Arlington: 703-993-8226 or 3-8226 from a campus telephone
- Science & Technology: 703-993-8499 or 3-8499 from a campus telephone

For additional resources teaching in an online, blended or hybrid mode, consider the following:

- Please visit the Stearn’s Center resource page for the "new normal" of F2F teaching at https://stearnscenter.gmu.edu/knowledge-center/hybrid-teaching-resources/
- For instructional information on the Blackboard Collaborate or Zoom synchronous web conferencing tools, please visit https://stearnscenter.gmu.edu/knowledge-center/synchronous-teaching-resources/
- For technology information on the Blackboard Collaborate or Zoom web conferencing tools, please visit or https://its.gmu.edu/.