

Classroom technology tips for hybrid teaching

Webex tips

- It is best to set up your Webex as a recurring meeting rather than using your personal room URL.
- Create a password for your Webex that is unique to your class and will be easy for the students to remember.
- When scheduling your event, under audio conference type select the VoIP only dropdown. Using the default Webex Audio dropdown will include a phone number with the meeting invite. Purdue has to pay for toll charges on these calls so the Webex Audio option should only be used if there is a need for it.
- Webex Meetings, Webex Training, or Webex Events will all work for your hybrid class but each type of Webex has different features that make them better suited to specific types of meetings. Webex Meeting and Webex Training are the only types of Webex session that offer you the ability to schedule recurring events.
- Once you have your meeting URL, share it with the students through Brightspace so it is always available to them.
- If you've scheduled a Webex Event or Webex Training, be sure to only share the participant URL to the students.
- Once you're in your Webex session, click the participant dropdown and make sure Mute on entry is checked.
- Most rooms have a webcam in them that can be used for Webex if it isn't being used for the Boileercast recording
- For interactivity, plan to have a graduate student or assistant relay questions that are asked in the chat or Q&A section of Webex. Questions asked in the room should be repeated so those listening remotely can hear what they were. The person assisting with questions can be live in the classroom or remote.
- Add an alternate host to your Webex so the meeting can be started if you are out one day.
- Schedule an alternate host for your Webex so someone else can run the meeting if you're out.

Boileercast tips

- If you're using Boileercast, it is important to know whether your classroom uses a Boileercast capture appliance or whether the computer in the classroom is handling the Boileercast capture. You can use ITaP's Boileercast web page to look up your classroom. If the Boileercast column in the table says "All sources capture", your room has a capture appliance. If it says "Desktop PC Capture", all recording is handled by the room PC.
<https://www.itap.purdue.edu/facilities/tic/locations/index.html>
- Capture appliance rooms can record any source that can be displayed on the left projector in the room (as you're facing the screen).
- Desktop capture rooms can only capture things that can be displayed on the desktop of the computer in the room.

- Most of the document cameras in the rooms are connected to the projector via HDMI and to the PC via USB. This means that the document camera will come up on the PC as a video source. If you need to record the document camera to Boileercast or display it through Webex, you can launch the camera app on the PC and display it on the desktop.
- If you're in a desktop capture room the webcam can be used for either Boileercast or Webex, but not both at the same time. ITaP has put together a brief video on how to change sources within the Boileercast classroom capture app.
- If you've requested a live Boileercast stream of your lecture, there will be up to about a 30 second delay for students viewing the stream.
- Classroom capture will only stream a single source (camera or desktop). You can select the source your streaming by following the instructions in this video. Note that if you stream the webcam, it will not be available for use in Webex.
<http://www.kaltura.com/tiny/ijxdr>

Scheduling a Webex Event

- Launch your web browser and navigate to <https://purdue.Webex.com>
- Click the log in link at the upper right. Maximize your window if you don't see the log in link.
- Use Boilerkey to log in.
- Click the Webex Training tab. If you don't see the tabs across the top of the screen, click the ^ icon in the center of the top of the screen.
- Click "Schedule Training" in the column on the left.
- Give your event a Topic such as "MCMP 123 Fall 2020"
- Set an event password. The password should be something easy for students to remember, but can't contain your name, username, or event title. It should be easy to type on a mobile device.
- Set the audio conference type to use VoIP only. Only select the Webex audio option if you require a phone number. Keep in mind that toll charges may be involved.
- Set the date and time of the event along with the recurrence.
- Set the duration of the course.
- Uncheck the registration option unless you want to require the students to register.
- When inviting presenters, check the "Add presenter as alternate host" button for at least one presenter so they can run the event in your absence.
- If anyone other than you is presenting, right click on their name and change their role to presenter.

Starting class

- Log into the room PC
- Launch Chrome and navigate to <https://purdue.Webex.com>
- Click the log in link at the upper right. Maximize your window if you don't see the log in link.
- Use Boilerkey to log in.
- Click the Webex meetings tab. If you don't see the tabs across the top of the screen, click the ^ icon in the center of the top of the screen.
- Click "My Meetings" in the column on the left.

- Click the start button to start the appropriate meeting.
- If in a capture appliance room (all sources capture) - When connecting to audio, set the audio output to Crestron. This will direct the Webex audio through the room system.
- Leave the microphone as default.
- Set the camera as the webcam (note it may be showing the document camera).
- Click the participant dropdown and make sure mute on entry is checked.

Notes on running the hybrid class

- If you're in a Desktop capture room and would like to share the document camera, you can launch the camera app on windows. If you don't see the camera, look for the change camera icon on the right of the app and click it to bring up the document camera. 
- When presenting, it is best to share your entire screen rather than the app. Sharing the entire screen will allow you to switch between applications without having to stop sharing.
- When presenting with PowerPoint, you won't be able to see the chat window in Webex. It is best to have an assistant who can monitor the chat and relay questions to you verbally. This can be done by someone in the room or remotely.